

COLLECTIVE BARGAINING AGREEMENT

BETWEEN

THE BOARD OF EDUCATION

of

HIGHLAND COMMUNITY UNIT SCHOOL DISTRICT NO. 5

HIGHLAND, ILLINOIS

and

THE HIGHLAND EDUCATION ASSOCIATION,

CHARTERED WITH THE ILLINOIS EDUCATION ASSOCIATION

AND THE NATIONAL EDUCATION ASSOCIATION

2025-2026

2026-2027

2027-2028

I. PREAMBLE

The Board of Education of District No. 5 (hereinafter referred to as the Board) and the Highland Education Association (hereinafter referred to as the Association) do hereby concur and agree that the following statement of principles and policies is hereby adopted. The Board of Education recognizes the Highland Education Association by virtue of its representing a majority of the teaching staff.

II. RECOGNITION

- A. The Board hereby recognizes the Association, affiliated with the Illinois Education Association and the National Education Association, as the exclusive and sole negotiation agent for all regularly employed full and part time certified nurses, certified teaching personnel, certified psychologists and certified social workers except the Superintendent, central office personnel, building principals and such directors, supervisors and coordinators as the Board may determine necessary for the efficient administration of the schools of the district.
- B. The Board agrees not to negotiate with any teachers' organization other than the Association for the duration of this agreement. Further, the Board agrees not to negotiate with any regularly employed teacher individually during the duration of this agreement. Exception: new assignments not provided for in present contract.

III. STATEMENT OF FAITH

- A. It is the mutual responsibility of the Association and the Board to meet at reasonable times to negotiate in good faith.
- B. "Good faith" is defined as the mutual responsibility of the Association and the Board to deal with each other openly and fairly and to endeavor to reach agreement on items being negotiated.
- C. The Highland Community Unit School District Board and Administration and the Highland Education Association acknowledge that a good working relationship between the Association and the Board and Administration is founded upon mutual respect and open communication.

A positive relationship that, at its core, begins with open communication between the Association and the Board and Administration, improves not only employee relations, but also the educational environment.

The Superintendent and Association President will meet monthly to discuss matters of mutual concern. Additional meetings may be scheduled upon the request of either

party. The Association President and Superintendent may decide to include other Association Representatives and Administrators as deemed necessary.

#### IV. MANAGEMENT RIGHTS

It is understood and agreed that employees shall not bargain with the Board over matters of inherent managerial policy. The operating of schools and the direction of staff are vested exclusively in the School Board.

#### V. ASSOCIATION RIGHTS

- A. The Highland Education Association may hold local Association meetings on school district property after regular school hours providing such meetings in no way interfere with any aspect of the instructional program or previously scheduled school event. Other Association meetings will be subject to Board approval. This privilege will be subject to the same terms and conditions as other groups using the facilities.
- B. The Highland Education Association shall be allowed to use business equipment, faculty mailboxes, inter-school mail, and designated faculty bulletin boards for the purpose of internal communication. The Association must furnish its own supplies. Should a conflict occur in the usage of business equipment between the Association and the educational process, the educational process will have precedence.
- C. The Association shall be furnished a copy of the School Budget and the Annual Financial Report. The Association shall pick up same at the Main Office.
- D. Association Leave

The Association may send three representatives to local, state or national conferences or on other business pertinent to Association affairs - these representatives shall be excused without loss of salary. The total number of days for all representatives may not exceed ten (10). Association leave for up to 5 HEA members (one day each) to attend Illinois Lobby Day will not be included in the ten (10) day total. The Association shall reimburse the school for the salaries of substitute teachers for said representatives.

#### VI. NEGOTIATIONS PROCEDURES

- A. In the final year of the contract, either party may notify the other party to commence negotiations and negotiations shall commence within 60 calendar days of notice.
- B. Either party may invoke mediations in accordance with the Illinois Educational Labor Relations Act. The parties shall mutually agree upon a mediator and the cost of the mediators shall be shared equally.

## VII. EMPLOYEE RIGHTS

### A. Notification of Assignment

1. Employee assignment will be given consideration by the building principal and every effort shall be made to notify a teacher as soon as possible if a change in assignment is to be made. Teachers will be notified via e-mail by June 20 of their tentative teaching assignment. A tentative schedule for the second semester will be posted as soon as possible by the building principal.
2. A tentative schedule for specialist teachers will be posted at the Main Office by June 20.

### B. Pupil Discipline

The parties agree that the teacher has the responsibility for the maintenance of discipline within the classroom. All teachers and administrators will cooperate in the overall control and discipline in the school.

### C. Personnel File

1. With at least 24 hours advance notice, employees shall have the right, upon request, to review the contents of their personnel file and to place therein written reactions to any of its contents. Exception: character references, student teacher evaluation, confidential medical reports and confidential job performance references from other employment. The material will be removed by the Superintendent or his/her designee.
2. No letter from a parent or citizen critical of a specific teacher shall be placed in said teacher's file prior to notification of teacher.
3. For the purposes of this article, teacher evaluations will be considered part of the personnel file.

### D. Salary Schedule Advancement

Teachers shall be given educational credit on the salary schedule upon completion of course work that has been pre-approved by the Superintendent. This coursework is not required to be part of an accredited masters or doctorate program. Teachers can use this credit for horizontal movement at any point on the salary schedule, as long as the course work demonstrates a clear benefit to the school district, such as, but not limited to: professional development, acquiring an endorsement, curriculum development or

program development (*Effective for course work taken on or after 9/1/2017 – approval form is available on district website*).

Schedule advancement will be implemented at the start of the first and second semesters. Payment of said entitlement will be withheld until transcript or official certification is presented to the Superintendent's office. In order to receive credit for work completed prior to first semester, a transcript, request for salary increment credit form, official certificate or grade card must be received in the Main Office no later than the 10<sup>th</sup> of August. In order to receive credit for work completed prior to the second semester, a transcript, request for salary increment credit form, official certificate or grade card must be received in the Main Office no later than the 10<sup>th</sup> of January. Salary increases will be for the full year if submitted for first semester and for one-half the year if submitted for second semester.

