

**A CONTRACTUAL AGREEMENT**

**Between**

**THE BOARD OF EDUCATION  
OF  
COMMUNITY HIGH SCHOOL DISTRICT 94**

and the

**WEST CHICAGO HIGH SCHOOL  
TEACHERS' ASSOCIATION, INC.**

**2011-2014**





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## **PREAMBLE**

The purpose of this document is to provide an orderly method for the Board of Education of Community High School District 94, West Chicago, Illinois, hereinafter referred to as the "Board" and the West Chicago High School Teachers' Association, Incorporated, hereinafter referred to as the "Association," to negotiate through professional channels on matters defined as negotiable, to reach agreement on these matters and to establish channels for mediation in the event of impasse.

## **ARTICLE 1: RECOGNITION AND DEFINITION**

- A. The Board of Education of Community High School District 94, West Chicago, Illinois, hereinafter referred to as the "Board," and the West Chicago High School Teachers Association, Incorporated, hereinafter referred to as the "Association"; which Association is hereby recognized by the Board as the exclusive and sole negotiating agent for all regularly-employed professional personnel (persons whose positions require a certificate issued under Article 21 of the *Illinois School Code* as now or hereafter amended) except those positions requiring administrative certification, excluding Assistant Division Heads as defined in Appendix C; Substitutes; Short-term Employees; and persons hired in positions created which are supervisory or managerial within the meaning of the Illinois Education Employee Labor Relations Act; do hereby enter into this Contractual Agreement.
- B. The term "Member of the Bargaining Unit," when used hereinafter in this Agreement, shall refer to all employees represented by the Association in the bargaining unit defined in Section A., above.

The term "Teacher", when used hereinafter in this Agreement, shall refer to a member of the bargaining unit assigned to classroom instructional duties.

- C. The Board agrees not to negotiate with any bargaining organization for certified staff members other than the Association for the duration of this Agreement. Further, the Board agrees not to negotiate with any Member of the Bargaining Unit individually on items covered under this Agreement during the duration of this Agreement. This shall not preclude the issuance by the Board of individual contracts to non-tenured Members of the Bargaining Unit provided that these contracts conform to this Agreement for the said school year.
- D. It is the mutual responsibility of the Board and the Association to confer upon their respective representatives the necessary power and authority to make proposals in the course of negotiations and to reach tentative agreements which shall be presented to the Board and the Association respectively for ratification.

## **ARTICLE 2: EFFECT OF AGREEMENT**

- A. The terms and conditions set forth in this Agreement represent the full and complete understanding and commitment between the parties hereto. The terms and conditions may be altered, changed, added to, deleted from, or modified only through the voluntary mutual consent of the parties.
- B. The terms and conditions of individual Member of the Bargaining Unit contracts issued by the Board shall conform to this Agreement.
- C. Should any article, section, or clause of this Agreement be declared illegal by a court of competent jurisdiction, or repealed by State or Federal action, said article, section, or clause, as the case may be, shall be automatically deleted from this Agreement to the extent that it violates the law, but the remaining articles, sections, and clauses shall remain in full force and effect for the duration of the Agreement if not affected by the deleted article, section, or clause; however, negotiations concerning a replacement for the deleted article, section, or clause shall begin within forty-five (45) calendar days after the date the deletion becomes effective.

- D. The parties each voluntarily and unqualifiedly waive any right which might otherwise exist under a collective bargaining law to negotiate over any matter during the term of this Agreement, and each agrees that the other shall not be obligated, but may do so if mutually agreed, to bargain collectively with respect to any subject or matter referred to or covered in this Agreement, or with respect to any subject or matter not specifically referred to or covered in this Agreement. Nothing in this section shall preclude the commencement of negotiations for a successor Agreement as provided for in this Agreement and/or by law.

### **ARTICLE 3: INFORMATION AND DATA**

A. General Information:

The Association shall be furnished on request all regularly and routinely prepared information concerning the financial condition of the school, including current annual financial statement, adopted budget(s) and audit. In addition, the Association shall be furnished a register of certificated personnel, including home addresses; an outline of items to be covered at all School Board meetings; all current treasurer's reports; school enrollment figures and future projections; and readily and normally available information as defined by statute. Nothing herein shall require the District's or Principal's staff to research or assemble information other than that which is stipulated above.

B. Names and Addresses of New Members of the Bargaining Unit

The Board of Education agrees to furnish the Association with the names and addresses of new Members of the Bargaining Unit within fourteen (14) days of Board approval of their contracts.

C. Vacancies

The Superintendent, or his/her designee, shall notify the Association President or designee of all vacancies. Such vacancies may occur as a result of death, retirement, discharge, resignation, reassignment, the creation of a new position or a realignment of administrative duties that creates a position new to the District. Vacancies, as described herein, shall be posted and applications sought consistent with paragraph 1, below. When the posted vacant position is filled, all applicants shall be notified.

1. Written notice of any vacancy in a bargaining unit position as determined by the District, including Appendix B, overloads, and summer school, whether temporary or permanent, shall be provided to all employees in the bargaining unit within ten (10) days after occurrence of the vacancy. The notice shall include certification, subject area and other qualifications required for the position, and shall be posted for five (5) working days in the Faculty Lounge/Professional Library, the District website, and via e-mail. In the event that an overload position is created within five (5) working days of the start of the semester for which it will be filled or during the course of the semester for which it will be filled, the duration of the posting may be reduced to two (2) working days provided all eligible candidates from within the bargaining unit are notified via all-staff email of the vacancy at the time of posting. Vacancies occurring during school holidays and during summer months will be posted via all-staff e-mail.
2. Candidates from outside the bargaining unit may be given consideration for vacancies. A candidate from within the bargaining unit with proper certification will be awarded the position unless an outside candidate is clearly more qualified. In the event the position is filled internally and more than one employee with equal qualifications and credentials applies, the candidate with the greatest seniority shall be awarded the position, unless this assignment results in the furloughing of another member of the bargaining unit or unless the course or program was created and/or developed by a less senior bargaining unit member.
3. In the event two or more faculty members apply for the same teaching overload assignment, the following criteria will be used in this order until one of the candidates exceeds the other, that person will then be recommended for the position.



- Proper certification
- Relevant in-district experience in the course within the last five (5) school years
- Years of teaching experience in this District

Teaching schedules will not be changed to accommodate any faculty member's application for an assignment. Overload assignments will not be granted to any faculty member with a scheduling conflict. Members of the Bargaining Unit and other certified employees (e.g. Division Head) whose position includes a released period (e.g. Association President) shall not be granted an overload unless other options have been exhausted.

D. Administrator Hiring

The Board of Education hereby makes clear the importance of selecting administrative personnel of the highest caliber and involving qualified personnel in a selection process that insures the broadest base of fair and competitive candidacy for all such appointments.

Although appointment decisions are reserved exclusively to the Board of Education, the following procedures will apply to hiring for the positions noted herein: Superintendent, Assistant Superintendent, Director, Principal, Assistant Principal, Dean, and Division Head.

Advisory input may be provided by those who will be working directly with the individual to be hired as to the qualities being sought for the role. This may be in written or verbal form to the Human Resources Office. In all cases at least two members of the Association will be included on the Interview Team assembled by the Human Resources Office.

Participation in the interview process by members of the Association shall be advisory, voluntary and unpaid. The Human Resources Office may select participants from a list of volunteers or invite participation.

**ARTICLE 4: RIGHTS AND RESPONSIBILITIES**

A. Association Use of Supplies and Equipment

The Association shall have the right to use school equipment if such does not interfere with the operation of the schools. Such use shall be subject to reasonable limitations which may be prescribed by the Superintendent, or designee. Any supplies and labor furnished to the Association shall be paid for by the Association at the current Board cost. The Association shall promptly reimburse the Board for any damage occasioned by such use when such equipment is being operated by members of the bargaining unit. Such privileges shall not be extended to any competing bargaining organization.

B. Association Right to Post Notices

The Association shall have the right to post notices of its activities and matters of Association concern on bulletin boards in the faculty lounge and professional library in each of the buildings in the District. The Association shall have the right to the use of District mail boxes for communication to Members of the Bargaining Unit. The above items are to be of reasonable volume and shall be identified as having been originated by the Association. Such privileges shall not be extended to any competing bargaining organization.

C. Member of the Bargaining Unit Travel and Attendance at Professional Meetings

1. Recognizing the value of information available to professional educators regarding current trends, techniques, procedures, legislation, laws, etc., at professional meetings and through school visitations, the Board of Education shall permit Member of the Bargaining Unit attendance at such meetings at District expense, provided that attendance at professional meetings and school visitations are approved prior to the meeting by the Superintendent or his/her designee.
2. The total amount of money to be allocated for Member of the Bargaining Unit travel as defined in the budget and coded 3350 is the sole responsibility of the Board of Education.
3. The Division Head of each department, in consultation with department members, shall plan a proposed set of meetings for department members to attend. The principle criterion for the selection of meetings shall be the educational value and relevance to the Member of the Bargaining Unit's current or projected assignment.

After consultation with each Division Head and the –Director of Business Services, the Principal shall notify each Division Head of the travel budget amount for his/her department prior to August 1. Each individual request to attend a meeting, including projected costs, shall then be submitted to the Principal for approval. Requests approved by the Principal in consultation with the Division Head shall be submitted to the Superintendent or his/her designee for final approval. In the event that such a request is denied, the Principal or Superintendent, or his/her designee shall provide the Division Head of the department involved with an explanation of the reason(s) for the denial.

D. Member of the Bargaining Unit Attendance at School-Based Professional Meetings

1. Administration agrees to hold, and Members of the Bargaining Unit agree to attend, no more than one after-school all-faculty meeting per month of up to one-hour in duration. In cases of emergency, meetings may be longer in duration or greater in frequency.
2. Division Heads agree to hold, and Members of the Bargaining Unit agree to attend, no more than an average of one (1) meeting of the entire Division or Department per month held outside the school day.
3. Members of the Bargaining unit agree to attend team meetings held during or outside the school day, and may be called by the Principal and/or team members. Meetings may include, but are not limited to, freshman house teams, student assistance teams, ESL teams, Special Education teams, course teams, etc. Meetings will be scheduled during the school day when reasonably possible.

E. Member of the Bargaining Unit Attendance at Education Association Meetings

The Association shall be granted an aggregate of eight (8) days per year of released time to send delegate(s) of its choice to professional meetings. Said days may be combined to be used over the course of the contract (i.e. for a 2 year contract, 16 total days would be available for use). In addition, the Board shall provide two additional Association Leave Days per year provided that the WCHSTA reimburses the Board the full cost of the substitute teacher(s) for those two days.

The delegates shall not suffer loss of personal compensation for the above-mentioned days. If more than two (2) delegates request released time for the same date(s), the Association shall submit written notification for leave to the Superintendent through the Human Resources Office at least five (5) school days prior to the meeting. This notification shall consist of the date(s) of the meeting(s) and the individual(s) designated to attend. In an emergency, the time limit may be waived by the Superintendent. The Board of Education will accept only the financial responsibility of the substitute teachers.

F. Released Time for Attendance at Hearings

A Member of the Bargaining Unit who is subpoenaed to appear as a witness at a hearing before the IELRB or a Federal or State court on an issue between the Association and the Board shall be permitted to attend the hearing without loss of pay or benefits if the hearing is scheduled during the school day.

G. Professional Library, Faculty Work Room, Faculty Lounge, and Faculty Dining Area

The Board shall provide facilities for a staff dining/lounge area and work room/publication area for staff members.

H. Association Use of Building

The Association and its representatives shall have the right to hold meetings and transact business in the school building provided such meetings in no way interfere with any aspect of the instructional program, and provided that if such meetings entail additional maintenance, custodial service, or insurance premiums, the Association will pay for same. These meetings shall be subject to the following qualifications:

1. Formal Association meetings and Association Committee meetings held between 7:00 a.m. and fifteen (15) minutes prior to the beginning of the school day and between ten (10) minutes after the end of the school day and 6:00 p.m. on normal school days may be held without prior approval of the Administration.
2. Association meetings and Association committee meetings held at unusual times, that is, outside of the hours during which meetings may be held without prior approval pursuant to paragraph 1 above, on normal school days, or on other than normal school days, shall require prior Administrative approval.
3. If the Association decides to withhold services or participate in a work close-down or stoppage, the right of the building usage shall be forfeited.

I. Member of the Bargaining Unit Rights Before the Board

When any Member of the Bargaining Unit is required to appear before the Board or before any Board Committee or Board Member concerning any matter which could adversely affect the continuation of that Member of the Bargaining Unit in his/her office, position of employment, or the salary or any increments pertaining thereto, the Member of the Bargaining Unit shall be given five (5) days' prior written notice of the reasons for such meeting or interview and shall be entitled to have a representative of the Association and/or legal counsel present to advise and represent him/her during such meeting or interview. If the aggrieved party intends to be represented by legal counsel, the Board of Education must be notified in writing at least three (3) days before such meeting.

J. Member of the Bargaining Unit Rights Before the Administration

When any Member of the Bargaining Unit is required to appear before an administrator, and it is reasonably anticipated that such a meeting will concern possible disciplinary action against the Member of the Bargaining Unit, the Member of the Bargaining Unit shall be given reasonable prior notice as to the reasons for such meeting and shall be entitled to have a representative of the Association present during such meeting.

K. School Calendar

Prior to the adoption of the school calendar the Association shall be consulted. Recommendations made by the Association shall be advisory in nature.

The school calendar adopted by the Board of Education shall consist of one hundred seventy-six (176) pupil attendance days or the number established by the Legislature in the event it is changed; four (4)

institute days (each seven (7) hours, thirty (30) minutes in length including one (1) hour for lunch); two (2) staff development days (each seven (7) hours, thirty (30) minutes in length including one (1) hour for lunch) to be planned by the Staff Development Committee; and one Student Records Day. In addition, Members of the Bargaining Unit new to District 94 shall attend and participate in two pre-school workshop days and up to two (2) days to be scheduled after the school year has started. The latter two (2) days may be spaced and scheduled in two (2) full-day sessions, four (4) half-day sessions, an equivalent time in after-school sessions or some combination of two or three of these as mutually determined by the new Members of the Bargaining Unit and the administration. For the latter two days, new Members of the Bargaining Unit shall be granted in-house staff development credits for each day fully attended. Nothing herein shall be construed to indicate that Members of the Bargaining Unit may be required to work on the legal holidays specified in the *Illinois School Code*.

Members of the Bargaining Unit shall only be required to work scheduled emergency days to replace actual days lost that year due to emergencies except for one of the five days which shall be scheduled as a Student Records Day. If circumstances cause all five emergency days to be used prior to the Student Records Day, the Board of Education shall eliminate the Student Records Day and declare that day a regular day of student attendance.

L. Just Cause

Suspension of a Member of the Bargaining Unit or the withholding of a monetary benefit shall be for just cause.

## **ARTICLE 5: PAYROLL**

A. Pay Dates

Members of the Bargaining Unit shall receive their pay via direct deposit unless a member elects otherwise. Paydays are the fifteenth (15) and last day of each month. If a payday falls on a weekend or holiday observed by the District, the payday shall be the previous business day.

B. Payroll Deductions

1. Each Member of the Bargaining Unit shall have the option of having payroll deductions made for any or all of the following purposes:

Tax-Sheltered Annuities – Any new tax-sheltered annuity program proposed by a Member of the Bargaining Unit must have at least five (5) members submit payroll deduction authorization forms for Board approval (existing programs may be continued regardless of the number of participants.).

Charities – As specified by the Board of Education.

Professional Dues – Following notification to the Superintendent of the membership, local WCHSTA, IEA and NEA dues shall be deducted in equal amounts; deductions shall be made from the first paycheck on the 15th of the month following notification through the last pay check that the Member of the Bargaining Unit receives for the current contract year.

The Board shall forward the deductions monthly to the Association in two checks (one to the local and one to the national). Notification of members shall be forwarded to the Business Office after the commencement of the school year.

Optional Group Life – Refer to Article 15, Section B, Insurance paragraphs 7 and 8.

Each Member of the Bargaining Unit shall be entitled to request the above deductions during the first week of school, and they shall remain in force until a request is received from a Member of the Bargaining Unit to change one or more Payroll Deductions.

Direct Deposit – The Board shall, upon a signed request from a Member of the Bargaining Unit, make payroll deductions for deposit in DuPage Schools Credit Union and/or shall deposit the Member of the Bargaining Unit's entire pay check in his/her account in the bank on which the check is drawn or the financial institution of the member's choice. The deadline for a Member of the Bargaining Unit to request such payroll deduction or direct deposit of paychecks shall be October 15; however, during the period from October 16 until August 25 each Member of the Bargaining Unit shall be entitled to have one change made in his/her deduction for deposit in the DuPage Schools Credit Union.

2. The Association shall indemnify and hold harmless the Board from any and all claims, demands, suits, and costs incurred in connection with any such claim, demand, or suit resulting from any reasonable action taken or omitted by the employer for the purpose of complying with the provisions of Article 5, Section C.

B. Sick Leave Record

An unofficial accounting of total available Sick Leave days will appear on each payroll stub. An official accounting of total available Sick Leave will be maintained in the Human Resources Office.

C. Teacher Retirement System Payment

If the Internal Revenue Service or a court shall determine that payments by a Board of Education of all or a portion of Member of the Bargaining Unit's retirement obligations are not properly excludable from income, the Board assumes no liability with respect to any income tax consequences resulting from the tax sheltering of the TRS contribution.

D. Section 125 Option - Salary Reduction Plan

The Board shall maintain a salary reduction plan which meets the requirements of Section 125 of the *Internal Revenue Code of 1986*, as amended, ("Code"). If at any time Code Section 125 or its related regulations are amended, the parties shall promptly revise the plan to comply with amendment(s).

An employee may annually elect to participate by choosing to receive benefits for the purposes set forth below, and in the amounts specified. The total amount elected shall be deducted from each employee's compensation.

Prior to the beginning of the plan year (which begins January 1 of each year), each employee shall, in writing, designate the dollar amount(s) elected for that year for each of the following benefits:

1. Premiums for group health and dental insurance
2. Reimbursement for the amount of medical care expenses not covered by insurance or otherwise, as defined in Code Section 213, up to a maximum of Five Thousand (\$5,000.00) Dollars.
3. Reimbursement for dependent care assistance as defined in Code 129, up to a maximum of Five Thousand (\$5,000.00) Dollars or Two Thousand Five Hundred (\$2,500.00) Dollars if a married participant files a separate claim.

The amounts designated may not be changed during the plan year except on account of a change in the participant's family status or other circumstance provided in Code Section 125 or its related regulations. Any amount designated for reimbursement which remains unused at the end of a plan year shall be forfeited and not otherwise paid to the employee during that year, or carried over to a succeeding plan year.

The total amount(s) of the benefits elected pursuant to the plan shall be deducted in equal amounts from the employee's salary payments during the plan year, unless otherwise specified.

