COMBINED AGREEMENT BETWEEN

COMMUNITY UNIT SCHOOL DISTRICT #3, FULTON COUNTY, CUBA, ILLINOIS

AND

CUBA FEDERATION OF TEACHERS, LOCAL #3799, IFT/AFT, AFL-CIO

2026-2027

2027-2028

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ARTICLE I: RECOGNITION

The Board of Education, Community Unit School District No. 3, Fulton County, Cuba, Illinois, hereinafter referred to as the "Board," hereby recognizes the Cuba Federation of Teachers, Local #3799, IFT/AFT, AFL-CIO hereinafter referred to as the "Union," as exclusive negotiations agent for all regularly scheduled full and part-time certificated teaching personnel, including the Guidance Counselor, and Athletic Director, hereinafter referred to as "Teachers," and all regularly scheduled full and part-time non-certified employees including custodians, clerical staff, bus drivers, cafeteria workers, Assistant Transportation Director, Student Services, and Program assistants. Excluded are those that are managerial or supervisory in nature or that are confidential or certified, principals, and Superintendent.

ARTICLE II: MANAGEMENT RIGHTS

It is expressly understood and agreed that all functions, rights, powers and authority of the Board which are not specifically limited by the express language of this Agreement are retained by the Board.

ARTICLE III: NO STRIKE CLAUSE

The Union agrees that there shall be no strike or withholding of services during the term this Agreement is in full force and effect.

ARTICLE IV: MEDIATION PROCEDURES

4.1 If any agreement is not reached ninety (90) days prior to the scheduled start of the next school year, both parties shall send a joint notice to the Illinois Educational Labor Relations Board (IELRB).

4.2 If an agreement is not reached forty-five (45) days before the scheduled start of the next school year, either party may request mediation. Upon such a request, both parties shall immediately forward a request for a mediator to the Federal Mediation and Conciliation Service signed by both parties.

ARTICLE V: UNION SECURITY

5.1 Use of School Facilities and Equipment

The local Union shall have the use of the following as long as the employees are not on strike:

A. The use of school buildings for meetings as long as it does not conflict with school activities and with the permission of building administrators.

B. Meetings limited primarily to local members and to one room shall be at no charge. Other meetings shall be charged per established rates.

C. The use of employee mailboxes and designated teachers room bulletin boards for Union information.

D. The Union shall have the right to use computers, telephones, facsimile machines, typewriters and duplicating machines normally available in teacher's workrooms and lounges. The Union shall pay for or replace materials used and telephone calls.

E. Union business should not be conducted during working hours.

F. The President of the Federation or his/her designee shall be allowed to take up to two (2) days total unpaid leave per year to conduct Union business and/or to attend Federation meetings or trainings which are sponsored by the Regional, State, or National Federation Affiliate.

5.2 Union Membership Dues

A. For all employees who elect to join the Union and/or voluntarily authorize dues deduction, the Board of Education, subject to paragraph B below, agrees to honor the employee's voluntary authorization to deduct membership dues from his/her pay. By September 1 of each year, the Union shall certify in writing to the Board the names of all employees covered by this agreement that are members of the Union and/or have voluntarily authorized the deduction of membership dues from his/her pay.

B. If, at any time, an employee, informs the Board in writing, that he/she intends to revoke their voluntary authorization and/or their Union membership, the Board will immediately cease deducting the dues, and alert the Union as soon as practical of the employee who intends to revoke.

C. Dues shall be deducted by the Board from the earnings of the employees who have authorized deduction and remit to the Union within ten (10) workdays of said deduction.

D. The Board shall cooperate with the Union to ascertain the names of all newly hired employees.

E. The Union shall indemnify and hold harmless the Board, its members, officers, agents, and employees from and against any and all claims, demands, actions, complaints, suits, attorney's fees, court costs, cost of litigation, or other forms of liability that shall arise out of, or by reason of action taken by the Board for the purposes of complying with the above provisions of this Article, or in reliance on any list, notice, certification, affidavit, or assignment furnished by the Union under any such provisions. The Union shall not be responsible for the attorney's fees of any attorney for the employer other than an attorney employed and supervised or directed by the Union.

F. If, during the term of this Agreement, the Labor Board or a court of competent jurisdiction rules any part of this Article void or not enforceable, the Union and the Board agree to convene negotiations on this matter immediately for the sole purpose of bringing this Article into compliance with the standards or rulings of said Labor Board or court.

G. Nothing in this section 5.2 shall be interpreted to permit or allow the deduction of membership dues, Fair Share Dues or agency-fees from the pay of employees covered in this agreement who have not voluntarily authorized the deduction.

ARTICLE VI: SUBCONTRACTING

6.1 Limitations

The Board agrees that during the term of this Agreement no bargaining unit work will be subcontracted to a private carrier providing the same or similar services performed by bargaining unit members, i.e. food service, custodial service, etc. This Agreement does not prevent the employer from contracting for the administration and management of services, nor from investigating, researching, or soliciting bids from carriers providing such services. Subcontracting does not mean work performed by other District employees not in the bargaining unit.

6.2 Requirement to Bargain

If the Board considers providing bargaining unit services through private carriers, then those proposals (cost and quality of service) will be bargained with the Union when bargaining for a successor agreement commences. Limited reopeners will not be considered as bargaining for a successor agreement.

ARTICLE VII: PERSONNEL FILE

7.1 Only one official Board file shall be kept for each employee. If any other files contain material that relates to the employee in any way, a copy of such material shall be placed in the official Board file. One major purpose of this file shall be to provide the employee with a single point at which the employee can find any and all evaluations, letters, reports, memoranda, and any other document or materials that exist in the District or that have been initiated by District personnel relating to the nature and quality of the employee's service and professional conduct.

7.2 All evaluative material to be placed in the official Board file shall be inserted in a timely fashion, but not to exceed twenty (20) calendar days from the date of the event giving rise to the material to be inserted.

7.3 Access to all material in the employee's file (except those required to be kept confidential) shall be provided, during regular office hours if an appointment has been secured at least twenty-four (24) hours in advance.

7.4 A copy of any material added to the employee's official Board file (except those required to be kept confidential) shall be provided to the employee within two working days of the request. The first copy of said material shall be without charge to the employee. However, any subsequent copies will cost ten cents ($.10) each.

7.5 All employees shall have the right to add material to their official Board file and attach dissenting or explanatory material to any document or other piece of material in the file.

7.6 No evaluative material shall be removed permanently from an employee's official Board file without the mutual consent of the employee and the superintendent or the superintendent's designee.

ARTICLE VIII: GRIEVANCE PROCEDURE

8.1 Definitions

A. Grievance shall be any claim by the Union, an employee, or group of employees that there has been an alleged violation, misrepresentation, or misapplication of any of the specific provisions of this Agreement.

B. All time limits consist of school days. When a grievance is submitted fewer than ten (10) days before the close of the current school term, then time limits shall consist of all weekdays. Timeliness may be extended by mutual written consent.

8.2 Procedures

The parties acknowledge that and employee and an Administrator may resolve problems through free and informal communications. The informal disposition of problems in no way prohibits the Union from filing a grievance nor does it establish a precedent. However, a grievance shall be processed as follows:

Informal Conference A complaint shall first be discussed with the object of resolving the matter informally. In the event the matter is resolved informally between the complainant and the immediate supervisor the principal or supervisor shall inform the Union President of the adjustment.

A. Step I The grievant shall present the grievance in writing, signed, dated and specifying the remedy sought, to the immediately involved administrator within ten (10) days of the occurrence, or date the grievant had knowledge of the occurrence, whichever is later, stating the Article and Section of the Agreement alleged to have been violated. The administrator will arrange for a meeting to take place within (10) days of receipt to the grievance. The Union's representative, the grievant, and the immediately involved administrator shall be present for the meeting. Within ten (10) days of the meeting, the grievant and the Union shall be provided with the administrator's written response, including the reasons for the decision.

B. Step II If the grievance is not resolved at Step I, the Union shall refer the grievance to the Superintendent or the Superintendent's official designee within ten (10) days after receipt of the Step I answer. The Superintendent shall arrange with the Union representative for a meeting to take place within ten (10) days of the Superintendent's receipt of the appeal. Within ten (10) days of the meeting the Union shall be provided with the Superintendent's written response, including the reasons for the decision.

C. Step III If the grievance is not resolved at Step II, the Union shall refer the grievance to the School Board or the Board's official designee within ten (10) days after receipt of the Step II answer. Subject to the approval of the Board, the Board shall arrange with the Union representative for a meeting to take place within ten (10) days of the Board's receipt of the appeal. Within ten (10) days of the meeting the Union shall be provided with the Board's written response, including the reasons for the decision.

D. Step IV If the Union is not satisfied with the disposition of the grievance at Step III, the Union may submit the grievance to final and binding arbitration with FMCS (Federal Mediation & Conciliation Service), which shall act as the administrator of the proceedings.

If a demand for arbitration is not filed with the Board within thirty (30) days of the date of the Step III answer, then the grievance shall be deemed withdrawn.

