Saunemin

Community Consolidated
School District #438



2024-2025
2025-2026
2026-2027
2027-2028

Collective Bargaining Agreement

Ignite Passion. Inspire Excellence. Imagine Possibilities

Professional Agreement

2024-2025 | 2025-2026 | 2026-2027 | 2027-2028

Between The

Saunemin Community Consolidated School District #438
Board of Education

Saunemin, IL – Livingston County

And The

Saunemin Elementary Teachers' Association

Association Ratification – March 12th, 2024
Board Approval – March 12th, 2024

Table of Contents

ARTICLE 1 - RECOGNITIONS AND DEFINITIONS 6

1.1 - REGONITION 6
1.2 - PART-TIME CERTIFIED EMPLOYEES 6
1.3 - DEFINITIONS 6
1.3.1 - DUTY DAY 6
1.3.2 - DUTY TIME 6
1.3.3 - INSTRUCTIONAL DAYS 7
1.3.4 - DAILY RATE OF PAY 7

2. EVALUATION - TEACHER'S EVALUATION PLAN 8

2.1 - DISTRICT GOALS 8
2.2 - EVALUATION PROCEDURES 8
2.3 - PERFORMANCE RATING SCALE 9
2.4 - REMEDIATION ACTIVITIES 9
2.5 - CONSULTING TEACHER 10
2.6 - REPORTING THE RESULTS 11

ARTICLE 3 - ADMINISTRATIVE EVALUATIONS 12

3.1 - ADMINISTRATIVE EVALUATIONS 12

ARTICLE 4 - EMPLOYEE RIGHTS 13

4.1 - SCHOOL CODE RIGHTS 13
4.2 - EMPLOYER HEARINGS/EMPLOYEE RIGHTS 13
WHEN ANY EMPLOYEE IS REQUIRED TO APPEAR BEFORE THE BOARD OR SUPERINTENDENT REGARDING A MATTER WHICH THE BOARD OR ADMINISTRATORS KNOWS, IN ADVANCE, IS LIKELY TO RESULT IN THAT EMPLOYEE'S DISMISSAL, OR SUSPENSION WITHOUT PAY, THE EMPLOYEE SHALL: 13
4.3 - RULES AND REGULATIONS 13
ALL POLICIES, REGULATIONS, AND RULES OF THE EMPLOYER MUST BE MADE AVAILABLE TO EMPLOYEES. COPIES OF THE EMPLOYEE HANDBOOK CONTAINING WORK POLICIES, REGULATIONS AND RULES SHALL BE DISTRIBUTED TO EACH EMPLOYEE IN THE BUILDING ON THE FIRST DAY OF SCHOOL. CHANGES IN EXISTING POLICIES, REGULATIONS AND RULES SHALL BE GIVEN TO EACH EMPLOYEE AND THE ASSOCIATION IMMEDIATELY PRIOR TO ENFORCEMENT. 13
4.4 - STAFF MEETINGS - NUMBER REQUIRED 13

ARTICLE 5 - EMPLOYEE PROTECTION 14

5.1 - BEHAVIORAL PROBLEMS - RESOLUTIONS 14
5.2 - INVESTIGATION OF COMPLAINTS 14
5.3 - JUST CAUSE DISCIPLINE 14
5.3.1 - Just Cause Procedure 14
5.3.2 - Evidence of Restrictions 15
5.4 - NOTIFICATION OF REDUCTION IN FORCE 15

ARTICLE 6 - ASSOCIATION RIGHTS 16

6.1 - BOARD CONSULTATION - ASSOCIATION 16
6.2 - ASSOCIATION LEAVE 16
6.3 - NEA / IEA / SEA PARTICIPATION - EMPLOYEE SUSPENSION, DEMOTION, DISCHARGE 16
6.4 - NEA / IEA / SEA USE OF DISTRICT FACILITIES AND EQUIPMENT 16
6.5 - BUSINESS BY NEA / IEA / SEA REPRESENTATIVES ON SCHOOL PROPERTY 17
6.6 - SEA - ADMINISTRATIVE MEETINGS 17

ARTICLE 7 - PROFESSIONAL GROWTH 18

7.1 - Advancement on the Salary Schedule 18
7.2 - Placement on the Salary Schedule 18
7.3 - Tuition Reimbursement 18
7.4 - Tuition Repayment 19
7.5 - Service Years Awarded 19

ARTICLE 8 - PROFESSIONAL GRIEVANCE PROCEDURE 20

8.1 - Definition 20
8.1.1 - Professional Grievance 20
8.1.2 - Right of Any Teacher 20
8.2 - Procedure 20
8.2.1 - Presentation of Grievance 20
8.2.2 - Disposition of Grievance 20
8.2.3 - Final and Binding Arbitration 21
8.3 - By-Pass Arbitration 21
8.4 - SEA Participation - Teachers Represented 21
8.5 - SEA Participation - Teachers Not Represented 22
8.6 - Board - Administration Cooperation 22
8.7 - No Reprisal Clause 22
8.8 - Release Time 22
8.9 - Filing Material 22

ARTICLE 9 - BOARD MEETINGS 23

9.1 - Board Meetings - Notification 23
9.2 - Board Briefs - SEA Copies 23
9.3 - SEA Board Meetings 23

ARTICLE 10 - LEAVES 24

10.1 - Sick Leave 24
10.2 - Sick Leave Bank 24
10.3 - Bereavement Leave 25
10.3.1- Death of Family 25
10.3.2 - Death Other Than Immediate Family 26
10.4 - Personal Leave 26
10.4.1 - Personal Days 26
10.4.2 - In-House Substituting 26
10.4.3 - Personal Leave Notice 26
10.4.4 - Extension of Holiday / Long Weekend 26
10.5 - Leave of Absence 26
10.5.1 - Leave of Absence Requests 26
10.5.2 - Intention to Return 27
10.5.3 - Salary Schedule Advancement 27
10.5.4 - Contractual Continued Service Status 27
10.6 - Sabbatical Leave 27
10.6.1 - Sabbatical Leave Purpose 27
10.6.2 - Area of Study 28
10.7 - Jury Duty and Subpoenaed Court Appearance 28
10.8 - Family and Medical Leave 28
10.9 - Additional Leave Days 28

ARTICLE 11 - WORKING CONDITIONS 29

11.1 - Safe Working Conditions 29
11.2 - Prep Periods 29
11.3 - Break Periods 29
11.4 - Employee Notification of Assignments 29
11.5 - Employee After School Time 29
11.5.1 - Release After Student Dismissal 29
11.5.2 - Building Meetings 29
11.5.3 - Extra Curricular Activities 30
11.6 - Reasonable Suspicion Drug Screening 30

ARTICLE 12 - COMPENSATION AND RELATED PROVISIONS 33

12.1 - Inoculations 33
12.2 - Insurance Allotment 33
12.3 - Selection of Carrier 33
12.4 - Payroll Installments 33
12.5 - Salary Schedule 33
12.6 - Mileage 34
12.7 - Maintenance of Records 34
12.8 - Personnel File 34
12.9 - Subcontracting Positions 34

ARTICLE 13 - CONTINUITY OF OPERATIONS 35

13.1 - No Strike Provision 35
13.2 - No Lockout Provision 35

ARTICLE 14 - EFFECTS OF CONTRACT 36

14.1 - Complete Understanding 36
14.2 - Saving Clause 36
14.3 - Management Rights 36

ARTICLE 15 - DURATION 37

15.1 - Duration 37

APPENDIX A - RETIREMENT INCENTIVE PAY 38

APPENDIX B - BENEFITS SUMMARY 42

APPENDIX C - DISTRICT APPROVED STIPENDS 43

Activity / Extra Duty Assignments 43
Coaching / Athletic Stipends 44

APPENDIX D - SALARY SCHEDULES 45

2024 - 2025 School Year 45
2025 - 2026 School Year 46
2026 - 2027 School Year 47
2027 - 2028 School Year 48

Article 1 - RECOGNITIONS AND DEFINITIONS

1.1 - REGONITION

The Board of Education of District 438, Livingston County, Illinois (hereinafter referred to as the "Employer or the Board") recognizes the SEA-IEA-NEA (hereinafter referred to as the "Association" or the "Union") as the sole and exclusive bargaining representative for all certificated Employees (hereinafter referred to as the "Employee" or "Bargaining Unit Member") exclusive of supervisors, as defined by the Illinois Educational labor Relations Act.

1.2 - PART-TIME CERTIFIED EMPLOYEES

Employees included in the bargaining unit, working on other than a full-time basis, shall be provided benefits and conditions as specified in articles 1.