Claims for reimbursement may be submitted no more than once per month, unless an agreement with a plan administrator provides otherwise. Claims for reimbursement must be for services received during the plan year.

E. Payroll Verification

Payroll verification sheets will be distributed by September 15. Payroll verification sheets must be signed and returned to the Business Office by September 30.

## **ARTICLE 6: TERMS OF EMPLOYMENT**

A. Compensation Schedule for Teaching Assignments

Compensation for assignments shall be determined by reference to the compensation schedule attached as Appendix A to this Agreement.

B. Compensation to Determine Salary for 2011-12, 2012-13, and 2013-14

For the 2011-12 and 2012-13 school years, there shall be no Step movement on the Appendix A Salary Schedule, but Appendix A shall be preserved as per the 2010-11 School Year. The counting of steps as "credit years" will continue as per the 2007-2011 Contract for the purpose of eligibility for movement towards Step 23 longevity, and for performance remediation purposes.

For the 2011-12 school year, all Members of the Bargaining Unit effectively at Step Credit Year 23 or under shall receive a 1.0% increase to their 2010-11 Appendix A salary, retroactive to the beginning of the school year. Members of the Bargaining Unit initially hired for the 2011-12 school year shall not receive an increase for the 2011-12 school year.

For the 2012-13 school year, all Members of the Bargaining Unit effectively at Step Credit Year 23 or under shall receive a 1.0% increase to the Appendix A salary paid to him/her in the 2011-12 school year. Members of the Bargaining Unit initially hired for the 2012-13 school year shall not receive an increase for the 2012-13 school year.

For the 2011-12 school year, all Members of the Bargaining Unit effectively beyond Step Credit Year 23 (Longevity Bonus) shall receive a 0.75% increase to his/her Appendix A salary, retroactive to the beginning of the school year. For the 2012-13 school year, all Members of the Bargaining Unit effectively beyond Step Credit Year 23 (Longevity Bonus) shall receive a 0.75% increase to his/her Appendix A salary.

Appendix A salary for the 2013-14 school year for all Members of the Bargaining Unit shall be negotiated by the parties pursuant to Article 24 of this Agreement.

"Appendix A salary", as used in this Article, does not include Appendix B pay, extra duty pay, overload pay, etc.

For the 2011-12, 2012-13, and 2013-14 school years, the Board of Education shall pay 8.5% of the Member of the Bargaining Unit's TRS contribution.

C. Definition of Compensation Schedule Terms

1. STEP: The term "Step" when used herein in reference to the Compensation Schedule for Teaching Assignments (Appendix A) shall describe the vertical location of the compensation schedule cell in which a Member of the Bargaining Unit is placed.

2. COLUMN: The term "Column" when used herein in reference to the Compensation Schedule for Teaching Assignments (Appendix A) shall describe the horizontal location of the compensation schedule cell in which a Member of the Bargaining Unit is placed.

D. Column Change

In order for a Member of the Bargaining Unit to qualify for a column change increase on the Compensation Schedule included as Appendix A of this Agreement, the Member of the Bargaining Unit must comply with the following conditions:

1. On the first or second working day of the school year for which such column change is claimed, provide the Superintendent or his/her designee with written notification that s/he has earned sufficient approved college credit to qualify for such column change; such notification to be on a form provided by the Superintendent or his/her designee.
2. By September 20 of the school year for which such column change is claimed, the Member of the Bargaining Unit shall provide the Superintendent or his/her designee with official copies of transcripts that verify that s/he has earned sufficient approved college credit to qualify for such column change. In the event that an official transcript is not available due to causes beyond the control of the Member of the Bargaining Unit, a signed letter, containing the official seal of the college or university, from the registrar of the college or university or the dean of the college in which the course(s) were taken shall be acceptable verification; however, an official transcript shall be provided as soon as such becomes available. In the absence of such verification, a Member of the Bargaining Unit shall not qualify for a column change.

E. Compensation for Members of the Bargaining Unit Rated Unsatisfactory and on Remediation

A Member of the Bargaining Unit who has been rated Unsatisfactory and placed on remediation pursuant to Article 10 Member of the Bargaining Unit Evaluation shall, for the duration of his/her period of remediation, remain at the same Compensation Schedule for Teaching Assignment (Appendix A) vertical step and horizontal column placement in effect during the school year in which the Unsatisfactory rating was assigned.

Note: This limitation shall not apply to placement on the Supplementary Assignment Compensation Schedule (Appendix B).

A Member of the Bargaining Unit who has been rated "Unsatisfactory"; and is placed on remediation pursuant to Article 10 (Member of the Bargaining Unit Evaluation) for the 2011-12 school year shall not receive the 1.0% of the Member of the Bargaining Unit's base salary increase under this Article 6 for the 2011-12 school year. If such Member of the Bargaining Unit is rated "Satisfactory/Proficient" at the conclusion of the period of remediation and prior to the start of the 2012-13 school year, he/she shall receive the 1.0% of the Member of the Bargaining Unit's base salary increase under this Article 6 for the 2012-13 school year, and shall receive a "credit year" for 2012-13 for the purpose of eligibility for movement towards Step 23 longevity. If such Member of the Bargaining Unit is rated "Excellent" at the conclusion of the period of remediation and prior to the start of the 2012-13 school year, he/she shall receive the 1.0% of the Member of the Bargaining Unit's base salary increase under this Article 6 for both the 2011-12 and 2012-13 school years; and, shall receive a "credit year" for 2011-12 and a "credit year" for 2012-13 for the purpose of eligibility for movement towards Step 23 longevity.

A Member of the Bargaining Unit who has been rated "Unsatisfactory", and is placed on remediation pursuant to Article 10 (Member of the Bargaining Unit Evaluation) for the 2012-13 school year shall not receive the 1.0% of the Member of the Bargaining Unit's base salary increase under this Article 6 for the 2012-13 school year. If such Member of the Bargaining Unit is rated "Satisfactory/Proficient" at the conclusion of the period of remediation and prior to the start of the 2013-14 school year, he/she shall be eligible to receive any Appendix A salary increase under this Article 6 negotiated for the 2013-14 school year. If such Member of the Bargaining Unit is rated "Excellent" at the conclusion of the period of remediation and prior to the start of the 2013-14 school year, he/she shall receive the 1.0% of the Member

of the Bargaining Unit's base salary increase under this Article 6 for the 2012-13 school year, shall be eligible to receive any Appendix A salary increase under this Article 6 negotiated for the 2013-14 school year, and shall receive a "credit year" for 2012-13 and 2013-14 for the purpose of eligibility for movement towards Step 23 longevity.

The foregoing shall also apply to Members of the Bargaining Unit in Longevity (Beyond Step Credit Year 23), except that the base salary increase under this Article 6 shall be 0.75%, instead of 1.0%.

The foregoing shall not apply to placement on the Supplementary Assignment Compensation Schedule (Appendix B).

#### F. Length of the School Day

1. The normal school day for Members of the Bargaining Unit shall be established by the Board of Education; shall not exceed seven (7) hours and fifty-five (55) minutes consecutively (except as provided in Paragraph 2 below), including the time the Member of the Bargaining Unit is required to be in attendance before and after the normal school day for students; and shall be scheduled between the hours of 7:30 a.m. and 3:40 p.m. Members of the Bargaining Unit shall work from 7:30 am until 3:10 pm except as noted in Paragraph 2, below.
2. In the event that it is necessary for classes to be taught either before 7:30 a.m. or after 3:40 p.m., a Member of the Bargaining Unit will not be assigned these classes without a joint meeting of the Member of the Bargaining Unit, Division Head, and Principal. A Member of the Bargaining Unit shall not be required to be in attendance any more than seven (7) hours and fifty-five (55) minutes consecutively.

#### G. Teaching Load

The normal teaching load of a full-time Teacher shall be five (5) class periods of classroom instruction per day. These five (5) class periods may be a combination of teaching assignments and student supervision.

The teaching load of a full-time interdisciplinary Teacher shall be the normal teaching load of students for Teachers of their discipline.

An assignment load of more than five (5) class periods of classroom exposure per day for a full year, except for those arranged and agreed to as noted in the following paragraph, shall constitute an overload. An overload, in this instance, shall be paid at the rate of \$8,400.00 for each additional class period of overload for a full year course. When the assignment load of more than five class periods as noted herein is for less than one full year, the \$8,400.00 rate shall be divided by the total number of Member of the Bargaining Unit work days for that year, and multiplied by the number of overload days scheduled to determine the total overload salary.

WCHSTA members will have first right of refusal of additional sections before they are offered as part-time positions.

A Member of the Bargaining Unit assigned to work in one of the following job classifications shall be considered an exception to the normal teaching load specified above, and his/her assignment load shall be determined by the Superintendent:

1. Librarian
2. Guidance counselor
3. Work-study program Teacher
4. A special education staff member will be expected to provide 5 class periods per day of direct contact with students and 2 class periods per day of indirect contact. Indirect contact includes planning; checking student progress in class and on the IEP; conferring with regular education or special education staff; contacting parents; and case management responsibilities
5. Tutor/Academic Skills Center Teacher



6. READY/SET Teacher
7. Social Worker
8. Nurse

No Teacher shall be assigned more than one (1) overload during any one (1) semester.

When the Board determines there is a need to employ a Teacher for an assignment that constitutes an overload, as defined above, notice of the availability of the assignment shall be posted as per Article 3.C. New teachers will be assigned two (2) course preparations and a common preparation period with their mentor, when possible.

#### H. Guidance Counselor Extended Year and Compensatory Time

A Member of the Bargaining Unit holding the position of guidance counselor may be assigned to work outside the regular school day up to six (6) days per school year for the purpose of registering students, provided the Member of the Bargaining Unit is given a compensatory day for each full evening of work (4-6 hours duration). Such compensatory time will be available to the guidance counselor beginning on the first day of the school year. Compensatory time is non-cumulative. Use of compensatory time shall follow the guidelines for personal day usage.

In addition, school guidance counselors shall work three (3) days prior to the work year for Members of the Bargaining Unit and three (3) days beyond the last day of the work year for Members of the Bargaining Unit. All six (6) days shall be paid at the counselor's regular per diem rate.

Also provided will be a total of ten (10) summer work days to be scheduled as needed. While the Division Head or Director is likely to work most of these ten (10) days, the Division Head or Director may mutually agree with one or more other counselors to work a portion of the total of ten (10) days. Such mutual agreement will be approved by the administration and shall be paid at the regular per diem rate of the counselor involved.

If the Administration and Board determine that days of summer work are needed for librarians and nurses, they shall be paid at the regular per diem rate of the librarian or nurse involved. The days shall be cooperatively scheduled between the supervising administrator and the librarian or nurse as the case may be.

#### I. Compensatory Time for Work at Open House

If Prom is held on a work day and if Members of the Bargaining Unit attending Prom are granted early release on that same work day for the purpose of attending Prom, teachers who attended Open House during the same school year at the request of their supervisor for the purpose of representing their division's courses will also be granted early release on the work day of Prom. If early release is not granted to such Members attending Prom, or if Prom is not held on a work day, early release shall not be granted to such teachers who attended Open House.

#### J. Supervision of Students

##### 1. Professional Responsibilities

The Association and the Board accept the belief that both the Members of the Bargaining Unit and Administration have a major responsibility for maintaining reasonable student behavior within the school building, and that reasonable student behavior is essential to the overall success of the school's educational program; therefore:

- a) The Board will continue to establish and administer policies regarding student conduct so as to assist Members of the Bargaining Unit as they exercise their student supervision responsibilities.

b) The professional responsibilities of the Member of the Bargaining Unit include supervision in the hallways during passing periods and for the time necessary to clear the halls at the beginning and end of preparation periods, responding to disturbances during preparation periods, and giving reasonable aid to specific problem situations when requested by the Principal or his/her designee.

## 2. Review Committee, Student Supervision

A committee to review the effectiveness of the professional supervision of students shall be established. The committee shall consist of two (2) administrators and one (1) Board member appointed by the Board; and two (2) Members of the Bargaining Unit appointed by the Association. The committee shall meet to formulate the guidelines by which they will appraise the professional student supervision program and to review the effectiveness of this program. The committee shall submit a recommendation at the conclusion of the first nine weeks of the school year and at such other time(s) as it may deem appropriate. Any recommendations made by the committee shall be submitted in writing to the Superintendent or his/her designee. The committee shall continue throughout the school year to review and make recommendations on student supervision. If the supervision described in paragraph 3 below is implemented, the committee shall review the need for said program and may recommend its continuation or the return solely to the professional supervision program.

If the committee recommends the implementation of the supervision program described in paragraph 3 below, the Principal may establish the following additional responsibilities for Members of the Bargaining Unit without violating Article 6, Section G of this Agreement.

## 3. Assigned Supervision

The Principal may assign each Teacher not more than one-half (1/2) class period per day for one (1) semester in any school year to supervision of non-classroom areas within the building: foyers, hallways, commons, and study halls

Assignments shall be rotated on a regular basis to insure equitability. Teachers assigned to student supervision in the commons area or study halls under this Article will serve as secondary supervisors with primary supervision being provided as defined in Article 6, Section J of this Article. The Principal shall notify each Teacher of the specific assignment area and duties in writing prior to the implementation of the assigned supervision program.

## K. Association President Release Time

The Association President shall be granted one class period of release time each semester for the purpose of conducting Association business.

## L. Hepatitis B Vaccination

The Hepatitis B Vaccination will be provided for individuals listed in category A or B in the Board of Education rules and regulations related to bloodborne pathogens. If an individual believes that his/her position should be listed in Categories A or B in the Board of Education rules and regulations related to bloodborne pathogens, the individual may request that the Superintendent submit the position to the Board of Education for inclusion in Categories A or B.

The Board of Education will consider the appeal at the next scheduled committee meeting and will submit a recommendation for review at the next regularly scheduled Board of Education meeting.

M. Member of the Bargaining Unit Assignments

The Board shall notify each Member of the Bargaining Unit no later than the last Member of the Bargaining Unit work day of the school year of his/her anticipated teaching assignment for the following school year. Any changes in such assignments shall be communicated as promptly as feasible.

N. Supplemental Assignment Compensation Schedule – Appendix B

All persons filling positions included in Appendix B shall be compensated in accordance with Appendix B.

O. Maintenance of Membership

Each employee shall, except as provided in paragraph three below, as a condition of his/her employment, on or before thirty (30) days from the date of commencement of duties or the effective date of this Agreement, whichever is later, join the Association or pay a fair share fee to the Association in accordance with the established Association procedures, the Illinois Educational Labor Relations Board and applicable law.

In the event that the employee does not pay the fair share fee directly to the Association by the date specified above, the Board shall deduct the fair share fee from his/her wages on the same schedule as regular dues are deducted. The Association shall certify the amount of the fair share fee to the Board in writing by the first day of September annually. Such fee payments shall be paid to the Association by the Board in installments on the same schedule as the payroll deduction of Association dues.

Employees who were employed as members of the bargaining unit as of June 1, 1993, and who were not then members of the Association are specifically exempt from the provisions of this section unless and until they subsequently voluntarily become members of the Association. However, any employee who held membership in the Association as of June 1, 1993, and who subsequently voluntarily resigns membership in the Association is subject to the provisions of this section.

The Association agrees to defend, indemnify, and save the Board harmless against any claims, demand, suit, or other form of liability taken by the Board in complying with the provisions of this Section, provided that this Section shall not apply to any claim, demand, suit, or other form of liability which may arise as a result of the Board's failure to comply with the obligations imposed upon it by this Section.

P. Special Education Placement

The Board of Education will follow State and Federal Law regarding the placement of Special Education students.

Q. Interdisciplinary Course Development

1. Expenditures for New Courses

- a) All new courses will be allocated summer curriculum writing monies to prepare for the new course. The sums allocated are to be based on the complexity of the task.
- b) Teachers may receive funding for attendance at conferences/workshops which specifically address content or skills in the new course.
- c) Consultants who have expertise in a particular skill or the content of the new course may be employed.
- d) Teachers may be granted release time to work on a new course with other teachers, consultants, or Division Heads.

2. Release Time for Semester(s)

Release time may be granted according to the following criteria:

- a) The release time granted for the course must recognize the need for a team of teachers to meet on a daily basis to plan units of instruction.
- b) The complexity of the course(s) requires daily meetings to plan for the course.
- c) The departments affected by the release time should not experience an increase in overall class size for the department.

3. Reduction of Teaching Load

The teaching load of teachers in an interdisciplinary assignment may have their teaching load reduced from five (5) class periods to four (4) class periods according to the following criteria:

- a) The number of disciplines involved requires more time for teachers to plan for instruction and to develop schedules and activities for diverse ability groups.
- b) The success of the program is in jeopardy.
- c) The released time would not result in an increase of class size in the affected disciplines. The student load of the teachers in the program will be the same as that of teachers in their department who teach five (5) classes.

R. Work from Home

No member of the bargaining unit shall be assigned by the District to work from home for any portion of their assigned workday. However, nothing herein precludes a member of the bargaining unit from voluntarily performing work-related tasks from her/his home as long as such tasks are not established as conditions of employment by the employer. The Association agrees that it will not in any way impose or imply any limitations on tasks the member of the bargaining unit chooses to do of her/his own volition.

## **ARTICLE 7: LEAVE**

A. Sick Leave

Sick Leave shall be defined as paid leave of absence granted to a Member of the Bargaining Unit for the purpose of protecting the Member of the Bargaining Unit against loss of pay due to personal illness or the illness of a family member as specified below.

Each Member of the Bargaining Unit shall be entitled to thirteen (13) Sick Leave days with full pay per school year. Sick leave will be taken in 1/4<sup>th</sup> day increments. Each part-time Member of the Bargaining Unit or full-time Member of the Bargaining Unit employed after the beginning of the school year shall be entitled to Sick Leave based on the employee's percentage of full-time or full year employment.

A Member of the Bargaining Unit may accumulate unused Sick Leave days up to a total of three-hundred forty (340) days. Each Member of the Bargaining Unit shall have available each school year all Sick Leave theretofore accumulated plus his/her annual entitlement of thirteen (13) Sick Leave days.

A Member of the Bargaining Unit shall be granted Sick Leave for the following reasons:

1. Personal illness of the Member of the Bargaining Unit.
2. Quarantine at home.
3. Serious or terminal illness of a child, parent or legal guardian of the Member of the Bargaining Unit or his/her spouse, brother, sister, aunt, uncle, sister-in-law, brother-in-law, grandchild, grandparent, daughter-in-law, or son-in-law of the Member of the Bargaining Unit or his/her spouse, or any member of the Member of the Bargaining Unit's immediate household. The term "spouse", as used throughout the agreement shall have the same meaning as ascribed to that term in the Illinois Religious Freedom Protection and Civil Union Act (Public Act 096-1513).

