

# **Collective Bargaining Agreement**

between the

**Board of Education of  
Beardstown Community Unit  
School District #15**

and the

**Beardstown Education  
Association IEA/NEA**

**July 1, 2021 – June 30, 2025**

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## ARTICLE I

### RECOGNITION

#### 1.1 Association Recognition

The Board of Education of Beardstown Community Unit School District #15, Cass County, Illinois, hereinafter referred to as the "Board," hereby recognizes the Beardstown Education Association, hereinafter referred to as the "Association," whose affiliation is with the Illinois Education Association and the National Education Association, as the exclusive and sole negotiation agent for all regularly employed teachers who are employed at least half-time and all full time and regularly employed part-time non-certified employees except for those positions hereinafter excluded.

Excluded: All students, short-term, supervisory, managerial and confidential employees as defined by the Act including Secretary to the Superintendent, Secretary to the Board of Education, Assistant Secretary to the Board of Education, Director of Transportation, Director of Cafeteria, Director of Building and Grounds, Director of Special Services, Treasurer, Superintendent, Assistant Superintendent, Principals, student teachers, and teachers who are contracted with a cooperative to provide educational services for the Board.

#### 1.2 Exclusive Right

The Board and the Administration agree not to negotiate with any other employee organization, individual employee, or groups of employees to modify this agreement unless otherwise provided for in this agreement or unless mutually agreed to by the parties during the term of this agreement.

## ARTICLE II

### NEGOTIATION PROCEDURES

#### 2.1 Good Faith Negotiations

Both parties agree that it is their mutual responsibility to meet at reasonable times and to negotiate in good faith.

#### 2.2 Representatives and Meetings

Each party to the negotiations shall select its own negotiating representatives. Each party is limited to five (5) members on the negotiating team, plus consultants. Negotiations shall commence no later than April 1 with meetings held as necessary at times and places agreed to by both parties.

#### 2.3 Impasse

If agreement is not reached within forty-five (45) calendar days prior to the beginning of the school year, either party may declare to the other in writing that an impasse exists and request mediation.

**2.4 Mediator**

When an impasse has been declared, the Federal Mediation and Conciliation Service shall be requested by the parties to appoint a mediator from its staff. The mediator shall meet with the parties or their representatives, or both, forthwith, either jointly or separately, and shall take such steps as the mediator may deem appropriate to persuade the parties to resolve their differences and effect a mutually acceptable agreement. All expenses of the mediator shall be paid half by the Association and half by the Board.

**2.5 Work Stoppage**

The Association agrees not to participate in any action that would result in work stoppage or reduced efficiency of the school district.

**2.6 Past Practice**

The Board agrees when past practice changes will have an impact on working conditions, the Board will discuss these changes with the Association prior to making said changes.

**ARTICLE III**

**GRIEVANCE PROCEDURE**

**3.1 Definition of Grievance**

A grievance shall be defined as a claim by an employee or the Association that there has been a violation, misinterpretation, or misapplication of the terms of this agreement or of any board policy regarding assignment, transfer, fringe benefits, compensation, nondiscrimination, suspensions, or salary deductions in effect at the time of the occurrence giving rise to the grievance. Nothing in this agreement shall be deemed to limit or affect the right of the Board to take any action regarding any policy of the district regarding any subject or matter whether referred to or not referred to by this agreement provided such action does not violate the specific provisions of this agreement with the exception of those policies covered by Paragraph 2 of 3.1

Once a grievance has been filed on a policy, that policy may not be amended or eliminated until the grievance is completed. Any Board policy which has been successfully grieved within this contract term may not be changed, amended or eliminated during the term of this contract.

**3.2 Informal Level**

The parties hereto acknowledge that it is most desirable for an employee and the employee's immediately involved supervisor to resolve problems through free and informal communications. Further, the parties hereto acknowledge that it is usually most desirable for the Association and administration to resolve problems through free and informal communications. The foregoing does not preclude formal communication between employees and supervisors. When requested by the employee, they may have an Association representative or other employee accompany them to assist in the informal resolution of the grievance.

### **3.3 Immediate Supervisor**

If a formal grievance is to be filed, it must be filed within twenty (20) working days of the incident giving rise to the grievance. The immediate supervisor should arrange a meeting within five (5) working days after receipt of the written grievance. The aggrieved employee, the person of their choice (optional), the immediately involved supervisor shall be present for the meeting. The immediate supervisor shall have five (5) working days after said meeting in which to present a written decision to the grievant. In the case of a grievance filed by the Association, two (2) representatives of the Association, the superintendent or the superintendent's designee and other appropriate parties shall be present for the meeting.

### **3.4 Superintendent Level**

The Association shall have five (5) working days following receipt of the immediate supervisor's decision to forward the grievance to the superintendent's level. The Superintendent should arrange a meeting within (5) working days after receipt of the written grievance. The aggrieved employee, the person of their choice (optional), and the superintendent or the superintendent's designee shall be present for the meeting. The Superintendent shall have five (5) working days after said meeting in which to present a written decision to the Association.

### **3.5 Board Level**

The Association shall have five (5) working days following receipt of the Superintendent's decision to forward the grievance to the board level. The Board shall hold a hearing on the grievance at the next regularly scheduled board meeting, or if the appeal is not received five (5) days prior to the next regularly scheduled board meeting, at the subsequent regularly scheduled meeting. Within fifteen (15) school days after the hearing, the Board shall communicate its decision in writing, and state their reasons, if requested, to the Association and the Grievant.

### **3.6 Arbitrator Level**

If the Association is not satisfied with the disposition of the grievance at the board level, and if the claim is an alleged contract violation, the Association may submit grievance to final and binding arbitration. If a demand for arbitration is not filed with the Employer within thirty (30) calendar days of the date of the Board's level answer, then the grievance shall be deemed withdrawn. If within fifteen (15) calendar days of the filing of the demand with the Employer the parties cannot agree on an arbitrator, the demand shall be submitted to the Federal Mediation and Conciliation Services (FMCS) or the American Arbitration Association which shall act as the administrator of the proceedings.

### **3.7 Bypass**

By mutual agreement between the Association and the Superintendent, any step of the grievance procedure may be bypassed, and a new timetable mutually established.

### **3.8 Arbitrator's Authority**

The arbitrator shall not amend or modify any of the provisions of this Agreement. The arbitrator's authority shall be strictly limited to deciding only the issue or issues presented to him in writing by the school district and the union and shall be based solely on the wording of this Agreement. The arbitrator shall be limited to directing the parties to comply with the terms of this Agreement.

## ARTICLE IV

### EMPLOYEE AND ASSOCIATION RIGHTS

#### **4.1 Right to Organize**

The Board and the Association recognize the right of employees to form, join and participate in the lawful activities of employee's organizations and the right of employees to refrain from any such activities.

#### **4.2 Personnel File**

- A. Each employee shall have the right within five working days of request and in the presence of office personnel to review the contents of his/her personnel file and to place therein written reactions to any of its contents. Such file is located within the office of the Superintendent and is the only official personnel file.
- B. Employees wishing to photocopy contents of their file may do so as per the Personnel Record Review Act.

#### **4.3 Right to Representation**

When an employee is required to appear before the Board or their supervisor, the employee shall be entitled to have a representative of the employee's choice present. Further, when an employee is required to appear before the Board, he or she shall be advised in writing of the reasons for the requirement. Such written notification shall be delivered to the employee a minimum of twenty-four (24) hours in advance of the meeting.

#### **4.4 Dues Deduction**

Upon receipt of a written authorization from an employee, the Board shall make payroll deductions for dues, initiation fees, assessments, and other payments for the Association and any authorized increases therein and shall remit such deductions within fifteen (15) days to the Association at the address designated by the Association. Such authorized deductions shall be made in accordance with law. All dues deduction authorizations and/or revocations shall be processed exclusively by the Association, and the Association shall be responsible for informing the Board of all authorized deductions and/or revocations. The Association shall indemnify, defend and hold the Board harmless against any claim, demand, suit, cost, expense, or any other form of liability, including attorney's fees and costs arising from or incurred as a result of any act taken or not taken by the Board, its members, officers, agents, employees or representatives in complying with or carrying out the provisions of this Section.

#### **4.5 Meetings, Notices and General Information**

The Association may not be denied the reasonable use of the following:

- A. The use of school buildings for meetings.
- B. The use of employee mail boxes, inter-school mail, e-mail and school bulletin boards for the purpose of internal communications. Display of information on school property that is generally available to students or the public should have prior approval of the principal in charge of the facility. Each attendance center



shall have a bulletin board of fifteen (15) square feet in size designated for BEA use.

- C. The use of school business equipment, e.g., typewriters and duplicating machines. The Board will be reimbursed for the use of copying equipment at the rate of 7 cents per copy, excluding preparations directly related to collective bargaining.
- D. The Board will provide a copy of Board Policy electronically to each attendance center and the Association. Any revisions to this policy shall be forwarded to all attendance centers and the Association electronically within 30 working days of Board approval of said revisions. The Board will provide each attendance center and the Association electronically with a new updated copy of Board Policy by July 1 of each calendar year.