1. Neither the Board nor the grievant shall be permitted to assert grounds or evidence before the arbitrator which was not previously disclosed to the other party.
2. The arbitrator shall have no power to alter the terms of this Agreement.
3. Each party shall bear the full costs for its representation in the grievance procedure.
4. The fees and the expenses of the arbitrator shall be shared equally by the parties.
5. If only one party requests the presence of a court reporter, that party shall bear the cost of the reporter. If both parties request a court reporter, they shall share the cost equally.
6. If only one party requests the postponement of an arbitration hearing, that party shall bear the cost of such postponement.

8.3 Bypass

By mutual agreement, any step of the grievance procedure may be bypassed.

8.4 Class Grievance

Class grievances involving one or more employees or one or more supervisors, and grievances involving an administrator above the building level may be initially filed by the Union at Step II.

8.5 Grievance Withdrawal

A grievance may be withdrawn at any level without establishing precedent.

8.6 No Reprisals Clause

No reprisals shall be taken against any employee because of the employee's participation in a grievance.

8.7 Precedent

By mutual agreement, a grievance may be settled at any step without establishing precedent.

ARTICLE IX: WORK ACCIDENTS AND PHYSICAL INJURIES

Any employee who suffers a job related accident compensated under Workers' Compensation, is attacked or physically injured in the course of his/her work shall not be charged with any sick days necessary to recover from said situations nor to visit an attending physician. Beyond the first three (3) days, at the discretion of the employee, sick days may be used at 1/3 sick day for each day of work related accident.

ARTICLE X: LEAVES OF ABSENCE

10.1 Sick Leave

A. Teacher Sick Leave

1. The Board will grant twelve (12) sick leave days per year to each full time teacher. The Board will grant to each full--time teacher thirteen (13) sick leave days after 20 years, fourteen (14) sick leave days after 25 years, and fifteen (15) sick leave days after 30 years of service in the district. Part time teachers shall receive sick leave on a pro-rata basis. Immediate family shall include parents, spouse, civil union partner, brothers, sisters, children, foster children, grandparents, and grandchildren, including relations by law or by step for the above.

2. Unused sick leave shall accumulate to a maximum, excluding current allotment, to 360 days.

B. **Support Staff Sick Leave**

1. The Board will grant twelve (12) sick leave days per year to each full time employee who works ten (10) or fewer months and thirteen (13) sick leave days per year to each full-time employee who works more than ten (10) months. Part time employees shall receive sick leave on a pro-rata basis.

2. Unused sick leave shall accumulate to a maximum of two hundred forty (240) days, including sick days for the current year.

3. Sick leave shall be granted for personal illness, quarantine at home, or serious illness or death in the immediate family or household.

4. Sick leave will be accrued and utilized on an hourly basis. Bus drivers shall accrue sick leave on a per-trip basis.

10.2 Personal Leave

A. Teachers Personal Leave

1. Three (3) days personal leave per year shall be granted for transacting or attending to personal or legal business.

2. Personal leave may be used a day before or after a holiday/break with no more than one person allowed per building to use the personal leave per day. This will be done on a first come first served basis. If two (2) or more teachers request leaves at the same time, a lottery will be utilized to determine who will be awarded the leave. Personal leave shall not be used during the first and last week of school except in an emergency or with extenuating circumstances with administrative approval.

3. Personal leave notification shall be made to the principal at least three (3) working days prior to commencing the leave; no reason need be stated.

4. Teachers shall state the reason for personal leave when the request is made fewer than three (3) working days before commencing the leave. If a personal leave request is denied, the reason for denial will be furnished to the employee.

5. Individuals may carry over one personal day to the following year with the maximum accumulation of four (4) personal days in any one given year. Unused personal leave days shall be added to unused sick leave days commensurate with Section 4.1 B of this Article.

B. Support Staff Personal Leave

1. Three (3) days personal leave per year shall be granted for transacting or attending to personal or legal business. Individuals may carry over one personal day to the following year with the maximum accumulation of four (4) personal days in any one given year.
2. Personal leave may be used on days before or after holidays, with no more than three people per day. This will be done on a first come first served basis. No more than 1 person can use personal leave per category. If more than three staff request leave at the same time, a lottery will be utilized to determine who will be awarded the leave.
3. Application for personal leave shall be made to the principal at least three (3) working days prior to commencing the leave; no reason need be stated.
4. Employees shall state the reason for personal leave when the request is made fewer than three (3) working days before commencing the leave.
5. Unused personal leave days shall be added to unused sick leave days, cumulative to two hundred forty (240) days, including sick leave days for the current year.
6. Personal leave may be used in a minimum of two (2) hour increments.

10.3 Attendance Bonus

Teachers and Nine-twelve (9-12) Month Employees covered by this bargaining agreement who use two (2) or less sick days and personal days per year will receive a $150 stipend payable in the June 25th paycheck.

10.4 Parental Leave

A. Teacher Parental Leave

1. Notification

A teacher who requests a parental leave of absence shall notify their immediate supervisor in writing, accompanied by a physician's certificate of pregnancy, not later than three (3) months prior to the date on which the leave is to begin. Dates of the

departure and return must be acceptable to the Administration and determined prior to the initiating the request for parental leave.

2. Length of Leave
   An employee may request parental leave to commence upon the date deemed medically necessary by the employee's physician or upon mutual agreement between the employee and the Superintendent. A parental leave shall be for a period of not less than six (6) consecutive weeks or more than fifty-two (52) consecutive weeks. The employee may use sick leave for parental leave to the extent that the employee has accumulated sick leave. If sick leave is exhausted the unpaid Family Medical Leave (FMLA) shall be used to the extent allowed by law.
3. Return from Parental Leave

   An employee returning from parental leave shall be returned to the same position as the one held before commencing parental leave to the extent reasonably possible and at the same rate of pay and benefits as received at the time parental leave commenced. If the employee cannot be returned to the same position, then the employee shall be assigned to a comparable position at the same rate of pay and benefits as when they went on parental leave.

4. Insurance Availability

   The employee will be given an opportunity to continue insurance coverage in the school insurance program during a parental leave, but will be required to pay all premiums connected with this coverage for any portion of the leave that the employee is unpaid. All premiums must be paid in advance of the month due.

B. Support Staff Parental Leave

1. Upon written request from non-probationary employees who are pregnant, the Board shall grant a leave of absence without pay. Such leaves shall not be for more than one (1) year in accordance with the following conditions:

   A. Written requests for parental leaves of absence without pay shall be made at least three (3) months before the leave is desired, subject to approval by the Board.

   B. Dates of departure and return must be acceptable to the Administration and determined prior to initiating the request.

   C. Employees on such leave may continue insurance benefits if they reimburse the District for any pro rata costs of benefits for which they apply.

   D. Employees will not advance on the salary schedule while on said unpaid leave unless they work at least seventy-five percent (75%) of their normal work year.

   E. The length of the parental leave shall not exceed one (1) year, including the usage of sick leave days, if any.

10.5 Teachers' Unpaid Leave of Absence

A. Leaves of absence may be granted without pay to teachers as determined by the Board.

B. Each approved leave of absence shall be of the shortest possible duration required to meet the purpose for the leave. Leaves of absence without pay for not more than one (1) year may be granted to teachers according to the following conditions:

1. Written requests for leaves of absence without pay should be made at least three (3) months before the leave is desired, subject to approval by the Board.
2. Dates of departure and return must be acceptable to the administration and applicant and determined prior to initiating the request.
3. Leaves of less than one (1) month, if acceptable to and approved by the administration, will not require Board approval nor three months' notice
4. Leaves may be granted for:
    a. Advanced study leading to a degree in an approved university or college;
    b. Educationally related travel if the applicant provides an itinerary and an explanation of how such travel will improve the educational program;
    c. Military service;
    d. Child Care; or
    e. Other reasons acceptable to the Board which will improve the educational program of the District.
5. Teachers on approved leave will retain seniority. A year's seniority will be granted for the year of leave if at least one hundred and twenty (120) days were worked during the school year.
6. Teachers on such leave may continue insurance benefits if they reimburse the District for any pro rata costs of benefits for which they apply.
7. Teachers will not advance on the salary schedule while on any approved leave of absence without pay unless working at least one hundred and twenty (120) days during the school year.

10.6 Sick Bank

Starting at year three (3), any employee who has a major illness requiring a significant number of days absent as attested to by their primary care physician is eligible to apply for additional days from the district sick bank. Contributions will be solicited from employees not to exceed 3 contributions per year per employee. Eligibility will be determined by a majority of the committee of two (2) Union appointees and two (2) Board appointees. Employees cannot exceed fifty (50) days per person lifetime. Employees must use all accumulated sick leave before accessing the sick bank.

10.7 Bereavement Leave

In the event of a death in the immediate family, an employee will be allowed two (2) days of paid leave in close proximity (within sixty (60) days) of the death. For the purposes of this Section 4.8, "immediate family" is defined as: parents, spouse, civil union partner, brothers, sisters, children, foster children, grandparents, and grandchildren, a designated

primary caregiver as affirmed by the primary care physician including relations by law or by step for the above. The employee shall notify the administration as soon as possible of their intent to use bereavement leave. These days shall not be subtracted from sick or personal leave.

One (1) day paid funeral leave per occurrence shall be allowed for aunts, uncles, nieces, or nephews, including relations by law or by step for the above. These days shall not be subtracted from sick or personal leave.