4. Adoption of a child under six (6) years of age. The total period of absence for this purpose may not exceed twelve (12) weeks. A Member of the Bargaining Unit without sufficient current and accumulated paid leave to cover the entire requested period of absence for this purpose shall be entitled to any unpaid leave of absence equal to the portion of the requested period of absence that is not covered by such paid leave, upon written certification by the Member of the Bargaining Unit to the Personnel Office of the necessity for such unpaid leave.

Sick Leave shall not apply for cosmetic surgery during the school year except when required as a result of injury or accident.

The Board may require a physician's certificate or, if the treatment is by prayer or spiritual means, that of a spiritual advisor or practitioner of such person's faith, as a basis for pay during Sick Leave after an absence of three (3) consecutive- days for personal illness, or as it may deem necessary in cases where misuse of Sick Leave seems apparent.

#### B. Bereavement Leave

Bereavement Leave shall be defined as paid leave of absence granted to a Member of the Bargaining Unit for the purpose of protecting the Member of the Bargaining Unit against loss of pay due to the death of a family member as specified below.

Each Full-Time Member of the Bargaining Unit shall be entitled to three (3) Bereavement Leave days with full pay per school year. Each part-time Member of the Bargaining Unit or full-time Member of the Bargaining Unit employed after the beginning of the school year, shall be entitled to Bereavement Leave on a pro rata basis. If additional days are required, those days will be deducted from Sick Leave. Said Bereavement Days need not be taken contiguously and may be taken in quarter-day increments.

A Member of the Bargaining Unit shall be granted Bereavement Leave for the following reason:

Death of a child, parent, legal guardian, brother, sister, grandchild, grandparent, brother-in-law, sister-in-law, aunt, or uncle of the Member of the Bargaining Unit or his/her spouse or of any member of the Member of the Bargaining Unit's immediate household.

Requests for Bereavement Leave of persons not covered in this Agreement may be made to the Superintendent. Decisions on each request will be made on an individual basis.

#### C. Duty Connected Disability

A Member of the Bargaining Unit who is absent due to a duty connected injury and who receives Workers' Compensation insurance payments for such absence shall be paid the difference between the amount of such Workers' Compensation payments and the Member of the Bargaining Unit's full salary. Pro rata deductions from accumulated sick leave shall be made only for such sick leave payments.

#### D. Personal Leave

Each Member of the Bargaining Unit shall be entitled to use up to eight (8) quarter days (the equivalent of two full days) per school year as personal business leave without loss of pay for matters which it would be unreasonable to expect the Member of the Bargaining Unit to handle during non-school days or hours. Personal leave shall also be available for use as sick leave. All personal leave will be taken in 1/4<sup>th</sup> day increments.

Unused Personal Leave shall accumulate up to three (3) days. Other unused non-cumulative personal leave shall be added to accumulated sick leave annually (e.g. if a Member of the Bargaining Unit has two (2) personal days remaining at the end of the school year, on the next July 1, one (1) of the remaining personal leave days will be added to accumulated sick leave. The other day shall remain for use during the subsequent school year as a personal leave day).

Written notification for such leave shall be made to the Human Resources Office without reasons stated, no later than Noon of the preceding school day of such leave, provided that in an emergency such notice shall be given as soon as feasible. Such leave will not be granted during the first three (3) or last three (3) Member of the Bargaining Unit employment days or the day immediately preceding or following a school vacation holiday, or non-attendance day, provided these restrictions shall not apply to religious holidays, emergencies, or unavoidable legal business of a personal or family nature, or non-discretionary family obligations beyond the control of the Member of the Bargaining Unit. Said family obligations shall be limited to those involving the Member of the Bargaining Unit; the child, parent, or legal guardian of the Member of the Bargaining Unit or his/her spouse; brother, sister, aunt, uncle, sister-in-law, brother-in-law, grandchild, grandparent, daughter-in-law, or son-in-law of the Member of the Bargaining Unit or his/her spouse; or any member of the Member of the Bargaining Unit's immediate household. In the case where a Member of the Bargaining Unit requests personal leave on a prohibited day for one of the four reasons noted above, he/she shall furnish the reason for his/her leave to the Human Resources Office. In the case of a non-discretionary family obligation, the request shall be made no fewer than fifteen (15) calendar days prior to the requested date of leave.

If a Member of the Bargaining Unit certifies to the Human Resources Office that two (2) days of personal leave have been or will be used for taking part in religious observances or recognized religious holidays of his/her faith not otherwise scheduled as school holidays, a third day will be granted.

If a Member of the Bargaining Unit certifies to the Human Resources Office that three personal days have been used for religious observance or recognized religious holidays of his/her faith not otherwise scheduled as school holidays, a fourth personal leave day for personal business will be granted provided that the Member of the Bargaining Unit agrees to provide five class periods of internal substitution, or its equivalent, without compensation, during the same school year.

If a Member of the Bargaining Unit certifies to the Human Resources Office that s/he needs additional personal days for the completion of an adoption, the Human Resources Office shall grant up to two (2) days within the current school year as needed.

Personal business leave shall not be available for purposes of recreation, any activity which produces taxable income (other than capital gains), or during a work-stoppage of any kind.

If the Member of the Bargaining Unit fails to qualify for a Personal Leave as defined above and takes an unauthorized leave on one or more of the prohibited days noted above, said Member of the Bargaining Unit's pay shall be reduced at a per diem rate of his/her Appendix A Salary divided by the total number of the Member of the Bargaining Unit work days for that year. . If, in addition to taking leave on a prohibited day, the Teacher takes additional Personal Leave days on days contiguous to the prohibited day, that leave shall be deemed unauthorized, and his/her pay shall be reduced at the per diem rate.

#### E. Military Leave Of Absence

A Military Leave of Absence shall be granted in accordance with applicable law. A Member of the Bargaining Unit shall be granted a Military Leave of Absence pursuant to the requirements of the *Illinois School Code* and other applicable laws. Application for leave shall be made in writing to the Superintendent or his/her designee.

#### F. Unpaid Leave Of Absence

Leave of Absence for two years without pay, following completion of the contract year, may be granted a tenured Member of the Bargaining Unit if the request is made prior to February 15.

After February 15, leave may be granted subject to finding a suitable replacement. Such leaves may be granted for:

1. Furthering education
2. Exchange teaching (domestic and/or foreign)
3. Teaching assignments in foreign countries.

Leave of Absence for one (1) year or one (1) semester without pay, following completion of the contract year, may be granted to a tenured Member of the Bargaining Unit if the request is made prior to February 15. After February 15, leave may be granted subject to finding a suitable replacement. Such leaves may be granted for:

1. Furthering education.
2. Exchange teaching (domestic and/or foreign).
3. Teaching assignments in foreign countries.
4. Travel.
5. Employment in areas related to his/her teaching specialty.
6. Death or serious illness in the immediate family (spouse, child, or parent of the Member of the Bargaining Unit).
7. Child-rearing: The welfare of a Member of the Bargaining Unit's child necessitates the presence of the Member of the Bargaining Unit in the home.

With regard to "furthering education" as shown above, the provisions included in "Unpaid Educational Leave of Absence" (Section I, below) shall not apply to "furthering education" unless explicitly stated in Section I, below.

The total number of Leaves of Absence granted by the Board under the terms of this Article shall not exceed ten percent (10%) of the total number of Members of the Bargaining Unit employed.

Upon return to District 94, step advancement on the Compensation Schedule shall be granted to individuals receiving Leave of Absence for exchange teaching on a full-time basis or teaching assignments in foreign countries on a full-time basis.

If a mutually-acceptable agreement for advancement or non-advancement on the Compensation Schedule for other than full-time teaching can be arrived at by the Member of the Bargaining Unit and the Superintendent prior to the application for leave of and copies submitted with application for Leave of Absence, such agreement shall be reduced to writing and shall be signed by the Member of the Bargaining Unit and the Superintendent and copies submitted with application for Leave of Absence.

A notice of intent to return or not to return for the subsequent academic year shall be filed with the Superintendent on or before February 15 of the last year of the Leave of Absence. Failure to file said notice of intent to return or not to return for the subsequent academic year with the Superintendent on or before February 15 of the last year of the leave of absence shall constitute a voluntary resignation as a Member of the Bargaining Unit employed by the Board, provided that the Superintendent has sent a notification by certified mail on or before January 15 of the last year of the leave of absence reminding the Member of the Bargaining Unit of the requirement to furnish said notice.

#### G. Unpaid Leave Of Absence -Insurance

A Member of the Bargaining Unit on any type of unpaid Leave of Absence after FMLA may, at his/her own expense, remain a member of the Group Life Insurance Plan and the Group Hospital/Major-Medical Insurance Plan and may continue to purchase Group Term Life Insurance for Dependents subject to the following conditions:

1. The Member of the Bargaining Unit shall notify the Board in writing of the election to continue the insurance thirty (30) days prior to the commencement of the leave of absence.

2. The payment by the Member of the Bargaining Unit shall be received by the Board at least thirty (30) days prior to the payment of the monthly premium.

If the Board's insurance carrier shall not agree to continue the participation of the Member of the Bargaining Unit on leave as part of the insurance group, the parties shall promptly meet to find an alternative course of action to avoid interruption of coverage.

H. Unpaid Educational Leave of Absence

A Member of the Bargaining Unit who takes an unpaid educational leave of absence for the purpose of furthering education at an accredited institution may desire to purchase service credit with Teachers' Retirement System (TRS) under conditions stipulated by TRS and/or continue health insurance benefits with Community High School District 94.

To obtain a year of credited service, a Member of the Bargaining Unit can apply to TRS for such credit under the provisions of the Optional Service Credit set forth by TRS.

The actual payment for the Optional Service Credit shall be made by the Member of the Bargaining Unit at a time of his/her own choosing or dictate of TRS. When the District is provided with evidence of application to, and authorization of, purchase of the Optional Service Credit by the Member of the Bargaining Unit and TRS, the District shall reimburse the District share of TRS based on the salary earned by the Member of the Bargaining Unit during the year immediately prior to the year of the approved unpaid educational leave of absence.

In addition, the Member of the Bargaining Unit can receive reimbursement for health and dental insurance premiums based on the coverage in which the Member of the Bargaining Unit is enrolled during the year immediately prior to the year of the unpaid educational leave of absence. During such year the Member of the Bargaining Unit shall pay health insurance premiums. The District contribution shall be capped at the District share in effect for the 2006-07 school year. Shown below are the monthly caps for the Board share of the health and dental insurance subject to the provisions of Section H of Article 7 – Leave:

<u>Single:</u>	<u>Family:</u>	
Health – PPO:	\$320.09	\$1,028.34
Health – HMO:	\$297.38	\$521.90 (single + spouse), \$553.31 (single + child/ren), \$795.34 (family)
Dental:	\$29.04	\$74.08

Reimbursement shall be made on the following schedule:

<u>Years of Employment in District Following Completion of Unpaid Leave of Absence for which Optional Service &amp;/or Health Insurance is Purchased by the <u>Member of the Bargaining Unit</u></u>	<u>Percent of Total District Share of TRS &amp;/or Health Insurance Payment to be Reimbursed by District for One Year of Unpaid Leave of Absence for a <u>Member of the Bargaining Unit</u> on Unpaid Educational Leave of Absence</u>
1	20%
2	20%
3	20%
4	20%
5	20%

The District will pay this benefit to the Member of the Bargaining Unit no later than June 1 of each year during which the benefit applies.

The provisions included herein for unpaid educational leave of absence shall not apply to other unpaid leaves of absence.



I. Family and Medical Leave Act

Members of the Bargaining Unit are entitled to leave according to the terms of the Family and Medical Leave Act of 1993 subject to the provisions as outlined in Policy ¶6020, ¶6020P: Family and Medical Leave and its accompanying Practices.

J. Other Leaves

Other types of Leaves not specifically covered by this Agreement shall be granted based on mutual agreement of the Board and the Member of the Bargaining Unit.

**ARTICLE 8: EXTRA DUTY SALARY SCHEDULE**

When the following extra duty positions are authorized by the Board and/or Superintendent, or his/her designee, the following schedule will apply. For the purpose of this Article, the rate of pay for those performing these responsibilities shall be in effect from the beginning of the current school year to the beginning of the succeeding school year.

A. Cafeteria Supervision

1. If Members of the Bargaining Unit are required for supervision of the student cafeteria, they shall be compensated at the rate of one-half of the internal substitute pay rate per each lunch period supervised.
2. The District will seek to use educational support staff or temporary supervisors in the cafeteria but will allow Members of the Bargaining Unit to volunteer first for cafeteria duty with the understanding that the District may decline to accept a volunteer if the performance of that volunteer on cafeteria duty has been determined to be unacceptable by the Administration.
3. If it is not possible to employ educational support staff, temporary supervisors, or volunteers, Members of the Bargaining Unit may be assigned on a rotating basis. Cafeteria supervision assignments shall be rotated on a regular basis to insure equitability.

B. Internal Substitute Teaching

1. The Principal or his/her designee shall employ an external substitute teacher, whenever feasible, to fulfill the functions of a Teacher who is absent. Each Division Head may provide a list indicating his/her preferences for substitute teacher.
2. If a Teacher is to be absent less than a full day or if it is not feasible to secure the services of an external substitute teacher, the Principal or his/her designee may assign or request other Teachers to perform internal substitutions according to the following criteria:
  - a. Each Teacher may be assigned to perform up to two (2) class periods of internal substitution within his/her department per school year during his/her non-teaching class periods.
  - b. A Teacher may be requested to perform internal substitutions in addition to the two (2) assigned pursuant to paragraph 1 of this Section. Such requested additional internal substitutions may be within or outside the Teacher's department and may be during a teaching or a non-teaching class period.
  - c. All internal substitution performed pursuant to paragraphs 1 and 2 of this Section shall be paid at the following rates:

2011-2012	\$31.00 per period
2012-2013	\$31.00 per period
2013-2014	Rate to be negotiated by the parties pursuant to Article 24 of this Agreement.

C. Mentoring Program

Members of the Bargaining Unit serving as mentors will be paid a stipend for work outside the regular school hours. The amount of the stipend shall be determined by multiplying 32 hours times the curriculum pay rate in effect for the applicable year. The assignment of mentors will be the responsibility of the Mentoring Committee and the Human Resources Office.

D. Student Staffing

General Education Teachers who are invited to attend a Special Education staffing shall be paid the internal substitution rate for every staffing they attend during their preparation time after attending two (2) unpaid staffings. Said payment shall only occur when the General Education Teacher attends for the full preparation period.

E. Curriculum Writing

2011-2012	\$31.00 per period
2012-2013	\$31.00 per period
2013-2014	Rate to be negotiated by the parties pursuant to Article 24 of this Agreement.

F. Summer School Teaching Rate

The rate of pay for teaching high school students during summer school shall be as shown below:

2011-2012	\$37.00 per period
2012-2013	\$37.00 per period
2013-2014	Rate to be negotiated by the parties pursuant to Article 24 of this Agreement.

In addition, summer school teachers will be paid one (1) hour preparation for each day of teaching that equals or exceeds four (4) hours.

Members of the Bargaining Unit who teach Wildcat Driving School before and after school during the school year shall be paid at the summer school teaching rate.

G. Staff Development Teaching Rate

The rate of pay for teaching colleagues and other adults shall be as shown below

2011-2012	\$37.00 per period
2012-2013	\$37.00 per period
2013-2014	Rate to be negotiated by the parties pursuant to Article 24 of this Agreement.

In addition, district staff development presenters will be paid two hours preparation for each day of presentation that equals or exceeds four (4) hours.

H. Miscellaneous Duties

Payment for performance of miscellaneous duties not specifically identified above shall be made at the internal substitute rate. Such duties may include proctoring ACT and other standardized national or state tests.

All such duty assignments must be specifically approved by a supervising administrator.

I. Translation Services

A Member of the Bargaining Unit who provides oral or written language translation at the request of the Principal or his/her designee which requires more than fifteen (15) minutes to complete shall be compensated at the rate of one-fourth of the internal substitute rate dollars per quarter class period or fraction thereof, provided such translation is not related to the performance of the Member of the Bargaining Unit's regular duties and responsibilities.

**ARTICLE 9: ACADEMIC FREEDOM**

Academic Freedom shall be guaranteed to Teachers and no arbitrary limitations shall be placed upon the study, investigation, presentation, and interpretation of facts and ideas. The Board shall require the study and discussion of controversial issues in the classroom to be:

- A. Relevant to the educational purposes of the course.
- B. Appropriate with the maturity level of the students.
- C. Presented objectively.
- D. Presented without bias.
- E. Respectful of the rights of each student to arrive at his/her own conclusion.
- F. Free from influences that interfere with inquiry and teaching.

The Board shall support Teachers in the execution of this policy.

**ARTICLE 10: MEMBER OF THE BARGAINING UNIT EVALUATION**

The Professional Development Plan shall be maintained as part of the contractual agreement under separate cover for ease of distribution to all certified staff members to fulfill its annual distribution requirement.

**ARTICLE 11: EVALUATION FILE**

Each Member of the Bargaining Unit shall be entitled, upon request, to a copy of his/her current evaluation report. Each Member of the Bargaining Unit shall have the right to challenge an evaluation report which contains or is based on erroneous information or data through the grievance procedure as herein provided. If a correction of an evaluation report is made, the Member of the Bargaining Unit shall be entitled to a statement in writing that the correction has been made and that the correction appears in his/her personnel file.

**ARTICLE 12: CLASS SIZE - PROGRAM ASSISTANTS COMMITTEE**

The Board and the Association shall establish a standing committee for the purpose of reviewing the procedures for registering students for classes, the manner of assigning students to class sections, the number of students assigned to individual classes, and the need for and utilization of Program Assistants.

The Committee shall be comprised of two members appointed by the Board, one of whom must be a Board Member, and two members appointed by the Association. The chairperson shall be a member of the Committee and the chairpersonship shall alternate between a Board and an Association representative. For school years ending in an even number, a Board representative shall be chairperson; for school years ending in an odd number, an Association representative shall be chairperson.

The Committee shall meet annually by October 1 to analyze information and data regarding the previous year's student registration procedures and to make recommendations regarding the current year's registration procedures. The Committee shall also review current class sizes and may make recommendations regarding them.

The Committee shall meet annually by March 1 to analyze information and data relating to the Committee's purposes and to make recommendations regarding registration procedures, class sizes, and the sufficiency and utilization of program assistants.

Additional meetings of the Committee may be scheduled by the Committee or shall be called at the request of any two (2) members of the committee. However, the Committee shall not meet more frequently than every sixty (60) days except at the request of at least three (3) members of the Committee. Nothing herein shall prohibit the Committee from adjourning a meeting to a later date.

Any recommendations developed by the Committee shall be forwarded to the Superintendent and Association President. Such recommendations shall be considered advisory.

