

**CUMULATIVE
AGREEMENT**

2019 - 2024

**Township High School District 214
Arlington Heights, Illinois**

The Board of Education of District 214
and
The District 214 Education Association

Timothy Waters
President
D214 Education Association

David R. Schuler
Superintendent

June 2019
"An Equal Employment and Equal Education Opportunity Agency"

TABLE OF CONTENTS

<u>Section</u>	<u>Page</u>
3.200.....Limited Renegotiations	1
3.300..... Cumulative Agreement Document	1
3.310Board of Education and District 214 Education Association Professional Negotiation Agreement	2-8
3.320.....Publication of the Negotiated Agreement	8-9
3.400.....Grievance Procedure	9-13
3.500..... Board Policy Manual	13
3.510.....School Calendar	13-15
3.512..... School Safety	15
3.513..... Instructional Materials	15
3.515..... Probationary Program	15-16
3.520..... Teacher Load	16-18
3.521..... Special Education	18-19
3.524..... Teacher Work Week	19-23
3.525 Education Association President and Vice President	23
3.526..... Evaluation of Staff Members	23-24
3.535.....Reduction in Force	24
3.536.....Leaves	24
3.540..... Personnel File	24-25
3.545..... Procedure for Leaving the Premises	25
3.600..... Salary Schedule 2019-2024	25-31
3.610..... Experience Credit Allowance	31
3.611..... Tuition Reimbursement	31-32
3.612..... Professional Development Fund	32-35
3.613..... Extended Master's Degree Programs	35
3.650.....How EA members are Paid	35
3.680..... Co-Curricular Hiring	35-37
3.700..... Co-Curricular Increment Schedule	37-40
3.702Increments for Extra-Administrative and Instructional Related Assignments	41-42
3.705.....Mileage Rate	42
3.710..... Paid and Non-Paid Supervisory Assignments	42-44
3.714..... Job Share	44-46
3.715..... Part-Time Teacher Guidelines	46-47
3.716..... Commuter Teacher Guidelines	47-49
3.722Substitutes for Prof. Growth Activities & Field Trips	49
3.723..... Substitute Pay	49
3.749.....Summer School Assignment	50

TABLE OF CONTENTS

<u>Section</u>	<u>Page</u>
3.750.....Summer School Pay	50
3.752..... Summer Workshop Pay	50
3.753..... Credit Recovery/Academic Intervention Pay	50-51
3.754.....School Year Workshop Pay	51
3.800..... Sick Leave	51
3.801..... Sick Leave Bank	51-52
3.803..... Family and Medical Leave	53
3.825..... Personal Leave Days	53
3.840..... Voluntary Retirement Program	54-58
3.850..... Insurance	58-62
3.910..... Endorsement	63
 <u>Memoranda of Understanding</u>	
Teacher Work Week.....	63
 Index.....	 64-67

Cumulative Agreement between
the Board of Education of District 214
and
the District 214 Education Association
June, 2019

3.200 LIMITED RENEGOTIATIONS

If, in the judgment of the Board of Education, fundamental changes occur in the method of financing public education in the State of Illinois which are reasonably likely to adversely affect the financial condition of the District, Section 3.510, Section 3.600, item 5.; Section 3.840, item 2.; and Section 3.850, items 2. and 3. shall be subject to renegotiation. To open negotiations for a subsequent school year, the School Board shall notify the Association in writing no later than February 1 prior to that school year.

3.300 CUMULATIVE AGREEMENT DOCUMENT

1. The Board of Education and the District 214 Education Association will work together in the development and maintenance of a single and cumulative negotiated agreement. The agreement will be subject to review and negotiation as provided for in Section 3.310 item 4 (1). Further, this document will become the only written agreement between the two parties, and it shall contain all acceptable and residual items from previous agreements. Upon approval of this agreement by the membership of the District 214 Education Association and the Board of Education of District 214, all previous agreements become null and void.
2. We recognize that memos of understanding may be necessary during the term of this agreement.

Memos that involve a clarification of existing contractual language shall be ratified by affirmative votes of the Board of Education and by the Association, as represented by its Board of Representatives.

3.310 BOARD OF EDUCATION AND DISTRICT 214 EDUCATION ASSOCIATION PROFESSIONAL NEGOTIATION AGREEMENT

1. Preamble

- (1) The Board of Education, District 214, hereinafter referred to as the "Board," and the District 214 Education Association, hereinafter referred to as the "Association," recognize that the aim of the parties to this agreement is to provide the best education possible for the youth of this district. Accordingly, the Board and the Association agree to participate in the exchange of proposals and views in the context of good faith collective bargaining negotiations.
- (2) It is recognized that teaching is a profession requiring specialized educational qualifications, and that the success of the educational program in the district depends upon the maximum utilization of the abilities of the teachers who are reasonably well satisfied with the conditions under which their services are rendered. It is further recognized that teachers have the right to join, or not to join, any organization for their professional or economic improvement(s), but membership in any organization shall not be required as a condition of employment.
- (3) The Board and Association recognize that our fundamental objective is to provide the best possible education and lifelong learning opportunities for our students. This goal is best achieved by developing relationships based on cooperation, coordination, and collaboration. Our vision encourages partnerships between and among District 214 personnel and between District 214 personnel and other individuals or groups within the community. Through partnerships we will pursue our goal of quality service to each other, to our students, and to our community.
- (4) In the event the Board and/or the EA desires to effectuate a change, not covered by this Cumulative Agreement, in wages, hours, or working conditions, the parties shall meet to discuss and bargain in good faith with respect to the proposed changes.

2. Recognition

- (1) The Board recognizes the Association as the sole negotiating agent for all regularly employed licensed teachers, except for all administrators.
- (2) The term "District 214 teachers" when used hereinafter shall refer to all those individuals properly covered under the description of "sole negotiating agent for" in Section 3.310, item 2 (1).
- (3) The Board agrees not to negotiate with any teacher individually on items pending in negotiations.

3. Responsibilities, Limitations, and Rights

- (1) The Board retains and reserves unto itself all powers, rights, authority, duties, and responsibilities conferred upon and vested in it by the statutes of the State of Illinois.
- (2) The Association and its representatives shall have the privilege, after reservation of space through the normal school processes, to use school buildings for Association business meetings provided that any additional custodial services required be obtained and paid for in the normal manner.
- (3) The Association shall have the privilege to post notices of its activities on at least one bulletin board in each building as agreed to by the Principal/Director and Association building representative of each building, and shall have the privilege to distribute its information to its members through the normal mailbox and electronic arrangements.
- (4) The Association shall have the privilege to use school equipment normally used for clerical or instructional functions within the buildings at times when such equipment is not otherwise in use, as determined by the Principal/Director. The privilege of the Association to use this equipment within the property of District 214 shall at no time interfere with or interrupt normal school operation.
The Association will reimburse District 214 for the cost of all materials consumed when using district equipment.
- (5) The Board will provide the President of the Association with all available public information concerning the district that might assist the Association to evaluate any item pending in negotiations or currently involved as an item of negotiation. Two copies of all Board agendas, Board minutes, and other non-

confidential materials normally sent to the Board of Education members, shall be delivered to the President of the Association as soon as they are available. These copies will be sent either electronically (if available) and/or in paper form as the Education Association President prefers.

- (6) In accordance with the provisions of the Illinois Educational Labor Relations Act, hereinafter referred to as the "IELRA," neither the Board nor the Association will discriminate against any teacher for participation in any lawful activities of the Association or for refraining from participation in the activities of the Association.
- (7) Matters referred to the Board by the Association in writing, which are considered appropriate by the Superintendent for Board action, will be placed as an early item on the Board agenda.
- (8) It shall be the responsibility of the Superintendent to inform the Association when modification of district policy which affects the Association and/or teachers is under consideration. The Association may send a representative to any committee or study group considering such policy modification.
- (9) In the event that the Association desires to send representatives to local, state, or national conferences or on other business pertinent to Association affairs, these representatives shall be excused without loss of pay for an aggregate number of school days not to exceed sixty (60) with not more than ten (10) school days (or the equivalent) per individual in any school year. This ten (10) school day limit for an individual may be extended by special approval of the Superintendent. The Association shall reimburse the district for the cost of the substitute teachers. Further, written request for leave for such purposes shall be submitted through the Association to the Superintendent for approval.
- (10) The Association shall not strike, nor disrupt the operation of any public school or of the administrative offices of the Board of Education during the term of this contract, or any extension thereof.
- (11) The Board of Education shall not lock out the members or similarly disrupt the operation of the schools during the term of this contract, or any extension thereof.
- (12) This agreement shall be subject to such legislation and rules and regulations thereunder as may be enacted by the General Assembly of the State of Illinois together with subsequent court

decisions relating to any matter covered by this agreement.

4. Negotiations Procedure

- (1) This Cumulative Agreement shall be open to negotiations, if between November 15 and November 30 of the year preceding the year of expiration, either the President of the Association or the President of the Board notifies the other of that intention. This notification shall be in writing, exchanged through the Superintendent, and will include the names of the negotiating team members. The other party will be required to respond with the names of its negotiating team members no later than December 7.
- (2) Each party shall select its negotiating representatives according to its own internal provisions, provided there is Board representation on the Board Team and a minimum of one Board member in attendance at any negotiations meeting. There shall be teacher representation on the Association Team and a minimum of one teacher in attendance at any negotiations meeting. Each team shall consist of five (5) members.
- (3) The Board and the Association shall confer upon their respective representatives the necessary power and authority to make proposals, consider the proposals, and make counter proposals in the course of negotiations, and to reach tentative agreements which shall be presented to the Board and Association respectively for approval/ratification.
- (4) By the completion of the first full week of December or one week after the names of the negotiating team members have been exchanged, whichever is later, the two teams shall meet to present their concerns in general terms. No specific proposals of changes, additions, or deletions will be made and nothing discussed will be binding.
- (5) By midnight of the first school day following winter break, five (5) copies of any changes, additions, or deletions to the Agreement either party wishes to open for negotiations shall be submitted to the other party in writing, along with rationale for the changes. Only these changes, additions, or deletions will be subject to negotiation unless the ground rules in sub-paragraph (6) allow otherwise. This information will be exchanged through the Superintendent who will notify the other party(ies) of such receipt within 24 hours.
- (6) The first negotiations meeting shall be held on or before the end

of the second week of the second semester. The chairperson of the first negotiations meeting shall be the Association spokesperson. Thereafter, the chairperson role will alternate. The date, time, and place for this meeting shall be arranged by the respective presidents or their designees.

- (7) The first negotiations meeting shall conform to, but not be limited to, the following agenda:
 - (a) Introduction of team members along with relevant background information about the members.
 - (b) Agreement on the ground rules under which the meetings and teams will operate:
 - [1] Time, place and frequency of subsequent meetings;
 - [2] Subsequent chairpersonships;
 - [3] Handling of proposals not currently on the table;
 - [4] Handling of counter proposals;
 - [5] Handling of press releases and responses to press inquiries;
 - [6] Constitution of a quorum of respective teams;
 - [7] Handling of privileged information;
 - [8] Calendar of Phase expiration dates;
 - [9] These ground rules shall not conflict with written regulations of the Association or the Board, with the statutes of the State of Illinois, or with the current Cumulative Agreement;
 - [10] Other items as deemed necessary by the teams.
 - (c) Clarification of each team's proposals.
 - (d) Other business mutually agreed to by the Board Team and Association Team.
- (8) PHASE I negotiations will continue for 60 calendar days from the date of the first negotiations meeting unless both parties mutually agree to extend it to 90 days. The extension can be proposed by either party at any time during the process.
- (9) If tentative approval or ratification/approval has not been reached during PHASE I, an impasse condition, PHASE II, will exist. This PHASE II impasse will last for 25 calendar days.
 - (a) The Board and the Association shall select, within the first 5 calendar days of PHASE II, their respective representatives to this impasse resolving committee.
 - (b) The impasse resolving committee shall consist of three (3) representatives of the Board, who are presently Board members or administrators, and three (3) representatives

- of the Association, all of whom are presently teaching staff. The Association's representatives must be from the EA staff of District 214 and shall include at least one (1) member of the current Association negotiating team. The Board's representatives shall include at least one (1) Board member and two (2) members of the current Board negotiating team. Two observers for each side will be allowed provided that they are selected from the PHASE I team members.
- (c) If the impasse is resolved, the committee shall present the proposed Cumulative Agreement for ratification/approval.
 - (d) By mutual agreement, the length of this impasse PHASE II condition may be extended.
- (10) If either team decides it needs additional direction from its membership concerning some item(s) involved in negotiations during PHASE I or PHASE II, it may suspend negotiations for this purpose for no more than ten (10) calendar days. This provision may be used only once by each team during the time periods outlined under PHASE I and PHASE II. A specific statement as to the item(s) involved in this suspension shall be submitted prior to the declaration.
- (11) If tentative approval or ratification/approval has not been reached in PHASE II, a MED-ARB PHASE III condition will exist.
- (a) Within five (5) business days, the parties will select a mediator/arbitrator. The expenses of PHASE III shall be shared equally by the parties.
 - (b) The mediator/arbitrator will have twenty (20) calendar days from the selection of his/her name in which to mediate the unresolved issues.
 - (c) On the twentieth (20th) day, if any unresolved issue(s) exists, each team will submit its final offer on those items. If there is no agreement, the mediator/arbitrator will then have five (5) business days in which to submit recommendations for resolving those items. These recommendations will not be binding on either party.
 - (d) If all issues are resolved through this process of PHASE III, the parties will present the proposed Cumulative Agreement for ratification/approval.
- (12) Upon the completion of PHASE III, if agreement as to the recommendations submitted by the mediator/arbitrator cannot

be reached within five (5) business days, each party is then free to seek assistance through whatever means are available to it.

