AGREEMENT BETWEEN

THE SCHAUMBURG EDUCATION ASSOCIATION

AND
THE BOARD OF EDUCATION

SCHAUMBURG COMMUNITY CONSOLIDATED SCHOOL DISTRICT 54

July 1, 2022 – June 30, 2028

Ensuring Student Success

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ARTICLE I – PREAMBLE

This Agreement between the Board of Education of School District 54 and the Schaumburg Education Association (SEA) – Illinois Education Association (IEA)/National Education Association (NEA) is entered into pursuant to and consistent with the Illinois Education Labor Relations Act (IELRA) and specifically, Section VIII thereof.

ARTICLE II – RECOGNITION

A. The Board of Education of District 54, Cook County, Schaumburg, Illinois (the "Board"), hereby recognizes the Schaumburg Education Association – IEA/NEA (the "Association"), as the exclusive and sole negotiation agent for all full-time regularly employed licensed personnel and all part-time regularly employed licensed personnel except for the Superintendent, Associate Superintendents, Assistant Superintendents, Executive Directors, Directors, Principals, Assistant Principals, all substitutes and any personnel in new positions exercising supervisory or administrative responsibility, including personnel responsible for evaluation.

B. When used in this Agreement, the term "educator" refers to all employees represented by the Association in the negotiating unit as defined in Paragraph A, above.

ARTICLE III – EFFECT OF AGREEMENT

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

B. The Board reserves its complete authority to take action with respect to the policies and administration of the school system which it exercises under the School Code; provided, however, that such action will not be contrary to the terms and conditions of this Agreement.

C. This Agreement constitutes the entire agreement between the parties concerning salaries and terms and conditions of employment for the duration of the Agreement. The parties hereby agree that this Agreement terminates and supersedes any and all prior written agreements concerning any subjects covered herein and is in full settlement of all outstanding issues between the parties; however, the parties may at any time amend this Agreement in writing by mutual consent.

D. The Association hereby agrees not to engage in, encourage or support any cessation of work, slowdown or other concerted refusal to render uninterrupted services in the school district.

ARTICLE IV – DUES DEDUCTION

A. The Board agrees to deduct from the salaries of its employees any obligation due the Association, and to transmit monies to the Association within thirty (30) days of collection.

B. The Association will certify annually to the Board in writing the current obligation for each affected educator.

C. Deductions will be made in eighteen (18) equal installments beginning with the fifth (5th) payroll period and continuing for the next seventeen (17) payroll periods. The Board will not be required to honor any authorizations that are presented later than two (2) weeks prior to the distribution of the payroll from which the deduction is to be made.

D. Employees who leave the District prior to the end of the school term will have the remainder of their unpaid prorated obligation deducted from their final paycheck.

ARTICLE V – ASSOCIATION AND EDUCATOR RIGHTS

A. Tenured educators will not be discharged from their basic contractual teaching relationship with the District except for just cause. (This protection is not applicable to the removal of an educator from an extra duty assignment.) If a tenured educator elects to protest discharge under applicable state statutes, the educator waives any and all rights to have a grievance processed alleging that discharge was not for a just cause.

B. All monitoring or observation of the classroom teaching performance of an educator will be conducted openly and with full knowledge of the educator. Video/photographic images will not be used as evaluation evidence by the administration. Information received that cannot be substantiated shall not be used as evaluation evidence. All information concerning the performance of an educator in their assigned duties which might relate to any subsequent discipline or termination will be placed in the educator's personnel file with a copy of such document to be given to the educator at the time the document is placed in the file. An educator will have an opportunity to answer or rebut any such document in writing and have such written response placed in the file. An educator may request to have documents removed from the file upon review and agreement by Administration, member and Association.

C. Any educator required to appear before the Board or a member of the Administration for discussion which may lead to possible discipline, dismissal or suspension will be advised thereof prior to the meeting and will be entitled to representation.

D. Complaints by a parent/guardian against an educator will be promptly called to the attention of the educator. The following procedure will be followed when a parent makes a complaint about an educator:

Step 1: The administrator will confer with the educator in a timely fashion to determine the nature, complainant and accuracy of the complaint.

Step 2: The administrator will determine the need to gain additional information, clarification or interpretation. If the administrator determines that the parent declines to put the complaint in writing, the administrator may seek to document or corroborate the complaint through other sources or means.

Step 3: Upon completion of Step 2, the administrator will inform the educator in a timely fashion of the disposition of the matter.

Step 4: If the parent's complaint is in writing, the administrator will inform the educator in a timely fashion of their right to examine it and to attach thereto any dissenting material in the event the administrator decides to place the complaint in the official personnel file.

Step 5: Although an educator may decline to respond to a complaint, the administrator will request the educator to sign any complaint(s) or statement(s) regarding complaints prior to placement in the educator's file. The signature will verify that the educator has seen the statement but does not indicate agreement with any allegations contained therein.

E. Each educator will have the right to examine any of the following documents in their personnel file after making a request to Human Resources:

1. Transcript of college grades;
2. Letters from parents;
3. Evaluations of professional performance and any response in written form made by the educator;
4. Clippings from newspapers or periodicals;
5. Any other information that could be used as a basis for discipline, re-employment, demotion, promotion, assignment, termination, transfer or for determining the salary of the educator.

F. No matters relating to supervisor-educator, educator-Board or Board-Association relationships will be conducted in the presence of students.

G. The Board agrees that the Association will continue to have reasonable opportunity to make presentations to the Board. Requests for a representative of the Association to make a presentation to the Board at a regular meeting will be approved so long as these matters are made known in writing to the Superintendent or designee at least forty-eight (48) hours prior to the regular meeting and provided that reasonable effort has been made to resolve the problem with the Administration prior to presentation to the Board. All presentations will be subject to the rulings, practices and procedural limitations of the Board while in session.

H. SEA and SEEO will be invited to sit on and be a member of committees to study and make recommendations to the Board on fiscal, budgetary or tax programs; construction programs considered or proposed; annexation or consolidation; and educational programs which are proposed or are under consideration. Nothing herein limits the right of the Board or Administration to establish any staff committees or study groups that they deem necessary.

I. The Association will be furnished, upon request, all regularly and routinely prepared information concerning financial conditions of the school district and the Board agendas and minutes. In addition, the Board and the Administration will grant reasonable requests for other readily available and pertinent public information which may be relevant to negotiations or to the processing of grievances. Nothing herein requires the central administrative staff or their employees of the District or the Association to research and assemble information. The Association agrees to furnish copies of any pertinent District 54 information which is generally available to the members of the Association, as reasonably requested by the Superintendent or designee or by the Board.

J. An educator has the right to make and receive personal communications, provided that there is no interference with classroom instruction or with classroom performance.

Telephones will be provided in each building for educator use.

K. The Association Representatives in each building will meet with the principal at least monthly at the request of either party during the school year on an informal basis for the purpose of discussing items

of mutual concern between the staff and the principal.

L. The Board agrees to transmit to newly hired educators Association-prepared materials relating to the activity of the Association which will not be delivered to the new educator until Induction Week – or with contract if hired after Induction Week.

M. In the event that the Association desires to send representatives to local, state or national conferences or on other business pertinent to Association affairs, the Association is entitled to sixty (60) days annually for such purpose, without loss of pay. The Association has the right to designate which educators are entitled to any portion of said sixty (60) days. A written request for such leave will be submitted to the Superintendent or designee at least one (1) week prior to such leave, except in cases of emergency. Additional days, if requested, may be granted at the discretion of the Superintendent or designee and upon such conditions as are equitable.

   The Association will reimburse the District for the cost of substitutes for all days of leave taken pursuant to this provision.

N. The Association may purchase released time of up to two (2) representatives for the purpose of transacting official or Association business on the following basis:

   1. Such agreement must be consummated before the start of the school year and must be for the entire school year;
   2. Such purchased time will be for a maximum of twenty-one (21) hours per week except as otherwise provided;
   3. The foregoing provisions will not limit the Association and the appropriate administrator from making other mutually acceptable arrangements within the intent of this provision;
   4. The purchase price will be the substituting educator's hourly rate.

O. Provided the Association gives reasonable notice and further provided that the Association's use does not interfere with or disrupt the educational or administrative services of the District, the Association shall have the use for its purposes of:

   1. School buildings, provided that the Board retains the right to set policy regarding the use of District buildings, facilities and property for political purposes;
   2. District telephones;
   3. District interschool delivery service (including information receptacles);
   4. Association bulletin boards; and
   5. District e-mail.

P. Labor Management Committee (LMC)

   The Labor Management Committee (LMC) will be composed of representatives designated by the Board/Administration, the SEA and the SEEO.

   LMC meetings will be for the purpose of discussing:

   1. Implementation of the contract;
   2. Topics and areas affecting bargaining unit members not covered by the Agreement which

may include, at the insistence of either party, discussion of student day, instructional paraprofessional allocation and class size. The LMC will be exclusive of the grievance procedure and matters submitted to the grievance procedure will not be considered.

Subject to the above, the LMC will determine its operating rules.

Q. Dispensations, Exceptions and Waivers Committee (DEW)

The Board and the Association agree to establish a Dispensations, Exceptions and Waivers Committee (DEW). The committee will be composed of two (2) members from the SEA, two (2) members from the SEEO and three (3) members from the Administration. The purpose of this committee will be to consider requests for exceptions to contract language. The committee will determine its operating rules, and the decisions of the committee will have the same binding effect as other articles of the contract, but will not set precedent.

R. District Leadership Team and School Leadership Team

The District shall maintain a District Leadership Team (DLT). The DLT shall be comprised of the SEA President or designee appointed by the SEA President, SEEO President or designee appointed by SEEO President and administrators appointed by the Superintendent or designee. Its purpose is to develop guidelines and support the School Leadership Teams. The DLT must meet monthly unless mutually agreed upon by all parties. The DLT will ensure that SEA/SEEO has representation on all district-level committees and task forces.

The District shall maintain a School Leadership Team (SLT) at each school building. The SLT shall be comprised of at least seven (7) members and must include parents, assistant principal, principal and a fair and equitable representation proportionate to the number of SEA staff and SEEO staff. An employee who is a parent of a child in the building in which they work cannot fill the parent position on SLT. The term of service for an SLT member is three (3) years with one-third (1/3) of the membership rotating off each year. Upon the completion of a three (3) year term, staff members must take a one (1) year hiatus from the committee before beginning a new term. In the event that no one expresses an interest in filling the vacated position, the outgoing member can volunteer to fill the vacancy for one (1) additional year. Following that one (1) year, they must rotate off for the one (1) year required hiatus. Any staff member may run for an open SLT position. All efforts will be made to have a diverse SLT membership. In the event that a specific association position is not filled, the position remains vacant until someone within that association volunteers or the next election takes place. The principal and assistant principal are the only permanent members of the SLT. The selection and replacement process for staff members must be by an all-school election to be completed by April 15 of each year. The current SLT shall provide minutes and run the election, making results available to all staff members. The purpose of an SLT is to improve communication and to empower each school to better address the unique needs of its students. SLT responsibilities shall include a review each trimester of the building discretionary funds available to professional development, clubs and such other areas as directly affect educators and discussion of appropriation of funds to responsibly meet the needs of the students, staff and community. This will enable staff, parents and administrators to work collaboratively to create a culture of continuous improvement consistent with the building's School Improvement Plan.

S. Supported Education

Supported education is a collaborative process among educators, parents, support staff and

administrators. This process involves frequent planning and problem-solving to effectively meet the needs of a student with supported education. When determining certified staff members' caseloads, consideration will be given to the students' level of educational function and qualifying eligibility, plus educator contact time. The Board will provide the required and necessary supports for classrooms as required by law. (For purposes of this section, a student with supported education is a student who is eligible for and receives special education services as set forth in an IEP, 504 and/or age appropriate placement in the least restricted environment.)

Issues are resolved with input from the core team assigned to the student with supported education. The core team is comprised of individuals who provide direct services to the student on a regular basis. If a problem cannot be resolved through this process, the following procedure will be followed:

Step 1: Problem-solving meetings may include members of the core team, the child study team and the building administrator.

Step 2: Problem-solving meetings may include members from above teams as well as appropriate central office administration and Association representation upon member request.

Step 3: The Superintendent or Association leadership will appoint a problem-solving team of individuals who have been in a supported education situation to resolve the issue collaboratively.

This provision can only be grieved and arbitrated to the extent that the grievance affects the employee covered by this contract. Any application of this provision that affects the parent, student or anyone other than the employee shall not be subject to the grievance and arbitration provisions of this contract.

T. Mentorship Program

The Board shall provide a mentorship program in accordance with Illinois State Board of Education Administrative Rules. The purpose of the mentorship program shall be to provide guidance from experienced educators to educators new to the District.

U. Assault Against Educators

1. Assault or battery on educators by student(s) and/or parent(s) shall be regarded by district authorities as a matter of grave concern. When an assault or battery occurs during the educator's performance of his/her school duties, such assault or battery shall be reported to the building principal and other proper authorities immediately.

    a. *Assault is a statement or action which carries with it a threat of imminent physical harm to the employee and a reasonable belief by the educator that there is the threat of physical harm.*

    b. *Battery upon an educator occurs when a student knowingly causes bodily harm to the educator, or makes physical contact of an insulting or provoking nature with an educator; examples may include, but are not limited to: deliberate hitting, pushing, poking, shoving, kicking, pinching, tripping, biting, spitting on, punching, or scratching another person.*

2. In the event of an assault or battery upon an educator by student(s) and/or parent(s), the Board shall render reasonable assistance to the educator in dealing with law enforcement authorities who may investigate such an incident.

3. The educator will be notified of the final action taken by the Board or District concerning the student(s) and/or parent(s) involved in such an incident. Any affected educator shall be entitled to a conference with the principal before the assaulting student(s) is readmitted to the classroom, or as soon as possible thereafter.
4. This provision shall be applicable to bullying, harassment or intimidation against educators by student(s) and/or parent(s) via websites, social media, e-mail, texting, and other used of the internet, as defined by Board policies.
5. Work time lost by an educator because of an assault or battery by student(s) and/or parent(s) for time spent meeting with police and participating in court proceedings (unless the educator is suing the party) shall result in no loss of accumulated personal/sick leave. The District will consider requests for reinstatement of an educator's lost sick/personal leave in the three (3) days immediately following the assault or battery on a case by case basis.

