

AGREEMENT

Between

THE WEST CENTRAL C.U.S.D #235 BOARD OF EDUCATION

and

THE WEST CENTRAL ASSOCIATION OF TEACHERS AND STAFF

July 1, 2018 – June 30, 2021

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ARTICLE I. RECOGNITION AND SCOPE

A. Recognition

The Board of Education of West Central School District #235, Henderson County, Illinois, hereinafter referred to as the "Board" recognizes the West Central Association of Teachers and Staff, hereinafter referred to as the "WCATS", as the sole and exclusive negotiating agent for all full- time teachers and staff ("employees"), but excluding the Superintendent, Assistant Superintendents, Principals, Assistant Principals, Dean of Students, counselors, coordinators, psychologists, unit office secretaries, district bookkeeper, payroll clerk, curriculum director, school nurse, technology worker, part-time employees, bus drivers, temporary employees, substitutes, and any other employee or class of employee excluded by the Illinois Educational Labor Relations Act. The term "employees", when used hereinafter in this Agreement, shall refer to all employees represented by WCATS in the negotiating unit as determined above.

B. Scope

Both parties agree to negotiate at agreed upon times with respect to the following subjects:

1. Recognition and Scope
2. Board, Teacher and WCATS Rights
3. Negotiations Procedure
4. Assignments
5. No Strike and Disruptions
6. Individual Grievance Procedure
7. Teacher Compensation and Related Fringe Benefits
8. Leaves
9. Related Working Conditions
10. Effects and Duration of Agreement

C. General Principle of Negotiations

1. The purpose of this recognition is a mutual agreement between the parties to negotiate in a good faith effort with regard to all matters as set forth in Article I, Section B.
2. "Good faith effort" is defined as the mutual responsibility of the WCATS Association and the Board to deal with each other openly and fairly and endeavor to reach agreement on items being negotiated. It does not imply that either party will agree with, or accept, the other party's proposals, or be compelled to reach agreement on specific topics.

D. Representation

WCATS shall be the exclusive agent of all members of the bargaining unit as defined in Section A above.

ARTICLE II. BOARD, TEACHER AND WCATS RIGHTS

A. Board of Education

It is recognized that the Board of Education and Administration hereby retain and reserve unto themselves all rights, powers, authority, duties and responsibilities conferred upon or vested in them by law. The parties agree that all customary and usual rights, powers, functions and authority possessed by management are vested in the Board of Education and Administration, and they shall continue to exclusively exercise such powers, duties and responsibilities during the period of this Agreement, except as limited by the specific and express terms of this Agreement.

B. Personnel

Teachers and staff have the right to join, or not to join, any organization for their professional or economic improvement.

C. Employee Obligations

Nothing contained in this Agreement shall be construed as rescinding the obligation of the teacher and staff to exercise the maturity, restraint, patience and judgment which are normally required in the guidance, training and education of youth.

D. WCATS Meetings

1. The Board agrees that WCATS should have the right to use school buildings for meetings before and/or after duty hours subject to advance approval of the Administration.
2. Such use shall not interfere with normal school operations or conflict with previously scheduled activities.
3. When special custodial service is required, the Board may charge WCATS for this service at the usual and customary rate.

E. Placement of Items in Personnel Files

A copy of any permanent material, except confidential material such as evaluations by colleges or previous employers, shall not be placed in a personnel file without a copy also being supplied to the employee. The employee has the right to answer in writing, and his/her answer will be attached to the file copy. The employee must respond within ten (10) work days of becoming knowledgeable of the material.

F. Information to WCATS

The Board agrees to make available to WCATS information and reports (including school board meeting minutes) which are prepared for public distribution upon request by an officer of WCATS. Nothing herein shall require the Board and/or the Administration to conduct any research and/or assemble documents for WCATS.

ARTICLE III. NEGOTIATIONS PROCEDURE

A. Representation

The parties agree that their duly designated representatives shall negotiate in a good faith effort with respect to items defined under then "Scope" section of this Agreement. Each party shall select its own representatives and spokespersons.

B. Commencement of Negotiations

Negotiations shall begin no later than March 15th in the year in which this Agreement terminates unless both parties agree to an alternate date.

C. Authority

Both parties agree that it is their mutual responsibility to confer upon their respective representatives the necessary power and authority to make proposals, consider proposals, and make counter-proposals in the course of negotiations.

D. Meetings

Negotiation sessions shall be held as agreed upon by the spokespersons. Prior to the adjournment of a negotiation session, a subsequent session will be scheduled. Whenever either spokesperson needs to cancel a session, the spokespersons shall establish an alternate date.

E. Agreements

During negotiations, agreed upon materials shall be prepared for the Board and the WCATS negotiating teams and initialed prior to the adjournment of the meeting. Secretaries (recorders) for both parties shall keep records until full agreement and ratification is obtained.

F. Ratification

When WCATS and the Board reach final agreement on all matters being negotiated, the items will be reduced to writing and shall be submitted to all employees in the unit for ratification and to the Board for official approval.

ARTICLE IV. ASSIGNMENTS

A. Definitions

1. Full time certified - Any certified staff member who works 8 hours per day, 180 days per school year
2. Full time support - Any support staff member who works 35-40 hours per work week

1. Nine Month Employees - Associates, Cooks, Head Cook
2. Ten Month Employees - Secretaries, Early Childhood Parent Coordinator

3. Eleven Month Employees - High School Secretary (TM)
4. Twelve Month Employees - Custodians, Head Custodians, Maintenance, Grounds Keeper, Bus Maintenance

B. Assignments

To the extent possible, the Board will inform employees of their tentative classroom, extra-curricular and committee assignments and working assignments for the following school year by June 1. Should changes in assignments be necessary after June 1 or during the regular school year, the employee will be notified in writing as promptly as circumstances permit in order that the employee may prepare for such assignments. The final decision making covering all such assignments shall remain with the Administration.

C. Work Day

1. Teachers will report for work at 7:45 a.m. and remain at the work site until 3:45 p.m. Supervision duties will be assigned by building administrators on a rotating basis to insure adequate supervision of students before and after the school day.
2. Support Staff work schedules will be set by the Administration.
3. On any day before a holiday that school is dismissed at 2:15 p.m., teachers may leave after the last bus leaves their building.

D. After-Hour Events

Teacher attendance at parent-teacher functions (back to school event for respective building and conferences) is required. The Administration may request/recommend attendance at events not specified above. The Administration will attempt to publish such evening obligations as far in advance as possible. Any teacher or involved staff member anticipating a conflict has the obligation to review the conflict with his/her building principal, with the respective building principal retaining the prerogative to excuse a teacher from events. The final decision covering all such circumstances shall remain with the Administration.

E. Transfers

1. Employees who desire to transfer to a different grade level or assignment within their building or in another building shall apply in writing to the principal of that building.
2. It is agreed that the Administration may initiate transfers. During the regular school year, the affected employees will have an opportunity to present their views of any proposed transfer before it is implemented. During vacation periods, the affected employees will have an opportunity to present their views on a proposed transfer before it is implemented.
3. As a guideline, involuntary transfers shall be filled by seniority (in-District seniority), professional qualifications, and the needs of the students as defined by the Board, upon recommendation of the Superintendent. The Superintendent will consult with the affected employee(s) as to their reactions/recommendations prior to a final decision being made by the Board.
4. Final decisions as to transfers (whether voluntary or involuntary) shall remain with the Administration.
5. WCATS recognizes the right of the Board not to fill vacancies.

ARTICLE V. NO STRIKES AND DISRUPTIONS

A. General Employee and WCATS Responsibilities

During the term of this Agreement and any mutually agreed upon extension thereof, no employee covered by either this Agreement, or WCATS, nor shall any person acting on behalf of WCATS engage in, authorize, or instigate a strike, slowdown, picketing, or recognition of any picket line at the School District's premises.

B. WCATS Responsibilities and Board Prerogatives

It is agreed that WCATS will, within one (1) week of the date of the signing of this Agreement, serve upon the Board a written notice which will list WCATS' authorized officers who will deal with the Board, make commitments for WCATS generally, and in particular have the sole authority to act for WCATS. It is further agreed that in all cases of an unauthorized strike, slowdown, walkout, or any unauthorized cessation of work in violation of this Agreement, WCATS shall be responsible for accomplishing whatever is necessary to terminate any unauthorized actions.

C. WCATS Communications Responsibilities

It is further agreed that in the event of any such unauthorized action, WCATS shall, within twenty-four (24) hours of receipt of notice thereof, address a letter to the Board notifying the Board that the action of the staff member or WCATS agents is unauthorized.

ARTICLE VI. INDIVIDUAL GRIEVANCE PROCEDURE

A. Definitions

1. Grievance

A grievance shall be defined as any claim by an employee or WCATS that there has been an alleged violation, misinterpretation, or misapplication of the terms of this Agreement.

2. Days

All time limits shall consist of school days, except that when an alleged grievance is submitted fewer than ten (10) days before the close of the school year, time limits shall consist of business days.

B. Right to Representation

A WCATS representative may be present if requested by the aggrieved at any official meeting, hearing, appeal or other proceeding relating to a grievance which has been formally presented beyond Step One. Nothing contained herein shall be construed as limiting the right of any employee having a grievance to discuss the matter informally with his/her supervisor and having the grievance adjusted without intervention of WCATS.

C. Procedure

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

1. **Initiation** - An alleged grievance must be filed in writing within ten (10) days of the occurrence of the event which initiated the grievance. Failure to file within the time limits prescribed herein constitutes a waiver of the right to file for that particular occurrence and subject matter in the future. The written grievance shall state the clause or clauses of the contract allegedly violated and the proposed remedy requested on forms prepared by the Administration.
2. **Step One** - The employee shall present the alleged grievance in writing to the supervisor immediately involved who will arrange for a meeting to take place within ten (10) days after receipt of the grievance. The supervisor shall provide the aggrieved employee with a written answer to the grievance within ten (10) days after the meeting.
3. **Step Two** - If the alleged grievance is not resolved in Step One, then the aggrieved may appeal the grievance in writing to the Superintendent or his/her official designee within five (5) days after receipt of the Step One answer. The Superintendent or his/her official designee shall arrange for a meeting with the aggrieved to take place within ten (10) days of his/her receipt of the appeal. Each party shall have the right to include in its representation such witnesses and counselors as it deems necessary to develop facts pertinent to the grievance. Upon conclusion of the hearing, the Superintendent shall have ten (10) days in which to provide his written decision to the grievant.
4. **Step Three** - If the alleged grievance is not resolved at Step Two, the grievant and WCATS jointly may submit the grievance to binding arbitration within five (5) days of the Step Two response. The American Arbitration Association shall be requested to submit a list of nine (9) arbitrators from which the parties shall select an arbitrator by striking the list, with the Board having the first opportunity to eliminate a name. If either party is dissatisfied with the list sent by the AAA, prior to striking the list, another list can be requested.
 - a. Each party shall bear the full costs for its representation in the arbitration. The cost of the arbitrator and his necessary expenses shall be divided equally between the parties.
 - b. Each party requesting a transcript of the proceedings shall bear full costs for the transcript. If both parties order a transcript, the cost of two (2) transcripts shall be divided equally between the parties. If the arbitrator requests a copy of the transcript, the costs shall be divided equally between the parties.
 - c. Neither the Board nor WCATS shall be permitted to assert any grounds or evidence before the arbitrator which had not previously been disclosed to the other party during the previous steps.
 - d. The arbitrator shall have no power to nullify, alter, amend and/or add to the terms of this Agreement. The arbitrator's authority shall be strictly and narrowly limited to

deciding only the grievance filed at the Step One level. The arbitrator's decision must be based solely and only upon an interpretation of the meaning or application of the express and relevant language of this Agreement. The arbitrator shall have no authority to interfere with exclusive Board and/or Administrative rights as covered in Article II, Section A.

e. Either party may make public the findings and the recommendations of the arbitrator.

D. Other Conditions

1. Bypass to Superintendent

If the grievant and the Superintendent agree, Step One of the grievance procedure may be bypassed and the grievance brought directly to Step Two.

2. Class Grievance

Class grievances involving one or more employees or one or more supervisors and grievances involving an administrator may be initially filed by the grievant at Step Two.

3. Grievant and WCATS Cooperation

The grievant and WCATS shall not interrupt the instructional or regular duties of the employee or the Administration in the investigation of any alleged grievance.

