

AGREEMENT

between

**THE BOARD OF EDUCATION BURBANK SCHOOL DISTRICT 111 and
THE SOUTHWEST SUBURBAN FEDERATION OF TEACHERS COUNCIL 111,
LOCAL 943**

2017-2020

TABLE OF CONTENTS

SCOPE	1
ARTICLE I RECOGNITION and RESPONSIBILITIES	2
ARTICLE II FAIR PRACTICES AND WORKING CONDITIONS	8
ARTICLE III GRIEVANCE PROCEDURE Definition.....	14 14
ARTICLE IV ASSIGNMENTS, TRANSFERS, AND NOTIFICATION OF VACANCIES	16
ARTICLE V SENIORITY - PART A - SENIORITY FOR TEACHERS SENIORITY - PART B - SENIORITY FOR SUPPORT STAFF	18 18 18
ARTICLE VI SICK DAYS / BUSINESS DAYS / LEAVES	20
ARTICLE VII SUPERVISION, EVALUATION AND PERSONNEL FOLDERS PART A - TEACHERS PART B - SUPPORT STAFF.....	28 28 31
ARTICLE VIII SALARIES AND CALENDAR FOR TEACHERS	33
ARTICLE IX SPECIAL CONDITIONS AND SPECIAL SALARIES FOR TEACHERS	35
ARTICLE X HOURS FOR SUPPORT STAFF EMPLOYEES	41

ARTICLE XI.....	45
OVERTIME FOR SUPPORT STAFF EMPLOYEES	
ARTICLE XII.....	46
HOLIDAYS FOR SUPPORT STAFF EMPLOYEES	
ARTICLE XIII.....	47
SALARY FOR SUPPORT STAFF	
ARTICLE XIV.....	49
VACATIONS FOR SUPPORT STAFF EMPLOYEES	
ARTICLE XV.....	50
INSURANCE AND RETIREMENT BENEFITS	
ARTICLE XVI.....	57
AGREEMENT	
SALARY SCHEDULES FOR TEACHERS.....	Appendix A
STIPENDS for COACHES AND SPONSORS.....	Appendix B
SALARY SCHEDULES FOR SUPPORT STAFF.....	Appendix C

AGREEMENT

between

THE BOARD OF EDUCATION

BURBANK SCHOOL DISTRICT 111 and

THE SOUTHWEST SUBURBAN FEDERATION OF TEACHERS

COUNCIL 111, LOCAL 943

SCOPE

The Board of Education of Burbank School District 111 (hereinafter referred to as the "Board") which represents the people of Burbank, and the Southwest Suburban Federation of Teachers, Council 111, Local 943 (hereinafter referred to as the "Union"), which represents certified professional staff and support staff employees are both interested in the welfare of students, the wise use of tax funds and superior educational opportunities. These interests go far beyond a mere salary agreement and terms for conditions of employment.

Therefore, this Agreement not only includes provisions for employee earnings, fringe benefits, and employment conditions, but it also provides for a means of communication between the Board and the Union whereby the Superintendent, principals, and representatives from the Board shall meet regularly with representatives of the Union to discuss matters of educational policy and explanation and/or development of this Agreement.

It is hoped that through this Agreement and the above-mentioned meetings significant contributions may be made in areas of student welfare, wise use of tax funds, and overall educational excellence.

Supervisors, administrators and members of the bargaining unit shall treat each other with courtesy and respect at all times. Supervisors, administrators and members of the bargaining unit shall have the encouragement, support, and assistance of one another.

ARTICLE I

RECOGNITION AND RESPONSIBILITIES

Section 1: The Board recognizes the Union as the sole and exclusive bargaining representative in respect to matters of salaries, fringe benefits, working conditions and professional problems for all full time teaching personnel who work in Burbank School District 111, including but not limited to, librarians, social workers, special classroom teachers, (i.e., homebound or those who rotate from school to school), all of whom must be certified teachers, (all of whom are hereinafter referred to as "teacher" or "teachers") as well as school psychologists, certificated school nurse(s), non-certificated Registered Nurse (RN), all full time clerical personnel, all full time certified paraprofessionals, non-certified paraprofessionals and full time health aides. Not included in the bargaining unit are: AERO staff, building service employees, coordinators, supervisors, part time employees, the Superintendent's administrative assistant, Human Resources' administrative assistant, and the Business Manager's administrative assistant.

A supervisor is a person whose duties include, but are not limited to, recommending the hiring and firing of employees, evaluating and rating of employee performance, making recommendations with respect to budgetary matters and responsibly directing employees in the performance of their duties.

Section 2: The Board and the Union shall take no action in violation of or inconsistent with any provision of the Agreement. It is understood and agreed that any person within the bargaining unit shall have the right to present grievances to the Board and offer suggestions.

Section 3: The Board and the Union agree to make available, upon request by the properly designated Union representative or the designated Board representative, any and all information, statistics or records of a non-confidential nature relevant to negotiations, or necessary for the processing of any grievance, or necessary for the enforcement of this Agreement.

The Union President shall be furnished regularly with the same information furnished to the Board of Education concerning the financial condition of the schools, including the monthly financial statement, the tentative budget and adopted budget. In addition, the Superintendent's recommendations and minutes of the previous meeting will be made available..

Section 4: An administrator of each building shall meet at least once a month, upon reasonable notice, with the Union Building Committee. The committee will be comprised of the building representatives and the administrator. The committee will provide the administrator with a copy of the agenda items to be discussed at least 48 hours before the meeting.

This committee will meet before or after work hours or during the lunch hour to discuss school operations and questions relating to the implementation of this Agreement.

Section 5: The Board, upon reasonable notice, shall permit the President of the Union, or his/her designee, four (4) paid days per school year of his/her choice to attend educational meetings, professional conferences and conventions for the growth and development of the children of the District and also to take care of matters of professional interest to the teacher. The President shall apprise the Board of the general nature of such meetings, conferences, etc.; the submission of pamphlets, brochures or such like matter shall suffice to comply with this requirement.

The President, with the approval of the Superintendent or his/her designee, shall be allowed to visit the schools, to investigate working conditions, employee complaints and problems. When possible, the Union President will arrange to visit the schools before or after work hours or during the lunch hour. Upon the President's arrival at any school and upon reasonable notice, the principal shall confer with the President in order to facilitate the purpose of his/her visit. If conferences with the employees are necessary, they shall be scheduled so as not to interfere with the instructional program or work schedule.

Section 6: Whenever members of the bargaining unit are scheduled by the Board to participate during working hours in conferences, meetings or in negotiations, they shall suffer no loss in pay or time allotted for sickness or business.

Section 7: (a) The Board will deduct from the pay of each bargaining unit member the required amount of fees for the payment of Union dues, initiation fees and assessments uniformly required as a condition of membership. The deductions will be made from each of the employees as listed on a payroll deduction list submitted by the proper Union officer and authorized by a deduction card signed by the employee. The list of employees from whom dues have been deducted and the amount deducted from each shall be forwarded to the designated Union official by the seventh (7th) day of the month following the payroll period in which the deduction was made. Payroll deductions for Union dues are to be made in equal installments throughout the regular school year in the amount prescribed by the Union in writing to the Business Office.

(b) Fair Share:

1. All employees covered by this Agreement, who are not members of the Union, commencing on the effective date of this Agreement, or sixty (60) days after their initial employment, and continuing during the term of this Agreement, and so long as they remain nonmembers of the Union, shall pay to the Union each month their fair share of the cost of the services rendered by the Union that are chargeable to non-members under State and Federal law.

2. Such fair share payment by non-members shall be deducted by the Board from the earnings of the non-member employees and remitted to the Union, provided, however, that the Union shall submit to the Board an affidavit which specifies the amount constituting said fair share not exceeding the dues uniformly required to members of the Union, and which describes the rationale and method by which the fair share was determined, including a list of the expenditures which were excluded in determining the fair share.
3. Upon receipt of said affidavit, the Board shall cooperate with the Union to ascertain the names of all employee non-members of the Union from whose earnings the fair share payments shall be deducted and their work locations.
4. The Union shall prepare a notice containing the fair share fee information specified in sub-section 2 above, and advising that any non-member may object to the amount of the fee:
 - (a) through the Union's internal appeal procedure, culminating in arbitration, by sending a letter to the Union President by certified or registered mail or by delivery to the Union office, at any time after the notice, but within thirty (30) days after the first salary payment of the school year from which his/her fair share fee has been deducted,
 - (b) by filing an unfair labor practice charge against the Union with the Illinois Educational Labor Relations Board and serving a copy of the charge on the Union, as provided in the Rules of the Labor Board or,
 - (c) by taking any other action available to them by law.

The notice shall set forth the address and telephone number of the Union and the manner in which such employees may obtain a copy of the Union's internal appeal procedure and the address and telephone number of the Labor Board.

5. A copy of the Union internal appeal procedure culminating in arbitration of any objector's claims shall be supplied to the Board. The arbitration cost shall be borne in total by the Union. The Union shall advise the Board of any subsequent changes therein.
6. Upon the Union's receipt of notice of an objector's invocation of either procedure described above, the Union shall deposit in an escrow account, separate from all other Union funds, the amount of fee payments received on behalf of an objector or objectors that is fairly placed at issue by the objection(s). The Union shall furnish objectors and the Board with certification of the terms of the escrow arrangement and, upon request, the status of the fund as reported by the bank.

The fund will be established and maintained by a reputable independent bank or trust company and the agreement therefore shall provide that the escrow accounts be interest bearing at the highest possible rate; that the escrowed funds be outside of the Union's control until the final disposition as provided for herein; and that the escrow fund will terminate and the fund therein be distributed only by the terms of an ultimate award, determination, or judgment including any appeals or by the terms of a mutually agreeable settlement between the Union and an objector or group of objectors.

7. If an ultimate decision in any proceeding hereunder directs that the amount of the fair share fee should be lower than the amount fixed by the Union, the Union shall promptly adopt said determination and notify the Board to reduce deductions from the earnings of nonmembers of said prescribed amount.
8. The Union shall indemnify and hold harmless the Board, its members, officers, agents and employees from and against any and all claims, demands, actions, complaints, suits, or other forms of liability that shall arise out of or by reason of action taken by the Board for the purposes of complying with the above provisions of this Article, or in reliance on any list, notice, certification, affidavit, or assignment furnished under any of such provisions.

Only authorized Union representatives will be allowed to collect or solicit dues for Union organizations.

- (a) The check-off form authorizes the Board of Education of Burbank School District 111, Cook County, Illinois, to deduct from the employee's salary the Union dues required. The yearly dues in an amount certified by the Union will be deducted in equal installments during the school year.
- (b) The Union shall indemnify the employer and hold it harmless against any and all claims, demands, suits, or other forms of liability that shall arise out of or by reason of any action taken by the employer for the purpose of complying with the provisions of Paragraph (a) of this Section.

Section 8: The Union shall have a place on the agenda for brief announcements and reports at Board Meetings, general, division, departmental and other faculty meetings, institutes, orientation of teachers, meetings scheduled pursuant to Article II Section 11 (a), and other proceedings conducted with employees under the auspices of the Board. Such time shall not be used for Union solicitation, recruitment or organizational purposes. The Union President, or designee, shall meet with the Superintendent, or designee,

within two working days of receiving the Board packet to review the meeting agenda. The agenda for the Board meeting shall be delivered to the Union President and will be available on the website for all staff members. At the conclusion of this meeting, the Union President will present any and all agenda items to be discussed at the Board meeting by the Union. The President of the Board may call upon the properly designated Union representatives to speak at Board Meetings at any time during the meeting on matters that relate to the contract.

Section 9: The Union shall have reasonable use of school premises, office equipment and inter- and intra-school communications systems for conducting business. It is understood between the parties that school business shall always have first priority and that the rights granted herein shall be used with care and discretion by the Union. The equipment so utilized shall not be used to publish matter derogatory to the Board or administration.

Section 10: The Union shall be provided with a bulletin board or sufficient space on existing boards which is to be placed in the staff lounge in each school district building. No person except a Union designee (principal will be notified of such designee) shall add or remove material from the Union bulletin board and the Union bulletin board shall be kept current and neat.

Section 11: The agenda and approved minutes of Board Meetings shall be sent to the President of the Union at the same time that they are sent to the members of the Board and shall be given to each building representative of the Union so that they may be posted on the Union bulletin boards.

The President of the Union shall be notified as soon as possible of all special meetings of the Board.

Section 12: The Superintendent or his/her designee shall meet as necessary with the representatives of the Union to discuss matters of concern to the Union and the School District.

Section 13: The school mail and mail boxes may be used to facilitate the dissemination of officially identified Union materials within District 111 without special approval.

Section 14: Proposed changes in school board policy that affect teachers will be shared with the School Relations Committee via email unless such change is required by law. All staff shall be provided access to the School Policy online. An email will be sent to all staff anytime a change is made to the policy manual. Each applicant for a position covered by this Agreement is to be made aware of the School Policy as well as this Agreement. All employees shall be given the option of receiving one hard copy of this Agreement or they may opt to access it on the District's web page.

Section 15: The Board shall provide the Union with a file cabinet with a lock in the school to which the Union President is assigned for use in implementing the terms of the Agreement.

Section 16: The Board and the Union shall share the expenses for the printing of this Agreement. The printing shall be done in a Union shop.

Section 17: The Union shall provide the administration with a list of all officers and mailing addresses each time a change may occur.

ARTICLE II

FAIR PRACTICES AND WORKING CONDITIONS

Section 1: The facilitating of the educational program and the welfare of students shall be of primary concern to the Board of Education, administrative staff and teachers in all decisions pertaining to discipline.

Section 2: The adjustment of major behavioral problems is the joint responsibility of teachers and administrators. When a major behavioral problem arises, it may be necessary to remove the student or students from the class for the teacher to maintain an atmosphere in the classroom which is conducive to academic achievement. When such action is necessary, the teacher will contact the principal and request permission to remove the child or children from the class. In each case, the administrators shall give the teacher effective and consistent support.