- (13) When the Association and Board teams arrive at a tentative agreement for all negotiated items, the exact wording shall be submitted to the membership of the Association for ratification and to the Board for approval. Association ratification is not contingent upon Board approval and vice versa. In the event of a negative vote by either party, the designated representatives of the teams will communicate such to the other within 24 hours. The process will then be picked up, at the exact time frame from where it left off and will continue from that point.

5. Representative Election

Any labor organization or individuals who desire to decertify the Association as the exclusive bargaining representative must, in accordance with the provisions of the IELRA, file a petition with the IELRB, accompanied by the signatures of at least thirty percent (30%) of the teachers, between January 15 and March 1 of the last year of this agreement. Such a petition shall be processed in accordance with the IELRA and the Rules and Regulations of the IELRB.

6. Duration of Agreement

- (1) This Cumulative Agreement shall be in force until June 30, 2024.
- (2) Should any section, sentence, or clause of the agreement be declared illegal by a court of competent jurisdiction, or become illegal as a result of action of the Illinois or United States legislatures, said section, sentence, or clause shall be automatically deleted from this arrangement to the extent that it violated the law, but the remaining sections, sentences, and clauses shall remain in force.

3.320 PUBLICATION OF THE NEGOTIATED AGREEMENT

1. The items included in the current negotiations package shall be printed and distributed to all District 214 Education Association members by the Education Association of the District prior to a vote by the membership of the Association.

2. After approval by the Board of Education and the membership of the Education Association, the Cumulative Agreement shall be printed and distributed by the Board of Education. This agreement will be sent electronically (if available) and/or in paper form to the Education Association President. The agreement shall contain a written endorsement by the Board of Education.

3.400 GRIEVANCE PROCEDURE

1. Definitions

- (1) A grievance is any claim by the Association or a teacher that there has been a violation, misinterpretation, or misapplication of a district policy, or this Agreement; however, only grievances alleging a violation, misinterpretation, or misapplication of the Cumulative Agreement may be processed to arbitration. A grievance cannot be filed solely on the basis of the Administration exercising its managerial prerogatives without first consulting the EA. No grievance shall be entertained or processed unless it is submitted at Step 1 within thirty (30) school days after the occurrence of the event giving rise to the grievance or within thirty (30) school days after the aggrieved teacher, through the use of reasonable diligence, could have obtained knowledge of the occurrence of the event giving rise to the grievance. School days for the purposes of a grievance procedure shall mean teacher attendance days.
- (2) All time limits consist of school days, except that when a grievance is submitted less than ten (10) school days before the close of the current school term, time limits shall consist of business days in order that the matters may be resolved before the close of the current school term, or as soon thereafter as possible.
- (3) The Board shall recognize the Association Welfare and Ethics Committee as the Association Grievance Committee. The Association shall notify the Superintendent at the earliest possible date, as to who the committee members are, and who is the designated chairperson.

2. Procedure

The parties hereto acknowledge that it is usually most desirable for a

teacher and his/her immediately involved supervisor to resolve problems through free and informal communications. When requested by the aggrieved teacher, a representative of the Association may accompany the teacher to assist in the informal resolution of the grievance. The Association Welfare and Ethics chairperson shall also contact the Associate Superintendent for Human Resources to see if assistance may be given to resolve the grievance at the informal level. If, however, such informal processes fail to satisfy the aggrieved or the Association, if the aggrieved has notified the Association, a grievance may be processed as follows:

(1) Step 1

The teacher or the Association may present a grievance in writing to the Association Welfare and Ethics Committee. The Welfare and Ethics Committee will arrange for a meeting to take place within ten (10) school days after receipt of the grievance. The Association's representative, the aggrieved teacher, and the immediately involved supervisor and/or Principal/Director shall be present for the meeting. If the grievance is resolved at this meeting, the supervisor and/or an Association Welfare and Ethics Committee representative shall provide a written answer to the aggrieved teacher and the Association within ten (10) school days after the meeting. The answer shall include the reasons for the decision.

(2) Step 2

If the grievance is not resolved at Step No. 1, to the satisfaction of the party initiating the grievance, the Association shall refer the grievance to the Superintendent or designee within five (5) school days after receipt of the Step No. 1 answer or within ten (10) school days after the Step No. 1 meeting, whichever is later. The Superintendent shall arrange for a meeting with the aggrieved individuals and the representatives of the Association Welfare and Ethics Committee to take place within five (5) school 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 five (5) school days in which to provide a written decision, with reasons, to the Association and the grievant(s).

The decision of the Association Welfare and Ethics Committee

to continue or terminate a specific grievance at the end of Step No. 2 does not deter the right of the party initiating the grievance as an individual to refer the grievance to the Board of Education through the President of the Board for a hearing concerning the original situation, as long as this action does not violate the terms of Section 3.310, item 2 (3) of this agreement.

(3) Step 3

If the grievance is not resolved, at Step No. 2, to the satisfaction of the Association Welfare and Ethics Committee, the Association may refer the grievance to the Board of Education through the President of the Board, within ten (10) school days of his/her receipt of the written decision of the Superintendent. The President of the Board shall arrange for a meeting to take place with representatives of the Association Welfare and Ethics Committee within ten (10) school 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 pertinent facts to the grievance. Upon conclusion of the hearing, the Board shall have ten (10) school days in which to provide a signed written decision, with reasons, to the grievant(s) and the Association.

(4) Step 4

Arbitration

(a) If the grievance is not settled in Step No. 3 and the Association wishes to appeal the grievance from Step No. 3 of the grievance procedure, the Association may refer the grievance to arbitration, as described below, within ten (10) school days of receipt of the Board's written answer, as provided to the Association at Step No. 3.

[1] The parties shall attempt to agree upon an arbitrator within five (5) school days after receipt of the notice of referral. In the event the parties are unable to agree upon the arbitrator within said five (5) school day period, the parties shall jointly request the American Arbitration Association (AAA) to submit a panel of seven (7) arbitrators, pursuant to its Voluntary Labor Arbitration Rules.

[2] Upon receipt of the AAA list, the Association shall strike a name first, followed by the Board,

the Association, and so forth until one name remains.

- [3] The arbitrator shall be notified of his/her selection and shall be requested to set a time and place for the hearing, subject to the availability of Association and Board representatives.
- [4] The Board and the Association shall have the right to request the arbitrator to require the presence of witnesses or documents. The Board and the Association retain the right to employ legal counsel.
- [5] The arbitrator shall submit a decision in writing within thirty (30) calendar days following the close of the hearing or the submission of briefs by the parties, whichever is later.
- [6] More than one grievance may be submitted to the same arbitrator if both parties mutually agree in writing.
- [7] The fees and expenses of the arbitrator, if any, shall be divided equally between the Board and the Association, provided however, that each party shall be responsible for compensating its own representatives and witnesses. If both parties order a transcript, the cost will be divided equally. If only one party orders a transcript, that party will bear the full cost.

(b) Limitations on Authority of Arbitrator

The arbitrator shall have no right to amend, modify, nullify, ignore, add to, or subtract from the provisions of this Cumulative Agreement. The arbitrator shall be empowered to determine the issue raised by the grievance as submitted in writing at Step No. 3. Any decision or award of the arbitrator rendered within the limitations of this Section D shall be final and binding upon the Board, the Association, and the teachers covered by this Cumulative Agreement.

3. General Provisions

- (1) If a grievance is not presented by the employee or the Association within the time limits set forth above, it shall be considered "waived" and may not be further pursued by the

teacher or the Association. If a grievance is not appealed to the next step within the specified time limit or any agreed extension thereof, it shall be considered settled on the basis of the Board's last answer. If the Board does not answer a grievance or an appeal thereof within the specified time limits, the aggrieved teacher and/or the Association may elect to treat the grievance as denied at that step and immediately appeal the grievance to the next step.

- (2) If the Association and the Superintendent agree, Step No. 1 and/or Step No. 2 of the grievance procedure may be bypassed and the grievance brought directly to the next step.
- (3) Class grievances involving one or more teachers or one or more supervisors and grievances involving an administrator at the district level may be initially filed by the Association at Step No. 2.
- (4) The Board and the administration shall cooperate with the Association in its investigation of any grievance, and further, they shall furnish the Association with such non-confidential information requested for the processing of any grievance.
- (5) No reprisals of any kind shall be taken by the Board or the administration against a teacher because of his/her participation in this grievance procedure.
- (6) Should the attendance at a meeting involving any grievance require that a teacher or an Association representative be released from his/her regular assignment, he/she shall be released without loss of pay or benefits.
- (7) A grievance may be withdrawn at any level without prejudice.

3.500 BOARD POLICY MANUAL

The Board will provide one (1) paper copy and one (1) electronic copy of the Board Policy Manual and updates thereof, to the Association President. The Board Policy Manual will be available to all Association members electronically.

All Board Policy and Procedural changes will be made available to the Association President within 30 days of the approved change and the electronic copy will be updated within 30 days of the approved change.

3.510 SCHOOL CALENDAR

The school year calendar shall consist of 185 days, with the maximum

number of consecutive school days to be taken as needed from weekdays at the end of August and at the beginning of June (institute or student attendance) not to exceed seventeen. To the greatest extent that is practical to do so, the first day of each school year shall be a Monday in August. The exceptions to the 185 days are addressed in the Probationary Program, section 3.515.

The school calendar will include three (3) Institute Days and two (2) In-service days each year. Two In-Service Days each year will be dedicated to teacher work and shall take place on the day before the first day of student attendance at the beginning of each semester. Administrative meetings on the two In-Service Days will not exceed two hours each day.

A Calendar Committee will be co-led by the Superintendent (or his/her designee) and the EA Negotiations Chairperson (or his/her designee). The Calendar Committee will meet periodically to review the school calendar and school bell schedule. The EA President will receive a copy of the notes from each of the Calendar Committee meetings. The following parameters will be in effect unless changes are made by mutual consent of the EA and the Board/Administration upon recommendations by the Calendar Committee:

1. Thursday mornings will remain reserved for Professional Learning Community (PLC) activities. No morning co-curricular practices or Zero-hour classes will be held on Thursdays without the approval of the Superintendent or his/her designee. Principals will have the option of holding six (6) before school professional development meetings per semester for all EA staff in addition in addition to Thursday morning PLC meetings. Those additional meetings must be on a Tuesday or Wednesday at the Principal's discretion. Those staff approved for a zero-hour class or before school co-curricular practice may be excused from that professional development day with pre-approval from the Principal. The administration may also call and facilitate additional meetings to address any emergency situations that may arise. An emergency might involve safety/security concerns that could affect the school or community, or any issue that may prompt the response of the School Crisis Team.
2. On Monday, Tuesday, Wednesday, and Friday full-time EA staff members will have the time between the contractual report time and the start of period/block one classes designated as "unassigned time". During this time EA staff may not be

assigned specific duties to be performed. Exceptions may be made for zero-hour teachers.

3. The first ten minutes of each workweek at Buffalo Grove, Elk Grove, Prospect, and John Hersey will be designated as “duty free time” to maintain a consistent number of minutes with current practice for full-time staff.

3.512 SCHOOL SAFETY

The Board and the Association agree that providing a safe environment for students and staff is a mutual concern.

- (1) Guidelines and training in school safety will be provided to all employees in managing sensitive situations they may face in their jobs.
- (2) If a physical altercation should arise, it will be reported to the administration and the Association President in a timely manner.
- (3) In the event an employee is in an altercation during the performance of District 214 duties, the Board shall reimburse the employee for replacement of any personal property that is damaged or destroyed during such altercation. Reimbursement will be up to \$500 per incident, with a \$60,000 district-wide limit per year, upon approval of building administration after the employee submits a receipt.
- (4) The Association will be represented on each Building Safety Committee. The Association President or his/her designee will be a member of the annual district safety committee.

3.513 INSTRUCTIONAL MATERIALS

Instructional materials relevant to students’ academic needs will be provided to teachers through a collaborative process that includes input from teachers and administrators. This collaborative process will inform the timely development or acquisition of materials that are up-to-date and aligned with learning standards consistent with the “guaranteed curriculum” for each academic program (the definition of “guaranteed curriculum” along with procedures and guidelines related to this topic, can be found in Board Policy 6.210).

3.515 PROBATIONARY PROGRAM

All full-time full-term probationary EA staff employed after January 1, 1999, shall be required to fulfill the requirements listed below in addition

to statutory requirements to receive consideration for tenured status. The requirements in Items 1 and 2 change Section 3.510 for the probationary teacher’s work year to 188 days and five hours in the first year. The earliest teacher attendance day for staff members specified herein would be one week before the earliest attendance day for tenured staff.

1. Probationary EA staff shall be required to attend three (3) days of staff development activities prior to the start of the first year of probationary employment. These three days are in addition to any other calendar specifications contained in this contract. Full-time, full-term probationary EA staff will be paid for the hours of work as stated in this item at the summer workshop rate.
2. Probationary EA staff shall be required to participate in six (6) hours of additional staff development activities during the first school year of probationary employment. Full-time, full-term probationary EA staff will be paid for the hours of work as stated in this item at the summer workshop rate.
3. In addition, all first year probationary EA staff will be released during the regular school year for up to three (3) days of staff development activities.

