AGREEMENT
BETWEEN THE

BOARD OF EDUCATION
NORTH CHICAGO UNIT SCHOOL DISTRICT #187
LAKE COUNTY, ILLINOIS
AND THE

NORTH CHICAGO COUNCIL
LAKE COUNTY FEDERATION OF TEACHERS LOCAL 504,
IFT-AFT/AFL-CIO
FOR THE SCHOOL YEARS

2015-2016
2016-2017
2017-2018
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ARTICLE I

GENERAL PROVISIONS

A. Parties to the Agreement

This Agreement is made by and between the Board of Education, Community Unit School District 187, North Chicago, Lake County, Illinois, hereinafter referred to as the "Board," and the North Chicago Council, Lake County Federation of Teachers, Local 504, IFT-AFT/AFL-CIO, hereinafter referred to as the "Union."

B. Bargaining Unit/Scope

1. The Board recognizes the Union as the sole and exclusive representative, with respect to wages, hours, terms and conditions of employment for all regular full-time and part-time licensed teachers, nurses, librarians, division heads, high school liaisons, specialists, in-school suspension monitors, speech-language pathologists, social workers, counselors, special education and bilingual coordinators and psychologists, and all non-professional educational support personnel (non-licensed) employees (ESPs), including paraprofessionals (including Climate and Culture Paraprofessionals), health aides and non-licensed nurses, teacher/library aides and assistants, clerks, secretaries, athletics/activities secretary or coordinator, and cooks, but excluding administrators, the library/media supervisor, deans, vocational adult education directors, the secretaries to the Superintendent and to the Deputy Superintendent, the secretaries to the personnel director, business office secretaries and clerks, the bookkeeper, central office administrative secretaries, the food service supervisor, the student attendance and truancy officer, and others performing as full-time or part-time supervisory managerial, confidential, or short-term employees as exempted under the Illinois Educational Labor Relations Act.

The Board and Union agree that the following positions will be part of the bargaining unit if reinstated by the Board: custodians, maintenance workers, security guards, bus drivers, bus monitors, cafeteria workers, truant officers, and student advocacy and behavioral affairs officer.

2. As used in this Agreement, the term "employees" shall mean all members of the bargaining unit, the term "teachers" shall mean certificated members of the bargaining unit, and the term "classified staff" shall mean non-certificated members of the bargaining unit. Where the parties intend to limit language to a specific category within the bargaining unit, that category shall be named (i.e. secretary, social worker, custodian, bus driver, nurse, division head, clerk, etc.)

C. Good Faith

The Board and Union agree to conduct their relationship in a businesslike and conscientious manner, and when negotiations are required, to negotiate in good faith.

D. Management Rights

1. It is understood and agreed that the Board has and retains all the customary and usual rights, functions and authority of management.

2. The Board hereby retains and reserves unto itself, without limitation, all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the laws and the Constitution of the State and of the United States.
3. Except as provided in this Agreement, the Board hereby retains and reserves unto itself the following rights:

a. To execute managerial, organizational and administrative control of the District and its properties and facilities;

b. To direct the work of its employees, determine the time and hours of operation and determine the kinds and levels of services to be provided and the methods and means of providing those services, including entering into contracts with private vendors for services;

c. To hire all employees and, subject to the provisions of law, to determine their qualifications and the conditions for their continued employment, discipline or dismissal; and to review, evaluate, promote and assign all such employees;

d. To establish educational policies, goals and objectives; to ensure rights and educational opportunities of students; to determine staffing patterns; to determine the number and kinds of personnel required in order to maintain the efficiency of District operations with input from the Union where feasible;

e. To build, move or modify facilities; establish budget procedures and determine budgetary allocation; and take action on any matter in the event of an emergency.

f. To establish standards of classified staff conduct and maintain supervisory functions which shall, in the interest of the District and its classified staff, support and promote effective school operations; to require classified staff to adhere to established policies and practices; and to require of classified staff ethical behavior at all times in addition to practicing sound judgment and conscientiously discharging their duties;

4. The exercise of the foregoing powers, rights, authority, duties and responsibilities by the Board, in adoption of policies, rules, regulations and practices in furtherance thereof, and the use of judgment and discretion in connection therewith shall be limited only by the specific and express terms of this Agreement.

5. Failing to exercise any rights hereby reserved to it, or its exercising any such function in a particular way, shall not be deemed a waiver of the Board's right to exercise such functions or preclude the Board from exercising the same in some other way not in conflict with the express provisions of the Agreement.

E. Exclusive Representation

Subject to the provisions of this Agreement, the Board agrees not to negotiate with any employee organization other than the Union; further the Board agrees not to negotiate with any employee individually.

The Board shall not initiate, create, dominate, aid or support any employee or group of employees for the purpose of undermining the Union or to create any other employee union or labor organization.
ARTICLE II

NEGOTIATING PROCEDURES

A. Board Team

The Union recognizes that the Board has the right to select representatives of its own choosing to participate in the professional negotiations with the Union.

B. Union Team

The Board recognizes that the Union has the right to select representatives of its own choosing to participate in professional negotiations with the Board.

C. Meetings

Scheduling the first several negotiating meetings shall occur no later than December 15 of the final year of this Agreement. The first negotiating meeting shall be held no later than March 1 of the final year of this Agreement, at which time further meetings may be scheduled as agreed. Requests to the Board shall be made to the President of the Board and the Superintendent; and the requests to the Union shall be made to the President of the Union.

D. Tentative Agreements

All tentative agreements shall be reduced to writing and initialed or signed by both parties as soon as it is reasonably practicable.

E. Ratification

All tentative agreements shall become final when ratified by the Union and adopted by the Board.
ARTICLE III

UNION RIGHTS

A. Pertinent Information

The Board shall make available copies of the budget and the school district's annual financial report. Copies of amendments and additions to administrative and Board policies affecting employees and such other readily available and pertinent information as the Union may request shall be provided. The Union President shall receive one (1) complete copy of the Board agenda and Board packet (open session materials only) for upcoming Board meetings and the approved minutes of Board meetings, exclusive of items for and from executive session, at the same time that they are distributed to members of the Board. Nothing herein shall require the central administrative staff to research and assemble information. The Union shall furnish copies of any pertinent information as reasonably requested by the Superintendent or the Board. Documents required to be made available under this provision shall be deemed provided if posted on the District's website, except for copies of Board agenda, Board packets, and minutes.

The Union President shall be informed of all new bargaining unit positions created within the District prior to their implementation.

B. Meetings and Mailboxes

The Union shall be permitted the use of school buildings for meetings and the use of employee mailboxes, interschool mail, and school bulletin boards for the purpose of internal communications. The Union shall not permit abuse of this provision.

C. Dues Deduction

The Board shall deduct Union dues from the employee's pay upon receipt of an authorization form signed by the individual employee. The amount of annual dues to be deducted shall be certified in writing by the Union during September of each year. The amount certified shall be deducted in equal installments beginning with the first paycheck in October and ending with the last paycheck in May. Authorization forms that are received after the commencement of deductions in October shall be honored at the next pay period, however the Board shall not deduct installments that have been missed prior to receipt of the authorization form. Said amounts deducted shall be turned over to the Union no later than ten (10) working days after such deductions are made. Termination of employment for any reason shall constitute revocation of authorization for dues deduction. Any revocation of authorization for dues deduction shall be in writing and delivered to both the Board and the Union. The Union shall in all respects indemnify and hold harmless the Board from all claims, demands, suits and costs resulting from the Board's good faith administration of this provision.

D. School Calendar

The Superintendent shall establish a calendar committee each year and the Union shall be entitled to five (5) appointees. The Superintendent shall consult with the Union President prior to the adoption of any proposed school calendar. The calendar committee may identify various activities/ events for inclusion on the school calendar published annually by the District.

E. COPE Deduction

The Board agrees to honor contribution deduction authorization from employees in the following form (or reasonable likeness):
I hereby authorize the Board of Education to deduct from my salary, during the last pay period in October only, the sum of $____ and to forward that amount to the Lake County Federation of Teachers, Committee on Political Education (COPE). This authorization shall continue in effect from year to year unless revoked by me in writing prior to October 1 of any school year, or upon termination of my employment. This authorization is voluntarily made on the specific understanding that the signing of this authorization and the making of payment to the COPE are not conditions of membership in the Union or of employment with the District.

F. Fair Share

All employees covered by this Agreement who are not members of the Union shall pay to the Union their fair share of the cost of the services rendered by the Union that are chargeable to non-members under state and federal law.

The Union shall certify to the Board the amount of the annual fair share fee, not to exceed the dues uniformly required of members of the Union, and shall supply the Board and the non-members a copy of the basis of the calculation of the fee. The Union shall further certify to the Board that "Notice of Fair Share" has been posted in accordance with the IELRB rules and regulations. No payroll deduction of fair share fees shall be made until at least fourteen (14) days after such certification. Such fair share payments shall be deducted by the Board from the earnings of the non-member employees, under the same time schedule as regular Union dues, and be paid to the Union. The amount certified by the Union shall not include any fees for contributions related to the election or support of any candidate for political office. Nothing in this Section shall preclude the non-member employee from making voluntary political contributions in conjunction with his or her fair share payment.

This fair share agreement shall safeguard the right of non-association of employees based upon bona fide religious tenets or teaching of a church or religious body of which such employees are members. Such employees may be required to pay an amount equal to their fair share under this Agreement to a non-religious charitable organization mutually agreed upon by the employees affected and the Union, or if no mutual agreement is reached, from an approved list of charitable organizations established by the Illinois Educational Labor Relations Board. Non-member employees who object to the amount of the fair share fee have the right to file an unfair labor practice charge against the Union pursuant to Paragraph 1714(b)(1) of the Illinois Educational Labor Relations Act. The Union and the Board shall comply with the fair share rules of the IELRB.

The Union shall indemnify and hold harmless the Board, its members, officers, agents, and employees from and against any and all claims, demands, actions, complaints, suits, or other forms of liability, including, but not limited to, damages, attorneys’ fees, and costs that shall arise out of or by reason of action taken by the Board for the purpose of complying with the above provisions of this Section, or in reliance on any list, notice, certification, affidavit, or assignment furnished under any of such provisions.

G. Release Time for Union Business

The Union shall be granted total collective leave of ten (10) days per year without loss of pay to allow officers/delegates to attend national and/or state union meetings, or attend to other union business. The Board shall assume no cost with respect to such attendance. Notice for such leave shall be given in writing to the Superintendent or designee at least five (5) school days in advance. The Union shall reimburse the Board for the cost of substitute employees that may be required for such leave.

H. Use of Telephones

Union officers may use District telephones or their personal cellular phones for Union business provided such use does not interfere with District operations, the educational program or the officer’s teaching responsibilities. The Union shall reimburse the District for any long distance or other unusual charges incurred when using District telephones.
I. **Employee Information**

In August, prior to the opening of the school term, the names and addresses of newly hired employees shall be made available to the Union President upon request. In addition, the Board shall provide the Union with the salary placement and job assignment for all such new hires by September 21. For an employee hired after the beginning of the school term, the District shall provide the Union with the above information within ten (10) days of hiring of such employee.
ARTICLE IV

EMPLOYEE RIGHTS

A. Appearance Before the Board/Administration

If any employee is required to appear before the Board or before any Board committee concerning any matter which could directly affect the continuation of that employee's employment, the employee shall be given four (4) days advanced written notice of the reason(s) for such meeting or interview, shall be furnished copies of any pertinent documents, and shall have the right to Union representation.

If any employee is required to appear before the Superintendent or other administrator to discuss a recommendation to the Board of Education regarding possible dismissal or suspension, the employee shall be given two (2) days advanced written notice of the reasons for such meeting or interview, except in cases of emergency circumstances, shall be furnished copies of any pertinent documents, and shall have the right to Union representation.

B. Notification of Complaints

When a complaint by a parent, student, or administrator directed toward an employee is deemed to require further investigation or if subsequent action is appropriate, the employee shall be notified in writing as to the nature of the complaint prior to any meeting. An employee-administrator conference shall be scheduled before any final action is taken and the employee shall have the right to Union representation. A subsequent employee-parent-administrator conference may be scheduled in writing at the request of the employee or administrator including a description of the nature of the complaint.

C. Reduction in Force of Teachers

1. Before the Board makes any reduction in teachers, the Board shall make known its intentions to the Union and provide opportunity for submission and consideration of recommendations regarding same.

2. If removal or dismissal results from a decision of the Board to decrease the number of teachers employed by the Board or from discontinuance of some particular type of teaching service, written notice of honorable dismissal shall be given the affected teacher in the manner required under the School Code. A teacher who has recall rights upon being reduced-in-force shall be notified by certified mail at his/her last known address of any vacancy for which he/she is eligible. The teacher shall have ten (10) days from date of mailing to inform the Board whether or not he/she shall accept the position. Rejection of a tendered vacancy waives the recall rights of that teacher.

3. A seniority list, with accompanying teacher certification, shall be provided to the Union by no later than 75 calendar days before the end of each school year.

4. Length of service (seniority) shall be defined to begin on the first teaching day of the school term in which the teacher commenced continuous service with the District. Should teachers with equal seniority and certification be affected by a staff reduction, ties shall be broken in the following order:

   a. date of Board approval of employment
   b. date of employment application signature
   c. years of non-consecutive teaching service in District
   d. by lot
5. Teachers honorably dismissed who shall subsequently be rehired by the Board during their period of recall rights shall be credited with all past experience previously acknowledged by the District and shall be credited with any sick leave accumulated prior to such discharge.

6. The Board and Union agree to meet to review this provision if new legislation impacts current language.

D. **Notice of Employee Assignment and Transfer**

An employee shall be notified in writing of his/her upcoming school term assignment (building/grade level/courses), including any transfer, no later than one month prior to the last day of the school year (e.g., written notice must be provided by May 7 if the last day of school is June 7). It is understood that the Superintendent may change assignments, if in his/her judgment such a change is necessary. All transferred classified employees shall be given a job description of the new position prior to reporting to the new position.

E. **Teacher Vacancies, Transfers and Promotions**

1. The Administration shall post in the staff lounge and on the District’s website notice of vacancies existing in all staff positions as they occur and after honorably dismissed teachers with recall rights under the School Code have been tendered positions for which they are qualified and all involuntary transfers have occurred. The Administration shall also post notice of vacancies for extra-curricular positions as they occur. The posting shall include the title of the job, the job specifications, the method of application, the closing date to apply, and the salary or stipend. When there are both internal and external candidates for posted positions, the qualified internal candidate shall be given priority consideration for job interviews. Should vacancies or new positions be created after the close of the school year, the Union President shall be given written notice by the Superintendent at an address provided by the Union President. The District will also send notices of vacancies to the Lake County Regional Office of Education for posting on the ROE web site.

2. Any teacher wishing to be considered for building, subject or grade level transfers must apply online on the District’s website for any new or open position.

3. Factors to be considered for involuntary transfers are teacher competency, certification, instructional requirements, NCLB highly qualified status and written recommendations of the principals and the Superintendent. Where the foregoing factors are equal, teachers with the most seniority shall be considered last for involuntary transfer, provided the educational needs of the District are met. Any teacher affected by an involuntary transfer shall be provided with written reasons for the transfer at the time of notification of the new assignment. As required under the School Code, unless the District fails to adhere to the procedural requirements in this provision, the decision to select a particular teacher for an involuntary transfer shall not be the subject of a grievance under this Agreement.

4. When a position opens or a new position is created, current teachers shall receive first consideration over outside applicants. If two (2) or more teachers seeking a vacant position should be judged equal by the same criteria found in Paragraph 5 below, seniority in the District shall determine the selection.

5. When a teacher is involuntarily transferred, every attempt will be made to provide a minimum of four (4) workdays to prepare for the transfer. Every attempt shall be made to maintain a teacher’s current grade level, and if not possible, to minimize the number of grade levels to which a teacher transfers.