When a student is excluded from class, as per the above paragraph, the teacher shall notify the principal in writing the reasons for such exclusion. Before said student may be readmitted to class, the principal may summon the parents or guardian, if deemed necessary, for a conference with the teacher and principal regarding the student's behavior problems. Any punitive action will be in accordance with Section 10-22.6 of the Illinois School Code. The teacher shall, whenever necessary, participate in all conferences, Board and court proceedings for the disruptive student to get back in class without loss of pay or other benefits.

- Section 3: (a) In the event a principal is notified that an employee has been assaulted or has assaulted another individual in the course of his/her employment, the principal shall notify the Superintendent. In the event the assault is on or by a child, the parent or guardian of the child will also be notified by the principal or Superintendent. An assault is defined as an attempt or threat to do bodily harm against a specific person(s).
- (b) The Superintendent, or his/her designee, shall then immediately notify the proper law enforcement agencies of the assault.
- (c) In the event of an alleged criminal school-related assault on an employee, the Board Attorney when notified by the Superintendent or his/her designee shall inform the employee of his/her legal rights. The employee shall be assisted in all court appearances in the criminal prosecution by a Board financed attorney mutually acceptable to the Board, the employee involved, and the school district's insurance company (when applicable).

Section 4: When the parent brings a complaint to any administrator regarding an employee, the parent will be directed to meet with the employee first. The employee will be notified that a complaint was made. No action against an employee shall be initiated by the

Administration until a scheduled parent-employee conference has taken place, except in emergency matters, provided the conference is scheduled promptly conducive to all parties involved. The employee may request the presence of a member of the administrative staff at such conference. If the parent or the employee is not satisfied with the results of this conference, or if the parent refuses to have a conference, the following sequence of conferences shall be employed as needed to seek resolution of the problem:

- (1) parent-employee-building principal
- (2) parent-employee-principal-Superintendent or his/her designee, and
- (3) parent-employee-principal-Board

The employee/administrator involved, at his/her request, shall have representation as an impartial observer at the first two above conferences, and as a representative at the third conference. The employee may not refuse to be present at the initial conference with the parent and/or student except with the approval of the principal. However, an employee may waive his/her right to be present at any subsequent conferences. Nothing in this section shall prevent a principal from hearing a parent complaint. However, no action may be taken by the principal without following the procedures set forth above. If the parent/guardian has been made aware of the above procedure, this will not be a grievance issue.

A written summary of each of the conferences referred to above (including the employee-parent conference) will be provided to the principal by the employee within three days of the meeting. All parties will sign the written summary. This process will be included in both the staff and parent handbooks.

- Section 5: All teachers will receive an electronic copy of 7:190 – Student Discipline per Article I, Section 14. If there are concerns, the teachers may request that the policy be placed on the School Relations Committee Agenda.
- Section 6: The Board agrees to continue the policy of not discriminating against any employee on the basis of race, creed, color, national origin, sex or marital status, participation in any political activities not in opposition to the democratic principles of the United States government, or membership or participation in, or association with the activities of the Southwest Suburban Federation of Teachers, Council 111, Local 943.
- Section 7: The Union agrees to continue to admit employees to membership without discrimination on the basis of race, creed, color, national origin, sex or marital status, age, or participation in any political activities not in opposition to the democratic principles of the United States government. It is understood that any political activities will not take place on school time or on school property.

Section 8: Employees of District 111 shall have the right of self-organization for purposes of representation and shall also have the right to join or not to join such lawful organizations of their choice.

Section 9: It shall be a violation of this Agreement for any member of the Board or the Superintendent of Schools, or any person having supervisory authority in the school or any person acting either individually or collectively and in connection with his/her official duties or authority in the school system, or any member of the bargaining unit, to use the powers, privileges, or status attendant with his/her position in the school system in any manner with any employee with respect to the exercise of his/her right to join or not to join or act in concert with any association, Union or other organization of employees. Neither shall such powers, privileges or status be used to hinder or discourage lawful activities of any employee organization.

Section 10: There shall be no preference or discrimination in hiring, assignment or transfer of employees because of membership in any employee's organization. No employee shall be required to hold membership in any organization or to contribute directly or indirectly to any political party of any organization or any agent or individual as a condition of employment or continuation of employment.

Section 11: (a) When necessary in the opinion of the administration, teachers will be required to attend two regularly scheduled meetings per month beyond the regular school hours. There shall be no limitations on the scope of these meetings. Meetings may be either District or building meetings, or both. The meeting will not exceed forty-five (45) minutes in length and will begin at the conclusion of the contractual day. Meetings will not be scheduled on any Monday or Friday. The schedule for these meetings will be established by June 1 for the following academic year, with meetings held on the same day across the district.

(b) Employees may be released from classes or other duties to attend meetings planned and conducted by the administration with the assistance of the Union for the purpose of professional growth. Attendance during released time is mandatory.

(c) Any District-wide meetings of the instructional staff other than those referred to in Paragraph (a) shall be held, upon notice from the Superintendent or designee, at least two (2) days in advance and on school time. Attendance at these meetings shall be mandatory.

(d) Teachers will participate in Parent/Guardian/Teacher Conferences as per the following schedule:

Day One Conference:

Children in school a half day
1 Hour (45 min. LJHS) - Duty-free lunch
3 hours Parent Conferences
1 hour Dinner
3 hours Parent Conferences

Day Two Conference: (following the K-6 start time)

Half-Day Teacher Inservice
45 min. Duty-free lunch
3 hours Parent Conferences
1 hour Dinner
3 hours Parent Conferences

Principals are to remain in the building until all parents are gone.

Conferences will be held on consecutive days once per year. Staff will be given the following school day off as compensation for the extended days.

Any alternative parent-teacher conference schedule may only be implemented with the approval of the Union Executive Board and adoption by the Board of Education.

Section 12: A teacher may be required to teach a two-grade combination class.

Section 13: The Board of Education will endeavor to reduce classroom load to a maximum of twenty-five (25) students as building space becomes available.

Section 14: Employees who are authorized to use private automobiles for school business shall be reimbursed at a rate equal to the non-taxable rate for mileage reimbursement established by the Federal Government. Reimbursement requests must be submitted at the end of each grading period for mileage during that grading period. Failure to submit the mileage by the 10th of the month following the end of the grading period will result in the staff member forfeiting his/her mileage reimbursement. The employee will be reimbursed within (30) thirty calendar days of the submission of the mileage report.

Section 15: The administration will attempt to hire a substitute for every absent homeroom, art, music, PE, library/literacy, tech and grades 7-8 elective teacher.

Section 16: Safe and healthful conditions shall be maintained throughout the schools for the health and welfare of the students and all staff in order that the staff can carry out their duties. Facility upgrades will be put in place as funds are available and the expenditures are deemed appropriate by the Board of Education.

Section 17: Each school shall be provided with a clean comfortable staff lounge and the staff will cooperate in keeping this lounge clean.

Section 18: Each school will contain a minimum of one refrigerator and two microwave ovens. The current number of staff refrigerators will be maintained and replaced in the event of mechanical failure.

Section 19: Each teacher in a school, whether or not assigned to a specific room, shall be provided with desk space and adequate filing space. Each employee will be provided with a lockable secure area that may be shared.

Section 20: Employees shall be notified in writing at the beginning of each school year as to the number of accumulated sick leave days they have up to the start of the current year. Employees shall receive a packet at the beginning of each school year which shall include district information (staff handbook). Updates will be distributed as they occur.

Section 21: Information at the School:

- (a) All official circulars shall be posted on school bulletin boards.
- (b) A copy of current teaching and non-teaching assignments shall be emailed to the Union President by September 15. The Enrollment Plan shall be shared with the Union President as soon as it is finalized.
- (c) All vacancies will be posted online.

Section 22: Attendance at Professional Meetings:

- (a) When schools are closed for District 111 Institutes or In-services, teachers are required to be in attendance.
- (b) Upon recommendation of the Superintendent, personnel may be released from their duties to attend professional meetings. A pool of \$25,000 will be budgeted for teacher-initiated staff development. Priority will be given to teachers who did not attend a conference the previous year. Maximum reimbursement per teacher will be \$250. All expenses must be approved in advance by the Superintendent or his/her designee. All conference requests must be submitted prior to May 1 each year. If the meeting is outside the State of Illinois, it must be approved in advance by the Superintendent and the Board of Education.
- (c) Authorized reimbursement will be made when a statement of expenditures is submitted together with receipts. The District will issue a purchase order or check for advance registration.

- (d) After conference attendance, staff will be required to write a summary of information (including all educational materials provided) acquired at the conference. As per the conference request, staff may be required to present at a building and/or district meeting with a minimum notice of 5 school days.

Section 23: Staff Development for Non-tenured Teachers

- (a) All teachers new to District 111 will be provided with a mentor during their first two years of teaching.

Section 24: Staff Development for Certified and Non-certified Paraprofessionals

- (a) Paraprofessionals may be required to attend three (3) meetings per year lasting approximately two (2) hours each.
- (b) The compensation for these meetings will be \$15.50 per hour.

Section 25: District Data Management System

Staff development will be provided before staff are required to use any component of the data management system. The district will establish both an ongoing staff development cycle as well as timelines for implementation of the various components of the data management system.

The grade book aspect of the program will be mandatory for grades 3-8.

ARTICLE III

GRIEVANCE PROCEDURE

Definition:

A grievance is:

- (a) A grievance shall mean that there has been an alleged violation, misinterpretation, or misapplication of any provision of this agreement and shall be placed in writing on the appropriate forms (stating the exact nature of the alleged grievance and the paragraph where the contract has been violated.)
- (b) When an employee has been treated unfairly or inequitably by reason of any act or condition which is contrary to established procedure or practice governing or affecting employees. The grievance shall be put in writing.

Section 1: Preliminary or Resolution Stage

A sincere attempt should be made to resolve any grievance by oral interview between the employee or Union representative and the principal or other administrator before differences become formalized as grievances.

FIRST STAGE

The aggrieved bargaining unit member shall file the grievance in writing and at a mutually agreeable time discuss the matter with the principal and/or appropriate administrator and a representative of the administrator's choice in the presence of the Union Representative, or any Union designee of the grievant's choice, with the objective of resolving the matter. If a grievance is filed by someone whose direct supervisor is a principal, that principal will be given a copy of the grievance. The filing of the grievance at the first stage must be within ten (10) working days of the aggrieved becoming aware of the grievance. The principal or other administrator who has authority to make a decision on the grievance shall make such decision and communicate it in writing to the grievant, the Superintendent and the Union President within ten (10) working days.

Section 2: SECOND STAGE

In the event a grievance has not been satisfactorily resolved at the first stage, the aggrieved bargaining unit member, or his/her Union designee, shall file within ten (10) working days of the principal's written decision or answer at the first stage two (2) copies of the grievance. One copy shall be filed with the President of the Union and one copy shall be filed with the Superintendent of District 111, herein after referred to as the "Superintendent".

Within ten (10) working days after such written grievance is filed, the aggrieved, the Union, the principal and the Superintendent shall meet to resolve the grievance. The Superintendent shall file an answer within ten (10) working days of the second stage grievance meeting and communicate it in writing to the grievant, principal/administrative supervisor and Union President.

Section 3: THIRD STAGE

If the grievance cannot be settled at the second stage, the grievance shall be submitted to the Board of Education to be considered at its next regularly scheduled meeting. An earlier or later date may be agreed to by all parties. The aggrieved and the Union shall present a written brief to the Board and the Superintendent no later than one (1) working day before they present the case orally.

Section 4: FOURTH STAGE

If the grievance is not resolved satisfactorily to the Union within ten (10) working days of the hearing before the Board (third stage), there shall be available a fourth step of impartial and/or expedited arbitration. The Union may submit, in writing, a request to enter into such arbitration. The arbitration proceeding shall be conducted by an Arbitrator to be selected by the two parties within ten (10) working days after said notice is given. If the parties fail to reach agreement on an Arbitrator, the selection of the Arbitrator will be made in accordance with the rules of the American Arbitration Association.

Section 5: The jurisdiction of the Arbitrator shall be expressly limited to disputes involving the application of this Agreement, the construction or interpretation of this Agreement. Within his/her jurisdiction, the decision of the Arbitrator shall be binding on the parties. The Arbitrator shall have no authority to add to, delete from, or change the terms of this Agreement.

Section 6: Expenses for the Arbitrator's services and the expenses which are common to both parties to the arbitration shall be borne equally by the Board and the Union. Each party to an arbitration proceeding shall be responsible for compensating its own representatives and witnesses.

Section 7: If the Union or the employee takes up the grievance or engages in arbitration during school working hours, the employee shall not be paid for lost time unless the Union and the Superintendent or his/her designee agree that the nature of the grievance requires prompt attention. If, however, the grievance is taken up during school working hours at the request of the Board or the administration, the employee shall suffer no loss in salary or other benefits.

Section 8: All time limits in the grievance procedure may be extended by mutual agreement between the parties.

ARTICLE IV

ASSIGNMENTS, TRANSFERS, AND NOTIFICATION OF VACANCIES

- Section 1: (a) Teachers shall be notified in writing no later than 10 days before the last day of the school year of their tentative assignment for the following school term as to grade level, school and/or subject area.
- (b) Support Staff members shall be notified in writing no later than 10 days before the last day of the school year of their tentative assignment for the following school term.
- Section 2: The Board shall provide opportunities for bargaining unit members to express their desires for changes in assignment recognizing that an optimum educational environment includes a bargaining unit member who is working within the area of his/her special competence.
- Section 3: All new positions and vacancies, full or part-time, in the district shall be emailed to all staff as the position becomes available. No position will be filled until the posting has been made available on the District website for five days. This five-day period can be waived by mutual agreement of the Union President and the Superintendent or designee. Vacancies that occur during the school term may be permanently filled by the Board if the vacancy occurs prior to or on November 1. For vacancies that occur after November 1, the Board may fill the vacancy for the balance of the school year.
- Section 4: Voluntary Transfer
- Any bargaining unit member that has been in the District for two years may apply for a transfer to another position where a vacancy exists and for which he/she is qualified by submitting an online transfer request to Human Resources. The Administration will consider all internal applicants for the vacant position before giving consideration to outside applicants or filling the position by involuntary transfer. The assignment of the employee shall be determined with consideration given, but not limited to, qualifications such as: certification, endorsement(s), degrees, hours of credit, references, recommendations, evaluations, experience and service to the District. If the request for transfer is denied, the employee will be notified in writing of the reasons for not receiving the transfer within ten (10) days of the filling of the position. The employee may not revoke his/her request for transfer once it has been granted. Once an employee is notified that a voluntary transfer has been granted, he/she must remain in that position for two years before applying for another transfer.

