

MASTER CONTRACT

BETWEEN THE

LINCOLNSHIRE-PRAIRIE VIEW TEACHERS' ASSOCIATION

AND THE

BOARD OF EDUCATION OF

LINCOLNSHIRE-PRAIRIE VIEW SCHOOL DISTRICT 103

FOR THE YEARS

2018-2019

2019-2020

2020-2021



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ARTICLE 1 - RECOGNITION

A - Recognition

The Board of Education of School District 103, Lake County, Illinois, hereinafter referred to as the "Board" recognizes the Lincolnshire-Prairie View Teachers' Association, affiliated with the Illinois Education Association and the National Education Association, hereinafter referred to as the "Association," as the exclusive negotiations agent for all regularly employed licensed personnel with the exception of the Superintendent, Assistant Superintendent, Business Manager, Principals, non-licensed staff, independent consultants, teacher aides, substitutes, and any other supervisory or administrative non-teaching personnel having the authority to hire, transfer, assign, promote, discharge, or discipline other employees or effectively to recommend such action. The Association recognizes the Board as the exclusive negotiations agent for the District.

Further, it is agreed that the Association and the Board shall negotiate in good faith only the following items:

1. Salaries
2. Related economic conditions of employment (fringe benefits)
3. Grievance procedure
4. Negotiations procedure
5. Recognition Agreement
6. Effect of Agreement
7. Duration of Agreement
8. Hours and terms and conditions of employment
9. Other items mutually agreed upon between the Board and Association

10. All items contained within the Educational Labor Relations Act, Chapter 48, Illinois Revised Statutes.

B - Definitions

Employee/Teacher: Any licensed individual employed by the employer herein under written job descriptions

Part-Time Employee: Fully licensed teachers included in the bargaining unit, working on other than a full-time basis, shall be provided on a prorated basis, where applicable, all benefits and conditions, specified in this Agreement, based on the amount of part-time employment.

Superintendent: The title Superintendent shall indicate the Superintendent of Schools or his/her designee.

Employer: The term Employer shall indicate the Board.

Association: The term Association shall indicate the sole and exclusive bargaining agent.

Days: Days are defined as calendar days, unless otherwise noted.

ARTICLE 2 – NEGOTIATIONS

A - Ongoing Administration of Contract

Representatives of the Employer and the Association will meet each month for the purpose of reviewing the administration of the contract and to resolve problems that may arise. These meetings are not intended to by-pass the grievance procedure. Each party will submit to the other, on or before the Friday prior to the meeting, an agenda covering matters they wish discussed. Should such a meeting result in a mutually acceptable amendment to the Agreement, the amendment shall be reduced to writing, ratified by the Employer and the Association, signed, and appended to this agreement.

B - Bargaining Notification

The parties shall commence bargaining for a successor agreement on or about January 15, 2021 and shall bargain as per the Illinois Educational Labor Relations Act and its Rules and Regulations.

C - Negotiations Procedure

1. Neither party in any negotiations shall have any control over the selection of the negotiating representatives of the other party.
2. Negotiations shall begin no later than January 15, 2021, when and if applicable, unless both parties agree to an alternate date. Meetings shall be held as necessary at times and places agreed to by both parties.
3. The date, time, place, and agenda of the next meeting shall be established before any adjournment of any meeting.
4. Both parties understand and agree to negotiate in good faith.

5. It is the mutual responsibility of the Board and the Association that their representative negotiation agents shall be authorized with the necessary power and authority to make and consider proposals, counter proposals, and tentative agreements.
6. All negotiating meetings shall be closed.
7. All tentative agreements shall be written and signed by the spokesmen of their respective teams at the meeting the tentative agreement is reached. Initialed copies shall be given to each negotiating team, and shall not be considered binding until ratified by the Board and Association.
8. The Board shall not discriminate against any employee with respect to hours, wages, and terms and conditions of employment for reasons of membership in the Association or participation in negotiations with the Board.

ARTICLE 3 - GRIEVANCE PROCEDURE

A - Primary Purpose

The primary purpose of this Grievance Procedure is to secure at the lowest level possible an acceptable solution to the problems of the parties covered by this Agreement.

B - Definitions

Grievance: A grievance shall be any claim that there has been a violation, misapplication, or misinterpretation of a provision(s) of this Agreement.

Days: Days as defined in Article 3 are days in which the business office is open.

C - Procedures

Step 1: A grievance must be filed within 30 days of the alleged aggrieved event. If winter break or spring break occurs within this 30 day period, the grievance timeline will be extended by the number of days of said break. If the grievance is not completed prior to the summer break, the timeline will resume once the next school year begins. The grievant may present the grievance in writing to the immediately involved supervisor, who will arrange for a meeting to take place within ten (10) days after receipt of the grievance. The Association's representative, the grievant, and the immediately involved supervisor shall be present for the meeting. Within ten (10) days of the meeting, the grievant and the Association shall be provided with the supervisor's written response, including the reasons for the decision.

Step 2: If the grievance is not resolved at Step 1, then the Association may refer the grievance to the Superintendent or the Superintendent's official designee

within ten (10) days after the receipt of the Step 1 answer. The Superintendent shall arrange with the Association representative for a meeting to take place within ten (10) days of the Superintendent's receipt of the appeal. Within ten (10) days of the meeting, the Association shall be provided with the Superintendent's written response, including the reasons for the decision.

Step 3: If the Association is not satisfied with the disposition of the grievance at Step 2, the Association may submit the grievance to final and binding arbitration. If a demand for arbitration is not filed with the Employer within thirty (30) days of the date of the Step 2 answer, then the grievance shall be deemed withdrawn. If within fifteen (15) days of the filing of the demand with the employer the parties cannot agree on an arbitrator, the demand shall be submitted to the American Arbitration Association which shall act as the administrator of the proceedings.

D - Bypass

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

E - Class Grievance

Grievances may be initiated and/or conducted by the Association. The Superintendent, at his discretion, shall conduct a conference with the teachers making the complaint. The Association President(s) may be present.

F - No Reprisals Clause

No reprisals shall be taken by the Employer against any Employee because of the Employee's initiation, participation or refusal to participate in any grievance, complaint, or proceeding under this Agreement.

G - Filing of Materials

All records related to a grievance shall be filed separately from the personnel files of the Employee(s).

H - Grievance Withdrawal

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

I - No Written Response

Failure of the Administration to act within the time limits set forth shall allow the aggrieved to proceed to the next step of the procedure. Failure of the aggrieved to act within the time limits set forth shall preclude further appeal of the grievance.

J - Costs

The fees and expenses of the arbitrator shall be shared equally by the parties.

K - Postponement

If only one party requests a postponement of an arbitration hearing, that party shall bear the cost of such postponement.

L - Settlement

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

ARTICLE 4 - EFFECT OF AGREEMENT

A - Complete Understanding

The terms and conditions set forth in this Agreement represent the full and complete understanding between the parties.

B - Contractual Amendments

This Agreement shall constitute a binding obligation of both the Employer and the Association and for the duration hereof may be altered, changed, added to, deleted from, or modified only by a majority vote by the Board and the Association membership.

C - Contract vs. Board Policy

All Employer policies shall be in conformity with the provisions of this Agreement.

D - Savings Clause

Should any article, section, or clause of this Agreement be declared illegal by a court of competent jurisdiction, then such provision or application shall not be deemed valid and subsisting, except to the extent permitted by the law; and all other provisions or applications shall continue in full force and effect.

ARTICLE 5 - CONTINUITY OF OPERATIONS

A - No Strike Provision

Neither the Association nor any Employee shall engage in a strike during the duration of this Agreement.

ARTICLE 6 - TEACHERS' RIGHTS

A - School Code Rights

Except as is specifically provided in this Agreement, nothing contained herein shall be construed to deny any teacher rights he/she may have under The School Code or under other applicable laws and regulations.

B - Right to Organize and Participate

Teachers have the right to organize, join, and assist the Association; participate in negotiations with the Employer; and to engage in activities individually or in concert for the purpose of establishing, maintaining, protecting, or improving conditions of service or quality of the educational environment.

C - Employee Notification of Assignments

An employee shall be given written notice of his/her assignments for the forthcoming year as soon as practical and no later than two weeks before the end of the current school year. In the event changes in such assignments are proposed, the teacher affected shall be notified promptly and consulted. Unless an emergency situation arises, teacher assignments shall not change 40 days prior to the commencement of the next school term.