ARTICLE VI – LEAVE

A. Sick Leave

Fourteen (14) school days of sick leave are provided to all employees. Up to five (5) may be used for business days. No limit will be placed on the number of accumulated sick days. Upon retirement, any sick days that are not used for service credit may be requested by the educator for donation to the Sick Leave Bank. The parties shall establish a procedure to implement this provision. Sick leave will be interpreted to mean personal illness, quarantine at home or serious illness in the immediate family or household. "Immediate family" includes parents, spouse, civil union partner and/or domestic partner, brothers, sisters, children, grandparents, grandchildren, parents-in-law, legal guardians, step-children, step-siblings, grandparents-in-law, aunts, uncles, nieces or nephews.

Inappropriate Use of Sick Leave

Each educator is responsible for the appropriate use of sick leave. Inappropriate use of sick leave occurs when an educator uses leave for unauthorized purposes or misrepresents the actual reason for the absence.

Inappropriate use may also occur when an educator establishes a pattern of sick leave without approved documentation:

- The day before or after a holiday/school break
- The following specific days: In-service Days, Institute Days

Upon the third (3rd) such occasion, the sick leave will only be approved upon the receipt of written documentation by a health care provider identifying the date the member was treated or other written documentation relating to the length of absence that the Superintendent or designee deems acceptable. This documentation must be provided to the District within five (5) school days of the absence. The District shall reimburse the educator for the expense incurred that is not covered by insurance to obtain this documentation. The educator will be responsible for contacting Human Resources regarding the reimbursement process. If the educator does not satisfy the requirements contained in this paragraph, the absence shall be unpaid.

B. An SEA/SEEO member injured during the work day who seeks medical treatment for that injury that

day or the following work day shall not be deducted a sick day for such time. If an individual's sick or personal days are used to seek medical treatment due to an injury caused by a student or as a direct result of working within the scope of their employment, those days will not be counted against any monetary incentive offered by the district.

C. Sick Leave Bank

1. The Board in cooperation with the Association will establish a Sick Leave Bank for educators, who shall be required to donate one (1) sick day to the bank by September 1, or within two (2) weeks of hire date.
2. The executive board of the Association will administer the Sick Leave Bank.
3. The intent of this plan is to provide extended sick leave, as limited by the Sick Leave Bank provisions, to Sick Leave Bank members who by reason of illness exceed their available personal sick leave days.
4. An educator who has contributed will not be able to withdraw days from the bank until after their own accrued sick leave days have been depleted and a two- (2) day deduction period has transpired for each extended illness. Should a single extended illness exceed ten (10) days, the deduction will not apply. Persons on disability or retiring are exempt from the five- (5) day deduction.
5. A member is entitled to a lifetime maximum of ninety (90) days from the Sick Leave Bank; however, grants for days are limited to twenty (20) days per request, and the initial request and any subsequent request must be verified, in writing, by the member's physician.
6. The Association may request that contributing members donate an additional day(s) to the Sick Leave Bank when the number of days in the bank at the beginning of the second semester drops below two-hundred fifty (250).
7. An educator withdrawing sick leave days from the bank will not have to replace these days except as a regular yearly contributing member to the bank.
8. A representative from the Association will meet monthly with the Assistant Superintendent of Human Resources or designee for the purpose of providing current information about use of the Sick Leave Bank.
9. The Board/Association will monitor the use of Sick Leave Bank days, including, specifically, the impact of Paragraph six (6) above.
10. Members receiving workers' compensation are ineligible for sick bank leave, nor can they use sick leave bank days in place of workers' compensation.
11. Should a member have any additional sick days upon retirement, the member may choose to donate them back to the Sick Leave Bank.
12. Sick leave bank days may be used intermittently with ongoing treatment related to a catastrophic illness or injury in both full and half-day increments. A doctor's note will be required.

D. Parental Leave

1. Tenured Educators

   Sick leave can be used for the birth, adoption or placement for adoption of a child as set forth in

Section 24-6 of the School Code of Illinois. For the purpose of Section 105 ILCS 5/24-6 'days' are defined as school work days.

Each staff member may choose one (1) of the following options listed below for leave following the birth or adoption of a child and will notify the District Human Resources Department as to which option they are choosing. Educators may take up to sixty (60) sick days or twelve work weeks, whichever is greater.

a. Paid Sick Leave: The staff member may take paid sick leave, using previously accumulated sick days. In the absence of medical indications to the contrary, the period of disability resulting from childbirth shall be assumed to be thirty (30) working days (forty (40) working days for a C-section) commencing with the birth of the child. According to Illinois Public Act 102-0275,

   "Teachers and other employees to which this Section applies are entitled to use up to 30 days of paid sick leave because of the birth of a child that is not dependent on the need to recover from childbirth. Paid sick leave because of the birth of a child may be used absent medical certification for up to 30 working school days, which days must be any time within the 12-month period following the birth of the child. The use of up to 30 working school days of paid sick leave because of the birth of a child may not be diminished as a result of any intervening period of non-working days or school not being in session, such as for summer, winter, or spring break or holidays, that may occur during the use of the paid sick leave. For paid sick leave for adoption, placement for adoption, or the acceptance of a child in need of foster care, the school board may require that the teacher or other employee to which this Section applies provide evidence that the formal adoption process or the formal foster care process is underway, and such sick leave is limited to 30 days unless a longer leave has been negotiated with the exclusive bargaining representative. Paid sick leave for adoption, placement for adoption, or the acceptance of a child in need of foster care need not be used consecutively once the formal adoption process or the formal foster care process is underway, and such sick leave may be used for reasons related to the formal adoption process or the formal foster care process prior to taking custody of the child or accepting the child in need of foster care, in addition to using such sick leave upon taking custody of the child or accepting the child in need of foster care."

   This option is available to both full-time and part-time staff members. By choosing this option, the staff member is then entitled to only six (6) weeks of FMLA leave, if otherwise eligible, for that child in that twelve- (12) month period.

   Educators may take up to sixty (60) sick days for Parental Leave.

b. Unpaid Family Medical Leave Act (FMLA) Leave: If eligible, the staff member may take up to twelve (12) weeks unpaid FMLA Leave. These twelve (12) weeks are work weeks, and may be separated by vacation or recess periods. When using FMLA Leave, complete work weeks are calculated if at least one (1) day is worked during that week. For example, a staff member will take three (3) weeks at the end of one (1) school year, and nine (9) weeks at the beginning of the following school year. The Board pays the employer portion of medical insurance premiums during this twelve (12) week period. Part-time staff members who do not meet FMLA requirements may take up to twelve (12) weeks of unpaid leave under the same terms and conditions as full-time staff members so that a half-time staff member would be able to

take up to sixty (60) half-days of this leave.

c. Combination of Sick and FMLA Leave: The staff member, after consulting with the District, may combine sick leave and, if eligible, unpaid FMLA Leave sequentially, for a maximum of twelve (12) weeks. The staff member will use their available sick leave to cover paid time, plus subsequent work weeks of unpaid FMLA Leave, as described in (b.), to bring the total to twelve (12).

   For example, a staff member whose child was born or adopted in early December could use their thirty-six (36) days of sick leave before using FMLA. Since FMLA is used to cover part of this time, the total leave time results in twelve (12) work weeks, not including winter break. Therefore, the remaining weeks, up to twelve (12) total work weeks, would result in twenty (20) unpaid days covered by FMLA.

d. Extended Unpaid Parental Leave: Tenured staff members or non-tenured staff members who have completed at least two (2) consecutive years of full-time teaching in the District may apply for up to one (1) year unpaid leave of absence for child care.

An educator desiring extended unpaid parental leave must notify the Superintendent or designee at least thirty (30) calendar days prior to the anticipated birth of the child or date of adoption of the child. Once notification is made in writing, it will remain in effect until the adoption or birth takes place.

Such leave will commence upon 1) the date agreed upon by the Superintendent or designee and the educator, 2) the actual date of delivery or 3) the date on which the educator is required to leave or close employment because the educator is unable to perform their duties, whichever occurs first.

When an employee is placed on leave, no salary will be paid and all benefits will cease without loss of accumulated sick leave. COBRA benefits are available at this time. An educator on leave who plans to return to work at the beginning of the next school year must give written notice by February 1 of the current school year.

Upon reinstatement, the educator will be paid according to the salary schedule in effect. No experience credit on the salary schedule will be given for the period the educator was on leave. When a staff member returns from such leave, the staff member's preference in building and grade subject area assignment shall be fully considered.

This extended unpaid parental leave up to one (1) year without pay or other benefits is subject to the following conditions:

Tenured Educators

i. Any current actively employed tenured educator is entitled to parental leave for the remainder of the school year in which the leave commences as a result of the birth or adoption of a child.

ii. The leave can be extended for one (1) additional school year upon the educator's request.

iii. An educator may return from parental leave at the beginning of a regular

school year unless otherwise specifically agreed to by the Superintendent or designee. As a condition of extended unpaid parental leave, the educator will sign a document (see Appendix G) stating that it is their responsibility to notify the Superintendent or designee no later than February 1 or as of the commencement of the leave, whichever is later, of the intention either to return to work for the next school term or to extend the leave. The Administration will notify the educator by December 15 of the forthcoming February 1 deadline.

2. Probationary Educators

   a. In the event the educator does not meet the one-hundred twenty (120) day requirement for a school year, the year will not be counted toward acquiring tenure.

   b. A probationary educator may take extended unpaid parental leave of absence during the school year in which the birth or adoption occurs. In situations where the birth or adoption of a child occurs between the last day of school and the first day of the next school year, a probationary educator may request extended unpaid parental leave for the upcoming school year. This leave cannot be extended.

   c. The educator will not lose seniority or years of experience credited prior to the leave.

E. Business Leave

Each full-time educator may use five (5) days, no more than three (3) days consecutively, of leave each year for emergencies or other urgent and compelling business that cannot be conducted during non-school hours or days. If more than three (3) days are needed consecutively, the employee will make a written request to both the Superintendent or designee and the Association for consideration.

Business leave shall not be granted on days immediately preceding or following holidays/school breaks and on specific or unique work days (as defined in Paragraph A of this article). Emergencies or special circumstances that occur on these days requiring an absence from work must be documented and approved by the Superintendent or designee. Days not approved will be deducted from the employee's salary.

Unused business days will accumulate as sick days.

F. Jury Duty

In the event an educator is selected to serve on a jury during the school year, the Board will continue to pay the educator's full salary for the period the educator is on jury duty.

G. Judicial Hearing Leave

Any educator who is subpoenaed to appear before legal and quasi-legal review panels as a witness in a proceeding in which the educator is not involved as a principal will be provided leave and will receive no pay deduction.

H. Bereavement Leave

In the event of death in the immediate family of an educator, that educator will be granted absence without loss of pay for three (3) days. Approval must come from the Superintendent or designee. Such absence will not be deducted from an educator's sick leave. If additional time is needed, the

employee must secure the Superintendent or designee's approval. If such a request is granted, the educator may be given up to five (5) additional days to be taken from the educator's sick leave. For the purpose of this provision, immediate family includes: parents, spouse, civil union partner and/or domestic partner, children, brothers, sisters, grandparents, great-grandparents, grandchildren, great-grandchildren, parents-in-law, brothers-in-law, sisters-in-law, legal guardians, step-children, step-siblings, grandparents-in-law, step-parents, daughters-in-law, sons-in-law, cousins, aunts, uncles, nieces or nephews.

I. General Leave of Absence

A tenured educator may request a general leave of absence. The leave of absence, if granted by the Board, will be without pay. This leave may be granted for one (1) full school year, a portion of a full school year or part of a regular full-time schedule.

An educator may return from a general leave of absence at the beginning of a regular school year unless otherwise specifically agreed upon by the Superintendent or designee.

As a condition of the general leave, the educator will sign a document (see Appendix G) stating that it is their responsibility to notify the Superintendent or designee no later than February 1 or as of the commencement of the leave, whichever is later, of the intention to return to work. The Administration will notify said educator by December 15 of the forthcoming February 1 deadline.

Upon reinstatement, the educator will be paid according to the salary schedule in effect. No experience credit on the salary schedule nor seniority credit will be given for the period the educator was on leave. The educator will not lose seniority for years of experience credited prior to the leave or tenure. Leave may be granted for:

1. Serious illness
    a. Personal illness or
    b. Illness in immediate family;
2. Advanced study; or
3. Participation in an approved educator exchange program.

J. Sabbatical Leave

The Board may grant sabbatical leaves in conformance with Section 24-6.1 of the School Code of Illinois. All materials provided by an applicant for sabbatical leave, including any supportive documents, will be provided to the Board members for their consideration.

An educator whose request for a sabbatical leave is not recommended by the Superintendent or designee will be advised of the reasons.

K. Educational Stipend Leave

Educators whose placement on the salary schedule is at the twelfth (12th) step (or higher) may be granted a one- (1) year leave of absence for educational purposes. A $7,000 stipend will be paid in two (2) installments. One-half (1/2) will be paid upon receipt of a valid registration form from a recognized college or university. The second payment will be paid upon receipt of an official transcript from a recognized college or university showing the completion of at least twenty-four (24) semester hours of graduate credit during the time period of the leave. The second payment is

contingent upon the individual returning to a position in School District 54.

Upon reinstatement, the educator will be paid according to the salary schedule in effect. No experience credit on the salary schedule nor seniority credit will be given for the period the educator was on leave. The educator will not lose tenure or seniority for years of experience credited prior to the leave.

L. Association Leave

A leave of absence may be granted to any educator, upon application, for the purpose of serving as an officer of the Association, the Illinois Education Association or the National Education Association. The leave of absence will be without pay for a period up to the end of the current school year. The leave may be extended annually by mutual agreement.

Upon reinstatement, the educator will be paid according to the salary schedule in effect. No experience credit on the salary schedule will be given for such leave. The educator will not lose seniority or years of experience credited prior to the leave or tenure.

M. Public Office Leave

A leave of absence may be granted to any educator, upon application, for the purpose of serving in a public office. The leave of absence will be without pay for a period up to the end of the current school year. The leave may be extended for one (1) school year by mutual agreement.