Section 5: Involuntary Transfer

- (a) Notice of involuntary transfer from one school to another or reassignment within a building shall be given to the bargaining unit member as soon as possible. The Board will endeavor to notify the affected staff member 15 business days prior to the start of the school year.
- (b) The Board reserves the right to transfer any clerical staff member or paraprofessional from one school to another or to reassign within a building if a vacancy exists for which they are qualified.
- (c) When involuntary transfer is necessary due to school reconfiguration, need for special certification/endorsement, or to achieve a balance of experienced/inexperienced staff in any grade level or within a building, the administration shall make the transfer. When making an involuntary transfer, the administration will give consideration to seniority and certification/endorsement.
- (d) The Board and the Union agree that involuntary transfer without consideration given to seniority may be necessary based on documented need as shown through evaluations/observations, anecdotal records, or medical necessity.
- (e) Transfers made because of decreased pupil enrollment in the building shall be based on district seniority. If it is necessary to move a teacher out of the school, the teacher with the least seniority within the classification being reduced shall be the first transferred, and so on.
- (f) Teachers transferred because of decreased pupil enrollment shall have the right to return to their original school in the reverse order in which they were transferred out provided there exists an opening before the first day of student attendance in the original school for which the teacher is qualified.

Section 6: The Board agrees to provide all interested paraprofessionals with an interview for any teaching position for which they apply and for which they are qualified.

ARTICLE V

SENIORITY

PART A - SENIORITY FOR TEACHERS

Section 1: System wide seniority shall be the length of continuous certified service in the District.

Section 2: Where length of service as a teacher in the system is equal, date of employment by the Board shall be the determining factor.

Section 3: Conflicts of seniority among teachers with the same starting dates of service in the District shall be resolved by the date and time of the acceptance of the tentative employment contract as a certified teacher in the District 111 schools.

Section 4: During the month of September, the Administration shall post and email to the Union President and Building Representatives a District-wide seniority list. This list shall include employee names in order of their continuous service in the School District.

PART B - SENIORITY FOR SUPPORT STAFF

Section 1: Seniority shall be determined as the length of time of employment effective with the date of hire. A "Seniority List" will be compiled, listing each full-time clerical employee showing their date of hire and years of service. The list shall be updated twice per year.

"Seniority Lists" will also be compiled for the categories of full-time certified paraprofessional employees, full-time paraprofessional employees, and full-time health aides showing his/her date(s) of hire and years of service.

When length of service in the system is equal, date of appointment shall be the determining factor. Conflicts of seniority among individuals within a classification with the same starting dates of service in the district shall be resolved by earlier dates of part-time employment in the district or date of acceptance.

Section 2: All full-time employees shall have seniority equal to length of service as measured in full years irrespective of working ten (10) or twelve (12) months.

Section 3: Any employee granted a Board approved unpaid leave will not lose any accrued seniority, accrued sick leave days, or accrued vacation time where applicable when on leave. Additional seniority, sick days and vacation time are not accrued when on such approved leave

Section 4: Should a reduction-in-force become necessary due to the decision by the Board of Education to decrease the number of support staff or to discontinue some particular type of service, support staff will be reduced in accordance with their seniority in each category (as outlined in Part B Section 1) and requirements of the position. However, satisfactory performance of their skills and job requirements shall be applied along with seniority.

Section 5: Laid-off support staff employees will be recalled for any vacancy that occurs in the bargaining unit for which they are qualified within twelve (12) months of their lay-off. Recall shall be according to the employee's ranking on the seniority roster. An employee forfeits any claim to return to regular employment that fails to report within ten (10) working days after notice of recall by registered mail or telegram to the last address given to the employer by the employee.

ARTICLE VI

SICK DAYS / BUSINESS DAYS / LEAVES

Section 1: Employees shall have an accumulative paid sick leave at the rate of sixteen (16) days per year. Sick leave shall be interpreted to mean personal illness, quarantine at home or serious illness or death in the immediate family or household. Immediate family is defined as: parents or persons standing in lieu thereof, children, grandchildren, grandparents, brother, sister, spouse, parents of spouse and brothers and sisters in-law. Absences under this section of five consecutive days or more will require the submission of a doctor's note.

Sick leave not used in the year of service for which it is granted shall be accumulated with no limit for a maximum accumulation.

There shall be a twenty-four (24) hour service available to employees who are calling in sick and to facilitate the hiring of substitutes. Employees must make every effort to report their absence no later than 6:00 a.m. of the date such leave is to be taken. Any teacher failing to report his/her absence before 6:00 a.m. of the day such sick leave is sought shall file a written report with the Superintendent's Office upon return to work.

Section 2: Employees shall be allowed to use up to three (3) days per year of their sick leave allotment as personal leave for business purposes. They shall suffer no loss in pay nor shall they lose any of their accumulated sick leave. The principal of the school or supervisor shall be notified three (3) school days in advance by the employee applying for the personal business leave. In case of an emergency, the employee may phone that he/she will be absent. Personal business is defined as any business that cannot be conducted at a time not in conflict with the employee's regular work day or an emergency over which he/she has no control that requires immediate attention.

Except for highly unusual circumstances, which would be explained and approved in advance by the Superintendent or his/her designee, personal business leave shall not be allowed to be taken immediately prior to nor immediately after a holiday, vacation period, Institute day or inservice day, nor the first or last week of the school term.

Section 3: Employees who are required to serve on jury duty or who receive a subpoena to serve as a witness during the school year shall receive full salary.

Section 4: As of the signing of this contract, the Board of Education will strictly adhere to the provision of the contract regarding the granting or denial of leaves of absence. All leaves are without pay unless otherwise specified by the School Code or this Agreement. Health insurance coverage for staff on leave will not exceed a total of 548 days, regardless of the type of leave. After 548 days, the employee will be eligible for COBRA.

Any employee returning from any officially granted leave will be assigned to an existing vacancy (in the same classification - e.g. teacher, paraprofessional, etc.) for which he or she is qualified. An employee returning from any officially granted leave must accept the vacant position for which they are qualified or they forfeit all rights or guarantees to a position in the District. Any employee accepting full-time employment while on official leave unless it is a condition of the leave or is unexpectedly necessitated during the leave forfeits all rights or guarantees to a position in the District. An employee on leave who does accept full-time employment must notify the Board of the reasons necessitating his or her acceptance of employment and receive approval from the Board.

Section 5: Officially granted leaves of absence given by the Board shall not affect contractual continued service, tenure or seniority. Leaves should be granted on an annual basis. Teachers granted sabbatical leave shall be entitled to advance on the salary schedule during the period of such leave.

Section 6: All other officially granted leaves of absence granted by the Board shall not affect contractual continued service, tenure or seniority. Leaves should be made on an annual basis and, upon request, an additional year may be granted. Failure to return upon completion of a leave shall constitute a termination of employment. Written notices of intent to return from a leave shall be filed with Human Resources by March 1 of the school year. Failure to do so will remove the Board's obligation to re-employ the teacher.

Section 7: Every tenured teacher who does not qualify for a sabbatical leave because of length of service may be granted an unpaid leave for a period of at least four school months, but not in excess of one school term (July 1 - June 30), for the purpose of professional self-improvement. The employee will have the option of participating in the district health insurance program by paying the full cost of the insurance.

Section 8: **ILLNESS LEAVE FOR TEACHERS**

Any teacher may request illness leave under the following conditions:

- (a) The teacher's sick leave bank is exhausted of usable days.
- (b) The teacher still being unable to report for duty shall be considered to be an active employee without pay for a period of sixty (60) business days upon written verification from their doctor. Insurance will be maintained at the employee's expense at the current level of contribution for 60 business days.
- (c) Fifteen (15) business days prior to the expiration of the sixty (60) business days, if the doctor certifies that the employee will be unable to return to active duty, the employee may file a written request with the Superintendent to be placed on an illness leave. Once an employee is on illness leave, health insurance will be provided at the employee's current level of contribution. Leave for physical illness may be extended with doctor certification for one additional year.

Any teacher returning from an illness leave shall be assigned to a position only at the beginning of a school year for which she/he is qualified provided, however, that such teacher would not otherwise be dismissed as a result of a normal reduction in force.

No increment in salary or seniority credit shall be granted for such leaves beyond the sixty (60) business day period.

Section 9: **ILLNESS LEAVE FOR SUPPORT STAFF**

An employee who is ill and has exhausted all sick days will be considered an active employee without pay for sixty (60) work days without the loss of entitlement to benefits such as vacations, years of service, and insurance. Insurance will be maintained at the employee's current level of contribution for the duration of this leave.

Section 10: **WORKER'S COMPENSATION OR OCCUPATIONAL DISEASE ACT**

- (a) An employee who is entitled to the benefits of the Workers' Compensation or Occupational Diseases Act of the State of Illinois may claim either such benefits or any sick leave he or she has accumulated or both. However, in the event that both sick leave and Worker's Compensation Act or Occupational Diseases Act are claimed, the Board shall deduct from the sick leave payments all benefits received by the employee under either the Illinois Worker's Compensation Act or the Illinois Occupational Diseases Act.
- (b) If an employee is not working and is eligible for Worker's Compensation, vacation time shall not be lost and shall remain available to the employee for use as per contract.
- (c) **TEMPORARY LIGHT DUTY**

Section 1. Temporary Light Duty

- a. The District will make light duty work available to employees who have become temporarily unable to perform the duties of their regular job and qualify for worker's compensation, subject to the following provisions:
 - 1. The employee has been medically restricted from performing the duties of his or her regular job.
 - 2. The employee's and/or District's physician has reviewed and certified that the light duty tasks are within his or her physical limitations and will not aggravate the employee's condition or re-injure the employee. In the event of a dispute due to differing medical opinions (non-industrial illness/injury), the matter shall be resolved by submitting it to another physician mutually agreed upon by the District and Union. This physician's determination shall be final. Resolution of disputes pertaining to industrial illnesses or injuries shall be resolved pursuant to the guidelines mandated by state law.

3. The employee shall be paid his or her regular hourly rate of pay for all light duty work performed.
4. An employee offered light duty work, which meets the provisions of 1, 2, and 3 above may not refuse such work.
5. Light duty work may be made up of duties within a single classification or a combination of duties from an assortment of classifications put together to make the job.
6. Nothing herein is to be construed as a guarantee as to the duration of an individual's light duty or that light duty work will be available in all instances.
7. All time worked on light duty will be counted as regular paid time for purposes of determining benefit eligibility, accruals, and overtime pay.

Section 2. Overtime Eligibility

An employee who is accommodated and assigned light-duty work within his or her own classification may perform overtime work provided that the work is within the employee's light duty work limitations.

Section 11: **IMRF/MEDICAL/DISABILITY LEAVE (SUPPORT STAFF)**

A bargaining unit member employed for at least one year shall be eligible, upon written verification from their doctor, for IMRF/Medical/Disability Leave. Such leave will be for the term of up to thirty (30) months and shall be applied for annually.

Insurance may be maintained at the employee's expense at the current level of contribution. The bargaining unit member will remain in the insurance plan for the following periods of time with the exception of an employee that is or becomes Medicare eligible:

EMPLOYED BY THE BOARD FOR:	INSURED:
More than 1 but less than 2 years	6 months
More than 2 but less than 3 years	12 months
More than 3 but less than 4 years	18 months
More than 4 but less than 5 years	24 months
5 or more years	30 months

During the thirty-month period, the employee may return to work when the doctor states that he/she is physically able. The employee will inform the Board of the intended date to return four (4) weeks in advance of the date. The employee shall be reinstated in the same position held prior to the leave assuming the position exists. If the position does not exist upon the employee's return from leave, the employee will be placed in a position at a pay level no lower than that which existed at the time of leave.

Section 12: **FAMILY ILLNESS LEAVE**

Unpaid leave may be granted for not more than one (1) year to bargaining unit members to care for ill members of their immediate family. No increment in the salary schedule or seniority credit shall be recognized for such a leave. Insurance will be maintained at the employee's expense for the full price of insurance.

Section 13: **CHILD REARING LEAVE**

- (a) A child-rearing leave of absence for the purpose of child bearing and/or child rearing, without pay, shall be granted upon request to tenured teachers or in the case of support staff employees to those who have been employed for at least two years, as follows:
 - 1. An employee may request a leave by sending a notice in the form of a letter to the Superintendent or his/her designee, stating when the employee plans to take a child-rearing leave. A pregnant employee must send a statement as to the anticipated date of the child-rearing leave of absence.
 - 2. A legal adoption of a child will qualify an employee for a childrearing leave of absence.
- (b) Any employee who qualifies may request a leave not to exceed the balance of the school semester plus one additional school year, for the purpose of child rearing.
- (c) While on leave, an employee shall have the option to remain an active participant in the fringe benefit programs of hospitalization and the dental insurance, at his/her expense, subject to the approval of any necessary third party.
- (d) If, during the leave, the purpose for such leave terminates and the employee wishes to return to service prior to the expiration of such leave, subject to the employee's qualifications, the employee will be assigned to an available vacancy for which she/he is qualified.
- (e) An employee who takes such leave shall, at the expiration of the leave, be assigned to a position, only at the beginning of a school year, for which she/he is qualified. This does not prevent the employee from being subject to a reduction in force during the term of the leave. Employees on this unpaid leave shall neither accrue nor lose seniority.
- (f) Insurance may be maintained at the employee's expense for the full price of the insurance.

Section 14: **MILITARY LEAVE**

The Board shall grant a leave of absence for military service in accordance with the provisions of State and Federal law.