1. Part time Employees who work 0% time or more shall receive a pro-rata contribution of board contribution to the cost of District insurance programs. Coverage may be limited by carrier restrictions.

1.3 - DEFINITIONS

1.3.1 - DUTY DAY

Duty Day(s) means day(s) during which bargaining unit members are required by contract to render service.

1.3.2 - DUTY TIME

Responsibility time begins at 7:30 A.M. and concludes at 3:15 P.M. Early dismissal may be an exception (e.g. prior to vacations). With permission of the Superintendent and responsibilities to students concluded, conclusion of workday may be prior to 3:15 P.M. Teacher duty time may be extended due to emergency. Time necessary for extra duties is in addition to the Duty Time.

Teachers may be required to remain after 3:15 for special events such as parent-teacher conferences, IEP meetings, or other education-related matters. Teachers will be required to remain at school until 4:00 P.M. on the first Wednesday of the month for extended professional development trainings. On the last work day of the week or the day before holidays, the

teachers work day will end after the students leave and/or buses have departed.

1.3.3 - INSTRUCTIONAL DAYS

Instructional day(s) means any day(s) pupils are present for instruction.

1.3.4 - DAILY RATE OF PAY

For full-time teachers, the Daily Rate of Pay means the bargaining unit member's annual scheduled salary divided by 180. For teachers who work less than the full Duty Day, the scheduled salary shall be prorated.

Example: Employee AB works 180 days per school year at half the hours every day that a full-time Employee works. AB's daily rate of pay will be one-half the scheduled salary ÷ 180, and AB's total annual salary is one-half the scheduled salary.

Example: Employee CD works 120 days per school year the same number of hours every day that a full-time Employee works. CD's daily rate of pay will the scheduled salary ÷ 180, and CD's total annual salary is two-thirds the scheduled salary.

2. EVALUATION - TEACHER'S EVALUATION PLAN

2.1 - DISTRICT GOALS

The Saunemin Community Consolidated School District #438 believes the five (5) major goal areas of the evaluation process are as follows:

1. Supports effective teaching.
2. Provides for the improvement of instruction.
3. Supports district policies and code of ethics.
4. Provides a basis for employment decisions.
5. Supports professional development and growth opportunities.

2.2 - EVALUATION PROCEDURES

1. All non-tenured teachers shall be formally evaluated at least twice each school term. Evaluations will be made no less than every other year for each tenured teacher. All District evaluators shall comply with the qualification requirements of the statute for evaluation for teachers.
2. Within four (4) weeks after the beginning of each school term, the Superintendent or designee shall apprise each teacher of the evaluation procedures and forms.
3. Each formal evaluation shall be preceded by an in-class observation of no less than forty-five (45) minutes at a time, or an observation during a complete lesson, or an observation during an entire class period.
    1. Within ten (10) school days following the observation, the evaluator shall have a meeting with the teacher. The evaluator shall provide the teacher with a written summary of the evaluation. A copy shall be given to the teacher, and the teacher shall acknowledge the file copy, which will then be placed in his/her personnel file.
    2. The teacher shall have the right to attach an explanation or statement with respect to any material contained in his/her evaluation and to have such made a part of his/her personnel file within five (5) workdays of receiving the evaluation.

3. At the beginning of the school year, each staff member will set goals for self-improvement. The purpose of the goal setting process is to improve teacher performance by establishing teacher-initiated objectives and areas for improvement.
4. The evaluator may recommend objectives and areas of improvement when deemed necessary.

4. The evaluator shall seek to provide the teacher with assistance in improving the quality of teaching and to eliminate the deficiencies noted in the evaluation.
5. The Board of Education agrees to implement the requirements of 24A-5 of the Illinois School Code and the rules and regulations promulgated by the State Board of Education with regard to teacher evaluation, remediation and deficiencies and dismissal.
6. The Association agrees that evaluative comments resulting from classroom observations(s) are not grievable.
7. Staff members and evaluators recognize this formal evaluation will encompass areas of performance in addition to the observed thirty (30) minute in-class observation period.

2.3 - PERFORMANCE RATING SCALE

Four ratings will be utilized for this evaluation: Excellent, Proficient, Needs Improvement and Unsatisfactory.

2.4 - REMEDIATION ACTIVITIES

As previously mentioned, provision is made on the Teacher Evaluation Form for identification of those areas needing remediation and/or improvement. The remediation called for generally reflects those traits rated unsatisfactory or problematic within the main body of the evaluation report.

When a tenured teacher is rated unsatisfactory and the related deficiencies are considered remedial, within thirty (30) school days of the evaluation, a remediation plan designed to correct these deficiencies shall be developed and instituted. The evaluee, a qualified evaluator and a consulting teacher will participate in the remediation process. Utilization of consulting teachers will be governed by the following procedures in Section Consulting Teachers.

When a tenured teacher receives a rating of "Needs Improvement," the evaluator, in consultation with the teacher and taking into account the teacher's on-going professional responsibilities, including his or her regular teaching assignments, shall, within thirty (30) school days after completion of the evaluation, develop a professional development plan directed to the areas that need improvement and any supports that the District will provide to address the areas identified as needing improvement. Tenured teachers who complete a professional development plan shall receive a summative evaluation in each of the following two (2) school years.

2.5 - CONSULTING TEACHER

1. The Association may submit a list of teachers who qualify to be a Consulting Teacher. The Board of Education and/or their designee(s) shall select from this list, the Consulting Teacher to work with the teacher on remediation. The Consulting Teacher so chosen shall be notified in writing and such written notice shall specifically state that acceptance is voluntary. When a Consulting Teacher is not available in the School District, the Regional Office of Education shall be requested to provide one. This Consulting Teacher shall be governed by all relevant parts of the School District's agreement with the Association.
2. Consulting Teachers shall be given released time as mutually agreed upon by the teacher and administration in order to perform their role as a Consulting Teacher. Consulting Teachers shall suffer no loss of planning or lunchtime. In addition, they shall be provided clerical assistance when available if necessary in performing their function as a Consulting Teacher.
3. The Administrator shall provide each Consulting Teacher with information regarding roles and responsibilities of a consulting teacher.
4. The Board of Education shall indemnify and hold harmless the Consulting Teacher for any written or oral statement made in the course of performing his/her duties as a Consulting Teacher.
5. Periodic meetings shall be held between the Consulting Teacher and the evaluator. Consulting Teachers shall not be required to make evaluative judgments about the teacher under remediation. At these meetings, the Consulting Teacher shall advise the evaluator(s) of the specific advice and/or written materials given or recommended to be used by the unsatisfactory teacher to remediate deficiencies set forth in the remediation plan.

2.6 - REPORTING THE RESULTS

Results of the annual evaluations of all certified teachers are reported as follows: administrator furnish the Superintendent copies of all completed building employee evaluations. The Superintendent, after reviewing all building level evaluations, meets with the administrator to review and discuss any related concerns and/or necessary actions.

ARTICLE 3 - ADMINISTRATIVE EVALUATIONS

3.1 - Administrative Evaluations

All administrators and supervisors shall be rated annually by the faculty. The evaluation tool shall be approved by the Board of Education and Association. The evaluation tool will seek input from faculty stakeholder groups assigned to examine the administrator effectiveness in specific domains. Domains will be evaluated according to outlined performance descriptors. Artifacts may be submitted by the administrator being evaluated. The evaluation tool will follow the leadership standards set forth by The School Superintendents Association and the Illinois Performance Standards for School Leaders. The timeline for completion will adhere to statutory guidelines set forth in the individual administrator's contract for employment.

ARTICLE 4 - EMPLOYEE RIGHTS

4.1 - School Code Rights

Nothing contained herein shall be construed to deny any Employee his/her rights under the School Code of the State of Illinois or under other applicable laws and regulations, none of which are incorporated into the Agreement.

4.2 - Employer Hearings/Employee Rights

When any Employee is required to appear before the Board or Superintendent regarding a matter which the Board or administrators knows, in advance, is likely to result in that employee's dismissal, or suspension without pay, the employee shall:

A. be given at least forty-eight (48) hours prior written notice of the reasons for such meeting or interview and,

B. be entitled to have a representative of the IEA/SEA present to advise him/her and represent him/her during such meeting or interview.

Paragraph 4.2 has no applicability to other meetings or conferences, including, for example, Employee evaluation.