D - School Grounds Departure

Teachers shall be permitted to leave the school grounds during any preparation period or lunch break after notifying the building principal, or designee. The principal has the right to refuse or limit the period of absence if it is deemed necessary to safeguard the health and welfare of students.

E - Review of Personnel File

Each teacher shall have the right, upon request, to review the contents of his/her permanent personnel file which shall minimally contain evaluation, both formal and informal, and remediation documentation.

The teacher shall be given a copy of any material added to his/her personnel file within five (5) working days of the date of such additions. The teacher has the right to respond, in writing, to any material filed within the aforesaid file within ten (10) working days of same.

Such review of permanent personnel file shall occur during the regular business hours, in the presence of a designated employee of the Board, during a time when the teacher is not otherwise assigned, and by appointment.

This section shall not be applicable to any evaluative or reference information received by the Board prior to the teacher's first employment day in the District.

F - Complaints

An employee shall be advised promptly of any complaint against him/her that could result in disciplinary action. At that time, the employee shall also be notified of the name(s) of the person(s) making the complaint. If requested by an employee, an employee/administrator conference shall be held, and no disciplinary action shall be taken against an employee prior to this conference. The teacher (employee) may request a conference with the person(s) making the complaint at which time the administrator shall also be present. If such a conference is conducted, the administrator's role shall be to counsel with the parties and seek a solution to the problem which created the complaint.

If the Administration determines the complaint warrants investigation and the subject of the complaint is to be interviewed as part of the Administration's investigation, the Administration shall notify the employee of the investigation through a notice that will state the purpose of the meeting and the time and place for the meeting. The teacher (employee) may have a representative of the Association present at the meeting.

If disciplinary action is taken that would adversely affect the employee's compensation:

- the Superintendent or other administrator will issue a letter to the employee that specifies the disciplinary action to be taken; and
- a copy of the letter of discipline will be placed in the employee's personnel file. The employee may attach a letter of rebuttal to the disciplinary letter in the file within 30 calendar days; and
- a summary of the investigation notes shall be made available to the employee upon written request to the Superintendent.

G - Seniority

Seniority is defined as a teacher's length of continuous service, with exception of Board approved leave, which begins on the date the teacher was first obligated by contract to start work with the District on a full time basis.

Part-time teachers shall acquire seniority on a pro-rata basis. For example: Teaching two years at half time would equal one full year of seniority.

If two or more teachers' seniority is equal, the one whose date of hire is earliest as determined by Board approval, shall have greater seniority. If the date of hire is equal, the teacher receiving tenure first shall have greater seniority. If

date of tenure is equal, total years of any full-time teaching experience (K-12) shall become the deciding factor in determining seniority in the district.

Part Time

Once tenure has been achieved, involuntary part-time service shall not constitute interruption of continuous service. Once tenure has been achieved, voluntary part-time service shall not constitute interruption of continuous service at the discretion of the Board.

Seniority of Tenured Part-Time

The seniority status of teachers reduced to part-time who retain tenure shall not be affected by such reduction, and they shall continue to accumulate seniority on a pro-rated basis beginning September 1, 1983.

Reinstatement of Seniority

That period of time during which a tenured teacher is eligible for recall under the provisions of this Agreement shall not constitute interruption of continuous service.

Leave Replacement

Continuous service in the form of full-time leave replacement shall count toward tenure and seniority, if such service results in regular employment within the district.

H - Vacancy of Position

Vacancies shall be posted online and licensed staff will be notified by email as soon as known or anticipated. This includes existing and newly created positions. Teachers shall have at least seven (7) calendar days from the date of posting to file an application for the vacancy. Qualified and licensed internal

candidates shall be considered and interviewed for vacancies. During the summer months and time permitting, every reasonable effort shall be made to notify interested teachers of these vacancies. Teachers will be notified of internal vacancies in the summer through their district email account.

I - Voluntary Job Transfer

An eligible teacher may apply for a transfer to another position or building where a vacancy exists by filing an application within seven (7) calendar days of the internal posting. Before filling any vacancies, consideration and an interview will be given to said teacher(s). If the transfer request is not granted, the teacher will be informed of the reasons for the decision.

J - Involuntary Job Transfer

Involuntary transfers should be avoided except when primarily used to make more efficient and appropriate use of staff to conduct instructional programs and activities, and will take into account the professional interests and concerns of the teacher.

If a teaching assignment must be changed to a different building, grade level, and/or subject area because of fluctuations in grade level populations (this would not apply for shifting an entire grade level to another building), the principal from whose building a teacher must be transferred shall meet with his/her staff to explain the situation to solicit a voluntary transfer. Teachers considered for the transfer must be properly licensed for the new position. If more than one teacher with the necessary license volunteers, the receiving principal shall make a recommendation to the Superintendent, who will make the final decision on a transfer. If no teacher volunteers for said transfer, the Superintendent, or his or

her designee, shall select the transferee by qualification, licensure, and seniority. Seniority will determine selection in cases when qualification and licensure for two candidates are equal. The supervisor or principal shall meet with the transferred teacher within 14 calendar days to foster a smooth transition. Teachers subjected to an involuntary transfer shall be allowed to return to their previous assignment if the position becomes available within two school years.

K - Part-Time to Full-Time

If part-time positions are eliminated to create full-time positions, the part-time teachers shall be given priority consideration for the full-time position, then all other currently employed teachers will be considered.

L - Job Sharing

The Board will consider job sharing proposals to share a full-time teaching position. Only a tenured teacher may submit a job sharing proposal, which may include a person who is non-tenured as a teaching partner. The proposal shall be submitted to the Superintendent, in writing, by January 15 of the school year preceding the year for which job sharing is being proposed, signed by both of the teachers requesting to share the position and specifying the position sought to be shared. Such requests will be considered by the Superintendent and may be granted on such terms and conditions deemed appropriate by the Board. All job sharing proposals approved by the Board shall be on a yearly basis.

M - Relationship with Teachers' Assistants

If an instructional assistant is to be assigned to a teacher, classroom and/or resource, the building principal shall make a good faith effort to consult with the teacher regarding such assignment. If the teacher is available, such consultation

shall include the interview process and periodic reviews of the instructional assistant. In addition, any teacher who is assigned an assistant may provide input to the appropriate building principal regarding the performance and continued employment of the assistant.

N - Reduction in Force and Recall

Reduction-in-Force will be conducted pursuant to the requirements of Article 24 of the Illinois School Code.

O - Notification

All contracted teachers that are subject to dismissal due to a reduction in force shall receive notice by certified mail, return receipt requested, no later than forty-five (45) calendar days before the end of the school term. This notice shall include a statement of honorable dismissal, referring to the necessary reduction in force.

All contracted teachers who are subject to dismissal due to a reduction in force shall receive written notification and information regarding continuity of health insurance according to State and federal law. Administration shall discuss potential reductions with the employee(s) prior to formal notification.

ARTICLE 7 – ASSOCIATION RIGHTS

A - Association Meeting Place and Time

The Association shall be allowed to use the appropriate meeting space in school buildings during non-school hours where such is available and does not interfere with educational programs. The Superintendent shall be notified at least forty-eight (48) hours in advance of these meetings involving more than ten (10) Association members. The administration, except in the case of emergency, will make every effort to keep the times immediately preceding and during the Association Meeting free from other scheduled teacher and inservice meetings. This request will not affect any administrative meetings that have been scheduled prior to this notification.

1. Regular Meeting Time

The last Thursday of each month, outside the school day, shall be reserved for Association meetings with the exception of Parent-Teacher Conferences. Meeting times will be determined by the Association at the beginning of each school year.

2. Meeting Announcements

Announcements of time and location of Association meetings may be read over the intercom system in each building. Such announcements shall be made at the times regularly scheduled for announcements in each building and may also be placed in the daily teacher bulletin, daily teacher email, and on appropriate bulletin boards.

3. Institute Day Meetings

The Association President(s) shall be allowed to address the Association at a mutually agreed upon time on Institute Days when the Association is assembled in the same place at the same time.

B - Communication Vehicles

For the purpose of internal communication, teacher mailboxes, interschool mail, interschool email, and a bulletin board in the teachers' lounge of each school shall be made available to the Association.