6. Vacancies shall be filled on the basis of relevant experience, certifications, academic qualifications, merit and ability (including performance evaluations, if available), and on other relevant, non-arbitrary factors, provided that the length of continuing service with the District shall not be considered as a factor unless all other factors are determined by the Board to be equal. Unless the District fails to adhere to the procedural requirements in this provision for filling vacancies, the decision to select a particular teacher for the new or vacant position shall not be the subject of a grievance under this Agreement.

7. The Board and Union agree to meet to review this provision if new legislation impacts current language.
F. **Classified Staff Job Category**

For purposes of reduction-in-force (layoff) and other rights as may be outlined in this Agreement the classified staff shall be divided into the following job categories:

1. Secretaries
2. Paraprofessionals
3. Health Aides/RNs

Classified staff who changes job categories shall receive full credit for past continuous service.

If the following positions are reinstated, the Board and Union will negotiate their job category classification for reduction-in-force purposes: custodians, lead custodians, maintenance workers, security guards, bus drivers, bus monitors, hall monitors, cafeteria workers, clerks/equipment managers, and student advocacy and behavior affairs officer.

G. **Classified Staff Reduction-In-Force/Notice/Recall Rights**

When the Board orders a reduction in force or reduces the hours worked by a classified staff employee, it shall designate such reduction by job category. Classified staff shall be dismissed in an order inverse to their seniority within each job category (i.e., the least senior in each category is the first to receive a layoff). If the reason for such reduction in force is contracting out of a group of employees, such reduction in force shall only occur effective at the end of a school term. In any case, classified staff shall be notified in writing no less than thirty (30) calendar days prior to the effective date of the reduction in force or the reduction in hours. If a reduction in hours is due to an unforeseen reduction in the student population, then the affected classified staff employee shall receive written notice at least five (5) days before the hours are reduced. A seniority list, designating each employee by category of position, shall be provided to the Union by January 1 of each school year. Classified staff shall have recall rights only to the category from which they were laid off or to any other category, provided the employee is qualified to hold the open position based upon the requirements of the job description.

It shall be the responsibility of the classified staff to notify the District of his/her current address for recall purposes. The Board shall mail recall notices by certified mail, return receipt requested. Recalled classified staff shall have ten (10) calendar days from the date of mailing (i.e., postmark date) to notify the Board of acceptance and shall have seventeen (17) calendar days from the date of mailing of the recall notice to report for duty. Recalled classified staff shall be recalled to the work hours of the new or open position, shall be restored to their proper step on the pay schedule and shall retain all previously accumulated benefits and seniority. Any recalled classified staff who fails to give notice of acceptance or report within the prescribed time limits shall forfeit all recall rights to which he/she is entitled.

H. **Reinstatement of Former Classified Staff**

Former classified staff who are rehired, other than those recalled from layoff, shall be treated as new employees.

I. **Classified Staff Job Posting**

Notice of all vacancies within the classified staff portion of the bargaining unit and new positions shall be posted in the staff lounge and on the District’s website for a period of not less than ten (10) calendar days. The posting shall include the title of the job, the job specifications, the method of application, the closing date to apply, and the wage rate. A substitute or temporary employee may be employed during this posting period if needed; however, no position shall be permanently filled until the end of the posting period. The Administration shall also post notice of vacancies for extra-curricular positions as they occur. When there are both internal and external candidates for posted positions, the internal candidate meeting the posting’s qualifications shall be given priority consideration for job interviews. Should vacancies or new positions be created after the close of the school year, the Union President shall be given written notice by the Superintendent at an address provided by the Union.
President. The District will also send notices of vacancies to the Lake County Regional Office of Education for posting on the ROE web site.

Classified staff are eligible to apply for vacancies or new positions by applying online on the District’s website for any open positions. Classified staff granted transfers or promotions shall receive full credit for past continuous service.

J. **Classified Staff Transfers**

A classified staff transfer is defined as a move from one job to another within the same job category (Article IV.G) and at the same rate of pay. A voluntary transfer is defined as one in which the classified staff applies online on the District’s website for any open or new position, is interviewed, and is granted the position. An involuntary transfer is defined as one invoked by the Board. The Board shall have the right to make involuntary transfers. The supervisor will inform the employee of the reason for the involuntary transfer prior to the transfer. An employee who is involuntarily transferred because of the elimination of the employee’s position will have first right to return to the former position if the position is restored and becomes available. If the District grants an employee’s request for voluntary transfer through the online application process, the employee shall be precluded from requesting another voluntary transfer for a period of one (1) calendar year. Similar to the Board’s rights with teachers under the School Code, unless the District fails to adhere to the procedural requirements in this provision for filling vacancies, the decision to select a particular classified staff individual for a voluntary or involuntary transfer shall not be the subject of a grievance under this Agreement.

K. **Classified Staff Promotions**

A classified staff promotion is defined as a change from a lower paying job or job category to a higher paying job or job category.

All classified staff are eligible to apply for promotions by applying online on the District’s website for any new or open position. Both qualified current classified staff and qualified outside applicants are eligible for consideration. For current classified staff, seniority, past evaluations, qualifications, educational training, experience, attendance records, and disciplinary records shall be considered. The final decision shall be within the sole discretion of the Board/Administration.

L. **Intervention Prior to Formal Action**

An administrator shall generally provide a classified staff member with an oral notification of performance or conduct concerns prior to issuing a formal written reprimand.

M. **Classified Staff Suspension and Dismissal**

1. The first ninety (90) days following the initial date of employment shall be the classified staff probationary period. During this time, the classified staff may be suspended without pay or dismissed. Upon request, the classified staff shall be given a written explanation.

2. After the probationary period, if the Superintendent issues a recommendation to the Board for suspension without pay and/or dismissal for reasons other than reduction-in-force, the Board shall afford the classified staff the opportunity to know the charges and evidence, and to present a defense prior to rendering a final decision. The Superintendent may suspend without pay for up to ten (10) working days pending the Board hearing.

The Union may appeal the decision of the Board under the final step of the grievance procedure.
N. Discipline

The Board believes in the tenets of progressive discipline and due process. Steps within progressive discipline shall be done individually and shall typically (but not exclusively) be oral warning, written warning including a conference with the immediate supervisor, suspension with or without pay, and dismissal, provided, however, that nothing contained herein shall require the Board to exhaust all of the foregoing disciplinary techniques in the event a decision is made to discipline an employee. Prior to any investigatory meeting that could lead to discipline, an employee and the Union shall be notified in writing (e-mail acceptable) as to the reason for the meeting.
ARTICLE V

EVALUATION AND FILES

A. Personnel Files

A copy of all evaluation material affecting an employee shall be placed in the employee's personnel file and concurrently given to the employee. Prior to placement of a written complaint against an employee in his or her personnel file, the appropriate administrator shall investigate the complaint and offer the employee an opportunity to respond to the complaint. Non-confidential material shall be date/time stamped prior to placement in the employee's personnel file. The originator of such material shall be identified. Upon advance written notice to the Superintendent, an employee will have scheduled access within 48 hours to review the contents of his/her personnel file. A representative of the Union, at the request of the employee, may be present at his/her review. The file shall be reviewed only on the premises of the Educational Center. The employee may, upon reviewing his/her file, respond in writing to any written evaluations by his/her supervisor(s) which the employee may feel need of clarification or explanation. No one shall remove any material from a personnel file without the expressed written consent of both the Board and the employee, but an employee shall have the right to copy any material in the file. It is understood that the personnel file contains confidential information and such confidentiality must be maintained and files must remain intact. Thus, to assure his/her protection, a representative of the Superintendent shall be present when a personnel file is being reviewed. The material in the employee's personnel file shall not be made known to persons other than administrators or members of the Board of Education, or its agents, counsel for the Board of Education, or as required by law, except with the written consent of the employee.

B. Teacher Evaluation, Consulting Teachers and Remediation

1. Evaluations of certified teaching staff shall be done by administrators who have completed the training required by the State Board of Education. Such a qualified administrator is hereinafter referred to as "evaluator." By October 1 of each school year, the Union President shall receive a list of all qualified evaluators.

2. The Superintendent or designee shall inform teachers annually within the time frames established under ISBE regulation (i.e., on the first student attendance day, or as otherwise modified) of the evaluation procedures, criteria/standards and instruments to be used as well as advising them as to who shall observe and evaluate their performance. Teachers hired after or reassigned after this time shall be given the information described above within thirty (30) teacher employment days of the date of their assignment.

3. Non-tenured teachers shall be formally evaluated a minimum of two (2) times during the school year with one (1) such evaluation occurring during the first (1st) semester. Teachers in contractual continued service (tenured) shall be formally evaluated at least one (1) time in the course of every two (2) school years.

4. When an evaluator plans to visit a teacher for the purpose of a formal evaluation, the observation shall be conducted within a ten (10) day period of which the teacher shall be notified. The evaluator shall make his/her presence known to the teacher upon entering the classroom or work area. Each observation shall be no less than thirty (30) minutes duration and should commence at the beginning of a class period and end at a natural break in the observation. Only administrators designated under the District's formal Teacher Evaluation Plan shall formally evaluate teachers.
5. Following each formal observation, the evaluator shall complete a written evaluation of the observation. Within ten (10) school days of the visitation, the evaluator shall furnish the teacher with a copy of the written evaluation and hold a conference with the teacher. The evaluation conference shall include a discussion of the written evaluation including strengths and weaknesses, and the evaluator shall identify any deficiencies in the teacher's performance and recommend remedial help when appropriate. Both the evaluator and the teacher shall date and sign all copies of the written evaluation. The signature of the teacher shall not necessarily indicate agreement with the written evaluation, but rather shall indicate that the conference and discussion have been held and that the teacher is in receipt of a copy of the written evaluation.

6. If the teacher feels his/her formal written evaluation is incomplete, inaccurate or unjust, the teacher may put his/her objections in writing. Both the teacher and evaluator shall date and sign all copies of the written objection. The signature of the evaluator shall not necessarily indicate agreement with the written objection, but rather shall indicate that the evaluator is in receipt of a copy of the written objection. A copy of the written objection shall be attached to the written evaluation. The evaluation shall not be subject to the grievance procedure.

7. A copy of all formal written evaluations and any attached written objections shall be placed in the teacher's official personnel file.

8. The evaluator or other appropriate administrator shall advise the non-tenured teacher in writing of any administrative recommendation based upon performance concerning continued employment at least one (1) calendar week prior to Board action.

9. A single overall composite rating of excellent, proficient, needs improvement, or unsatisfactory shall be assigned to each teacher evaluation by the evaluator.

10. A teacher shall be eligible to work as a "consulting teacher" provided the teacher meets the following criteria:
   a. Is a teacher as defined by this Agreement.
   b. Has at least five (5) years of teaching experience.
   c. Has reasonable familiarity with the assignment of the teacher to whom he/she may serve as consultant.
   d. Has received an "excellent" on his/her most recent evaluation.

11. The Board shall furnish the Union with a roster of all teachers qualified as consulting teachers and shall update such roster from time to time as names are added or deleted. The roster shall include the discipline and/or qualified teaching area of each teacher. When a consulting teacher is needed and written notice of such is delivered to the Union, the Union shall submit to the Administration a roster of at least five (5) qualified teachers or all such qualified teachers if that number is less than five (5), from which the Administration shall select the consulting teacher. Should the Union fail to submit a roster within ten (10) school days of receipt of request for such roster, then the Administration may select any consulting teacher, provided however that the selected consulting teacher is not a newly eligible teacher that was unknown to the Union. Any teacher may decline to serve as a consulting teacher. To the extent possible, consulting teachers shall be selected on a rotating basis.

12. A consulting teacher shall receive released time (schedule to be worked out as part of any remediation plan) to perform his/her duty as a consulting teacher and shall receive an annual stipend of one thousand dollars ($1,000).
13. The Board shall hold harmless the consulting teachers from any liability arising from the performance of their duties as consulting teachers while acting within the scope of their duties.

C. **Classified Staff Job Descriptions**

Job descriptions shall be given to all classified staff and shall be reevaluated for content from time to time by the immediate supervisor. Job descriptions shall be provided to new employees. Upon request, the personnel office will make the corresponding job description available for a job posting. A job description shall describe the essential qualifications and functions of the job category. At time of hire the District shall inform classified staff of all job responsibilities related to the position. The Board and the Union agree to establish a mechanism to update job descriptions.

The Union President shall be given one (1) copy of all current job descriptions and shall also be given one (1) copy of any newly created or altered job descriptions as they occur.

D. **Classified Staff Evaluations**

1. A common evaluation instrument for each job category shall be used in the evaluation of classified staff. The Union may submit its recommendations to the administration concerning evaluation instruments.

2. Within the first thirty (30) employment days after the beginning of the school term, the Superintendent or designee shall inform classified staff of the evaluation procedures, criteria/standards and instruments to be used as well as advising them as to who shall observe and evaluate their performance. Classified staff hired after or reassigned after this time shall be given the information described above within thirty (30) employment days of the date of their assignment. No evaluation of classified staff shall take place until ten (10) days following such notice.

3. Generally, work shall be evaluated on an informal, ongoing basis. When deemed appropriate by the administration, the evaluation shall include an observation of performance. Observations shall be of reasonable length.

4. Within five (5) days following the writing of the evaluation, the evaluator shall have a meeting with the classified staff to discuss the evaluation. At such conference, the evaluator shall give a copy of the evaluation to the classified staff and, thereafter, promptly place the evaluation in the classified staff personnel file. As part of such evaluation, the evaluator shall seek to identify ways by which the classified staff may overcome deficiencies which are noted. The classified staff shall acknowledge receipt of such copy by signing the evaluation. The signature of the classified staff does not necessarily indicate agreement with the evaluation. Within ten (10) days of receipt of the evaluation the classified staff may attach any rebuttal or comments. The attachment shall be placed in the personnel file.

E. **Evaluation Committee**

The Board and Union shall jointly establish an Evaluation Committee with equal representation from both parties. The Committee shall develop, evaluate, revise, and periodically review a teacher evaluation plan (instrument and process) that may, among other things, align to State standards and incorporate measurements of student achievement. The Evaluation Committee will submit the revised plan and any recommendations to the Board for approval.
ARTICLE VI

WORKING CONDITIONS

A. Class Size

Under normal conditions and where economically feasible, it is agreed that desirable class size is twenty-five (25) students in elementary buildings with the exception of the Early Childhood Program, which class size is twenty (20), with no exception and twenty-seven (27) students in the high school building. Any departure from this norm may be authorized by the Superintendent, but the Superintendent shall work to achieve the following standards across the District:

1. At the beginning of the school term class sizes shall be equalized within each building and grade level. In the high school, class sizes shall be equalized at the start of each semester by course offering.

2. When students leave a particular class, the other classes in the same building and grade level may be adjusted, but adjustments made shall be based on maintaining a balance of student attributes.

3. As new students enroll they shall be placed in the smallest class within that building and grade level or high school course until equalization occurs.

4. If the Building Principal feels that special circumstances require a variation from sub-paragraphs 2 or 3, above, the Principal shall immediately call a meeting of the teachers in the involved grade level. The Principal shall explain the rationale for the variation to the teachers and the teachers and Principal shall attempt to reach agreement on proper placement of the new student. If agreement is not reached, the final decision shall rest with the Principal. Teachers shall be free to register any objection and appeal with the Superintendent.

5. In setting class sizes, the Board will consider and try to achieve District-wide equalization of classes within each grade level, particularly with respect to students enrolled after the start of the school term. Students with IEPs shall be distributed throughout classes in a reasonable manner.