4.3 - Rules and Regulations

All policies, regulations, and rules of the Employer must be made available to Employees. Copies of the Employee Handbook containing work policies, regulations and rules shall be distributed to each Employee in the building on the first day of school. Changes in existing policies, regulations and rules shall be given to each Employee and the Association immediately prior to enforcement.

4.4 - Staff Meetings - Number Required

The SEA recognizes the need for professional staff meetings. The administration shall strive to conduct meetings with the teachers once per month.

ARTICLE 5 - EMPLOYEE PROTECTION

5.1 - Behavioral Problems - Resolutions

When a student's behavior disrupts the learning environment, appropriate action shall be taken by means of (1) teacher-student conference, (2) teacher-parent conference, and (3) teacher-parent-superintendent conference. This paragraph does not limit the rights of the District regarding possible response to student disruptions.

5.2 - Investigation of Complaints

It is the duty of the administration to investigate and to determine the validity of complaints brought to its attention. If the complaint has merit, the administrator needs to notify the employee that a complaint is being investigated, obtain the employee's input and to then consult with and provide suggestions to the employee to help solve the problem. No unsubstantiated or anonymous complaint shall be used in the evaluation process. This paragraph is unrelated to investigations of alleged criminal acts or other allegations of intentional wrongdoing on the part of the employee or any other investigation, if informing the teacher of the complaint would compromise an investigation.

5.3 - Just Cause Discipline

No letter that adversely affects a teacher's employment status shall be placed in his/her personnel file without knowledge of said teacher, and no tenured employee shall be suspended without pay without just cause. Prior to the time such action is taken; written notice of the specific grounds forming the basis for suspension without pay will be delivered to the Employee, and the Association, if requested by the teacher. This provision does not limit the right of the Board: (1) to non-renew the employment of non-tenured teachers, (2) in proceedings following "unsatisfactory" or "needs improvement" ratings or (3) in tenured teacher dismissal proceedings.

5.3.1 - Just Cause Procedure

Discipline of any Employee shall be preceded by:

A. A conference with the Employee by the appropriate administrator prior to taking any action.

B. A written explanation for the action to the Employee, and the Association, if requested.

5.3.2 - Evidence of Restrictions

Letters or incident reports placed in personnel files shall only include specific incidents or problems that the teacher is aware of, and that have been discussed with the teacher.

5.4 - Notification of Reduction in Force

Procedure for Teacher Reduction: If the number of positions must be reduced, the teachers who are subject to reduction in force shall receive notice by certified mail return receipt requested at least forty-five (45) days before the end of the school term together with a statement of honorable dismissal.

ARTICLE 6 - ASSOCIATION RIGHTS

6.1 - Board Consultation - Association

The Board shall endeavor to timely consult with the Association on any considered or proposed building construction programs, considered or proposed annexation or consolidation plans, or revisions of Board policy affecting Employees. Except in cases of emergency, or when changes in policy are reflective of changes in law, The Association shall be given opportunity to consult with the Board and to make recommendations with respect to these matters prior to their adoption.

6.2 - Association Leave

In the event that the SEA member(s) desire to send representative(s) to local, state, or national conferences or on other business pertinent to IEA/SEA affairs, the union shall be allowed 1 day total per school year without loss of salary.

6.3 - NEA / IEA / SEA Participation - Employee Suspension, Demotion, Discharge

Any Employee subject to suspension without pay shall have the right to be represented by the NEA/IEA/SEA in any meeting conducted by the Board of administration with such Employee regarding such charge. Prior to scheduling any such meeting or hearing, the Employee will be given at least forty-eight (48) hours notice of the nature of the charge and informed of his/her right to be represented by the NEA/IEA/SEA at such meeting. This paragraph does not affect the right of the Board to place employees on non-disciplinary paid leave, such as during investigations of alleged wrongdoing or fitness, matters following a teacher's evaluation rating of "needs improvement" or "unsatisfactory" or a decision of the Board to non-renew a non-tenured teacher, or the administration to recommend it.

6.4 - NEA / IEA / SEA use of District Facilities and Equipment

The Employer will allow the Association to use District facilities and equipment for meetings. No such usage will conflict with usage for school purposes or use of space by groups previously approved. NEA/IEA/SEA members will be allowed to store NEA/IEA/SEA materials in their rooms or desks in a place not visible or available to students.

6.5 - Business by NEA / IEA / SEA Representatives on School Property

Representatives of the NEA/IEA/SEA shall be permitted to transact NEA/IEA/SEA business on school property. Such business shall be conducted outside Employee work hours. Representatives must follow all rules for building security.

6.6 - SEA - Administrative Meetings

The administration and the SEA may meet when necessary for discussing problems.

ARTICLE 7 - PROFESSIONAL GROWTH

7.1 - Advancement on the Salary Schedule

Teachers who earn credit in graduate courses may advance 2 (two) lanes (horizontally) on the salary schedule annually provided the following requirements are met:

A) The teacher shall present a notification of intent to take a course to the board or designees in advance of beginning of course.

B) The Superintendent shall have the right to approve or deny the course in advance for courses that are not part of an educationally relevant masters program, or, at the discretion of the superintendent, other relevance to the District and the teacher's present or possible duties in the District.

1. All hours must be earned at an accredited institution of higher learning, which is a member of National Collegiate Association of Teacher Education.
2. Satisfactory completion of a course with a grade of "B" or better must be demonstrated by either a grade card or other writing bearing the University letterhead submitted to the superintendent by August 15.
3. Once every three (3) years, or upon administrator's request, an official transcript from the institution demonstrating successful completion must be on file in the office.

7.2 - Placement on the Salary Schedule

Teachers shall be advanced at the appropriate step on the salary schedule only at the beginning of the academic year.

7.3 - Tuition Reimbursement

Teachers may be reimbursed for courses subject to the following conditions:

1. Reimbursement shall be based on the average credit hour amount from Illinois State University. 100% of the tuition will be reimbursed for earning an "A" per hour. 80% of the tuition will be reimbursed for earning a "B" per hour. There will be no reimbursement for a "C" or lower.
2. Teachers will be reimbursed for up to 18 (eighteen) hours per fiscal year.
3. Transcripts or grades bearing University letterhead certifying course completion with a course grade of "B" or better must be provided to be eligible for reimbursement within thirty (30) days of course completion.
4. Reimbursement shall be made by separate check with no pension or tax deducted.

5. Tuition reimbursement must be submitted seven (7) days prior to the board of education meeting in order to get the request on the agenda. Once the tuition reimbursement has been approved by the school board, the reimbursement check will be sent within seven to ten (7-10) days from the Wednesday following the school board meeting.

7.4 - Tuition Repayment

Teachers must serve in the district for four consecutive years following tuition reimbursement. If the teacher leaves the district for any reason before four years elapses, the teacher will be required to repay the district the full amount of tuition reimbursement received in the preceding 48 months. The Board shall have a right to a cause of action in the circuit court to enforce this provision, and may require all teachers to sign an agreement to reimbursement in accordance with this provision.

7.5 - Service Years Awarded

Up to ten (10) years experience will be given on the salary schedule for experience received outside the district. Exceptions – The Board reserves the right to hire teachers in areas of critical shortage at a salary above the salary schedule.

ARTICLE 8 - PROFESSIONAL GRIEVANCE PROCEDURE

8.1 - Definition

8.1.1 - Professional Grievance

A professional grievance is any claim by a teacher that there has been a violation, misinterpretation, or misapplication of the terms of this agreement.

8.1.2 - Right of Any Teacher

Nothing contained herein shall be construed as limiting the right of any teacher having a grievance to discuss the matter informally with his supervisor and of having the grievance adjusted without the intervention of the SEA, provided the SEA has been notified and the adjustment is not inconsistent with the terms of this agreement.

8.2 - Procedure

The parties hereto acknowledge that it is most desirable for a teacher and his supervisor to resolve problems through free and informal communications. When requested by a teacher, a SEA representative may accompany the teacher to assist in the resolution of the grievance. If however, such processes fail to satisfy the teacher, a grievance may be processed as follows:

8.2.1 - Presentation of Grievance

The teacher may present the grievance in writing to the Superintendent immediately involved who will arrange for a meeting to take place within ten (10) working days or when mutually agreed upon after receipt of the grievance. The aggrieved teacher and the immediately involved supervisor shall be present for the meeting. The supervisor shall provide the aggrieved teacher with a written answer to the grievance within ten (10) working days or when mutually agreed upon after the meeting. This answer shall include the reason for the decision.