A teacher must be employed for 120 or more school days in the current school year to advance a step on the salary schedule the following school year.

E. Vacancies, Promotions

The Superintendent shall post on the District's website and email a notice of all vacancies, vacancies in promotional positions and new positions as they occur to all certified employees. (There is an understanding that these vacancies include teacher, coaching and administrative positions only. This does not apply to the hiring of substitutes.) Such notice shall be accompanied by a statement of minimum qualifications.

F. Voluntary Transfers

Any teacher presently on tenure or eligible for continuing contractual status in the coming school term may apply for transfer to another building where a vacancy exists. Such application shall be in writing to the building principal where the vacancy exists. The seniority interests and aspiration of the individual teacher may be considered in all transfers.

G. Involuntary Transfers

No tenured teacher shall be dismissed for lack of qualifications if transferred involuntarily. The seniority interests and aspiration of the individual teacher may be considered in all transfers.

H. Assignment of Student Teacher

Employees have the right to express their opinion on the assignment of student teachers and student observers (students enrolled in a college course where classroom

observation is a requirement). Such employees must notify, by written request to their building principal or appropriate administrator, their desire to be assigned a student teacher or student observer in sufficient time to meet all of the university's or college's requirements for cooperating teachers. All written requests will be considered when assigning student teachers or student observers.

#### I. Waiver Notification

The Board will provide the president of the Association with written notice at least 30 days prior to the day the Board plans to adopt a waiver application of the School Code. The Association may provide written input concerning the waiver application. This should be presented to the Superintendent of Schools 15 days prior to the date of the planned adoption of the waiver application. This in no way takes authority away from the School Board for developing or applying for a waiver to the School Code.

#### J. Seniority

For the purpose of this Section, seniority shall be defined as the current period of continuous service in the District, and in cases where two or more teachers have equal length of continuous service in the District, a drawing will be held in the presence of the employees and the Association representatives. The district will provide a seniority list 75 days prior to the end of each school year to the association president and post in each school building. The Association will have 30 days to notify the Board of any discrepancies.

### VIII. EMPLOYMENT CONDITIONS

#### A. School Calendar

Any input from the Association in determining the school calendar will be appreciated and considered by the Superintendent during the development of said calendar. The input should be presented 15 days prior to formal adoption of the calendar. The Association may also present its views to the Board by means of a written statement. Sufficient copies for each Board Member should be given to the Superintendent of Schools. This in no way takes authority away from the School Board for developing the school calendar. A copy of the proposed school calendar will be available upon request to the Association.

#### B. Faculty Meetings

Release time for faculty meetings will be included in the school calendar. Special meetings will be called as necessary.

C. Service Credit

1. All service credit completed in the public school sector shall be granted for purposes of placement on the salary schedule.
2. New certified staff may request service credit outside of the public school sector upon initial employment. Examples of credit outside of the public school sector are teaching experience in a private school setting or charter school while holding an appropriate school license and school service personnel experience in a clinical setting. Service credit outside of the public school sector will only be granted a maximum of 5 years.

D. Internal Substitution

Teachers accepting internal substitution, consequently losing the majority of their prep period shall be paid according to the following:

<u>Grade Level</u>	<u>2025-2026</u>	<u>2026-2027</u>	<u>2027-2028</u>
K-5	\$18.00	\$19.50	\$21.00
6-8	\$21.00	\$22.50	\$24.00
9-12	\$21.00	\$22.50	\$24.00

In the event volunteers are not available, the administration has the right to make assignments.

E. Service Outside of School Hours

1. Tutoring Rate: Staff who are approved to tutor outside of contractual work hours will be compensated at the following schedule:

<u>School Year</u>	<u>Amount</u>
2025-2026	\$21.00
2026-2027	\$22.50
2027-2028	\$24.00

2. PD/Curriculum Rate: Staff who are **APPROVED** for PD/Curriculum hours outside the contractual work hours will be compensated at the following schedule:

<u>School Year</u>	<u>Amount</u>
2025-2026	\$30.00
2026-2027	\$32.50
2027-2028	\$35.00

The District's decision to approve or deny a request shall be non-precedential and non-grievable.

F. Mileage Allowance

Approved mileage for specialists or traveling teachers shall be reimbursed to the employee at the IRS reimbursement rate.

G. Specialist Teachers

Specialist teachers shall be assigned to the extra duty schedule at only one building, the building with the highest need as determined by the average number of duties assigned to other teachers. Duty will only be assigned at times when the specialist is already in the building. This provision does not apply to supervision assigned as part of the teaching schedule.

H. Specialists

1. The district agrees to credit Licensed Clinical Social Workers (LCSW) for their 3000 clinical hours completed during their program with a total of two years of experience on the salary schedule in addition to other clinical and/or private school experience. (Not to exceed 5 years' total credit on the salary schedule when combined with service Credit from section VIII-C-2)
2. School Psychologists hired prior to April 1, 2023 will continue to receive the annual psychologist stipend to be calculated annually. The annual stipend is equal to 15% of the School Psychologist's scheduled salary.
  - a. All School Psychologist's hired after April 1, 2023 will be placed on the salary schedule according to the certified staff contract and will not receive a psychologist stipend.
3. Related Service Personnel:  
Professional Educator Licensed positions that require a Master's degree and that degree requires 52 hours of work, or more, beyond the Bachelor's degree, if the employee is serving in that position, shall be placed on the salary schedule as Master's plus 24 credits. PEL positions include, but are not limited to, the following: School Social Work, School Psychologist (hired after August 31, 2025), School Speech Language Pathologist. Current School Psychologists will continue to receive their current pay with percentage increases.

I. Extra Class

If a high school or middle school teacher teaches a course during what should have been their prep, they will be compensated at the following rates of their annual salary: quarter 1/28, trimester 1/21, semester 1/14.

J. Ethics and Conduct

All District employees are expected to maintain high standards in their school relationships, to demonstrate integrity and honesty, to be considerate and cooperative and to maintain professional and appropriate relationships with students, parents, staff members and others. The Board expects the workplace to be productive, respectful and free of unlawful harassment. Employees who believe this provision has been violated are referred to the Uniform Grievance Procedure outlined in Board Policy 2:260 and are not subject to the grievance procedure in this collective bargaining agreement.