The District Staff Development Committee should be involved in the annual planning of this program. The district will share agendas and plans for this program with the Association on a yearly basis before the start of each school year.

3.520 TEACHER LOAD

It is agreed that the term “Maximum Teacher Loads,” as used in this Policy, refers to the number of students for whom grade and credit are awarded.

The following maximum teacher loads reflect the Board of Education’s belief that a sound educational environment can be provided by classroom assignments leading to daily loads within the limits shown.

<u>Teaching Areas</u>	<u>Maximum Teacher Loads</u>
Art	140 per day
Business Education	145 per day
English	140 per day
World Languages	140 per day
Health	145 per day
Life Studies	140 per day

Math	140 per day
Physical Education	210 per day
Science	140 per day
Social Science	140 per day
Technology Education	140 per day
Music	No Maximum*

*If an individual full-time music teacher (1.0 FTE) has more than 175 students assigned to him/her during a given semester, a conversation will occur between the instructor and the administration to discuss the situation and determine how best to support the instructor and the students in the program.

The Board recognizes that individual cases may arise where it is desirable to exceed the above limits. Such cases will require the mutual consent of the teacher and the principal/director and the concurrence of the Associate Superintendent for Teaching & Learning.

Special Education Caseload Parameters:

No special education case management caseload shall exceed sixteen (16) students.

Transition Program Caseload Parameters:

Teacher caseloads in the Career Life Skills (CLS) program, The Academy at Forest View, and the District Transition Program (LIFE) will not exceed eleven (11) students.

Laboratory Class Parameters:

No laboratory class (including keyboarding/word processing) shall exceed the number of laboratory stations available.

Counseling Staff Parameters:

The aggregate ratio for counseling staffs shall not exceed 285 students per counselor. This means that the total enrollment of a school divided by the total number of counselors on a counseling staff excluding the college-career counselor shall not exceed 285:1.

The intention of this ratio is not to raise the load to 285 students per counselor, but rather to establish general parameters in recognizing that the counseling staff in each school functions as a team with different loads per counselor, depending on the nature of the responsibilities for each team member. If the aggregate ratio (discounting the college-career counselor)

exceeds 285:1, the “overage” will be assigned to the college-career counselor, with a maximum case load of 85 students.

Assisting 8th-grade students (i.e. rising ninth-graders) with course selection and enrollment will continue to be part of the school counselor’s regular responsibilities and does not affect the aforementioned aggregate ratio of 285:1. The point person for 8th-grade inquiries to the counseling office will be an administrator, who may assign the requests for assistance to specific staff members as needed.

Social Worker and School Psychologist Parameters:

The combined number of social workers and school psychologists will be four per school, as long as building enrollment remains between 1,600 – 2,400 students. Should a school principal consider employing fewer than four social workers and school psychologists combined per building, a conversation between the EA President, the Associate Superintendent for Human Resources, and the Principal will occur to evaluate the decision.

Co-Taught Class Parameters:

Students in co-taught classes will be counted toward an individual teacher’s load in one of two ways:

1. In a class in which two regular-education instructors are teaching combined content (e.g. American Studies) half the students will be counted toward each teacher’s load for each period that class meets. In other words, if there are 50 students being co-taught over two periods, each teacher will count 25 students each period for a total of 50 students for the double-period course.
2. In a class in which a regular-education instructor is co-teaching with a special-education instructor, all students will count toward both the special education teacher and the regular teachers’ loads.

3.521 SPECIAL EDUCATION

District 214 will adhere to all portions of Illinois Administrative Code that pertain to special education classes.

1. The EA and the District Administration will work collaboratively to achieve greater consistency and balance between the schools and programs in the district relative to special education caseloads, teacher loads, course content areas, and the number of preps per teacher to create the best possible

educational environment for students and teachers in order to provide a full continuum of services for students with disabilities, ages 14-21 within an appropriate individual program for each student in the least restrictive environment.

2. Nurses will work with special education teams to develop specialized healthcare plans.
3. Whenever possible, special education teachers must be notified of and receive a copy of the IEP a minimum of 24 hours before assignment to the teacher's class.
4. Special Education teachers will not be assigned a student/program support assignment beyond case-management responsibilities.

3.524 TEACHER WORK WEEK

1. The work week of each 1.0 F.T.E. classroom teacher shall consist of 40 hours* including the following:
 - (1) (a) up to 1500 minutes of direct instruction and/or student/program support;
(b) at Wheeling High School, as long as the current schedule variance remains in place, up to 1350 of direct instruction with no student/program support assignment;
 - (2) not more than five classroom teaching assignments within the 1500 minutes of direct instruction and/or student/program support;
 - (3) 500 minutes of professional discretion time:
 - 250 minutes of which must be duty free allowing for a minimum of 30 minutes duty-free lunch each day. Duty-free lunch cannot include lunch and learns, training sessions, mentoring and evaluation conferences, or any other meetings or duties, and
 - 250 minutes allowing for unassigned teaching responsibilities. Such time shall be spent on the school premises with opportunity for attending to related school business off site through sign-out arrangements;
 - (4) continuous time throughout the work day.
2. Any teacher asked to teach an additional credit bearing class will be compensated at the teacher's current rate of pay. If a teacher is asked to teach an additional class, there will be no consequences or judgment

of the teacher if he/she doesn't agree.

3. The work week of each 1.0 F.T.E. counselor, social worker, psychologist, nurse, speech therapist, and librarian shall consist of 40 hours* including the following:
 - (1) 250 minutes of duty free time, allowing for a minimum of 30 minutes duty-free lunch each day. Duty-free lunch cannot include lunch and learns, training sessions, mentoring and evaluation conferences, or any other meetings or duties, and
 - (2) up to 250 minutes of program support for a counselor.
4. The work week of each 1.0 F.T.E. adaptive P.E. teacher shall consist of 40 hours* including the following:
 - (1) up to 1500 minutes of direct instruction and/or student program support;
 - (2) 500 minutes of professional discretion time:
 - 250 minutes of which must be duty free allowing for a minimum of 30 minutes duty-free lunch each day. Duty-free lunch cannot include lunch and learns, training sessions, mentoring and evaluation conferences, or any other meetings or duties, and
 - 250 minutes allowing for unassigned teaching responsibilities. Such time shall be spent on the school premises with opportunity for attending to related school business off site through sign-out arrangements.
5. School requests for variations of time use within the teacher work week or work day to support a change in instructional practice and school schedule will be allowed upon a three-fifths vote of approval by the Association members of the school seeking the variance and upon approval by the Board of Education.
6. Part-time teaching assignments will be prorated based upon the F.T.E. percentage of the individual contract.
7. Assigned teacher preparations:

Teachers will normally be assigned no more than three numbered course preparations per semester except where a teacher has unique qualifications unavailable in other staff members and for curricular needs which cannot be accommodated by other means. Teachers with four or more preparations (each course number shall be considered a preparation), will be given additional discretionary time of 250 minutes

per week in lieu of a program support assignment. Special Education Teachers assigned more than three (3) preparations shall be compensated for each additional prep on a pro-rated basis at their rate of pay.

A preparation is further defined as a specific section of a course (typically taught or co-taught by a teacher who holds a specialized licensure and/or endorsement) that requires specialized planning, materials, pacing, and whole-class modification in order to meet the needs of the students enrolled in the course. Examples of courses that share the same course number, yet may be considered as separate preps, include but are not limited to, sheltered EL classes and Instructional special education classes. Should a course seem to warrant designation as a distinct prep, the teacher and/or EA representative will initiate a conversation with the building administration to determine whether or not to count it as an additional prep. Courses with common essential outcomes in which several levels are stacked, where the same general planning and instruction is delivered to the entire class, will not count as separate preparations. Examples include, but are not limited to, Yearbook, Acting 1-4, and Senior P.E. leaders being assigned to another PE class.

8. Activity Period:

The principal/director has the option of permitting the teacher to spend the activity period time before or after the academic day.

9. Flex Time:

Student services staff members shall be eligible for flex time, which will be governed by the following guidelines:

- (1) Flex time will only be earned for school-related evening or weekend activities pre-approved by the administrator as expected in the position of student services staff, or in an emergency with approval provided by the administrator;
- (2) The designated administrator will manage and maintain records of flex time earned and used;
- (3) No more than 12 hours of flex time may be earned and used each semester;
- (4) Flex time may not be carried over to subsequent years;
- (5) Student services personnel shall complete and submit a staff leave request form to his/her supervisor for approval;
- (6) Use of flex time will follow the same guidelines as personal leaves.

10. Student/Program Support:

Sixth assignments include both curricular and non-student contact responsibilities. Assignments for all teachers may include two semesters of curricular/student contact responsibilities. Sixth assignments will not require lesson plans or assigning student grades. Sixth assignments will be assigned on a rotating basis, with teacher preference for assignments being considered in an equitable manner by the assigning administrator. Appropriate non-student contact responsibilities include maintenance of laboratories and related equipment, supervision of hallways (including periodic washroom checks), stairways and foyers, school publicity, and academic study to qualify for another teaching area. Appropriate student contact responsibilities include study hall supervision, resource room supervision, student-tutoring assignments, and lunchroom supervision. The number of students in a study hall supervised by an EA staff member shall not exceed a teacher-to-student ratio of 1:45.

11. Rolling Meadows Variance: Consistent with Section 3.524, item 7, the following variance has been approved by the faculty of Rolling Meadows High School and the Board of Education of District 214:
Teachers with four or more preparations at Rolling Meadows High School will have a 45 minute obligation in seminar block with the remaining 45 minutes being teacher discretionary time.

Wheeling Variance: By mutual consent between the Administration and the teacher, the work week assignment of a 1.0 F.T.E. classroom teacher at Wheeling High School may consist of one 90-minute block class per day and four 45-minute skinny period classes per day with no program support assignment or two 90-minute block classes per day and two 45-minute skinny period classes per day with no program support assignment. If either of these two assignments would have one less 45-minute skinny period class per day, then the assignment could include a 45-minute skinny program support assignment per day.

As long as the schedule variance at Wheeling high School remains in place, teaching loads at Wheeling will be capped accordingly:

- teachers with three blocks will teach a maximum of 78 students per day;
- teachers with two blocks and one skinny will teach a maximum of 84 students per day;
- teachers with one block/three skinnies or two blocks/two skinnies or one block/four skinnies will teach a maximum of 110 students

per day.

12. Whenever possible, teachers in a co-teaching assignment will have a common planning period that is not their duty-free lunch.
 13. All professional development and training activities will be conducted during the professional-development portion of the contract day. This includes Thursday morning PLC time, PDD mornings, and Institute days. This does not include duty-free lunch, planning periods, or activity periods.
 14. EA members cannot be required to participate in any committee or attend any training sessions that meet outside of the contract day.
- * The 40 hours will normally be assigned in 5 eight-hour week days. However, by mutual agreement between the teacher and the Principal/Director, the 40 hours could be configured in alternative arrangements, not to exceed 600 minutes in any one day.

3.525 EDUCATION ASSOCIATION PRESIDENT AND VICE PRESIDENT

The President of the Education Association may be a full-time position, and the Vice President of the Education Association may be a part-time position. The Education Association will reimburse the Board of Education for the time excused at the rate of their actual base salaries and will contribute the pro-rated cost less the teacher's premium of the District's hospital and major medical and life insurance.

3.526 EVALUATION OF STAFF MEMBERS

Each teacher shall be formally evaluated in accordance with the requirements of the Illinois School Code using “The District 214 Licensed Staff Individual Professional Development and Evaluation Program.”

“The District 214 Licensed Staff Individual Professional Development and Evaluation Program” was developed collaboratively and adopted by the Education Association, the Administration, and the Board of Education in compliance with the Performance Evaluation Reform Act of 2010. It was first approved under the title “District 214 EA Staff Individual Professional Development and Evaluation Program.” The

evaluation program is reviewed annually by the Joint Committee, consisting of the EA President, the EA Vice President, the Superintendent, and the Associate Superintendent for Human Resources. The Joint Committee may recommend revisions to the evaluation program annually and present those recommendations to the Board for approval.

3.535 REDUCTION IN FORCE

Reduction in force and recall procedures shall be conducted pursuant to the Illinois School Code.

With respect to the sequence of dismissal process, seniority status for teachers is district-wide and EA members with multiple licenses or endorsements will have seniority in each category in which they are legally qualified. Seniority considerations do not apply to probationary staff.

3.536 LEAVES

Leaves for full-time approved graduate study, medical leave, Education Association Presidency and Education Association Vice Presidency, and assignment as an administrator, will be considered as full-time continuous service and as creditable service. Other approved leaves will be counted as full-time continuous service. However, they will not be counted toward creditable service unless the leave is part-time. In this case the teacher will be granted creditable service on a prorated basis for the time the teacher is actually employed.

All statements regarding seniority, creditable service, and continuous service deal with the regular school term.