8.2.2 - Disposition of Grievance

If the grievant is not satisfied with the disposition of the grievance, or if the time limits expire without the issuance of the superintendent's reply, the grievant may submit the grievance to the Board.

8.2.3 - Final and Binding Arbitration

If the grievant is not satisfied with step two, it may be submitted only by the Association for final and binding arbitration through Federal Mediation and Conciliation Service. If the demand for arbitration is not filed by the Association within thirty (30) days of the date for step two answer, then the grievance shall be deemed withdrawn. The modification of 8.2.3 by the successor to the 2009-2012 agreement reflects the parties' longstanding intention that all grievances may be processed to arbitration only by the Association, and therefore this language shall apply to all pending and future grievances.

8.2.3.a Neither the Board nor the SEA shall be permitted to assert any grounds or evidence before the arbitrator which was not previously disclosed to the parties involved.

8.2.3.b The arbitrator shall have no power to alter the terms of this agreement.

8.2.3.c The arbitrator is empowered to include in any award such financial reimbursement or other remedies as he judges to be proper.

8.2.3.d Each party shall bear the full costs for its representation. The cost of the arbitrator and FMCS shall be divided equally between the Board and the SEA.

8.2.3.e At the request of the grievant and in agreement with the Board and the Association, the Expedited Arbitration Rules of the American Arbitration Association shall be used instead of the Voluntary Labor Arbitration Rules.

8.3 - By-Pass Arbitration

If the grievant and the superintendent agree, step 8.2.1 of the grievance procedure may be passed and the grievance brought directly to step 8.2.2.

8.4 - SEA Participation - Teachers Represented

The Board acknowledges the right of the SEA grievance representatives to participate in the processing of a grievance at any level. No teacher shall be required to discuss any grievance if the SEA's representative is not present. The grievant must notify the superintendent or administrator involved, in writing, that he/she desires to have SEA representation at any step of the grievance procedure.

8.5 - SEA Participation - Teachers Not Represented

In cases where a teacher is not represented by the SEA, the SEA shall have the right to have its representative present to state its views at all stages of the grievance procedure.

8.6 - Board - Administration Cooperation

The Board and the administration shall provide copies of documents or readily available information to the SEA in connection with its processing of a grievance.

8.7 - No Reprisal Clause

No reprisal of any kind shall be taken by the Board or the administration against any teacher because of his/her participation in this grievance procedure.

8.8 - Release Time

Should the investigation of processing of any grievance require that a teacher or a SEA representative be released from his/her regular assignment, he/she may be released with the approval of the superintendent or the Board. Pay, benefits, and the amount of time will be determined by each individual case.

8.9 - Filing Material

All documents, communications, and records dealing with the processing of a grievance shall be filed separately from the personnel files of the participants.

ARTICLE 9 - BOARD MEETINGS

9.1 - Board Meetings - Notification

The president of the SEA or his/her designee shall be given electronic notice of all meetings of the Board.

9.2 - Board Briefs - SEA Copies

An email summary of all Board meeting briefs shall be distributed to SEA members no later than three (3) working days after the scheduled meeting. Board briefs provided to the Association shall not contain any information where confidentiality is protected by law or matters discussed in closed session of the Board.

9.3 - SEA Board Meetings

The SEA and Board recognize the importance of communication in maintaining good relationships and agree to meet when necessary for discussing problems. Meetings shall be held with reasonable written notice stating the item or items to be discussed.

ARTICLE 10 - LEAVES

10.1 - Sick Leave

10.1.1 Each full-time employee serving in a position requiring teacher certification shall be entitled to the following sick days:

Years 0-15: fifteen (15) days of sick leave at full pay each school year.

Years 16+: eighteen (18) days of sick leave at full pay each school year.

If a teacher is half time, that teacher will get twelve (12) or fourteen (14) half days depending on their years of service to the district.

10.1.2 Sick Leave may be used as provided in the School Code. Any employee unable to work due to pregnancy or the effects of childbirth is entitled to use earned and accrued sick leave.

10.1.3 Unused sick leave shall accumulate to a total of three-hundred sixty (360) days, including the leave of the current year.

10.2 - Sick Leave Bank

The Saunemin Community Consolidated School District #438, Board of Education shall permit the formation of a Sick Leave Bank (henceforth referred to as the "Bank") for all participating certified personnel employed by the District. A governing Committee made up of a School Board Member, the superintendent, the SEA President, and an elected member from the eligible group will decide at the beginning of each school year if it is necessary to deposit additional days to the "Bank".

10.2.1 Days from the sick leave "Bank" shall not be applicable to any disability related to medical procedures which could be safely deferred until a vacation, recess, or other non-work day(s) or hour(s). It shall not cover maternity leave or elective surgery on the eligible member. However, special consideration may be given in the instance of illness of an immediate family member of an eligible member.

10.2.2 An employee who has exhausted his/her accumulated sick leave days and subsequently has been absent from work more than three (3) consecutive workdays in connection with the same disability may make application to utilize days from the "Bank" in full-day units. Such request shall be submitted in writing to the Governing Committee and shall be accompanied by a doctor's verification as proof of need. A member submitting an application may be required to undergo a medical review by a physician at any time at the member's expense.

10.2.2.a Special consideration may be given to those employees who are non-contributors to the "Bank" by the Governing Committee. Requests must follow the same procedure as those of contributing members of the "Bank".

10.2.3 Within five (5) workdays after receipt of the request, the Governing Committee shall determine if the requested day(s) should be approved; provided, there are sufficient days available in the "Bank".

10.2.4 The Governing Committee shall respond, in writing, to the requesting employee within five (5) days of the approval/denial of said request. A copy will be sent to the School Board, the SEA, and the Superintendent.

10.2.5 A participating Employee may use a maximum of five (5) days for a first year member, ten (10) days for a second year member, and fifteen (15) days for all other members from the "Bank" during a school term.

10.2.6 An employee who is eligible to receive disability benefits under the Illinois Workers' Compensation Act shall not be eligible to receive compensation through the Special Sick Leave Bank for the same days applicable to Workers' Compensation.

10.2.7 Days remaining in the "Bank" at the end of one fiscal year will be carried over the next fiscal year. A fiscal year runs from July 1 to June 30.

10.2.8 The annual number of sick leave bank days used by all employees combined shall be limited to 20.

10.3 - Bereavement Leave

10.3.1- Death of Family

Employees shall be entitled to up to 3 (three) days of bereavement leave without loss of pay or deduction in sick or personal leave per occurrence of the death of a family member as defined in the Illinois School Code. Sick leave may be used in the event of the loss of a member of the extended family beyond the School Code definition.

10.3.2 - Death Other Than Immediate Family

In addition to the person(s) name in paragraph 10.3.1, an employee may use personal and/or sick leave days to attend the funeral of a friend or relative. If the funeral is out of town, consideration will be given for traveling time. Sick leave days or personal days shall be used for this purpose. No more than five (5) employees may be absent at one time.

10.4 - Personal Leave

10.4.1 - Personal Days

The Board shall grant three (3) days of personal leave without loss of pay. No reason for personal leave need be given. Unused personal leave days, three (3) of which are granted annually, shall accumulate to five (5) personal leave days that may be used consecutively upon accumulation. After five personal leave days available for use are accumulated, the additional unused personal leave days shall be added to the teacher's accumulated sick-leave days. Total sick leave days shall not exceed 360 days.

10.4.2 - In-House Substituting

Personal leave shall be granted for in-house substituting. In this system, the teacher who substitutes in another teacher's class during his/her planning period(s) will accumulate periods of credit. Eight periods of credit (based on an eight period per day building schedule) will accumulate to give the teacher earning credits an additional personal leave day.

10.4.3 - Personal Leave Notice

Except in cases of emergencies, written advance notice of the necessity for personal leave shall be submitted as soon as possible to the superintendent or his designee.

10.4.4 - Extension of Holiday / Long Weekend

At the discretion of the superintendent and with valid reason, one personal leave day may be used to extend a holiday or long weekend. Notice must be given to the administrator at least five (5) days in advance.

10.5 - Leave of Absence

10.5.1 - Leave of Absence Requests

A leave of absence of up to one (1) year without pay or benefits shall be granted to any teacher, upon application, for the purpose of participating in:

10.5.1.a Exchanging teaching programs in other states, territories, or countries.

10.5.1.b Foreign or military teaching programs. (Military to be handled on exception basis.)

10.5.1.c Peace Corps, Teacher Corps, Job Corps, as a full-time participant. (Peace Corps to be handled on exception basis.)

10.5.1.d Cultural travel or work programs related to profession responsibilities.