K. Class Size

The Board and administration agree that small class size assists in creating an optimal environment for student learning and instruction and agree to work towards controlling class sizes to the extent possible.

L. Prep Time

Preparation time shall include time spent preparing for daily instruction and lesson plans, making accommodations for students, contacting parents, assessing student work, meeting with administrators for District related issues, such as student needs/issues and teacher evaluations.

At the elementary level, the preparation period for teachers with regular classroom assignments shall be granted during specials, such as music, library, and physical education. An attempt shall be made to provide elementary teachers with a consecutive 25-minute preparation period each day, in addition to a consecutive 30-minute duty-free lunch. If a special teacher is absent, there shall be a substitute teacher provided, if one is available. If a substitute is not available, teachers will be compensated for their lost prep time at their respective building's in-house sub rate. For special education teachers, an attempt will be made to grant 125 minutes of preparation time each full week of school. At the middle school and high school level, an attempt will be made to grant them a daily preparation period equivalent to a standard class period.

M. Teacher Safety

Teachers who are injured at work must complete an accident report form and submit the form to the District office within 2 school days of the injury.

Teachers who require immediate medical attention due to a student inflicted injury will be released from work on paid administrative leave to seek medical attention. If the teacher is unable to return to work on the day of the injury, the teacher will be paid and will not be charged sick leave for that day.

## IX. LEAVES

### A. Sick Leave

1. Each full time employee shall receive sick leave days according to the following schedule:

9 month contract	15 days per year
9.5 month contract	16 days per year
10 month contract	17 days per year
10.5 month contract	18 days per year
11 month contract	19 days per year
12 month contract	20 days per year

Part time employees shall receive a pro-rated number of sick leave days based on his or her work schedule compared to a full time schedule. (full time schedule is 180 days, 7 hours/day or 1260 hours/year)

Sick leave days shall accumulate to 360 days. Accumulated sick leave is limited to unused sick leave earned in the Highland District and does not include unused sick leave earned in other districts. Sick leave shall be interpreted to mean personal illness, quarantine at home, or serious illness or death in the immediate family or household. Two sick leave days may be used for the death of a close family friend or a relative other than a member of the immediate family.

2. The Board will provide the Catastrophic Sick Leave Bank for the teachers in the District.

### B. Personal Leave

1. The Board shall grant each employee two (2) days personal leave at full pay which can be used for personal business that could not be done other than on school time. Part time employees shall receive personal leave days based on the same pro-ration used to determine sick leave as stated in Article IX. A. (1). Personal leave shall be taken in increments of half or whole days. Except in the case of emergencies, the teacher should contact the building principal or appropriate administrator.
2. The day immediately preceding or immediately following a legal holiday or school recess shall not be requested as a personal leave day, except in the case of emergency or special circumstance; then the teacher may request special permission from the Superintendent. The Superintendent shall grant the first fifty (50) such written requests during the school year, but no more than five (5) such requests shall be granted on any one given day. Requests made by teachers, who

indicate on the request that they do not require a substitute for the day, will not be counted in the limits outlined in this paragraph.

3. Teachers can accumulate up to four (4) days of personal leave. At the end of each school year, unused personal leave in excess of two (2) days will be added to unused accumulated sick leave.
4. Participation in a work stoppage is not considered to be an appropriate reason for personal leave.

#### C. Sick Leave Bank

1. Sick Leave Bank: Board Policy 5:175

[https://drive.google.com/file/d/13eN1RyD3\\_QzFeqalry1fta4OiAgqJncK/view?usp=drive\\_link](https://drive.google.com/file/d/13eN1RyD3_QzFeqalry1fta4OiAgqJncK/view?usp=drive_link)

2. By September 1 each year, the District shall publish the number of days accumulated in the sick leave bank by sending a staff wide email.
3. The sick leave bank committee shall meet at a minimum of once per year to review policy, accumulated days, and requests.

#### D. Bereavement Leave

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

#### E. Professional Leave

As money is available, each teacher may request to attend professional conferences, meetings or workshops with full pay and expenses if approved.

#### F. Administrative Leave With Pay Pending An Investigation

1. Administrative leave with pay pending an investigation shall not be considered as disciplinary leave.
2. Upon completion of the district's investigation, any materials which will be the basis for disciplinary action will be provided to the employee.

3. If the administration's investigation determines no basis for disciplinary action, the employee's personnel file will be purged of all materials related to the investigation.

#### G. Board Approved Leaves

Consult the listed Board Policies for details on the following allowable leaves (*not subject to bargain*):

1. Maternity/Paternity: Board Policy 5:330  
[https://drive.google.com/file/d/1ZrDo7nTbNYM4vZ1CAA-VzpYCYr1Llibsp/view?usp=drive\\_link](https://drive.google.com/file/d/1ZrDo7nTbNYM4vZ1CAA-VzpYCYr1Llibsp/view?usp=drive_link)
2. Child-Rearing Leave: Board Policy 5:250  
[https://drive.google.com/file/d/14XpEPH00bntWMyuGihCpu\\_Z0z0BcCOzo/view?usp=drive\\_link](https://drive.google.com/file/d/14XpEPH00bntWMyuGihCpu_Z0z0BcCOzo/view?usp=drive_link)
3. FMLA: Board Policy 5:185  
[https://drive.google.com/file/d/1P6WaZZ2C5pGMOCV8yukJgXL7FiCv3bbp/view?usp=drive\\_link](https://drive.google.com/file/d/1P6WaZZ2C5pGMOCV8yukJgXL7FiCv3bbp/view?usp=drive_link)

#### X. GRIEVANCE PROCEDURE

##### A. Definitions

1. Any claim by the Association or teacher that there has been a violation, misrepresentation, or misapplication of the terms of this agreement shall be processed as a grievance.
2. All time limits consist of school days, except that when a grievance is submitted fewer than ten (10) days before the close of the current school term, or during summer recess time limits shall consist of all weekdays.
3. A grievant may be accompanied by a representative from the Association.