### **ARTICLE 13: CURRICULUM COMMITTEE**

- A. The District shall constitute a Curriculum Committee through which curriculum proposals to create new courses, delete existing courses, significantly modify existing courses or consolidate courses or programs shall flow. The Curriculum Committee shall consist of: (1) a representative from each department, (2) department Division Heads for the department with subject areas under consideration, (3) all directors, and (4) the building principal.
- B. The Board may, from time to time, establish one or more advisory curriculum committees in addition to the ongoing Curriculum Committee. The advisory committees may include teachers and administrators. The recommendations of advisory committees shall be reviewed by the Curriculum Committee. All Curriculum Committee and advisory committee meetings shall be posted at least five (5) school days in advance of the meeting.
- C. All curriculum proposals should be routed through the Curriculum Committee for its consideration and recommendation. Proposals which, for some substantive reason, cannot be advanced to the Committee in the normal sequence of its business should be explained in writing to the members of the Committee.
- D. The Curriculum Committee shall operate in accordance with paragraph 2. above, its minutes made available to the Association and the Board and a representative from the Committee may report to the Board on Committee deliberations.
- E. All Committee proposals shall be submitted to the Board with Recommendations from the Superintendent.
- F. All curriculum committees serve solely in an advisory, consultative, and fact-finding role.

### **ARTICLE 14: ISSUES AND COMMUNICATIONS COMMITTEE**

The Association and the Board or their respective designees shall meet at least quarterly during the school year as an Issues and Communication Committee to review and discuss problems of mutual interest, anticipate changes to educational programs, reflect on operational changes, build openness and trust and provide information to build a common knowledge base.

The Committee may also agree to request other internal and non-contractually mandated committees on which both parties have representation to define and clarify their role, composition, meeting schedule and current status for the purpose of the Committee's understanding and review.

The Issues and Communication Committee shall consist of four (4) members of the WCHSTA appointed by it and four (4) members from the District appointed by the Superintendent. Discussion leadership will be rotated between the parties and both parties shall agree upon minutes before they are distributed to the membership.

### **ARTICLE 15: MEMBER OF THE BARGAINING UNIT PROTECTION**

- A. Any case of assault upon a Member of the Bargaining Unit while on duty for the School District shall be promptly reported to the Superintendent. The Board shall render reasonable assistance to the Member of the Bargaining Unit in the handling of the incident by law enforcement and judicial authorities.

- B. The Board acknowledges its responsibility under the *Illinois School Code* to provide protection against claims, suits, and assertions of liability against a Member of the Bargaining Unit and to provide indemnification for such.

## **ARTICLE 16: MAINTENANCE OF STANDARDS**

The duties of any Member of the Bargaining Unit or the responsibilities of any position in the negotiating unit, not covered by this Agreement, shall not be substantially altered or increased without prior consultation and discussion with the Association.

Neither the above nor the contractual continued service status of a Member of the Bargaining Unit shall restrict the power of the Board to transfer a Member of the Bargaining Unit to a position which the Member of the Bargaining Unit is qualified to fill.

## **ARTICLE 17: INSURANCE**

All insurance shall be in effect for the term of this Agreement. The Board and Association will continue to work through the established joint insurance committee to find cost savings and for the District and its employees, and may recommend additional health insurance options to the Association and Board.

### A. Group Insurance Programs:

#### 1. Group Term Life Insurance Plan

Each Member of the Bargaining Unit shall be provided group term life insurance equal to one and one-half (1.5) times the total annual compensation s/he receives pursuant to Appendix A, Appendix B, and Appendix C of this Agreement. If this amount is not a multiple of \$1,000, it will be rounded to the nearest multiple of \$1,000, with \$500 rounded up.

#### 2. Group Hospital/Major-Medical Insurance Plan

- a. The company selected to provide group hospital/ major-medical insurance for Members of the Bargaining Unit and the coverage provided shall be mutually acceptable to the Board and the Association.
- b. Each Member of the Bargaining Unit shall have the option to elect single coverage or family coverage or to elect not to participate in the group hospital/major-medical insurance plan. As of the date that this Agreement has been ratified and adopted by the parties, no Member of the Bargaining Unit may elect coverage under the No Deductible PPO plan (PPO1); Members of the Bargaining Unit enrolled in the No Deductible PPO plan as of said date may continue their coverage under said plan. Members of the Bargaining Unit whose first day of employment is on or after July 1, 2012 may only elect coverage under the Deductible PPO plan (PPO2), High-Deductible/HSA PPO plan (PPO3), or the BA HMO plan (HMO2).

#### 3. Group Dental Insurance Plan

- a. The coverage provided shall be mutually acceptable to the Board and the Association.
- b. Each Member of the Bargaining Unit shall have the option to elect single coverage or family coverage or to elect not to participate in the group dental insurance plan.

#### 4. Group Long-Term Disability Insurance Plan

Each Member of the Bargaining Unit shall participate in a group income protection plan described as follows:

The group income protection plan shall include twenty-four (24) hour accident coverage, which, in conjunction with any benefits from the disability section of the State of Illinois Teachers' Retirement

Plan and/or Worker's Compensation, will guarantee the Member of the Bargaining Unit sixty percent (60%) of monthly total earnings (based on the Member of the Bargaining Unit's total salary as determined by Appendices A, B, and C of this Agreement) up to a maximum benefit of \$5,000.00 per month. Said income protection plan shall provide coverage for a disability due to sickness or injury which results in the Member of the Bargaining Unit's inability to perform any and every duty pertaining to his/her job. Benefits will be payable after twenty-six (26) weeks of continuous disability and will continue to age sixty-five (65) for both accident and sickness.

5. Payment of Premiums

The following charts shall define the percentage of insurance premiums to be paid by the full-time Member of the Bargaining Unit and the Board pursuant to paragraphs 1, 2, 3, and 5 of this section:

- a. For Members of the Bargaining Unit whose first day of employment is prior to July 1, 2012:

For the 2011-12 School Year

Plan	Single Rate	Family Rate
No Deductible PPO (PPO1)	30%	30%
Deductible PPO (PPO2)	15%	15%
HMO (HMO1)	15%	15%

For the 2012-13 School Year

Plan	Single Rate	Family Rate
No Deductible PPO (PPO1)	30%	30%
Deductible PPO (PPO2)	20%	20%
High-Deductible/HSA PPO (PPO3)*	15%	15%
HMO1	15%	15%
BA HMO (HMO2)	15%	15%

\*For the enrollment period following the date that this Agreement is ratified and adopted by the parties, Members of the Bargaining Unit enrolled in the PPO1 or PPO2 insurance plans who elect to be covered under the PPO3 plan at the same coverage level will receive a one-time \$1,000 contribution to his/her Health Savings Account, as an incentive to move to the PPO3 plan.

The percentage of insurance premiums to be paid by full-time Members of the Bargaining Unit and the Board pursuant to paragraphs 1, 2, 3, and 5 of this section for the period of July 1, 2013 through the conclusion of this Agreement shall be negotiated by the parties pursuant to Article 24 of this Agreement.

- b. For Members of the Bargaining Unit whose first day of employment is on or after July 1, 2012:
  - 1. For the period July 1, 2012 - June 30, 2013, the Board's share of the insurance premium for the plan elected by the Member of the Bargaining Unit shall be 80% of the lowest-premium insurance plan available to the Member for the coverage level elected. The Member's share shall be the difference between the total premium cost for the plan at the coverage level elected by the Member, and the amount paid by the Board as calculated pursuant to this sub-section.

**Example:**

*Assumptions (Not based on actual premiums)*

- For single coverage, PPO3 is the lowest-premium insurance plan at \$4,540/yr.
- For employee + Spouse coverage, HM02 is the lowest-premium insurance plan at \$10,372/yr.
- For Family coverage, PPO3 is the lowest-premium insurance plan at \$15,449/yr.

*If the Member were to elect single coverage under any available plan, the District's portion of the premium would be \$3,632 (80% of \$4,540), and the Member's share would be the remaining premium amount.*

*If the Member were to elect employee + spouse coverage under any available plan, the District's portion of the premium would be \$8,297 (80% of \$10,372), and the Member's share would be the remaining premium amount.*

*If the Member were to elect family coverage under any available plan, the District's portion of the premium would be \$12,359 (80% of \$15,449), and the Member's share would be the remaining premium amount.*

2. The percentage of insurance premiums to be paid by full-time Members of the Bargaining Unit and the Board pursuant to paragraphs 1, 2, 3, and 5 of this section for the period of July 1, 2013 through the conclusion of this Agreement shall be negotiated by the parties pursuant to Article 24 of this Agreement.

- c. For any Member of the Bargaining Unit "frozen" at Step 23 on the salary schedule prior to the date that this Agreement has been ratified and adopted, he/she may retain 2011-12 insurance coverage (family or single) at 2011-12 percentage contribution (see Table 5a. in this section) for the duration of this contractual agreement. In the event that said member qualifies to move from single to family coverage, he/she shall move to the family rates noted in section a. above, with any increased employee premium contributions being phased in over the course of four school years (including the school year in which said member moves from single to family coverage). However, Members of the Bargaining Unit who submit letters of retirement or become eligible for the Longevity Bonus under Article 6 Section B on or after the date that this Agreement has been ratified and adopted shall not have their insurance premiums "frozen" as set forth in this subsection.

6. Part-Time Members of the Bargaining Unit

For each part-time Member of the Bargaining Unit, the Board shall pay twenty (20%) percent of the premium cost the Board would pay for group insurance provided pursuant to paragraphs 1, 2, 3, and 5 of Section a. of this Article if the Member of the Bargaining Unit were employed on a full-time basis times the number of class periods the Member of the Bargaining Unit is contracted to teach; the Member of the Bargaining Unit shall pay the remainder of the premium cost through payroll deductions. However, to be eligible for benefits under paragraphs 2 and 3 of Section a. of this Article, the Member of the Bargaining Unit must be employed no less than the minimum time determined by and acceptable to the insurance carrier.

(Example: For a Member of the Bargaining Unit employed to teach three (3) class periods per day, the Board shall pay sixty percent (60%) of the amount the Board would pay if the Member of the Bargaining Unit were employed on a full-time basis, and the Member of the Bargaining Unit shall pay the remainder.)

7. Dependent Life Insurance Coverage

The Board shall make available to each Member of the Bargaining Unit group life insurance for dependents, the cost of which shall be paid by the Member of the Bargaining Unit through payroll deductions.

8. Additional Term Life Insurance

- a. The Board shall make available to each Member of the Bargaining Unit and each retiring Member of the Bargaining Unit a plan by which additional term life insurance may be purchased by a Member of the Bargaining Unit or a retiring Member of the Bargaining Unit to increase his/her own coverage. Such additional coverage must be in multiples of \$1,000.00 and its purchase is subject to the following conditions:
- b. A Member of the Bargaining Unit remaining in active service shall pay the cost of such insurance through payroll deduction.
- c. A Member of the Bargaining Unit remaining in active service wishing to purchase additional insurance under this provision shall notify the Director of Business Services within the first ten (10) working days of the first semester of the school year.
- d. A Member of the Bargaining Unit who is retiring at the end of the current school year and wishes to purchase insurance under this provision shall notify the Director of Business Services at least thirty (30) calendar days prior to the effective date of retirement.
- e. A Member of the Bargaining Unit who is retiring at the end of the current school year shall pay the cost of such insurance on a semi-annual basis and due dates shall be established by the Director of Business Services. If payments are not received by these dates, the Board may cancel the insurance.

9. The parties agree that if the Illinois Human Rights Commission or any court of record shall determine that the payment of insurance benefits as prescribed by this Agreement is contrary to the statutory prohibition against discrimination based on marital status, they shall meet to renegotiate such payment of insurance benefits within forty-five (45) calendar days after the date on which one of the parties of this Agreement provides the other party with evidence that such a determination has been made.

B. Mental Health Parity Act

The Board shall take such actions as are reasonable and necessary to bring the group health insurance plan which provides coverage to the bargaining unit members covered by this Agreement (and their dependents) into compliance with the provisions of the Mental Health Parity Act (MHPA) for all plan years beginning after January 1, 1998. Thereafter, the Board shall take such actions as are reasonable and necessary to maintain compliance with the requirements of MHPA. The actions stated above shall be mutually acceptable to the Board and Association. The decision to exempt said group health plan from the requirements of MHPA, if compliance with MHPA results in an increased cost to said plan of at least one (1%) percent, shall be mutually acceptable to the Board and Association; and such exemption shall be claimed pursuant to MHPA, and any rules and regulations promulgated thereunder.

## **ARTICLE 18: RETIREMENT**

A. Teacher Retirement System Plan

1. A Member of the Bargaining Unit with ten (10) or more years of service in the District and who is eligible for retirement through TRS may give irrevocable notice of retirement to the employer up to four years in advance of the expected retirement date. Notice shall be made to the Superintendent in writing no later than April 1 of the year prior to the year in which the bargaining unit member would begin participation. An individual agreement is executed that provides the member of the bargaining unit with a guaranteed (vested) benefit.



In the event employee circumstances change and the Member of the Bargaining Unit desires to retire earlier than stipulated in the initial letter, a second letter specifying the earlier retirement date must be received by the Superintendent no later than January 15<sup>th</sup> of the year in which the Member of the Bargaining Unit now seeks to retire. Under no circumstances shall a revised letter delay the retirement date or cause the District to incur any cost over and beyond what would have been incurred as a result of the submission and approval of the original letter requesting retirement.

Definitions:

1. Base Year – the last school year immediately preceding the first Notice Year
2. Notice Years – the years between the Base Year and the member of the bargaining unit’s retirement from District 94 during which he/she realizes the benefits noted herein
3. Creditable Earnings – TRS Creditable earnings from all district sources and from any other non-district TRS employer received by the member of the bargaining unit for the performance of Appendix A, Appendix B, and paid supervisory duties in the year preceding the first Notice year.
  - a. The Member of the Bargaining Unit leaves the salary and all extra duty schedules, and, in exchange for performing the same Appendix A, Appendix B, and paid supervisory duties as the Base Year, receives a 6% increase in Creditable Earnings for each year of service covered by the Notice Years. Members of the Bargaining Unit that submitted their intent to retire prior to September 15, 2011 will be granted the 6% retirement increase retroactively for the 2011/12 school year. The base year for those who submitted their intent to retire by September 15, 2011 will be the 2010/2011 school year.

The bargaining unit members shall not perform any other duties including the advisory during any of the Notice Years, unless the remuneration for such duties does not cause the member’s total creditable earnings increase (from all sources, including non-district TRS employers) for any Notice Year to exceed six percent (6%). Under no circumstances will the bargaining unit member receive a total creditable earnings increase of more than six percent (6%) for any Notice Year, regardless of the duties performed during that Notice Year.

- b. The Member of the Bargaining Unit remains “off schedule” and receives a 6% increase for each notice year – up to four (4) years. (Four year notice, 6% for each of four years; three year notice, 6% for each of three years; Two year notice, 6% for each of two years; One year notice, 6% for one year).
- c. All Appendix A, Appendix B, and paid supervisory duties performed in the Base Year will be performed in the Notice Years. To the extent set forth in paragraph A.1. above, the performance of other duties in addition to the member’s Appendix A and Appendix B duties may be permitted in the Notice Years.
- d. A Member of the Bargaining Unit may voluntarily resign from an extra duty assignment; however, the member of the bargaining unit’s compensation would be reduced accordingly.
- e. A Member of the Bargaining Unit may be removed from a creditable earnings assignment by the Board only for cause. In such case, the compensation would be reduced accordingly. Elimination of a program would require a mutually agreeable alternative assignment.
- f. A member of the bargaining unit who takes courses or would otherwise “move” on the salary schedule, or move on an extra duty/stipend schedule, would receive no additional compensation beyond the 6% incentive.
- g. The Association agrees that the Board is not required to assign work that would result in creditable earnings that would result in excess of 6% more than the previous year’s creditable earnings.
- h. The 6 % incentive raises are compounded in each of the notice years. (Year 1- \$80,000 X 1.06 = \$84,800; Year 2 - \$84,800 X 1.06 = \$89,888; etc.)

- i. The member of the bargaining unit would have to retire and the Notice Years would have to be included in the years used by TRS for “best four” calculations to be eligible for the incentive.
- j. The parties agree that if legislation is enacted or administrative rules adopted during the life of this agreement that adversely affects the Board’s obligations or employee rights under any of the benefits set forth in this Article, then the provisions relating to such benefits are null and void, and the parties agree to meet within thirty (30) days of the passage of the legislation to renegotiate the provision and the impact on any and all employees.

The Board shall not place any limit on the number of eligible Members of the Bargaining Unit who may elect to participate in the retirement benefits noted in this section A.1. Members of the Bargaining Unit who elect the benefits set forth in this section A. 1. shall not be eligible for the retirement benefit set forth in section A. 2. below.

2. Effective January 1, 2006, the Board shall pay one hundred percent (100%) of the one-time Board contribution to the Teachers' Retirement System required of a Member of the Bargaining Unit who elects to participate in the Illinois Teachers' Retirement System Early Retirement Option (“ERO”) provided in the *Illinois Pension Code* 40 ILCS 5/16-133.2, provided:
  - a. The Member of the Bargaining Unit meets all the requirements of the Illinois Teachers' Retirement System for participation in said (ERO); and
  - b. The Member of the Bargaining Unit notifies the Superintendent of his/her desire to participate in (ERO) by written notification no later than April 1 of the year in which s/he will begin participation.
  - c. The Member of the Bargaining Unit pays the Teacher’s share of the one-time contribution to the Teacher's Retirement System for participation in ERO.
  - d. The Member of the Bargaining Unit shall not be eligible for the retirement benefits set forth in section A.1. above, and shall not be eligible for the Sick Leave benefit provided by the District in B-1 below.

Participation in ERO shall be pursuant to applicable law and TRS rules, except that the Board may annually limit the number of ERO participants to ten percent (10%) of eligible Members of the Bargaining Unit on the basis of seniority, with ties in eligibility to be determined by total years of TRS service credit. The Board may in its sole discretion waive this limitation; such waiver shall be non-reviewable, not subject to grievance and shall not create a practice or precedent.

## B. Retirement Benefit

### 1. Unused Sick Leave

At the time of retirement or death, a Member of the Bargaining Unit with twenty (20) or more years of service in the District (or his/her beneficiary) shall receive \$30 per day for each day of sick leave up to 210 days that is unused and uncredited to Teachers’ Retirement System. Payment will not be made until thirty (30) days after the effective date of retirement or the receipt of the final paycheck for regular earnings, whichever is later. The Member of the Bargaining Unit shall provide written notification to the Business Office by June 1<sup>st</sup> of the last year of employment of the number of days to be compensated.

### 2. Insurance

A Member of the Bargaining unit who retires from the District with twenty (20) or more years of District service (“retiree”), elects to participate in a hospital/major-medical insurance plan available through the Illinois Teacher Retirement System/THIS, and pays the premiums for such coverage, will be reimbursed by the District in an amount equal to forty-five percent (45%) of the premium for the lowest cost individual insurance plan option available through the Illinois Teacher Retirement

System/THIS. This reimbursement shall be made for all such coverage provided to the retiree from the date of retirement until the date the retiree is eligible for Medicare.