3.540 PERSONNEL FILE

1. In accordance with the Illinois Personnel Records Review Act, each employee shall have the right, upon filing a signed written request to the Associate Superintendent for Human Resources, to review the contents of his/her official personnel file, which includes any records in digital format that belong in the personnel file. An employee may, by filing a written release to the district, request an Association representative to examine his/her personnel file. Staff members shall receive a copy of any document added to their personnel file within ten

work days of placement in the file. In all cases, the file shall not be taken out of the human resources office. The Superintendent, members of the superintendency, administrators within the building in which the employee is assigned, and members of the human resources department may view the contents of an employee's file at any time. All other administrators, upon approval from the Superintendent or Associate Superintendent for Human Resources, may view the contents of an employee's personnel file. In all cases, a record will be maintained in the human resources office containing the names of anyone who has viewed a personnel file.

2. The personnel file shall contain an official transcript(s) designating the degree(s) granted from each college or university attended and descriptive or evaluative records of the teacher's performance and any other relevant materials while the teacher is employed in District 214. The file shall be made available for the teacher's observation at his/her request but shall not be removed from the human resources office.

3.545 PROCEDURE FOR LEAVING THE PREMISES

Any teacher leaving the premises during a non-lunch period is required to sign out in the stipulated office.

3.600 SALARY SCHEDULES 2019-2020 through 2023-2024

1. As teachers qualify for different steps based on experience and lane qualifications, their salaries shall be adjusted at regular adjustment times (the beginning of each semester) in accordance with the salary schedules. Course work must be completed before the first day of the first semester for advancement first semester and by the first day of the second semester for advancement second semester. Confirmation of completed work must be received in the human resources office by the last day of the first quarter for advancement first semester and by the last day of the third quarter for advancement second semester.
2. A teacher working less than full-time will receive a pro-rated salary. A 2/5, but less than 4/5, assignment for the entire school year shall qualify the teacher for a 1/2 step advancement on the salary schedule. A 4/5 assignment for the entire year shall qualify as a full step on the schedule.

3. Evidence of Professional Advancement and Evaluation

A teacher's yearly vertical step advancement may be denied for either of the following reasons:

- (1) A vertical step may be denied a tenured teacher if he/she does not present a program of at least three (3) semester hours of college credit or its equivalent, related to his/her teaching field to the building Principal or Director at least one week prior to the end of the school year in which the teacher is in the sixth, eleventh, fifteenth, nineteenth, and twenty-third salary step. The decision as to what constitutes "equivalent credit" or "related to the teacher's teaching field" shall be the Principal's or Director's. A step will still be denied even though a proper program was submitted, if evidence of successful completion of the program is not presented to the Principal or Director during the first quarter of the school year following the sixth, eleventh, fifteenth, nineteenth, and twenty-third salary step.

If a step advance is denied, the teacher may, by submitting proper verification of credit during the third quarter, be advanced one step on the salary schedule for the 2nd semester.

The Building Principal/Director or his/her designee, shall notify all teachers eligible for advancement to the sixth, eleventh, fifteenth, nineteenth, and twenty-third step by August 15 of the year prior to the teacher's advancement and explain the requirement involved.

- (2) A tenured teacher may also be denied a vertical advancement on the salary schedule on the basis of performance if all of the following conditions are met:

Step 1

- (a) There must be a written notice (memo) to the teacher from the Division Head/Supervisor stating that the teacher is not meeting minimal expectations.
- (b) The Division Head/Supervisor and the teacher will confer at the earliest possible date to discuss the matter.
- (c) The Division Head/Supervisor will supply the teacher in both (a) and (b) above information about specific areas of deficiency as well as suggestions for improvement.
- (d) A follow-up evaluation will be conducted by the Division Head/Supervisor after allowing sufficient time for

- corrective action to take place.
- (e) The Division Head/Supervisor will then report back to the teacher as to his/her observation. The Division Head may [1]state that successful corrective action has taken place; [2] repeat Step 1 (b) (c) (d) (e) or; [3] move to Step 2 of the procedure.
 - (f) The teacher may respond orally or in writing at any time during the process.

Step 2

- (a) Step 2 will be initiated by a written notice of unsatisfactory performance supplied to the teacher stating that the process has moved into Step 2 of the procedure.
- (b) Prior to December 1, the teacher will receive from the Division Head/Supervisor a specific notice which indicates that performance is not meeting expectations. Such notice shall be initiated by the Division Head/Supervisor and transmitted as a formal resolution of remediation to the Board by the Associate Superintendent for Human Resources and shall specify the areas of deficiency and state suggestions for remediation. The resolution shall be signed by the Secretary of the Board.
- (c) A remediation team will be established for each individual receiving such notice. This team shall consist of the Building Principal/Director, the Division Head, the Association President, and any other teacher of the individual's choosing.
- (d) The teacher shall receive monthly written notification from the remediation team indicating progress toward remediation of the areas cited in the first notice of deficiency. This notice shall be signed by the Principal/Director and the Superintendent.
- (e) By April 1, a final evaluation report of the remediation team shall be written and submitted to the Board of Education. The report may include a minority opinion. If the evaluation report indicates that sufficient improvement in performance has not taken place, the teacher will be notified no later than thirty (30) calendar days prior to the end of the school year. If there is no majority opinion (i.e., a tie vote) in the final evaluation report, a mutually acceptable fifth person will evaluate

the remediation of the teacher and cast the tie breaking vote.

- (f) A teacher who does not receive a vertical advancement will receive the full value of the step to which he or she is entitled, including any negotiated change in the value of that step. (Exception: A teacher at the top of the salary schedule will be frozen at his/her current salary.)
- (g) The teacher may request a hearing before the Board of Education on the matter by sending a formal request to the Board of Education President no later than ten (10) calendar days after receiving the notice. The teacher may use the services of counsel of his/her choice at this hearing.
- (h) This advancement denial is a one-year denial, and subsequent denials must follow the same sequence.
- (i) The teacher held on the step could be advanced at the end of this first semester upon recommendation of the Principal/Director and the Superintendent.

4. RETIREMENT CONTRIBUTION

The Board shall pay as employer contributions, the full member contribution portion of each teacher's salary to the Illinois State Teachers' Retirement System. The word "salary" here shall include monies received from the salary schedules for 2019-20, 2020-2021, 2021-2022, 2022-2023, and 2023-2024, as well as for any additional duties or responsibilities for which retirement contributions are made. If, at any later date, it is determined that personal income tax is due upon the member contributions, this obligation shall be the teacher's, not the school district's.

5. SALARY SCHEDULE 2019-2020 through 2023-2024

The table below illustrates a 25-step salary schedule that will be adjusted annually according to the following terms:

Should pension "cost shift" occur during the time frame of this Cumulative Agreement, the total salary increase will be offset by the percent shift each year to absorb the financial impact of pension costs shifting from the State to the District. The effect of cost shift will be limited by a minimum/maximum of 1%/4%.

In the event of a tax freeze that adversely affects the financial condition of the District, all raises—other than scheduled step increases—will be reduced by 50% with a minimum annual raise of 1%, and the Board/Administration and EA will meet to discuss implications for the remainder of the Agreement, as per Section 3.200.

2019-2020: Increase base by 2.0%.

2020-2021: Increase base by 2.0%.

2021-2022: Increase base by 1.75%

2022-2023: Increase base by 1.5%.

2023-2024: Increase base by 1.5%.

All TRS covered salaries and increments listed in this document include the full TRS member contributions which are paid by the Board to the Teachers' Retirement System.

2019-2020 EA SALARY SCHEDULE

	BA	MA	MA+30	MA+60
STEP	SALARY	SALARY	SALARY	SALARY
1	\$56,903	\$63,162	\$68,853	\$72,836
2	\$58,610	\$64,869	\$70,560	\$74,543
3	\$60,317	\$66,577	\$72,267	\$76,250
4	\$61,740	\$68,284	\$73,974	\$77,957
5	\$63,162	\$69,991	\$75,681	\$79,664
6	\$64,585	\$71,698	\$77,388	\$81,371
EVIDENCE OF PROFESSIONAL ADVANCEMENT AND EVALUATION				
7	\$66,007	\$73,405	\$79,095	\$83,078
8	\$67,430	\$75,112	\$80,802	\$84,785
9	\$68,853	\$76,819	\$82,509	\$86,493
10	\$70,275	\$78,526	\$84,216	\$88,200
11	\$71,698	\$80,233	\$85,924	\$89,907
EVIDENCE OF PROFESSIONAL ADVANCEMENT AND EVALUATION				
12	\$73,974	\$83,647	\$89,338	\$93,321
13	\$76,250	\$87,062	\$92,752	\$96,735
14	\$78,526	\$90,476	\$96,166	\$100,149
15	\$80,802	\$93,890	\$99,580	\$103,563
EVIDENCE OF PROFESSIONAL ADVANCEMENT AND EVALUATION				
16		\$97,304	\$102,994	\$106,978
17		\$100,718	\$106,409	\$110,392
18		\$104,132	\$109,823	\$113,806
19		\$107,547	\$113,237	\$117,220
EVIDENCE OF PROFESSIONAL ADVANCEMENT AND EVALUATION				
20		\$110,961	\$116,651	\$120,634
21		\$113,806	\$119,496	\$123,480
22		\$116,651	\$122,341	\$126,325
23		\$119,496	\$125,187	\$129,170
EVIDENCE OF PROFESSIONAL ADVANCEMENT AND EVALUATION				
24		\$122,341	\$128,032	\$132,015
25			\$130,877	\$134,860
Top of Schedule			\$131,553	\$135,556

LONGEVITY

During the 2019-2020, 2020-2021, 2021-2022, 2022-2023, and 2023-2024 school years, employees with 25 years of experience or greater, and in the M+30 lane will receive a longevity payment of \$750 each year. Employees with 25 years of experience or greater, and in the M+60 lane will receive a longevity payment of \$1500 for each year. These payments will be made with the December 15 paycheck each of those years.

3.610 EXPERIENCE CREDIT ALLOWANCE

Candidates with prior kindergarten through twelfth grade teaching experience shall normally be credited with a maximum of six (6) years previous teaching experience on the salary schedule. When in the best interest of the district, the Superintendent may grant additional years of credit.

3.611 TUITION REIMBURSEMENT

Tuition incentives will be provided for EA staff for taking courses which match district priorities for growth and change.

Program Guidelines:

1. Eligibility: Licensed, full-time EA staff members and one of the following:
 - a) said staff member in his/her first year of teaching and is a first year staff member of District 214 will be eligible for tuition support starting the first summer after he/she has completed one year as a staff member of District 214 and has been given a second-year probationary contract.
 - b) or said staff member is in his/her first year of teaching at District 214 and he/she has at least one year of full-time teaching prior to being a District 214 staff member will be eligible for tuition support during his/her second semester of his/her first year as a staff member with District 214. However, reimbursement payment will be made only if the said staff member is given a second-year probationary contract.
 - c) or tenured staff and probationary teachers in their third or fourth years shall be eligible for tuition reimbursement.
 - d) tenured staff who are on Board approved part-time leave of absence must be .8 FTE or greater for tuition reimbursement eligibility.

2. Tuition support will be provided for up to six (6) semester hours of credit per semester and up to twelve (12) semester hours in the summer which are taken at fully accredited colleges or universities.
3. Tuition support will be contingent upon successful completion of the course.

3.612 PROFESSIONAL DEVELOPMENT FUND

A Professional Development Committee will be responsible for the administration of all professional development functions and appropriation of professional development funds.

The District will provide a total of \$850,000 for distribution at the building and district levels for the duration of this Agreement. If the full \$850,000 is not paid out in a given year, the overage will be added to the next year's allocation and made available for disbursement. Part of the annual allocation \$850,000 will be dedicated to each building's PDF team in the amount of \$300 per FTE annually, with the balance of the money to be allocated at the district level.

District Level

The District level money will be distributed by the PDF Committee based on the following priorities and in the order listed:

- Coursework toward a Master's degree in content areas;
- Graduate level courses in content areas
- National Board Certification;
- Coursework toward a Doctoral degree;
- Coursework toward a Master's degree in areas other than content;
- Graduate level courses in non-content areas;
- Undergraduate courses for additional endorsement purposes.

Reimbursement will be allocated as listed below. Teachers will be required to secure pre-approval of their plans in accordance with district procedures. All coursework to be applied for credit on the salary schedule must be approved in accordance with the District's Policies and Procedures for Professional Growth.

Master's Degree in Content Areas

- Tuition reimbursement rate will be 75% of tuition up to a maximum of \$800 per credit hour;
- \$1,000 bonus upon successful completion of the Master's program.

Graduate Level Courses in Content Areas

- Tuition reimbursement rate will be 75% of tuition up to a maximum of \$800 per credit hour. (Includes current teaching assignments as well as other licensures and endorsements and ELL/ESL, Reading, and Special Education.)
- After Education Association members have completed a minimum of 30 hours for a Master's in their content area, a Curriculum and Instruction Program approved by the Education Association and administration will be reimbursed at the 75% rate with a maximum of \$800 per credit.

National Board Certification

- District will allow two (2) days per year of professional development leave for teacher enrolled in the program for work directly related to the completion of the requirements necessary to successfully complete the program;
- \$1,000 bonus upon successful completion of and eligibility for the certification.
- District will reimburse for the cost of recertification for National Board Certification at 75% of the cost.

Doctoral Degree

- Tuition reimbursement rate will be 50% of tuition up to a maximum of \$600 per credit hour;
- \$2,000 bonus upon successful completion of a pre-approved doctoral program.