4. Released Time/Steps One and Two

Should attendance at a grievance hearing require that an employee or a WCATS representative be released from a regular assignment, the released will be without loss of pay or benefits. However, the cost of any internal substituting or hiring of a substitute shall be equally shared by the District and WCATS.

5. Timeliness by Grievant

Failure of any grievant to act on a grievance within the prescribed time limits will act as a bar to any further appeal. If the Administration fails to respond within the prescribed time limit in any step, the grievance may automatically move to the next step.

6. Extension of Time Limits

Any extension of time limits must be by mutual agreement and in written form.

7. No Reprisals

Neither the grievant, nor WCATS, nor the District shall take any reprisals against any employee because of his/her participation or lack of participation in a grievance.

8. Hearings at Step Three

All such hearings shall be on non-school time such as evenings and/or Saturdays unless the Board schedules a hearing at another time convenient to the Board, Administration and WCATS.

ARTICLE VII. LEAVES

A. Sick Leave

Full time certified employees shall have twelve (12) days of sick leave per year. When an employee enters his/her eleventh (11th) year of service in the District, he/she shall be granted thirteen (13) days of sick leave per year. Beginning in the 15th year of District-recognized continuous employment, if 100 sick leave days have been accumulated, 17 sick leave days per year will be granted. Beginning in the 25th year of District-recognized continuous employment, if 150 sick leave days have been accumulated, 20 sick leave days per year will be granted. The maximum number of accumulated unused sick leave days shall be unlimited. Sick leave shall be interpreted to mean personal illness, personal disability, quarantine at home, serious illness or death in the immediate family or household or other circumstances as determined by the District. The definition of "immediate family" is parents, spouse, brothers, sisters, children, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law and legal guardians. The "immediate family" shall also include aunts, uncles, nieces, nephews, and also those of the employee's spouse. If sick leave exceeds three (3) consecutive days for any occurrence, a doctor's statement may be requested verifying the illness. Failure of an employee to present such a statement by a physician when requested shall cause a loss of daily pay for the affected days. The Board reserves the right to verify an extended illness at the Superintendent's request and District's expense. Any leave taken for longer than one hour (60 minutes) shall require the exercise of a half-day of appropriate leave.

Nine-month and ten-month support staff employees shall be granted the same sick leave as other full-time employees. Eleven-month and twelve-month employees shall receive fifteen (15) paid sick leave days per year. When an employee enters his/her eleventh (11th) year of employment, eleven-month and twelve-month employees shall receive sixteen (16) sick leave days per year. The maximum number of accumulated sick leave days shall be unlimited. Beginning in the 15th year of District-recognized continuous employment, if 100 sick leave days have been accumulated, 17 sick leave days per year will be granted. Beginning in the 25th year of District-recognized continuous employment, if 150 sick leave days have been accumulated, 20 sick leave days per year will be granted. Sick leave shall be interpreted to mean personal illness, personal disability, quarantine at home, serious illness or death in the immediate family or household or other circumstances as determined by the District. The definition of "immediate family" is parents, spouse, brothers, sisters, children, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law and legal guardians. The "immediate family" shall also include aunts, uncles, nieces, nephews, and also those of the employee's spouse. If sick leave exceeds three (3) consecutive days for any occurrence, a doctor's statement may be requested verifying the illness. Failure of an employee to present such a statement by a physician when requested shall cause a loss of daily pay for the affected days. The Board reserves the right to verify an extended illness at the Superintendent's request and District's expense. Any leave taken for longer than one hour (60 minutes) shall require the exercise of a half-day of appropriate leave.

This provision is tentatively agreed to and ratified with the understanding that it will be submitted to TRS for review to obtain reasonable assurance from TRS that the District will incur no penalties or additional assessments resulting from it, and that the foregoing days are creditable and not otherwise problematic to TRS. If TRS should have objections or advises that the District will incur penalties or that such days are not usable, then the contract shall return to status quo prior to bargaining for the 2018-2021 collective bargaining agreement. The language regarding sick leave shall be eliminated from the contract and reverted to the language from the preceding contract effective through 2018 based upon findings from TRS and resubmitted and revised until reasonable assurance from TRS is obtained.

B. Bereavement Leave

Employees may take three (3) days of bereavement leave per year to attend the funeral of a member of the immediate family. If additional bereavement days are requested, then such days approved by the Superintendent shall be taken from existing sick leave. The Administration reserves the right to request attendance verification. The definition of "immediate family" is parents, spouse, brothers, sisters, children, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law and legal guardians. The "immediate family" shall also include aunts, uncles, nieces, nephews, and also those of the employee's spouse.

C. Personal Leave Days

1. Certified Employees and nine-month support staff shall have two (2) personal leave days per year. When an employee enters his/her eleventh (11th) year of service to the District, he/she shall be granted three (3) personal leave days per year.
2. Support staff employees on ten-month, eleven month and twelve-month contracts shall have three (3) personal leave days per year. At the eleventh (11th) year of service to the District, a support staff employee shall be granted four (4) personal leave days per year.
3. All Requests for personal business leave shall be subject to the following rules:
 - a. Requests shall be submitted in writing to the principal of the building in which the requester works.
 - b. Personal business leave shall not be granted on days during the first or last five (5) school days of the school year.
 - c. Personal business leave shall not be granted on teacher institute days, or building achievement days. Office staff may apply to use personal days on institute days if they are not involved in the meetings of that day.
 - d. Personal business leave shall not be granted during the week of PARCC, SAT or other achievement tests as per the employee's respective building.
 - e. Personal business leave shall not be used by more than five (5) employees in the district on any given day. Leave will be approved for the employee(s) who comply with all of the foregoing requirements first. In the event more than five (5) employees wish to use Personal Leave on the same day, the employee who first submits the leave request will receive permission for the leave.
 - f. Unused personal leave days shall accumulate as sick leave.
 - g. Special requests may be granted at discretion of the Superintendent.

D. Short Term Time off Without Pay

From time to time an employee may need to be absent from work for a reason other than sick leave or personal business leave. In the event that this happens, these guidelines will be followed:

- The employee must make a written request to the superintendent specifically outlining the reason for the absence and the days off without pay that are being requested.
- The Superintendent will review the request and render a decision to the employee in writing.
- The decision to grant the requested days off without pay is solely at the discretion of the Superintendent and the decision is final and not subject to the grievance procedure.
- Each request for time off without pay will be considered separately. Just because permission is granted in one instance does not automatically mean permission will be granted in similar situations.

E. Family Medical Leave Act

An employee may be granted maternity/paternity leave or other medical leave according to the terms of the Family Medical Leave

Policy adopted by the Board in compliance with the Federal Medical Leave Act. Benefits shall accrue when sick leave is used as part of the leave taken under the District's Family Medical Leave Policy, but benefits shall not accrue during unpaid leave except as specified in said Policy. FMLA runs concurrently with sick leave.

F. Jury Duty

An employee serving on jury duty may be excused during his/her scheduled working hours without loss of salary, loss of benefits, or loss of contractual advantage, provided the District is reimbursed the per diem amount, excluding expenses, received by the employee while on jury duty. Notice of being summoned to jury duty should be forwarded to the Superintendent or his/her designee within ten (10) days of service time or the day after receipt of such notice.

G. Emergency Unavoidable Circumstance

In the event that an emergency condition or unavoidable circumstance occurs that causes an employee to miss a scheduled day of school, he/she may request the use of personal days, or if personal days have been exhausted, request the use of sick days, for an emergency leave.

H. WCATS Leave

Officials of WCATS will be permitted to use up to a total of ten (10) aggregate days per year for Association leave. All requests for the use of such days must be made in writing to the Superintendent or his designee ten (10) working days in advance of the leave date in order to be eligible. Upon utilizing any of these days, WCATS will reimburse the District on the basis of the current substitute rate. Such days shall only be available to officers of the WCATS or their designee

I. Professional Leave

Each employee may request professional days with pay to attend workshops, seminars, training, or courses to improve professional skills, with full reimbursement for expenses. To the extent possible and practical, all such written requests shall be submitted at least thirty (30) calendar days in advance of the leave date(s) to the Superintendent or designee. If the leave request is approved by the Superintendent or designee, then the registration fee will be paid by the School District. The Superintendent reserves the right to approve or disapprove each request on the merits of the proposal as it relates to the educational program in the School District and is financially feasible to fund.

J. Attendance Incentive

Employees who do not use any sick or personal days in the fall semester will be awarded a \$100 stipend to be issued along with the second January check.

Employees who do not use any sick or personal days in the spring semester will be awarded a \$100 stipend to be issued along with the second June check.

K. Educational Leave of Absence

A tenured teacher who is pursuing a Master's program in an education-related field may request a one year leave-of-absence without pay or benefits, with the final decision being a Board prerogative upon reviewing the recommendation of the Superintendent.

1. If such a leave is granted, it shall be for a full school term, with the affected employee informing the Superintendent in writing on or before February 1st in the year of the leave that he/she will be returning the following year. Failure to do so will automatically be considered as resignation from the school district. If the notification timeline is met, then the affected employee shall be provided a position that he/she is legally qualified to hold.
2. During the one-year leave of absence, the affected employee shall retain his/her seniority ranking and salary schedule placement, but will not advance on the salary schedule upon his/her return.
3. When an employee is taking an educational leave of absence under this section, the District will pay one-half the cost of single insurance for the employee from September 1 to February 1.

- a. Upon notice to the District that he/she will be returning to the District the following year, payments for insurance for the employee will be continued at the same rate for the remainder of the school year.
- b. If the employee notifies the District that he/she will not be returning the following year, his/her insurance will cease on February 1. The employee shall reimburse the District for the cost of insurance if he/she does not return to service in the district.

L. Voluntary Sick Leave Bank

1. Any employee covered under the terms of this Agreement shall be eligible to participate in a voluntary sick leave bank. New participants in the voluntary sick leave bank shall submit written notice by August 30th of intent to participate on a form provided by the Association.
2. Each employee electing to participate in the bank shall contribute one (1) sick days. Employees who have already contributed at least one day to the bank shall not be required to contribute additional days. In case of depletion of the sick leave bank below fifty (50) days, an automatic deduction of one (1) day shall be made from participants in the bank.
3. Membership is automatically renewed each year unless a member submits written notice of cancellation by August 30th of the school year in which the cancellation is desired. A participant may cancel membership by so indicating in writing directed to the attention of the chairperson of the sick leave bank committee, Superintendent or payroll clerk. Cancellation of membership, regardless of reason, shall mean forfeiture of any claim to contributed days and benefits of membership.
4. The intent of the bank is to provide additional financial protection to those employees who incur a period of prolonged illness or hospitalization, as verified in writing by a physician. The bank is not applicable to any employee utilizing days for illness in the family except in emergency situations following approval of the Superintendent. It remains the intent of both parties to strive to retain good attendance in the District. It is not the purpose of this bank to provide additional days to employees who have exhausted their accumulated sick leave and are applying for days because of colds, sore throats, flu, or some other temporary, commonplace illness.
5. Authorized withdrawals by participating employees from the sick leave bank shall be made only upon approval of the majority of the members of the sick leave bank committee, and their decision shall be final. No one shall draw from the bank until a doctor's certificate of illness (certifying that the employee is unable to work and that the situation is a prolonged illness or hospitalization) is provided to the committee. The participating employee applying for such withdrawal must, in fact, have depleted his or her accumulated sick leave. Each withdrawal shall not be more than twenty (20) school days per request.
6. Three (3) members elected by WCATS and one administrator and one School Board member will act as a sick leave bank committee in all matters that concern the policies and decisions of the sick leave bank. The sick leave bank committee shall write its own regulations and make regulations available to all members of the bank, Administration and Board. These regulations shall be listed in this contract as an Appendix A.
7. Any member who is absent for illness or injury due to a work related accident (which is compensable under the Illinois Workers' Compensation Act), may not avail himself/herself of any benefits of the bank. Employees, whom are on any Board-approved leaves of absence, including leave under the Family Medical Leave Policy, shall be ineligible to withdraw from the sick leave bank.
8. The voluntary sick leave bank shall not be subject to the grievance procedure contained in this Agreement.

9. WCATS agrees to indemnify and hold the District, Board of Education, its employees, and/or agents harmless against any and all claims, demands, suits or other forms of liability that shall arise out of or by reason of action taken as a result of any litigation or administrative agency proceeding which might arise as a result of this section. In the event such an action is filed against the District, Board of Education, its employees, and/or agents, the Association shall be informed in a timely manner. The WCATS designated attorney shall keep the District's counsel informed as to the developments in the case and afford him/her consultation rights prior to decisions being made.
10. This Section of the Contract shall not be an open issue for subsequent bargaining unless both parties agree.

