CUMULATIVE

AGREEMENT

OFFICIAL COPY

2024-2029

Township High School District 214
Arlington Heights, Illinois

The Board of Education of District 214

and

The District 214 Education Association

Nichole B. Anderson

President

D214 Education Association

Dr. Scott N. Rowe

Superintendent

"An Equal Employment and Equal Education Opportunity Agency"

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3.200 LIMITED RENEGOTIATIONS

If, in the judgment of the Board of Education, fundamental changes occur in the method of financing public education in the State of Illinois which are reasonably likely to adversely affect the financial condition of the district, Section 3.510, Section 3.600, item 5.; Section 3.840, item 2.; and Section 3.850, items 2. and 3. shall be subject to renegotiation. To open negotiations for a subsequent school year, the School Board shall notify the Association in writing no later than February 1 prior to that school year.

3.300 CUMULATIVE AGREEMENT DOCUMENT

1. The Board of Education and the District 214 Education Association shall work together in the development and maintenance of a single and cumulative negotiated agreement. The agreement shall be subject to review and negotiation as provided for in Section 3.310 item 4 (1). Further, this document shall become the only written agreement between the two parties, and it shall contain all acceptable and residual items from previous agreements. Upon approval of this agreement by the membership of the District 214 Education Association and the Board of Education of District 214, all previous agreements become null and void.

2. We recognize that memos of understanding may be necessary during the term of this agreement.

Memos that involve a clarification of existing contractual language shall be ratified by affirmative votes of the Board of Education and by the Association, as represented by its Board of Representatives.

3.310 BOARD OF EDUCATION AND DISTRICT 214 EDUCATION ASSOCIATION PROFESSIONAL NEGOTIATION AGREEMENT

1. Preamble

(1) The Board of Education, District 214, hereinafter referred to as the "Board," and the District 214 Education Association, hereinafter referred to as the "Association," recognize that the aim of the parties to this agreement is to provide the best education possible for the youth of this district. Accordingly, the Board and the Association agree to participate in the exchange of proposals and views in the context of good faith collective bargaining negotiations.

(2) It is recognized that teaching is a profession requiring specialized educational qualifications, and that the success of the educational program in the district depends

upon the maximum utilization of the abilities of the teachers who are reasonably well satisfied with the conditions under which their services are rendered. It is further recognized that teachers have the right to join, or not to join, any organization for their professional or economic improvement(s), but membership in any organization shall not be required as a condition of employment.

(3) The Board and Association recognize that our fundamental objective is to provide the best possible education and lifelong learning opportunities for our students. This goal is best achieved by developing relationships based on cooperation, coordination, and collaboration. Our vision encourages partnerships between and among District 214 personnel and between District 214 personnel and other individuals or groups within the community. Through partnerships we shall pursue our goal of quality service to each other, to our students, and to our community.

(4) The Board and the Association affirm their continued support of the Board's policies prohibiting discrimination on account of race, religion, color, nationality, gender, gender identity, gender expression, sexual orientation, marital status, civil union, domestic partnerships, age, union affiliation or disability in accordance with law. The Parties shall continue to work together to ensure professional development around implicit bias is part of the district's strategic plan and that the examination of the district's and Association's internal practices to eradicate bias in the district are consistently reviewed around areas including, but not limited to hiring, retention, and access. This provision is a shared philosophical statement intended to reflect the parties' values and principles and shall follow the current Board policy when filing a claim of discriminatory practice.

(5) The Superintendent or designee and the Association leadership shall impact bargain, as needed, to address issues that arise regarding the use of Artificial Intelligence in personnel matters.

(6) In the event the Board and/or the Education Association desires to effectuate a change, not covered by this Cumulative Agreement, in wages, hours, or working conditions, the parties shall meet to discuss and bargain in good faith with respect to the proposed changes.

2. Recognition

(1) The Board recognizes the Association as the sole negotiating agent for all regularly employed licensed teachers, except for all administrators.

(2) The term "District 214 teachers" when used hereinafter shall refer to all those individuals properly covered under the description of "sole negotiating agent for" in Section 3.310**,** item 2 (1).

(3) The Board agrees not to negotiate with any teacher individually on items pending in negotiations.

3. Responsibilities, Limitations, and Rights

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

(2) The Association and its representatives shall have the right, after reservation of space through the normal school processes, to use school buildings for Association business meetings provided that any additional custodial services required be obtained and paid for in the normal manner.

(3) The Association shall have the right to post notices of its activities on at least one bulletin board in each building as agreed to by the Principal/Director and Association building representative of each building and shall have the right to distribute its information to its members through the normal mailbox and electronic arrangements.

(4) The Association shall have the right to use school equipment normally used for clerical or instructional functions within the buildings at times when such equipment is not otherwise in use, as determined by the Principal/Director. The right of the Association to use this equipment within the property of District 214 shall at no time interfere with or interrupt normal school operation.

(5) The Association shall reimburse District 214 for the cost of all materials consumed when using district equipment.

(6) The Board shall provide the President of the Association with all available public information concerning the district that might assist the Association to evaluate any item pending in negotiations or currently involved as an item of negotiation. Two copies of all Board agendas, Board minutes, and other non-confidential materials normally sent to the Board of Education members, shall be delivered to the President of the Association as soon as they are available. These copies shall be sent either electronically (if available) and/or in paper form as the Education Association President prefers.

(7) In accordance with the provisions of the Illinois Educational Labor Relations Act, hereinafter referred to as the "IELRA," neither the Board nor the Association shall discriminate against any teacher for participation in any lawful activities of the Association or for refraining from participation in the activities of the Association.

(8) Matters referred to the Board by the Association in writing, which are considered appropriate by the Superintendent for Board action, shall be placed as an early item on the Board agenda.

(9) It shall be the responsibility of the Superintendent to inform the Association when modification of district policy which affects the Association and/or teachers is under consideration. The Association may send a representative to any committee or study group considering such policy modification.

(10) In the event that the Association desires to send representatives to local, state, or national conferences or on other business pertinent to Association affairs, these representatives shall be excused without loss of pay for an aggregate number of school days not to exceed sixty (60) with not more than ten (10) school days (or the equivalent) per individual in any school year. This ten (10) school day limit for an individual may be extended by special approval of the Superintendent. The Association shall reimburse the district for the cost of the substitute teachers. Further, written request for leave for such purposes shall be submitted through the Association to the Superintendent for approval.

(11) The Association shall not strike, nor disrupt the operation of any public school or of the administrative offices of the Board of Education during the term of this contract, or any extension thereof.

(12) The Board of Education shall not lock out the members or similarly disrupt the operation of the schools during the term of this contract, or any extension thereof.

(13) This agreement shall be subject to such legislation and rules and regulations thereunder.

This agreement shall be subject to such legislation and rules and regulations thereunder as may be enacted by the General Assembly of the State of Illinois together with subsequent court decisions relating to any matter covered by this agreement.

4. Negotiations Procedure

(1) This Cumulative Agreement shall be open to negotiations, if between November 15 and November 30 of the year preceding the year of expiration, either the President of the Association or the President of the Board notifies the other of that intention. This notification shall be in writing, exchanged through the Superintendent, and shall include the names of the negotiating team members. The other party shall be required to respond with the names of its negotiating team members no later than December 7.

(2) Each party shall select its negotiating representatives according to its own internal provisions, provided there is Board representation on the Board Team and a minimum of one Board member in attendance at any negotiations meeting. There shall be teacher representation on the Association Team and a minimum of one teacher in attendance at any negotiations meeting. Each team shall consist of five (5) members.

(3) The Board and the Association shall confer upon their respective representatives the necessary power and authority to make proposals, consider the proposals, and make counter proposals in the course of negotiations, and to reach tentative agreements which shall be presented to the Board and Association respectively for approval/ratification.

(4) By the completion of the first full week of December or one week after the names of the negotiating team members have been exchanged, whichever is later, the two teams

shall meet to present their concerns in general terms. No specific proposals of changes, additions, or deletions shall be made and nothing discussed shall be binding.

(5) By midnight of the first school day following winter break, five copies of any changes, additions, or deletions to the Agreement either party wishes to open for negotiations shall be submitted to the other party in writing, along with rationale for the changes. Only these changes, additions, or deletions shall be subject to negotiation unless the ground rules in sub-paragraph allow otherwise. This information shall be exchanged through the Superintendent who shall notify the other party(ies) of such receipt within 24 hours.

(6) The first negotiations meeting shall be held on or before the end of the second week of the second semester. The chairperson of the first negotiations meeting shall be the Association spokesperson. Thereafter, the chairperson role shall alternate. The date, time, and place for this meeting shall be arranged by the respective presidents or their designees.

(7) The first negotiations meeting shall conform to, but not be limited to, the following agenda:

(a) Introduction of team members along with relevant background information about the members.

1. Agreement on the ground rules under which the meetings and teams shall operate:
2. Time, place and frequency of subsequent meetings;
3. Subsequent chairpersonships;
4. Handling of proposals not currently on the table;
5. Handling of counter proposals;
6. Handling of press releases and responses to press inquiries;
7. Constitution of a quorum of respective teams;
8. Handling of privileged information;
9. Calendar of Phase expiration dates;
10. These ground rules shall not conflict with written regulations of the Association or the Board, with the statutes of the State of Illinois, or with the current Cumulative Agreement;

(b) Other items as deemed necessary by the teams.
(c) Clarification of each team's proposals.
(d) Other business mutually agreed to by the Board Team and Association Team.

(8) PHASE I negotiations shall continue for 60 calendar days from the date of the first negotiations meeting unless both parties mutually agree to extend it to 90 days. The extension can be proposed by either party at any time during the process.

(9) If tentative approval or ratification/approval has not been reached during PHASE I, an

impasse condition, PHASE II, shall exist. This PHASE II impasse shall last for 25 calendar days.

(a) The Board and the Association shall select, within the first 5 calendar days of PHASE II, their respective representatives to this impasse resolving committee.

(b) The impasse resolving committee shall consist of three (3) representatives of the Board, who are presently Board members or administrators, and three (3) representatives of the Association, all of whom are presently teaching staff. The Association's representatives must be from the EA staff of District 214 and shall include at least one (1) member of the current Association negotiating team. The Board's representatives shall include at least one (1) Board member and two (2) members of the current Board negotiating team. Two observers for each side shall be allowed provided that they are selected from the PHASE I team members.

(c) If the impasse is resolved, the committee shall present the proposed Cumulative Agreement for ratification/approval.

(d) By mutual agreement, the length of this impasse PHASE II condition may be extended.

(10) If either team decides it needs additional direction from its membership concerning some item(s) involved in negotiations during PHASE I or PHASE II, it may suspend negotiations for this purpose for no more than ten (10) calendar days. This provision may be used only once by each team during the time periods outlined under PHASE I and PHASE II. A specific statement as to the item(s) involved in this suspension shall be submitted prior to the declaration.

(11) If tentative approval or ratification/approval has not been reached in PHASE II, a MED-ARB PHASE III condition shall exist.

(a) Within five (5) business days, the parties shall select a mediator/arbitrator. The expenses of PHASE III shall be shared equally by the parties.

(b) The mediator/arbitrator shall have twenty (20) calendar days from the selection of his/her name in which to mediate the unresolved issues.

(c) On the twentieth (20th) day, if any unresolved issue(s) exists, each team shall submit its final offer on those items. If there is no agreement, the mediator/arbitrator shall then have five (5) business days in which to submit recommendations for resolving those items. These recommendations shall not be binding on either party.

(d) If all issues are resolved through this process of PHASE III, the parties shall present the proposed Cumulative Agreement for ratification/approval.

(12) Upon the completion of PHASE III, if agreement as to the recommendations submitted by the mediator/arbitrator cannot be reached within five (5) business days, each party is then free to seek assistance through whatever means are available to it.

(13) When the Association and Board teams arrive at a tentative agreement for all negotiated items, the exact wording shall be submitted to the membership of the Association for ratification and to the Board for approval. Association ratification is not contingent upon Board approval and vice versa. In the event of a negative vote by either party, the designated representatives of the teams shall communicate such to the

other within 24 hours. The process shall then be picked up, at the exact time frame from where it left off and shall continue from that point.

5. Representative Election

Any labor organization or individuals who desire to decertify the Association as the exclusive bargaining representative must, in accordance with the provisions of the IELRA, file a petition with the IELRB, accompanied by the signatures of at least thirty percent (30%) of the teachers, between January 15 and March 1 of the last year of this agreement. Such a petition shall be processed in accordance with the IELRA and the Rules and Regulations of the IELRB.

6. Duration of Agreement

(1) This Cumulative Agreement shall be in force until June 30, 2029.

(2) Should any section, sentence, or clause of the agreement be declared illegal by a court of competent jurisdiction, or become illegal as a result of action of the Illinois or United States legislatures, said section, sentence, or clause shall be automatically deleted from this arrangement to the extent that it violated the law, but the remaining sections, sentences, and clauses shall remain in force.

3.320 PUBLICATION OF THE NEGOTIATED AGREEMENT

1. The items included in the current negotiations package shall be printed and distributed to all District 214 Education Association members ("EA Staff") by the Education Association of the district prior to a vote by the membership of the Association.

2. After approval by the Board of Education and the membership of the Education Association, the Cumulative Agreement shall be printed and distributed by the Board of Education. This agreement shall be sent electronically (if available) and/or in paper form to the Education Association President. The agreement shall contain a written endorsement by the Board of Education.