#### **4.6 Association Leave**

The Association will be allowed a total of ten (10) days during each contract year to conduct Association business. The Association will reimburse the District at the rate of one-half day sub pay for each day used. Notice requirements will be as per personal leave. Association activities and programs are not eligible for professional leave.

#### **4.7 Labor Management Committee**

A Labor Management Committee consisting of the superintendent, two other Board or administrative representatives, BEA president, and two other Association representatives shall meet quarterly and at other mutually agreed upon times, as determined by the association president and the superintendent. With the consent of the other party, the Superintendent or BEA President may invite additional persons to a meeting if necessary or helpful for resolution of an issue. At least 48 hours before the meeting, the Superintendent and BEA President shall exchange a list of topics to be discussed and any additional guests to be invited. The Superintendent and BEA President shall create an agenda for the meeting from the exchanged lists.

The purpose of the committee shall be to establish a means of communication between the administration and the association other than the collective bargaining process. The committee shall not have the authority to negotiate, but shall meet to discuss ideas and concerns related to the workplace.

## **ARTICLE V**

### **EMPLOYMENT CONDITIONS**

#### **5.1 Employee Work Day**

##### **A. Licensed**

1. The employee workday shall not exceed 7 3/4 hours, including a duty-free lunch period not less than 30 minutes, and shall not begin more than 10 minutes prior to the start of the student attendance day. It is recognized by both parties that attendance at meetings or activities requested by the Board or Administration may surpass this general definition.

**Example A:**

If the Administration calls an early morning staff meeting (prior to the teacher's actual work day) those employees involved in those meetings will be allowed to leave the building and have their work day adjusted the time for time.

**Example B:**

If an employee is assigned an early morning duty (prior to the teacher's actual work day) those employees involved in those duties will be allowed to leave the building and have their work day adjusted time for time.

**B. ESP – Definition of Full Time and Part Time Employees**

1. A full time employee shall be considered an employee who works 30 hours or more per week or bus drivers driving 2 runs per day. Employees hired prior to July 1, 2015 shall be considered full-time if they work 25 or more hours per week.
2. A part time employee shall be considered an employee who works less than 30 hours per week, or bus drivers driving less than 2 runs per day. Employees hired prior to July 1, 2015 shall be considered full-time if they work 25 or more hours per week.

**C. Secretaries Hours/Days:**

1. Secretaries will work (8) hours per day for 200 days per year.
2. Employees in this category will be paid for those hours or days worked above stated minimums.
3. Secretaries responsible for securing substitutes shall be paid according to Appendix A - Extra Duty Salary Schedule.

**D. Twelve Month Support Staff**

Holidays will count toward the accumulation of hours in any given week. When the District decides that schedules must be flexed, the District will be limited to flexing the schedules on a rotating reverse seniority basis, unless a specific skill set is needed, in which case any employee's schedule may be flexed.

**E. Registration and Summer Staffing**

Licensed employees required to be at student registration and/or attend summer staffings shall be paid \$30.00 per hour. ESP employees required to be at student registration and/or attend summer staffings shall be paid their regular hourly rate.

**5.2 High School/Middle School Planning Period**

**A. Planning Period**

Each academic teacher will receive a daily preparation equal to one class period each day.

**B. Internal Substitution Payment**

Any teacher may be required by an administrator to perform substitute duties during his/her regularly assigned planning period and shall be compensated at the rate of thirty dollars (\$30.00). Any teacher who agrees to perform substitute duties during his/her duty free lunch period shall be compensated at the rate of thirty dollars (\$30.00).

**C. Additional Teaching Work**

A teacher who is assigned to teach an additional course and gives up his/her preparation period will be paid the fractional equivalent of his/her salary for one class period of his/her salary. This section does not apply to someone who is performing internal substitute duties for the same position for a duration of one (1) week or less.

**D. Schedule Modification**

The final decision as to teachers instructing under the Block 8, a modified, or a traditional teaching schedule shall belong to the Board of Education. If a decision is made to change the type of teaching schedule, the District will bargain the impact of the decision with the Association.

**E. Use of a Planning Period**

Teachers are expected to remain on campus during their planning period except in a case of emergency or when preapproved by their building administrator. Teachers are to sign out in their building office when leaving the building during this time.

**5.3 Elementary Planning Period**

- A.** Each elementary teacher will receive a planning period each day. A minimum of 200 minutes will be given for planning per week within the student day, exclusive of recess when a teacher is assigned a supervisory duty, travel time and blocks of time less than fifteen (15) minutes. Teacher prep time will be as equal as possible. Teachers are expected to remain on campus during this time except in a case of emergency or when preapproved by their building administrator. Teachers are to sign out in their building office when leaving the building during this time. The Board agrees to provide elementary planning time using music, art, library, P.E. Teacher(s), Aides and through the reduction of duties during the student day including, but not limited to, lunch duty, recess duty, and hall duty as determined by the building administrator and will make said time as equal as possible.
- B.** An elementary teacher may use for preparation all time during which his/her entire class is scheduled with teaching specialists. (e.g. music, art, library, and P.E.). If possible, substitute teachers will be provided when teaching specialists are absent. If a substitute is not provided, the teacher will be reimbursed at the rate of thirty dollars (\$30.00) per period.

**5.4 Class Size, Caseload for Social Workers and Speech Language Pathologists and Bus Safety**

- A. If the number of students per classroom at grade levels K-3 is 25 or K-6 P.E. classes exceeds 25 students and resolution cannot be reached with the teachers involved, then the Association and the Board will, upon request, bargain the impact of the class sizes.
- B. As a general rule, Social Workers and Speech Language Pathologists shall be assigned a student case load which does not exceed guidelines established by the Illinois State Board of Education (ISBE). In the event that quarterly case-load figures for any social worker or speech language pathologist exceeds recommended guidelines, the affected staff member shall be paid an additional amount of \$25 for each student added above the recommended guidelines. Such amount shall be paid at the end of the quarter.
- C. The Board recognizes that bus safety is an important aspect of an effective educational program. Therefore, all regular route school buses with more than 40 regularly scheduled riders and all school shuttles will be staffed with a bus monitor.

**5.5 Teacher Assistance**

Clerical assistance will be provided at the elementary schools in the district.

**5.6 ESP – No Subcontracting**

During the term of the agreement, the Board shall not subcontract with private carriers for work presently performed by members of the bargaining unit. The no subcontracting clause does not prohibit the Board from hiring specialists, contractors, part-time, or temporary employees, from time to time as the need may arise, to perform duties of members of the bargaining unit on a temporary basis. The only purpose of this contractual item is to restrict the Board from hiring a private corporation and permanently replacing current employee(s) of the bargaining unit. The Board still has the authority to reduce its number of personnel as per Article VI of the agreement and may reduce the number of employees through attrition or dismissal. The Board may also confer with, investigate, and/or solicit bids from contractors for the purpose of bargaining subcontracting for a successor agreement.

**5.7 Building Access**

Teachers should be given access to their building, classrooms, and work areas.

**5.8 ESP's Probation**

All new employees shall serve a six (6) month probationary period. This probationary period may be extended for an additional ninety (90) calendar day period at the option of the Board or its designee. If the probationary period is extended the additional ninety (90) calendar days, the probationary employee shall be given written reasons for the extension.

**5.9 ESP Lunch Period**

ESP's working 4 hours or more per day shall be entitled to a duty-free unpaid lunch period of at least 30 minutes per day.

**5.10 ESP Breaks**

Eight hours ESPs shall be entitled to two (2) fifteen minute paid breaks per day. Employees working less than eight hours shall be entitled to one (1) fifteen minute paid break per day.

**5.11 Transfers and Vacancies**

A. Vacancies, including temporary vacancies created by extended leaves, in positions shall be posted electronically via email to all employees. The District shall maintain a transfer list of employees desiring to be considered for available vacancies. This list shall be updated annually by April 1. Those qualified persons on the transfer list who request an interview will be interviewed and considered for the position. The interested party must request an interview within five (5) days of a posted notice. Current bargaining unit members who apply for an open teaching position in their job category and who meet qualifications will be offered an open position before outside applicants are considered. Current bargaining unit members who apply for an open ESP position in their job category and who meet qualifications will be offered an open position by seniority before outside applicants are considered. Internal applicants to positions outside their current job category will be considered before outside applicants.

B. Job openings including vacancies and newly created positions must be posted within two weeks. Posting and interviews may be waived in an emergency. (Such as, but not limited to, a vacancy in an existing class during the school year).

**C. Temporary Maintenance Assignments**

The Board, when making temporary Custodial/Maintenance assignments during the work day will fill these based upon qualifications set by the Administration. Should employees be equally qualified and available, the Administration will choose the most senior person for the position.

**D. Custodial Shift Preference**

For full-time custodians, custodial shift preference shall be offered in order of seniority at the beginning of each school year and anytime there is a vacancy during the school year.

Employees have the right to first refusal based on seniority of any shift vacancies that occur after the start of the school year within the same category of employment before new employees are hired.

**E. Custodial Shift Differential**

For custodians who work the second shift, their hourly rate of pay shall be increased by \$0.50.

**F. Bus Driver Transfers**

All full-time bus drivers, in order of seniority, shall have the right to choose their route for the upcoming school year and anytime there may be a vacancy during the school year. This choice must be submitted to the Transportation Department no later than 5 days prior to the first scheduled student attendance day of each school year.