Section 15: **RESERVE TRAINING LEAVE**

In as much as certain personnel face short-term military obligations from time to time, the following covers such duties under periodic reserve training programs:

When an employee who is ordered to report for reserve training/military duty at a time when it conflicts with his/her school duties and responsibilities and when no alternative timing or arrangement is possible, the difference between his/her regular salary and his/her military salary shall be paid, provided that such reserve duty has not been made necessary nor prolonged due to any fault on the part of the employee. Employees granted such leaves of absence shall continue to accrue seniority as though they were in regular service.

Section 16: **EXCHANGE TEACHER LEAVE**

With the approval of the Board, leave for an exchange teacher position may be granted to tenure teachers subject to conditions prescribed in the Illinois School Code.

Section 17: **UNION LEAVE FOR TEACHERS**

Teachers who are elected or appointed to full-time positions with the American Federation of Teachers (Local, State and National), upon proper application, will be granted leaves of absence without pay for the purpose of accepting such positions. This leave must be applied for yearly if the Union assignment is for a period longer than one year. Teachers granted such leaves of absence shall continue seniority existing at the time of said leave for salary increments and all other purposes as though they were in regular service.

Any teacher returning from a Union leave will be permitted to select any vacancy, which exists at the time of his/her return and for which he/she is qualified. Insurance may be maintained at the employee's expense for the full price of the insurance.

Section 18: **SABBATICAL LEAVE FOR TEACHERS**

Teachers, after completion of at least six (6) years of satisfactory service on a fulltime basis, shall be eligible for a sabbatical leave of absence for a period of at least four (4) school months, but not in excess of one (1) school term as outlined in Section 10-21.1 and 24-6.1 of the Illinois School Code.

(a) A Sabbatical Leave Committee will be formed by the Superintendent and the Union.

This committee will consist of:

the Superintendent or designee, an elementary school administrator, an elementary (K-6) teacher, a junior high teacher and a special education teacher. The Superintendent or designee will chair the committee and will not serve in a voting capacity.

The committee's recommendations will be purely advisory and will not be binding on the Board.

- (b) Applications must be received by February 1 and the recommendations made by the Superintendent to the Board at the March meeting of the School Board.
- (c) A sabbatical leave may be granted for formal study or research work or for travel, either foreign or domestic, in accordance with the applicable provisions of the School Code.
- (d) The teacher on sabbatical leave shall receive a salary as defined in Sections 24-6.1 of the Illinois School Code. The substitute pay will be deducted from the teacher's salary unless the Board waives such deduction.
- (e) Insurance will be maintained at the employee's current level of contribution for the duration of the sabbatical leave.

Section 19: SHORT-TERM GENERAL LEAVE OF ABSENCE

- (a) The Board may at its discretion grant a short-term leave of absence without pay to teachers and support staff for not more than forty-five (45) days.
- (b) One year of employment is required to qualify for this leave. Employees granted such leaves of absence will retain their position on the salary schedule, accumulated sick leave days and vacation service credit.
- (c) This leave shall not be used for the purpose of seeking other employment or working elsewhere.
- (d) Failure to comply with the established conditions or failure to return upon completion of the leave shall constitute grounds for termination of employment.
- (e) This leave is renewable at the discretion of the Board.
- (f) Insurance will be maintained at the employee's expense for the full cost of the insurance as long as the employee's total number of days on leave does not exceed 365 days.

Section 20: INCLEMENT WEATHER CONDITIONS - SUPPORT STAFF

When schools are closed due to inclement weather conditions, every effort will be made to notify staff before 6AM. Employees who are notified at least one hour before their contractual start time will not be compensated for time, travel or work on a day when buildings are closed. Support staff employees who are required to work shall not be docked for reasonable tardiness. Employees (10-month) not required to work shall not be docked but may be required to work a make-up day. Employees (12-month) required to work who do not make it to work shall take a vacation day or personal business day. If any ten month employees are required to work on a snow day, the day will be deleted from the end of the year.

Section 21: FMLA

The Board shall comply with the provisions of the Family and Medical Leave Act of 1993. Any leave under the Family and Medical Leave Act will run concurrently with any paid or unpaid leave available to the employee. Burbank School District 111 will use a "rolling 12 - month period measured backward from the date an employee uses any FMLA leave". For example, if an employee has taken eight weeks of leave during the past 12 months, an additional four weeks of leave could be taken. If an employee used four weeks beginning February 1, 2008, four weeks beginning June 1, 2008, and four weeks beginning December 1, 2008, the employee would not be entitled to any additional leave until February 1, 2009.

However, beginning on February 1, 2009 the employee would again be eligible to take FMLA leave, recouping the right to take the leave in the same manner and amounts in which it was used in the previous year. Thus, the employee would recoup (and be entitled to use) one additional day of FMLA leave each day for four weeks, commencing February 1, 2009. The employee would also begin to recoup additional days beginning on June 1, 2009, and additional days beginning on December 1, 2009.

ARTICLE VII

SUPERVISION, EVALUATION AND PERSONNEL FOLDERS

PART A - (TEACHERS)

- Section 1: Special attention, assistance and guidance in classroom techniques will be provided to every new teacher. All available resources, including principals as well as the experience and diverse abilities of all teachers, will be utilized to help orient the new teacher.
- Section 2: All monitoring or evaluation of the work performance of a teacher will be conducted openly and with full knowledge of the teacher. The use of eavesdropping, public address or audio systems and similar surveillance devices shall be strictly prohibited.
- Section 3: Tenured teachers shall receive at least one formal and one informal observation every two (2) years as long as they are performing at a proficient or better rating. In the event a teacher is to be evaluated more frequently than once every other year, the Superintendent, his/her designee, and/or the immediate supervisor shall first meet with the teacher to explain the reason(s) for such evaluations.

A teacher must be given notice of at least one (1) teaching day but not more than five (5) days before the evaluator comes in for the purpose of formal observation. Within five (5) school days of an informal observation, the qualified evaluator must provide the teacher with evidence collected about the teacher's professional practice if the evaluator determines that the data and evidence collected may result in either a "Needs Improvement" or "Unsatisfactory" summative performance evaluation rating.

Tenured teachers shall have a summary of that year's work covering the period from September 1 to May 31 (every other year). However, either the teacher or the principal may request formal classroom observations. All formal observations and evaluations must be filed with the teacher within ten (10) school days.

Human Resources will determine who will be the primary evaluator of teachers who work in two or more buildings. These teachers will be notified, in writing, by Human Resources as to who will be the primary evaluator by September 15th of each year. The primary evaluator and principals of these teachers will confer on the evaluation.

Each year non-tenured teachers shall have at least two (2) formal observations, one informal observation and one summative evaluation. The post-observation conference will be held within ten (10) school days of the formal observation. During the post-observation conference, the teacher will receive a copy of his/her evaluation to review and sign. A conference will be held prior to March 15 to review and sign the summative evaluation.

- Section 4: If a teacher disagrees with any observation, he/she will have the option of requesting and receiving another observation. The request for the observation shall be made in writing within ten (10) school days of receipt of the original observation.
- Section 5: Every teacher will be notified immediately when deficiencies in his/her service are observed and such notification shall contain specific constructive suggestions for improvement. Reported deficiencies will be documented and notification will be forwarded to the teacher. Every teacher will, with the full assistance, advice and support of supervisors, coordinators and administrators, actively participate in improving the areas of deficiency by implementing the suggestions and recommendations provided by the Administration.
- Section 6: Every teacher shall have in his or her personnel folder, a valid certificate for the position for which they are assigned, an up-to-date official transcript of all college credits, college placement credentials, a completed medical examination form and all other information required by State or Federal law. Nothing is to be put into a teacher's personnel folder except matters pertaining to his/her job performance plus references and information obtained in the process of evaluating the teacher. Nothing is to be added to or deleted from a teacher's personnel folder without notification in writing to the teacher. The teacher shall have the right to attach dissenting or explanatory material to any item in his/her file. The teacher has a right to remove controversial material in his/her personnel folder that is greater than ten (10) years old unless it is required to be held based on an imminent or ongoing legal matter.
- Section 7: An employee shall have the right to make an appointment to inspect all materials in the official personnel file except materials furnished on a confidential basis by other employers or references. Such inspection shall occur during normal business hours and will be conducted in the presence of an Administrator, and if the employee so chooses, a Union representative. The teacher shall have the right to copy any material which appears in this file. The first ten pages are at no charge and the employee will be charged the district's current cost for the balance of the copies. A pdf file will be provided at no charge as long as the teacher provides a flash drive. Nothing shall be permanently removed from the file prior to the ten (10) year period without the consent of the Board.
- Section 8: All teacher records shall be maintained in the following circumstances:
- Only one official file shall be kept for each teacher and it shall be in the custody of Human Resources. No portions of a teacher's file shall be disclosed to third parties except as required by law, or as shall be necessary in the performance of the Board's responsibility.

- Section 9: Unofficial files may be kept at the school where the teacher is presently working and will include only those things necessary for the principal to administer the school. When the teacher leaves the building, the file will be destroyed. The destruction of files will be observed by the building Union representative.
- Section 10: Teachers shall be required to submit one (1) pre-observation outline form to the primary evaluator prior to the formal observation. After the observation, the evaluator and teacher will confer on all aspects of the observation.
- Section 11: All copies of written observations and evaluations will be signed and dated by the teacher indicating that said observations and/or evaluations have been discussed, but not necessarily agreed upon.
- Section 12: In the case of an unsatisfactory rating of a teacher during a formal observation, the primary evaluator must then observe the teacher in classroom performance at least once a month and offer specific constructive advice to assist the teacher to improve his/her teaching.
- Section 13: Upon the request of a teacher, a consultation with the teacher's supervisor shall be held and the teacher will be given specific written recommendations on how to improve his/her teaching.
- Section 14: (a) The Board shall give each non-tenured teacher, who will have completed one to three years of service, notice of his/her employment status 45 calendar days prior to the end of the school year.
- (b) A fourth year probationary teacher shall receive written notice at least 45 days before the end of the school year as to whether or not the teacher will be reappointed for the following school year. A fourth year probationary teacher who is not reappointed shall be provided a reason for the non-renewal of his or her employment. A fourth year probationary teacher who does not receive such notice shall be deemed reappointed for the following school year and shall become a tenured teacher on the first day of the next school year.
- (c) In respect to teachers who have tenure, the provisions of the Illinois School Code (i.e., 24 -12, 24 -16 and 10-22.4) shall be substituted for the third and fourth steps of the grievance procedure.

Section 15: The Teacher Evaluation Plan is a part of this negotiated Agreement and will be in full force throughout the length of this contract. The evaluation will have four rating categories:

1. Excellent
2. Proficient
3. Needs Improvement
4. Unsatisfactory

Section 16: The Union and Board of Education shall update all teacher evaluation procedures and evaluation instruments. A committee of eight individuals, four (4) selected by the Union and four (4) selected by the Board, (comprised of at least one of each of the following: Board Member(s), Principal(s), and Central Office Administrator(s)) will develop a comprehensive plan. Revisions to the Evaluation Plan will require approval by a simple majority vote of the Union membership and approval of the Board of Education to be implemented.

PART B - EVALUATIONS AND DISMISSALS (SUPPORT STAFF)

Section 1: Each employee shall have a written evaluation once a year. The evaluation will be conducted no later than June 1 each year. All copies of the written evaluations will be signed and dated by the employee indicating said evaluations have been discussed but not necessarily agreed to. A copy of the evaluation will be put in the employee's personnel file.

All new employees will be hired on a trial basis for one hundred and eighty (180) calendar days. Said employees shall not have the services of the grievance procedure for this probationary period. If at the end of this trial period his/her services are satisfactory, he/she shall be placed on permanent employment. Fringe benefits will accrue from the date of employment. During the probationary period, the Board may terminate employment of a probationary employee.

Section 2: Each employee will be notified at the time of the evaluation of deficiencies in his or her service and such notification shall contain specific constructive suggestions for improvement. Each employee will have the assistance, advice and support of supervisors and administrators in improving his or her service where a deficiency is noted. The subsequent evaluation will reflect the degree or absence of remediation.

Section 3: Employees shall give the employer two (2) weeks advance notice before voluntarily terminating their employment. The exception will be paraprofessionals with certification who shall attempt to give the employer advance notice before voluntarily terminating their employment to accept a full-time teaching position.

Non-probationary employees whose employment is terminated by the employer will be notified two (2) weeks in advance of termination and shall receive wages for the entire two-week period.

Section 4: Any employee not performing the responsibilities required of his or her position will receive a written report on the specific responsibilities not being performed or the rules violated. Support Staff employees will be afforded an opportunity to discuss the matter after written notice with the Superintendent or designee and the employee's immediate supervisor, and at the employee's request, a representative of the Union.

When three (3) reports are written on one employee within a twelve (12) month period, this may be just cause for discharge of the employee.

Section 5: Only one official file shall be kept for each support staff member and it shall be in the custody of Human Resources. Support staff members shall have in his/her personnel folder a valid certificate for the position for which they are assigned, an up-to-date official transcript of all college credits, college placement credentials, a completed medical examination form and all other information required by State or Federal law. Nothing is to be put into a support staff member's personnel folder except matters pertaining to his/her job performance plus references and information obtained in the process of evaluating the support staff member.

Nothing is to be added to or deleted from a support staff member's personnel folder without notification in writing to the support staff member. The support staff member shall have the right to attach dissenting or explanatory material to any item in his/her file. The support staff member has a right to remove controversial material in his/her personnel folder that is greater than ten (10) years old unless it is required to be held based on an imminent or ongoing legal matter. The support staff member shall have the right to copy any material which appears in this file. The first ten pages are at no charge and the employee will be charged the district's current cost for the balance of the copies. A pdf file will be provided at no charge as long as the support staff member provides a flash drive. Nothing shall be permanently removed from the file prior to the ten (10) year period without consent of the Board. No portions of a support staff member's file shall be disclosed to third parties except as required by law, or as shall be necessary in the performance of the Board's responsibility.

Section 6: At the support staff employee's request, his or her personnel file will be opened and the employee, the Superintendent or designee, the employee's immediate supervisor, together with a Union representative, will review the file.

Section 7: No materials relevant to an employee's participation in a grievance shall be made a part of their personnel file. Nothing is to be added to or deleted from an employee's personnel folder without notification in writing to the employee.