Upon reinstatement, the educator will be paid according to the salary schedule in effect. No experience credit on the salary schedule will be given for such leave. However, in those situations where the experience gained may be applicable to the educator's assignment, the Board will consider a request for advancement on the salary schedule. The educator will not lose seniority or years of experience credited prior to the leave or tenure.

N. Job-Sharing Leave

A tenured educator may, at the discretion of the Board, obtain a leave to participate in a District job-sharing arrangement. Job-sharing arrangements may continue from year to year provided that the educator requests and the Board approves an annual extension and further provided that a job share is not split between two (2) school years.

Junior high educators, special education educators not in a self-contained classroom, specialists and kindergarten educators may be granted a part-time leave of absence, subject to such terms and conditions as the educator and the Board (through its administration) may agree upon, provided that a suitably competent educator can be retained to share the position. The determination of competency and the extent to which the Administration succeeds in recruiting a person for such a position will not be subject to the grievance procedure.

An educator in a job-sharing position may return to full-time employment only at the beginning of a school year, provided the educator has notified the District in writing of the desire to do so prior to February 1. In the event that one (1) of the job-share partners resigns or is unable to fulfill the contract for the year, the other employee will fulfill both components of the job share position. The District will actively seek to find a replacement for the vacated position.

The responsibilities of an assignment by two (2) job sharers may be divided according to a plan designed by the job sharers, with the concurrence of the receiving principal or, if there is none, the

appropriate administrator. This plan will include but not be limited to, teaching responsibilities, substitution procedures, schedule of work hours and/or days, and attendance at staff meetings, District meetings, parent-teacher conferences and field trips (see Appendix F).

Employees on job share are required to attend institute days, in-service programs and parent-educator conference days. If the employee's time includes Wednesday afternoon as part of their work day, the employee is expected to attend professional development; if not, the employee is not expected to attend.

Participants in job-sharing positions will be placed appropriately on the educators' salary schedule, and salaries will be prorated according to the time worked. Educators in job-sharing positions will receive salary step movement following the accumulation of the equivalency of one (1) year of full-time service.

Participants in job-sharing positions will receive a prorated amount of insurance and leave benefits. Contributions to the Teachers' Retirement System will be proportionate to the time worked.

During the period of time spent in a job-sharing position, seniority credit of the educator(s) will accrue in proportion to the time worked.

The application and proposed plan for a job-sharing leave must be acted upon by the immediate supervisor, and submitted to the Superintendent or designee by February 1, preceding the school year for which the leave is requested. Approval or denial of the proposed plan will be given to applicants by April 1.

Any educator whose request for job-sharing leave is denied may, upon request, receive the rationale for such denial in writing from the Administration.

O. Religious Observance Leave

1. Pursuant to the application of state law, educators who decide not to use their business days and who need to take time off from work in order to practice religious beliefs will be permitted to engage in work during hours other than the employee's regular working hours, consistent with the operational needs of the District, and in order to compensate for work time lost for religious reasons. The employee and direct supervisor will develop a plan to make up this time, keeping in mind student/school needs and employee needs with work that closely aligns to the employee's job description.
2. In order for an educator to take time off from work to practice religious beliefs, the educator must give the Assistant Superintendent of Human Resources or designee written notice at least five (5) calendar days prior to the day the educator intends to take off.

P. Grievances alleging violations of this Section may be processed through the arbitration step of the grievance procedure in this Agreement only if the grievant signs a waiver that the grievant will accept the arbitrator's decision as final and binding; that the grievant will not file a claim with any federal or state anti-discrimination administrative agency arising out of the same or any related matter; and that the grievant agrees to withdraw all claims, if any, previously filed with any said agency. Said waivers are set forth below. Grievances alleging violation of this Section may be processed only through Step 3 of the said grievance procedure if the grievant does not sign said waivers.

WAIVER

I would like to have my claim of discrimination in my grievance dated _____ submitted to arbitration by the SEA. If the SEA decides to seek arbitration, I understand and voluntarily agree to accept the final decision rendered by the arbitrator concerning said grievance as final and binding on me and all parties. I further voluntarily agree not to file any claim based on the facts set forth in my grievance or any related circumstances before the Equal Employment Opportunity Commission (EEOC) or the Illinois Department of Human Rights (IDHR) once arbitration has been agreed to by the parties. I will withdraw any claims I previously have filed before the EEOC or IDHR.

_____ _____

Signature Date

_____

Print Name

_____ _____

SEA Representative Date

ACKNOWLEDGMENT

I hereby state that I do not wish to have SEA invoke the arbitration procedure under our collective bargaining agreement because I wish to pursue my case through the Equal Employment Opportunity Commission and/or the Illinois Department of Human Rights.

_____ _____

Signature Date

_____

Print Name

_____ _____

SEA Representative Date

The Association will not advise or represent employees before any federal or state anti-discrimination administrative agency where the employee's claim has been arbitrated under the grievance procedure of this Agreement.

Q. An educator returning from an authorized leave under this Article will be returned to a position for which the educator is qualified and which can best serve the needs of the students with a minimum of disruption to the educational program.

R. The Board agrees to provide leave under the Family and Medical Leave Act (FMLA) and Victims' Economic Security and Safety Act (VESSA) as outlined in Board Policy and specified in the law.

S. The Board shall provide release time for educators to attend meetings in order to fulfill requirements for their professional award during the year of the award.

ARTICLE VII – TEACHER APPRAISAL

A. The School District 54 Teacher Appraisal Plan will be negotiated and agreed upon in accordance with the School Code of Illinois and the Illinois Educational Labor Relations Act.

B. Every year, the Teacher Appraisal Committee will review the existing teacher appraisal procedure and make recommendations to the Superintendent or designee for the following school year. A majority of the committee will be classroom educators.

ARTICLE VIII – VACANCIES, TRANSFERS AND REDUCTION IN FORCE

A. The Superintendent or designee will have posted on the District's website a notice of all licensed vacancies as they occur. Such notices will be accompanied by a statement of minimum qualifications and salary range. Any tenured or non-tenured educator desiring a position for which the educator is qualified may apply for such position.

   When a given position opens, each educator who has requested a transfer will be notified and requested to present any additional qualifications the educator might have for that position.

B. Any tenured or non-tenured educator requesting a change in teaching assignment for the following year must make a written request to the Assistant Superintendent of Human Resources or designee by March 15. In the event of a change in the building principal, educators may request a transfer in accordance with this paragraph for a two (2) week period following the announcement of the new principal. An interview will be arranged by the Assistant Superintendent or designee. In addition, in the event that a position becomes available after April 1, an educator in the District may request an interview. The interest and aspirations of the individual educator and the welfare of students will be considered in all transfers. The final decision, however, is reserved by the Board in all cases. Whenever possible, disposition will be made prior to June 1.

C. Involuntary Transfer

   Any involuntary transfer of a tenured educator, not as a result of a reduction in force, will be subject to the following provisions.

   1. The educator and the Association will receive written notification of every proposed involuntary transfer at least ten (10) calendar days prior to action by the Board or Administration on said involuntary transfers.

   2. If the educator declares the reasons for the transfer are unreasonable or arbitrary, the educator will submit such a claim in writing to the Superintendent or designee for review. The claim will be submitted within seven (7) calendar days of the notification specified in Paragraph 1 and a copy of such claim will be simultaneously transmitted by the educator to the Association.

3. If requested by the educator in writing within seven (7) calendar days of the notification specified in Paragraph 1, the educator will be afforded a meeting with the Superintendent or designee to discuss the involuntary transfer. If requested by the educator, a representative of the Association shall be present.
4. Any educator who declines an involuntary transfer will be released from their contract with no employment recommendation reprisals.
5. Any educator required to transfer to another building after the beginning of the school calendar year will be given District support with the move and up to eight (8) hours of additional pay if requested.

D. When it becomes necessary to transfer an educator or educators from a building because of declining enrollment or shifting of grade levels, the principal will first ask for volunteers. If no volunteer is found, then individual needs, professional aspirations and length of service in School District 54 of educator(s) in addition to the needs of the District will be considered prior to making such transfer(s); however, the final decision on all transfers is reserved by the Board.

   Any educator involuntarily transferred pursuant to this clause may receive, upon request, the rationale for such transfer in writing from the Administration. Finally, should the educator so desire, an appeal conference with the Assistant Superintendent of Human Resources or designee will be arranged in a timely fashion to discuss the transfer.

   A tenured educator involuntarily transferred in accordance with this Section or who is involuntarily transferred because of the closing of a building will receive priority consideration over a new applicant or over an educator returning from a leave for a subsequent vacancy in a position similar to that from which the educator was involuntarily transferred provided that:

   a. the educator requests reassignment in accordance with Section B of this Article;
   b. the educator exercises their rights to preferential consideration within two (2) years of the effective date of the involuntary transfer.

   For purposes of this Section, “position” means the subject matter course at the junior high and the grade level at the K-6 grades and K-6 specialists (i.e., Art, Music, P.E. and Resource Educators.)

   Tenured educators who are involuntarily transferred will be transferred within the District-wide classifications set forth in the District seniority listing and provided they are otherwise qualified will be entitled to exercise their District seniority within such classifications.

E. Junior High Travel Educators

   If a position in the junior high school is reduced, and an educator so affected would be required to travel between two (2) schools (split assignment), such an educator may bump a non-tenured educator in another junior high in the same department. If there is not a non-tenured educator, the Administration annually will seek a volunteer from among the qualified staff District-wide. Absent a volunteer, the least senior tenured educator in the affected junior high school department District-wide may be required to travel. At the conclusion of such a period of travel, the educator will, to the extent possible, be restored to their original assignment. A newly hired educator whose assignment is to a position requiring travel will be required to travel in place of a more senior educator so long as the need exists within the District.

Any traveling educators' schedules will be prepared so as to provide adequate time for travel between schools.

F. Reduction in Force

1. Reduction in force (RIF) and recall of educators that occur during the term of this Agreement will be governed by the Illinois School Code provisions in effect at the time of the RIFs and recalls and the provisions contained in this Paragraph F.
2. A Joint Committee ("RIF Joint Committee") will meet on or before December 1, annually and be governed by the Illinois School Code. The RIF Joint committee will be composed of equal representation selected by the Board and the Association and shall be charged with addressing the matters set forth in 105 ILCS 5/24- 12(c), paragraphs one (1) through five (5), as hereafter amended.
3. In addition to the sequence of honorable dismissals list provided for in 105 ILCS 5/24-12(b), as hereafter amended, the Board will provide the Association with a list of educators employed by the District ranked by seniority alone ("seniority list"). The seniority list will be provided to the Association no later than February 1 of each school year. In the event this deadline for the seniority list is not met, for whatever reason, the Association will be notified, and any RIFs that occur that year shall remain valid.
4. For purpose of a RIF of educators, the length of continuous service will be measured on the basis of actual, uninterrupted full-time service from the date of the educator's initial employment agreement. Length of continuous service will not be interrupted by approved leaves of absence, but the duration of the approved leaves will not be included in the total years of seniority for purpose of both the seniority list and the sequence of honorable dismissals.
5. Educators on the honorable dismissals list shall have recall rights for any vacancies that occur in the position(s) from which they were RIFed or to any other position(s) they are qualified to hold, that occur during the following school year and up to and including October 1 of the second school year following dismissal.
6. An educator's failure to respond affirmatively within fifteen (15) calendar days after receipt of the Board's letter, sent by registered mail to the educator's last address on file with the Board, recalling such educator, will result in termination of the educator's rights to recall.
7. If an educator who has been RIFed is recalled to service during the next calendar year, the educator will not suffer loss of tenure (if previously acquired), seniority or salary step and will be restored to all fringe benefits as promptly as the plan documents permits.
8. Educators dismissed under this Paragraph F will be allowed to continue health insurance, dental, and vision coverage pursuant to COBRA. Continuation of Life and Disability coverage, if approved by the insurance company writing such coverage, is pursuant to the terms and conditions of the insurance policies. The full amount of the premium(s) applicable to this particular coverage will be paid by the individual educator.

ARTICLE IX – EMERGENCY SCHOOL CLOSING

A. The Administration will annually provide each educator before October 1 with the procedures to be

followed in the event of an emergency school closing.

B. When the schools are officially closed, no leave days previously arranged for will be deducted from an educator's leave days.

ARTICLE X – STAFF FACILITIES AND EQUIPMENT

A. The central office and the building principal annually will advise educators regarding available classroom supplies and the means by which the educators may procure such supplies. Through such means as the principal deems most effective for the building, educators will participate in the planning of budgeted building funds available for professional development, clubs or such other areas as directly affect educators. This budget will be available by November 1.

B. When determining classroom usage, priority will be given to students receiving direct instruction.

ARTICLE XI – SCHOOL CALENDAR

A. No later than November 1, representatives of the Association and SEEO will meet with the Superintendent or designee in an effort to determine the school calendar.

   The report card window will close two (2) days prior to the last day of student attendance to allow adequate time for completion of student records.

   All educators will be afforded a half day of planning time per trimester for the purposes of completing grades, report cards, etc. In addition, the first day of parent teacher conferences will be a full work day (plus evening conference time). The morning of the first day of conferences will be individual plan time.

B. If an emergency day is used during the school year, a school day will be added at the end of the year. Up to five (5) emergency days can be added to the calendar in one (1) school year.

ARTICLE XII – CLASS SIZE

The Board recognizes the relationship of class size to student success. The Board will strive to achieve class size of twenty-eight (28) students per class and twenty (20) students per early childhood class. This clause is not subject to the grievance procedure. When necessary, the District Leadership Team (DLT) will discuss ways to quantify the needs of each student and determine the best class size and balance with appropriate staff.

ARTICLE XIII – EMPLOYEE MEDICAL REQUIREMENTS

A. The Board requires that all new educators provide evidence of physical fitness to perform duties assigned and freedom from communicable disease. Such evidence will consist of a physical examination made by a licensed physician of the educator's choice not more than ninety (90) days preceding the time of presentation to the Board. The cost of such examination will rest with the educator.

B. All newly employed educators, within seven (7) days of employment, will present evidence of

freedom from tuberculosis. Such evidence must be based upon a medical examination conducted not more than ninety (90) days prior to the date the evidence is presented to the District. Results of the examination given by a mobile chest X-ray unit or by a physician licensed by the State of Illinois will be accepted, provided that the cost of any examination performed will be borne by the educator. Paychecks will be withheld from any educator who fails to comply with the provisions of this paragraph until compliance occurs.