**G. Extracurricular Positions**

Bargaining unit members may apply for any open extracurricular position or any filled position which is not held by a bargaining unit member or an employee of a school district with which the District has a cooperative agreement. This section shall not prevent the reappointment of non-bargaining unit members to extracurricular positions.

**H. Involuntary Transfer**

An employee who is involuntarily transferred will be given the opportunity to appeal directly to the Superintendent if the employee considers the assignment unsatisfactory. If an agreement cannot be reached between the employee, the Superintendent and the Board, the employee maintains the right to resign without penalty. An employee who is involuntarily transferred to a position will be considered for possible return to his/her previously held position in subsequent years.

**5.12 Administering Medication**

No bargaining unit member will be required to administer/dispense medication to students unless he/she possesses the minimum qualifications as specified in the School Code needed to administer/dispense medication.

**5.13 Snow/Emergency Days**

When the Superintendent deems that environmental conditions are such that teachers and students are not required to attend school, hourly employees will not be required to attend. The employee will have the option of using a personal day or a vacation day if they choose and/or are unable to attend work due to snow and/or emergencies. Employees may come to work if environmental conditions warrant attendance for the second shift.

**5.14 District-Wide Committees**

**A. Calendar Committee**

The Board and the Association shall establish a Calendar Committee. The purpose of the Committee will be to recommend beginning and ending dates of school, breaks and holidays.

**B. Teaching and Learning Committee**

For the 2021-2022, 2022-2023, 2023-2024, and 2024-2025 school years, the Association and the Administration will meet at least semi-annually to review the in-service program for the upcoming school year and to ensure that the District's implementation of curriculum and assessments reflect the best practices of the

teaching profession. The Teaching and Learning Committee will:

1. Review the in-service program for the upcoming school year.
2. Engage in two-way communication with teachers in order to address questions and concerns, keep everyone informed, and cooperatively strive for continuous improvement.
3. Review curriculum and student assessments.
4. Identify, categorize, and address problems related to curriculum, assessment, data collection, and grading.
5. Research instructional methods and assessment tools, utilizing available resources.
6. Engage in long-range planning for the continuous improvement of curriculum and assessment.

#### **5.15 Committee Work**

- A. A School Improvement Committee will be established to work with the School and help implement changes in the School Improvement Plan as per the changes in the State Board of Education's Guidelines. The whole SIP Committee will report to the Superintendent and make recommended changes to School Board.
- B. Licensed employees who work on the School Improvement Plan (or Quality Review Plan) during the summer vacation at an arranged time will be paid the rate of \$30.00 per hour. The money will be paid to the employee beginning on the 28th of July for all work done in June through July 15th. Work done after July 15th will be distributed in the August 28th pay period. Licensed employees working past noon and being paid by the hour may take a one hour unpaid lunch period.

#### **5.16 Teacher Mentoring Program**

Teacher mentors in the Beardstown Teacher Mentoring Program shall be paid an annual stipend according to Appendix A – Extra Duty Schedule. So long as the District participates in the IEA/ISBE mentor/coach program if ISBE pays the cost of the mentor stipend, that stipend shall be paid by ISBE and/or its fiscal agent for the mentor/coach program. If the ISBE stipend is less than the Appendix A stipend amount, the Board shall pay the difference.

## ARTICLE VI

### EVALUATION

#### 6.1 Philosophy

Evaluation is recognized as a continuous process with two purposes, the first of which is to improve performance and the second to provide accountability. Emphasis should be to encourage and motivate the employee toward self-improvement in an atmosphere of cooperation and support. However, it must be recognized that an acceptable level of professional performance is required.

#### 6.2 District Plan

The District shall maintain and file with the Illinois State Board of Education an evaluation plan for the teachers on contractual continued service which shall be written in consultation with representatives of the Beardstown Education Association.

#### 6.3 Evaluation Procedures

On or before the first day of student attendance each school year, the building principal will meet with all licensed staff members who are scheduled to be evaluated for the current school year. At this meeting, all forms and procedures associated with the evaluation process will be shared and discussed.

##### A. Teachers and Other Tenure Eligible Licensed Employees

1. Non-tenured teachers shall be evaluated at least once each year. The administrator shall conduct informal and formal observations of the teacher's performance as required by School Code. The administrator shall conduct at least two formal and one informal observation. The formal observation shall be no less than forty-five consecutive minutes, or a complete lesson or entire class period.
2. Tenured teachers who received an "Excellent" or "Proficient" rating on his/her last evaluation shall be evaluated at least once every two years, and beginning in the 2022-2023 school year, at least once every three years. The administrator shall conduct informal and formal observations of the teacher's performance as required by the School Code. For tenured teachers who received an "Excellent" or "Proficient" rating on his/her last evaluation, the administrator shall conduct at least one formal and one informal observation during the second year of the evaluation cycle, and beginning in the 2022-2023 school year, is informally observed at least once in the first two (2) years of the evaluation cycle in addition to the formal observation required by the School Code. For tenured teachers who received a 'Needs Improvement' or 'Unsatisfactory' on his/her last evaluation, the administrator shall conduct at least two formal and one informal observation during the school year following such evaluation rating. The formal observations shall be no less than forty-five consecutive minutes in length, or a complete lesson or entire class period.



## **B. Teacher Evaluation Forms**

Three copies shall be made of each final completed evaluation form. The original copy will be placed in the teacher's personnel file. One copy shall be filed in the principal's office, and one copy shall be given to the teacher. Evaluation of all teachers shall be conducted by a certified administrator.

Either the teacher or the administration may request a conference to discuss the evaluation. If a teacher disagrees with the content of an evaluation, the teacher may attach his or her written comments which shall be filed as a part thereof.

### **6.4 Evaluation Criteria**

Each evaluation shall include consideration of the criteria outlined in the District Evaluation Plan and Instruments jointly developed with the Association.

### **6.5 Professional Development and Remediation Plans**

In the event a teacher shall receive a needs improvement or unsatisfactory final evaluation rating, the district shall develop a Professional Development Plan or Remediation Plan, as the case may be, in cooperation with the teacher and the Association in accordance with the terms of the Illinois School Code.

### **6.6 ESP Evaluation**

Each ESP evaluation shall include consideration of the employee's attendance and job performance inclusive of the duties set forth in their job description. The employee may complete a self-evaluation form within seven days of receipt of same. This self-evaluation form shall be kept as a part of the evaluation.

ESP employees will be evaluated at least once every two years with the first evaluation occurring within the first year of employment. The evaluation tools used will be unique to each job category and shall be consistent throughout the District.

## **ARTICLE VII**

### **SENIORITY, REDUCTION IN FORCE AND RECALL**

#### **7.1 Seniority**

Seniority shall be defined as total years of continuous service in the District. Pro-rata seniority credit shall be given for less than full-time service. Unpaid leaves of absence and layoff periods during which recall rights exist shall not be counted in determining seniority, but shall not be deemed a break in continuous service. Seniority is lost upon an employee's resignation, dismissal, or retirement from the district. However, seniority in prior categories shall not be lost in those categories upon transfer.

If the total years of continuous service in the district are equal between two or more employees, then seniority shall be determined by reference to the following tie-breakers:

- a. Total service in the district, whether or not continuous;
- b. Placement on the salary schedule;
- c. Hiring date;
- d. Lottery.

Annually, by January 15, a tentative seniority listing by category of position of all employees shall be prepared and posted in appropriate locations in the district. A copy of the seniority list shall also be provided to the Association. An employee shall have ten (10) employment days from the date of posting of the tentative seniority list to file written objections with the Superintendent or designee to the information shown on the list, including the employee's ranking or category. After the period for employee objections has passed, the administration shall prepare and post a finalized seniority list. The failure of an employee or the Association to make a specific timely objection shall be deemed an acceptance of the seniority ranking and shall prohibit any subsequent challenges to rankings until the posting of a seniority list in the following school year.

## 7.2 Reduction in Force

- A. **Support Personnel Reduction in Force (RIF).** If ESP employees are subject to lay-off, they shall be reduced in order of seniority, least senior first, in the job category being reduced, provided the remaining employees are qualified to perform the work remaining. ESP employees with prior district experience in other categories may bump employees to fill an available vacancy at the time of the RIF.

ESP Employees who are subject to RIF shall be entitled to continued employment in another category if they are qualified to fill an available vacancy at the time of the RIF.

- B. **Teacher Reduction in Force.** A Reduction in Force (RIF) List will be prepared and include certified positions and all names of Licensed Employees qualified to hold those positions in an order determined by the Illinois School Code. A copy of the RIF List will be delivered to the Association by a date at least seventy-five (75) days prior to the end of the school term. Changes to Group 1 of the RIF List may be made through a date forty-five (45) days prior to the end of the school term. The teachers who are subject to reduction shall receive written notice at least forty five (45) days prior to the end of the school term, together with a statement of honorable dismissal and the reason therefore. Such notice shall be delivered by regular mail and also delivered by personal delivery or certified mail, return receipt requested. This provision does not apply to the dismissal of non tenured teachers under Section 24-11 of the Illinois School Code.

