Contract Between

The Board of Education
Community Unit School
District #196

and

The Dupo Federation of
Teachers and Paraprofessionals

2024-2028

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PREAMBLE

This Agreement is made and entered into at Dupo, Illinois, between the Board of Education, Community Unit School District #196, Dupo, Illinois, hereafter referred to as the "Board" and the Dupo Federation of Teachers, AFL-CIO, a professional organization, hereafter referred to as the "Union."

PART I – GENERAL WORDING

ARTICLE I - INTENT AND PURPOSE

It is the intent and purpose of the parties hereto, by entering into this Agreement, to promote and improve the relations between the Board and the School District employees and expedite and facilitate the attaining of the worthy objectives of the school district. Nothing in this Agreement shall be in conflict with the School Code and other laws of the State of Illinois and any provisions found by a competent court of law to be contrary to the laws of the state shall be considered null and void, but all other provisions shall remain in full force and effect.

ARTICLE II - BARGAINING AGENT

Section 1

The Board and Union agree that the Union is the sole and exclusive bargaining agent for the teachers, librarians, counselors, nurse, and all regular employees except the superintendent's secretary/clerk, district bookkeeper, supervisor, principals, and directors of Unit District 196 in regard to the basic rate of pay, total hours of employment per day, continuity of daily work schedule, and other conditions of employment.

Section 2

An agenda will be sent electronically via email to the Union President before the Board meeting. All financial reports will be delivered via Boardbook each month at the meeting.

ARTICLE III - NEGOTIATIONS PROCEDURES

Section 1 - Teams Make Up

During negotiations the Board and the Union shall each be represented by a team of no more than seven (7) representatives.

Section 2

The first meeting between the Board and Union to initiate negotiations on a new contract shall be held on or before May 1. At that time the Board and the Union shall establish a date to exchange initial proposals and establish dates to meet.

ARTICLE IV - UNION DUES CHECK OFF SYSTEM

Section 1

Upon obtaining the written approval of the individual union members the Board shall check off and collect from said Union members all dues of Union and pay the same to the Union. The Union shall furnish a statement of the amount to be so deducted on a monthly pay basis September through May.

Section 2 - Payroll Deductions

The employer shall honor employees' individually authorized deduction forms, and shall make such deductions in the amounts certified by the Union for union dues, assessments, or fees. Authorized deductions shall be irrevocable except in accordance with the terms under which an employee voluntarily authorized said deductions. Dues revocations are processed by the Union. In the event that an employee revokes their dues in accordance with the terms in which they authorized the dues deductions, the Union will notify the employer after the close of the revocation window. The union shall indemnify and hold harmless the board, its members, officers, agents, and employees, in both their individual and official capacities, from and against any and all claims, demands, actions, complaints, suits, or other forms of liability that shall arise out of, or by reason of, action taken by the Board for the purposes of complying with the above payroll deduction provisions or in reliance on any list, notice, certifications of deductions, or revocations.

Section 3 - Freedom of Information Act Requests (FOIA)

The Union shall be notified within five (5) business days of the employer's receipt of a Freedom of Information Act (FOIA) request that asks for information regarding any bargaining unit member, including, but not limited to, names, email addresses, any part of the home address, or list of members of the union, dues payers, or non-members, as it relates to fair share and the Janus labor union case.

ARTICLE V - UNION RIGHTS

Section 1

The Union agrees to represent equally without prejudice all members of the bargaining unit for the purpose of negotiations with the Board concerning wages, hours, fringe benefits, terms and conditions of employment, and settlement of grievances.

Section 2

Employees shall be free to join or refrain from joining the Union without interference or penalty. They shall not be encouraged to join nor discouraged from joining the Union by Supervisors, Administrators, or any Representative of the Board.

Section 3

The Board agrees to provide the Union President or his/her designee with all the documents and information in accordance with the statutes including information relating to collective bargaining process.

ARTICLE VI - NO STRIKE OR LOCKOUT

It is expressly agreed that employees shall not strike or otherwise engage in conduct deleterious to the efficient operation of the schools. The Board expressly agrees that it will not engage in a lock out during the term of this Agreement.

ARTICLE VII - COURT ATTENDANCE

Any employee attending court on behalf of the school district shall be allowed the same compensation they would have earned had they remained on their regular job assignment.

ARTICLE VIII - PERSONNEL FILE

Section 1

All matters involving personal character, which are to become a part of the employee's records shall be discussed in person with the employee and before a written record is prepared. The matter shall be discussed with the Superintendent of Schools in a conference involving both parties if such a conference is requested by either party.

Section 2

All matters involving quality or fitness, which are to become a matter of record shall be discussed with the employee involved by the person making the record. If a conference with the Superintendent of Schools is desired, it may be requested within 15 days from the date of such discussion by either party and such request shall be granted.

Section 3

In both Section 1 and 2 above, if a written record is made it shall be in narrative form and the employee, superintendent of schools and the person making the report shall be given a copy

of the report that has been signed by the party making the report and acknowledged in writing by the teacher. The report shall be on a form similar to that indicated at the end of this article.

Section 4

In both Section 1 and 2 above, the employee has the privilege of making a companion report within 15 days following receipt of the original report but prior to any conference with the Superintendent; and this companion report shall be made a part of the original report.

Section 5 - Form of conference report

Date of Conference: _____
Conference with: _____
Narrative Report: _____
Reporter: _____
Signature
Date: _____
I acknowledge that the above conference was held on the date indicated, but the signing of this report does not constitute agreement.
Employee: _____
Date: _____

ARTICLE IX - GRIEVANCE PROCEDURE

Section 1

Definition: A Grievance shall mean a complaint that there has been a violation, misinterpretation or inequitable application of any of the provisions of this Agreement, or that one or more bargaining unit member(s) has been treated unfairly or inequitably according to established written policy.

Section 2 - General Provisions

a. No employee at any stage of the Grievance procedure will be required to meet with any administrator or supervisor without a Union representative if he/she chooses.

b. In all steps of the Grievance procedure when it becomes necessary for individuals to be involved during working hours, they shall be excused with pay for that purpose. When possible, an off-duty Union representative will be utilized.

c. If a grievance arises from the action of an authority higher than the principal or supervisor of the school, the Union may present such a grievance at the appropriate steps of the grievance procedure.

d. Immediate Action - A possible grievance resulting from an emergency shall be initiated at the point of origin with an informal conference. If the matter is not satisfactorily resolved at this point it shall revert to the normal grievance procedure.

e. An employee who participates in the grievance procedure shall not be subject to disciplinary action or reprisal because of such participation.

f. The employee and his/her Union representative have the right to be present at all hearings and meetings concerning his/her grievance.

g. The employee and his/her Union representative shall have copies of all documents and findings and all material submitted by other parties concerned in the grievance.

h. Failure at any step of this procedure to communicate in writing the decision on a grievance within the specified time limits shall permit lodging an appeal at the next step on this procedure within the time allotted had the decision been given.

If the Union or grievant fails to observe the specified time limits, it shall result in dropping the grievance.

i. In any instance where the Union is not representing the grievant, the administrator or supervisor receiving the grievance or making the decision shall notify the Union in writing of all meetings, hearings, and resolutions at any level. The Union may appeal any decision which would seem to violate any terms of the Agreement.

j. A grievance may be initiated and/or conducted by:

1) An employee in his/her own behalf;
2) An employee accompanied by a Union Representative;
3) A Union Representative at the employee's request.

k. Conferences held under this procedure shall be conducted at a time and a place which will afford a fair and reasonable opportunity for persons entitled to be present to attend.

l. All reference to days shall mean normal business days (Monday through Friday between the hours of 7:30 a.m. and 4:00 p.m.), except that between the end of school year in June and the beginning of the next school year, days shall mean days when the District's business offices are open.

m. All time limits may be extended by mutual agreement between the parties and put in writing.

n. No materials relevant to grievance shall be inserted in the employee's official personnel file.

o. The Union or the employee shall present any grievance within one hundred twenty (120) calendar days of the date the Union and/or employee knew or should have known that the alleged violation occurred. Failure to present a grievance within the specified time period shall bar any further appeal of the grievance.

Section 3 - Procedure for Adjustment of Grievances

Informal Conference

A complaint shall first be discussed with the object of resolving the matter informally. In the event the matter is resolved informally and a Union representative was not present at the adjustment of the complaint, the principal or supervisor shall inform the Union President of the adjustment.

Step One

In the event the matter is not resolved informally, the grievant or the Union shall present a written statement on an official grievance form of the alleged violation to the principal or other appropriate supervisor. The principal shall, within five (5) school days of the receipt of the grievance, confer with the grievant and/or his/her Union Representative to try to resolve the grievance. Within five (5) business days after the completion of the conference, the principal shall give his/her written decision. A copy of the decision shall be given to the Union.

Step Two

In the event the grievance has not been resolved in the first step, the Union or the grievant may file an appeal to the Superintendent or designee. The appeal shall be made within five (5) school days after the receipt of the principal's decision. Within five (5) school days of the receipt of the appeal, the Superintendent or designee shall confer with the Union and the grievant in an effort to resolve the grievance. The Superintendent, within five (5) school days following the conference, shall file a written decision with the grievant and the Union.

Step Three

In the event the grievance has not been resolved in the second step, the Union or grievant may submit a written appeal to the Board of Education. Such appeal shall be made within thirty (30) school days after receipt of the Superintendent's decision. No later than fifteen (15) school days after receiving the appeal, the Board shall hold a hearing on the grievance. Within fifteen (15) school days after the hearing, the Board shall communicate its decision in writing and state their reasons, if requested, to the Union and the grievant.

Step Four

Within thirty (30) school days after receiving the decision of the Board, the Union may submit the grievance to binding arbitration under the Voluntary Labor Arbitration Rules of the American Arbitration Association (AAA). The arbitrator shall follow the standard rules of the AAA and his/her decision shall be binding on all parties. Expense for the arbitration services shall be born equally by the Board and the Union.

Section 4 - Form for Grievance(s)

School: _____
Date of Occurrence: _____
Requested by: _____
Nature of Grievance: _____
Please state article and section being grieved: _____
Suggested time for conference: _____
Copy to: Grievant
Union Grievance Chairperson
Union President
Signature of Person filing Grievance: _____
Signature of Union Grievance Chairperson: _____
Copy of all written dispositions of this grievance must be attached.

ARTICLE X – SCHOOL SPONSORED AND EXTRACURRICULAR EVENTS

Section 1-Passes

Employee passes to school sponsored events. Identification cards which shall serve as passes to all school sponsored events shall be issued to all personnel in the district. These passes shall be valid for employees, spouses and dependent children, and retirees.

Section 2-Events Workers and Compensation

The District will notify all bargaining unit employees of available dates to work at school sponsored events/functions. The bargaining unit employees will have 5 work days to volunteer and sign up to work the school sponsored events/functions. Bargaining unit employees that work the school sponsored event/function will be compensated $40 per event/function. ESP employees are limited to working school events/functions on an occasional and sporadic basis. The District may limit an employee's work at school sponsored events if overtime pay is required because of that extra work. The Board may employ non-bargaining unit employees or use uncompensated volunteers to work at school sponsored events if no employee volunteers for that work within the five work day sign up period or the district is required to limit an ESP employees' work to eliminate overtime costs.

ARTICLE XI- LOUNGES

Each school building shall be provided with a clean, attractive, and comfortable employee lounge.