C. In all cases where the Board requires a psychological examination of an educator, the Board will pay for the examination. For purposes of this regulation, the Board will submit a list of three (3) qualified physicians, and the educator will select a physician from this list.

ARTICLE XIV – PROFESSIONAL QUALIFICATIONS

A. Recruitment of Staff

1. Each educator will be hired according to the salary schedule, depending on educational qualifications and years of experience.
2. A maximum of fifteen (15) years prior teaching experience which requires a valid license will be allowed upon entering the District. Prior teaching experience will include teaching in private, parochial and public schools from early childhood and beyond.
3. One (1) year's credit will be allowed to an educator who has worked for one (1) year as a graduate assistant.

B. In-service Training and Workshops

1. Any half-day in-service programs will not result in an extension of the educator work day.
2. The Board will offer non-university credit in-service workshops. Educators may earn salary schedule credit for attending in-service program and workshops outside the school day.
3. Schaumburg Education Association members have first priority to such offerings.

ARTICLE XV – SCOPE OF ASSIGNMENTS AND INSTRUCTIONAL INITIATIVES

A. The Board, while reserving the right to employ and make assignments at its discretion, recognizes the importance of not making unreasonable demands in regard to teaching assignments outside of areas of an educator's professional and personal competence or training.

B. Therefore, in implementing instructional initiatives, consideration shall be given to:

- educator talents and interests;
- instructional goals of each site;
- student population;
- space limitations; and
- the level of professional development of the staff member.

Then, in developing site-based staffing plans, input shall be collected from all staff regarding the

above criteria.

The Board, Administration and educators appointed by the Association will continue to assess every program with relation to its indicators of success. These assessments need to include input from parents, educators, students and administrators.

The parties hereto agree that it is their intention that curriculum be developed in consultation with educators. The Administration will develop a procedure which will ensure input by educators in this regard.

ARTICLE XVI - TEACHING DAY, HOURS AND RELATED ASSIGNMENTS

A. An educator will be given notice of assignments for the forthcoming year no later than May 1st. In the event changes in such assignments are proposed, the educator affected will be notified promptly and consulted. In no event will changes in the educator's assignments be made later than sixty (60) calendar days preceding the commencement of the next school term unless an emergency situation requires it. In the event of such emergency, the educator will be notified, and allowed to resign if such change is not acceptable. Upon notification and acceptance of a transfer after the last day of the previous school year and before the new school year, the educator will receive two (2) days of salary at their rate of pay in order to make the necessary move.

B. The Board will establish the student school day. Educators will arrive prior to the start of school and be prepared to instruct students and stay until the students are dismissed and student supervision duties have been completed. Child Study Team business meetings will be scheduled during the hours of student attendance. In order to meet the needs of parent and student schedules there might be an occasional meeting scheduled before or after school. These meetings will not be regularly scheduled and all involved educators will actively participate in the scheduling of these occasional meetings. In the event that an educator cannot attend before or after school meetings, it will not be used in an evaluation.

C. All educators will have a duty-free lunch period of at least thirty (30) minutes as provided in the School Code of Illinois, or the lunch period of the building, whichever is longer. The District will strive to schedule lunch between 11:00 a.m. and 1:00 p.m.

   All school nurses will meet with their building administration to determine a lunch period of at least thirty (30) minutes or the lunch period of the building, whichever is greater. If for extenuating circumstances a nurse is not able to take lunch, a time sheet will be completed, and compensation will be provided for working during said duty-free time.

D. No educator will be assigned to cover another educator's class except in the case of an emergency. When an educator agrees to cover the class, the internal substitute rate will be paid. See Form #697.

E. Before/after school supervision is a shared building responsibility by the certified and classified staff and should be handled in a professional manner. Each staff member is expected to fulfill the equivalent of forty (40) minutes of before/after school supervision per week. Educators who have daily bus duty for their own students, at the Early Learning Center or in Instructional Classrooms, will be exempt from shared building bus duty.

F. The Board will continue to seek fully qualified substitutes in all licensed areas, including special education. When possible, licensed special education staff will be given priority for use of specialty-

licensed substitutes when preplanned absences are arranged.

G. Staff will not be required to attend more than four (4) evening activities. Parent-teacher conferences will be scheduled only after consultation by the principal with the staff.

H. First-year probationary educators will be required to work up to five (5) days prior to the beginning of the regular school year as part of their initial contract with the District. The additional days will be used to orient these educators to District policies, procedures and curriculum and to provide professional development and building activities. It is the intent of the parties that at least one (1) of these five (5) days be directed toward building-level activities. The Association will have input into the planning and evaluation of the program. The SEA will be given one-half (1/2) day for an SEA workshop. The District shall pay the educator a lump sum stipend of $2,500, provided the educator attends the in-services and works the building-level activities as required for all five (5) days. Members who are hired after the current school year's Induction Week will have the option to attend Induction Week the following year and be compensated.

I. During the term of this contract, and as part of the orientation program for first (1st) year educators, the District shall also provide a Mentorship Program. The purpose of the Mentorship Program shall be to provide guidance from experienced educators to educators new to the District. The Mentorship Program will be conducted consistent with the guidelines established by the Mentorship Committee.

J. Planning Time

All educators will receive weekly plan time. Plan time is defined as individual plan time, PLC/team plan time and Wednesday professional development time.

Individual plan time is defined as time spent preparing for daily instruction, making accommodations for students, contacting parents, assessing student work and preparing lesson plans. Individual plan time is directed by the educator.

Professional Learning Community (PLC) team plan time is defined as time spent meeting with colleagues who work with students focusing on reviewing and analyzing individual and group academic and behavior. Planning for differentiated instruction and interventions is done during team plan time. Team plan time may be directed/utilized to meet the needs/responsibilities of the educators comprising the team, the school improvement plan, school administrator and/or school district.

Time spent in Child Study Team (CST) meetings shall not be considered plan time.

The building administration, in collaboration with the School Leadership Team, directs Wednesday Professional Development Time. Professional development and team meetings will not begin until fifteen (15) minutes after the dismissal bell. In elementary and the ELC, at least thirty (30) minutes of each Wednesday professional development will be scheduled to be used as team plan time.

Art, Music, Physical Education, Library Resource Teachers, Media and related service staff wishing to designate the third Wednesday of the month as an additional team plan time would be allowed to do so without submitting a DEW. Additional staff could request to meet with approval of the Superintendent or designee. A calendar of meeting dates will be submitted to Human Resources by September 1st of the current school year.

All certified staff will be provided with a minimum of two hundred seventy (270) minutes of plan time each week. Part-time educators will receive a pro-rated amount of planning minutes. Every

attempt will be made to provide this time in increments of at least thirty (30) minutes and every attempt will be made to provide elementary educators with a plan time each day of the week. The administration may direct up to ninety (90) minutes of the two hundred seventy (270) minutes of weekly plan time, in addition to the forty-five (45) minutes of weekly professional development. All planning time periods will be no less than thirty (30) minutes at a time.

Library Resource Teachers (LRTs) will provide sixty (60) minutes of planning time to elementary educators. The LRT will be provided with two hundred seventy (270) minutes of plan time each week. Any additional time will be spent on what best meets the needs of students and maintaining the functions of the LRC. This will be decided jointly between the LRT and the school principal. In order to facilitate the opening and closing of the library, LRT's may use up to five (5) additional days immediately following the school year or prior to the start of next school year. The LRT will receive compensation for these five (5) additional days.

In event of the loss of planning time below two hundred seventy (270) minutes due to the performance of required job-related duties, the affected educator(s) and principal will meet to develop a mutually acceptable replacement planning period. This meeting will be held within a week of the lost plan time.

To reach the two hundred seventy (270) minutes of plan time each week, all ELC certified staff will receive one half (1/2) day of individual plan time per month as scheduled.

K. Part-Time Educators – All part-time educators are required to attend institute days, in-service programs and parent-teacher conference days. If the employee's time includes Wednesday professional development as part of their work day, the employee is expected to attend professional development, if not, the employee is not expected to attend.

ARTICLE XVII – PROFESSIONAL DEVELOPMENT

A. The purpose of professional development is improved instruction leading to increased student achievement. Professional development must address District goals, site goals, school improvement plans and license renewal.

B. Professional development time will be provided every Wednesday by releasing students thirty (30) minutes early. Certified staff will stay for one and one-half (1-1/2) hours after students are dismissed.

C. The first Wednesday of each month will be used to provide an opportunity for job-alike meetings. Additional job-alikes may be scheduled upon request following the guidelines established by the DEW Committee.

D. The second, third, fourth and fifth Wednesdays will be used for professional development. A flexible plan for utilizing this time will be developed with input from the staff and approval by the SLT at each school.

ARTICLE XVIII – FRINGE BENEFITS

A. Allowance for Military Service

A military leave of absence shall be granted to any employee who is mobilized to active duty. The employee shall continue to receive their current base salary plus any health insurance benefits

received at the time of mobilization and other benefits the employee was receiving or accruing at that time, minus the amount of base pay received for military service for the duration of active military service.

B. Group Health Insurance

1. Full-time employees who are at a one hundred percent (100%) full-time equivalency (FTE) shall be eligible to enroll in group health insurance (either the Preferred Provider Organization (PPO) Plan Option or the Health Maintenance Organization (HMO) plan options provided below), group dental insurance, group life insurance, group long-term disability insurance, and group vision insurance as specified below. Part-time employees who are at least fifty percent (50%) FTE, as well as employees in job-sharing positions pursuant to Article VI, N, shall be eligible to enroll in group health insurance, group dental insurance, group life insurance, group long-term disability insurance, and group vision insurance as specified below. For part-time employees, the Board's share of the applicable premium shall be pro-rated based on the employee's full- time equivalency rate.

2. The cost of the medical insurance program is shared through Board and employee contributions. Any medical insurance benefit changes (including insurance provider, plan design or rates) shall be reviewed three (3) times per year (fall, winter, spring) by the benefit committee. The benefit committee will be updated regularly of medical insurance experience, pertinent information and projected impact on the benefit plan. A summary of the plan design can be found in Appendix D. Any changes proposed by the benefit committee must be approved by the Association leadership and the Board before implementation.

3. The Board agrees to pay ninety-five and a half percent (95.5%) of the full premium for employee coverage or fifty-nine and a half percent (59.5%) family coverage for a year-round group health insurance plan during the life of this Agreement.

The Benefits Committee may recommend changes to the plan related to deductibles, out-of-pocket limits and co-payment levels aimed at containing costs for employees and District.

4. Employees on a Board-approved leave of absence may continue group coverage at their own expense.

5. The Association will be provided with advance copies of proposed notifications to educators regarding insurance benefits (including the Plan Book) prior to distribution and will be given a reasonable opportunity to propose modifications.

6. The District will make at least one (1) HMO and one (1) PPO program available to eligible employees.

C. Life Insurance

The Board will provide each full-time Employee with $50,000 group term life insurance; a part-time Employee of at least .5 FTE will be provided $25,000 group term life insurance. All policy terms and conditions apply, including but not limited to, attained age benefit reductions, which may result in a lower benefit amount.

D. Dental Insurance

The Board will pay a monthly premium equal to single dental coverage. Employees on leave of

absence may continue group coverage at their own expense.

E. Temporary Disability

During a period of temporary disability leave for a disability approved by the Teachers' Retirement System disability guidelines, an employee's health and dental benefits, as currently paid by the Board, will be continued by the District for a maximum period not to exceed five (5) years.

F. Long-Term Disability Coverage

The Board agrees to provide long-term disability coverage for full-time employees for a maximum benefit of sixty percent (60%) of total salary including TRS and Social Security disability benefits, if any. Part-time employees of at least .5 FTE will have prorated benefits based on the employee's full-time equivalency rate. All policy terms and conditions apply which may result in a lower benefit amount.

G. Employee Assistance Program (EAP)

An Employee Assistance Program (EAP) will be available to Employees. The Association will be provided with an annual report of the activities provided by the program.

H. A Section 125 Flexible Spending Plan will be continued for the term of the contract.

I. A "Benefits Summary Sheet" will be disseminated.

J. Vision Plan

Employees may participate in a Vision Plan at their own expense. Specific information will be made available during enrollment periods.

K. During the term of this contract, the Benefits Committee will continue and operate in accord with its established practice and custom.

L. The District shall reimburse SEA bargaining unit members for reasonable costs of replacing or repairing eyeglasses and/or hearing aids not covered by Workers' Compensation which are damaged or destroyed as a direct result of any documented incident sustained in the discharge of the employee's duties within the scope of their employment, provided such damage or destruction was not due to the employee's negligence. Damage to the glasses and/or hearing aids must be documented to the building principal within twenty-four (24) hours of the incident for consideration of payment.

ARTICLE XIX – COMPENSATION

A. Each educator will be placed on the salary schedule, which will be Appendix A. The supplemental pay schedule will be Appendix B.

B. Horizontal Movement

1. An official transcript confirming advanced training completed before the start of the school year must be filed in the Assistant Superintendent of Human Resources' office on or before November 1 for first semester implementation in order to qualify for higher salary classification to be paid during the school year. An official transcript confirming advanced training completed must be filed with the Assistant Superintendent of Human Resources' office on or before March 1 in order

to qualify for higher salary classification to be paid during the second semester. No changes will be made in these allowances after the above dates.

2. Graduate courses will be credited toward horizontal movement if they are part of a predetermined university program leading to a degree in the field of education, the educator's teaching area or an area which would qualify the educator for another position in this District. Courses taken in pursuance of a Master's equivalency must receive prior approval of the Assistant Superintendent of Human Resources or designee.
3. Graduate courses taken outside the field of education may be credited toward horizontal movement if they receive prior approval of the Assistant Superintendent of Human Resources or designee, which approval will be based upon the relationship of the course to the employee's current position or one to which the employee aspires.
4. Courses taken in addition to and/or in conjunction with but not necessary for the Master's degree within the final twelve (12) months prior to the conferral of that degree will be credited toward horizontal movement on the salary schedule beyond the Master's lane provided that the educator advises Human Resources using Form 786.
5. Licensed staff may apply undergraduate coursework in any foreign language (including sign language) toward movement on the salary schedule. Staff must use Form 786 for pre-approval in the same manner as other, non-degree graduate-level courses. Hours will be credited in accordance with existing transcript and timeline requirements.
6. Credits earned for attending in-service programs and workshops outside the school day apply toward movement on the salary schedule at a rate of one (1) in-district university credit for each fifteen (15) salary lane credits completed.