6. Teachers shall be paid for extraordinary overloads. The parameters of the compensation are as follows:

   a. Kindergarten through eighth grade teachers, including specials (music, art, Spanish, computer), will be paid for any day in which thirty (30) or more students are enrolled in the class. High School teachers shall be paid for any class in which thirty-two (32) or more students are enrolled in the class. P.E. teachers in kindergarten and early childhood through grade 12 will receive overload pay for any day in which thirty-six (36) or more students are enrolled in the class. Whenever a P.E. class has students with extreme physical needs, a paraprofessional will be required. Special education teachers, including speech pathologists, shall receive overload pay for any day in which state mandated caseloads are exceeded.

   b. Teachers will document those days, which will be verified by official attendance records.

   c. The compensation shall be equal to thirty dollars ($30) for each whole day at the Early Childhood-5 level and for each such class period at the middle school and high school level.

   d. Pay shall not accrue until four (4) weeks after the first (1st) student attendance day as an adjustment period. For new second semester classes pay shall not accrue until after the fifth (5th) day of the semester.

   e. Teachers shall submit documentation at the end of each quarter, and they shall receive this pay on the first pay period following the end of first quarter and first semester, the special pay periods prior to Spring Break and on the last day of school. Overload checks shall be correct and on time. If not, any
and all errors shall be corrected and the teacher shall be made whole by the earliest possible date, by the next pay day at the latest.

B. **Teacher School Year**

The teacher school year shall consist of one hundred eighty-five (185) school days, of which one hundred seventy-six (176) days shall be pupil attendance days, up to five (5) shall be emergency days and the other days shall be used for institute days and other appropriate workdays. Counselors, psychologists, social workers and speech-language pathologists may work a maximum of twenty (20) additional work days on a per diem basis if by mutual agreement between the Board and the individual teacher. Any unused emergency days shall not become teacher workdays, but shall be deleted from the school calendar.

C. **Teacher Workday & Supervision**

1. **Early Childhood/Elementary Buildings**

The Board shall adjust the start and close of the school day according to the student needs, provided that the teacher workday does not exceed seven (7) clock hours and thirty (30) minutes, inclusive of a duty-free lunch period of no less than thirty (30) minutes. Teachers shall receive one (1) daily planning and preparation period of at least forty (40) minutes in duration. Four (4) of these periods will be self-directed with one (1) principal-directed.

Except in emergencies or extreme weather, children shall remain outdoors until ten (10) minutes before class begins in the morning. With the exception of emergencies, teacher supervision of students shall begin ten (10) minutes prior to student entry into the building on a rotating basis. Such supervision shall consist of monitoring doors to keep students outside and watching for playground disturbances. All teachers shall be on supervisory duty as students enter the building and proceed to classrooms. The exact time of the morning may vary by school building, but all buildings shall follow this format.

Teachers shall assist in the supervision of students at the close of the school day until the students are on the bus to go home or have left the school grounds to walk home. Please refer to Letter of Understanding 5 Late Buses.

2. **Middle School Buildings**

The Board shall adjust the start and close of the school day according to the student needs, provided that the teacher workday does not exceed seven (7) clock hours and thirty (30) minutes.

Each teacher shall be assigned to:
Five (5) class periods per day, or the average equivalent thereto;
One (1) preparation period per day;
One (1) common planning period per day;
One (1) lunch period per day of not less than thirty-five (35) minutes, exclusive of passing times;

3. **High School Building**

A committee of administrators and/or board members and high school teachers shall be formed to study the high school day and schedule. Any change that this committee might recommend must be ratified by a majority of the high school teachers, adopted by the Board, and reduced to writing and signed by the parties prior to implementation.

Each teacher shall be assigned to:
Five (5) class periods per day, or the average equivalent thereto;
One (1) preparation period per day of not less than the average class period length in minutes, or the average equivalent thereto;
One (1) common planning period per day of not less than the average class period length in minutes, or the
average equivalent thereto;
One (1) lunch period per day of not less than 38 minutes inclusive of non-duty passing times;

The total teacher day shall not exceed seven (7) hours and thirty (30) minutes.

Activity period shall not meet on Fridays or before holidays and teachers may leave immediately following
the departure of students from school property provided the employees have satisfactorily completed their
duties.

An after school activity may be filled through assignment after considering volunteers. This right to
assign teachers applies to Extra-Curricular Salary Schedule, Category V positions only. All other Extra-
Curricular positions shall be voluntary. All teachers who participate in an activity shall be paid as
provided in the Extra-Curricular Salary Schedule.

If a service period is instituted, it will not lengthen the teacher work day, and no teacher will be assigned
more than one (1) service period. A service period assignment is defined, as per the job description, as an
assignment in which a teacher provides service in one of the following: lunchroom supervision, hallway
supervision, study hall supervision, work study coordinator, guided study supervision, behavior intervention
support, academic intervention support. (Work study coordinators will also have the last two periods of the
day available to them to perform their duties.) The following service period assignments shall consist of
students mutually selected by the sponsor and administration: student council sponsor/study hall,
freshman class sponsor/study hall, sophomore class sponsor/study hall, junior class sponsor/study hall,
senior class sponsor/study hall, national honor society/study hall. Service period assignments shall be
staffed with volunteers first, with remaining assignments to be assigned to staff.

By mutual agreement between the Superintendent and the individual teacher a teacher may teach an
independent study program. Teachers shall be paid one hundred fifty ($150) dollars per student, per
semester for such teaching.

Upon administrative request and teacher acceptance, one (1) additional semester class or supervisory
assignment can be added to a teacher's annual load in place of an unassigned period, provided that the
teacher's salary (as indicated by proper placement on the current Teacher's Salary Schedule) is
increased by 1.2 FTE on a semester salary.

4. All Teachers

Any teacher, employed by former Elementary School District #64 or former High School District #123 prior to
August 1, 1989, and currently employed by the Board, who is not offered enough classes to fill a full-
time assignment, shall be given a full-time assignment by assigning the teacher other service, unless an
alternate arrangement for part-time service is agreed upon, in writing, by the teacher, the Board, and the
Union.

5. Early Release Days

On the last workday prior to winter and spring breaks and summer recess, the building principal shall
release employees immediately following the departure of students from school property provided the
employees have satisfactorily completed their duties. Paraprofessionals and health aides/RNs shall be
released at the same time as teachers on the last day of the school year and the District Institute Day(s)
without loss of pay.

6. Early Release Wednesday

Each week on Wednesday, students will be dismissed fifty (50) minutes early at the elementary schools and
forty-five (45) minutes early at the middle school and high school. Each week on Wednesday, teachers will
extend their contractual day by thirty (30) minutes. The early release and extended workday time on
Wednesdays will be used for professional development and professional learning community work.
D. **Teacher Working Areas, Duplicating Equipment, and Supplies**

Working areas for use by all teachers shall be established in each building. This area shall be separate from the lounge. Within its financial constraints, the Board shall make a good faith effort to provide adequate supplies and a continuing effort to upgrade the existing printing, duplicating and other equipment in the building work areas. Board-furnished supplies to teachers shall be distributed to all teachers at approximately the same time. At least one (1) telephone in each building shall be located to facilitate a private conversation. Please refer to Letter of Understanding #4 **Teacher Working Areas, Duplicating Equipment and Supplies/Storage Space**.

E. **Education Committee**

An Education Committee composed of employees appointed by the Union President shall be established. Such Committee shall have the right to meet with the Superintendent and/or designee to discuss matters relevant to the operation of the school district, provided: 1) such discussion may include implementation of any matter already covered by this Agreement; 2) such meeting shall not be held more frequently than once each calendar month, September through May; 3) advanced written request of at least seven (7) calendar days shall be submitted to the Superintendent seeking a meeting, which request shall include a suggested detailed agenda.

F. **Teacher Secretary or Clerk**

The Copy Center shall be available for teachers to make copies of material for educational purposes. When a teacher needs secretarial assistance, the Administration may assign a secretary or clerk to assist on a temporary basis.

G. **Classified Staff Work Year**

The work year shall be based upon the legal school year running from July 1 to the following June 30. Classified staff shall work various numbers of days within that work year dependent on job category. If the following positions are reinstated, the Board and Union will negotiate their work year: custodians, lead custodians, maintenance workers, security guards, bus drivers, bus monitors, hall monitors, and cafeteria workers.

1. **Secretaries/Clerks**

   All twelve (12) month secretaries shall work five (5) days per week, fifty-two (52) weeks per year. All ten (10) month secretaries and clerks shall work a minimum of two hundred (200) days per year. The work year for building secretaries shall consist of two (2) weeks before the start of the teacher work year and two (2) weeks after the end of the teacher work year.

2. **Paraprofessionals**

   Paraprofessionals shall work a minimum of one hundred seventy-nine (179) days per year; these days shall be the same days worked as the teachers, with the exception of the two (2) one-half (1/2) day parent conferences.

H. **Classified Staff Workday**

If the following positions are reinstated, the Board and Union will negotiate their work day: custodians, lead custodians, maintenance workers, security guards, bus drivers, bus monitors, hall monitors, and cafeteria workers.
1. Secretaries/Clerks

Full-time secretaries shall work an eight (8) hour workday. Said workday shall contain two (2) separate fifteen (15) minute duty free breaks and one (1) thirty (30) minute duty free lunch. Pay shall be for seven and one-half (7 1/2) hours.

Clerks shall work and be paid for five and one-half (5 1/2) hours per day, five (5) days per week.

2. Paraprofessionals

The workday of paraprofessionals shall vary according to the assignment of each aide. All paras who work three (3) or more hours per day shall receive one (1) fifteen (15) minute duty free break. All paras who work five (5) or more hours per day shall receive two (2) separate fifteen (15) minute duty free breaks and one (1) thirty (30) minute duty free lunch. Pay shall be for all time other than the thirty (30) minute duty free lunch. If a District administrator requests a para to work through his/her break and the para agrees, such work time shall be added to the total time paid for the day. Paras translating before or after scheduled work hours will be compensated according to Addendum 5. Qualified paras voluntarily substituting for teachers will be paid at the daily rate for a beginning teacher (BA 0.5)

I. Part-Time Classified Staff Employees

Sections G and H, above, shall not be construed to preclude the Board from hiring part-time classified staff.

J. Classified Staff Extended Workday Break and Lunch

Classified staff working beyond an eight and one-half (8 1/2) hour workday (includes lunch) shall have one (1) paid, uninterrupted fifteen (15) minute break after three (3) hours, and one (1) paid, uninterrupted thirty (30) minute lunch period after five (5) hours, except in an emergency. In such emergency, the time worked in lieu of breaks and/or lunch shall be added to the total time actually worked.

K. Classified Staff Summer Work Schedule

Classified staff who work during the summer shall have their work hours adjusted according to the schedule adopted by the Board. Custodians and maintenance workers who move from the night shift to the day shift shall no longer receive the night differential.

L. Classified Staff & Emergency School Closings

When school is closed due to an emergency, all full-time twelve (12) month classified staff shall report to work and shall receive straight time pay. Should a full-time twelve (12) month classified staff be unable to report to work, the classified staff may charge the day to sick leave, personal business leave, accrued vacation time or compensatory time. Classified staff who work less than twelve (12) months shall be paid only if the Board determines that it is necessary for them to report to work. If these classified staff are called in during their regular work day, they shall receive straight time.

M. Classified Staff

1. Medication

The administering of prescription medication to students by classified staff, other than health care aides, shall be on a voluntary basis. Classified staff shall respond to emergency situations and accidents by
providing care and comfort until help arrives. Ongoing health intervention such as suctioning, catheterization, and tube feeding shall not be the responsibility of the classified staff. Health care aides who are also non-certified nurses each shall receive a paid lunch during which they shall be on-call.

2 Diapering & Toileting

Health aides/paras duties may include diapering students and/or assisting students in toileting. Unless cloth or other type diapers are required for the student, disposable diapers shall be used by the health aides/paras when diapering students. If a health aide/para requests, the principal may in his/her discretion make arrangements to have a second adult present when a health aide/para diapers a particular student or assists a particular student in toileting provided the principal determines that such arrangements are necessary, appropriate and feasible for that student and the student’s parent/guardian does not object. If the principal denies a request, a health aide/para who refuses to perform such duties for a particular student shall not be disciplined, provided the health aide/para’s refusal is reasonable. The principal may also provide training of health aides/paras in appropriate lifting techniques if lifting of a student is required to assist the student in toileting. Adequate supplies of disposable aprons, gloves, masks, diapers, waste bags and cleaning materials shall be available to health aides/paras who diaper students and/or assist students in toileting.

N. Classified Staff Student Supervision

1. Classified staff may be assigned to regularly supervise students on a day-to-day basis in the hallways, in the cafeteria, on the playground, and when exiting or boarding the buses. The para’s primary responsibility shall be the students directly assigned to the para’s class.

2. Paraprofessionals shall work with students as assigned under the supervision of the teacher. The teacher shall design plans and assign all grades to students.

O. Student Discipline

The Board and the Union agree that pupil discipline is based on the requirement that children must adhere to a code of acceptable behavior and must conform to all reasonable school rules and regulations. The Board recognizes the teachers’ responsibility to maintain order and control through effective teaching and leadership techniques. The Board recognizes its responsibility to provide reasonable support and assistance to teachers in fulfilling their responsibilities for pupil control and discipline.

A teacher may remove a student from the classroom for disruptive behavior. When a student is so removed by a teacher, the student shall be sent from the classroom to the building administrative office and the problem shall be referred for solution to the building principal or his/her designee. Upon a student’s return to the classroom, the teacher shall be notified of the resolution of the problem via a student referral form and the student information system.

P. Notification of Placement of New Student

The Building principal or designee shall attempt to notify the teacher of a new or transferred student added to the teacher’s class prior to the student’s actual attendance. The principal or designee shall advise the teacher of the student’s name and any other pertinent information.

Q. Damage to Personal Property

The Board shall make a good faith effort to monitor parking lots.
R. **Safety and Overall Condition of Facility**

The District shall make reasonable efforts to maintain a safe environment and healthful conditions throughout the buildings. Any employee who has a concern about building conditions that impact safety, cleanliness, and health may report that concern by submitting a request to the Help Desk.

S. **Verification of Professional Development**

Paperwork certifying professional development hours shall be distributed to all participants on the day of the professional development event.

T. **Vacation Professional Development**

All professional development or related District activities occurring during a vacation period shall be voluntary and paid either at the agreed amount herein or with a stipend negotiated with the Union. If an individual is unable to attend the vacation professional development, there will be alternative opportunities provided during the school year to allow teachers to acquire the new skill.
ARTICLE VII

LEAVES OF ABSENCE

A. **Unpaid Leaves of Absence**

1. **Eligibility For and Length of Unpaid Leave**

   The Board may grant unpaid leaves of absences of up to one (1) school year (or as defined by law) to tenured full-time teachers and non-probationary classified staff. Employees whose unpaid leave begins during the first semester for the remainder of the school year will be deemed to have been granted a leave of one school year. Employees whose leave begins during the second semester will be granted an extension of their unpaid leave for the following school year if they so request.

2. **Purpose of Unpaid Leave**

   Leaves may be granted for the following reasons:
   
   Exchange teaching programs in other states, territories or countries;
   
   Foreign or military teaching programs;
   
   Participation in the Peace Corps, Teacher Corps or Job Corps;
   
   Cultural travel or work programs related to the teacher's professional responsibilities;
   
   Service as a staff member or officer of the recognized affiliate Union at the local, state and national level;
   
   Participation in pre-approved educational programs that are related to the employee's present duties;
   
   Child-rearing;
   
   Extended illness;
   
   Other reasons deemed appropriate by the Board.

3. **Conditions of Leave**

   The granting of a leave for a teacher or classified staff and the length of the leave shall be determined at the sole discretion of the Board without regard to past practice. The granting of a leave is a separate matter for each employee and is based upon the individual facts in each case. The Board may require the employee to submit proof that shall verify the legitimate purpose of the leave. Employees requesting a child-rearing or illness leave may qualify for a leave under the Family and Medical Leave Act (FMLA). Any additional leave time requested beyond time allowed under FMLA must be requested to the Board for approval and is subject to the conditions of leaves under this provision.

   While on the leave the employee shall retain all service credit earned up to the date of the leave but shall acquire no credit for the actual time spent on leave. Likewise, while on leave, the employee shall retain any unused accumulated sick leave usable upon return to regular employment, but shall not earn additional sick leave. Acceptance of employment elsewhere during the leave shall automatically immediately cancel the leave and employment status of the employee, unless such employment is agreed upon in advance by the Board and employee.