3. Catastrophic Illness Provision

A Member of the Bargaining Unit who is planning early retirement, who has been diagnosed with a catastrophic illness and who has already exhausted or will be exhausting shortly his/her sick leave may file an application to the Board for an unpaid leave of absence for up to and including one (1) year. The application must include written physician documentation of the catastrophic illness and prognosis for return to full-time service.

Upon Board approval the Member of the Bargaining Unit shall continue to receive during the leave of absence the long-term disability insurance benefit offered by the District and the other benefits offered by the long-term disability insurance benefit and resulting from it.

## **ARTICLE 19: PROFESSIONAL GRIEVANCE PROCEDURES**

A. Definitions

1. Grievance: A Grievance is a claim by the Association, a group of Members of the Bargaining Unit, or an Individual Member of the Bargaining Unit that there has been a violation, misapplication, or misinterpretation of the terms of this Agreement or a violation of written Board Policy.
2. Immediately-involved Supervisor: An Immediately-Involved Supervisor is the Administrator or Division Head responsible for the action that gave rise to the grievance.
3. Aggrieved Person: An Aggrieved Person is the Member of the Bargaining Unit, group of Members of the Bargaining Unit, or the Association making the claim.

B. Time Limits

As used herein "days" shall mean Member of the Bargaining Unit work days except that between school years "days" shall mean days on which the District business office is open.

C. Informal Procedure

Since the purpose of this procedure is to secure equitable solutions to grievances at the lowest possible administrative level and to keep the proceedings as informal and confidential as may be appropriate at any level of the procedure, nothing herein shall be construed as limiting the right of any Member of the Bargaining Unit having a grievance to discuss the matter informally with the appropriate member of the Administration, as outlined in Board Policy, and have the Grievance adjusted, provided that the Association has been notified and the adjustment is not inconsistent with the terms of the Agreement.

D. Formal Procedure

The parties acknowledge that it is usually most desirable for a Member of the Bargaining Unit and his/her Immediately-Involved Supervisor to resolve problems through free and informal communication.

The Board recognizes the right of the Association to designate its Grievance Committee and principal grievance representative. At least one Grievance Committee representative shall be present for any meetings, hearings, appeals, or other proceedings relating to a grievance which has been formally presented. When requested by the Aggrieved Person, the grievance representative may intervene to assist in the resolution. However, should such informal processes fail to satisfy the Aggrieved Person or the

Association, it shall be stated in writing by the Aggrieved Person that it is unresolved and proceed to Step 1, then a grievance shall be processed as follows:

**Step 1:** Within sixty (60) calendar days after the facts on which the grievance is based first occurred or became known to the Aggrieved Person or the Grievance Committee of the Association, whichever is latter, the Individual or Association shall present the Grievance in writing to the Immediately-Involved Supervisor, under the level of the Principal, who will arrange for a meeting to take place within ten (10) days after receipt of the grievance. The Aggrieved Person, the Association representative, and the Immediately Involved-Supervisor shall be present for the meeting. The Immediately Involved Supervisor must provide the Aggrieved Person and the Association with a written answer on the Grievance within six (6) days after the meeting. Such answer shall include reasons upon which the decision was based. The filing of the Grievance at this step shall occur within ten (10) days after failure to reach agreement under Section C above. Should the Immediately-Involved Supervisor be the Principal, Step 1 shall be omitted.

**Step 2:** If the Grievance is not resolved at Step 1, then the Grievance Committee shall refer the Grievance to the Principal within four (4) days after receipt of the Step 1 answer or within ten (10) days after the Step 1 meeting, whichever is the latter. The Principal shall arrange for a meeting with the representative of the Association's Grievance Committee to take place within ten (10) days of his/her receipt of the appeal. Each party shall have the right to include in its representation such witnesses and advisors as it deems necessary to develop the facts pertinent to the Grievance. Upon conclusion of the hearing the Principal will have six (6) days in which to provide his/her written decision to the Association.

**Step 3:** If the Grievance is not resolved in Step 1 or Step 2 as applicable, then the Grievance Committee shall refer the grievance to the Superintendent within six (6) days after receipt of the Step 1 or Step 2 answer as applicable, or within ten (10) days after the Step 1 or Step 2 meeting, as applicable, whichever is the latter. The Superintendent shall arrange for a meeting with the representative of the Association's Grievance Committee to take place within ten (10) days of his/her receipt of the appeal. Each party shall have the right to include in its representation such witnesses and advisors as it deems necessary to develop facts pertinent to the Grievance. Upon conclusion of the hearing, the Superintendent will have six (6) days in which to provide his/her written decision to the Association.

#### E. Arbitration

If the Association is not satisfied with the disposition of the Grievance at Step 3 or the Step 3 time limits expire without the issuance of the Superintendent's written answer, the Association may submit the Grievance to arbitration under the Voluntary Labor Arbitration Rules of the American Arbitration Association, which shall act as administrator of the proceeding so long as such Rules are consistent with this Agreement. The arbitrator's opinion and award shall be final and binding on the Association and the Board. If a demand for arbitration is not filed within thirty (30) days of the date from the Superintendent's Step 3 reply, then the Grievance will be deemed withdrawn.

An arbitrator shall be selected from the American Arbitration Association as described below:

1. A list of seven (7) arbitrators shall be secured from the arbitration service, provided that such list shall not include a resident of District 94.
2. Selection of the arbitrator shall be made by the parties from the list supplied as determined above. Final selection of the arbitrator shall be made by the parties alternately striking a name from the list until one (1) name remains and this person shall serve as arbitrator. The party eligible for the first deletion shall be determined by chance.
3. If the final arbitrator named is unable to serve, the last name struck from the list shall be the alternate.

The arbitrator shall have no power to alter the terms of this Agreement. Each party shall bear the full costs for its representation in the arbitration. The cost of the arbitrator and the American Arbitration Association expenses will be divided equally between the Board and the Association.

Should either party request a transcript of the proceedings, then that party will bear the full costs for that transcript. Should both parties order a transcript, then the cost of the two transcripts will be divided equally between the parties.

F. Association Representation

The Board acknowledges the right of the Association's grievance representative to participate and state the Association's views in the processing of a Grievance at any level for any Member of the Bargaining Unit. No Member of the Bargaining Unit shall be required to discuss any Grievance If the Association's representative is not present.

G. Agreement to By-Pass Steps

Provided the Association and Superintendent, at the request of the Immediately-Involved Supervisor, agree, Step 1, Step 2, and/or Step 3 of the grievance procedure may be by-passed and the Grievance brought directly to the next step.

H. Non-Reprisal

No reprisals of any kind shall be taken by the Board or the school administrators against the Aggrieved Person, the grievance representative, the Grievance Committee, the Association or any other participant in the grievance procedure by reason of such participation. Nor shall reprisals of any kind be taken by the Association or members thereof against the Board of Education and/or its representatives by reason of their participation in the grievance procedure.

I. Cooperation by Board

The Board and the Administration will cooperate with the Association in the investigation of any Grievance, and, further, will furnish the Association with the information upon which the Grievance is based.

J. Released Time

Should the investigation or processing of any Grievance require that a Member of the Bargaining Unit or an Association representative be released from his/her regular assignment, s/he shall be released without loss of pay or benefits. This section shall not be interpreted to apply to a Member of the Bargaining Unit who has been dismissed or suspended in accordance with the *Illinois School Code*.

K. Records

All documents dealing with the processing of a Grievance will be filed separately from the personnel files of the participants.

L. Withdrawal

A Grievance may be withdrawn at any level without establishing precedent and if withdrawn shall be deemed as though never having been filed.

M. Statute Of Limitations

A Grievance shall be processed pursuant to the procedures specified in Sections D and E of this Article only if the following conditions have been met:

1. The Association has provided the Superintendent written notice of the intent to file a Grievance within twenty (20) days after the date on which the action being grieved became known, or could reasonably

be expected to have been known, to the grievant.

2. The Grievance has been filed within forty (40) days following the date on which the action being grieved became known, or could reasonably be expected to have been known, to the grievant.

## **ARTICLE 20: PROCEDURES FOR SUCCESSOR AGREEMENT**

### **A. Meetings**

Negotiations shall begin no later than March 15 of the year in which this Agreement terminates, unless both parties agree to an alternate date. Meetings will be held as necessary at times and places agreed to by both parties. If negotiation sessions are held during school time, the Association negotiators shall be released from scheduled assignments without loss of compensation. At every opportunity negotiations will be held so as to avoid conflicting with regularly-scheduled duties.

### **B. Tentative Agreements**

During negotiations, agreed upon material shall be prepared for the Board and Association and signed as soon as practicable. Said agreements are subject to ratification by the Association and adoption by the Board.

### **C. Agreement and Appendices**

When the Board and Association reach tentative agreement on all matters being negotiated, they will be reduced to writing and shall be submitted to the membership of the Association for ratification and to the Board for official approval. Upon ratification by both parties, the negotiated terms shall become additions, amendments, or appendices to the Agreement being negotiated for the following school year(s).

### **D. Mediation**

The Federal Mediation and Conciliation Service (FMCS) shall be requested by the parties to appoint a mediator from its staff. The mediator shall meet promptly with the parties or their representatives and shall take such steps as s/he shall deem appropriate to persuade the parties to resolve their differences and effect an agreement. The mediator shall not, without the consent of both parties, make findings of fact or recommend the terms of settlement.

The parties agree that all mediation sessions shall ordinarily be held at the High School and at such times so as not to interfere with the normal work day of the members of the Board of Education. If the FMCS cannot or will not provide a mediator within five (5) days of the request, the parties shall within three (3) days thereof seek to agree on a mediator. If such agreement is not reached, the parties will utilize the Illinois Educational Labor Relations Board (IELRB) to supply a mediator.

### **E. Costs**

Costs for consultants chosen by any party shall be paid by that party. The costs for the mediator shall be shared equally by the Board and the Association.

## **ARTICLE 21: TUITION REIMBURSEMENT**

The Board agrees to pay partial tuition reimbursement for approved courses taken after the initial regular instructional certificate has been secured when the following conditions are met:

- A. The course is a graduate course related to the bargaining unit member's current assignment or planned future assignment at Community High School and is earned from a fully accredited college or university.

While all courses must be accepted by the accredited institution towards a degree program, the Member of the Bargaining Unit is not required to be in that degree program. The Member of the Bargaining Unit shall be responsible for providing proof of such experience. An exception to the “degree program requirement” shall be made for coursework that is directly related to Member of the Bargaining Unit’s current or planned future assignment or if the degree program is changed/discontinued after the course of study is begun.

B. The course is an approved undergraduate course related to the bargaining unit member's current assignment or planned future assignment at Community High School and is earned from a fully accredited college or university in one of the following four areas:

1. Spanish
2. Technology education
3. Inclusion classes for special education
4. The pursuit of another certification in the bargaining unit member's current department and/or assignment. Reimbursement for the certification option will not be made until proof of certification has been provided to the District.

The above four areas are of unusual value and priority to Community High School and such approval will be limited to them. Workshops will not be approved for reimbursement nor will undergraduate credits be counted for movement on the salary schedule or any lane change purposes for Member of the Bargaining Unit with Master's Degrees. Members of the Bargaining Unit without a Master's Degree will have the option to elect tuition reimbursement or salary schedule lane changes for Bachelor Degree columns on the salary schedule, but not both.

C. The course is pre-approved by the Principal and the Human Resources administrator.

D. The number of credits does not exceed ten (10) in any one school year.

E. The total number of credits for which reimbursement is sought does not exceed thirty (30) semester hours for any individual bargaining unit member during the totality of his/her tenure in District 94.

F. The payment for reimbursement shall not exceed the actual cost per credit or \$100 per credit, whichever is applicable.

G. A grade of "B" or better must be earned to qualify for credit reimbursement and must be documented by either a transcript of credits or an official grade report. No reimbursement will be made without submission of a transcript or grade report.

H. Only current employees can submit tuition reimbursement requests for the past calendar year. Such requests must be received in the Office of Human Resources no later than December 31<sup>st</sup>. Reimbursement payments will be made by January 31<sup>st</sup>. The teacher is entirely responsible for the submission of all required supporting documents.

In the event that the employee does not work the entire school year which commences following the year in which reimbursement is received, the reimbursement received may be deducted from the employee’s final paycheck/s. The employee may not request advance payment of checks at the end of the school year if on a 24 pay period plan as provided for in Article 5 – Section B.

I. The total budget allocation for a given school year for credit reimbursement shall not exceed \$0 for the 2011-12 and 2012-13 school years. The total budget allocation for the 2013-14 school year for credit reimbursement shall be negotiated by the parties pursuant to Article 24 of this Agreement. When the requests exceed the budgeted allocation, the per credit reimbursement shall be adjusted accordingly and documentation to that effect shall be provided to the Association by October 1<sup>st</sup>.

J. In the event a Member of the Bargaining Unit is requested in writing by the Board to take a course or courses designed to meet a certification or instruction need within the District, the Board shall reimburse a Teacher

seventy-five per cent (75%) of any tuition costs and shall not reduce the thirty (30) semester hour limit defined per employee in paragraph F.

When more than one institution provides the course or courses needed to meet a certification or instruction need, the District will pay seventy-five per cent (75%) of any tuition costs in the amount of the rate determined by averaging the per credit cost for the preceding academic year at the University of Illinois – Champaign, Northern Illinois University and Eastern Illinois University. However, reimbursement shall not exceed the actual cost per credit even if it is lower than the average tuition cost per credit as determined herein. In the event a course or program is only available at a private school with a higher tuition than calculated herein, this fact should be included in the proposal by the Teacher and with written acknowledgment by the Association President or designee for approval at the seventy-five (75%) percent level by the Board's agent.

## **ARTICLE 22: RECENCY OF TRAINING AND EXPERIENCE**

### **A. Purpose**

Because of the rapid Increase in knowledge in academic disciplines and the constantly evolving nature of curricula and pedagogy in high school Subject Areas, the parties believe that it is essential that each Teacher in District 94 possess recent training or experience in each Subject Area in which s/he is assigned to teach in District 94.

### **B. Member of the Bargaining Unit Assignment**

Members of the Bargaining Unit transferred from one department to another will be notified of this transfer by the Building Principal. The Member of the Bargaining Unit will then have the opportunity to discuss the transfer with the Superintendent. The Member of the Bargaining Unit may be accompanied by a union representative. Present at the meeting with the Member of the Bargaining Unit will be the administrator who has notified the Member of the Bargaining Unit of the transfer. The Member of the Bargaining Unit and administrator will have an opportunity to present information relative to the transfer.

The Superintendent will review the information and will provide a final decision in writing no less than five (5) days following the meeting.

Although the Board prefers to assign Members of the Bargaining Unit to work in Subject Areas or assignments in which they possess recent training and/or experience, the parties recognize that in order to utilize fully the District's Members of the Bargaining Unit it may be necessary in some instances to assign a Member of the Bargaining Unit to work in a subject area in which the Member of the Bargaining Unit is Legally Qualified to work but has not had recent training or experience. Nothing in this Article shall be interpreted to restrict the Board's right to make assignments or to transfer Members of the Bargaining Unit to positions for which they are Legally Qualified.

### **C. Definitions**

For the purpose of this Article, Legally Qualified shall be defined as all statutory and regulatory prerequisites for teaching a particular subject or grade.

### **D. Additional Training Requirement**

1. A Member of the Bargaining Unit who is assigned to teach one (1) or more classes in a Subject Area may be required to undertake a program of activities directly related to the Subject Area of said assignment in order to update his/her knowledge in said Subject Area unless s/he meets one of the following two (2) conditions, in which case the requirement shall be waived:

- a) The Member of the Bargaining Unit has, during the five (5) School Years immediately preceding such assignment, taught one or more classes in the Subject Area in a high school or the ninth grade of a junior high school during the School Year for at least one (1) semester.



- b) The Member of the Bargaining Unit has, during the three (3) School Years immediately preceding such assignment, completed twelve (12) semester hours of undergraduate or graduate credit in courses directly related to the Subject Area of said assignment. The determination of whether a college course is directly related to a Subject Area shall be made by the Superintendent.
2. A Member of the Bargaining Unit assigned to teach in a Subject Area who does not meet at least one (1) of the two (2) conditions stated in Section D, paragraph 1 of this Article shall be required to complete an "Update Plan" designed to help the Member of the Bargaining Unit become current with respect to knowledge of subject matter and/or pedagogy in the Subject Area of the assignment. The Update Plan shall be designed by the Member of the Bargaining Unit, the Member of the Bargaining Unit's Division Head, and the Principal; reduced to writing; and submitted to the Superintendent for approval. A copy of the Updated Plan, as approved by the Superintendent, shall be provided to the Member of the Bargaining Unit and a copy shall be placed in the Member of the Bargaining Unit's personnel file. The Update Plan may require college course work, up to a maximum of six (6) semester hours; attendance at symposia or workshops; or other activities designed to provide the Member of the Bargaining Unit with appropriate skills and knowledge. The Member of the Bargaining Unit shall complete the Update Plan by the June 15 immediately following the first school year during which s/he was first assigned to teach in the Subject Area that resulted in the application of this provision.
  3. A Member of the Bargaining Unit who has been subject to the requirements stated in Section E, paragraph 2 of this Article and who is reassigned to teach in the same Subject Area the following School Year shall be required to complete a second Update Plan. The second Update Plan shall be developed and approved in the same manner and subject to the same limitations specified in Section D, paragraph 2 of this Article. The Member of the Bargaining Unit shall complete such second Update Plan by the June 15 immediately following the second School Year during which s/he was assigned to teach in the Subject Area that resulted in the application of Section E, paragraph 2 of this Article.
  4. A Member of the Bargaining Unit subject to the provisions of Section E, paragraph 2 of this Article shall be evaluated in that particular assignment. The evaluation shall be done in the first year of the assignment. If the Member of the Bargaining Unit receives a Superior rating on his/her teaching performance in that assignment, s/he shall be exempt from the requirements of Section D, paragraph 3 of this Article. The rating of the Member of the Bargaining Unit pursuant to this paragraph shall not be considered the Member of the Bargaining Unit's rating for the purpose of the requirements of the District 94 Professional Employee Evaluation Plan; however, the data collected for the purpose of determining the rating required by this paragraph may be used in determining the rating required by the District 94 Professional Employee Evaluation Plan.
  5. The parties to the Agreement acknowledge that it is their intention that each Update Plan be designed to meet the particular needs of the Member of the Bargaining Unit involved, considering the specific Subject Area, the Member of the Bargaining Unit's previous training and experience, and the particular course which the Member of the Bargaining Unit is assigned to teach. Because of the necessity for flexibility when designing such individualized plans, the parties agree that the content and requirements of any one particular Member of the Bargaining Unit's Update Plan shall not be precedential with respect to any other Member of the Bargaining Unit's Update Plan
  6. Semester hours of undergraduate or graduate credit in college courses which have been earned by a Member of the Bargaining Unit within the two (2) School Years immediately preceding an assignment which causes the Member of the Bargaining Unit to be subject to the provisions of Section E, paragraph 2 of this Article shall be considered a part of the Member of the Bargaining Unit's Update Plan, provided the courses were directly related to the Subject Area of said assignment. The determination of whether a college course is directly related to a Subject Area shall be made by the Superintendent.
  7. The Superintendent shall notify a Member of the Bargaining Unit who is being assigned to teach in a Subject Area that will cause the Member of the Bargaining Unit to be required to complete an Update Plan of said assignment by April 1 of the School Year immediately preceding the School Year in which

the assignment is to take effect. Failure by the Superintendent to provide such notice by the deadline specified herein shall entitle a Member of the Bargaining Unit so assigned to an additional twelve months in which to comply with the requirements of Section D, paragraph 2 or 3 of this Article, whichever is applicable.