C - Board Meetings

The President(s) of the Association or his/her designee shall be given notice of all regular and special meetings of the Board. The Board packet (inclusive of the agenda) shall be given to the Association President(s) and one Association representative at each building on the same day the Board receives the packet. Board minutes shall be posted to the district website for the Association to access.

D - Association Representatives Leave of Absence

The Association may send up to four (4) representatives to local, state, or national conferences or on other business pertinent to Association affairs. The Association may use a total of eight (8) employee days per school year for this purpose. The Association shall have the right to use an additional two (2) employee days at its option for the purpose of conducting Association business with teachers during non-duty time. Written notification for said leaves shall be submitted to the Superintendent by the President(s) of the Association. These representatives may be excused without loss of salary providing the Association reimburses the Board for the cost of substitutes.

E - Association Meetings with the Superintendent

The Association representatives (Executive Board Members and/or Building Representatives) and the Superintendent shall meet upon request by either party. Either party may request the attendance of additional persons.

The designated Association representatives shall be released from teaching duties for the purpose of attending said meetings, if meetings occur more than once a month.

F - Association Views

The Board encourages the Association to submit its views with respect to changes in the Board's policies or procedures, including educational matters, prior to effecting such changes, and will consider such views in formulating its final decisions.

G - Right of Notification

The Superintendent shall provide the Association President(s) with the name, address, email, and phone number of each new employee upon Board approval of new employee contract.

H - Instructional and Professional Concerns Committee (IPC)

The parties agree to establish an Instructional and Professional Concerns Committee, composed of an equal number of teachers (appointed by the Association) and Board/Administrators (chosen by the Board/Administration). Topics and issues may be brought to the Committee by the Association or the Administration. The Committee will work to resolve concerns and may make recommendations to the Board and the Association that may modify the Agreement or past practice. The Committee will meet 3 times prior to March 15th.

I - Fair Share

Each Bargaining Unit Member, as a condition of his/her employment, on or before thirty (30) days from the date of commencement of duties or the effective date of this Agreement, whichever is later, shall join the Association or pay a fair share fee to the Association equivalent to the amount of dues uniformly required of members of the Association, including local, state and national dues.

In the event that the Bargaining Unit Member does not pay his/her fair share fee directly to the Association by a certain date as established by the Association, the Board shall deduct the fair share fee from the wages of the non-member.

Such fee shall be paid to the Association by the Board no later than ten (10) days following deduction.

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

1. The Employer gives immediate notice of such action in writing to the Association, and permits the Association intervention as a party if it so desires; and
2. The Employer gives full and complete cooperation to the Association and its counsel in securing and giving evidence, obtaining witnesses and making relevant information available at both trial and all appellate levels.

The Association agrees that in any action so defended, it will indemnify and hold harmless the Employer from any liability for damages and costs imposed by

a final judgment of a court or administrative agency as a direct consequence of the Employer's compliance with this Article.

It is expressly understood that this save harmless provision will not apply to any claim, demand, suit or other form of liability which may arise as a result of any type of willful misconduct by the Board or the Board's imperfect execution of the obligations imposed upon it by this Article.

The obligation to pay a fair share fee will not apply to any Employee who, on the basis of a bonafide religious tenet or teaching of a church or a religious body of which such Employee is a member, objects to the payment of a fair share fee to the Association. Upon proper substantiation and collection of the entire fee, the Association will make payment in behalf of the Employee to a mutually agreeable non-religious charitable organization as per Association policy and the Rules and Regulations of the Illinois Educational Labor Relations Board.

Grandfather Clause

Fair share will be in effect beginning with the 1995-96 school year. Faculty members who were employed by the district during the 1994-95 school year but were not members of the Association during said school year are not governed by this fair share clause.

ARTICLE 8 - SCHOOL CALENDAR AND WORKDAY

A - Calendar

The Board shall annually adopt a school calendar which conforms with the requirements specified by the State of Illinois and such additional days as may be needed in case of emergency (105 ILCS 5/10-19).

The President(s) of the Association shall appoint a committee to meet with the Superintendent in an advisory capacity concerning the calendar to be recommended to the Board. The minutes of the meeting with the committee and the Superintendent containing the recommendations of the committee shall be received by the Board prior to the Board's vote.

B - Length of Workday

The Board shall consult with the Association before serious consideration is given to making permanent changes in the workday. There shall be a total of 182 workdays per school year.

Excluding institute days, the administration, in scheduling of professional growth and building meetings, will make a reasonable effort to schedule meetings at those times which will be sensitive as to teacher preparation periods and days before the day progress reports or report cards are distributed and as to reasonable length to cover agenda items.

C - Planning and Preparation Time

No teacher shall be required to teach more than 180 minutes or four (4) consecutive periods without a relief period unless he/she has agreed to it. The administration shall make every reasonable effort to provide full-time teachers with

a planning period in the morning and a planning period in the afternoon of each school day.

It is recognized that some meetings have to be scheduled during a teacher's planning, preparation and class time. A reasonable effort will be made to consult the teacher prior to the setting of dates and times, thus causing minimal disruption.

D - Traveling Teachers

Licensed staff members working in multiple buildings as part of their assignment shall be reimbursed for mileage between buildings at the allowable rate set by the Internal Revenue Service. Traveling time is exclusive of lunch and planning periods.

ARTICLE 9 – LEAVES

A - Sick Leave

Each teacher shall be entitled to sick leave per year without deduction in pay based on the following scale of years in the district:

Years in District	0-9	10-19	20+
Sick Days Allotted	14	18	22

Sick leave is defined as personal illness, quarantine, serious illness or death in the immediate family or household, or birth, adoption, or placement for adoption. (Immediate family is defined in The School Code as “employee’s spouse, domestic partner, son, daughter, mother, father, legal guardian, brother, sister, corresponding in-law or step relation, grandchild or grandparent, and any person for whom the employee is legal guardian by birth or marriage.”)

An employee who has been absent from work for three (3) days or longer because of illness or injury, or thirty (30) days for birth, may be required to submit a physician’s report to the Superintendent with a summary statement of the illness or injury.

The Employer shall furnish each employee with a written statement at the beginning of each employee work year setting forth the total sick leave and personal day credits.

When a tenured employee has utilized all their sick leave they may borrow up to six (6) days from their next year’s allotment. Notification for the sick leave extension shall be submitted to the Superintendent. An employee who utilizes any of these additional days may be required to submit a physician’s report to the Superintendent with a summary statement of the illness or injury.

B - Sick Leave Bank

The Board and the Association agree to the option of creating a sick leave bank which shall be administered by a committee appointed by the Association. The bank will be available to tenured teachers who are absent from their employment due to a catastrophic illness suffered by the teacher (not members of the immediate family or household). Participation shall be voluntary and will require an initial contribution of one (1) day of accumulated sick leave from the tenured teacher(s).

The maximum number of sick days which can be withdrawn by a participating tenured teacher may not exceed 25 days in any five-year period. In order to access days in the bank, the teacher must first have exhausted all of his or her available, unused sick leave. The aggregate maximum number of sick days allowed in the bank may not exceed 200 days. In the event the aggregate number of days in the bank drops below 100, participating teachers may be asked to donate an additional day in order to continue to be eligible to participate in the bank.

The Association Sick Bank Committee will create the rules governing the use of the bank and send a copy to the Superintendent. The Committee will also report to the Board contributions to and withdrawals from the bank.

C - Emergency/Personal Leave

Each teacher shall be granted four (4) days Emergency/Personal Leave per year without deduction in pay for the purpose of transacting personal matters that require absence during school hours. The teacher shall not be required to state his/her reason when applying for leave, except as prescribed below. Personal

leave requests shall be made not less than twenty-four (24) hours in advance to the building administrator unless extenuating circumstances prevail.

Upon specific approval of the Superintendent, Emergency/Personal Leave may be used on days immediately preceding or following school holidays or vacation periods. A reason for the leave may be required and such approved leave may be without pay.

If the request for Emergency/Personal Leave is denied, the Superintendent will give specific reasons for the denial in writing to the teacher and the building principal.

Unused Emergency/Personal Leave shall be cumulative to a maximum of six (6) days. Unused personal days in excess of six (6) may, at the annual election of the teacher, either be reimbursed at half (1/2) of the substitute pay or added to available sick leave as a whole day. The leveling to six (6) personal days shall occur at the beginning of each school year.