M. Leaves of Absence without Pay

1. Leaves of absence may be granted on a case by case basis without pay to employees who have rendered satisfactory service to the District and who desire to return to employment in a similar capacity if a mutually agreed upon term of leave is acceptable to the Administration.
2. Each approved leave of absence will be of the shortest possible duration required to meet the purpose for the leave, consistent with a reasonable continuity of instruction for students. Leaves of absence without pay for not more than one (1) year (unless mutually extended) may be granted to employees according to the following conditions:
 - a. Written requests for leaves of absence without pay would be made at least 30 days before the leave is desired or in emergency situations as soon as possible, or before the end of the school year, whichever applies, subject to the approval of the Board.
 - b. The Superintendent will provide a written response of approval or denial of request to the employee.

N. Emergency Service Leave

An employee serving as an Emergency Medical Technician (EMT) or volunteer fire fighter will be excused during his/her scheduled working hours without loss of salary or benefits when called for an emergency, provided his/her duties are covered and approved by Administration.

ARTICLE VIII. TEACHER COMPENSATION

A. Outside Experience Credit

Certified teachers who bring in teaching or equivalent experience in public school systems will be given credit on the District's salary schedules. Consideration for parochial or private school experience credit may be given at the discretion of the Superintendent. Such experience will include elementary, middle, and secondary schools in Illinois and other states. The final decision on the amount of outside credit provided to each teacher shall be made by the Board of Education, upon recommendation of the Superintendent.

B. Horizontal or Vertical Advancement on Salary Schedule

1. All graduate level college credits from an accredited institution in the field of education, as related to classroom instruction, will be applied toward horizontal advancement on the salary schedule if such courses have been pre-approved by the Superintendent and successfully completed by the teacher with a final grade of "A", "B", "C" or "P" in the case of a Pass/Fail course. Under this section, the Superintendent may approve other appropriate courses taken by current employees for the purpose of direct improvement of their teaching skills.
2. After receiving notification of placement on the salary schedule, a teacher must request evaluations to correct errors or omissions during the first 45 days of their employment.

3. No advancement on the salary scale will be approved without appropriate written documentation by means of transcripts, service records, or similar documents. Any increase in compensation will become effective the semester following successful course completion, with a maximum of advancing one lane and step each school year being the only restriction; however, teachers who successfully complete a Master's Degree Program during a school year may jump multiple lanes to the Masters column at the beginning of the next school year.
4. Teachers may make requests for lane movement once per school year prior to the beginning of the school year.

C. Salary

Teachers shall be paid in accordance with the salary schedules attached hereto as Appendix B.

For those teachers listed in Appendix C, placement back on the salary schedule will take place at the beginning of the next school year after the teacher earns enough additional graduate coursework credit to warrant a return to the salary schedule. Once a teacher is placed back on the salary schedule, movement will continue on the salary schedule unless that teacher reenters the gray box area.

No teacher or professional educator licensed staff member covered by this agreement shall receive in any year Illinois Teachers' Retirement System ("TRS") creditable compensation in excess of 106% of the prior year's earnings. In no event shall the Board be required to compensate any teacher or professional educator licensed staff member by TRS creditable earnings in an amount which causes an increase by more than 6% from the year prior.

D. Deductions/ Extra Work Days

For purposes of deduction for reasons of absence, the employee's daily wage shall be determined by dividing the salary by 180 which is the total number of contract days, institute days, workshop days, and pupil record days required in the school district. If additional work days are approved in the calendar and attendance is required, employees shall be paid for attendance at the approved regular daily rate or half-day rate. For purposes of this section, the Administration will determine the length of any half day or full days required, except that half-days shall not exceed four hours and full days shall not exceed eight hours unless there is prior agreement by WCATS.

E. Extra Duty Assignments

1. Employees shall be paid in accordance with the Extra Duty Schedule. All coaches and directors of extra-curricular activities are employed by the District on a year-to-year basis. When a coach or director resigns or is not re-employed, the opening will be posted in the manner specified in Article XI, except in cases when an immediate replacement is needed. Employment under this Section shall be entirely at the discretion of the Board of Education by official Board action upon the recommendation of the Administration.
2. Extra Duty Assignments will be paid according to the Appendix D - Extra-curricular Salary Schedule.
3. If a teacher is assigned an overload class to teach during that teacher's planning period that is a completely new course/preparation during the semester of assignment, he or she will be paid 1/7th of his or her base salary placement on the salary schedule for each full-year of overload assignment.

If a teacher is assigned an overload class to teach during that teacher's planning period that the teacher is currently teaching/preparing for, during the semester of assignment, he or she will be paid 1/7th of the Step 0 + Lane BS starting base salary placement on the salary schedule for each full-year of overload assignment.

This overload pay is based on the teaching needs of the school on an annual basis and as such will be determined on an annual basis for each teacher involved. The Administration and the Board reserve the right to determine if an overload situation exists.

F. Tax Shelter Plan

Nine percent (9.0%) of each teacher's gross annual contract salary shall be tax sheltered and paid by the district directly to the Teachers' Retirement System at no added cost to the District. Should any income tax subsequently be due on such sheltered payments, it shall be the responsibility of the teacher to pay such tax.

G. Tuition Reimbursement for Approved College Courses

A full-time certified teacher shall be reimbursed for tuition, books and fees at an amount not to exceed \$2,000.00 per school year (August to August) for the documented completion of graduate course work that was attained at an accredited college or university, provided:

1. The courses are in an area which will improve the teacher's ability to teach the subject matter or grade the teacher teaches, or are part of a Master's program in education.
2. Prior written approval has been obtained from the Superintendent.
3. A passing grade is achieved in the class a grade of "A", "B", "C" or "P" in the case of a Pass/Fail course.
4. Certification of completion of requirements for purposes of reimbursement shall be by transcript from the college or university. Proof of completion of requirements must be provided to the Superintendent within one year of completion. A copy of the itemized tuition bill shall be submitted also. No reimbursements shall be allowed for any credits earned more than one year previous to the request for reimbursement.
5. Reimbursements will be paid within 45 days of transcript submission.
6. Approval for reimbursement for tuition related expenses does not automatically guarantee movement on the salary schedule. Such approval for movement on the salary schedule will be at the discretion of the Superintendent and will be noted on the form used for tuition reimbursement pre-approval. Factors to be considered by the Superintendent include but are not limited to: number of contact hours the employee will spend working in and out of class, who is providing the graduate credit and other factors such as these.

H. Internal Substitution

1. Teachers shall be paid ten dollars (\$10) for each half-hour that is worked as an internal substitute, or as an approved teacher of the After School Study Program or other supervisory capacity. Volunteers will be requested before an involuntary assignment is made by the Administration. If a teacher forfeits a planning period because he/she is required to cover for another teacher as a result of a school educational trip, he/she will be reimbursed for the period at the rate set forth in this section.
2. For leave shorter than one hour (60 minutes), the following procedure shall be used:
 - a. Any request for one hour leave, which shall have the specifically outlined reason for leave; shall be filed with the appropriate Building Principal.
 - b. The employee requesting leave shall be responsible for acquiring a substitute for the time of leave.
 - c. Administration shall have sole and exclusive discretion whether or not to approve such leave.

- d. No leave may be taken prior to receipt of written permission from the building principal.
 - e. Upon receiving approval for exercise of one (1) hour leave, the employee shall sign out and sign back in. Failure to return within the approved time period shall result in the employee being charged one-half day of appropriate leave.
 - f. Failure to properly complete all steps of this procedure shall render the requested leave unexcused.
3. If Administration asks an internal certified employee to cover another certified employee's short-term leave, the District shall compensate the covering certified employee according to Article VIII.E.3. of this agreement. Any internal substitution agreement voluntarily agreed to between or among employees (by trade or assumption) shall not result in any additional compensation or contribution from the District.

I. Summer Band Stipend

It is the desire of the district to have the District band instructor provide a summer band program for all students 5-12 who might be interested in participating in such a program. Activities that might be included in this type of program would include but not be limited to the following: individual band or group lessons, summer band camp, and marching practice.

Further it is the desire of the Board to attach a stipend to this position.

Daily Rate x number of days in summer program - Stipend

The Daily Rate will be computed as follows:

$$\frac{\text{Salary schedule salary} + \text{extra duty stipend(s) from schedule B} + \text{insurance benefit}}{176}$$

J. National Board Certification

Any certified teacher who successfully achieves National Board Certification will receive a one-time \$1,000 stipend. This amount will be paid in a one-time payment unless it would cause the employee to exceed the 6% annual salary increase cap in which case the remainder would be paid the following year.

K. Paychecks

Teachers are to be paid on the fifteenth (15th) and the thirtieth (30th) of the month. If the regular pay date falls on a holiday or weekend, the day of pay distribution shall be the last full work day before regular payday.

L. Mileage

- 1. For all approved functions, mileage shall be paid in the amount and at the rate authorized by the Internal Revenue Service. If, during the term of this contract, the IRS increases the non-taxable reimbursement for such mileage, then upon notice to the Administration, the mileage reimbursement shall be raised immediately to the highest level allowed by the IRS for non-taxable reimbursement.
- 2. The employees who are required to travel between buildings because of their working assignments will be reimbursed at the rate of \$5 per round trip when traveled. Said employees will be required to turn in a mileage record at the first of each month in order to receive payment for the previous month of travel. These employees will provide their own personal vehicle, they must show proof of insurance, and have the school named as the insured to receive the mileage reimbursement.

M. Dues (West Central Association of Teachers and Staff) Deduction

1. Any employee who is a member of WCATS may sign and deliver to WCATS an assignment authorizing deduction of WCATS dues. WCATS shall notify the Superintendent in writing of the total amount of annual and monthly dues. Such written authorization and assignment shall continue in effect unless canceled by the originating teacher. The assignment may be canceled prior to August 30 any year by written notice.
2. The District will deduct monthly dues provided that assignment cards have been received. Teachers have fifteen school days from their date of employment to submit assignment cards.
3. The District shall remit monthly to the Treasurer of WCATS the total amount of money deducted for the month with a listing of the names of teachers from whose salary the dues were deducted.
4. WCATS agrees to indemnify and hold the Board harmless against any and all claims, demands, suits or other forms of liability that shall arise out of or by reason of action taken or not taken by the Board in compliance with any assignment furnished under the provisions of this Section.
5. Dues are deducted from each employee's paycheck beginning with the September 30 paycheck and continuing through the May 30 paycheck.

N. Fair Share

1. The agreement with respect to "fair share" is that any present members of the employees' organization and any new employees who come into the District shall be required to either belong to the employees' organization or, if they do not elect to become members, shall pay to the organization as their "fair share" an amount equal to the membership dues in the organization. (The contributions by non-members of the employees' organization must, by law, be subject to the statutory restriction regarding political contributions.)
2. Such proportionate fair share payments shall be deducted by the District from the earnings of the eligible non-member teachers and paid to WCATS. WCATS shall submit to the District an affidavit which specifies the amount which constitutes said proportionate fair share which shall not exceed the dues uniformly required of members of WCATS. The remaining procedures shall be as mutually agreed upon and in compliance with appropriate statutes and decisional law.
3. WCATS shall indemnify and hold harmless the Board of Education, its members, officers, agents and employees from and against any and all claims, demands, actions, complaints, suits, or other forms of liability that shall arise out of complying with the above provisions of this Article, or in reliance on any list, notice, certification, affidavit or reassignment furnished under such provisions.

O. Retirement Incentive Award Payment for the 2018-2019, 2019-2020, 2020-2021, and 2021-2022 School Year

Any employee tendering an irrevocable letter of resignation to a Teacher Retirement System (TRS) Retirement program on a certain date in the future in conformance with the following conditions shall be eligible for a retirement incentive in up to each of his or her final four years of teaching service subject to the following conditions:

1. The teacher shall have a minimum of twenty (20) years of continuous TRS verifiable full-time service on the intended date of retirement.
2. The teacher shall be at least sixty (60) years of age on or before December 31 of the year of retirement or will be at least fifty-five (55) years of age and will have at least thirty-five (35) years of creditable service.
3. Employees must use this retirement incentive at the first time they are eligible to receive such incentive. An employee who declines or fails to act to declare retirement at a date certain in the future during the first year of their eligibility for this incentive shall be ineligible in future years to receive the option.