10.5.1.e Child rearing leave.

10.5.1.f Serious personal or family illness.

10.5.2 - Intention to Return

To qualify for such leave, the teacher shall state his/her intention to return to the district.

10.5.3 - Salary Schedule Advancement

The teacher shall advance the number of steps on the salary schedule equivalent to the time on leave.

10.5.4 - Contractual Continued Service Status

The contractual continued service status of a teacher shall not be affected because of absence while on leave as provided herein.

10.5.5 A teacher must be employed in the Saunemin Community Consolidated School District #438 for a period of not less than five (5) years before such leave application will be considered except for maternity and child rearing leave.

10.6 - Sabbatical Leave

10.6.1 - Sabbatical Leave Purpose

A leave of up to one (1) year may be granted to members of the faculty for the purpose of continuing education.

10.6.1.a To qualify for such leave, the teacher shall state his intention to return to the district.

10.6.1.b The teacher shall advance the number of steps on the salary schedule equal to the time on leave.

10.6.1.c The contractual continued service status of a teacher shall not be affected because of absence while on leave as provided herein.

10.6.1.d A teacher must be employed in the Saunemin District #438 for a period of not less than 5 (five) years before such leave application will be considered.

10.6.2 - Area of Study

If a sabbatical leave is granted for further schooling, this schooling is to be in the teacher's teaching field.

10.7 - Jury Duty and Subpoenaed Court Appearance

The Board shall pay the full salary to employees called to jury duty or subpoenaed to testify in a school-related matter. The employee shall remit to the Board any monies received for service other than transportation or meal allowances.

If an employee is subpoenaed to testify on a matter not related to school, the employee's salary will be reduced by a sum equal to the salary paid for a substitute.

10.8 - Family and Medical Leave

Eligible employees shall be entitled to up to twelve (12) weeks of leave under the Family and Medical Leave Act subject to the conditions and restrictions set forth in applicable law and Board policy.

10.9 - Additional Leave Days

Upon prior approval of the Superintendent, any employee whose absence is not covered by other leave day provision of this agreement shall have his/her set pay reduced by 1/180th of their salary for each day of approved absence.

ARTICLE 11 - WORKING CONDITIONS

11.1 - Safe Working Conditions

The Board of Education shall make every effort to maintain a safe school environment.

11.2 - Prep Periods

At least one prep period, of at least 40 minutes per day, will be given to each full-time certified staff member on a normal 3:00 dismissal day.

11.3 - Break Periods

Employees shall be permitted to leave the school grounds only during their thirty (30) minute duty free lunch after signing out in the office unless prior approval has been given by the administrator.

11.4 - Employee Notification of Assignments

Teachers will be notified of any change of assignment as soon as it is known by the administration and Board of Education. In no event shall changes in the Employee's assignments be made later than thirty (30) calendar days preceding the commencement of the next school term unless an emergency situation required the same.

11.5 - Employee After School Time

11.5.1 - Release After Student Dismissal

On days before Thanksgiving, Christmas, and Spring Break, and on the occurrence of any school related evening events requiring the attendance of the entire staff, the staff may leave the work site after the dismissal of students. This does not apply to afternoon or evening parent/teacher conferences. Qualifying events will be listed in the faculty handbook and discussed at the beginning of each school year. The administrator may also handle requests for early dismissal on an individual basis.

11.5.2 - Building Meetings

Teachers will be required to attend building meetings to their conclusion unless prior approval has been given by the administration. Meetings will include department meetings and all staff meetings.

11.5.3 - Extra Curricular Activities

Each staff member will make every effort to attend at least three (3) extra curricular activities during each school year. The allowed extra curricular activities will be addressed in the faculty handbook at the beginning of every school year.

11.6 - Reasonable Suspicion Drug Screening

The District has adopted a Drug- and Alcohol-Free Workplace policy (Board Policy 5:60) in order to ensure a quality educational and work environment, one free from the effects of alcohol and other substance abuse. The Drug- and Alcohol-Free Workplace policy prohibits the unlawful manufacture, distribution, distribution, consumption, possession, or use of controlled substances, alcoholic beverages, substances not medically authorized, or any other substance that may impair an individual's work performance or pose a hazard to the individual, public, students, or employees of the District on its property or at any of its activities.

Reasonable Suspicion

Using or being under the influence or the effects of drugs or alcohol on the job, using such substances in a manner which affects work performance, or having such substances or their metabolites in one's system may pose serious safety and health risks. To reduce these risks, employees may be required to provide body substance samples (such as breath, urine and/or blood) to determine if the illicit, illegal or improper use of drugs or alcohol if their behavior rises to the level of reasonable suspicion of substance or alcohol abuse.

Whether or not a person's behavior rises to the level of "reasonable suspicion" must be based on the administrator's/supervisor's specific observations concerning the employee's appearance (including odor), behavior, and/or speech. Some examples of behaviors on which reasonable suspicion may be founded include:

A. Shaky, unstable or staggering walk;
B. Red, glazed, or watery eyes;
C. Dilated or contracted pupils;
D. Obvious motor skill impairment;
E. Odors on breath or clothes;
F. Credible eyewitness reports of usage; and
G. Impaired reaction time

Behaviors leading to reasonable suspicion must be documented in writing. Administrators and supervisors should write only what is observed as it relates to unsafe behavior, performance deterioration, or a policy violation. No comments are to be recorded that reflect on suspected reasons for the behavior or opinions about it.

If, based on reasonable suspicion, any employee is believed to pose an immediate safety risk to anyone (including self), the administrator or supervisor may move to relieve the individual of all work responsibilities.

Procedures

If reasonable suspicion exists, an administrator or supervisor shall follow the following procedures-

A. The employee will be directed to a private office or area. The employee's supervisor and, if possible, another administrator/supervisor, should be present to observe the employee's condition.
B. Both administrators/supervisors will describe in writing the employee behavior which has led to reasonable suspicion of substance abuse.
C. Bushue Human Resources will be notified of the incident/behavior and the actions taken. Bushue Human Resources will also be provided with a written report.
D. If the administers/supervisors determine testing is appropriate, they must accompany the staff member to OSF Saint James - John W. Albrecht Medical Center for testing.
E. If the employee refuses to proceed with the testing, the administrator/supervisor will contact Bushue Human Resources. The employee will be suspended immediately, without pay, pending a review of the incident. A determination of appropriate disciplinary action will follow. While immediate suspension means that the employee must leave the workplace, s/he shall not be allowed to drive home alone. If the employee refuses the transportation arrangements and leaves alone in his/her own vehicle, the Livingston County Sheriff's Department will be notified.

F. Pending the results of the testing, the employee will be placed on suspension with pay.

Follow-up

Upon receipt of the tests results, a date and time will be scheduled to discuss the results of the test; this meeting will include a member of management/supervision, a union representative (if requested), and HR.

If the employee receives notice that the test results were confirmed positive, he or she will be given the opportunity to explain the positive results during the meeting. An employee who questions the results of a confirmed positive drug test may request an additional test be conducted using the split sample provided at the time of the original sample. The request must be made within 72 hours of initial test results. The employee will pay all costs for a retest on the split sample, unless the second test invalidates the original test.

Employees who have tested positive, or otherwise violated this policy, are subject to discipline, up to and including termination. Depending on the circumstances, the Board may offer an employee who violates this policy or tests positive the opportunity to successfully complete an appropriate drug- or alcohol-abuse, employee-assistance rehabilitation program. If the employee either does not complete the rehabilitation program or tests positive after completing the rehabilitation program, the employee will be subject to immediate discharge from employment.

Should the results prove to be negative, the employee will receive back pay for the times/days of suspension and will return to work.

Confidentiality

Information and records relating to positive test results, drug and alcohol dependencies, and legitimate medical explanations provided to the District will be kept confidential to the extent required by law and maintained in secure files separate from normal personnel files. Such records and information may be disclosed on a need-to-know basis and may also be disclosed when relevant to a grievance, charge, claim or other legal proceeding initiated by or on behalf of the employee.

Article 12 - COMPENSATION AND RELATED PROVISIONS

12.1 - Inoculations

Flu and HepB inoculations for Employees shall be provided by the Board. Staff participation shall be voluntary.

12.2 - Insurance Allotment

The Board shall pay $725/month for the 2024-2025 school year, $775/month for the 2025-2026 school year, $825/month for the 2026-2027 school year, and $875/month for the 2027-2028 school year towards a hospitalization, major medical, and prescription drug plan for each Employee and their dependents.