A teacher who has exhausted all of his/her accumulated Emergency/Personal Leave may convert one accumulated unused sick day to Emergency/Personal Leave. Provided, however, no teacher may use more than a total of six (6) Emergency/Personal Leave days during the school year and no teacher may use this converted day for travel, or to extend a weekend, or other break period.

D - Bereavement Leave

Each teacher may receive Bereavement Leave with pay for up to five (5) days when death occurs in the immediate family or household.

Each teacher may utilize one (1) of these Bereavement Leave days with pay when death occurs in their extended family. Extended family shall include aunt, uncle, cousin, niece and nephew by birth or marriage.

E - Release of Personnel for Military Training

Whenever possible, reserve officers and other reserve personnel among the licensed staff shall be expected to meet their requirements for annual training during the period for which they are not employed to perform duties for District 103. If a special situation arises which requires attendance during the regular school year, the employee shall receive his regular salary less the amount from the government for the period of training or required duty.

F - Jury Duty

All licensed personnel serving on jury duty, or who are subpoenaed to testify during work hours in any judicial matter, shall receive full salary for the time required to be in attendance upon submitting to the Business Office all payments received for serving as a juror, less mileage and lunch allowance, except if payment for jury service is more than the regular salary.

Teachers requested to attend an arbitration fact-finding proceeding or Illinois Educational Labor Relations Board hearing shall be paid full salary for a period of one day. Any stipends received for testimony at these arbitration fact-finding proceedings for the first day shall be transmitted to the Board for use in the general fund.

G - Sabbatical Leave

The purpose of sabbatical leave is to benefit the school system by improving the quality and level of experience of the teaching staff.

A sabbatical leave may be applied for upon completion of six consecutive years of satisfactory service as a full-time teacher in District 103.

Allowing a sabbatical leave will be strictly at the discretion of the Board. No more than one licensed staff member may be granted sabbatical leave in any one school year.

A sabbatical leave may be granted for one school year at one-half salary to be paid in twenty semi-monthly installments, or one-half of one school year (but not less than four school months) to be paid in ten semi-monthly installments. A leave of one-half of a school year shall start only at the beginning of the first school semester, or at the beginning of the second school semester in January. The Board shall give priority to full-term sabbaticals.

During the sabbatical the teacher shall file two reports (one report for a semester sabbatical) with the Board. The teacher shall submit a full report at the conclusion of the sabbatical to the administration.

“Salary” as used above shall be at the rate of the minimum salary as set by the School Code of Illinois, or one-half the employee’s salary, whichever is greater.

Acceptance of such leave carries with it the obligation on the part of the recipient to agree, in writing, to continue his/her service in District 103 for at least two (2) years following the termination of the leave. The applicant shall further agree that if he/she fails to comply with the above requirement, he/she shall return all sums of money received from the district during the sabbatical leave, unless the return to service is prevented by illness or for reasons acceptable to the Board.

All requests for sabbatical leave must be submitted before January 15 of the year prior to the year for which the sabbatical is requested. Requests for

second semester leaves must be received by October 1. The letter of application shall outline the purpose of the sabbatical, together with a tentative plan for the achievement of the purpose. Clearly spelled out in the request must be the benefits to the school district. Notification of approval or rejection shall be given within sixty (60) days.

A teacher on sabbatical leave shall advance on the salary schedule as if regularly employed and shall receive the same fringe benefits as teachers employed full time. Persons returning to part-time status will receive pro-rated benefits.

A teacher on sabbatical leave shall retain all rights of tenure and pension rights as though teaching during the period. Upon return to service, the teacher shall be assigned to a position for which he/she is licensed.

The association shall be informed of any sabbatical leave upon approval.

H - General Leave of Absence

A tenured teacher shall be eligible for a leave of absence without pay subject to the following conditions:

1. Employees shall submit requests for a General Leave to the Superintendent by January 15 of the year preceding the next school year.
2. Leaves of absence shall not extend beyond the end of the school year for which they are granted, and shall be limited to a maximum of one year in duration.
3. Such leaves shall be without benefits. During such leave a teacher may maintain insurance benefits by a timely payment of the entire premium therefore.

4. The Employee may return to a teaching position for which the teacher is licensed.
5. No Employee shall be granted more than one such leave in any ten-year period.
6. All staff members granted leaves of absence hereunder must notify the Superintendent in writing by January 15 of their desire to be considered for employment for the following school year.
7. Employees shall return without credit on the salary schedule for the period of absence if such period is in excess of one-half of the work year.

The association shall be informed of any general leave of absence upon approval.

I - Parental Leave

A tenured teacher shall be eligible for parental leave without pay (except as noted below) subject to the following conditions:

Medical Statement

The teacher shall advise the Superintendent or his/her designee of the fact of pregnancy no later than the fourth month of pregnancy. At such time she shall provide a written statement from her obstetrician or physician indicating the expected date of delivery and that in his/her opinion the teacher may safely continue in her employment and perform all her regular teaching duties during her pregnancy. From time to time the Superintendent or his/her designee may request the teacher to furnish subsequent statements from the doctor indicating her continued ability to perform her teaching duties. At the district's request and expense, the

teacher may be required to have a physical examination by a physician of mutual choice.

Application for Leave

Application for such leave shall be made in writing to the Superintendent or his/her designee at least 120 calendar days prior to the anticipated birth of the child.

Dates of Leave

The teacher and the Superintendent or his/her designee shall agree upon a plan for the commencement and termination of such leave, taking into consideration the continuity of instruction and medical factors and the pertinent time factors. The leave shall not exceed the balance of the school year in which it commences and one additional school year. Should the employee request a leave for the balance of a school year only and then desire an extension of leave for the next full school year, a second request shall be submitted by January 15 of the first parental leave year for the Superintendent's review and approval.

Sick Leave

Teachers shall have the option to use up to sixty (60) days of accrued sick leave or any other paid leave available at the time of the parental leave request. The use of such paid leave entitles the teacher to full benefits during the parental leave and, at the option of the teacher or the Board, shall run concurrently with the twelve (12) work weeks of leave afforded by the Family Medical Leave Act (FMLA). If neither the teacher nor the Board has elected to access benefits afforded by the FMLA, teachers shall be entitled

to maintain all insurance benefits as set forth in this Agreement, provided he/she pays the premium(s) directly to the Board, for transmittal to carrier(s).

Sick leave shall not be earned during the period of the parental leave, but any unused sick leave available at the time of the start of the leave shall be available upon termination of the leave and return to employment.

Any full-time teacher who has worked, or will work, 93 days of the school year shall be entitled to his/her full sick and personal days allotment for that year.

If a leave begins at the start of the school year, the teacher shall be entitled to his/her full sick and personal days allotment if the date of his/her return to work will ensure that 93 or more days of the year will be worked. Six (6) of those sick days can be applied to the leave in addition to any already accumulated. The remaining will be awarded upon return to work.

If a leave begins and ends mid-year, the employee will be entitled to all his/her sick and personal days allotment if they work at least 93 days of that school year. The employee may also borrow up to six (6) days from the following year. If an employee does not return to work, the employee shall be responsible for reimbursing the district for any borrowed days used.

If a leave begins at the end of the school year and the employee has utilized all of his/her sick leave, he/she may borrow up to six (6) days from the next year's allotment.

An employee who works less than 93 days of the school year will receive a prorated sick and personal days allotment, rounded to the nearest

half day. This percentage is based on the number of days worked out of 180 days, or the total workdays that year. For example, if an employee works 77 days, his/her prorated allotment shall be six (6) sick days and one and a half (1.5) personal days based on a full allotment of 14 sick days. [(Days worked/Total Workdays that Year) x (Full allotment of sick or personal days) rounded up to the nearest half day (0.5)]

Part-Time

A part-time teacher who has worked for five (5) or more continuous years in the District and whose part-time work experience for such period of time is at least 0.7 full-time equivalent, may also use up to sixty (60) days of accrued sick leave or any other paid leave available at the time of the parental leave request.

Advancement

Any teacher who has been employed 93 or more days of the school year in which the parental leave occurs, shall be entitled to such advancement on the salary schedule as he/she would have had if the leave had not been granted. If the leave exceeds the year such leave commences, the second year shall not be considered for step advancement on the salary scale.