##### B. Statement of Basic Principles

1. Every full-time employee covered by this agreement shall have the right to present grievances in accordance with these problems. Nothing contained in this Article or elsewhere in this agreement shall be construed to prevent any individual teacher from discussing a problem with the administration and having it adjusted without intervention or representation of organization representatives. The parties hereto acknowledge that it is usually most desirable for an employee to resolve

problems through free and informal communications with the immediately involved supervisor.

2. The failure of a grievant or the Association to act on any grievance within the prescribed time limits will act as a bar to any further appeal and an administrator's failure to give a decision within the time limits shall permit the grievant to proceed to the next step. The time limits, however, may be extended by mutual agreement.
3. Hearings and conferences with teachers related to the grievance being considered under this procedure shall be conducted at a time and place which will afford a fair and reasonable opportunity for all persons, including witnesses entitled to be present, to attend and will be held insofar as possible, after regular school hours or during non-teaching time of personnel involved. When the Board, Administrator, and Arbitrator agree to schedule such hearings and conferences during school hours, all employees whose presence is required shall be excused, without loss of pay, for that purpose.

#### C. Procedures

1. First step. An attempt shall be made to resolve any grievance in informal, verbal discussion between complainant and his/her immediate supervisor.
2. Second step. If the grievance cannot be resolved informally, the aggrieved teacher shall file the grievance in writing within ten (10) days of the occurrence of the event. The written grievance should state the nature of the grievance, shall note the specific clause or clauses of the agreement allegedly violated, and shall state the remedy requested. The immediately involved supervisor will arrange for a meeting to take place within ten (10) days after receipt of the grievance. The immediate supervisor who has authority to make a decision on the grievance shall make such decision and communicate it in writing to the teacher and Superintendent within ten (10) days after the second step meeting with the teacher.
3. Third step. In the event a grievance has not been satisfactorily resolved at the second step, the grievant shall file, within ten (10) days of the immediate supervisor's written decision or answer at the second step, a copy of the grievance with the Superintendent. The aggrieved teacher may send a copy of such grievance to the Association president. Within ten (10) days after such written grievance is filed, the aggrieved, a representative of the aggrieved as desired, the principal, and the Superintendent, or his designee, shall meet to resolve the grievance. The Superintendent or his designee shall file an answer within ten (10) days of the third step grievance meeting and communicate it in writing to the teacher, the immediate supervisor, and the Association president.

4. Fourth step. If the Association is not satisfied with the disposition of the grievance at Step three, the Association may submit the grievance to final and binding arbitration through the American Arbitration Association, which shall act as the administrator of the proceedings. If a written demand for arbitration is not filed within ten (10) days of the date for the step three answer, then the grievance shall be deemed withdrawn. The arbitrator shall consider and decide only the specific issues submitted to him or her in writing.
5. Bypass to Superintendent. If the Association and the Superintendent agree, Step two of the grievance procedure may be bypassed and the grievance brought directly to Step three.
6. Board-Administration Cooperation. The Board and the Administration shall cooperate with the Association in collecting data, provided there are no excessive costs in time or money.
7. Grievance Withdrawal. A grievance may be withdrawn at any level without establishing past practice and/or precedent.
8. Bypass to Arbitration. If the Superintendent and the Association agree, a grievance may be submitted directly to Arbitration.
9. Filing of Materials. A grievance shall be filed separately from the personnel files of the employees.

## XI. FRINGE BENEFITS

- A. Hospitalization and Major Medical Health Insurance shall apply only to full time employees.
  1. Beginning in January 2026, the Board shall pay up to \$675 per month/\$8,100 per year towards single hospitalization and major medical insurance and shall pay up to \$1,025 per month/\$12,300 per year towards employee/child, employee/spouse or family hospitalization and major medical insurance. Beginning January 2027, the Board shall pay up to \$775 per month/\$9,300 per year towards single hospitalization and major medical insurance and shall pay up to \$1,125 per month/\$13,500 per year towards employee/child, employee/spouse or family hospitalization and major medical insurance. Beginning January 2028, the Board shall pay up to \$825 per month/\$9,900 per year towards single hospitalization and major medical insurance and shall pay up to \$1,175 per month/\$14,100 per year towards employee/child, employee/spouse or family hospitalization and major medical insurance.
  2. Eligible employee spouses enrolling after 12/01/2011 who are:

- a. Covered by or eligible to be covered by Medicare, or
  - b. Covered by or eligible to be covered by another employer sponsored health insurance plan, are eligible to participate in the Highland CUSD #5 group health insurance plan only if the eligible employee pays for 100% of the cost for such dependent coverage.
3. The Board and the Association shall agree upon the specifications and if the carrier of this policy is changed, the Association will be consulted.
  4. Teachers who are in the District's health insurance plan at retirement and retire under this contract with Highland Community Schools may elect to be included in the school's group medical insurance plan provided they are eligible for an annuity payment from TRS and shall be permitted to stay on the plan until they are eligible for permanent Medicare benefits. To be included in said plan, the employee must pay 100% of the premium rate for said group plan. (Board does not pay any portion of the retiree's premium.)
  5. A Health Reimbursement Account (HRA) will be offered as long as the program continues to control costs for hospitalization and major medical health insurance. The District will notify employees annually to explain the HRA program and procedures for reimbursement.

#### B. Life Insurance

For each full time employee, the Board shall pay the premium for term life insurance/AD&D in an amount of \$40,000 to the company which handles the District's group life insurance/AD&D plan. Employees who have reached the age of 65 will have the face value of their policy prorated in accordance with the company's guidelines. Also, employees may purchase additional insurance with a minimum amount of \$15,000 offered.

#### C. Pay Days

1. Employees shall be paid on a twelve (12) month basis on the 22nd day of each month.
2. The gross salary shall be divided evenly over the 12 monthly pays. Employees who elect to take any insurance coverage that involves a payroll deduction shall have deductions made on a twelve (12) month basis for pay.
3. If a regular pay date during the school term falls on a day when the Administrative Center is not open, payday will be the last day it is open prior

thereto. Checks (for employees not on direct deposit) will need to be picked up at the Administrative Center.