12.3 - Selection of Carrier

All individuals on the school health insurance, along with the school Superintendent, shall choose the insurance carrier and benefits plan health insurance coverage. The School Board will approve the Insurance Brokerage firm. One hundred percent (100%) of life insurance premium ($10,000 per employee) shall be provided to each employee. The Association shall bargain the amount of health insurance premium benefit. The Association has the right to meet with the insurance broker as needed. All premium costs not covered by the Board's bargained monthly contribution shall be paid by the employee via payroll deduction.

12.4 - Payroll Installments

Each bargaining member shall be paid by direct deposit to any local bank on the basis of either nineteen (19) equal payments (September – June 10) or twenty-four (24) equal payments (September - August) at the bargaining unit member's option. Bargaining unit members employed for more than nine (9) months shall have comparable options. The bargaining unit member shall be paid in the manner indicated by that member at the beginning of the school year. If a regular pay date during school term falls on a day when school is not in session, bargaining unit members shall receive their checks on the last working day prior thereto. Any new employee to the district, upon request, will be granted a $1,000 cash advance to be paid on the 8/30 payroll. The remaining salary will be paid in equal installments starting with the 9/15 payroll.

12.5 - Salary Schedule

The salary schedule shall be as set in appendix A, which is attached to and incorporated in this agreement. Such schedule shall be based on a 180-day school calendar. The Association will be allowed input into the formation of the calendar and any amendments. The final calendar adoption and any amendments shall be decided by The Board.

12.6 - Mileage

Mileage reimbursement will paid at the IRS rate.

12.7 - Maintenance of Records

The employees are responsible for keeping their respective service, education, certification, and degree records current and accurate.

12.8 - Personnel File

Each teacher shall have the right, upon request and during regular business hours, to review the contents of said teacher's personnel file. Such review shall not occur at a time when it might interrupt the regular school program. At the teacher's request, a representative of the Association may accompany the teacher in this review. An administrator or his/her designee shall be present at such a review.

If the teacher feels that any formal evaluation or statement in the file is incomplete, inaccurate, or unjust, said teacher may put any objections in writing and have them attached to the evaluation report or statement to be placed in the teacher's personnel file. A copy, signed by both parties, shall be given to the teacher indicating that the original evaluator has knowledge of the rebuttal statement.

Complaints against a teacher must be in writing with a copy given to the affected member prior to placement in the personnel file. Complaints not reduced to writing shall be considered withdrawn and shall not be used for evaluation, discipline, or reassignment by the administrator or the Board of Education.

However, any material that has not been reduced to writing, submitted to and discussed with the Employee, and an opportunity to be signed by the employee withing forty-five (45) calendar days following the event or occurrence may not be added to the file. An individual Employee has the right to add awards, commendations, and similar items to their personnel file.

12.9 - Subcontracting Positions

The Board and Association agree that no positions covered in this Agreement shall be subcontracted. The only exception to this is if the Board is unable to find suitable individuals to fill the positions of school social worker, speech pathologists, occupational therapist, physical therapist, hearing itinerant, vision itinerant, and psychologists. The Board may contract for services of fully qualified speech pathologists and fully qualified psychologists after notification to the Association that the Board has been unable to fill the above-named positions. Within ten (10) days of execution of this agreement by the Board, a copy will be provided to the Association.

ARTICLE 13 - CONTINUITY OF OPERATIONS

13.1 - No Strike Provision

The Association/Union agrees that it will not strike during the terms of this Agreement.

13.2 - No Lockout Provision

The Employer agrees that it will not lockout any Bargaining Unit Member during the term of this Agreement.

ARTICLE 14 - EFFECTS OF CONTRACT

14.1 - Complete Understanding

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

14.2 - Saving Clause

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

14.3 - Management Rights

All rights, duties, powers, and authorities of the Board of Education including, by example, to manage the affairs of the district, fix its budget, levy taxes and establish procedures, policies, standards and rules, are retained by the Board. They shall not be deemed diminished, limited or restricted except by the express provisions in this agreement. In the exercise of its retained powers, duties and authorities, the Board of Education shall not violate an express provision of this Agreement.

ARTICLE 15 - DURATION

15.1 - Duration

This agreement shall be effective from 12:00 a.m. of July 1, 2024 and shall continue in effect through 11:59 p.m. of June 30, 2028 subject to other provisions of this agreement.

EDUCATION ASSOCIATION

Cindy Palen
Mrs. Cindy Palen
President

Cindy Palen
Mrs. Cindy Palen
Negotiating Committee Member

Mrs. Brittany Masching
Negotiating Committee Member

Mr. Gary Boughan
Superintendent

March 12, 2024
Date

BOARD OF EDUCATION

Eric Johnson
Mr. Eric Johnson
President

Tasha Bunting
Mrs. Tasha Bunting
Negotiating Committee Member

APPENDIX A - RETIREMENT INCENTIVE PAY

Certified Employees

Eligibility

To be eligible for any of the following Plans, an employee must have ten (10) full-time years of service with Saunemin Community Consolidated School District #438 or 20 years in public education and must meet the following requirements:

1. Be at least sixty (60) years of age by the last day of service in the District; or
2. Be at least fifty-five (55) years of age with thirty-five (35) years of creditable service as defined by the Illinois Teachers' Retirement System by the last day of service in the District.

The District may require proof of eligibility.

Definitions

For purposes of this Article, TRS creditable compensation (earnings) includes (but is not limited to):

- Salary for regular contractual teaching duties
- Wages for substitute teaching
- Wages for homebound teaching or tutoring
- Earnings for extra duties performed that relate to teaching or supervision of students, and other assignments related to the academic program
- Contributions to qualified plans eligible for tax-deferral under the Internal Revenue Code, Sections 401(a), 403(b), and 457(b)
- Contributions to flexible benefit plans
- Salary or back wage payments resulting from contract buy-outs, labor litigation, and settlement agreements

Plans

One Year Plan

If an eligible employee gives the Board an irrevocable letter of retirement prior to May 1 stating that he/she shall retire at the end of the next school year, the employee will be removed from the salary schedule, and for the final year of employment the employee's TRS creditable earnings shall be increased by six percent (6.0%) over the employee's TRS creditable earnings for the prior year of employment.

Example: The employee's prior year TRS creditable earnings were $40,000.00. The employee's final year TRS creditable earnings will be $41,200.00 (i.e., $40,000.00 x 1.060 = $42,400.00).

Two Year Plan

If an eligible employee gives the Board an irrevocable letter of retirement prior to May 1 two (2) years prior to the year of retirement, the employee will be removed from the salary schedule, and for the final two (2) years of employment the employee's TRS creditable earnings shall be increased by six percent (6.0%) over the employee's TRS creditable earnings for the prior years of employment respectively.

Example: An employee gives his/her irrevocable letter of retirement prior to May 1, 2024, stating he/she will retire on June 30, 2026. The employee's TRS creditable earnings for the 2023-2024 school year were $40,000.00. The employee's TRS creditable earnings for the 2024-2025 school year will be $42,400.00 (i.e., $40,000.00 x 1.060 = $42,400.00). The employee's TRS creditable earnings for the 2025-26 school year will be $44,944.00 (i.e., $42,400.00 x 1.060 = $44,944.00).

Three Year Plan

If an eligible employee gives the Board an irrevocable letter of retirement prior to May 1 three (3) years prior to the year of retirement, the employee will be removed from the salary schedule, and for the final three (3) years of employment the employee's TRS creditable earnings shall be increased by six percent (6.0%) over the employee's TRS creditable earnings for the prior years of employment respectively.

Example: An employee gives his/her irrevocable letter of retirement prior to May 1, 2024, stating he/she will retire on June 30, 2027. The employee's TRS creditable earnings for the 2023-2024 school year were $40,000.00. The employee's TRS creditable earnings for the 2024-2025 school year will be $42,400.00 (i.e., $40,000.00 x 1.060 = $42,400.00). The employee's TRS creditable earnings for the 2025-26 school year will be $44,944.00 (i.e., $42,400.00 x 1.060 = $44,944.00). The employee's TRS creditable earnings for the 2026-27 school year will be $47,640.64 (i.e., $44,944.00 x 1.060 = $47,640.64).

Four Year Plan

If an eligible employee gives the Board an irrevocable letter of retirement prior to May 1 four (4) years prior to the year of retirement, the employee will be removed from the salary schedule, and for the final four (4) years of employment the employee's TRS creditable earnings shall be increased by six percent (6.0%) over the employee's TRS creditable earnings for the prior years of employment respectively.