Return to Employment

In all instances where a teacher is granted a parental leave of six months or more, as a condition thereof the teacher shall advise the Superintendent in writing by January 15th prior to the termination of such leave that he/she intends to return to employment.

Return to the district shall be in accord with the previously agreed upon plan, subject however to changed educational conditions in the district in the event of a mid-year return, in which case the school district may delay reinstatement of said teacher until the beginning of the next school year. Failure to advise the Superintendent or his/her designee of intent to return as required by this policy shall be treated as an election not to return to employment and as a resignation from the district.

A teacher desiring to return from parental leave shall submit evidence from a qualified physician that he/she is medically able to perform all of her teaching duties with her notice of intent to return.

Under atypical or unanticipated medical circumstances, the teacher may elect to terminate the leave and return to work on a date mutually selected by the teacher and Superintendent and approved by the Board.

Upon the termination of parental leave, a teacher may be granted his/her same position as was held prior to the leave.

Non-Tenured Teacher

A parental leave may be granted to a non-tenured teacher under unusual circumstances by action of the Board, subject to all the conditions applicable to a tenured teacher and provided the term of such leave shall not be considered full-time employment under Section 24-11 of The School Code for purpose of continuous employment necessary to attain tenure status. Upon return from leave the teacher shall then continue to accrue service credit toward the acquisition of tenure and shall not lose credit for any service provided prior to the commencement of the leave. The granting

of parental leave to any non-tenured teacher shall not constitute a precedent for the granting of leave to any other teacher. Each request shall be judged on its own merits.

J - Adoption Leave:

Any teacher desiring adoption leave as a result of becoming an adoptive parent shall notify the Superintendent or his/her designee in writing upon the initiation of such adoption proceedings.

Adoption leave shall be granted upon satisfactory written notification to the Superintendent or his/her designee of the date the child is expected to be received.

It shall be the responsibility of the applying teacher to keep the Superintendent or his/her designee fully informed of the status of the proceedings, and as soon as known, the expected date of the delivery of the child.

Paid leave (i.e. sick leave) for adoption or placement of adoption is limited to thirty (30) days.

K - Family and Medical Leave Act

Eligible teachers may take leave pursuant to the provisions of the federal Family and Medical Leave Act. Details can be found on the District website.

ARTICLE 10 – CONTINUING EDUCATION AND PROFESSIONAL DEVELOPMENT

A - Tuition Reimbursement

Approved graduate coursework from a nationally accredited college or university which directly improves the teacher’s professional competence shall be eligible for tuition reimbursement at the per-semester hour rates and caps below:

<u>School Year</u>	<u>Per-Semester Hour Rate</u>	<u>Annual Cap*</u>
2018-2019	\$ 280	\$ 3,360
2019-2020	\$ 280	\$ 3,360
2020-2021	\$ 280	\$ 3,360

Approved course work shall be primarily related to the position held by the teacher, but with further choices in courses in professional education being given consideration for approval by the Superintendent.

* The annual tuition reimbursement cap will apply to all employees who hold a master’s or post master’s degree.

Ineligible Courses

Graduate credit shall not be approved for courses required to secure initial classroom teacher licensure.

Final Grades

Reimbursement shall be made only upon pre-approval and successful completion of the course. Successful completion of the course shall be defined as one which was awarded a final grade of A or B. In the event a “pass-fail” system is utilized by the educational institution, successful completion of the course shall be defined as an award of the grade “pass.”

Reimbursement

Requests for reimbursement for course work must be submitted to the business office within sixty (60) days after the final meeting of the course. Reimbursement shall be granted for summer session courses upon the staff member's return to the district in September.

Credit on Salary Schedule

Teachers can submit verification of pre-approved coursework completion indicating eligibility for a lane change by October 15th (retroactive to the September 15th payroll) or February 15th (effective on the February 28th payroll).

Procedures

Applicants are to secure and complete a pre-approval form. The form shall be submitted to the principal for his/her recommendation and forwarded to the Superintendent for final approval.

B - Workshops

The District shall offer teachers the choice of Board credit or a monetary stipend for workshops offered by the district during academic breaks, nights, or weekends. All workshops need to be pre-approved. Board credits may be used for lane advancement on the salary schedule with the exception that Board credits may not be used to move from a bachelor's lane to a master's lane. Lane advancements will follow the same procedure for graduate coursework (twice per year). 15 clock hours are equal to one (1) Board credit for participating in workshops. Six (6) clock hours are equal to one (1) Board credit for pre-approved

planning and leading district workshops, writing curriculum, or writing district assessments. 1 Board credit hour is equal to 1 semester credit.

Stipends for participating in district workshops shall be forty dollars (\$40) per hour. Stipends for pre-approved planning and leading district workshops, writing curriculum, or writing district assessments shall be forty five dollars (\$45) per hour.

C - Certification Licensure Fees

The Board will pay the licensure fees for speech and language pathologists, school social workers, and school psychologists, as required as a condition of employment. Professional organizations that accredit PEL School Support Personnel (Type 73) which directly improve the employee's professional competence and are approved by the Superintendent shall be eligible for tuition reimbursement at the per-semester hour rates and caps stated above.

ARTICLE 11 – EMPLOYEE BENEFITS PROGRAM

A – Employee Health Insurance

For employees electing employee-only coverage under the 750 PPO, the district will offer a Health Reimbursement Account (HRA) that shall reimburse participants amounts applied to their deductible beyond the first \$350 up to the next \$300 of deductible. For employees electing family coverage, the district will reimburse participants amounts applied to their deductible beyond the first \$700 up to the next \$600 of deductible.

For the 2018-2019 school year, teachers electing the 750 PPO shall have the Board pay 100% of the teachers' single tier premium.

For the 2019-2020 school year, teachers electing the 750 PPO, shall have the Board pay 97.5% of the teachers' single tier premium.

For the 2020-2021 school year, teachers electing the 750 PPO, shall have the Board pay 95% of the teachers' single tier premium.

The district shall continue to pay 100% of single health insurance premium costs under the other group medical plan offerings.

The 1500 HDHP shall have a Health Savings Account (HSA) option in which the Board shall contribute the following amounts to the HSA in the first two years for employees utilizing the plan beginning September 1, 2017:

Single:	\$1,000
Single + (Child/Spouse):	\$1,500
Family:	\$2,000

In the third year of utilizing the 1500 HDHP, the Board shall contribute to the HSA a sum that matches the employee's contribution up to the following amounts:

Single:	\$500
Single + (Child/Spouse):	\$750
Family:	\$1,000

B - Dependent Health Insurance

District's Dependent Health Insurance Premium Payment: For staff participating in the dependent health insurance premium payment program during the 2006-07 school year, the Board shall contribute to a teacher's dependent health insurance coverage on the basis of the following criteria:

<u>Year of Dependent Coverage:</u>	<u>Percent of teacher premium paid by Board:</u>
Year 1	0%
Year 2	30%
Year 3	40%
Year 4	50%
Year 5 and beyond	80%

Beginning with the 2007/08 school year, new participants will be subject to the following criteria:

<u>Year of Dependent Coverage:</u>	<u>Percent of teacher premium paid by Board:</u>
Year 1	0%
Year 2	25%
Year 3	35%

Year 4	50%
Year 5 and beyond	60%

For employees electing family coverage, the Board will pay an amount equal to the employee-only premium plus a percentage of the remaining premium pursuant to the schedule above.

C - Life Insurance

The Board shall provide term life insurance in the amount of \$50,000.

D - Dental Insurance

The Board will make available an optional dental insurance program provided that there are a minimum of ten (10) employees enrolled. The employee shall be required to pay the cost for dental insurance. The cost may be paid by payroll deduction.

E - Insurance Committee

The Board agrees to have a committee composed of six (6) members of the Association, the Superintendent, the Business Manager, and the Human Resources Coordinator to review and evaluate the existing insurance program and to advise the Board on any changes or modifications in the program. Changes in health insurance carrier, health insurance coverage, and/or health insurance costs shall be made in collaboration with the Insurance Committee and the Board. The Insurance Committee shall meet at least twice a year between October and April to review the performance of the insurance carrier, and health insurance coverage, including benefit changes and renewal rates. The minutes of the Insurance Committee shall be kept by the administration and shared with the Board and Association for informational purposes.