4. The teacher shall have tendered to the Board a binding, irrevocable resignation for a date certain in the future. The teacher's notice may be given up to four (4) years prior to retirement or by September 1 during the year up to and including the school year of retirement. The pre-retirement period may be from one (1) to four (4) years in length depending upon the date the letter of resignation is received by the Board and the specified date of retirement.

"TRS creditable earnings," wherever that phrase is used in the entirety of this provision (Retirement Incentive Award Payment), shall mean total TRS creditable earnings including pension payment.

This agreement presumes the teacher will fully perform all of his/her duties during the term of this agreement. Any reduction in teaching performance (dock days or leave of absence without pay, for example) during the term of this agreement shall result in a corresponding reduction in salary and benefit amount.

In exchange for the teacher's binding, irrevocable resignation on a date certain, the District agrees to remove the teacher from the salary schedule and for each year of eligibility, the teacher's TRS creditable earnings will be increased by six percent (6%) over the teacher's TRS creditable earnings for the prior year of employment except as otherwise provided herein.

Examples:

A teacher applies for the award one year before retirement. The teacher's TRS creditable earnings for 2006-07 were \$40,000. The teacher's final year TRS creditable earnings (2007-08) will be \$42,000 ($\$40,000 \times 1.06 = \$42,400$).

A teacher applies for the award three years before retirement. The teacher's TRS creditable earnings for the 2006-07 school year were \$40,000. The teacher's first year of TRS creditable earnings will be \$42,400 ($\$40,000 \times 1.06 = \$42,400$). The teacher's second year TRS creditable earnings will be \$44,944 ($\$42,400 \times 1.06 = \$44,944$). The teacher's final year of TRS creditable earnings will be \$47,640 ($\$44,944 \times 1.06 = \$47,640$).

If a teacher has an extra duty obligation at the commencement of the retirement incentive program and ceases to perform those services during the retirement incentive program period, the calculation of the teacher's six percent (6%) increase shall be reduced by the amount of extra duty compensation.

Example:

A teacher applies for the award three years before retirement. The teacher's creditable earnings for 2006-07 school year were \$40,000. The teacher's first year creditable earnings will be \$42,400 ($\$40,000 \times 1.06 = \$42,400$). The teacher's second year creditable earnings will be \$44,944 ($\$42,400 \times 1.06 = \$44,944$). The teacher ceases to perform an extra duty assignment in his/her final year of employment for which he/she would have been paid \$2,000 (TRS creditable earnings). The teacher's final year creditable earnings will be \$45,640 ($\$44,944 \times 1.06 = \$47,640 - \$2,000 = \$45,640$).

Once an irrevocable letter of retirement is submitted, the employee will not be assigned, nor may an employee apply for or assume any additional duty (extra duty or additional work hours, days, weeks, months) that would increase the employee's TRS gross income above the six percent (6%) provided for herein.

If a teacher fails to complete the pre-retirement period or leaves the District prior to the designated retirement date causing the District to have to pay a penalty or other monies not contemplated herein to TRS, the District shall be entitled to damages for breach of contract against the teacher in an amount equal to the retirement award payment received by the teacher, including tax and retirement withholdings. Upon complete reimbursement of such amount to the District, the teacher shall be entitled to any general wage increase that would have been applicable during the pre-retirement period.

In no event will a teacher subject to this provision receive an increase in any year covered by this provision of TRS creditable earnings in excess of six percent (6%) of the prior year's TRS creditable earnings.

Status quo in the event of a change in law or a rules change or interpretation by TRS subsequent to the incorporation of this provision into any contract shall be compliance with this provision (to the extent possible without penalty or additional cost to the District) but under no circumstances shall status quo be interpreted to require the District to incur any assessment or penalty not contemplated by the parties at the time this provision was bargained. No penalty of any kind except as expressly and explicitly provided for herein was contemplated by the parties at the time this provision was bargained. If and when bargaining begins pursuant to a demand to bargain resulting from a change in the law, rules change or interpretation by TRS) and if and when no agreement can be reached on the issue, the employer shall not be required to distribute any monies in a fashion that would result in any increased cost to the District due to a TRS assessment or penalty resulting from the change in the law or a rules change or interpretation by TRS or legislative change beyond the negotiated contribution amount paid on behalf of the employee (9.0% of creditable earnings up to 106% of the previous year's TRS gross; all as permitted without penalty) including any incentive amount that would not result in additional assessment or penalty.

This provision is tentatively agreed to and ratified with the understanding that it will be submitted to TRS for review to obtain reasonable assurance from -TRS that the District will incur no penalties or additional assessments resulting from it, and that it is not otherwise problematic to TRS. If TRS should have objections or advises that the District will incur penalties by reason of this paragraph, then before this provision becomes effective it shall be revised through the negotiation process as necessary based upon findings from TRS and resubmitted and revised until reasonable assurance from TRS is obtained.

P. Signing Bonus

New certified employees to the District will receive a sign on bonus in the amount of \$500 to be paid by September 30 of the first school year of employment. The sign on bonus is taxable, and all regular payroll deductions will be withheld.

Q. Direct Deposit

The District shall provide direct deposit of an employee's check into said employee's bank account as noted in writing by the employee. Employees may appeal to the Superintendent or his designee in special hardship cases.

R. Duty-free Lunch Period

According to state code, every teacher whose duties require attendance at the school for four (4) or more clock hours in any school day shall be entitled to and be granted a duty-free lunch period not less than 30 consecutive minutes in length.

S. Supervision of Early Bird or On-Line Class

Any teacher asked to supervise (not provide direct instruction) an Early Bird or On-Line class will be paid \$5 per each quarter hour of supervision provided. Such time shall be rounded to the nearest quarter hour. In order for reimbursement to be paid, the supervision called for in this section shall be outside the stated teacher work day as outlined in Article IV, Section B.

T. School Improvement Team Member Stipend

1. The district will provide a \$1,000 stipend to each member of the elementary, middle and high school School Improvement Teams for their work each school year if funds are available.
2. Each building will be allocated no more than eight (8) paid SIP team members.
3. The Administration has the final say on who shall serve as a paid member of each building School Improvement Team.

ARTICLE IX. NON-CERTIFIED (SUPPORT) STAFF COMPENSATION

A. Salary

Support staff shall be paid in accordance with the salary schedules attached hereto as Appendix E.

For those support staff listed in Appendix F, placement back on the salary schedule will take place when the salary on the salary schedule is greater than their salary rate listed on Appendix E.

For the purpose of movement on the support staff salary schedule, the first day of the month in which the employee reported to work will be used.

B. Deductions / Extra Work Days/ On Call

1. If additional workdays are approved in the calendar and attendance is required, employees shall be paid at their regular rate of pay. For purposes of this section, the Administration will determine the length of any half day or full days required, except that half-days shall not exceed four hours and full days shall not exceed eight hours unless there is a prior agreement by the Association.
2. Extra days at the beginning of the year shall be compensated at the employee's regular rate of pay.
3. If employee is on-call, employee shall fill out a time card for time worked. Employee will be compensated with straight comp time for the amount of time worked on the premises. An on-call schedule will be set up by the supervisor and offered on a rotating basis.

C. Early Dismissal Days Due to Inclement Weather

1. Nine, ten, and eleven-month support staff members may leave after the last bus has left their building. Support staff members will be paid for the length of their regular employment day.

D. Extra Duty Assignments

1. Employees shall be paid in accordance with the Extra Duty Schedule. All coaches and directors of extra-curricular activities are employed by the District on a year-to-year basis. When a coach or director resigns or is not re-employed, the opening will be posted in the manner specified in Article XI, except in cases when an immediate replacement is needed.
2. Extra Duty Assignments will be paid according to the Appendix D - Extra-curricular Salary Schedule.

E. Tax Shelter Plan

According to the authority granted by the Pension Reform Act of 1974, section 414(h) (2) of the Internal Revenue Code and Public Act 81-5136, Ill. Revised Stat. 1981, Chapter 108 ½, P., 7-7173.2, the Board of Education agrees to deduct from the non-certified employees earnings four and one-half percent of each non-certified employee's salary to the Illinois Municipal Retirement Fund (IMRF) on behalf of each non-certified employee as a tax sheltered direct contribution. Should any of the above be declared improper by an IRS ruling or opinion or by a court of competent jurisdiction, that clause or portion thereof shall be deleted to the extent that it violates the ruling or opinion.

F. Tuition Reimbursement for Approved College Courses

A full-time non-certified employee shall be reimbursed for tuition books and fees at an amount not to exceed \$1,000 per school year (August to August) for the documented completion of course work that was attained at an accredited college or university, provided:

1. The courses are in an area that will improve the employee's ability to do the job more effectively.
2. Prior written approval has been obtained from the Superintendent.

3. A passing grade must be obtained in the course. (A grade of “A”, “B”, “C” or “P” as in a Pass/Fail Course)
4. Certification of completion of requirements for purposes of reimbursement shall be a transcript from the college or university. A copy of the itemized tuition bill shall be submitted also. Proof of completion of requirements must be provided to the Superintendent within one year of completion. No reimbursements shall be allowed for any credits earned more than one year previous to the request for reimbursement.
5. Reimbursements will be paid within 45 days of employee providing a transcript to superintendent.

G. Workshops/Training Sessions/In-Service

When training being provided during school improvement days or teacher institute days is required as part of the duties of an employee or pertinent to an employee’s duties, attendance will be mandated and the employee will be compensated for the hours in attendance. Required attendance would be at administration’s discretion, and the employee’s immediate administrator/supervisor will communicate the requirement to attend in writing 30 calendar days in advance. When an employee is required by the employer to attend a training session or in-service or other educational experience, the employer shall pay registration fee and mileage at the IRS rate. The employer shall reimburse the employee for all expenses that may be required.

H. Food Sanitation License

The District shall pay the actual voucher cost of a food sanitation license and the voucher registration fee for the food sanitation license course for persons required to have such license.

I. Internal Substitution

Associates will not be used as substitutes unless an extreme emergency exists. If an employee forfeits a scheduled break because he/she is required to cover for another employee, he/she will be reimbursed for that time at their regular rate of pay, subject to approval by the building supervisor.

For leave shorter than one (1) hour (60 minutes), the following procedure shall be used:

1. Any request for one (1) hour leave, which shall have the specifically outlined reason for leave, shall be filed with the appropriate building principal.
2. Administration shall have sole and exclusive discretion whether or not to approve such leave.
3. No leave may be taken prior to receipt of written permission from the building principal.
4. Upon receiving approval for exercise of one (1) hour leave, the employee shall sign out and sign back in. Failure to return within the approved time period shall result in the employee being charged one half day of appropriate leave.
5. Failure to properly complete all steps of this procedure shall render the requested leave unexcused.

J. Paychecks

Employees are to be paid on the fifteenth (15th) and the thirtieth (30th) of the month. If the regular pay date falls on a holiday or weekend, the day of pay distribution shall be the last full work day before regular payday.

Support staff employees who are assigned to nine (9), ten (10), and eleven (11)-month positions must document how they prefer to have their salary paid to them and how any applicable insurance premiums will be deducted from their pay. The options available are:

1. Annualized Compensation (12 month Salary Spread) – The employee’s nine (9), ten (10), or eleven (11)-month salary is paid out over twelve (12) months with the 1st paycheck dispersed on September 15 of each fiscal year. Insurance premiums are deducted from the twenty-four (24) paychecks.
2. Premium Reserve – The employee’s nine (9), ten (10), or eleven (11)-month salary is paid out over their contractual employment period. The employee’s annual (twelve (12) month equivalent) insurance premium will be withheld from the corresponding number of paychecks.

Important Program Information

1. If desired, Annualized Compensation must be elected before the first day of work in the academic year. If an election is not submitted, the default election of Premium Reserve will be applied.
2. Nine (9), ten (10), an eleven (11)-month employees may change their election prior to the first day of work in the academic year.
3. The selected option is irrevocable for the current academic year.
4. This agreement will be automatically renewed each academic year without submission of a new enrollment form.
5. If an employee has salary adjustments during a pay period, then the employee’s paycheck will not pay the same gross amount and will reflect that adjustment. Adjustments include docks, reduction or increases in salary.
6. In the event the District cancels school due to an emergency day, the District will not "dock" non-PEL employees who have elected annualized pay who are "called off" for the day. If the District makes up an emergency day and an employee does not work that day, the employee will be docked pay for that day.
7. If an employee retires or their employment with the District is terminated before the end of the academic year, arrangements must be made with the Unit Office regarding payment of the reserved Annualized Compensation or Premium Reserve refund. If the employee selects a lump-sum payment option, insurance coverage will terminate effective the first of the following month.