Example: An employee gives his/her irrevocable letter of retirement prior to May 1, 2024, stating he/she will retire on June 30, 2028. The employee's TRS creditable earnings for the 2023-2024 school year were $40,000.00. The employee's TRS creditable earnings for the 2024-2025 school year will be $42,400.00 (i.e., $40,000.00 x 1.060 = $42,400.00). The employee's TRS creditable earnings for the 2025-26 school year will be $44,944.00 (i.e., $42,400.00 x 1.060 = $44,944.00). The employee's TRS creditable earnings for the 2026-27 school year will be $47,640.64 (i.e., $44,944.00 x 1.060 = $47,640.64). The employee's TRS creditable earnings for the 2027-28 school year will be $50,499.08 ($47,640.64 x 1.060 = $50,499.08).

Miscellaneous

Once an irrevocable letter of retirement is submitted, the employee will not be assigned any additional extra-duties or TRS reportable duties not currently being performed without the consent of the employee.

If after submitting an irrevocable letter of retirement, the employee resigns from or is removed from duties for which the employee was compensated the previous year (i.e., extended contract and/or stipends), the employee's TRS creditable earnings will be adjusted accordingly.

Example: The employee's TRS creditable earnings from the 2023-24 school year were $43,000.00, of which $3,000.00 was compensation for coaching basketball in 2023-24. Under the employee's retirement plan, he/she would be scheduled to receive $45,580.00 TRS creditable earnings for the 2024-25 school year (i.e., $43,000.00 x 1.060 = $45,580.00). However, the employee resigns from his/her coaching position before the start of the 2024-25 school year. The employee's TRS creditable earnings for the 2024-2025 school year will be $42,400.00 (i.e., $40,000.00 x 1.060 = $42,400.00) rather than $45,580.00.

Once an employee meets the threshold eligibility requirements as stated above, the employee must retire by the close of the school year that he/she first gains eligibility. The employee must submit his/her irrevocable letter of resignation/retirement to the Board of Education by May 1 of the school year prior to his/her retirement under the one (1) year plan, or by May 1 two (2) years prior to his/her retirement under the two (2) year plan, or by May 1 three (3) years prior to his/her retirement under the three (3) year plan, or by May 1 four (4) years prior to his/her retirement under the four (4) year plan. AN EMPLOYEE WHO BECOMES ELIGIBLE CANNOT DEFER ELIGIBILITY TO A FUTURE DATE. ELIGIBILITY OCCURS ONLY ONCE. Failure to retire at the close of the school year the employee first gains eligibility will forever foreclose the teacher from the benefits of this Retirement Incentive provision for the remainder of the employee's employment with the District.

In the event an employee has submitted his/her timely irrevocable letter of retirement but fails to meet the eligibility requirements because of illness or life changing circumstances, the Board, in its sole discretion, may allow the employee to rescind his/her letter or retirement, provided the employee returns to the Board any TRS creditable earnings paid to the employee in excess of the amount the employee would otherwise have received under the salary schedule for such year(s) in which the creditable earnings were paid.

If legislation is enacted and/or administrative rules are adopted during the life of this agreement that result in a greater cost to the District than the costs generated by this agreement, the provisions relating to such benefits shall be null and void.

Unused Sick Leave

Teachers who retire under the conditions of this Article will receive payment for up to eleven (11) unused sick days (not used for TRS service credit) at the rate of $50 per day. Payment will be made within one month of the teacher's last day as an employee of the district.

APPENDIX B - BENEFITS SUMMARY

	2024 - 2025	2025 - 2026	2026 - 2027	2027-2028
% Salary Increase	3.25% or CPI whichever is greater	3.25% or CPI whichever is greater	3.25% or CPI whichever is greater	3.5% or CPI whichever is greater
Longevity	3.25%, or CPI, whichever is greater, plus 2.25%, not to exceed 6%	3.25%, or CPI, whichever is greater, plus 2.25%, not to exceed 6%	3.25%, or CPI, whichever is greater, plus 2.25%, not to exceed 6%	3.5%, or CPI, whichever is greater, plus 2.25%, not to exceed 6%
Tuition	100% of ISU Rate 18 Hour per FY	100% of ISU Rate 18 Hour per FY	100% of ISU Rate 18 Hour per FY	100% of ISU Rate 18 Hour per FY
Sick Leave	360 Days	360 Days	360 Days	360 Days
Health Insurance	$725	$775	$825	$875
Mileage	IRS Rate	IRS Rate	IRS Rate	IRS Rate

APPENDIX C - DISTRICT APPROVED STIPENDS

Activity / Extra Duty Assignments

Activity	Stipend
Speech Sponsor (2)	$225
Hosting Count/State Speech Contest	$200
Honors Club	$500
Ticket Sellers	$20 per game
Scorers & Timers (basketball/volleyball)	$20 per game
Videographer	$20 per game
Concession Worker	$25 per game
Scholastic Bowl Moderator	$20 per match
Starter (cross country/track)	$30
Track Helpers (max 4)	$20 each
Math Teams	$225
Hosting County Math Team	$200
Music (contests, winter & spring concerts, etc.)	$600
County Music Contest Host	$200
Safety Patrol (max of 2)	$300
Special Education Stipend (at least 5 preschool students; 10 K-8 students)	$500
Summer Library Program	$300
Head Teacher	$600
Technology Coordinator	$500
AIMSWeb Coordinator	$300
Student Council	$500
Digital Learning Coach (max of 3)	$1000
1st Year Teacher Mentor	$500
2nd Year Teacher Mentor	$300
Book Fair Coordinator	$300

Coaching / Athletic Stipends

2024-2025 Base Salary=$41,300.00
2025-2026 Base Salary=$42,642.25
2026-2027 Base Salary=$44,028.12
2027-2028 Base Salary=$45,569.10

Position	Percent of Base
Baseball/Asst.	6%/3%
Softball/Asst.	6%/3%
Cross Country/Asst.	6%/3%
Golf	1%
Girls Basketball/Asst.	8%/4%
Boys Basketball/Asst.	8%/5%
Volleyball/Asst.	8%/5%
Track & Field/Asst.	6%/3%
Scholastic Bowl/Asst.	4%/2%
Cheerleading	4%
Bowling	1%
Chess	1%

***Coaches and sponsors driving the bus to and from the event = $25.00 per event.**

APPENDIX D - SALARY SCHEDULES

2024 - 2025 School Year

Base	$41,300.00		3.25% base increase				
	Lane 1	Lane 2	Lane 3	Lane 4	Lane 5	Lane 6	Lane 7
STEP	BA	BA + 8	BA + 16	BA + 24	BS + 32/MA	MA + 8	MA + 16
1	$41,300.00	$42,229.25	$43,179.41	$44,150.94	$45,144.34	$46,160.09	$47,198.69
2	$42,229.25	$43,158.50	$44,108.66	$45,080.19	$46,073.59	$47,089.34	$48,127.94
3	$43,179.41	$44,108.66	$45,058.82	$46,030.35	$47,023.75	$48,039.50	$49,078.10
4	$44,150.94	$45,080.19	$46,030.35	$47,001.89	$47,995.29	$49,011.03	$50,049.64
5	$45,144.34	$46,073.59	$47,023.75	$47,995.29	$48,988.68	$50,004.43	$51,043.03
6	$46,160.09	$47,089.34	$48,039.50	$49,011.03	$50,004.43	$51,020.18	$52,058.78
7	$47,198.69	$48,127.94	$49,078.10	$50,049.64	$51,043.03	$52,058.78	$53,097.38
8	$48,260.66	$49,189.91	$50,140.07	$51,111.61	$52,105.00	$53,120.75	$54,159.35
9	$49,346.53	$50,275.78	$51,225.93	$52,197.47	$53,190.87	$54,206.61	$55,245.22
10	$50,456.82	$51,386.07	$52,336.23	$53,307.77	$54,301.16	$55,316.91	$56,355.51
11	$51,592.10	$52,521.35	$53,471.51	$54,443.05	$55,436.44	$56,452.19	$57,490.79
12	$52,752.92	$53,682.17	$54,632.33	$55,603.87	$56,597.26	$57,613.01	$58,651.61
13	$53,939.86	$54,869.11	$55,819.27	$56,790.81	$57,784.21	$58,799.95	$59,838.56
14	$55,153.51	$56,082.76	$57,032.92	$58,004.46	$58,997.85	$60,013.60	$61,052.20
15	$56,394.47	$57,323.72	$58,273.87	$59,245.41	$60,238.81	$61,254.55	$62,293.16
16	$57,663.34	$58,592.59	$59,542.75	$60,514.29	$61,507.68	$62,523.43	$63,562.03
17		$59,893.35	$60,840.17	$61,811.71	$62,805.11	$63,820.85	$64,859.46
18			$62,166.79	$63,138.33	$64,131.72	$65,147.47	$66,186.07
19				$64,494.79	$65,488.19	$66,503.94	$67,542.54
20					$66,875.18	$67,890.92	$68,929.53