   Employees who have been approved for an entire school year leave must notify the District by February 1 of the leave school year whether they intend to return for the following school year. If notification is not given by February 1 of the leave school year, the district shall send a letter, return receipt required, informing the employee of the notification requirement with a copy provided to the Union President. Failure to notify the
District by February 21 will automatically result in the employee being deemed to have resigned his/her employment effective the end of the leave school year. An employee’s right to return to the District following a leave of absence is subject to reduction-in-force law.

4. **Insurance Benefits While on Leave**

   The employee may continue the coverage provided by the group insurance plan provided the employee pays the full premium each quarter in advance.

B. **Sick Leave**

1. **Annual Sick Leave**

   **Teachers**

   Each teacher shall be eligible for sick leave at full pay each school year as follows:

<table>
<thead>
<tr>
<th>Accumulated</th>
<th>Annual Days Sick Leave</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 to 49 days</td>
<td>11 days</td>
</tr>
<tr>
<td>50 to 99 days</td>
<td>12 days</td>
</tr>
<tr>
<td>100 to 149 days</td>
<td>13 days</td>
</tr>
<tr>
<td>150 or more days</td>
<td>14 days</td>
</tr>
</tbody>
</table>

   The above accumulated days shall be tabulated as of June 30 each year. The teacher shall then receive the corresponding amount of annual sick leave days at the commencement of the next school term, provided that no teacher shall revert to a lower number of annual sick leave days once a certain level is attained.

   **Classified Staff**

   Each ten (10) month employee shall earn one (1) sick leave day per month to an annual maximum of ten (10) days and eleven (11) sick leave days per year after accumulating fifty (50) sick leave days.

   Each twelve (12) month employee shall earn one (1) sick leave day per month to an annual maximum of twelve (12) days.

   Classified staff shall then receive the corresponding amount of annual sick leave days at the commencement of the next school term.

   **Definition of Sick Leave & Immediate Family**

   Sick leave shall be interpreted to mean personal illness, quarantine at home, or serious illness or death in the immediate family or household, or birth, adoption, or placement for adoption. The immediate family includes parents, spouse, brothers, sisters, children, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, uncles, aunts and legal guardians.

2. **Accumulation of Sick Leave**

   If the employee does not use the full amount of annual leave in the year it is earned, the unused amount shall accumulate without limit, provided that no classified staff shall revert to a lower number of annual sick leave days once a certain level is attained.

3. **Medical Evidence**

   The Board may, on a case-by-case basis, require medical evidence from the employee’s physician to support the employee’s request for pay after a sick leave absence of three (3) consecutive days or more for personal illness, or after 30 days for birth, or as deemed necessary in other cases. If the Board requires
medical evidence from the employee’s physician to support the employee’s request for pay for a sick leave absence of less than three (3) consecutive days, the Board shall pay the cost incurred by the employee. The Board may also direct an employee to submit to an examination by a physician selected by the Board at its expense.

4. **Teacher Accumulation Bonus Upon Retirement**

Upon retirement, the District shall pay one-half (1/2) the current substitute teacher pay for each accumulated sick day beyond the one hundred seventieth (170th) day earned in District #187, provided the days are not used for service credit under Teachers’ Retirement System. The payment will be made as a post-retirement lump sum payment. To receive this payment the retiree must:

a) Wait until his/her first TRS retirement payment is received;

b) Contact TRS and request a Claim Audit Report (report that details sick days used by TRS for retirement benefits); and

c) After receiving the Claim Audit Report, bring the original to the District. The District will review the submitted Claim Audit Report, determine the retirement bonus payment due, if applicable, and then pay the lump sum amount owing to the retiree.

5. **Report of Leave**

Each employee shall receive a report and accounting of accumulated and available sick leave days and personal leave days via their payroll information. Details regarding attendance will be viewable via the District’s automated attendance system.

6. **Deduction of Paid Leave Upon Exhaustion of Sick Leave**

Any employee who has accumulated paid time (i.e., personal leave, vacation days) available for use after he/she exhausts accumulated sick days and requires further absence for purposes of sick leave, including any approved sick leave bank days, and requires further absence for purposes of sick leave shall have the accumulated paid time deducted to continue pay for that employee. Once an employee has exhausted all accrued paid time and has another absence, the employee will receive a deduction for time not available.

C. **Personal Business Leave**

1. **Annual Personal Leave**

Each employee shall receive two (2) personal leave days per year. Personal leave shall not be granted for the day immediately preceding or immediately following a holiday or a holiday weekend, vacation, or on the first and last day of school, except by approval of the Superintendent. All applications for leave shall be submitted to the employee’s supervisor for approval at least forty-eight (48) hours in advance, except in the case of emergencies. If an employee has exhausted his personal leave, the employee may convert up to two (2) sick days into additional personal leave to be used for a religious holiday or for medical reasons. Leave taken under this provision shall not be counted in computing an employee’s eligibility for an attendance bonus under Article VIII-A, Section Q. Excellent Attendance Payment of the Agreement.

2. **Personal Leave Use**

Personal leave is intended to be used for the handling of business matters which cannot normally be done outside of school hours or by someone other than the employee, or because of an emergency which directly affects the employee, including medical reasons. Employees are expected to live up to the spirit of this provision. Failure to do so is grounds for discipline.
3. **Accumulation of Personal Leave as Sick Leave**

   All personal leave days not used shall be added to the accrued sick leave in the following year.

D. **Teacher Sabbatical Leave**

1. **Initiation and Approval**

   On the recommendation of the Superintendent, the Board of Education may permit teachers to take sabbatical leave for one school year or less. Such leaves would be granted for the purpose of self-improvement and benefits to the school system through study, research, a planned program of travel or an approved combination of the above.

2. **Service Requirements**

   No teacher may receive a sabbatical leave until the teacher has completed six (6) full years of service in the District. Such service need not be continuous, but the teacher must have completed at least three (3) full years of uninterrupted service prior to the beginning of the sabbatical leave.

3. **Service Credit**

   Normal credit on the salary schedule shall be given for sabbatical leave. Time on such leave is considered time in service in the District.

4. **Reports**

   During the sabbatical leave, the teacher shall file two (2) reports (one report per semester of leave) describing his/her progress in meeting the objectives of the leave.

5. **Duty to Continue Service**

   Acceptance of a sabbatical leave by the teacher carries with it the obligation of the teacher to continue service in the District for at least two (2) years following the end of the leave. If the teacher fails to comply with the requirement, the teacher shall return all sums of money received from the District during the leave, unless return to service is prevented by illness or for other reasons acceptable to the Board.

6. **Applications for Leave**

   All requested sabbatical leaves shall be submitted to the Superintendent on or before March 1 of the year prior to the school year for which the sabbatical is requested. Requests for second semester leaves must be received at least ninety (90) days in advance of the beginning of the second semester. Notification of approval or rejection of any sabbatical leave request shall be given within thirty (30) days.

7. **Group Insurance and Other Leave Benefits**

   While on sabbatical leave, the teacher may continue participation in the District group insurance plans, provided that the Board shall contribute one-half (1/2) the required single premium and the teacher shall contribute the balance of the single premium plus any applicable dependent premiums each quarter in advance. For a sabbatical leave of a full school year, the teacher shall accumulate one-half (1/2) of those sick and personal leave days available had the teacher been teaching. For a sabbatical leave of less than a full school year, the teacher shall accumulate sick and personal leave on a pro-rata basis. All such days shall be rounded up to the nearest whole day.
8. **Pay**

While on sabbatical leave, the teacher shall be paid one-half (1/2) the salary he/she would receive if in active service. Payments shall be made in accordance with the teacher’s selection from the payroll plans of the District.

9. **Retirement**

While on sabbatical leave, the Board shall pay the teacher’s required contributions to the Teachers’ Retirement System based on the annual full-time salary paid the teacher immediately prior to the leave.

10. **Pay Upon Return From Leave**

Upon return from a full school year of sabbatical leave and upon presentation of evidence satisfactory to the Board showing compliance with the conditions for the leave, the teacher shall progress to the next step on the salary schedule.

11. **Tenure Rights**

Rights of contractual continuous service are not affected while the teacher is on sabbatical leave.

E. **Jury Duty Leave**

Employees called as jurors shall be granted leave of absence with full pay. Any pay received as compensation for serving as a juror shall belong to the employee.

F. **Bereavement Leave**

Each employee shall be eligible to receive two (2) days of bereavement leave per school year without loss of pay to attend the funeral or memorial services of a member of the employee’s immediate family. For purposes of bereavement leave the definition of immediate family shall be expanded to include son/daughter-in-law, niece and nephew. Requests for use of bereavement leave shall be made to the Superintendent or designee. Such leave shall not be cumulative. If additional bereavement leave is needed for the death of a member of the employee’s immediate family, the employee must obtain approval from the Superintendent or designee. If such a request is approved, the employee may be given additional day(s) of bereavement leave at the discretion of the Superintendent or designee.

G. **Subpoena Release Time**

Except for actions in which the employee is a party or actions by the employee against the Board, its officers, employees or agents, an employee who is subpoenaed by the clerk of the court to appear in court during work hours shall be compensated without loss of pay provided such employee remits to the Board any and all subpoena or witness fees. An employee shall immediately notify the building principal upon receipt of such subpoena.

H. **Professional Leave**

At the discretion and approval of the Superintendent or designee, an employee shall be entitled to leave at full pay to attend professional meetings, if such meetings are held on school time, and shall be reimbursed for actual and necessary expenses incurred in attending such professional meeting. Requests by employees to attend any other professional meetings or conferences and be reimbursed for the actual and necessary expenses in attending such conferences may be approved at the discretion of the Superintendent or designee.
I. **Sick Leave Bank**

The Board and the Union agree to establish a voluntary Sick Leave Bank (SLB) for bargaining unit employees who elect to participate. The Bank will be administered by a Sick Leave Bank Review Committee, which will be comprised of the Superintendent of Schools and the Union President and such other individuals as they appoint.

1. Sick leave in the SLB will be established as follows:

   a. Each employee who elects to participate shall donate two (2) sick leave days on or before September 30 of any given school year by filling out a form developed by the SLB Committee and submitting it to the Board office. No additional donation shall be required in any subsequent year, except as provided in subparagraph b.

   b. If, in any year, the total number of days in the sick leave bank falls below twenty-five (25), each participant shall contribute one (1) additional day.

   c. All donations to the SLB are irrevocable.

   d. Only employees with two (2) prior consecutive full-time years of experience in North Chicago may participate in the sick leave bank.

   e. Regardless of the number of days in the SLB, the maximum aggregate number of days which may be used by all employees in a given school year is two hundred (200).

   f. October 1 of each school year, the Union President shall provide the Superintendent with a list of employees who have elected to participate in the Bank.

2. To be eligible to draw on the SLB, the following conditions must be met:

   a. The employee or a member of the employee’s immediate family must have suffered a catastrophic-type illness or injury (such as, advanced cancer, massive heart attack, or multiple severe injuries from an automobile accident or fire) as determined by the Committee. The employee must submit a written request to the Committee which identifies the reason for the request and the number of sick days needed from the Bank, and, in cases where the request is based on an illness or injury to a member of the employee’s immediate family, the circumstances which require the employee to care for the member of his/her immediate family. The Committee may also require additional information regarding the employee’s illness or injury (e.g., a report from the employee’s physician confirming the employee’s illness/injury and the prognosis which necessitates use of the Sick Leave Bank for the number of days requested by the employee; a report from a physician of the District’s choice at the District’s expense) or the illness or injury of the employee’s immediate family (e.g., a physician’s report confirming the illness/injury, and the prognosis which requires the employee to care for the individual and necessitates use of the SLB for the number of days requested by the employee).

   b. The employee must have exhausted all accumulated and newly granted sick leave and personal business leave.

   c. The employee must have been a participant in the sick leave bank at the start of that school term.

   d. The maximum number of days per year any employee may use in a school term is seventy-five (75) SLB days. The maximum number of days per year any employee may use for an illness or injury of a member of the employee’s immediate family is twenty (20) SLB days.

   e. The employee shall make written application to the Committee.

   f. The employee must satisfy any other requirements established by the SLB Committee.
g. Usage and operation of the SLB shall be in full compliance with any applicable provisions of state and federal laws.

h. Days used from the SLB may only be used for workdays during the regular school term.
ARTICLE VIII-A

TEACHER COMPENSATION AND FRINGE BENEFITS

A. Pay Schedules

The teacher pay schedule for the 2015-2016, 2016-2017, and 2017-2018 school years is attached hereto as Addendum 2 and are incorporated within the terms of this Agreement.

Teachers currently employed as of school year 2014-2015 shall move vertically on the schedule two cells (i.e., one full step) for the 2015-2016 and 2016-2017 school years, and shall move vertically on the schedule one cell (i.e., one-half step) for the 2017-2018 school year.

Teachers hired in 2015-2016 school year and offered salary based upon the 2014-2015 compensation schedule shall have their starting salary adjusted upward to reflect the new 2015-2016 compensation schedule in 2016-2017 and 2017-2018 these teachers shall move vertically on the schedule one cell (i.e. one-half step).

B. Extra-Curricular Salary Schedule

The Extra-Curricular Salary Schedule is attached hereto as Addendum 4 and is incorporated within the terms of this Agreement. Should the Board create any extra-curricular positions not listed therein, or should circumstances call for consideration of changing the classification or rate of an existing extra-curricular position, the compensation for such shall be negotiated with the Union as per the last paragraph of this Section, notwithstanding any provision to the contrary contained elsewhere herein. Any such compensation shall become an addendum to this Agreement.

Teachers/Classified shall have priority consideration to such positions over non-employees of the District. Priority consideration guarantees each internal teacher applicant an interview during the Board’s process of hiring a qualified individual to fill a vacant extra-curricular position and, unless an outside applicant’s qualifications and relevant experience clearly exceed the internal teacher applicant’s qualifications and relevant experience, the most qualified internal teacher applicant shall be offered the position. Teachers/Classified appointed to positions on the Extra-Curricular Salary Schedule shall remain in such positions from year to year, but may be removed from their assignment at any time for misconduct, student count, or performance not meeting the District’s expectations. Notwithstanding any other provision of this Agreement, the parties further agree that, in the event the Board hires an outside applicant to fill a vacant extra-curricular position where there has been no internal applicant, the Board shall not be obligated to compensate such individual in accordance with Addendum 5 (i.e., the Board, in its discretion, may compensate such individual at a salary less than that provided in Addendum 5, but in no case at a salary greater than that provided in Addendum 5).

Annual extra-curricular appointment and compensation statements shall be provided to all employees assigned to these positions as identified in Addendum 5. Payments for all extra-curricular positions shall be part of earnings in accordance with the Illinois Pension Code. Payments for these positions shall be made three times per year: 1) the day before Thanksgiving; 2) the day before Spring Break; 3) the last day of the school term. Payments for positions that extend beyond one of the listed pay periods shall be made in installments.

A standing committee shall be formed of a mutually agreed size, one-half of which shall be appointed by the Board and one-half of which shall be appointed by the Union. This committee shall meet two (2) times per school year, in October and in February, to consider any requested additions or changes submitted for its consideration since the prior meeting. Any changes that this committee may recommend must be ratified by the Union and approved by the Board. Such changes shall be reduced to writing and shall become an amended portion of this Collective Bargaining Agreement.
C. Professional Growth and Other Professional Payments

1. District Programs

The parties acknowledge the importance of continuing education and the updating of professional skills. A teacher may select a District program for professional growth for a stipend of not less than thirty-six and 88/100ths dollars ($36.88) per contact hour.

2. Committee Work

Teachers who serve on school committees shall be compensated at thirty-six and 88/100ths dollars ($36.88) per hour. This section only applies to committee meetings held outside the regular workday. The District shall establish a maximum hour standard for District approved committee work.

3. Workshop Presenters

Teachers who serve as workshop presenters shall be compensated at thirty-six and 88/100ths dollars ($36.88) per hour.