K. Mileage

1. For all approved functions or job requirements, mileage shall be paid in the amount and at the rate authorized by the Internal Revenue Service. If during the term of this contract the IRS increases the non-taxable reimbursement for such mileage, then upon notice to the Administration, the mileage reimbursement shall be raised immediately to the highest level allowed by the IRS for non-taxable reimbursement.
2. The employees who are required to travel between buildings because of their working assignments will be reimbursed at the rate of \$5 per round trip when traveled. Said employees will be required to turn in a mileage record at the first of each month in order to receive payment for the previous month of travel. These employees will provide their own personal vehicle, they must show proof of insurance, and have the school named as the insured to receive the mileage reimbursement.

L. Dues (West Central Association of Teachers and Staff) Deduction

1. Any employee who is a member of WCATS may sign and deliver to WCATS as assignment authorized deduction of WCATS dues. WCATS shall notify the Superintendent in writing of the total amount of annual and monthly dues. Such written authorization and assignment shall continue in effect unless canceled by the originating employee. The assignment may be canceled prior to August 30th of any year by written notice.
2. The District will deduct monthly dues provided that assignment cards have been received. Employees have fifteen school days from their date of employment to submit assignment cards.
3. The District shall remit monthly to the Treasurer of WCATS the total amount of money deducted for the month with a listing of the names of employees from whose salary the dues were deducted.

4. WCATS agrees to indemnify and hold the District harmless against any and all claims, demands, suits or other forms of liability that shall arise out of or by reason of action taken or not taken by the District in compliance with any assignment furnished under the provisions of this Section.
5. Dues are deducted from each employee's paycheck beginning with the September 30 paycheck and continuing through the May 30 paycheck.

M. Fair Share

Article VIII, Section L of this agreement shall also govern full-time support personnel.

N. Direct Deposit

The District shall provide direct deposit of an employee's check into said employee's bank account as noted in writing by the employee. Employees may appeal to the Superintendent or his designee in special hardship cases.

O. Breaks

1. All non-certified employees who work at least a 7½ hour day shall receive a paid 30-minute duty-free meal break.
2. All non-certified employees scheduled to work seven and one-half (7½) or more hours per day shall be entitled to two (2) paid fifteen (15) minute breaks per day. All employees scheduled to work fewer than seven (7) but more than four (4) hours per pay shall be entitled to one (1) paid fifteen (15) minute break per day. The timing of all breaks shall be determined and approved by the appropriate principals.

P. Vacations

1. Full time employees (hired on a twelve-month contract) shall receive a minimum of one week of vacation with pay upon completion of one full year of service and a minimum of two weeks vacation with pay for years two through ten. The following schedule will apply for those employees with eleven (11) or more years of service:
 - 11 years -- 2 weeks + 1 day vacation
 - 12 years -- 2 weeks + 2 days vacation
 - 13 years -- 2 weeks + 3 days vacation
 - 14 years -- 2 weeks + 4 days vacation
 - 15+ years-- 3 weeks
2. These employees will be limited to no more than two (2) consecutive weeks of vacation at one time.
3. Three (3) weeks of vacation is the maximum after fifteen years of service.
4. Each employee shall notify the Superintendent when he/she is planning to take vacation time. No more than two (2) custodial/maintenance employees shall be allowed to take vacation leave at the same time during the year.
5. Vacation days earned in one fiscal year must be used by the end of the following fiscal year; they do not accumulate. At the end of the second year, unused vacation days will roll into sick days.
6. Employees resigning or whose employment is terminated are entitled to the monetary equivalent of all earned vacation days or these unused vacation days may be rolled into sick leave in order to increase IMRF service credit.

Q. Holidays

All full-time non-certified employees will be paid for, but will not be required to work on:

New Year's Day
Memorial Day*
Columbus Day

Presidents' Day
Independence Day**
Veterans' Day

Christmas Day
Labor Day
Thanksgiving Day

The District may require non-certified support employees to work on a school holiday when students are in attendance. Another day off with pay will be compensated for that day. The "make up" day must be agreed to in writing by the Superintendent and a representative from the WCATS Leadership Team.

*Nine month full time support staff employees will be paid for Memorial Day if school is in session beyond the Memorial Day Holiday but will not be paid for Independence Day.

**Ten and eleven month full time support staff employees will not be paid for Independence Day.

Twelve month full-time support staff employees will be paid for all of the above listed holidays.

R. Overtime

1. Overtime work for a non-certified employee needs to be authorized by the Superintendent or the principals. Overtime is any hours actually worked in excess of forty (40) during a one week period. Overtime shall be paid at one and one-half (1½) times the regular rate of pay.
2. Non-certified employees who work overtime may elect to accumulate compensatory time. Compensatory overtime shall be at the rate of one and one-half (1½) times each overtime hour. See Section T.

S. Compensatory Time-Off

1. This policy will govern the use of compensatory time-off employees who: (1) are covered by the overtime provisions of the Fair Labor Standards Act, 29 U.S.C. et seq., and (2) are not represented by an exclusive bargaining representative. The Fair Labor Standards Act covers all non-certified support employees, unless an employee is exempt due to job responsibilities. The Superintendent or designee shall notify each employee who is exempt from this law.
2. Employees may be given 1½ hours of compensatory time-off in lieu of cash payment for each hour of overtime worked. Other than as provided below, at no time may an employee's accumulated compensatory time-off exceed 240 hours, which represents compensation for 160 hours of overtime. An employee whose work regularly includes public safety, emergency response, or seasonal activities may accumulate a maximum of 480 hours of compensatory time, which represents compensation for 320 hours of overtime. If an employee accrues the maximum number of compensatory time-off hours, the employee: (1) is paid for any additional overtime hours worked, at the rate of one and one-half times the employee's regular hourly rate of pay, and (2) does not accumulate compensatory time-off until the employee uses an equal amount of accrued time-off.
3. If a non-certified employee works at two (2) or more different types of work for which different rates of pay have been established, then the non-certified employee shall be paid the weighted average for such rates for the hours worked beyond the forty (40) hours overtime. That is, the earnings from all such rates are added together and this total is then divided by the total number of hours worked at all jobs and the weighted rate is paid for all overtime hours worked.
4. An employee who has accrued compensatory time-off shall be permitted to use such time in at least half-day components provided such requests do not unduly disrupt the District's operations. The employee's supervisor must approve a request to use compensatory time-off.
5. Upon termination of employment, an employee will be paid for unused compensatory time at the final regular rate received by such employee.
6. Compensatory time-off is time during which the employee is not working and is, therefore, not counted as "hours worked" for purposes of overtime compensation.

T. Retirement Incentive Award Payment – Support Staff

Any employee tendering an irrevocable letter of resignation to a Illinois Municipal Retirement Fund (IMRF) on a certain date in the future in conformance with the following conditions shall be eligible for a retirement incentive in his/her final year of service subject to the following conditions:

1. The employee shall have a minimum of twenty (20) years of continuous IMRF verifiable full-time service on the intended date of retirement.
2. The employee shall be at least fifty-five (55) years of age and will have at least thirty-five (35) years of creditable service.
3. The employee shall have tendered to the Board a binding, irrevocable resignation for a date certain in the future. The employee's notice must be given on or before December 1 in the year prior to retirement. The pre-retirement period will be only one year in length.

"IMRF creditable earnings," wherever that phrase is used in the entirety of this provision (Retirement Incentive Award Payment), shall mean total IMRF creditable earnings including pension payment.

This agreement presumes the employee will fully perform all of his/her duties during the term of this agreement. Any reduction in performance (dock days or leave of absence without pay, for example) during the term of this agreement shall result in a corresponding reduction in salary and benefit amount.

In exchange for the employee's binding, irrevocable resignation on a date certain, the District agrees to remove the employee from the salary schedule and for one year, the employee's IMRF creditable earnings will be increased by six percent (6%) over the employee's IMRF creditable earnings for the prior year of employment except as otherwise provided herein.

Wage Example: An employee will retire on June 30, xxx2. The employee's hourly rate for the xxx0-xxx1 school year was \$12.00 per hour. The employee's hourly rate for the xxx1-xxx2 school year will be \$12.72 per hour (i.e. $\$12.00 \times 1.06 = \12.72).

Salary Example: An employee will retire on June 30, xxx2. The employee's regular annual salary for the xxx0-xxx1 school year was \$40,000. The employee's regular annual salary for the xxx1-xxx2 school year will be $\$42,400 \times 1.06 = \$42,400$. Once an irrevocable letter of retirement is submitted, the employee will not be assigned, nor may an employee apply for or assume any additional duty (extra duty or additional work hours, days, weeks, months) that would increase the employee's IMRF gross income above the six percent (6%) provided for herein.

If an employee fails to complete the pre-retirement period or leaves the District prior to the designated retirement date causing the District to have to pay a penalty or other monies not contemplated herein to IMRF, the District shall be entitled to damages for breach of contract against the employee in an amount equal to the retirement award payment received by the employee, including tax and retirement withholdings. Upon complete reimbursement of such amount to the District, the employee shall be entitled to any general wage increase that would have been applicable during the pre-retirement period.

In no event will an employee subject to this provision receive an increase in any year covered by this provision of IMRF creditable earnings in excess of six percent (6%) of the prior year's IMRF creditable earnings.

Status quo in the event of a change in law or a rules change or interpretation by IMRF subsequent to the incorporation of this provision into any contract shall be compliance with this provision (to the extent possible without penalty or additional cost to the District) but under no circumstances shall status quo be interpreted to require the District to incur any assessment or penalty not contemplated by the parties at the time this provision was bargained. No penalty of any kind except as expressly and explicitly provided for herein was contemplated by the parties at the time this provision was bargained. If and when bargaining begins pursuant to a demand to bargain resulting from a change in the law, rules change or interpretation by IMRF) and if and when no agreement can be reached on the issue, the employer shall not be required to distribute any monies in a fashion that would result in any increased cost to the District due to a IMRF

assessment, accelerated contribution, or penalty resulting from the change in the law or a rules change or interpretation by IMRF or legislative change beyond any negotiated contribution amount as may be, from time to time, paid on behalf of any employee including any incentive amount that would not result in additional assessment, accelerated contribution, or penalty.

This provision is tentatively agreed to and ratified with the understanding that it will be submitted to IMRF for review to obtain reasonable assurance from IMRF that the District will incur no penalties or additional assessments resulting from it, and that it is not otherwise problematic to IMRF. If IMRF should have objections or advises that the District will incur penalties by reason of this paragraph, then before this provision becomes effective it shall be revised through the negotiation process as necessary based upon findings from IMRF and resubmitted and revised until reasonable assurance from IMRF is obtained.

ARTICLE X. INSURANCE/FLEXIBLE SPENDING PROGRAM

A. Health Insurance

It is agreed that the District will provide a Group Health Insurance Program. Participants in the District's insurance program shall be allowed input into the choice of provider.

B. Insurance Premiums

Under the terms of this contract, the District and employees will share in the payment of insurance premiums as outlined in Appendix G:

For each year of this contract, the District will pay 50% of the increase of the cost of the insurance and the employee will pay 50% of the increase. Example: If the insurance premium would increase by 10%: District would pay 5% and the employee would pay 5%.

In the case of premium reduction, the Board will reduce their contribution by 50% of the amount of the decrease.

C. Non-Participation in Health Insurance

For each year of this contract, it is agreed that the District will pay the amount of \$4,500 for each employee who chooses not to participate in the health insurance program for the entire school year to be deposited into an individual annuity on behalf of that employee. An employee is not eligible for the annuity in lieu of health insurance if he/she receives health insurance for any portion of a fiscal year. If an employee initially elects an annuity, but because of a qualifying life event requires insurance, the remaining annuity amount will be forfeited for the remainder of the fiscal year. Each employee who opts for the annuity in lieu of health insurance must contact the appropriate investment provider prior to December 1 of the current fiscal year to establish the account prior to funds being dispersed. A list of potential investors will be provided by District Office staff. If an account is not established prior to December 1 of the current fiscal year, the employee will forfeit the benefit amount of \$4,500 for that fiscal year. It is further agreed that this annuity option shall be included in the amount credited toward retirement in accordance with existing regulations under both the TRS and the IMRF retirement systems. The Board will be held harmless concerning issues with TRS, IMRF and the IRS. The WCATS Co-Presidents will be notified via Board Meeting Summary when a new employee who is covered by the contract is hired or when a part-time employee becomes a full-time employee. This will be done within 15 school days of hiring or change.

