

OFFICIAL COPY

Classroom Teachers' Council Negotiated Agreement

Community Consolidated School District 15

Palatine, Illinois

2016-2026

District 15 serves all or part of seven communities:
Palatine, Rolling Meadows, Inverness, Hoffman Estates,
Arlington Heights, Schaumburg, and South Barrington

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PREAMBLE

The Board of Education of School District 15 and the Classroom Teachers' Council of District 15 agree that they hold as a common objective the education and welfare of the children of the District. Further, it is recognized that there should be a formalized process by which the Board and representatives of the Classroom Teachers' Council can work toward a mutually satisfying agreement.

ARTICLE I

Parties to the Agreement

This Agreement made and entered into this 13th day of April by and between the Board of Education of Community Consolidated School District 15 of Cook County, Illinois (hereinafter referred to as the "Board" or "District") and the Classroom Teachers' Council of District 15 (hereinafter referred to as the "CTC" or "Association").

ARTICLE II

Recognition

- A. The Board hereby recognizes the CTC as the exclusive and sole negotiating agent for all full-time and part-time regularly employed professional staff in teaching positions, certified school nurses, certified school social workers and certified school psychologists, but excluding building assistants, supervisors, managerial employees, confidential employees, short-term employees, students, craft employees, and all other nonprofessional employees as defined in the Illinois *Educational Labor Relations Act*.
- B. The term "Teacher(s)" when used hereinafter in this Agreement shall refer to all employees represented by the CTC in the negotiating unit as determined in Paragraph A. above unless language is specifically limited to a position listed in Paragraph A. above.
- C. The Board agrees not to negotiate with any Teachers' organization other than the CTC for the duration of this Agreement.
- D. In being granted recognition as the sole and exclusive negotiating representative, the CTC and CTC Representatives from each building, shall represent all Teachers in the defined unit regardless of membership in the CTC, and without discrimination.
- E. The Board agrees not to negotiate individually with any Teacher on matters covered by this Agreement. The parties agree that this provision shall not apply to summer school or to special positions or to unusual conditions, which may entail additional days of employment except that any individual agreement reached in accordance with this provision shall be subject to the obligation of the District to provide the Association with notice and an opportunity to negotiate. It is not the intent of this

section to interfere with the rights of a Teacher to grieve as an individual except as limited by the Grievance Procedure.

ARTICLE III Management Rights

The Board hereby retains and reserves unto itself all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the statutes of the State of Illinois except as limited by the terms of this Agreement.

ARTICLE IV Uninterrupted Service

The CTC agrees that neither it, nor its agents acting on behalf of the CTC, shall strike, engage in or support any concerted refusal to render full and complete service, as required by statute and the terms of this Agreement, during the term of this Agreement.

ARTICLE V Teacher and CTC Rights and Responsibilities

- A. Teachers shall have the right to join or refrain from joining the CTC without prejudice.
- B. The Board and the CTC agree to comply with the *Civil Rights Act* of 1964 as amended and the *Age Discrimination in Employment Act* of 1967 as amended.
- C. Personnel File
 - 1. Only one (1) official file shall be kept for each Teacher in the District and such file shall be kept in the central administrative office.
 - 2. Each Teacher shall have the right to review, or may designate by written authorization a representative to review, the contents of his/her official personnel file maintained at the administrative office. The District may require reasonable advance notice from the Teacher or designee to review the personnel file. If such notice is required, it shall not be greater than two (2) full business days prior to the date requested for review. Neither the Teacher, nor a representative, shall have the right to review any document, or other material, which is exempt from disclosure under the *Personnel Records Review Act*, 820 ILCS 40/10.
 - 3. All non-exempt communications including evaluations by supervisors or administrators, commendations, and validated complaints directed toward the Teacher which are included in his/her official personnel file shall be signed and dated by the Teacher prior to being placed in the file. The Teacher must sign the

written material when shown; however, the signature does not indicate agreement. The Teacher shall have the right to attach dissenting material to any non-exempt item in the file. A copy of any material placed in a personnel file shall be provided to the Teacher at the same time that the material is shown to the Teacher, unless the material is exempt from disclosure.

4. In order for disciplinary or other any material regarding complaints made against a Teacher to be placed in a personnel file, such material must be verified with dates, times, places, supporting documentation or other supporting evidence confirming the accuracy of such complaint(s). The name(s) in support of the complaint, as well as the names of all other parties involved, must also be included, to the extent permitted by law. The parties acknowledge that a mere presumption of guilt does not constitute a verified complaint in the absence of supporting documentation.
5. Any written complaints or letters of discipline, which address behavior, which has jeopardized a safe school environment, may remain in the Teacher's file and may be used for discipline. However, upon a Teacher's request, all other written complaints or letters of discipline will be expunged from the Teacher's file three (3) years after the date they are placed in the file and cannot be used for disciplinary purposes unless there is another complaint or letter of discipline of a similar nature against the Teacher during the three (3) year period. In the event of a subsequent disciplinary complaint or letter of a similar nature, all related disciplinary materials shall remain in the Teacher's personnel file until three (3) years from the last date of discipline. Any complaints placed in a Teacher's file prior to October 23, 2006, will be handled in accordance with the terms of the 1996-2006 agreement.

D. Dues Deduction

1. No later than August 1st of each school year, the District shall provide the CTC with a list of all new Teachers and Teachers returning from an unpaid leave of absence. Thereafter, an updated list shall be provided the 15th of each month, beginning August 15th. Such list shall include each Teacher's name, address, and phone number in an electronic format provided by CTC. Any Teacher who is a member of the CTC shall sign a membership form authorizing the deduction of membership dues. A copy of such membership forms shall be provided to the Business Department. Such authorization shall include a waiver of all rights and claims for membership dues deducted and transmitted to the CTC and shall further relieve the Board and all of its officers of any liability in this matter. Such authorized deductions shall continue in effect from year to year unless rescinded in writing by the Teacher prior to September 5th of any new school year. The CTC shall annually certify the rates of membership dues. CTC shall forward any names for dues deduction to the Business Office no later than September 30th for the first deduction to be made October 15th. Any new names shall be provided by the 30th of the month for deductions to begin the 15th of the following month.

2. The District shall supply CTC with an electronic list of all Teachers and their respective dues upon the first payroll containing the dues deduction and each deduction thereafter. During the school year, the District shall notify CTC of a change in employment status reflecting a change in deductions.
3. The dues amount transferred to CTC shall be in the form of an automatic deposit into a bank account of CTC's choice.
4. Teachers who leave the District prior to the end of the school year shall have their remaining unpaid dues obligation deducted from their final paycheck.

E. CTC Matters

The CTC may request matters be placed on the agenda of all regular Board meetings as long as these matters are requested in writing to the Superintendent prior to the date on which the agenda and notice of the Board meeting are posted as required by law.

F. Board Information

1. Board Meetings - Notification

- a. The president of the CTC and/or the president's designee shall be provided with a written notice of all regular meetings of the Board, together with a copy of the agenda and a copy of the minutes from the previous board meeting(s) to be approved, and complete Board packet for all open session items (i.e., excluding closed session or other confidential items) at least twenty-four (24) hours prior to the scheduled time of the meeting. The president of CTC shall also receive a copy of any video recording (with audio) of Board of Education meetings within seven (7) business days of such meeting.
- b. The District shall provide a minimum of five (5) school days notice to the CTC President or designee if it intends to requests a CTC Representative to speak at a Board meeting.

2. Board Minutes - CTC Copies

If the officially approved minutes differ in any way from the unofficial minutes, a letter explaining the discrepancy may be requested by CTC. These copies shall be emailed to the president of CTC (if an electronic copy is not available, then a copy shall be mailed to or placed in the mailbox of the president of the CTC).

3. Board Reports - CTC Copies

The Administration will make available to the CTC, upon written request, the tentative budget, final board adopted budget, audit report, and the quarterly budgetary fiscal reports. The Administration shall provide the CTC with an electronic copy (if available) of the aforementioned material. If an electronic copy is not available, a paper copy shall be provided.

4. Miscellaneous Information – CTC Copies

Information requested by CTC, which is required to be disclosed under the *Freedom of Information Act*, shall be provided, upon request, to the CTC, free of charge.

G. Just Cause

In the event tenure is abolished by the Illinois General Assembly during the term of this Agreement, the parties agree that the following provision shall thereupon become immediately effective:

No tenured Teacher shall be dismissed except for just cause.

H. Use of School Facilities

1. Duly authorized representatives of the CTC shall have the exclusive right to use the District mail service, Teacher mailboxes, bulletin boards, email, and internet for the following purposes: all CTC Association business including, but not limited to, notices of CTC meetings, minutes of CTC meetings, elections, results of elections, appointment of officers and committees; and social, educational, and recreational activities of the CTC.
2. The CTC and its representatives shall have the right to use school buildings for meetings and to transact official Association business. When special custodial service is required, the Board may make a reasonable charge therefore.
3. Use of school facilities pursuant to Paragraphs 1 and 2 above shall be permitted provided that such use shall not interfere with nor interrupt normal school operations.
4. The District shall notify CTC President or designee of any change to the email system regarding backing up, deleting or archiving no less than ten (10) school days prior to implementation. Any such changes occurring while school is not in session shall not be implemented until ten (10) business days from a signed confirmation of written notification to the CTC president or designee.

I. CTC, Teacher, Administration and Board Views

1. While within the scope of a Teacher's employment, no CTC or Teacher views on matters referred to in this Agreement and/or relating to Administration-Teacher or Board-Teacher relationships will be knowingly discussed in the presence of District 15 students nor shall Teachers of the CTC use students to convey CTC or Teacher views on matters relating to Administration-Teacher or Board-Teacher relationships to either parents or the public. It is not the intent of this section to infringe on any individual's First Amendment guarantees with respect to activities outside of the school program.

2. While within the scope of a classroom setting, no Administration or Board member views on matters referred to in this Agreement and/or related to Administration-Teacher or Board-Teacher relationships will be knowingly discussed in the presence of District 15 students.
3. The CTC President or designee is recognized as the official spokesperson for the bargaining unit.

J. Assignments

1. It is the desire of the parties that teaching assignments be handled in a manner that maximizes productivity, enhances student learning, promotes employee efficiency and effectiveness, and complies with the law. The following provisions are designed to achieve the aforementioned goals.
2. Decisions regarding new and vacant positions shall be neither arbitrary nor capricious, but shall be based upon the consideration of the following factors: licensure, qualifications, merit and ability, and relevant experience provided that seniority (i.e. length of continuing service with the District) shall be considered as a factor if all other factors are determined by the District to be equal.
3. The parties agree that a Teacher's preference to teach a specific assignment shall be considered and may influence the decision to assign. If a Teacher desires to do so, in order to facilitate consideration of a Teacher's preference, the Teacher may make such preference known, in writing, to the principal of any building for a position for which the Teacher has interest.
4. Teachers shall be notified in writing of their regular teaching assignments for the following school year prior to the end of the school year. Changes in regular teaching assignments may be made when deemed necessary by the Board. Prior to making a change in the Teacher's assignment the Administration shall consult with the Teacher, if available.
5. Teachers returning from a leave of absence shall be placed in the last building and in the last position, for which he/she taught. In the event that the position no longer exists, the Teacher shall be placed in the Teacher Assignment Pool (see Appendix D).
6. Teachers who are not reassigned to the same position, building or department may elect to be placed in the Teacher Assignment Pool (see Appendix D).

K. Transfers

1. Teachers shall not be transferred during the regular school year to another building or reassigned to teach another grade level or subject area without prior consultation between the Teacher and administrator involved.
2. In the event it is necessary to transfer Teachers due to a school closing, the administration will review the procedures to be used in effectuating transfers with the CTC. The administration and the CTC will work together on the release of Teachers through a District-wide Reduction in Force. However, the Board retains the right to the final decision.
3. A Teacher who is involuntarily transferred shall be informed in writing of the reason(s) for the transfer. Such notice shall be given as soon as possible to the Teacher so that he or she can more readily facilitate the change. The Teacher may, at his/her option, meet with the principal to discuss the reasons for the transfer. The Teacher may also request a meeting with the Assistant Superintendent for Personnel and Human Services to seek further clarification of the reasons for the transfer. The Teacher being transferred shall be notified of existing vacancies and shall be given consideration for such.
4. Any Teacher involuntarily assigned to teach a new subject area and/or grade level shall receive support from the principal and/or supervisors and department heads.
5. Individuals requesting a transfer must submit the Voluntary Transfer Form (Appendix H-1) to both the Personnel Department and the principal of the school the Teacher is requesting to transfer. Voluntary transfer requests must specify the building and currently open position. Changes within a building or department do not require submission of the Voluntary Transfer form. In those instances, Teachers must contact the building principal or department administrator for internal changes.

L. Vacancies

1. General Guidelines
 - a. Notice of Vacancy - District shall notify the CTC President and/or designee within five (5) calendar days of a known or anticipated vacancy. CTC shall be notified of any newly created position prior to the posting of such position. Newly created positions shall not include the increase in number of current positions resulting from changes in enrollment.
 - b. Notice of Posting - The District shall notify the CTC President and/or designee via daily email of each CTC bargaining unit job vacancy posting. The

notification shall include the position, school, date available, and date of the posting.

- c. Interviews - All Teachers who have notified the Personnel Department expressing interest in an open position shall be interviewed for that position provided such Teacher meets licensure requirements and any other applicable provision of the law for such position.
- d. In the event that any/all vacancy/posting regulations are not followed, any position associated with a vacancy/posting violation must be posted for the following school year.

2. Mid-School Year Vacancies:

The Board agrees to post on-line, all mid-school year vacancies as they become available (written notice will be sent and posted in each building if on-line notice is not available). Any Teacher who meets specific requirements for job opportunities and desires to be considered to fill the vacancy must file written application to the Superintendent or designee. Vacancies will be posted for at least of five (5) calendar days before the position is filled.

3. Next-School Year Vacancies:

During the school year, the Personnel Department will prepare lists of Teacher vacancies known at that time for the next school year. A list of vacancies will be posted on-line during the school year. Teachers wishing to apply for a vacant position shall apply to both the building principal and the Personnel Department. Each year, the District shall post all known vacancies for the next school year no later than the last day of student attendance prior to the spring break period.

Vacancies will be posted for a minimum of ten (10) calendar days before the position is filled except for vacancies which occur after April 1st in which case the posting shall be for a minimum of five (5) school days. After Teachers are interviewed for such vacancies, they shall be notified, upon request, in writing of the District's decision when the vacancy is filled.

4. Vacancies Arising During the Summer:

Vacancies which arise during the summer will be posted on-line for a minimum of five (5) calendar days before the position is filled, with the exception of emergency vacancies which may require a shorter posting period (e.g., difficult to fill positions, last minute vacancies, etc.). Any position which becomes vacant after July 15th for the upcoming school year shall be deemed an emergency vacancy.

M. Reduction in Force (RIF and Recall)

- 1. The Board agrees to follow the procedure as prescribed in the *School Code* of Illinois, as may be amended from time to time provided this Agreement shall be

offered any available “grandfathered” rights which may be permitted by such amendment(s). In addition, the Administration will meet with the CTC representative to discuss anticipated layoffs of Teachers prior to presentation to the Board.

2. Procedures for building reductions and District reductions (RIF) are detailed in Appendix D.
3. Such layoff notice shall be made by certified mail and in accordance with the *Illinois School Code*.
4. Recall of Teachers shall be by seniority within the respective RIF category 3 or 4 (see Appendix D) provided the Teacher is legally qualified to perform the service(s) required of the position. The Board will maintain a recall list for twenty-four (24) months following the last date of employment as specified in the notice of reduction-in-force for each affected Teacher. Those Teachers failing to accept the offer of recall to employment within five (5) business days from receiving notification of recall will be dropped from the recall list.
5. The District shall notify the CTC of all Teachers experiencing RIF or dismissal prior to any staff (non-administrative) notification. The District will also notify all such Teachers of the RIF or dismissal at a time least likely to interfere with the Teacher’s ability to complete his/her assignment, such as the end of the school day or the end of the school week. Failure to comply with this section of the Agreement shall not be grounds to invalidate the RIF or dismissal.
6. The parties shall form and conduct a joint committee regarding “Sequence of Honorable Dismissal” in accordance with the law governing reduction in force, as may be amended from time to time provided this Agreement shall be offered any available “grandfathered” rights which may be permitted by such amendment(s).

N. Seniority

1. Seniority for Teachers shall accrue by reverting to the date of hire (defined by the date of Board action). This yearly seniority list shall be reflective of both the hire date and seniority as defined in Paragraphs 2 and 4 below.
2. Seniority shall be defined as service to the District in a certified position including leaves of absences of ninety (90) work days or less, FMLA leave, pro-rated job-share participation and pro-rated part-time service in a certified position. Ties in seniority shall be resolved by the time of the date of hire. If a time has not been noted, then the tie shall be resolved by lottery. Such lottery shall involve both Administration and CTC representatives.

3. The District shall supply the CTC President with a seniority list prior to February 1st each school year. The yearly seniority list shall indicate both seniority and the employees' hire date in a certified position.
 4. An employee who leaves the bargaining unit but remains employed in a certified position by the District shall retain all seniority earned while in the bargaining unit. Teachers who hold a certificated position(s) in the District, including administrative position(s), shall accrue seniority and years of service while in such positions.
- O. Once a Teacher has reached tenure he/she will remain tenured unless there is a break in contractual continued service. A change of employment status to or from part-time does not constitute a break in contractual continued service unless by mutual agreement.
- P. Teachers, excluding certified school nurses, shall not be required to administer medication to students. Students shall be referred to proper, designated medical personnel for this function. If it is necessary for a Teacher to assist a student with medication while on a field trip, such Teacher shall be held harmless from liability for conduct within the scope of employment.
- Q. Any Teacher requested to appear before the Board, supervisor or Administration for an investigatory conference from which a reasonable person would conclude that disciplinary action might result shall be afforded an opportunity to have an elected Association representative of his/her choosing to be present at such conference.
- R. Nothing in this article shall diminish the Association's rights under the Illinois Educational Labor Relations Act with regard to its right to negotiate over the definitions of "merit and ability and relevant experience" as those terms are used in Article V.J.2. above.

ARTICLE VI

Fair Share

- A. It is recognized that the negotiation and administration of this Agreement results in expenses, which are appropriately shared by all Teachers. To this end, if a Teacher does not join the Association within thirty (30) calendar days of commencement of his/her duties, or the effective date of this Agreement, whichever is later, such Teacher(s) will:
1. Execute an authorization for the deduction of a sum equivalent to the proportionate share of the cost of the collective bargaining process and contract administration.
 2. Pay directly to the Association a like sum.

B. Board Collection of Fees

In the event that the Teacher does not execute an authorization or does not pay his/her fair share fee directly to the Association by thirty (30) calendar days following the commencement of employment of the Teacher or the effective date of this Agreement, whichever is later, the Board shall deduct the fair share fee in equal payments from the regular salary check of the Teacher. Such fee shall be paid to the Association by the Board no later than ten (10) business days following deduction.

C. Hold Harmless Provision

In the event of any legal action against the Board brought in a court or administrative agency because of its compliance with this Article, the Association agrees to defend such action, at its own expense and through its own counsel, provided:

1. The Board notifies the Association promptly in writing and permits the Association to intervene as a party if it so desires.
2. The Board gives full and complete cooperation to the Association and its counsel in securing and giving evidence, obtaining witnesses and making relevant information available at both trial and all appellate levels.
3. The Association shall indemnify and hold harmless the Board, its members, officers, agents and Teachers from and against any and all claims, demands, actions, complaints, suits, or other forms of liability that shall arise out of or by reason of action taken by the Board for the purposes of complying with the above provisions of this Article, or in reliance of any list, notice, certification, affidavit, or assignment furnished under any of such provisions.

D. It is expressly understood that this hold harmless provision will not apply to any claim, demand, suit or other form of liability which may arise as a result of willful misconduct by the Board.

ARTICLE VII **Teachers' Work Day**

A. Teachers' Work Day

1. Teachers are considered to be on-duty until their professional responsibilities are fulfilled, consistent with past practice.
2. Teachers will report to their building or designated teaching area at least five (5) minutes before the school day begins and remain a reasonable time after the school day ends in order to be available for meetings with students, parents, and/or professional personnel, including administrators and other supervisory personnel, consistent with past practice.

3. In accordance with the *School Code* of Illinois, all Teachers shall have a duty-free lunch period of at least thirty (30) minutes.
4. Teachers in the junior high schools will not be required to teach more than six (6) classes during the school day; however, they may volunteer to teach a seventh class with overload pay equal to one-sixth of their scheduled salary. Such compensation will be subject to the same withholding requirements as the Teacher's regular pay.
5. A Teacher will not be required to perform the following or related duties for other personnel, (e.g., school nurse, office secretary, custodian and administrator). However, Teachers are not prohibited from volunteering to perform the aforementioned or other duties. This provision does not affect the regular and normal work, which is directly related to their duties as Teachers.
6. Administrators shall not direct elementary Teachers to provide assistance to students at any time outside of a Teacher's six-and a half (6½) hour school day (or less for shortened days) or during a Teacher's lunch or planning periods.
7. Administrators shall not direct junior high Teachers to provide assistance to students at any time outside of a Teacher's six (6) class period school day (or less for shortened days) or during a Teacher's lunch or planning periods.
8. At the sole discretion of a Teacher, he/she may provide assistance to students outside of his/her school day as described above.
9. It is not the intent of either party to discourage a Teacher from voluntarily assisting students.

B. Professional Planning and Staff Development

1. Release Time

- a. The District will provide three (3) student non-attendance days for all Teachers for common planning.
- b. Release Time Program
Teachers shall be provided with weekly professional development time by means of an early release of students each Friday. Two Fridays each month shall be designated as Teacher directed team/department plan time; two Fridays shall be designated for staff meeting/professional development time, which may include voluntary presentations from staff members. In the event there are not four Fridays in a month, there shall be an equal division between the Fridays used for professional development/staff meeting and team/department plan, with the remaining day used as determined by the shared decision making process.