3.400 GRIEVANCE PROCEDURE

1. Definitions

(1) A grievance is any claim by the Association or a teacher that there has been a violation, misinterpretation, or misapplication of a district policy, or this Agreement; however, only grievances alleging a violation, misinterpretation, or misapplication of the Cumulative Agreement may be processed to arbitration. A grievance cannot be filed solely on the basis of the Administration exercising its managerial prerogatives without first consulting the EA. No grievance shall be entertained or processed unless it is submitted at Step 1 within thirty (30) school days after the occurrence of the event giving rise to the grievance or within thirty (30) school days after the aggrieved teacher,

through the use of reasonable diligence, could have obtained knowledge of the occurrence of the event giving rise to the grievance. School days for the purposes of a grievance procedure shall mean teacher attendance days.

(2) All time limits consist of school days, except that when a grievance is submitted less than ten (10) school days before the close of the current school term, time limits shall consist of business days in order that the matters may be resolved before the close of the current school term, or as soon thereafter as possible.

(3) The Board shall recognize the Association Welfare and Ethics Committee as the Association Grievance Committee. The Association shall notify the Superintendent at the earliest possible date, as to who the committee members are, and who is the designated chairperson.

2. Procedure

The parties hereto acknowledge that it is usually most desirable for a teacher and his/her immediately involved supervisor to resolve problems through free and informal communications. When requested by the aggrieved teacher, a representative of the Association may accompany the teacher to assist in the informal resolution of the grievance. The Association Welfare and Ethics chairperson shall also contact the Associate Superintendent for Human Resources to see if assistance may be given to resolve the grievance at the informal level. If, however, such informal processes fail to satisfy the aggrieved or the Association, if the aggrieved has notified the Association, a grievance may be processed as follows:

(1) Step 1

The teacher or the Association may present a grievance in writing to the Association Welfare and Ethics Committee. The Welfare and Ethics Committee shall arrange for a meeting to take place within ten (10) school days after receipt of the grievance. The Association's representative, the aggrieved teacher, and the immediately involved supervisor and/or Principal/Director shall be present for the meeting. If the grievance is resolved at this meeting, the supervisor and/or an Association Welfare and Ethics Committee representative shall provide a written answer to the aggrieved teacher and the Association within ten (10) school days after the meeting. The answer shall include the reasons for the decision.

(2) Step 2

If the grievance is not resolved at Step No. 1, to the satisfaction of the party initiating the grievance, the Association shall refer the grievance to the Superintendent or designee within five (5) school days after receipt of the Step No. 1 answer or within ten (10) school days after the Step No. 1 meeting, whichever is later. The Superintendent shall arrange for a meeting with the aggrieved individuals and the representatives of the Association Welfare and Ethics Committee to take place within five (5) school days of his/her receipt of the appeal. Each party shall have the right to include in its representation such witnesses and counselors as it

deems necessary to develop facts pertinent to the grievance. Upon conclusion of the hearing, the Superintendent shall have five (5) school days in which to provide a written decision, with reasons, to the Association and the grievant(s).

The decision of the Association Welfare and Ethics Committee to continue or terminate a specific grievance at the end of Step No. 2 does not deter the right of the party initiating the grievance as an individual to refer the grievance to the Board of Education through the President of the Board for a hearing concerning the original situation, as long as this action does not violate the terms of Section 3.310, item 2 (3) of this agreement.

(3) Step 3

If the grievance is not resolved, at Step No. 2, to the satisfaction of the Association Welfare and Ethics Committee, the Association may refer the grievance to the Board of Education through the President of the Board, within ten (10) school days of his/her receipt of the written decision of the Superintendent. The President of the Board shall arrange for a meeting to take place with representatives of the Association Welfare and Ethics Committee within ten (10) school days of his/her receipt of the appeal. Each party shall have the right to include in its representation such witnesses and counselors as it deems necessary to develop pertinent facts to the grievance. Upon conclusion of the hearing, the Board shall have ten (10) school days in which to provide a signed written decision, with reasons, to the grievant(s) and the Association.

(4) Step 4

<u>Arbitration</u>

(a) If the grievance is not settled in Step No. 3 and the Association wishes to appeal the grievance from Step No. 3 of the grievance procedure, the Association may refer the grievance to arbitration, as described below, within ten (10) school days of receipt of the Board's written answer, as provided to the Association at Step No. 3.

[1] The parties shall attempt to agree upon an arbitrator within five (5) school days after receipt of the notice of referral. In the event the parties are unable to agree upon the arbitrator within said five (5) school day period, the parties shall jointly request the American Arbitration Association (AAA) to submit a panel of seven (7) arbitrators, pursuant to its Voluntary Labor Arbitration Rules.

[2] Upon receipt of the AAA list, the Association shall strike a name first, followed by the Board, the Association, and so forth until one name remains.

[3] The arbitrator shall be notified of his/her selection and shall be requested to set a time and place for the hearing, subject to the availability of Association and Board representatives.

[4] The Board and the Association shall have the right to request the arbitrator to require the presence of witnesses or documents. The Board and the Association retain the right to employ legal counsel.

[5] The arbitrator shall submit a decision in writing within thirty (30) calendar days following the close of the hearing or the submission of briefs by the parties, whichever is later.

[6] More than one grievance may be submitted to the same arbitrator if both parties mutually agree in writing.

[7] The fees and expenses of the arbitrator, if any, shall be divided equally between the Board and the Association, provided however, that each party shall be responsible for compensating its own representatives and witnesses. If both parties order a transcript, the cost shall be divided equally. If only one party orders a transcript, that party shall bear the full cost.

(b) Limitations on Authority of Arbitrator

The arbitrator shall have no right to amend, modify, nullify, ignore, add to, or subtract from the provisions of this Cumulative Agreement. The arbitrator shall be empowered to determine the issue raised by the grievance as submitted in writing at Step No. 3. Any decision or award of the arbitrator rendered within the limitations of this Section D shall be final and binding upon the Board, the Association, and the teachers covered by this Cumulative Agreement.

3. General Provisions

(1) If a grievance is not presented by the employee or the Association within the time limits set forth above, it shall be considered "waived" and may not be further pursued by the teacher or the Association. If a grievance is not appealed to the next step within the specified time limit or any agreed extension thereof, it shall be considered settled on the basis of the Board's last answer. If the Board does not answer a grievance or an appeal thereof within the specified time limits, the aggrieved teacher and/or the Association may elect to treat the grievance as denied at that step and immediately appeal the grievance to the next step.

(2) If the Association and the Superintendent agree, Step No. 1 and/or Step No. 2 of the grievance procedure may be bypassed and the grievance brought directly to the next step.

(3) Class grievances involving one or more teachers or one or more supervisors and grievances involving an administrator at the district level may be initially filed by the Association at Step No. 2.

(4) The Board and the administration shall cooperate with the Association in its investigation of any grievance, and further, they shall furnish the Association with such non-confidential information requested for the processing of any grievance.

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

(6) Should the attendance at a meeting involving any grievance require that a teacher

or an Association representative be released from his/her regular assignment, he/she shall be released without loss of pay or benefits.

(7) A grievance may be withdrawn at any level without prejudice.

3.500 BOARD POLICY MANUAL

The Board shall provide one (1) paper copy and one (1) electronic copy of the Board Policy Manual and updates thereof, to the Association President. The Board Policy Manual shall be available to all EA Staff electronically.

All Board Policy and Procedural changes shall be made available to the Association President within 30 days of the approved change and the electronic copy shall be updated within 30 days of the approved change.

3.510 SCHOOL CALENDAR

The school year calendar shall consist of 185 days, with the maximum number of consecutive school days to be taken as needed from weekdays at the end of August and at the beginning of June (institute or student attendance) not to exceed seventeen. To the greatest extent that is practical to do so, the first day of each school year shall be a Monday in August. The exceptions to the 185 days are addressed in the Probationary Program, section 3.515.

The school calendar shall include three (3) Institute Days and two (2) In- service days each year. Two In-Service Days each year shall be dedicated to teacher work and shall take place on the day before the first day of student attendance at the beginning of each semester. Administrative meetings on the two In-Service Days shall not exceed two hours each day.

A Calendar Committee shall be co-led by the Superintendent (or his/her designee) and the EA Negotiations Chairperson (or his/her designee). The Calendar Committee shall meet periodically to review the school calendar and school bell schedule. The EA President shall receive a copy of the notes from each of the Calendar Committee meetings. The following parameters shall be in effect unless changes are made by mutual consent of the EA and the Board/Administration upon recommendations by the Calendar Committee:

1. Thursday mornings shall remain reserved for Professional Learning Community (PLC) activities. No morning co- curricular practices or Zero-hour classes shall be held on Thursdays without the approval of the Superintendent or his/her designee. Principals shall have the option of holding ten (10) before school professional development meetings per semester for all EA staff in addition in addition to Thursday morning PLC meetings. In addition to those ten (10) before school meetings, district administration may conduct one (1) meeting per semester. Those additional meetings must be on a Tuesday or Wednesday at the Principal's discretion and should not exceed a duration of up to forty (40) minutes. Those staff approved for a zero hour class or before school co- curricular practice may be excused from that professional development day with

pre-approval from the Principal. The administration may also call and facilitate additional meetings to address any emergency situations that may arise. An emergency might involve safety/security concerns that could affect the school or community, or any issue that may prompt the response of the School Crisis Team.

2. On Monday, Tuesday, Wednesday, and Friday full-time EA staff members shall have the time between the contractual report time and the start of period/block one classes designated as "unassigned time." During this time EA staff may not be assigned specific duties to be performed. Exceptions may be made for zero hour teachers.

3.512 SCHOOL SAFETY

The Board and the Association agree that providing a safe environment for students and staff is a mutual concern.

1. Guidelines and training in school safety shall be provided to all employees in managing sensitive situations they may face in their jobs.

2. If a physical altercation should arise, it shall be reported to the administration and the Association President in a timely manner.

3. In the event an employee is in an altercation during the performance of District 214 duties, the Board shall reimburse the employee for replacement of any personal property that is damaged or destroyed during such altercation. Reimbursement shall be up to $500 per incident, with a $60,000 district-wide limit per year, upon approval of building administration after the employee submits a receipt.

4. The Association shall be represented on each Building Safety Committee. The Association President or his/her designee shall be a member of the annual district safety committee.

3.513 INSTRUCTIONAL MATERIALS

Instructional materials relevant to students' academic needs shall be provided to teachers through a collaborative process that includes input from teachers and administrators. This collaborative process shall inform the timely development or acquisition of materials that are up-to-date and aligned with learning standards consistent with the "guaranteed curriculum" for each academic program (the definition of "guaranteed curriculum" along with procedures and guidelines related to this topic, can be found in Board Policy 6.210).

3.514 ACADEMIC FREEDOM, CONFERENCES & GRADING

1. Academic freedom shall mean the EA Staff are free to present instructional materials which are pertinent to the subject and level taught, within the outlines of appropriate course content and within the planned instructional program, as determined by the Illinois Learning Standards, as memorialized in Board Policies 6.60, 6.70 and 6.80, and

as approved by the district.

Academic Freedom shall also mean that the EA Staff shall be entitled to freedom of discussion within in the classroom on all matters which are relevant to the subject matter under study and are within their area of professional competence, assuming that all facts concerning controversial issues shall be presented in a scholarly, objective, and neutral manner, and assuming that all discussion shall be maintained within the outlines of appropriate course content, and be pedagogically justifiable.

Any allegation that there has been a violation of academic freedom shall be processed through the grievance procedure provided by this agreement and up to the level of the Board of Education.

Should a concern be raised about the appropriateness of the manner in which EA Staff takes when leading a discussion or presenting a topic that may be deemed controversial, the issue shall be addressed with the division head and teacher together and shall consider the context and evidence of alignment with course content and, where applicable, to IL Learning Standards.

2. Each full-time EA Staff member shall participate in one Open House Night per year, not to exceed a total of three (3) hours. Teachers shall be allowed late arrival (10 minutes before the starting bell) on the day following an Open House Night or in conjunction with a non-attendance, late arrival, or on an institute day.

3. Grades are to be entered directly into the Student Information System (SIS) selected by the district. The expectation is that grades shall be updated to the greatest extent possible each week. EA Staff are expected to initiate communication regularly with parents/guardians regarding individual student performance and progress, especially parents/guardians of students who are underperforming. Communication may include but is not limited to phone calls, emails, video conferencing, or in-person meetings, aiming to convey pertinent information regarding the student's academic status and solicit parental involvement in addressing any challenges. The teacher shall maintain records of all communication attempts, including dates, methods, and outcomes and are encouraged to use the Student Information System.

3.515 PROBATIONARY PROGRAM

All full-time full-term probationary EA staff employed after January 1, 1999, shall be required to fulfill the requirements listed below in addition to statutory requirements to receive consideration for tenured status. The requirements in Items 1 and 2 change Section 3.510 for the probationary teacher’s work year to 188 days and five hours in the first year**.** The earliest teacher attendance day for staff members specified herein would be one week before the earliest attendance day for tenured staff.

1. Probationary EA staff shall be required to attend three (3) days of staff development activities prior to the start of the first year of probationary employment. These three

days are in addition to any other calendar specifications contained in this contract. Full-time, full-term probationary EA staff shall be paid for the hours of work as stated in this item at the summer workshop rate.