## 7.3 Recall

- A. **Support Personnel Recall.** If, within one year from the beginning of the following school term, a vacancy occurs within a support personnel bargaining unit position, the most senior employee on recall shall be offered the position, provided he/she is qualified to perform the work of the available position. Reinstatement shall be at the appropriate salary amount in recognition of years of experience in the category to which he/she is recalled.
- B. **Teacher Employee Recall.** If the District has any vacancies within one year from the beginning of the following school term, the positions that become available shall be offered to teachers in Groups 3 and 4 who have received RIF notices if they are legally qualified to hold such positions. Teachers in Group 2 shall also have limited recall rights provided: (1) the teacher has not received an unsatisfactory evaluation or more than one "needs improvement" evaluation in the last two evaluations; and (2) the recall period for Group 2 teachers expires on February 1<sup>st</sup> following the RIF. The order of recall shall be governed by the Illinois School Code. Notice of recall shall be delivered by certified mail, return receipt requested and email to the last known addresses.

A teacher subject to recall shall be notified in writing of the vacant position. A teacher's failure to respond to recall affirmatively within twenty (20) calendar days after mailing/sending email or within ten (10) days after receipt of the Employer's correspondence (whichever shall first occur) shall result in termination of the teacher's right to recall. However, teachers shall not lose recall rights for refusing to accept a position which includes fewer teaching hours and would result in a reduction of pay. Teachers on lay-off are obligated to advise the administration office of their current address, email address and telephone number so as to facilitate notice of recall.

## **ARTICLE VIII**

### **EMPLOYEE TERMINATION**

#### **8.1 Employee Termination or Discipline**

The Board may not dismiss for cause any employee for reasons relating to the employee's competence or classroom performance unless it has complied fully with Article VI of this agreement. Dismissals for misconduct shall be governed by Section 8.2.

#### **8.2 Discipline Procedures**

Disciplinary action will be progressive in nature and except in cases of misconduct shall be administered depending upon the severity of the offense in accordance to the following schedule.

1. Verbal warning
2. Written warning
3. Suspension without pay
4. Possible discharge

Evaluation or non-renewal of probationary employees shall not be considered discipline.

Employees may request that written reprimands be removed from their personnel file one year after issuance. The administration retains the right to grant or deny any such request.

#### **8.3 Drug and Alcohol Abuse Policy**

1. A joint letter from the Administration and the Association will be given to all employees including copies of School Board Policy regarding Drug & Alcohol Abuse including the use of tobacco products.
2. A faculty meeting will be held in each building, with a negotiating committee member present, to discuss the School Board policy on Drug & Alcohol Abuse including the use of tobacco products.
3. The term "while performing work for the District" means:
  - A. While on duty as an employee during their normal work day;
  - B. While fulfilling assigned extracurricular duties of school property; and/or;

- C. While performing professional duties with students.
- 4. A. An administrator suspecting an employee of violating the Drug & Alcohol Abuse Policy and/or use of tobacco products will first hold a conference to talk with said employee before taking action.
- B. The School Board will be responsible for all costs of tests when the Board quires the testing.
- 5. Employees will be subject to discipline as per Board Policy for intoxication or use of illegal drugs or alcohol while performing work for the District.
- 6. The Board and the Association agree to investigate an Employee Assistance Program for all employees in the District. Employees are entitled to use benefits under their respective insurance plan for psychiatric out-patient or in-patient coverage.
- 7. Employees may be required, as a condition of employment, to attend a rehabilitation or re-entry program for the purpose of helping themselves deal with their problems, subject to the limitations of the insurance carriers.
- 8. An employee entering a rehabilitation or re-entry program will be entitled to all protections under the collective bargaining agreement including, but not limited to, District insurance; sick days; leave of absence; and the sick leave bank if sick leave days are unavailable.
- 9. An employee returning to work will be placed in the same job classification they left, and their tenured status will not be interrupted.
- 10. This does not minimize the employer's rights to discipline employees under other statues.

## ARTICLE IX

### LEAVES

#### 9.1 Sick Leave

- A. All employees will receive the following number of sick leave days each year:

Twelve (12) month employees:

0-10 years experience: fourteen (14) sick leave days  
11+ years experience: sixteen (16) sick leave days

All other employees:

0-10 years experience: twelve (12) sick leave days  
11+ years experience: fourteen (14) sick leave days

The employee will not be credited with his/her annual sick leave allotment until the first day of his/her attendance during the new school year. Sick days will accumulate without limit.

Sick leave shall be interpreted to mean personal illness or death, the birth, adoption or placement of adoption of a child in the immediate family or household. The immediate family for purposes of this article shall include parents, spouse, brothers, sisters, children, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, step-parents, step-siblings, step children and legal guardians. The Board may require a licensed physician's certificate as a basis for pay du ring leave after an absence of five (5) consecutive working days for personal illness, or as may be deemed necessary in other cases.

TRS qualified employees may petition the Board of Education for additional sick days (to bring the total accumulated days to 340). The Board may grant such days in keeping with the limits established by TRS rules and regulations and if there are no TRS related costs to the Board. In order to receive such additional days, the teacher must submit a written irrevocable letter of retirement at least five (5) years prior to the employee's retirement year.

- B. Employees will be paid thirty-five (\$35.00) per day per unused accumulated sick leave upon retirement or twenty-five (\$25.00) per day upon honorable termination of employment for all accumulated days if not used for TRS credit. The payment for unused sick leave days will occur no sooner than the September 1<sup>st</sup> following retirement or resignation.
- C. Upon retirement, IMRF employees can be reimbursed up to 240 sick leave days not utilized for retirement purposes in their last year prior to retirement for IMRF purposes. Employees will be paid at the rate of \$35.00 per unused day. Board action to confirm retirement must occur prior to the last year of employment.

**9.2 Personal Leave**

All employees are entitled to two (2) days of personal leave without loss of pay per year, which need not be justified. The employee will not be credited with his/her annual personal leave allotment until the first day of his/her attendance during the new school year. Completed applications for a personal leave day should be submitted to the supervising administrator prior to 9:30 a.m. two (2) working days prior to date requested for leave. If requests are submitted for more days than allowed by 9.2A and 9.2B, granting of personal leave will be based on the earliest date and time of application. Notification of leave not granted should be made by 9:30 a.m. one working day prior to the date requested. Unused personal leave days will be converted to sick leave and accumulated as such.

- A. The maximum number of teachers allowed to take personal leave at one time is as follows:

High School/Middle School Complex	5 per school day
Gard	3 per school day
Grand Avenue	1 per school day

- B. The maximum number of support staff allowed to take personal leave at one time is as follows:

Cooks	1 per building
Maintenance	1 district wide
Custodian	1 district wide
Aides	1 per building

Secretaries	1 district wide
Bus drivers	1 district wide

- C. Employees for which no substitute will be contracted will not be counted as part of the restrictions listed in A and B above.
- D. Personal days cannot be taken the first and last five (5) days of student attendance, except in cases of emergency. Personal leave may be granted immediately before or after a holiday provided a substitute can be secured.
- E. The above restrictions in A, B, or D may be waived by the Superintendent.
- F. Twelve month employees will be given a total of three (3) personal days each year for the duration of this contract.
- G. Third Personal Day - A third personal day may be used from sick leave each year with the permission of the superintendent.

**9.3 Professional Leave**

- A. All employees may request paid (leave) days to participate in professional activities relating to their position. Approval of such leave must be obtained in advance by the immediate supervisor.
- B. Junior Class Sponsor Professional Day - Each Junior Class Sponsor will be given one (1) professional day each year to work on Prom.
- C. Special Education Teachers may be granted professional days to prepare for IEPs. Approval of such leave must be obtained in advance by the immediate supervisor.

**9.4 Funeral Leave**

Each employee is allowed a maximum of three (3) consecutive work days paid leave, per incident, for the death of spouse, child, parent, or guardian. The administration has the authority to allow use of these days non-consecutively if circumstances require. Each employee is allowed one day of paid leave, per occurrence, for the death of brothers, sisters, grandparents, grandchildren, parents-in-law, sisters-in-law, and brothers-in-law. Any additional leave beyond that specified above will be considered as regular sick leave. Funeral leave is neither accumulative nor limited in number.

**9.5 Uncompensated Leave**

Any authorized absence from work not covered by the above leave policy shall be considered uncompensated leave and the employee will be docked a proportionate amount of salary.

**9.6 Sick Leave Donation Policy**

Any full-time employee is eligible to receive a donation of up to twenty (20) full time equivalent days in any one contract year, and any half-time employee is eligible to receive a donation of up to twenty (20) half-time equivalent days in any one contract year. These donations are meant to be used for catastrophes such as major surgery, major illness, serious accidents, etc. Such catastrophes must require a minimum of 15 consecutive days of absence per occurrence to be eligible.

A full-time employee may donate up to five (5) full time equivalent days and half-time employees may donate two and one half (2 ½) full time equivalent day per each emergency. Donations will be accepted and used in the order in which they are logged in (time of day). Final determination of who is eligible to receive these donations will be made by the Association Executive Committee.

Donations will be made to the donor's Building Principal's Office for logging (see attached form) and then the donations will be passed on to the Superintendent's Office for processing and recording.

The Association will handle all notifications of request for donated sick leave.

The Sick leave Donation Form is attached as Appendix D.