2. Plan Time

a. Elementary Schools – Individual Plan Time

Teacher in grades 1-6 and full day kindergarten Teachers (to the extent the District offers a full-day kindergarten program) will have a minimum of four (4) thirty (30) continuous minute individual planning times per week and one (1) sixty (60) continuous minute individual plan time per week. Every effort will be made to distribute the planning time evenly throughout the week so Teachers receive planning time each day. All other Teachers will receive the equivalent of one hundred eighty (180) minutes of planning time per week, in no less than twenty (20) minute increments during the school day.

b. Junior High Schools

Each Teacher in Junior High will have a minimum of two (2) planning periods per school day, one individual plan period and one team plan period. The length of these periods will be in accordance with the junior high school scheduled periods. The length of the junior high academic period shall range from thirty-five (35) to forty-five (45) minutes.

C. Traveling Teachers

1. Teachers assigned to travel between schools will be given a minimum of thirty (30) minutes travel time between assignments.
2. The standard workday for traveling Teachers shall not exceed that of classroom Teachers assigned to one building.
3. In the event a Teacher was to fill a traveling kindergarten position, the District and the CTC shall first determine the approximate amount of planning time lost due to traveling. Once the amount of lost planning time is determined, the cumulative amount shall be converted to the percentage of additional work days incurred by the Teacher, for which the Teacher's annual salary shall be adjusted by the Teacher's per diem rate as applied to the percentage of additional work days.

D. Facilitators are not administrators and shall not perform administrator's duties.

E. Teachers shall not be assigned to, or volunteer for, administrative responsibilities involving the supervision of Teachers while a member of the bargaining unit. This shall not preclude Teachers from volunteering to serve as an acting building Administrator for student supervisory matters or to manage unusual emergency circumstances.

F. The social work coordinator employed on January 1, 2009 shall be grandfathered from Paragraph E. above, provided there is not a change in staffing such position.

- G. Elementary Teachers who have two consecutive teaching periods in two different locations in a building will be given sufficient time to travel between locations.
- H. On any day when students are not in attendance, the work day shall not exceed six and a half (6½) hours, including a one (1) hour lunch (both elementary and junior high). The District may determine to forego lunch in favor of an early dismissal equivalent to the lunch period, or this decision may be made by principal, in consultation with the faculty.

ARTICLE VIII

Communication Council

Both parties jointly agree to conduct monthly Communication Council meetings, when possible, for the purpose of maintaining ongoing communications and discussing programs and/or issues that affect Teachers in the bargaining unit. This council may also consider exceptions (which are non-precedent setting) to contract language that are requested from schools. The council may also determine its processes for considering such requests. The Communication Council shall consist of at least the CTC Executive Board, the Superintendent, the Assistant Superintendent for Teaching and Learning, the Assistant Superintendent for Personnel and Human Services, and two principals. As a result of recommendations by this council, subcommittees or focus groups consisting of CTC members and administrators will be formed for the purpose of studying and addressing identified areas of concern.

ARTICLE IX

Shared Decision Making

Community Consolidated School District 15 believes that continuous improvement in the quality of education for students depends on the capacity of all people (administrators, Teachers, support staff, students, parents, and community members, as appropriate) in the educational community to share in the decision making process. The purpose of shared decision making is to enable people to make good decisions that will address the existing and emerging needs of students and improve their levels of achievement. This shared responsibility for making decisions causes more ownership and commitment which produces higher quality decisions. Shared decision making provides Teachers the opportunity to improve the education of District 15 students. Shared decision making implies that everyone has the opportunity to improve the life of District 15 students and help to develop the District's mission of A TRUE LEARNING COMMUNITY. The District-developed shared decision making manual will serve as a guide for the implementation and support of shared decision making in the District. The District and CTC will review the shared decision making manual prior to the start of each school year. A joint presentation will be given annually reviewing the process of shared decision making.

ARTICLE X Class Size and Staffing

A. The Board of Education should be cognizant of class size when it examines and approves the annual student assignment plan. The Association shall be given a copy of the plan prior to Board approval. Class size averages shall be determined by Board policy and/or administrative guidelines as may be determined by the District from time to time.

Class size guidelines shall average as follows:

- K: 20
- 1-3: 24
- 4-6: 26
- 7-8: 28

B. Program Assistant Staffing

Program Assistant hours shall be calculated by multiplying the number of self-contained general education or bilingual education classes by the multiplier as outlined in the chart below. For calculation purposes, a junior high (7-8 grade) "class" will be determined as follows:

- School enrollment/28 = general education "class"
- Bilingual and ESL enrollment/20 = bilingual education "class"

| Group | Low Income Building Percentage | General Education Class Multiplier | Total Bilingual Education Class Multiplier |
|-------|--------------------------------|------------------------------------|--|
| A | 0-30% | .5 | 1.0 |
| B | 31-55% | .75 | 1.5 |
| C | 56-75% | 1.0 | 2.0 |
| D | 76-100% | 1.5 | 3.0 |

C. Each junior high will receive two (2) additional full-time building clerical assistants to be used for before/after school supervision, locker room supervision, and clerical needs.

D. Once the allocation is determined, ample time for staff discussion and input will be given before the Teachers and principal in each school jointly decide, by consensus, how many clerical and program assistants are to be employed and what their assignments will be, with the understanding that all of the clerical and program assistants are to be used to support the instructional program.

E. After the above has been completed, the Teachers who receive program/clerical assistant time shall determine what duties the program/clerical assistant will perform and the Principal shall determine what hours of the day are best suited to support the instructional program of those Teachers.

F. The instructional program for the purpose of assigning program/clerical assistant time includes regular, bilingual, and special area Teachers.

- G. A building may request additional program/clerical assistant time when special circumstances occur.
- H. The District shall provide program assistant time to service all reading intervention programs as outlined in Appendix G.
- I. Program assistant time for reading intervention is in addition to the staffing limits above.
 - 1. The Reading Consultant Specialist may service reading intervention programs when it best fits the instructional needs of the students.
 - 2. Prior to the completion of each school year, the District shall supply CTC with the number of students who qualified for each reading intervention program (itemized separately) per building. Student performance on the mid-year assessments shall be used to determine the reading intervention program assistant allocation hours for the following school year. The Department of Instruction shall review student percentiles in the fall, and may add program assistant hours when applicable.
 - 3. In the event that Program Assistant hours allocated for Reading Intervention are not used by program assistants to deliver reading intervention services, those hours shall be added to the general building allocation for the staff. The staff shall determine the allocation of those hours through the shared decision making process.
- J. The Administration shall be responsible for the formal evaluation of all program assistants. However, the Administration and Teachers shall cooperate in the gathering of input from Teachers when evaluating program assistants.
- K. Workload Plan for Special Educator
If requests for adjustments in staffing, workload or other related accommodations for special educators are to be considered, such requests shall be made in writing to the Director of Special Education for review. If after such a review, a recommendation is made to adjust staffing workload or make other accommodations such recommendation shall be made in writing and presented to the Special Education Advisory Committee for an analysis, with a copy to the Superintendent and CTC President. When considering such recommendations, the Special Education Advisory Committee shall consist of an equal number of participants from both the CTC and the District. When reviewing workloads, the committee must include the coordinator of the special education area being reviewed. The committee shall also make an effort to take all relevant factors into consideration which may impact workload. However, the parties acknowledge that final decisions shall be made by the Board of Education or designee.

ARTICLE XI

Student Discipline

- A. The responsibility for student discipline is to be shared by the Teachers, administrators, and parents. A Teacher may send a student to the principal or designated administrator for disciplinary action if such action is warranted in accordance with rules and regulations set up by the administration in consultation with the staff. In accordance with the shared decision making process, disciplinary procedures will be developed and discussed yearly. However, the authority to establish District policies and practices regarding standards of conduct and consequences for students shall be retained by the Board.
- B. A written record of a serious disciplinary action will be maintained by the principal and shared with the specific Teacher when requested.
- C. Anti-Violence Policy
 - 1. The District shall establish and adhere to a consistent anti-violence policy. A provision in this policy will require the District to notify Teachers, prior to student placement in the classroom, about any student who is known to have been expelled from any school for weapons possession or incidents of violence. No information shall be released in violation of privacy laws. This provision shall not affect the placement of the student.
 - 2. The District shall establish an internet safety policy. The policy shall include education for students, Teachers, and parents regarding safe internet use.

ARTICLE XII

Complaints Against Teachers

- A. The parties express their mutual intent to avoid false and unsupported complaints as the basis for disciplinary action against Teachers. As a consequence, the parties shall adhere to the standard of proof stated in Article V.C.4 of this Agreement. Substantive verbal and/or written complaints against a Teacher shall be called to the attention of the Teacher in a timely manner. The administrator shall provide the Teacher with a copy of any written complaint within five (5) school days of having received the complaint. Teachers and administrators shall work together in the resolution of any formal complaints. It is recommended that the complainant shall be advised to follow proper channels in resolving alleged complaints. In all cases the complainant will be encouraged to discuss the issue first with the Teacher. This article shall not apply to matters involving allegations of criminal misconduct.
- B. The procedure, as outlined below, will be followed when someone makes a written complaint about a Teacher.

1. The administrator shall provide the Teacher with a copy of any written complaint within five (5) school days of having received the complaint.
2. The administrator will confer with the Teacher to determine the nature and accuracy of the complaint.
3. The administrator will determine the need for a meeting to gain additional information, clarification, or interpretation.
4. If the complainant does not want to meet first with the Teacher concerning the written complaint, the administrator will request a meeting with both the complainant and the Teacher. In the event this meeting cannot be arranged the administrator will hold separate meetings with the Teacher and the complainant prior to taking action on the complaint.
5. Prior to meeting with the complainant a meeting may be scheduled between the administrator, Assistant Superintendent for Personnel and Human Services (or designee), Teacher and CTC representative to discuss the issues. A Teacher may have an elected Association representative accompany them at meeting(s) regarding a complaint against the Teacher.
6. The Teacher will have the right to examine and attach any dissenting material to complaints placed in the official personnel file.
7. The Teacher will sign any statement placed in the official file regarding complaints. The Teacher's signature will confirm only that the Teacher has seen the statement and does not indicate agreement that the Teacher concurs with statement.

ARTICLE XIII

School Calendar

A. Calendar

The CTC shall have the right to present to the Superintendent suggestions regarding the school calendar. The Superintendent will meet with the CTC prior to making recommendations to the Board, provided such meeting does not delay adoption of the calendar by the Board. Recommendations from the CTC must be received by the Superintendent no later than December 15th of each year.

1. The official calendar is as follows:
 - 176 student attendance days
 - 4 Institute Days
 - 3 Teacher plan days
183 Teacher work days
2. No staff meetings shall be held during Teacher Plan Days.

3. In addition to the above, the school calendar shall include five (5) additional days which shall be available to require Teachers to restore up to five (5) days lost from the school calendar due to snow/emergency. If any of the five (5) additional days are unused, they shall be deleted from the school calendar.
- B. Kindergarten classes will begin the second full day of school. On all school days when students are in session for only a half-day, kindergarten will not be in session. Kindergarten Teachers will be on duty for the same period of time as all other Teachers.
- C. The Board may require the first year probationary Teachers to work up to a maximum of ten (10) additional days during the first year as a condition of employment for orientation, training purposes and activities directly related to enhance a Teacher's job description. The additional days may occur prior to the start of the school year. The purposes for these additional days as described above may include time to acquaint the first-year probationary Teachers with District policies, procedures, and curriculum, and for staff development and building activities.

ARTICLE XIV

Academic Freedom

- A. Academic freedom shall be guaranteed to the Teachers within the District's planned instructional program and no special limitation shall be placed upon study and investigation of facts and ideas concerning man, human society, the physical and biological world, and other branches of learning, subject to the following standards of professional responsibility:
1. The Teacher shall encourage the student to study varying points of view and respect his/her right to form a personal judgment.
 2. Academic freedom exercised by a Teacher requires that he/she be cognizant of the maturity of his/her students and that this be recognized in instructional presentations.

ARTICLE XV

Miscellaneous

- A. Teachers will be involved in the development of building-based and subject area department budgets.
- B. Construction Concerns
In the event there is a major renovation or construction at a school, District shall supply CTC with a list of the building and anticipated construction projects prior to sharing with the general staff or public.

C. Safe Working Conditions

The Board recognizes its obligation to maintain a safe and healthy environment in compliance with applicable law. CTC representatives are to be advised that, in the event they should become aware of an unsafe or hazardous condition, they should report it to the principal. Principals are to be advised to be particularly sensitive to health and safety concerns. This provision is not subject to the grievance and arbitration process. Each building shall be tested periodically for radon in accordance with prevailing industry standards.

D. Winston Campus

For the purposes of this Agreement, the K-6 Teachers at the Winston Campus School shall be considered elementary Teachers and the 7-8 Teachers shall be considered junior high Teachers. Winston Elementary and Winston Junior High shall be considered two “buildings” for the purpose of this agreement except that this provision shall not apply to the traveling Teacher provision of this Agreement.

E. Special Education Advisory Committee

The CTC and Administration have developed the Special Education Advisory Committee, co-chaired by the Director of Special Education and a Teacher appointed by the CTC President. The co-chairs of this committee shall jointly determine the agendas, as well as the dates and times of such meetings. The Special Education Advisory Committee shall meet a minimum of three (3) times a year in order to review existing District policies and new proposals from the Administration in response to new laws, mandates, and regulations. Any Committee recommendations shall be advisory only.

F. Liability Insurance

The District shall insure or indemnify and protect Teachers from claims, demands, suits or judgments to the extent required by law and if acting within the scope of their employment. This shall include Teachers attending sponsored activities and PTA activities if acting within the scope of their employment, even though such may occur on a volunteer basis.

G. Faculty Handbook

1. Faculty Handbook will be posted on-line, with periodic updates and modifications. If a conflict exists between the Faculty Handbook and the CTC Negotiated Agreement, the CTC Negotiated Agreement shall prevail.
2. Items contained in the faculty handbook are not subject to the grievance procedure, except within the context of Article XV.G.1 above. If the District makes any modification to the Faculty Handbook, or changes procedures contained within, either of which affects a term or condition of employment within the meaning of the IELRA, the CTC will first be notified in writing and will be given the opportunity to bargain.

H. Hazardous and Unsafe Conditions

1. Teachers shall bring to the immediate attention of the principal any situation considered to be unsafe or unhealthy. If the District determines that the situation is unsafe or unhealthy, but that work needs to continue, alternative work locations will be arranged. If the Superintendent determines that an emergency closure of school(s) is necessary because of conditions posing a threat to the health or safety of students, every effort shall be made to reschedule school so the Teachers in the closed school(s) shall not lose their regularly scheduled salary because of the closure. In the event of a school closure due to hazardous or unsafe conditions, upon the CTC's written request, the Board shall bargain the impact.
2. The District shall make reasonable efforts to ensure a safe working environment.
3. School safety issues shall be referred to the building leadership or building crisis team.
4. The principals or their designee shall inform the involved Teachers as soon as reasonably possible when such Teachers are potentially exposed to an infectious disease process, if known. The Teachers shall also be provided information regarding prevention and protection from such diseases. No information shall be released in violation of privacy laws.

I. Attacks on Teachers

The District shall comply with Section 10-21.7 of the *School Code*. Upon receipt of a written complaint from a Teacher, the Superintendent shall report all incidents of battery committed against Teachers to the local law enforcement authorities immediately after the occurrence of the attack and to the Department of State Police's Illinois Uniform Crime Reporting Program no later than three (3) days after the occurrence of the attack.

- J. The Teachers' right to use email shall not be infringed upon, subject to the District's policy regarding the Authorization for Electronic Network Access, as defined in Board of Education Policy 6:235, Access to Electronic Networks. Personal use of school email/internet is acceptable, in the event it does not disrupt the educational program.

- K. Annually, Teachers shall have the opportunity to share input through the Conditions of Teaching and Shared Decision Making Survey. The District and the CTC Executive Board shall review the complete information gathered from both surveys. The survey results shall be reviewed with each building staff prior to the end of the school year. CTC shall receive both a hard copy as well as an electronic copy of such results.

- L. Each year Teachers shall view/attend presentations containing information on blood borne pathogen safety, ethics guidelines, copyright information, or applicable state trainings. Teachers shall only be required to verify viewing/attending the presentations. Teachers shall be responsible for completing Illinois mandated trainings.
- M. The District shall allow internet access by Teachers in all District buildings in order to permit Teachers to use their personal electronic devices in accordance with the District's policies and procedures regarding such use.
- N. The District shall allow Teachers access to their personal email accounts in accordance with the District's policies and procedures regarding such use.
- O. Outside Observations
The District's policy, procedures or guidelines regarding parents or guardians who request to observe, or have a designee observe, a classroom, shall be developed so as to minimize the disruption to the learning environment.
- P. The District shall offer annual CPR and AED opportunities to meet certification standards for all Teachers. This training shall be optional except for any current or future position for which the District may designate such training as being essential to the position. If the training is essential to the position, such training shall occur on a Teacher work day during typical school hours, except that this constraint shall not apply to training which is mandatory from an authority other than the District.
- Q. Building Access Regulations
The District's policy, procedures or guidelines regarding building access shall be developed so as to maximize a safe school environment.
- R. Junior High
Junior High shall be defined as grades seven and eight (7 – 8).

ARTICLE XVI

Evaluation

- A. The parties agree that in order to maintain and improve the quality of education in District, the Board must make full use of its prerogative during the probationary period. The probationary period is the time set aside for the Board to select whom it considers to be the best person for the position. Therefore, merely performing at a minimum or average level will not necessarily bring about tenure status. Non-retention of probationary Teachers shall be based upon performance in the areas covered in Paragraph B. below.
- B. The Board and CTC recognize that the basic purpose of evaluation is to improve instruction and the effective operation of the total school system. Teacher evaluations shall be based upon practice and growth as outlined in the Teacher

Evaluation System. The District and the Teachers will abide by the intent, timelines, and procedures as outlined in the Teacher Evaluation System. Substantive assessments under the Teacher Evaluation System shall not be subject to the grievance procedure. The substantive criterion of the Teacher Evaluation System is not a mandatory subject of bargaining, but the District's development of the Teacher Evaluation System shall be consistent with its obligations under the school code and the IELRA.

- C. A copy of the final written summative evaluation shall be given to the Teacher. In the event the Teacher disagrees with the written evaluation, he/she may put the specific reasons in writing and have these reasons attached to the evaluation report to be placed in his/her personnel file.
- D. The evaluator shall provide assistance in correcting deficiencies noted in the summative evaluation.
- E. A Teacher who travels shall be assigned, for evaluation purposes, to his/her home base building. The principal of that building, in cooperation with principals of other buildings receiving services from the Teacher, shall be responsible for completing his/her evaluation.
- F. No evaluation of a certified school nurse shall take place until a supervisor has acquainted each nurse under his/her supervision with the certified school nurse evaluation procedures, standards, and instruments. Each certified school nurse shall receive a written evaluation from each of the building administrators to whom he/she is assigned. In addition, each certified school nurse shall also receive an evaluation from the Coordinator of Health Services.
- G. The evaluation process shall be completed and the written evaluation discussed with the certified school nurse prior to June 1st. In the event the certified school nurse disagrees with the written evaluation(s), he/she may put the specific reasons in writing and have these reasons attached to the evaluation report to be placed in his/her personnel file.
- H. The Board and the CTC agree that the District Evaluation Committee shall be formed and conduct business in accordance with the law governing teacher evaluation plans, as may be amended from time to time provided this Agreement shall maintain any available "grandfathered" rights which may be permitted by such amendment(s).
- I. To the extent required by law, the Teacher Evaluation System shall comply with all relevant provisions of the *School Code* and any rules adopted by the Illinois State Board of Education as may be amended from time to time provided this Agreement shall maintain any available "grandfathered" rights which may be permitted by such amendment(s).

- J. Prior to the end of each school year, the District shall provide CTC with a list of all bargaining unit members with their corresponding evaluation ratings.

ARTICLE XVII

Leaves

A. Leave Days

Teachers shall notify the District sub-caller by the Teacher's choice of either phone or on-line at the Teacher's earliest knowledge of a pending leave day. All Teachers shall receive a minimum of twelve (12) sick days of absence per school year to be used for illness or injury without loss of salary. Sick day accumulation is unlimited. After the accumulation of eighty-nine (89) sick days, a Teacher shall receive fifteen (15) sick days per school year for illness or injury without loss of salary. After the accumulation of one hundred seventy (170) sick days, a Teacher shall receive twenty-four (24) sick days per school year for illness or injury without loss of salary.

1. Illnesses or Injury

- a. Sick leave is to be interpreted as absence due to illness or injury on the part of the Teacher, any member of the Teacher's immediate family, or any designated person sharing the Teacher's residence on a permanent basis. Immediate family is defined as parents, spouse, brothers, sisters, children, grandparents, grandparents-in-law, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, daughters-in-law, sons-in-law, "partner to a civil union" as defined by Illinois law, and legal guardians (of and for).
- b. The District may require documentation from a physician licensed to practice medicine, or a properly authorized physician assistant, as a basis for pay during leave after an absence of three (3) consecutive days for personal illness or injury, or thirty (30) days for birth, or as it may deem necessary in other cases. If the District does require documentation as a basis for pay during leave of less than three (3) consecutive days, the District shall pay the expenses incurred by the Teacher in obtaining the certificate and provide written reason for such request to the Teacher and to CTC.
- c. Proration for Full-Time/Part-Year Positions
A full-time Teacher who is hired on or after October 1st shall receive a pro-rated amount of sick days. Teachers who begin their service after October 1st shall receive a pro-rated amount of sick days equal to the percent of workdays remaining in the school year.
- d. Proration for Part-Time/Full-Year Positions
A Teacher who is employed for less than one hundred percent (1.0 FTE) shall receive a pro-rated amount of sick days equal to the percent of employment. The pro-rated sick days shall be rounded up to the nearest whole number.