ARTICLE XII - LEAVES

Section 1- Bereavement Leave

All employees shall be granted up to three (3) days of paid leave per event for the death of immediate family members. Immediate family is defined as an employee's child, stepchild, son/daughter-in-law, spouse, domestic partner, sibling, brother/sister-in-law, parent, step-parent, mother/father-in-law, grandparent, grandchild, aunt/uncle, or niece/nephew, all of whom may be by marriage or blood. If the death is an employee's spouse, domestic partner, parent, grandparent, child, or grandchild, the employee shall receive two (2) additional paid bereavement leave days.

Further, employees may use unpaid leave, if eligible, consistent with the Family Bereavement Leave Act and the below provision, if they or their spouse or domestic partner are experiencing a failed adoption, failed surrogacy, failed in vitro fertilization, miscarriage, stillbirth, or a diagnosis that impacts pregnancy or fertility.

Employees who are eligible for leave pursuant to and consistent with the Illinois Family Bereavement Leave Act, 820 ILCS 154/1, effective January 1, 2023, shall have their use of paid leave for the death in the covered family members count toward the number of unpaid leave days the employee is eligible to use under the Illinois Family Bereavement Leave Act.

Any additional days of funeral leave for these listed relatives shall be taken from any accumulated sick, personal, or vacation leave. In the event of the death of friends and/or extended family, all employees shall be granted days off for the death of friends and/or extended family by using a combination of sick, personal, or vacation days. The Superintendent may, in his/her discretion, approve an employee's request to use sick, personal, or vacation leave to attend the funeral for bereavement of a friend or relative not listed herein.

Section 2 – Paternity/Maternity/Adoption Leave

An employee may use 30 days of paid sick leave, if available, for the purpose of adopting a child with the submission of the request for this leave. The employee shall provide a statement of verification from an official adoption agency giving approximate date of start and completion of leave. If an employee does not have 30 days of paid sick leave to cover all or part of the leave period, the employee may request an unpaid leave for that part of the 30 day leave period that is not covered by paid sick leave. The employee may also be entitled to use FMLA leave which runs concurrently with paid/unpaid leave.

Section 3 - Leave Without Pay

Leave without pay may be granted to an employee upon written request. A request for such leave shall indicate the starting and ending dates and shall not be taken for personal gain.

Any employee granted a non-paid leave must work one-half of the designated days per year in order to retain their vacation benefits if applicable.

Section 4 – Leave to Participate in Union Negotiations

ESP Staff: The Union shall identify one ESP bargaining unit member to receive a maximum of 2 days of paid leave to attend union meetings during the employee's scheduled work hours to prepare for negotiations for a successor contract. The Union will pay the cost of substitutes, if necessary. The Union President will notify the Superintendent at least 48 hours in advance of the name of the employee and the date(s) of the requested leave.

Certified Staff: The Union President and the Union First Vice President shall receive a maximum of three (3) days of paid release time for matters related to Union business. The Union will pay the cost of substitutes, if necessary. The request for union leave shall be submitted to the Superintendent at least 48 hours prior to the date of the leave.

ARTICLE XIII – INSURANCE

For each full-time certified employee and each full-time ESP employee who desires to participate, the Board shall contribute a maximum amount each month toward a group health plan for single coverage in the amount up to the maximum amount limit listed below in each contract year. For insurance purposes, a full-time ESP employee shall be defined as a regularly employed employee who is scheduled to work at least 1056 hours or more per year.

Bargaining unit members that received Board paid insurance toward their monthly contribution for family, employee/spouse and employee/child in 2011-2012, plus on a one time basis two additional employees that were employed prior to July 1, 2004 and had single coverage during the 2011-2012 school year, shall be the only bargaining unit employees eligible for Board paid coverage for family, employee/spouse and employee/child in 2012-2013 and subsequent contract years. The two additional employees eligible for family coverage under this provision may elect such family coverage during the term of this agreement, at any level of family coverage, subject to the insurance policy provisions concerning changes in coverage. Once the employees make their election for family coverage, the employee may not later elect a higher cost family coverage plan, but may only change to a lower cost plan. If more than two employees apply for these two additional slots, the two employees with the most continuous district service shall be granted the coverage.

The Board's maximum monthly contribution for bargaining unit employees eligible for Board paid insurance for single, family, employee/spouse, and employee/child coverage shall not exceed the following amounts for the duration of this Agreement:

	2024-25	2025-26	2026-27	2027-28
Single:	**$ 838.70**	**$ 1,038.70**	**$ 1,188.70**	**$1,338.70**
Family:	**$ 1,398.83**	**$ 1,598.83**	**$ 1,748.83**	**$1,898.83**
Employee/ Spouse:	**$ 1,072.83**	**$ 1,272.83**	**$ 1,422.83**	**$1,572.83**
Employee/ Child:	**$ 1,037.33**	**$ 1,237.33**	**$ 1,387.33**	**$1,537.33**

**per month*

Employees eligible for Board paid insurance for family, employee/spouse and employee/child coverage shall have the right to change coverage to a lower cost plan, but shall not have the right to change insurance plans that would increase the Board's monthly contribution. For example, an employee receiving Board paid insurance for Employee/Spouse ($772.83 per month) shall not have the right to elect Board paid family coverage ($1,098.83 per month), but would have the right to elect Employee/Child ($737.33 per month) or Single Coverage ($538.70 per month). Once an employee elects coverage under a lower cost plan, the employee shall not be eligible at any time to elect a higher cost plan. For example, an employee receiving Board paid insurance for Employee/Spouse ($772.83 per month) who elects to change to Employee/Child ($737.33 per month), shall not be eligible in the future to elect any plan that would increase the Board's contribution above $737.33 per month.

Participating employees will pay any premiums in excess of the Board's maximum monthly contribution. All employees are subject to eligibility requirements. The Board agrees to offer a 125 Cafeteria Plan which allows each employee the option of sheltering his/her share of the District's group health insurance premiums for individual and/or family coverage.

Employees that forego all District paid individual and family health insurance benefits under this Article shall have the option of receiving a cash payment in lieu of said health insurance benefits in the amount of $250.00 per month for the duration of this Agreement. The cash option provided hereunder shall be subject to federal, state, and/or local income tax withholdings. Employed married couples who choose a plan other than single insurance would receive one Board paid premium option and one cash option.

Employees shall be entitled to elect either health insurance coverage or a cash option between August 1 and September 30 each calendar year. An employee's election is final and may not be changed except during the specified "opt out" period of August 1 through September 30 in each contract year or at such other time as the health plan permits such changes. However, the District, in its sole discretion, except in the case of a qualifying event as defined in the appropriate federal statute, may allow an employee to change his/her election at any time during the calendar year and the District's decision shall be final and not subject to the grievance and arbitration provisions of the parties' contract.

The parties further agree that in the event the District's health insurance provider notifies the District that the District is subject to a penalty due to an excessive number of employees who waive their insurance coverage with the provider, the District shall have the right to reduce the number of employee's waiving insurance coverage under this provision. Employees, in reverse order of seniority, shall be notified that they may no longer waive coverage and shall no longer receive the cash payment, as applicable.

Board contribution to insurance cost shall be September through August.

The Board's insurance policy shall be effective September 1 each contract year. A joint committee that includes Board appointed representatives and Union appointed representatives will review and consider either parties proposed changes to the current health insurance carrier. During the 2019-2020 school term, the Union may prepare and solicit proposals from other insurance firms to evaluate cost v. current carrier. The committee will submit a written report to the Board of Education. The Board of Education will consider the committee's report and will make the final decision concerning any change to the insurance carrier.

ARTICLE XIV - MANAGEMENT RIGHTS

The Board will retain its rights in accordance with applicable laws, regulations, policies and provision of this Agreement.

a. To direct employees of the board.

b. To hire, promote, transfer, assign and retain employees in positions within the school district and to suspend, demote, discharge or take other disciplinary action against employees.

c. To relieve employees from duties because of lack of work or for other legitimate reasons.

d. To maintain the efficiency of the school district operation entrusted to them.

e. To determine methods, means and personnel by which such operations are to be conducted.

f. To take whatever actions may be necessary to carry out the responsibilities of the Board in situations of emergency.

g. Nothing contained herein shall be construed to deny any rights the Board may have as duly elected public representatives, to take such action as it finds necessary to preserve the paramount public interest in the education of the children of the community.

ARTICLE XV - EXTRA CURRICULAR ACTIVITIES

Section 1 - Extra Curricular Duties and Stipends

Stipend is a percentage of salary schedule, B-I position starting, of the current salary schedule.

a. Class Sponsors: Class Sponsor Stipends shall be as follows. If a class has more than one sponsor, the stipend shall be split equally.

1. Freshman Class 6.0%
2. Sophomore Class 6.0%
3. Junior Class 10.0%
4. Senior Class 8.0%

b. Music Director

Elementary Music Director - 2.0%
Duties: Two concerts (one each semester) and 6th grade graduation

Jr/Sr High Chorus Director - 2.0%
Duties: Minimum of one concert and HS graduation

c. Clubs

1) Annual (Yearbook) Sponsor - 8.2%
2) Drama Club Sponsor - 7.2%
3) Assistant Drama Club Sponsor - 5.5%
4) Student Council High School Sponsor - 8.5%
5) Student Council Bluffview Sponsor - 6.0%
6) Student Council Jr High Sponsor - 5.0%
7) Scholar Bowl Sponsor – 5.0%
8) ACES Competition Sponsor – 3.0%
9) Science Olympiad Junior/Senior High Sponsor - 4.0%
10) Assistant Science Olympiad Junior/Senior High Sponsor - 2.0%
11) National Honor Society Sponsor - 2.5%
12) Robotics Sponsor - 8.0%
13) Assistant Robotics Sponsor – 6.0%

Section 2 - Driver Education Non-School day hourly rate

The hourly rate for the Driver Education teacher other than regular school hours shall be $40.00 per hour pay.

Section 3

Pre-School screening and testing if done in non-school hours $5.00 per hour per participant.

Section 4 - Method of Payment
All coaching and sponsors will be paid in accordance with the following schedule:

Sport / Activity / Club	1st Installment	2nd Installment
JH Baseball / Softball	September	October
JH/HS Cross Country	September	November
Football	September	November
Weightlifting	September	January

Boys / Girls Golf	September	October
HS Volleyball	September	November
JH Girls Basketball	November	December
JH Boys Basketball	December	February
JH Cheer	December	February
JH Volleyball	February	March
HS Basketball	December	March
Dance	November	February
HS Cheer	November	February
Boys / Girls Bowling	December	February
JH/HS Track	April	June
HS Baseball / Softball	April	June
Bass Fishing	March	May
Scholar Bowl	December	March
STUCO	December	May
Drama Club	December	May
Robotics	December	March
Science Olympiad	December	May
National Honor Society	December	May
Class Sponsors	December	May
Music / Chorus Directors	December	May
ACE'S	February	April
Yearbook	December	May
Esports	December	May

ARTICLE XVI - ATHLETICS AND RELATED POSITIONS

Section 1 - Positions and Salaries

a. High School
Head Football - 16.1%
Asst. Football - 11.4%
Weightlifting - 4.0%
Golf – 9.3%
Head Boys Basketball - 14.6%
Asst. Boys Basketball - 10.4%
Head Baseball - 11.6%
Asst. Baseball – 8.5%
Head Boys/Girls Jr and Sr High Track - 11.6%
Asst. Boys/Girls Jr and Sr High Track - 8.5%
Head Girls Basketball - 14.6%
Asst. Girls Basketball - 10.4%
Head Girls Volleyball - 11.6%
Asst. Girls Volleyball – 8.5%
Head Girls Softball – 11.6%

Asst. Girls Softball – 8.5%
Cheerleader Sponsor – 10.0%
Poms/Dance Sponsor – 10.0%
Head Bowling – 9.3%
Assistant Bowling - 6.0%
Head Cross Country - 9.3%
Assistant Cross Country Track - 6.0%
Bass Fishing - 0.5%
E-Sports Sponsor- 7.0%

b. Junior High
Head Boys Basketball - 9.6%
Asst. Boys Basketball - 6.9%
Head Girls Basketball - 9.6%
Asst. Girls Basketball - 6.9%
Head Baseball – 7.0%
Asst. Baseball - 4.0%
Head Softball – 7.0%
Asst. Softball - 4.0%
Head Volleyball Coach – 7.0%
Asst. Volleyball Coach - 4.0%
Cheerleading Sponsor - 4.0%
Head Boys/Girls Jr. High Track- 7.0%
Asst. Boys/Girls Jr. High Track- 4.0%

c. Elementary
Boys Basketball - 1.1%
Girls Basketball - 1.1%

Section 2

The above extra-curricular athletics and related positions and the number of assistants in any activity shall be at the discretion of the Administration and it shall not be necessary to fill all positions. The Board will continue its practice of considering internal and external candidates for extracurricular coaching positions, with the Board making the final hiring decision.