One (1) day paid funeral day per year shall be granted for other relationships without charging a personal day or sick day.

An employee shall provide the Principal or Superintendent with at least 48 hours' advance notice of the employee's intention to take bereavement leave, unless providing such notice is not reasonable and practicable.

Unpaid Bereavement Leave for the Death of a Child. In the event of the death of an employee's child, the employee shall also be entitled to use up to 10 working days of unpaid bereavement leave to (1) attend the funeral or alternative to a funeral of a child; (2) make arrangements necessitated by the death of a child; or (3) grieve the death of a child. Bereavement leave for a child must be completed within 60 days after the date on which the employees receives notice of the death of the child. The employee may elect to substitute any accrued and available paid leave for all or a portion of the unpaid leave related to the death of an employee's child. The Principal or Superintendent may require reasonable documentation verifying the need for the bereavement leave. An employee shall provide the Principal or Superintendent with reasonable advance notice of the employee's intention to take unpaid bereavement leave for the death of a child.

ARTICLE XI: TEACHER WORKING CONDITIONS

11.1 Teacher Work Year

A. The teacher work year shall consist of one hundred eighty (180) days.

B. Teachers who work less than full time on a contractual basis shall be paid on a prorated basis equal to the percentage of full-time employment actually worked.

11.2 Teacher Workday

A. The work day for teachers shall be seven and one-half (7.5) hours, (i.e. 8:00 am to 3:30, 7:45 am to 3:15, 8:15 am to 3:45, etc.) inclusive of a thirty (30) minute duty free lunch period, (Duty free lunch will not include passing time at the high school at the end of the student lunch. (i.e. Lunch begins at 11:32 and ends at 12:02 with students passing between 12:02 & 12:06), with teachers being engaged in productive school work during these hours.

B. The principal shall have the authority to extend the work day three (3) times per month for faculty meetings, workshops, committee meetings, open houses and emergencies as the principal may deem necessary.

C. The work day for teachers engaged in extra duty activities shall extend beyond the regular school day.

D. Teachers shall be released from school five (5) minutes after students are dismissed after completing five (5) clock hours on the days prior to Thanksgiving, winter, and spring vacation.

E. INTENTIONALLY LEFT BLANK.

F. Detention Duty- Teachers may be assigned detention duty. This will be done on a rotating and equitable basis and may extend the teacher work day for the assigned time.

G. Miscellaneous Situations

1. If teachers need to leave school during the day for medical/legal appointments, child-related activities, or other emergencies, and if such can be accomplished in less than sixty (60) minutes, they may do so if (a) approved by the Superintendent or Principal (Designee) and (b) a co-worker covers for the teacher at the teacher's expense. If the time needed exceeds sixty minutes, then the teacher must use one--half of a personal day or sick day (if medical) or take a reduction of one--half day of pay.
2. Teachers should report any situation at the beginning of the work day which will detain them from arriving to work at their assigned time, either according to the conditions in the above section, or if a substitute is required for more than fifty (50) minutes.
3. Teachers who are late to work should report to the building principal and state the reason for the tardiness.
4. If a teacher needs to leave school early on a regular basis to take course work at a college or university, then advance approval by the Superintendent is required.

H. Prep Time Middle School and Senior High teachers will have a prep period equal to the length of a regular class period, Elementary teachers will be guaranteed a minimum of two hundred seventy-five (275) minutes (excluding lunch) of duty free time per week during the 7.5 hour day based on a 5 day week. -

11.3 Early Dismissal

If students are granted early dismissal for any weather related reason, the teachers shall be dismissed five (5) minutes after the students are dismissed.

11.4 Teacher Records Days

On semester exam days, all students will be dismissed at 2:05 p.m. The end of the year institute will be scheduled immediately following the final day of semester examinations.

11.5 Notification of Assignment

All staff shall be notified of their tentative assignments for the next school year before the last school day. In the event enrollment changes, staff changes, or resignations cause a change in said tentative assignment, staff members will be notified and consulted as soon as possible.

11.6 Internal Substitution

A. When there is more than one (1) teacher available to perform the duties of internal substitution, a survey will be taken of the teaching staff members to find those individuals who would voluntarily give up their preparation period to perform internal substitution.

B. Once established, the requirement to fill an internal substitution position will initially be sought from volunteers for the specific period required. Rate of pay shall be as follows: $20.00 up to 30 minutes or less, or $35.00 for 31 to 60 minutes.

C. The rate of pay for internal substitution by a co-teacher assigned to the classroom who is shouldering the sole responsibility for that classroom due to his/her counterpart's absence will be 50% of the regular internal substitution pay for the time period missed if the enrollment of the class is above 25 for general education classes and 40 for physical Education classes.

D. Internal substitution pays at the rates identified in 6.6 B will be utilized for staff members who are requested by the administration to cover another class along with their own class.

11.7 Teachers' Right to Request Transfer

A teacher's request for transfer to another building or reassignment to teach a different grade level or subject shall be considered when the requested position becomes available. The requests for transfer for the following year shall be submitted in writing to the Superintendent no later than April 1.

11.8 Posting of Job Openings

The Superintendent shall post and shall send to the Union a notice of all vacancies in bargaining unit positions, as they occur or as they are anticipated. Such vacancies shall be accompanied by a statement of minimum qualifications and salary range. No vacancy except in case of emergency, or after July 1, shall be filled on a permanent basis until such vacancy shall have been posted for at least ten (10) days. No temporary appointment shall extend beyond the school year in which it is made. During summer vacations, a memo will be sent to the Union making it aware of any openings and to certified staff via E-mail.

11.9 Seniority/Honorable Dismissal List

A. That principle of employment policy which accords certain benefits and privileges among employees on the basis of length of service is accepted and endorsed by the parties hereto.

B. District seniority is defined as the length of continuous tenured service as a teacher in the District.

C. Under no circumstances shall any teacher transferring into the District be placed higher on the District seniority lists than a teacher already having seniority in the District or in any building.

D. Should a conflict arise concerning two or more teachers with identical seniority, ties shall be broken on the following basis:

1. First day of work in District with continuous service

2. Total teaching experience

E. The provisions of the Illinois School Code will be adhered to regarding teacher dismissal.

11.10 Orientation

New teacher district orientation will be arranged for newly hired staff to the district. Orientation will include building administrator and other district personnel as appropriate.

11.11 Administrative Proxy

If a building administrator is not present, employees shall bring concerns to the administrator at the other building or the Superintendent.

11.12 Career Tech-Educators

Career Tech-Educators (CTE) shall be part of the bargaining unit. The Board and District Administration will determine the types and number of classes a CTE will teach each semester. The number of classes will not interfere with other negotiated benefits under 6.2 Teacher Work Day including, but not limited to, 6.2 H. Prep Time, "Senior High teachers will have a prep period equal to the length of a regular class period."

A CTE within the District's Career and Technical Education program is responsible for (i) the development, promotion, advancement, and supervision of the program, and (ii) developing community and business relationships to further and advance the District's Career and Technical Education program.

The instructional calendar for a CTE position will be based on the CUSD #3 calendar. A CTE may work extra days to perform student related activities (e.g., to facilitate technical clubs, to monitor state/national officers required duties and other related student activities) but will not exceed a total of ten (10) extra days. CTEs may work extra days (subject to prior approval by the employer) and be paid their daily rate.

A newly hired CTE will be placed on the compensation schedule based on years of experience in the career trades.

11.13 Special Education IEP Days

One release day per semester will be allotted for each case manager with a caseload of 1-10 students, one additional release day per semester will be allotted for 11-20 students, and an additional one half (1/2) release day per semester will be allotted for each additional 5 students. On a release day, the employee shall report to his/her district building though they are relieved from their normal classroom duties.

ARTICLE XII: TEACHER BENEFITS

12.1 Insurance (Medical, Life, Annuity)

The Board shall pay 95% per month per full-time teacher for single coverage toward the insurance premium for teachers who indicate, through formal written enrollment with the insurance carrier/pool, the Western Area Schools Health Benefit Plan, their desire for group medical, life coverage, and dental insurance. Full-time teachers, who were in the active employ of the District before or during the 1986-86 school year, shall have the right to continue to waive medical insurance coverage in favor of a Board paid annuity that complies with the provisions of Section 403(b) of the Internal Revenue Code in an amount equal to eight-five percent (85) of the Board payment toward single coverage per year which will include life insurance cost.

The deductible shall be as specified by the consortium self-insurance plan.

An IRS 125 plan is available for the purpose of allowing the employee to pay dependent coverage premiums with pre-tax dollars.

A. Insurance Reimbursement / Compensation

Full-time teachers electing single-coverage insurance will have the following stipend paid on the payroll for the 10th day of each payroll for the year:

2026-2027	$25 per month
2027-2028	$27 per month
2028-2029	$29 per month

12.2 Part Time Employment

Part time bargaining unit employment with the District shall count toward credit for advancement on the salary schedule (i.e. 4 years at part-time would gain 2 year's movement on the schedule).