2. Catastrophic Illness

- a. Tenured Teachers who: a) have a catastrophic illness, b) have exhausted all of their current and accumulated sick leave and, c) had at least thirty-one (31) days of unused sick leave at the start of the catastrophic illness shall be granted the greater of thirty (30) additional sick leave days or thirty percent (30%) of the total number of sick days the tenured Teacher had accumulated at the start of the catastrophic illness. Catastrophic illness shall be defined as an extended illness, injury, or surgery which results in an absence that continues for at least thirty-one (31) consecutive workdays.
- b. Upon return to service, any unused catastrophic illness days will be credited to the Teacher's accumulated sick leave.
- c. The parties acknowledge that there may be occasions for which a Teacher has exhausted all available sick and personal leave days for use in connection with the Teacher's personal disability due to a catastrophic illness as defined in Article XVII.A.2.a. above. In such instance, an assessment shall be made by the CTC, in consultation with the Teacher or authorized Teacher representative, of how many sick leave days would be necessary until the disability will cease or until the end of the school term, whichever is less. Once determined, the CTC may request that other Teachers donate a maximum of four (4) sick leave days toward the total number of days needed (one day donation at a time). Such donated days must be used in the school year donated. No later than one (1) week after the use of such donated days, the CTC shall submit the total number of days donated with a complete list of Teachers in order of seniority (Appendix H-2).
- d. Upon return to service, a Teacher may continue to use donated sick days, if available, until the conclusion of the school year in which the days were donated.

3. Personal Leave

- a. Each full-time Teacher is allowed three (3) personal leave days annually, without loss of pay, in addition to allowable sick leave. Teachers who begin their service after December 1st shall receive two (2) personal days. Teachers who begin their service after March 1st shall receive one (1) personal day.
- b. Personal leave is non-cumulative as personal leave. Unused personal leave days at the end of the school year shall be added to the Teacher's accumulated sick leave.
- c. Teachers requesting approval for personal leave (as outlined in Article XVII.A.3.d below) shall complete and sign a form supplied by the

administration (see Appendix H-3). Except in cases of emergency the leave request must be submitted to the designated administrator at least two (2) full days prior to the date of the leave. If the administrator has substantive reason to believe the usage of the leave day(s) was in violation of the intended purposes, they shall have the right to require proof of the reason for personal leave. If a Teacher is required to provide proof for the personal leave, the administrator will provide written reason for such request to the Teacher and CTC.

- d. Personal leave shall not be taken on a day immediately before or after a school break (winter, spring, or summer break) or on one of the first three (3) days of student attendance in the school year. Personal leave can be used, before and after a school break or on one of the first three (3) days of student attendance, with the specific written approval of the Superintendent or designee. Teachers who do not receive approval may request the day(s) be taken as AWP (see Appendix H-4). Approval of such AWP day(s) shall not be unreasonably withheld.
- e. The District shall respond in writing, approving or denying all personal day and/or absent without pay requests within five (5) business days after receipt of such request. In the event the District does not respond within the five (5) business day time period, such request shall be deemed approved.
- f. In the instance of taking a child to reside at college, a personal day will be granted provided that day falls on an Institute Day. If it falls on one of the first three (3) days of student attendance, it will be considered absence without pay.
- g. Personal leave days or planned absences for all employees are intended to provide for legitimate business, professional, religious and family obligations which staff members cannot meet outside of the regular school day.

4. Personal Travel Delay Leave

When a Teacher is absent on a day immediately after a school break because of delayed or cancelled transportation over which he/she has no control, the District shall grant personal leave. Approval of the use of personal leave is subject to written verification of the delay or cancellation from a reasonable source acceptable to the District.

5. Religious Leave

In observance of religious holidays of the Teacher's faith, Teachers shall be entitled to use up to three (3) sick leave days annually for religious leave.

6. Bereavement

- a. In addition to sick leave, a Teacher shall be allowed, at his/her option, up to four (4) days per occurrence without loss of pay for an absence due to a death in the immediate family or of any designated person sharing the Teacher's residence on a permanent basis. If the first day is on a Monday, the Teacher shall be provided a bereavement day for the Friday of that week (allowing for a Monday through Friday bereavement week). If bereavement days are not consecutive, only four (4) days shall be allocated.
- b. Immediate family is defined as parents, spouse, brothers, sisters, children, aunts/uncles, nieces/nephews, grandparents, grandparents-in-law, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, daughters-in-law, sons-in-law, "party to a civil union" as defined by Illinois law, and legal guardians (of or for).
- c. A Teacher shall be permitted to use sick leave days for the purpose essential traveling obligations directly related to the death causing the use of such sick leave for bereavement.

7. Emergency Leave – Sick Leave Substitution

Upon the exhaustion of personal leave days or if personal leave days are not otherwise available, Teachers shall be permitted to use a maximum of three (3) accumulated sick days annually for emergency situations. In such instances, the Teacher shall notify the District sub-caller as soon as possible. Emergency situations are limited to:

- a. Crisis evolving from the destruction of the Teacher's personal property. Examples include: flooding, tornado, fire, theft, and sudden and/or catastrophic failure of furnace, water heater or sump pump;
- b. Cancellation of school of a Teacher's child;
- c. Household, family or day care emergency;
- d. Severe weather (e.g. unreasonable time or unsafe travel);
- e. Funeral or memorial services.

8. Jury Duty

A Teacher shall be excused at full pay for the purpose of fulfilling jury duty.

B. Sabbatical

After seven (7) or more years of service in District 15, a Teacher may be granted a sabbatical for one (1) year for resident study or research in accordance with Section 24-6.1 of the *School Code* of Illinois.

C. Worker's Compensation

1. No Teacher will be subject to any loss in scheduled salary or sick/personal leave if injury on the job is a direct result of working with a student or students within the scope of their employment. Teachers who are not sick, but unable to work at their assigned school due to student illnesses as directed by their physician, will be provided with an alternate assignment until they are able to return to their assigned duties.
2. The District shall reimburse a Teacher for the cost of replacing or repairing his/her eye glasses and/or hearing aid if such is damaged or destroyed as a result of a physical assault by a student or in the act of protecting oneself, another employee, student, or parent from possible injury.

D. Release Time for CTC President and Executive Board

The CTC President shall have a 100% release. Additionally, one member of the CTC Executive Board shall have a 50% release. The purpose of release time for the Executive Board member shall be directly related to quality improvement activities, fostering collaboration, and developing consensus. At the President's or Superintendent's request, the amount of release time may be reviewed during the school year. The CTC will reimburse the school District for 50% of the cost of 1.5 times the fulltime replacement at a rate equal to step 0 of the BA lane on the Tier 1 salary schedule. Upon returning to his/her teaching duties (either part-time or full-time) the CTC president and other executive board member shall return to the last building and in the last position where he/she taught prior to the release time, unless that position has been eliminated, in which case he/she shall be returned to a similar position.

E. Association Leave

1. The Board agrees to let the CTC use up to forty (40) days per school year for official Association business and/or attendance at state conventions. The maximum number of days to be used by any one Teacher shall not exceed the equivalent of twelve (12) days.
2. The CTC will reimburse the District for the cost of substitutes for the last thirty (30) of the forty (40) Association Leave days. Association leave shall not adversely affect the continuity of the instructional program.

F. Unpaid Leave of Absence

1. Unpaid Leave General Provisions - Tenured Teacher
 - a. Leave of absence for professional study, health, birth of a child, child care, or for other reasons may be granted to tenured Teachers by the Board for a period of one (1) year or less. Upon the recommendation of the

Superintendent, the Board may extend the leave for an additional school term upon written request from the Teacher, but no leave of absence may cover more than a total of two (2) full school terms (see Appendix H-5).

- b. When a Teacher is placed on leave, no salary will be paid and all benefits will cease without loss of accumulated sick leave. A Teacher on leave who plans to return to work at the beginning of the next school year must give written notice by February 1st of the current school year.
- c. A Teacher on leave may continue in the group health and group dental and vision insurance program at the Teacher's expense, under the conditions established in this Agreement as outlined in Article XIX.G.
- d. The Teacher will not accrue seniority during an unpaid leave, if that leave is for more than one-half year.
- e. A Teacher may request a leave of absence for the birth of a child beginning at a time to be determined by the Teacher and her doctor. In the event of a loss of child during birth leave, the Teacher may return immediately to a teaching position, provided the doctor certifies that she is in sound health, and an appropriate vacancy exists. If there is no vacancy, the Teacher shall be given preferential status as soon as such vacancy exists.
- f. Following the birth of the child, the Teacher may return to a teaching position at the opening of the next school year, provided her doctor supplies a written release stating that, in his/her judgment, she is physically and emotionally able to resume her classroom duties.
- g. Insofar as possible, leave shall begin at a time which is consistent with the orderly continuance of the educational program. The personnel office should be notified regarding the Teacher's plans as far in advance as possible to enable the District to make arrangements for an adequate replacement.

2. Unpaid Leave General Provisions - Non-Tenured Teacher

- a. Any Teacher completing at least two consecutive years of full-time teaching in the District may apply for a one-year unpaid leave of absence for child care. It is understood that the probationary service for any non-tenured Teacher who is approved for such leave shall be governed by the 120 day statutory rule.
- b. When a Teacher is placed on leave, no salary will be paid and all benefits will cease without loss of accumulated sick leave. A Teacher on leave who plans to return to work at the beginning of the next school year must give written notice by February 1st of the current school year.

- c. A Teacher going on leave prior to November 1st may be granted a leave of absence until the end of the current school year. A Teacher going on leave after November 1st may be granted a leave of absence for the remainder of the school year, plus one (1) additional school year.
 - d. A Teacher on leave may continue in the group health and group dental insurance programs at the Teacher's expense, under the conditions established in this Agreement as outlined in Article XIX.G.
 - e. The Teacher will not accrue seniority during an unpaid leave if that leave is for more than one-half year.
 - f. A Teacher may request a leave of absence for the birth of a child beginning at a time to be determined by the Teacher and her doctor. In the event of a loss of child during birth leave, the Teacher may return immediately to a teaching position, provided the doctor certifies that she is in sound health, and an appropriate vacancy exists. If there is no vacancy, the Teacher shall be given preferential status as soon as such vacancy exists.
 - g. Following the birth of the child, the Teacher may return to a teaching position at the opening of the next school year, provided her doctor supplies a written release stating that, in his/her judgment, she is physically and emotionally able to resume her classroom duties.
 - h. Insofar as possible, leave shall begin at a time which is consistent with the orderly continuance of the educational program. The personnel office should be notified regarding the Teacher's plans as far in advance as possible to enable the District to make arrangements for an adequate replacement.
3. The granting or denying of Teacher leave requests pursuant to Article XVII.F.1 and F.2 above shall be within the sole discretion of the Board and such decisions shall be non-precedential with respect to any other leave request.

G. Temporary Incapacity

1. Nothing in this agreement shall require a Teacher to take an unpaid leave of absence due to pregnancy and childbirth. No later than the end of the eighth month of pregnancy, a Teacher electing not to request an unpaid leave of absence shall provide the District with a written statement from her physician as to the date at which the pregnancy will result in a period of temporary incapacity from her teaching assignment.
2. A Teacher may use accumulated sick leave during the period of incapacity with the understanding that she will return to complete her contractual obligation at the end of such time, subject to Article XVII. A.1.b. Prior to returning to work following the birth of the child the Teacher must provide a written release from

her doctor stating that she is physically and emotionally able to resume her classroom duties.

3. A Teacher on unpaid temporary incapacity leave may continue in the group health and group dental insurance programs at the Teacher's expense, under the conditions established in this Agreement as outlined in Article XIX.

H. Family and Medical Leave (FMLA)

1. Full-time Teachers are eligible for medical and/or family leave in accordance with the provisions in the Family and Medical Leave Act (FMLA) of 1993. Such leave is unpaid unless accumulated sick leave or personal leave is available. Nothing in this provision shall prohibit the Teacher from use of accumulated sick leave in Article XVII.A. The total Family/Medical Leave, paid or unpaid under this provision, cannot exceed twelve (12) weeks during any fiscal year. The following reasons are eligible for Family/Medical Leave:
 - the birth of a child and to care for the newborn child, provided the leave is completed no later than twelve (12) months after the birth of the child;
 - the placement of a child with the Teacher for adoption or foster care, provided the leave is completed no later than twelve (12) months after the placement of the child;
 - because the Teacher is needed to care for the Teacher's spouse, child, or parent, with a serious health condition; or
 - the treatment of a serious health condition that makes the Teacher unable to perform the functions of the job.
2. Except as follows, any other leave provided for in this Agreement which may be taken for any of the above purposes will be credited to the Teacher's twelve (12) weeks of Family/Medical Leave. For Teachers who elect childbirth/adoption leave composed of both sick leave and FMLA leave, the Teacher's use of sick leave shall not be deducted from available FMLA leave.
3. A Teacher on family or medical leave will continue to be covered under the District's health and dental insurance plans under the same terms as if the Teacher had been continuously working during the leave period, provided that:
 - a. Coverage shall end when the Teacher notifies the District of his/her intent not to return to work, fails to return on the scheduled date or exhausts his/her family and medical leave rights under this provision;
 - b. The Teacher will be required to pay his/her share of applicable premium payments at the same time as such payments would be made if by payroll deductions. Coverage may lapse if a Teacher's premium payment is more than thirty (30) days late;

- c. The District may recover its premium cost if the Teacher fails to return to work following an approved, unpaid leave unless the reason for the failure to return is a serious health condition of the Teacher, spouse, parent or child or other circumstance beyond the Teacher's control. In this event, the District may require a certification of the existence of a serious health condition which the Teacher must provide within thirty (30) days of the request.
 4. Upon conclusion of a Family/Medical leave, the Teacher will be restored to his/her former position or to an equivalent position as established by school board policies and practices and this Agreement (with respect to pay, benefits and other terms and conditions of employment) with any general pay increases or benefit enhancements granted during the leave, provided that:
 - a. A Teacher will be required to submit a physician's release prior to returning from a personal medical leave;
 - b. A Teacher returning from Family/Medical leave has no greater rights to a position than had he/she been continuously working during the leave period (e.g. in case of RIF);
 - c. Where the Teacher seeks an intermittent/reduced schedule medical leave, the District may temporarily transfer the Teacher to an available alternative position with equivalent pay and benefits for which the Teacher is qualified if the transfer better accommodates the requested recurring periods of leave; and
 - d. A Teacher on an approved Family/Medical leave may not perform work for another educational employer during the leave.
- I. Childbirth/Adoption Leave

In lieu of other childbirth or adoption benefits or conditions provided for under this Article of the Agreement, all Teachers (tenured and non-tenured) may elect a leave of absence for childbirth or adoption or placement for adoption not to exceed ninety (90) Teacher work days per event, as follows. The Teacher shall be entitled to use the Teacher's accumulated sick leave (to a maximum of thirty (30) work days or less as determined by the Teacher), any unused portion of the Teacher's annual allotment of FMLA leave, absence without pay or a combination thereof, in any sequence as the Teacher may elect during the ninety (90) day leave. During the ninety (90) day period the Teacher shall continue to be covered under the District's insurance plans under the same terms as if the Teacher had been continuously working during the leave period. For Teachers who elect childbirth/adoption leave composed of both sick leave and FMLA leave, the Teacher's use of sick leave shall not be deducted from available FMLA leave. The District may require medical substantiation of the expected childbirth or, in the case of adoption or placement for adoption, evidence that the formal adoption process is underway. Use of this childbirth/adoption leave does not prevent the Teacher from using additional sick

leave beyond the aforementioned thirty (30) days if the use of such additional sick leave before, during or after the ninety (90) day childbirth/adoption leave is consistent with the permissible reasons for use of sick leave as provided in Article XVII.A., provided the District may require medical certification after thirty (30) days for childbirth leave and/or adoption leave (see Appendix H-6).

J. **Absence Without Pay (AWP) Days**

In the event a Teacher has no available or applicable leave days (e.g. sick, personal, bereavement, etc.) with the specific written approval of the Superintendent or designee, the Teacher may be granted absence without pay (see Appendix H-4). Approval shall not be unreasonably withheld. An AWP day shall be deducted from a Teacher's pay based on his/her per diem rate. Partial AWP deductions shall be prorated.

- K. A Teacher who is unable to return to work after the exhaustion of all sick days plus an additional twelve (12) months may be terminated at the discretion of the Board, subject to any applicable state or federal rule or regulation. The Teacher may continue in the group health and group dental insurance programs, at the Teacher's expense, during the twelve (12) month period following the exhaustion of sick days. A Teacher who returns from such leave shall not be guaranteed a particular position, but shall instead be assigned to a position for which he/she is qualified.

ARTICLE XVIII

Job Share

- A. The District strives to promote a healthy balance between Teachers' professional and personal lives. Accordingly, the District values job sharing arrangement composed of highly competent Teachers when in the best interests of all parties. The District's administration will keep an open mind in reviewing Teachers' written applications requesting a job sharing arrangement. However, the final decision to grant or deny such application shall rest with the District.
- B. A tenured Teacher may, at the discretion of the Board, participate in a job sharing arrangement. Job share is defined as two Teachers sharing one full-time position on a 50%/50% basis. However, caseload Teachers (psychologists, social workers and speech and language pathologists) may apply to job share in different percentages (e.g., 40%/60%), based upon caseload. Additionally, a kindergarten Teacher who does not have a job share partner may apply to job share. Part-time positions will not be created in order to provide a job share position.
- C. Job sharing positions shall be filled only by Teachers who have jointly agreed to work together, except as provided in Article XVII.A. Such positions will not be presented to the Board unless written application has been received and endorsed by the building principal and Assistant Superintendent for Personnel and Human Services (see Appendix H-7). The plan shall include, but not be limited to, teaching responsibilities, substitution procedures, schedule of work hours and/or days, and

attendance at staff meetings, District meetings, parent conferences, and field trips. If a Teacher plans to job share for more than one school year, any renewal application that has been endorsed by the building principal and Assistant Superintendent for Personnel and Human Services must be submitted to the Board for approval in each subsequent school year. Denial of a job sharing application shall not be subject to the grievance procedure. A Teacher whose application is denied shall, upon request, receive written reason(s) for the denial from the administration.

- D. In order to assist Teachers in finding a job share partner, the CTC will take names of all Teachers interested in finding a partner. The CTC will post a list of volunteers, in need of a partner, interesting in participating in a job share.
- E. Except in extenuating circumstances, a Teacher in a job sharing position may return to full-time employment only at the beginning of a school year, provided he/she has notified the District in writing of his/her desire to do so prior to February 1st.
- F. Participants in job sharing will be placed appropriately on the Teachers' salary schedule with salaries pro-rated according to the time worked. In order to earn step movement on the salary schedule for job share years, a job share Teacher must work the equivalent of a full-time work year. The Teacher shall be eligible for step movement effective the beginning of the school year immediately following the year in which the Teacher reached the equivalent of a full-time work year. Both Teachers shall receive a pro-rated contribution from the Board toward the cost of any full-time medical and dental insurance benefits elected by the Teacher, provided the Teacher must work 50% or more in order to receive health and dental insurance benefits. Sick leave and personal leave will be pro-rated on a basis equal to the length of the Teacher's work day. Contributions to the Teachers' Retirement System will be proportionate to the salary. Seniority credit of the Teacher(s) will accrue in proportion to the time worked. Any application and proposed plan for job sharing for the following school year that has been endorsed by the building principal must be submitted to the Personnel Office for Board approval by February 1st.

ARTICLE XIX

Benefit Plans

A. Medical Benefit Plan (PPO)

1. The current District-funded hospital and major medical plan shall be a comprehensive medical plan containing the major elements outlined in the Health Care and Dental Benefit Booklets. The detailed coverage and benefits are contained in the master plan document, which is on file in the Personnel Department of the School District, the Association Office, and on-line. Also, a summary schedule of benefits is appended in the Negotiated Agreement as Appendix F. Note that additional terms, conditions and limitations may apply to the benefit coverage reflected in the summary schedule of benefits. The District

agrees not to modify the master plan document for Teachers during the life of this Agreement except with the written consent of the CTC.

2. The District will pay an amount equivalent to the premium cost for single coverage for a Teacher who elects to enroll for single coverage. Teachers who elect to take family coverage shall pay fifty percent (50%) of the dependent premium. The PPO family rate shall be 2.64 times the PPO single rate.
3. A married couple employed as Teachers by the District will receive credit toward dependent health insurance coverage equal to two (2) single coverage annual premiums. Notwithstanding the 2.64 ratio change mentioned in Article XIX.A.2. above, the parties agree that couples who were both employed as Teachers and married (or parties to a civil union) prior to September 1, 2012, shall continue to receive credit toward dependent health insurance coverage equal to the single coverage annual premiums at the 2.3 ratio rate. The aforementioned couples shall no longer be eligible for the 2.3 ratio if the marriage or civil union is dissolved.

| | | |
|-------------------------|-----------------------|---------------|
| 4. Deductibles: | <u>Individual</u> | <u>Family</u> |
| All Employees | \$750 | \$1,500 |
| 5. Prescription Co-pay: | Generic drugs: | \$15.00* |
| | Formulary brands: | \$25.00* |
| | Non-Formulary brands: | \$40.00* |

*Thirty-four (34) Day Supply – Over the Counter

*Ninety (90) Day Supply – Mail Order

If a generic is available and a name brand is dispensed, the Teacher will pay the difference between the brand name and the generic plus the brand name co-pay; the only exception will be when the generic has an adverse effect on the Teacher's health as certified by a physician.

6. Preventive Health Care – See Appendix F Summary of Benefits Chart Regarding this specific benefit. On-site health screening offered to Teachers in the District may be paid from this benefit.
7. Contraceptives and contraception devices shall be covered under the PPO plan. Those contraceptives written as a prescription shall be covered under the prescription drug plan.
8. Well Child Care - See Appendix F Summary of Benefits Chart regarding this specific benefit.
9. Emergency Room Co-pay: \$75: co-pay is waived if admitted to the hospital.

B. Health Maintenance Organization (HMO)

1. The approved health maintenance organization is HMO Illinois. There are two HMO Plans. Both plans have the same benefits with the exception of co-pay amounts for office visits and prescription drugs (as listed in Article XIX.B.6. below).