2. Probationary EA staff shall be required to participate in six (6) hours of additional staff development activities during the first school year of probationary employment. Full-time, full-term probationary EA staff shall be paid for the hours of work as stated in this item at the summer workshop rate.

3. In addition, all first year probationary EA staff shall be released during the regular school year for up to three (3) days of staff development activities.

   The District Staff Development Committee should be involved in the annual planning of this program. The district shall share agendas and plans for this program with the Association on a yearly basis before the start of each school year.

3.520 TEACHER LOAD

It is agreed that the term "Maximum Teacher Loads," as used in this Policy, refers to the number of students for whom grade and credit are awarded.

The following maximum teacher loads reflect the Board of Education's belief that a sound educational environment can be provided by classroom assignments leading to daily loads within the limits shown.

Teaching Areas	Maximum Teacher Loads
Art	140 per day
Business Education	145 per day
English	140 per day
World Languages	140 per day
Health	145 per day
Life Studies	140 per day
Math	140 per day
Physical Education	210 per day
Science	140 per day
Social Science	140 per day
Technology Education	140 per day
Music	No Maximum*

*If an individual full-time music teacher (1.0 FTE) has more than 175 students assigned to him/her during a given semester, a conversation shall occur between the instructor and the administration to discuss the situation and determine how best to support the instructor and the students in the program.

The Board recognizes that individual cases may arise where it is desirable to exceed the above limits. Such cases shall require the mutual consent of the teacher and the

principal/director and the concurrence of the Associate Superintendent for Teaching & Leaning.

Special Education Caseload Parameters:
No special education case management caseload shall exceed sixteen (16) students.

URISE Caseload Parameters:
No URISE caseload shall exceed eleven (11) students.

Transition Program Caseload Parameters:
Teacher caseloads in the Career Life Skills (CLS) program, The Academy at Forest View, and the District Transition Program (LIFE) shall not exceed eleven (11) students.

Laboratory Class Parameters:
No laboratory class shall exceed the number of laboratory stations available.

Counseling Staff Parameters:
The aggregate ratio for counseling staffs shall not exceed 285 students per counselor. This means that the total enrollment of a school divided by the total number of counselors on a counseling staff excluding the college- career counselor shall not exceed 285:1.

The intention of this ratio is not to raise the load to 285 students per counselor, but rather to establish general parameters in recognizing that the counseling staff in each school functions as a team with different loads per counselor, depending on the nature of the responsibilities for each team member. If the aggregate ratio (discounting the college-career counselor) exceeds 285:1, the "overage" shall be assigned to the college-career counselor, with a maximum case load of 85 students.

Assisting 8th-grade students (i.e. rising ninth-graders) with course selection and enrollment shall continue to be part of the school counselor's regular responsibilities and does not affect the aforementioned aggregate ratio of 285:1. The point person for 8th-grade inquiries to the counseling office shall be an administrator, who may assign the requests for assistance to specific staff members as needed.

Classroom teachers (e.g., Special Education teachers) shall not be required to conduct a home visit for a student but may volunteer to do so.

Co-Taught Class Parameters:
Students in co-taught classes shall be counted toward an individual teacher's load in one of two ways:

1. In a class in which two regular-education instructors are teaching combined content (e.g., American Studies) half the students shall be counted toward each teacher's load for each period that class meets. In other words, if there are 50 students being co-taught over two periods, each teacher shall count 25 students each period for a total of 50 students for the double-period course.

2. In a class in which a regular-education instructor is co-teaching with a special-education instructor, all students shall count toward both the special education teacher and the regular teachers' loads.

504 Plan Parameters:

1. The Administration and Association acknowledge the unique gifts and needs of students who qualify for Section 504 Plans and share a commitment to ensure that 504 compliance and responsibilities are being met and are aligned to the recommendations of the 504 Task Force. For the length of this Agreement, the 504 Task Force shall continue to meet at least quarterly. The task force shall include representation from each school/program. The representation shall include Student Services personnel, in addition to the Associate Superintendent of Student Services and the Director of Student Services. The task force shall consider the working conditions for 504 case managers and the needs of students who receive 504 supports. The work of this task force shall be reviewed annually to inform future recommendations respective to 504 coordination.

2. The district shall provide additional support for the clerical responsibilities specific to the management of 504 plans in each of the comprehensive high schools. This support may include but is not limited to data collection, the scheduling and communication with families around meetings, and the gathering and reviewing of documentation.

3.520 COUNSELORS, SOCIAL WORKERS AND PSYCHOLOGISTS

Counselor Committee:

A Counselor Committee in collaboration with school Administration, shall be formed to address concerns relating to added additional job duties. The committee shall be composed of Association representatives from each building/program (chosen by the Association), the D214 Director of Student Services (or equivalent), and APSS representatives as chosen by the Director.

Social Worker and Psychologist Workload:

The combined number of social workers and school psychologists shall be six (6) per school, as long as building enrollment remains between 1,200 – 2,400 students. Should the enrollment fall below the threshold and the school district considers employing fewer than six (6) social workers and school psychologists combined per building, a conversation between the Association President, the Associate Superintendent for Human Resources, and the Principal shall occur to evaluate the decision.

3.521 SPECIAL EDUCATION

District 214 shall adhere to all portions of Illinois Administrative Code that pertain to special education classes.

1. Nurses shall work with special education teams to develop specialized healthcare plans.

2. Whenever possible, special education teachers must be notified of and receive a copy of the IEP a minimum of 24 hours before assignment to the teacher's class.

3. Special Education teachers shall not be assigned a student/program support assignment beyond case-management responsibilities.

4. Special education teachers shall have up to two (2) days of optional release time per year available for case management responsibilities. Three (3) days of advanced notification to and approval by the principal and/or Special Education Division Head is required.

5. The Association and the district Administration shall work collaboratively to ensure greater consistency and balance between schools related to equity and access for Special Education students. This includes creating consistency relative to special education caseloads, teacher loads, course content areas, and the number of preps per teacher to create the best possible educational environment for students and teachers in order to provide a full continuum of services for students with disabilities, ages 14-22 within an appropriate individual program for each student in the least restrictive environment.

6. The Special Education Task Force shall continue to meet monthly. This Task Force shall include representation from each school/program and an Association Representative, in addition to the Associate Superintendent of Student Services and the Director of Special Education. The Task Force shall consider the working conditions for Special Education teachers and the needs of students who receive Special Education support.

7. Every effort shall be made to ensure that case managers have the opportunity to see their students (especially freshmen) on their caseload on a regular basis (i.e., Seminar, or study halls during case management periods). In instances when the schedule does not allow for the student and the case manager to have regular contact, the teacher and the division head shall work together on a mutually agreed-upon solution.

3.522 SCHOOL NURSES

The administration shall follow all applicable *School Code* provisions relating to the posting and hiring of Certified School Nurse positions. Each high school shall have at least one (1) full-time nurse.

3.523 ENGLISH LEARNERS (EL)

1. The Administration and Association acknowledge the unique gifts and needs of multilingual learners and share a commitment to ensuring that class sizes in EL abide by applicable state laws/codes. Additionally, the Administration and Association shall strive to ensure that class sizes are aligned to the recommendations of the EL Task Force. The EL Task Force shall continue to meet at least quarterly. The task force shall include at least one Association representative from each school and International Newcomer Academy (INA). Of these seven (7) Association representatives, at least one (1) teacher, one (1) coordinator, and one (1) counselor shall be included. The task force shall also include at least two (2) district-level Administrators, one (1) of whom is an Associate Superintendent. The task force shall consider the working conditions for EL teachers and the needs of students who receive EL support.

2. Students who qualify for EL support and are not placed at the INA shall receive EL services at their home school.

3.524 TEACHER WORK WEEK

1. The work week of each 1.0 F.T.E. classroom teacher shall consist of 40 hours* including the following:
   (a) up to 1500 minutes of direct instruction and/or student/ program support;
   (b) not more than five classroom teaching assignments within the 1500 minutes of direct instruction and/or student/program support;
   (c) 500 minutes of professional discretion time:
      - 250 minutes of which must be duty free allowing for a minimum of 30 minutes duty-free lunch each day. Duty- free lunch cannot include lunch and learns, training sessions, mentoring and evaluation conferences, or any other meetings or duties, and
      - 250 minutes allowing for unassigned teaching responsibilities. Such time shall be spent on the school premises with opportunity for attending to related school business off site;
   (d) continuous time throughout the work day.

2. Any teacher asked to teach an additional credit bearing class shall be compensated at the teacher's current rate of pay. If a teacher is asked to teach an additional class, there shall be no consequences or judgment of the teacher if he/she doesn't agree.
3. The work week of each 1.0 F.T.E. counselor, social worker, psychologist, nurse, speech therapist, and librarian shall consist of 40 hours* including the following:
   (b) 250 minutes of duty-free time, allowing for a minimum of 30 minutes duty-free lunch each day. Duty-free lunch cannot include lunch and learns, training sessions, mentoring and evaluation conferences, or any other meetings or duties, and
   (c) up to 250 minutes of program support/work-related unassigned student contact responsibilities or meeting time for counselors, psychologists, social workers, and speech pathologists. Such time shall be spent on the school premises with opportunity for attending to related school business off site.

4. The work week of each 1.0 F.T.E. adaptive P.E. teacher shall consist of 40 hours* including the following:
   a. up to 1500 minutes of direct instruction and/or student program support;
   b. 500 minutes of professional discretion time: 250 minutes of which must be duty free allowing for a minimum of 30 minutes duty-free lunch each day. Duty- free lunch cannot include lunch and learns, training sessions, mentoring and evaluation conferences, or any other meetings or duties, and 250 minutes allowing for unassigned teaching responsibilities. Such time shall be spent on the school premises with opportunity for attending to related school business off site.

5. Part-time teaching assignments shall be prorated based upon the F.T.E. percentage of the individual contract.

6. Assigned teacher preparations:
   Teachers shall normally be assigned no more than three numbered course preparations per semester except where a teacher has unique qualifications unavailable in other staff members and for curricular needs which cannot be accommodated by other means. Teachers with four or more preparations (each course number shall be considered a preparation), shall be given additional discretionary time of 250 minutes per week in lieu of a program support assignment. Special Education Teachers assigned more than three (3) preparations shall be compensated for each additional prep on a pro-rated basis at their rate of pay.

   A preparation is further defined as a specific section of a course (typically taught or co-taught by a teacher who holds a specialized licensure and/or endorsement) that requires specialized planning, materials, pacing, and whole-class modification in order to meet the needs of the students enrolled in the course. Examples of courses that share the same course number, yet may be considered as separate preps, include but are not limited to, sheltered EL classes and Instructional special education classes. Should a course seem to warrant designation as a distinct prep, the teacher and/or EA representative shall initiate a conversation with the building administration to determine whether or not to count it as an additional prep. Courses with common essential outcomes in which several levels are stacked, where the same general planning and instruction is delivered to the entire class, shall not count as separate preparations. Examples include, but are not limited to, Yearbook, Acting 1-4, and Senior P.E. leaders being assigned to another PE class.

   All Special Education Teachers in D214 assigned to more than three (3) preparations shall be compensated for each additional prep at a prorated basis at their rate of pay. This shall include teachers at the specialized schools. Courses at the specialized schools with common essential outcomes in which several levels are stacked, where the same general planning and instruction is delivered to the entire class, shall not count as separate preparations.

7. Teachers assigned a non-traditional section shall not be assigned a sixth assignment for

the first year of implementation. In instances where students are participating in a class at a school other than the site from where the teacher is instructing, supervision and/or proctoring shall be provided. Teachers of non-traditional classes and administration shall work together and mutually agree upon additional resources needed, such as: workshop time, professional travel time, and additional technology for the class.

To maximize preparation time, the scheduling of non-traditional classes (which include physical separation from the teacher) for the following school year should be completed during the previous spring semester whenever possible. If a non-traditional class is added to the schedule after the previous spring semester, the Administration shall discuss the implications with the assigned teacher to ensure that the teacher is willing to take on that assignment. An example of a non-traditional class would be one that has blended learning.

8. Flex Time:
   Student services staff members shall be eligible for flex time, which shall be governed by the following guidelines:
   a. Flex time shall only be earned for school-related evening or weekend activities pre-approved by the administrator as expected in the position of student services staff, or in an emergency with approval provided by the administrator;
   b. The designated administrator shall manage and maintain records of flex time earned and used;
   c. No more than 12 hours of flex time may be earned and used each semester;
   d. Flex time may not be carried over to subsequent years;
   e. Student services personnel shall complete and submit a staff leave request form to his/her supervisor for approval;
   f. Use of flex time shall follow the same guidelines as personal leaves.

9. Student/Program Support:
   Sixth assignments include both curricular and non-student contact responsibilities. Assignments for all teachers may include two (2) semesters of curricular/student contact responsibilities. Sixth assignments shall not require lesson plans or assigning student grades. Sixth assignments shall be assigned on a rotating basis (at a minimum of each semester), with teacher preference for assignments being considered in an equitable manner by the assigning administrator. Appropriate non-student contact responsibilities include maintenance of laboratories and related equipment, supervision of hallways (including periodic washroom checks), stairways and foyers, and academic study. Appropriate student contact responsibilities include: study hall supervision with monthly grade reviews, resource room supervision, lunchroom supervision, and student tutoring assignments. Tutoring assignments shall only be assigned for one a semester per school year unless that assignment is requested by the teacher. The number of students in a study hall supervised by an EA staff member shall not exceed a teacher-to-student ratio of 1:45.