PART II – WORDING FOR THE CERTIFIED

ARTICLE I - WORK SCHEDULE

Section 1

No teacher shall have a work day of longer than 7 hours including a duty-free lunch period, but excluding an arrival and departure time of 30 minutes in total. Distribution of said 30 minutes is to be administered by the Building Principal and duties assigned on a rotating basis. All teachers shall be provided a duty-free lunch and planning period.

Section 2

Teachers regularly assigned to teach an extra instructional period shall be compensated an additional 14.29% of their basic salary.

Section 3 - Substitution

Substitutes will be provided for classroom teachers. Substitutes for guidance counselors and librarians will only be provided when an absence is to exceed six weeks.

The rate of pay for all full or part time employees substituting for an absent teacher/during the regular school day shall be forty-five dollars ($45.00) per hour. Times of less than one period shall be combined to form period equivalents. Salary earned as substitutes under this section will be paid bi-annually, in December and June, with the regular monthly salary.

Section 4 - Class Size

As of the twentieth day of school, kindergarten and primary level classes shall not exceed an enrollment of 30 pupils and enrollment shall not exceed 34 pupils in grades 4 through 6. Enrollment in other classes except physical education, music and study hall shall not exceed an enrollment of 34 pupils. Elementary L.D. (Resource Room) pupils mainstreamed into regular classes shall attend classes at their regular attendance center in the locale in which they live unless placing the student in a regular classroom causes the class size to exceed the maximum.

The Administration shall, whenever possible, maintain the class size maximum provision by shifting students within a building at any time after the twentieth day of school. In the event shifting is not possible, the teacher of a class which exceeds the maximum number of students shall receive a teacher's aide per day of said excess. The teacher's aide shall be terminated immediately whenever class size drops below the maximum.

Section 5 - Conference and Planning Time

a. High School

All high school teachers shall be granted one period of conference and planning time per day equal to the length to a typical instructional period. Guidance counselors, social workers, psychologists, nurses, and librarians shall not be granted a conference and planning period.

b. Junior High School

All junior high school teachers shall be granted one period of conference and planning time per day equal in length to the typical instructional period. Guidance counselors, social workers, psychologists, nurses, and librarians shall not be scheduled a conference and planning period.

c. Elementary School

Elementary teachers shall be granted one hour of conference and planning time per full school day. Recess time, times when the teacher's entire class is taken over for instruction by another teacher (such as music, P.E., or library) and other times during the working day that the teacher is not required to supervise his/her class may be counted as conference and planning time. Remedial teachers and/or resource room teachers may be granted a waiver of all or part of the thirty (30) minute arrival or departure time, if necessary, in order to meet the time requirement of this section. Guidance Counselors, social workers, psychologists, nurses, and librarians shall not be scheduled a conference and planning period.

d. No teacher in this school district shall be required to supervise students in any way during their conference and planning period except on a necessary basis.

Employees who are required to supervise during conference and planning periods shall be paid at the specified rate for periods of thirty (30) minutes or more.

e. Emergency Substitutes

Librarians, counselors, nurses, and remedial teachers may be used as substitutes only in emergencies.

ARTICLE II - SENIORITY/LAYOFF

Section 1

Should the Board of Education determine that it is necessary to decrease the teaching staff, teachers shall be honorably dismissed and shall have recall rights consistent with the Illinois School Code, Section 24-12(b).

Section 2

For informational purposes only, the Superintendent shall prepare a single seniority list annually and supply said list to the Union President within thirty (30) days of the beginning of each school year.

Section 3

District seniority shall be based upon time in District #196 starting with the date of employment by the Board. For each year (more than one semester shall be regarded as a year) a teacher is on leave of absence, one year will be subtracted from his/her date of employment.

ARTICLE III - MEETINGS FOR TEACHERS

Section 1 - Attendance at Meetings

Attendance at meetings, conferences, in-service training programs, teacher meetings and Institutes can be declared mandatory if they take place during regular paid working hours.

The Board will pay mileage, meal allowance, and registration fees to approved conferences (teacher workshops).

There will be early dismissal the first Monday each month to hold teachers' meetings. Such meetings shall end not later than the regularly scheduled teacher departure time for that building.

In addition, principals may call a teacher's meeting once each month with 2 days advance notice. Such meeting may last, if necessary, up to 30 minutes past the regularly scheduled teacher departure time.

Section 2 - Open House

Open house shall be scheduled by the Administration to fall on the first day of the school year which is a Teacher Institute Day. Open house is a professional responsibility of all certified staff and they shall make every effort to attend and take part unless excused in advance by their building principal. Traveling teachers will be assigned to one (1) open house annually by the administration.

Section 3 - Discipline Meetings

a. A member shall have the right to request the presence of a union representative at any meeting that could reasonably result in discipline. This provision shall not apply to meetings that are evaluative in nature or related to the performance evaluation process.

b. Prior to any member being placed on administrative leave with pay and benefits, the Superintendent shall meet with the member and union representative to notify the person

of the reason(s) for being placed on said leave. Placing a member on paid administrative leave shall not be deemed an adverse employment action.

c. Video/audio recordings of any type shall not be used during any informal or formal observation. However, if a teacher is disciplined, including any discipline imposed based on video/audio recordings, the discipline may be considered in determining the teacher's summative evaluation rating.

d. As part of the District's investigation, the member will be provided an opportunity to respond to the allegations that he/she engaged in misconduct. The member will be notified in writing of the general nature of the misconduct allegations, the date, time and location of the investigatory meeting, and the right to have a union representative present at the member's investigatory meeting.

e. Video/audio recordings of any type shall be considered when determining whether or not an employee engaged in misconduct or violated any work rule, provided the employee is given an opportunity to review the video and/or listen to the recording during the employee's investigatory meeting, at which time the employee will have an opportunity to provide a statement/response to the evidence.

ARTICLE IV - NON-TEACHING DUTIES

Section 1 - Collections

No teacher shall make collections of any type of money nor keep records of any such collections except as follows:

a. The opening and closing day of school
b. The collection of milk money from pre-school and kindergarten
c. Other occasions of an emergency nature determined by the building principal

An effort will be made to minimize these collections by teachers.

Section 2 - No Solicitation

No solicitation by any organization shall be permitted in the schools.

Section 3 – Supplies and Equipment Excluding Capital Expenditures

Purchasing of supplies and equipment shall be scheduled in such a manner that supplies and materials are available at the beginning of the school year unless it is beyond the District's control. Teachers shall be notified by May 1 of each school year of supplies and equipment that have been ordered provided that all requisitions are in by April 1.

Section 4 - Audio visual aids and other shared materials and equipment

Audio visual aids and other teaching materials and equipment to be shared by teachers shall be maintained in a central location in each school. The librarian of each school shall provide a list and/or a card file of these materials for the teachers and establish a standard procedure, approved by the principal, that will fairly and equitably make the materials and equipment available for use by each teacher.

ARTICLE V - LEAVES

Section 1 - Sick Leave (and Sick Leave Bank)

A. At the beginning of each school year, each full-time regularly employed certificated employee will be granted the following sick leave days provided the employee meets the accumulated number of years of TRS service credit.

Years of Service	Normal Annual Allotment
0-9 years	10 days
10-14 years	12 days
15-19 years	15 days
20- years	18 days
21-24 years	18 days
or any employee who has completed more than 20 years of full-time teaching service in the District effective the first day of the 24-25 school year and who completes more than 20 years of full-time teaching service in the District in subsequent school years shall be awarded a normal annual allotment of 68 sick leave days. Thereafter, the employee shall receive a normal annual allotment of 18 sick leave days per school year until year 25.	
25-29 years	20 days
or any employee who has completed more than 20 years of full-time teaching service in the District effective the first day of the 24-25 school year shall be awarded a normal annual allotment of 70 sick leave days. After the 2024-2025 academic year, the employee shall receive a normal annual allotment of 20 sick leave days per school year until year 30.	
30+ years	23 days
or any employee who has completed more than 20 years of full-time teaching service in the District effective the first day of the 24-25 school year shall be awarded a normal annual allotment of 73 sick leave days. After the 2024-2025 academic year, the employee shall receive a normal annual allotment of 23 sick leave days per school year.	

If, during the term of this contract, any law or TRS ruling is enacted that results in a greater cost to the District for a teacher who receives the above sick leave bonus (including costs imposed by a legislatively enacted early retirement program or TRS penalties), then the cost in effect as of this date this contract is entered into, this article becomes null and void.

The unused portion shall accumulate from year to year in accordance with Illinois School Code. Current maximum days to be accumulated is 350 days. Administration

will provide email notification if a change to the allowable number of days occurs. The sick leave days may be used by a bargaining unit member in accordance with The Illinois School Code, 105 ILCS 5/24-6.

The District shall grant 12-month certified employees a minimum of 20 sick leave days per year or the number of sick leave days granted under the above Years of Service formula, whichever is greater.

B. A sick leave bank shall be established for the use of certified and ESP employees choosing to participate in the pool. The sick leave bank shall be created and continued by voluntary action by both certified and ESP personnel who choose to participate by donating one sick leave day per year to the bank. The number of days shall accumulate from year to year, but may not exceed 250 except under the following exceptions: (1) employees first joining the sick leave bank will make their required contribution to the bank and the 250 days can be exceeded by the number of those donations; and/or (2) in years when the total is less than 250, and as a result of donations from those eligible to donate causes the number to exceed 250, the maximum number accumulated shall exceed 250 by the number resulting from the said donation. In years when the number of accumulated days is 250 or more at the beginning of the school year, annual donations shall be suspended until the number of accumulated days is less than 250 at the start of the school year.

1. A committee consisting of one administrator, one certified employee, and one ESP employee shall have the responsibility of reviewing, as often as is needed, requests for withdrawals from the bank, verifying validity of requests, recommending approval or denial of the requests as being or not being in compliance with the sick leave bank policies of the school district, and communicating its recommendation to the individual teacher and the central office. Each committee member shall have an alternate. The President of the Union shall provide the Superintendent with the names of employee representatives and alternatives.