HMO A: co-pay = \$0

HMO B: co-pay = \$10 per office visit

2. Single Coverage

The District will pay an amount equivalent to its PPO premium cost for single coverage for a Teacher who elects to enroll for single coverage in an approved health maintenance organization in lieu of the District's medical benefit plan (PPO), no to exceed 100% of the HMO premium cost.

3. Family Coverage

The District will pay the same amount toward HMO family coverage that it currently pays for the self-funded premium (PPO).

4. The District agrees not to modify the HMO Plan for Teachers during the life of this Agreement except with the written consent of the CTC.

5. HMO participants shall be required to pay \$100 co-pay for each hospital admission.

6. HMO prescription co-pays shall be as follows:

| | <u>HMO A</u> | <u>HMO B</u> |
|-----------------------|--------------|--------------|
| Generic drugs: | \$10 | \$10 |
| Formulary brands: | \$15 | \$25 |
| Non-Formulary brands: | \$30 | \$45 |

C. Enrollment Period

1. Teachers will be permitted to choose between the District's PPO health insurance program or either of the two HMO programs between May 1st and May 30th. The effective date for changes in coverage shall be July 1st. A Teacher who fails to choose a plan by the deadline will automatically revert to the plan in which they are currently enrolled. All enrollment material will be provided to the Teachers no later than April 15th of each year.

2. Part-time and Job Share Teachers who have waived District coverage may elect District coverage when returning to full-time status. If a Teacher elects District PPO coverage when returning to full-time status, he/she will be treated as a new enrollee and be exempt from late-entry regulations.

D. Dental Benefit Plan

1. The District agrees to provide Dental Insurance at the same level that was provided on January 1, 2005, and will pay, for each Teacher, the entire monthly premium for single coverage dental insurance during the life of this Agreement. The District agrees to pay fifty percent (50%) of the family premium.
2. If a Teacher's spouse is also a Teacher in the District and together they choose one (1) family plan, the District will contribute twice (2 times) the monthly single premium toward the monthly family premium.

E. Insurance Committee

There will be an Insurance Review Committee, which shall include up to four (4) participants selected by the CTC and up to four (4) others selected by the District. Exceptions shall be granted with the written approval of both parties. The Committee will meet on a quarterly basis, and from time to time at the request of either party upon no less than ten (10) days' notice. The Committee will discuss, and make a good faith effort to make recommendations designed to resolve problems, consider plan changes, and other issues regarding the insurance cost and benefit plans. Such issues may, for example, include the review and discussion of claims processing problems that affect the Teachers. The Board will provide the CTC with information helpful to the review of such insurance benefit issues, subject to applicable privacy laws. Each year the District will provide the committee with a claim experience report broken down by group section numbers. The District will also provide an accounting of revenues collected for insurance premiums broken down by each group on a yearly basis. This information will be provided to the committee no later than May 1st of each year. The Committee's recommendations shall be advisory only. The Board and the CTC retain their right to demand negotiations over mandatory subjects of bargaining regarding the topic of insurance.

F. Flexible Benefit Plan

The District shall continue to make available to Teachers a flexible benefit plan. The flexible benefit plan shall include a Medical Care Spending Account and a Dependent Care Spending Account set at the annual maximum spending amount as allowed by applicable law. Participation in either or both plans shall be voluntary. The details of the plan shall be jointly determined by the CTC and the District.

G. Teachers on Leave of Absence

Teachers on leave of absence may continue to participate in the group medical benefit plan at their own cost.

H. Health Benefits for Retirees

1. Teachers who retire with ten (10) years or more experience in District 15 will be permitted to enroll in the District medical/dental benefit plan at their own cost, for a period of five (5) years following retirement, except those retiring pursuant to

Article XX paragraph B (Retirement Incentive Option Plan), Letter of Agreement 1: VSOP (contained in the 2006-2009 CTC Negotiated Agreement) the premium rate for such insurance shall be equal to 100% of the active employee rate.

2. The District recognizes that some Teachers may not be eligible for Medicare participation as fully insured Social Security participants. Retired Teachers over the age of sixty-five (65), who meet the following criteria, will be permitted to continue as full benefit members of the District's Teacher Health Benefit Plan:
 - a. The plan is available only to the retiree who is not eligible to participate in Medicare Parts A and B as a fully covered Social Security participant or whose spouse is not fully covered under Social Security.
 - b. The Teacher must have worked for the District for ten (10) years immediately prior to retirement.
 - c. The plan will provide health benefits contained in the District's regular Teacher group medical benefit plan.
 - d. The retiree will pay the full single monthly premium at the group rate currently in effect. The Teacher's spouse may also be enrolled at an additional monthly premium equal to that of the retiree. If the retiree wishes to cover eligible dependents other than his/her spouse, the retiree must enroll for family coverage at the monthly premium currently in effect.
 - e. All premiums are subject to periodic review and may be revised from time to time as determined by the Board.
3. Retired Teachers shall be provided medical and dental insurance coverage that is no less favorable than provided to any other Retired Certified District 15 employee.
 - I. Part-time Teachers must work 50% or more in order to receive health and dental insurance benefits. Part-time Teachers working at least 50% shall receive a pro-rated contribution from the Board toward the cost of any full-time medical and dental insurance benefits elected by the Teacher.
 - J. If a Teacher dies while employed by the District and was enrolled in a District health insurance plan and his/her spouse and/or dependent(s) elect to continue the District provided insurance coverage under COBRA the District will waive all COBRA administrative costs.
 - K. Vision Care Insurance
The District will provide vision care for Teachers. Family vision coverage shall be offered at the Teacher's full expense. Any change to the vision coverage will be mutually agreed upon by the District and the CTC.

L. Long-Term Care

Teachers will be allowed to purchase, at their own expense, a long-term care insurance policy that is designed by the insurance committee.

- M. Should the District change insurance carriers or third party administrators for any of the plans outlined in this Agreement, it shall provide sixty (60) days written advance notice to the Association. Such a change in carriers requires that the benefits are substantially the same and are in compliance with the terms of this Agreement.

ARTICLE XX

Retirement Benefits

- A. The following contains two (2) options for Teachers to elect for retirement. Teachers can elect to participate in only one of the mutually exclusive retirement plans; the Retirement Incentive Option Plan or the Early Retirement Option Plan.

B. Retirement Incentive Option Plan (RIOP)

1. To be considered for this retirement benefit, the Teacher must:

- a. retire no later than the completion of the school year in which he/she is first eligible for a non-discounted TRS annuity; (any teacher who did not choose to retire during his/her first non-discounted eligible year during prior agreements may be eligible for RIOP if he/she meets all other eligibility requirements and retires no later than the end of the 2019-2020 school year);
- b. have completed the equivalent of a minimum of ten (10) years of full-time employment, in a licensed TRS position, with the District;
- c. be eligible to retire with the Teachers' Retirement System (TRS) with either 35 years of TRS creditable service or 60 years of age (reaching at least 60 years of age during the calendar year in which he/she retires);
- d. submit an irrevocable letter of intent to retire to the Superintendent, no later than February 1st of the school year prior to the beginning of this option; and
- e. sign a RIOP promissory note. (see Appendix H-8)

2. Any teacher who initially submits a notice of intent to retire (see Appendix H-9) and elects to participate in the Retirement Incentive Option Plan for a period of one (1), two (2), three (3), or four (4) years, but later elects to retire prior to the completion of the elected period, will be obligated to reimburse the District any additional retirement incentives the District paid to the Teacher due to the previously submitted notice of intent to retire (i.e., above what his/her placement on the negotiated salary schedule plus extra duty stipends would have been as

compared to Teachers not part of the RIOP), However, the Teacher will NOT be obligated to reimburse the district if he/she meets both of the following criteria:

- a. The Teacher will be age 60 or will have 35 years of TRS creditable service at the time of his/her retirement (if a Teachers reaches 60 after the last day of the school year the retirement date shall be listed as his/her birthday); and
 - b. None of the creditable earnings paid to the Teacher during the four (4) years used in calculating the Teacher's TRS annuity is in excess of a six percent (6%) increase of TRS NON-EXEMPT creditable earnings over the previous year's creditable earnings.
3. Teachers who wish to retire under this provision will be placed on an alternative salary schedule and receive an increase of six percent (6%) over the prior year's creditable earnings for a maximum of four (4) years. In addition, Teachers shall receive any and all increases in creditable earnings exempt from "excess salary contributions" under Section 16-158(f) of the Pension Code. A voluntary reduction in workload, which results in a reduction of salary, shall require pro-ration of that year's retirement incentive dollars, but does not alter the 6% increase. For example, if a Teacher voluntarily reduces his/her workload to 75%, then the previous year's salary would be increased by 6% and the Teacher would then receive 75% of that amount.
 4. Any Teacher who elects to participate in the Retirement Incentive Option Plan for a period of less than four (4) years must not have received an increase of greater than six percent (6%) in non-exempt TRS creditable earnings in the school year(s) immediately preceding the proposed start of the Retirement Incentive Option Plan by the following schedule:
 - Three (3) year RIOP – One (1) year prior
 - Two (2) year RIOP – Two (2) years prior
 - One (1) year RIOP – Three (3) years prior

5. Retirement Insurance Program

Retirees under the Retirement Incentive Option Plan shall not be eligible to remain on District insurance, except in accordance with COBRA. In consideration for the irrevocable notice of intent to retire and retirement under TRS and the contractual Retirement Incentive Option Plan, the District shall make a four (4) year cash payment (as a contribution toward TRIP or other non-District insurance) following retirement in the amount of three hundred seventy five (\$375) per month for single and an additional two hundred fifty dollars (\$250) per month for a Teacher's spouse. In lieu of monthly insurance contributions, the retiree may elect a cash payment made in a lump sum payment within thirty (30) days following retirement, in the amounts of eleven thousand two hundred fifty (\$11,250) for single and seven thousand five hundred dollars (\$7,500) for a Teacher's spouse. Monthly installments will be made on the fifteenth (15th) of each month. To be eligible for either the monthly contribution or the lump sum

payment, the Teacher and/or spouse, if applicable, must have been enrolled in the District's insurance plan for at least two (2) school years immediately preceding the date of the Teacher's retirement from the District.

6. RIOP Stipends

- a. All RIOP participants will receive a six percent (6%) annual increase on stipends worked during the base year inclusive of six percent (6%) hourly pay increases where applicable, less services not rendered subject to c. below. Stipends which are not performed in the based year cannot be performed in any year in which a Teacher is participating in RIOP, with the exception of c. below.
- b. District office will prepare a salary worksheet, for each RIOP participant, detailing base salary and stipends as well as calculating RIOP salary (including stipends) for each RIOP year. This worksheet shall be entitled *CTC Retirement Incentive Option Plan Salary Worksheet*.
- c. In the event a stipend which was held by a RIOP participant is eliminated, the District will meet with CTC to determine alternative stipend(s) to be performed. Such stipend(s) will be at a comparable rate as the previous stipend, without exceeding the 6% limitation.
- d. During the above-mentioned meeting, a new worksheet will be produced detailing the stipend change. This new worksheet shall be entitled *Retirement Incentive Option Plan Stipend Change Worksheet*. The *RIOP Stipend Swap Out Chart* will be used to determine stipend salaries based on the year in which RIOP began.

7. The District will hold at least three (3) meetings annually to review the details of the RIOP plan.

8. The Retirement Incentive Option Plan (RIOP) include benefits that extend beyond the expiration of the CTC Negotiated Agreement 2016-2026 to the extent a Teacher's request to participate in such retirement benefits was approved by the District prior to the expiration of the 2016-2026 Negotiated Agreement.

9. Should new legislation be signed into law or regulation become effective whereby the creditable earnings benefit set forth in the RIOP provision will cause the Board to incur a form of penalty, excess salary contribution or fine to TRS, then the Parties agree to reopen the RIOP portion and negotiate a solution to avoid the imposition of such penalty, contribution or fine as long as the solution does not reduce the amount of compensation due the teacher pursuant to the RIOP benefit. The Parties acknowledge and agree, however, that while the amount of compensation may not be reduced, the overall value of the compensation may

be reduced in other ways, including but not limited to reduced creditable earnings, reduced pension, and/or increased taxes.

C. TRS Early Retirement Option

For Teachers who elect the TRS Early Retirement Option, the Board will pay the employer contribution per the applicable TRS statute and the Teacher's contribution (with the Board payment of the Teacher's contribution capped at the seven percent (7%) formula, based on years of service and age, of the old ERO contribution schedule) lump sum payments required to participate in the TRS early retirement program. The deadline for submitting early retirement requests is February 1st (see Appendix H-10). This option may be limited at the discretion of the employer to a specified percentage, not lower than twenty percent (20%) of those eligible based on seniority in the service of the employer.

D. The District shall accurately report creditable earnings to TRS based upon the year in which creditable earnings were earned, to the extent permitted by TRS.

E. The District shall meet with bargaining unit members, upon request by any Teacher, to discuss individual retirement options and estimate each member's yearly creditable earnings increases. The bargaining unit member shall have the right to have CTC representation at such meeting.

F. Teachers may retire at the end of the first semester of a school year, provided that advance notice is given to the District at least ninety (90) calendar days prior to the retirement date.

ARTICLE XXI

Life Insurance

A. The Board agrees to purchase a term life insurance policy in the amount of \$50,000 per Teacher. The policy shall include an accidental death and dismemberment feature.

B. In addition, Teachers will have an option to purchase additional term life insurance up to \$100,000. Coverage may also be purchased for spouses to a maximum of \$25,000 and dependent children to a maximum of \$10,000. The additional term life insurance will be at the Teacher's expense.

ARTICLE XXII

Disability Insurance

During the life of this Agreement, the Board shall purchase, for each Teacher, long-term disability insurance equal to or greater than the policy in effect as of the beginning date of this Agreement.

ARTICLE XXIII

Salaries

A. A Teacher's per diem rate shall be the Teacher's annual salary divided by the 183 days in the school year.

B. Salary Schedules

1. The salary schedules shall be contained in Appendix A, which is inclusive of the full TRS and THIS contribution. When hired Teachers will be appropriately placed on the Tier II salary schedule as determined by years of experience credit (step) and education level. A Teacher shall remain on Tier II until the completion of six (6) years of service (full or part-time) in District 15 in a TRS licensed position. After 6 years of service, a Teacher will be transitioned to the Tier 1 salary schedule. Placement on Tier 1 will be made by locating the cell in the same lane as the Teacher's Tier II salary and then placing them on the cell which represents the closest salary as the previous year's Tier II salary amount, provided the salary is not equal to or less than the previous year's salary. A year of service is defined by working a minimum of 120 work days in a school year.
2. In the Tier 1 2016-17 salary schedule, step 19 represents 19, 20, and 21 years of experience and step 20 represents 22 years and beyond.

C. Horizontal Movement

1. With the approval of the Superintendent or designee, Teachers not in a master's degree program will be permitted to earn graduate course credit sufficient to move to the BA+16 and BA+24 lanes of the salary schedule. With the approval of the Superintendent or designee, Teachers not in a doctoral or second master's degree program will be permitted to earn graduate course credit sufficient to move to the MA+15 and MA+30 lanes of the salary schedule. Courses may be in the field of the Teacher's current assignment or in a field which qualifies the Teacher for another assignment in the school District. When submitting requests for approval, Teachers must state the purpose for taking any course outside their current teaching assignment (see Appendix H-11).
2. Teachers shall submit an official transcript no later than October 15th to earn horizontal movement effective for the beginning of the current school year. If so, retroactive pay shall be paid no later than the last pay period in October (see Appendix H-12).
3. Lane movement credit for on-line or correspondence courses shall be limited to thirty (30) semester hours. Courses consisting of instruction through a combination of both on-line and regularly scheduled face-to-face class meetings shall not be considered on-line courses. On-line/correspondence courses completed prior to July 1, 2016 shall be limited to fifteen (15) semester hours.

D. Longevity

In recognition of long time service and dedication, Teachers with a minimum of twenty (20) years of experience shall be permitted to move to a longevity salary after the completion of step 19 on the Tier 1 schedule. The longevity amounts will begin in the school year 2019-2020 and be as follows:

| | | | | | | |
|-------------|----------|----------|-----------|-----------|-----------|-----------|
| 2019-20 | BA | BA+16 | BA+24 | MA | MA+15 | MA+30 |
| Longevity 1 | \$80,745 | \$85,744 | \$92,170 | \$96,233 | \$101,061 | \$105,922 |
| Longevity 2 | \$86,080 | \$92,480 | \$100,824 | \$104,811 | \$109,483 | \$114,237 |
| 2020-21 | BA | BA+16 | BA+24 | MA | MA+15 | MA+30 |
| Longevity 1 | \$81,552 | \$86,602 | \$93,092 | \$97,195 | \$102,071 | \$106,981 |
| Longevity 2 | \$86,941 | \$93,405 | \$101,833 | \$105,859 | \$110,578 | \$115,380 |
| 2021-22 | BA | BA+16 | BA+24 | MA | MA+15 | MA+30 |
| Longevity 1 | \$82,368 | \$87,468 | \$94,023 | \$98,167 | \$103,092 | \$108,051 |
| Longevity 2 | \$87,810 | \$94,339 | \$102,851 | \$106,917 | \$111,684 | \$116,534 |
| 2022-23 | BA | BA+16 | BA+24 | MA | MA+15 | MA+30 |
| Longevity 1 | \$83,192 | \$88,343 | \$94,963 | \$99,149 | \$104,123 | \$109,131 |
| Longevity 2 | \$88,688 | \$95,282 | \$103,879 | \$107,986 | \$112,800 | \$117,699 |
| 2023-24 | BA | BA+16 | BA+24 | MA | MA+15 | MA+30 |
| Longevity 1 | \$84,024 | \$89,226 | \$95,913 | \$100,141 | \$105,164 | \$110,222 |
| Longevity 2 | \$89,575 | \$96,235 | \$104,918 | \$109,066 | \$113,928 | \$118,876 |
| 2024-25 | BA | BA+16 | BA+24 | MA | MA+15 | MA+30 |
| Longevity 1 | \$84,864 | \$90,118 | \$96,872 | \$101,142 | \$106,216 | \$111,325 |
| Longevity 2 | \$90,471 | \$97,197 | \$105,967 | \$110,157 | \$115,068 | \$120,065 |
| 2025-26 | BA | BA+16 | BA+24 | MA | MA+15 | MA+30 |
| Longevity 1 | \$85,712 | \$91,019 | \$97,840 | \$102,153 | \$107,278 | \$112,438 |
| Longevity 2 | \$91,375 | \$98,169 | \$107,027 | \$111,259 | \$116,218 | \$121,265 |

E. Pay

1. Paychecks shall be issued semi-monthly on the 15th and the last day of the month. If a regular pay date during the school year falls on a day when school is not in session, employees shall receive their checks on the last day prior thereto. During the summer, checks shall be mailed or electronically delivered so that they will reach employees on the appropriate payday. Teachers will receive salary in twenty-four (24) equal installments beginning with the first pay period in September.
2. Teachers will be given the opportunity to direct deposit paychecks into two financial institution(s) of his/her choice. Paychecks and electronic deposit must be received no later than the scheduled pay date.
3. The Administration shall e-mail to each Teacher's email address on file, their notification that their direct deposit statement is available through the employee access system.

4. No Teacher shall earn less on the new salary schedule than they earned the year before. All part-time and job share Teachers who do not qualify for the step movement shall have their salaries adjusted as follows:
 - Current salary adjusted to 1.0 FTE rate
 - Percent increase for applicable year:
 - Tier 1: 3% (2016-17), 2% (2017-18), 3% (2018-19), 2% (2019-20); and
 - Tier 2 (tenured teachers only): 2% (2017-18), 2% (2018-19)
 - Salary pro-rated to FTE
5. Facilitators may be required to work additional days beyond the 183 day school year. Those facilitators having a required extended year shall be employed as either a 50% (91.5 days) or 100% (183 days). Full-time facilitators extended year shall consist of an additional 25 days. Part time (50%) facilitators extended year shall consist of an additional 12.5 days. The facilitator shall decide the calendar days in which the additional days shall be performed. Extended year compensation shall be \$3,300 (part time) or \$6,600 (full time).

F. Years of Experience Credit

1. When the District hires a Teacher with previous teaching experience, the District shall place the newly-hired Teacher on a lane and step corresponding to his/her previous experience and education, but shall not grant more than five (5) years of experience credit unless additional credit is required by special circumstances, in which case the Administration will notify the CTC.
2. The District shall provide, through the Board packet, the CTC with the names and salary schedule placement for any employee hired.

ARTICLE XXIV

Tuition Reimbursement

- A. The Board will provide reimbursement for graduate courses with each Teacher limited to a maximum of \$1,500 per year for Teachers on the Tier 1 salary schedule and \$3,000 per year for Teachers on the Tier 2 salary schedule. Tuition reimbursement guidelines are contained in Appendix E.
- B. The Tuition Reimbursement Claim form and all accompanying documentation is due to the Personnel Department no later than October 15 for reimbursement by October 31 (see Appendix H-13).
- C. Teacher shall be reimbursed for any class, course, or certificate which is required by the District (excluding license renewal). This amount shall not apply toward the yearly maximum reimbursement as outlined in A. above.

ARTICLE XXV

Grievance Procedure

Definition: A grievance is defined to be a complaint by any Teacher in the bargaining unit or the CTC based on an event or condition which is claimed or considered to be a violation, misinterpretation, or misapplication of this Agreement. Each grievance must list the names of the Teacher(s) directly affected, specific, relevant facts, relief requested and the alleged contract violation.

A. Grievance Regulations

1. Nothing contained herein shall be construed as limiting the right of any Teacher to pursue a grievance without intervention of the Association, provided the adjustment is not inconsistent with the terms of the Agreement and does not proceed beyond Step 1 of the grievance procedure.
2. A grievance may be withdrawn at any level without establishing precedent.
3. The failure of the aggrieved to act within the time limits set forth will preclude further appeal of the grievance.
4. Time limits set forth in this procedure may be extended by mutual agreement.
5. If a grievance is unresolved at the end of the school year, the time limits will be applied as if school were in session.
6. Reemployment or discharge of probationary Teachers is not a proper subject for grievances under the grievance procedure (non-retention).
7. Matters involving discharge of tenure Teachers are not subject to the grievance procedure but are to be handled in accordance with the *School Code* of Illinois.
8. Matters covered by statute and governmental agencies are not subject to the grievance procedure.