10. Whenever possible, teachers in a co-teaching assignment shall have a common planning period that is not their duty-free lunch.

11. All professional development and training activities shall be conducted during the professional-development portion of the contract day. This includes Thursday morning PLC time, PDD mornings, and Institute days. This does not include duty-free lunch, planning periods, or activity periods.

    EA members cannot be required to participate in any committee or attend any training sessions that meet outside of the contract day.

12. In the instance that a concern arises regarding the supervision of common areas (i.e., the library, cafeteria, commons, etc.), Association building leadership and the Administration shall meet and collaborate to remedy the situation. This is a problem-solving process and not immediately subject to the grievance procedure until the parties agree they problem-solving efforts have been exhausted.

13. Teachers shall be considered dismissed from work for the day immediately following their direct instruction (which includes extended time) time during final exam days. EA Staff in non-classroom roles (for example: student services, district coordinators) shall be dismissed at the conclusion of the last exam period (not including make-up periods) of the day.

14. Principals shall keep "B" lunch at a ratio lower than "A" and "C" lunch with a goal of 20% of students assigned and a cap of 25%, unless more than 25% of students are assigned to classes of teachers who volunteer. If the cafeteria is unable to accommodate all of the students given this cap, the principal and Association building representative shall meet to agree upon a solution. "B" lunch shall be assigned according to the following prioritized:
    a. Staff members who volunteer;
    b. Study Halls;
    c. Classes that may benefit from a break, for example: support programs, and to support music programs, etc.;
    d. Classes assigned by the principal through a collaborative conversation with the EA staff member.

15. Programs within the Specialized Schools shall have the flexibility to create schedules that fit the needs of their students. These schedules shall fall within the instructional minute parameters of this Agreement. In the instance that the teaching minutes in the Specialized Schools exceed those of the staff in the home schools, EA Staff shall be dismissed no earlier than 3:10 PM and after all of the students have boarded their transportation home for the day. In the event that the transportation consistently arrives after 3:10 PM, EA leadership and district administration shall meet to collaborate to remedy the issue. Additionally, the staff of Specialized Schools shall be given the opportunity to sub for other EA Staff within the building during the non-student contact minutes within their schedule.

16. The block schedule with eighty-five (85) minute classes is adopted for the 2024-2025

school year and shall remain unchanged for at least the 2025-2026 school year. This schedule does not impact the teacher workday start time but does shift the student school day to 8:20 AM-3:10 PM. The district shall continue to explore schedule improvements through its engagement with a third-party scheduling consultant during the 2024-2025 school year, as well as understanding community feedback surrounding needs during the strategic planning process. These learning opportunities shall help shape our district values in determining how the master schedule could positively impact student learning and success across the school district.

In the instance that the district Administration proposes a change to the district-wide bell schedule for the six (6) comprehensive high schools, a working committee shall be established to consider the proposal. Members of the committee shall be chosen collaboratively between the Association President and Superintendent. Upon a ⅗ approval vote of this committee, a proposal shall be sent to the Superintendent for approval. Following Superintendent approval, the proposal shall be sent to the Association for a vote. Upon ⅗ approval of the Association, the proposal shall be sent to the School Board for final approval.

3.525 EDUCATION ASSOCIATION PRESIDENT AND VICE PRESIDENT

The President of the Education Association may be a full-time position, and the Vice President of the Education Association may be a part-time position. The Education Association shall reimburse the Board of Education for the time excused at the rate of their actual base salaries and shall contribute the pro-rated cost less the teacher's premium of the district's hospital and major medical and life insurance. The President and Vice President of the Association shall be released from sixth (6^{th}) assignment responsibilities.

3.526 EVALUATION OF STAFF MEMBERS

Each teacher shall be formally evaluated in accordance with the requirements of the Illinois *School Code* using "The District 214 Licensed Staff Individual Professional Development and Evaluation Program."

"The District 214 Licensed Staff Individual Professional Development and Evaluation Program" was developed collaboratively and adopted by the Education Association, the Administration, and the Board of Education in compliance with the *Performance Evaluation Reform Act of 2010*. It was first approved under the title "District 214 EA Staff Individual Professional Development and Evaluation Program." The evaluation program is reviewed annually by the Joint Committee, consisting of the EA President, the EA Vice President, the Superintendent, and the Associate Superintendent for Human Resources. The Joint Committee may recommend revisions to the evaluation program annually and present those recommendations to the Board for approval.

3.535 REDUCTION IN FORCE

Reduction in force and recall procedures shall be conducted pursuant to the Illinois *School Code.*

With respect to the sequence of dismissal process, seniority status for teachers is district-wide and EA members with multiple licenses or endorsements shall have seniority in each category in which they are legally qualified. Seniority considerations do not apply to probationary staff.

3.536 LEAVES

Leaves for full-time approved graduate study, medical leave, Education Association Presidency and Education Association Vice Presidency, and assignment as an administrator, shall be considered as full-time continuous service and as creditable service. Other approved leaves shall be counted as full-time continuous service. However, they shall not be counted toward creditable service unless the leave is part-time. In this case the teacher shall be granted creditable service on a prorated basis for the time the teacher is actually employed.

All statements regarding seniority, creditable service, and continuous service deal with the regular school term.

3.540 PERSONNEL FILE

1. In accordance with the Illinois Personnel Records Review Act, each employee shall have the right, upon filing a signed written request to the Associate Superintendent for Human Resources, to review the contents of his/her official personnel file, which includes any records in digital format that belong in the personnel file. An employee may, by filing a written release to the district, request an Association representative to examine his/her personnel file. Staff members shall receive a copy of any document added to their personnel file within ten workdays of placement in the file. In all cases, the file shall not be taken out of the human resources office. The Superintendent, members of the superintendency, administrators within the building in which the employee is assigned, and members of the human resources department may view the contents of an employee's file at any time. All other administrators, upon approval from the Superintendent or Associate Superintendent for Human Resources, may view the contents of an employee's personnel file. In all cases, a record shall be maintained in the human resources office containing the names of anyone who has viewed a personnel file.

2. The personnel file shall contain an official transcript(s) designating the degree(s) granted from each college or university attended and descriptive or evaluative records

of the teacher's performance and any other relevant materials while the teacher is employed in District 214. The file shall be made available for the teacher's observation at his/her request but shall not be removed from the human resources office.

3.600 SALARY SCHEDULES 2024-2025 through 2028-2029

1. As teachers qualify for different steps based on experience and lane qualifications, their salaries shall be adjusted at regular adjustment times (the beginning of each semester) in accordance with the salary schedules. Course work must be completed before the first day of the first semester for advancement first semester and by the first day of the second semester for advancement second semester. Confirmation of completed work must be received in the human resources office by the last day of the first quarter for advancement first semester and by the last day of the third quarter for advancement second semester.

2. A teacher working less than full-time shall receive a pro-rated salary. A 2/5, but less than 4/5, assignment for the entire school year shall qualify the teacher for a 1/2 step advancement on the salary schedule. A 4/5 assignment for the entire year shall qualify as a full step on the schedule.

3. A teacher who attains one of the below listed new additional certifications during the term of this Agreement as indicated by endorsement posted on the ISBE's licensure information system shall receive a one-time non-cumulative stipend in the amount of $1,500.00 per endorsement:

   (1) English Learners ;
   (2) Learning Behavior Specialist (1 or 2);
   (3) Reading Specialist;
   (4) A specific CTE endorsement as designated by the Superintendent or Designee for the duration of this Agreement.

4. Evidence of Professional Advancement and Evaluation
   A teacher's yearly vertical step advancement may be denied for the following reason:

   (1) A tenured teacher's vertical advancement on the salary schedule may be denied on the basis of performance if all of the following conditions are met:

   <u>Step 1</u>
   (a) There must be a written notice (memo) to the teacher from the Division Head/Supervisor stating that the teacher is not meeting minimal expectations.
   (b) The Division Head/Supervisor and the teacher shall confer at the earliest possible date to discuss the matter.
   (c) The Division Head/Supervisor shall supply the teacher in both (a) and (b) above information about specific areas of deficiency as well as suggestions for improvement.

(d) A follow-up evaluation shall be conducted by the Division Head/Supervisor after allowing sufficient time for corrective action to take place.
(e) The Division Head/Supervisor shall then report back to the teacher as to his/her observation. The Division Head may [1]state that successful corrective action has taken place; [2] repeat Step 1 (b) (c) (d) (e) or; [3] move to Step 2 of the procedure.
(f) The teacher may respond orally or in writing at any time during the process.

Step 2

(a) Step 2 shall be initiated by a written notice of unsatisfactory performance supplied to the teacher stating that the process has moved into Step 2 of the procedure.
(b) Prior to December 1, the teacher shall receive from the Division Head/Supervisor a specific notice which indicates that performance is not meeting expectations. Such notice shall be initiated by the Division Head/Supervisor and transmitted as a formal resolution of remediation to the Board by the Associate Superintendent for Human Resources and shall specify the areas of deficiency and state suggestions for remediation. The resolution shall be signed by the Secretary of the Board.
(c) The teacher shall receive monthly written notification from the remediation team indicating progress toward remediation of the areas cited in the first notice of deficiency. This notice shall be signed by the Principal/Director and the Superintendent.
(d) By April 1, a final evaluation report of the remediation team shall be written and submitted to the Board of Education. The report may include a minority opinion. If the evaluation report indicates that sufficient improvement in performance has not taken place, the teacher shall be notified no later than thirty (30) calendar days prior to the end of the school year. If there is no majority opinion (i.e., a tie vote) in the final evaluation report, a mutually acceptable fifth person shall evaluate the remediation of the teacher and cast the tie breaking vote.
(e) A teacher who does not receive a vertical advancement shall receive the full value of the step to which he or she is entitled, including any negotiated change in the value of that step. (Exception: A teacher at the top of the salary schedule shall be frozen at his/her current salary.) The teacher may request a hearing before the Board of Education on the matter by sending a formal request to the Board of Education President no later than ten (10) calendar days after receiving the notice. The teacher may use the services of counsel of his/her choice at this hearing.
(f) This advancement denial is a one-year denial, and subsequent denials must follow the same sequence.
(g) The teacher held on the step could be advanced at the end of this first semester upon recommendation of the Principal/Director and the Superintendent.

5. Retirement Contribution

The Board shall pay as employer contributions, the full member contribution portion of each teacher's salary to the Illinois State Teachers' Retirement System. The word "salary" here shall include monies received from the salary schedules for 2024-2025, 2025-2026, 2026-2027, 2027-2028, and 2028-2029, as well as for any additional duties or responsibilities for which retirement contributions are made If, at any later date, it is determined that personal income tax is due upon the member contributions, this obligation shall be the teacher's, not the school district's.

6. **Salary Schedule 2024-2025 Through 2028-2029**
The table below illustrates a 25-step salary schedule that shall be adjusted annually according to the following terms:

Should pension "cost shift" occur during the time frame of this Cumulative Agreement, the total salary increase shall be offset by the percent shift each year to absorb the financial impact of pension costs shifting from the State to the district. The effect of cost shift shall be limited by a minimum/maximum of 1%/4%. In the event of a tax freeze that adversely affects the financial condition of the district, all raises—other than scheduled step increases—shall be reduced by 50% with a minimum annual raise of 1%, and the Board/Administration and EA shall meet to discuss implications for the remainder of the Agreement, as per Section 3.200.

2024-2025: Increase in base plus step: 4.0%.

2025-2026: Increase in base plus step: 4.0%

2026-2027, 2027-2028 & 2028-2029: Increase in base plus the cost of step by applying an increase over the prior year's base salary that shall be equal to the percentage attributable to the corresponding fiscal year in accordance with the Illinois *Property Tax Extension Limitation Law* (PTELL), commonly referred to as the "tax cap," subject to an annual floor of 1.0% and a ceiling of 4.0%.

2024-2025 TEACHER SALARY SCHEDULE

STEP	BA SALARY	MA SALARY	MA+30 SALARY	MA+60 SALARY
1	$63,276	$70,236	$76,564	$80,993
2	$65,174	$72,135	$78,462	$82,892
3	$67,073	$74,033	$80,361	$84,790
4	$68,654	$75,931	$82,259	$86,688
5	$70,236	$77,829	$84,157	$88,586
6	$71,818	$79,728	$86,055	$90,485
7	$73,400	$81,626	$87,954	$92,383
8	$74,982	$83,524	$89,852	$94,281
9	$76,564	$85,423	$91,750	$96,180
10	$78,146	$87,321	$93,648	$98,078
11	$79,728	$89,219	$95,547	$99,976
12	$82,259	$93,016	$99,343	$103,773
13	$84,790	$96,812	$103,140	$107,569
14	$87,321	$100,609	$106,936	$111,366
15	$89,852	$104,405	$110,733	$115,162
16		$108,202	$114,530	$118,959
17		$111,999	$118,326	$122,755
18		$115,795	$122,123	$126,552
19		$119,592	$125,919	$130,349
20		$123,388	$129,716	$134,145
21		$126,552	$132,880	$137,309
22		$129,716	$136,043	$140,473
23		$132,880	$139,207	$143,637
24		$136,043	$142,371	$146,800
25			$145,535	$149,964
Top of Schedule			$146,286	$150,737

Employees with 25 years of experience or greater, and in the M+30 lane will receive a longevity payment of $750. Employees with 25 years of experience or greater, and in the M+60 lane will receive a longevity payment of $1,500. Payment will be made with the December 15 paycheck.