Master's Degree in Areas Other Than Content

- Tuition reimbursement rate will be 50% of tuition up to a maximum of \$600 per credit hour.

Graduate Level Courses

- Tuition reimbursement rate will be 33% of tuition up to a maximum of \$450 per credit hour.

Undergraduate Courses for Additional Licensure Purposes

- Tuition reimbursement rate will be 33% of tuition up to a maximum of \$450 per credit hour.

No reimbursement will be provided for undergraduate classes other than those listed above, practicums, internships, dissertation study or thesis hours unless university credit and grades are provided for such experiences. Reimbursement will only be provided within the funding limits as identified in the FUNDING section above.

Staff may be reimbursed at 100% for courses in a curricular area that is deemed of high demand by the Administration or as part of an initiative that supports Board/District goals. Reimbursement at 100% for the aforementioned reasons must be pre-approved by the building principal and director of professional learning. High-demand areas will be determined annually by the Director of Professional Learning and the Associate Superintendent for Teaching and Learning.

If staff are enrolled in a program leading to a specific credential, credits earned in the program cannot be applied to lane advancement until the staff member completes and passes the required test for the credential. If enrolled in a program leading to either an endorsement or a qualification, lane advancement will be contingent on the staff member obtaining the endorsement of qualification.

Teachers can request an exception for reimbursement. That request must be submitted to the District Professional Development Committee in writing with a detailed rationale for the exception.

Building Level

The building level teams will be responsible for the distribution of the building allocations. The funds will be allocated based on the following priorities and in the order listed:

- Building initiatives and goals;
- District initiatives and goals;
- Curriculum development;
- Instruction/pedagogy;
- Content areas;
- Co-curricular.

ADMINISTRATION OF FUNDS

District Level

The District Professional Development Funds will be administered by a committee made up of the following representatives:

- Director of Prof. Learning & Student Services;
- Associate Superintendent for Teaching & Learning;
- One building administrator assigned by the Superintendent or designee;
- Three tenured teachers from different buildings and subject areas selected by the Educational Association.

Building Level

The building teams comprised of both administrative and teacher representatives will determine the allocation of funds in their respective buildings based on the priority list designated above.

3.613 EXTENDED MASTER'S DEGREE PROGRAMS

EA members in Master's degree programs requiring more than thirty-eight but less than sixty hours, may apply the additional hours toward an M+30 or M+60 program. For example, in a Master's program of 40 hours (two hours more than thirty-eight), two hours may be applied in the M+30 or M+60 program. This provision is not retroactive but will apply to those currently enrolled in a program (not completed) or beginning such a program as of August 21, 2000. An EA member holding a master's degree which required 60 or more semester hours shall be placed on the M+30 salary track. The EA member must provide verification that the 60 hours are a requirement of the degree.

3.650 HOW EA MEMBERS ARE PAID

1. Salaries for EA members are distributed on the 15th and 30th of each month over a period of twelve months. The first paycheck will be issued on August 30, and the last issued on August 15 of the following year. Where such dates fall on weekends, the checks shall be distributed on the last business day preceding the weekend.
2. Deductions shall be made on the following basis:

Authorized deductions shall normally be divided equally between the 15th and 30th checks for the twelve month period from August 30 through August 15. Exceptions are made for court ordered payments, community contributions, and Association dues.

3.680 CO-CURRICULAR HIRING

Both the Education Association (EA) and the administration recognize the importance and necessity of identifying skills, qualities and expertise specific to the needs of a position and/or activity. When positions are posted, it is agreed that the administration will include specific qualifications in the posting. In determining qualifications for co-curricular positions, the administration agrees not to structure those to deliberately

prevent a specific person or persons from qualifying or not to limit qualifications so only one specific person could qualify. Fair consideration also will be given to qualified entry-level candidates.

District 214 Education Association members, herein referred to as internal candidates, include all current EA members and those whom the district will employ as an EA member in the current or next school year. External candidates include all non-EA members.

1. Head coaching positions will be simultaneously posted internally and externally. Qualified internal candidates will be given priority consideration.
2. Assistant coaching positions, activity positions, and fine arts positions will be posted internally first. If there are no qualified internal candidates, external candidates will be considered.
3. Every co-curricular position will be posted internally for five (5) workdays.
4. It is understood that any co-curricular position is a one-year position. However, the EA and the Board recognize the value of maintaining continuity within the co-curricular program and support the continued employment of any individual hired according to mutually agreed upon district procedures, assuming that he or she is performing effectively.
5. Any staff member who leaves District 214 through retirement or resignation will be released from all co-curricular responsibilities. These individuals will be considered external candidates for any future employment.
6. Stipends are paid for work to be completed outside of stated contract hours.
7. At the beginning of each season, all coaches and sponsors working during that season will attend a general meeting run by the administration to address procedural matters, clarify logistical details, receive updates, etc. These meetings may be held during “unassigned” time within the school day. In the event of an emergency or serious matter that requires immediate intervention, coaches and sponsors may be expected to attend other meetings with the Administration as a condition of employment.
8. The Administration reserves the right not to hire all or any of the coach/sponsor positions identified in Section 3.700, should an advisory board consisting of the APSAs, one Athletic Director from each building, an EA Representative from each building, the District Fine Arts Coordinator, and the District administrator overseeing athletics and activities, deem participation in a particular sport/program insufficient

to warrant the full allocation of stipends. The advisory board will meet at least once a school year to make recommendations for the following school year. While this Cumulative Agreement encumbers resources to support the athletics/activities listed, the stipends delineated in 3.700 constitute maximum allocations, not minimum obligations that must be met regardless of student interest.

3.700 CO-CURRICULAR INCREMENT SCHEDULE

- Step 1 Those teachers with no previous experience as a coach or director.
- Step 2 All teachers paid or assigned as a coach or director with one year's previous experience in an activity requiring similar knowledge and skills.
- Step 3 All teachers paid or assigned as a coach or director with two years previous experience in an activity requiring similar knowledge and skills.
- Step 4 All teachers paid or assigned as a coach or director with three years previous experience in an activity requiring similar knowledge and skills.
- Step 5 All teachers paid or assigned as a coach or director with four years previous experience in an activity requiring similar knowledge and skills.
- Step 6 All teachers paid or assigned as a coach or director with five or more years previous experience in an activity requiring similar knowledge and skills.

(Exception: A coach practicing with two teams at different times shall receive regular increment plus appropriate step of Lane E.)

Those entering from outside of the district will receive a maximum Step 2 placement. Those new to the activity will receive a maximum Step 2 placement. In exceptional circumstances, as determined by the Associate Superintendent for Human Resources, additional steps may be granted, if in the best interest of the district.

The dollar value of each step shall be determined by multiplying the index values here by the dollar value of the B.A. Step 1, base salary in Section 3.600.

Co-curricular Index Schedule 2019-2020

<u>Lanes</u>	<u>AA</u>	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>	<u>F</u>
Step 1	0.1519	0.1365	0.1190	0.1043	0.0868	0.0630	0.0350
Step 2	0.1649	0.1482	0.1292	0.1132	0.0942	0.0684	0.0380
Step 3	0.1779	0.1599	0.1394	0.1222	0.1017	0.0738	0.0410
Step 4	0.1910	0.1716	0.1496	0.1311	0.1091	0.0792	0.0440
Step 5	0.2040	0.1833	0.1598	0.1401	0.1166	0.0846	0.0470
Step 6	0.2170	0.1950	0.1700	0.1490	0.1240	0.0900	0.0500

Co-curricular Increment Schedule 2019-2020

<u>Lanes</u>	<u>AA</u>	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>	<u>F</u>
Step 1	\$8,644	\$7,767	\$6,771	\$5,935	\$4,939	\$3,585	\$1,992
Step 2	\$9,383	\$8,433	\$7,352	\$6,441	\$5,360	\$3,892	\$2,162
Step 3	\$10,123	\$9,099	\$7,932	\$6,954	\$5,787	\$4,199	\$2,333
Step 4	\$10,868	\$9,765	\$8,513	\$7,460	\$6,208	\$4,507	\$2,504
Step 5	\$11,608	\$10,430	\$9,093	\$7,972	\$6,635	\$4,814	\$2,674
Step 6	\$12,348	\$11,096	\$9,674	\$8,479	\$7,056	\$5,121	\$2,845

Lane placements for co-curricular increment schedule are not a part of negotiations. They are determined by a district council, and the Education Association will be notified of any changes.

ATHLETIC INCREMENTS

Lane "AA" Increments (7)

Boys' Athletic Director	AD
Boys' Football	Head Coach
Boys' Basketball	Head Coach
Boys' Track	Head Coach
Girls' Athletic Director	AD
Girls' Track	Head Coach
Girls' Basketball	Head Coach

Lane "A" Increments (14)

Boys' Baseball	Head Coach
Boys' Gymnastics	Head Coach
Boys' Soccer	Head Coach
Boys' Swimming	Head Coach
Boys' Volleyball	Head Coach
Boys' Wrestling	Head Coach
Girls' Gymnastics	Head Coach
Girls' Soccer	Head Coach
Girls' Softball	Head Coach
Girls' Swimming	Head Coach
Girls' Volleyball	Head Coach
Trainer (1 per season)	Head

Lane "B" Increments (37)

Boys' Basketball	Asst. Coach (4)
Boys' Cross Country	Head Coach
Boys' Football	Asst. Coach (9)
Boys' Gymnastics	Asst. Coach (2)
Boys' Tennis	Head Coach
Boys' Track	Asst. Coach (3)
Boys' Wrestling	Asst. Coach (3)
Girls' Badminton	Head Coach
Girls' Basketball	Asst. Coach (4)
Girls' Cross Country	Head Coach
Girls' Gymnastics	Asst. Coach (2)
Girls' Tennis	Head Coach
Girls' Track	Asst. Coach (3)
Competitive Cheering	Head Coach
Competitive Dance/Poms	Head Coach

Lane "C" Increments (38)

Boys' Baseball	Asst. Coach (4)
Boys' Golf	Head Coach
Boys' Soccer	Asst. Coach (5)
Boys' Swimming	Asst. Coach (2)
Boys' Tennis	Asst. Coach
Boys' Volleyball	Asst. Coach (2)
Boys' Water Polo	Head Coach (1)
Girls' Bowling	Head Coach
Girls' Golf	Head Coach
Girls' Soccer	Asst. Coach (4)
Girls' Softball	Asst. Coach (3)
Girls' Swimming	Asst. Coach (3)
Girls' Tennis	Asst. Coach (2)
Girls' Volleyball	Asst. Coach (4)
Girls' Water Polo	Head Coach
Trainer (1 per season)	Assistant (3)*

Lane "D" Increments (12)

Boys' Cross Country	Asst. Coach
Boys' Golf	Asst. Coach
Boys' Water Polo	Asst. Coach
Girls' Badminton	Asst. Coach (2)
Girls' Bowling	Asst. Coach (2)
Girls' Cross Country	Asst. Coach
Girls' Golf	Asst. Coach
Girls' Water Polo	Asst. Coach
Competitive Cheering	Asst. Coach
Comp. Dance/Poms	Asst. Coach

***Schools that do not have an Athletic-Trainer Supervisor will receive two additional Lane C stipends for training purposes.**

ACTIVITY INCREMENTS

Lane "AA" Increments (1)

Band Director*
 *Contingent on directing a competitive marching band program; otherwise band director will receive a B lane stipend.

Lane "A" Increments (4)

Debate/Student Congress Head Coach
 Fine & Performing Arts Coordinator
 Individual Events-Speech Head Coach
 Student Council Coordinator

Lane "B" Increments (7)

Chorus Director
 Forensics (Debate/Speech) Asst. Coach (3)*
 *Assigned by administration based on participation
 Orchestis Sponsor
 Orchestra Director
 Special Olympics (for District) Head Coach (1)

Lane "C" Increments (5)

Drama-Musical Director
 Drama-Musical-Tech. Director
 Music Assistant Assistant
 Newspaper Sponsor
 Yearbook Sponsor

Lane "D" Increments (6)

Drama Director (2)
 Drama-Technical Director (2)
 Special Olympics (for District) Asst. Coach (2)

Lane "E" Increments (32)

Academic Bowl Sponsor (2)
 Sideline Cheer. Sponsor (2)
 Chess Club Sponsor
 Class Sponsor Sponsor (4)
 Concessions Director
 Drill Team (Fall) Sponsor
 Drama Asst.Dir. (2)
 Drama - All shows House Manager
 Drama-Musical Asst. Director (3)
 Multi-Cultural Club Sponsor
 Non-Specified Various (12)
 Student Council Asst. Coordin.
 Variety Show Director

Lane "F" Increments (31)

Boys' Event Superv. Event Super. (3)
 Drill Team (Winter) Sponsor
 Girls' Event Superv. Event Super.(3)
 Graduation Sponsor
 Math Team Coach (4)
 National Honor Soc. Sponsor
 Non-Specified Various (12)
 Orchestis Assistant
 Orchestis/Variety Director
 Show-Technical
 Science Olympiad Sponsor (2)
 Showcase 214/ Sponsor
 Arts Unlimited
 Sideline Poms Sponsor (1)

*Any head varsity coach or head activity sponsor whose team or athletes/participants travel to IHSA events beyond the sectional level or qualify for state quarter-final competition shall receive a one-time per annum bonus of \$50.