F - Employee Designated Flex

A Section 125 Flexible Benefits Program will be maintained which will allow employees to designate a portion of their salary to be used for flexible benefits related to medical expenses not covered by the insurance program, payment of insurance premiums for dependent coverage, dental insurance premiums, other related medical expenses, child care costs or taken as taxed salary. The allocation or payment of these funds shall be based on the rules and regulations of the Internal Revenue Service.

G – Long Term Disability

The Board shall purchase an income protection plan, with a twenty-four (24) hour accident coverage, which in conjunction with any benefits from the disability section of the State of Illinois or Teacher's Retirement System, will guarantee the employee sixty-six percent (66%) of his/her annual salary for any disability due to personal illness or accident. Benefits will begin on the 61st day of disability and will continue up to age sixty-five (65).

ARTICLE 12 – RETIREMENT PLAN

A - Eligibility

The Retirement Plan will be available for teachers who meet all of the following eligibility criteria:

1. Completed at least 15 years of full time teacher service in the District as of the date of retirement; part-time employment shall be prorated and converted to the full-time equivalency to determine years of service; and
2. Are considered by the Illinois Teacher’s Retirement System (“TRS”) to be age 55 or older on the date of the teacher’s retirement.

B - Post-Retirement Service Award

To be eligible for a post-retirement service award provided in this section, the teacher shall have completed at least fifteen (15) years of full-time teacher service in the District as of the date of retirement (part-time employment shall be prorated and converted to the full-time equivalency to determine years of service). Due and payable after receipt of the final regular paycheck and last day of work, the teacher shall receive the award as a one-time contribution to a 403(b)/457 account designated by the employee with arrangements made by the employer that follow current practice. The award shall be according to the following:

<u>Years of District Service Completed</u>	<u>Service Award</u>
15 – 19	\$750 x years of service completed
20+	\$1,000 x years of service completed

Examples:

1. If a teacher retires with 20 years of service in District 103, this person shall receive \$20,000. (20 years x \$1000 = \$20,000).

2. If a teacher retires with 18 years of service in District 103 and 2 years of sick leave, this person shall receive \$13,500 . (18 years of service x \$750 = \$13,500).

C - Death Benefits

If an employee dies after the submission of an intent to retire letter, and prior to retirement, the Board will pay the employee's named TRS beneficiary the following retirement incentives: (1) any post retirement award as earned at the time of death, and (2) reimbursement of eligible 2.2 upgrade costs.

D - Retirement Health Insurance Benefits

The Board shall annually reimburse each eligible participant, retiring under the terms of this contract under the Retirement Plan, towards the actual premium cost paid by the retiree as his/her primary health insurance premium through TRIP or other non-District 103 insurance plan up to \$5,300 annually for the 2018-2019 school year, increasing \$200.00 each year thereafter. Payment shall be made upon submission of proof of payment of the insurance premium notice to the business office by the participant. The District's obligation will cease at whichever comes first, age sixty-five (65) or Medicare eligibility of the retiree.

Eligible retirees may access District insurance pursuant to the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA). See the district website for more details.

E - State Retirement Program

If the State of Illinois offers an additional retirement program allowable under TRS, this additional program will not exclude or reduce any other retirement provisions in this contract.

Should the Illinois General Assembly amend the current pension laws governing TRS rules during the term of this Agreement, both parties agree to meet and discuss the possible revision of Article 12 of this agreement.

F - TRS 2.2 Upgrade Contribution

A one-hundred percent (100%) reimbursement for an employee's 2.2 upgrade contribution shall be paid by the Board to the teacher becoming due and payable after receipt of the final regular paycheck and last day of work. To qualify for the one-hundred percent (100%) reimbursement, the employee must have locked in a rate with TRS by December 31, 2000, or within three (3) years of being hired by the District, and the entire contribution must have been paid by the employee to TRS by August 31 of the employee's last school year with the District. The reimbursement would be included in the employee's gross taxable income for income tax purposes.

If an employee has not locked in a rate with the TRS according to the above terms, the Board shall pay seventy percent (70%) of the total employee contribution to the teacher following retirement.

To qualify for the Board's whole reimbursement, or partial reimbursement and/or partial payment, an employee must have at least fifteen (15) years of full time teaching service with the District.

The amount to be reimbursed by the Board shall be reduced by any refunds from TRS relating to 2.2 upgrade. Eligible participants must begin contributions to the 2.2 upgrade during the length of this Agreement.

G - Sick Leave Pay Out

Employees who have accumulated over 340 unused sick days in District 103 will be reimbursed at 100% of substitute pay in effect at the date of retirement, to a maximum of 45 days becoming due and payable after receipt of the final regular paycheck and last day of work.

H - Retirement Incentive

Any eligible teacher who wished to receive the retirement incentive below must have submitted to the Superintendent a letter of intent no later than January 15, 2016 to retire no later than June 2020.

The Board agrees to increase the teacher's TRS creditable earnings by 6% over the teacher's previous year's reported TRS creditable earnings for up to four (4) years. Creditable earnings will include a 6% increase over the previous year's creditable earnings.

This applies to up to the last four (4) full years of the teacher's employment in the District, in lieu of any other raise, step, or other salary increase to which the teacher may otherwise have been entitled. This increase will be granted no earlier than the 4th full year prior to retirement.

This increase will only be granted if a teacher receives a summative evaluation rating of "proficient" or better on his/her most recent evaluation.

A retiring teacher who gives four years' notice before his/her retirement date shall receive this salary incentive for each of the remaining years before his/her retirement date, including the year in which notice is given.

A retiring teacher may receive no more than four (4) years of 6% annual increases in TRS creditable earnings. In no event may a teacher receive more

than 6% annual increases in TRS creditable earnings in any year to calculate retirement benefits unless approved by the Board.

The table illustrates how the notification process initiates the increase of 6% to TRS creditable earnings, if the teacher has given notice to retire by January 15, 2016.

<u>Retirement Date</u>	<u>Notify by:</u>	<u>6% for 2018-19</u>	<u>6% for 2019-20</u>
2018-19	1/15/16	X	
2018-19	1/16/16	n/a*	
2019-20	1/15/16	X	X
2019-20	1/16/16	n/a*	n/a*

* See above notification deadline.

For example, a teacher who gave notice by January 15, 2016 of intent to retire at the end of the 2019-2020 year, will receive creditable earnings for 2018-19 equal to 6% over the creditable earnings reported to TRS for that teacher for the 2017-18 school year. Additionally, the teacher will receive creditable earnings for 2019-20 equal to 6% over the creditable earnings reported to TRS for that teacher for the 2018-19 school year.

The extra duty pay will be adjusted each year for any duties dropped, which had been performed the previous year. For example:

	Maintained Extra Duty		Dropped Extra Duty	
2015-16	72,000 (base)		72,000 (base)	
	<u>+1,000</u> (duty)		<u>1,000</u> (duty)	
	73,000 (C.E.)		73,000 (C.E.)	
	<u>x 1.06</u>		<u>x1.06</u>	
2016-17	77,380 (C.E.)		77,380 (C.E.)	
	<u>x 1.06</u>		<u>x1.06</u>	
2017-18	82,023 (C.E.)		82,023 (C.E.)	
			<u>-1,000</u> (drop ex. duty)	
	82,023		81,022	
	<u>x1.06</u>		<u>x1.06</u>	
2018-19	86,944 (C.E.)		85,884 (C.E.)	
	<u>x1.06</u>		<u>x1.06</u>	
2019-20	92,161 (C.E.)		91,037 (C.E.)	

New extra duties may not be added in the final four years of service if said duties will cause TRS creditable earnings to exceed the 6% annual cap. Duties that are exempt and therefore not reportable as creditable earnings as defined by TRS rules may be added. The business office, along with the Association and the retiring teacher will work together to ensure that the TRS 6% annual cap is not exceeded.

ARTICLE 13 - EVALUATION

The evaluation document, as developed by the Evaluation Committee is attached at the end of this document. The evaluation committee shall meet one time in the Fall, and as needed to review the evaluation process and document. The committee will be made up of Administrators, Association President(s), and licensed staff. The Association will appoint the representatives from buildings/departments.