4. Curriculum Development

Teachers who work on curriculum development shall be compensated at thirty-six dollars and eighty-eight cents ($36.88) per hour.

D. Tuition Reimbursement

A teacher may request tuition reimbursement for graduate school courses taken from an accredited institution of higher learning. Such request shall be in writing to the Superintendent and shall include the course name, number, and description or sufficient alternate information. The request should be made prior to enrollment in the course. A teacher who submits the request after enrollment in the course must recognize the potential consequence should tuition reimbursement be denied by the Superintendent. In any event, the teacher must submit the request prior to completion of the course. The Superintendent shall inform the teacher in writing of approval or rejection within ten (10) days of submission of the request. Approved courses shall receive tuition reimbursement, based upon the ending date of the course, up to full cost not to exceed a total of nine hundred dollars ($900) per fiscal year (July 1 to June 30). Workshop fees or other costs associated with each teacher’s Certificate Renewal Plan (CRP) shall also be reimbursed up to full cost not to exceed the above inclusive total. A teacher shall be obligated to reimburse the District for tuition funds if the teacher leaves the District after receipt of reimbursement as indicated below:

- If a teacher receives tuition reimbursement for coursework taken between July 1 and February 1 and voluntarily leaves the District prior to the start of the next school year, the teacher must repay the District 25% of the reimbursement amount ($225.00 maximum).
- If a teacher receives tuition reimbursement for coursework taken after February 1 and voluntarily leaves the District prior to the start of the next school year, the teacher must repay the District 50% of the reimbursement amount ($450.00 maximum).

E. Movement on the Salary Schedule

1. Vertical Movement on the Salary Schedule

Vertical movement on the salary schedule shall be limited to one (1) step per year. A teacher who has been employed ninety (90) or more school days during a school year shall be entitled to advancement on the salary schedule the following year.
2. **Academic Credit and Horizontal Advancement**

All academic credits, other than those in an approved program for an advanced degree, must be pre-approved by the Superintendent before they can be used as the basis for increased pay. The Superintendent shall inform the teacher in writing of the approval or rejection within ten (10) days of the teacher's request for credit. Credits for professional development coursework offered by the Lake County Federation of Teachers (LCFT) may also be used for horizontal advancement, provided the program is pre-approved by the Superintendent. The credit granted for an LCFT course will be equivalent to the time spent in the professional development activity; a teacher must accumulate 15 LCFT hours (one credit) to be credited with an equivalent academic coursework hour. No more than 90 LCFT hours (six credits) can be used to advance horizontally to the next lane on the salary schedule.

Horizontal advancement on the salary schedule for approved additional credits shall take place on the first payday in October (retroactive to start of school year) or on the first payday in February (retroactive to start of 2nd semester), provided the teacher has submitted all necessary documentation to the Human Resources Office at least ten (10) days prior thereto. Upon submission, the Human Resources Office shall provide a time/day stamped receipt for all documentation provided by the teacher under this section. Any increase effective in February shall be prospective for the final one-half (1/2) of the year.

3. **Prior Credits**

Credits recognized for additional pay prior to the earning of the Master's Degree shall continue to be recognized for additional pay after the Master's Degree is earned providing those credits were not accepted by the college or university as partial fulfillment of the Master's Degree program. Credits not so recognized by April 1, 1990, for teachers with a Master's Degree at that time, shall not be honored.

F. **Pay Periods**

Teachers shall be compensated annually on a 24-pay plan, except for those Teachers who have been grandfathered as of May 1, 2015. Pay days shall be the 15th and 30th of each month, except that if a pay day is not a work day then pay day shall be the last work day prior thereto. As of May 1, 2015, all staff will be paid via direct deposit, except for those teachers who have been grandfathered. Teachers shall receive a statement stating their new school year's annually salary based on the negotiated increase. If a teacher requests to receive a paper paycheck, the teacher will be required to pay a processing fee to be determined annually by the Board.

Paychecks shall be correct. If not, any and all errors shall be corrected and the teacher shall be made whole by the earliest possible date.

Payment for non-salary items not specifically scheduled to the contrary elsewhere in this Agreement shall be paid three (3) times per year: 1) the day before Thanksgiving; 2) the day before Spring Break; 3) the last day of the school term.

Teachers beginning an approved leave of absence, teachers hired during the school term, and teachers whose employment terminates by mutual agreement of the teacher and the Board, or whose employment terminates by order of the Board, shall receive pro-rata compensation and benefits based upon the actual period of employment. All compensation shall be based on a one hundred eighty-five (185) day school calendar. All benefits shall be based on a calendar year beginning the first day of the school term. Any teachers whose benefits must be computed pro-rata shall have such done by dividing the actual number of work days by one hundred eighty-five (185) and multiplying the result by the annual benefit involved. In the case of insurance premiums, the final result shall be rounded to the nearest month. In the case of leave time, the final result shall be rounded to the nearest day. (For example: A teacher works one hundred three (103) days. The insurance benefit is calculated as 103 days/185 days X 12 months = 6.68 months. This rounds off to seven (7) months of insurance coverage.)
G. **Horizontal Advancement on the Salary Schedule**

Pre-approved continuing education programs which are directly related to a teacher’s CRP shall be approved for salary schedule advancement. Fifteen (15) CPDUs or three (3) Continuing Education Units (C.E.U.s) shall be considered the equivalent of one (1) semester hour of graduate credit. The teacher will present certification of the successful completion of the program from the program sponsor and document the contact hours or C.E.U.s awarded or granted.

Teachers who obtain National Board for Professional Teaching Standards certification shall advance one (1) lane on the salary schedule.

Teachers who have already obtained National Board for Professional Teaching Standards certification and who have no vertical increment nor horizontal lane advancement shall receive a one thousand dollar ($1000) annual, non-compounding stipend in addition to the amount shown for that teacher on the applicable salary schedule.

H. **Group Insurance Benefits**

The Board shall make available to each eligible teacher single/dependent medical and dental insurance as described in the district's group insurance plan. It is understood that the master insurance contract executed by the Board and the insurance company is the controlling document for matters of interpretation and application, and further that determinations made by the insurance company are final and binding. The Board or its designee and the Union shall meet annually, on or about the anniversary date of the group insurance policy, to determine the mutual acceptability of the benefits, premiums (including deductibles), and coverage of the insurance plan. The monthly cost to be paid by the Board for such insurance shall not exceed the then current cost of the standard individual medical/dental monthly insurance premium. Teachers may elect to pay additional costs through payroll deduction.

A joint Insurance Committee of the Union and the Board shall be formed with the purpose of exploring possible alternatives to the current insurance carrier. The committee shall examine the issues of the size and quality of the provider networks, level of service in processing claims and answering questions, benefit levels, and premium costs. One-half of the Committee shall be appointed by the Board and one-half by the Union. From time to time, the Committee may make recommendations to the Board and Union for their consideration and action.

I. **Life Insurance – Teachers**

The Board shall provide each teacher, at Board expense, with fifty thousand dollars ($50,000) group term life insurance coverage.

J. **TRS Sheltering**

The Board agrees to tax shelter the teacher’s full contribution to the Teachers’ Retirement System (TRS), in accordance with the provisions of the law and TRS.

K. **Personal Injury and Worker’s Compensation**

Whenever a teacher is absent from school as a result of personal injury arising out of and in the course of his/her employment and this injury results in eligibility for Worker's Compensation, the teacher shall have the option of: 1) receiving such Worker's Compensation without salary and without deduction of accumulated sick leave, or 2) with salary and pro-rata deduction of sick leave, provided the Worker's Compensation payments are endorsed to the Board.
L. **Outside Experience Credit**

For purposes of placement on the salary schedule, teachers new to the District may be granted up to one (1) step for each year of prior teaching experience up to a maximum of eight (8) years, except for hard-to-fill positions, in which case the maximum of thirteen (13) years of experience may be granted. The decision to grant such outside experience credit, or fraction thereof, shall rest with the Board. No teacher may be placed on any salary not shown on the salary schedule. After experience and educational credit has been determined, the Union and the District shall meet to determine placement on the salary schedule. No new teacher shall receive a starting salary that exceeds that of a current teacher with like experience and like degree. Upon Board approval of the new hire, the Union President shall receive a copy of the employment confirmation letter.

M. **Internal Substitution**

Teachers shall be entitled to internal substitution pay whenever they: 1) assume the student responsibilities of another teacher during their preparation time, 2) assume the student responsibilities of another teacher during their lunch time, or 3) assume the student responsibilities of another teacher in addition to and during their own classroom time due to an unforeseen, unusual, and rare situation whereby there is no other option but for the teacher to assume such responsibilities. This last instance shall also include the doubling or tripling of classes where regular classes, special education classes and special teachers (art, music, P.E., etc.) are concerned. In cases where the teacher assumes the class of another teacher in addition to their own class for an entire day, the teachers shall receive the daily substitute rate of pay. If more than one (1) teacher shares such a class in addition to their own class, the daily substitute rate of pay shall be distributed pro-rata. The District shall make a good faith effort in each building to assign internal substitution on an equitable basis.

The per period internal substitution rate shall be as follows:

- $23.23 (twenty-three dollars and 23 cents) for the 2015-2016 school year (1% increase).
- $23.46 (twenty-three dollars and forty-six cents) for the 2016-2017 school year (1% increase).
- $23.81 (twenty-three dollars and eighty-one cents) for the 2017-2018 school year (1.5% increase)

A block period shall be paid as two internal substitution periods. The Board and Union agree to establish a mechanism to limit the use of paraprofessionals as daily substitute teachers.

N. **Travel Allowance**

Out-of-District travel and expense reimbursement for all teachers shall be subject to pre-approval by the Superintendent or designee.

The Board shall provide a $260.00 annual in-District travel allowance for teachers whose work assignment requires the performance of his/her customary duties in more than one (1) school building per work week. Payment shall be made on the last day of the school term.

For those teachers whose work assignment requires travel of an irregular nature, mileage reimbursement shall be at the IRS rate.

If a teacher should suffer personal automobile damage due to an accident in the course of such travel and the teacher was neither the cause of the accident nor found to be at fault, the teacher shall be reimbursed up to one hundred dollars ($100) of his/her automobile insurance deductible.
O. **Retirement Benefits**


P. **High School Department Liaisons**

1. **Length of Contract**

   The length of contract shall be the same as for a regular teacher in the bargaining unit.

2. **General Responsibilities**

   The Department Liaison is an intermediary between the staff of his/her respective area and the building administration. This position does not require an advanced degree, but does require professionalism and an ability to interact effectively with fellow staff members. The following items relate specifically to the job description of a Department Liaison.

3. **Specific Duties**

   a. Assist the building administration in the mentoring of new teachers within the respective area.

   b. Account for disbursement of consumable supplies for teacher use to the building administration and inform the building administration when said supplies are needed.

   c. Assist the building administration in preparation of the budget for the respective area. The Department Liaison does not prepare the budget; he/she is acting in the capacity of an assistant.

   d. Disseminate required information to area teachers as requested by the building administration.

   e. Assist in ensuring substitutes are in place and have the necessary materials to carry out their duties.

   f. Assist in finding in-house substitutes within their respective departments as needed.

   g. Meet with the departments on a weekly basis.

   h. Attend weekly department liaison meetings.

   i. Complete other duties, as requested by the Principal or his/her designee that will assist the building administration in maintaining and continuing a professional atmosphere and applicable working relations.

   j. Keep a record of meeting minutes for departments.

4. **Salary**

   Department Liaisons shall receive an annual stipend as follows:

   - $1,363.50 (one thousand three hundred sixty-three dollars and fifty cents) for the 2015-2016 school year (1% increase).
   - $1,377.14 (one thousand three hundred seventy-seven dollars and fourteen cents) for the 2016-2017 school year (1% increase).
   - $1,397.80 (one thousand three hundred ninety-seven dollars and eighty cents) for the 2017-2018 school year (1.5% increase).
Q. **Attendance Bonus Payment**

Teachers with excellent attendance shall receive a bonus payment of one hundred fifty dollars ($150) payable no later than June 30th following the school term in which the bonus is earned. Excellent attendance is defined as utilizing no more than four (4) leave days (paid or unpaid), excluding professional development days, during the course of the school term.

R. **Flexible Benefit Plan**

The Board shall establish a flexible benefit plan, for the purpose of providing an opportunity, pursuant to relevant Internal Revenue Service Guidelines and Regulations, for teachers to deduct:

1. Single/Dependent Health Insurance
2. Single/Dependent Dental Insurance
3. Additional Term Life Insurance
4. Other Non-Reimbursed Medical/Dental Costs
5. Child/Dependent Care Costs

and other items as may be hereafter agreed between the Board and the Union from their overall compensation and to be subsequently reimbursed therefore upon the timely filing of evidence of payment of such insurance or other costs and with the other provisions of such flexible benefit plan.

Part-time teachers shall receive such overall compensation and Board contribution toward insurance coverage as outlined above, on a pro-rata basis. However, such part-time teachers shall be eligible for full deferral of their actual additional costs pursuant to the flexible benefit plan.

Each teacher shall declare, not later than December 1 of each school year, the anticipated annual cost of benefits under the plan for the twelve (12) month period January through December. Such declaration shall be irrevocable for the twelve (12) month period January through December except as may be necessitated by a change in family status.

The Union and the Board shall, by mutual agreement, select an outside administrator for the Flexible Benefit Plan. Any administrative cost shall be born by the teacher.

The Flexible Benefit Plan implementation date and the plan year (January through December) may be changed by mutual written agreement by the parties.

S. **Longevity Compensation**

Each teacher with at least twenty (20) years of teaching in the District shall receive an annual stipend of six hundred dollars ($600) above and beyond the amount shown on the teacher pay schedule, added pro-rata onto the teacher’s regular paychecks.

T. **Teachers Without Step**

Teachers who are no longer on the salary schedule shall be referred to as “teachers without step.”

For the 2015-2016 school year, teachers without step shall be provided a percentage increase of 2.5%; for the 2016-2017 school year, teachers without step shall be provided a percentage increase of 1.5%; and for the 2017-2018 school year, teachers without step shall be provided a percentage increase of .5%.
U. **Horizontal Movement for Teachers Without Step**

Teachers who were on Step 19 during a previous school year shall be referred to as “teachers without step.”

When a teacher without step qualifies for horizontal lane movement, the teacher shall receive a salary adjustment equal to the difference in salary between the final step of the lane which the teacher is exiting and the salary cell immediately to the right of that cell in the adjacent lane on the salary schedule in effect that year.

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</table>

V. **Screening**

Screening (i.e. kindergarten, special education, bilingual, etc.) outside the regular work day or year shall be compensated as follows:

- $33.20 (thirty-three dollars and twenty cents) for the 2015-2016 school year (1% increase).
- $33.53 (thirty-three dollars and fifty-three cents) for the 2016-2017 school year (1% increase).
- $34.03 (thirty-four dollars and three cents for the 2017-2018 school year (1.5% increase).

W. **Before School Supervision**

Staff may be used to supervise students prior to the start of teachers’ morning supervision (Article VI, Working Conditions, C. Teacher Workday & Supervision).

X. **Payment for Professional Development**

Payment for attending District Professional Development shall be paid at the next pay day after the District Professional Development event as per the payroll schedule.
ARTICLE VIII-B

CLASSIFIED STAFF COMPENSATION AND FRINGE BENEFITS

A. Pay Schedule

The classified staff pay schedule is attached hereto as Addendum 3 and is incorporated within the terms of this Agreement.

For 2015-2016, classified staff employees shall receive an increase of 3.2% over their 2014-2015 salaries. For 2016-2017, employees shall receive an increase of 2.6% over their 2015-2016 salaries. For 2017-2018, employees shall receive an increase of 1.3% over their 2016-2017 salaries.