4. New teachers starting their first year at the Highland School District will have the option to be paid 50% of their first paycheck on the August pay period and the remaining 50% of their first paycheck on the September pay period. If a new teacher selects to do so, then the required paperwork must be filled out and turned into the district office by August 7 each year.

#### D. Retirement Benefit

If a teacher meets all of the eligibility requirements contained in paragraph 1 of this Section, the teacher shall be paid a retirement benefit in accordance with paragraph 2 of this Section.

1. Requirements for Eligibility:
  - a. The teacher must have at least 10 years of full-time service as a certified employee in the Highland School District at the time of retirement.
  - b. The teacher must submit an irrevocable letter of resignation to the Superintendent by June 30, prior to the year in which benefits will begin under this program. At the submission of the letter of resignation the teacher shall submit a TRS statement of benefits or documentation confirming the teacher's total years of service and creditable earnings.
  - c. The employee must be eligible to receive a TRS retirement benefit at the time of the effective date listed in the irrevocable letter of resignation.
2. Retirement Benefit
  - a. The pre-retirement period may be from 1 to 3 years in duration depending upon when the irrevocable letter of resignation is received and the specified effective date of retirement. For example, employees indicating retirement in 2026 will have a pre-retirement period of 1 year. Employees indicating retirement in 2027 will have a pre-retirement period of 2 years. Employees indicating retirement in 2028 will have a pre-retirement period of 3 years. Nothing in this program is intended to limit an employee's contractual ability to earn more than 6.0% above the previous year's TRS creditable earnings.
  - b. The employee will remain on the salary schedule and will be paid according to the negotiated contract. In June, at the end of each year an employee is in the retirement plan, the District will compare the teacher's TRS creditable earnings to his/her previous year's creditable earnings. The District will pay all the employee receiving a retirement benefit an amount to ensure the

employee's TRS creditable earnings increases 6.0% over his/her previous year's TRS creditable earnings, based on the number of days the employee worked or received paid leave from one year to the next year (periods of unpaid leave will be removed from the calculation when determining the retirement benefit).

- c. For example, a teacher who submits their irrevocable letter of retirement date at the end of the 2026-2027 school year will enter a 2 year retirement program. In June 2026, the District will compare the teacher's previous year's TRS creditable earnings to his/her current TRS creditable earnings. The District will increase the teacher's creditable earnings in an amount to ensure it increases 6.0% above his/her previous year's creditable earnings. The District will do the same calculation in year 2 of the program.

**EXAMPLE:**

TRS Creditable Earnings in the year prior entering:

Salary:	\$50,000
Coaching Stipend:	\$3,000
Total TRS Earnings:	\$53,000

TRS Creditable Earning First Year:

Salary:	\$52,000
Coaching Stipend:	\$3,000
Retirement Benefit:	\$1,180
Total TRS Earnings:	\$56,180

(Reflects 6.0% increase over previous year's earnings)

TRS Creditable Earning Second Year:

Salary:	\$54,000
Coaching Stipend:	\$3,200
Retirement Benefit:	\$2,351
Total TRS Earnings:	\$59,551

If an employee has an extra duty obligation at the commencement of the retirement incentive program and ceases to perform those services during the retirement incentive program period, the calculation of the employee's 6.0% increase shall be reduced by the amount of the extra duty compensation.

TRS Creditable Earnings in the year prior to entering retirement program:

Salary:	\$50,000
Coaching Stipend:	\$3,000
Total TRS Earnings:	\$53,000

TRS Creditable Earning First Year:

Salary:	\$51,000
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Coaching Stipend:	\$0
Retirement Benefit:	\$2,000
Total TRS Earnings:	\$53,000

(Reflects 6.0% increase over previous year's earnings after removing the stipend work that is no longer performed. The 6.0% calculation is based on \$50,000 and not \$53,000).

TRS Creditable Earning First Year:

Salary:	\$51,000
Coaching Stipend:	\$0
Retirement Benefit:	\$3,180
Total TRS Earnings:	\$56,180

TRS Creditable Earnings in the year prior to entering retirement program:

Salary:	\$50,000
Coaching Stipend:	\$0
Total TRS Earnings:	\$50,000

TRS Creditable Earning First Year:

Salary:	\$52,000
Coaching Stipend:	\$3,000
Retirement Benefit:	\$0
Total TRS Earnings:	\$55,000
Percent Increase:	10.0%

TRS Creditable Earning Second Year:

Salary:	\$54,000
Coaching Stipend:	\$3,000
Retirement Benefit:	\$1,299
Total TRS Earnings:	\$58,299
Percent Increase:	6.0%

3. Miscellaneous

The parties agree that if the legislature lowers the 6.0% allowable rate to a lower rate and this contract is not grandfathered and exempt from that change; the allowable rate for the retirement benefit under this contract shall be reduced from 6.0% to the allowable rate that is permissible which does not result in the District paying any additional pension costs to TRS.

E. Insurance Premiums

Under the provisions established in the flexible benefits plan adopted by the Board, employees shall be permitted to pay their share of the health insurance, dental insurance, and vision care premiums as a nontaxable benefit in lieu of taxable compensation. Employees may also elect to pre-tax non-reimbursed health, dependent

care and other expenses as outlined in the plan. Employees may elect this benefit by completing the Election Form and Compensation Reduction Agreement as outlined in the plan.

F. Employee Assistance Program

An Employee Assistance Program (EAP) will be provided under a policy adopted by the Board of Education. If the Employee Assistance Program provider or specifications are changed, the Association will be notified with an opportunity for input.

G. Sick Leave Grant

On a case by case basis, the Board may, with the full knowledge of the HEA, grant additional sick leave to a teacher with 33 years of service and within two years of retirement. The teacher must notify the Board far enough in advance of his/her retirement for the days granted to be available for use. The grant of any such sick leave days shall be non-precedential.