B. Grievance Steps

Step 1:

The grievant or the CTC shall present a written statement on an official grievance form of the alleged violation to the principal or other appropriate administrator within twenty (20) school days after a reasonable person should have been aware of the alleged violation. The principal or other applicable administrator shall, within ten (10) school days of the receipt of the grievance, confer with the grievant and/or his/her representative to try to resolve the grievance. Within ten (10) school days after the completion of the conference, the principal or other applicable administrator shall give his/her written decision to the grievant and the CTC.

Step 2:

In the event the grievance has not been resolved in the first step, the CTC may appeal to the Superintendent or designee. The appeal shall be made within ten (10) school days after the receipt of the principal's or other applicable administrator's decision. Within ten (10) school days of the receipt of the appeal, the Superintendent or designee shall confer with the CTC in an effort to resolve the grievance. The Superintendent, within ten (10) school days following the conference, shall file a written decision with the grievant and the CTC.

Step 3:

Within twenty (20) school days after receiving the decision of the Superintendent, the CTC may submit the grievance to arbitration.

C. Arbitration (Binding)

The arbitrator in his/her decision shall not amend, modify, nullify, ignore, or add to the provisions of this Agreement. His/her authority shall be strictly limited to the issue or issues presented by the parties and his/her decision must be based solely upon interpretation of the meaning of the express relevant language of the Agreement.

D. Selection Process

The Board and the CTC will select a third party to act as the impartial arbitrator and the administrator of the proceedings. The list can be provided by the American Arbitration Association or Federal Mediation and Conciliation Service. Each party shall bear the full costs for its representation in the arbitration proceedings. The cost of the arbitrator and the American Arbitration Association shall be divided equally between the parties.

ARTICLE XXVI

Negotiations Procedure

A. The parties agree that their duly designated representatives shall negotiate in good faith. Each party shall select its own representatives. Meetings shall be held at times and places agreed to by both parties.

B. Impasse Procedure

An impasse occurs after both parties have considered the proposals and counter proposals of the other party in good faith and when, despite such diligent efforts, no agreement can be reached on the subject being negotiated. When an impasse has been declared, the Federal Mediation and Conciliation Service shall be requested by the parties to appoint a mediator from its staff. A request by one party shall constitute a joint declaration.

ARTICLE XXVII
Effect of Agreement

- A. The parties mutually agree that the terms and conditions set forth in this Agreement represent the full and complete understanding and commitment between the parties hereto.
- B. This Agreement may be modified in whole or in part by the parties hereto by an amendment in writing duly executed by both parties.
- C. Should any Article, section, or clause of this Agreement be declared illegal by a court of competent jurisdiction, said Article, section, or clause, as the case may be, shall be automatically deleted from this Agreement to the extent that it violates the law, but the remaining Articles, sections, and clauses shall remain in full force and effect for the duration of the Agreement, if not affected by the deleted Article, section, or clause.

ARTICLE XXVIII
Duration of Agreement

This Agreement shall be effective as of the 1st day of September, 2016, and shall remain in effect until the end of the regular school year, August 31, 2026 and from year to year thereafter unless written notice is given by either party sixty (60) days prior to August 31, 2026, or any anniversary date thereafter. The giving of such notice shall prevent the automatic renewal of the Agreement and upon the giving of such notice; a joint conference shall be arranged promptly at the convenience of the parties for the negotiation of the terms and conditions of a new contract.

ARTICLE XXIX
Ratification of Agreement

This Agreement adopted this 13th day of April, 2016.

In witness thereof:


For the Classroom Teachers'
Council, IEA-NEA
Community Consolidated
School District 15
Cook County, IL



Scott Woldman
President, CTC



Anne Bridges
Negotiating Committee



Andre Zielinski
Negotiating Committee

For the Board of Education
Community Consolidated
School District 15
Cook County, IL



Peggy Babcock
President, Board of Education



Scott Thompson, Ed.D.
Superintendent



Michael Adamczyk
Chief School Business Official



Lisa Nuss
Executive Director of Personnel
and Human Services

APPENDIX A SALARY SCHEDULES

| Tier 1: 2016-2017 | | | | | | |
|-------------------|-----------|-----------|-----------|------------|------------|------------|
| Step | BA | BA+16 | BA+24 | MA | MA+15 | MA+30 |
| 0 | \$ 39,902 | \$ 42,816 | \$ 44,530 | \$ 47,763 | \$ 51,664 | \$ 55,561 |
| 1 | \$ 41,111 | \$ 44,113 | \$ 45,880 | \$ 49,210 | \$ 53,229 | \$ 57,245 |
| 2 | \$ 42,357 | \$ 45,450 | \$ 47,270 | \$ 50,701 | \$ 54,842 | \$ 58,979 |
| 3 | \$ 43,641 | \$ 46,827 | \$ 48,702 | \$ 52,238 | \$ 56,504 | \$ 60,766 |
| 4 | \$ 44,522 | \$ 47,773 | \$ 49,686 | \$ 53,293 | \$ 57,646 | \$ 61,994 |
| 5 | \$ 45,858 | \$ 49,206 | \$ 51,177 | \$ 54,892 | \$ 59,375 | \$ 63,854 |
| 6 | \$ 47,779 | \$ 51,129 | \$ 53,102 | \$ 56,816 | \$ 61,304 | \$ 65,785 |
| 7 | \$ 49,699 | \$ 53,051 | \$ 55,026 | \$ 58,744 | \$ 63,234 | \$ 67,729 |
| 8 | \$ 51,624 | \$ 54,975 | \$ 56,948 | \$ 60,669 | \$ 65,163 | \$ 69,647 |
| 9 | \$ 53,544 | \$ 56,896 | \$ 59,328 | \$ 63,203 | \$ 67,743 | \$ 72,273 |
| 10 | \$ 55,533 | \$ 58,885 | \$ 62,049 | \$ 65,850 | \$ 70,434 | \$ 75,010 |
| 11 | \$ 57,921 | \$ 61,274 | \$ 65,108 | \$ 68,950 | \$ 73,583 | \$ 78,205 |
| 12 | \$ 60,304 | \$ 63,658 | \$ 67,566 | \$ 71,412 | \$ 76,016 | \$ 80,674 |
| 13 | \$ 62,693 | \$ 66,046 | \$ 70,024 | \$ 73,875 | \$ 78,511 | \$ 83,141 |
| 14 | \$ 65,076 | \$ 68,433 | \$ 72,481 | \$ 76,335 | \$ 80,977 | \$ 85,606 |
| 15 | \$ 67,589 | \$ 70,945 | \$ 75,068 | \$ 78,928 | \$ 83,572 | \$ 88,205 |
| 16 | \$ 70,371 | \$ 73,729 | \$ 77,935 | \$ 81,797 | \$ 86,448 | \$ 91,084 |
| 17 | \$ 73,156 | \$ 76,514 | \$ 80,800 | \$ 84,670 | \$ 89,323 | \$ 93,964 |
| 18 | \$ 75,939 | \$ 79,298 | \$ 83,669 | \$ 87,542 | \$ 92,198 | \$ 97,020 |
| 19 | \$ 78,724 | \$ 82,082 | \$ 86,536 | \$ 90,416 | \$ 95,073 | \$ 99,716 |
| 20 | \$ 83,137 | \$ 89,318 | \$ 97,377 | \$ 101,227 | \$ 105,740 | \$ 110,332 |

| Tier 1: 2017-2018 | | | | | | |
|-------------------|----------|-------|-------|--------|--------|--------|
| Step | BA | BA+16 | BA+24 | MA | MA+15 | MA+30 |
| 0 | \$39,902 | 42816 | 44530 | 47763 | 51664 | 55561 |
| 1 | \$41,111 | 44113 | 45880 | 49210 | 53229 | 57245 |
| 2 | \$42,357 | 45450 | 47270 | 50701 | 54842 | 58979 |
| 3 | \$43,641 | 46827 | 48702 | 52238 | 56504 | 60766 |
| 4 | \$44,522 | 47773 | 49686 | 53293 | 57646 | 61994 |
| 5 | \$45,858 | 49206 | 51177 | 54892 | 59375 | 63854 |
| 6 | \$46,775 | 50190 | 52200 | 55990 | 60563 | 65131 |
| 7 | \$48,734 | 52152 | 54164 | 57952 | 62530 | 67101 |
| 8 | \$50,693 | 54112 | 56126 | 59919 | 64498 | 69083 |
| 9 | \$52,656 | 56075 | 58087 | 61882 | 66466 | 71039 |
| 10 | \$54,614 | 58034 | 60515 | 64467 | 69098 | 73719 |
| 11 | \$56,644 | 60063 | 63290 | 67167 | 71843 | 76510 |
| 12 | \$59,079 | 62499 | 66411 | 70329 | 75055 | 79769 |
| 13 | \$61,511 | 64931 | 68917 | 72840 | 77536 | 82287 |
| 14 | \$63,947 | 67367 | 71424 | 75352 | 80081 | 84803 |
| 15 | \$66,378 | 69802 | 73931 | 77862 | 82596 | 87319 |
| 16 | \$68,940 | 72364 | 76570 | 80506 | 85244 | 89969 |
| 17 | \$71,778 | 75204 | 79494 | 83433 | 88177 | 92906 |
| 18 | \$74,619 | 78044 | 82416 | 86364 | 91109 | 95843 |
| 19 | \$77,458 | 80884 | 85342 | 89293 | 94042 | 98960 |
| 20 | \$83,968 | 90211 | 98351 | 102239 | 106797 | 111435 |

Tier 1: 2018-2019

| Step | BA | BA+16 | BA+24 | MA | MA+15 | MA+30 |
|------|----------|----------|----------|-----------|-----------|-----------|
| 0 | \$39,902 | \$42,816 | \$44,530 | \$47,763 | \$51,664 | \$55,561 |
| 1 | \$41,111 | \$44,113 | \$45,880 | \$49,210 | \$53,229 | \$57,245 |
| 2 | \$42,357 | \$45,450 | \$47,270 | \$50,701 | \$54,842 | \$58,979 |
| 3 | \$43,641 | \$46,827 | \$48,702 | \$52,238 | \$56,504 | \$60,766 |
| 4 | \$44,522 | \$47,773 | \$49,686 | \$53,293 | \$57,646 | \$61,994 |
| 5 | \$45,858 | \$49,206 | \$51,177 | \$54,892 | \$59,375 | \$63,854 |
| 6 | \$46,775 | \$50,190 | \$52,200 | \$55,990 | \$60,563 | \$65,131 |
| 7 | \$48,178 | \$51,696 | \$53,766 | \$57,669 | \$62,380 | \$67,085 |
| 8 | \$50,196 | \$53,716 | \$55,789 | \$59,691 | \$64,405 | \$69,114 |
| 9 | \$52,213 | \$55,736 | \$57,810 | \$61,716 | \$66,433 | \$71,156 |
| 10 | \$54,236 | \$57,757 | \$59,829 | \$63,739 | \$68,460 | \$73,171 |
| 11 | \$56,253 | \$59,775 | \$62,330 | \$66,401 | \$71,171 | \$75,930 |
| 12 | \$58,343 | \$61,865 | \$65,189 | \$69,182 | \$73,998 | \$78,805 |
| 13 | \$60,852 | \$64,374 | \$68,403 | \$72,439 | \$77,307 | \$82,162 |
| 14 | \$63,356 | \$66,879 | \$70,985 | \$75,025 | \$79,862 | \$84,756 |
| 15 | \$65,865 | \$69,388 | \$73,567 | \$77,613 | \$82,483 | \$87,347 |
| 16 | \$68,369 | \$71,896 | \$76,149 | \$80,198 | \$85,074 | \$89,938 |
| 17 | \$71,009 | \$74,535 | \$78,867 | \$82,922 | \$87,801 | \$92,668 |
| 18 | \$73,931 | \$77,460 | \$81,878 | \$85,936 | \$90,822 | \$95,693 |
| 19 | \$76,857 | \$80,385 | \$84,889 | \$88,954 | \$93,842 | \$98,718 |
| 20 | \$85,228 | \$91,564 | \$99,826 | \$103,773 | \$108,399 | \$113,106 |

Tier 1: 2019-2020

| Step | BA | BA+16 | BA+24 | MA | MA+15 | MA+30 |
|------|----------|----------|----------|----------|----------|----------|
| 0 | \$39,902 | \$42,816 | \$44,530 | \$47,763 | \$51,664 | \$55,561 |
| 1 | \$40,700 | \$43,672 | \$45,421 | \$48,718 | \$52,697 | \$56,672 |
| 2 | \$41,933 | \$44,995 | \$46,798 | \$50,194 | \$54,294 | \$58,390 |
| 3 | \$43,204 | \$46,359 | \$48,215 | \$51,715 | \$55,939 | \$60,159 |
| 4 | \$44,514 | \$47,764 | \$49,676 | \$53,283 | \$57,634 | \$61,981 |
| 5 | \$45,412 | \$48,728 | \$50,680 | \$54,359 | \$58,799 | \$63,234 |
| 6 | \$46,775 | \$50,190 | \$52,200 | \$55,990 | \$60,563 | \$65,131 |
| 7 | \$47,710 | \$51,194 | \$53,244 | \$57,109 | \$61,774 | \$66,434 |
| 8 | \$49,142 | \$52,730 | \$54,841 | \$58,823 | \$63,627 | \$68,427 |
| 9 | \$51,200 | \$54,791 | \$56,904 | \$60,885 | \$65,694 | \$70,496 |
| 10 | \$53,258 | \$56,850 | \$58,966 | \$62,951 | \$67,762 | \$72,579 |
| 11 | \$55,320 | \$58,912 | \$61,026 | \$65,014 | \$69,829 | \$74,634 |
| 12 | \$57,378 | \$60,971 | \$63,577 | \$67,729 | \$72,594 | \$77,449 |
| 13 | \$59,510 | \$63,102 | \$66,493 | \$70,566 | \$75,478 | \$80,381 |
| 14 | \$62,069 | \$65,662 | \$69,771 | \$73,888 | \$78,853 | \$83,805 |
| 15 | \$64,623 | \$68,217 | \$72,404 | \$76,526 | \$81,460 | \$86,451 |
| 16 | \$67,183 | \$70,775 | \$75,038 | \$79,165 | \$84,133 | \$89,094 |
| 17 | \$69,737 | \$73,334 | \$77,672 | \$81,802 | \$86,775 | \$91,737 |
| 18 | \$72,429 | \$76,026 | \$80,444 | \$84,580 | \$89,557 | \$94,522 |
| 19 | \$75,410 | \$79,009 | \$83,516 | \$87,655 | \$92,639 | \$97,607 |

| Tier 1: 2020-2021 | | | | | | |
|-------------------|----------|----------|----------|----------|----------|----------|
| Step | BA | BA+16 | BA+24 | MA | MA+15 | MA+30 |
| 0 | \$40,301 | \$43,244 | \$44,975 | \$48,241 | \$52,181 | \$56,117 |
| 1 | \$41,107 | \$44,109 | \$45,875 | \$49,205 | \$53,224 | \$57,239 |
| 2 | \$42,353 | \$45,445 | \$47,266 | \$50,696 | \$54,837 | \$58,974 |
| 3 | \$43,636 | \$46,823 | \$48,698 | \$52,232 | \$56,498 | \$60,760 |
| 4 | \$44,959 | \$48,241 | \$50,173 | \$53,816 | \$58,210 | \$62,601 |
| 5 | \$45,867 | \$49,216 | \$51,187 | \$54,902 | \$59,387 | \$63,866 |
| 6 | \$47,243 | \$50,692 | \$52,722 | \$56,550 | \$61,169 | \$65,782 |
| 7 | \$48,187 | \$51,706 | \$53,777 | \$57,681 | \$62,392 | \$67,098 |
| 8 | \$49,633 | \$53,257 | \$55,390 | \$59,411 | \$64,264 | \$69,111 |
| 9 | \$51,712 | \$55,339 | \$57,473 | \$61,493 | \$66,351 | \$71,201 |
| 10 | \$53,790 | \$57,419 | \$59,556 | \$63,580 | \$68,440 | \$73,305 |
| 11 | \$55,874 | \$59,501 | \$61,636 | \$65,664 | \$70,528 | \$75,380 |
| 12 | \$57,952 | \$61,580 | \$64,212 | \$68,406 | \$73,320 | \$78,223 |
| 13 | \$60,105 | \$63,733 | \$67,158 | \$71,271 | \$76,233 | \$81,185 |
| 14 | \$62,690 | \$66,318 | \$70,469 | \$74,627 | \$79,641 | \$84,643 |
| 15 | \$65,269 | \$68,899 | \$73,129 | \$77,291 | \$82,274 | \$87,315 |
| 16 | \$67,854 | \$71,483 | \$75,788 | \$79,957 | \$84,974 | \$89,985 |
| 17 | \$70,434 | \$74,067 | \$78,448 | \$82,620 | \$87,643 | \$92,654 |
| 18 | \$73,153 | \$76,786 | \$81,249 | \$85,426 | \$90,452 | \$95,467 |
| 19 | \$76,164 | \$79,799 | \$84,351 | \$88,532 | \$93,565 | \$98,583 |

| Tier 1: 2021-2022 | | | | | | |
|-------------------|----------|----------|----------|----------|----------|----------|
| Step | BA | BA+16 | BA+24 | MA | MA+15 | MA+30 |
| 0 | \$40,704 | \$43,677 | \$45,425 | \$48,723 | \$52,702 | \$56,678 |
| 1 | \$41,518 | \$44,550 | \$46,334 | \$49,697 | \$53,756 | \$57,811 |
| 2 | \$42,776 | \$45,900 | \$47,738 | \$51,203 | \$55,385 | \$59,564 |
| 3 | \$44,073 | \$47,291 | \$49,185 | \$52,754 | \$57,063 | \$61,368 |
| 4 | \$45,409 | \$48,724 | \$50,675 | \$54,354 | \$58,793 | \$63,227 |
| 5 | \$46,325 | \$49,708 | \$51,698 | \$55,451 | \$59,981 | \$64,505 |
| 6 | \$47,715 | \$51,199 | \$53,249 | \$57,115 | \$61,780 | \$66,440 |
| 7 | \$48,669 | \$52,223 | \$54,314 | \$58,257 | \$63,016 | \$67,769 |
| 8 | \$50,129 | \$53,790 | \$55,944 | \$60,005 | \$64,906 | \$69,802 |
| 9 | \$52,229 | \$55,892 | \$58,048 | \$62,108 | \$67,014 | \$71,913 |
| 10 | \$54,328 | \$57,993 | \$60,151 | \$64,216 | \$69,124 | \$74,038 |
| 11 | \$56,432 | \$60,096 | \$62,252 | \$66,320 | \$71,233 | \$76,134 |
| 12 | \$58,531 | \$62,196 | \$64,854 | \$69,090 | \$74,053 | \$79,005 |
| 13 | \$60,707 | \$64,370 | \$67,829 | \$71,984 | \$76,996 | \$81,997 |
| 14 | \$63,316 | \$66,981 | \$71,173 | \$75,373 | \$80,438 | \$85,490 |
| 15 | \$65,922 | \$69,588 | \$73,860 | \$78,064 | \$83,097 | \$88,189 |
| 16 | \$68,533 | \$72,198 | \$76,546 | \$80,756 | \$85,824 | \$90,885 |
| 17 | \$71,138 | \$74,808 | \$79,233 | \$83,446 | \$88,520 | \$93,581 |
| 18 | \$73,885 | \$77,554 | \$82,061 | \$86,280 | \$91,357 | \$96,422 |
| 19 | \$76,926 | \$80,597 | \$85,195 | \$89,417 | \$94,501 | \$99,569 |

Tier 1: 2022-2023

| Step | BA | BA+16 | BA+24 | MA | MA+15 | MA+30 |
|------|----------|----------|----------|----------|----------|-----------|
| 0 | \$41,111 | \$44,113 | \$45,879 | \$49,210 | \$53,229 | \$57,245 |
| 1 | \$41,933 | \$44,996 | \$46,797 | \$50,194 | \$54,294 | \$58,389 |
| 2 | \$43,204 | \$46,359 | \$48,216 | \$51,715 | \$55,939 | \$60,159 |
| 3 | \$44,513 | \$47,764 | \$49,676 | \$53,282 | \$57,634 | \$61,981 |
| 4 | \$45,863 | \$49,211 | \$51,181 | \$54,897 | \$59,380 | \$63,859 |
| 5 | \$46,788 | \$50,205 | \$52,215 | \$56,006 | \$60,581 | \$65,150 |
| 6 | \$48,192 | \$51,711 | \$53,782 | \$57,686 | \$62,398 | \$67,104 |
| 7 | \$49,156 | \$52,745 | \$54,857 | \$58,840 | \$63,646 | \$68,447 |
| 8 | \$50,631 | \$54,328 | \$56,503 | \$60,605 | \$65,555 | \$70,500 |
| 9 | \$52,752 | \$56,451 | \$58,629 | \$62,729 | \$67,684 | \$72,632 |
| 10 | \$54,871 | \$58,573 | \$60,753 | \$64,858 | \$69,815 | \$74,778 |
| 11 | \$56,997 | \$60,697 | \$62,875 | \$66,984 | \$71,945 | \$76,896 |
| 12 | \$59,116 | \$62,818 | \$65,503 | \$69,781 | \$74,794 | \$79,795 |
| 13 | \$61,314 | \$65,014 | \$68,508 | \$72,704 | \$77,766 | \$82,817 |
| 14 | \$63,950 | \$67,651 | \$71,885 | \$76,127 | \$81,242 | \$86,345 |
| 15 | \$66,581 | \$70,284 | \$74,598 | \$78,845 | \$83,928 | \$89,070 |
| 16 | \$69,218 | \$72,920 | \$77,312 | \$81,564 | \$86,682 | \$91,794 |
| 17 | \$71,850 | \$75,556 | \$80,025 | \$84,281 | \$89,405 | \$94,517 |
| 18 | \$74,623 | \$78,330 | \$82,882 | \$87,143 | \$92,271 | \$97,386 |
| 19 | \$77,695 | \$81,403 | \$86,047 | \$90,311 | \$95,446 | \$100,564 |