B. Paid Holidays

1. All classified staff shall be granted the day off with pay on each of the following holidays that fall during their scheduled work year unless school is in session on that holiday:

   New Year's Day  Labor Day
   Martin Luther King's Birthday  Columbus Day
   Lincoln's Birthday/President's Day  Veteran's Day
   Pulaski's Birthday  Thanksgiving Day
   Thanksgiving Friday  Christmas Eve
   Memorial Day  Christmas Day
   Independence Day  New Year's Eve

   If the State of Illinois declares any of the above to be dropped from the list of recognized school holidays, that day shall no longer be a paid holiday. If the State of Illinois declares an addition to the list of recognized school holidays, that day shall become a paid holiday. If a holiday is eliminated as a result of the approval of a waiver request or amendment to Section 24-2 of the School Code, the day shall be added to the employee’s work year and the employee shall be paid double time for work on such day or another day shall replace the eliminated day.

2. In the event a holiday, other than Veteran's Day or Lincoln's Birthday, falls on Saturday or Sunday, the Friday before or the Monday following shall be a non-working paid holiday, unless school is in session. If school is in session, a day off with pay shall be allowed at a time when students are not in school and at a time mutually agreeable between the classified staff and the supervisor.

3. When a holiday falls within a period of paid leave (i.e. sick leave, vacation, etc.) the holiday shall not be counted as a workday in computing the amount of leave time deducted.

4. To be eligible for holiday pay, classified staff must have been employed for fifteen (15) calendar days prior to the holiday. Classified staff must have worked or have been paid authorized leave on the workday before and after the paid holiday.

C. Vacation

Each twelve (12) month classified staff shall be entitled to annual vacation with pay pursuant to the following provisions:
1. **1st Year Eligibility**

   Classified staff shall earn vacation on a monthly basis from the starting date of employment until the first June 30th following. Classified staff starting on the fifteenth (15th) day of the month or earlier shall begin to accrue vacation days at the start of that month, and those starting on the sixteenth (16th) day or later shall begin to accrue vacation days as of the first (1st) day of the following month. Earned vacation time cannot be used during the probationary period. Anticipated accrued vacation days may be used in a classified staff member’s first year of employment.

2. **Subsequent Eligibility**

   Beginning with the first June 30th following the starting date of employment, classified staff shall earn vacation on an annual basis. July 1st following employment until the next June 30th shall be the first year.

3. **Part-Time Classified Staff**

   Part-time twelve (12) month classified staff shall receive vacation pay on a pro-rata basis based on the average number of hours worked during the preceding year.

4. **Length of Vacation**

<table>
<thead>
<tr>
<th>Service Credit</th>
<th>Vacation Days</th>
</tr>
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<tr>
<td>Hire Date to June 30</td>
<td>1 day/month (10 max.)</td>
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<tr>
<td>1 year - 8 years</td>
<td>2 weeks</td>
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<tr>
<td>9 years - 14 years</td>
<td>3 weeks</td>
</tr>
<tr>
<td>15 years or more</td>
<td>4 weeks</td>
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5. **Use of Vacation**

   Vacation time is to be used in the year it is earned. Up to five (5) vacations days can be carried forward from one (1) year to the next. If a vacation request is denied because of the needs of the District, the classified staff shall be paid for such days. Employees shall be provided with notice of their annual vacation allotment at the beginning of the fiscal year.

6. **Vacation Pay as Severance**

   Classified staff terminating employment with the District shall be entitled to all vacation pay earned to the date of termination.

D. **Pay Periods**

   Classified staff shall be compensated annually on a 24-pay plan. Pay day shall be the 15th and 30th of each month following a twelve (12) month pay plan, except that if a pay day is not a work day then pay day shall be the last work day prior thereto. Payment for non-salary items not specifically scheduled to the contrary elsewhere in this Agreement shall be paid three (3) times per year: 1) the day before Thanksgiving; 2) the day before Spring Break; 3) the last day of the school term. As of May 1, 2015, all staff will be paid via direct deposit, except for those classified staff who have been grandfathered. Classified staff shall receive a statement stating their new school year’s annual salary based on the negotiated increase. If classified staff request to receive a paper paycheck, they will be required to pay a processing fee to be determined annually by the Board.

   Paychecks shall be correct. If not, any and all errors shall be corrected and the classified staff shall be made whole by the earliest possible date.
All classified staff in continuous employment shall receive uninterrupted insurance benefits.

Classified staff hired during the school term and classified staff whose employment terminates by mutual agreement of the classified staff and the Board, or whose employment terminates by order of the Board, shall receive compensation and benefits based upon the actual period of employment. Classified staff beginning an approved leave of absence shall receive benefits pro-rata based on the number of days actually worked versus the number of days the individual classified staff would normally work in a full year. All Board paid insurance benefits shall be based on a fiscal year beginning July 1.

Any classified staff whose benefits must be computed pro-rata shall have such done by dividing the actual number of work days by the number of days the individual classified staff would work in a full year and multiplying the result by the annual benefit involved. In the case of insurance premiums, the final result shall be rounded to the nearest month. In the case of vacation time, the final result shall be rounded to the nearest day. (For example: Classified staff works 92 days of a normal 195 day work year. The insurance benefit is calculated as 92 days/195 days X 12 months = 5.66 months. This rounds off to six (6) months of insurance coverage.).

E. Group Insurance Benefits

The Board shall make available to each eligible classified staff single/dependent medical and dental insurance as described in the District's group insurance plan. It is understood that the master insurance contract executed by the Board and the insurance company is the controlling document for matters of interpretation and application, and further that determinations made by the insurance company are final and binding. The Board or its designee and the Union shall meet annually, on or about the anniversary date of the group insurance policy, to determine the mutual acceptability of the benefits, premiums (including deductibles), and coverage of the insurance plan. The monthly cost to be paid by the Board for such insurance shall not exceed the then current cost of the standard individual medical/dental monthly insurance premium. Classified staff may elect to pay additional costs through payroll deduction.

### Medical/Dental - Classified Staff*

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<tr>
<td>25 but less than 30</td>
<td>50%</td>
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<tr>
<td>30 or more</td>
<td>100%</td>
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*Any classified staff who prior to December 10, 1990, received a greater portion of Board paid insurance than that provided herein shall retain the right to such greater portion of Board paid insurance.

A joint Insurance Committee of the Union and the Board shall be formed with the purpose of exploring possible alternatives to the current insurance carrier. The committee shall examine the issues of the size and quality of the provider networks, level of service in processing claims and answering questions, benefit levels, and premium costs. One-half of the Committee shall be appointed by the Board and one-half by the Union. From time to time, the Committee may make recommendations to the Board and Union for their consideration and action.

### Life Insurance - Classified Staff

The Board shall provide each classified staff, at Board expense, with Thirty Thousand Dollars ($30,000) group term life insurance coverage.
F. **Insurance for Retirees**

Retired classified staff shall be allowed to maintain $5,000 of group life insurance and the medical benefits of the group insurance plan until reaching age 65 or until Medicare eligible, whichever comes first, by paying the full premium each quarter in advance, as long as the insurance carrier permits this practice.

G. **IMRF Sheltering**

The Board agrees to tax shelter the classified staff four and one-half percent (4.5%) contribution to the Illinois Municipal Retirement Fund (IMRF), in accordance with the provisions of the law and IMRF.

H. **Personal Injury and Worker's Compensation**

Whenever an employee is absent from work as a result of personal injury arising out of and in the course of his/her employment and this injury results in eligibility for Worker's Compensation, the classified staff shall have the option of: 1) receiving such Worker's Compensation without salary and without deduction of accumulated sick leave, or 2) with salary and pro-rata deduction of sick leave, provided the Worker's Compensation payments are endorsed to the Board.

I. **Outside Experience Credit**

For purposes of placement on the pay schedule, classified staff new to the District may be placed no greater than step four (4) on their respective salary schedule. The decision to grant such outside experience credit shall rest with the Board. No classified staff may be placed on any hourly rate not shown on the pay schedule. When classified staff are hired the Union President shall be notified of the individual's name, address, position and rate of pay. The District may grant experience credit to a newly hired nurse so that the nurse is paid an hourly rate no higher than a nurse with like experience currently employed by the District.

J. **Workshops/Training Sessions/Professional Meetings**

Requests to attend out of District workshops, training sessions, or professional meetings must be submitted for approval to the immediate supervisor. If approved, attendance shall be without loss of pay. Reimbursement for travel expenses, meals, lodging and registration fees shall be subject to pre-approval by the Superintendent or designee.

When the administration requests and the classified staff agrees to take a specific course or participate in a specific training program, or when the administration assigns classified staff to take a specific course or participate in a specific training program within the regular workday or that begins/ends within the regular workday, the Board shall pay the full cost of tuition, books, fees, materials, and if required travel and lodging expenses.

The Board and the Union will work together to provide opportunities for paid training of classified staff as it relates to job responsibilities and evaluation of job performance.

K. **Flexible Benefit Plan**

The Board shall establish a flexible benefit plan, for the purpose of providing an opportunity, pursuant to relevant Internal Revenue Service Guidelines and Regulations, for classified staff to deduct:

1. Single/Dependent Health Insurance
2. Single/Dependent Dental Insurance
3. Additional Term Life Insurance
4. Other Non-Reimbursed Medical/Dental Costs
5. Child/Dependent Care Costs
and other items as may be hereafter agreed between the Board and the Union from their overall compensation and to be subsequently reimbursed therefore upon the timely filing of evidence of payment of such insurance or other costs and with the other provisions of such flexible benefit plan.

Part-time classified staff shall receive such overall compensation and Board contribution toward insurance coverage as outlined above, on a pro-rata basis. However, such part-time classified staff shall be eligible for full deferral of their actual additional costs pursuant to the flexible benefit plan.

Each employee shall declare, not later than December 1 of each school year, the anticipated annual cost of benefits under the plan for the twelve (12) month period January through December. Such declaration shall be irrevocable for the twelve (12) month period January through December except as may be necessitated by a change in family status.

The Union and the Board shall, by mutual agreement, select an outside administrator for the Flexible Benefit Plan. Any administrative cost shall be born by the employee.

The Flexible Benefit Plan implementation date and the plan year (January through December) may be changed by mutual written agreement by the parties.

L. Travel Allowance

Out-of-District travel and expense reimbursement for all classified staff shall be subject to pre-approval by the Superintendent or designee.

The Board shall provide a $260.00 annual in-District travel allowance for classified staff whose work assignment requires the performance of his/her customary duties in more than one (1) school building per work week. Payment shall be made on the last day of the school term.

For those classified staff whose work assignment requires travel of an irregular nature, mileage reimbursement shall be at the IRS rate.

If classified staff should suffer personal automobile damage due to an accident in the course of such travel and the classified staff was neither the cause of the accident nor found to be at fault, the classified staff shall be reimbursed up to one hundred dollars ($100) of his/her automobile insurance deductible.

M. Pay Differentials and Overtime

The Board and Union agree that pay differentials for night shift, asbestos work, and lead custodian work shall be negotiated if and when these positions are reinstated.

N. Overtime

All time worked over forty (40) hours per week shall be paid at the rate of time and one-half. The work week shall be computed from 12:01 a.m. Monday through 12:00 midnight Sunday. Legal paid school holidays, sick days, personal days, and vacation days shall be included in the computation of the work week, but shall not be deemed as hours actually worked for purposes of overtime pay.

O. Call Out Pay

When classified staff is called to work early, called to work for an emergency, or asked to return to work in the evening, there shall be a minimum of two (2) hours overtime pay awarded.
P.  **Summer Work/Summer Worker Pay**

The parties recognize that during the summer recess between school terms there is a need for additional classified staff to complete custodial, maintenance, grounds, painting, and general building work that cannot otherwise be accomplished during the school term. There also exists need for classified staff related to District sponsored summer school programs. Classified staff hired for such work shall be referred to herein as "temporary summer classified staff."

Temporary summer classified staff openings shall be posted annually by May 31, together with procedures and deadline for application. Classified staff who works less than twelve (12) months per year shall be eligible to apply and be considered for temporary summer work along with outside candidates. If hired, no seniority or benefits shall accrue, and the classified staff shall not become twelve (12) month classified staff by virtue of acceptance of the temporary summer work.

The terms of this Agreement, other than the pay rates set forth in this Section, shall not apply to temporary summer classified staff. Classified staff who accepts temporary summer employment shall not lose any seniority or benefits otherwise earned.

Temporary summer classified staff, if hired, shall be paid in accordance with Letter of Understanding 3 Summer Work/Summer Worker Pay.

A District secretary employed as a secretary during the summer shall be paid his/her regular rate.

Summer grounds personnel may be hired as early as April 1 and retained as late as September 30 at the summer pay rate.

The Board shall make every effort to offer temporary summer work equally to bargaining unit members and persons outside the bargaining unit. The Union recognizes that this does not mean that fifty percent (50%) of all such jobs shall go to bargaining unit members. Likewise, the Board agrees not to use temporary summer work solely for patronage purposes. The Board also agrees not to "create" temporary summer work by the layoff of regular twelve (12) month classified staff.

Q.  **Longevity Compensation**

Each classified staff employee with at least twenty (20) years of service in the District shall receive an annual stipend of fifteen cents ($0.15) per hour above and beyond the amount shown on the classified staff pay schedule, added onto the regular paychecks.

R.  **Tuition Reimbursement**

The Board will work with the Union to establish a program to reimburse classified employees for the cost of taking tests and companion test preparation courses to satisfy NCLB requirements.

S.  **Classified Staff Without Step**

Classified staff who were on or above the last step of their respective pay scale during the previous school year shall be referred to as "classified staff without step."

These employees shall receive:

- For 2015-2016 an increase of 3.2% over their 2014-2015 salaries.
- For 2016-2017 an increase of 2.6% over their 2015-2016 salaries.
- For 2017-2018 an increase of 1.3% over their 2016-2017 salaries.
T. **Screening**

Screening (i.e. kindergarten, special education, bilingual, etc.) outside the regular work day or year shall be compensated as follows:

- $21.21 (twenty-one dollars and twenty-one cents) for the 2015-2016 school year (1% increase).
- $21.42 (twenty-one dollars and forty-two cents) for the 2016-2017 school year (1% increase).
- $21.74 (twenty-one dollars and seventy-four cents) for the 2017-2018 school year (1.5% increase).

U. **Payment for Professional Development**

Payment for attending District Professional Development shall be paid at the next pay day after the District professional development event, as per the payroll pay schedule, provided timesheets are submitted timely.
ARTICLE IX

GRIEVANCE PROCEDURE

A. Purpose

The primary purpose of this procedure is to secure the lowest level equitable solution to the problems of the parties. Nothing contained herein shall be construed as limiting the right of any employee with a grievance to discuss the matter informally with any appropriate member of the Board or Administration.

B. Definitions and General Conditions

1. A grievance is a claim by the Union and/or an employee or group of employees, hereinafter "grievant," that there has been a violation, misinterpretation, or misapplication of the terms of this Agreement.

2. As used in this Article "days" shall mean teacher employment days, except during the summer recess when it shall mean days on which the Superintendent's office shall be open.

3. The Union may on its own behalf initiate a grievance. If the parties agree, the grievance may be initiated at the second step.

4. Any grievance settled without Union participation shall be consistent with the terms of this Agreement.

5. When requested by the employee, a Union representative may accompany the employee during any informal or formal step to assist in resolution of the grievance.

6. The failure of the grievant or the Union to proceed to the next step within the stipulated time limits shall mean that the grievance has been withdrawn. The withdrawal of a grievance shall be without precedent and if withdrawn, the grievance shall be treated as though never having been filed.