#### **9.7 Absence Due to on the Job Injury–Worker's Compensation**

Absence due to injury in the course of the employee's work day while assigned duties shall be treated as sick leave unless eligible for worker's compensation. However, income received from Workers' Compensation shall be deducted from the District's compensation liability to the employee and charged pro-rata sick leave. When income from other District's funds is received by the employee due to his/her injury, the District shall only be responsible for the remaining salary owed the employee. The intent of the District is that in no case shall the employee who was injured while performing his/her duties receive more than 100 percent of his/her gross salary. The District retains the right to receive a 2<sup>nd</sup> opinion regarding the injury from a physician designated by the District, at the District's cost.

#### **9.8 General Leaves of Absences**

Leaves of absence without pay may be granted to non-probationary personnel upon making application and receiving the approval of the Board. Each approved leave of absence shall be of the shortest possible duration required for the leave and shall be consistent with a reasonable continuity of instruction for students.

Leaves of absence without pay may be granted to non-probationary personnel for up to a maximum of one full year, according to the following conditions:

1. Written requests for a leave of absence without pay should be made at least ninety (90) days before the leave is desired, and all such leaves are subject to final approval of the Board.
2. Dates of departure and return must be acceptable to the Board and administration, and shall be determined in advance of any leave granted.
3. An employee granted a leave of absence scheduled to end at the end of the school year must inform the Superintendent of his/her desire to return to work, in a position for which he/she is qualified, no later than February 15. A teacher granted a leave of absence scheduled to end at a time other than the end of the school year shall notify the Superintendent of his/her desire to return to work, in a position for which he/she is qualified, at least ninety (90) days prior to the scheduled ending date.
4. Leaves of less than one month, if acceptable and approved by the Superintendent, shall not require Board approval nor three months notice.

5. A non-probationary employee on approved leave of absence may continue insurance benefits, provided the insurance carrier deems it acceptable, and the full cost of the insurance premium is paid by the employee on monthly dates established by the administration.

#### **9.9 Paid Incentives**

- A. When an employee reaches the maximum number of sick and personal leave days as per the contract, the employee will still receive the next year's allotment of leave. Unused sick days above the contractual maximum will be banked at the end of the year. However, each year a new allotment of sick days and personal leave days will be given.
- B. An employee who is at the maximum accumulation as per this contract, and at their option, may receive \$40.00 per unused personal day at the end of the school year.
- C. **Early Retirement Incentive**

The Board and the Association have the option to bargain an Early Retirement Incentive in January of each year for the duration of this contract.

#### **9.10 Retirement Incentive**

Teachers with fifteen or more years of consecutive service in the district are eligible to receive additional benefits under the terms of this Early Retirement Incentive (ERI) as they approach retirement. To be eligible for the ERI, the teacher must retire during a specified window period. Specifically, the teacher may receive this ERI if he or she retires at the end of a school year beginning with the school year that he or she is eligible to receive a retirement annuity from TRS and ending at the first of the following to occur:

- 1) at the end of the school year in which he or she first becomes eligible for a non-discounted annuity from TRS (including applicable credit for military services, or alternate pension systems); or
- 2) at the end of the school year (July 1 – June 30) in which the teacher reaches age 60.

In determining these dates, teachers must consider and utilize all or part of their available sick leave for creditable service purposes in TRS. For employees retiring under this provision, any sick leave days not used for TRS creditable service will not be available for use under section 9.1.B.

In order to receive the additional compensation available under this Early Retirement Incentive, eligible employees must deliver a non-revocable letter of resignation without contingency to the Superintendent no later than March 1<sup>st</sup> prior to the school year the incentive will begin. The letter of resignation must reference an intent to retire under this Early Retirement Incentive Policy, whether the teacher's elected ERI plan is for four years, three years, two years or one year, and be accompanied by the TRS member requested "Personal Statement of Benefits" and a "Benefit Estimate" indicating total years of service.



Teachers who elect to receive this Early Retirement Incentive by submitting a timely resignation as provided above shall be entitled to an increase in salary during the final four years, three years, two years or one year of employment. Such teachers will receive the salary increase set forth in this Section 9.10 rather than the general negotiated salary increase during their last four, three, two or one year(s) of employment dependent on their elected ERI plan and will be paid as follows: The teacher's TRS Creditable Salary for the year preceding the onset of the elected ERI Plan shall be increased by six percent (6%) and each year thereafter, if applicable, for a maximum of four years.

The district shall endeavor to spread the increase throughout the school year. However, the district retains the right to make necessary adjustments to monthly pay at any time during the last four years to ensure that the total received by the teacher is consistent with this Section. For purposes of this Section, a Teacher's "TRS Creditable Salary" means the teacher's base salary together with all other amounts from all sources which are creditable earnings under TRS rules.

Notwithstanding the above, teachers who are removed for cause or who voluntarily discontinue an extra-duty assignment during any of the elected plan years of employment shall have their yearly increase for that year reduced by the amount of pay for the extra duty assignment. The term "year" shall mean "school year" and not "calendar year".

In the event that a teacher's resignation date under this policy contemplated use of sick leave benefits for creditable service purposes and the teacher subsequently uses all or a portion of his or her available sick leave days and does not have enough remaining sick leave days available upon the contemplated retirement date to retire without discount, the teacher's resignation shall be automatically revoked and the teacher shall, subject to his or her health condition, continue employment until such time that he or she is eligible to retire at the end of a school year without a discounted annuity.

If any teacher receives benefits under this policy and subsequently fails to retire as contemplated herein, such teacher shall be obligated to reimburse the district for the amount of the incentive less what the teacher would have received had the teacher not been eligible for the retirement incentive. Under such circumstances, the district is authorized to make deductions from subsequent paychecks in the maximum amount of 5% of the amount the teacher has received in retirement incentive to be reimbursed per pay period.

In the event the Illinois Pension Code, regulations promulgated by TRS, or TRS interpretations are made, changed or modified during the effective period of this Agreement and such interpretations or modifications have the effect of requiring employer or member contributions under this ERI, the parties shall engage in mid-term bargaining to amend this ERI in such a way that no employer or member costs shall be incurred.

In the event an alternative retirement incentive for teachers is made available by statute, a retiring teacher may choose between this early retirement incentive and any available alternative.

**9.11 Retirement Incentive – Non-Certified Staff**

10 years to be eligible

10 years = \$1,500.00

15 years = \$2,000.00

20 years = \$2,500.00

25 years = \$3,000.00

**ARTICLE X**

**EMPLOYEE COMPENSATION AND FRINGE BENEFITS**

**10.1 Teaching Experience**

- A. Teacher experience outside the district will be granted for the first 8 years. Additional years may be granted based upon the district's needs and not to exceed the individual's actual teaching experience by more than four years, if the individual is hired for a difficult to fill position as deemed by either the ROE or ISBE.
- B. Regarding increments between degrees, the Board of Education will recognize courses for which credit has been granted from an accredited college or university with prior approval by the Superintendent. The courses so recognized need not lead to the next higher degree but can be enrichment courses that help in the teacher's field
- C. An up-to-date verification of credits must be on file with the Board of Education by September 1 of each year with transcripts to follow.
- D. **Professional Development Hours**

Professional Development Hours will be granted to licensed staff. Every fifteen (15) approved and completed workshop hours will equal one Continuing Education Unit (CEU). Accumulation of eight (8) CEUs shall entitle the teacher to one (1) horizontal advancement on the salary schedule. Horizontal Advancement as a result of CEUs may only occur once every five years. CEU verification forms will be made available to any attending employees within thirty (30) days of all qualifying District-sponsored professional development.

**10.2 Salary Schedule – ESP's**

**A. Salary Schedule Credit**

The salary schedules will be set forth in Appendix C, which is attached and incorporated into this Agreement.

**B. Clarification of Longevity Pay for Educational Support Personnel.**

Longevity:

5 Years of District Service = an additional \$0.25 per hour

10 Years of District Service = an additional \$0.50 per hour.

15 Years of District service = an additional \$0.75 per hour.

20 Years of District service = an additional \$1.00 per hour.

**C. Wage Increases**

Except as otherwise provided on Exhibit C, the wage rates of existing ESP employees shall be raised as follows (Other than Bus Drivers):

2021-2022	\$1.00/hr
2022-2023	\$1.00/hr
2023-2024	\$1.00/hr
2024-2025	\$1.00/hr

Bus Drivers:

2021-2022	4.0%
2022-2023	4.0%
2023-2024	4.0%
2024-2025	3.0%

**D. Placement**

Initial wage rates for ESP employees shall be as provided in Appendix C.

**E. Earnings Statement**

ESP employees shall receive a projected earnings statement by September 15 or within 30 days after first day worked if hired mid-year.