12.3 Pay Dates

A. The annual salary for each teacher shall be divided by twenty-four (24) and beginning with July 10 and continuing on the 10th and the 25th of each month, teachers shall be paid one twenty-fourth (1/24) of their annual salary. Teachers that resign after July 1 and before their official start date (as established by the annual calendar adopted by the Board of Education) in August of any year, shall refund to the school district all compensation received by them during said period of time. Should a teacher resign during a school term resulting in him/her not completing the term, his/her final paycheck shall be pro-rated to the last day worked based on his/her daily rate. In no case shall the Union be responsible for any uncollected overpayments of salary.

B. Direct Deposit: All pay will be directly and electronically deposited into a bank account designated by the teacher. Deposits will be credited in the morning on the 10th and/or 25th or the last workday prior thereto.

C. Extra pay (ticket taking, internal substituting, etc.) will be paid once a month.

12.4 Teachers' Retirement System

The Board shall pay 9% of the individual teacher's contribution to the Illinois Teachers' Retirement System (TRS) of each teacher's annual creditable earnings unless the applicable percentage rate for teacher contributions for either Tier I or Tier II TRS participants is reduced by law to an annual contribution rate of less than 9%. In that event, the Board shall pay to the Illinois Teacher's Retirement system the required individual teacher's contribution of annual creditable earnings.

12.5 Longevity/Performance Bonuses

A. All Certified Staff governed by this collective bargaining agreement shall receive end of the year bonuses according to the following schedule payable on or before June 30 of the year.

Years of Continuous Service	Longevity/Performance Bonus
4	600
8	1100
12	1600
16	2100
20	2600
24	3100

In no event shall any amount in excess of the 6% salary increase paid on reportable creditable earnings from year to year be considered due and owing to the employee (teacher).

The employee will not be assigned any additional extra duties or TRS reportable duties not currently being performed without the consent of the employee.

Except for a teacher who has elected to receive the 6% retirement incentive salary increase provided for in section 14.6 of the prior collective bargaining agreement, a teacher who has more than 24 years of continuous service with the District at the time this agreement is ratified shall receive the bonus for year 24.

B. In addition, each employee that retires after 24 years of continuous service with the District will receive, as a post-retirement performance bonus, payable not less than 30 days but not more than 60 days after the employee receives the last regularly scheduled pay check for earnings the product of $1000.00 x the number of years of service that exceeds 24. For example, if an employee retires after 34 years of continuous service with the District, the employee will receive as a post-retirement bonus the sum of $10,000.00 ($1000.00 x 10 years).

C. In the event any bonus and/or post-retirement payment provided for in this Section would require CUSD #3 to pay a penalty, a present value payment, excess salary payment and/or other additional payment to the Illinois Teachers' Retirement System pursuant to PA 100-0587 or other applicable law, rule or regulation, or would conflict with any state statute or final rule or regulation promulgated by the Illinois Teachers' Retirement System, the provisions of this Section shall become void and the parties agree to reopen this Agreement and attempt to midterm bargain changes necessary to correct any defect created by this Section.

12.6 Retirement Incentive

Eligibility

In order for a teacher to qualify for the retirement incentive under this section the following conditions must be met:

1. The teacher must be a full-time teacher of the District prior to the submission of the irrevocable letter of retirement and resignation.

2. The teacher must submit an irrevocable letter of retirement and resignation on or before May 1 of the school year, beginning May 1, 2025. Notwithstanding the foregoing, there are two (2) teachers expected to retire at the end of the 2024-2025 school year. If they notify the Board of Education in writing within sixty (60) days after the parties execute this agreement, they will receive the retirement incentive during the 2024-2025 school year.

3. The Board of Education and the Union shall meet to discuss the terms of the application of Section 14.6 in the event more than five (5) teachers qualify for the benefits described in this section in any one (1) year.

4. Any reference to TRS creditable earnings means the compensation paid to the teacher which is determined by TRS pursuant to its rules and regulations to constitute "creditable earnings".

5. Once an irrevocable letter of retirement and resignation is submitted, the teacher shall not be assigned additional extra duties beyond those duties currently assigned in the school year in which the irrevocable letter is submitted. The teacher agrees to continue to perform the extra duties in any subsequent school year until the retirement and resignation as an employee of the school district is effective. If after submitting an irrevocable letter of retirement and resignation, the employee is removed from an extra

duty assignment for performance reasons, then the employee's retirement incentive shall be adjusted to reflect the change in the employee's TRS creditable earnings.

If an eligible teacher submits to the Board of Education an irrevocable letter of retirement and resignation on or before May 1st effective at the end of the first, second, third or fourth school year (e.g., submits letter on May 1, 2025 for retirement effective June 30, 2029), the teacher will receive for each of the four final school years of employment an increase of six percent (6%) on the teacher's TRS creditable earnings over the immediately preceding year (e.g., for 2025-2026 the TRS creditable earnings would be based upon the 2024-2025 school year).

Notwithstanding any other provision in this Agreement, no employee shall either receive and/or be paid by the school district an increase in creditable earnings that would constitute an increase of more than 6% per annum in the TRS creditable earnings the teacher earned in the immediately preceding fiscal year. "Creditable earnings" include all earnings of whatsoever kind or nature paid to an employee by the District which TRS credits under its rules and regulations toward a retirement annuity for the employee. Any such creditable earnings that exceed this 6% cap on increases from one fiscal year to another shall not be considered as due and owing to any employee within this 1-year period. If, however, an employee earns compensation that TRS considers exempt from the 6% cap under PA 94-1057, the employee shall be paid such exempt earnings provided the payment does not require an additional employer contribution to TRS because of a payment to the employee exceeding the 6% cap.

In the event the Illinois General Assembly and/ or TRS modifies the law, rules and regulations impacting the school district's TRS contributions and/or the obligation of the school district to pay an additional employee contribution to TRS for exceeding the 6% creditable earnings limitation during the employee's retirement eligibility period, then the parties agree to promptly commence good faith collective bargaining regarding the modification and its impact on the district.

12.7 Sick Leave Balloon

A. Sick Leave Balloon- One Year: A Teacher provided he/she has at least 75 days of accumulated sick leave may petition the Board of Education for additional sick leave days for the purpose of allowing the teacher to count up to 170 days of accumulated sick leave toward the teacher's creditable service to TRS. The number of days the Board will grant will be 180 minus the number of accumulated sick leave days of the teacher. In order for a teacher to receive the additional sick days, he/she must submit his/her request by August 1st immediately preceding the last year of employment along with his/her irrevocable letter of resignation. The District will not be responsible for this sick leave balloon option if, as a result of doing so, the District would be required to pay a penalty, a present value payment, excess salary payment and/or other additional payment to the Illinois Teachers' Retirement System pursuant to PA 100-0587 or other applicable law, rule or regulation.

B. Sick Leave Balloon- Two Years: A Teacher provided he/she has at least 150 days of accumulated sick leave may petition the Board of Education for additional sick leave days for the purpose of allowing the teacher to count up to 340 days of accumulated sick leave toward the teacher's creditable service to TRS. The number of days the Board will grant will be 360 minus the number of accumulated sick leave days of the teacher. In order for a teacher to receive the additional sick leave days, he/she must submit his/her request along with his/her irrevocable letter of resignation by August 1st immediately preceding the last year of employment at least two (2) school years prior to the date of retirement. The District will not be responsible for this sick leave balloon option if, as a result of doing so, the District would be required to pay a penalty, a present value payment, excess salary payment and/or other additional payment to the Illinois Teachers' Retirement System pursuant to PA 100-0587 or other applicable law, rule or regulation.

12.8 Limitation on TRS Creditable Compensation

The purpose of this section is to avoid in all circumstances any payment by the District of a Board-paid penalty or fee to TRS, or any Board or District liability to fund any portion of a teacher's TRS annuity due to an increase in compensation from one year to the next. This section does not apply to teachers who are not eligible for TRS annuity (whether or not they apply) and could not under any circumstances become eligible for TRS annuity within five (5) years of the end of the school year in which the compensation is earned.

No teacher credible TRS earnings from employment in this School District, irrespective of form and no matter how arising under this collective bargaining agreement, may exceed the amounts specified herein.

12.9 College Credit/Tuition Reimbursement

Employees shall be reimbursed for tuition for college level courses that have been successfully completed. Such reimbursement shall not exceed a maximum of $350 per credit hour and a maximum of twelve (12) hours per person per year. The total cost to the Board shall not exceed $12,000 per year. Reimbursement in this section also applies to all certified staff seeking additional licensure, endorsements and/or certifications.

The procedures and guidelines for the reimbursement of tuition are as follows:

A. The school district will reimburse no more than a total of $12,000 per year throughout the duration of this contract.

B. For reimbursement purposes, the year will be from August 10 to August 10 of the following year unless August 10 falls on a day when the unit office is not open in which case the last day will be the first working day after August 10.

C. Teachers must show proof of successful completion of a college level course as well as a paid receipt by August 10 to be considered for reimbursement.

D. Successful proof of completion may be satisfied by a transcript, grade card, or letter from the instructor.

E. At the end of the day, August 10, all requests for reimbursement will be tallied and the total number of semester hours divided into $12,000 the maximum total Board cost (listed above) will determine the amount of prorated reimbursement.

F. The maximum semester hours a person can apply for is 12 per year.

G. Reimbursement for tuition will be no later than September 10th.

H. If the college/university course takes place during working hours or whereby a substitute teacher is needed and/or the Board pays fees and expenses, the college credit will not be eligible for tuition reimbursement.