H. National Board Certification

The Board agrees to pay \$1,000 per year to each teacher who has received the National Board Certification; as long as they are actively employed in a full-time position in the Highland School District and have a current National Board certification (certification must be renewed after 10 years to continue to receive the \$1,000 stipend).

XII. NO STRIKE

During the term of this agreement, employees shall not participate in a strike in whole or in part. Strike means an employee's refusal in concerted action with others to report for duty, or his or her willful absence from his or her position, or his or her stoppage of work for the purpose of inducing, influencing, or coercing a change in the conditions, compensation, rights, privileges, or obligations of public employment.

XIII. COMPLETE AGREEMENT

This agreement constitutes the full and complete agreement of the parties and may be altered, changed, added to, deleted from or modified only through the voluntary mutual consent of the parties in a written, signed amendment to this agreement. The Association agrees that all negotiable items have been discussed during the negotiations leading to this agreement. Individual contracts or employment agreements shall not be inconsistent with the terms and conditions of this agreement.

XIV. SAVINGS CLAUSE

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

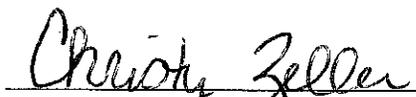
XV. DURATION OF AGREEMENT

This agreement shall be effective September 1, 2025, and shall continue in effect until August 31, 2028. If the successor agreement to this contract is not reached before August 31, 2028, teachers will be frozen at their 2027-2028 step until the successor agreement is ratified by both parties.

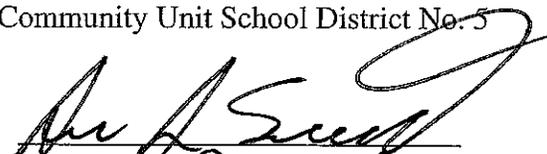
This Agreement is signed this 23<sup>rd</sup> day of June, 2025, and shall be effective until August 31, 2028.

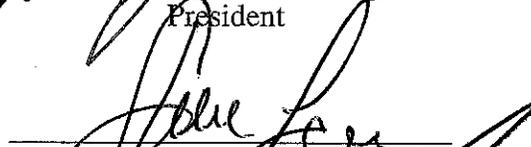
For the Highland Education  
Association

  
\_\_\_\_\_  
President

  
\_\_\_\_\_  
Secretary

For the Board of Education Highland  
Community Unit School District No. 5

  
\_\_\_\_\_  
President

  
\_\_\_\_\_  
Vice-President

## Appendix A – Salary Schedules

HIGHLAND COMMUNITY UNIT SCHOOL DISTRICT NO. 5						
SALARY SCHEDULE						
2025-2026						
STEP	BS	BS+08	BS+16	BS+24	MS	MS+42
1	\$46,257	\$47,024	\$47,791	\$48,557	\$48,855	\$52,328
2	\$47,257	\$48,024	\$48,791	\$49,557	\$49,855	\$53,328
3	\$48,317	\$49,084	\$49,851	\$50,617	\$50,915	\$54,388
4	\$49,251	\$50,064	\$50,877	\$51,689	\$52,005	\$55,477
5	\$50,127	\$50,990	\$51,851	\$52,712	\$53,046	\$56,518
6	\$51,202	\$52,093	\$52,981	\$53,875	\$54,519	\$57,992
7	\$52,279	\$53,197	\$54,096	\$54,977	\$55,950	\$59,423
8	\$53,353	\$54,270	\$55,165	\$56,076	\$57,345	\$60,818
9	\$54,391	\$55,312	\$56,232	\$57,155	\$58,694	\$62,167
10	\$55,405	\$56,352	\$57,269	\$58,195	\$60,044	\$63,516
11	\$56,420	\$57,359	\$58,277	\$59,233	\$61,500	\$64,973
12	\$57,396	\$58,339	\$59,285	\$60,273	\$62,959	\$66,431
13	\$58,353	\$59,322	\$60,290	\$61,311	\$64,415	\$67,888
14	\$59,309	\$60,303	\$61,298	\$62,349	\$65,873	\$69,345
15	\$60,265	\$61,286	\$62,306	\$63,389	\$67,329	\$70,802
16	\$61,221	\$62,268	\$63,314	\$64,428	\$68,914	\$72,386
17	\$62,179	\$63,248	\$64,320	\$65,467	\$70,495	\$73,968
18	\$63,136	\$64,232	\$65,327	\$66,504	\$72,080	\$75,553
19	\$64,093	\$65,212	\$66,335	\$67,545	\$73,665	\$77,137
20	\$64,661	\$66,196	\$67,343	\$68,583	\$75,248	\$78,721
21	\$65,230	\$66,786	\$68,349	\$69,622	\$77,117	\$80,590
22	\$65,801	\$67,377	\$69,357	\$70,662	\$78,986	\$82,458
23	\$66,370	\$67,967	\$69,978	\$71,701	\$80,855	\$84,327
24	\$66,939	\$68,559	\$70,600	\$72,346	\$82,722	\$86,195
25	\$67,508	\$69,150	\$71,221	\$72,992	\$84,592	\$88,065
26	\$68,077	\$69,740	\$71,843	\$73,637	\$87,412	\$90,884

The following notes are added to the above schedule:

- 1) Pay for hours over master's degree will be at \$83.00 per semester hour, limited to forty-two (42) semester hours – a maximum of \$3,486.00 subject to approval of administration.
- 2) Certified staff off schedule will receive a 4% increase in salary