2025 - 2026 School Year

Base	$42,642.25		3.25% base increase			1.0325	
	Lane 1	Lane 2	Lane 3	Lane 4	Lane 5	Lane 6	Lane 7
STEP	BA	BA + 8	BA + 16	BA + 24	BS + 32/MA	MA + 8	MA + 16
1	$42,642.25	$43,601.70	$44,582.74	$45,585.85	$46,611.53	$47,660.29	$48,732.65
2	$43,601.70	$44,561.15	$45,542.19	$46,545.30	$47,570.98	$48,619.74	$49,692.10
3	$44,582.74	$45,542.19	$46,523.23	$47,526.34	$48,552.02	$49,600.78	$50,673.14
4	$45,585.85	$46,545.30	$47,526.34	$48,529.45	$49,555.13	$50,603.89	$51,676.25
5	$46,611.53	$47,570.98	$48,552.02	$49,555.13	$50,580.81	$51,629.57	$52,701.93
6	$47,660.29	$48,619.74	$49,600.78	$50,603.89	$51,629.57	$52,678.33	$53,750.69
7	$48,732.65	$49,692.10	$50,673.14	$51,676.25	$52,701.93	$53,750.69	$54,823.05
8	$49,829.13	$50,788.58	$51,769.62	$52,772.73	$53,798.41	$54,847.17	$55,919.53
9	$50,950.29	$51,909.74	$52,890.78	$53,893.89	$54,919.57	$55,968.33	$57,040.69
10	$52,096.67	$53,056.12	$54,037.16	$55,040.27	$56,065.95	$57,114.71	$58,187.07
11	$53,268.84	$54,228.30	$55,209.33	$56,212.45	$57,238.13	$58,286.89	$59,359.24
12	$54,467.39	$55,426.84	$56,407.88	$57,410.99	$58,436.68	$59,485.44	$60,557.79
13	$55,692.91	$56,652.36	$57,633.40	$58,636.51	$59,662.19	$60,710.95	$61,783.31
14	$56,946.00	$57,905.45	$58,886.49	$59,889.60	$60,915.28	$61,964.04	$63,036.40
15	$58,227.29	$59,186.74	$60,167.77	$61,170.89	$62,196.57	$63,245.33	$64,317.68
16	$59,537.40	$60,496.85	$61,477.89	$62,481.00	$63,506.68	$64,555.44	$65,627.80
17		$61,839.88	$62,817.48	$63,820.59	$64,846.27	$65,895.03	$66,967.39
18			$64,187.21	$65,190.32	$66,216.01	$67,264.77	$68,337.12
19				$66,590.88	$67,616.56	$68,665.32	$69,737.67
20					$69,048.62	$70,097.38	$71,169.74

2026 - 2027 School Year

Base	$44,028.12		3.25% base increase			1.0325	
	Lane 1	Lane 2	Lane 3	Lane 4	Lane 5	Lane 6	Lane 7
STEP	BA	BA + 8	BA + 16	BA + 24	BS + 32/MA	MA + 8	MA + 16
1	$44,028.12	$45,018.75	$46,031.67	$47,067.39	$48,126.40	$49,209.25	$50,316.46
2	$45,018.75	$46,009.39	$47,022.31	$48,058.02	$49,117.04	$50,199.88	$51,307.09
3	$46,031.67	$47,022.31	$48,035.23	$49,070.94	$50,129.96	$51,212.80	$52,320.01
4	$47,067.39	$48,058.02	$49,070.94	$50,106.65	$51,165.67	$52,248.51	$53,355.72
5	$48,126.40	$49,117.04	$50,129.96	$51,165.67	$52,224.69	$53,307.53	$54,414.74
6	$49,209.25	$50,199.88	$51,212.80	$52,248.51	$53,307.53	$54,390.38	$55,497.58
7	$50,316.46	$51,307.09	$52,320.01	$53,355.72	$54,414.74	$55,497.58	$56,604.79
8	$51,448.58	$52,439.21	$53,452.13	$54,487.84	$55,546.86	$56,629.70	$57,736.91
9	$52,606.17	$53,596.80	$54,609.72	$55,645.44	$56,704.45	$57,787.30	$58,894.50
10	$53,789.81	$54,780.44	$55,793.36	$56,829.08	$57,888.09	$58,970.94	$60,078.14
11	$55,000.08	$55,990.71	$57,003.63	$58,039.35	$59,098.36	$60,181.21	$61,288.41
12	$56,237.58	$57,228.21	$58,241.13	$59,276.85	$60,335.86	$61,418.71	$62,525.92
13	$57,502.93	$58,493.56	$59,506.48	$60,542.19	$61,601.21	$62,684.05	$63,791.26
14	$58,796.74	$59,787.37	$60,800.30	$61,836.01	$62,895.03	$63,977.87	$65,085.08
15	$60,119.67	$61,110.30	$62,123.22	$63,158.94	$64,217.95	$65,300.80	$66,408.00
16	$61,472.36	$62,462.99	$63,475.92	$64,511.63	$65,570.64	$66,653.49	$67,760.70
17		$63,849.67	$64,859.04	$65,894.76	$66,953.77	$68,036.62	$69,143.82
18			$66,273.29	$67,309.00	$68,368.02	$69,450.86	$70,558.07
19				$68,755.07	$69,814.09	$70,896.93	$72,004.14
20					$71,292.70	$72,375.54	$73,482.75

2027 - 2028 School Year

Base	$45,569.10		3.5% base increase			1.035	
	Lane 1	Lane 2	Lane 3	Lane 4	Lane 5	Lane 6	Lane 7
STEP	BA	BA + 8	BA + 16	BA + 24	BS + 32/MA	MA + 8	MA + 16
1	$45,569.10	$46,594.40	$47,642.78	$48,714.74	$49,810.82	$50,931.57	$52,077.53
2	$46,594.40	$47,619.71	$48,668.08	$49,740.05	$50,836.13	$51,956.87	$53,102.83
3	$47,642.78	$48,668.08	$49,716.46	$50,788.42	$51,884.50	$53,005.25	$54,151.21
4	$48,714.74	$49,740.05	$50,788.42	$51,860.38	$52,956.46	$54,077.21	$55,223.17
5	$49,810.82	$50,836.13	$51,884.50	$52,956.46	$54,052.55	$55,173.29	$56,319.25
6	$50,931.57	$51,956.87	$53,005.25	$54,077.21	$55,173.29	$56,294.03	$57,439.99
7	$52,077.53	$53,102.83	$54,151.21	$55,223.17	$56,319.25	$57,439.99	$58,585.95
8	$53,249.27	$54,274.58	$55,322.95	$56,394.91	$57,490.99	$58,611.74	$59,757.70
9	$54,447.38	$55,472.68	$56,521.06	$57,593.02	$58,689.10	$59,809.85	$60,955.81
10	$55,672.45	$56,697.75	$57,746.12	$58,818.09	$59,914.17	$61,034.91	$62,180.87
11	$56,925.08	$57,950.38	$58,998.75	$60,070.72	$61,166.80	$62,287.54	$63,433.50
12	$58,205.89	$59,231.19	$60,279.57	$61,351.53	$62,447.61	$63,568.36	$64,714.32
13	$59,515.52	$60,540.83	$61,589.20	$62,661.16	$63,757.25	$64,877.99	$66,023.95
14	$60,854.62	$61,879.93	$62,928.30	$64,000.26	$65,096.34	$66,217.09	$67,363.05
15	$62,223.85	$63,249.16	$64,297.53	$65,369.49	$66,465.57	$67,586.32	$68,732.28
16	$63,623.89	$64,649.19	$65,697.57	$66,769.53	$67,865.61	$68,986.35	$70,132.31
17		$66,084.40	$67,129.10	$68,201.07	$69,297.15	$70,417.89	$71,563.85
18			$68,592.85	$69,664.81	$70,760.90	$71,881.64	$73,027.60
19				$71,161.49	$72,257.58	$73,378.32	$74,524.28
20					$73,787.93	$74,908.68	$76,054.64