I. As a condition to receiving any reimbursement under this section, the employee shall enter into a written agreement with the Board of Education, which includes a requirement that they will (i) not voluntarily terminate their employment for a period of two years after receiving a reimbursement; and (ii) that they will repay on a pro-rata basis any tuition reimbursements received from the district should they terminate their employment during the two-year period._

J. The following additional requirements must be met:

1. Courses must relate to the staff member's professional development and meet the following criteria for Superintendent's approval: be from an accredited institution and relate to a current or a mutually agreed upon future teaching assignment;

2. Satisfactory completion of the course; and

3. An official transcript of record from the university or a letter from the Dean of the College in which the teacher is enrolled is on file with the unit office. If the latter is the case, an official transcript will be provided as soon as possible. Such courses must be completed by September 1.

12.10 INTENTIONALLY LEFT BLANK

ARTICLE XIII: TEACHER EVALUATION

13.1 Evaluation Plan

The Board, in cooperation with the Union, shall develop an evaluation plan for all teachers, with the understanding that any changes in the evaluation plan shall be determined cooperatively between the parties. Teacher evaluations, per se, shall not be subject to the grievance procedure.

ARTICLE XIV: TEACHER SALARY

14.1 INTENTIONALLY LEFT BLANK

14.2 Overload

A. An overload schedule is any teaching assignment in which a teacher voluntarily teaches a class or classes in addition to their regular teaching assignment and is therefore deprived of a planning period.

B. Any teacher agreeing to teach an overload schedule will be paid a prorated amount equal to 1/7th of their regular pay for each planning period.

14.3 Grants

A. Grant Stipend

In order to encourage and reward staff, at all levels, to seek new resources where moneys currently do not exist to provide for: curricular, extra-curricular, administrative, or operational offerings. This stipend is intended to provide some measure of compensation for the hard work and man-hours that make for a successful grant.

1. Guidelines

a. The grant or source of funding must be new and not required by state or federal law (i.e. Chapter I funding), nor will the stipend apply to grant funds already received.

b. It must be for a new venture or to complement existing programs (normally where funding does not exceed five years).

c. A one percent (1%) of the grant value shall be paid to the grant author(s) successful in bringing new funds to the district. The stipend will be paid in the first possible payroll after the funds are received by the district. The date the funds are received begins the year for the grant stipend. Stipends will not be paid with grant money. If administrative fees are applicable to the grant writer, then a stipend will not be awarded.

d. The 1% grant stipend applies to all grants in excess of $2,500.00, otherwise a $25.00 minimum grant stipend will be paid to the author(s) on all grants valued between $2,499.00 and $300.00 (Any grant less than 300.00 will not carry a stipend.).

e, The stipend of 1% or $25.00 will be divided equally between authors if more than one author is involved. This policy will not pay each author the 1% or $25.00 minimum.

f. Special rulings will be made by the board if a grant requires a match or in-kind contribution by the school district. (In other words, a stipend will not be given for any matching funds or in-kind assistance required by a grant, and it may become necessary for the Board to review such situations and make a final determination.

g. Some grants can be burdensome by their nature and may cost the district more to implement than the grant is worth. If this becomes the case, stipends beyond the first

year will be eliminated after the Board is informed by administration and the Board makes a final decision. It is hoped that the author(s) will be notified well in advance of the end of the first year of such a decision.

B. Staff would be awarded progressive stipends:

1.0% for total grant moneys awarded from	$ 0 -	$10,000
2.0% for total grant moneys awarded from	$10,001 -	$20,000
3.0% for total grant moneys awarded from	$20,001 -	$30,000
4.0% for total grant moneys awarded from	$30,001 -	$40,000
5.0% for total grant moneys awarded from	$40,001 -	$50,000
5.5% for total grant moneys awarded from	$50,001 -	$60,000
6.0% for total grant moneys awarded from	$60,001 -	$70,000
6.5% for total grant moneys awarded from	$70,001 -	$80,000
7.0% for total grant moneys awarded from	$80,001 -	

Example: Teacher A writes three successful grants totaling $25,000. This teacher would receive $750.00 ($25,000 x 3.0%).

ARTICLE XV: SUPPORT STAFF JOB SECURITY

15.1 Employee's Right to Request Transfer

An employee's request for transfer to another building or assignment shall be considered when the requested position becomes available. The requests for transfer for the following year shall be submitted in writing to the Superintendent no later than April 1.

15.2 Posting of Job Openings

The Superintendent shall post and shall send to the Union a notice of all vacancies in bargaining unit positions, as they occur or as they are anticipated. Such vacancies shall be accompanied by a statement of minimum qualifications and salary range. No vacancy except in case of emergency, shall be filled on a permanent basis until such vacancy shall have been posted for at least ten (10) days. No temporary appointments shall extend beyond the school year in which it is made. In the event a vacancy will not be filled, the Superintendent shall notify the Union President in writing the reason the vacancy will remain open. If a qualified bargaining unit member has applied, in writing, for the vacancy, he/she must be given consideration over the hiring of a new employee and notified of the outcome of the hiring process.

15.3 Transfer Salary

A. Exclusive of bus drivers, when a bargaining unit member successfully transfers to a different category, their hourly rate of pay shall suffer no loss of pay or benefits as agreed to in this Contract.

B. Bus Drivers who successfully transfer to another category will receive a 1% increase over minimum wage if they have 1-5 years of service in the district as a driver, 2% if in the district as a driver from 6-10 years, and 3% if in the district for 11+ years.

15.4 Seniority and Layoff

A. That principle of employment policy which accords certain benefits and privileges among employees on the basis of length of service is accepted and endorsed by the parties hereto.

B. After the probationary period is met, district seniority is defined as the length of continuous non-probationary service in the job classification beginning with the date of hire.

C. Under no circumstances shall any employee transferring into the District be placed higher on the District seniority lists than an employee already having seniority in the District.

D. Should a conflict arise concerning two or more employees with identical seniority, ties shall be broken on the following basis.

1. First day of work in District with continuous service;

2. Total service in the district

3. Drawing of lots

E. Notification:

1. After January 15 of each school year, the Administration shall furnish District seniority lists to the Union.

2. A District seniority list shall show the names of all employees in the District in order of their continuous service in their job classification.

3. Seniority lists shall be posted by February 1 and employees will have thirty (30) days to show proof of additional qualifications.

F. If the administration decreases the number of positions in a classification by layoff, probationary employees will be laid off first. If it is necessary to reduce non-probationary employees in any job classification, then they will be laid-off on the basis of seniority within the classification. Recall shall be made in the reverse order of lay-off.

15.5 Probation

Employees will be considered as probationary until working 90 days for 9 month employees, 120 days for 10 month employees, 150 days for 11 month employees and 180 days for 12 month employees from the date of employment. To be considered as days toward completion of probation, employees must work at least four (4) hours per day.

15.6 Discipline

No non-probationary employees may be suspended without pay or dismissed except for just cause. Except for gross misconduct, gross insubordination, or other non-remedial offenses, progressive discipline will be followed, i.e. verbal warning, written warning, suspension without pay before termination.

15.7 Job Classifications

For the purpose of this Agreement, the following job classifications will be utilized:

A. Custodian
B. Transportation- Bus Drivers
C. Clerical
D. Cafeteria
E. Program Assistants
F. Assistant Transportation Director

Job Descriptions of each classification will be available upon request at the District Office.

4.3 If a federal mediator is not available, both parties will request a mediator from the Illinois Educational Labor Relations Board (IELRB).

4.4 If an agreement is not reached fifteen (15) days before the scheduled start of the school year, and IELRB mediation services have not been utilized, both parties shall notify the IELRB.

ARTICLE XVI: SUPPORT STAFF BENEFITS

16.1 General Conditions

A. All positions within each classification shall work the following days and hours per school year and at the corresponding wage rates. The support staff wages, except for bus drivers, is set forth in Appendix B.

Classification	Months/Days per Year	Hours per Day
Custodians	12 mos.	8
Bus Drivers	Determined by Routes	Determined by Routes
Assistant Transportation Director	12 mos.	3
Clerical – Secretary	HS: 200–220 (2)ES: 200	8
Clerical – Clerk	180	7
Cafeteria – Head Cook	180	8
Cafeteria – Cook #1	180	6
Cafeteria – Cook #2	180	6
Program Assistants	180	7
General Help	180	5.0
General Help	180	4.5

B. Part time positions will be filled as needed, however, wage rates will be prorated and work day and work year will be agreed upon prior to employment. Other benefits will be provided only if specified in this Agreement.

C. The creation of any additional job classifications shall not be imposed during the term of this Agreement unless bargained with the Union.

D. Any employee driving their own vehicle for District business will receive the approved Board of Education reimbursement rate.

E. Each employee shall be paid twice each month (on the 10th and the 25th) for approved hours accrued by the previous pay day.

In the event that the 10th and/or the 25th falls on a non-workday, checks will be available on the last workday prior to those dates. For the summer months, checks will be available or mailed so that the employee shall receive the check by the 10th or the 25th. Each employee will have the option of receiving their check on a nine or twelve-month basis.

Overtime and extra pay shall be paid each pay.