HIGHLAND COMMUNITY UNIT SCHOOL DISTRICT NO. 5  
SALARY SCHEDULE  
2026-2027

STEP	BS	BS+08	BS+16	BS+24	MS	MS+42
1	\$48,032	\$48,846	\$49,658	\$50,471	\$50,786	\$54,467
2	\$49,032	\$49,846	\$50,658	\$51,471	\$51,786	\$55,467
3	\$50,092	\$50,906	\$51,718	\$52,531	\$52,846	\$56,527
4	\$51,216	\$52,029	\$52,842	\$53,654	\$53,970	\$57,651
5	\$52,206	\$53,068	\$53,929	\$54,790	\$55,125	\$58,806
6	\$53,135	\$54,050	\$54,962	\$55,874	\$56,228	\$59,909
7	\$54,274	\$55,218	\$56,160	\$57,107	\$57,790	\$61,471
8	\$55,416	\$56,389	\$57,342	\$58,276	\$59,307	\$62,988
9	\$56,554	\$57,526	\$58,474	\$59,441	\$60,786	\$64,467
10	\$57,654	\$58,631	\$59,606	\$60,585	\$62,216	\$65,897
11	\$58,729	\$59,733	\$60,705	\$61,687	\$63,646	\$67,327
12	\$59,805	\$60,800	\$61,773	\$62,787	\$65,190	\$68,871
13	\$60,840	\$61,840	\$62,842	\$63,889	\$66,736	\$70,417
14	\$61,854	\$62,881	\$63,907	\$64,990	\$68,280	\$71,961
15	\$62,868	\$63,922	\$64,976	\$66,090	\$69,825	\$73,506
16	\$63,881	\$64,963	\$66,044	\$67,192	\$71,369	\$75,050
17	\$64,895	\$66,004	\$67,113	\$68,294	\$73,049	\$76,730
18	\$65,909	\$67,043	\$68,179	\$69,395	\$74,725	\$78,406
19	\$66,924	\$68,086	\$69,246	\$70,495	\$76,405	\$80,086
20	\$67,938	\$69,125	\$70,315	\$71,598	\$78,085	\$81,765
21	\$68,541	\$70,168	\$71,383	\$72,698	\$79,763	\$83,444
22	\$69,144	\$70,794	\$72,450	\$73,799	\$81,744	\$85,425
23	\$69,749	\$71,419	\$73,518	\$74,901	\$83,725	\$87,406
24	\$70,352	\$72,045	\$74,177	\$76,003	\$85,706	\$89,387
25	\$70,955	\$72,672	\$74,836	\$76,687	\$87,686	\$91,367
26	\$71,559	\$73,299	\$75,495	\$77,371	\$89,668	\$93,349

The following notes are added to the above schedule:

- 1) Pay for hours over master's degree will be at \$88.00 per semester hour, limited to forty-two (42) semester hours – a maximum of \$3,696.00 subject to approval of administration.
- 2) Certified staff off schedule will receive a 4% increase in salary

HIGHLAND COMMUNITY UNIT SCHOOL DISTRICT NO. 5  
SALARY SCHEDULE  
2027-2028

STEP	BS	BS+08	BS+16	BS+24	MS	MS+42
1	\$49,914	\$50,777	\$51,638	\$52,499	\$52,833	\$56,735
2	\$50,914	\$51,777	\$52,638	\$53,499	\$53,833	\$57,735
3	\$51,974	\$52,837	\$53,698	\$54,559	\$54,893	\$58,795
4	\$53,098	\$53,960	\$54,821	\$55,682	\$56,017	\$59,919
5	\$54,289	\$55,151	\$56,012	\$56,873	\$57,208	\$61,110
6	\$55,338	\$56,252	\$57,165	\$58,078	\$58,432	\$62,334
7	\$56,323	\$57,293	\$58,260	\$59,227	\$59,602	\$63,504
8	\$57,531	\$58,531	\$59,529	\$60,533	\$61,258	\$65,159
9	\$58,741	\$59,772	\$60,782	\$61,772	\$62,865	\$66,767
10	\$59,947	\$60,978	\$61,983	\$63,007	\$64,433	\$68,335
11	\$61,113	\$62,148	\$63,182	\$64,220	\$65,949	\$69,851
12	\$62,253	\$63,317	\$64,347	\$65,388	\$67,465	\$71,367
13	\$63,393	\$64,448	\$65,480	\$66,554	\$69,102	\$73,003
14	\$64,490	\$65,550	\$66,612	\$67,722	\$70,740	\$74,642
15	\$65,565	\$66,654	\$67,741	\$68,890	\$72,377	\$76,279
16	\$66,640	\$67,757	\$68,874	\$70,056	\$74,014	\$77,916
17	\$67,714	\$68,861	\$70,007	\$71,224	\$75,651	\$79,553
18	\$68,788	\$69,964	\$71,139	\$72,391	\$77,432	\$81,333
19	\$69,864	\$71,066	\$72,270	\$73,558	\$79,209	\$83,110
20	\$70,939	\$72,171	\$73,401	\$74,724	\$80,989	\$84,891
21	\$72,015	\$73,272	\$74,534	\$75,894	\$82,770	\$86,671
22	\$72,653	\$74,378	\$75,666	\$77,060	\$84,549	\$88,451
23	\$73,293	\$75,041	\$76,797	\$78,227	\$86,649	\$90,551
24	\$73,934	\$75,705	\$77,929	\$79,396	\$88,749	\$92,650
25	\$74,573	\$76,368	\$78,627	\$80,563	\$90,848	\$94,750
26	\$75,213	\$77,033	\$79,326	\$81,288	\$92,947	\$96,849

The following notes are added to the above schedule:

- 1) Pay for hours over master's degree will be at \$93.00 per semester hour, limited to forty-two (42) semester hours – a maximum of \$3,906.00 subject to approval of administration.
- 2) Certified staff off schedule will receive a 4% increase in salary