D. Life Insurance

The District shall provide and pay the full cost of term life insurance in an amount of not less than \$20,000 for each employee.

E. Flexible Spending 125 Plan

The Board shall continue to provide a Flexible Spending 125 Plan. The Board shall retain the prerogative to select the insurance carrier to administer the plan.

ARTICLE XI. MISCELLANEOUS PROVISIONS

A. Posting of Job Openings

It is agreed that upon receipt of letter of resignation, all job openings for permanent positions covered under the terms of this contract will be sent to all employees electronically and posted in the teacher work room or other common teacher area in each building. In cases of emergency, the Administration will take such immediate steps to fill positions as are required. It is further agreed that the posting of job openings is for the purpose of providing information only, and in no way requires the hiring of any particular person or the use of any inappropriate employment practice.

B. Support Staff End of Employment

1. Resignation and Retirement

An employee is requested to provide two (2) weeks' notice of a resignation. A resignation notice cannot be revoked once given. An employee planning to retire should notify his or her supervisor at least two months before the retirement date.

2. Reduction in Force/ Seniority

a. Definition

Seniority shall be defined as the length of continuous service measured from the first day of employment in West Central Community Unit School District #235 or one of the districts (Union or Southern) from which West Central was formed. The seniority list shall show date of hire (the first day the employee actually reported to work) and shall list employees by category of position from first hire to last hire.

b. Seniority Accrual

Seniority shall not accrue during any unpaid absence. Seniority shall accrue during any paid absence, including an absence paid by worker compensation. Part time employees shall accrue seniority on a pro-rata basis in increments of not less than ¼ time.

c. Seniority- Loss Of

All seniority shall be lost upon resignation, retirement, dismissal for cause, or upon layoff when recall rights expire.

d. Categories of Position

For purpose of determining seniority among the support staff in the bargaining unit, the following categories of positions shall exist within the meaning of School Code Section 10-23.5.

1. Secretary
2. Office Assistant
3. Head Custodian
4. Custodian
5. Maintenance
6. Building & Grounds
7. Associate
8. Library Associate
9. Head Cook
10. Cook

11. Transportation Director/Bus Maintenance

Full time Status computation (for purpose of computing seniority only). The following chart does not require that an employee work the stated days or hours nor does it require the employer to assign an employee those days or hours. It is intended to show how many hours and days as full time employee works in each category so that a part time computation (see B above) can be made:

<u>Position</u>	<u>Hours</u>	<u>Days</u>
Secretary		
11 month	8	227
10 month	8	208
Office Assistant	8	208
Head Custodian	8	261
Custodian	8	261
Maintenance	8	261
Building & Grounds	8	261
Associate	8	174
Library Associate	8	174
Head Cook	8	176
Cook	8	176
Transportation Director/Bus Maintenance	8	261

e. Reduction in Force

Employees affected by reduction in force shall be honorably dismissed by seniority (last in, first out) within category of position and shall not have bumping rights to any other category of position.

f. Recall

If the Employer has any vacancies for the following school term or within one (1) calendar year from the beginning of the following school term, the positions thereby becoming available within a specific category of position shall be tendered to the employee so removed or dismissed from that category or position, so far as they are qualified to hold such positions on the date of recall. If such an employee in the recall pool is tendered a recall offer by certified or registered mail addressed to the employee's last known address for a position for which the employee is qualified, the employee shall respond in writing either accepting or rejecting the offer so that the school district receives the employee's response within fourteen (14) days of the postmark on the recall notice. Failure to respond within the designated time shall be deemed a rejection of the offer.

g. Seniority List

On or before February 1 of each year, in consultation with the Association, the employer shall develop a support staff seniority list. The list shall be categorized pursuant to the categories of positions set forth above. Each employee shall appear on each seniority list for each position to which the employee is currently assigned.

h. Seniority List Placement and Removal

If an employee is removed from a particular category of position, the employee shall be removed from the seniority list in the category of position as of the date of removal. If an employee is assigned to a new category of position, the employee shall carry all of the employee's seniority to the new position. Voluntary movement between categories may

result in reduction of pay rate. The employee's s seniority date in the new category will begin with the removal date of the previous classification. In an administrative decision to move an employee to another category, the employee will not be expected to take a reduction in pay rate.

i. Seniority List Order

The seniority list developed pursuant to the above shall list the employee with the greatest seniority in each category of position first, followed by the other employees in each category of position in order of seniority.

j. Seniority List Exceptions

The Association or any employee shall have thirty (30) days from February 1 of each year to file exceptions to the seniority list. Failure to file exceptions shall be deemed approval of the list. Exceptions shall be filed with the Superintendent and shall state the specific reason for the exception.

k. Miscellaneous

Written notice will be given the employee by certified mail, return receipt requested, at least 30 days before the employee is removed or dismissed, together with a statement of honorable dismissal and the reason therefore.

In the event that a one-on-one associate should lose their position due to circumstances beyond his/her control over the course of the year (such as a 1-on-1 student moves, graduates, or no longer needs assistance,) the employee shall be reassigned at the Administration's discretion for the remainder of the school year. If the student is absent on a short-term basis, the associate will report to work each day and be assigned at the administrator's discretion where needed. If student's absence becomes long-term, the Administration and employee will discuss the situation and a decision will be made about the employment of the associate based upon the outcome.

3. Recall

Any vacancies for the upcoming school year shall be offered by seniority to the employees so removed or dismissed from that category of position due to reduction in force, provided that they are qualified to hold such positions.

4. Final Paycheck

A terminated employee's final paycheck will be adjusted for any unused, earned vacation credit. Support employees are paid for all earned vacation. Terminated employees will receive their final pay on the next regular payday following the date of termination.

C. Evaluation Procedures and Instruments

The District and WCATS representatives will mutually develop evaluation instruments and evaluation schedules appropriate to the teaching duties or work duties of the various teaching and support positions within the district. Security camera footage shall not be used in any part of the formal evaluation process for certified staff.

ARTICLE XII. EFFECT OF AGREEMENT

A. Period Covered - Terms of Agreement

This Agreement shall be in effect July 1, 2018, and shall continue in full force and effect until June 30, 2021.

B. Content of Agreement

The terms and conditions set forth in this Agreement represent the full and complete understanding and commitment between the Board and WCATS. The parties each voluntarily and unqualifiedly waive any right which might otherwise exist under law to negotiate over any subject expressly referred to in this Agreement.

C. Changes

The terms and conditions of this Agreement may be altered, changed, added to, deleted from, and modified only through voluntary, mutual consent of the parties in a ratified written document.

D. Separability

If any provision of this Agreement is subsequently declared by the proper legislative or judicial authority to be unconstitutional or illegal, all other provisions of this Agreement shall remain in full force and effect for the duration of this Agreement.

E. Previous Agreement

It is agreed that this Agreement contains the full and complete content between the Board and WCATS on all bargainable issues. All prior contract agreements, including any written and/or verbal commitments, on any issue are void and of no force and effect.

F. Negotiations and Reopening Contract

1. Negotiations covering a future agreement shall not commence prior to January 15, 2021, unless an earlier date is mutually agreed upon by the parties.

ARTICLE XIII. ACCEPTANCE OF AGREEMENT

A. The Agreement shall be effective July 1, 2018, and shall expire, subject to the terms-of this Agreement, on June 30, 2021.

B. IN WITNESS WHEREOF:

For the
West Central Association of Teachers and Staff

For the
Board of Education,
West Central School District #235

Co-President

President

Co-President

Secretary

Dates Approved:

Approved by WCATS _____

Approved by the Board _____

APPENDIX A - SICK LEAVE BANK GUIDELINES AND FORMS

WEST CENTRAL CUSD #235 SICK LEAVE BANK GUIDELINES

Purpose of the Bank

The intent of this Sick Leave Bank is to provide sick leave benefits to those members who personally incur a period of extended illness, injury or hospitalization. Short term illnesses or elective surgery are not subject to the use of the following Sick Leave Bank provisions. It is not the purpose of this bank to provide additional days to employees who have exhausted their accumulated sick leave and are applying for days because of colds, sore throats, flu, or some other temporary, commonplace illness.

Eligibility and Membership

1. Any employee covered under the terms of the contract between the WCATS and the District #235 Board of Education shall be eligible to participate in this voluntary Sick Leave Bank. New participants in the voluntary sick leave bank shall submit written notice by August 30th of intent to so participate on the form provided by the administration.
2. Except for those employees hired after the first day of the school year, each August 30th will be the last day to join the Bank. Those employed during the school year and eligible for membership will have two weeks from the first day of continuous on-the-job employment to join the bank. All newly employed employees shall be provided a Sick Leave Bank enrollment form from the Central Office by the first day of their continuous employment.
3. Membership is automatically renewed each year unless a member submits written notice of cancellation by August 30th of the school year in which cancellation is desired. A participant may cancel membership by so indicating in writing directed to the attention of the chairperson of the Sick Leave Bank committee. Cancellation of membership, regardless of reason, shall mean forfeiture of any claim to contributed days and benefits of membership.

Operation of the Bank

1. One (1) sick leave days (non-refundable) are donated to the bank by each member at the beginning of the first year of membership. The member will have the one day deducted from his/her personally accumulated sick leave on the day he/she joins the bank.
2. The maximum number of days in the Bank shall not exceed two hundred (220) days.
3. In no case shall the Bank provide more than forty (40) days for the benefit of one member per school year and no more than eighty (80) days during the teachers employment in the West Central CUSD #235. Each withdrawal shall not be more than twenty (20) school days per request.
4. If the number of available days in the Bank falls below fifty (50) days, then each current member will have one (1) day (non-refundable) deducted from his/her personally accumulated sick leave and these days added to the Bank.

How to Use the Bank

1. A member will be eligible for Sick Leave Bank benefits after using up all personally accumulated sick leave, personal leave, vacation leave and one (1) dock day and making a written application to the committee for withdrawal of days from the bank.
2. A member or designated representative of the member shall contact the governing committee in writing, five (5) days prior to the need to draw upon the Bank.

3. The application shall state the reason for the inability to return to work along with a physician's statement specifying the nature of the employee's illness. The application shall also state the number of days to be used from the Bank.
4. The Bank is not applicable to any employee utilizing days for illness in the family except in emergency situations following approval of the Superintendent.
5. Authorized withdrawals by participating employees from the Sick Leave Bank shall be made only upon approval of the majority of the members of the Sick Leave Bank committee, and their decision shall be final.
6. Any member who is absent for illness or injury due to a work related accident (which is compensable under the Illinois Workers' Compensation Act), may not avail himself/herself of any benefits under the Bank. Employees, whom are on any Board approved leaves of absence, including leave under the Family Medical Leave Policy, shall be ineligible to withdraw from the Sick Leave Bank.
7. The voluntary Sick Leave Bank shall not be subject to the grievance procedure contained in the contract between the WCATS and the West Central CUSD #235 Board of Education.

Governing Committee

1. Three members of the WCATS, one administrator and one Board member, shall act as the Governing Committee in all matters that concern policies of use of the Sick Leave Bank.
2. Before granting the request to withdraw days from the Sick Leave Bank, the Governing Committee must elicit affirmative answers to the following:
 - A. Is the employee listed as a current member of the Sick Leave Bank?
 - B. Has the employee exhausted his/her personally accumulated sick leave, personal leave, vacation leave and been docked one (1) day of pay?
 - C. Is the absence from work due to a catastrophic illness? (This program would not be used for short term illness.)

Repayment

1. Members who must use days from the bank will not be required to repay days to the Bank.

APPENDIX A - SICK LEAVE BANK GUIDELINES AND FORMS
(Page 3)

WEST CENTRAL CUSD #235
REQUEST TO USE SICK BANK DAY

Employee Name _____ Date _____

Requested Date(s) for use of Sick Leave Bank _____

Phone number where you can be reached on the day prior to the beginning date(s) you would like to use Sick Bank days: _____

In order to be eligible for use of a Sick Bank day, you must have used all of your personally accumulated sick leave, personal leave, vacation leave and be docked one (1) day of pay.

Request for use of Sick Bank days must be turned in to the Unit Office five (5) days prior to the need for a Sick Bank day.

I, _____ have met the above requirements.