C. Formal Procedure

The parties hereto acknowledge that it is usually most desirable for an employee and the employee's immediately involved supervisor to resolve problems through free and informal communication. If, however, such informal processes fail to satisfy the employee, a grievance may be processed as follows:

1. Step One

The grievant shall present his/her grievance on a specified form (see Addendum 1) to his/her Principal/Supervisor or a representative designated by the Principal/Supervisor within twenty (20) days of the occurrence of the event upon which the grievance is based. The Principal/Supervisor shall meet with the grievant within five (5) days after receipt of the grievance. The grievant may have the assistance of a committee designated by the Union. The Principal/Supervisor shall notify the grievant in writing of his/her decision no later than five (5) days after the meeting with the time period commencing on the first day following the meeting.
2. **Step Two**

If the Principal/Supervisor fails to notify the grievant within the required time period, or if the grievant is not satisfied with the decision, the grievant may appeal it to the Superintendent on the form designated in Step One within five (5) days. The Superintendent or designee shall meet with the grievant within five (5) days after receipt of the appeal. The grievant may have the assistance of a committee designated by the Union. The Superintendent shall notify the grievant in writing of his/her decision no later than five (5) days after the meeting with the time period commencing on the first school day following the meeting. One (1) copy of the decision shall be sent to the Union President and one copy sent to the grievant's immediate supervisor.

3. **Step Three**

If the Union is not satisfied with the disposition of the grievance at Step Two, or the time limits expire without the issuance of the Superintendent's written reply, the Union may appeal the decision in writing within ten (10) days to the Board. The Board shall hear the appeal within fifteen (15) days in closed session and shall permit the parties to present all relevant evidence. The Board shall notify the grievant and the Union President in writing of its decision within ten (10) days of the hearing, with the time commencing on the first day following the hearing.

The Union, in its sole discretion, may bypass Step Three entirely and move a grievance from Step Two directly forward to Step Four.

4. **Step Four**

If the Union is not satisfied with the disposition of the grievance at Step Two/Three, or the time limits expire without the issuance of the Superintendent's/Board's written reply, the Union may submit the grievance to binding arbitration. The demand for arbitration must be filed with the Office of the Superintendent within thirty (30) days of the date of the Step Two/Three answer or the date the time limits expire. Absent mutual agreement by the parties on the selection of an arbitrator, the arbitrator shall be selected from a panel or panels to be secured from the American Arbitration Association (AAA). The Voluntary Labor Arbitration Rules of the AAA shall apply.

a. The arbitrator shall have no power to alter or enlarge the terms of this Agreement.

b. Each party shall bear the full costs for its representation in the arbitration. The cost of the arbitrator and the AAA shall be divided equally between the parties.

c. If either party requests a transcript of the proceedings, that party shall bear the full costs of that transcript. If both parties request a transcript, the cost shall be divided between the parties.
ARTICLE X

DURATION AND TECHNICAL CLAUSES

A. Complete Understanding

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

B. No Strike/No Lockout

There shall be no lockout of any type by the Board or its agents, and there shall be no strike, picketing, slowdown, stoppage of work, boycott, refusal or failure to fully and faithfully perform job functions and responsibilities or any other conduct which interferes with the operation of the school by the Union, its officers, agents, members or employees during the life of this Agreement, including compliance with the request of other labor organizations to engage in such activity.

Any employee who engages in any conduct prohibited by this Article is subject to discipline, including discharge, and the Union shall not defend violators of this provision (except as to the determination of the question of whether the employee engaged in the prohibited conduct) in any hearing or court proceeding.

The Board and the Union shall take continuous and vigorous action to assure that this provision is carried out in form and spirit.

C. Savings

Should any Articles, Sections, Paragraphs or Clauses of this Agreement be declared illegal by the Supreme Court of the State of Illinois, or the Supreme Court of the United States, then that Article, Section, Paragraph or Clause shall be deleted from this Agreement to the extent that it violates the law. The remainder of the Agreement shall remain in full force and effect.

D. Maintenance of Standards

Wages, hours, and terms and conditions of employment not covered by this Agreement shall be maintained, except that the Board may reduce positions or programs based upon economic necessity as determined by the Board or due to lack of student participation in an activity.

E. Typing and Printing of Agreement

The Union shall assume all responsibility and cost related to the typing of this Agreement for execution by the parties. Upon execution of this Agreement, the Union shall assume all responsibility for the printing of sufficient copies of this Agreement for the parties. The Board shall reimburse the Union for one-half (1/2) the cost of such printing.

F. Duration

This Agreement shall be effective July 1, 2015, and shall continue in effect until June 30, 2018.
IN WITNESS WHEREOF, this Agreement is executed by the duly authorized officers of the Board and the Union on the date(s) below indicated.

<table>
<thead>
<tr>
<th>FOR THE BOARD</th>
<th>FOR THE UNION</th>
</tr>
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<tbody>
<tr>
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_________________________________________  _____________________________

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Date

_________________________________________  _____________________________

Date
ADDENDUM 1

GRIEVANCE

STEP OF PROCEDURE: 1st _____ 2nd _____ 3rd _____ 4th _____

NAME OF GRIEVANT: _______________________________________

DATE OF FILING: ___________________________________________

DATE GRIEVANCE OCCURRED: _________________________________

CONTRACT PROVISION(S) VIOLATED:
(List specific Article(s), Section(s), and page number(s) of primary violation.)

_________________________________________________________________

_________________________________________________________________

DESCRIPTION OF GRIEVANCE:

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________

RELIEF SOUGHT:

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________

SIGNATURE: _________________________________________________
## ADDENDUM 2
**North Chicago 2015-2018**

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Administrative Secretaries include the following High School positions:
- Secretary to the Assistant Principal
- Secretary to the Athletic Director/Manager
- Secretary to the Guidance Office
- Secretary to the Special Education Office
- Athletic/Activities Secretary or Coordinator

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NOTE: The 3-month step on the above scales is effective 3-months after the date of the initial employment. The 1-year step is effective on the first July 1st thereafter, the 2-year step on the next July 1 and so on with each successive step.

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<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 1</td>
<td>$31,537.00</td>
<td>$32,546.18</td>
<td>$33,392.38</td>
<td>$33,826.49</td>
</tr>
<tr>
<td>Step 2</td>
<td>$32,576.00</td>
<td>$33,618.43</td>
<td>$34,492.51</td>
<td>$34,940.91</td>
</tr>
<tr>
<td>Step 3</td>
<td>$33,614.00</td>
<td>$34,689.65</td>
<td>$35,591.58</td>
<td>$36,054.27</td>
</tr>
<tr>
<td>Step 4</td>
<td>$34,655.00</td>
<td>$35,763.96</td>
<td>$36,693.82</td>
<td>$37,170.84</td>
</tr>
</tbody>
</table>
ADDENDUM 4

2015-2018 EXTRA-CURRICULAR SALARY SCHEDULE

Placement of any new positions on the pay scale shall be negotiated by the parties. Individual contracts shall be issued annually for all positions of an ongoing nature.

The Board shall have sole discretion in deciding the programs offered each year and the number of positions available for each program. The number of positions for a particular program shall be made known at the time the teacher is offered a contract for that program.

The parties recognize that the activities listed in the Extra-Curricular Schedule are predominately high school activities. When parallel activities, such as plays, occur in the elementary buildings, the parties shall agree on pro-rata compensation for the teacher or teachers involved. The parties shall take into account such factors as the number of students involved, the length of the activity, preparation time, practice time, the inventory of equipment or materials needed, and the overall responsibilities of the teacher in performing the job.

The parties acknowledge a genuine desire to establish inter-scholastic athletic programs in basketball, track, softball, wrestling, and volleyball at the 6th, 7th and 8th grade levels. The decision to do so shall rest solely with the Board. If such programs are established, the coaches shall be treated as assistant coaches to the high school varsity coach of that particular sport.

Extra-curricular positions are open for application by all bargaining unit members within the District.
**ADDENDUM 5**

**2015-2018 EXTRA-CURRICULAR SALARY SCHEDULE**

<table>
<thead>
<tr>
<th>Position</th>
<th>2015-2016</th>
<th>1%</th>
<th>2016-2017</th>
<th>1%</th>
<th>2017-2018</th>
<th>1.50%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Football Head Coach – HS (3 Levels = 20 students per level)</td>
<td>$6,470.06</td>
<td>$8,087.07</td>
<td>$6,534.76</td>
<td>$8,167.94</td>
<td>$6,632.78</td>
<td>$8,290.46</td>
</tr>
<tr>
<td>Football Assistant Coach – HS</td>
<td>$5,660.95</td>
<td>$6,469.66</td>
<td>$5,717.56</td>
<td>$6,534.35</td>
<td>$5,803.32</td>
<td>$6,632.37</td>
</tr>
<tr>
<td>Boys Basketball Head Coach – HS (4 Levels = 13 students per level)</td>
<td>$6,470.06</td>
<td>$8,087.07</td>
<td>$6,534.76</td>
<td>$8,167.94</td>
<td>$6,632.78</td>
<td>$8,290.46</td>
</tr>
<tr>
<td>Boys Basketball Assistant Coach – HS</td>
<td>$5,660.95</td>
<td>$6,469.66</td>
<td>$5,717.56</td>
<td>$6,534.35</td>
<td>$5,803.32</td>
<td>$6,632.37</td>
</tr>
<tr>
<td>Girls Basketball Head Coach – HS (3 Levels = 10 students per level)</td>
<td>$6,470.06</td>
<td>$8,087.07</td>
<td>$6,534.76</td>
<td>$8,167.94</td>
<td>$6,632.78</td>
<td>$8,290.46</td>
</tr>
<tr>
<td>Girls Basket Ball Assistant Coach – HS</td>
<td>$5,660.95</td>
<td>$6,469.66</td>
<td>$5,717.56</td>
<td>$6,534.35</td>
<td>$5,803.32</td>
<td>$6,632.37</td>
</tr>
<tr>
<td>Wrestling Head Coach – HS (2 Levels = 10 students per level)</td>
<td>$6,470.06</td>
<td>$8,087.07</td>
<td>$6,534.76</td>
<td>$8,167.94</td>
<td>$6,632.78</td>
<td>$8,290.46</td>
</tr>
<tr>
<td>Wrestling Assistant Coach – HS</td>
<td>$5,660.95</td>
<td>$6,469.66</td>
<td>$5,717.56</td>
<td>$6,534.35</td>
<td>$5,803.32</td>
<td>$6,632.37</td>
</tr>
<tr>
<td>Baseball Head Coach – HS (2 Levels = 15 students per level)</td>
<td>$6,470.06</td>
<td>$8,087.07</td>
<td>$6,534.76</td>
<td>$8,167.94</td>
<td>$6,632.78</td>
<td>$8,290.46</td>
</tr>
<tr>
<td>Boys Track Head Coach – HS (2 Levels = 10 students per level)</td>
<td>$6,470.06</td>
<td>$8,087.07</td>
<td>$6,534.76</td>
<td>$8,167.94</td>
<td>$6,632.78</td>
<td>$8,290.46</td>
</tr>
<tr>
<td>Boys Track Assistant Coach – HS</td>
<td>$5,660.95</td>
<td>$6,469.66</td>
<td>$5,717.56</td>
<td>$6,534.35</td>
<td>$5,803.32</td>
<td>$6,632.37</td>
</tr>
<tr>
<td>Girls Track Head Coach – HS (2 Levels = 10 students per level)</td>
<td>$6,470.06</td>
<td>$8,087.07</td>
<td>$6,534.76</td>
<td>$8,167.94</td>
<td>$6,632.78</td>
<td>$8,290.46</td>
</tr>
<tr>
<td>Individual Events Head Coach – HS (1 Level = 20 students minimum)</td>
<td>$6,470.06</td>
<td>$8,087.07</td>
<td>$6,534.76</td>
<td>$8,167.94</td>
<td>$6,632.78</td>
<td>$8,290.46</td>
</tr>
<tr>
<td>Soccer Head Coach – HS (2 Levels = 20 students per level)</td>
<td>$6,470.06</td>
<td>$8,087.07</td>
<td>$6,534.76</td>
<td>$8,167.94</td>
<td>$6,632.78</td>
<td>$8,290.46</td>
</tr>
<tr>
<td>Soccer Assistant Coach – HS</td>
<td>$5,660.95</td>
<td>$6,469.66</td>
<td>$5,717.56</td>
<td>$6,534.35</td>
<td>$5,803.32</td>
<td>$6,632.37</td>
</tr>
</tbody>
</table>

Coach or Assistant Coaches have several Levels of players. Should any coach not be able to maintain the levels associated with the stipend, their stipend will be reduced to Group II rates and will be prorated based on when the reduction occurred.
<table>
<thead>
<tr>
<th>Position</th>
<th>2015-2016</th>
<th>1%</th>
<th>Year 1 &amp; 2</th>
<th>Year 3+</th>
<th>2016-2017</th>
<th>1%</th>
<th>Year 1 &amp; 2</th>
<th>Year 3+</th>
<th>2017-2018</th>
<th>1.50%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Group II</td>
<td></td>
<td></td>
<td>Year 1 &amp; 2</td>
<td>Year 3+</td>
<td></td>
<td></td>
<td>Year 1 &amp; 2</td>
<td>Year 3+</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tennis Coach – HS</td>
<td>$5,176.25</td>
<td>$6,470.06</td>
<td>$5,228.01</td>
<td>$6,534.76</td>
<td>$5,306.43</td>
<td>$6,632.78</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>*Volleyball Coach – HS (3 Levels = 10 students per level)</td>
<td>$5,176.25</td>
<td>$6,470.06</td>
<td>$5,228.01</td>
<td>$6,534.76</td>
<td>$5,306.43</td>
<td>$6,632.78</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Cross-Country Coach – HS</td>
<td>$5,176.25</td>
<td>$6,470.06</td>
<td>$5,228.01</td>
<td>$6,534.76</td>
<td>$5,306.43</td>
<td>$6,632.78</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>*Softball Head Coach – HS (2 Levels = 15 students per level)</td>
<td>$5,176.25</td>
<td>$6,470.06</td>
<td>$5,228.01</td>
<td>$6,534.76</td>
<td>$5,306.43</td>
<td>$6,632.78</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>*Softball Assistant Coach – HS</td>
<td>$4,529.04</td>
<td>$5,176.05</td>
<td>$4,574.33</td>
<td>$5,227.81</td>
<td>$4,642.95</td>
<td>$5,306.23</td>
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<td></td>
</tr>
<tr>
<td>Golf Coach – HS</td>
<td>$5,176.25</td>
<td>$6,470.06</td>
<td>$5,228.01</td>
<td>$6,534.76</td>
<td>$5,306.43</td>
<td>$6,632.78</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>**Bowling Coach – HS (1 Level = 20 players students minimum)</td>
<td>$5,176.25</td>
<td>$6,470.06</td>
<td>$5,228.01</td>
<td>$6,534.76</td>
<td>$5,306.43</td>
<td>$6,632.78</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NJROTC Marksman Team – HS</td>
<td>$5,176.25</td>
<td>$6,470.06</td>
<td>$5,228.01</td>
<td>$6,534.76</td>
<td>$5,306.43</td>
<td>$6,632.78</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>NJROTC Drill Team – HS</td>
<td>$5,176.25</td>
<td>$6,470.06</td>
<td>$5,228.01</td>
<td>$6,534.76</td>
<td>$5,306.43</td>
<td>$6,632.78</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Activity Coordinator – HS</td>
<td>$5,176.25</td>
<td>$6,470.06</td>
<td>$5,228.01</td>
<td>$6,534.76</td>
<td>$5,306.43</td>
<td>$6,632.78</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>*Cheerleading (per season) – HS (3 levels = 15 students per level)</td>
<td>$5,176.25</td>
<td>$6,470.06</td>
<td>$5,228.01</td>
<td>$6,534.76</td>
<td>$5,306.43</td>
<td>$6,632.78</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>District Website Coordinator</td>
<td>$5,176.25</td>
<td>$6,470.06</td>
<td>$5,228.01</td>
<td>$6,534.76</td>
<td>$5,306.43</td>
<td>$6,632.78</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Coach or Assistant Coaches have several Levels of players. Should any coach not be able to maintain the levels associated with the stipend, their stipend will be reduced to Group III rates and will be prorated based on when the reduction occurred.

* Coaches that produce more than one level are eligible to earn Group I rates based on the years of service.