C. Vertical Movement

1. Vertical movement on the salary schedule will occur annually upon completion of a year of satisfactory service.

   Educators in teaching positions for fifty percent (50%) or more of a teaching year will receive a vertical movement on the salary schedule at mid-year or at the beginning of the school year following the accumulation of the equivalent of one (1) year of full-time service.
2. The Board, upon the recommendation of the Superintendent, will withhold an annual increment for an educator who receives an overall summative rating of "unsatisfactory," provided that such action is in conformance with Article VII.

D. Other Provisions

1. Salaries are payable based on the ten- (10) month salary schedule.
2. Payroll deductions will be made as follows:
   a. Payroll deductions for withholding tax, pension, FICA, educator's financial institution deposits and/or repayments will be deducted in the same amount from each paycheck;
   b. Payroll deductions for annuity plans, medical and/or dental coverage and other special purposes will be made on the basis of twenty-four (24) pays for individuals on the twenty-six- (26) pay schedule.

Deductions may start any month by completing payroll deduction forms and submitting such forms to the business office through the educator's financial institution prior to the first working day of the month. Deductions may be stopped by notifying the business office through the educator's financial institution in writing prior to the first working day of the month in which deposits are to stop. Once payroll deductions have been stopped during a fiscal year, they cannot be started again until the following fiscal year.

3. Any salary adjustments made during the school year for such items as educational advancement will be paid in a lump sum retroactive to the effective date of the adjustment as provided in Section B, 1 of this Article.
4. Educators required to travel between sites to perform their assigned duties will be compensated for mileage at no less than the federal rate.
5. An educator who is short no more than one-third (1/3) credit hour for movement to another column will be moved to the column.

E. Master's or Master's Equivalency Column

Educators moving to the Master's or Master's equivalency column will be credited with a single vertical step on the column as an addition to the step rank previously held on the Bachelor's or Bachelor's +15 column.

F. Shelter Language

The Board will pay the maximum permissible of an educator's contribution to the TRS and THIS out of the amounts specified in the salary schedule.

G. National Board-Certification

National Board-Certified Teachers (NBCT) will receive a two thousand dollar ($2000) one-time stipend upon completion of their National Board Certification.

H. Doctorate

Any educator who has earned a Doctorate from an accredited college or university will receive a two thousand dollar ($2000) one-time stipend upon completion.

I. Salary Schedule Placement for Registered Nurses Moving to Certified Nurses

To determine the salary schedule placement of certified nurses moving from SEEO to SEA, the educators final SEEO base salary shall be rounded up to the closest corresponding SEA salary schedule cell, unless they are less than $500 above the corresponding cell, in which case it will be rounded down. Once this cell is determined, they will receive 3 additional steps to determine their starting SEA salary schedule placement (i.e. moving from step 1 to step 4). Years of service in SEEO do not equate to years of service on the SEA salary schedule.

ARTICLE XX – RETIREMENT INSURANCE BENEFIT

A. Eligibility: In order to be eligible to receive the Retirement Insurance Benefit under Article XX employees must:

1. have completed at least fifteen (15) years of full-time employment in District 54; and

2. be eligible to receive a retirement annuity through the Teacher's Retirement System of the State of Illinois.

B. District Contribution to TRS Premium (Post-Retirement)

The District shall reimburse the retiree the cost of individual TRS health insurance plan at the TRS HMO Managed Care Insurance Plan rate (per TRS guidelines) up to age sixty-five (65) or Medicare eligible, whichever comes first, with an annual increase capped at 5% or CPI, whichever is lower, after the effective date of the educator's retirement depending upon the retiree's years of full-time employment with District 54, as follows:

1. Retirees with fifteen (15) thru nineteen (19) years of full-time employment with District 54 shall be reimbursed fifty percent (50%) of the rate;
2. Retirees with twenty (20) thru twenty-four (24) years of full-time employment with District 54 shall be reimbursed seventy-five percent (75%) of the rate; and
3. Retirees with twenty-five (25) plus years of full-time employment with District 54 shall be reimbursed one hundred percent (100%) of the rate.

ARTICLE XXI – GRIEVANCE PROCEDURE

A. The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to the problems which may from time to time arise affecting the welfare or working conditions of educators. Both parties agree that proceedings shall be kept as informal and confidential as may be appropriate.

B. Definition – A grievance is a claim by an educator, a group of educators or the Association that there has been a violation, misinterpretation or misapplication of any of the terms of this Agreement.

C. Procedure – Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each step should be considered as maximum, and every effort will be made to expedite this process. The time limits specified may, however, be extended by mutual agreement in writing.

In the event a grievance is filed on or after June 1, which if left unresolved until the beginning of the following school year could result in irreparable harm to a party in interest, the time limits set forth herein will be reduced so that the grievance procedure may be exhausted prior to the end of the school term or as soon thereafter as is practicable.

1. Level One – An attempt will be made to resolve any grievance in an informal discussion between complainant, with Association representation if requested, and the administrator.
2. Level Two – If the grievance cannot be resolved informally, the aggrieved educator will file the grievance in writing and, at a mutually agreeable time, discuss the matter with the principal. The written grievance will state the nature of the grievance, will note the specific clause or clauses of the Agreement and will state the remedy requested. The filing of the formal, written grievance at the second step must be within fifteen (15) school days from the date of the occurrence of the event giving rise to the grievance. The principal will make a decision on the grievance and communicate it in writing to the educator and the Superintendent within ten (10) school days after receipt of the grievance.

3. Level Three – If the grievance is not settled at Level Two or the Level Two time-limits expire, it may be referred in writing to the Superintendent or designee within five (5) school days after receipt of the notice in Level Two. Within five (5) school days the Superintendent will hold a hearing providing an opportunity for the educator to present their view along with others whom the educator may invite to testify. The aggrieved educator may request the Association to be present to state its views. The written decision of the Superintendent will be rendered within five (5) school days after the closing of the hearing and submitted to the aggrieved educator, the Association, the immediate supervisor and the Board.
4. Level Four – If the Association is not satisfied with the disposition of the grievance at Level Three, or the Level Three-time limits expire without action, then either the Association or the Board may submit the grievance to binding arbitration pursuant to the rules of the American Arbitration Association. If neither party files a demand for arbitration within thirty (30) calendar days of the date for the Level Three reply, then the grievance will be deemed withdrawn.

D. The arbitrator, in their decision, will not amend, modify, nullify, ignore or add to the provisions of this Agreement. Their decision will be strictly limited to deciding only the issue or issues presented to them in writing by the Board and the Association. However, it is mutually agreed that the arbitrator may award such financial reimbursements as they judge to be proper. Each party will bear the full costs for its side of the arbitration, and will pay one-half (1/2) of the cost for the arbitrator.

E. Provided both parties agree, Levels One, Two or Three of the grievance procedures may be bypassed and the grievance brought directly to the next step.

F. No disposition of any grievance will be in conflict with any of the terms or conditions of this Agreement.

G. If the Association or any employee files any claim or complaint in any forum other than under the grievance procedure of this Agreement, then the school district will not be required to process the same claim or set of facts through the grievance procedure.

ARTICLE XXII – VOLUNTARY RETIREMENT INCENTIVE PROGRAM

A. Voluntary retirement incentive of five percent (5%) increases in final four (4) years

1. Eligibility for the Voluntary Retirement Incentive Program. In order to be eligible to receive the Voluntary Retirement Incentive benefit, employees must meet the following criteria:

    a. Have at least fifteen (15) years of full-time employment in District 54; and

    b. Be eligible to receive regular retirement pension benefits through the Teacher's Retirement System of the State of Illinois; and

    c. Retire in the first year in which TRS determines that the educator is eligible to retire without penalty, except as specifically set forth below.

2. Notice to Participate in the Voluntary Retirement Incentive Program

    a. An educator shall provide an irrevocable written notice to the Superintendent or designee of the intent to retire and participate in the program. The window for submitting notice

will be no later than June 1 of the year prior, two (2) years prior, three (3) years prior, or four (4) years prior to the year in which they intend to retire.

Notice Deadline	Retirement date	Benefit
June 1, 2022	June 30, 2026	4 years of 5%
June 1, 2023	June 30, 2027	4 years of 5%
June 1, 2024	June 30, 2028	4 years of 5%
June 1, 2025	June 30, 2029	4 years of 5%
June 1, 2026	June 30, 2030	4 years of 5%
June 1, 2027	June 30, 2031	4 years of 5%
June 1, 2028	June 30, 2032	4 years of 5%

b. The requirement that an educator retire in the first year of eligibility shall not apply to educators who wish to retire at the conclusion of the 2022-23 school year, the conclusion of the 2023-24 school year, and the conclusion of the 2024-25 school year. These educators may submit their notice to participate in the Voluntary Retirement Incentive Program by June 1, 2022 and receive the benefits as set forth below.

Notice Deadline	Retirement date	Benefit
June 1, 2022	June 30, 2023	1 year of 5%
June 1, 2022	June 30, 2024	2 years of 5%
June 1, 2022	June 30, 2025	3 years of 5%

c. Educators who are beyond the eligibility requirements in paragraph A.1. above at the time of ratification of this Contract must retire no later than the conclusion of the 2024-25 school year to receive the Voluntary Retirement Incentive benefit.

3. Voluntary Retirement Incentive Program Benefit

As a voluntary retirement benefit for an educator who qualifies for retirement under this program, the Board agrees to:

a. Pay a salary in the final year(s) of service equal to one-hundred five percent (105%) of the previous year's gross TRS reported compensation (defined as all compensation paid to the educator, including payment for extracurricular activities, stipends and retirement benefits) inclusive of step and lane movement for a maximum of four (4) years prior to retirement, as the case may be. To be eligible for continued payment for extracurricular activities or stipends during this period the educator must continue to work such activity or stipend. However,

earnings that are legally exempt from the state imposed "6% liability" rule in effect at the time of ratification of this Agreement, or which shall be enacted within the scope of this agreement, shall not be considered in the calculation of the six percent (6%) increase limitation. Such exempt earnings include, but may not always be limited to, and may not always include:

- Summer school teaching paid pro-rata;
- Overloads paid pro-rata;
- Change in employment status from part-time to full-time paid pro-rata;
- Promotions requiring a certificate or endorsement that is different from regular certification of the job; or
- Grants or stipends that come from state or federal government and for which the District has no control over.

b. With respect to the application of the benefit in Section 3(a), the Board and Association agree that:
   - A bargaining unit member may voluntarily resign from an extra duty assignment; provided, however, the member's compensation would be reduced accordingly. Elimination of a program would require mutually agreeable alternative assignment.
   - A bargaining unit member who takes courses or would otherwise move on the salary schedule or move on the extra duty schedule would receive no additional compensation beyond the five percent (5%) retirement incentive.
   - The Association agrees that the Board will not require assigned work that would result in creditable earnings that would result in an increase in excess of six percent (6%) over the previous year's creditable earnings.

4. The District shall not be responsible for any employee penalties or costs associated with retirement benefits granted under this Program. The parties agree that if legislation is enacted or administrative rules adopted during the life of this agreement that affects the Board's obligations or employee rights under any of the benefits set forth in this Article, the provisions relating to such benefits are null and void, and the parties agree to meet within thirty (30) days of the passage of the legislation to renegotiate the provision and the impact on any and all employees.

ARTICLE XXIII – FEDERAL AND STATE LEGAL REQUIREMENTS

The SEA and Administration shall establish a committee to review and discuss the impact of Federal and State legal requirements on local programs. The committee shall be comprised of Administration and Association leaders. The SEA representatives shall be designated by the SEA President. The committee may bring options for discussion to the respective groups. Any suggested changes shall be brought to the Labor Management Committee or the DEW Committee.

ARTICLE XXIV – TERMINATION AND NEGOTIATIONS PROCEDURES

A. Negotiations will begin no later than April 1, unless both parties agree to an alternate date. Meetings will be held as necessary at times and places agreed to by both parties.

B. Should tentative agreement not be reached on all issues within ninety (90) days of the start of negotiations, either party may declare that an impasse exists, which declaration will be considered a joint declaration by the parties. Pursuant to such declaration, the parties will seek to appoint a mutually acceptable mediator. Absent appointment of a mutually acceptable mediator within ten (10) days following the declaration of impasse, the Federal Mediation and Conciliation service will be asked to provide a mediator.

C. This Agreement will be effective upon adoption by both parties and will continue in effect from July 1, 2022 until June 30, 2028.

Lorelei Molvey

FOR THE ORGANIZATION

FOR THE BOARD

This contract was bargained by:

SEA BARGAINING TEAM MEMBERS

Cynthia Dressler
Dan Levin
Lori Mobley
Kara Zielinski

ADMINISTRATIVE BARGAINING TEAM MEMBERS

Andrew DuRoss
Ric King
Erin Knoll
Nick Myers

IEA UNISERV DIRECTOR

Benjamin Gray

LEGAL COUNSEL

Darcy Kriha

RECORDER

Jennifer DiGioia

APPENDIX A

SEA 2022-2023 SALARY SCHEDULE

	B	B+15	B+39/M	M+15	M+30
1	45,135	47,392	50,100	52,807	56,418
2	47,392	49,649	52,358	55,065	58,676
3	49,649	51,906	54,613	57,322	60,933
4	51,906	54,163	56,870	59,578	63,189
5	54,163	56,418	59,127	61,835	65,446
6	56,418	59,127	61,384	64,093	68,154
7	59,127	61,384	64,093	66,800	70,412
8	61,384	64,093	66,348	69,057	73,119
9	64,093	66,348	69,057	71,765	75,376
10	66,348	68,605	71,313	74,022	78,083
11	69,960	72,217	74,924	77,633	81,695
12	73,571	75,828	78,535	81,243	85,306
13	73,571	75,828	82,147	84,854	88,916
14	73,571	75,828	86,207	88,916	92,527
15	73,571	75,828	89,819	92,527	96,589
16	73,571	75,828	93,882	96,589	100,200
17	73,571	75,828	95,666	98,376	102,254
18	73,571	75,828	97,483	100,196	104,350
19	75,828	78,083	99,287	101,999	106,176
20	75,828	78,083	101,123	103,835	108,034
21	78,535	80,340	102,236	104,977	109,169
22	78,535	80,340	103,360	106,132	110,315
23	80,792	82,147	104,497	107,247	111,418
24	80,792	82,147	105,647	108,373	112,532
25	83,048	84,404	107,865	110,649	114,783
Off schedule	85,125	86,514	110,562	113,415	117,652

Educators who move from the Bachelor's +15 column to the Master's (Bachelor's +39) column during the term of this contract will be moved as follows:

If the move occurs while the educator is on Step 1 through Step 12: The educator will be moved horizontally to the Master's (Bachelor's +39) column.