Holiday pay options:

1. Lump sum at the end of the year.
2. Twice a year. First payment Dec. 10 pay and Second payment May 10 pay of the year earned.
3. Equally divided in check throughout the year.

By August 1st of each year the employee shall notify the administration if he/she wants to be paid on a 9 or 12-month basis. Notwithstanding the foregoing, should the 12-month payment option be determined or interpreted by an agency or court to violate a law, rule or regulation, the 12-month option shall automatically be terminated and employees will receive their payments on a 9-month basis.

Causing an Accelerated payment in IMRF shall not be considered a violation in terms of this Section.

F. Unless there is a scheduled extracurricular activity and upon approval of mutually agreeable time by the building principal, on days of early dismissal, custodial personnel may come in early.

G. Twelve (12) Month Employees.

1. Employees who are twelve (12) month employees may take vacation anytime that a sub is not required except from the first full week in August until school begins.

2. After completion of four (4) hours of work on Christmas Eve Day and after completion of four (4) hours of work on New Year's Eve day, employees will be allowed to leave.

H. Waived holidays will not be taken on student attendance days. If a holiday falls on a weekend or is waived, the employee shall be granted an extra day to be taken on a non-student attendance day.

I. Veteran's Day shall be observed on the Friday after Thanksgiving.

J. Upon retirement from the District through IMRF, an employee with at least ten (10) years of service shall receive pay at the rate of per year of service to the District in accordance with the following scale:

10 years----$20.00

15 years----$40.00

20 years----$80.00

25 years----$100.00

K. The Board shall pay 95% for single coverage toward insurance for all IMRF employees who are plan eligible for the length of their employment (i.e. 9, 10, and 12 months). The compensation paid to the employees who choose this benefit must be paid out over 12 months.

A. Insurance Reimbursement / Compensation

All full-time IMRF employees electing single coverage insurance will have the following stipend paid on the payroll for the 10th day of each payroll for the year:

2026-2027	$25 per month
2027-2028	$27 per month
2028-2029	$29 per month

L. An employee shall suffer no loss of pay or leave days if summoned for jury duty, except that any remuneration for such service shall be given to the District.

M. Nine & Ten month employees shall be considered first for summer and Christmas Break custodial work before position is open outside the unit. Such employees shall be paid an additional $2.00 per hour over the normal rate for summer help, which is the Illinois minimum wage rate.

N. Breaks- Each employee working at least 7.5 consecutive hours shall receive a 10-minute break before lunch and a 10-minute break after lunch. Breaks shall be scheduled by the administration. Employees shall sign out at the beginning of each break and sign in after the break. Employees may not leave school property during the break. Any employee violating the break rules will forfeit his or her break for 2 days for the 1st violation, 5 days for the second violation and shall be suspended without pay for 1 day for each subsequent violation.

Lunch- 30 minutes for each employee working at least 5 consecutive hours.

O. Snow Days - In the event an employee reports to work for his/her regular assigned work schedule time and school is canceled after the employee has reported to work because of inclement weather or other emergency, the employee shall be paid their respective hourly rate for the number of hours of work the employee actually worked on the day of cancellation.

16.2 Custodians

1. Vacations: Full time employees will be credited on July 1st of each year the number of days earned prior to July 1st as follows:

   a. Less than one year: prorated
   b. 1 year but less than 11 years: 10 days
   c. 11 years or more: 15 days

2. Paid Holidays (Full-Time Employees Only)

Full time employees are eligible for the following paid holidays:

New Year's Day	Lincoln's Birthday/Presidents' Day	Columbus Day
Martin Luther King Jr. Day	Friday Before Easter	Memorial Day
Juneteenth	Independence Day (July 4)	Labor Day
Veterans Day	Thanksgiving Day	Christmas Day

Holiday Observance: If a designated holiday falls on a Saturday or Sunday, the employee will receive one alternate paid day off. The alternate day shall be scheduled at a mutually agreeable time between the employee and the District.

3. Summer Schedule: A flexible summer schedule may be developed for starting and ending times. However, the Union agrees that the whole crew has to have one work time.

16.3 Transportation - Bus Drivers

A. Days worked per year: determined by routes
B. Hours worked per day: determined by routes
C. Wage Rates:
   a. Bus Routes: All regular bus routes will be paid the following- for Route Daily Wage Rate:

2026-2027	$125
2027-2028	$131
2028-2029	$136

b. Special Education Routes, Shared Services, and Other Educational Settings other than regular daily AM & PM Routes:

School Year	Wage Rate AM or PM	Wage Rate AM and PM
2026-2027	$55.50	$111
2027-2028	$57	$114
2028-2029	$58.50	$117

c. Extra-curricular trips (games, field trips, etc.) will be paid at a hourly rate of:

School Year	Wage Rate
2026-2027	$20.50
2027-2028	$22
2028-2029	$23.50

d. Any special education route that requires a driver to travel over 75 miles per MapQuest/Google Maps, shall be paid a regular driver rate (as per 15.3 Section C.a.)

e. Extra-Curricular Transportation Compensation for Non-CDL district vehicle

Applies to non-CDL required district vehicles (mini-buses and passenger vans) utilized for athletic practices, games, or school-sponsored activities.

1. Applies to all coaches and sponsors who are not already compensated for transportation duties under their primary employment contract, who transport students to practices and events.

2. Compensation Tiers of a standardized flat-rate compensation model based on the nature of the travel. Compensation to coaches for athletic transportation will be paid at the end of that season. Compensation to sponsors for non-athletic events will be paid at the end of the school year. Pay rates will be as follows:

   a. Daily Practice Transit: Coaches/sponsors transporting students to and from regularly scheduled practice sites will be compensated at a flat rate of $20.00 per round trip.
   b. Game/Activity Transit: Coaches/sponsors transporting students to away games, competitions, or events will be compensated at a flat rate of $30.00 per trip

Transportation for co-op sports shall be at the higher rate of pay of the co-op districts.

D. Special Conditions:

a. Extra trip assignments:

The assignment to the extra trip shall be on a rotating basis from list developed from regular drivers. If a regular driver does not take the extra trip, or another driver is not available for the regular driver's route, then the coach/sponsor of the activity will be asked to take the extra trip if they are holders of a bus driver's permit. Except in the case of an emergency, the extra trip shall be posted no later than 6:30 am on the day of the extra trip.

1. If a student does not "show up" for an extra trip and the extra trip is not completed, the driver will be paid for one-half of the full rate.
2. Any driver who drives a daily route shall receive sick leave (regular, kindergarten, and special education routes).

b. Vacation- None

c. The District shall select the physician and pay for any state-required physical and drug testing.

d. Drivers who report for work on days when school is canceled and the driver was not notified prior to 5:45 a.m. will be paid one half of the A.M. route pay.

e. Holidays: Nine (9) paid holidays

f. During the duration of this contract, the District will pay the Commercial Driver's License (CDL) fee, excluding the fee for regular license.

g. Other employees of the District having a CDL bus driver's license shall be used as a driver on extra trips only if the regular drivers have turned down the job or are unavailable for such extra trips, games or practices.

h. The District will pay drivers $15.00 an hour for a maximum of two (2) hours for attendance at the yearly refresher course for bus drivers.

i. Two drivers will be used, per full size bus, when the following trips are taken: Ski Trip to Galena/Davenport; any trip to the St. Louis, Chicago, and/or Galena area. In addition, two drivers will be used, per full size bus, for any projected trip of four (4) hours or more one way. In order to be consistent the following standard will be used in projecting time; 50 mph for two lane roads and 60 mph for four lane roads.

j. On any extra trip assignment when the coach/sponsor chooses to stop for a meal, the driver will be reimbursed for the cost of the meal, up to $15.00, if a receipt is provided.

E. Assistant Transportation Director
Hourly Wage Rate:

2026-2027	$20.25
2027-2028	$21.75
2028-2029	$23.25

Insurance benefits as eligible

Special Conditions: Assistant Transportation Director will serve in an on-call capacity and shall receive a stipend as follows:

2026-2027	$4,407.33
2027-2028	$4,605.66
2028-2029	$4,812.91

16.4 Clerical

A. Secretary

1. Special conditions:

a. Paid Vacation/Holidays

(1) 220 day Secretary - 18
(2) 200 day Secretary – 17

b. Flexible summer school schedules will be developed upon mutual agreement.

c. If not notified or on the radio fifteen (15) minutes before the employee is due at work, the employee will be compensated two (2) hours pay.

d. On District early dismissal days before holidays, inclement weather, or other emergency dismissals, Secretaries will be able to leave 15 minutes after student dismissal without loss of pay.

B. Clerk(s)

1. Special conditions:

a. 9 Paid Vacation/Holidays
b. If not notified or on the radio fifteen (15) minutes before the employee is due at work, the employee will be compensated two (2) hours pay.
c. A stipend for computer maintenance in the elementary library will be paid to the elementary library clerk.
d. On district early dismissal days before holidays, inclement weather, or other emergency dismissals, Clerk(s) will be able to leave 15 minutes after student dismissal without loss of pay.