Tier 1: 2023-2024

| Step | BA | BA+16 | BA+24 | MA | MA+15 | MA+30 |
|------|----------|----------|----------|----------|----------|-----------|
| 0 | \$41,522 | \$44,555 | \$46,338 | \$49,702 | \$53,762 | \$57,817 |
| 1 | \$42,353 | \$45,446 | \$47,265 | \$50,696 | \$54,837 | \$58,973 |
| 2 | \$43,636 | \$46,822 | \$48,698 | \$52,232 | \$56,498 | \$60,761 |
| 3 | \$44,958 | \$48,241 | \$50,173 | \$53,815 | \$58,210 | \$62,601 |
| 4 | \$46,321 | \$49,703 | \$51,693 | \$55,446 | \$59,974 | \$64,498 |
| 5 | \$47,256 | \$50,707 | \$52,738 | \$56,566 | \$61,186 | \$65,801 |
| 6 | \$48,674 | \$52,228 | \$54,320 | \$58,263 | \$63,022 | \$67,775 |
| 7 | \$49,648 | \$53,273 | \$55,406 | \$59,428 | \$64,282 | \$69,131 |
| 8 | \$51,137 | \$54,871 | \$57,068 | \$61,211 | \$66,211 | \$71,205 |
| 9 | \$53,279 | \$57,015 | \$59,215 | \$63,357 | \$68,361 | \$73,358 |
| 10 | \$55,420 | \$59,159 | \$61,360 | \$65,507 | \$70,513 | \$75,526 |
| 11 | \$57,567 | \$61,304 | \$63,504 | \$67,654 | \$72,665 | \$77,665 |
| 12 | \$59,708 | \$63,446 | \$66,158 | \$70,479 | \$75,542 | \$80,593 |
| 13 | \$61,927 | \$65,664 | \$69,193 | \$73,431 | \$78,543 | \$83,645 |
| 14 | \$64,589 | \$68,328 | \$72,604 | \$76,888 | \$82,054 | \$87,208 |
| 15 | \$67,247 | \$70,987 | \$75,344 | \$79,633 | \$84,767 | \$89,961 |
| 16 | \$69,910 | \$73,649 | \$78,085 | \$82,379 | \$87,549 | \$92,712 |
| 17 | \$72,568 | \$76,311 | \$80,825 | \$85,123 | \$90,299 | \$95,462 |
| 18 | \$75,370 | \$79,113 | \$83,711 | \$88,014 | \$93,193 | \$98,360 |
| 19 | \$78,472 | \$82,217 | \$86,907 | \$91,214 | \$96,400 | \$101,570 |

Tier 1: 2024-2025

| Step | BA | BA+16 | BA+24 | MA | MA+15 | MA+30 |
|------|----------|----------|----------|----------|----------|-----------|
| 0 | \$41,937 | \$45,000 | \$46,801 | \$50,199 | \$54,299 | \$58,395 |
| 1 | \$42,776 | \$45,900 | \$47,738 | \$51,203 | \$55,385 | \$59,563 |
| 2 | \$44,072 | \$47,290 | \$49,185 | \$52,755 | \$57,063 | \$61,368 |
| 3 | \$45,408 | \$48,724 | \$50,675 | \$54,353 | \$58,792 | \$63,227 |
| 4 | \$46,784 | \$50,200 | \$52,210 | \$56,001 | \$60,574 | \$65,143 |
| 5 | \$47,729 | \$51,214 | \$53,265 | \$57,132 | \$61,798 | \$66,459 |
| 6 | \$49,161 | \$52,751 | \$54,863 | \$58,846 | \$63,652 | \$68,453 |
| 7 | \$50,144 | \$53,806 | \$55,960 | \$60,023 | \$64,925 | \$69,822 |
| 8 | \$51,648 | \$55,420 | \$57,639 | \$61,823 | \$66,873 | \$71,917 |
| 9 | \$53,812 | \$57,586 | \$59,807 | \$63,990 | \$69,045 | \$74,092 |
| 10 | \$55,974 | \$59,750 | \$61,974 | \$66,162 | \$71,219 | \$76,281 |
| 11 | \$58,142 | \$61,917 | \$64,139 | \$68,330 | \$73,391 | \$78,441 |
| 12 | \$60,305 | \$64,081 | \$66,820 | \$71,184 | \$76,297 | \$81,399 |
| 13 | \$62,546 | \$66,321 | \$69,885 | \$74,165 | \$79,329 | \$84,482 |
| 14 | \$65,235 | \$69,011 | \$73,330 | \$77,657 | \$82,875 | \$88,080 |
| 15 | \$67,919 | \$71,697 | \$76,098 | \$80,430 | \$85,615 | \$90,861 |
| 16 | \$70,610 | \$74,386 | \$78,866 | \$83,203 | \$88,425 | \$93,639 |
| 17 | \$73,294 | \$77,075 | \$81,634 | \$85,975 | \$91,202 | \$96,416 |
| 18 | \$76,123 | \$79,904 | \$84,548 | \$88,894 | \$94,125 | \$99,343 |
| 19 | \$79,257 | \$83,040 | \$87,776 | \$92,126 | \$97,364 | \$102,586 |

Tier 1: 2025-2026

| Step | BA | BA+16 | BA+24 | MA | MA+15 | MA+30 |
|------|----------|----------|----------|----------|----------|-----------|
| 0 | \$42,357 | \$45,450 | \$47,269 | \$50,701 | \$54,842 | \$58,979 |
| 1 | \$43,204 | \$46,359 | \$48,215 | \$51,715 | \$55,939 | \$60,159 |
| 2 | \$44,513 | \$47,763 | \$49,677 | \$53,282 | \$57,634 | \$61,982 |
| 3 | \$45,862 | \$49,211 | \$51,182 | \$54,897 | \$59,380 | \$63,860 |
| 4 | \$47,252 | \$50,702 | \$52,732 | \$56,561 | \$61,180 | \$65,794 |
| 5 | \$48,206 | \$51,726 | \$53,798 | \$57,703 | \$62,416 | \$67,124 |
| 6 | \$49,652 | \$53,278 | \$55,411 | \$59,434 | \$64,289 | \$69,138 |
| 7 | \$50,645 | \$54,344 | \$56,520 | \$60,623 | \$65,575 | \$70,521 |
| 8 | \$52,165 | \$55,974 | \$58,215 | \$62,441 | \$67,542 | \$72,636 |
| 9 | \$54,350 | \$58,161 | \$60,405 | \$64,630 | \$69,735 | \$74,833 |
| 10 | \$56,534 | \$60,348 | \$62,594 | \$66,824 | \$71,931 | \$77,044 |
| 11 | \$58,724 | \$62,536 | \$64,780 | \$69,013 | \$74,125 | \$79,226 |
| 12 | \$60,908 | \$64,722 | \$67,488 | \$71,896 | \$77,060 | \$82,213 |
| 13 | \$63,171 | \$66,984 | \$70,583 | \$74,907 | \$80,122 | \$85,326 |
| 14 | \$65,887 | \$69,701 | \$74,063 | \$78,434 | \$83,704 | \$88,961 |
| 15 | \$68,599 | \$72,414 | \$76,859 | \$81,234 | \$86,471 | \$91,769 |
| 16 | \$71,316 | \$75,129 | \$79,654 | \$84,035 | \$89,309 | \$94,576 |
| 17 | \$74,027 | \$77,845 | \$82,450 | \$86,834 | \$92,114 | \$97,380 |
| 18 | \$76,885 | \$80,703 | \$85,393 | \$89,783 | \$95,066 | \$100,337 |
| 19 | \$80,049 | \$83,870 | \$88,654 | \$93,048 | \$98,338 | \$103,611 |

| Tier 2: 2016-2017 | | | | |
|-------------------|----------|----------|----------|----------|
| Step | BA | BA+16 | MA | MA+30 |
| 0 | \$39,944 | \$41,941 | \$44,037 | \$46,239 |
| 1 | \$40,743 | \$42,780 | \$44,918 | \$47,164 |
| 2 | \$41,863 | \$43,956 | \$46,153 | \$48,461 |
| 3 | \$43,014 | \$45,165 | \$47,423 | \$49,794 |
| 4 | \$44,197 | \$46,407 | \$48,727 | \$51,163 |
| 5 | \$45,412 | \$47,683 | \$50,067 | \$52,570 |
| 6 | \$46,662 | \$48,995 | \$51,444 | \$54,017 |
| 7 | \$47,944 | \$50,341 | \$52,858 | \$55,502 |
| 8 | \$49,263 | \$51,725 | \$54,313 | \$57,029 |
| 9 | \$50,618 | \$53,148 | \$55,807 | \$58,597 |
| 10 | \$52,010 | \$54,610 | \$57,342 | \$60,210 |
| 11 | \$53,440 | \$56,112 | \$58,917 | \$61,864 |
| 12 | \$54,909 | \$57,653 | \$60,538 | \$63,565 |
| 13 | \$56,418 | \$59,241 | \$62,203 | \$65,314 |
| 14 | \$57,971 | \$60,870 | \$63,912 | \$67,110 |
| 15 | \$59,565 | \$62,543 | \$65,671 | \$68,956 |
| 16 | \$61,204 | \$64,264 | \$67,476 | \$70,851 |
| 17 | \$62,887 | \$66,031 | \$69,332 | \$72,799 |
| 18 | \$64,616 | \$67,847 | \$71,239 | \$74,803 |
| 19 | \$66,393 | \$69,713 | \$73,197 | \$76,860 |
| 20 | \$68,220 | \$71,631 | \$75,211 | \$78,974 |
| 21 | | | \$77,279 | \$81,145 |
| 22 | | | \$79,404 | \$83,377 |
| 23 | | | \$81,588 | \$85,669 |
| 24 | | | \$83,832 | \$88,025 |
| 25 | | | \$86,136 | \$90,445 |

| Tier 2: 2017-2018 | | | | |
|-------------------|----------|----------|----------|----------|
| Step | BA | BA+16 | MA | MA+30 |
| 0 | \$39,944 | \$41,941 | \$44,037 | \$46,239 |
| 1 | \$40,743 | \$42,780 | \$44,918 | \$47,164 |
| 2 | \$41,558 | \$43,635 | \$45,816 | \$48,107 |
| 3 | \$42,700 | \$44,835 | \$47,076 | \$49,430 |
| 4 | \$43,875 | \$46,068 | \$48,371 | \$50,790 |
| 5 | \$45,081 | \$47,335 | \$49,702 | \$52,186 |
| 6 | \$46,321 | \$48,637 | \$51,068 | \$53,621 |
| 7 | \$47,595 | \$49,975 | \$52,473 | \$55,098 |
| 8 | \$48,903 | \$51,348 | \$53,916 | \$56,612 |
| 9 | \$50,248 | \$52,760 | \$55,399 | \$58,170 |
| 10 | \$51,630 | \$54,211 | \$56,923 | \$59,769 |
| 11 | \$53,050 | \$55,702 | \$58,489 | \$61,414 |
| 12 | \$54,509 | \$57,234 | \$60,096 | \$63,101 |
| 13 | \$56,007 | \$58,807 | \$61,749 | \$64,837 |
| 14 | \$57,547 | \$60,425 | \$63,447 | \$66,620 |
| 15 | \$59,130 | \$62,087 | \$65,190 | \$68,452 |
| 16 | \$60,756 | \$63,794 | \$66,984 | \$70,335 |
| 17 | \$62,428 | \$65,549 | \$68,826 | \$72,268 |
| 18 | \$64,145 | \$67,351 | \$70,719 | \$74,255 |
| 19 | \$65,908 | \$69,204 | \$72,664 | \$76,299 |
| 20 | \$67,721 | \$71,107 | \$74,661 | \$78,397 |
| 21 | | | \$76,715 | \$80,553 |
| 22 | | | \$78,825 | \$82,768 |
| 23 | | | \$80,992 | \$85,044 |
| 24 | | | \$83,220 | \$87,382 |
| 25 | | | \$85,508 | \$89,785 |

| Tier 2: 2018-2019 | | | | |
|-------------------|----------|----------|----------|----------|
| Step | BA | BA+16 | MA | MA+30 |
| 0 | \$39,944 | \$41,941 | \$44,037 | \$46,239 |
| 1 | \$40,743 | \$42,780 | \$44,918 | \$47,164 |
| 2 | \$41,558 | \$43,635 | \$45,816 | \$48,107 |
| 3 | \$42,389 | \$44,508 | \$46,732 | \$49,069 |
| 4 | \$43,554 | \$45,732 | \$48,018 | \$50,419 |
| 5 | \$44,752 | \$46,989 | \$49,339 | \$51,806 |
| 6 | \$45,982 | \$48,282 | \$50,696 | \$53,230 |
| 7 | \$47,247 | \$49,609 | \$52,089 | \$54,694 |
| 8 | \$48,547 | \$50,974 | \$53,522 | \$56,199 |
| 9 | \$49,881 | \$52,375 | \$54,994 | \$57,745 |
| 10 | \$51,253 | \$53,815 | \$56,507 | \$59,333 |
| 11 | \$52,662 | \$55,295 | \$58,062 | \$60,964 |
| 12 | \$54,111 | \$56,816 | \$59,659 | \$62,642 |
| 13 | \$55,599 | \$58,379 | \$61,297 | \$64,363 |
| 14 | \$57,127 | \$59,983 | \$62,984 | \$66,133 |
| 15 | \$58,698 | \$61,634 | \$64,716 | \$67,952 |
| 16 | \$60,313 | \$63,329 | \$66,494 | \$69,821 |
| 17 | \$61,971 | \$65,070 | \$68,324 | \$71,742 |
| 18 | \$63,677 | \$66,860 | \$70,202 | \$73,714 |
| 19 | \$65,428 | \$68,698 | \$72,133 | \$75,741 |
| 20 | \$67,226 | \$70,588 | \$74,117 | \$77,825 |
| 21 | | | \$76,154 | \$79,965 |
| 22 | | | \$78,249 | \$82,164 |
| 23 | | | \$80,401 | \$84,423 |
| 24 | | | \$82,612 | \$86,745 |
| 25 | | | \$84,884 | \$89,130 |

| Tier 2: 2019-2020 | | | | |
|-------------------|----------|----------|----------|----------|
| Step | BA | BA+16 | MA | MA+30 |
| 0 | \$39,944 | \$41,941 | \$44,037 | \$46,239 |
| 1 | \$40,743 | \$42,780 | \$44,918 | \$47,164 |
| 2 | \$41,558 | \$43,635 | \$45,816 | \$48,107 |
| 3 | \$42,389 | \$44,508 | \$46,732 | \$49,069 |
| 4 | \$43,554 | \$45,732 | \$48,018 | \$50,419 |
| 5 | \$44,752 | \$46,989 | \$49,339 | \$51,806 |
| 6 | \$45,982 | \$48,282 | \$50,696 | \$53,230 |
| 7 | \$47,247 | \$49,609 | \$52,089 | \$54,694 |
| 8 | \$48,547 | \$50,974 | \$53,522 | \$56,199 |
| 9 | \$49,881 | \$52,375 | \$54,994 | \$57,745 |
| 10 | \$51,253 | \$53,815 | \$56,507 | \$59,333 |
| 11 | \$52,662 | \$55,295 | \$58,062 | \$60,964 |
| 12 | \$54,111 | \$56,816 | \$59,659 | \$62,642 |
| 13 | \$55,599 | \$58,379 | \$61,297 | \$64,363 |
| 14 | \$57,127 | \$59,983 | \$62,984 | \$66,133 |
| 15 | \$58,698 | \$61,634 | \$64,716 | \$67,952 |
| 16 | \$60,313 | \$63,329 | \$66,494 | \$69,821 |
| 17 | \$61,971 | \$65,070 | \$68,324 | \$71,742 |
| 18 | \$63,677 | \$66,860 | \$70,202 | \$73,714 |
| 19 | \$65,428 | \$68,698 | \$72,133 | \$75,741 |
| 20 | \$67,226 | \$70,588 | \$74,117 | \$77,825 |
| 21 | | | \$76,154 | \$79,965 |
| 22 | | | \$78,249 | \$82,164 |
| 23 | | | \$80,401 | \$84,423 |
| 24 | | | \$82,612 | \$86,745 |
| 25 | | | \$84,884 | \$89,130 |

| Tier 2: 2020-2021 | | | | |
|-------------------|----------|----------|----------|----------|
| Step | BA | BA+16 | MA | MA+30 |
| 0 | \$40,343 | \$42,360 | \$44,477 | \$46,701 |
| 1 | \$41,150 | \$43,208 | \$45,367 | \$47,635 |
| 2 | \$41,973 | \$44,072 | \$46,274 | \$48,588 |
| 3 | \$42,813 | \$44,953 | \$47,200 | \$49,560 |
| 4 | \$43,990 | \$46,189 | \$48,498 | \$50,923 |
| 5 | \$45,200 | \$47,459 | \$49,832 | \$52,324 |
| 6 | \$46,442 | \$48,765 | \$51,203 | \$53,762 |
| 7 | \$47,720 | \$50,105 | \$52,610 | \$55,241 |
| 8 | \$49,033 | \$51,484 | \$54,057 | \$56,761 |
| 9 | \$50,380 | \$52,899 | \$55,544 | \$58,322 |
| 10 | \$51,766 | \$54,353 | \$57,072 | \$59,927 |
| 11 | \$53,189 | \$55,848 | \$58,642 | \$61,574 |
| 12 | \$54,652 | \$57,384 | \$60,256 | \$63,268 |
| 13 | \$56,155 | \$58,963 | \$61,910 | \$65,007 |
| 14 | \$57,698 | \$60,582 | \$63,614 | \$66,795 |
| 15 | \$59,285 | \$62,250 | \$65,363 | \$68,632 |
| 16 | \$60,916 | \$63,962 | \$67,159 | \$70,519 |
| 17 | \$62,591 | \$65,721 | \$69,007 | \$72,459 |
| 18 | \$64,313 | \$67,529 | \$70,904 | \$74,451 |
| 19 | \$66,082 | \$69,385 | \$72,855 | \$76,498 |
| 20 | \$67,899 | \$71,294 | \$74,858 | \$78,603 |
| 21 | | | \$76,916 | \$80,765 |
| 22 | | | \$79,032 | \$82,986 |
| 23 | | | \$81,205 | \$85,268 |
| 24 | | | \$83,438 | \$87,613 |
| 25 | | | \$85,733 | \$90,021 |

| Tier 2: 2021-2022 | | | | |
|-------------------|----------|----------|----------|----------|
| Step | BA | BA+16 | MA | MA+30 |
| 0 | \$40,747 | \$42,784 | \$44,922 | \$47,168 |
| 1 | \$41,562 | \$43,640 | \$45,821 | \$48,112 |
| 2 | \$42,393 | \$44,512 | \$46,737 | \$49,074 |
| 3 | \$43,241 | \$45,403 | \$47,672 | \$50,055 |
| 4 | \$44,430 | \$46,651 | \$48,983 | \$51,432 |
| 5 | \$45,652 | \$47,934 | \$50,330 | \$52,847 |
| 6 | \$46,906 | \$49,252 | \$51,715 | \$54,300 |
| 7 | \$48,197 | \$50,606 | \$53,136 | \$55,793 |
| 8 | \$49,523 | \$51,999 | \$54,598 | \$57,329 |
| 9 | \$50,884 | \$53,428 | \$56,099 | \$58,905 |
| 10 | \$52,283 | \$54,897 | \$57,643 | \$60,526 |
| 11 | \$53,721 | \$56,407 | \$59,229 | \$62,190 |
| 12 | \$55,199 | \$57,958 | \$60,858 | \$63,901 |
| 13 | \$56,716 | \$59,553 | \$62,530 | \$65,657 |
| 14 | \$58,275 | \$61,188 | \$64,250 | \$67,463 |
| 15 | \$59,877 | \$62,873 | \$66,016 | \$69,318 |
| 16 | \$61,525 | \$64,602 | \$67,831 | \$71,225 |
| 17 | \$63,217 | \$66,378 | \$69,697 | \$73,184 |
| 18 | \$64,957 | \$68,204 | \$71,613 | \$75,195 |
| 19 | \$66,743 | \$70,079 | \$73,583 | \$77,263 |
| 20 | \$68,578 | \$72,007 | \$75,607 | \$79,389 |
| 21 | | | \$77,685 | \$81,573 |
| 22 | | | \$79,822 | \$83,816 |
| 23 | | | \$82,017 | \$86,120 |
| 24 | | | \$84,272 | \$88,489 |
| 25 | | | \$86,590 | \$90,921 |

| Tier 2: 2022-2023 | | | | |
|-------------------|----------|----------|----------|----------|
| Step | BA | BA+16 | MA | MA+30 |
| 0 | \$41,154 | \$43,212 | \$45,371 | \$47,640 |
| 1 | \$41,977 | \$44,076 | \$46,279 | \$48,593 |
| 2 | \$42,817 | \$44,958 | \$47,204 | \$49,565 |
| 3 | \$43,673 | \$45,857 | \$48,148 | \$50,556 |
| 4 | \$44,874 | \$47,117 | \$49,473 | \$51,947 |
| 5 | \$46,108 | \$48,413 | \$50,834 | \$53,376 |
| 6 | \$47,375 | \$49,745 | \$52,232 | \$54,843 |
| 7 | \$48,679 | \$51,113 | \$53,668 | \$56,351 |
| 8 | \$50,018 | \$52,519 | \$55,144 | \$57,902 |
| 9 | \$51,392 | \$53,962 | \$56,660 | \$59,494 |
| 10 | \$52,806 | \$55,446 | \$58,219 | \$61,131 |
| 11 | \$54,258 | \$56,971 | \$59,821 | \$62,812 |
| 12 | \$55,751 | \$58,538 | \$61,467 | \$64,540 |
| 13 | \$57,284 | \$60,148 | \$63,155 | \$66,314 |
| 14 | \$58,858 | \$61,800 | \$64,892 | \$68,137 |
| 15 | \$60,476 | \$63,501 | \$66,677 | \$70,011 |
| 16 | \$62,140 | \$65,248 | \$68,509 | \$71,937 |
| 17 | \$63,849 | \$67,042 | \$70,394 | \$73,916 |
| 18 | \$65,606 | \$68,886 | \$72,329 | \$75,947 |
| 19 | \$67,410 | \$70,780 | \$74,319 | \$78,036 |
| 20 | \$69,263 | \$72,727 | \$76,363 | \$80,183 |
| 21 | | | \$78,462 | \$82,388 |
| 22 | | | \$80,620 | \$84,654 |
| 23 | | | \$82,838 | \$86,981 |
| 24 | | | \$85,115 | \$89,374 |
| 25 | | | \$87,456 | \$91,831 |