If the move occurs while the educator is on Step 13 through Step 25: The educator's salary in the Bachelor's +15 column will be increased by 3.5% for computational purposes only.

The educator will then be placed on the Master's (Bachelor's +39) column at the step where the salary is closest to, but not less than, the salary computed.

This placement will not be below Master's (Bachelor's +39) Step 12.

Individuals moving from the 25th step to "off schedule" will receive a 2.5% increase plus the salary schedule base increase for that year. Those continuing off schedule will receive the salary schedule base increase each year.

APPENDIX A

SEA 2023-2024 SALARY SCHEDULE

	B	B+15	B+39/M	M+15	M+30
1	46,038	48,340	51,102	53,864	57,547
2	48,340	50,641	53,405	56,166	59,849
3	50,641	52,944	55,705	58,468	62,151
4	52,944	55,246	58,008	60,770	64,453
5	55,246	57,547	60,310	63,072	66,755
6	57,547	60,310	62,611	65,375	69,517
7	60,310	62,611	65,375	68,136	71,820
8	62,611	65,375	67,675	70,438	74,581
9	65,375	67,675	70,438	73,200	76,883
10	67,675	69,977	72,740	75,503	79,645
11	71,359	73,661	76,423	79,186	83,329
12	75,042	77,344	80,106	82,868	87,012
13	75,042	77,344	83,790	86,551	90,695
14	75,042	77,344	87,931	90,695	94,378
15	75,042	77,344	91,616	94,378	98,521
16	75,042	77,344	95,759	98,521	102,204
17	75,042	77,344	97,579	100,343	104,299
18	75,042	77,344	99,433	102,200	106,437
19	77,344	79,645	101,272	104,039	108,300
20	77,344	79,645	103,146	105,912	110,195
21	80,106	81,947	104,281	107,077	111,352
22	80,106	81,947	105,428	108,255	112,521
23	82,408	83,790	106,587	109,392	113,646
24	82,408	83,790	107,760	110,540	114,783
25	84,709	86,092	110,023	112,861	117,078
Off schedule	86,827	88,244	112,773	115,683	120,005

Educators who move from the Bachelor's +15 column to the Master's (Bachelor's +39) column during the term of this contract will be moved as follows:

If the move occurs while the educator is on Step 1 through Step 12: The educator will be moved horizontally to the Master's (Bachelor's +39) column.

If the move occurs while the educator is on Step 13 through Step 25: The educator's salary in the Bachelor's +15 column will be increased by 3.5% for computational purposes only.

The educator will then be placed on the Master's (Bachelor's +39) column at the step where the salary is closest to, but not less than, the salary computed.

This placement will not be below Master's (Bachelor's +39) Step 12.

Individuals moving from the 25th step to "off schedule" will receive a 2.5% increase plus the salary schedule base increase for that year. Those continuing off schedule will receive the salary schedule base increase each year.

APPENDIX A

SEA 2024-2025 SALARY SCHEDULE

	B	B+15	B+39/M	M+15	M+30
1	46,958	49,307	52,124	54,941	58,698
2	49,307	51,654	54,473	57,289	61,046
3	51,654	54,003	56,819	59,638	63,394
4	54,003	56,351	59,168	61,985	65,742
5	56,351	58,698	61,516	64,334	68,090
6	58,698	61,516	63,863	66,682	70,908
7	61,516	63,863	66,682	69,499	73,256
8	63,863	66,682	69,028	71,847	76,073
9	66,682	69,028	71,847	74,664	78,421
10	69,028	71,377	74,194	77,013	81,238
11	72,786	75,135	77,951	80,770	84,995
12	76,543	78,891	81,708	84,525	88,752
13	76,543	78,891	85,465	88,282	92,509
14	76,543	78,891	89,690	92,509	96,265
15	76,543	78,891	93,448	96,265	100,491
16	76,543	78,891	97,675	100,491	104,248
17	76,543	78,891	99,530	102,350	106,385
18	76,543	78,891	101,422	104,244	108,566
19	78,891	81,238	103,298	106,120	110,466
20	78,891	81,238	105,209	108,030	112,399
21	81,708	83,586	106,366	109,219	113,579
22	81,708	83,586	107,536	110,420	114,772
23	84,056	85,465	108,719	111,579	115,919
24	84,056	85,465	109,915	112,751	117,078
25	86,404	87,814	112,223	115,119	119,420
Off schedule	88,564	90,009	115,029	117,997	122,406

Educators who move from the Bachelor's +15 column to the Master's (Bachelor's +39) column during the term of this contract will be moved as follows:

If the move occurs while the educator is on Step 1 through Step 12: The educator will be moved horizontally to the Master's (Bachelor's +39) column.

If the move occurs while the educator is on Step 13 through Step 25: The educator's salary in the Bachelor's +15 column will be increased by 3.5% for computational purposes only.

The educator will then be placed on the Master's (Bachelor's +39) column at the step where the salary is closest to, but not less than, the salary computed.

This placement will not be below Master's (Bachelor's +39) Step 12.

Individuals moving from the 25th step to "off schedule" will receive a 2.5% increase plus the salary schedule base increase for that year. Those continuing off schedule will receive the salary schedule base increase each year.

APPENDIX A

SEA 2025-2026 SALARY SCHEDULE

	B	B+15	B+39/M	M+15	M+30
1	47,898	50,293	53,167	56,040	59,871
2	50,293	52,687	55,562	58,435	62,267
3	52,687	55,083	57,956	60,831	64,662
4	55,083	57,478	60,351	63,225	67,057
5	57,478	59,871	62,746	65,620	69,452
6	59,871	62,746	65,141	68,016	72,326
7	62,746	65,141	68,016	70,888	74,721
8	65,141	68,016	70,409	73,284	77,594
9	68,016	70,409	73,284	76,158	79,990
10	70,409	72,804	75,678	78,553	82,862
11	74,242	76,637	79,510	82,385	86,695
12	78,074	80,469	83,342	86,216	90,527
13	78,074	80,469	87,175	90,048	94,359
14	78,074	80,469	91,484	94,359	98,191
15	78,074	80,469	95,317	98,191	102,501
16	78,074	80,469	99,628	102,501	106,333
17	78,074	80,469	101,521	104,397	108,513
18	78,074	80,469	103,450	106,329	110,737
19	80,469	82,862	105,364	108,242	112,675
20	80,469	82,862	107,313	110,191	114,647
21	83,342	85,258	108,493	111,403	115,851
22	83,342	85,258	109,687	112,628	117,067
23	85,737	87,175	110,893	113,811	118,238
24	85,737	87,175	112,113	115,006	119,420
25	88,132	89,570	114,468	117,421	121,808
Off schedule	90,335	91,809	117,329	120,357	124,854

Educators who move from the Bachelor's +15 column to the Master's (Bachelor's +39) column during the term of this contract will be moved as follows:

If the move occurs while the educator is on Step 1 through Step 12: The educator will be moved horizontally to the Master's (Bachelor's +39) column.

If the move occurs while the educator is on Step 13 through Step 25: The educator's salary in the Bachelor's +15 column will be increased by 3.5% for computational purposes only.

The educator will then be placed on the Master's (Bachelor's +39) column at the step where the salary is closest to, but not less than, the salary computed.

This placement will not be below Master's (Bachelor's +39) Step 12.

Individuals moving from the 25th step to "off schedule" will receive a 2.5% increase plus the salary schedule base increase for that year. Those continuing off schedule will receive the salary schedule base increase each year.

APPENDIX A

SEA 2026-2027 SALARY SCHEDULE

	B	B+15	B+39/M	M+15	M+30
1	48,856	51,299	54,230	57,160	61,069
2	51,299	53,741	56,674	59,604	63,512
3	53,741	56,184	59,115	62,047	65,956
4	56,184	58,628	61,558	64,489	68,398
5	58,628	61,069	64,001	66,933	70,841
6	61,069	64,001	66,444	69,376	73,772
7	64,001	66,444	69,376	72,306	76,216
8	66,444	69,376	71,817	74,750	79,146
9	69,376	71,817	74,750	77,681	81,589
10	71,817	74,260	77,192	80,124	84,520
11	75,727	78,170	81,100	84,033	88,429
12	79,635	82,078	85,009	87,940	92,338
13	79,635	82,078	88,918	91,848	96,246
14	79,635	82,078	93,314	96,246	100,154
15	79,635	82,078	97,223	100,154	104,551
16	79,635	82,078	101,621	104,551	108,459
17	79,635	82,078	103,551	106,485	110,683
18	79,635	82,078	105,519	108,455	112,952
19	82,078	84,520	107,471	110,407	114,928
20	82,078	84,520	109,459	112,395	116,940
21	85,009	86,963	110,663	113,631	118,168
22	85,009	86,963	111,881	114,881	119,408
23	87,452	88,918	113,111	116,087	120,602
24	87,452	88,918	114,356	117,306	121,808
25	89,894	91,362	116,757	119,769	124,245
Off schedule	92,142	93,646	119,676	122,764	127,351

Educators who move from the Bachelor's +15 column to the Master's (Bachelor's +39) column during the term of this contract will be moved as follows:

If the move occurs while the educator is on Step 1 through Step 12: The educator will be moved horizontally to the Master's (Bachelor's +39) column.

If the move occurs while the educator is on Step 13 through Step 25: The educator's salary in the Bachelor's +15 column will be increased by 3.5% for computational purposes only.

The educator will then be placed on the Master's (Bachelor's +39) column at the step where the salary is closest to, but not less than, the salary computed.

This placement will not be below Master's (Bachelor's +39) Step 12.

Individuals moving from the 25th step to "off schedule" will receive a 2.5% increase plus the salary schedule base increase for that year. Those continuing off schedule will receive the salary schedule base increase each year.

APPENDIX A

SEA 2027-2028 SALARY SCHEDULE

	B	B+15	B+39/M	M+15	M+30
1	49,833	52,325	55,315	58,304	62,290
2	52,325	54,816	57,807	60,796	64,782
3	54,816	57,308	60,297	63,288	67,275
4	57,308	59,800	62,789	65,779	69,766
5	59,800	62,290	65,281	68,271	72,258
6	62,290	65,281	67,772	70,764	75,248
7	65,281	67,772	70,764	73,752	77,740
8	67,772	70,764	73,253	76,245	80,729
9	70,764	73,253	76,245	79,235	83,221
10	73,253	75,746	78,736	81,727	86,210
11	77,241	79,733	82,722	85,713	90,198
12	81,228	83,720	86,709	89,699	94,184
13	81,228	83,720	90,697	93,685	98,171
14	81,228	83,720	95,180	98,171	102,158
15	81,228	83,720	99,168	102,158	106,642
16	81,228	83,720	103,653	106,642	110,629
17	81,228	83,720	105,623	108,615	112,896
18	81,228	83,720	107,629	110,624	115,211
19	83,720	86,210	109,620	112,615	117,227
20	83,720	86,210	111,648	114,643	119,278
21	86,709	88,702	112,877	115,904	120,531
22	86,709	88,702	114,118	117,179	121,796
23	89,201	90,697	115,374	118,409	123,014
24	89,201	90,697	116,643	119,652	124,245
25	91,692	93,189	119,092	122,165	126,729
Off schedule	93,984	95,519	122,069	125,219	129,898

Educators who move from the Bachelor's +15 column to the Master's (Bachelor's +39) column during the term of this contract will be moved as follows:

If the move occurs while the educator is on Step 1 through Step 12: The educator will be moved horizontally to the Master's (Bachelor's +39) column.

If the move occurs while the educator is on Step 13 through Step 25: The educator's salary in the Bachelor's +15 column will be increased by 3.5% for computational purposes only.

The educator will then be placed on the Master's (Bachelor's +39) column at the step where the salary is closest to, but not less than, the salary computed.

This placement will not be below Master's (Bachelor's +39) Step 12.

Individuals moving from the 25th step to "off schedule" will receive a 2.5% increase plus the salary schedule base increase for that year. Those continuing off schedule will receive the salary schedule base increase each year.

APPENDIX B

Extra Duty Pay Schedule
2022-2028

Professional	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028
PBIS Coordinator	1,278	1,305	1,330	1,356	1,383	1,411
Professional Development Presenter	48/hour	49/hour	50/hour	51/hour	52/hour	53/hour
Junior High Department Chair/Field Leader	3,861	3,938	4,017	4,097	4,179	4,263
CST Coordinator	3,861	3,938	4,017	4,097	4,179	4,263
Mentoring Year 2	602	614	626	639	652	664
Dean of Students	7,722	7,876	8,034	8,194	8,358	8,526
Website Coordinator Webmaster	1,183	1,207	1,231	1,256	1,281	1,306
Social Media Coordinator	1,183	1,207	1,231	1,256	1,281	1,306
Instructional						
Junior High Coaches	3,621	3,693	3,767	3,843	3,919	3,998
Grades K-8 Educational Clubs	575,514	587,024	598,765	610,740	622,955	635,414
Grades 5-6 Instrumental Music	3,619	3,691	3,765	3,840	3,917	3,996
Extra Class at Grades 7-8	1/9 salary	1/9 salary	1/9 salary	1/9 salary	1/9 salary	1/9 salary
Junior High Lunch Supervision	2,344	2,394	2,442	2,491	2,540	2,591
Elementary Lunch Supervision	19.50/hour	20.50/hour	21.50/hour	22.50/hour	23.50/hour	24.50/hour
Head Lunch Supervisor	23.50/hour	24.50/hour	25.50/hour	26.50/hour	27.50/hour	28.50/hour
Grades K-6 Patrol Supervisor	1,721	1,755	1,789	1,826	1,853	1,900
Homebound Tutor, Technology Troubleshooter or similar activities	48/hour	49/hour	50/hour	51/hour	52/hour	53/hour
Curriculum Writing, Summer School, Summer Camps, Internal Subbing	48/hour	49/hour	50/hour	51/hour	52/hour	53/hour
District Initiated Club Offerings	596	608	620	632	645	658
Non-Instructional						
Chaperone/ Supervision Rate	30/hour	31/hour	32/hour	33/hour	34/hour	35/hour
Athletic Director/ Assignment of Officials	7,643	7,796	7,952	8,111	8,273	8,438
Interpreting – SEA/SEEO	40/hour	41/hour	42/hour	43/hour	44/hour	45/hour

*Maintains a 2% amount increase of the current contract for non-hourly stipends.