ARTICLE VIII

SALARIES AND CALENDAR FOR TEACHERS

Section 1: Teachers' basic salaries shall be increased and teachers shall be paid solely on the basis of strict adherence to the salary schedule in the Appendix which are attached hereto and made a part hereof.

Section 2: Incoming teachers shall be given full credit for the first five (5) years of teaching experience. For experience in excess of five (5) years, salary credit for such will be at the mutual agreement of the employer and the employee.

Section 3: Salary shall be paid on a twenty-one (21) or twenty-six (26) bi-weekly basis, whichever the teacher chooses at the beginning of the year. In a 27 pay period year, there will be either 21 or 27 pay periods.
All teachers that are retiring and are on the twenty-six (26) or twenty-seven (27) payment schedule will receive the balance of payments in their 21st paycheck during their last school year.

Section 4: The Master's plus 15 credits, the Master's plus 30 credits, and the Master's plus 45 credits columns apply to those persons who earn a total of 15, 30, or 45 graduate credits which are not included in the requirements for the earned Master's Degree. (Persons to be eligible for these credits must have a letter of acceptance in a Master's Program from an accredited university or college on file with Human Resources). All continuing education courses that will result in movement on the salary schedule require the approval of the Superintendent or designee. These credits must be earned in one or more of the following ways:

- (a) While enrolled in a Master's Degree program
- (b) After the granting of the Master's Degree.
- (c) While enrolled for another advanced degree.

Section 5: Teachers who work 120 days or more during their first year of employment will move to the next step on the salary schedule when they begin their second year of teaching. Teachers who work less than 120 days during their first year of employment will remain on their beginning step when they begin their second year of teaching.

To be eligible for lane change advancement, all credits reported to the District no later than November 1 become effective at the start of that school year, and all credits reported between November 2 and March 1 become effective on the 91st day (typically in January) of that school year.

Section 6: Teacher participation in all extra-curricular and co-curricular activities shall be voluntary and compensated monetarily. Compensation for all extra-curricular activities will be

paid in full on the regular payroll check within three to five weeks of the completion of the program subject to receipt of the request for payment. Compensation for all co-curricular activities will be paid in three regular installments (December, March, and May/June). Extra-curricular and cocurricular activities shall be defined as activities participated in on a regular basis at times other than the normal school schedule over and above normal teaching duties.

- Section 7: The school calendar for each year will be shared with the School Relations Committee before presentation to the Board of Education for final approval. The calendar will include a maximum of 180 working days plus 5 emergency days. There will be 10 week days off during the Winter Break and 5 week days off during the Spring Break. Good Friday will be an observed day off. The school year will commence no sooner than fifteen (15) school days prior to the Labor Day holiday.
- Section 8: Teachers shall work in a continuous six (6) hour, fifty (50) minute day, inclusive of a duty free lunch period, with a start and end time between the hours of 7:45 a.m. and 3:30 p.m. The school hours of operation must be established and reported to building personnel no later than June 1st for the following year.
- Section 9: Staff members will receive a 45 minute duty free lunch, scheduled between the hours of 10:45 a.m. and 1:15 p.m. Select staff at Liberty Jr. High School, based on the master schedule for those assigned to instructional assignments, will receive a duty free non-compensated thirty (30) minute lunch. The Board of Education will provide additional compensation to staff receiving only a thirty (30) minute duty free lunch for fifteen (15) additional minutes at their individual rate.
- Section 10: The length of the homeroom period shall be at the discretion of the principal of each respective building.
- Section 11: It is recognized that a complete educational program should provide each teacher with a planning period each day. There will be a continuing effort made as time permits to achieve the objective of providing 200 minutes of plan time each week (assuming a 5 day week) for each teacher. The School Relations Committee will be notified as to the progress in meeting this objective.
- Section 12: Traveling Teachers
- Teachers serving in more than one (1) building shall have supervisory (before/after school) duty pro-rated at each building not to exceed a full-time equivalent factor of one teacher. In addition, fifteen (15) minutes of travel time will be allocated to teachers for each occasion of travel between schools.
- Section 13: The school nurse and/or non-certificated registered nurse (RN) will work 10 additional days each school year. His/her additional pay will be based on a 1/180th of his/her yearly basic salary per day.

ARTICLE IX

SPECIAL CONDITIONS AND SPECIAL SALARIES FOR TEACHERS

Section 1: A well-rounded and balanced extra-curricular and co-curricular program will be established in District 111 provided funds are available. Expenditures for educational programs shall continue to have priority over extra-curricular programs. This would include an after-school athletic program for grades 7 through 8 and a Student Council Program.

The Principal and the Building Committee of the school will recommend teacher developed co-curricular activities for that school. The co-curricular activities developed through this program will have a budget equal to \$4.50 per student in attendance at that school by September 1.

All teacher developed co-curricular activities or programs are to be established on an individual building basis. These programs shall be submitted to the Administrative Office for approval by the Board of Education before any monies are expended. Nothing in this section is to be construed as precluding the Board from initiating programs of extra-curricular and/or co-curricular activities.

Reimbursement for Board developed extra-curricular and co-curricular programs will be according to the Coach / Sponsor Schedule included as a part of this Agreement.

Stipends will increase by the following percentages:

2017-2018	1%
2018-2019	1%
2019-2020	1%

Section 2: Neither the Superintendent nor his/her designee shall assign any teacher to duties beyond normal instructional service except on a volunteer basis. Released time, compensation according to the provisions herein, or where not covered by these provisions, compensation shall be given to teachers for any extra service to the school or the District, with the exception of meetings scheduled pursuant to Article II, Section 11. Compensation will be set by a stipend to be paid to the employee. The stipend will be established by multiplying the number of hours worked times \$28.00.

Open House will be compensated with two hours of release time for one-and-one-half (1 ½) hours of Open House set by mutual agreement.

Compensation for staff development beyond the normal duty day must be preapproved by the administration.

- Section 3: Any teacher who is requested by the Superintendent or his/her designee to spend any additional day(s) or hours at work for the School District shall be paid at the rate of 1/180th of his/her yearly basic salary per day excluding orientation days of new teachers and any meetings scheduled pursuant to Article II, Section 11. Any teacher who is not paid for absent days will have the deductions from salary for these absences computed at the rate of 1/180th of his/her yearly basic salary per day.
- Section 4: No teacher shall be assigned duties that are principally clerical in nature, with the exception of the collection of forms or monies to be processed at the office. The Board will provide clerical help to assist teachers in making copies for instructional purposes.
- Section 5: (a) The role of the Curriculum Council is to collaborate on district-wide matters of curriculum and instructional methods. The Curriculum Council is composed of one Union appointed member from each building, as well as an equal number of representatives appointed by the Board of Education.
- (b) Teachers will participate in all phases of formulation of student progress reports (e.g. midterms and report cards), selection of instructional materials, implementation of instructional methods, and any other topics related to Curriculum and Instruction. The Curriculum Council will form subcommittees as needed for this purpose. Any subcommittee recommended by the Curriculum Council will be submitted to the Board of Education for their approval. The Board shall consider the recommendations of the subcommittee before making its final determination. Teachers who serve on such committees shall be paid for such work done after school hours with a stipend computed from the set hourly rate. Teachers will not be paid for attending the regularly scheduled Curriculum Council meetings.
- (c) No courses of instruction shall be set up unless all necessary teaching personnel, supplies, and equipment are available before the beginning of the school year. If funds are not available for all supplies and equipment, the administration and the curriculum committee shall agree to a time schedule for phasing in such supplementary materials.
- (d) An emergency expense pre-approved by the principal and paid for by the teacher shall be reimbursed, excluding sales tax.
- Section 6: The Board and the Union recognize the necessity and desirability of maintaining a dialogue of communication and understanding throughout the term of the collective bargaining agreement. Therefore, the Board and the Union agree to name representatives to a joint School Relations Committee for the discussion and study of all matters involving the relationship among the Board, Administration, faculty and students, professional problems and conditions, and methods of improving relations between the teachers, the Board of Education and/or the community. This committee shall meet at least once a month, and its members will not be compensated for their attendance.

Section 7: Summer School Compensation

Summer school positions and vacancies, full or part-time, in the District shall be posted, as the positions become available. No position will be filled until the posting has been made available on the District website for five days. This five-day period can be waived by mutual agreement of the Union President and the Superintendent or designee. District 111 tenured teachers and support staff will be given priority for summer school positions. All applicants must apply online.

District summer school employment will be based on a rotation system. Priority will be given to teachers that:

- a) are tenured
- b) are rated excellent or proficient on the most recent summative evaluation and
- c) hold proper certification.

First priority will be given to staff that meet items a through c and have not ever taught summer school.

Second priority will be given to staff that meet items a through c and have not taught summer school during the last two years.

Third priority will be given to staff that meet items a through c and did not teach summer school the previous year.

Fourth priority will be given to staff based on qualifications and seniority.

Summer school stipends will be established by taking the number of hours worked multiplied by the set hourly rate.

Section 8: The position of Assistant Teaching Principal shall be opened each school year on the basis of qualifications. Any qualified teacher may submit an application on or before the fifth business day after school resumes for the position of Assistant Teaching Principal. The Board reserves the right to determine whether the position will be offered.

Section 9: All employees may choose to participate in a tax-sheltered annuity. A new vendor may be added if the vendor is in compliance with the district's 403b plan and has a minimum of ten (10) employees for each annuity program.

Section 10: Two full-time tenured bargaining unit members interested in sharing a single position during the coming school year shall develop a written proposal and shall submit it to the Superintendent for consideration. The proposal must be submitted by March 1, with a written response to the employees by April 1. Job sharing situations may be renewed on a year-by-year basis. Employees participating in a job share must submit a request for an extension in writing to the Superintendent by March 1.

Section 11: School Psychologists

At the time of hire, School Psychologists shall be placed in a lane commensurate with their qualifications, and may be placed on a step at the District's discretion. School psychologists will be paid based on the teachers' salary schedule times 111%. The psychologists' hours will be the same as the teachers' daily hours for 200 days per year. They will also attend one regularly scheduled meeting per month. The exact days will be determined by the psychologist and his or her supervisor.

Section 12: Social Workers

Social workers holding a valid teaching certificate or substitute certificate and a Master's Degree shall be placed on the MA+15 lane.

Section 13: Speech Language Pathologists

Speech Language Pathologists holding a valid teaching certificate shall be granted an additional 15 credit hours beyond the degree they presently hold.

Section 14: School Nurses

At the time of hire, School Nurses shall be placed in a lane commensurate with their qualifications, and may be placed on a step at the District's discretion.

Section 15: Teachers who obtain National Board for Professional Teaching Standards certification from the National Board in Washington D.C. shall receive a salary differential of ten percent (10%) in addition to the amount shown for that teacher on the salary schedule.

Section 16: Internal Substitute

- (a) After all attempts have been exhausted to secure a substitute teacher, it may be necessary to solicit certified teacher volunteers to substitute internally. Teachers may only volunteer during their planning period.
- (b) An attempt shall be made to equally rotate internal substitute assignments among all available teachers. A record of teachers providing such substitute services shall be documented on the District 111 Internal Substitute Form.
- (c) Teachers who miss their planning period due to the cancellation of Specials shall be entitled to the approved internal substitute stipend as long as instruction is provided to the students during that period. A study hall is not considered an instructional period.
- (d) Special area teachers, will not be used as substitute teachers for any absent teacher when they have a scheduled class to teach. Special area teachers may volunteer to internally sub during their planning periods. They shall receive the approved internal substitute stipend for their services.

- (e) When the above subsections have been exhausted, the principal may place staff with a PEL on a rotating basis in order to cover classrooms where no teacher is present. Personnel will not receive the internal substitute stipend unless it is during their scheduled planning period.

Section 17: The Internal (per class period) Substitute Stipend shall be based on $\frac{3}{4}$ of the set hourly Rate.

Section 18: Tuition Reimbursement

The Board shall establish a fund for tuition reimbursement for tenured teachers in the following amount:

\$25,000.00

This reimbursement shall not exceed \$150.00 per credit hour for a maximum of 12 semester hours per year for graduate or senior level courses from an accredited university. To qualify for reimbursement, the teacher must earn a grade of "B" or better or "Pass" when permitted by the institution. Approval for such course(s) must also be obtained from the Superintendent or his/her designee.

If all requests for reimbursement do not exceed the sum indicated above, then and only then shall all teachers submitting requests receive the actual cost of tuition to the maximum reimbursement. If, however, the sum total of reimbursement requests exceeds the sums indicated above, then all teachers will receive a proportionate share of their actual costs for tuition provided the entire sum does not exceed said sum.

Teachers requesting reimbursement must submit an official transcript mailed by the college or university to the school district and evidence of completion of the actual tuition paid before October 15th of the school year following completion of the graduate course work. Failure to submit the request for reimbursement by October 15 will result in the inability of the teacher to receive the reimbursement. To qualify for tuition reimbursement the teacher must return as a regular employee of the District the September following completion of their course work except for teachers with unexpired recall rights. Teachers will be reimbursed by November 15.

Section 19: Licensure

(a) Licensure of Teachers

It shall be the responsibility of the licensed teachers to keep their licenses current and keep their registration current with the office of the Regional Superintendent of Cook County.

Section 20: Teachers who are eligible to retire or within four (4) years of retirement eligibility in the Illinois Teacher Retirement System (ITRS) shall not receive a salary increase greater than six percent (6%) over their previous year's salary as initially reflected on the salary schedule. Under no circumstances may any such teacher's total creditable earnings, as defined by ITRS, exceed six percent (6%) of such teacher's prior year's total creditable earnings. Should extra duties and pay result in excesses beyond six percent (6%) for teachers in any retirement incentive year, adjustments will be made to such teacher's salary so as not to exceed the six percent (6%) ITRS limit.