16.5 Cafeteria

1. Special conditions:

a. The Head Cook will be paid the following stipend:

2026-2027	$3,618.96
2027-2028	$3,781.81
2028-2029	$3,951.99

b. Vacation - None

c. Paid Holidays – 9

d. If not notified or on the radio thirty (30) minutes before the employee is due at work, the employee will be compensated two (2) hours pay.

e. In the event a position that a substitute is needed has more hours than a regular employee's normal assignment the regular employee will be given the additional hours and the substitute will be hired for the position with less hours.

f. In the event the district requires cafeteria workers to obtain and/or maintain a food service license the District will pay the cost of the course, required material, and the cost of the license in accordance with state requirements.

16.6 Program Assistants

1. Special Conditions:

a. Vacation - None

b. Paid Holidays - 9

c. During regular work time an Assistant shall receive at least assistant's pay for any work done. If an assistant substitute teaches for a teacher, the assistant shall

receive substitute pay if that amount is greater than the assistant's regular wage. The assistant must hold a substitute teaching license, a professional educator license or an educator license with stipulations that require a bachelor's degree.

An assistant who works in some other classification during non- regular work time will receive the pay for that classification.

d. In the event that an assistant is laid off and is recalled within a twelve (12) month period, all previously accrued benefits will be restored.

e. If not notified or on the radio fifteen (15) minutes before the employee is due at work, the employee will be compensated two (2) hours pay.

f. On District early dismissal days before holidays, inclement weather, or other emergency dismissals, Program Assistants will be able to leave 15 minutes after student dismissal without loss of pay.

g. In the event a Program Assistant chooses to leave on an early dismissal day, except before a holiday, the Program Assistant's pay will be docked.

h. The District will reimburse the costs associated with the paraprofessional license renewal for current employees who must renew their paraprofessional license.

XVII: SUPPORT STAFF OVERTIME

17.1 For the purposes of overtime, the normal work week shall be forty (40) hours. Any overtime requires approval of the Superintendent. All hours in pay status shall count toward the forty (40) hours.

17.2 Overtime shall be any work performed outside the scheduled work times in excess of the normal work week. Excluding emergencies, overtime shall be pre-approved by the Superintendent or her/his designee.

17.3 Overtime shall be paid at one and a half (1 ½) times the employees regular hourly rate of pay. Upon mutual agreement in lieu of approved overtime pay, compensatory time shall be available on the basis of one and one-half (1 ½) hours compensatory time for each hour of overtime worked. The rate shall be two (2) hours of compensatory time for each hour worked if time worked is on a Sunday or holiday.

17.4 Work performed outside of the normal work week but not qualifying for overtime pay shall be paid at the employee's regular rate of pay and shall be voluntary only.

17.5 Approved overtime performed at a time not immediately following or preceding a regular work shift shall be no less than two (2) hours in paid length.

17.6 Any employee on overtime shall be entitled to a paid fifteen (15) minute break within each two (2) hours of overtime worked.

Rotation for extra assignments will be within the building and based upon seniority. Substitute custodians will be included in the rotation. If the assignment goes through the rotation, the assignment goes to the first full-time employee asked. Turn sheets shall be maintained by the District for custodians and cafeteria workers.

ARTICLE XVIII: EXTRA CURRICULAR ASSIGNMENTS

18.1 Those currently holding a position can volunteer to be considered to continue for the next year.

18.2 If a staff member does not volunteer for a position, non-staff person will be solicited to fill these positions via local media advertisements.

18.3 Volunteers must be acceptable to the Administration.

18.4 Core Group (Identified with * in the attached Appendix)

A. Volunteers for assignments will be acted upon by the March Board meeting with the exception of spring sports. If a staff member successfully volunteers for a core assignment, then the individual cannot be assigned any other extracurricular position.

B. If a staff member does not successfully volunteer for a core assignment, then the staff member could be assigned one (1) position.

18.5 Those positions that are job specific will automatically go to the sponsor because of their teaching assignment. They are band, chorus, FFA, FCCLA, and publications. These sponsors may be assigned one (1) noncore position.

18.6 If a position is in grades K-5 and no volunteer has been found, then the assignment shall be made to a K-5 teacher. If the position is in grades 6-12 and no volunteer has been found, then the assignment shall be made to a 6-12 teacher.

18.7 When an extra-curricular position is part of the Co-Op agreement with Spoon River Valley, the stipend will be the higher of the two amounts. The union will be provided with a copy of Valley's most current Extra-Curricular Salary Schedule.

18.8 Persons returning to an extra-curricular position they previously held in the district will receive full credit/seniority for the time they previously served if they return to that same position regardless of sport gender. (Boys Basketball=Girls Basketball or Baseball=Softball and so on)

18.9 All ticket-takers, scorekeepers, game supervisors, and timers for any sporting event shall be paid $45 per event (except as required by 18.7)

ARTICLE XIX: EFFECT OF THE AGREEMENT

19.1 Complete Understanding

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

19.2 Savings Clause

Should any article, section, or clause of this Agreement be declared illegal by a court of competent jurisdiction, 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.

19.3 Duration

The provisions of this Agreement shall become effective as of July 1, 2026 and shall remain in full force and effect through June 30, 2029. Wage increases shall become effective August 1, 2026, except for certified staff whose wage increases shall begin July 1, 2026.

FOR THE BOARD OF EDUCATION
OF COMMUNITY UNIT SCHOOL
DISTRICT #3, FULTON COUNTY

Sue McCance

PRESIDENT

July 20, 2026

DATE

FOR THE CUBA FEDERATION
OF TEACHERS LOCAL #3799
IFT/AFT, AFL-CIO

Brad Huff Julie F. Thompson-Vu

PRESIDENTS

8-13-26

DATE

APPENDICES

Salary and Schedule Agreement
Community Unit School District #3, Fulton County

Appendix A: Initial Salary Placement Schedules

The salary schedules contained in this appendix are to be used solely for the initial placement of certified employees upon hire. Placement on the salary schedule shall be determined in accordance with the provisions of this Agreement.

Annual Salary Increases for Certified Staff

2026–2027 5.0%

2027–2028 4.5%

2028–2029 4.5%

Dual Credit Course Stipend

The Board shall provide a $750 stipend per semester course to teachers who agree to instruct a dual credit course for high school students.

This stipend recognizes the additional preparation, instructional responsibilities, and coordination required to deliver college-level coursework while employed by the District.

Certified Salary Schedules

The following salary schedules are incorporated into this Agreement and apply to certified employees. The schedules do not include the Board-paid TRS contribution, where applicable.

Appendix B: Support Staff Increases

2026-2027	$1.50
2027-2028	$1.50
2028-2029	$1.50

All new Support Staff hires will make no less than:

2026-2027	$16.00/hour

Support staff with 20 years of service shall receive an additional $1.00 an hour raise. Established 2025-2026.

Support staff with 10 years of service shall receive an additional $0.50 an hour raise. Established 2025-2026.

Appendix C: Extra-Curricular Assignment Salary Schedule

Athletic Director Stipend:	2026-2027:	$8,242
	2027-2028:	$8,613
	2028-2029:	$9,001

Varsity Baseball Coach Field Maintenance Stipend:	2026-2027:	$651.41
	2027-2028:	$680.72
	2028-2029:	$711.35

Appendix D: Teacher Initial Placement Salary Schedules.

The schedules are solely for the initial placement of teachers upon being hired. Subsequent salary adjustments for academic advancement shall be governed by the provisions below.
Academic Advancement - The Board agrees to pay compensation provided the certified staff member submits the required paperwork, including official transcripts and grades.
Timelines and Payment Distribution: If official documentation is submitted on or before August 10th, the salary adjustment will take effect starting with the August 25th pay and will be distributed across the base pay for the current school year. If official documentation is submitted after August 10th, but on or before January 10th, the certified staff member will receive the full advancement bonus for the current school year as a lump-sum payment on the January 25th payroll. The advancement will then be permanently integrated into the staff member's base salary the next school year.

BA/BS to BA/BS +8	$1,000
BA/BS+8 to BA/BS +16	$1,000
BA/BS+16 to BA/BS +24	$1,000
BA/BS+24 to BA/BS +32	$1,000
BA/BS +32 to MA/MS	$1,500
MA/MS to MA/MS +8	$1,500
MA/MS+8 to MA/MS +16	$1,500
MA/MS+16 to MA/MS +24	$1,500
MA/MS+32 to MA/MS +32	$1,500

Extra-Curricular Assignment Categories

If an assistant coach is not needed and/or required, the head coach shall not receive the assistant stipend in addition to head coach stipend.