3.702 INCREMENTS FOR EXTRA-ADMINISTRATIVE AND INSTRUCTIONAL RELATED ASSIGNMENTS

Librarians/media specialists will receive ten days of additional pay over the summer, paid at .005 per day of their base salary, provided they meet in advance, prior to the end of the school year, with their building principal or his/her designee and agree on the work to be done. The following categories of teachers, if agreed to by the administration to extend their work year, will be paid .005 per day, of their base salary, with a ten-day maximum, technology learning facilitators, instructional coaches, Practical Construction teachers, and the Young Adult Coordinator. Other EA staff may be approved to work additional days at the authorization of the Associate Superintendent for Human Resources. The staff member and his/her Principal/Director must agree in advance on the specific dates and number of days that the staff member may work, as well as the nature of the work to be completed, or else compensation will not be awarded for any work done outside the regular school year.

Resource Teachers positions in each division will be assigned annually by the supervising administrator. Each Resource Teacher may perform different duties as determined by the Administration relative to the respective needs of each division, but the Administration and the EA Leadership will confer annually to review resource-teacher assignments and to assess parity between them. Resource Teacher stipends will be allocated based upon total FTE in a division. In Special Education and EL, the number of staff counted will include district teachers and aides only. The dollar value of each assignment shall be determined by multiplying the index shown here by dollar value of B.A., Step 1, for the current year, as indicated in Section 3.600

<u>Assignment</u>	<u>Index</u>	<u>2019-2020</u>	<u>Base</u>
Resource Teacher (7-10)	0.0540		\$3,073
Resource Teacher (11-20)	0.0810		\$4,609

If there are more than 20 teachers in a division, an additional increment shall be allocated to the division as follows:

		<u>2019-2020</u>	
Resource Teacher (21+)	0.0270		\$1,536

This additional allocation must be assigned to another teacher.

Professional Learning Community (PLC) shall have EA staff as PLC Leaders. PLC Leaders will have autonomy in creating and implementing PLC agendas that align with the instructional goals of the building and district. PLC Leaders will be awarded comp time if they meet with their PLC at least twice per month, share agendas and follow-up notes with their division head/administrator, and meet regularly with their division head/administrator to update him/her on the progress of the PLC.

Compensatory time will be granted as a “professional leave” based on the amount of time spent facilitating the PLC up to a maximum of 16 hours a year, with notification of an approval by the division head/administrator.

Definition of a Professional Learning Community (PLC): Course-alike teams, program-alike teams, or specialized instructional teams of teachers who meet on designated PLC days with the specific purpose to share expertise, discuss best practices, review/revise the implementation of curriculum, and evaluate student performance in alignment with building and district instructional goals and initiatives.

3.705 MILEAGE RATE

1. The mileage rate reflects reimbursement for use of private vehicles by district employees. Reimbursement is for business mileage only. Mileage from one's residence to a meeting site is not reimbursable. Reimbursable mileage begins at the place of employment.
2. The mileage reimbursement rate shall be the maximum nationally established Internal Revenue Service rate.

3.710 PAID AND NON-PAID SUPERVISORY ASSIGNMENTS

1. Each supervisory assignment shall be adjusted annually by the percent change in the B.A. Step 1, Base Salary.
2. The following supervisory assignments shall be paid:

(1) Outdoor:	<u>2019-2020</u> \$87.78
--------------	-----------------------------

Outdoor ticket sellers, ticket takers, crowd or bus supervisors, announcers, photographers, scorers, timers, and starters. (5-07)

- (2) Indoor 2019-2020
\$79.03

Indoor ticket sellers, ticket takers, crowd or bus supervisors, announcers, photographers, scorers, timers, and starters.

- (3) Upon pre-approval by the Principal/Director, non-paid sponsors of clubs and organizations will be reimbursed for special activities of these groups conducted on non-school time, on the following basis:

- | | <u>2019-2020</u> |
|------------------|------------------|
| (a) One-half day | \$96.58 |
| (b) All day | \$193.13 |

- (4) Non-paid supervisory assignments for the activity and athletic programs will be made in each building by a committee consisting of two EA members from that building and two members selected by the Principal. This committee will determine the list of events and activities requiring non-paid supervision, the number of supervisors required for each event, and the method for making assignments.

- (5) Each EA staff member will be required to provide non-paid supervision during the school year as follows:

- (a) One activity or event scheduled for Saturday, Sunday, the day preceding or following a school holiday or a non-attendance day designated in the school calendar, or vacation period, or located off-campus; or
- (b) Two activities or events scheduled for week nights (Monday through Friday) at the school site, except those days preceding or following school holidays, or non-attendance days designated in the school calendar, or vacations.

- (6) Teacher-Parent Night (TPN)
Each EA staff member is expected to participate in up to two Teacher Parent Nights per year, not to exceed a total of eight hours. Each TPN will include a minimum twenty-minute break. Every effort will be made to schedule these TPN's on the day

before a late arrival, non-attendance day, or on an institute day.
If the TPN occurs before a late arrival day, the first hour of the late arrival morning will be unassigned.

3.714 JOB SHARE

Job Sharing

Township High School District 214 will consider teacher requests for job sharing on an individual basis under the terms and conditions outlined below.

Definition

Job sharing is defined as a voluntary program that will allow two full-time tenured teachers the opportunity to request the sharing of one full-time position in the District.

Requests for Job Sharing

Requests for job sharing shall be submitted in writing to the Associate Superintendent for Human Resources with a copy of the request to the President of the Education Association. Requests shall be submitted no later than February 1 of the year prior to the beginning of the year for which the request is made. Requests must clearly indicate:

- The names, licensure and endorsements of the two applicants;
- A description of the job to be shared;
- The teaching arrangement desired;
- The percent of time each participant will work;
- Any special provisions different from the normal full-time contract.

All job share assignments will be limited to one full year duration. Requests for renewal must be submitted annually to the Associate Superintendent for Human Resources by February 1. An employee will be allowed to participate in a job share for no more than six (6) consecutive years. After the sixth consecutive year the teachers will be assigned by administration to open full-time positions in the District and must serve in those positions at least one year before becoming eligible to apply for another job share opportunity.

Approval Process

Each job share will be evaluated by the administration and recommendations will be submitted to the School Board. The Board of Education will make the final decision on all renewals. The Board's decision to approve or deny the job share request shall be final and will not be subject to the grievance

and arbitration provisions of this Agreement.

The Board's decision will be communicated to both teachers and the Education Association in writing within five (5) days of the date of the decision. If the request is approved the applicants will be notified of the conditions and terms of the approval. Such notice shall include a description of the job to be shared, the percentage of time each participant will work, provisions controlling salary and benefits, and any unique or unusual conditions. Each request will be considered by the Board on its individual merits. Job sharing requests will be considered for the following reasons:

- Child-rearing;
- Health (personal or family member);
- Continuance of education.

The number of job shares in the District shall not exceed two (2) in each building in any one year. Additional requests may be considered at the discretion of the administration.

Conditions

The following conditions will apply to all participants in District 214 job shares:

- Each teacher shall return to full-time status in the year following the job sharing year unless an application for renewal is approved;
 - The teacher will be assigned by the administration to a full-time open teaching assignment in the district for which he/she has the proper license and endorsements to teach.
- the two teachers participating in the job share must have the licensure and endorsements necessary to teach any of the classes both teachers are assigned to teach;
- the two teachers participating in the job share must be from the same building;
- if one of the participants leaves during the school year for any reason, the other participant in the job share will assume the full-time position for the balance of the school year;
- if one of the participants is absent for more than one week, the other participant, whenever possible, will teach the full day;
- each teacher participating in a job sharing agreement will be expected to attend all district/building staff development sessions, building meetings, open houses, and parent/teacher conferences;
- both applicants must be full-time tenured teachers at the time their request is submitted;

- supervisory assignments will be pro-rated based.

Benefits and Salaries

Teachers participating in job sharing shall be paid on a pro-rata basis. In addition, contributions to the Teachers' Retirement System shall also be provided pro-rata. Participants will not be eligible for insurance benefits. It is also understood that all participating teachers understand that they will not be eligible for unemployment benefits.

3.715 PART-TIME TEACHER GUIDELINES

1. Definition

An EA staff member who has an assignment of fewer than five periods per day is considered on part-time status. There are currently two categories of part-time EA staff members:

- (1) the person who has a part-time contract and is hired on a year-to-year basis;
- (2) the tenured person who is on part-time leave.

Category (1) part-time EA staff members will be granted semester contracts with fringe benefits allocated on a semester basis. Category (2) part-time EA staff members will be granted fringe benefits allocated on a full-year basis if the full-year assignment average is 4/5 or more. Otherwise, category (2) part-time EA staff members will be granted fringe benefits allocated on a semester basis. Any change in part-time assignment (F.T.E.) may result in employee retroactive payment of insurance premiums or loss of coverage.

2. Guidelines

- (1) Part-time EA staff members are paid on a prorated basis with a one period assignment per semester being given the value of 10 percent of the step and lane for which the individual would be eligible on the EA salary schedule.
- (2) A 4/5 assignment is eligible for the full fringe benefit package of medical, dental, and life insurance.
- (3) All part-time teachers are eligible for a pro rata allocation of sick days.
- (4) All part-time teachers are eligible for a pro rata allocation of

- personal leave days.
- (5) A 2/5, but less than 4/5 assignment shall qualify the part-time teacher for one-half step advancement on the salary schedule. A 4/5 assignment qualifies for a full step on the salary schedule.
 - (6) Program Support Assignments:
 - (a) A person on a 4/5 assignment will serve a full program support assignment.
 - (b) A 2/5 and 3/5 assignment will serve one-half of the program support assignment of the full-time teacher.
 - (c) A 1/5 assignment will not be required to serve a program support assignment.
 - (7) All EA staff on part-time leaves are required to participate for the entirety of all institute days. All other part-time EA employees are required to participate on a pro rata basis, but are encouraged to participate fully as well.
 - (8) Professional expenses shall be allocated on a pro rata basis.
 - (9) Part-time EA staff will participate in all parent-teacher conferences/open houses in their entirety.

3.716 COMMUTER TEACHER GUIDELINES

Each year High School District 214 has a number of teachers who commute from school to school. The district values the services these teachers offer as well as their flexibility and adaptability in adjusting to more than one school to best meet the academic needs of students. When teachers do commute, the administration in each school affected will work with those teachers to help them become acclimated to the schools in the most efficient manner. The administration will make appropriate accommodations for the commuting teachers, as needed. The following guidelines are intended to guide the work of administrators and commuter teachers throughout the school year.

1. Administrative Guidelines
 - (1) Each principal/director who has a new commuting teacher will provide an opportunity for the teacher to visit the school and to meet with the division head once the teacher's assignment has been formalized. This orientation session should occur as soon as assignments have been completed.
 - (2) At the beginning of each school year, principals/directors will designate the home school for the commuting teacher based on the number of classes taught in each school.
 - (3) Commuting teachers will have a preparation period and a duty

free lunch period.

- (4) Each school in which the commuting teacher has teaching responsibilities will provide the teacher with use of a desk and with space available in a file cabinet.
- (5) Professional expense reimbursement shall be allocated by the home school.
- (6) During the August Institute, the principal/director should introduce the new commuting teacher to the staff, recognizing the contribution that the commuting teacher makes to the overall educational program of the building and to the district.
- (7) Evening activity supervision for the commuting teacher is to be assigned by the home school. The assignment will be coordinated by the Assistant Principal for Student Activities utilizing the same building process which is in place for all EA staff members.
- (8) Commuting teachers will not have a program support assignment.
- (9) The division head in the home school will prepare the commuting teacher's evaluation with input from the division head in the commuting teacher's other school(s).
- (10) To assure ease of entry and exit in the parking lot, schools should make available parking spaces for commuting teachers.
- (11) When the commuting teacher is delayed due to inclement weather or conflicting schedules, the division head is responsible for coverage of classes until the commuting teacher's arrival at school.

2. Commuting Teacher Guidelines

- (1) The commuting teacher is required to attend one Teacher Parent Night of the year in each school in which he/she has teaching responsibilities. Teacher Parent Night is defined as Open House or Parent Teacher Conference Night.
- (2) The commuting teacher should attend home school division meetings. In the event of an absence, he/she should meet with the division head to review meeting agenda items and responsibilities.
- (3) The commuting teacher will attend late arrival sessions in the school where he/she begins the day. He/she will arrange coverage of classes in the other school with that division head as needed.
- (4) The commuting teacher will have opportunities to attend building institutes in any of the schools in which he/she has

teaching responsibilities. These arrangements must be worked out in advance with division heads in each school.

- (5) The commuting teacher who attends a Teacher-Parent meeting at more than one school will be reimbursed for mileage between schools when those meetings are held on the same night.

3. Reporting Procedures

- (1) The commuting teacher will submit an Expense Reimbursement Form monthly to the home school principal/director for approval. He/She will be reimbursed for mileage from the first school to the second school utilizing the mileage rate in Section 3.705 of the Cumulative Agreement. Since the fastest route may not be the shortest, this mileage may exceed the district's guidelines.
- (2) When it is necessary for the commuting teacher to make more than one trip between assigned schools in a given day, the teacher will be reimbursed for these expenses.

4. Qualifications for Additional Pay

A full-time, full-term classroom teaching commuting teacher in his/her fourth year of commuting for District 214 will receive additional base pay per year of \$1,000. For this item, full-time commuting years need not be consecutive.