8. The Board shall reimburse a Member of the Bargaining Unit seventy-five percent (75%) of any tuition costs the Member of the Bargaining Unit incurs for college courses successfully completed pursuant to the requirements of an Update Plan required by Section D, paragraph 2 or 3 of this Article, provided the Member of the Bargaining Unit successfully completes his/her Update Plan prior to the first day of the School year following the School Year in which s/he receives notice pursuant to Section D, paragraph 7 of this Article that s/he is subject to the requirements of Section D, paragraph 2 or 3 of this Article, whichever is applicable. Tuition costs shall not be deemed to include fees or incidental expenses.
9. College credit earned as part of the completion of a Member of the Bargaining Unit's Update Plan shall be counted toward the Member of the Bargaining Unit's placement on the compensation schedule for teaching assignments, provided the Update Plan is completed within the applicable deadline specified in this Article.
10. Except when no other assignment is available, a Member of the Bargaining Unit who receives an "Unsatisfactory" rating shall not be given an assignment which would otherwise subject him/her to this Article.

E. Compliance

1. The Board shall require a Member of the Bargaining Unit who is required to complete an Update Plan to provide evidence satisfactory to the Board by February 15 of any school year in which such requirement is in effect that s/he has completed or intends to complete the Update Plan by the deadline specified in Section E, paragraph 2 or 3 of this Article, whichever is applicable. Absent such evidence, the Board may determine that the Member of the Bargaining Unit has failed to comply with the terms of this Article.
2. A Member of the Bargaining Unit who fails to comply with the requirements of this Article may be subject to disciplinary action, including, but not limited to, disallowance of credit toward horizontal movement on the salary schedule, being held on step (i.e., no increment or vertical movement on the salary schedule), withholding of a salary increase otherwise due, suspension without pay or dismissal.

F. Disputes

Unless one party objects, disputes under this Article, other than Section F, shall be arbitrated, if not settled prior hereto, under the Streamlined Rules of the American Arbitration Association.

## **ARTICLE 23: PUBLIC COMPLAINTS**

Any complaints by a citizen or parent of a student shall be channeled, when possible, through the member of the Association against whom the complaint has been lodged within ten school days. If any administrative action is required, it shall not be initiated until a conference has been attempted between the complainant and the member of the Association. If a child's record is to be discussed, the member of the Association may request the presence of a member of the administrative staff at such conference to serve as a corroborating witness.

If the member of the Association or the complainant is not satisfied with the results of this conference, the following sequence of conferences shall be employed as needed to seek resolution of the problem:

1. Complainant/member of the Association/principal;
2. Complainant/member of the Association/principal/superintendent or his/her designee; or
3. Member of the Association petition to the Board in writing.

The member of the Association, at his/her request, shall have an Association representative at any of the above conferences unless a child's record is to be discussed.

Anonymous complaints shall be handled at the discretion of the administration; however, such complaints should not be reflected or included in the evaluation of the member of the Association, unless they are determined to be founded through appropriate investigation. Anonymous means a complainant who refuses to give his/her name or who requests that his/her name not be revealed to the person against whom the complaint is lodged.

Conference notes and minutes shall be maintained consistent with current policy and practice.

Nothing herein shall apply to allegations against a member of the Association that could result in mandated reporting, criminal action or process, or a violation of Federal or State law.

## **ARTICLE 24: DURATION OF CONTRACT**

This Agreement shall be effective retroactive to the first day of the 2011-12 school year and, except as set forth in this Article, shall continue in effect through the end of the day preceding the 2014-15 school year. The parties shall re-open this Agreement during the 2012-13 school year solely for the purpose of negotiating and determining the amounts of, and the terms and provisions for, the following "Re-Opener Items" for the 2013-14 school year:

- 1) Appendix A Salaries and Salary Schedule, including Longevity.
- 2) Appendix B Salaries and Salary Schedule.
- 3) Insurance Premiums and Benefits under Article 17.
- 4) Retirement Benefits under Article 18.
- 5) Tuition Reimbursement allocation under Article 21, Paragraph 9.
- 6) Extra Duty Salary Schedules under Article 8.

In the event, that the parties are unable to reach agreement on all of the Re-Opener items by January 1, 2014, the entire Agreement will be considered to have expired as of that date.

For the purposes of this contract, the beginning of the school year shall mean the first day Members of the Bargaining Unit report.

IN WITNESS WHEREOF:

For the West Chicago High School Teachers'  
Association, Incorporated

For the Board of Education of Community High  
School District #94

\_\_\_\_\_  
Brandon Fantozzi, President                      Date

\_\_\_\_\_  
Katherine Doremus, President                      Date

\_\_\_\_\_  
Amy Gibson, Co-Chief Negotiator                      Date

\_\_\_\_\_  
Ruben Campos, Secretary                      Date

\_\_\_\_\_  
Mary McCarter, Co-Chief Negotiator                      Date

## **APPENDIX A**

### **1. Placement on Columns Closed to Entry**

Placement on column MA+64 shall be available only to those Members of the Bargaining Unit who entered the MA+64 Column prior to September 21, 1988. Nothing shall preclude such Members of the Bargaining Unit from advancing from this column to the Doctorate Column included in Appendix A provided they meet the requirements for entry into that column.

### **2. Column Change Increases**

Column change increases for the 2011-12 school year shall be granted retroactively to the beginning of the school year, subject to Board Policy 6105/6105P and Article 6 Section D of this Agreement, to Members of the Bargaining Unit who qualify for such increases. Column change increases for the 2012-13 and 2013-14 school years shall be granted, subject to Board Policy 6105/6105P and Article 6 Section D of this Agreement, to Members of the Bargaining Unit who qualify for such increases.

**2010-2011 Appendix A Salary Schedule  
(as Preserved for Purposes of Determining Appendix A Salary for the  
2011-12 and 2012-13 School Years)**

STEP	BA		BA+15		BA+30		MA		MA+15		MA+30		MA+45		DOCTOR	
1.0	40,852	<b>44,647</b>	42,078	<b>45,986</b>	43,340	<b>47,366</b>	45,507	<b>49,734</b>	46,872	<b>51,226</b>	48,278	<b>52,763</b>	49,727	<b>54,346</b>	51,218	<b>55,976</b>
2.0	41,975	<b>45,875</b>	43,235	<b>47,251</b>	44,532	<b>48,669</b>	46,758	<b>51,102</b>	48,161	<b>52,635</b>	49,606	<b>54,214</b>	51,094	<b>55,841</b>	52,627	<b>57,516</b>
3.0	43,130	<b>47,136</b>	44,424	<b>48,550</b>	45,756	<b>50,007</b>	48,044	<b>52,507</b>	49,485	<b>54,083</b>	50,970	<b>55,705</b>	52,499	<b>57,376</b>	54,074	<b>59,097</b>
4.0	44,316	<b>48,433</b>	45,645	<b>49,886</b>	47,015	<b>51,382</b>	49,365	<b>53,951</b>	50,846	<b>55,570</b>	52,372	<b>57,237</b>	53,943	<b>58,954</b>	55,561	<b>60,723</b>
5.0	45,535	<b>49,764</b>	46,901	<b>51,257</b>	48,308	<b>52,795</b>	50,723	<b>55,435</b>	52,245	<b>57,098</b>	53,812	<b>58,811</b>	55,426	<b>60,575</b>	57,089	<b>62,392</b>
6.0	46,787	<b>51,133</b>	48,190	<b>52,667</b>	49,636	<b>54,247</b>	52,118	<b>56,959</b>	53,681	<b>58,668</b>	55,292	<b>60,428</b>	56,951	<b>62,241</b>	58,659	<b>64,108</b>
7.0	48,073	<b>52,539</b>	49,516	<b>54,115</b>	51,001	<b>55,739</b>	53,551	<b>58,526</b>	55,158	<b>60,282</b>	56,812	<b>62,090</b>	58,517	<b>63,953</b>	60,272	<b>65,871</b>
8.0	49,395	<b>53,984</b>	50,877	<b>55,604</b>	52,404	<b>57,272</b>	55,024	<b>60,135</b>	56,674	<b>61,939</b>	58,375	<b>63,797</b>	60,126	<b>65,711</b>	61,930	<b>67,683</b>
9.0	50,754	<b>55,469</b>	52,276	<b>57,133</b>	53,845	<b>58,847</b>	56,537	<b>61,789</b>	58,233	<b>63,643</b>	59,980	<b>65,552</b>	61,779	<b>67,518</b>	63,633	<b>69,544</b>
10.0	52,149	<b>56,994</b>	53,714	<b>58,704</b>	55,325	<b>60,465</b>	58,092	<b>63,488</b>	59,834	<b>65,393</b>	61,629	<b>67,355</b>	63,478	<b>69,375</b>	65,383	<b>71,456</b>
11.0					56,847	<b>62,128</b>	59,689	<b>65,234</b>	61,480	<b>67,191</b>	63,324	<b>69,207</b>	65,224	<b>71,283</b>	67,181	<b>73,421</b>
12.0					58,410	<b>63,836</b>	61,331	<b>67,028</b>	63,171	<b>69,039</b>	65,066	<b>71,110</b>	67,018	<b>73,243</b>	69,028	<b>75,441</b>
13.0					60,016	<b>65,592</b>	63,017	<b>68,871</b>	64,908	<b>70,937</b>	66,855	<b>73,065</b>	68,861	<b>75,257</b>	70,926	<b>77,515</b>
14.0					61,667	<b>67,395</b>	64,750	<b>70,765</b>	66,693	<b>72,888</b>	68,693	<b>75,075</b>	70,754	<b>77,327</b>	72,877	<b>79,647</b>
15.0					63,363	<b>69,249</b>	66,531	<b>72,711</b>	68,527	<b>74,893</b>	70,583	<b>77,139</b>	72,700	<b>79,454</b>	74,881	<b>81,837</b>
16.0					68,360	<b>74,711</b>	70,411	<b>76,952</b>	72,524	<b>79,261</b>	74,699	<b>81,639</b>	76,940	<b>84,088</b>		
17.0							70,240	<b>76,765</b>	72,348	<b>79,068</b>	74,518	<b>81,440</b>	76,753	<b>83,884</b>	79,056	<b>86,400</b>
18.0							72,172	<b>78,876</b>	74,337	<b>81,243</b>	76,567	<b>83,680</b>	78,864	<b>86,190</b>	81,230	<b>88,776</b>
19.0							74,157	<b>81,045</b>	76,381	<b>83,477</b>	78,673	<b>85,981</b>	81,033	<b>88,561</b>	83,464	<b>91,217</b>
20.0							76,196	<b>83,274</b>	78,482	<b>85,772</b>	80,836	<b>88,346</b>	83,261	<b>90,996</b>	85,759	<b>93,726</b>
21.0							78,291	<b>85,564</b>	80,640	<b>88,131</b>	83,059	<b>90,775</b>	85,551	<b>93,498</b>	88,118	<b>96,303</b>
22.0							80,444	<b>87,917</b>	82,858	<b>90,555</b>	85,343	<b>93,271</b>	87,904	<b>96,070</b>	90,541	<b>98,952</b>
23.0							82,657	<b>90,335</b>	85,136	<b>93,045</b>	87,690	<b>95,836</b>	90,321	<b>98,712</b>	93,031	<b>101,673</b>

Beginning in 1998-99, only staff members enrolled in an approved Masters program may advance into BA+30  
 Longevity Bonus – 0.75% Beyond Step Credit Year 23  
 The first number in the column is reported income (Cash Earnings).  
 The second (bold) number includes the Board share TRS amount Creditable Earnings).

## APPENDIX B: EXTRACURRICULAR SALARY SCHEDULE

### A. General Information

The dollar amount per unit for each year of the contractual agreement shall be as follows:

2011-12	\$448.36
2012-13	\$448.36

The dollar amount per unit, and step movement, for the 2013-14 school year shall be negotiated by the parties pursuant to Article 24 of this Agreement.

The annual amount shall be multiplied by the unit value assigned to each position to create the base stipend for head coaches/lead sponsors.

Assistant coaches/advisors shall be paid a Base Stipend of 70% of the Base Stipend paid to the head coach/advisor of the activity for which they are being compensated. They shall also be eligible for the Incentive Stipends and Bonuses described below.

### B. Extracurricular Salary Schedule

Placement on, and compensation for, the extracurricular salary schedule shall be based on the following procedures:

#### 1. Stipend Development

The total base stipend for any extracurricular activity shall be determined by multiplying the previous school year's base units by the per unit value noted above.

##### a. Stipend Schedule Creation

Appendix B stipend schedules shall be created in the following manner:

Years of Experience	Percentage of the Base Stipend
2 – 5	5%
6 – Number of Appendix A Steps	1% for each year of experience

(e.g., 8 years is 8%, 17 years is 17%)

*The maximum experience granted will be the number of steps on the Appendix A salary schedule*

##### b. Stipend Schedule Placement

Members of the Bargaining Unit who sponsored or coached an activity or sport during the 2010-11 school year shall be placed at their 2010-11 step plus one on the Appendix B salary schedule for the 2011-12 school year. In 2012-13, one step shall be granted for each additional year of experience. Placement and Step advancement on the Appendix B salary schedule for the 2013-14 school year shall be negotiated by the parties pursuant to Article 24 of this Agreement.

Coaches/advisors who have documented paid experience as high school and/or college coaches/advisors shall be placed on the stipend schedule based on the following:

- Head coach/lead advisor of any activity = one (1) year credit for each year of experience
- Assistant coach/advisor of the same activity = one (1) year credit for each year of experience with a maximum of six (6) years
- No more than one (1) year of experience shall be granted for coaching/advising that occurred in a single year
- Coaching both indoor and outdoor track shall count as one (1) year of experience for the purpose of stipend schedule placement

c. Split Positions and Stipends

(i) Definition:

In the event that two or more staff members wish to split a coaching or activity sponsor position and its stipend, said staff members shall put their request in writing (including the proposed division of the stipend amount), affix their signatures, and obtain a written signature from the president (or delegated officer) of the WCHSTA acknowledging that the Association is aware the request is being made. The written request must then be presented to the Human Resources Office. If approved, the approval will be reflected in subsequent board minutes.

(ii) Example:

Position of Assistant Student Council Advisor, 50/50 split between two (2) advisors

- Base Stipend = \$1000
- Sponsor A has 10 years of experience – total stipend would be \$1100 (\$1000 plus 10% for experience). Sponsor A would receive 50% of his/her stipend = \$550.
- Sponsor B has 20 years of experience – total stipend would be \$1200 (\$1000 plus 20% for experience). Sponsor B would receive 50% of his/her stipend = \$600.

d. Incentive stipends shall be of two kinds: multiple sports/activities and extended-season.

(i) Multiple Sport/Activities

Coaches/advisors who provide leadership in multiple sports/activities during the same school year shall receive an added bonus from the following table:

Number of Sports/Activities	Bonus
2	\$415
2.5	\$600
3	\$780
3.5	\$910
4	\$1,040

Only coaches/sponsors who “split” positions (and the resultant stipend) shall be eligible for the “2.5” or “3.5” portions of the above table.

2. Extended Season Bonus

When coaches/advisors have seasons/events extended beyond the normal end of the sport/activity and are required to coach/advise teams or individual students in competitions or presentations after the normal end of the activity/event, a bonus will be paid for each additional activity or event in which the coaching/advising is extended based on the following table:

C. Base Stipend	D. Bonus Per Event
E. \$ 0 - \$2,500	F. \$50.00
G. \$2,501 - \$5,000	H. \$75.00
I. \$5,001 +	J. \$100.00

Regular competitions included at the end of the regular schedule will not be included in the extended season bonus plan (e.g. make-up games rescheduled due to inclement weather). Those areas to be included shall be advancement to quarter-finals, semi-finals, and finals within the IHSA competition structure. Payment shall be based on a team competition on a given day or on one or more individual competitions held on the same day. In instances where individual students compete in individual events (wrestling, swimming, etc.), only one bonus shall be granted per team regardless of how many individual students compete.



The bonus will be granted to head and assistant varsity coaches and head and assistant sponsors.

3. Review of Appendix B Positions

Appendix B positions shall be reviewed annually in May by a committee comprised of the Principal/designee, the Activities Supervisor/designee, the Athletic Director/designee, and three Association representatives. Any requests for additional positions submitted on or before April 30 may be considered by the committee as part of this review. The committee shall make an advisory recommendation regarding positions to be added to or deleted from Appendix B for the following school year to the Superintendent for consideration based upon available resources. The Superintendent may then make recommendations to the Board for the addition of positions to or the removal of positions from Appendix B, which the Board may accept or reject at its sole discretion.