2025-2026 TEACHER SALARY SCHEDULE

STEP	BA SALARY	MA SALARY	MA+30 SALARY	MA+60 SALARY
1	$65,807	$73,046	$79,626	$84,233
2	$67,781	$75,020	$81,601	$86,207
3	$69,755	$76,994	$83,575	$88,181
4	$71,401	$78,968	$85,549	$90,156
5	$73,046	$80,943	$87,523	$92,130
6	$74,691	$82,917	$89,498	$94,104
7	$76,336	$84,891	$91,472	$96,078
8	$77,981	$86,865	$93,446	$98,052
9	$79,626	$88,839	$95,420	$100,027
10	$81,272	$90,814	$97,394	$102,001
11	$82,917	$92,788	$99,369	$103,975
12	$85,549	$96,736	$103,317	$107,923
13	$88,181	$100,685	$107,265	$111,872
14	$90,814	$104,633	$111,214	$115,820
15	$93,446	$108,582	$115,162	$119,769
16		$112,530	$119,111	$123,717
17		$116,478	$123,059	$127,666
18		$120,427	$127,008	$131,614
19		$124,375	$130,956	$135,562
20		$128,324	$134,904	$139,511
21		$131,614	$138,195	$142,801
22		$134,904	$141,485	$146,092
23		$138,195	$144,775	$149,382
24		$141,485	$148,066	$152,672
25			$151,356	$155,963
Top of Schedule			$152,137	$156,766

Employees with 25 years of experience or greater, and in the M+30 lane will receive a longevity payment of $750. Employees with 25 years of experience or greater, and in the M+60 lane will receive a longevity payment of $1,500. Payment will be made with the December 15 paycheck.

LONGEVITY

During the 2024-2025, 2025-2026, 2026-2027, 2027-2028, and 2028-2029 school years, employees with 25 years of experience or greater, and in the M+30 lane shall receive a longevity payment of $750 each year. Employees with 25 years of experience or greater, and in the M+60 lane shall receive a longevity payment of $1,500 for each year. These payments shall be made with the December 15 paycheck each of those years.

3.610 EXPERIENCE CREDIT ALLOWANCE

Candidates with prior kindergarten through twelfth grade teaching experience shall normally be credited with a maximum of six (6) years previous teaching experience on the salary schedule. When in the best interest of the district, the Superintendent may grant additional years of credit.

3.611 TUITION REIMBURSEMENT

Tuition incentives shall be provided for EA staff for taking courses which match district priorities for growth and change.

Program Guidelines:

1. Eligibility: Licensed, full-time EA staff members and one of the following
   a) A staff member in his/her first year of teaching and is a first-year staff member of District 214 shall be eligible for tuition support starting the first summer after he/she has completed one year as a staff member of District 214 and has been given a second-year probationary contract.
   b) A staff member is in his/her first year of teaching at District 214 and he/she has at least one year of full-time teaching prior to being a District 214 staff member shall be eligible for tuition support during his/her second semester of his/her first year as a staff member with District 214. However, reimbursement payment shall be made only if the said staff member is given a second-year probationary contract.
   c) Tenured staff members and probationary teachers in their third or fourth years shall be eligible for tuition reimbursement.
   d) Tenured staff who are on Board approved part-time leave of absence must be .6 FTE or greater for tuition reimbursement eligibility.

2. Tuition support shall be provided for up to eight (8) semester hours of credit per semester and up to sixteen (16) semester hours in the summer which are taken at fully accredited colleges or universities.

3. Tuition support shall be contingent upon successful completion of the course.

3.612 PROFESSIONAL DEVELOPMENT FUND

A Professional Development Committee shall be responsible for the administration of all professional development functions and appropriation of professional development funds.

The district shall provide a total of $950,000 for distribution at the building and district levels for the duration of this Agreement. If the full $950,000 is not paid out in a given year, the overage shall be added to the next year's allocation and made available for disbursement. Part of the annual allocation of $950,000shall be dedicated to each building's PDF team in the amount of $400 per FTE annually, with the balance of the money to be allocated at the district level.

District Level

The district level money shall be distributed by the PDF Committee based on the following priorities and in the order listed:

- Coursework toward a Master's degree in content areas;
- Graduate level courses in content areas
- National Board Certification

- Coursework toward a Doctoral degree;
- Coursework toward a Master's degree in areas other than content;
- Graduate level courses in non-content areas
- Undergraduate courses for additional endorsement purposes.

Reimbursement shall be allocated as listed below. Teachers shall be required to secure pre-approval of their plans in accordance with district procedures. All coursework to be applied for credit on the salary schedule must be approved in accordance with the district's Policies and Procedures for Professional Growth.

Master's Degree in Content Areas

- Tuition reimbursement rate shall be 75% of tuition up to a maximum of $800 per credit hour;
- $1,000 bonus upon successful completion of the Master's program.

Graduate Level Courses in Content Areas

- Tuition reimbursement rate shall be 75% of tuition up to a maximum of $800 per credit hour. (Includes current teaching assignments as well as other licensures and endorsements and ELL/ESL, Reading, and Special Education.)
- After EA Staff have completed a minimum of 30 hours for a Master's in their content area, a Curriculum and Instruction Program approved by the Education Association and administration shall be reimbursed at the 75% rate with a maximum of $800 per credit.

National Board Certification

- District shall allow two (2) days per year of professional development leave for teacher enrolled in the program for work directly related to the completion of the requirements necessary to successfully complete the program;
- $1,000 bonus upon successful completion of and eligibility for the certification.
- District shall reimburse for the cost of recertification for National Board Certification at 75% of the cost.

Doctoral Degree

- Tuition reimbursement rate shall be 50% of tuition up to a maximum of $600 per credit hour;
- $2,000 bonus upon successful completion of a pre-approved doctoral program.

Master's Degree in Areas Other Than Content

- Tuition reimbursement rate shall be 50% of tuition up to a maximum of $600 per credit hour.

Career and Technical Education Endorsement

- Tuition reimbursement rate shall be 75% of tuition up to a maximum of $800 per credit hour;
- Coursework must be preapproved by the Administration.

Graduate Level Courses

- Tuition reimbursement rate shall be 33% of tuition up to a maximum of $450 per credit hour.

Undergraduate Courses for Additional Licensure Purposes

- Tuition reimbursement rate shall be 33% of tuition up to a maximum of $450 per credit hour.

No reimbursement shall be provided for undergraduate classes other than those listed above, practicums, internships, dissertation study or thesis hours unless university credit and grades are provided for such experiences. Reimbursement shall only be provided within the funding limits as identified in the FUNDING section above.

Staff may be reimbursed at 100% for courses in a curricular area that is deemed of high demand by the Administration or as part of an initiative that supports Board/District goals. Reimbursement at 100% for the aforementioned reasons must be pre-approved by the building principal and Director of Professional Learning. High-demand areas shall be determined annually by the Director of Professional Learning and the Associate Superintendent for Teaching and Learning.

If staff are enrolled in a program leading to a specific credential, credits earned in the program cannot be applied to lane advancement until the staff member completes and passes the required test for the credential. If enrolled in a program leading to either an endorsement or a qualification, lane advancement shall be contingent on the staff member obtaining the endorsement of qualification.

Teachers can request an exception for reimbursement. That request must be submitted to the District Professional Development Committee in writing with a detailed rationale for the exception.

Building Level

The building level teams shall be responsible for the distribution of the building allocations. The funds shall be allocated based on the following priorities and in the order listed:

- Building initiatives and goals;
- District initiatives and goals;
- Curriculum development;
- Instruction/pedagogy;
- Content areas;
- Co-curricular.

ADMINISTRATION OF FUNDS

District Level

The District Professional Development Funds shall be administered by a committee made up of the following representatives:

- Director of Prof. Learning;
- Associate Superintendent for Teaching & Learning;

- One building administrator assigned by the Superintendent or designee;
- Three tenured teachers from different buildings and subject areas selected by the Educational Association.

Building Level

The building teams comprised of both administrative and teacher representatives shall determine the allocation of funds in their respective buildings based on the priority list designated above.

3.613 EXTENDED MASTER'S DEGREE PROGRAMS

EA members in Master's degree programs requiring more than thirty-eight but less than sixty hours, may apply the additional hours toward an M+30 or M+60 program. For example, in a Master's program of 40 hours (two hours more than thirty-eight), two hours may be applied in the M+30 or M+60 program. This provision is not retroactive but shall apply to those currently enrolled in a program (not completed) or beginning such a program as of August 21, 2000. An EA member holding a master's degree which required 60 or more semester hours shall be placed on the M+30 salary track. The EA member must provide verification that the 60 hours are a requirement of the degree.

3.650 HOW EA MEMBERS ARE PAID

1. Salaries for EA members are distributed on the 15th and 30th of each month over a period of twelve months. The first paycheck shall be issued on August 30, and the last issued on August 15 of the following year. Where such dates fall on weekends, the checks shall be distributed on the last business day preceding the weekend.

2. Deductions shall be made on the following basis:

Authorized deductions shall normally be divided equally between the 15th and 30th checks for the twelve-month period from August 30 through August 15. Exceptions are made for court ordered payments, community contributions, and Association dues.

3.680 CO-CURRICULAR HIRING

Both the Association and the Administration recognize the importance and necessity of identifying skills, qualities and expertise specific to the needs of a position and/or activity. When positions are posted, it is agreed that the administration shall include specific qualifications in the posting. In determining qualifications for co-curricular positions, the administration agrees not to structure those to deliberately prevent a specific person or persons from qualifying or not to limit qualifications so only one specific person could qualify. Fair consideration also shall be given to qualified entry-level candidates.

EA Staff, herein referred to as internal candidates, include all current EA members and those whom the district shall employ as an EA member in the current or next school year. External candidates include all non-EA members.

1. Head coaching positions shall be simultaneously posted internally and externally. Qualified internal candidates shall be given priority consideration.
2. Assistant coaching positions, activity positions, and fine arts positions shall be posted internally first. If there are no qualified internal candidates, external candidates shall be considered.
3. Every co-curricular position shall be posted internally for five (5) workdays.
4. It is understood that any co-curricular position is a one-year position. However, the EA and the Board recognize the value of maintaining continuity within the co-curricular program and support the continued employment of any individual hired according to mutually agreed upon district procedures, assuming that he or she is performing effectively.
5. Any staff member who leaves District 214 through retirement or resignation shall be released from all co-curricular responsibilities. These individuals shall be considered external candidates for any future employment.
6. Stipends are paid for work to be completed outside of stated contract hours. Stipends shall be prorated if the staff member does not work the entire season or duration of the activity (i.e., A coach who works 100% of the season shall be paid 100% of the stipend; a coach who takes a leave of absence and works 75% of the season shall receive 75% of the stipend). The stipend payment schedule shall be reviewed during the 2024-2025 school year and changes may be made such that every co-curricular position shall be paid during the co-curricular season (when applicable). EA Staff shall receive three (3) installments over the course of the season or duration of the activity.
7. At the beginning of each season, all coaches and sponsors working during that season shall attend a general meeting run by the administration to address procedural matters, clarify logistical details, receive updates, etc. These meetings may be held during "unassigned" time within the school day. In the event of an emergency or serious matter that requires immediate intervention, coaches and sponsors may be expected to attend other meetings with the Administration as a condition of employment.
8. An Extra-Curricular Review Advisory Committee (ERC) shall be established (one for athletics and one for activities). The Committee shall include equal representation from the Association and Administration and shall include the Associate Superintendent of Activities and Operations. The purpose of the Committee shall be to review existing stipends and advise the Associate Superintendent of Human Resources and Associate Superintendent of Activities & Operations on the number of stipends, the category in which the stipend position is placed, discontinuation of existing stipends, and/or additions of new stipends. The ERC shall develop a process for students and staff members to propose additional stipends for activities and athletics. The ERC shall convene no later than May 1st annually to review and evaluate stipends for all existing activities and sports. The ERC shall recommend changes to existing stipends, including category and placement, discontinuation, and addition of new or additional stipends, to the Associate Superintendent of Human Resources no later than May 15th annually. The Associate Superintendent shall review the recommendations of the ERC and may amend such recommendations after consultation with the ERC upon determination that the ERC's initial recommendation does not align with district goals.

3.700 CO-CURRICULAR INCREMENT SCHEDULE

Step 1 Those teachers with no previous experience as a coach or director.

Step 2 All teachers paid or assigned as a coach or director with one year's previous experience in an activity requiring similar knowledge and skills.

Step 3 All teachers paid or assigned as a coach or director with two years previous experience in an activity requiring similar knowledge and skills.

Step 4 All teachers paid or assigned as a coach or director with three years previous experience in an activity requiring similar knowledge and skills.

Step 5 All teachers paid or assigned as a coach or director with four years previous experience in an activity requiring similar knowledge and skills.

Step 6 All teachers paid or assigned as a coach or director with five or more years previous experience in an activity requiring similar knowledge and skills.

(Exception: A coach practicing with two teams at different times shall receive regular increment plus appropriate step of Lane E.)

Those entering from outside of the district shall receive a maximum Step 2 placement. Those new to the activity shall receive a maximum Step 2 placement. In exceptional circumstances, as determined by the Associate Superintendent for Human Resources, additional steps may be granted, if in the best interest of the district.