3.722 SUBSTITUTES FOR PROFESSIONAL GROWTH ACTIVITIES AND FIELD TRIPS

Substitutes shall be provided for teachers excused for staff development activities and field trips.

3.723 SUBSTITUTE PAY

Teachers who elect to substitute for another teacher during his/her preparation time or lunch hour shall be paid an hourly rate based on .0009 of the B.A., Step 1 base salary for the current school year. This rate applies to teachers employed at least half time for the semester in which the substitute assignment occurs. Part-time teachers employed less than half time in the given semester will be paid the standard rate of pay for external subs. The amount for internal subs will be calculated based on the actual time worked.

2019 - 2020 \$51.21 hr.

3.749 SUMMER SCHOOL ASSIGNMENT

District 214 teachers and teaching administrators will be given first preference for summer school assignments.

3.750 SUMMER SCHOOL PAY

1. Teachers shall be paid .00114 of the B.A., Step 1 base salary from the preceding school year per hour.
Summer 2020 \$64.87
2. Summer school assignments shall be voluntary and beyond the 185 day regular school schedule.
3. Summer Student Services pay shall be .00114 of the B.A., Step 1, base salary from the preceding school year, per hour, with a maximum of six hours per day.
Summer 2020 \$64.87

3.752 SUMMER WORKSHOP PAY

Summer workshops shall be voluntary and not involve instruction of students. Summer workshop participants shall be paid .00067 of the BA, Step 1, base salary from the preceding school year per hour.
Summer 2020 \$38.13

3.753 CREDIT RECOVERY/ACADEMIC INTERVENTION PAY

Teachers who are approved by administrators to provide credit-recovery and/or academic intervention instruction during the school year will be paid an hourly rate based on .0009 of the B.A., Step 1 base salary for the current school year for instructional time spent with students outside of the contractual day. This work does not include the creation or development of new or additional curriculum and is independent of summer workshop activity or summer school responsibilities.

Credit recovery is defined as a means to access a course to earn lost credit when the student has failed to meet graduation requirements. A course could be a repeat of the same course, a portion of the same course, or a different course that meets the graduation requirement. Credit Recovery will occur after the official grades for the semester in which the student received either

a grade of I or F have been recorded, but other academic interventions may be implemented before final grades are issued.

The .0009 pay rate will apply to academic interventions occurring outside the contractual school day, such as tutoring, that are proactive and preventative and may be offered to students throughout the course of a semester, with prior administrative approval, while students are still enrolled in their courses and prior to students earning grades in their courses.

3.754 SCHOOL YEAR WORKSHOP PAY

School year workshops shall be voluntary and not involve instruction of students. School year workshop participants shall be paid .00067 of the BA, Step 1, base salary per hour.

2019-2020	\$38.13
-----------	---------

3.800 SICK LEAVE

1. The annual sick leave shall be 14 days per year with the unused days to be accumulated.
2. Sick leave shall be interpreted to mean personal illness, quarantine at home, or serious illness or death in the immediate or extended family or household, or birth, adoption or placement for adoption. Use of sick leave for quarantine at home or serious illness or death in the immediate or extended family or household other than spouse, children, qualified domestic partners, or foster children shall be limited to a maximum of thirty (30) days per year. Under special circumstances the superintendent may approve exceptions to this policy.
3. When the schools are officially closed by the Superintendent, no sick, or personal days previously arranged by a teacher, shall be deducted for any days that schools are closed.
4. If a teacher is unable to start the school year due to illness, the teacher will be granted the annual allotted sick days as if the teacher has started the school year.

3.801 SICK LEAVE BANK

1. The Board of Education in cooperation with the District 214 Education Association will establish a sick leave bank. The sick leave bank will be subject to the following guidelines:

- (1) All EA staff as defined in Section 3.310, item 2, who have

completed one full year of service, will participate in the sick leave bank. Summer employment shall be excluded from this plan, but EA staff employed beyond the end of the school term as a continuation of their school term employment shall continue to participate in the plan during such extended employment.

- (2) The Board of Representatives of the District 214 Education Association, in consultation with the Superintendent, will act as an Advisory Board in all matters that concern the policies and the administration of the sick leave bank.
 - (3) The Board of Education will place 1,000 days in the bank at the beginning of the 1971-72 school year and then add an additional 1,000 days per year until a maximum of 3,000 days is established. Each year thereafter the Board of Education will add the lesser of 1,000 days or a sufficient number of days to bring the reserve to the previous 3,000.
 - (4) No one will be able to withdraw days from the bank until after his/her own accrued sick leave days have been depleted, he/she has presented a doctor's written verification of his/her condition, and the request has been approved by the Board of Representatives of the Association and the Board of Education or its designee.
 - (5) Each EA member will be eligible for a maximum of two times the amount of his/her accumulated sick leave from the sick leave bank at the beginning of each school year. The EA member's entitlement in the bank shall not be reduced unless actually used. However, in no case shall the accumulated days in the sick leave bank exceed 240.
 - (6) If a prolonged illness or hospitalization for any EA member continues from one school year to another, the EA member will be entitled to no more and no less than the total number of days accrued from the accumulated sick leave and the sick leave bank as calculated at the beginning of the illness when disability was first caused.
 - (7) The intent of this plan is to provide extended sick leave to those EA staff members who themselves incur a period of prolonged illness or hospitalization.
2. Under special circumstances the Superintendent may approve exceptions to this policy for family members (as defined by School Code).

3.803 FAMILY AND MEDICAL LEAVE

The Family and Medical Leave Act (FMLA) was enacted in 1993 to help employees balance the demands of work requirements and family obligations, and to care for their own and their families' medical problems without risking their jobs. The District adheres to the FMLA rules and regulations, and questions about FMLA should be directed to the HR department.

In the situation where an eligible employee takes Family and Medical Leave due to the birth and care of a newborn, the employee's recovery period from childbirth would be Family and Medical Leave time that is paid, assuming the employee has accrued paid benefits. The standard recovery period for a vaginal birth is 6 weeks and the standard recovery period for a cesarean section is 8 weeks. The remaining weeks of the Family and Medical Leave are unpaid bonding time. Recovery from childbirth does include weekends, holidays, and breaks (i.e. winter vacation), as recovery is a continuous process.

3.825 PERSONAL LEAVE DAYS

1. Each teacher is entitled to up to four (4) personal leave days per year. Request for use of personal leave shall be submitted in writing to the Principal/Director. Written notification shall be submitted prior to the leave unless circumstances necessitate a verbal request to the Building Principal/Director. These days will not accumulate; however, any unused personal days at the end of a school year will be added to the individual teacher's accumulated sick leave. Personal leave may not be used on the first or last days of each semester or on the days immediately preceding or following holidays, and non-attendance days designated in the school calendar. Deductions will be made from the individual teacher's salary for such absences. Under special circumstances, when the event cannot be scheduled at any other time, the Principal/Director may approve exceptions to these limitations.
2. Personal leave days shall not be used for employment for which remuneration is received. Any stipend received by an individual teacher while on personal leave shall be surrendered to the Board. If the remuneration is greater than the teacher's daily salary, the individual teacher shall have the option of retaining the stipend and taking a salary deduct for the day.

3.840 VOLUNTARY RETIREMENT PROGRAM

1. Eligibility Requirements

To be eligible, staff must meet the following requirements:

- (1) Be eligible to retire under the provisions of the Teachers' Retirement System of the State of Illinois within six months of date of retirement;
- (2) Have completed at least 5 years of full-time employment (.8 or greater employment in any given year is equivalent to full-time) in District 214;
- (3) Retire on the last day of the employee's contract year in May or June of the Board approved school year, only if Section 3.840, item 3, entitled Procedure, sub-item (2) is followed.

2. Provisions

Under the agreement, the Board of Education will provide the following:

- (1) A retirement incentive pool will be established for the teacher. The total retirement incentive pool shall equal the dollar amount calculated by subtracting A from B, where A and B have the following values:

A equals the teacher's base salary in the year before the letter of intent to retire is approved by the Board, multiplied by the number of school years the teacher participates in the Voluntary Retirement Program.

B equals the teacher's base salary in the year before the letter of intent to retire is approved by the Board, but increased by 3% for each school year the teacher participates in the Voluntary Retirement Program.

When the teacher submits his/her intent to retire he/she is taken off of the salary schedule and the retirement incentive pool shall become due and payable to the teacher as provided below. Employees must declare their intent to retire five years in advance by April 1 of the fifth year before retirement. Using the teacher's current salary *and* longevity, if applicable, the

teacher will receive a bonus of \$500 for each year in District 214 added to his/her TRS creditable earnings in the same year. This retirement incentive will be paid by June 15 in the same year. As a voluntary retirement benefit for qualifying teachers, the Board agrees to increase the teacher's TRS creditable earnings on salary, longevity and retirement bonus, by three percent (3%) over the preceding year—meaning the fifth year prior to retirement. This adjusted amount, paid in the fourth year prior to retirement, constitutes the new “base salary” for those in the retirement pipeline and excludes stipends, workshop pay, substitute pay, etc. The teacher will then receive 3% raises each year on top of the previous year's “base salary” for his/her three (3) final years of employment, in lieu of any other raise, step, or other creditable-earnings increase to which the teacher may otherwise have been entitled. If a teacher declares for retirement less than five years before the intended retirement date, he/she will be eligible for a 3% increase for each year preceding the retirement date, but will not be eligible for the “retirement bonus” that teachers will receive if they declare five years in advance. All requests must be received by the Human Resources office before April 1 of the current year. Once the request is received and the Board approves the request, the teacher will have an increase in his/her base salary of 3% for each of the years remaining in his/her career, not to exceed 4 years.

Under no circumstances may a teacher participating in this program receive a creditable earnings increase which exceeds the TRS maximum-salary-increase threshold.

If a teacher performs any new or different activities that would cause the teacher to incur an earnings increase in excess of the TRS maximum-salary-increase threshold, the teacher shall have the choice of not performing the activity or accepting a reduced retirement incentive that would not cause his/her earnings to exceed the TRS maximum-salary-increase threshold. If a teacher ceases to perform prior activities, the earnings for the year will be adjusted to account for the reduction in work.

The difference between the base salary the teacher received in the year before his/her letter of intent to retire was approved by

the Board, and the modified base salary that the teacher actually receives shall be deducted from his/her retirement incentive pool each year. If any amount remains in the retirement incentive pool which has not been paid at the time of retirement, the remainder shall be due and payable to the teacher as a lump sum retirement incentive within 45 days after the teacher's final paycheck for regular earnings and after the teacher's retirement from TRS.

- (2) EA members who retire after June 30, 2012, are responsible for 100% of the annuitant's premium for the TRS Health and Prescription Drug Insurance Plan.
- (3) EA members who retire after June 30, 2012, are responsible for 100% of the annuitant's Medicare Supplement monthly premium for the TRS Health and Prescription Drug Insurance Plan.
- (4) By April 1, five (5) years prior to the retirement date, an employee shall be eligible for additional sick days that the district shall grant to the employee. The maximum number of additional days shall be granted within the extent of the provisions of the Teacher Retirement System of the State of Illinois or as revised by the State Legislature. In order to be eligible for the granting of sick days, the employee must have accumulated at the time of the request, 70 days of sick leave, or at the time of the request, experienced a serious, life threatening or terminal illness within the previous six (6) years that required the teacher to apply and qualify for FMLA and be absent from work for a prolonged period of time. If the employee meets the eligibility requirements for the granting of sick days, one of the following options shall apply.
 - a. If an employee gives the district notice by declaring her/his intent to retire by April 1, five years prior to his/her retirement date, the member, upon his/her request, will be granted a maximum amount of 270 days that would bring her/his total accumulated sick leave to 340 days. Those days will be deposited into his/her account no more than 10 school days after Board approval of the retirement request. If the employee's accumulated sick leave is below 70 days at the time of the request because of a prolonged absence that meets the exception defined above, the employee is eligible for the amount of days

that would bring his/her total to 340 days.

- b. If an employee does not give the district his/her intent to retire by April 1, five years prior to his/her retirement date, but does give notice no later than April 1 two years prior to his/her retirement date, the member, upon his/her request, will be granted within the extent of the provisions of the Teacher Retirement System of the State of Illinois a maximum amount of 270 days that would bring his/her total accumulated sick leave to 340 days. Those days will be deposited into his/her account no more than 10 school days after Board approval of the retirement request.
- (5) Eligibility total from the Sick Bank will be determined by the accumulated number of sick days a member had before additional sick days were granted following her/his declaration of intent to retire.
- (6) A teacher who as of October 1, 2011, is eligible for retirement but has not yet submitted a letter of intent will, upon submission of intent to retire will, upon his/her request, receive the maximum number of additional days allowed within the extent of the provisions of the Teacher Retirement System of the State of Illinois and will be responsible for 90% of the employee TRS/ERO penalties. Those days will be deposited into his/her account no more than 10 school days after Board approval of the retirement request.