**10.3 School Year – Salary Schedule Licensed**

**A. Licensed Salary Schedule**

All teachers not in the retirement incentive years shall be given salary increases (inclusive of TRS) for each year of the contract as set forth below:

2021-2022	4%
2022-2023	4%
2023-2024	4%
2024-2025	3%

**B.** Teachers not on the salary schedule (Appendix B) accruing credit hours of experience beyond a bachelor's or masters degree shall receive salary increases as follows:

<u>Educational Level Obtained</u>	<u>Salary Increase</u>
BA+8	\$ 500
BA+16	\$ 500
BA+24	\$1,000
BA+32	\$1,000
MA	\$1,000
MA+8	\$1,000
MA+16	\$1,000
MA+24	\$1,000
MA+32	\$1,000

- C. The work year shall be based on a 180 day work year and five (5) emergency days.
- D. The Board shall pay up to the 9% TRS member contribution on behalf of licensed staff.
- E. Earnings Statement. Licensed staff shall receive a projected salary statement by September 15 or within thirty (30) days after first day worked if hired mid-year.
- F. Placement. Initial annual salaries for licensed employees shall be as provided in Appendix B.
- G. **Maximum Annual Increase.**

Notwithstanding anything to the contrary herein, no licensed employees participating in the Teachers Retirement System (TRS) and within four (4) years of eligibility of a non-discounted (pension discount of ½% per month as provided in Sections 5/16-132(b) and 5/16-133 (a) B. of the Illinois Pension Code) annuity shall receive an annual raise exceeding six percent (6%) of the prior year's salary. To the extent that the negotiated annual increase for any such TRS employee together with all other new compensation provided for elsewhere in this bargaining agreement would exceed a six percent (6%) annual raise, the teacher shall receive a 6% raise.

Should legislation be enacted during the terms of this Agreement which repeals the six percent (6%) end of career earnings limitation without the imposition of TRS costs, the parties agree to revisit this section for the purpose of considering an amendment to the language contained herein.

#### **10.4 Non-Degree Teacher Requirements**

Non-degree teachers will be requested to obtain eight (8) semester hours credit toward a degree every two years to qualify to receive an annual increment on the salary schedule.

#### **10.5 Tuition Reimbursement**

- A. Teachers shall be reimbursed for each credit hour at a rate not to exceed \$80.00 for up to nine (9) approved hours per fiscal year upon prior approval by the Superintendent.
- B. The Superintendent may accept or reject the course(s) based on its pertinence to the area of education or as the course relates to subject(s) taught. (Use Appendix E.)
- C. The Board of Education will be limited in tuition reimbursement to a maximum of \$10,000 for the fiscal year (July 1 – June 30).
- D. A tuition reimbursement plan for all support personnel within the bargaining unit will be provided. The pool will be \$1,500.00 per year.

## 10.6 Supplemental Jobs

### A. Reference

The supplemental pay schedule shall be as set forth in Appendix A, which is attached to and incorporated into this Agreement. It is understood, however, that all positions on this supplemental pay schedule need not be filled if the situation so warrants.

Extra duty positions appointed by the Board may agree to share the stipend listed on Appendix A. If a stipend is shared by multiple employees, it will be divided equally among the employees sharing the position. The divided stipend payment will be made to each employee through regular payroll procedures.

### B. Payroll Procedures

Payment for supplemental jobs will be paid in one (1) of two (2) ways per assignment as follows:

1. Payment spread over a twelve (12) month or nine (9) month period;
2. Lump sum payment at the end of November, end of March or first of June based upon which month is closest to the conclusion of the season coached/sponsored.

Indication of which method for supplemental jobs will be made at the beginning of the school year or immediately following employment for the position (if hired after the start of the school year) on a form supplied by the unit office.

### C. Wednesday Detentions

1. The School Board and Association jointly agree that a three hour detention will be supervised by a paid licensed volunteer selected from a volunteer list. Volunteers must be contacted in sequential order based on the order in which they were logged. The volunteers will be assigned from a rotating list with one week notification given.
2. Licensed personnel interested in supervising a three hour detention will notify the high school principal during the first two weeks of each semester.
3. If a volunteer on the rotating list can not be available on their day, they must give the building school principal one week notification.
4. The rate of pay to the certified volunteer will be \$30.00 per hour.
5. During a three hour detention the high school administration or superintendent must be accessible by phone, with phone and numbers accessible to detention supervisor in detention room.
6. Should changes be made in the proposed plan that impact the employee contract, the Association reserves the right to bargain said impacts.

**10.7 Insurance**

**A. Committee**

An insurance committee will be established by both parties of equal numbers to begin researching and developing an insurance policy to fit the needs of all employees in the district. This committee will bring back its findings to the entire bargaining committee in a meeting to look at these findings and then bargain the distribution of dollars and benefit levels for that plan.

**B. Amount**

The Board shall pay:

2021-2022	\$8,000
2022-2023	\$8,300
2023-2024	\$8,600
2024-2025	\$8,900

towards the purchase of the individual health insurance premium of each employee, who is eligible to receive insurance under the guidelines governing the trust and insurance carrier, each year. See also Appendix F.

**C. Flexible Spending Account**

1. The Board of Education agrees to continue the Flexible Spending Account for its' employees. Fund Options of the plan will be -- Health Insurance Account, Dependent Care Account and an Un-reimbursed Medical Account.
2. The annual deadline for turning in claims will be 60 days after June 30th.
3. During the 2015-2016 school year, the Board of Education shall revise its Section 125 plan to allow participating employees to roll up to \$500 of his/her remaining contribution at the end of each plan year to the next plan year.

**D. Grandfather Cafeteria Plan -- Cash Option**

The Board agrees to grandfather and pay those individuals who were receiving the cash option in the 2000-2001 school year the amount of one thousand dollars (\$1,000.00) for each year of the contract. This money is subject to taxation and will be added to the employee's regular salary. No other employees are eligible for this option.

**E. Premium Deductions**

All employees who receive insurance coverage shall have premiums deducted in equal amounts from 18 or 24 pay periods (as elected by the employee).

## 10.8 ESP Overtime

### A. Definition and Rate of Pay

Employees requested to work overtime shall be paid at the rate of one and one half times the employee's regular rate of pay for all time over forty (40) hours. Where an employee in a single work week works at two or more different types of work for which different straight-time rates have been established, any overtime earnings will be calculated at the employee's rate of pay for his/her regular job assignment.

Employees working on a Sunday or holiday shall be compensated at two (2) times their hourly rate of pay. This does not preclude the right of the employer or administrator to flex an individual employee's hours in accordance with 5.1.D. The administration may request an individual to work overtime and give that employee compensatory time. Compensatory time is to be given at 1 1/2 times the time worked. Holiday hours will be counted in calculations for overtime. Compensatory time by law is limited to 240 hours.

### B. Extra Duty Rotation

Bargaining unit members wishing overtime or extra duty trips shall have their names posted by department and extra hours will be given on a rotating basis starting with the most senior bargaining unit member in that department.

### C. ESP Overtime

Custodians shall be offered extra work assignments on a rotating basis in order of seniority. This will include, but not necessarily be limited to, dances, music concerts, school plays, and sporting events. If no regularly employed custodian is available to do the work, the administration may offer the work to a substitute. If no substitute is available, the administration shall assign the department head to cover the event.

### D. Bus Driver Extra Work Assignments

Drivers whose trips are cancelled will be given the next available unassigned trip. If the bargaining unit member with the most seniority declines, the next most senior bargaining unit member shall be given the option for overtime. If the most senior bargaining unit member declines overtime, that bargaining unit member's name falls to the bottom of the list. No one will be denied the opportunity to work extra hours based on the possibility of overtime being earned. Only one (1) regular route driver per day will be eligible to take extra trips without completing their regular route first. This will be based on a rotating basis determined by seniority. The normal end time for afternoon runs is 4:00; regular bus drivers will be eligible for extra trips leaving at 4:00 or later based on seniority. Regular route drivers will be eligible for any trips that are completed between the hours of 8:15 a.m. and 2:30 p.m. Long trips that require bus drivers to miss both morning and afternoon runs will be offered to regular route bus drivers first before being offered to substitute drivers as the one extra trip for regular bus drivers per day. If the state of Illinois requires the District to increase the length of the required school day, the parties agree to renegotiate this paragraph.

**10.9 ESP Legal Holidays**

The following days shall be paid holidays for all twelve (12) month personnel if the day falls in their normal work year.

July 4th	Christmas Day
Labor Day	New Year's Eve
Columbus Day	New Year's Day
Veteran's Day	President/Lincoln's Birthday*
Thanksgiving Day	Casmir Pulaski Day
Friday after Thanksgiving	Good Friday
Christmas Eve	Memorial Day

\*Employees will not pick and choose which holiday they will take. Employees will take the one day of these two holidays based on which is included in the school calendar.

When any of the above holidays fall on a Saturday, the proceeding Friday will be designated as the holiday. Should the holiday fall on a Sunday, the following Monday will be designated as the holiday. This situation would apply only if any holiday from above or the designated Friday or Monday is not scheduled as a day in which school is in session and/or is a required working day for certificated staff. When this designation is not applicable, the Board of Education will designate a date(s) to be used in lieu of the lost day(s).

**10.10 ESP Vacation**

Beginning with 2008-2009 school year, any yearly allotment of vacation days that are unused by the employee's anniversary date in excess of ten (10) days will not carry over into the next year. Instead, any unused vacation days greater than ten (10) will be converted to sick leave days. Any banked vacation days accumulated prior to the start of the 2008-2009 school year will not be converted to sick leave days and will be available for use by the employee for vacation leave. The District will provide each 12 month employee with a record of their banked vacation days by September 1<sup>st</sup> of each year.