2. Provisions for employee participation:

   a. All eligible employees must notify the central office of their intent to participate by filling in the proper form as provided by the central office. A copy of the completed form shall be given to the President of the Union within five (5) days. This must be done before September 10th of each school year.
   b. In order to be eligible to use days from the sick leave bank, an employee must be a participant in the bank having donated the required number of days to the pool.
   c. An employee may use days from the pool only after having used all of his/her accumulated sick leave, vacation days, and personal leave days, and only after having missed three (3) consecutive school days for which he/she has been docked. At that time, an employee is eligible for

up to one half the number of days in the bank or a total not to exceed 125 days.

d. No member may use days from the bank while claiming disability insurance through TRS or IMRF.
e. Verification from a physician prior to using days from the sick leave bank may be required.
f. All grants from the sick leave bank terminate either on the employee leaving the district or the last day of the school year in which leave has been granted, whichever comes first. Should an employee request to extend the leave into the next school year, a new request must be submitted, approved, and any available days be used before the sick leave bank draw begins. Docked days will be considered to be fulfilled by the initial days in the prior school year.
g. Should the days in the bank become exhausted during the year, all sick leave available through the sick leave bank terminates. Neither the district nor the certified and ESP staff shall contribute more days until the next school year.
h. Commencing from the first day of an employee's draw from the sick leave bank, no employee may draw more than 125 days over a 5-year period.
i. Once becoming eligible, employees electing not to join the bank until a future date shall have a two-year waiting period before submitting a request to withdraw from the bank.

Section 2 - Personal Leave

Three (3) days of personal leave shall be granted each year for personal business that cannot be transacted at any other time except during the time school is in session. Personal leave will not be counted against accumulated sick days.

Personal leave day requests made before or following a holiday, during semester exams, the first or last five (5) days of the school year or with less than 24 hours notice must be an emergency. Reason for requesting emergency personal leave must be provided and is subject to administration approval.

Personal leave is limited to a maximum per day of:

Bluffview – Four (4)
Junior Senior High - Four (4)

The Superintendent shall approve personal leave requests in the order the requests are received, but the Superintendent shall have the right to deny personal leave requests if substitutes are not available. If substitutes are not available, personal leave requests will be denied in reverse order of receipt. Request beyond will be regarded as emergency request.

For each semester in which a member of bargaining unit uses no sick leave one (1) additional personal day will be granted. Unused personal leave days at the close of school year will be added to accumulated sick leave.

In the event that a member of bargaining unit is granted a leave and has used no sick leave days the prior semester, he/she may elect to have the added personal day added to accumulated sick leave or held as a personal day to be used the semester following the leave.

ARTICLE VI – VACANCIES

A. When a vacancy in the teaching staff occurs, the administration must post the vacancy in each of the teachers' lounges at all buildings and may publicly post the vacancy announcement, unless the vacancy is filled by a teacher with recall rights. The vacancy will be posted for a minimum of five (5) work days. When school is not in session, the vacancy will be publicly advertised with a copy of the vacancy notice e-mailed to the Union President and other certified staff will be notified by School Reach. Certified staff are responsible for ensuring that the District has his/her current phone number. Teachers who are presently certified and legally qualified for the vacancy can apply for the position. The Board of Education will fill the vacancy in accordance with the Illinois School Code, 105 ILCS 5/24-1.5.

B. A vacancy shall occur on the happening of any of the following events provided the Board decides to fill such vacancy: 1) upon the resignation of a member of the bargaining unit; 2) upon the dismissal/nonrenewal of a member of the bargaining unit; 3) upon the retirement of a member of the bargaining unit; 4) upon the death of a member of the bargaining unit; and 5) upon the creation of a new bargaining unit position by the Board. Vacancy shall not include voluntary or involuntary transfers.

C. Nothing herein shall limit the authority of the Board to involuntarily transfer.

ARTICLE VII - EARLY DISMISSAL

Section 1 - Heat

The Junior/Senior High School will be dismissed one hour early if the heat index as stated by the National Weather Service in St. Louis at 11 a.m. exceeds 90 degrees. In the event that the air conditioner in buildings so equipped fails to operate, this provision will also apply.

Section 2 - Pre-Holiday

The Board of Education agrees to one (1) hour early dismissal on the last day of school before the start of the Thanksgiving and Christmas break.

Section 3 - Early Dismissal for Grade Reporting

School will be dismissed one (1) hour early for the purpose of grade reporting on the following schedule:

End of Second Nine Weeks - one (1) hour on the day before the early dismissal day granted in Section 2 – Pre-Holiday.

End of Fourth Nine Weeks - two (2) days, one (1) hour each

Section 4 - Institute Days

During the first district-led institute day of each semester, if an institute day is offered, certified staff shall have at least two (2) hours of the day dedicated to time in their individual classrooms. The purpose of the section is to provide non-supervisory or non-meeting time for the staff member to work in their room on items they deem important.

ARTICLE VIII - NOTIFICATION OF JOB ROTATION

The Board of Education agrees to notify any employee affected of his/her job rotation by building administration and by mail postmarked by June 30 of each year.

ARTICLE IX – EDUCATIONAL REQUIREMENTS/TEACHING

Section 1

All credit recognized for salary advancement prior to this agreement shall continue to be counted for salary placement. Course(s) must be pre-approved prior to the start of the course. Credits earned to eliminate deficiencies shall not be eligible for use in salary advancement. Horizontal movement on the salary schedule shall be granted for graduate level coursework that is applicable to the field of education and/or the staff member's employed area of discipline. These graduate level credit hours must be earned from an accredited institution, and official transcripts must be provided to the District. NOTE: Credits earned after a Master's degree must be graduate level classes. Workshop or in-service hours/credits will not be eligible for salary advancement. An official transcript is required in the Central Office prior to August 15 for movement to occur in that school year. Salary advancement will occur at the start of each school year.

ARTICLE X - SALARY

Section 1 - Method of Payment

Regular teaching salary shall be paid on the 20th of the month. Should the 20th fall on a Saturday, Sunday, or legal holiday, payment will be made on the last preceding working day at the rate of one twelfth of the total annual salary per month, except that pension payments will be withheld from first nine months.

The only exception that will be made to this part of the Agreement is that any teacher whose employment with the district has been terminated by action of the Board of Education shall be paid in full any remaining salary due within three (3) business days after effective date of termination.

Section 2

If at any time, any teacher employed solely by Unit District 196 is paid above the salary schedule which is in effect at the time of such employment, the employee's placement on the salary schedule shall be frozen until such time as the employee is at the appropriate step. The foregoing statement shall not apply if the Union has agreed prior to the effective date of the contract tendered said teacher to allow payment above the salary schedule. If at any time, any teacher employed solely by Unit District 196 is paid below the salary schedule which is in effect at the time of such employment, the employee will be moved to the correct placement on the salary schedule.

Teachers new to or rehired by the District after the date the Board and Union ratify the 2016-2019 contract shall be given credit for up to a maximum of seven (7) years of previous full-time teaching experience in a public school to determine placement on the teacher's salary schedule. In order to fill vacancies in specified teacher shortage areas, as determined by the Board of Education, the Board may recognize up to five (5) years of additional full-time public teaching experience. Teachers employed prior to March 19, 2019, shall be grandfathered and receive salary schedule placement for both public and private teaching experience, subject to the seven (7) and five (5) year limits referenced in this provision.

Section 3

Salary schedule set forth for certified personnel in Appendix. The Board shall pay the TRS amount (9%) on the base pay and insurance cash option.

Section 4

Negotiated salary includes the following:

2024-2025: One step movement if eligible, education lane movement if eligible, 4.0% increase on schedule. Certified staff beyond Step 35 will receive a 4.0% increase.

2025-2026: One step movement if eligible, education lane movement if eligible, 3.0% increase on schedule. Certified staff beyond Step 35 will receive a 3.0% increase.

2026-2027: One step movement if eligible, education lane movement if eligible, 3.0% increase on schedule. Certified staff beyond Step 35 will receive a 3.0% increase.

2027-2028: One step movement if eligible, education lane movement if eligible, 3.0% increase on schedule. Certified staff beyond Step 35 will receive a 3.0% increase.

Section 5 - Salary Deduction

Salary for any docked days shall be at 1/180th of the teacher's annual salary for each day.

Section 6

Persons who begin employment during the school year or who terminate their employment during the school year shall be compensated at the rate of 1/180th of their salary for each teaching or institute day during the term of employment.

Section 7 - Extended Year Contract Salary Rate

Members of the bargaining unit employed on an extended year contract shall receive new salary rate for all work performed after July 1.

Section 8

The teacher work year shall not exceed 180 days or the minimum established by law (whichever is greatest). Daily salary adjustments shall be based upon 1/180 per day.

Section 9

Mileage allowance for use of personal vehicles on school business shall be paid at the rate approved by the Internal Revenue Service for reimbursement for business purposes.

2024-2025 Certified Salary Schedule (35 Step)

Step	BA	BA+8	BA+16	BA+24	MA	MA+8	MA+16	MA+24	MA+32
1	42,570	43,846	45,126	46,433	47,678	48,956	50,335	51,512	52,787
2	43,209	44,504	45,803	47,097	48,393	49,689	51,090	52,284	53,579
3	43,857	45,171	46,490	47,804	49,119	50,435	51,856	53,068	54,383
4	44,514	45,848	47,188	48,521	49,857	51,192	52,634	53,864	55,198
5	45,404	46,766	48,131	49,492	50,853	52,215	53,687	54,941	56,302
6	46,086	47,467	48,854	50,233	51,616	52,999	54,493	55,766	57,146
7	46,776	48,179	49,586	50,987	52,391	53,795	55,309	56,602	58,003
8	47,477	48,901	50,331	51,751	53,176	54,601	56,140	57,451	58,872
9	48,189	49,635	51,085	52,528	53,974	55,420	56,982	58,313	59,755
10	49,152	50,627	52,107	53,579	55,053	56,528	58,121	59,479	60,951
11	49,890	51,386	52,888	54,383	55,879	57,376	58,993	60,371	61,865
12	50,639	52,158	53,681	55,198	56,717	58,236	59,878	61,277	62,793
13	51,398	52,940	54,487	56,026	57,568	59,108	60,776	62,196	63,734
14	52,170	53,735	55,304	56,867	58,431	59,996	61,688	63,129	64,691
15	53,213	54,809	56,410	58,004	59,600	61,196	62,921	64,392	65,985
16	54,011	55,631	57,256	58,873	60,495	62,114	63,864	65,358	66,975
17	54,822	56,466	58,115	59,757	61,402	63,046	64,822	66,338	67,980
18	55,644	57,313	58,987	60,653	62,322	63,992	65,795	67,333	69,000
19	56,478	58,173	59,872	61,563	63,257	64,952	66,782	68,343	70,036
20	57,608	59,337	61,069	62,794	64,522	66,251	68,117	69,710	71,436
21	58,471	60,227	61,985	63,735	65,490	67,245	69,138	70,755	72,507
22	59,349	61,131	62,915	64,692	66,472	68,253	70,176	71,816	73,595
23	60,239	62,047	63,858	65,662	67,469	69,278	71,229	72,894	74,698
24	61,143	62,978	64,816	66,648	68,481	70,316	72,298	73,987	75,818
25	62,366	64,238	66,113	67,981	69,850	71,723	73,743	75,466	77,334
26	63,613	65,522	67,435	69,341	71,247	73,157	75,218	76,976	78,881
27	64,885	66,832	68,784	70,727	72,672	74,619	76,722	78,515	80,459
28	66,181	68,169	70,159	72,142	74,126	76,111	78,257	80,085	82,068
29	67,505	69,532	71,562	73,585	75,608	77,634	79,822	81,688	83,710
30	68,856	7,924	72,994	75,057	77,120	79,186	81,418	83,322	85,384
31	70,546	72,342	74,454	76,558	78,661	80,770	83,047	84,897	87,092
32	71,638	73,789	75,942	78,089	80,235	82,385	84,709	86,687	88,833
33	73,071	75,265	77,461	79,650	81,840	84,032	86,402	88,420	90,610
34	74,534	76,770	79,010	81,244	83,477	85,713	88,132	90,188	92,422
35	76,024	78,305	80,590	82,869	85,146	87,428	89,893	91,992	94,270