ARTICLE X

HOURS FOR SUPPORT STAFF EMPLOYEES

Section 1: ADMINISTRATION OFFICE EMPLOYEES

- (a) All administrative employees covered by this Agreement will work between the hours of 6:00 a.m. and 5:00 p.m. every day except Saturdays, Sundays and legal holidays (7 hours per day, 35 hours per week). The schedule for each employee will be determined by their direct supervisor and the employee will be notified by July 1. Each staff member will receive a duty free /non-compensated lunch period outlined in section B. There will be an alternate "Summer Schedule" for administrative office employees. There will be other exceptions on a day-to-day basis at the discretion of the immediate supervisor of the employee.
- (b) There will be a duty free non-compensated sixty (60) minute lunch period each day for Administration Office employees. The staff member's lunch hour must be approved by their immediate supervisor.
- (c) There are two 15 minute break periods each day in the office as mutually agreed to by the supervisor and employee.
- (d) The summer hours for administration office employees shall commence one week after the last day of student attendance and shall end one week prior to the opening Institute Day. The employee and supervisor will agree to one of the two "summer hours" as listed below.

Monday through Thursday: between 6:00 a.m. and 5:00 p.m.; an 8.50 hour workday, inclusive of an hour duty-free lunch.

Friday: A 4 hour work day between the hours of 7 a.m. and 1 p.m.

-or-

Monday through Thursday: between 6:00 a.m. and 5:00 p.m.; a 9.25 hour workday, inclusive of a thirty minute duty-free lunch.

Friday: OFF

The summer hours agreed upon shall apply to all administration office support staff employees with no substitutions. If the supervisor and employee cannot agree to the "summer hours" of the employee, the Superintendent shall determine the schedule from one of the above options.

Section 2: **SCHOOL SECRETARIES AND, PARAPROFESSIONALS (CLASSROOM, MEDIA AND HEALTH AIDES)**

- (a) All support staff members may be required to assist with duties and after school programs as determined by the building principal as long as the assigned duty(s) does not impact their primary duties and/or responsibilities.
- (b) The school secretaries will work full days on all days school is in session and the week before school is open and the week after school closes each year. Secretaries will work Parent-Teacher Conference Days following the Conference schedule and half day in-service days when there are no children present. School secretaries may work an additional 2 days as designated by the Administration for the purpose of school registration. They will be compensated at their regular hourly rate for working the additional days of registration. There will be no punitive action against any school secretary who becomes ill and is unable to work additional days for registration. The work dates will be set each year on or before May 1.

The usual hours for all school secretaries will be a continuous eight hour day inclusive of a 60 minute duty free non-compensated lunch period. The set hours will be established based upon the individual building schedule with equal time before and after the general hours of teachers. In buildings with more than one secretary, the staggered start and end times may be established.

The hours during the week before school starts and the week after school closes will be from 7:15 am to 2:45 pm. The secretaries will receive a 30 minute duty free non-compensated lunch.

- (c) All paraprofessionals (classroom, media and health aides) will work on school days when students are in session. They will work on and receive pay for Institutes and In-service Days, Parent-Teacher Conference Days, following the conference schedule, and Open House. Open House will be compensated with two hours of release time for one-and-one-half (1 ½) hours of Open House set by mutual agreement. Parent-Teacher Conference days may be used as clerical workdays.

The hours for paraprofessionals will be a continuous 8 hour day/40 hours per week, inclusive of a non-compensated 45 minute duty-free lunch period. The set hours will be established based upon the individual building and/or district master schedule.

- (d) There are two break periods each day for each support staff employee of fifteen (15) minutes each, one in the morning and one in the afternoon.

Section 3: Any position for Summer School clerical or paraprofessional shall be offered to the members of the bargaining unit first, based on job classification. Individuals who apply for summer clerical and paraprofessional positions will be selected based on a rotation system. To be eligible individuals must have a current satisfactory evaluation and be qualified for the position. Priority will be given to those who (in order):

- (1) hold teacher certification (paraprofessional position ONLY)
- (2) have not worked Summer School at any time,
- (3) did not work Summer School last year or the year before,
- (4) did not work Summer School last year.

Section 4: Any employee coming in late or leaving early will be given first an oral and then a written warning by the immediate supervisor. A subsequent occurrence of this nature will result in the employee being docked a proportionate part of their salary as shown by the electronic time clock.

The electronic time clock will be used as the basis for determining whether an employee is late or leaves early. Any employee who is authorized to work overtime shall have their time electronically registered for the hours of authorized overtime worked. Both the employee who signs in or scans the ID badge of another and the individual whose ID badge is scanned may be subjected to disciplinary measures.

Section 5: (a) The pay of twelve (12) month employees will be computed on the basis of 260 working days in the year. If such employee is docked at any time, it will be based on the per diem rate of 1/260th of his/her salary.

(b) The pay of school secretaries will be computed on the basis of 215 working days in the year. If such employee is docked at any time, it will be based on the per diem rate of 1/215th of his/her salary.

215 working days shall be defined as follows:

180 working days

10 working days before and after school

14 paid holidays

11 winter and spring vacation days

(c) The pay of full-time paraprofessionals (classroom, media and health aides) will be computed on the basis of 190 working days in the year. If such employee is docked at any time, pay adjustments shall be based upon the per diem rate of 1/190th of his/her salary.

190 working days shall be defined as:

176 student attendance days

2 Institute Days

10 paid holidays

2 Parent-Teacher Conference Days (clerical days)

- Section 6: When a certified paraprofessional substitutes for a teacher (other than providing a plan time for the teacher they are assigned to) they will be paid seventy-five percent of the hourly set rate for each period they teach.
- Section 7: The Board and Union recognize the necessity and desirability of maintaining a dialogue of communication and understanding throughout the term of the Collective Bargaining Agreement. Therefore, the Board and Union agree to name representatives to a joint Support Staff Relations Committee for the discussion and study of all matters involving the relationship among the Administration, Board of Education, teachers and all employees covered by this agreement. This Committee shall meet at least once every two months.

ARTICLE XI

OVERTIME FOR SUPPORT STAFF EMPLOYEES

- Section 1: Overtime requests will be submitted in writing (whenever possible) to the appropriate administrator. Overtime pay will be paid per the pay calendar as developed by the Business Office.
- Section 2: Overtime shall be paid to support staff employees on time worked over forty (40) hours in one week less any paid holidays.
- Section 3: All overtime worked weekly shall be paid at the rate of one and one-half the employee's regular hourly rate. All overtime for Sunday work will be paid at the rate of two times the employee's regular hourly rate. Sick days, personal days, and vacation days are not counted as days worked for overtime calculations.
- Section 4: Any employee required to work on a prescribed holiday or days observed as such shall receive, in addition to his or her regular pay, the regular overtime rate (one and one-half).

ARTICLE XII

HOLIDAYS FOR SUPPORT STAFF EMPLOYEES

Section 1: Each clerical employee shall be granted a day off with pay on each of the following holidays or days observed as such by the District:

New Year's Day	Labor Day
Martin Luther King's Birthday	Columbus Day
President's Day	Veterans' Day
Casimir Pulaski's Birthday	Thanksgiving Day
Good Friday	Day after Thanksgiving
Memorial Day	Day Before Christmas
July Fourth (12-month only)	Christmas Day
	Day Before New Year's Day

Any holidays which fall on Saturday or Sunday for which there is no District observance shall be applied to the clerical employee's available vacation time. If the state or federal government eliminates, doesn't observe, or creates a holiday, it will automatically be eliminated from or added to this contract.

Each full-time paraprofessional (classroom, media and health aide) shall be granted a day off with pay on each of the following holidays or days observed as such by the District:

Labor Day	Martin Luther King's Birthday
Columbus Day	Casimir Pulaski's Birthday
Veteran's Day	Good Friday
Thanksgiving	President's Day
Day after Thanksgiving	Memorial Day

ARTICLE XIII

SALARY FOR SUPPORT STAFF

- Section 1: Employees will be paid bi-weekly per the pay calendar as developed by the Business Office.
- Section 2: Ten (10) month clerical employees shall have the option of taking their pay in twenty-one (21) or twenty-six (26) pay periods. In a 27 pay period year, there will be either 21 or 27 pay periods. Any retiring employee on the twenty-six (26) or twenty-seven (27) pay period will receive the balance of payments in the last check issued for the twenty-first (21st) pay period.
- Section 3: Employees may enroll in any tax-deferred compensation plan for personnel offered by the District.
- Section 4: Incoming support staff employees may be given partial or full credit for up to 5 years of job-related experience. Employees covered by this Agreement will be paid on the basis of the salary schedule in Appendix C, which is attached hereto, and made a part thereof.
- Section 5: Each employee shall be entitled to tuition reimbursement up to a maximum of \$300.00 per year. Course work will be job-related and approved in advance by the Superintendent.
- Section 6: The Board shall provide in-service for all clerical employees during the school clerical work year at the District's expense.
- Section 7: When any paraprofessional or health aide is directed to assist students with activities of daily living (i.e. bathroom, feeding, diabetic care), he/she will receive in-service and training. Any paraprofessional or health aide responsible for catheterizing, suctioning, tube feeding, diabetic care or toileting on a regular basis will receive an additional two dollars (\$2.00) per hour.
- Section 8: All support staff employees shall advance on the appropriate salary schedule on July 1st.
- Section 9: When the employment of a support staff member of the bargaining unit is split in assignment between two or more job functions which have different levels of remuneration, the employee's salary shall be based on the hours worked and salary for each of the job functions.

Section 10: If a support staff employee in the bargaining unit applies for and is employed in another support staff assignment, they shall move horizontally and be placed appropriately on the salary schedule for that job with no loss of service.

Section 11: The basic salary of the non-certificated RN shall be increased and paid solely on the basis of strict adherence to the salary schedule in Appendix A which is attached hereto and made a part hereof.

ARTICLE XIV

VACATIONS FOR SUPPORT STAFF EMPLOYEES

Section 1: Each regular twelve-month employee shall be granted a vacation with pay as follows:

1 year of service	2 weeks vacation
5 years of service	3 weeks vacation
10 years of service	4 weeks vacation
15 years of service	5 weeks vacation

Section 2: Employees with less than one year of service shall take vacation on a pro rata basis of one day of vacation for each month of service worked not to exceed ten (10) days.

Section 3: The following regulations apply to all employees taking vacations pursuant to Sections 1 and 2:

- (a) A vacation request form is to be prepared by all persons eligible for vacations. All vacation requests are to be approved by the Superintendent and Department Head at least three (3) weeks prior to the taking of the vacation.
- (b) Vacations shall be calculated by actual service (time worked by months as per the schedule in Section 1).
- (c) Employees are encouraged to take vacation within a one-year period of the employee's anniversary date. However, any employee who so desires may carry one half of earned vacation, up to ten (10) days maximum, into the following year. The ten days must be used on or before December 31 or the employee loses the 10 days from the previous year with no compensation. If an employee so desires, the employer will compensate the employee for up to 10 days of unused vacation time per year at their current salary.
- (d) Vacations are to be arranged so that adequate personnel are available to handle all positions. In case of conflict between two employees for the same date and a settlement cannot be reached, the Business Manager and the immediate supervisors involved will decide the vacation dates.
- (e) If a holiday falls in a paid vacation period, a compensatory day will be credited to the available vacation time.
- (f) The maximum vacation permitted at any one time is three weeks. Any exception to this must have the express written approval of the Superintendent.
- (g) A person transferring from a ten-month job to a twelve-month job will be given full credit for all years of service in the District as a full -time employee.
- (h) Twelve-month employees may take individual vacation days.

ARTICLE XV

INSURANCE AND RETIREMENT BENEFITS

Section 1: Health Insurance

The Board of Education will provide a premium only Section 125 plan to allow premium payments to be made with pre-tax dollars. The Board of Education will also provide each employee with hospitalization coverage including major medical benefits. The cost to the employee will be as follows:

Teachers

2017 - 2018	4% of the single	13% of the family health premium
2018 - 2019	6% of the single	14% of the family health premium
2019 - 2020	8% of the single	15% of the family health premium

Support Staff (Clerical)

2017 - 2018	3% of the single	6% of the family health premium
2018 - 2019	4% of the single	7% of the family health premium
2019 - 2020	5% of the single	8% of the family health premium

Paraprofessionals (Classroom, Media and Health Aides)

2017 - 2018	3% of the single	4% of the family health premium
2018 - 2019	4% of the single	5% of the family health premium
2019 - 2020	5% of the single	6% of the family health premium

The deductible will be \$200 and the out-of-pocket expenses will be \$850 per year, inclusive of the deductible.

- (a) The major medical lifetime maximum shall be unlimited per insured individual.
- (b) No changes shall be made in coverage without prior negotiation with the Union.
- (c) Health contributions will be deducted from the first 20 paychecks.
- (d) The prescription drug coverage will be \$10/\$25/\$40 with two times the pharmacy co-pay for a 90 day mail order supply.

Section 2: Dental Insurance

The Board of Education will provide a dental plan, which pays up to \$2000 with single coverage for each employee. The cost of such plan will be paid by the District. Employees will have the option to purchase family dental coverage at their own expense.

Section 3: Optical Insurance

Each employee or a designated dependent shall receive vision care as provided by the Illinois Vision Services Plan B.

Section 4: Life Insurance

The Board of Education will provide each employee covered by this Agreement with a twenty-five thousand dollar (\$25,000) group life insurance policy which the Board will pay the premium cost.

Section 5: Voluntary Retirement of District Personnel (for Teachers)

- (a) Each fiscal year for School District 111 (July 1 - June 30), District professional staff members may elect to participate in the retirement incentive program provided they have at least ten (10) years of full-time service in District 111, they retire in or before the first year they are eligible for full pension and meet all other requirements for retirement as set forth by the Illinois Teachers Retirement System.
- (b) To be eligible, certified staff members must have completed ten (10) or more years of full-time employment in District 111 including the current school year and have at least twenty (20) years of creditable service with the Illinois Teachers Retirement System, and must be at least fifty-five (55) years of age by December 31 of the retirement year. The staff member must notify the Superintendent in writing of their intention to participate between January 1 and March 13 years prior to the end of their last full year of employment. The staff members who notify the Superintendent in writing of their irrevocable intention to retire 36 months prior to their anticipated retirement date will be removed from the salary schedule and all extra duty schedules and, in exchange for performing the same teaching and extra duties as performed in the previous year, will receive a 6% increase to their previous year's reported TRS creditable earnings for each of the remaining three years. Anyone currently eligible, or who will become eligible in the life of the contract, has until December 1, 2017 to submit their notice and be eligible for the benefit. Payment of this increase is subject to the following conditions:
 1. The staff member shall not perform any other duties unless the remuneration for such duties does not cause his/her total TRS creditable earnings to increase by more than six percent (6%). Under no circumstances will the staff member receive a total TRS creditable earnings increase of more than six percent (6%) for

any year, regardless of the duties performed during that year.