ARTICLE 14 – EXTRA DUTY

A - Assignments

All assignments to extra-duty activities shall be made by the administration in consultation with the Board on a yearly basis. All extra-duty assignments shall be by mutual agreement, although bus and recess duty may be assigned if necessary. When extra duty is compensated, the Board shall withhold 9.0%, or the current rate, from those stipends covered under TRS on an individual basis for TRS purposes.

B - Vacancies

A list of available extra-duty activities for the following school year shall be distributed to each licensed staff member via district email on or about May 15 of the current school year. Employees requesting an extra-duty position in the following school year must notify the building principal or designee via email by June 1 or within five (5) business days after notification. Employees of District 103 shall receive priority consideration for extra-duty vacancies.

C - Retaining Extra Duty

Employees presently holding an extra-duty position will have that activity for the following year unless it has been made known to them in writing that their job requirements had not been fulfilled.

D - Resigning Extra Duty

An employee holding an extra-duty position who does not want that position the following year must notify the administration of his/her intention by April 15.

E - Seniority and Qualifications

If more than one staff member requests the same extra-duty activity, it shall be decided upon by seniority and necessary qualifications for that duty as ascertained by the administration.

F - Decisions:

Final decisions on staff selections for extra-duty positions shall be emailed on or about the last day of the previous school year.

To request a change in the number/type of stipend positions, the teachers will submit requests to the Principal for approval. If approved, the request will be submitted to the Superintendent. If approved, the request will go before the Board. In the event the Board decides to increase or reduce the number of stipend positions, the Association President(s) will be consulted with regards to the terms and conditions of employment.

ARTICLE 15 - CONSULTING FEES

A teacher who provides consulting services to another district during the school day shall be permitted to accept whatever consulting fees have been negotiated. Teachers who are sharing their expertise and promoting District 103's educational programs shall be allowed a maximum of two consulting days per school year. These days shall not be deducted from the teacher's available personal leave. Prior to accepting requests for consulting services which would occur during the school day, and at least three weeks prior to the date of the consulting, the teacher shall submit the date and description of said services to the superintendent for his/her approval.

ARTICLE 16 – DURATION

This agreement shall be effective on the first employee work day of the 2018-2019 school term, and shall continue in effect until 11:59 p.m., on the day preceding the first employee work day of the 2021-2022 school term.

If during the 2018-2019 year of the Agreement (July 1, 2018-June 30, 2019) the District should experience:

- a pension cost shift, meaning any legislatively mandated increase in the Board's required contributions to the Illinois Downstate Teachers' Retirement System ("TRS"), or
- a property tax freeze, meaning any freeze or reduction in property tax revenue as a result of legislation;

then the Agreement in its entirety shall terminate on June 30, 2019. Bargaining for a successor agreement shall commence no later than September 15, 2019.

If during the 2019-2020 year of the Agreement (July 1, 2019-June 30, 2020) the District should experience:

- a pension cost shift, meaning any legislatively mandated increase in the Board's required contributions to TRS, or
- a property tax freeze, meaning any freeze or reduction in property tax revenue as a result of legislation;

then the Agreement in its entirety shall terminate on June 30, 2020. Bargaining for a successor agreement shall commence no later than September 15, 2020.

ARTICLE 17 - SALARY SCHEDULE

A - Salary Schedule Increases

2018-2019, 2019-20, & 2020-21 (each year)

Steps 2-10: 4.50%

Steps 11-21: 4.35%

Steps 22 and up: 3.0%

“Unsatisfactory” Rating

Any teacher with 3 or more years of experience in the District who receives a summative rating of “unsatisfactory” on the most recent evaluation will experience a salary freeze (i.e. no raise) until such time as a “proficient” or “excellent” rating is earned. At such time, the teacher will receive the negotiated base raise retroactive to the start of the school year.

“Needs Improvement” Rating

Any teacher with 3 or more years of experience in the District who receives a summative rating of “needs improvement” on the most recent evaluation will experience a salary freeze (i.e. no raise) until such time as a “proficient” or “excellent” rating is earned. At such time, the teacher will receive the negotiated base raise retroactive to the start of the school year.

Arne van Jan
President, Board of Education

Nicole Jerson
President, Lincolnshire-Prairie View
Teachers' Association

5/23/2018

Deethy
Malathy Sivaraknath
Member, Board of Education
Negotiations Team

John [unclear]
President, Lincolnshire-Prairie View
Teachers' Association

5/23/2018

ADDENDUM A

2018-19 Salary Schedule

Step	BS+0	BS+12	BS+24	MS+0	MS+12	MS+24
1	44,981	47,679	48,579	51,279	51,952	52,628
2	46,540	49,331	50,262	53,056	53,753	54,452
3	48,038	50,919	51,880	54,762	55,482	56,204
4	49,582	52,557	53,549	56,524	57,268	58,012
5	50,320	53,339	54,345	57,365	58,119	58,874
6	51,118	54,186	55,208	58,275	59,041	59,808
7	52,345	55,486	56,533	59,674	60,458	61,244
8	54,387	57,632	58,731	61,977	62,815	63,600
9	56,376	59,778	60,930	64,280	65,169	65,955
10	-	61,820	62,972	66,532	67,316	68,258
11	-	63,874	65,076	68,631	69,623	70,461
12	-	65,797	67,050	70,758	71,647	72,639
13	-	-	68,760	72,672	73,665	74,551
14	-	-	71,525	75,125	76,117	77,002
15	-	-	73,977	77,628	78,568	79,664
16	-	-	76,324	80,238	81,334	82,481
17	-	-	-	83,315	84,254	85,611
18	-	-	-	86,342	87,437	88,742
19	-	-	-	89,575	90,671	92,027
20	-	-	-	92,915	94,011	95,367
21	-	-	-	96,565	97,714	98,862

Steps beyond 21 will receive a 3% increase over the prior year.

2019-20 Salary Schedule

Step	BS+0	BS+12	BS+24	MS+0	MS+12	MS+24
1	45,431	48,156	49,065	51,792	52,472	53,154
2	47,005	49,825	50,765	53,587	54,290	54,996
3	48,634	51,551	52,524	55,444	56,172	56,902
4	50,200	53,210	54,215	57,226	57,979	58,733
5	51,813	54,922	55,959	59,068	59,845	60,623
6	52,584	55,739	56,791	59,946	60,734	61,523
7	53,418	56,624	57,692	60,897	61,698	62,499
8	54,701	57,983	59,077	62,359	63,179	64,000
9	56,834	60,225	61,374	64,766	65,642	66,462
10	-	62,468	63,672	67,173	68,102	68,923
11	-	64,509	65,711	69,426	70,244	71,227
12	-	66,653	67,907	71,616	72,652	73,526
13	-	-	69,967	73,836	74,764	75,799
14	-	-	71,751	75,833	76,869	77,794
15	-	-	74,636	78,393	79,428	80,352
16	-	-	77,195	81,005	81,986	83,129
17	-	-	-	83,728	84,872	86,069
18	-	-	-	86,939	87,919	89,335
19	-	-	-	90,098	91,241	92,602
20	-	-	-	93,472	94,615	96,030
21	-	-	-	96,957	98,100	99,515

Steps beyond 21 will receive a 3% increase over the prior year.

2020-21 Salary Schedule

Step	BS+0	BS+12	BS+24	MS+0	MS+12	MS+24
1	45,885	48,638	49,556	52,310	52,997	53,686
2	47,475	50,323	51,273	54,123	54,833	55,546
3	49,120	52,067	53,049	55,998	56,733	57,471
4	50,823	53,871	54,888	57,939	58,700	59,463
5	52,459	55,604	56,655	59,801	60,588	61,376
6	54,145	57,393	58,477	61,726	62,538	63,351
7	54,950	58,247	59,347	62,644	63,467	64,292
8	55,822	59,172	60,288	63,637	64,474	65,311
9	57,163	60,592	61,735	65,165	66,022	66,880
10	-	62,935	64,136	67,680	68,596	69,453
11	-	65,185	66,442	70,095	71,064	71,921
12	-	67,315	68,569	72,446	73,300	74,325
13	-	-	70,861	74,731	75,812	76,724
14	-	-	73,011	77,048	78,016	79,096
15	-	-	74,872	79,132	80,213	81,178
16	-	-	77,883	81,803	82,883	83,847
17	-	-	-	84,529	85,552	86,745
18	-	-	-	87,370	88,564	89,813
19	-	-	-	90,721	91,743	93,221
20	-	-	-	94,017	95,210	96,630
21	-	-	-	97,538	98,731	100,207

Steps beyond 21 will receive a 3% increase over the prior year.