Please include an explanation of your reasons for needing a Sick Bank day. Submit a Doctor's statement where illness is involved.

Employee Signature _____

WC CUSD #235 Sick Leave Bank Committee Members:

- Paula Markey, Superintendent
- , Board Member
- , WCATS Vice-President
- , WCATS Secretary
- , WCATS Non-Certified Representative

FOR OFFICE USE ONLY

_____ () has been approved () has not been approved to use Sick

Leave Bank days for the date (s) of _____.

Governing Committee Member _____

APPENDIX B – SALARY SCHEDULE – CERTIFIED STAFF

2018-2019 CERTIFIED SALARY SCHEDULE								
Experience	BS+0	BS+8	BS+16	BS+24	MS+0	MS+8	MS+16	MS+24
0	\$33,721	\$34,097	\$34,472	\$34,848	\$35,976	\$36,352	\$36,727	\$37,101
1	\$34,260	\$34,636	\$35,011	\$35,387	\$36,515	\$36,891	\$37,266	\$37,640
2	\$34,799	\$35,175	\$35,550	\$35,925	\$37,053	\$37,430	\$37,805	\$38,179
3	\$35,337	\$35,714	\$36,089	\$36,464	\$37,592	\$37,968	\$38,344	\$38,718
4	\$35,875	\$36,252	\$36,627	\$37,002	\$38,129	\$38,506	\$38,882	\$39,256
5	\$36,413	\$36,790	\$37,165	\$37,541	\$38,668	\$39,043	\$39,420	\$39,794
6	\$37,314	\$37,694	\$38,074	\$38,452	\$39,591	\$39,970	\$40,350	\$40,724
7	\$37,857	\$38,238	\$38,617	\$38,997	\$40,135	\$40,514	\$40,893	\$41,267
8	\$38,402	\$38,782	\$39,162	\$39,541	\$40,679	\$41,059	\$41,439	\$41,813
9	\$38,946	\$39,325	\$39,705	\$40,084	\$41,222	\$41,603	\$41,982	\$42,356
10	\$39,490	\$39,870	\$40,248	\$40,628	\$41,767	\$42,146	\$42,526	\$42,900
11	\$40,519	\$40,903	\$41,288	\$41,671	\$42,823	\$43,209	\$43,592	\$43,966
12	\$41,071	\$41,454	\$41,837	\$42,222	\$43,374	\$43,758	\$44,142	\$44,516
13	\$41,622	\$42,005	\$42,389	\$42,774	\$43,926	\$44,309	\$44,694	\$45,068
14	\$42,171	\$42,556	\$42,939	\$43,324	\$44,477	\$44,860	\$45,244	\$45,618
15	\$42,722	\$43,106	\$43,489	\$43,874	\$45,027	\$45,410	\$45,794	\$46,168
16	\$43,272	\$43,656	\$44,040	\$44,424	\$45,576	\$45,961	\$46,344	\$46,718
17	\$43,823	\$44,206	\$44,590	\$44,975	\$46,127	\$46,511	\$46,894	\$47,268
18	\$44,374	\$44,757	\$45,143	\$45,526	\$46,678	\$47,062	\$47,446	\$47,820
19	\$44,924	\$45,308	\$45,692	\$46,077	\$47,229	\$47,612	\$47,996	\$48,370
20	\$45,474	\$45,858	\$46,243	\$46,627	\$47,779	\$48,162	\$48,546	\$48,920
21	\$46,030	\$46,413	\$46,798	\$47,176	\$48,328	\$48,713	\$49,096	\$49,470
22	\$46,585	\$46,968	\$47,354	\$47,727	\$48,879	\$49,263	\$49,648	\$50,022
23	\$47,140	\$47,523	\$47,909	\$48,278	\$49,430	\$49,815	\$50,199	\$50,573
24	\$47,695	\$48,078	\$48,464	\$48,829	\$49,981	\$50,364	\$50,749	\$51,123
25	\$48,250	\$48,634	\$49,019	\$49,379	\$50,531	\$50,914	\$51,300	\$51,674
26	\$48,805	\$49,189	\$49,574	\$49,933	\$51,081	\$51,465	\$51,849	\$52,223
27	\$49,361	\$49,744	\$50,129	\$50,487	\$51,631	\$52,015	\$52,400	\$52,774
28	\$49,916	\$50,299	\$50,685	\$51,041	\$52,182	\$52,568	\$52,951	\$53,325
29	\$50,471	\$50,854	\$51,240	\$51,595	\$52,733	\$53,118	\$53,501	\$53,875
30					\$53,283	\$53,668	\$54,052	\$54,426
31					\$53,834	\$54,218	\$54,601	\$54,975
32					\$54,383	\$54,768	\$55,151	\$55,525
33					\$54,934	\$55,319	\$55,703	\$56,077
34					\$55,486	\$55,870	\$56,254	\$56,628
35					\$56,036	\$56,420	\$56,804	\$57,178

APPENDIX B – SALARY SCHEDULE – CERTIFIED STAFF

2019-2020 CERTIFIED SALARY SCHEDULE								
Experience	BS+0	BS+8	BS+16	BS+24	MS+0	MS+8	MS+16	MS+24
0	\$34,733	\$35,120	\$35,506	\$35,894	\$37,055	\$37,442	\$37,829	\$38,214
1	\$35,288	\$35,675	\$36,062	\$36,449	\$37,610	\$37,997	\$38,384	\$38,769
2	\$35,843	\$36,230	\$36,617	\$37,003	\$38,164	\$38,553	\$38,939	\$39,324
3	\$36,397	\$36,786	\$37,172	\$37,558	\$38,719	\$39,107	\$39,494	\$39,879
4	\$36,951	\$37,340	\$37,726	\$38,112	\$39,273	\$39,661	\$40,048	\$40,433
5	\$37,505	\$37,894	\$38,280	\$38,667	\$39,828	\$40,215	\$40,602	\$40,987
6	\$38,433	\$38,825	\$39,216	\$39,606	\$40,778	\$41,170	\$41,561	\$41,946
7	\$38,993	\$39,385	\$39,775	\$40,166	\$41,339	\$41,729	\$42,120	\$42,505
8	\$39,555	\$39,946	\$40,337	\$40,727	\$41,900	\$42,291	\$42,682	\$43,067
9	\$40,114	\$40,505	\$40,896	\$41,287	\$42,459	\$42,851	\$43,241	\$43,627
10	\$40,675	\$41,066	\$41,456	\$41,847	\$43,020	\$43,411	\$43,802	\$44,187
11	\$41,734	\$42,130	\$42,526	\$42,921	\$44,108	\$44,505	\$44,900	\$45,285
12	\$42,303	\$42,698	\$43,093	\$43,489	\$44,675	\$45,071	\$45,466	\$45,851
13	\$42,870	\$43,265	\$43,661	\$44,057	\$45,244	\$45,639	\$46,035	\$46,420
14	\$43,437	\$43,833	\$44,227	\$44,623	\$45,811	\$46,206	\$46,601	\$46,986
15	\$44,004	\$44,399	\$44,794	\$45,191	\$46,377	\$46,772	\$47,168	\$47,553
16	\$44,570	\$44,966	\$45,361	\$45,757	\$46,944	\$47,340	\$47,734	\$48,120
17	\$45,138	\$45,532	\$45,927	\$46,324	\$47,511	\$47,906	\$48,301	\$48,686
18	\$45,705	\$46,100	\$46,497	\$46,892	\$48,078	\$48,474	\$48,869	\$49,254
19	\$46,271	\$46,667	\$47,063	\$47,459	\$48,646	\$49,041	\$49,435	\$49,821
20	\$46,839	\$47,233	\$47,630	\$48,025	\$49,212	\$49,607	\$50,003	\$50,388
21	\$47,410	\$47,805	\$48,202	\$48,592	\$49,778	\$50,174	\$50,569	\$50,954
22	\$47,982	\$48,377	\$48,774	\$49,159	\$50,346	\$50,741	\$51,138	\$51,523
23	\$48,554	\$48,949	\$49,346	\$49,726	\$50,913	\$51,309	\$51,705	\$52,090
24	\$49,126	\$49,521	\$49,918	\$50,294	\$51,480	\$51,875	\$52,271	\$52,656
25	\$49,698	\$50,093	\$50,490	\$50,860	\$52,047	\$52,442	\$52,839	\$53,224
26	\$50,270	\$50,664	\$51,061	\$51,431	\$52,613	\$53,009	\$53,405	\$53,790
27	\$50,841	\$51,236	\$51,633	\$52,002	\$53,180	\$53,575	\$53,972	\$54,357
28	\$51,413	\$51,808	\$52,205	\$52,572	\$53,748	\$54,145	\$54,540	\$54,925
29	\$51,985	\$52,380	\$52,777	\$53,143	\$54,315	\$54,711	\$55,106	\$55,491
30					\$54,881	\$55,278	\$55,673	\$56,058
31					\$55,449	\$55,845	\$56,240	\$56,625
32					\$56,015	\$56,411	\$56,806	\$57,191
33					\$56,582	\$56,978	\$57,374	\$57,759
34					\$57,151	\$57,546	\$57,942	\$58,327
35					\$57,717	\$58,113	\$58,508	\$58,893

APPENDIX B – SALARY SCHEDULE – CERTIFIED STAFF

2020-2021 CERTIFIED SALARY SCHEDULE								
Experience	BS+0	BS+8	BS+16	BS+24	MS+0	MS+8	MS+16	MS+24
0	\$35,775	\$36,174	\$36,572	\$36,971	\$38,167	\$38,566	\$38,964	\$39,360
1	\$36,347	\$36,746	\$37,143	\$37,542	\$38,738	\$39,137	\$39,535	\$39,932
2	\$36,918	\$37,317	\$37,715	\$38,113	\$39,309	\$39,709	\$40,107	\$40,504
3	\$37,489	\$37,889	\$38,287	\$38,685	\$39,881	\$40,280	\$40,679	\$41,076
4	\$38,060	\$38,460	\$38,858	\$39,256	\$40,452	\$40,851	\$41,250	\$41,646
5	\$38,630	\$39,030	\$39,428	\$39,827	\$41,023	\$41,421	\$41,820	\$42,217
6	\$39,586	\$39,989	\$40,392	\$40,794	\$42,002	\$42,405	\$42,808	\$43,204
7	\$40,163	\$40,567	\$40,969	\$41,371	\$42,579	\$42,981	\$43,384	\$43,781
8	\$40,741	\$41,144	\$41,547	\$41,949	\$43,157	\$43,559	\$43,962	\$44,359
9	\$41,317	\$41,720	\$42,123	\$42,525	\$43,733	\$44,137	\$44,539	\$44,935
10	\$41,895	\$42,298	\$42,700	\$43,102	\$44,310	\$44,713	\$45,116	\$45,513
11	\$42,987	\$43,394	\$43,802	\$44,209	\$45,431	\$45,840	\$46,247	\$46,644
12	\$43,572	\$43,979	\$44,385	\$44,793	\$46,016	\$46,423	\$46,830	\$47,227
13	\$44,156	\$44,563	\$44,971	\$45,379	\$46,601	\$47,008	\$47,416	\$47,812
14	\$44,740	\$45,148	\$45,554	\$45,962	\$47,185	\$47,592	\$47,999	\$48,396
15	\$45,324	\$45,731	\$46,137	\$46,546	\$47,769	\$48,175	\$48,583	\$48,980
16	\$45,907	\$46,315	\$46,722	\$47,130	\$48,352	\$48,760	\$49,166	\$49,563
17	\$46,492	\$46,898	\$47,305	\$47,714	\$48,936	\$49,343	\$49,750	\$50,147
18	\$47,076	\$47,483	\$47,892	\$48,298	\$49,521	\$49,929	\$50,335	\$50,732
19	\$47,659	\$48,067	\$48,475	\$48,883	\$50,105	\$50,512	\$50,919	\$51,315
20	\$48,244	\$48,650	\$49,059	\$49,466	\$50,688	\$51,095	\$51,503	\$51,900
21	\$48,833	\$49,239	\$49,648	\$50,049	\$51,272	\$51,679	\$52,086	\$52,483
22	\$49,422	\$49,828	\$50,237	\$50,634	\$51,856	\$52,263	\$52,672	\$53,068
23	\$50,011	\$50,417	\$50,826	\$51,218	\$52,440	\$52,848	\$53,256	\$53,653
24	\$50,600	\$51,006	\$51,415	\$51,803	\$53,025	\$53,432	\$53,839	\$54,236
25	\$51,189	\$51,595	\$52,004	\$52,386	\$53,608	\$54,015	\$54,424	\$54,821
26	\$51,778	\$52,184	\$52,593	\$52,974	\$54,191	\$54,599	\$55,007	\$55,404
27	\$52,367	\$52,773	\$53,182	\$53,562	\$54,776	\$55,182	\$55,591	\$55,988
28	\$52,956	\$53,362	\$53,771	\$54,149	\$55,360	\$55,769	\$56,176	\$56,573
29	\$53,545	\$53,951	\$54,360	\$54,737	\$55,945	\$56,352	\$56,759	\$57,156
30					\$56,528	\$56,937	\$57,343	\$57,740
31					\$57,112	\$57,520	\$57,927	\$58,323
32					\$57,695	\$58,103	\$58,510	\$58,907
33					\$58,280	\$58,688	\$59,095	\$59,492
34					\$58,865	\$59,272	\$59,680	\$60,077
35					\$59,449	\$59,856	\$60,263	\$60,660