2011-12, 2012-13 Activity Sponsor Salary Schedules  
(Unit Value = \$448.36)

	Art Club		Band		Band – Jazz		Cheerleading		Chess Club	
Units	7.0		14.4		6.8		11.0		5.0	
Base	3138.52	2196.96	6456.38	4519.47	3048.85	2134.19	4931.96	3452.37	2241.80	1569.26
Step 2	3295.45	2306.81	6779.20	4745.44	3201.29	2240.90	5178.56	3624.99	2353.89	1647.72
Step 3	3295.45	2306.81	6779.20	4745.44	3201.29	2240.90	5178.56	3624.99	2353.89	1647.72
Step 4	3295.45	2306.81	6779.20	4745.44	3201.29	2240.90	5178.56	3624.99	2353.89	1647.72
Step 5	3295.45	2306.81	6779.20	4745.44	3201.29	2240.90	5178.56	3624.99	2353.89	1647.72
Step 6	3326.83	2328.78	6843.77	4790.64	3231.78	2262.25	5227.88	3659.51	2376.31	1663.42
Step 7	3358.22	2350.75	6908.33	4835.83	3262.27	2283.59	5277.20	3694.04	2398.73	1679.11
Step 8	3389.60	2372.72	6972.89	4881.03	3292.76	2304.93	5326.52	3728.56	2421.14	1694.80
Step 9	3420.99	2394.69	7037.46	4926.22	3323.24	2326.27	5375.84	3763.09	2443.56	1710.49
Step 10	3452.37	2416.66	7102.02	4971.42	3353.73	2347.61	5425.16	3797.61	2465.98	1726.19
Step 11	3483.76	2438.63	7166.59	5016.61	3384.22	2368.95	5474.48	3832.13	2488.40	1741.88
Step 12	3515.14	2460.60	7231.15	5061.81	3414.71	2390.30	5523.80	3866.66	2510.82	1757.57
Step 13	3546.53	2482.57	7295.71	5107.00	3445.20	2411.64	5573.11	3901.18	2533.23	1773.26
Step 14	3577.91	2504.54	7360.28	5152.19	3475.69	2432.98	5622.43	3935.70	2555.65	1788.96
Step 15	3609.30	2526.51	7424.84	5197.39	3506.18	2454.32	5671.75	3970.23	2578.07	1804.65
Step 16	3640.68	2548.48	7489.41	5242.58	3536.66	2475.66	5721.07	4004.75	2600.49	1820.34
Step 17	3672.07	2570.45	7553.97	5287.78	3567.15	2497.01	5770.39	4039.28	2622.91	1836.03
Step 18	3703.45	2592.42	7618.53	5332.97	3597.64	2518.35	5819.71	4073.80	2645.32	1851.73
Step 19	3734.84	2614.39	7683.10	5378.17	3628.13	2539.69	5869.03	4108.32	2667.74	1867.42
Step 20	3766.22	2636.36	7747.66	5423.36	3658.62	2561.03	5918.35	4142.85	2690.16	1883.11
Step 21	3797.61	2658.33	7812.22	5468.56	3689.11	2582.37	5967.67	4177.37	2712.58	1898.80
Step 22	3828.99	2680.30	7876.79	5513.75	3719.59	2603.72	6016.99	4211.89	2735.00	1914.50
Step 23	3860.38	2702.27	7941.35	5558.95	3750.08	2625.06	6066.31	4246.42	2757.41	1930.19

	Choreographer		Dance Production		Director – Plays		Director – Sets		Future Business Leaders of America	
Units	5.4		7.2		11.4		6.2		8.0	
Base	2421.14	1694.80	3228.19	2259.73	5111.30	3577.91	2779.83	1945.88	3586.88	2510.82
Step 2	2542.20	1779.54	3389.60	2372.72	5366.87	3756.81	2918.82	2043.18	3766.22	2636.36
Step 3	2542.20	1779.54	3389.60	2372.72	5366.87	3756.81	2918.82	2043.18	3766.22	2636.36
Step 4	2542.20	1779.54	3389.60	2372.72	5366.87	3756.81	2918.82	2043.18	3766.22	2636.36
Step 5	2542.20	1779.54	3389.60	2372.72	5366.87	3756.81	2918.82	2043.18	3766.22	2636.36
Step 6	2566.41	1796.49	3421.88	2395.32	5417.98	3792.59	2946.62	2062.64	3802.09	2661.46
Step 7	2590.62	1813.44	3454.17	2417.92	5469.10	3828.37	2974.42	2082.09	3837.96	2686.57
Step 8	2614.84	1830.38	3486.45	2440.51	5520.21	3864.15	3002.22	2101.55	3873.83	2711.68
Step 9	2639.05	1847.33	3518.73	2463.11	5571.32	3899.92	3030.02	2121.01	3909.70	2736.79
Step 10	2663.26	1864.28	3551.01	2485.71	5622.43	3935.70	3057.82	2140.47	3945.57	2761.90
Step 11	2687.47	1881.23	3583.29	2508.31	5673.55	3971.48	3085.61	2159.93	3981.44	2787.01
Step 12	2711.68	1898.18	3615.58	2530.90	5724.66	4007.26	3113.41	2179.39	4017.31	2812.11
Step 13	2735.89	1915.12	3647.86	2553.50	5775.77	4043.04	3141.21	2198.85	4053.17	2837.22
Step 14	2760.10	1932.07	3680.14	2576.10	5826.89	4078.82	3169.01	2218.31	4089.04	2862.33
Step 15	2784.32	1949.02	3712.42	2598.69	5878.00	4114.60	3196.81	2237.76	4124.91	2887.44
Step 16	2808.53	1965.97	3744.70	2621.29	5929.11	4150.38	3224.61	2257.22	4160.78	2912.55
Step 17	2832.74	1982.92	3776.98	2643.89	5980.23	4186.16	3252.40	2276.68	4196.65	2937.65
Step 18	2856.95	1999.86	3809.27	2666.49	6031.34	4221.94	3280.20	2296.14	4232.52	2962.76
Step 19	2881.16	2016.81	3841.55	2689.08	6082.45	4257.72	3308.00	2315.60	4268.39	2987.87
Step 20	2905.37	2033.76	3873.83	2711.68	6133.56	4293.50	3335.80	2335.06	4304.26	3012.98
Step 21	2929.58	2050.71	3906.11	2734.28	6184.68	4329.27	3363.60	2354.52	4340.12	3038.09
Step 22	2953.80	2067.66	3938.39	2756.88	6235.79	4365.05	3391.40	2373.98	4375.99	3063.20
Step 23	2978.01	2084.60	3970.68	2779.47	6286.90	4400.83	3419.19	2393.44	4411.86	3088.30

2011-12, 2012-13 Activity Sponsor Salary Schedules  
(Unit Value = \$448.36)

	Flag Corps		Forensics		Horticulture Club		International Club		Intramurals	
Units	5.8		11.0		4.0		5.0		5.8	
Base	2600.49	1820.34	4931.96	3452.37	1793.44	1255.41	2241.80	1569.26	2600.49	1820.34
Step 2	2730.51	1911.36	5178.56	3624.99	1883.11	1318.18	2353.89	1647.72	2730.51	1911.36
Step 3	2730.51	1911.36	5178.56	3624.99	1883.11	1318.18	2353.89	1647.72	2730.51	1911.36
Step 4	2730.51	1911.36	5178.56	3624.99	1883.11	1318.18	2353.89	1647.72	2730.51	1911.36
Step 5	2730.51	1911.36	5178.56	3624.99	1883.11	1318.18	2353.89	1647.72	2730.51	1911.36
Step 6	2756.52	1929.56	5227.88	3659.51	1901.05	1330.73	2376.31	1663.42	2756.52	1929.56
Step 7	2782.52	1947.77	5277.20	3694.04	1918.98	1343.29	2398.73	1679.11	2782.52	1947.77
Step 8	2808.53	1965.97	5326.52	3728.56	1936.92	1355.84	2421.14	1694.80	2808.53	1965.97
Step 9	2834.53	1984.17	5375.84	3763.09	1954.85	1368.39	2443.56	1710.49	2834.53	1984.17
Step 10	2860.54	2002.38	5425.16	3797.61	1972.78	1380.95	2465.98	1726.19	2860.54	2002.38
Step 11	2886.54	2020.58	5474.48	3832.13	1990.72	1393.50	2488.40	1741.88	2886.54	2020.58
Step 12	2912.55	2038.78	5523.80	3866.66	2008.65	1406.06	2510.82	1757.57	2912.55	2038.78
Step 13	2938.55	2056.99	5573.11	3901.18	2026.59	1418.61	2533.23	1773.26	2938.55	2056.99
Step 14	2964.56	2075.19	5622.43	3935.70	2044.52	1431.17	2555.65	1788.96	2964.56	2075.19
Step 15	2990.56	2093.39	5671.75	3970.23	2062.46	1443.72	2578.07	1804.65	2990.56	2093.39
Step 16	3016.57	2111.60	5721.07	4004.75	2080.39	1456.27	2600.49	1820.34	3016.57	2111.60
Step 17	3042.57	2129.80	5770.39	4039.28	2098.32	1468.83	2622.91	1836.03	3042.57	2129.80
Step 18	3068.58	2148.00	5819.71	4073.80	2116.26	1481.38	2645.32	1851.73	3068.58	2148.00
Step 19	3094.58	2166.21	5869.03	4108.32	2134.19	1493.94	2667.74	1867.42	3094.58	2166.21
Step 20	3120.59	2184.41	5918.35	4142.85	2152.13	1506.49	2690.16	1883.11	3120.59	2184.41
Step 21	3146.59	2202.61	5967.67	4177.37	2170.06	1519.04	2712.58	1898.80	3146.59	2202.61
Step 22	3172.60	2220.82	6016.99	4211.89	2188.00	1531.60	2735.00	1914.50	3172.60	2220.82
Step 23	3198.60	2239.02	6066.31	4246.42	2205.93	1544.15	2757.41	1930.19	3198.60	2239.02

	Key Club		Literary Magazine (Mind's Eye)		Marching Band Associate		Math Team		Musical - Director	
Units	5.0		8.0		8.0		8.4		13.6	
Base	2241.80	1569.26	3586.88	2510.82	3586.88	2510.82	3766.22	2636.36	6097.70	4268.39
Step 2	2353.89	1647.72	3766.22	2636.36	3766.22	2636.36	3954.54	2768.17	6402.58	4481.81
Step 3	2353.89	1647.72	3766.22	2636.36	3766.22	2636.36	3954.54	2768.17	6402.58	4481.81
Step 4	2353.89	1647.72	3766.22	2636.36	3766.22	2636.36	3954.54	2768.17	6402.58	4481.81
Step 5	2353.89	1647.72	3766.22	2636.36	3766.22	2636.36	3954.54	2768.17	6402.58	4481.81
Step 6	2376.31	1663.42	3802.09	2661.46	3802.09	2661.46	3992.20	2794.54	6463.56	4524.49
Step 7	2398.73	1679.11	3837.96	2686.57	3837.96	2686.57	4029.86	2820.90	6524.53	4567.17
Step 8	2421.14	1694.80	3873.83	2711.68	3873.83	2711.68	4067.52	2847.27	6585.51	4609.86
Step 9	2443.56	1710.49	3909.70	2736.79	3909.70	2736.79	4105.18	2873.63	6646.49	4652.54
Step 10	2465.98	1726.19	3945.57	2761.90	3945.57	2761.90	4142.85	2899.99	6707.47	4695.23
Step 11	2488.40	1741.88	3981.44	2787.01	3981.44	2787.01	4180.51	2926.36	6768.44	4737.91
Step 12	2510.82	1757.57	4017.31	2812.11	4017.31	2812.11	4218.17	2952.72	6829.42	4780.59
Step 13	2533.23	1773.26	4053.17	2837.22	4053.17	2837.22	4255.83	2979.08	6890.40	4823.28
Step 14	2555.65	1788.96	4089.04	2862.33	4089.04	2862.33	4293.50	3005.45	6951.37	4865.96
Step 15	2578.07	1804.65	4124.91	2887.44	4124.91	2887.44	4331.16	3031.81	7012.35	4908.65
Step 16	2600.49	1820.34	4160.78	2912.55	4160.78	2912.55	4368.82	3058.17	7073.33	4951.33
Step 17	2622.91	1836.03	4196.65	2937.65	4196.65	2937.65	4406.48	3084.54	7134.30	4994.01
Step 18	2645.32	1851.73	4232.52	2962.76	4232.52	2962.76	4444.14	3110.90	7195.28	5036.70
Step 19	2667.74	1867.42	4268.39	2987.87	4268.39	2987.87	4481.81	3137.26	7256.26	5079.38
Step 20	2690.16	1883.11	4304.26	3012.98	4304.26	3012.98	4519.47	3163.63	7317.24	5122.06
Step 21	2712.58	1898.80	4340.12	3038.09	4340.12	3038.09	4557.13	3189.99	7378.21	5164.75
Step 22	2735.00	1914.50	4375.99	3063.20	4375.99	3063.20	4594.79	3216.36	7439.19	5207.43
Step 23	2757.41	1930.19	4411.86	3088.30	4411.86	3088.30	4632.46	3242.72	7500.17	5250.12

2011-12, 2012-13 Activity Sponsor Salary Schedules  
(Unit Value = \$448.36)

	Musical – Orchestra		Musical – Vocal		Newspaper (Wildcat Chronicle)		National Honor Society		Orchestra	
Units	6.2		6.6		9.0		7.0		8.0	
Base	2779.83	1945.88	2959.18	2071.42	4035.24	2824.67	3138.52	2196.96	3586.88	2510.82
Step 2	2918.82	2043.18	3107.13	2174.99	4237.00	2965.90	3295.45	2306.81	3766.22	2636.36
Step 3	2918.82	2043.18	3107.13	2174.99	4237.00	2965.90	3295.45	2306.81	3766.22	2636.36
Step 4	2918.82	2043.18	3107.13	2174.99	4237.00	2965.90	3295.45	2306.81	3766.22	2636.36
Step 5	2918.82	2043.18	3107.13	2174.99	4237.00	2965.90	3295.45	2306.81	3766.22	2636.36
Step 6	2946.62	2062.64	3136.73	2195.71	4277.35	2994.15	3326.83	2328.78	3802.09	2661.46
Step 7	2974.42	2082.09	3166.32	2216.42	4317.71	3022.39	3358.22	2350.75	3837.96	2686.57
Step 8	3002.22	2101.55	3195.91	2237.14	4358.06	3050.64	3389.60	2372.72	3873.83	2711.68
Step 9	3030.02	2121.01	3225.50	2257.85	4398.41	3078.89	3420.99	2394.69	3909.70	2736.79
Step 10	3057.82	2140.47	3255.09	2278.57	4438.76	3107.13	3452.37	2416.66	3945.57	2761.90
Step 11	3085.61	2159.93	3284.69	2299.28	4479.12	3135.38	3483.76	2438.63	3981.44	2787.01
Step 12	3113.41	2179.39	3314.28	2319.99	4519.47	3163.63	3515.14	2460.60	4017.31	2812.11
Step 13	3141.21	2198.85	3343.87	2340.71	4559.82	3191.87	3546.53	2482.57	4053.17	2837.22
Step 14	3169.01	2218.31	3373.46	2361.42	4600.17	3220.12	3577.91	2504.54	4089.04	2862.33
Step 15	3196.81	2237.76	3403.05	2382.14	4640.53	3248.37	3609.30	2526.51	4124.91	2887.44
Step 16	3224.61	2257.22	3432.64	2402.85	4680.88	3276.61	3640.68	2548.48	4160.78	2912.55
Step 17	3252.40	2276.68	3462.24	2423.57	4721.23	3304.86	3672.07	2570.45	4196.65	2937.65
Step 18	3280.20	2296.14	3491.83	2444.28	4761.58	3333.11	3703.45	2592.42	4232.52	2962.76
Step 19	3308.00	2315.60	3521.42	2464.99	4801.94	3361.35	3734.84	2614.39	4268.39	2987.87
Step 20	3335.80	2335.06	3551.01	2485.71	4842.29	3389.60	3766.22	2636.36	4304.26	3012.98
Step 21	3363.60	2354.52	3580.60	2506.42	4882.64	3417.85	3797.61	2658.33	4340.12	3038.09
Step 22	3391.40	2373.98	3610.19	2527.14	4922.99	3446.09	3828.99	2680.30	4375.99	3063.20
Step 23	3419.19	2393.44	3639.79	2547.85	4963.35	3474.34	3860.38	2702.27	4411.86	3088.30

	Pep Club		Photography Club		Poms		SADD		Scholastic Bowl	
Units	9.0		5.0		10.0		4.0		5.8	
Base	4035.24	2824.67	2241.80	1569.26	4483.60	3138.52	1793.44	1255.41	2600.49	1820.34
Step 2	4237.00	2965.90	2353.89	1647.72	4707.78	3295.45	1883.11	1318.18	2730.51	1911.36
Step 3	4237.00	2965.90	2353.89	1647.72	4707.78	3295.45	1883.11	1318.18	2730.51	1911.36
Step 4	4237.00	2965.90	2353.89	1647.72	4707.78	3295.45	1883.11	1318.18	2730.51	1911.36
Step 5	4237.00	2965.90	2353.89	1647.72	4707.78	3295.45	1883.11	1318.18	2730.51	1911.36
Step 6	4277.35	2994.15	2376.31	1663.42	4752.62	3326.83	1901.05	1330.73	2756.52	1929.56
Step 7	4317.71	3022.39	2398.73	1679.11	4797.45	3358.22	1918.98	1343.29	2782.52	1947.77
Step 8	4358.06	3050.64	2421.14	1694.80	4842.29	3389.60	1936.92	1355.84	2808.53	1965.97
Step 9	4398.41	3078.89	2443.56	1710.49	4887.12	3420.99	1954.85	1368.39	2834.53	1984.17
Step 10	4438.76	3107.13	2465.98	1726.19	4931.96	3452.37	1972.78	1380.95	2860.54	2002.38
Step 11	4479.12	3135.38	2488.40	1741.88	4976.80	3483.76	1990.72	1393.50	2886.54	2020.58
Step 12	4519.47	3163.63	2510.82	1757.57	5021.63	3515.14	2008.65	1406.06	2912.55	2038.78
Step 13	4559.82	3191.87	2533.23	1773.26	5066.47	3546.53	2026.59	1418.61	2938.55	2056.99
Step 14	4600.17	3220.12	2555.65	1788.96	5111.30	3577.91	2044.52	1431.17	2964.56	2075.19
Step 15	4640.53	3248.37	2578.07	1804.65	5156.14	3609.30	2062.46	1443.72	2990.56	2093.39
Step 16	4680.88	3276.61	2600.49	1820.34	5200.98	3640.68	2080.39	1456.27	3016.57	2111.60
Step 17	4721.23	3304.86	2622.91	1836.03	5245.81	3672.07	2098.32	1468.83	3042.57	2129.80
Step 18	4761.58	3333.11	2645.32	1851.73	5290.65	3703.45	2116.26	1481.38	3068.58	2148.00
Step 19	4801.94	3361.35	2667.74	1867.42	5335.48	3734.84	2134.19	1493.94	3094.58	2166.21
Step 20	4842.29	3389.60	2690.16	1883.11	5380.32	3766.22	2152.13	1506.49	3120.59	2184.41
Step 21	4882.64	3417.85	2712.58	1898.80	5425.16	3797.61	2170.06	1519.04	3146.59	2202.61
Step 22	4922.99	3446.09	2735.00	1914.50	5469.99	3828.99	2188.00	1531.60	3172.60	2220.82
Step 23	4963.35	3474.34	2757.41	1930.19	5514.83	3860.38	2205.93	1544.15	3198.60	2239.02

2011-12, 2012-13 Activity Sponsor Salary Schedules  
(Unit Value = \$448.36)