Category 1 (14%)

Varsity Football (Co-Op)

FFA

Varsity Boys Basketball (Co-Op)

Varsity Girls Basketball (Co-Op)

Category 2 (10%)

Varsity Baseball (Co-Op)

Varsity Softball (Co-Op)

Varsity Track (Co-Op)

Varsity Volleyball (Co-Op)

FCCLA

MS Boys Head Coach Basketball

MS Girls Head Coach Basketball

HS Cheerleading (Co-Op)

Publications

Category 3 (8%)

HS Assistant Baseball (Co-Op)

HS Assistant Softball (Co-Op)

HS Assistant Boys Basketball (Co-Op)

HS Assistant Girls Basketball (Co-Op)

Varsity Golf (Co-Op)

Dance-Force (Co-Op)

Assistant Football (Co-Op)

Assistant Volleyball (Co-Op)

JH Baseball Coach (Co-Op)

MS Boys Track (Co-Op)

MS Girls Track (Co-Op)

MS Assistant Boys Basketball (Co-Op)

MS Assistant Girls Basketball (Co-Op)

MS Volleyball- 8th

MS Tackle Football-8th (Co-op)

Freshman Volleyball

Assistant Cheerleading

JH Softball Coach (Co-Op)

Category 4 (5.75%)

MS Cheerleading

Art Club Sponsor (minimum 3 events)

Assistant Dance

Assistant Football-Freshman (Co-Op)

MS Volleyball- 7th

Band

MS Tackle Football-7th (Co-op)

Bass Fishing (minimum of 3 events)

Category 5 (3.5%)

Chorus

Class Sponsor- Senior HS

Class Sponsor- Junior HS

MS 5/6th Grade Boys Basketball

MS 5/6th Grade Girls Basketball

HS Student Council

HS Scholastic Bowl

MS Student Council

Dramatics

Speech

Category 6 (2%)

Class Sponsor- Sophomore

Class Sponsor- Freshman

National Honor Society

Mentor teacher

MS Scholastic Bowl

MS Yearbook

Peer Assistance

E-Sports Coach

FY27 Certified Salary Schedule (Not Including TRS)

Seniority	Step	BS	BS + 8	BS + 16	BS + 24	MS	MS + 8	MS + 16	MS + 24	MS + 32
1	Base	40784	45222	45609	45993	46398	46821	47280	47753	48244
2	1	41335	45832	46226	46614	47024	47453	47918	48398	48896
3	2	41890	46452	46850	47243	47659	48093	48565	49051	49556
4	3	46656	47078	47481	47879	48299	48744	49219	49711	50223
5	4	47287	47713	48121	48523	48950	49403	49883	50382	50901
6	5	47926	48358	48768	49177	49608	50070	50555	51060	51587
7	6	48574	49011	49425	49839	50276	50747	51236	51747	52282
8	7	49231	49672	50091	50510	50953	51432	51928	52444	52987
9	8	49895	50342	50768	51190	51641	52128	52627	53150	53702
10	9	50567	51021	51453	51881	52339	52832	53337	53867	54426
11	10	51248	51709	52148	52583	53047	53544	54057	54595	55159
12	11	51941	52408	52852	53292	53763	54267	54788	55331	55906
13	12	42642	53115	53567	54011	54488	54999	55526	56079	56660
14	13	53355	53833	54323	54740	55223	55741	56277	56834	57425
15	14	54104	54544	55035	55451	55934	56452	56988	57545	58136
16	15	54891	55339	55834	56262	56747	57275	57817	58384	58983
17	16	55716	56169	56672	57103	57597	58134	58685	59259	59868
18	17	56798	57278	57805	58313	58860	59441	60047	60671	61328
19	18	57880	58386	58935	59523	60119	60752	61405	62081	62790
20	19	58962	59492	60068	60730	61382	62059	62762	63491	64250
21	20	60046	60601	61201	61938	62639	63369	64120	64898	65712
22	21	61126	61709	62333	63147	63900	64680	65476	66309	67173
23	22	62209	62819	63463	64356	65161	65986	66838	67719	68635
24	23	63291	63925	64594	65563	66420	67299	68195	69129	70096
25	24	64371	65034	65727	66775	67680	68607	69555	70539	71558
26	25	65457	66142	66857	67983	68939	69915	70911	71947	73019
27	26	66543	67251	67990	69192	70199	71224	72269	73357	74480
28	27	67622	68357	69120	70400	71462	72533	73627	74767	75941
29	28	68704	69466	70250	71606	72721	73844	74988	76177	77403
30	29	69789	70581	71386	72815	73980	75152	76346	77587	78864
31	30	71501	72314	73146	74655	75995	77216	78461	79750	81079
32	31	73209	74056	74908	76493	78010	79283	80573	81917	83291

FY28 Certified Salary Schedule (Not Including TRS)

Seniority	Step	BS	BS + 8	BS + 16	BS + 24	MS	MS + 8	MS + 16	MS + 24	MS + 32
1	Base	42619	47257	47661	48063	48486	48928	49408	49902	50415
2	1	43195	47894	48306	48712	49140	49588	50074	50576	51096
3	2	43775	48542	48958	49369	49804	50257	50750	51258	51786
4	3	48756	49197	49618	50034	50472	50937	51434	51948	52483
5	4	49415	49860	50286	50707	51153	51626	52128	52649	53192
6	5	50083	50534	50963	51390	51840	52323	52830	53358	53908
7	6	50760	51216	51649	52082	52538	53031	53542	54076	54635
8	7	51446	51907	52345	52783	53246	53746	54265	54804	55371
9	8	52140	52607	53053	53494	53965	54474	54995	55542	56119
10	9	52843	53317	53768	54216	54694	55209	55737	56291	56875
11	10	53554	54036	54495	54949	55434	55953	56490	57052	57641
12	11	54278	54766	55230	55690	56182	56709	57253	57821	58422
13	12	44561	55505	55978	56441	56940	57474	58025	58603	59210
14	13	55756	56255	56768	57203	57708	58249	58809	59392	60009
15	14	56539	56998	57512	57946	58451	58992	59552	60135	60752
16	15	57361	57829	58347	58794	59301	59852	60419	61011	61637
17	16	58223	58697	59222	59673	60189	60750	61326	61926	62562
18	17	59354	59856	60406	60937	61509	62116	62749	63401	64088
19	18	60485	61013	61587	62202	62824	63486	64168	64875	65616
20	19	61615	62169	62771	63463	64144	64852	65586	66348	67141
21	20	62748	63328	63955	64725	65458	66221	67005	67818	68669
22	21	63877	64486	65138	65989	66776	67591	68422	69293	70196
23	22	65008	65646	66319	67252	68093	68955	69846	70766	71724
24	23	66139	66802	67501	68513	69409	70327	71264	72240	73250
25	24	67268	67961	68685	69780	70726	71694	72685	73713	74778
26	25	68403	69118	69866	71042	72041	73061	74102	75185	76305
27	26	69537	70277	71050	72306	73358	74429	75521	76658	77832
28	27	70665	71433	72230	73568	74678	75797	76940	78132	79358
29	28	71796	72592	73411	74828	75993	77167	78362	79605	80886
30	29	72930	73757	74598	76092	77309	78534	79782	81078	82413
31	30	74719	75568	76438	78014	79415	80691	81992	83339	84728
32	31	76503	77389	78279	79935	81520	82851	84199	85603	87039

FY29 Certified Salary Schedule (Not Including TRS)

Seniority	Step	BS	BS + 8	BS + 16	BS + 24	MS	MS + 8	MS + 16	MS + 24	MS + 32
1	Base	44537	49384	49806	50226	50668	51130	51631	52148	52684
2	1	45139	50049	50480	50904	51351	51819	52327	52852	53395
3	2	45745	50726	51161	51591	52045	52519	53034	53565	54116
4	3	50950	51411	51851	52286	52743	53229	53749	54286	54845
5	4	51639	52104	52549	52989	53455	53949	54474	55018	55586
6	5	52337	52808	53256	53703	54173	54678	55207	55759	56334
7	6	53044	53521	53973	54426	54902	55417	55951	56509	57094
8	7	53761	54243	54701	55158	55642	56165	56707	57270	57863
9	8	54486	54974	55440	55901	56393	56925	57470	58041	58644
10	9	55221	55716	56188	56656	57155	57693	58245	58824	59434
11	10	55964	56468	56947	57422	57929	58471	59032	59619	60235
12	11	56721	57230	57715	58196	58710	59261	59829	60423	61051
13	12	46566	58003	58497	58981	59502	60060	60636	61240	61874
14	13	58265	58786	59323	59777	60305	60870	61455	62065	62709
15	14	59083	59563	60100	60554	61081	61647	62232	62841	63486
16	15	59942	60431	60973	61440	61970	62545	63138	63756	64411
17	16	60843	61338	61887	62358	62898	63484	64086	64713	65377
18	17	62025	62550	63124	63679	64277	64911	65573	66254	66972
19	18	63207	63759	64358	65001	65651	66343	67056	67794	68569
20	19	64388	64967	65596	66319	67030	67770	68537	69334	70162
21	20	65572	66178	66833	67638	68404	69201	70020	70870	71759
22	21	66751	67388	68069	68959	69781	70633	71501	72411	73355
23	22	67933	68600	69303	70278	71157	72058	72989	73950	74952
24	23	69115	69808	70539	71596	72532	73492	74471	75491	76546
25	24	70295	71019	71776	72920	73909	74920	75956	77030	78143
26	25	71481	72228	73010	74239	75283	76349	77437	78568	79739
27	26	72666	73439	74247	75560	76659	77778	78919	80108	81334
28	27	73845	74647	75480	76879	78039	79208	80402	81648	82929
29	28	75027	75859	76714	78195	79413	80640	81888	83187	84526
30	29	76212	77076	77955	79516	80788	82068	83372	84727	86122
31	30	78081	78969	79878	81525	82989	84322	85682	87089	88541
32	31	79946	80872	81802	83532	85188	86579	87988	89455	90956