The dollar value of each step shall be determined by multiplying the index values here by the dollar value of the B.A. Step 1, base salary in Section 3.600.

Co-curricular Index Schedule 2024-2025

2024-25 CO-CURRICULAR INCREMENT SCHEDULE

STEP	LANE A	LANE B	LANE C	LANE D	LANE E	LANE F	LANE G	LANE H
1	$9,612	$8,637	$7,530	$6,600	$5,492	$3,986	$2,215	$1,107
2	$10,434	$9,378	$8,175	$7,163	$5,961	$4,328	$2,404	$1,297
3	$11,257	$10,118	$8,821	$7,732	$6,435	$4,670	$2,594	$1,487
4	$12,086	$10,858	$9,466	$8,295	$6,903	$5,011	$2,784	$1,677
5	$12,908	$11,598	$10,112	$8,865	$7,378	$5,353	$2,974	$1,867
6	$13,731	$12,339	$10,757	$9,428	$7,846	$5,695	$3,164	$2,056

Co-curricular Increment Schedule 2025-2026

2025-2026 CO-CURRICULAR INCREMENT SCHEDULE								
STEP	A	B	C	D	E	F	G	H
1	$9,996	$8,983	$7,831	$6,864	$5,712	$4,146	$2,303	$1,152
2	$10,852	$9,753	$8,502	$7,449	$6,199	$4,501	$2,501	$1,349
3	$11,707	$10,523	$9,173	$8,042	$6,693	$4,857	$2,698	$1,546
4	$12,569	$11,292	$9,845	$8,627	$7,180	$5,212	$2,896	$1,744
5	$13,425	$12,062	$10,516	$9,220	$7,673	$5,567	$3,093	$1,941
6	$14,280	$12,832	$11,187	$9,805	$8,160	$5,923	$3,290	$2,139
7	$14,708	$13,221	$11,523	$10,101	$8,404	$6,100	$3,389	$2,237

The 2026-2027 co-curricular schedule will include a Step 8. The 2027-2028 co-curricular schedule will include a Step 9. The 2028-2029 co-curricular schedule will include a Step 10. Steps 8-10 will have a 3% index.

Lane placements for co-curricular increment schedule are not a part of negotiations. They are determined by a district council, and the Education Association shall be notified of any changes.

ATHLETIC INCREMENTS

Head Coaching Stipends

Lane A:

Boys Basketball
Boys Track (indoor & outdoor)
Football
Girls Basketball
Girls Track (indoor & outdoor)

Lane B:

Baseball
Girls Lacrosse
Girls Soccer
Girls Swimming
Girls Volleyball
Girls Wrestling
Girls Gymnastics
Girls Softball
Boys Lacrosse
Boys Soccer
Boys Swimming
Boys Volleyball
Boys Wrestling
Trainer (3)

Lane C:

Girls Bowling
Girls Cross Country
Girls Golf
Girls Water Polo
Girls Badminton
Competitive Dance
Girls Tennis
Boys Bowling
Boys Cross Country
Boys Golf
Boys Water Polo
Girls Flag Football
Competitive Cheer
Boys Tennis

Assistant Coache Stipends

Lane C:

Girls Basketball (4)
Girls Track (3)
Football (9)
Boys Wrestling (3)
Girls Wrestling
Girls Gymnastics (2)
Boys Basketball (4)
Boys Track (3)

Lane D:

Boys Baseball (4)
Girls Swimming (3)
Girls Soccer (4)
Girls Volleyball (4)
Girls Tennis (2)
Girls Lacrosse (2)
Athletic Trainer (3)
Girls Softball (3)
Boys Swimming (2)
Boys Soccer (5)
Boys Volleyball (2)
Boys Tennis
Boys Lacrosse (2)

Lane E:

Girls Cross Country	Boys Cross Country
Girls Golf	Boys Golf
Girls Water Polo	Boys Water Polo
Competitive Dance	Competitive Cheer (2)
Girls Bowling (2)	Boys Bowling
Girls Badminton (2)	Girls Flag Football (2)

ACTIVITY INCREMENTS

Activity Stipends

Lane A:
Band Director

Lane B:
Head Debate
Head Speech
Student Council Coordinator
Fine & Performing Arts - Event Supervision

Lane C:
Chorus Director
Forensics Assistant (3)
Orchestra Director
Orchesis Director

Lane D:
Media/Broadcast (3)
Music Assistant Musical
Production/Tech Director (2)

Lane E:
Athletic Event Supervision (3)
E-Sports
Drama/ Technical Director (4)
Bass Fishing

Lane F:
Academic Bowl (2)
Sideline Cheer (2)
Concessions
Marching Band Assistant (4)
Drama Assistant (2)
Black Student Union Organization
Gay Straight Alliance Student Organization
Asian-American and Pacific Islanders Student Organization
Chess Sponsor
Class Sponsor/Student Leadership (5)
V-Show Director
Musical Production Assistant (3)
Drama- House Manager
Latin American Student Organization
Non-Specified (6)

Lane G:
Drill Team (Winter Guard)
Graduation Sponsor
Math Team (4)
National Honor Society
Showcase 214/Arts Unlimited
Athletic Event Supervision (3)
Model UN
Jazz Band Director
Orchesis Assistant
Orchesis/V-Show Technical Director
Science Olympiad (2)
Sideline Dance
Spirit Group Sponsor
Non-Specified (6)

Lane H
Non-Specified (6)

*Any head varsity coach or head activity sponsor whose team or athletes/participants travel to IHSA events beyond the sectional level or qualify for state quarter-final competition shall receive a one-time per annum bonus of $50.

3.702 INCREMENTS FOR EXTRA-ADMINISTRATIVE AND INSTRUCTIONAL RELATED ASSIGNMENTS

The Administration shall allocate a minimum of fifteen (15) days to EA Staff for summer work, paid at .005 per day of the member's base salary. At least five (5) of these fifteen (15) days shall be offered to Librarians. If the librarian believes that additional days are required for work completion, the school Administration and librarian shall meet to discuss and consider additional time allocation. The days may be used during the summer or during the first week of school (which may include limited librarian access or hours, comp. time, or additional compensation). The remaining days shall be offered to other EA Staff, including Student Services staff members. The principal shall assign these days based on the needs of the building. EA Staff may be approved to work additional days at the authorization of the Associate Superintendent for Human Resources. The staff member and his/her Principal/Director must agree in advance on the specific dates and number of days that the staff member may work, as well as the nature of the work to be completed, or else compensation shall not be awarded for any work done outside the regular school year.

Resource Teachers positions in each division shall be assigned annually by the supervising administrator. Each Resource Teacher may perform different duties as determined by the Administration relative to the respective needs of each division, but the Administration and the EA Leadership shall confer annually to review resource-teacher assignments and to assess parity between them. Resource Teacher stipends shall be allocated based upon total FTE in a division. In Special Education and EL, the number of staff counted shall include district teachers and aides only. The dollar value of each assignment shall be determined by multiplying the index shown here by dollar value of B.A., Step 1, for the current year, as indicated in Section 3.600

2024-2025

Assignment	Index	Base
Resource Teacher (7-10)	0.0540	$3,417
Resource Teacher (11-20)	0.0810	$5,125

2025-2026

Assignment	Index	Base
Resource Teacher (7-10)	0.0540	$3,554
Resource Teacher (11-20)	0.0810	$5,330

If there are more than 20 teachers in a division, an additional increment shall be allocated to the division as follows:

2024-2025

Resource Teacher (21+ add .5 FTE)	0.0270	$1,708

2025-2026

Resource Teacher (21+ add .5 FTE) 0.0270 $1,777

This additional allocation must be assigned to another teacher.

Professional Learning Community shall have EA staff as PLC Leaders. PLC Leaders shall work collaboratively with the Administration in generating PLC goals and initiatives. PLC Leaders shall have autonomy in creating and implementing PLC agendas that align with the instructional goals of the building and district. PLC Leaders shall be awarded comp time if they meet with their PLC at least twice per month, share agendas and follow-up notes with their division head/administrator, and meet regularly with their division head/administrator to update him/her on the progress of the PLC.

Compensatory time shall be granted as a "professional leave" based on the amount of time spent facilitating the PLC up to a maximum of 16 hours a year, with notification of an approval by the division head/administrator.

Definition of a Professional Learning Community (PLC): Course-alike teams, program-alike teams, or specialized instructional teams of teachers who meet on designated PLC days with the specific purpose to share expertise, discuss best practices, review/revise the implementation of curriculum, and evaluate student performance in alignment with building and district instructional goals and initiatives.

3.705 MILEAGE RATE

1. The mileage rate reflects reimbursement for use of private vehicles by district employees. Reimbursement is for business mileage only. Mileage from one's residence to a meeting site is not reimbursable. Reimbursable mileage begins at the place of employment.
2. The mileage reimbursement rate shall be the maximum nationally established Internal Revenue Service rate.

3.710 PAID AND NON-PAID SUPERVISORY ASSIGNMENTS

1. Each supervisory assignment shall be adjusted annually by the percent change in the B.A. Step 1, Base Salary.

2. The following supervisory assignments shall be paid:

(1) Outdoor:
- 2024-2025: $97.61
- 2025-2026: $101.52

Outdoor ticket sellers, ticket takers, crowd or bus supervisors, announcers, photographers, scorers, timers, and starters. (5-07)

(2) Indoor
- 2024-2025: $87.88
- 2025-2026: $91.40

Indoor ticket sellers, ticket takers, crowd or bus supervisors, announcers, photographers, scorers, timers, and starters.

(3) Upon pre-approval by the Principal/Director, non-paid sponsors of clubs and organizations shall be reimbursed for special activities of these groups conducted on non-school time, on the following basis:

2024-2025
- One-half day: $107.40
- All day: $213.70

2025-2026
- One-half day: $111.70
- All day: $223.34

(4) Non-paid supervisory assignments for the activity and athletic programs shall be made in each building by a committee consisting of two EA members from that building and two members selected by the Principal. This committee shall determine the list of events and activities requiring non-paid supervision, the number of supervisors required for each event, and the method for making assignments. Each EA staff member shall be required to provide non-paid supervision during the school year as follows:

(a) One activity or event scheduled for Friday, Saturday, or Sunday, the day preceding or following a school holiday or a non- attendance day designated in the school calendar, or vacation period, or located off-campus; or

(b) Two activities or events scheduled for week nights (Monday through Thursday) at the school site, except those days preceding or following school holidays, or non-attendance days designated in the school calendar, or vacations.

3.714 JOB SHARE

Job Sharing
Township High School District 214 shall consider teacher requests for job sharing on an individual basis under the terms and conditions outlined below.

Definition
Job sharing is defined as a voluntary program that shall allow two full-time tenured teachers the opportunity to request the sharing of one full-time position in the district.

Requests for Job Sharing

Requests for job sharing shall be submitted in writing to the Associate Superintendent for Human Resources with a copy of the request to the President of the Education Association. Requests shall be submitted no later than February 1 of the year prior to the beginning of the year for which the request is made. Requests must clearly indicate:

- The names, licensure and endorsements of the two applicants;
- A description of the job to be shared;
- The teaching arrangement desired;
- The percent of time each participant shall work;
- Any special provisions different from the normal full-time contract.

All job share assignments shall be limited to one full year duration. Requests for renewal must be submitted annually to the Associate Superintendent for Human Resources by February 1. An employee shall be allowed to participate in a job share for no more than six (6) consecutive years. After the sixth consecutive year the teachers shall be assigned by administration to open full-time positions in the district and must serve in those positions at least one year before becoming eligible to apply for another job share opportunity.

Approval Process

Each job share shall be evaluated by the administration and recommendations shall be submitted to the School Board. The Board of Education shall make the final decision on all renewals. The Board's decision to approve or deny the job share request shall be final and shall not be subject to the grievance and arbitration provisions of this Agreement.

The Board's decision shall be communicated to both teachers and the Education Association in writing within five (5) days of the date of the decision. If the request is approved the applicants shall be notified of the conditions and terms of the approval. Such notice shall include a description of the job to be shared, the percentage of time each participant shall work, provisions controlling salary and benefits, and any unique or unusual conditions. Each request shall be considered by the Board on its individual merits. Job sharing requests shall be considered for the following reasons:

- Child-rearing;
- Health (personal or family member);
- Continuance of education.

The number of job shares in the district shall not exceed two (2) in each building in any one year. Additional requests may be considered at the discretion of the administration.

Conditions

The following conditions shall apply to all participants in District 214 job shares:

- Each teacher shall return to full-time status in the year following the job-sharing year unless an application for renewal is approved;

- The teacher shall be assigned by the administration to a full-time open teaching assignment in the district for which he/she has the proper license and endorsements to teach.
- The two teachers participating in the job share must have the licensure and endorsements necessary to teach any of the classes both teachers are assigned to teach;
- The two teachers participating in the job share must be from the same building;
- If one of the participants leaves during the school year for any reason, the other participant in the job share shall assume the full- time position for the balance of the school year;
- If one of the participants is absent for more than one week, the other participant, whenever possible, shall teach the full day;
- Each teacher participating in a job-sharing agreement shall be expected to attend all district/building staff development sessions, building meetings, open houses, and parent/teacher conferences.
- Both applicants must be full-time tenured teachers at the time their request is submitted; supervisory assignments shall be pro-rated based.

Benefits and Salaries

Teachers participating in job sharing shall be paid on a pro-rata basis. In addition, contributions to the Teachers' Retirement System shall also be provided pro-rata. Participants shall not be eligible for insurance benefits. It is also understood that all participating teachers understand that they shall not be eligible for unemployment benefits.