| Tier 2: 2023-2024 | | | | |
|-------------------|----------|----------|----------|----------|
| Step | BA | BA+16 | MA | MA+30 |
| 0 | \$41,566 | \$43,644 | \$45,825 | \$48,116 |
| 1 | \$42,397 | \$44,517 | \$46,742 | \$49,079 |
| 2 | \$43,245 | \$45,407 | \$47,676 | \$50,060 |
| 3 | \$44,110 | \$46,315 | \$48,630 | \$51,062 |
| 4 | \$45,323 | \$47,589 | \$49,967 | \$52,466 |
| 5 | \$46,569 | \$48,897 | \$51,342 | \$53,910 |
| 6 | \$47,849 | \$50,242 | \$52,754 | \$55,392 |
| 7 | \$49,166 | \$51,624 | \$54,204 | \$56,914 |
| 8 | \$50,518 | \$53,044 | \$55,695 | \$58,481 |
| 9 | \$51,906 | \$54,501 | \$57,227 | \$60,089 |
| 10 | \$53,334 | \$56,000 | \$58,802 | \$61,742 |
| 11 | \$54,801 | \$57,541 | \$60,419 | \$63,440 |
| 12 | \$56,308 | \$59,123 | \$62,081 | \$65,186 |
| 13 | \$57,856 | \$60,750 | \$63,786 | \$66,977 |
| 14 | \$59,447 | \$62,418 | \$65,541 | \$68,819 |
| 15 | \$61,081 | \$64,136 | \$67,343 | \$70,711 |
| 16 | \$62,762 | \$65,900 | \$69,194 | \$72,656 |
| 17 | \$64,488 | \$67,712 | \$71,098 | \$74,655 |
| 18 | \$66,262 | \$69,575 | \$73,053 | \$76,707 |
| 19 | \$68,084 | \$71,488 | \$75,062 | \$78,816 |
| 20 | \$69,956 | \$73,455 | \$77,126 | \$80,985 |
| 21 | | | \$79,247 | \$83,212 |
| 22 | | | \$81,426 | \$85,500 |
| 23 | | | \$83,666 | \$87,851 |
| 24 | | | \$85,966 | \$90,267 |
| 25 | | | \$88,331 | \$92,749 |

| Tier 2: 2024-2025 | | | | |
|-------------------|----------|----------|----------|----------|
| Step | BA | BA+16 | MA | MA+30 |
| 0 | \$41,982 | \$44,080 | \$46,283 | \$48,598 |
| 1 | \$42,821 | \$44,962 | \$47,209 | \$49,570 |
| 2 | \$43,678 | \$45,861 | \$48,153 | \$50,561 |
| 3 | \$44,551 | \$46,778 | \$49,116 | \$51,572 |
| 4 | \$45,776 | \$48,064 | \$50,467 | \$52,991 |
| 5 | \$47,035 | \$49,386 | \$51,856 | \$54,449 |
| 6 | \$48,328 | \$50,745 | \$53,282 | \$55,945 |
| 7 | \$49,657 | \$52,140 | \$54,746 | \$57,484 |
| 8 | \$51,023 | \$53,574 | \$56,252 | \$59,066 |
| 9 | \$52,425 | \$55,047 | \$57,799 | \$60,690 |
| 10 | \$53,868 | \$56,560 | \$59,390 | \$62,360 |
| 11 | \$55,349 | \$58,116 | \$61,024 | \$64,074 |
| 12 | \$56,871 | \$59,714 | \$62,702 | \$65,837 |
| 13 | \$58,435 | \$61,357 | \$64,424 | \$67,647 |
| 14 | \$60,041 | \$63,042 | \$66,197 | \$69,507 |
| 15 | \$61,692 | \$64,778 | \$68,017 | \$71,419 |
| 16 | \$63,389 | \$66,559 | \$69,886 | \$73,383 |
| 17 | \$65,133 | \$68,389 | \$71,809 | \$75,401 |
| 18 | \$66,925 | \$70,271 | \$73,783 | \$77,474 |
| 19 | \$68,765 | \$72,203 | \$75,813 | \$79,604 |
| 20 | \$70,656 | \$74,189 | \$77,898 | \$81,795 |
| 21 | | | \$80,039 | \$84,044 |
| 22 | | | \$82,241 | \$86,355 |
| 23 | | | \$84,503 | \$88,730 |
| 24 | | | \$86,826 | \$91,170 |
| 25 | | | \$89,214 | \$93,676 |

| Tier 2: 2025-2026 | | | | |
|-------------------|----------|----------|----------|----------|
| Step | BA | BA+16 | MA | MA+30 |
| 0 | \$42,401 | \$44,521 | \$46,746 | \$49,084 |
| 1 | \$43,249 | \$45,412 | \$47,681 | \$50,065 |
| 2 | \$44,114 | \$46,320 | \$48,635 | \$51,067 |
| 3 | \$44,997 | \$47,246 | \$49,607 | \$52,088 |
| 4 | \$46,234 | \$48,545 | \$50,972 | \$53,521 |
| 5 | \$47,505 | \$49,880 | \$52,374 | \$54,993 |
| 6 | \$48,811 | \$51,252 | \$53,815 | \$56,505 |
| 7 | \$50,154 | \$52,661 | \$55,294 | \$58,058 |
| 8 | \$51,534 | \$54,110 | \$56,815 | \$59,657 |
| 9 | \$52,950 | \$55,597 | \$58,377 | \$61,297 |
| 10 | \$54,406 | \$57,126 | \$59,984 | \$62,983 |
| 11 | \$55,902 | \$58,697 | \$61,634 | \$64,715 |
| 12 | \$57,440 | \$60,311 | \$63,329 | \$66,496 |
| 13 | \$59,019 | \$61,971 | \$65,069 | \$68,323 |
| 14 | \$60,641 | \$63,673 | \$66,859 | \$70,202 |
| 15 | \$62,309 | \$65,426 | \$68,697 | \$72,133 |
| 16 | \$64,023 | \$67,225 | \$70,585 | \$74,117 |
| 17 | \$65,784 | \$69,073 | \$72,527 | \$76,155 |
| 18 | \$67,594 | \$70,974 | \$74,521 | \$78,249 |
| 19 | \$69,453 | \$72,925 | \$76,571 | \$80,400 |
| 20 | \$71,362 | \$74,931 | \$78,677 | \$82,613 |
| 21 | | | \$80,839 | \$84,885 |
| 22 | | | \$83,063 | \$87,219 |
| 23 | | | \$85,348 | \$89,617 |
| 24 | | | \$87,694 | \$92,082 |
| 25 | | | \$90,106 | \$94,613 |

APPENDIX B

Benefit Plan

1. MEDICAL/DENTAL/VISION BENEFIT COVERAGE

The detailed coverage and benefits are contained in the master plan document which is on file in the Personnel Department of the School District and the Association Office. The District agrees not to modify the master plan document for Teachers during the life of this Agreement except with the written consent of the CTC. A comprehensive description of the health, dental and vision insurance benefits is contained in the Employee Benefits Coverage booklet which is furnished to each Teacher at the time of initial employment or upon request.

APPENDIX C

Extra Duty Pay Schedule

- A. All of these rates are inclusive of TRS.
- B. All activities listed in the “Extra Duty Pay Schedule” shall be performed by Teachers. In the event no Teacher is willing to fill an extra duty position, the District may then seek another qualified applicant (employee or non-employee, paid or unpaid). All positions listed on the extra duty pay schedule will be filled on a voluntary basis. Teachers shall receive the rate as listed on the “Extra Duty Pay Schedule”.
- C. Teachers who work lunchroom supervision will be paid an additional stipend at the hourly rate listed in the “Extra Duty Pay Schedule”. Lunchroom supervision by Teachers shall be voluntary. Program assistants will be allowed to perform lunchroom supervision if there are no Teachers who volunteer for the duty.
- D. Fixed Payment Stipends (non-hourly)
 - 1. Each building shall submit to the District the names of Teacher(s) for each fixed payment stipend.
 - 2. The scheduled pay dates for all fixed payment stipends shall be determined by May 1st of each year, for the following school year.
 - 3. All inter-scholastic sports shall be paid on the first pay period immediately following the last day of the respective sport season.
 - 4. All other set payment stipends shall be paid three (3) times per year on the first pay period of December, the first pay period of March, and the last pay period of May.
 - 5. Each building shall post the yearly fixed payment stipend scheduled pay dates no later than the first Teacher work day of each year.
 - 10. In the event a Teacher has a paid leave day (e.g. sick, personal, bereavement, etc) such paid leave day shall include any fixed payment stipends as paid.
 - 7. Inter scholastic sports shall consist of a ten (10) week season.
- E. Hourly Payment Stipends
Hourly stipend pay grids and time sheets shall be submitted to the school secretary. Payment for such stipends shall be included in the pay period following submission to the school secretary. Semi-monthly district deadlines for pay grids and time sheets will be posted in each building no later than the first Teacher workday of each year.

F. National Board and Related Stipends

1. National Board Stipends shall include National Board of Professional Teaching Standards, Licensed Clinical Social Worker, National Certification of School Psychologists, and Certification of Clinical Competence (speech/language pathologists).
2. The District shall issue all National Board stipend payments (District and state) in a paycheck or applicable direct deposit form separate from a regularly scheduled paycheck.
3. The District shall issue the District National Board stipend payment no later than May 15th of each year.
4. The District shall issue the Illinois National Board payment no later than two (2) weeks after receipt of such state funds.

EXTRA DUTY PAY SCHEDULE

| Inter-scholastic Sports | | | | | | | | | | | |
|--|--|---------|---------|---------|---------|---------|---------|---------|---------|----------|----------|
| Basketball, Volleyball, Wrestling, Cross Country, Track/Field, Soccer | | | | | | | | | | | |
| | notes | 16-17 | 17-18 | 18-19 | 19-20 | 20-21 | 21-22 | 22-23 | 23-24 | 24-25 | 25-26 |
| Sport | Per Grade Level and Classification | \$3,583 | \$3,655 | \$3,765 | \$3,840 | \$3,878 | \$3,917 | \$3,956 | \$3,996 | \$4,036 | \$4,076 |
| Intramurals | | | | | | | | | | | |
| Junior High | Per school | \$8,923 | \$9,101 | \$9,374 | \$9,562 | \$9,657 | \$9,754 | \$9,852 | \$9,950 | \$10,050 | \$10,150 |
| | Per hour | \$39.75 | \$40.54 | \$41.76 | \$42.59 | \$43.02 | \$43.45 | \$43.88 | \$44.32 | \$44.77 | \$45.21 |
| Coordinator | Jr. High | \$1,377 | \$1,405 | \$1,447 | \$1,476 | \$1,490 | \$1,505 | \$1,520 | \$1,536 | \$1,551 | \$1,567 |
| | K-6 | \$3,820 | \$3,897 | \$4,014 | \$4,094 | \$4,135 | \$4,176 | \$4,218 | \$4,260 | \$4,303 | \$4,346 |
| Extra Performing Arts/Choral | | | | | | | | | | | |
| Elem/JH Chorus | | \$2,423 | \$2,471 | \$2,545 | \$2,596 | \$2,622 | \$2,648 | \$2,675 | \$2,701 | \$2,728 | \$2,756 |
| JH Swing Choir | | \$2,423 | \$2,471 | \$2,545 | \$2,596 | \$2,622 | \$2,648 | \$2,675 | \$2,701 | \$2,728 | \$2,756 |
| Beginning Band/ Orchestra | | \$1,212 | \$1,237 | \$1,274 | \$1,299 | \$1,312 | \$1,325 | \$1,338 | \$1,352 | \$1,365 | \$1,379 |
| Intermediate Band/Orchestra | | \$2,423 | \$2,471 | \$2,545 | \$2,596 | \$2,622 | \$2,648 | \$2,675 | \$2,701 | \$2,728 | \$2,756 |
| JH Band | | \$3,583 | \$3,655 | \$3,765 | \$3,840 | \$3,878 | \$3,917 | \$3,956 | \$3,996 | \$4,036 | \$4,076 |
| JH Band | Contained within day | \$800 | \$816 | \$841 | \$858 | \$866 | \$875 | \$884 | \$892 | \$901 | \$910 |
| JH Jazz Band | | \$2,423 | \$2,471 | \$2,545 | \$2,596 | \$2,622 | \$2,648 | \$2,675 | \$2,701 | \$2,728 | \$2,756 |
| JH Orchestra | | \$3,583 | \$3,655 | \$3,765 | \$3,840 | \$3,878 | \$3,917 | \$3,956 | \$3,996 | \$4,036 | \$4,076 |
| JH Orchestra | Contained within day | \$800 | \$816 | \$841 | \$858 | \$866 | \$875 | \$884 | \$892 | \$901 | \$910 |
| Full Production School Play/Musical | | \$3,583 | \$3,655 | \$3,765 | \$3,840 | \$3,878 | \$3,917 | \$3,956 | \$3,996 | \$4,036 | \$4,076 |
| Other Stipends | | | | | | | | | | | |
| Timers, Scorers, Supervision | Per event | \$67.31 | \$68.66 | \$70.72 | \$72.13 | \$72.85 | \$73.58 | \$74.32 | \$75.06 | \$75.81 | \$76.57 |
| Tournament Director | | \$339 | \$346 | \$356 | \$363 | \$367 | \$370 | \$374 | \$378 | \$382 | \$385 |
| Lunch/ Supervision | Per hour | \$32.72 | \$33.38 | \$34.38 | \$35.07 | \$35.42 | \$35.77 | \$36.13 | \$36.49 | \$36.86 | \$37.22 |
| Helping Teacher Level/Mentor | Level 1 | \$1,406 | \$1,434 | \$1,477 | \$1,507 | \$1,522 | \$1,537 | \$1,552 | \$1,568 | \$1,583 | \$1,599 |
| | Level 2 | \$627 | \$640 | \$659 | \$672 | \$679 | \$686 | \$693 | \$699 | \$706 | \$714 |
| Summer Curriculum Writing | Per hour | \$28.51 | \$29.08 | \$29.95 | \$30.55 | \$30.86 | \$31.17 | \$31.48 | \$31.79 | \$32.11 | \$32.43 |
| After School Teaching | Per hour | \$36.92 | \$37.65 | \$38.78 | \$39.56 | \$39.95 | \$40.35 | \$40.76 | \$41.17 | \$41.58 | \$41.99 |
| Translations | Per hour | \$36.92 | \$37.65 | \$38.78 | \$39.56 | \$39.95 | \$40.35 | \$40.76 | \$41.17 | \$41.58 | \$41.99 |
| National Board Stipend | Per year for the length of the certificate | \$2,500 | \$2,500 | \$2,500 | \$2,500 | \$2,500 | \$2,500 | \$2,500 | \$2,500 | \$2,500 | \$2,500 |
| Studio Production | | \$3,583 | \$3,655 | \$3,765 | \$3,840 | \$3,878 | \$3,917 | \$3,956 | \$3,996 | \$4,036 | \$4,076 |
| Clubs | Per club | \$800 | \$816 | \$841 | \$858 | \$866 | \$875 | \$884 | \$892 | \$901 | \$910 |
| Summer Testing | Per test/ per student | \$516 | \$526 | \$542 | \$553 | \$559 | \$564 | \$570 | \$575 | \$581 | \$587 |

APPENDIX D

Procedures for: Reduction in Force (RIF) and Assignment Pool

A. Reduction in Force (RIF):

1. After the District releases the non-tenured Teachers for which the District has chosen not to renew their contract for reasons other than reduction in force, the need for a district-wide RIF shall be determined if there remains more staff than positions. The number of positions proposed to be reduced shall be shared with CTC prior to beginning the process.
2. If it is determined that the number of Teachers in the District exceeds the need for Teachers for the following year, the District shall follow the procedure outlined below.
 - a. Each Teacher shall be placed in a category according to the following:
 - Category 1 – non-tenured Teachers who have yet to receive a District 15 evaluation
 - Category 2 – Teacher who have received an unsatisfactory or needs improvement rating in one (1) of his/her last two District 15 evaluations
 - Category 3 – Teacher who does not fit into any of the other three (3) categories
 - Category 4 – Teacher who has received at least two (2) excellent evaluation ratings within his/her last three (3) District 15 evaluations provided the third evaluation rating is no less than satisfactory or proficient.
 - b. Each Teacher in category 2 shall be assigned a number. This number shall be determined by the average of the last two (or the last one, if only one has been performed) District 15 evaluations received based upon the formula below:
 - i. The sum of evaluations (as determined by the numbers listed below) divided by 2 rounded to the nearest tenth.
 - Unsatisfactory rating = 1
 - Needs improvement rating = 2
 - Satisfactory rating = 3
 - Excellent rating = 4
 - ii. If the District was only using less than four (4) category ratings in a given year, the following number system shall be used:

| | | |
|--------------------|----|--------------------|
| lowest rating = 1 | or | lowest rating = 1 |
| middle rating = 3 | | highest rating = 4 |
| highest rating = 4 | | |

- iii. If the District cannot produce the evaluation of a tenured teacher, that year shall be determined as a proficient rating (3)
- c. All remaining Teachers in category 2 shall be listed according to their subcategory number (determined in 2.b above) from highest to lowest. If the subcategory number is equal, Teachers will be listed in order of seniority.
- d. Teachers shall be RIFed in the following order:
 - 1st Teachers in Category 1 as determined by the District
 - 2nd Teachers in Category 2 from lowest to highest subcategory number
Teachers with the same subcategory number will be listed in seniority order within that subcategory and RIFed in reverse seniority within such subcategory.
 - 3rd Teachers in Category 3 in reverse seniority order
 - 4th Teachers in Category 4 in reverse seniority order
- e. All remaining Teachers who do not experience a RIF shall be assigned to a position for which they are certified to teach.

B. Teacher Assignment Pool

- 1. A Teacher may be placed in the Teacher Assignment Pool if he/she is not assigned a position in his/her building or department.
- 2. Teachers in the Teacher Assignment Pool shall be supplied the District vacancy list. From that list, the Teachers shall rank in order of preference the position for which he/she is interested.
- 3. The District shall make every attempt to place Teachers in the Assignment Pool in a position from the list of preferred positions while considering certification, qualification, merit and ability and relevant experience in filling vacancies.
- 4. In the event the District does not place a Teacher in a position of his/her preference, the District shall supply the Teacher and CTC with a written reason for the Teacher's assignment.

APPENDIX E

TUITION REIMBURSEMENT GUIDELINES

District 15 will reimburse tuition costs under the following guidelines:

1. Classes must be graduate level courses from a fully accredited college or university.
2. Classes must be related to the Teacher's current or possible future position in the District and be approved by the District. The District's approval of any class shall be on a non-precedential basis. In the event that the District does not approve a course which has been approved in the past, the District will provide written reason, upon request, to the Teacher and CTC.
3. Teachers must earn an A or B or pass* if taking as pass/fail.
*if course is only offered on a pass/fail basis
4. Reimbursement will not be permitted for courses that are repeated.
5. Teachers will be eligible for tuition reimbursement after the completion of his/her first school year.
6. All claims for reimbursement will be processed after October 15 (see Appendix H-13).
7. A receipt (or proof of payment) and a grade report or transcript must be submitted to the Personnel Department by October 15 in order to make a claim for reimbursement for courses completed between July 1 and June 30 of the previous school year.
8. Reimbursements will be disbursed by October 31st.
9. Annual reimbursement (June 30 – July 1) will not exceed \$1,500 (Tier 1)/\$3,000 (Tier 2) per person, or the actual cost of classes taken, whichever is less. In order to receive the Tier 2 Tuition reimbursement amount, Teachers on Tier 2 must qualify for tuition reimbursement by June 30 of the year prior to moving to the Tier 1 salary schedule.
10. A Tuition Reimbursement Committee, comprised of an equal number of representatives from CTC and the Administration, is responsible for monitoring the program.
11. Teachers whose claims are denied may appeal the decision in writing to the Tuition Reimbursement Committee for a final decision.

QUESTIONS & ANSWERS

1. **Q:** Is there a limitation on the number of courses I can take?
A: No. However, you will not be reimbursed for more than \$1,500 (Tier 1)/\$3,000 (Tier 2) in a school year.
2. **Q:** Can I take online/correspondence courses and be reimbursed for them?
A: Yes. You can take as many online/correspondence that you want and be eligible for reimbursement for them. However, you will not be able to count more than thirty (30) semester hours of those courses for lane movement on the salary schedule.
3. **Q:** Can I go to law school and get the classes reimbursed?
A: No. Only those courses that are related to your current or possible future position in the District within the field of education will qualify for tuition reimbursement. Courses that lead to a degree in any other field will not qualify for tuition reimbursement or for lane movement on the salary schedule.
4. **Q:** Is there a form I need to fill out to qualify for tuition reimbursement?
A: Yes. You will also need to submit a claim form to the Personnel Department along with a receipt for paid tuition and the grade report/transcript that shows you successfully completed the course with a grade of A or B, or a Pass if pass/fail, if course is only offered on a pass/fail basis (see Appendix G-13).
5. **Q:** What is the deadline for submitting the paperwork to qualify for reimbursement?
A: All forms, receipts for paid tuition, and grade reports/transcripts must be submitted to the Personnel Department no later than October 15 in order to qualify for reimbursement for courses taken during the immediate past school year. Reimbursement checks will be distributed by October 30th.
6. **Q:** Do I have to wait until October to send in the paperwork if I took a class the previous summer or fall?
A: No. You can send in the necessary paperwork as soon as you complete the class, receive the grade report or transcript, and show evidence of tuition payment.
7. **Q:** If I have a Tuition Waiver, can I apply for tuition reimbursement?
A: No. If the class is completely paid for by the Tuition Waiver.
Yes. You shall receive partial reimbursement if only a portion of the class is paid for with the Tuition Waiver provided the criteria for tuition reimbursement are met.
8. **Q:** If I miss the deadline for submitting my paperwork, may I submit it the following year?
A: No.