Each twelve month employee shall be entitled on their anniversary date the following schedule:

1-2 years	5 days of vacation per year
3-5 years	10 days of vacation per year
6-9 years	12 days of vacation per year
10-12 years	15 days of vacation per year
13-16 years	17 days of vacation per year
17 and Up	20 days of vacation per year

The days to be taken will be mutually agreed upon. Employees cannot be denied the use of vacation days within one calendar month of their anniversary date.

**10.11 Payroll Periods**

- A. All employees shall be paid on the 15th and 28th of each month. Should the 15th or 28th fall on a holiday, Saturday, or Sunday, the employees shall receive their pay on the last working day prior to the pay date.
- B. Payroll adjustments (i.e. internal subbing, mileage, etc.) will be paid on the 15<sup>th</sup> pay date.



**10.12 ESP Call Back Pay**

Should an employee be called to work for emergencies and/or extra duty trips (i.e., trips, custodial, etc.) that were canceled without attempted prior notice, the employee shall receive a minimum of one (1) straight/comp hour pay.

**10.13 Bus Driver Refresher Course**

A flat rate of \$50.00 per year will be given to bus drivers to attend yearly bus driver refresher classes.

**10.14 Annual Physical, Drug Testing and Commercial Driver's License**

- A. The Board agrees to pay the cost of the annual physical and drug test as a requirement to obtain a Bus Driver's License for employees who drive busses. (i.e., Bus Drivers, Coaches, Club Sponsors, etc.) Those employees needing the physical and drug test are to use one of two Board designated doctors and the Board designated drug testing facility. If the employee chooses not to use one of the Board designated doctors for physicals only, the employee may go to another doctor of their own choosing and will be reimbursed the amount that is charged by those designated by the Board. The employee will incur the costs above what is charged by those designated by the Board. If the Board-designated doctors and facilities are located outside of Beardstown, the District will either provide transportation for the employee or will reimburse the employee for use of his/her personal vehicle at the IRS-rate in effect at the time of the appointment. New employees will be reimbursed the cost of physical and drug tests if employed by the School Board.
- B. The Board agrees to pay the cost of the Commercial Driver's License required by the Illinois Secretary of State. The Board will only be responsible for the difference between a regular driver's license and the commercial driver's license.
- C. It is agreed that should there be further changes made by the Federal or State Government, both parties agree to bargain the impact of those issues.
- D. Should problems arise from the Drug Testing issue, both parties agree to bargain the impact of those issues.

**10.15 Duties**

- A. Elementary lunch room supervision and lunch recess duty supervisors will get free lunches. Only one teacher will be assigned either lunch room duty or lunch recess duty during the period. Lunchroom and lunch recess duty will be mandatorily rotated between all teachers in those buildings.
- B. The Superintendent, Building Administrators, and BEA representatives will meet by the beginning of the second full-week of school to determine the duty schedule for each building.
- C. If teachers are rotated into the lunch room for supervision, they will be given a free lunch during that time period.
- D. If teachers are rotated for lunch room and noon hour recess, they will not be rotated into the regular schedule for morning and after school duties.

- E. Rotation of duties will be done weekly and will include all elementary teachers and specialists.
- F. All special teachers (art, music, P.E., speech, etc.) will have duty at only one site.

**10.16 Travel Expenses**

- A. **Mileage.** The School Board will reimburse all business mileage at the IRS rate of previous tax year. This mileage rate will be implemented on July 1<sup>st</sup> of each fiscal year.
- B. **Lodging.** With pre-approval, the School Board will reimburse employees required to utilize overnight lodging in the scope of employment.
- C. **Meals.** The School Board will provide a meal allowance of \$10 per meal for required school bus travel that is more than eight (8) hours in duration. On the day of departure, breakfast will be compensated if travel commences before 7:00 a.m. On the day of return, dinner will be compensated if travel concludes after 6:00 p.m.

**10.17 Tax-Sheltered Annuities**

The Board shall provide an opportunity for employees to enroll in a tax-sheltered annuity program administered by the School District. A committee consisting of the Superintendent and two teachers designated by the Association will oversee the selection of which financial investment vendors will be permitted to participate in the School District's tax-sheltered annuity program. Employees who wish to join or alter their participation in the tax-sheltered annuity program will be permitted to do so by notifying the District's Business Office prior to the 20th day of the calendar month so that their enrollment or alteration will become effective beginning with the first payroll period in the following month. Participation in such program is voluntary and the District has no financial obligations related to an employee's participation in the program. Employees will only be able to enroll with financial investment vendors approved by the School District, as selected by the committee established by this provision.

**10.18 Classroom Budgets**

Classroom teachers shall have an annual budget for classroom materials excluding basic office supplies. The budget shall be set by the Board in July of each year.

**10.19 Translation Services**

**A. Additional Compensation**

Any ESP employee who is designated and approved as a translator by the District shall have their hourly wage increased by \$2.00 per hour.

Any ESP employee who is designated and approved as a translator by the District and who completes and maintains the ISBE certification for qualified interpreters shall have their hourly wage increased by an additional \$1.00 per hour.

- B. Any ESP employee who is asked to perform translation services outside of their regularly-scheduled work hours shall be paid for that work at the employee's hourly rate, based on actual hours worked and subject to a minimum pay of one

half (1/2) hour.

## ARTICLE XI

### EFFECT OF AGREEMENT

#### 11.1 Changes in Terms and Conditions of Agreement

Both parties agree they fully understand the terms and conditions set forth in this Agreement and that they may be modified at any time prior to the expiration of this Agreement provided change is affected by the written mutual consent of both parties.

#### 11.2 Copies of this Agreement

The Board of Education will provide for typing two (2) original copies of the Agreement, the Association will proof the document, copy, and distribute to the employees.

#### 11.3 Savings Clause

Should any article, section, or clause of this Agreement be declared illegal by a court of competent jurisdiction, then that article, section, or clause shall be deleted from this Agreement to the extent that it violates the law. The remaining articles, sections, and clauses shall remain in full force and effect.


#### 11.4 Term of Agreement

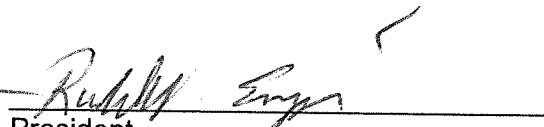
This agreement shall be effective from July 1, 2021 and expire June 30, 2025.

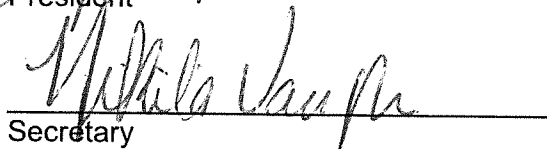
In witness thereof:

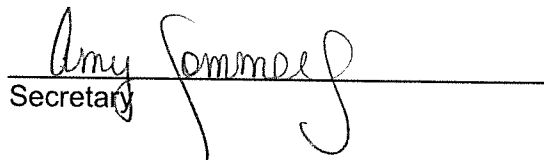
For the Association

For the Board

  
\_\_\_\_\_  
President

  
\_\_\_\_\_  
President

  
\_\_\_\_\_  
Secretary

  
\_\_\_\_\_  
Secretary

**APPENDIX A - EXTRA DUTY SALARY SCHEDULE**  
**2021-2022**

**EXTRA DUTY BASE SALARY = \$38,636 (2021-2022)**

**LEVEL A - 14% OF EXTRA DUTY BASE SALARY**

<b>\$5409</b>	Athletic Director (if not an Administrator) – (teach 3 hours)	
	Basketball, Head Boys	Track Boys, Senior High
	Basketball, Head Girls	Track Girls, Senior High
	Football, Head Boys	Volleyball
	Baseball, Head	Wrestling
	Softball, Head High School	Head Boys Soccer
		Head Girls Soccer

**LEVEL B – 9% OF EXTRA DUTY BASE SALARY**

<b>\$3477</b>	Basketball, Boys-Sophomore	Cheerleader Sponsor, Senior High
	Basketball, Boys-Freshmen	Football, High School Assistant
	Basketball, Boys-8th Grade	Football, High School Assistant
	Baseball, High School Assistant	Football, High School Assistant
	Basketball, Boys-7th Grade	Volleyball, Assistant
	Basketball, Girls-7th Grade	M.S./H.S. Split Assistant Wrestling
	Basketball, Girls-8th Grade	Softball Assistant
	Basketball, Girls Assistant	High School Track Assistant
	Basketball, Girls Assistant	Soccer, Girls Assistant
	H.S. Cross Country	Soccer, Boys Assistant

**LEVEL C – 7% OF EXTRA DUTY BASE SALARY**

<b>\$2705</b>	Instrumental Music Coordinator	Volleyball (7th Grade)
	M.S. Football (7th Grade)	Volleyball (8th Grade)
	M.S. Football (8th Grade)	FFA
	M.S. Wrestling	Vocal Music Coordinator
	M.S. Track, Boys	M.S. Track, Girls
	Substitute Caller	Substitute Caller