3. Procedure

Eligible staff who intend to participate in the Voluntary Retirement Program must provide the following:

- (1) Submit written notification of intent to retire under the provisions of this program to the Associate Superintendent for Human Resources by February 1 of the year of retirement to be eligible for Section 3.840, item 2, entitled Provisions, sub-items #2, #3; or
- (2) Submit written notification of intent to retire under the provisions of this program to the Associate Superintendent for Human Resources by April 1 one school year prior to the year of retirement to be eligible for Section 3.840, item 2, entitled

Provisions, sub-items #1 (only paragraphs 2 & 3), #2, #3, and #4; or

- (3) Submit written notification of intent to retire under the provisions of this program to the Associate Superintendent of Human Resources by April 1 two school years prior to the year of retirement to be eligible for Section 3.840, item 2, entitled Provisions, sub-items #1 (only paragraphs 2 and 3), #2, #3, and #4; or
- (4) Submit written notification of intent to retire under the provisions of this program to the Associate Superintendent of Human Resources by April 1 three school years prior to the year of retirement to be eligible for Section 3.840, item 2, entitled Provisions, sub-items #1 (only paragraphs 2 and 3), #2, #3, and #4; or
- (5) Submit written notification of intent to retire under the provisions of this program to the Associate Superintendent of Human Resources by April 1 four school years prior to the school year of retirement to be eligible for Section 3.840, item 2, entitled Provisions, sub-items #1, #2, #3, and #4 (sub-item “a” or “b”, whichever applies).

4. Severe Medical Exception to Voluntary Retirement Program

A staff member may request to have his/her retirement request withdrawn if a severe medical condition results in the loss of accumulated sick leave below 340 days at a time when those days would not be recoverable. Requests must be submitted to the Superintendent and subsequently approved by both the Superintendent and Board.

Severe medical condition is defined as a serious, life threatening or terminal illness of the teacher that requires the teacher to apply and qualify for FMLA and be absent from work for a prolonged period of time.

Should this situation occur, the employee’s retirement and salary incentive shall not exceed the TRS/ERO cap limit, and there will be no redundancy in the retirement incentive.

3.850 INSURANCE

1. The details of the insurance program are available online, and the terms cannot be changed except through negotiations or a memo of understanding or in accordance with item 7 below.
2. Employee Medical/Dental Coverage
EA staff who elect employee medical/dental coverage will pay a premium and deductible. (See chart)
3. Three health insurance options will be offered to EA staff:
 1. a High Deductible Health Plan with a Health Savings Account contribution (HDHP w/HSA);
 2. a PPO with increasing deductibles and premiums over time;
 3. an HMO

The details of all three plans are delineated on the following chart (note: this chart represents terms effective July 1, 2019, and are subject to modification that may be necessary to maintain compliance with IRS code or as a result of the process detailed in item 7 below):

In-Network PPO	Single / Family	Deductible	% of Premium
2019-2020	Single	\$750	15%
	Family	\$1,500	20%
HDHP w/HSA			
	Single / Family	Deductible	% of Premium
2019-2020	Single	\$2,700	8%
	Family	\$5,200	12%
2019-2020	Single	\$0	8%
	Family	\$0	12%
HMO			

PPO/HMO RX

Copay

<i>Non Preferred Generics</i>	<i>\$10</i>
<i>Preferred Formulary</i>	<i>\$30</i>
<i>Non Preferred Formulary</i>	<i>\$60</i>
<i>Specialty</i>	<i>\$100</i>

4. Medical/Dental Program

A committee representing all employees covered by the Medical/Dental Program, the administration, and Board of Education will confer to develop recommendations for coverage, cost containment, and premium changes. Such recommendations will require approval by the Education Association and the Board of Education.

5. Section 125 Plan

A Section 125 Plan is offered and includes four options. The first involves pre-tax payment of dependent medical/dental premiums. The second involves pre-tax payment of medical/dental expenses which are not reimbursed by insurance. The third involves pre-tax payment of dependent care expenses. The fourth involves the cost of over-the-counter drugs, supplies, and dietary supplements used to treat an illness, injury, or condition. Participation in each option will be voluntary. The terms and conditions for participation will be specified in a plan document which will be prepared by the Board to comply with provisions of the Internal Revenue Code.

6. Domestic Partner Insurance

Beginning July 1, 2010, qualified domestic partners of Education Association members shall be entitled to the same benefits as are available throughout this agreement to spouses. If the qualified domestic partnership ends and the non-employee qualified domestic partner has been receiving such benefits, the employee must send written notification of termination to the District's benefits office within (30) calendar days of the end of the qualified domestic partnership, with a copy of that notification to the former non-employee qualified domestic partner.

In order for an employee to enroll a domestic partner in the district's Qualified Domestic Partnership coverage, the employee must be eligible for and participating in the district's insurance program. In addition, the Education Association member must complete and file with the Associate Superintendent for Human Resources an affidavit of a qualified domestic partnership in which all of the following criteria are met:

- (1) They are each other's sole qualified domestic partner, responsible for each other's common welfare;
 - (2) Neither party is legally married to another individual or legally separated;
 - (3) The partners are not parent, child, sibling, grandparent, or another blood relative that would bar marriage under the laws of the State of Illinois;
 - (4) Each partner is of the same sex and resides at the same residence continuously for at least the past 12 months;
 - (5) They are not legally allowed to marry under the current laws of the State of Illinois, but, in the event of a change in the law, will marry or establish a legally recognized qualified domestic partnership if it were available to them under the laws of the State of Illinois.
 - (6) They are both at least eighteen (18) years of age and legally competent;
 - (7) Two of the following four conditions exist for the partners:
 - a. The partners have common or joint ownership of a residence;
 - b. The partners have a lease for a residence identifying both qualified domestic partners as tenants;
 - c. The partners have at least two (2) of the following:
 - Joint ownership of a motor vehicle
 - A joint credit account
 - A joint checking account
 - d. The Education Association member declares that the qualified domestic partner is identified as a primary beneficiary in the bargaining unit member's will.
 - (8) The employee qualified domestic partner must attach to the affidavit of qualified domestic partnership copies of documentation proving the existence of these two conditions.
 - (9) The Board will determine eligibility for coverage based on whether the employee and his or her domestic partner meet these criteria.
7. The District 214 Insurance Committee, representing the Board of Education, the administration, and all employees covered by the medical/dental program, will meet monthly during the school year or as determined by the committee, to confer and review recommendations and changes to the program regarding coverage and cost-containment strategies. If program costs increase by more than 3% in any given year, it will trigger a review of the situation by the Insurance

Committee, which will consider if money is available in the budget elsewhere (relative to the Education Fund Balance target) to offset the overage in a given year. If the overage cannot be offset, and the Insurance Committee deems it necessary to take action, the Insurance Committee will implement measures to contain costs within the 3% threshold.

The Board reserves the right to make changes, if necessary, to any of the following:

- insurance carrier
- insurance broker
- plan benefits
- procedures for premiums
- benefit costs and utilization rates
- potential savings.

The Insurance Committee may elect, through the process described herein, to make changes to the following:

- cost sharing of premiums
- deductibles
- medical co-pays
- out of pocket maximums
- co-insurance rates
- prescription co-pays
- other aspects of the plan as recommended.

The Education Association will be represented by two members on this committee (each of the other employee groups, along with the administration, and the Board, will have one voting member), and the EA representatives will have the authority to vote on behalf of the Association on any proposed changes to the health insurance plans. After proposed changes are presented and discussed at a meeting, there will be a minimum two-week interval (to allow for communication and consideration of the proposed change(s) by the respective governing boards of the employee associations, followed by a second meeting at which the seven voting representatives on the Insurance Committee would approve or reject the change(s). Five votes of approval (5/7) will constitute a passing vote. Making changes to the health insurance plans in this manner will not constitute “opening up the contract,” as the process for modifying the medical/dental program is hereby allowed “by contract,” if the terms set forth in this section are met.

3.910 ENDORSEMENT

The preceding document is endorsed as representing the official and total agreement between the District 214 Education Association and the Board of Education. It has been developed through direct negotiations by representatives of the Association and a Board/Administrative team.

Ratified by a vote of the Education Association membership on May 24, 2019, and by a vote of the Board of Education on June 13, 2019.



Timothy Waters, President
District 214 Education Association

6-13-19
Date



Daniel Petro, President
Township High School District 214
Board of Education

6/13/19
Date

MEMORANDUM OF UNDERSTANDING
TEACHER WORK WEEK

It was the intention of the Teacher Work Day Task Force (1994-1995) to translate the extent of teacher responsibilities from the existing daily basis to a weekly basis. In so doing, it was not the intention of the Task Force to reduce the time or responsibilities for which teachers were accountable at the time the Agreement was revised (May, 1995). Therefore, the Association will not regard a school to be in violation of the Agreement if the time to which teachers are committed to the supervision of students includes an additional 5 minutes per day for morning announcements beyond the 1,500 minutes per week specified in section 3.524.

(4-97)

INDEX	<u>Page</u>
Absence from building	25
Activity period	21
Adaptive Physical Education teacher, work week	20
Advancement on salary schedule	25-26
Agreement - see Cumulative Agreement	
Aim of public school	2
Appropriation of Professional Development funds	32-35
Association	
responsibilities, limitations, rights	3-5
Athletic trainer.....	39
Attendance dates	15-16
Board of Education	2-8
Board Policy Manual	13
Calendar, school	13-15
Class size	16-18
Clubs, non-paid supervisors of	43
Co-curricular hiring.....	36-38
external candidates	36
internal candidates.....	36
retirement	36
Co-curricular increment schedule.....	37-40
Commuter teachers	47-49
Content Areas	32-34
Counselor(s)	
summer	50
work week	20
Credit Recovery/Academic Intervention	50-51
Cumulative Agreement	
deletion of causes in	5
duration of	8
endorsement of	63
extension of.....	4
publication of	8-9
Dismissal (EA staff), notification of	24
Dues, Association.....	35
Duty free time	20
Education Association - see Association	
Evaluations	23-24
Evening, weekend activities	21
Experience credit allowance	31
Extra administrative and instructional assignments	41-42
Family and Medical Leave	53
Flex time	21

INDEX	<u>Page</u>
Grievance procedure	9-13
Head librarian	41
Illinois Teachers' Retirement System	28-29
Increment, extra administrative and instructional related assignments.....	42-43
Increment schedule(s)	38
Insurance program	58-62
domestic qualified partners.....	60
employee coverage table	59
family coverage table	59
premiums.....	59
Job Share	44-46
Leave(s)	
approved	24
creditable service.....	24
family and medical	53
personal	53
sick	51
Leaving the building, procedure for	25
Librarian(s) - see also Head librarian	
weeks extra	41
work week	20
Limited Renegotiations	1
Load, teacher	16-21
Longevity	31
Master's Degree – content area	32
Master's Degree program, extended	35
Maximum Teaching Load, WHS.....	22-23
Medical leave - see Sick leave	
Memoranda of Understanding	
Teacher Work Week	63
Mileage Reimbursement rate.....	42
National Board Certification	33
Negotiations, limited	1
procedure for	5-8
Non-tenured teachers	
and RIF	24
evaluation of	23-24
probationary program.....	15-16
Nurse(s) - work week	20
Paid supervisory assignments	42-44
Part-time teachers	46-47
Parent-teacher conferences.....	43-44
Performance rating (State required).....	23-24
Personal leave	53
Personnel file	24-25

INDEX	<u>Page</u>
Practical architectural construction teacher(s)	40
Preparation period see Professional discretion time	
President & Vice President, Education Association	23
Probationary teachers - see Non-tenured teachers	
Professional discretion time	19-20
Professional Development Fund.....	32-35
administration of funds.....	34-35
committee	34-35
distribution of funds	33-35
Professional Learning Community (PLC)	42
Psychologist(s) - work week	20
Reduction in force (RIF)	24
Remediation	27-28
Renegotiations, limited.....	1
Representative election.....	8
Resource teacher(s), increment for	41
Retirement contribution	28
Retirement-severe medical exception.....	58
Retirement, voluntary	54-58
Rolling Meadows High School variance	22
Salary	
chart	30
deductions on	35
payment of	35
summer school	50
Salary schedule	
2019-2020	30
advancement on	25-28
part-time teachers	46-47
Salary schedule(s)	25-31
extra administrative and instructional related	41-42
co-curricular	38
supervisory assignments	42-43
School calendar	13-15
School safety	15
Section 125 plan	59
Seniority	24
Sick days - additional	56
Sick leave	51
Sick leave bank.....	51-52
Signing out of building	25
Sixth assignment - see Student/Program support	
Social worker(s) - work week	20
Speech therapist(s) - work week	20
State required performance rating	23-24

INDEX	<u>Page</u>
Strike clause	4
Student services - see Counselor(s)	
Student services, summer pay	50
Student/Program support	22
Substitute pay	49
Summer school	50
Summer school pay	50
Summer workshop pay	50
Supervisory period - see Student/Program support	
Supervisory assignments	
non-paid (voluntary)	43-44
paid	42-43
Teacher-parent night	43-44
Teacher(s)	
commuting	47-49
evaluation of	23-24
load	16-18
part-time	46-47
preparations	20-21
recall of	24
reduction of	24
resource.....	41-42
student/program support	22
work week	19-23
work year	15-16
Tuition reimbursement	31-32
Variance	20-23
teaching load – Wheeling High School.....	22
work week – Rolling Meadows High School.....	22
work week – Wheeling High School.....	22
Voluntary retirement program	54-58
severe medical exception	58
Weekend, evening activities	21
Work week	19-23
variance – Rolling Meadows High School.....	22
Work year	15-16
Workshop (school year) pay	51
Workshop (summer) pay	50
Young adult teachers	41