AMOUNT: **(for office use)**

Club Sponsor Request Form

By May 1st of each school year, staff members interested in sponsoring a club must submit this form to their building principal.

By September 15th of each school year, building principals will work collaboratively with their School Leadership Team to review all submitted club sponsorship requests, finalize building club stipend allocations, and share school club stipend allocations and assignments with their staff as a whole.

Clubs will start upon a signed agreement with the club sponsor.

Staff Member(s) Name:	
Name of Club:	
Description of Club:	
Maximum Number of Students Participating Each Session:	
Number of Total Sessions:	
Targeted Grade Levels:	
Preferred Meeting Dates & Times:	
Preferred Location:	

Stipend amounts for each club will be established by:

- The total number of approved club hours for the entire building;
- Dividing the total club stipend allocation amount provided to the school from the district by the total number of approved club hours for the entire building; and
- Multiplying this number by the total number of approved hours allocated for each individual club.

The approved stipend allocation per club will be divided equitably if multiple staff members are sponsoring a club.

Principal's Signature: _____

Employee's Signature: _____ **ID Number:** _____

Medical Plan

Carrier Network Benefit Highlights	HMO Illinois HMO In Network Only	PPO Plan Participating Provider Organization (PPO)	
		PPO	**Non PPO**
Individual Annual Deductible	N/A	$750	$2,000
Family	N/A	$2,250	$6,000
Coinsurance	100%	80%	60%
Individual Out of Pocket Max*	$3,000	$3,750	$7,500
Family	$6,000	$7,000	$11,250
Claim Size to meet Out of Pocket Max	N/A	$15,750 to meet OPX	$15,750 to meet OPX
Hospital & Physician Services	**No Deductible**	**Unless otherwise noted, all services subject to Deductible**	
Hospitalization	$150 per day copay for the first 3 days; then 100%	80%	60%
Outpatient Surgery	$100 copay	80%	60%
Office Visits ~ PCP / Specialist	$20 / $30	80%	60%
Preventive Care	100%	100%; No Deductible	60%
Emergency Room	$200 copay	$200/visit copay	$200/visit copay
Urgent Care Visit	$50/visit	$50/visit copay	60%
Mental Health/Substance Abuse	Per Type of Service	50 Inpatient days and 52 Outpatient Treatment visits per calendar year (combined for MH/SA)	
Prescription Drug Benefits**	**No Deductible**	**Deductible does not apply to Rx copays; Preferred / Non-Preferred**	
Retail ~ In Network	$0/$10/$20/$40/$75/$100	$0 / $10 / $40 / $60 / $75 / $100 Non-Preferred = +$10-$15	
Mail Order	2x Retail	3-month supply for 2x Copay	
Out of Pocket Maximum - RX	$1,200 Individual; $3,000 Family	$1,500 Individual; $3,000 Family	

PPO Plan Pharmacy as of 3/1/18		
Preferred Pharmacy Network		
Walgreens Walmart Sam's Club Albertson's (Osco) Affiliated Independent Network		
Non-Network as of March 2018		
CVS (including Target CVS)		
All Other Pharmacies		
Non-Preferred Pharmacies		
Rates		
HMO	**2022**	**2023-2028**
Employee	$679	*Rates will be determined annually by benefit committee with increases limited to 0%-4% annually*
Employee + children	N/A	
Employee + 1	$1,210	
Family	$1,422	
PPO	**2022**	**2023-2028**
Employee	$763	*Rates will be determined annually by benefit committee with increases limited to 0%-4% annually*
Employee + children	N/A	
Employee + 1	$1,464	
Family	$1,677	

*Out of Pocket maximums include Deductible

** Prescription Drug copays: If a generic drug is available, you may be required to pay the cost difference if you select a brand name drug.

This summary is for illustration purposes only. For detailed policy information, please contact your benefit plan administrator or refer to the official certificate of coverage policy booklet. In the event there is a discrepancy between this illustration and the official certificate of coverage provided by the carrier, the official certificate of coverage will prevail.

APPENDIX E

LEAVE REQUEST FORM

TO: Assistant Superintendent – Human Resources

TODAY'S DATE: _____ **EMPLOYEE ID NO.:** _____

Date Requested: _____ **Day of Week:** _____

Substitute Needed: All Day:_____ Partial Day: (List Times)_____
Substitute Not Needed: _____

Each full time non-administrative employee may use five (5) days (no more than three (3) days consecutively) of leave each year for **emergencies or other urgent and compelling business** which cannot be conducted during non-school hours or days. Honeymoon and vacations are usually not considered sufficient reasons for a business day. Days used for business leave will be deducted from the employee's sick leave. Unused business days will not accumulate as business days. **Requests for business leave of three (3) days or less do not require this form and should be reported by the employee to** the current substitute system. *In lieu of taking a Personal Business Day for religious observances, employees may choose to work additional day(s) after the conclusion of the school year. Please send a letter to Human Resources with your request prior to the religious observance day(s).

_____**BUSINESS LEAVE (More than three (3) consecutive days-*letter attached*)**

If more than three (3) days are needed consecutively, the employee may make that request to both the Superintendent and the Association President for consideration. Written requests for such use should be approved in advance, except in cases of emergency. Written requests for extended business leave are to be submitted on this form to the building principal who will forward them to Human Resources.

_____**BUSINESS LEAVE**

Business leave shall not be granted on days immediately preceding or following holidays/school breaks and on specific or unique work days (as defined in the Business Leave section of the SEA and SEEO Contracts). Emergencies or special circumstances that occur on these days requiring an absence from work must be documented and approved by the Superintendent or designee. Days not approved will be deducted from the employee's salary.

_____**BEREAVEMENT LEAVE (*Please circle the immediate family member*)**

In the event of death in the immediate family of an employee, that employee will be granted absence without loss of pay for three (3) days. Approval must come from the Superintendent. Such absence will not be deducted from an employee's sick leave. If additional time is needed, the employee must secure the Superintendent's approval. If such a request is granted, the employee may be given up to five (5) additional days to be taken from the employee's sick leave. For the purpose of this provision, immediate family includes: parents, spouse, civil union partner and/or domestic partner, children, brothers, sisters, grandparents, great-grandparents, grandchildren, great-grandchildren, parents- in-law, brothers-in-law, sisters-in-law, legal guardians, step-children, step-siblings, grandparents-in-law, step-parents, daughters-in-law, sons-in-law, cousins, aunts, uncles, nieces or nephews.

_____ _____
PRINT EMPLOYEE NAME Signature of Employee

_____ _____
Grade/Subject/Assignment Base School(s) or Facility Served on Day of Absence

_____ _____
Signature of Appropriate Administrator Approved by Assistant Superintendent, Human Resources

Consider this request approved unless you receive a call to the contrary. Request will be placed in your personnel file.

Fax : 847-357-5004 or email form to Human Resources and to the Association President.

APPENDIX F

JOB SHARE OUTLINE

TO POTENTIAL JOB SHARERS: Job share proposals are due February 1 of each year. Please use this memo as a guide. Be certain that each topic is addressed in your proposal. **Numbers 9, 10, 11 and 13 must be included verbatim in all proposals.**

Educator A and educator B will share the responsibility of one (1) Grade teaching assignment at

_____ School for the _____school year.

1. The daily schedule for each educator will be:

   Educator A (8:40 a.m. - 12:30 p.m.) (Depends on your school schedule)

   Educator B (12:15 p.m. - 3:45 p.m.) (Depends on your school schedule)

2. The teaching assignments will be:

   Educator A (Reading, Language, Spelling) (Example)

   Educator B (Handwriting, Math, Social Studies, Science/Health) (Example)

3. A fifteen (15) minute joint conference time (12:15 p.m. - 12:30 p.m.) is provided in the daily schedule.
4. Both educators will be in attendance for the full day on the first student attendance day of the school year.
5. Both educators will be in attendance for parent-teacher conferences.
6. Each educator will be responsible for planning and conducting their own field trips.
7. Both educators will be in attendance for the full day on each Institute Day; however, on (Wednesday) professional development meeting days, one (1) of the two (2) educators will be in attendance in order to represent their team.
8. Meetings and/or conferences scheduled before school will be attended by Educator A. Educator B will attend meetings and/or conferences scheduled after school. Meetings scheduled during the lunch hour and other professional responsibilities will be shared equally.
9. Salary, insurance benefits, sick leave and business leave benefits and seniority credit will be prorated for each educator. Educators requesting medical/dental insurance benefits will be required to pay the difference for coverage.
10. If one (1) of the educators is to be absent, the other will be given the opportunity to substitute. The pay for substituting will be in accordance with the current substitute educator pay schedule.
11. In the event that one (1) of the job-share partners resigns or is unable to fulfill the contract for the year, the other employee will fulfill both components of the job share position. The District will actively seek to find a replacement for the vacated position.
12. The proposal must be signed by both partners and the appropriate administrator before it will be presented to the Board of Education for approval.
13. For TRS purposes, educators earn one (1) year of service credit for one hundred seventy (170) days worked on one (1) school year. If the job share plan is for less than one hundred seventy (170) days, educators earn service credit for each day paid at the ratio of days paid to one hundred seventy (170) days.

FORM FOR EMPLOYEES GRANTED AN UNPAID LEAVE OF ABSENCE PURSUANT TO ARTICLE VI – LEAVE

I understand and agree that, pursuant to Article VI of the Agreement between the Schaumburg Education Association and the Schaumburg School District 54 Board of Education, it is my responsibility to advise the Superintendent no later than February 1 or as of the commencement of the leave, whichever is later, of my intention to return to work. I also understand that my failure to so notify the Superintendent will be deemed and hereby is a resignation from employment in the District.

I also understand that the administration will send a reminder to me at my last address on file in the District's office no later than the December 15 preceding the February 1 deadline.

Signed,

_____
Employee

_____
Witness

_____
Superintendent or Designee

Dated: _____

Note: For Leave Request Form, see Appendix E

LETTER OF UNDERSTANDING BETWEEN THE SCHAUMBURG EDUCATION ASSOCIATION AND SCHAUMBURG SCHOOL DISTRICT 54

SEA President

Upon expiration of the current SEA President arrangement, the Board will consider and extend that arrangement provided the SEA will reimburse the District annually at the rate of the average salary for all new certified staff hired by August 15.

The Schaumburg Education Association and the Schaumburg District 54 Board of Education agree that upon the conclusion of the full-time release President's term of office, the opportunity will be given to return to the same job position held prior to service as SEA President.

LETTER OF UNDERSTANDING BETWEEN THE SCHAUMBURG EDUCATION ASSOCIATION AND SCHAUMBURG SCHOOL DISTRICT 54

Volunteering

The success of our new educators is paramount to both School District 54 and the Schaumburg Education Association. We agree that the goal of our pre-tenure educators, which is supported by both the Administration and SEA, is to focus on developing their craft of teaching. Although each educator brings many individual talents to our schools that can and should be shared, volunteering for assignments outside their regular classroom duties will not be expected by the Administration during their first two (2) years of employment in the District. This does not preclude the first (1st) and second (2nd) year educators from volunteering for additional duties and responsibilities.

The following will be done each year.

1. During Induction Week, the Administration and SEA will discuss volunteering.
2. At the beginning of the year, district office Administration will discuss volunteering with administrators.
3. At the beginning of the year, SEA will discuss volunteering with building representatives.

When asking for volunteers, the following procedure will be followed:

1. The opportunity to volunteer will be brought to the attention of the entire staff.
2. If no one volunteers, the Administration will ask tenured staff to volunteer.
3. If an educator feels pressure to volunteer, that concern will be brought to the attention of the SEA and/or district office Administration.

MEMORANDUM OF UNDERSTANDING
BETWEEN THE BOARD OF EDUCATION OF SCHAUMBURG SCHOOL DISTRICT NO. 54
AND THE SCHAUMBURG EDUCATION ASSOCIATION

This Memorandum of Understanding between the Board of Education of Schaumburg School District No. 54 ("the Board") and the Schaumburg Education Association ("the SEA") (collectively, "the Parties") hereby amends Article XXII of the Collective Bargaining Agreement dated July 1, 2022 through June 30, 2028.

WHEREAS, the Parties negotiated Article XXII, Voluntary Retirement Incentive Program, as language in the current Collective Bargaining Agreement; and

WHEREAS, the language of Article XXII provides a retirement incentive equal to a 5% raise per year prior to retirement based on the number of years' notice given by the employee; and

WHEREAS, there are eligibility requirements in the retirement incentive, including the requirement that the employee retire in the first year they are eligible to retire with a full TRS annuity; and

WHEREAS, the collective bargaining agreement did not provide a retirement incentive to employees who choose to retire prior to eligibility for a full retirement annuity through TRS; and

WHEREAS, the Board has determined to offer the retirement incentive to the SEA members who retire without a full TRS benefit; and

NOW THEREFORE, the Parties agree to amend the Collective Bargaining Agreement and resolve potential grievances as follows:

1. All SEA members are eligible to receive the retirement incentive set forth in Article XXII even if they are not eligible to receive their full retirement benefit from TRS when they retire as long as they meet all other eligibility requirements set forth in the Collective Bargaining Agreement to receive the incentive under Article XXII, Section A, Paragraph 2.a.

2. SEA members who did not meet the eligibility criteria for the retirement incentive prior to the adoption of this Memorandum of Understanding shall have the June 1, 2022, notice deadline in the Collective Bargaining Agreement extended until October 15, 2022.