2025-2026 Certified Salary Schedule (35 Step)

Step	BA	BA+8	BA+16	BA+24	MA	MA+8	MA+16	MA+24	MA+32
1	$43,847	$45,161	$46,480	$47,826	$49,108	$50,425	$51,845	$53,057	$54,371
2	$44,505	$45,839	$47,177	$48,510	$49,845	$51,180	$52,623	$53,853	$55,186
3	$45,173	$46,526	$47,885	$49,238	$50,593	$51,948	$53,412	$54,660	$56,014
4	$45,849	$47,223	$48,604	$49,977	$51,353	$52,728	$54,213	$55,480	$56,854
5	$46,766	$48,169	$49,575	$50,977	$52,379	$53,781	$55,298	$56,589	$57,991
6	$47,469	$48,891	$50,320	$51,740	$53,164	$54,589	$56,128	$57,439	$58,860
7	$48,179	$49,624	$51,074	$52,517	$53,963	$55,409	$56,968	$58,300	$59,743
8	$48,901	$50,368	$51,841	$53,304	$54,771	$56,239	$57,824	$59,175	$60,638
9	$49,635	$51,124	$52,618	$54,104	$55,593	$57,083	$58,691	$60,062	$61,548
10	$50,627	$52,146	$53,670	$55,186	$56,705	$58,224	$59,865	$61,263	$62,780
11	$51,387	$52,928	$54,475	$56,014	$57,555	$59,097	$60,763	$62,182	$63,721
12	$52,158	$53,723	$55,291	$56,854	$58,419	$59,983	$61,674	$63,115	$64,677
13	$52,940	$54,528	$56,122	$57,707	$59,295	$60,881	$62,599	$64,062	$65,646
14	$53,735	$55,347	$56,963	$58,573	$60,184	$61,796	$63,539	$65,023	$66,632
15	$54,809	$56,453	$58,102	$59,744	$61,388	$63,032	$64,809	$66,324	$67,965
16	$55,631	$57,300	$58,974	$60,639	$62,310	$63,977	$65,780	$67,319	$68,984
17	$56,467	$58,160	$59,858	$61,550	$63,244	$64,937	$66,767	$68,328	$70,019
18	$57,313	$59,032	$60,757	$62,473	$64,192	$65,912	$67,769	$69,353	$71,070
19	$58,172	$59,918	$61,668	$63,410	$65,155	$66,901	$68,785	$70,393	$72,137
20	$59,336	$61,117	$62,901	$64,678	$66,458	$68,239	$70,161	$71,801	$73,579
21	$60,225	$62,034	$63,845	$65,647	$67,455	$69,262	$71,212	$72,878	$74,682
22	$61,129	$62,965	$64,802	$66,633	$68,466	$70,301	$72,281	$73,970	$75,803
23	$62,046	$63,908	$65,774	$67,632	$69,493	$71,356	$73,366	$75,081	$76,939
24	$62,977	$64,867	$66,760	$68,647	$70,535	$72,425	$74,467	$76,207	$78,093
25	$64,237	$66,165	$68,096	$70,020	$71,946	$73,875	$75,955	$77,730	$79,654
26	$65,521	$67,488	$69,458	$71,421	$73,384	$75,352	$77,475	$79,285	$81,247
27	$66,832	$68,837	$70,848	$72,849	$74,852	$76,858	$79,024	$80,870	$82,873
28	$68,166	$70,214	$72,264	$74,306	$76,350	$78,394	$80,605	$82,488	$84,530
29	$69,530	$71,618	$73,709	$75,793	$77,876	$79,963	$82,217	$84,139	$86,221
30	$70,922	$73,052	$75,184	$77,309	$79,434	$81,562	$83,861	$85,822	$87,946
31	$72,662	$74,512	$76,688	$78,855	$81,021	$83,193	$85,538	$87,537	$89,705
32	$73,787	$76,003	$78,220	$80,432	$82,642	$84,857	$87,250	$89,288	$91,498
33	$75,263	$77,523	$79,785	$82,040	$84,295	$86,553	$88,994	$91,073	$93,328
34	$76,770	$79,073	$81,380	$83,681	$85,981	$88,284	$90,776	$92,894	$95,195
35	$78,305	$80,654	$83,008	$85,355	$87,700	$90,051	$92,590	$94,752	$97,098

2026-2027 Certified Salary Schedule (35 Step)

Step	BA	BA+8	BA+16	BA+24	MA	MA+8	MA+16	MA+24	MA+32
1	$45,162	$46,516	$47,874	$49,261	$50,581	$51,938	$53,400	$54,649	$56,002
2	$45,840	$47,214	$48,592	$49,965	$51,340	$52,715	$54,202	$55,469	$56,842
3	$46,528	$47,922	$49,322	$50,715	$52,111	$53,506	$55,014	$56,300	$57,694
4	$47,224	$48,640	$50,062	$51,476	$52,894	$54,310	$55,839	$57,144	$58,560
5	$48,169	$49,614	$51,062	$52,506	$53,950	$55,394	$56,957	$58,287	$59,731
6	$48,893	$50,358	$51,830	$53,292	$54,759	$56,227	$57,812	$59,162	$60,626
7	$49,624	$51,113	$52,606	$54,093	$55,582	$57,071	$58,677	$60,049	$61,535
8	$50,368	$51,879	$53,396	$54,903	$56,414	$57,926	$59,559	$60,950	$62,457
9	$51,124	$52,658	$54,197	$55,727	$57,261	$58,795	$60,452	$61,864	$63,394
10	$52,146	$53,710	$55,280	$56,842	$58,406	$59,971	$61,661	$63,101	$64,663
11	$52,929	$54,516	$56,109	$57,694	$59,282	$60,870	$62,586	$64,047	$65,633
12	$53,723	$55,335	$56,950	$58,560	$60,172	$61,782	$63,524	$65,008	$66,617
13	$54,528	$56,164	$57,806	$59,438	$61,074	$62,707	$64,477	$65,984	$67,615
14	$55,347	$57,007	$58,672	$60,330	$61,990	$63,650	$65,445	$66,974	$68,631
15	$56,453	$58,147	$59,845	$61,536	$63,230	$64,923	$66,753	$68,314	$70,004
16	$57,300	$59,019	$60,743	$62,458	$64,179	$65,896	$67,753	$69,339	$71,054
17	$58,161	$59,905	$61,654	$63,397	$65,141	$66,885	$68,770	$70,378	$72,120
18	$59,032	$60,803	$62,580	$64,347	$66,118	$67,889	$69,802	$71,434	$73,202
19	$59,917	$61,716	$63,518	$65,312	$67,110	$68,908	$70,849	$72,505	$74,301
20	$61,116	$62,951	$64,788	$66,618	$68,452	$70,286	$72,266	$73,955	$75,786
21	$62,032	$63,895	$65,760	$67,616	$69,479	$71,340	$73,348	$75,064	$76,922
22	$62,963	$64,854	$66,746	$68,632	$70,520	$72,410	$74,449	$76,189	$78,077
23	$63,907	$65,825	$67,747	$69,661	$71,578	$73,497	$75,567	$77,333	$79,247
24	$64,866	$66,813	$68,763	$70,706	$72,651	$74,598	$76,701	$78,493	$80,436
25	$66,164	$68,150	$70,139	$72,121	$74,104	$76,091	$78,234	$80,062	$82,044
26	$67,487	$69,513	$71,542	$73,564	$75,586	$77,613	$79,799	$81,664	$83,684
27	$68,837	$70,902	$72,973	$75,034	$77,098	$79,164	$81,395	$83,296	$85,359
28	$70,211	$72,320	$74,432	$76,535	$78,641	$80,746	$83,023	$84,963	$87,066
29	$71,616	$73,767	$75,920	$78,067	$80,212	$82,362	$84,684	$86,663	$88,808
30	$73,050	$75,244	$77,440	$79,628	$81,817	$84,009	$86,377	$88,397	$90,584
31	$74,842	$76,747	$78,989	$81,221	$83,452	$85,689	$88,104	$90,163	$92,396
32	$76,001	$78,283	$80,567	$82,845	$85,121	$87,403	$89,868	$91,967	$94,243
33	$77,521	$79,849	$82,179	$84,501	$86,824	$89,150	$91,664	$93,805	$96,128
34	$79,073	$81,445	$83,821	$86,191	$88,560	$90,933	$93,499	$95,681	$98,051
35	$80,654	$83,074	$85,498	$87,916	$90,331	$92,753	$95,368	$97,595	$100,011

2027-2028 Certified Salary Schedule (35 Step)

Step	BA	BA+8	BA+16	BA+24	MA	MA+8	MA+16	MA+24	MA+32
1	$46,517	$47,911	$49,310	$50,739	$52,098	$53,496	$55,002	$56,288	$57,682
2	$47,215	$48,630	$50,050	$51,464	$52,880	$54,296	$55,828	$57,133	$58,547
3	$47,924	$49,360	$50,802	$52,236	$53,674	$55,111	$56,664	$57,989	$59,425
4	$48,641	$50,099	$51,564	$53,020	$54,481	$55,939	$57,514	$58,858	$60,317
5	$49,614	$51,102	$52,594	$54,081	$55,569	$57,056	$58,666	$60,036	$61,523
6	$50,360	$51,869	$53,385	$54,891	$56,402	$57,914	$59,546	$60,937	$62,445
7	$51,113	$52,646	$54,184	$55,716	$57,249	$58,783	$60,437	$61,850	$63,381
8	$51,879	$53,435	$54,998	$56,550	$58,106	$59,664	$61,346	$62,779	$64,331
9	$52,658	$54,238	$55,823	$57,399	$58,979	$60,559	$62,266	$63,720	$65,296
10	$53,710	$55,321	$56,938	$58,547	$60,158	$61,770	$63,511	$64,994	$66,603
11	$54,517	$56,151	$57,792	$59,425	$61,060	$62,696	$64,464	$65,968	$67,602
12	$55,335	$56,995	$58,659	$60,317	$61,977	$63,635	$65,430	$66,958	$68,616
13	$56,164	$57,849	$59,540	$61,221	$62,906	$64,588	$66,411	$67,964	$69,643
14	$57,007	$58,717	$60,432	$62,140	$63,850	$65,560	$67,408	$68,983	$70,690
15	$58,147	$59,891	$61,640	$63,382	$65,127	$66,871	$68,756	$70,363	$72,104
16	$59,019	$60,790	$62,565	$64,332	$66,104	$67,873	$69,786	$71,419	$73,186
17	$59,906	$61,702	$63,504	$65,299	$67,095	$68,892	$70,833	$72,489	$74,284
18	$60,803	$62,627	$64,457	$66,277	$68,102	$69,926	$71,896	$73,577	$75,398
19	$61,715	$63,567	$65,424	$67,271	$69,123	$70,975	$72,974	$74,680	$76,530
20	$62,949	$64,840	$66,732	$68,617	$70,506	$72,395	$74,434	$76,174	$78,060
21	$63,893	$65,812	$67,733	$69,644	$71,563	$73,480	$75,548	$77,316	$79,230
22	$64,852	$66,800	$68,748	$70,691	$72,636	$74,582	$76,682	$78,475	$80,419
23	$65,824	$67,800	$69,779	$71,751	$73,725	$75,702	$77,834	$79,653	$81,624
24	$66,812	$68,817	$70,826	$72,827	$74,831	$76,836	$79,002	$80,848	$82,849
25	$68,149	$70,195	$72,243	$74,285	$76,327	$78,374	$80,581	$82,464	$84,505
26	$69,512	$71,598	$73,688	$75,771	$77,854	$79,941	$82,193	$84,114	$86,195
27	$70,902	$73,029	$75,162	$77,285	$79,411	$81,539	$83,837	$85,795	$87,920
28	$72,317	$74,490	$76,665	$78,831	$81,000	$83,168	$85,514	$87,512	$89,678
29	$73,764	$75,980	$78,198	$80,409	$82,618	$84,833	$87,225	$89,263	$91,472
30	$75,242	$77,501	$79,763	$82,017	$84,272	$86,529	$88,968	$91,049	$93,302
31	$77,087	$79,049	$81,359	$83,658	$85,956	$88,260	$90,747	$92,868	$95,168
32	$78,281	$80,631	$82,984	$85,330	$87,675	$90,025	$92,564	$94,726	$97,070
33	$79,847	$82,244	$84,644	$87,036	$89,429	$91,825	$94,414	$96,619	$99,012
34	$81,445	$83,888	$86,336	$88,777	$91,217	$93,661	$96,304	$98,551	$100,993
35	$83,074	$85,566	$88,063	$90,553	$93,041	$95,536	$98,229	$100,523	$103,011