**APPENDIX B**

Schedule A	Schedule B	Schedule C	Schedule D	Schedule E	Schedule F	Schedule G	Schedule H	Schedule I	Schedule J	Schedule K	Schedule L	Schedule M	Schedule N	Schedule O
Summer School Instructors	HS Director of Bands & Ensembles (2)	CTE Grant Supervisor (1)	HS Building Nerdin (1)	HS Musical Accompanist (1)	HS Asst. Math. Team Coach (1)	W.Y.S.E. Club Adviser/Coach of 6 <sup>th</sup> Content Area (1)	HS Senior Olympiad (1)	HS W.Y.S.E. (6)	ES Class Sponsors (8)	MS Intramurals	Tickets/Concessions	VOED (?)	Building Trades Instructor (1)	MS Athletic Director (1)
Summer Boost Instructors	HS Director of Choruses and Ensembles (1)	HS Student Council (2)	HS Chess Club Sponsor (1)	MS Freshman - Mgr. Ticket Sales (1)	HS Prom Coordinator (1)		MS Junior Olympiad (1)							
Driver's Education Instructors	HS Director of Summer Band (2)	MS Student Council (2)	HS Director of Fall Play (1)	HS Musical Band Director (1)	MS Director of Jazz Band (1)		MS Asst. Math. Coach (1)							
Honorbond Instructors	HS Director of Madrigal (1)	MS Director of Bands & Ensembles (1)	HS Math Team Coach (1)	HS Musical Choral Coordinator (1)	MS Director of Musical (1)									
	HS Director of Musical (1)	Technology Club (1)	HS Model UN (2)	HS Scholar Bowl (2)	MS Math Team Coach (1)									
	HS Show Choir (2)	HS National Honor Society (1)	HS Speech Team Coach (1)	MS Summer Band (1)	MS Scholar Bowl (1)									
	HS Winter Drumline Director (1)	HS Speech Team Coach (1)	HS Summer Band Assistant (1)	ES Color Guard Asst. Director (1)	MS Director of Choruses & Ensembles (1)									
		HS Director of Color Guard (1)	HS Director of Color Guard (1)	HS Director of Jazz Band (1)										
		HS Winter Drumline Asst. Director (1)	MS Model UN (2)	ES/MS Operation Snowball Liaison (1)										
		MS Operation Snowball (2)	HS Operation Snowball (2)											

Notes to the Appendix B Schedule  
 HS Director of Band and ES Director of Choruses receive the stipend in equal amounts in each monthly paycheck.  
 Employees who are paid for HS Summer Band or MS Summer Band will receive half of the stipend in June and the other half in August.  
 Employees earning stipends associated with the Musical will receive compensation in the May paycheck.  
 All other stipends will be paid in one lump sum after the duties are completed for the year. These pay dates will be specified on individual contract.  
 Schedule A, K, and L are on a as needed basis.

## APPENDIX C

Schedule 1	Schedule 2	Schedule 3	Schedule 4	Schedule 5	Schedule 6	Schedule 7
HS Football	HS Baseball	HS Baseball Asst.	HS Baseball Freshman	MS Baseball	HS Bass Fishing	HS Bass Fishing Asst.
HS Basketball - Boys	HS Basketball Asst. Boys	HS Cheerleading Asst.	HS Basketball Freshman Boys	MS Cheerleading	MS Baseball Asst.	
HS Basketball - Girls	HS Basketball Asst. Girls	HS Cross Country Asst.	HS Basketball Freshman Girls	MS Cross Country	MS Basketball Asst. Boys	
	HS Bowling Boys	HS Dance Team Asst.	HS Cheerleading FB	MS Dance Team	MS Basketball Asst. Girls	
	HS Bowling Girls	HS Football JV (2)	HS Football Freshman (2)	MS Softball	MS Bowling (2)	
	HS Cheerleading BB	HS Golf Asst. Boys	HS Volleyball Freshman	MS Track Boys	MS Softball Asst.	
	HS Cross Country	HS Golf Asst. Girls	HS Soccer Freshman Boys	MS Track Asst. (2)	MS Track Asst. (2)	
	HS Dance Team	HS Soccer Asst. Boys	HS Soccer Freshman Girls		MS Volleyball Asst.	
	HS Football Asst. (2)	HS Soccer Asst. Girls	MS Basketball Boys		MS Cross Country Asst.	
	HS Golf Boys	HS Softball Asst.	MS Basketball Girls		MS Dance Team Asst.	
	HS Golf Girls	HS Tennis Asst. Boys	MS Volleyball		MS Cheerleading Asst.	
	HS Soccer Boys	HS Tennis Asst. Girls	Athletic Facility Sup.		MS Co-ed Soccer (2)	
	HS Soccer Girls	HS Track Asst. Boys				
	HS Softball	HS Track Asst. Girls				
	HS Tennis Boys	HS Volleyball Asst.				
	HS Track Girls	HS Wrestling Asst. Boys/Girls				
	HS Volleyball					
	HS Wrestling Boys					
	HS Wrestling Girls					

**Notes for Coaching Salary Schedule:**

MS and HS coaches will receive payment in two equal installments. The two installments will be disbursed according to the district schedule:

<u>Fall Sports</u>	<u>Winter Sports</u>	<u>Spring sports</u>
September	December	April
November	March	June

# APPENDIX B & C - PAY SCHEDULES

Appendix B			
Schedules	2025-2026	2026-2027	2027-2028
Schedule A	\$30/hr.	\$32.50/hr.	\$35/hr.
Schedule B	\$2,990	\$3,165	\$3,350
Schedule C	\$2,365	\$2,505	\$2,655
Schedule D	\$1,605	\$1,700	\$1,800
Schedule E	\$1,455	\$1,540	\$1,630
Schedule F	\$910	\$960	\$1,015
Schedule G	\$720	\$760	\$805
Schedule H	\$665	\$700	\$740
Schedule I	\$560	\$590	\$625
Schedule J	\$370	\$390	\$410
Schedule K	\$275	\$290	\$305
Schedule L	\$40	\$40	\$40
Schedule M	\$7,420	\$7,865	\$8,335
Schedule N	\$7,420	\$7,865	\$8,335
Schedule O	\$8,480	\$8,985	\$9,520

Appendix C		
Stipend Schedule	Stipend	
Schedule #1	\$7,500	
Schedule #2	\$6,400	
Schedule #3	\$5,800	
Schedule #4	\$5,600	
Schedule #5	\$4,500	
Schedule #6	\$4,100	
Schedule #7	\$3,600	

Extra Pay	
Positions with Extra Pay	# of Days
HHS Guidance Director	20
HHS Guidance Staff	15
HHS Band Teacher	10
Building Trades Instructor	25
Librarian	5
Nurse	5

*As current teachers retire or leave positions are subject to impact bargaining. Teachers who are employed for extra days will receive 1/180 of their annual base salary for each extra day of employment.*