APPENDIX F

PPO BENEFITS SUMMARY

| PPO BENEFITS through June 30 | All Benefits are based on a <u>Plan Year of July 1</u> | PPO Coverage | Non-PPO Coverage |
|---|---|---|---|
| Lifetime Maximum: | | Unlimited | |
| Deductible: Per individual, Per Plan Year | | \$750 | |
| Family Deductible: Aggregate | | \$1,500 | |
| Out-of-Pocket Expense Limitation: The amount of money an individual pays toward covered hospital and medical services during any one Plan Year, <u>including the deductible</u> . Inpatient Utilization Review (MSA) Penalties; RX Drug Copayments; charges for Inpatient and Outpatient Psychiatric & Substance Abuse; charges in excess of Usual & Customary tables (non-PPO charges) or in excess of the negotiated Schedule of Maximum Allowances (PPO charges) do not apply to the Out-of-Pocket Expense Limitation. | | \$1,000 Individual \$2,000 Family (Aggregate) | \$1,500 Individual \$3,000 Family (Aggregate) |
| Pre-Admission Testing: | | 100% | 80% |
| Outpatient Surgery: | | 100% | 80% |
| Outpatient X-Ray & Diagnostic Testing: \$700 maximum per Plan Year at 100% after deductible; coinsurance applies at PPO & Non-PPO levels thereafter. | | 100% | 80% |
| Supplemental Accident: \$500 maximum per accident for charges incurred within 90 days; includes initial visit. | | 100% | 80% |
| Preventive Care/Routine Exams: | | 100%** | 75%** |
| Wellness program for dependent children: | | 100%** | 80%** |
| Inpatient Hospital Services: Room allowance based on the hospital's most common semi-private room rate. Skilled Nursing Facility and Coordinated Home Care are paid on the same basis. | | 80% | 60% |
| Outpatient Emergency: (Hospital and Physician) <u>Emergency</u> Medical and <u>Emergency</u> Accident - Treatment in a hospital or physician's office for accidental injuries or sudden and unexpected medical conditions with severe life-threatening symptoms only . Note: Non-life threatening emergency medical and accident treatment is covered after the deductible at PPO & Non-PPO network coinsurance levels. (The Supplemental Accident Benefit described above will pay prior to this Outpatient Emergency Benefit for all charges related to care as the result of an <u>accident</u>). | | 90% after \$75 co-pay, co-pay waived if admitted | 90% after \$75 co-pay, co-pay waived if admitted |
| Inpatient Psychiatric & Substance Abuse: Maximum Lifetime Benefits of \$50,000 for inpatient and outpatient services. Inpatient care limited to 2 confinements per Plan Year. | | 80% | 60% |
| Outpatient Psychiatric & Substance Abuse: Maximum Lifetime Benefits of \$50,000 for inpatient and outpatient services. Outpatient care limited to \$40 per visit. | | 80% | 60% |
| Medical/Surgical Care: Including Durable Medical Equipment, Home Infusion Therapy and Advanced Practice Nurses. Payments based on the Schedule of Maximum Allowances for all PPO Network providers. PPO Providers have agreed to accept the Schedule of Maximum Allowances as payment in full for covered services, excluding your deductible and any coinsurance. Non-PPO providers do not accept the Schedule of Allowances as payment in full; Non-PPO provider charges will be based on Usual & Customary tables. | | 80% | 60% |
| Other Covered Services (Services for which a PPO Network does not apply): Leg, arm, and neck braces; private duty nursing; ambulance services; allergy shots; oxygen and its administration; blood and blood components; surgical dressings; casts and splints; prosthetic devices. | | 80% | |
| Prescription Drug Card: Prescription Drug benefit, 34 day supply paid at 100% after copayment at all participating pharmacies. | | \$15 co-pay generic; \$25 co-pay formulary; \$40 co-pay non- formulary *** | 75% after \$15, \$25 or \$40 co-pay*** |
| Mail Order Prescription Drug Program: 90 day supply | | | |

BASIC PROVISIONS

Medical Services Advisory (Inpatient Utilization Review): Notification required prior to all elective admissions, Private Duty Nursing, Skilled Nursing Facilities and Coordinated Home Care, Emergency and Obstetric Admission Notification required within 2 working days of admittance. **If employee elects not to notify MSA Advisory or follow advice given, hospital benefits are reduced by \$200.**

** Indicates that the Deductible does not apply.

***If a generic is available and a brand name is dispensed, the employee will pay the difference between the brand name and the generic plus the brand name co-pay; the only exception will be when the generic has an adverse effect on the employee's health as certified by a physician.

HMO BENEFITS SUMMARY

| Basics | Description of Coverage |
|-----------------------|---|
| Out of Pocket Maximum | Individual: \$1,500/calendar year Family: \$3,000/calendar year |
| Office Visit Co-pay | HMO A (\$0) HMO B(\$10) |

| Hospital Services (Room and Board, Surgeon Fees, Doctor's Visits, Medications) | Description of Coverage | Health Care Plan Covers | You Pay |
|---|--------------------------------|--------------------------------|---------------------|
| Number of Days of Inpatient Care | Unlimited Days | n/a | \$100 per admission |
| Emergency Care | Co-Pay waived if admitted | 100% | \$50 |

| Doctor's Office (Visit, Routine Physicals, Tests/XORays, Immunizations, Wellness) | Description of Coverage | Health Care Plan Covers |
|--|---|--------------------------------|
| Medical Services | (Outpatient Surgery, Maternity Care, Infertility) | 100% |

| | | |
|---|------------------------------------|-------|
| Non-Serious Mental Health | Outpatient-20 visits/calendar year | 100%* |
| | Inpatient-20 visits/calendar year | 100%* |
| Substance Abuse/chemical Dependency | Outpatient-20 visits/calendar year | 100%* |
| | Inpatient-20 visits/calendar year | 100%* |
| Serious Mental Health | Outpatient-60 visits/calendar year | 100%* |
| | Inpatient-45 visits/calendar year | 100%* |
| Outpatient Rehabilitation (includes, but is not limited to, physical, occupational or speech therapy) | 60 visits combined/ calendar year | 100% |
| Outpatient Speech Therapy (for Pervasive Developmental Disorder only) | 20 visits/calendar year | 100% |

*HMO pays 100 percent of covered charges after member's copayment, if any, is paid

| Other Services (Durable Medical Equipment, Prosthetics, Ambulance, Hospice) | Description of Coverage | | Health Care Plan Covers | You Pay HMO A | You Pay HMO B |
|--|--------------------------------|-----------------------------|--------------------------------|----------------------|----------------------|
| Prescription Drug-Retail | Generic | 34 day supply per script | 100%* | \$10 Co-pay | \$10 Co-pay |
| | Formulary Brand | 34 day supply per script | 100%* | \$15 Co-pay | \$25 Co-pay |
| | Non-Formulary Brand | 34 day supply per script | 100%* | \$30 Co-pay | \$45 Co-pay |
| | Self-injectable | 34 day supply per script | 100%* | \$50 Co-pay | \$50 Co-pay |
| Prescription Drug-Mail Order | Generic | Up to 90 day supply/ script | 100%* | \$10 Co-pay | \$10 Co-pay |
| | Formulary Brand | Up to 90 day supply/script | 100%* | \$15 Co-pay | \$25 Co-pay |
| | Non-Formulary Brand | Up to 90 day supply/script | 100%* | \$30 Co-pay | \$45 Co-pay |
| | Self-injectable | Up to 90 day supply/script | 100%* | \$50 Co-pay | \$50 Co-pay |
| Vision Care | Exams | one every 12 months | 100%* | \$0 | \$0 |

*HMO pays 100 percent of covered charges after member's copayment, if any, is paid.

**APPENDIX G
COMMUNITY CONSOLIDATED SCHOOL DISTRICT 15
Palatine, Illinois**

**Reading Intervention
Program Assistant Allocation**

| Grade Level | Qualifying Percentile | Frequency | Setting |
|---|------------------------------------|-----------------------------|-------------|
| Kindergarten* | 0-25 th | 20 minutes/day; 5 days/week | Individual |
| 1 st Grade* | 0-25 th | 40 minutes/day; 5 days/week | Individual |
| 2 nd Grade* | 0-25 th | 40 minutes/day; 3 days/week | Individual |
| 2 nd Grade | 0-25 th | 30 minutes/day; 2 days/week | Groups of 3 |
| 3 rd -6 th Grade | 16 th -25 th | 30 minutes/day; 5 days/week | Groups of 3 |
| 3 rd – 6 th Grade | 0-15 th | 45 minutes/day; 5 days/week | Groups of 3 |
| | | | |

Formulas for calculation:

The formulas listed below will be used to determine program assistant allocation for reading intervention. Reading Intervention is also provided in a bilingual format. Weekly Program Assistant allocation is converted into hours and then divided by 5 to give a daily allocation.

Individual Intervention

Weekly Program Assistant Allocation Formula =
(minutes per day) * (days per week) * (qualifying number of students)

- K = 20x5x(# of qualifying students)
- 1st Grade = 40x5x(# of qualifying students)
- 2nd Grade = 40x3x(# of qualifying students)

Group intervention

Weekly Program Assistant Allocation Formula =
(minutes per day) * (days per week) * (# of qualifying students/3)

- Second Grade = 30x2 x(# of qualifying students/3)
- Third – Sixth Grade (16 – 25th percentile) = 30x5x(# of qualifying students/3)
- Third – Sixth Grade (0 – 15th percentile) = 45x5x(# of qualifying students/3)

APPENDIX H

Forms

All forms must be submitted electronically.

Appendix H-1: Request for Voluntary Transfer

Appendix H-2: Donation of Sick Days

Appendix H-3: Personal Leave Request

Appendix H-4: Absent Without Pay

Appendix H-5: Leave of Absence Request

Appendix H-6: Birth/Adoption Leave Request

Appendix H-7: Job Share Request/Proposal

Appendix H-8: RIOP Promissory Note

Appendix H-9: Intent to Retire: RIOP

Appendix H-10: Intent to Retire: ERO

Appendix H-11: Course Approval

Appendix H-12: Lane Movement Application

Appendix H-13: Tuition Reimbursement

**Community Consolidated School District 15
580 North First Bank Drive
Palatine, Illinois 60067**

Request for Voluntary Transfer
(This form must be submitted electronically)

Directions: Individuals requesting to transfer from one grade level to another or from one position to another within their current building or department are not required to submit this form. Please contact your building principal for internal changes.

Employee's Name: _____ Building: _____

Current Position: _____

Requesting transfer to:

Position(s):

Date: _____

Teacher's Signature: _____

Current Building Principal Signature: _____
(Indicates notice to the principal-not approval by the principal)

**Community Consolidated School District 15
580 North First Bank Drive
Palatine, Illinois 60067**

**Notification of
Donation of Sick Days**
(This form must be submitted electronically)

Pursuant to Article XVII Paragraph A.2.c, CTC is notifying the Personnel Department of the following donation of sick days.

On Behalf of Teacher: _____

School: _____

For the dates including: _____

Attached is a list in order of seniority of each teacher, noting the donating Teacher's building and amount of days donated.

Signature of CTC President or designee

**Community Consolidated School District 15
580 North First Bank Drive
Palatine, Illinois 60067**

**TEACHER (CTC)
Personal Leave Request
(This form must be submitted electronically)**

Pursuant to article XVII, Teachers requesting approval for personal leave on a day immediately before or after a school break (winter, spring, or summer break) or on one of the first three (3) days of student attendance in the school year shall complete and sign this form. Except in cases of emergency this leave request must be submitted to the designated administrator at least two (2) full days prior to the date of the leave.

Name: _____ School: _____

Date(s) Requested: _____

Reason for Request: _____

Teacher's Signature

Date

Approved

Superintendent's signature



Community Consolidated School District 15
 580 N. 1st Bank Drive
 Palatine, IL 60067



Absence Without Pay Request
 (This form must be submitted electronically)

All CCSD15 employees are expected to report to work as scheduled. In the event that an employee has no other option but to take a day without pay, an Absence Without Pay Request form must be submitted to the Personnel Department for approval prior to the date of the absence.

Board Policy 5:175 states:

All employees of Community Consolidated School District 15 are expected to report for work as scheduled and on a timely basis. Punctuality and regular attendance are essential to the proper operation of the school district. Repeated absenteeism or tardiness is unacceptable. If an employee has exhausted all sick and personal days and is on absence without pay, the employee may be subject to disciplinary action up to and including termination.

NAME: _____ DATE: _____
 POSITION: _____ BLDG: _____

List all AWP requested dates: _____

Please provide an explanation, as well as corresponding documentation, as to the reason for this request. If additional room is needed, please use the back of this page.

The above request to use Absence Without Pay (AWP) days is with the understanding that adjustment in salary will be made accordingly on the next pay period following receipt of the absence report in the Personnel Department.

 (Approval of Supervisor/Date)

 (Approval of Personnel Admin/Date)

**Community Consolidated School District 15
580 North First Bank Drive
Palatine, Illinois 60067**

**Unpaid Leave of Absence (Article XVII Paragraph H)
(This form must be submitted electronically)**

Employee's Name: _____ Building: _____

Current Position: _____

Requesting an unpaid leave of absence:

First Year/Second Year (circle one)

Beginning on: _____

Anticipated Date of Return: _____

Requesting an unpaid leave of absence for the purpose of:

Teacher's Signature

Date

Superintendent/Designee signature

Date

(Requires Board Approval)

**Community Consolidated School District 15
580 North First Bank Drive
Palatine, Illinois 60067**

**Birth/Adoption Leave Request
(This form must be submitted electronically)**

Employee's Name: _____ Building: _____

Current Position: _____

Anticipated Birth/Adoption Date: _____

Anticipated Start Date of Leave: _____

Anticipated Date of Return: _____

Teacher's Signature: _____ Date: _____

To be completed by Personnel Department:

Complete Leave Time: from _____ through _____

Leave Time Breakdown:

Leave Day(s) Prior to Birth/Adoption: _____

Actual Birth/Adoption Date: _____

Birth/Adoption Period (30 day): _____ through _____

Leave Day(s) After birth/adoption period: _____

Teacher's Return Date: _____

Paid Leave Dates: _____

Unpaid Leave Dates: _____

Please contact the Personnel Department with any questions regarding this form.

NOTE: Calendar of Leave Days and Payroll Form Attached

Community Consolidated School District 15
580 North First Bank Drive
Palatine, Illinois 60067

Job Share Request
(This form must be submitted electronically)

Teacher #1: _____

Teacher #2: _____ (if applicable)

Proposed Position: _____ School: _____

Daily Work Schedule:

Teacher #1 _____ Teacher #2 _____

% of employment _____ % of employment _____

Teaching Responsibilities:

Teacher #1:

Teacher #2:

Professional Responsibilities:

Attendance for teacher institute days, faculty meetings, parent-teacher conferences, release-time, parent orientation, open house, and field trips. Specify substituting responsibilities for each teacher.

What other factors would contribute to the success of this program?

Teacher #1 signature

date

Teacher #2 signature

date

This application and proposed plan for job sharing must be endorsed by the building administrator and submitted to the Personnel Department for Board approval by February 1.

Proposal has been (circle one);

Endorsed

Denied

Principal

date

Personnel

date

Board Approval Date: _____

**Community Consolidated School District 15
580 North First Bank Drive
Palatine, Illinois 60067**

CTC Retirement Incentive Option Plan (RIOP)

Promissory Note

(This form must be submitted electronically)

Employee Name: _____

Building and Position: _____ Date: _____

I have requested to participate in the Retirement Incentive Option Plan (RIOP) as outlined in the CTC Negotiated Agreement 2016 - 2026.

As a condition of participation in RIOP, I understand that I must meet the following requirements:

- a. I must retire no later than the completion of the school year in which I am first eligible for a non-discounted TRS annuity;
- b. I must be age 60 or have 35 years of TRS creditable service at the time of my retirement with TRS; and
- c. None of the four (4) years used in calculating my TRS annuity will result in the District's payment of an "excess salary contribution" to TRS.

In the event that I am unable to meet the above-mentioned requirement, I understand that I must repay to the Board of Education all RIOP monies that have been paid to me in excess of my contractual salary. Such repayment shall be made by equal payroll deductions for the remainder of the school year in which I notify the Board of Education of my inability to fulfill the terms of the agreement. In the event that there are no remaining payroll checks due to me, any amount due to the Board of Education will be repaid over a time period agreed upon between the Board of Education and the CTC.

By signing this agreement and returning this form to the Personnel Department, I agree to the terms stated above. Failure to return this agreement will negate my request for participation in RIOP.

I freely consent to the terms of this Agreement.

Signature

Date

**Community Consolidated School District 15
580 North First Bank Drive
Palatine, Illinois 60067**

**CTC Retirement Incentive Option Plan (RIOP)
Intent to Retire
(This form must be submitted electronically)**

Name: _____

Date: _____

School: _____

Dr. _____,

Please be advised that this letter serves as my official notice of intent to retire.

I intend to retire on _____ (date)

under the CTC Retirement Incentive Option Plan (RIOP)

with the following option:
(circle one)

4 year option

3 year option

2 year option

1 year option

I have met all conditions as outlined in Article XX of the CTC Negotiated Agreement 2016 – 2026 and have signed the attached promissory note.

Signature: _____

Date: _____

**Community Consolidated School District 15
580 North First Bank Drive
Palatine, Illinois 60067**

TRS Early Retirement Option (ERO)

Intent to Retire

(This form must be submitted electronically)

Name: _____

School: _____

I intend to retire on _____(date) under the TRS Early Retirement Option (ERO).

As outlined in the Classroom Teachers' Council Negotiated Agreement 2016-2026, I understand that:

1. the Board will pay the employer contribution per the applicable TRS statute and the Teacher's contribution (with the Board payment of the Teacher's contribution capped at the 7% formula of the old ERO) lump sum payments required to participate in the TRS early retirement program
2. this option may be limited at the discretion of the employer to a specified percentage, not lower than twenty percent (20%) of those eligible based on seniority in the service of the employer
3. the deadline for submitting early retirement requests is February 1st of the year I retire

Signature: _____

Date: _____

**COMMUNITY CONSOLIDATED SCHOOL DISTRICT 15
Palatine, Illinois**

**COURSE APPROVAL FORM
(This form must be submitted electronically)**

Directions: This form is for graduate courses taken outside of a masters or doctoral program. Such graduate courses require the approval of the Superintendent or designee for lane movement. Preapproval for such course work is advisable but not required.

Name _____ Date: _____

School/Assignment _____ Highest Degree Held _____

Current Number of Graduate Hours Completed Beyond Highest Degree _____

College/University _____

Circle the Type of Hours: Semester Quarter Other: _____

Each course listed below must have the course description attached, including credit hours and instructional delivery method (on-line, face to face, correspondence, etc). If the course description is not submitted an approval cannot be made.

If a course is outside of your current assignment a written rationale must be attached.

| Course Number | Course Name | Hours |
|---------------|-------------|-------|
| | | |
| | | |
| | | |
| | | |

The maximum number of hours counted toward lane movement for workshops, on-line, and correspondence courses combined is 30 semester hours.

APPROVAL SECTION: For personnel department use only. Approval is contingent on the hours being at the graduate level.

Approved **Not Approved**

_____ Signature

_____ Date

**COMMUNITY CONSOLIDATED SCHOOL DISTRICT 15
Palatine, Illinois**

**LANE MOVEMENT APPLICATION
(This form must be submitted electronically)**

Name _____ Date: _____

Current Lane _____ Applying for Movement to Lane _____

**Lane Movement requires an official transcript:
Please check one:**

- Official Transcript is being sent electronically from college/university**
- Official Transcript is being sent directly from college/university**

If the course(s) were part of a masters or doctoral program please fill out the information below.

If the graduate course(s) were not a part of a masters or doctoral program, an approval form shall be submitted. Please attach the approval form. The information below does not need to be filled out if an approval form is attached.

College/University: _____

Circle the Type of Hours: Semester Quarter Other: _____

| <u>Name and Number of Course</u> | <u>Hours</u> |
|----------------------------------|--------------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

COMMUNITY CONSOLIDATED SCHOOL DISTRICT 15 Tuition Reimbursement Claim Form

Directions: This form must be completed and sent to the Personnel Department when submitting claims for reimbursement of tuition for graduate coursework. It needs to be accompanied by a receipt for proof of payment of tuition and a grade report or transcript. The deadline for submitting all claims for reimbursement is October 15th for payment by October 31st of each year.

DATE: _____ **SCHOOL:** _____

NAME: _____ **ASSIGNMENT:** _____

| College/University Attended | Name of Course(s) | Semester / Year of Attendance | Number of Hours <small>(specify semester or quarter)</small> | Amount Paid | Type of Course | Itemized Receipt Attached | Grade Report Attached |
|-----------------------------|-------------------|-------------------------------|---|-------------|---|---|---|
| | | | | | <input type="checkbox"/> Online <input type="checkbox"/> In Person <input type="checkbox"/> Blended <input type="checkbox"/> Other : _____ | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | | | | | <input type="checkbox"/> Online <input type="checkbox"/> In Person <input type="checkbox"/> Blended <input type="checkbox"/> Other : _____ | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | | | | | <input type="checkbox"/> Online <input type="checkbox"/> In Person <input type="checkbox"/> Blended <input type="checkbox"/> Other : _____ | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |

Received by Personnel: _____

Processed by Personnel: _____

Total Amount of TR Received: _____

Personnel Notes: _____