PART III – WORDING FOR ESP

ARTICLE I - WORK SCHEDULE

Section l - Hours of Work

The number of hours for each bargaining unit member shall be determined by the employee's job classification and so stated in the employee's job description.

Section 2 - Bargaining Unit Positions

All positions or jobs covered by this Agreement shall have a specific number of days of work and work hours. Any added positions or jobs created during the term of this Agreement shall be made after consultation, where practical, with the Union and the Board or its agent.

Category	Description	Schedule
Bus Aides		working days as defined by IEPS of students being bused
Cafeteria		176 working days which are 174 student attendance days and two cleaning days at the start of school
Clerical Aides		174 working days which are student attendance days
Custodians		12 month
Grounds		12 month
Library Aides		175 working days which are 174 student attendance days and one Institute Day
Maintenance		12 month
Nurse/EMTP/ Nurse RN		178 working days which are 174 student attendance days and institute days on the first day and the last day of school and 2 registration days
Playground/Guard/ Cafeteria Monitor		174 working days which are student attendance days
Secretary	HS	12 month
	JH hired after 7/1/04	200 working days (excluding holidays) which is 180 school calendar days and 20 days (two weeks before and two weeks after the school year)
	Elementary hired before 7/1/04	205 working days (excluding holidays) which is 180 school calendar days and 25 days (two weeks before and three weeks after the school year)
	Elementary hired after 7/1/04	200 working days (excluding holidays) which is 180 school calendar days and 20 days (two weeks before and two weeks after the school year)
	Sp Ed	200 working days (excluding holidays) which is 180 school calendar days and 20 days (two weeks before and two weeks after the school year)
Teacher Aides		176 work days which are 174 student attendance days and institute days on the first institute days of each semester

Section 3 - Work Schedule

The normal work day for an employee shall be Monday through Friday unless specified otherwise by the employee's job description. In all cases the employee shall be scheduled to work five consecutive days with two consecutive days off.

Section 4 - Work Year

An employee work year shall be determined by the designed number of days assigned to his/her position at the beginning of the school year.

Section 5 - Work Hours

a. A maximum of forty (40) hours per week exclusive of overtime shall constitute a work week. For overtime calculation purposes, a work week period runs Monday-Sunday. Overtime or extra/temporary duties shall be determined by category and building and shall be distributed on a rotational basis based on seniority. If an employee refuses an opportunity to work overtime, they will be placed at the bottom of the overtime list and the next most senior employee will be asked to work. This process shall be used until the overtime or extra/temporary duty request has been filled. If no employee accepts the overtime or extra/temporary duty, management shall have the right to assign the overtime or extra/temporary duty work to the least senior employee (category/building). Examples of extra/temporary assignments include, but are not limited to, bus assignments, after school math classes, or open house assignments. However, the District shall not be required to use seniority when assigning extra/temporary work to perform services to a student with an IEP/504 when the District determines, in its sole discretion, that the assignment of a specific employee to assist the student is in the student's best interest.

b. All employees who work more than four (4) hours per day will be entitled to a non-paid duty-free lunch period not to exceed thirty (30) minutes.

c. All employees who work more than four (4) hours per day shall have a ten (10) minute paid break.

d. Any employee who works six (6) hours or more per day shall have a ten (10) minute paid break within the first three hours of work and a second ten (10) minute paid break within the last three hours of work.

e. Break times will be set by the employee's immediate supervisor. Break time will be posted on the Employees' Bulletin Board.

f. In accordance with the Illinois Educational Labor Relations Act, the Board will have complete control in setting the work hours, wage rate,

and terms and conditions of employment for the ESP substitutes. The administration and Board will have complete control in screening and forming the substitute list.

Section 6 - Job Description

Each employee shall be given a job description for his/her assigned position that shall specify the duties and tasks of the job and identify the immediate supervisor.

Section 7 - Skills Development

a. If a position requires a new skill or technological knowledge that the incumbent lacks due to Board implemented innovation, he/she shall be offered the opportunity to acquire the necessary training/certification/skill at full Board expense for said training/certification/skill.

b. Employees requested by the District to attend workshops or training programs shall be paid for mileage, tuition and books by the District. There shall be no loss of pay for attending workshops or training programs. Prior approval for workshops or training programs for which paid tuition is sought is necessary.

Section 8 - Assignment Changes

Employees shall be notified of any permanent change in assignment or work schedules at least fifteen (15) working days prior to the effective date of the change, except in an emergency.

Section 9 - Work Load

Questions regarding an employee's assignment or related problems may be discussed with the employee's immediate supervisor. An employee may have a Union representative present at these discussions. Requests for an assignment review may be filed up to twice per year.

ARTICLE II - SENIORITY/LAYOFF

Section 1 - Probationary Period

Before acquiring seniority, each employee is required to serve a probationary period of forty-five (45) working days.

Commencing with the 2012-2013 contract year and each year thereafter, all new employees will start at the beginning step of the hourly rate of pay for their category set forth in the

parties' collective bargaining agreement. Probationary employees shall be eligible to use sick and personal leave consistent with the terms set forth in the collective bargaining agreement.

Section 2 - Seniority

Seniority shall be defined as the length of continuous service in the category of position in which the employee occupies, with reduction in force and recall rights to that category position per the Illinois School Code.

Employees that occupied a permanent position in one other category of position, will next have layoff and recall rights to that category of position provided the District and/or employee can document the previous seniority in that permanent position on or before January 1, 2008. An employee's right to bump into their previously held category shall only apply if the employee could not bump into a position in the category from which he/she was laid off.

The categories of position include the following:

1. Grounds
2. Custodians
3. Teacher Aides
4. Cafeteria Workers
5. Clerical Aides
6. Bus Aides
7. Maintenance
8. Playground Supervisors/Crossing Guards/Café Monitors
9. Secretaries
10. Library Aides
11. Nurse / EMT(P) / Nurse RN

Section 3 - Definition

Upon employment, each employee shall receive a seniority date which shall be the first day of actual work. If two or more employees have the same seniority date, the employer or administration shall conduct a drawing of lots witnessed by the affected employees and an authorized union representative.

Section 4 - Continuous Service

Continuous service is maintained except for the following:

a. Resignation or voluntary quitting;

b. Discharge for proper cause;

c. Failure to return to work at the expiration of a Board granted leave. A certified mail notice will be sent by the Board to the last address on file;

d. Failure to return to work within thirty (30) calendar days after final payment of compensable disability unless certified unable by a physician or a Board appointed and paid physician when there is some doubt about certification.

Section 5

Continuous service shall not be broken and shall continue to accumulate during an approved leave of absence or disability. Not to exceed one (1) year.

Section 6 - Seniority List

An annual seniority list shall be prepared by the Superintendent of Schools and delivered to the President of the Union on or before October 1, each year, showing employment date and seniority number. Employees have ten (10) working days to file any corrections otherwise the list stands for the year.

Section 7 - Layoff/Reduction in Force

Layoffs or reduction in the number of employees shall be in reverse order of seniority in the category of position in which the layoff occurs. The bumping process when used shall determine the employee to be laid off within that category of position.

Section 8

If a position or job is abolished or reduced by two or more hours in a particular category, an employee in that category may exercise their right to bump into another position in that category, i.e. eight (8) hour custodial position abolished, the employee in that 8 hour position can bump into a custodial position based on categorical seniority.

Section 9

Any individual who is laid off because of reduction in force shall maintain their seniority for two (2) years. Seniority shall not accrue during the lay off period.

ARTICLE III - ADMINISTRATIVE CONFERENCE

Section 1 - Disciplinary Conference

Any ESP employee is entitled to have a Union Representative present upon request by the employee whenever there is a disciplinary conference between the employee and an Administrator, Supervisor or other Board employee or their representative.

Section 2 - Disciplinary Procedure

Employees that violate a work rule(s) and/or fail to perform duties at a satisfactory level will be subject to the following:

i.	First Offense:	Oral Admonishment (documented)
ii.	Second Offense:	Written reprimand
iii.	Third Offense:	Three (3) day suspension without pay
iiii.	Fourth Offense:	Dismissal

First offense disciplinary actions resulting from dishonesty, immoral, or unsafe conduct shall subject the employee to dismissal.

Prior to dismissing a permanent employee (non-probationary), the Board or its designee shall conduct a pre-termination hearing. At the hearing the employee shall be given an opportunity to respond to the dismissal charges. The employee will be notified of his/her right to have a Union representative present at the hearing. Only the Board may discharge an employee.

a. A member shall have the right to request the presence of a union representative at any meeting that could reasonably result in discipline. This provision shall not apply to meetings that are evaluative in nature or related to the performance evaluation process.

b. Prior to any member being placed on administrative leave with pay and benefits, the Superintendent shall meet with the member and union representative to notify the person of the reason(s) for being placed on said leave. Placing a member on paid administrative leave shall not be deemed an adverse employment action.

c. Video/audio recordings of any type shall not be used during any informal or formal observation. However, if an ESP is disciplined, including any discipline imposed based on video/audio recordings, the discipline may be considered in determining the member's evaluation rating.

d. As part of the District's investigation, the member will be provided an opportunity to respond to the allegations that he/she engaged in misconduct. The member will be notified in writing of the general nature of the misconduct allegations, the date, time and location of the investigatory meeting, and the right to have a union representative present at the member's investigatory meeting.

e. Video/audio recordings of any type shall be considered when determining whether or not an employee engaged in misconduct or violated any work rule, provided the employee is given an opportunity to review the video and/or listen to the recording during the employee's investigatory meeting, at which time the employee will have an opportunity to provide a statement/response to the evidence.