APPENDIX C - CERTIFIED STAFF LISTING OF THOSE OFF SCHEDULE/GRAY BOX

LIST OF EMPLOYEES OFF SALARY SCHEDULE BOX	
EMPLOYEE	2018-2019
	\$56,231
	\$51,786

LIST OF EMPLOYEES OFF SALARY SCHEDULE BOX	
EMPLOYEE	2019-2020
	\$58,480
	\$53,857

LIST OF EMPLOYEES OFF SALARY SCHEDULE BOX	
EMPLOYEE	2020-2021
	\$60,819
	\$56,011

APPENDIX D – EXTRA-CURRICULAR SALARY SCHEDULE

HIGH SCHOOL ACTIVITIES		
Activity/Position	Number of Positions	2018-2021
Athletic Director	1	\$4,221
Football – Head Coach	1	\$4,221
Football – Assistant Coach (Each)	3	\$3,014
Volleyball – Head Coach	1	\$4,221
Volleyball – Assistant Coach	1	\$3,014
Boys’ Basketball – Head Coach	1	\$4,523
Boys’ Basketball – Assistant Coach	1	\$3,014
Girls’ Basketball – Head Coach	1	\$4,523
Girls’ Basketball – Assistant Coach	1	\$3,014
Baseball – Head Coach	1	\$3,619
Baseball – Assistant Coach	1	\$2,654
Softball – Head Coach	1	\$3,619
Softball – Assistant Coach	1	\$2,654
Track – Boys’ Coach	1	\$2,773
Track – Girls’ Coach	1	\$2,773
Golf – Head Coach	1	\$2,410
Golf – Assistant Coach	1	\$1,206
Cheerleading – Football	1	\$903
Cheerleading – Basketball	1	\$1,445
Dance – Football	1	\$543
Dance – Basketball	1	\$783
Scholastic Bowl	1	\$1,445
Student Council	1	\$2,049
Speech	1	\$874
National Honor Society	1	\$843
Yearbook	1	\$1,445
FHA/FCCLA	1	\$421
FFA	1	\$2,251
Science Club/Ecology	1	\$421
Art Club	1	\$1,084
WYSE	1	\$1,084
FBLA	1	\$661
Spanish Club	1	\$240
Musical	1	\$1,206
Musical Assistant	1	\$964
Play Director	1	\$964
Madrigals	1	\$964
Vocal Music Activities	1	\$1,024
Instrumental Music Activities	1	\$1,206
Senior Class Sponsor (Each)	2	\$240
Junior Class Sponsor (Split Equally)	2	\$2,410
Sophomore Class Sponsor (Each)	2	\$240
Freshmen Class Sponsor (Each)	2	\$240

MIDDLE SCHOOL ACTIVITIES		
Activity/Position	Number of Positions	2018-2021
Football – Head Coach	1	\$2,410
Football – Assistant Coach	1	\$1,808
Volleyball – 8 th Grade Coach	1	\$2,110
Volleyball – 7 th Grade Coach	1	\$2,110
Volleyball – 6 th Grade Coach	1	\$1,124
Boys’ Basketball – 8 th Grade Coach	1	\$2,471
Boys’ Basketball – 7 th Grade Coach	1	\$2,471
Boys’ Basketball – 6 th Grade Coach	1	\$1,124
Girls’ Basketball – 8 th Grade Coach	1	\$2,471
Girls’ Basketball – 7 th Grade Coach	1	\$2,471
Girls’ Basketball – 6 th Grade Coach	1	\$1,124
Baseball – Head Coach	1	\$1,688
Baseball – Assistant Coach	1	\$1,206
Track – Boys’ Coach	1	\$2,170
Track – Girls’ Coach	1	\$2,170
Cheerleading	1	\$1,688
Scholastic Bowl	1	\$1,445
Student Council (Each)	2	\$1,024
Science Olympiad	1	\$1,445
Science Fair	1	\$481
Math Club	1	\$903
Speech	1	\$874
Assistant Speech	1	\$874
Art Club	1	\$964
Play Director	1	\$964
Assistant Play Director	1	\$964
Vocal Music Activities	1	\$1,206
Instrumental Music Activities	1	\$1,206
Enrichment (Each)	2	\$1,688

ELEMENTARY SCHOOL ACTIVITIES		
Activity/Position	Number of Positions	2018-2021
Enrichment (Each)	2	\$1,688

APPENDIX E - SALARY SCHEDULE/ COMPENSATION SCALE SUPPORT STAFF

2018-2019

POSITION	PAY RATE
ASSOCIATES	
1 TO 5 YEARS	\$12.98
6 TO 10 YEARS	\$13.50
11 TO 15 YEARS	\$14.16
16 TO 20 YEARS	\$14.69
21 TO 25 YEARS	\$15.21
26 TO 30 YEARS	\$15.74
31 YEARS AND UP	\$16.26
SECRETARIES	
1 TO 5 YEARS	\$13.35
6 TO 10 YEARS	\$13.87
11 TO 15 YEARS	\$14.52
16 TO 20 YEARS	\$15.06
21 TO 25 YEARS	\$15.58
26 TO 30 YEARS	\$16.11
31 YEARS AND UP	\$16.63
COOKS	
1 TO 5 YEARS	\$11.21
6 TO 10 YEARS	\$11.73
11 TO 15 YEARS	\$12.36
16 TO 20 YEARS	\$12.89
21 TO 25 YEARS	\$13.41
26 TO 30 YEARS	\$13.94
31 YEARS AND UP	\$14.46
HEAD COOK	
1 TO 5 YEARS	\$15.59
6 TO 10 YEARS	\$16.11
11 TO 15 YEARS	\$16.79
16 TO 20 YEARS	\$17.31
21 TO 25 YEARS	\$17.84
26 TO 30 YEARS	\$18.36
31 YEARS AND UP	\$18.89
CUSTODIANS/MAINTENANCE	
1 TO 5 YEARS	\$12.57
6 TO 10 YEARS	\$13.09
11 TO 15 YEARS	\$13.74
16 TO 20 YEARS	\$14.27
21 TO 25 YEARS	\$14.79
26 TO 30 YEARS	\$14.27
31 YEARS AND UP	\$15.84
HEAD CUSTODIAN(S)/GROUNDS	
1 TO 5 YEARS	\$17.47

6 TO 10 YEARS	\$17.99
11 TO 15 YEARS	\$18.69
16 TO 20 YEARS	\$19.22
21 TO 25 YEARS	\$19.74
26 TO 30 YEARS	\$20.27
31 YEARS AND UP	\$20.79
BUS MAINTENANCE	\$40,782.66

APPENDIX E - SALARY SCHEDULE/ COMPENSATION SCALE SUPPORT STAFF

2019-2020

POSITION	PAY RATE
ASSOCIATES	
1 TO 5 YEARS	\$13.24
6 TO 10 YEARS	\$13.77
11 TO 15 YEARS	\$14.44
16 TO 20 YEARS	\$14.98
21 TO 25 YEARS	\$15.51
26 TO 30 YEARS	\$16.05
31 YEARS AND UP	\$16.58
SECRETARIES	
1 TO 5 YEARS	\$13.62
6 TO 10 YEARS	\$14.15
11 TO 15 YEARS	\$14.82
16 TO 20 YEARS	\$15.36
21 TO 25 YEARS	\$15.89
26 TO 30 YEARS	\$16.43
31 YEARS AND UP	\$16.96
COOKS	
1 TO 5 YEARS	\$11.43
6 TO 10 YEARS	\$11.96
11 TO 15 YEARS	\$12.61
16 TO 20 YEARS	\$13.15
21 TO 25 YEARS	\$13.68
26 TO 30 YEARS	\$14.22
31 YEARS AND UP	\$14.75
HEAD COOK	
1 TO 5 YEARS	\$15.90
6 TO 10 YEARS	\$16.43
11 TO 15 YEARS	\$17.12
16 TO 20 YEARS	\$17.66
21 TO 25 YEARS	\$18.20
26 TO 30 YEARS	\$18.73
31 YEARS AND UP	\$19.27
CUSTODIANS/MAINTENANCE	
1 TO 5 YEARS	\$12.82
6 TO 10 YEARS	\$13.35
11 TO 15 YEARS	\$14.01
16 TO 20 YEARS	\$14.56
21 TO 25 YEARS	\$15.09
26 TO 30 YEARS	\$14.56
31 YEARS AND UP	\$16.16
HEAD CUSTODIAN(S)/GROUNDS	
1 TO 5 YEARS	\$17.82

6 TO 10 YEARS	\$18.35
11 TO 15 YEARS	\$19.06
16 TO 20 YEARS	\$19.60
21 TO 25 YEARS	\$20.13
26 TO 30 YEARS	\$20.67
31 YEARS AND UP	\$21.20
BUS MAINTENANCE	\$41,598.31

APPENDIX E - SALARY SCHEDULE/ COMPENSATION SCALE SUPPORT STAFF

2020-2021

POSITION	PAY RATE
ASSOCIATES	
1 TO 5 YEARS	\$13.51
6 TO 10 YEARS	\$14.05
11 TO 15 YEARS	\$14.73
16 TO 20 YEARS	\$15.28
21 TO 25 YEARS	\$15.82
26 TO 30 YEARS	\$16.37
31 YEARS AND UP	\$16.92
SECRETARIES	
1 TO 5 YEARS	\$13.89
6 TO 10 YEARS	\$14.43
11 TO 15 YEARS	\$15.11
16 TO 20 YEARS	\$15.66
21 TO 25 YEARS	\$16.20
26 TO 30 YEARS	\$16.76
31 YEARS AND UP	\$17.30
COOKS	
1 TO 5 YEARS	\$11.66
6 TO 10 YEARS	\$12.20
11 TO 15 YEARS	\$12.86
16 TO 20 YEARS	\$13.41
21 TO 25 YEARS	\$13.95
26 TO 30 YEARS	\$14.51
31 YEARS AND UP	\$15.05
HEAD COOK	
1 TO 5 YEARS	\$16.22
6 TO 10 YEARS	\$16.76
11 TO 15 YEARS	\$17.47
16 TO 20 YEARS	\$18.01
21 TO 25 YEARS	\$18.56
26 TO 30 YEARS	\$19.10
31 YEARS AND UP	\$19.65
CUSTODIANS/MAINTENANCE	
1 TO 5 YEARS	\$13.07
6 TO 10 YEARS	\$13.62
11 TO 15 YEARS	\$14.29
16 TO 20 YEARS	\$14.85
21 TO 25 YEARS	\$15.39
26 TO 30 YEARS	\$14.85
31 YEARS AND UP	\$16.48
HEAD CUSTODIAN(S)/GROUNDS	
1 TO 5 YEARS	\$18.18

6 TO 10 YEARS	\$18.72
11 TO 15 YEARS	\$19.44
16 TO 20 YEARS	\$19.99
21 TO 25 YEARS	\$20.53
26 TO 30 YEARS	\$21.09
31 YEARS AND UP	\$21.63
BUS MAINTENANCE	\$42,430.28

**APPENDIX F – SUPPORT STAFF LISTING OF THOSE OFF SCHEDULE
List of Exempt Support Staff Employees**

EMPLOYEE	2018-2019 PAY RATE
	\$16.91
	\$16.91

EMPLOYEE	2019-2020 PAY RATE
	\$17.25
	\$17.25

EMPLOYEE	2020-2021 PAY RATE
	\$17.60
	\$17.60