3.715 PART-TIME TEACHER GUIDELINES

1. Definition

   An EA staff member who has an assignment of fewer than five periods per day is considered on part-time status. There are currently two categories of part-time EA staff members:
   (1) the person who has a part-time contract and is hired on a year-to- year basis;
   (2) the tenured person who is on part-time leave.

   Category (1) part-time EA staff members shall be granted semester contracts with fringe benefits allocated on a semester basis. Category (2) part-time EA staff members shall be granted fringe benefits allocated on a full-year basis if the full-year assignment average is 4/5 or more. Otherwise, category (2) part-time EA staff members shall be granted fringe benefits allocated on a semester basis. Any change in part-time assignment (F.T.E.) may result in employee retroactive payment of insurance premiums or loss of coverage.

2. Guidelines
   (1) Part-time EA staff members are paid on a prorated basis with a one period assignment per semester being given the value of 10 percent of the step and lane for

which the individual would be eligible on the EA salary schedule.
(2) A 4/5 assignment is eligible for the full fringe benefit package of medical, dental, and life insurance.
(3) All part-time teachers are eligible for a pro rata allocation of sick days.
(4) All part-time teachers are eligible for a pro rata allocation of personal leave days.
(5) A 2/5, but less than 4/5 assignment shall qualify the part-time teacher for one-half step advancement on the salary schedule. A 4/5 assignment qualifies for a full step on the salary schedule.
(6) Program Support Assignments:
(a) A person on a 4/5 assignment shall serve a full program support assignment.
(b) A 2/5 and 3/5 assignment shall serve one-half of the program support assignment of the full-time teacher**.**
(c) A 1/5 assignment shall not be required to serve a program support assignment.
(7) All part-time EA Staff are required to participate in Open House Night and Institute/In-service days on a pro rata basis but are encouraged to participate fully.

3.716 COMMUTER TEACHER GUIDELINES

Each year High School District 214 has a number of teachers who commute from school to school. The district values the services these teachers offer as well as their flexibility and adaptability in adjusting to more than one school to best meet the academic needs of students. When teachers do commute, the administration in each school affected shall work with those teachers to help them become acclimated to the schools in the most efficient manner. The administration shall make appropriate accommodations for the commuting teachers, as needed. The following guidelines are intended to guide the work of administrators and commuter teachers throughout the school year.

1. Administrative Guidelines
   (1) Each principal/director who has a new commuting teacher shall provide an opportunity for the teacher to visit the school and to meet with the division head once the teacher's assignment has been formalized. This orientation session should occur as soon as assignments have been completed.
   (2) At the beginning of each school year, principals/directors shall designate the home school for the commuting teacher based on the number of classes taught in each school.
   (3) Commuting teachers shall have a preparation period and a duty-free lunch period.
   (4) Each school in which the commuting teacher has teaching responsibilities shall provide the teacher with use of a desk and with space available in a file cabinet.
   (5) Professional expense reimbursement shall be allocated by the home school.
   (6) During the August Institute, the principal/director should introduce the new commuting teacher to the staff, recognizing the contribution that the commuting teacher makes to the overall educational program of the building and to the district.
   (7) Evening activity supervision for the commuting teacher is to be assigned by the home school. The assignment shall be coordinated by the Assistant Principal of Student Activities and Operations utilizing the same building process which is in place for all EA staff members.

(8) Commuting teachers shall not have a program support assignment.
(9) The division head in the home school shall prepare the commuting teacher's evaluation with input from the division head in the commuting teacher's other school(s).
(10) To assure ease of entry and exit in the parking lot, schools should make available parking spaces for commuting teachers.
(11) When the commuting teacher is delayed due to inclement weather or conflicting schedules, the division head is responsible for coverage of classes until the commuting teacher's arrival at school.

2. Commuting Teacher Guidelines
(1) The commuting teacher should attend home school division meetings. In the event of an absence, he/she should meet with the division head to review meeting agenda items and responsibilities.
(2) The commuting teacher shall attend late arrival sessions in the school where he/she begins the day. He/she shall arrange coverage of classes in the other school with that division head as needed.
(3) The commuting teacher shall have opportunities to attend building institutes in any of the schools in which he/she has teaching responsibilities. These arrangements must be worked out in advance with division heads in each school.
(4) The commuting teacher who attends an Open House meeting at more than one school shall be reimbursed for mileage between schools when those meetings are held on the same night.

3. Reporting Procedures
(1) The commuting teacher shall submit an Expense Reimbursement Form monthly to the home school principal/director for approval. He/She shall be reimbursed for mileage from the first school to the second school utilizing the mileage rate in Section 3.705 of the Cumulative Agreement. Since the fastest route may not be the shortest, this mileage may exceed the district's guidelines.
(2) When it is necessary for the commuting teacher to make more than one trip between assigned schools in a given day, the teacher shall be reimbursed for these expenses.

4. Qualifications for Additional Pay

A full-time, full-term classroom teaching commuting teacher in his/her fourth year of commuting for District 214 shall receive additional base pay per year of $1,000. For this item, full-time commuting years need not be consecutive.

3.722 SUBSTITUTES FOR PROFESSIONAL GROWTH ACTIVITIES AND FIELD TRIPS

Substitutes shall be provided for teachers excused for staff development activities and field trips.

3.723 SUBSTITUTE PAY

Teachers who elect to substitute for another teacher during his/her preparation time or lunch hour shall be paid an hourly rate based on .0009 of the B.A., Step 1 base salary for the current school year. This rate applies to teachers employed at least half time for the semester in which the substitute assignment occurs.. Members of the Student Services team may designate one period of availability to substitute, consistent with other EA Staff.

The amount for internal subs shall be calculated based on the actual time worked.

$56.95/hr.

3.749 SUMMER SCHOOL ASSIGNMENT

District 214 teachers and teaching administrators shall be given first preference for summer school assignments.

3.750 SUMMER SCHOOL

1. Teachers shall be paid .00114 of the B.A., Step 1 base salary from the preceding school year per hour.

Summer 2024	$69.36
Summer 2025	$72.13
Summer 2026	$75.02

2. Summer school assignments shall be voluntary and beyond the 185-day regular school schedule.

3. Summer Student Services pay shall be .00114 of the B.A., Step 1, base salary from the preceding school year, per hour, with a maximum of six hours per day.

Summer 2024	$69.36
Summer 2025	$72.13
Summer 2026	$75.02

3.752 SUMMER WORKSHOP PAY

Summer workshops shall be voluntary and not involve instruction of students. Summer workshop participants shall be paid .00067 of the BA, Step 1, base salary from the preceding school year per hour.

Summer 2024	$40.76
Summer 2025	$42.39
Summer 2026	$44.09

3.753 CREDIT RECOVERY ACADEMIC INTERVENTIONPAY

Teachers who are approved by administrators to provide credit-recovery and/or academic

intervention instruction during the school year shall be paid an hourly rate based on .0009 of the B.A., Step 1 base salary for the current school year for instructional time spent with students outside of the contractual day. This work does not include the creation or development of new or additional curriculum and is independent of summer workshop activity or summer school responsibilities.

Credit recovery is defined as a means to access a course to earn lost credit when the student has failed to meet graduation requirements. A credit recovery course could be a repeat of the same course, a portion of the same course, or a different course that meets the graduation requirement. Credit Recovery shall occur after the official grades for the semester are recorded or once the teacher of record determines that the student is no longer mathematically eligible to earn credit. Additionally, credit recovery may be used as an intervention through the collaborative solution-finding process involving student services staff and Administration. In instances not determined by the solution finding process, students must have a finalized grade on the first attempt of the class before being enrolled in a credit recovery course.

The .0009 pay rate shall apply to academic interventions occurring outside the contractual school day, such as tutoring, that are proactive and preventative and may be offered to students throughout the course of a semester, with prior administrative approval, while students are still enrolled in their courses and prior to students earning grades in their courses.

3.754 SCHOOL YEAR WORKSHOP PAY

School year workshops shall be voluntary and not involve instruction of students. School year workshop participants shall be paid .00067 of the BA, Step 1, base salary per hour.

2024-2025	$42.39
2025-2026	$44.09

3.800 SICK LEAVE

1. The annual sick leave shall be 14 days per year with the unused days to be accumulated.
2. Sick leave shall be interpreted to mean personal illness, emotional well-being, quarantine at home, or serious illness or death in the immediate or extended family or household, or birth, adoption or placement for adoption. Use of sick leave for quarantine at home or serious illness or death in the immediate or extended family or household other than spouse, children, qualified domestic partners, or foster children shall be limited to a maximum of thirty (30) days per year. Under special circumstances the superintendent may approve exceptions to this policy.
3. When the schools are officially closed by the Superintendent, no sick, or personal days previously arranged by a teacher, shall be deducted for any days that schools are closed.
4. If a teacher is unable to start the school year due to illness, the teacher shall be granted the annual allotted sick days as if the teacher has started the school year.

3.801 SICK LEAVE BANK

1. The Board of Education in cooperation with the District 214 Education Association shall establish a sick leave bank. The sick leave bank shall be subject to the following guidelines:

   (1) All EA staff as defined in Section 3.310, item 2, who have completed one full year of service, shall participate in the sick leave bank. Summer employment shall be excluded from this plan, but EA staff employed beyond the end of the school term as a continuation of their school term employment shall continue to participate in the plan during such extended employment.
   (2) The Board of Representatives of the District 214 Education Association, in consultation with the Superintendent, shall act as an Advisory Board in all matters that concern the policies and the administration of the sick leave bank.
   (3) The Board of Education shall place 1,000 days in the bank at the beginning of the 1971-72 school year and then add an additional 1,000 days per year until a maximum of 3,000 days is established. Each year thereafter the Board of Education shall add the lesser of 1,000 days or a sufficient number of days to bring the reserve to the previous 3,000.
   (4) No one shall be able to withdraw days from the bank until after his/her own accrued sick leave days have been depleted, he/she has presented a doctor's written verification of his/her condition, and the request has been approved by the Board of Representatives of the Association and the Board of Education or its designee.
   (5) Each EA member shall be eligible for a maximum of two times the amount of his/her accumulated sick leave from the sick leave bank at the beginning of each school year. The EA member's entitlement in the bank shall not be reduced unless actually used. However, in no case shall the accumulated days in the sick leave bank exceed 240.
   (6) If a prolonged illness or hospitalization for any EA member continues from one school year to another, the EA member shall be entitled to no more and no less than the total number of days accrued from the accumulated sick leave and the sick leave bank as calculated at the beginning of the illness when disability was first caused.
   (7) The intent of this plan is to provide extended sick leave to those EA staff members who themselves incur a period of prolonged illness or hospitalization.
   (8) In the event a request for the use of sick bank leave for family members is denied to the EA member, a written response providing a rationale for denying the request must be submitted to the EA member by the Superintendent within two (2) weeks of the decision.
   (9) If the EA member’s request is granted, the member may be required to provide written medical verification of the illness/disability as well as a specific request for days requested.
2. Under special circumstances the Superintendent may approve exceptions to this policy for family members (as defined by *School Code*).

3.803 FAMILY AND MEDICAL LEAVE AND PARENTAL LEAVE

The *Family and Medical Leave Act* (FMLA) was enacted in 1993 to help employees balance the demands of work requirements and family obligations, and to care for their own and their families' medical problems without risking their jobs. The district adheres to the FMLA rules and regulations, and questions about FMLA should be directed to the HR department.

Upon the birth or adoption of a child or placement of a child from foster care, EA Staff are eligible for Parental Leave for up to twelve (12) weeks. The leave time shall come from the employee's accrued benefits time provided that the employee returns to part or full-time employment after the leave. In the instance the employee does not have accrued benefits or "sick time", to cover all or part if the leave, the time would be unpaid. These 60 days must be used consecutively at any time within the 12-month period following the birth, adoption, or placement of a child from foster care and shall not be diminished because of any staff non-attendance days or because school is not in session (e.g., summer, winter, or spring breaks). If both parents are employed by the district, each staff member may each take a total of twelve (12) weeks (60 work days) for parental leave. During parental leave and FMLA all work responsibilities including teaching, coaching, sponsoring activities, clubs, etc. shall cease.

3.825 PERSONAL LEAVE DAYS

1. Each teacher is entitled to up to four (4) personal leave days per year. Request for use of personal leave shall be submitted in writing to the Principal/Director. Written notification shall be submitted prior to the leave unless circumstances necessitate a verbal request to the Building Principal/Director. These days shall not accumulate; however, any unused personal days at the end of a school year shall be added to the individual teacher's accumulated sick leave. Personal leave may not be used on Institute Days, on the first or last days of each semester or on the days immediately preceding or following holidays, and non-attendance days designated in the school calendar. Deductions shall be made from the individual teacher's salary for such absences. Under special circumstances, when the event cannot be scheduled at any other time, the Principal/Director may approve exceptions to these limitations.

2. Personal leave days shall not be used for employment for which remuneration is received. Any stipend received by an individual teacher while on personal leave shall be surrendered to the Board. If the remuneration is greater than the teacher's daily salary, the individual teacher shall have the option of retaining the stipend and taking a salary deduct for the day.