ARTICLE IV - LEAVES

Section 1 - Sick Leave and Sick Leave Bank

The normal annual allotment for ESPs shall be as follows:

a. Less than twelve (12) month employees that use 3 or less sick leave days in the previous fiscal year shall receive 12 sick leave days in the next fiscal year.

Twelve-month employees that use 3 or less sick leave days in the previous fiscal year shall receive 13 sick leave days in the next fiscal year.

b. Less than twelve (12) month employees that use 3.5 or more sick leave days in the previous fiscal year shall receive 10 sick leave days in the next fiscal year.

Twelve-month employees that use 3.5 or more sick leave days in the previous fiscal year shall receive 11 sick leave days in the next fiscal year.

If any employee does not use the full amount of annual leave thus allowed, the unused amount shall accumulate in accordance with the Illinois School Code. Employees shall be entitled to use sick leave pursuant to the Illinois School Code, 105 ILCS 5/24-6.

B. Employees shall be entitled to participate in the Sick Leave Bank established in and in accordance with the term and conditions outlined in Part II, Article V, Section 1B of this Agreement.

Section 2 - Personal Leave

Three (3) days of personal leave shall be granted each year for personal business that cannot be transacted at any other time except during the working hours of the non-teaching personnel. Personal leave will not be used for monetary gain. Personal leave will not be counted against accumulated sick days.

Personal leave day requests made immediately before or following a holiday with less than 24 hours' notice must be an emergency. Reason for requesting emergency (personal leave) must be provided and is subject to supervisory approval.

For each semester where a non-teaching employee uses no sick leave, one (1) additional personal leave day will be granted. Unused personal leave days will be added to accumulated sick leave at the close of the school year.

Section 3 - Vacation/Legal Holidays/Board Granted Holidays

1. Vacation

   a. Vacation Schedule for full time 12-month employees working five hours or more per day in the employment of the District as of August 31, 2001:

      (1) 1 year - 1 week (at regular salary)
      (2) 2 years-9 years - 2 weeks (at regular salary)
      (3) 10 years-19 years - 3 weeks
      (4) 20 years or more - 4 weeks

      Employees hired prior to August 31, 2001 and who are scheduled to work for less than a full 12 months and who received paid vacation during the 2006-2007 school year shall continue to receive paid vacation up to a maximum of two (2) weeks per year.

      All full-time ESP employees employed on and after September 1, 2001 who are not scheduled to work for a full 12 months would not receive a vacation benefit or vacation pay.

      A year shall be determined from the date of employment in a job category with vacation benefits. After the first calendar year an employee must work at least half of his/her designated days per year in order to receive the vacation benefit.

   b. Employees must use the vacation earned prior to the end of the current calendar year.

   c. Vacation requests will be granted based on seniority.

   d. During the same time period, vacations may be limited to not more than one per category.

   e. Twelve (12) month employees may take no more than one-half (1/2) of their vacation allocation during the period when school is in session. Less than twelve (12) month employees may take up to one-half (1/2) of their vacation allocation during the period when school is in session with the approval of the Superintendent. Approval shall be granted on a fair and equitable basis.

2. Paid Holidays

   a. **12 Month Employees**: The following are paid holidays for all full time 12-month ESP employees when the District's observance of the

holiday falls on the employee's regularly scheduled work day. Listed holidays that fall on a weekend are not paid holidays.

Martin Luther King, Jr. Birthday (third Monday in January)
President Lincoln's Birthday (February 12) or Presidents Day
Casmir Pulaski Birthday (first Monday in March)
Good Friday
Memorial Day (the date designated by federal law)
Juneteenth
Independence Day (July 4)
Labor Day (first Monday in September)
Columbus Day (second Monday in October)
Veteran's Day (November 11)
Thanksgiving Day
The Day After Thanksgiving
Christmas Eve
Christmas Day
January 1, New Year's Day

b. **Less Than 12 Month Employees**: The following are paid holidays for any ESP employee employed less than 12 months when the District's observance of the holiday falls on a weekday and during the employee's work year. Listed holidays that fall on a weekend are not paid holidays.

Martin Luther King, Jr. Birthday (third Monday in January)
President Lincoln's Birthday (February 12) or Presidents Day
Casmir Pulaski Birthday (first Monday in March)
Good Friday
Memorial Day (the date designated by federal law)
Juneteenth
Labor Day (first Monday in September)
Columbus Day (second Monday in October)
Veteran's Day (November 11)
Thanksgiving Day
The Day After Thanksgiving
Christmas Eve
Christmas Day
January 1, New Year's Day

c. If school is in session on any of the above listed holidays due to a waiver, the following procedures will apply:

1. The District will designate an alternate day off due to the waiver, but the alternate day off must be on a day that extends the employee's weekend.

OR

2. The employee shall be paid double time for working the holiday due to the waiver.

d. To be eligible to be paid for a holiday an employee must work the last scheduled working day before the holiday and first scheduled working day following the holiday. Exceptions to working the day before and the first day following will be made on an emergency basis by requesting a Personal Leave day with an excuse provided. All requests are subject to approval by Superintendent or designee and are limited to four employees district wide. Exceptions will be made for employees who fail to meet the above requirement due to extended illness (seven calendar days or more) or due to a death in his/her immediate family or due to inclement weather modifying the current working schedule.

3. Board Granted Holidays

Any day granted by the Board of Education to non-teaching bargaining unit members.

ARTICLE V - VACANCIES

Section 1

The Superintendent or his/her designee may, in his/her sole discretion, permanently reassign an employee to a different bargaining unit position or building, provided the transfer is within the employee's current category of position. The employee will be given written notification within five (5) working days prior to the date the transfer is to become effective.

Section 2

A vacancy shall be defined as any opening in a newly created position or any opening in a bargaining unit position which occurs as a result of the employee's resignation, retirement, reassignment, transfer or termination which the Board decides to fill and is not filled by the reassignment of current bargaining unit personnel. Such application for a vacancy shall be in writing and submitted to the Superintendent or his/her designee within the five (5) work day posting period. It is agreed that a "vacancy" shall not include positions filled by reassignment of current personnel and positions that the Board decides it will not fill.

Section 3

All vacancies or positions within the bargaining unit covered by this Agreement shall be posted for five (5) work days in workers' lounges and principals' offices. An email with the vacancy notice shall be sent to the Union President. If no person within that category bids on a vacancy, the job will be published outside the District. This public posting may occur simultaneously with the in-house posting with the agreement of the Union President.

Section 4

Any employee may bid on any vacancy during the posting period. The categorical employee who has the most seniority within the category, and who meets the criteria in Article 5, Section 5 if this is a tested position, and who bids on the job within the 5 day posting period shall be awarded the position. Categorical employees do not have rights to the job after the posting period expires. If no categorical employee is awarded the job, the vacancy will be filled by Board decision from non-categorical employees who have bid on the position or with a new hire into the District.

Section 5

Method of Filling a Vacancy

a. Filling of vacancies covered by the Bargaining Unit shall be governed by the following factors:

    1. Ability to perform the work
    2. Where applicable, test scores
    3. Seniority if the employee is applying for a position within his/her current category but seniority will not apply if the employee is applying for a position outside his/her current category.
    4. If no employee within a category of position for which a vacancy is posted applies for that vacancy, other employees in the District may apply for the vacancy along with outside applicants. No preference shall be shown to non-categorical employees.

b. If the administration deems an employee unable to perform the work required for the vacant position, the employee may request a written statement from the Superintendent (or designee) stating the specific reasons used to determine that the employee is unable to perform the work.

c. Where test scores are one factor to be used in determining the successful applicant for transfer to a vacant position within the category of position in which the employee currently occupies, scores shall be expressed as a percentage. If the scores of the top applicants are within 5 percentage points, the results shall be deemed equal and the position shall be awarded based on seniority; otherwise, the employee with the highest score shall be granted the transfer to the vacant position. This provision shall

not apply to employees applying for a transfer/vacancy to a category of position that the employee does not currently occupy.

d. A transfer to a different position within a category shall be based on the factors identified in Article V except that the Superintendent may in his/her sole discretion refuse to consider an employee's request for a transfer if that employee received any disciplinary action under Article III, Section 2, during the twelve (12) month period prior to the date the vacancy was posted.

e. As used in this Article, the term *category* shall be defined to mean each position listed on the non-certificated salary schedule.

Section 6

Employees voluntarily transferring to another position shall be granted a trial period of at least ten (10) working days. Upon request he/she will be returned, immediately thereafter, to his/her former position if such request is submitted to the Superintendent within the ten (10) working day trial period. This provision shall not apply to involuntary transfers.

Section 7

All Teacher Aides must be Highly Qualified and hold a teacher's aide certificate issued by the Regional Office of Education.

ARTICLE VI – SALARY

Section 1.a - Wage Schedule

2024-2025-One step for employees eligible for step with a maximum of one step each year. 5.5% increase in hourly rates for lanes 1-5. Adding lanes 6-10. Anyone at year 6 or more in the 24-25 school year will be placed in lane 6 year 6.
2025-2026-One step for employees eligible for step with a maximum of one step each year. 5.5% increase in hourly rates. Anyone at year 7 or more in the 25-26 school year will be placed in lane 6 year 7.
2026-2027-One step for employees eligible for step with a maximum of one step each year. 5.5% increase in hourly rates. Anyone at year 8 or more in the 26-27 school year will be placed in lane 6 year 8.
2027-2028-One step for employees eligible for step with a maximum of one step each year. 5.5% increase in hourly rates. Anyone at year 9 or more in the 27-28 school year will be placed in lane 7 year 9.

Section 1.b - Longevity Bonus

Commencing on July 1, 2019, ESPs shall be entitled to the following longevity bonus, which is a one-time non-recurring and non-compounding salary bonus payment.

a. The bonus payment shall not be retroactive.

b. An employee eligible to receive the one-time bonus payment will receive the payment in June.

c. To be eligible to receive the one-time bonus payment, the employee must have reached the Years of Service threshold in the District on or before May 30 in the year the bonus is paid. For example, on August 15, 2019, an employee completes his/her 20th year of service in the District; the employee receives the bonus payment in the last pay period in June 2020. An employee completes his/her 20th year of service on June 25, 2020; the employee receives the bonus payment in the last pay period in June, 2021.

d. The longevity bonus will be calculated as follows:

Continuous / Uninterrupted

Years of Service	One Time Bonus Amount
10	$500.00
15	$750.00
20	$1000.00
25	$1,250.00
30	$1,500.00

e. In the event the employee is eligible for a one-time bonus in the last year of employment prior to retirement, the bonus payment shall be reduced in an amount to ensure the employee's IMRF creditable earnings does not exceed 6% over his/her previous year's IMRF creditable earnings. Any bonus payment that cannot be paid as IMRF creditable earnings due to the 6% limit shall be paid to the employee post retirement no earlier than 65 days after the employees last day of work and shall not be reported as IMRF creditable earnings.

Section 2 - Miscellaneous Expenditures

a. All current non-teaching personnel required by the State Board of Education to have a physical exam and/or tests shall have the cost of said exams paid for, up to the amount of twenty dollars ($20.00), by the Board of Education.

b. Mileage allowance for use of personal vehicles on school business shall be paid at the rate approved by the Internal Revenue Service for reimbursement for business purposes.

c. Maintenance Tool Allowance - Full time maintenance employees will be paid a tool allotment of thirty ($30.00) per month. Receipts showing purchase of tools must be presented when claiming allowance.

d. All cafeteria employees and nurses will be provided with one hundred dollars ($100.00) per year to offset the costs of uniforms with reimbursement paid to the employee after submission of receipt(s). Maintenance/Custodial/Grounds employees will be provided with one hundred dollars ($100.00) per year to offset the costs of footwear with reimbursement paid to the employee after submission of receipt(s).