Extra Duties 2018-2019

	# of Positions	Stipend Per Position
Curriculum Related		
Curriculum Chair	3	2,569
Building Leader	16	2,569
Math Team	3	1,414
Leaders in Learning	1	3,269
School Newspaper DW	1	2,013
Science Fair	4	1,531
Science Bowl	2	2,034
Spelling Bee – DW & HD	2	428
Student Council DW	1	2,259
Student Council HD (+Talent Show)	1	2,764
Student Council HD	1	2,259
Yearbook DW	2	1,531
Yearbook HD	2	1,531
Yearbook SP	1	1,531
Science Olympiad Primary	1	3,747
Science Olympiad Assistant	1	2,569
Science Olympiad Admin	1	2,141
Scholastic Bowl	2	2,655
Geography Bee – DW & HD	2	321
Snowflake	3	685
Robotics - DW	2	1,071
Battle of the Books - DW	1	1,071
Wright Track Club - DW	2	1,392
Chess	1	1,071
History Bee	1	535
Debate Club	2	2,141
GSA Club	2	2,259
Homework Club	1	2,259
Testing Center Supervisor	1	1,531
Art/Band/Music		
Art Show/Displays	3	1,017
Band Contests/Performances	2	1,071
After School Band	1	1,285
DW Orchestra Contests/Performances	1	1,071
HD Orchestra Contests/Performances	2	803
Show Choir	1	1,927

3/4 HD Chorus	1	535
5/6 DW Chorus	1	535
7/8 DW Chorus	1	535
Musical HD	1	3,105
Asst. Director HD	2	1,392
Sound Technician HD for Musical	1	172
Musical DW	2	2,762
Musical DW Asst. Director	1	1,071

Athletics

Cheerleading	1	3,212
Cross Country	3	2,141
Basketball 7-8 Boys	4	4,282
Basketball 7-8 Girls	4	4,282
Pompon	1	3,212
Soccer 7-8	2	3,212
Track Boys and Girls	3	2,141
Volleyball 7-8 Boys	4	3,212
Volleyball 7-8 Girls	4	3,212
Wrestling	2	3,212

Bus/Lunch/Recess

Bus Duty SP	5	1,713
Bus Duty HD	5	1,713
Bus Duty DW	6	1,713
Lunchroom SP*	6	2,677
Lunchroom HD*	6	2,677
Lunchroom DW*	9	2,677
Recess/Lunch SP	9	2,677
Recess/Lunch HD	9	2,677

* or more positions pending Special Ed requirements

A \$200 per night stipend will be paid for overnight competitions/activities/
supervision of students

\$700 additional stipend for extended season (to State) includes Wrestling,
Track, Cross Country, and Scholastic Bowl.

Extra Duties 2019-2020

	# of Positions	Stipend Per Position
Curriculum Related		
Curriculum Chair	3	2,595
Building Leader	16	2,595
Math Team	3	1,428
Leaders in Learning	1	3,202
School Newspaper DW	1	2,033
Science Fair	4	1,546
Science Bowl	2	2,054
Spelling Bee – DW & HD	2	432
Student Council DW	1	2,282
Student Council HD (+Talent Show)	1	2,792
Student Council HD	1	2,282
Yearbook DW	2	1,546
Yearbook HD	2	1,546
Yearbook SP	1	1,546
Science Olympiad Primary	1	3,784
Science Olympiad Assistant	1	2,595
Science Olympiad Admin	1	2,162
Scholastic Bowl	2	2,682
Geography Bee – DW & HD	2	324
Snowflake	3	692
Robotics - DW	2	1,082
Battle of the Books - DW	1	1,082
Wright Track Club - DW	2	1,406
Chess	1	1,082
History Bee	1	540
Debate Club	2	2,162
GSA Club	2	2,282
Homework Club	1	2,282
Testing Center Supervisor	1	1,546
Art/Band/Music		
Art Show/Displays	3	1,027
Band Contests/Performances	2	1,082
After School Band	1	1,298
DW Orchestra Contests/Performances	1	1,082
HD Orchestra Contests/Performances	2	811
Show Choir	1	1,946

3/4 HD Chorus	1	540
5/6 DW Chorus	1	540
7/8 DW Chorus	1	540
Musical HD	1	3,136
Asst. Director HD	2	1,406
Sound Technician HD for Musical	1	174
Musical DW	2	2,790
Musical DW Asst. Director	1	1,082

Athletics

Cheerleading	1	3,244
Cross Country	3	2,162
Basketball 7-8 Boys	4	4,325
Basketball 7-8 Girls	4	4,325
Pompon	1	3,244
Soccer 7-8	2	3,244
Track Boys and Girls	3	2,162
Volleyball 7-8 Boys	4	3,244
Volleyball 7-8 Girls	4	3,244
Wrestling	2	3,244

Bus/Lunch/Recess

Bus Duty SP	5	1,730
Bus Duty HD	5	1,730
Bus Duty DW	6	1,730
Lunchroom SP*	6	2,704
Lunchroom HD*	6	2,704
Lunchroom DW*	9	2,704
Recess/Lunch SP	9	2,704
Recess/Lunch HD	9	2,704

* or more positions pending Special Ed requirements

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supervision of students

\$700 additional stipend for extended season (to State) includes Wrestling,
Track, Cross Country, and Scholastic Bowl.

Extra Duties 2020-2021

	# of Positions	Stipend Per Position
Curriculum Related		
Curriculum Chair	3	2,621
Building Leader	16	2,621
Math Team	3	1,442
Leaders in Learning	1	3,335
School Newspaper DW	1	2,053
Science Fair	4	1,561
Science Bowl	2	2,075
Spelling Bee – DW & HD	2	436
Student Council DW	1	2,305
Student Council HD (+Talent Show)	1	2,820
Student Council HD	1	2,305
Yearbook DW	2	1,561
Yearbook HD	2	1,561
Yearbook SP	1	1,561
Science Olympiad Primary	1	3,822
Science Olympiad Assistant	1	2,621
Science Olympiad Admin	1	2,184
Scholastic Bowl	2	2,709
Geography Bee – DW & HD	2	327
Snowflake	3	699
Robotics - DW	2	1,093
Battle of the Books - DW	1	1,093
Wright Track Club - DW	2	1,420
Chess	1	1,093
History Bee	1	545
Debate Club	2	2,184
GSA Club	2	2,305
Homework Club	1	2,305
Testing Center Supervisor	1	1,561
Art/Band/Music		
Art Show/Displays	3	1,037
Band Contests/Performances	2	1,093
After School Band	1	1,311
DW Orchestra Contests/Performances	1	1,093
HD Orchestra Contests/Performances	2	819
Show Choir	1	1,965

3/4 HD Chorus	1	545
5/6 DW Chorus	1	545
7/8 DW Chorus	1	545
Musical HD	1	3,167
Asst. Director HD	2	1,420
Sound Technician HD for Musical	1	176
Musical DW	2	2,818
Musical DW Asst. Director	1	1,093

Athletics

Cheerleading	1	3,276
Cross Country	3	2,184
Basketball 7-8 Boys	4	4,368
Basketball 7-8 Girls	4	4,368
Pompon	1	3,276
Soccer 7-8	2	3,276
Track Boys and Girls	3	2,184
Volleyball 7-8 Boys	4	3,276
Volleyball 7-8 Girls	4	3,276
Wrestling	2	3,276

Bus/Lunch/Recess

Bus Duty SP	5	1,747
Bus Duty HD	5	1,747
Bus Duty DW	6	1,747
Lunchroom SP*	6	2,731
Lunchroom HD*	6	2,731
Lunchroom DW*	9	2,731
Recess/Lunch SP	9	2,731
Recess/Lunch HD	9	2,731

* or more positions pending Special Ed requirements

A \$200 per night stipend will be paid for overnight competitions/activities/
supervision of students

\$700 additional stipend for extended season (to State) includes Wrestling,
Track, Cross Country, and Scholastic Bowl.

ADDENDUM B

Reserved for the Professional Educator Evaluation Document.