2. A staff member may voluntarily resign from an extra duty assignment, or be removed from an extra duty assignment by the Board only for cause: in such a case, the staff member's compensation would be reduced accordingly.
 3. A staff member who would otherwise "move" on the salary schedule, or move on an extra duty/stipend schedule, would receive no additional compensation beyond the 6% incentive.
- (c) The School District will pay the cost of the individual coverage with TRS for the certified staff member electing retirement pursuant to the provisions of this policy for hospitalization, including major medical benefits, starting immediately upon retirement until Medicare eligible.

If the provision of the foregoing benefit becomes illegal, then the terms and provisions of this Memorandum shall be of no force and effect, and any retiree receiving such benefit shall repay all amounts paid by the Board in equal installments over a twelve (12) month period following the Board's request for repayment.

If the provision of the foregoing benefit is altered or limited in any way, or requires the payment of any Board contribution, penalty or other payment to TRS, IMRF, or any other party, including but not limited to any contribution or payment required under Public Act 94-0004, then the terms and provisions of this section of the contract shall be of no force and effect.

In all cases a retiree's retirement shall be subject to applicable law, including, but not limited to, the applicable provisions of the Internal Revenue Code of 1986, the Illinois Pension Code, and the rules, regulations and rulings of the Internal Revenue Service (IRS), U.S. Department of the Treasury, TRS or IMRF, as applicable. The Board and the Union make no representations or warranties regarding the income tax treatment or earnings or service recognition given to the foregoing benefit.

The Board and the Union expressly intend the foregoing benefit to be excluded from a retiree's income (if the Board determines to pay the retiree's post-retirement medical insurance premiums). In the event that the IRS or any other taxing authority determines that any portion of the foregoing benefit should have been reported differently, that additional withholding from said benefit should have been made by the Board or that the incorrect amount of taxes were paid by the Board or the retiree, the parties expressly agree that all taxes, penalties and/or interest assessed by the IRS or any other taxing authority and payable by either party as a result of such decision shall be the sole responsibility of the retiree. If the Board is required to pay any taxes, interest or penalty with respect to the foregoing payment, the retiree shall save, indemnify, and otherwise hold the Board harmless with respect to the same.

(d) District 111 certified staff participating in this program who have at least ten (10) years of service in District 111 will receive as severance two hundred dollars (\$200.00) for each full year of service to District 111. In addition, each employee retiring under this regulation will receive an additional two hundred dollars (\$200.00) as severance for each unused sick day at the time of retirement in excess of 340 days. In the event the eligible employee chooses not to claim service with TRS for unused sick days, those unused sick days will be reimbursed at the same amount. The maximum severance payment for years of service and unused sick days will in no case exceed a total of fifteen thousand dollars (\$15,000.00). Any previous retirement incentive payment made pursuant to this Section 5 (including, but not limited to, any incentive paid pursuant to sub-section (b) above), will be deducted from this total prior to final severance payment. For purposes of this subparagraph, the retirement incentive payment shall exclude salary schedule and stipend increases the certified staff member would have otherwise received.

District 111 certified staff participating in this program who have at least twenty (20) or more years of service to District 111 will receive as severance two hundred fifty dollars (\$250.00) for each full year of service to District 111. In addition, each employee retiring under this regulation will receive an additional two hundred dollars (\$200.00) as severance for each unused sick day at the time of retirement in excess of 340 days. In the event the eligible employee chooses not to claim service credit with TRS for unused sick days, those unused sick days will be reimbursed at the same amount. The maximum severance payment for years of service and unused sick days will in no case exceed a total of twenty thousand dollars (\$20,000.00). Any previous retirement incentive payment made pursuant to this Section 5 (including, but not limited to, any incentive paid pursuant to sub-section (b) above), will be deducted from this total prior to final severance payment.

- (e) The retiring staff member will receive severance payment of money due thirty one (31) days after receiving his/her last paycheck for regular earnings from the district after retirement.
- (f) Retirement pursuant to the provisions of this policy shall be effective at the end of the school term in which the election is made.
- (g) The acceptance of a full-time public teaching position the year following retirement in the State of Illinois, or the failure of the participant to fully live up to the terms of this policy shall cause the agreement to be terminated. Once terminated, the agreement may not be reinstated.

- (h) In the event the employee approved to retire under this regulation dies before the end of the school term, the employee's estate will be paid the salary and bonus due.
- (i) The terms and provisions of this section are applicable to all retirement incentives set forth in this Agreement, including, but not limited to, the incentive set forth in Section e.
- (j) If an employee becomes ill during the three years, and has to use sick time that was originally used to calculate their retirement service, they may remain in their position at a salary freeze until they have earned the time needed to retire.

If the provision of any retirement incentive set forth in this Agreement is altered or limited in any way, or requires the payment of any new, additional or one-time Board contribution, penalty or other payment, then the terms and provisions of this Agreement providing such incentive shall be of no force and effect. The parties shall immediately negotiate the payment or satisfaction of such incentive in a manner that would not violate, be inconsistent with, or in conflict with applicable law, and would not require any new, additional or one-time Board contribution, penalty or other payment.

Section 6: Voluntary Retirement of District Personnel (Support Staff)

- (a) Each fiscal year for School District 111 (July 1-June 30), up to five (5) fulltime bargaining unit members (number waived when District offers 5+5 retirement) may elect to participate in the retirement incentive program provided they have at least ten (10) years of full-time service in District 111 and creditable service with the Illinois Municipal Retirement Fund and meet all other requirements for retirement as set forth by the Illinois Municipal Retirement Fund.
- (b) The employee must be at least fifty-five (55) years of age by December 31 of the retirement year. The staff member must notify the Superintendent in writing of their intention to participate by June 1 of the year prior to retirement. Letters will be received on a first -come, first served basis until five (5) requests have been received for the fiscal year. The Board shall grant the first five (5) received during the above time. (Number waived when district offers 5+5 retirement.)
- (c) The school district will pay the amount of the individual district health insurance coverage for the support staff member electing retirement pursuant to the provisions of this policy for hospitalization, including major medical benefits, starting immediately upon retirement until the employee is Medicare eligible. The individual may purchase the family coverage by paying the difference between family and single health insurance.

If the provision of the foregoing benefit becomes illegal, then the terms and provisions of this section shall be of no force and effect, and any retiree receiving such benefit shall repay all amounts paid by the Board in equal installments over a twelve (12) month period following the Board's request for repayment.

If the provision of the foregoing benefit is altered or limited in any way, or requires the payment of any Board contribution, penalty or other payment to TRS, IMRF or any other party, including, but not limited to any contribution or payment required under Public Act 94-0004 or its successor, then the terms and provisions of this section of the contract shall be of no force and effect.

- (d) District 111 non-certified staff participating in this program will receive a bonus of one hundred dollars (\$100.00) for each full year of service to District 111. In addition, each employee retiring under this regulation will receive an additional bonus of one hundred dollars (\$100.00) for each unused sick day at the time of retirement in excess of the 240 days unused to gain extra service credit with IMRF. In the event the eligible employee chooses not to claim service with IMRF for unused sick days, those unused sick days will be reimbursed at the same amount. The maximum bonus payable for years of service and unused sick days will in no case exceed a total of ten thousand dollars (\$10,000.00).

This one-time severance pay shall not be considered IMRF creditable earnings. This severance payment will be paid in a lump sum 45 days after the employee's last day.

- (e) The acceptance of full-time employment with another IMRF employer the year following retirement or the failure of the participant to fully live up to the terms of this policy shall cause the agreement to be terminated. Once terminated, the agreement may not be reinstated.
- (f) In the event the employee approved to retire under this policy dies before the end of the school term, the employee's estate will be paid the retirement salary due. Any retirement pursuant to the provisions of this policy shall be effective at the end of the fiscal year in which the election is made.
- (g) The terms and provisions of this section are applicable to all retirement incentives set forth in this Agreement, including, but not limited to, the incentive set forth in Section d.

If the provision of any retirement incentive set forth in this Agreement is altered or limited in any way, or requires the payment of any new, additional or one-time Board contribution, penalty or other payment, then the terms and provisions of this Agreement providing such incentive shall be of no force and effect. The parties shall immediately negotiate the payment or satisfaction of such incentive in a manner that would not violate, be inconsistent with, or in conflict with applicable law, and would not require any new, additional or one-time Board contribution, penalty or other payment.

Section 7: Long Term Disability

The Board of Education will provide a long-term disability plan with a 90 day elimination period.

Section 8: Section 125 Medical Reimbursement and Child Care Reimbursement

The Board of Education will provide a Section 125 medical reimbursement and child-care reimbursement plan for employees.

ARTICLE XVI

AGREEMENT

Section 1: The terms of this Agreement shall not apply where inconsistent with constitutional, statutory, or other legal provisions. If any provision of this Agreement is found to be contrary to law by the Supreme Court of the United States or by any court of competent jurisdiction from whose judgment or decree no appeal has been taken within the time provided for doing so, such provisions shall be modified forthwith by the parties hereto to the extent necessary to conform thereto. In such case, all other provisions of this Agreement shall remain in effect.

Nothing contained in this Agreement shall be construed to deny to any teacher or other bargaining unit member or to the Board the right to resort to legal proceedings. No decision on or adjustments of a grievance shall be contrary to any provision of this Agreement.

Section 2: This Agreement shall supersede any rules, regulations, or practices of the Board which are contrary to or inconsistent with its terms. All individual employee contracts executed after the date of this Agreement shall be made expressly subject to the terms of this Agreement. The provisions of this Agreement shall be incorporated into and be considered part of the established personnel policies of the Board as they affect employees.

Section 3: The Board agrees that it will make no changes in present wages, hours and working conditions without prior negotiation with the Union as required by current law.

Section 4: The parties acknowledge that during the negotiations which resulted in this agreement and its appendices, each had the unlimited right and opportunity to make demands and proposals with respect to any matter or subject not removed by law or by agreement of the parties from the area of collective bargaining, and that the understanding and agreements arrived at by the parties after the exercise of that right are set forth in this Agreement. Therefore, the Board and the Southwest Suburban Federation of Teachers, Council 111, Local 943, for the life of this Agreement, each voluntarily waive any and every right, which might exist under law, practice, or custom to negotiate any further agreements, items, or topics effective for or during the term of this Agreement.

Section 5: Being a mutual agreement, this instrument may be amended at any time by mutual consent.

Section 6: Management Rights

The Board, by mutual agreement with the Union, commits itself to such Union rights and other conditions of employment as incorporated in the Agreement; and the Board on behalf of the electors of the district, retains and reserves unto itself the ultimate responsibilities for the proper management of the school district conferred upon and vested in it by the *School Code* and the Constitution of the State of Illinois and the United States, including the responsibility for and the right:

- (a) To maintain executive management and administrative control of the school system and its properties and facilities, and the professional activities of its employees as related to the conduct of school affairs.
- (b) To hire and direct all employees and, subject to the provisions of law and this agreement, to determine their qualifications and conditions of employment; to promote and transfer employees; and to make decisions as to the employment, tenure, or discharge of any of its employees.
- (c) To establish, with input from the Curriculum Council, the grading policy and courses of instruction, including special programs.
- (d) To provide for athletic, recreational, and social events for students, all as deemed necessary or advisable by the Board;
- (e) To delegate authority, with input from the Curriculum Council, through recognized administrative channels for the development and organization of the means and methods of instruction according to current written Board policy; the selection of textbooks and other teaching materials; and the utilization of teaching aids of all kinds;
- (f) To determine class schedules, the hours/days of instruction, duties, responsibilities, and assignment of teachers and other employees with respect thereto, and non-classroom assignments.

The exercise of the foregoing powers, rights, authority, duties and responsibilities by the Board, the adoption of policies, rules, regulations and practices in furtherance thereof, shall be limited only by the specific and express terms of this Agreement and then only to the extent such specific and express terms hereof are in conformance with the Constitution and laws of the State of Illinois and the Constitution and laws of the United States.

Section 7: The Union agrees not to strike, not to engage in work stoppages and not to picket in any manner which would tend to disrupt the operation of any public school in District 111 or the Administrative Offices of the Board of Education of School District 111. The Board agrees not to engage in a lockout of employees.

Section 8: This Agreement will be executed when it has been

- (a) Ratified by the Union, and
- (b) Adopted by the Board of Education

Section 9: Duration:

- (a) This Agreement shall be effective on the 1st day of July 2017, and shall remain in full force and effect until June 30, 2020. It shall be renewed automatically from year to year thereafter unless either party shall notify the other in writing ninety (90) days prior to the annual anniversary date of the Agreement that it desires to modify, change, amend or terminate this Agreement.
- (b) In the event of such notice to modify, change, amend or terminate this Agreement, negotiations shall begin not later than sixty (60) days prior to the annual anniversary date of this Agreement or until such further date as the parties may jointly agree. Negotiations on any provisions of this Agreement may begin at any time by mutual consent of the parties.
- (c) This Agreement shall remain in full force and effect during the period of negotiations.

COLLECTIVE BARGAINING AGREEMENT
between
THE BOARD OF EDUCATION, BURBANK SCHOOL DISTRICT 111
and
THE SOUTHWEST SUBURBAN FEDERATION OF TEACHERS
COUNCIL 111, LOCAL 943

2017-2020

Dated this 23rd day of August 2017.

IN WITNESS WHEREOF, the parties have executed this Agreement by their duly authorized representatives.