Section 3 - Overtime Pay

a. Overtime shall be paid at the rate of one and one-half (1-1/2) times the employee's base pay when an employee works more than forty (40) hours in one (1) week (Monday-Sunday). The District will provide two-week advance notice to employees that are scheduled to work in excess of their regularly scheduled work day. However, this advance notice is not required if the District requires an employee to work beyond their regularly scheduled work day due to unanticipated or unforeseen operational requirements.

b. District shall pay two hours at the regular wage rate as call out pay should an employee be asked to perform work during other than normally scheduled working hours.

Section 4 - Method of Payment

Regular non-teaching employees' salaries shall be paid on the 20th of each month. Should the 20th fall on a weekend or holiday, payment will be made on the last preceding work day.

Section 5

If a non-teaching employee is paid more than the contract wage scale, the district will immediately upon being made aware of this error correct the payment at the next pay period.

ARTICLE VII - BARGAINING UNIT WORK/NON-TEACHING

Section 1

Supervisors will not perform bargaining unit work on a regular basis which would result in reduction of bargaining unit positions.

Section 2

The Board agrees not to contract out any work normally done by bargaining unit members without prior negotiating with the Union during the life of this contract.

a. Nothing in this section shall prohibit the Board of Education from utilizing participants in a government-sponsored work program.

b. The Board of Education may, from time to time, utilize volunteers from parent or community groups for special projects, provided that all of the following apply:

1. None of the volunteers who participate in the special project are compensated for their work by the Board of Education.

2. No bargaining unit member suffers a loss of scheduled hours of work because of the tasks performed by the volunteers.

3. The Union is given not less than five business days advanced notice of the project and any relevant details, except in case of emergency where notification will be made as soon as practical.

c. Nothing in this section shall prohibit the Board of Education from utilizing temporary district student workers.

Section 3

During the term of this Agreement, the Board agrees not to modify, change, or eliminate any policies affecting or impacting the employees covered by this Agreement without prior consent of the Union.

ARTICLE VIII - EMPLOYEE CLASSIFICATION/NON-TEACHING

Section 1 - Full Time/Part Time

a. Full Time Employee
An employee who works a minimum of six (6) hours per day for one hundred seventy-six (176) days or more shall be classified as a full-time employee.

b. Part Time Employee
An employee working less than six (6) hours during the days assigned as his work year shall be classified as a part time employee.

c. Amended Calendar has no effect on definition of above status.

Section 2 - Job Classification

1. Grounds
2. Custodians
3. Teacher Aides
4. Cafeteria Workers
5. Clerical Aides

6. Bus Aides
7. Maintenance
8. Playground Supervisors/Crossing Guards/Café Monitors
9. Secretaries
10. Library Aides
11. Nurse / EMT(P) / Nurse RN

2024-2025 ESP Salary Schedule										
	Lane 1	Lane 2	Lane 3	Lane 4	Lane 5	Lane 6	Lane 7	Lane 8	Lane 9	Lane 10
Position	Year 1	Year 2	Year 3	Year 4	Year 5	Years 6-8	Years 9-11	Years 12-15	Years 16-19	Years 20+
Secretary	19.08	20.34	21.16	22.44	24.11	25.30	26.35	27.23	27.92	28.40
Teacher Aide	19.21	20.50	21.37	22.63	24.32	25.52	26.58	27.47	28.16	28.65
Clerical Aide	18.84	20.08	20.91	22.16	23.80	24.98	26.01	26.88	27.56	28.04
Bus Aide	19.21	20.50	21.37	22.63	24.32	25.52	26.58	27.47	28.16	28.65
Custodian	19.82	21.16	22.01	23.36	25.10	26.34	27.43	28.35	29.06	29.56
Grounds	19.82	21.16	22.01	23.36	25.10	26.34	27.43	28.35	29.06	29.56
Cafeteria	17.38	18.48	19.25	20.38	21.89	22.98	23.93	24.73	25.35	25.79
Cafeteria Manager (Yearly Stipend)	1072.79	1126.72	1188.68	1251.04	1315.51	1380.66	1437.87	1485.84	1523.40	1549.60
Playground /Crossing Guard/ Cafeteria Monitor	17.08	18.16	18.93	20.01	21.46	22.52	23.45	24.24	24.85	25.28
Maintenance	21.16	22.60	23.54	24.95	26.86	28.19	29.36	30.34	31.10	31.64
Library Aide	18.84	20.08	20.91	22.16	23.80	24.98	26.01	26.88	27.56	28.04
Nurse / EMT	26.10	26.61	27.67	28.79	29.92	31.40	32.70	33.79	34.65	35.24
Nurse (RN)	26.81	27.33	28.43	29.58	30.74	32.26	33.60	34.72	35.59	36.21

2025-2026 ESP Salary Schedule										
	Lane 1	Lane 2	Lane 3	Lane 4	Lane 5	Lane 6	Lane 7	Lane 8	Lane 9	Lane 10
Position	Year 1	Year 2	Year 3	Year 4	Year 5	Years 6-8	Years 9-11	Years 12-15	Years 16-19	Years 20+
Secretary	20.13	21.46	22.32	23.67	25.44	26.69	27.80	28.73	29.46	29.66
Teacher Aide	20.27	21.63	22.55	23.87	25.66	26.92	28.04	28.98	29.71	30.23
Clerical Aide	19.88	21.18	22.06	23.38	25.11	26.35	27.44	28.36	29.08	29.58
Bus Aide	20.27	21.63	22.55	23.87	25.66	26.92	28.04	28.98	29.71	30.23
Custodian	20.91	22.32	23.22	24.64	26.48	27.79	28.94	29.91	30.66	31.19
Grounds	20.91	22.32	23.22	24.64	26.48	27.79	28.94	29.91	30.66	31.19
Cafeteria	18.34	19.50	20.31	21.50	23.09	24.24	25.25	26.09	26.74	27.21
Cafeteria Manager (Yearly Stipend)	1131.79	1188.69	1254.06	1319.85	1387.86	1456.60	1516.95	1567.56	1607.19	1634.83
Playground /Crossing Guard/ Cafeteria Monitor	18.02	19.16	19.97	21.11	22.64	23.76	24.74	25.57	26.22	26.67
Maintenance	22.32	23.84	24.83	26.32	28.34	29.74	30.97	32.01	32.81	33.38
Library Aide	19.88	21.18	22.06	23.38	25.11	26.35	27.44	28.36	29.08	29.58
Nurse / EMT	27.54	28.07	29.19	30.37	31.57	33.13	34.50	35.65	36.56	37.18
Nurse (RN)	28.28	28.83	29.99	31.21	32.43	34.03	35.45	36.63	37.55	38.20

2026-2027 ESP Salary Schedule										
	Lane 1	Lane 2	Lane 3	Lane 4	Lane 5	Lane 6	Lane 7	Lane 8	Lane 9	Lane 10
Position	Year 1	Year 2	Year 3	Year 4	Year 5	Years 6-8	Years 9-11	Years 12-15	Years 16-19	Years 20+
Secretary	21.24	22.64	23.55	24.97	26.84	28.16	29.33	30.31	31.08	31.29
Teacher Aide	21.38	22.82	23.79	25.18	27.07	28.40	29.58	30.57	31.34	31.89
Clerical Aide	20.97	22.34	23.27	24.67	26.49	27.80	28.95	29.92	30.68	31.21
Bus Aide	21.38	22.82	23.79	25.18	27.07	28.40	29.58	30.57	31.34	31.89
Custodian	22.06	23.55	24.50	26.00	27.94	29.32	30.53	31.56	32.35	32.91
Grounds	22.06	23.55	24.50	26.00	27.94	29.32	30.53	31.56	32.35	32.91
Cafeteria	19.35	20.57	21.43	22.68	24.36	25.57	26.64	27.52	28.21	28.71
Cafeteria Manager (Yearly Stipend)	1194.04	1254.07	1323.03	1392.44	1464.19	1536.71	1600.38	1653.78	1695.59	1724.75
Playground /Crossing Guard/ Cafeteria Monitor	19.01	20.21	21.07	22.27	23.89	25.07	26.10	26.98	27.66	28.14
Maintenance	23.55	25.15	26.20	27.77	29.90	31.38	32.67	33.77	34.61	35.22
Library Aide	20.97	22.34	23.27	24.67	26.49	27.80	28.95	29.92	30.68	31.21
Nurse / EMT	29.05	29.61	30.80	32.04	33.31	34.95	36.40	37.61	38.57	39.22
Nurse (RN)	29.84	30.42	31.64	32.93	34.21	35.90	37.40	38.64	39.62	40.30

2027-2028 ESP Salary Schedule										
	Lane 1	Lane 2	Lane 3	Lane 4	Lane 5	Lane 6	Lane 7	Lane 8	Lane 9	Lane 10
Position	Year 1	Year 2	Year 3	Year 4	Year 5	Years 6-8	Years 9-11	Years 12-15	Years 16-19	Years 20+
Secretary	22.41	23.89	24.85	26.34	28.32	29.71	30.94	31.98	32.79	33.01
Teacher Aide	22.56	24.08	25.10	26.56	28.56	29.96	31.21	32.25	33.06	33.64
Clerical Aide	22.12	23.57	24.55	26.03	27.95	29.33	30.54	31.57	32.37	32.93
Bus Aide	22.56	24.08	25.10	26.56	28.56	29.96	31.21	32.25	33.06	33.64
Custodian	23.27	24.85	25.85	27.43	29.48	30.93	32.21	33.30	34.13	34.72
Grounds	23.27	24.85	25.85	27.43	29.48	30.93	32.21	33.30	34.13	34.72
Cafeteria	20.41	21.70	22.61	23.93	25.70	26.98	28.11	29.03	29.76	30.29
Cafeteria Manager (Yearly Stipend)	1259.71	1323.04	1395.80	1469.02	1544.72	1621.23	1688.40	1744.74	1788.85	1819.61
Playground /Crossing Guard/ Cafeteria Monitor	20.06	21.32	22.23	23.49	25.20	26.45	27.54	28.46	29.18	29.69
Maintenance	24.85	26.53	27.64	29.30	31.54	33.11	34.47	35.63	36.51	37.16
Library Aide	22.12	23.57	24.55	26.03	27.95	29.33	30.54	31.57	32.37	32.93
Nurse / EMT	30.65	31.24	32.49	33.80	35.14	36.87	38.40	39.68	40.69	41.38
Nurse (RN)	31.48	32.09	33.38	34.74	36.09	37.87	39.46	40.77	41.80	42.52

PART IV – AUTHORIZATION

ARTICLE I – DURATION OF CONTRACT

This Agreement shall be effective August 13, 2024, and shall remain in effect until one day prior to the start of the 2028-2029 school year.

Board of Education
Dupo Community Unit District 196

President: _____ Date: 4-24-2024

Secretary: _____ Date: 4-24-2024

Dupo Federation of Teachers Local 1732

President: _____ Date: 4/25/24

Vice President, ESP: _____ Date: 4/25/24

Secretary: _____ Date: 4/25/24