	Student Council		Thespians		VICA/Skills USA		Vocal Music		Yearbook (Challenge)	
Units	11.0		6.0		8.0		9.0		9.0	
Base	4931.96	3452.37	2690.16	1883.11	3586.88	2510.82	4035.24	2824.67	4035.24	2824.67
Step 2	5178.56	3624.99	2824.67	1977.27	3766.22	2636.36	4237.00	2965.90	4237.00	2965.90
Step 3	5178.56	3624.99	2824.67	1977.27	3766.22	2636.36	4237.00	2965.90	4237.00	2965.90
Step 4	5178.56	3624.99	2824.67	1977.27	3766.22	2636.36	4237.00	2965.90	4237.00	2965.90
Step 5	5178.56	3624.99	2824.67	1977.27	3766.22	2636.36	4237.00	2965.90	4237.00	2965.90
Step 6	5227.88	3659.51	2851.57	1996.10	3802.09	2661.46	4277.35	2994.15	4277.35	2994.15
Step 7	5277.20	3694.04	2878.47	2014.93	3837.96	2686.57	4317.71	3022.39	4317.71	3022.39
Step 8	5326.52	3728.56	2905.37	2033.76	3873.83	2711.68	4358.06	3050.64	4358.06	3050.64
Step 9	5375.84	3763.09	2932.27	2052.59	3909.70	2736.79	4398.41	3078.89	4398.41	3078.89
Step 10	5425.16	3797.61	2959.18	2071.42	3945.57	2761.90	4438.76	3107.13	4438.76	3107.13
Step 11	5474.48	3832.13	2986.08	2090.25	3981.44	2787.01	4479.12	3135.38	4479.12	3135.38
Step 12	5523.80	3866.66	3012.98	2109.09	4017.31	2812.11	4519.47	3163.63	4519.47	3163.63
Step 13	5573.11	3901.18	3039.88	2127.92	4053.17	2837.22	4559.82	3191.87	4559.82	3191.87
Step 14	5622.43	3935.70	3066.78	2146.75	4089.04	2862.33	4600.17	3220.12	4600.17	3220.12
Step 15	5671.75	3970.23	3093.68	2165.58	4124.91	2887.44	4640.53	3248.37	4640.53	3248.37
Step 16	5721.07	4004.75	3120.59	2184.41	4160.78	2912.55	4680.88	3276.61	4680.88	3276.61
Step 17	5770.39	4039.28	3147.49	2203.24	4196.65	2937.65	4721.23	3304.86	4721.23	3304.86
Step 18	5819.71	4073.80	3174.39	2222.07	4232.52	2962.76	4761.58	3333.11	4761.58	3333.11
Step 19	5869.03	4108.32	3201.29	2240.90	4268.39	2987.87	4801.94	3361.35	4801.94	3361.35
Step 20	5918.35	4142.85	3228.19	2259.73	4304.26	3012.98	4842.29	3389.60	4842.29	3389.60
Step 21	5967.67	4177.37	3255.09	2278.57	4340.12	3038.09	4882.64	3417.85	4882.64	3417.85
Step 22	6016.99	4211.89	3282.00	2297.40	4375.99	3063.20	4922.99	3446.09	4922.99	3446.09
Step 23	6066.31	4246.42	3308.90	2316.23	4411.86	3088.30	4963.35	3474.34	4963.35	3474.34

2011-12, 2012-13 Athletic Coaching Salary Schedules  
(Unit Value = \$448.36)

	<b>Badminton</b>		<b>Baseball</b>		<b>Basketball – Boys</b>		<b>Basketball – Girls</b>		<b>Cross Country - Boys</b>	
<b>Units</b>	<b>9.4</b>		<b>13.6</b>		<b>15.8</b>		<b>14.8</b>		<b>7.6</b>	
Base	4214.58	2950.21	6097.70	4268.39	7084.09	4958.86	6635.73	4645.01	3407.54	2385.28
Step 2	4425.31	3097.72	6402.58	4481.81	7438.29	5206.80	6967.51	4877.26	3577.91	2504.54
Step 3	4425.31	3097.72	6402.58	4481.81	7438.29	5206.80	6967.51	4877.26	3577.91	2504.54
Step 4	4425.31	3097.72	6402.58	4481.81	7438.29	5206.80	6967.51	4877.26	3577.91	2504.54
Step 5	4425.31	3097.72	6402.58	4481.81	7438.29	5206.80	6967.51	4877.26	3577.91	2504.54
Step 6	4467.46	3127.22	6463.56	4524.49	7509.13	5256.39	7033.87	4923.71	3611.99	2528.39
Step 7	4509.60	3156.72	6524.53	4567.17	7579.97	5305.98	7100.23	4970.16	3646.06	2552.24
Step 8	4551.75	3186.23	6585.51	4609.86	7650.82	5355.57	7166.59	5016.61	3680.14	2576.10
Step 9	4593.90	3215.73	6646.49	4652.54	7721.66	5405.16	7232.94	5063.06	3714.21	2599.95
Step 10	4636.04	3245.23	6707.47	4695.23	7792.50	5454.75	7299.30	5109.51	3748.29	2623.80
Step 11	4678.19	3274.73	6768.44	4737.91	7863.34	5504.34	7365.66	5155.96	3782.36	2647.66
Step 12	4720.33	3304.23	6829.42	4780.59	7934.18	5553.92	7432.02	5202.41	3816.44	2671.51
Step 13	4762.48	3333.74	6890.40	4823.28	8005.02	5603.51	7498.37	5248.86	3850.52	2695.36
Step 14	4804.63	3363.24	6951.37	4865.96	8075.86	5653.10	7564.73	5295.31	3884.59	2719.21
Step 15	4846.77	3392.74	7012.35	4908.65	8146.70	5702.69	7631.09	5341.76	3918.67	2743.07
Step 16	4888.92	3422.24	7073.33	4951.33	8217.54	5752.28	7697.44	5388.21	3952.74	2766.92
Step 17	4931.06	3451.74	7134.30	4994.01	8288.38	5801.87	7763.80	5434.66	3986.82	2790.77
Step 18	4973.21	3481.25	7195.28	5036.70	8359.22	5851.46	7830.16	5481.11	4020.89	2814.62
Step 19	5015.35	3510.75	7256.26	5079.38	8430.06	5901.05	7896.52	5527.56	4054.97	2838.48
Step 20	5057.50	3540.25	7317.24	5122.06	8500.91	5950.63	7962.87	5574.01	4089.04	2862.33
Step 21	5099.65	3569.75	7378.21	5164.75	8571.75	6000.22	8029.23	5620.46	4123.12	2886.18
Step 22	5141.79	3599.25	7439.19	5207.43	8642.59	6049.81	8095.59	5666.91	4157.19	2910.04
Step 23	5183.94	3628.76	7500.17	5250.12	8713.43	6099.40	8161.95	5713.36	4191.27	2933.89

	<b>Cross Country – Girls</b>		<b>Football</b>		<b>Golf – Boys</b>		<b>Golf – Girls</b>		<b>Soccer - Boys</b>	
<b>Units</b>	<b>8.6</b>		<b>17.6</b>		<b>9.4</b>		<b>8.4</b>		<b>14.6</b>	
Base	3855.90	2699.13	7891.14	5523.80	4214.58	2950.21	3766.22	2636.36	6546.06	4582.24
Step 2	4048.69	2834.08	8285.69	5799.98	4425.31	3097.72	3954.54	2768.17	6873.36	4811.35
Step 3	4048.69	2834.08	8285.69	5799.98	4425.31	3097.72	3954.54	2768.17	6873.36	4811.35
Step 4	4048.69	2834.08	8285.69	5799.98	4425.31	3097.72	3954.54	2768.17	6873.36	4811.35
Step 5	4048.69	2834.08	8285.69	5799.98	4425.31	3097.72	3954.54	2768.17	6873.36	4811.35
Step 6	4087.25	2861.07	8364.60	5855.22	4467.46	3127.22	3992.20	2794.54	6938.82	4857.17
Step 7	4125.81	2888.07	8443.52	5910.46	4509.60	3156.72	4029.86	2820.90	7004.28	4903.00
Step 8	4164.37	2915.06	8522.43	5965.70	4551.75	3186.23	4067.52	2847.27	7069.74	4948.82
Step 9	4202.93	2942.05	8601.34	6020.94	4593.90	3215.73	4105.18	2873.63	7135.20	4994.64
Step 10	4241.49	2969.04	8680.25	6076.17	4636.04	3245.23	4142.85	2899.99	7200.66	5040.46
Step 11	4280.04	2996.03	8759.16	6131.41	4678.19	3274.73	4180.51	2926.36	7266.12	5086.29
Step 12	4318.60	3023.02	8838.07	6186.65	4720.33	3304.23	4218.17	2952.72	7331.58	5132.11
Step 13	4357.16	3050.01	8916.98	6241.89	4762.48	3333.74	4255.83	2979.08	7397.04	5177.93
Step 14	4395.72	3077.01	8995.90	6297.13	4804.63	3363.24	4293.50	3005.45	7462.50	5223.75
Step 15	4434.28	3104.00	9074.81	6352.36	4846.77	3392.74	4331.16	3031.81	7527.96	5269.58
Step 16	4472.84	3130.99	9153.72	6407.60	4888.92	3422.24	4368.82	3058.17	7593.42	5315.40
Step 17	4511.40	3157.98	9232.63	6462.84	4931.06	3451.74	4406.48	3084.54	7658.89	5361.22
Step 18	4549.96	3184.97	9311.54	6518.08	4973.21	3481.25	4444.14	3110.90	7724.35	5407.04
Step 19	4588.52	3211.96	9390.45	6573.32	5015.35	3510.75	4481.81	3137.26	7789.81	5452.86
Step 20	4627.08	3238.95	9469.36	6628.55	5057.50	3540.25	4519.47	3163.63	7855.27	5498.69
Step 21	4665.63	3265.94	9548.27	6683.79	5099.65	3569.75	4557.13	3189.99	7920.73	5544.51
Step 22	4704.19	3292.94	9627.19	6739.03	5141.79	3599.25	4594.79	3216.36	7986.19	5590.33
Step 23	4742.75	3319.93	9706.10	6794.27	5183.94	3628.76	4632.46	3242.72	8051.65	5636.15

2011-12, 2012-13 Athletic Coaching Salary Schedules  
(Unit Value = \$448.36)

Units	Soccer – Girls		Softball		Swimming – Boys		Swimming – Girls		Tennis - Boys	
	13.6		12.6		8.8		10.8		8.6	
Base	6097.70	4268.39	5649.34	3954.54	3945.57	2761.90	4842.29	3389.60	3855.90	2699.13
Step 2	6402.58	4481.81	5931.80	4152.26	4142.85	2899.99	5084.40	3559.08	4048.69	2834.08
Step 3	6402.58	4481.81	5931.80	4152.26	4142.85	2899.99	5084.40	3559.08	4048.69	2834.08
Step 4	6402.58	4481.81	5931.80	4152.26	4142.85	2899.99	5084.40	3559.08	4048.69	2834.08
Step 5	6402.58	4481.81	5931.80	4152.26	4142.85	2899.99	5084.40	3559.08	4048.69	2834.08
Step 6	6463.56	4524.49	5988.30	4191.81	4182.30	2927.61	5132.83	3592.98	4087.25	2861.07
Step 7	6524.53	4567.17	6044.79	4231.35	4221.76	2955.23	5181.25	3626.87	4125.81	2888.07
Step 8	6585.51	4609.86	6101.28	4270.90	4261.21	2982.85	5229.67	3660.77	4164.37	2915.06
Step 9	6646.49	4652.54	6157.78	4310.44	4300.67	3010.47	5278.09	3694.67	4202.93	2942.05
Step 10	6707.47	4695.23	6214.27	4349.99	4340.12	3038.09	5326.52	3728.56	4241.49	2969.04
Step 11	6768.44	4737.91	6270.76	4389.53	4379.58	3065.71	5374.94	3762.46	4280.04	2996.03
Step 12	6829.42	4780.59	6327.26	4429.08	4419.04	3093.33	5423.36	3796.35	4318.60	3023.02
Step 13	6890.40	4823.28	6383.75	4468.62	4458.49	3120.94	5471.79	3830.25	4357.16	3050.01
Step 14	6951.37	4865.96	6440.24	4508.17	4497.95	3148.56	5520.21	3864.15	4395.72	3077.01
Step 15	7012.35	4908.65	6496.74	4547.72	4537.40	3176.18	5568.63	3898.04	4434.28	3104.00
Step 16	7073.33	4951.33	6553.23	4587.26	4576.86	3203.80	5617.05	3931.94	4472.84	3130.99
Step 17	7134.30	4994.01	6609.72	4626.81	4616.31	3231.42	5665.48	3965.83	4511.40	3157.98
Step 18	7195.28	5036.70	6666.22	4666.35	4655.77	3259.04	5713.90	3999.73	4549.96	3184.97
Step 19	7256.26	5079.38	6722.71	4705.90	4695.23	3286.66	5762.32	4033.63	4588.52	3211.96
Step 20	7317.24	5122.06	6779.20	4745.44	4734.68	3314.28	5810.75	4067.52	4627.08	3238.95
Step 21	7378.21	5164.75	6835.70	4784.99	4774.14	3341.90	5859.17	4101.42	4665.63	3265.94
Step 22	7439.19	5207.43	6892.19	4824.53	4813.59	3369.52	5907.59	4135.31	4704.19	3292.94
Step 23	7500.17	5250.12	6948.68	4864.08	4853.05	3397.13	5956.01	4169.21	4742.75	3319.93

Units	Tennis – Girls		Track – Boys & Girls		Volleyball – Boys		Volleyball – Girls		Wrestling	
	9.6		13.0		11.6		13.6		10.6	
Base	4304.26	3012.98	5828.68	4080.08	5200.98	3640.68	6097.70	4268.39	4752.62	3326.83
Step 2	4519.47	3163.63	6120.11	4284.08	5461.02	3822.72	6402.58	4481.81	4990.25	3493.17
Step 3	4519.47	3163.63	6120.11	4284.08	5461.02	3822.72	6402.58	4481.81	4990.25	3493.17
Step 4	4519.47	3163.63	6120.11	4284.08	5461.02	3822.72	6402.58	4481.81	4990.25	3493.17
Step 5	4519.47	3163.63	6120.11	4284.08	5461.02	3822.72	6402.58	4481.81	4990.25	3493.17
Step 6	4562.51	3193.76	6178.40	4324.88	5513.03	3859.12	6463.56	4524.49	5037.77	3526.44
Step 7	4605.55	3223.89	6236.69	4365.68	5565.04	3895.53	6524.53	4567.17	5085.30	3559.71
Step 8	4648.60	3254.02	6294.97	4406.48	5617.05	3931.94	6585.51	4609.86	5132.83	3592.98
Step 9	4691.64	3284.15	6353.26	4447.28	5669.06	3968.34	6646.49	4652.54	5180.35	3626.25
Step 10	4734.68	3314.28	6411.55	4488.08	5721.07	4004.75	6707.47	4695.23	5227.88	3659.51
Step 11	4777.72	3344.41	6469.83	4528.88	5773.08	4041.16	6768.44	4737.91	5275.40	3692.78
Step 12	4820.77	3374.54	6528.12	4569.69	5825.09	4077.57	6829.42	4780.59	5322.93	3726.05
Step 13	4863.81	3404.67	6586.41	4610.49	5877.10	4113.97	6890.40	4823.28	5370.46	3759.32
Step 14	4906.85	3434.80	6644.70	4651.29	5929.11	4150.38	6951.37	4865.96	5417.98	3792.59
Step 15	4949.89	3464.93	6702.98	4692.09	5981.12	4186.79	7012.35	4908.65	5465.51	3825.86
Step 16	4992.94	3495.06	6761.27	4732.89	6033.13	4223.19	7073.33	4951.33	5513.03	3859.12
Step 17	5035.98	3525.19	6819.56	4773.69	6085.14	4259.60	7134.30	4994.01	5560.56	3892.39
Step 18	5079.02	3555.32	6877.84	4814.49	6137.15	4296.01	7195.28	5036.70	5608.09	3925.66
Step 19	5122.06	3585.45	6936.13	4855.29	6189.16	4332.41	7256.26	5079.38	5655.61	3958.93
Step 20	5165.11	3615.58	6994.42	4896.09	6241.17	4368.82	7317.24	5122.06	5703.14	3992.20
Step 21	5208.15	3645.70	7052.70	4936.89	6293.18	4405.23	7378.21	5164.75	5750.67	4025.47
Step 22	5251.19	3675.83	7110.99	4977.69	6345.19	4441.63	7439.19	5207.43	5798.19	4058.73
Step 23	5294.23	3705.96	7169.28	5018.49	6397.20	4478.04	7500.17	5250.12	5845.72	4092.00

## APPENDIX C: EDUCATIONAL LEADERSHIP POSITIONS

### 1. Department Chairperson & Curriculum Leader Compensation

#### A. Subject Area

Department Chairpersons may be sought in each subject area designated by the Board of Education. In addition, other Curriculum Leadership roles may be designated.

Effective with the 2006-07 school year newly appointed Department Chairpersons shall be full-time employees. However, those presently serving part-time shall be permitted to continue on a part-time basis until the position is vacated and a replacement is named.

#### B. Pay for Department Chairpersons

Pay for Department Chairpersons and Curriculum Leaders shall be determined by the following five factors.

1) Factor One - Responsibility:

Each Department Chairperson and Curriculum Leader shall be compensated for performing the basic responsibilities of the approved job description. The stipend for the basic responsibility will be \$2,600.

2) Factor Two - Number of Teachers:

Each Department Chairperson shall receive a flat rate of \$110 per teacher assigned full- or part-time to his/her Department or Department Combination.

3) Factor Three - Released Time:

Each Department Chairperson or Curriculum Leader shall receive the applicable additional payment based on the formula below for released time provided.

Number of Teachers (including the Chair)	Released Periods	Additional Payment
	0	\$1,300
1-6	1	\$1,040
7-13	2	\$780
14-21	3	\$520

4) Factor Four - Combination Departments:

A Chairperson who serves a combination department (two or more subject areas) shall receive \$208 for each additional department beyond the first one. This factor does not apply to Curriculum Leaders other than Chairpersons.

5) Factor Five - Experience Factor:

Each Chairperson or Curriculum Leader shall be paid an additional \$110 per year for each year of experience as a Chair or Curriculum Leader up to a maximum of \$1,600.

**Total Compensation:** The total compensation for a Department Chairperson or Curriculum leader shall consist of \$110 times the number of Teachers or departments under his/her supervision plus the sum of the Responsibility Factor, the Released Time Factor, the Combined Department Factor (if applicable), and the Experience Factor.

### 2. Assistant Division Heads

Assistant Division Head positions may be created at the discretion of the Board of Education based upon a recommendation from the Superintendent or his/her designee. Assistant Division Heads will assist the Division Head in their specific division with the evaluation of certified staff members and perform such other duties as are determined by the Superintendent or his/her designee. Assistant Division Heads shall hold all of the credentials required by the Illinois State Board of Education necessary for the evaluation of certified staff members. Assistant Division Heads will be granted one (1) class period of release time per day for each semester for the purpose of performing job



responsibilities related to this position. Assistant Division Heads will receive a \$3,000 stipend per year, payable in 24 equal installments, per Article 5, Payroll, Section B. Assistant Division Head positions shall be posted in accordance with Article 3, Section C.