** Coaches that produce an additional level will earn Group I rates based on years of service.
### GROUP III

<table>
<thead>
<tr>
<th>Position</th>
<th>2015-2016</th>
<th>2016-2017</th>
<th>2017-2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Band – HS</td>
<td>$3,882.44</td>
<td>$3,921.26</td>
<td>$3,980.08</td>
</tr>
<tr>
<td>Student Council – HS</td>
<td>$3,882.44</td>
<td>$3,921.26</td>
<td>$3,980.08</td>
</tr>
<tr>
<td>Yearbook – HS</td>
<td>$3,882.44</td>
<td>$3,921.26</td>
<td>$3,980.08</td>
</tr>
<tr>
<td>Hawkeye – HS</td>
<td>$3,882.44</td>
<td>$3,921.26</td>
<td>$3,980.08</td>
</tr>
<tr>
<td>Senior Class Sponsor – HS</td>
<td>$3,882.44</td>
<td>$3,921.26</td>
<td>$3,980.08</td>
</tr>
<tr>
<td>Junior Class Sponsor – HS</td>
<td>$3,882.44</td>
<td>$3,921.26</td>
<td>$3,980.08</td>
</tr>
<tr>
<td>Pompom (per season) – HS</td>
<td>$3,882.44</td>
<td>$3,921.26</td>
<td>$3,980.08</td>
</tr>
<tr>
<td>Director (per production) – HS</td>
<td>$3,882.44</td>
<td>$3,921.26</td>
<td>$3,980.08</td>
</tr>
</tbody>
</table>

### GROUP IV

<table>
<thead>
<tr>
<th>Positions</th>
<th>2015-2016</th>
<th>2016-2017</th>
<th>2017-2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Technical Director (per production) – HS</td>
<td>$2,588.63</td>
<td>$2,614.52</td>
<td>$2,653.73</td>
</tr>
<tr>
<td>Stage Director (per production) – HS</td>
<td>$2,588.63</td>
<td>$2,614.52</td>
<td>$2,653.73</td>
</tr>
<tr>
<td>Sophomore Class Sponsor – HS</td>
<td>$2,588.63</td>
<td>$2,614.52</td>
<td>$2,653.73</td>
</tr>
<tr>
<td>Freshman Class Sponsor – HS</td>
<td>$2,588.63</td>
<td>$2,614.52</td>
<td>$2,653.73</td>
</tr>
<tr>
<td>Choir – HS</td>
<td>$2,588.63</td>
<td>$2,614.52</td>
<td>$2,653.73</td>
</tr>
<tr>
<td>Academic Bowl Sponsor – HS</td>
<td>$2,588.63</td>
<td>$2,614.52</td>
<td>$2,653.73</td>
</tr>
<tr>
<td>Cheerleader/Spirit Coach – MS</td>
<td>$2,588.63</td>
<td>$2,614.52</td>
<td>$2,653.73</td>
</tr>
<tr>
<td>Sports Coach – MS (per season stipend)</td>
<td>$3,235.03</td>
<td>$3,267.38</td>
<td>$3,316.39</td>
</tr>
<tr>
<td>Position</td>
<td>2015-2016</td>
<td>2016-2017</td>
<td>2017-2018</td>
</tr>
<tr>
<td>------------------------------------------------------------------------</td>
<td>-----------</td>
<td>-----------</td>
<td>-----------</td>
</tr>
<tr>
<td></td>
<td>Year 1 &amp; 2 Rate</td>
<td>Year 3+ Rate</td>
<td>Year 1 &amp; 2 Rate</td>
</tr>
<tr>
<td>Drama Club – HS</td>
<td>$19.45</td>
<td>$19.45</td>
<td>$19.64</td>
</tr>
<tr>
<td>Key Club – HS</td>
<td>$19.45</td>
<td>$19.45</td>
<td>$19.64</td>
</tr>
<tr>
<td>Heritage Club(s) – HS</td>
<td>$19.45</td>
<td>$19.45</td>
<td>$19.64</td>
</tr>
<tr>
<td>Dance Club – HS</td>
<td>$19.45</td>
<td>$19.45</td>
<td>$19.64</td>
</tr>
<tr>
<td>Future Homemakers of America – HS</td>
<td>$19.45</td>
<td>$19.45</td>
<td>$19.64</td>
</tr>
<tr>
<td>Industrial Arts Club – HS</td>
<td>$19.45</td>
<td>$19.45</td>
<td>$19.64</td>
</tr>
<tr>
<td>National Honor Society – HS</td>
<td>$19.45</td>
<td>$19.45</td>
<td>$19.64</td>
</tr>
<tr>
<td>S.A.D.D. (Students Against Drunk Drivers) – HS</td>
<td>$19.45</td>
<td>$19.45</td>
<td>$19.64</td>
</tr>
<tr>
<td>Science Club – HS</td>
<td>$19.45</td>
<td>$19.45</td>
<td>$19.64</td>
</tr>
<tr>
<td>Art Club – HS</td>
<td>$19.45</td>
<td>$19.45</td>
<td>$19.64</td>
</tr>
<tr>
<td>Band/Choir/Orchestra – MS, Elem (2x per week)</td>
<td>$19.45</td>
<td>$19.45</td>
<td>$19.64</td>
</tr>
<tr>
<td>Language Club(s) – HS</td>
<td>$19.45</td>
<td>$19.45</td>
<td>$19.64</td>
</tr>
<tr>
<td>Chess Club – HS, MS &amp; Elem</td>
<td>$19.45</td>
<td>$19.45</td>
<td>$19.64</td>
</tr>
<tr>
<td>Before/After School Translator – HS, MS, Elem</td>
<td>$19.45</td>
<td>$19.45</td>
<td>$19.64</td>
</tr>
<tr>
<td>Position</td>
<td>2015-2016</td>
<td>2016-2017</td>
<td>2017-2018</td>
</tr>
<tr>
<td>------------------------------------------------------------------------</td>
<td>-----------</td>
<td>-----------</td>
<td>-----------</td>
</tr>
<tr>
<td>Before/After School Tutoring – HS, MS, Elem</td>
<td>$32.50</td>
<td>$32.50</td>
<td>$33.32</td>
</tr>
<tr>
<td>Dance Chaperones – HS</td>
<td>$19.45</td>
<td>$19.45</td>
<td>$19.94</td>
</tr>
<tr>
<td>Librarians After Hours – HS, MS &amp; Elem</td>
<td>$19.45</td>
<td>$19.45</td>
<td>$19.94</td>
</tr>
<tr>
<td>Heritage Club(s) – MS, Elem</td>
<td>$19.45</td>
<td>$19.45</td>
<td>$19.94</td>
</tr>
<tr>
<td>Intramural Sports Supervisor – HS, MS, Elem</td>
<td>$19.45</td>
<td>$19.45</td>
<td>$19.94</td>
</tr>
<tr>
<td>Saturday Detention Supervisor – HS</td>
<td>$19.45</td>
<td>$19.45</td>
<td>$19.94</td>
</tr>
<tr>
<td>Wednesday AM &amp; PM Detention Supervisor – HS, MS</td>
<td>$19.45</td>
<td>$19.45</td>
<td>$19.94</td>
</tr>
<tr>
<td>Summer Sports Program – HS</td>
<td>$19.45</td>
<td>$19.45</td>
<td>$19.94</td>
</tr>
<tr>
<td>Strength and Conditioning Supervisor (Weight Room) – HS</td>
<td>$19.45</td>
<td>$19.45</td>
<td>$19.94</td>
</tr>
<tr>
<td>Open Gym Supervisor (Basketball/Volleyball) – HS</td>
<td>$19.45</td>
<td>$19.45</td>
<td>$19.94</td>
</tr>
<tr>
<td>Equipment Supervisor – HS</td>
<td>$19.45</td>
<td>$19.45</td>
<td>$19.94</td>
</tr>
<tr>
<td>Spirit Camp – HS</td>
<td>$19.45</td>
<td>$19.45</td>
<td>$19.94</td>
</tr>
<tr>
<td>Co-ed Soccer Camp – HS</td>
<td>$19.45</td>
<td>$19.45</td>
<td>$19.94</td>
</tr>
<tr>
<td>Football Camp – HS</td>
<td>$19.45</td>
<td>$19.45</td>
<td>$19.94</td>
</tr>
<tr>
<td>Volleyball Camp – HS</td>
<td>$19.45</td>
<td>$19.45</td>
<td>$19.94</td>
</tr>
<tr>
<td>Softball Camp – HS</td>
<td>$19.45</td>
<td>$19.45</td>
<td>$19.94</td>
</tr>
<tr>
<td>Baseball Camp – HS</td>
<td>$19.45</td>
<td>$19.45</td>
<td>$19.94</td>
</tr>
<tr>
<td>Track and Field Camp – HS</td>
<td>$19.45</td>
<td>$19.45</td>
<td>$19.94</td>
</tr>
<tr>
<td>Tag Camp – HS</td>
<td>$19.45</td>
<td>$19.45</td>
<td>$19.94</td>
</tr>
<tr>
<td>Athletic Event Helpers (Announcer, Activities Aide, Bookkeeper, Camera Crew, Chain Crew, Clock Worker, Crowd Control, Field Event Worker, Judge, Libero Tracker, Scoreboard Worker, Scorer Keeper, and Timer) – HS, MS</td>
<td>$19.45</td>
<td>$19.45</td>
<td>$19.94</td>
</tr>
<tr>
<td>Project Assistant I</td>
<td>$19.45</td>
<td>$19.45</td>
<td>$19.94</td>
</tr>
<tr>
<td>Project Assistant</td>
<td>$13.00</td>
<td>$13.00</td>
<td>$13.33</td>
</tr>
<tr>
<td>Single Day Trip Chaperones/Sponsors (Field Trips, Co-Ops, Work Programs, etc. exceeding 6 hours)</td>
<td>$13.00</td>
<td>$13.00</td>
<td>$13.33</td>
</tr>
<tr>
<td>Athletic Event Helpers (Pay Booth Worker and Ticket Taker) HS, MS</td>
<td>$13.00</td>
<td>$13.00</td>
<td>$13.33</td>
</tr>
<tr>
<td>Elementary Lunchroom Assistant</td>
<td>$13.00</td>
<td>$13.00</td>
<td>$13.33</td>
</tr>
<tr>
<td>Child Care Assistant</td>
<td>$13.00</td>
<td>$13.00</td>
<td>$13.33</td>
</tr>
</tbody>
</table>
### GROUP VII

<table>
<thead>
<tr>
<th>Position</th>
<th>2015-2016</th>
<th></th>
<th>2016-2017</th>
<th></th>
<th>2017-2018</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Year 1 &amp; 2 Rate</td>
<td>Year 3+ Rate</td>
<td>Year 1 &amp; 2 Rate</td>
<td>Year 3+ Rate</td>
<td>Year 1 &amp; 2 Rate</td>
<td>Year 3+ Rate</td>
</tr>
<tr>
<td>Overnight Trip Chaperones/Sponsors (Senior Trip, Field Trip, Outdoor Ed, Co-op Ed, etc.)</td>
<td>$130.29 per day</td>
<td>$130.29 per day</td>
<td>$131.59</td>
<td>$131.59</td>
<td>$133.57</td>
<td>$133.57</td>
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</table>

### GROUP VIII

<table>
<thead>
<tr>
<th>Position</th>
<th>2015-2016</th>
<th></th>
<th>2016-2017</th>
<th></th>
<th>2017-2018</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Year 1 &amp; 2 Per School Year Rate</td>
<td>Year 3+ Per School Year Rate</td>
<td>Year 1 &amp; 2 Per School Year Rate</td>
<td>Year 3+ Per School Year Rate</td>
<td>Year 1 &amp; 2 Per School Year Rate</td>
<td>Year 3+ Per School Year Rate</td>
</tr>
<tr>
<td>Yearbook – MS</td>
<td>$772.65</td>
<td>$772.65</td>
<td>$780.38</td>
<td>$780.38</td>
<td>$792.08</td>
<td>$792.08</td>
</tr>
<tr>
<td>Literary Magazine – HS, MS</td>
<td>$772.65</td>
<td>$772.65</td>
<td>$780.38</td>
<td>$780.38</td>
<td>$792.08</td>
<td>$792.08</td>
</tr>
<tr>
<td>Student Council – MS</td>
<td>$772.65</td>
<td>$772.65</td>
<td>$780.38</td>
<td>$780.38</td>
<td>$792.08</td>
<td>$792.08</td>
</tr>
<tr>
<td>Science Fair Coordinator – HS, MS, Elem</td>
<td>$772.65</td>
<td>$772.65</td>
<td>$780.38</td>
<td>$780.38</td>
<td>$792.08</td>
<td>$792.08</td>
</tr>
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</table>

### GROUP IX

<table>
<thead>
<tr>
<th>Position</th>
<th>2015-2016</th>
<th></th>
<th>2016-2017</th>
<th></th>
<th>2017-2018</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Year 1 &amp; 2 Per School Year Rate</td>
<td>Year 3+ Per School Year Rate</td>
<td>Year 1 &amp; 2 Per School Year Rate</td>
<td>Year 3+ Per School Year Rate</td>
<td>Year 1 &amp; 2 Per School Year Rate</td>
<td>Year 3+ Per School Year Rate</td>
</tr>
<tr>
<td>Student Council – Elem (Grades 3-5 – before or after class time)</td>
<td>$389.86</td>
<td>$389.86</td>
<td>$393.76</td>
<td>$393.76</td>
<td>$399.66</td>
<td>$399.66</td>
</tr>
</tbody>
</table>

**Notes:**

- HS = High School (Grades 9-12)
- MS = Middle School (Grades 6-8)
- Elem = Elementary Schools (Grades K-5, unless identified)

Stipend for any Sport/Activity that has started and then is cancelled or the individual is withdrawn from the Sport/Activity before the end of the scheduled Sport/Activity will be compensated on a pro-rated basis.

When classified staff performs any duties within this Extra-Curricular Salary Schedule, they will receive the stipend/rate noted. If a classified staff performs a duty during their regular work day, they will receive their regular hourly rate, without additional compensation for performing the duty.

The Board reserves the right to staff or not staff any of the positions listed in this Addendum.
ADDENDUM 6
LETTERS OF UNDERSTANDING

1. **Summer School Positions and Pay**

   The Board agrees that summer school teaching positions shall be posted in accordance with Article IV, Section F, Teacher Vacancies, Transfers and Promotions of the 2015-18 Agreement. Further, the Board agrees that qualified teachers shall receive offers of employment for said positions prior to unfilled positions being offered to the public.

   Teachers who perform summer school teaching shall be compensated at $36.88 per hour during the term of this Agreement.

2. **Summer School Sports Program**

   The Board agrees to first extend offers of employment to bargaining unit members prior to offering said positions to the general public. In addition, the Board agrees to post said positions for a period of six (6) weeks prior to the positions being filled.

   Bargaining unit members hired for the summer school sports program shall be compensated at the applicable rate of the 2015-2018 Extra Curricular Salary Schedule.

3. **Summer Work/Summer Worker Pay**

   Classified staff shall receive priority consideration for summer school programs prior to vacancies being advertised to the public. Vacancies in summer school programs shall be posted in accordance with Article IV, Section J of the 2015-18 Agreement.

   Classified staff hired for summer work shall be paid at the same wage rate for similar work, in effect during the school year immediately preceding their hiring for summer work. Certified staff hired for summer work shall be paid at the same wage rate as classified staff.

4. **Teacher Working Areas, Duplicating Equipment and Supplies/Storage Space**

   The District shall work with the Union on an ongoing basis to address the issues associated with access to and use of copiers, telephones and storage area.

   The Board shall work with the Union on an ongoing basis to provide itinerant speech-language pathologists, counselors, social workers and psychologists with a private work area equipped with a telephone when such employees are in the school.

5. **Late Buses**

   The Superintendent shall send a letter to the transportation companies serving the District and the principals, with a copy to the Union President, reminding them of the importance of on-time drop-off and pick-up to the educational process and teacher workday as well as the penalties for late buses.

   For the Board: ___________________________  Date: ___________________________

   For the Union: ___________________________  Date: ___________________________