3.840 VOLUNTARY RETIREMENT PROGRAM

1. Eligibility Requirements
   To be eligible, staff must meet the following requirements:

(1) Be eligible to retire under the provisions of the Teachers' Retirement System of the State of Illinois within six months of date of retirement;

(2) Have completed at least 5 years of full-time employment (.8 or greater employment in any given year is equivalent to full-time) in District 214;

(3) Retire on the last day of the employee's contract year in May or June of the Board approved school year, only if Section 3.840, item 3, entitled Procedure, sub-item (2) is followed.

2. Provisions
Under the agreement, the Board of Education shall provide the following:

(1) A retirement incentive pool shall be established for the teacher. The total retirement incentive pool shall equal the dollar amount calculated by subtracting A from B, where **A** and **B** have the following values:

(2) **A** equals the teacher's base salary in the year before the letter of intent to retire is approved by the Board, multiplied by the number of school years the teacher participates in the Voluntary Retirement Program.

(3) **B** equals the teacher's base salary in the year before the letter of intent to retire is approved by the Board but increased by 6% for each school year the teacher participates in the Voluntary Retirement Program.

When the teacher submits his/her intent to retire he/she is taken off of the salary schedule and the retirement incentive pool shall become due and payable to the teacher as provided below. Employees must declare their intent to retire five years in advance by April 1 of the fifth year before retirement. This retirement incentive shall be paid by June 15 in the same year. As a voluntary retirement benefit for qualifying teachers, the Board agrees to increase the teacher's TRS creditable earnings on salary, longevity and retirement bonus, by six percent (6%) over the preceding year— meaning the fifth year prior to retirement. This adjusted amount, paid in the fourth year prior to retirement, constitutes the new "base salary" for those in the retirement pipeline and excludes stipends, workshop pay, substitute pay, etc. The teacher shall then receive 6% raises each year on top of the previous year's "base salary" for his/her three (3) final years of employment, in lieu of any other raise, step, or other creditable- earnings increase to which the teacher may otherwise have been entitled. If a teacher declares for retirement less than five years before the intended retirement date, he/she shall be eligible for a 6% increase for each year preceding the retirement date. All requests must be received by the Human Resources office before April 1 of the current year. Once the request is received and the Board approves the request, the teacher shall have an increase in his/her base salary of 6% for each of the years remaining in his/her career, not to exceed 4 years.

Under no circumstances may a teacher participating in this program receive creditable earnings which exceeds the 6% TRS maximum-salary-increase threshold.

If a teacher performs any new or different activities that would cause the teacher to incur an earnings increase in excess of the TRS maximum-salary-increase threshold, the teacher shall have the choice of not performing the activity or accepting a reduced retirement incentive that would not cause his/her earnings to exceed the TRS maximum-salary-increase threshold. If a teacher ceases to perform prior activities, the earnings for the year shall be adjusted to account for the reduction in work.

The difference between the base salary the teacher received in the year before his/her letter of intent to retire was approved by the Board, and the modified base salary that the teacher actually receives shall be deducted from his/her retirement incentive pool each year. If any amount remains in the retirement incentive pool which has not been paid at the time of retirement, the remainder shall be due and payable to the teacher as a lump sum retirement incentive within 45 days after the teacher's final paycheck for regular earnings and after the teacher's retirement from TRS.

(4) By April 1, five (5) years prior to the retirement date, an employee shall be eligible for additional sick days that the district shall grant to the employee. The maximum number of additional days shall be granted within the extent of the provisions of the Teacher Retirement System of the State of Illinois or as revised by the State Legislature. In order to be eligible for the granting of sick days, the employee must have accumulated at the time of the request, 70 days of sick leave, or at the time of the request, experienced a serious, life threatening or terminal illness within the previous six (6) years that required the teacher to apply and qualify for FMLA and be absent from work for a prolonged period of time. If the employee meets the eligibility requirements for the granting of sick days, one of the following options shall apply.

a. If an employee gives the district notice by declaring her/his intent to retire by April 1, five years prior to his/her retirement date, the member, upon his/her request, shall be granted a maximum amount of 270 days that would bring her/his total accumulated sick leave to 340 days. Those days shall be deposited into his/her account no more than 10 school days after Board approval of the retirement request. If the employee's accumulated sick leave is below 70 days at the time of the request because of a prolonged absence that meets the exception defined above, the employee is eligible for the number of days that would bring his/her total to 340 days.
b. If an employee does not give the district his/her intent to retire by April 1, five years prior to his/her retirement date, but does give notice no later than April 1 two years prior to his/her retirement date, the member, upon his/her request, shall be granted within the extent of the provisions of the Teacher Retirement System of the State of Illinois a maximum amount of 270 days that would bring

his/her total accumulated sick leave to 340 days. Those days shall be deposited into his/her account no more than 10 school days after Board approval of the retirement request.

(5) Eligibility total from the Sick Bank shall be determined by the accumulated number of sick days a member had before additional sick days were granted following her/his declaration of intent to retire.

3. Severe Medical Exception to Voluntary Retirement Program

A staff member may request to have his/her retirement request withdrawn if a severe medical condition results in the loss of accumulated sick leave below 340 days at a time when those days would not be recoverable. Requests must be submitted to the Superintendent and subsequently approved by both the Superintendent and Board.

Severe medical condition is defined as a serious, life threatening or terminal illness of the teacher that requires the teacher to apply and qualify for FMLA and be absent from work for a prolonged period of time.

Should this situation occur, the employee's retirement and salary incentive shall not exceed the TRS/ERO cap limit, and there shall be no redundancy in the retirement incentive.

3.841 403/457 MATCHING PROGRAM FOR TIER 2 TRS MEMBERS

1. Members who are deemed as Tier 2 under TRS rules may participate in a program that provides a Board matching contribution to the member's 403b/457 up to a maximum amount of $1000 per year (pre-tax).

2. All payments shall be made into the member's TRS Supplemental Savings or district approved 403 B or 457 account in one lump sum with the June 30th paycheck. Faculty members must enroll in the TRS Supplemental Savings Plan, or a district approved 403b Plan or 457 Plan prior to any payments being made. Faculty members who do not enroll in the TRS Supplemental Savings Plan or a district approved 403b Plan or 457 Plan by January 1st forfeit all payments described in this section for the school year(s) in which they are not enrolled.

3. Part-time faculty members shall receive a prorated contribution based upon their FTE percentage.

3.850 INSURANCE

1. The details of the insurance program are available online, and the terms cannot be changed except through negotiations or a memo of understanding or in accordance with item 7 below.

2. Employee Medical/Dental Coverage
   EA staff who elect employee medical/dental coverage shall pay a premium and deductible. (See chart)

3. Three health insurance options shall be offered to EA staff:
   1. a High Deductible Health Plan with a Health Savings Account contribution (HDHP w/HSA);
   2. a PPO with increasing deductibles and premiums over time;
   3. an HMO

   The details of all three plans are delineated on the following chart:
   (note: this chart represents terms effective July 1, 2024, and are subject to modification that may be necessary to maintain compliance with IRS code or as a result of the process detailed in item 7 below):

In-Network PPO	**Single / Family**	**Deductible**	**% of Premium**
2024/2025	Single	$750	15%
	Family	$1,500	20%
HDHP w/HSA	**Single / Family**	**Deductible**	**% of Premium**
2024/2025	Single	$2,700	8%
	Family	$5,200	12%
2024/2025 **HMO**	Single	$0	8%
	Family	$0	12%

Non Preferred Generics	*$10*
Preferred Formulary	*$30*
Non Preferred Formulary	*$60*
Specialty	*$100*

4. Medical/Dental Program
   A committee representing all employees covered by the Medical/Dental Program, the administration, and Board of Education shall confer to develop recommendations for coverage, cost containment, and premium changes. Such recommendations shall require approval by the Education Association and the Board of Education.

5. Section 125 Plan
   A Section 125 Plan is offered and includes four options. The first involves pre-tax payment of dependent medical/dental premiums. The second involves pre-tax payment of medical/dental expenses which are not reimbursed by insurance. The third involves

pre-tax payment of dependent care expenses. The fourth involves the cost of over-the counter drugs, supplies, and dietary supplements used to treat an illness, injury, or condition. Participation in each option shall be voluntary. The terms and conditions for participation shall be specified in a plan document which shall be prepared by the Board to comply with provisions of the Internal Revenue Code.

6. Domestic Partner Insurance

Beginning July 1, 2010, qualified domestic partners of EA Staff shall be entitled to the same benefits as are available throughout this agreement to spouses. If the qualified domestic partnership ends and the non-employee qualified domestic partner has been receiving such benefits, the employee must send written notification of termination to the district's benefits office within (30) calendar days of the end of the qualified domestic partnership, with a copy of that notification to the former non- employee qualified domestic partner.

In order for an employee to enroll a domestic partner in the district's Qualified Domestic Partnership coverage, the employee must be eligible for and participating in the district's insurance program. In addition, the EA Staff member must complete and file with the Associate Superintendent for Human Resources an affidavit of a qualified domestic partnership in which all of the following criteria are met:

(1) They are each other's sole qualified domestic partner, responsible for each other's common welfare;
(2) Neither party is legally married to another individual or legally separated;
(3) The partners are not parent, child, sibling, grandparent, or another blood relative that would bar marriage under the laws of the State of Illinois;
(4) Each partner is of the same sex and resides at the same residence continuously for at least the past 12 months;
(5) They are not legally allowed to marry under the current laws of the State of Illinois, but, in the event of a change in the law, shall marry or establish a legally recognized qualified domestic partnership if it were available to them under the laws of the State of Illinois.
(6) They are both at least eighteen (18) years of age and legally competent;
(7) Two of the following four conditions exist for the partners:
    a. The partners have common or joint ownership of a residence;
    b. The partners have a lease for a residence identifying both qualified domestic partners as tenants;
    c. The partners have at least two (2) of the following:
        - Joint ownership of a motor vehicle
        - A joint credit account
        - A joint checking account
(8) The EA Staff member declares that the qualified domestic partner is identified as a primary beneficiary in the bargaining unit member's shall.
(9) The employee qualified domestic partner must attach to the affidavit of qualified domestic partnership copies of documentation proving the existence of these two conditions.

(10) The Board shall determine eligibility for coverage based on whether the employee and his or her domestic partner meet these criteria.

7. The District 214 Insurance Committee, representing the Board of Education, the administration, and all employees covered by the medical/dental program, shall meet quarterly during the school year, or as determined by the committee, to confer and review recommendations and changes to the program regarding coverage and cost-containment strategies. If program costs increase by more than 7% in any given year, it shall trigger a review of the situation by the Insurance Committee, which shall consider if money is available in the budget elsewhere (relative to the Education Fund Balance target) to offset the overage in a given year. If the overage cannot be offset, and the Insurance Committee deems it necessary to take action, the Insurance Committee shall implement measures to contain costs within the 7% threshold. For the 2024-2025 school year, there will be no change to the insurance plan.

   In the calendar year 2026 the Board contribution for premium increases shall be capped at 7% per plan year. Any additional increase above the 7% shall result in adjustments to the insurance plan by the District's Insurance Committee to bring the projected increase in costs back to the capped amount or less. If changes result in an increase still greater than 7%, the balance shall be paid by the employees through adjusted employee share rates.

   In Calendar year 2027, the same shall apply, however, the plan increase metric shall be computed over the prior 2 years as a blended average.

   In Calendar year 2028 and the remaining years of this Agreement, the same shall apply, however, the plan increase metric shall be computed over the prior 3 years as a blended average.

   No later than January 1, 2026, the district shall establish a self-insurance fund that is segregated from other areas of the General Ledger with the intent of encapsulating the true financial operations of the plan. In addition, the Insurance Committee shall collaborate to establish a fund balance policy for said fund by which annual premium calculations may be derived. It is further understood that when the balance in this newly-established fund exceeds the fund balance range, the overage shall be returned to the membership in proportion with member/Board contribution in splits in the form of premium rebates.

   The Board reserves the right to make changes, if necessary, to any of the following:
   - insurance carrier
   - insurance broker
   - plan benefits
   - procedures for premiums
   - benefit costs and utilization rates
   - potential savings.

The Insurance Committee may elect, through the process described herein, to make changes to the following:

- cost sharing of premiums
- deductibles
- medical co-pays
- out of pocket maximums
- co-insurance rates
- prescription co-pays
- other aspects of the plan as recommended.

The Education Association shall be represented by two members on this committee (each of the other employee groups, along with the administration, and the Board, shall have one voting member), and the EA representatives shall have the authority to vote on behalf of the Association on any proposed changes to the health insurance plans. After proposed changes are presented and discussed at a meeting, there shall be a minimum two-week interval (to allow for communication and consideration of the proposed change(s) by the respective governing boards of the employee associations, followed by a second meeting at which the seven voting representatives on the Insurance Committee would approve or reject the change(s). Five votes of approval (5/7) shall constitute a passing vote.

Making changes to the health insurance plans in this manner shall not constitute "opening up the contract," as the process for modifying the medical/dental program is hereby allowed "by contract," if the terms set forth in this section are met.

3.910 ENDORSEMENT

The preceding document is endorsed as representing the official and total agreement between the district 214 Education Association and the Board of Education. It has been developed through direct negotiations by representatives of the Association and a Board/Administrative team.

Ratified by vote of the Education Association membership on May 17, 2024, and by a vote of the Board of Education on May 24, 2024.

Nichole Anderson, President
District 214 Education Association

5-24-2024
Date

Alva J. Kreutzer, President
Township High School District 214
Board of Education

5-24-2024
Date