3. This Memorandum of Understanding is non-precedential and will expire on June 30, 2028.

4. This Memorandum of Understanding is effective upon signature of representatives of both Parties.

AGREED TO on 15th day of September, 2022, by representatives of the Parties as set forth below:

BOARD OF EDUCATION OF SCHAUMBURG SCHOOL DISTRICT NO. 54	SCHAUMBURG EDUCATION ASSOCIATION
BY: [signature]	BY: [signature]
ITS: PRESIDENT BOE	ITS: SEA President
DATE: 9/15/22	DATE: 9/15/22

Memorandum of Understanding
Between
Board of Education, Schaumburg Community Consolidated School District #54 AND Schaumburg Education Association, IEA/NEA (SEA), AND Schaumburg Educational Employees Organization, IEA/NEA (SEEO)

Subject: Surveillance Equipment on School Property

WHEREAS: The Schaumburg Education Association, IEA/NEA, hereinafter referred to as "SEA," the Schaumburg Educational Employees Organization, IEA/NEA, hereinafter referred to as "SEEO" and the Board of Education of the Schaumburg Community Consolidated School District #54, hereinafter referred to as "the Board," are parties to a collective bargaining agreement, hereinafter referred to as "CBA," effective July 1, 2022 through June 30, 2028;

WHEREAS: The SEA, SEEO, and the Board have agreed to modifications of the CBA concerning the use of surveillance equipment.

WHEREAS: The Parties hereto agree to memorialize the terms and conditions of their agreement in this Memorandum of Understanding (MOU).

NOW THEREFORE, The SEA, SEEO, and the Board do hereby agree to this MOU on the following terms and conditions:

1. The terms and conditions of this MOU shall be in effect upon execution and approval of this MOU by both Parties and shall terminate on June 30, 2028, or pursuant to prior written agreement of the Parties, whichever comes first.

2. The Board will install surveillance equipment (cameras) inside the schools in areas that it deems appropriate to ensure student, staff, and stakeholder safety. These areas will primarily be common areas and will not be installed in private areas of the school (i.e. bathrooms, locker rooms, etc.).

3. The sole purpose and use of the video surveillance is to monitor illegal, inappropriate, or otherwise prohibited (as defined by Board policy) activity, unauthorized access to restricted areas, and unauthorized removal of personal and/or district property or damage to property. The purpose of surveillance equipment is not to evaluate the performance of employees or to monitor their behavior or conduct.

4. Data from the surveillance equipment may be reviewed only by District administrative personnel, attorneys, school resource officers, court officials, representatives from the Illinois Department of Children and Family Services, law enforcement officials, parents/guardians of students who are depicted in the video footage, and other individuals authorized by law or court order. Should there be reasonable suspicion that a bargaining unit member has violated the law, Board policy, engaged in inappropriate or otherwise prohibited activity (as defined by Board policy), or is under the investigation by the Illinois Department of Child and Family Services and video surveillance may corroborate or clear a bargaining unit of wrongdoing, the following steps will be taken:

a. The Association will be notified if the District intends to investigate the alleged incident. Such notification shall be in writing.

b. The Employee, the Association representative and/or the Employee's representative may review the data depicting the alleged incident, including the entire video footage.

c. The Employee will be advised of his/her/their right to be represented in all investigatory meetings regarding alleged incident. The employee may decline to be represented after advisement.

d. Any discipline that may be imposed against the Employee as a result of the alleged incident investigation shall be in accordance with the applicable provisions in this Agreement.

5. Should a FOIA request for video surveillance that involves a bargaining unit member be granted by the District, the bargaining unit member shall have the right to request a copy of the granted request as well as the video surveillance.

6. This MOU contains the complete understanding between the SEA, the SEEO and the Board.

7. This MOU may only be modified by written agreement of the Parties.

8. Each representative of the Parties executing this MOU on behalf of their principal represents and warrants that he/she/they has the authority to bind their respective Party to the terms and conditions of this MOU.

Executed this 9th day of October, 2025.

Schaumburg Education Association
IEA/NEA (SEA)

By: Lori Mobley
Lori Mobley, SEA President

Schaumburg Community Consolidated District 54
Board of Education

By: Nicholas Scipione
Nicholas Scipione, President

Schaumburg Educational Employees
Organization IEA/NEA (SEEO)

By: Kathleen M Jesuit
Kathy Jesuit, SEEO President

Memorandum of Understanding
Between
Board of Education, Schaumburg Community Consolidated School District #54 AND
Schaumburg Education Association, IEA/NEA (SEA)

Subject: Amendment to Article XI, Section A of the Collective Bargaining Agreement (School Calendar)

WHEREAS: The Schaumburg Education Association, IEA-NEA, hereinafter referred to as "SEA" and the Board of Education of the Schaumburg Community Consolidated School District #54, hereinafter referred to as "the Board," are parties to a collective bargaining agreement, hereinafter referred to as "CBA," effective July 1, 2022 through June 30, 2028;

WHEREAS: The SEA and the Board have agreed to modifications of the CBA concerning the allocation of educator plan time.

WHEREAS: The Parties hereto agree to memorialize the terms and conditions of their agreement in this Memorandum of Understanding (MOU).

NOW THEREFORE, The SEA and the Board do hereby agree to this MOU on the following terms and conditions:

1. The terms and conditions of this MOU shall be in effect upon execution and approval of this MOU by both Parties and shall terminate on June 30, 2028, or pursuant to prior written agreement of the Parties, whichever comes first.

2. The Parties agree to amend the CBA, Article XI, Section A of the contract as follows:

   All educators will be afforded a half day of planning time per trimester for the purposes of completing grades, report cards, etc. In addition, the first day of parent teacher conferences will be a full work day (plus evening conference time). **Either the morning or the afternoon** of the first day of conferences will be individual plan time.

3. This MOU contains the complete understanding between the SEA and the Board.

4. This MOU may only be modified by written agreement of the Parties.

5. Each representative of the Parties executing this MOU on behalf of their principal represents and warrants that he/she has the authority to bind their respective Party to the terms and conditions of this MOU.

Executed this 9th day of October, 2025.

Schaumburg Education Association (SEA) IEA/NEA

By: Lori Mobley
Lori Mobley, SEA President

Schaumburg Community Consolidated District 54
Board of Education

By: Nicholas Scipione
Nicholas Scipione, President

Memorandum of Understanding
Between
Board of Education, Schaumburg Community Consolidated School District #54 AND
Schaumburg Education Association, IEA/NEA (SEA)

WHEREAS: The Schaumburg Education Association, IEA-NEA, hereinafter referred to as "SEA" and the Board of Education of the Schaumburg Community Consolidated School District #54, hereinafter referred to as "the Board," are parties to a collective bargaining agreement, hereinafter referred to as "CBA," effective July 1, 2022 through June 30, 2028;

WHEREAS: The SEA and the Board have agreed to modifications of the CBA concerning the addition of Occupational Therapists, Physical Therapists, and Certified Occupational Therapist Assistants into the bargaining unit.

WHEREAS: The Parties hereto agree to memorialize the terms and conditions of their agreement in this Memorandum of Understanding (MOU).

NOW THEREFORE, The SEA and the Board do hereby agree to this MOU on the following terms and conditions:

1. The terms and conditions of this MOU shall be in effect upon execution and approval of this MOU by both Parties and shall terminate on June 30, 2028, or pursuant to prior written agreement of the Parties, whichever comes first.

2. The Parties agree to amend the CBA, Article II of the contract as follows:

The Board of Education of District 54, Cook County, Schaumburg, Illinois (the "Board"), hereby recognizes the Schaumburg Education Association – IEA/NEA (the "Association"), as the exclusive and sole negotiation agent for all full-time regularly employed licensed personnel, all part-time regularly employed licensed personnel, and **all full-time and part-time Occupational Therapists, Physical Therapists, and Certified Occupational Therapist Assistants,** except for the Superintendent, Associate Superintendents, Assistant Superintendents, Executive Directors, Directors, Principals, Assistant Principals, all substitutes and any personnel in new positions exercising supervisory or administrative responsibility, including personnel responsible for evaluation.

3. All ELC educators covered under the SEA agreement will have ½ day of plan time per month in order to obtain their 270 minutes of plan time.

4. Any Occupational Therapist, Physical Therapist, or Certified Occupational Therapist Assistant who is a current contributor to the District operated sick leave bank, shall have their total accumulation of sick leave bank days rolled over to the SEA sick leave bank.

5. Those Occupational Therapists that are required by law to supervise Certified Occupational Therapist Assistants shall receive an additional thirty (30) minutes of plan time per week for the specific purpose of said supervision.

6. The probationary period for Occupational Therapists, Physical Therapists, and Certified Occupational Therapist Assistants shall be one hundred twenty (120) days.

7. In accordance with state law, all Occupational Therapists, Physical Therapists, and Certified Occupational Therapist Assistants will follow Article X, Layoffs and Recall, of the SEEO agreement and not Article VIII letter F of the SEA agreement.

8. Current and future Certified Occupational Therapist Assistants who receive a Bachelor's degree in an Occupational Therapy program shall be paid at 100% of the OT/PT salary schedule.

9. Two field leader stipends will be made available – one for an Occupational Therapist, and one for a Physical Therapist.

10. Article XX, Retirement Insurance Benefit, of the SEA agreement is not applicable to Occupational Therapists, Physical Therapists, or Certified Occupational Therapist Assistants. Instead, these employees will follow Article XVIII, letter B of the SEEO agreement.

11. The salary schedule included in Appendix A.1. will be utilized for Occupational Therapists, Physical Therapists and Certified Occupational Therapist Assistants.

12. This MOU contains the complete understanding between the SEA and the Board.

13. This MOU may only be modified by written agreement of the Parties.

14. Each representative of the Parties executing this MOU on behalf of their principal represents and warrants that he/she has the authority to bind their respective Party to the terms and conditions of this MOU.

Executed this 11th day of June, 2026.

Schaumburg Education Association
IEA/NEA (SEA)

By: _____
Lori Mobley, SEA President

Schaumburg Community Consolidated
District 54 Board of Education

By: _____
Nicholas Scipione, Board of Education President

APPENDIX A.1.

SEA OT/PT 2026-2027 SALARY SCHEDULE

	B	B+15	B+39/M	M+15	M+30
1	46,554	48,881	51,675	54,467	58,191
2	48,881	51,209	54,004	56,796	60,520
3	51,209	53,537	56,329	59,124	62,848
4	53,537	55,865	58,657	61,450	65,175
5	55,865	58,191	60,985	63,778	67,503
6	58,191	60,985	63,313	66,107	70,296
7	60,986	63,313	66,107	68,899	72,625
8	63,313	66,107	68,433	71,227	75,417
9	66,107	68,433	71,227	74,020	77,745
10	68,433	70,761	73,554	76,348	80,537
11	72,159	74,487	77,279	80,073	84,263
12	75,883	78,211	81,003	83,796	87,987
13	75,883	78,211	84,729	87,521	91,710
14	75,883	78,211	88,916	91,710	95,435
15	75,883	78,211	92,642	95,435	99,625
16	75,883	78,211	96,833	99,625	103,349
17	75,883	78,211	98,673	101,468	105,468
18	75,883	78,211	100,547	103,345	107,630
19	78,211	80,537	102,407	105,205	109,513
20	78,211	80,537	104,301	107,098	111,429
21	81,003	82,865	105,449	108,276	112,600
22	81,003	82,865	106,608	109,468	113,782
23	83,331	84,729	107,781	110,618	114,920
24	83,331	84,729	108,967	111,779	116,069
25	85,658	87,057	111,255	114,126	118,390
Off schedule	87,800	89,233	114,037	116,979	121,350

Salary schedules are created utilizing the original SEA Salary Schedule less TRS 9% contribution plus IMRF 4.5% contribution.

Individuals moving from the 25th step to "off schedule" will receive a 2.5% increase plus the salary schedule base increase for that year. Those continuing off schedule will receive the salary schedule base increase each year.

Certified Occupational Therapy Assistants will be paid 75% of the salary in the cell that corresponds with their educational attainment and years of experience. Those acquiring a Bachelor degree in Occupational Therapy will be paid at 100% of the appropriate cell.

APPENDIX A.1.

SEA OT/PT 2027-2028 SALARY SCHEDULE

	B	B+15	B+39/M	M+15	M+30
1	47,485	49,859	52,709	55,556	59,355
2	49,859	52,233	55,084	57,932	61,730
3	52,233	54,608	57,456	60,306	64,105
4	54,608	56,982	59,830	62,679	66,479
5	56,982	59,355	62,205	65,054	68,853
6	59,355	62,205	64,579	67,429	71,702
7	62,206	64,579	67,429	70,277	74,078
8	64,579	67,429	69,802	72,652	76,925
9	67,429	69,802	72,652	75,500	79,300
10	69,802	72,176	75,025	77,875	82,148
11	73,602	75,977	78,825	81,674	85,948
12	77,401	79,775	82,623	85,472	89,747
13	77,401	79,775	86,424	89,271	93,544
14	77,401	79,775	90,694	93,544	97,344
15	77,401	79,775	94,495	97,344	101,618
16	77,401	79,775	98,770	101,618	105,416
17	77,401	79,775	100,646	103,497	107,577
18	77,401	79,775	102,558	105,412	109,783
19	79,775	82,148	104,455	107,309	111,703
20	79,775	82,148	106,387	109,240	113,658
21	82,623	84,522	107,558	110,442	114,852
22	82,623	84,522	108,740	111,657	116,058
23	84,998	86,424	109,937	112,830	117,218
24	84,998	86,424	111,146	114,015	118,390
25	87,371	88,798	113,480	116,409	120,758
Off schedule	89,556	91,018	116,318	119,319	123,777

Salary schedules are created utilizing the original SEA Salary Schedule less TRS 9% contribution plus IMRF 4.5% contribution.

Individuals moving from the 25th step to "off schedule" will receive a 2.5% increase plus the salary schedule base increase for that year. Those continuing off schedule will receive the salary schedule base increase each year.

Certified Occupational Therapy Assistants will be paid 75% of the salary in the cell that corresponds with their educational attainment and years of experience. Those acquiring a Bachelor degree in Occupational Therapy will be paid at 100% of the appropriate cell.