FOR THE BOARD OF EDUCATION
BURBANK SCHOOL DISTRICT 111:

Carleen Skowronski
President

Teresa Dyak
Secretary

FOR SOUTHWEST SUBURBAN
FEDERATION OF TEACHERS,
COUNCIL 111, LOCAL 943:

Dawn Hawker
President

Nancy D. Natalino
Secretary

WITNESSES

Patricia Saunders
Barbara Mague
Susan McMichols

Appendix A
Salary Schedules for Teachers

BURBANK SCHOOL DISTRICT 111

SALARY GRID 2017-18

	BA	BA+15	MA	MA+15	MA+30	MA+45
1	42,500	43,500	48,000	49,500	51,000	52,500
2	43,763	44,901	49,141	50,291	51,670	53,386
3	44,420	45,779	49,635	50,962	52,189	53,920
4	45,079	46,441	50,137	51,621	52,652	54,397
5	45,638	47,038	50,930	52,323	54,144	55,444
6	46,034	47,445	51,550	53,499	55,070	55,834
7	46,551	47,978	52,507	54,510	56,094	56,868
8	47,250	48,698	53,492	55,484	57,078	57,863
9	48,122	49,423	54,465	56,429	58,020	58,806
10	49,158	50,493	55,576	57,635	59,229	59,958
11	50,306	51,409	56,375	58,360	60,437	61,226
12	51,100	52,378	57,175	59,221	61,353	62,143
13	52,633	53,949	58,036	60,050	62,344	63,073
14	54,212	55,567	58,895	60,879	63,217	64,849
15	55,838	57,234	59,813	62,052	64,380	66,794
16			61,604	63,915	66,311	68,798
17			63,760	66,152	68,632	71,206
18			65,992	68,467	71,034	73,698
19			68,301	70,863	73,520	76,278
20			70,692	73,343	76,093	78,947

Employees on steps below the end of the schedule will receive a 3% increase from the previous year's salary.

Lane changes for any teacher off the Salary Grid will be computed as follows:

BA	BA+15	MA	MA+15	MA+30	MA+45
	2.50%	4.50%	3.75%	3.75%	3.75%

BURBANK SCHOOL DISTRICT 111

SALARY GRID 2018-2019

	BA	BA+15	MA	MA+15	MA+30	MA+45
1	43,000	44,000	48,500	50,000	51,500	53,000
2	43,775	44,805	49,440	50,985	52,530	54,075
3	45,075	46,248	50,615	51,799	53,220	54,987
4	45,753	47,152	51,124	52,490	53,755	55,538
5	46,431	47,834	51,641	53,169	54,232	56,028
6	47,007	48,449	52,457	53,892	55,768	57,107
7	47,415	48,868	53,097	55,104	56,722	57,509
8	47,948	49,417	54,082	56,145	57,777	58,574
9	48,668	50,159	55,096	57,149	58,790	59,599
10	49,565	50,906	56,098	58,121	59,761	60,570
11	50,633	52,007	57,243	59,364	61,006	61,757
12	51,815	52,951	58,066	60,111	62,250	63,063
13	52,633	53,949	58,890	60,997	63,193	64,007
14	54,212	55,568	59,777	61,851	64,214	64,965
15	55,838	57,234	60,661	62,705	65,114	66,794
16			61,607	63,914	66,312	68,798
17			63,452	65,832	68,301	70,862
18			65,673	68,136	70,691	73,342
19			67,972	70,521	73,165	75,908
20			70,350	72,989	75,726	78,566

Employees on steps below the end of the schedule will receive a 3% increase from the previous year's salary.

Lane changes for any teacher off the Salary Grid will be computed as follows:

BA	BA+15	MA	MA+15	MA+30	MA+45
	2.50%	4.50%	3.75%	3.75%	3.75%

BURBANK SCHOOL DISTRICT 111

SALARY GRID 2019-2020

	BA	BA+15	MA	MA+15	MA+30	MA+45
1	43,500	44,500	50,000	50,500	52,000	53,500
2	44,290	45,320	49,955	51,500	53,045	54,590
3	45,088	46,149	50,923	52,515	54,106	55,697
4	46,428	47,635	52,134	53,353	54,816	56,637
5	47,125	48,566	52,658	54,065	55,367	57,204
6	47,824	49,269	53,190	54,764	55,859	57,709
7	48,417	49,903	54,031	55,509	57,441	58,821
8	48,837	50,334	54,689	56,757	58,424	59,234
9	49,386	50,900	55,704	57,830	59,510	60,331
10	50,128	51,664	56,749	58,863	60,554	61,387
11	51,052	52,433	57,781	59,865	61,553	62,387
12	52,152	53,567	58,960	61,144	62,836	63,609
13	53,370	54,540	59,808	61,914	64,117	64,955
14	54,212	55,567	60,656	62,827	65,089	65,927
15	55,838	57,235	61,570	63,707	66,140	66,914
16			62,481	64,586	67,067	68,798
17			63,456	65,831	68,301	70,862
18			65,356	67,807	70,350	72,988
19			67,643	70,180	72,812	75,542
20			70,011	72,637	75,360	78,186

Employees on steps below the end of the schedule will receive a 3% increase from the previous year's salary.

Lane changes for any teacher off the Salary Grid will be computed as follows:

BA	BA+15	MA	MA+15	MA+30	MA+45
	2.50%	4.50%	3.75%	3.75%	3.75%

Appendix B
Stipends for Coaches and Sponsors

Coach/Sponsor Stipends	1 % increase	1 % increase	1 % increase
	2017-2018	2018-2019	2019-2020
Assistant Teaching Principal *	\$ 4,968.85	\$ 5,018.53	\$ 5,068.72
Mentor	\$ 1,071.82	\$ 1,082.54	\$ 1,093.37
Safety Monitor	\$ 491.52	\$ 496.43	\$ 501.40
Head Cross-Country Coach	\$ 2,057.78	\$ 2,078.36	\$ 2,099.15
Head Girl's Softball Coach	\$ 2,326.46	\$ 2,349.73	\$ 2,373.23
Head Boy's Softball Coach	\$ 2,326.46	\$ 2,349.73	\$ 2,373.23
Assistant Softball Coach	\$ 1,520.40	\$ 1,535.61	\$ 1,550.96
Head Girl's Basketball Coach	\$ 3,125.98	\$ 3,157.24	\$ 3,188.81
Head Boy's Volleyball Coach	\$ 3,125.98	\$ 3,157.24	\$ 3,188.81
Assistant Girl's Basketball and/or Boy's Volleyball Coach	\$ 1,878.22	\$ 1,897.00	\$ 1,915.97
Head Girl's Volleyball Coach	\$ 4,600.51	\$ 4,646.51	\$ 4,692.98
Head Boy's Basketball Coach	\$ 4,600.51	\$ 4,646.51	\$ 4,692.98
Assistant Girl's Volleyball and/or Boy's Basketball Coach	\$ 2,820.59	\$ 2,848.79	\$ 2,877.28
Head Track and Field Coach	\$ 2,431.32	\$ 2,455.64	\$ 2,480.19
Assistant Track and Field Coach	\$ 1,338.21	\$ 1,351.59	\$ 1,365.11
Head Boy's Soccer Coach	\$ 2,057.78	\$ 2,078.36	\$ 2,099.15
Head Girl's Soccer Coach	\$ 2,057.78	\$ 2,078.36	\$ 2,099.15
Dance Team Coach	\$ 3,017.60	\$ 3,047.77	\$ 3,078.25
<i>The Board agrees to provide a head coach for each sport. The need for assistant coaches will be determined by the Board through administrative recommendation.</i>			
5 th & 6 th Grade Volleyball Coach	\$ 393.20	\$ 397.14	\$ 401.11
5 th & 6 th Grade Basketball Coach	\$ 393.20	\$ 397.14	\$ 401.11
5 th & 6 th Grade Softball Coach	\$ 393.20	\$ 397.14	\$ 401.11
<i>The stipend is set based upon nine 1 ¼ hour coaching sessions per sport.</i>			
Cheerleading Coach	\$ 3,099.77	\$ 3,130.77	\$ 3,162.08
<i>Cheerleading Coach is based on a season running throughout the "indoor" sports season.</i>			
Band Director Stipend	\$ 4,140.64	\$ 4,140.64	\$ 4,140.64
<i>Stipend covers time spent after school hours for concerts, competitions, field trips, etc. and remains the same throughout contract</i>			
Drama Sponsor / Coach	\$ 3,958.27	\$ 3,997.85	\$ 4,037.83
Scholastic Bowl Coach	\$ 1,703.89	\$ 1,720.93	\$ 1,738.14
National Jr. Honor Society Sponsor	\$ 2,623.82	\$ 2,650.06	\$ 2,676.56
Jr. High Year Book Sponsor	\$ 2,359.24	\$ 2,382.83	\$ 2,406.66
K-6 Memory Book Sponsor	\$ 884.72	\$ 893.57	\$ 902.50
Jr. High Student Council Sponsor	\$ 3,145.65	\$ 3,177.10	\$ 3,208.87
Declamation	\$ 1,695.41	\$ 1,712.36	\$ 1,729.48
Mathletes	\$ 1,695.41	\$ 1,712.36	\$ 1,729.48
Jazz Band Sponsor	\$ 1,254.63	\$ 1,267.18	\$ 1,279.85
Building School Improvement Team Chairperson	\$ 655.34	\$ 661.89	\$ 668.51
Extended Day Academic Support			
<i>(stipend for certified teachers to be set based upon the number of hours worked multiplied by \$28.00 per hour.)</i>			
<u>All coach/sponsor positions require annual board approval</u>			
The Assistant Teaching Principals will work an additional 20 minutes beyond the contractual hours for a teacher.			

Appendix C
Salary Schedules for Support Staff

Burbank School District 111**Salary Grid 2017-2018**

	Paraprofessionals	10 month Secretary	12 month Secretary
A	\$21,351.25	\$26,593.00	\$32,168.00
B	\$21,778.28	\$27,124.86	\$32,811.36
C	\$22,213.84	\$27,667.36	\$33,467.59
D	\$22,658.12	\$28,220.70	\$34,136.94
E	\$23,111.28	\$28,785.12	\$34,819.68
F	\$23,573.51	\$29,360.82	\$35,516.07
G	\$24,044.98	\$29,948.04	\$36,226.39
H	\$24,525.87	\$30,547.00	\$36,950.92
I	\$25,016.39	\$31,157.94	\$37,689.94
J	\$25,516.72	\$31,781.10	\$38,443.74
K	\$26,027.05	\$32,416.72	\$39,212.61
L	\$26,547.60	\$33,065.05	\$39,996.86
M	\$27,078.55	\$33,726.35	\$40,796.80
N	\$27,620.12	\$34,400.88	\$41,612.74
O	\$28,172.52	\$35,088.90	\$42,444.99
P	\$28,735.97	\$35,790.68	\$43,293.89
Q	\$29,310.69	\$36,506.49	\$44,159.77
R	\$29,896.90	\$37,236.62	\$45,042.97
S	\$30,494.84	\$37,981.35	\$45,943.83
T	\$31,104.74	\$38,740.98	\$46,862.70
U	\$31,726.83	\$39,515.80	\$47,799.96

Employees on steps below the end of the schedule will receive a 3% increase from the previous year's salary.

Burbank School District 111**Salary Grid 2018-2019**

	Paraprofessionals	10 month Secretary	12 month Secretary
A	\$21,601.25	\$26,843.00	\$32,418.00
B	\$21,991.79	\$27,390.79	\$33,133.04
C	\$22,431.62	\$27,938.61	\$33,795.70
D	\$22,880.26	\$28,497.38	\$34,471.61
E	\$23,337.86	\$29,067.33	\$35,161.05
F	\$23,804.62	\$29,648.67	\$35,864.27
G	\$24,280.71	\$30,241.65	\$36,581.55
H	\$24,766.32	\$30,846.48	\$37,313.18
I	\$25,261.65	\$31,463.41	\$38,059.45
J	\$25,766.88	\$32,092.68	\$38,820.64
K	\$26,282.22	\$32,734.53	\$39,597.05
L	\$26,807.87	\$33,389.22	\$40,388.99
M	\$27,344.02	\$34,057.00	\$41,196.77
N	\$27,890.90	\$34,738.14	\$42,020.71
O	\$28,448.72	\$35,432.91	\$42,861.12
P	\$29,017.70	\$36,141.57	\$43,718.34
Q	\$29,598.05	\$36,864.40	\$44,592.71
R	\$30,190.01	\$37,601.68	\$45,484.56
S	\$30,793.81	\$38,353.72	\$46,394.25
T	\$31,409.69	\$39,120.79	\$47,322.14
U	\$32,037.88	\$39,903.21	\$48,268.58

Employees on steps below the end of the schedule will receive a 3% increase from the previous year's salary.

Burbank School District 111**Salary Grid 2019-2020**

	Paraprofessionals	10 month Secretary	12 month Secretary
A	\$21,851.25	\$27,093.00	\$32,668.00
B	\$22,651.54	\$27,648.29	\$33,390.54
C	\$23,104.57	\$28,212.51	\$34,127.03
D	\$23,566.66	\$28,776.76	\$34,809.57
E	\$24,038.00	\$29,352.30	\$35,505.76
F	\$24,518.76	\$29,939.35	\$36,215.88
G	\$25,009.13	\$30,538.13	\$36,940.20
H	\$25,509.31	\$31,148.89	\$37,679.00
I	\$26,019.50	\$31,771.87	\$38,432.58
J	\$26,539.89	\$32,407.31	\$39,201.23
K	\$27,070.69	\$33,055.46	\$39,985.26
L	\$27,612.10	\$33,716.57	\$40,784.96
M	\$28,164.34	\$34,390.90	\$41,600.66
N	\$28,727.63	\$35,078.71	\$42,432.67
O	\$29,302.18	\$35,780.29	\$43,281.33
P	\$29,888.23	\$36,495.89	\$44,146.95
Q	\$30,485.99	\$37,225.81	\$45,029.89
R	\$31,095.71	\$37,970.33	\$45,930.49
S	\$31,717.63	\$38,729.74	\$46,849.10
T	\$32,351.98	\$39,504.33	\$47,786.08
U	\$32,999.02	\$40,294.42	\$48,741.80

Employees on steps below the end of the schedule will receive a 3% increase from the previous year's salary.