**LEVEL D – 5% OF EXTRA DUTY BASE SALARY**

<b>\$1932</b>	Golf, Boys	Golf, Girls
	Student Council Sponsor, Sr. High	Student Counsel Sponsor, Sr. High
	Yearbook Sponsor, Sr. High	Junior Class Sponsor
	High School Scholastic Bowl	Junior Class Sponsor
	Summer Weight Lifting Program	M.S. Scholastic Bowl
	Mentor Teacher	M.S. Cross Country
	M.S. Track Assistant	M.S. Wrestling Assistant

**LEVEL E – 3% OF EXTRA DUTY BASE SALARY**

<b>\$1159</b>	Freshmen Class Sponsor	M.S. Cheerleader Sponsor
	Sophomore Class Sponsor	Skills USA
	Senior Class Sponsor	Speech
	Physical Science Club	Dramatics
	Art Club	National Honor Society
	Industrial Arts	Pom Pom
	Future Business Leaders of America	Variety Show
	Spanish Club	Key Club
	M.S. Student Council	Elite
	M.S. Student Council	Flags
	Marching Band	F.C.C.L.A.
	M.S. Yearbook	

**LEVEL F – 2% OF EXTRA DUTY BASE SALARY**

**\$773** Lady Tiger Classic Manager Fee (if not an Administrator)

**EXTENDED CONTRACTS**

Guidance	20 days
Industrial Arts	10 days
Agriculture	20 days
Unit Librarian	5 days
Nurses	10 days
Instructional Tech/Curriculum Liaison	20 days

**GIFTED COORDINATOR**

Paid based upon Grant Dollars available (if not an Administrator).

**SPONSOR DRIVING ALLOWANCE**

Any sponsor/coach driving school vehicles other than a bus shall be paid at the rate of \$.30 per mile.

**BI-LINGUAL DIRECTOR**

Salary plus 10% with Bachelor's Degree; 15% with Master's Degree (if not an Administrator position).

**LONGEVITY**

Increase by 1% after 5 years, 1% after 10 years, 1% after 15 years. Longevity only applies in the same position on the schedule. Must be consecutive years in the district. Is retroactive for current employees.

**APPENDIX A - EXTRA DUTY SALARY SCHEDULE**  
**2022-2023**

**EXTRA DUTY BASE SALARY = \$40,181 (2022-2023)**

**LEVEL A – 14% OF EXTRA DUTY BASE SALARY**

	Athletic Director (if not an Administrator) – (teach 3 hours)	
<b>\$5625</b>	Basketball, Head Boys	Track Boys, Senior High
	Basketball, Head Girls	Track Girls, Senior High
	Football, Head Boys	Volleyball
	Baseball, Head	Wrestling
	Softball, Head High School	Soccer, Boys Head
		Soccer, Girls Head

**LEVEL B – 9% OF EXTRA DUTY BASE SALARY**

<b>\$3616</b>	Basketball, Boys-Sophomore	Cheerleader Sponsor, Senior High
	Basketball, Boys-Freshmen	Football, High School Assistant
	Basketball, Boys-8th Grade	Football, High School Assistant
	Baseball, High School Assistant	Football, High School Assistant
	Basketball, Boys-7th Grade	Volleyball, Assistant
	Basketball, Girls-7th Grade	M.S./H.S. Split Assistant Wrestling
	Basketball, Girls-8th Grade	Softball Assistant
	Basketball, Girls Assistant	High School Track Assistant
	Basketball, Girls Assistant	Soccer, Girls Assistant
	H.S. Cross Country	Soccer, Boys Assistant

**LEVEL C – 7% OF EXTRA DUTY BASE SALARY**

<b>\$2813</b>	Instrumental Music Coordinator	Volleyball (7th Grade)
	M.S. Football (7th Grade)	Volleyball (8th Grade)
	M.S. Football (8th Grade)	FFA
	M.S. Wrestling	Vocal Music Coordinator
	M.S. Track, Boys	M.S. Track, Girls
	Substitute Caller	Substitute Caller

**LEVEL D – 5% OF EXTRA DUTY BASE SALARY**

<b>\$2009</b>	Golf, Boys	Golf, Girls
	Student Council Sponsor, Sr.	High Student Council Sponsor, Sr. High
	Yearbook Sponsor, Sr. High	Junior Class Sponsor
	High School Scholastic Bowl	Junior Class Sponsor
	Summer Weight Lifting Program	M.S. Scholastic Bowl
	Mentor Teacher	M.S. Cross Country
	M.S. Track Assistant	M.S. Wrestling Assistant

**LEVEL E – 3 % OF EXTRA DUTY BASE SALARY**

<b>\$1205</b>	Freshmen Class Sponsor	M.S. Cheerleader Sponsor
	Sophomore Class Sponsor	Skills USA
	Senior Class Sponsor	Speech
	Physical Science Club	Dramatics
	Art Club	National Honor Society
	Industrial Arts	Pom Pom
	Future Business Leaders of America	Variety Show
	Spanish Club	Key Club
	M.S. Student Council	Elite
	M.S. Student Council	Flags
	Marching Band	F.C.C.L.A.
	M.S. Yearbook	

**LEVEL F – 2% OF EXTRA DUTY BASE SALARY**

**\$804** Lady Tiger Classic Manager Fee (if not an Administrator).

**EXTENDED CONTRACTS**

Guidance	20 days
Industrial Arts	10 days
Agriculture	20 days
Unit Librarian	5 days
Nurse	10 days
Instructional Tech/Curriculum Liaison	20 days

**GIFTED COORDINATOR**

Paid based upon Grant Dollars available (if not an Administrator).

**SPONSOR DRIVING ALLOWANCE**

Any sponsor/coach driving school vehicles other than a bus shall be paid at the rate of \$.30 per mile.

**BI-LINGUAL DIRECTOR**

Salary plus 10% with Bachelor's Degree; 15% with Master's Degree (if not an Administrator position).

**LONGEVITY**

Increase by 1% after 5 years, 1% after 10 years, 1% after 15 years. Longevity only applies in the same position on the schedule. Must be consecutive years in the district. Is retroactive for current employees.

**APPENDIX A - EXTRA DUTY SALARY SCHEDULE**  
**2023-2024**

**EXTRA DUTY BASE SALARY = \$41,789 (2023-2024)**

**LEVEL A – 14% OF EXTRA DUTY BASE SALARY**

<b>\$5850</b>	Athletic Director (if not an Administrator) – (teach 3 hours) Basketball, Head Boys Basketball, Head Girls Football, Head Boys Baseball, Head Softball, Head High School	Track Boys, Senior High Track Girls, Senior High Volleyball Wrestling Soccer, Boys Head Soccer, Girls Head
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**LEVEL B – 9% OF EXTRA DUTY BASE SALARY**

<b>\$3761</b>	Basketball, Boys-Sophomore Basketball, Boys-Freshmen Basketball, Boys-8th Grade Baseball, High School Assistant Basketball, Boys-7th Grade Basketball, Girls-7th Grade Basketball, Girls-8th Grade Basketball, Girls Assistant Basketball, Girls Assistant H.S. Cross Country	Cheerleader Sponsor, Senior High Football, High School Assistant Football, High School Assistant Football, High School Assistant Volleyball Assistant M.S./H.S. Split Assistant Wrestling Softball Assistant High School Track Assistant Soccer, Girls Assistant Soccer, Boys Assistant
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**LEVEL C – 7% EXTRA DUTY BASE SALARY**

<b>\$2925</b>	Instrumental Music Coordinator M.S. Football (7th Grade) M.S. Football (8th Grade) M.S. Wrestling M.S. Track, Boys Substitute Caller	Volleyball (7th Grade) Volleyball (8th Grade) FFA Vocal Music Coordinator M.S. Track, Girls Substitute Caller
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**LEVEL D – 5% OF EXTRA DUTY BASE SALARY**

<b>\$2089</b>	Golf, Boys Student Council Sponsor, Sr. High Yearbook Sponsor, Sr. High High School Scholastic Bowl Summer Weight Lifting Program Mentor Teacher M.S. Track Assistant	Golf, Girls Student Council Sponsor, Sr. High Junior Class Sponsor Junior Class Sponsor M.S. Scholastic Bowl M.S. Cross Country M.S. Wrestling Assistant
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**LEVEL E – 3% OF EXTRA DUTY BASE SALARY**

<b>\$1254</b>	Freshmen Class Sponsor	M.S. Cheerleader Sponsor
	Sophomore Class Sponsor	Skills USA
	Senior Class Sponsor	Speech
	Physical Science Club	Dramatics
	Art Club	National Honor Society
	Industrial Arts	Pom Pom
	Future Business Leaders of America	Variety Show
	Spanish Club	Key Club
	M.S. Student Council	Elite
	M.S. Student Council	Flags
	Marching Band	F.C.C.L.A.
	M.S. Yearbook	

**LEVEL F – 2% OF EXTRA DUTY BASE SALARY**

**\$836** Lady Tiger Classic Manager Fee (if not an Administrator).

**EXTENDED CONTRACTS**

Guidance	20 days
Industrial Arts	10 days
Agricultural	20 days
Unit Librarian	5 days
Nurse	20 days
Instructional Tech/Curriculum Liaison	20 days

**GIFTED COORDINATOR**

Paid based upon Grant Dollars available (if not an Administrator).

**SPONSOR DRIVING ALLOWANCE**

Any sponsor/coach driving school vehicles other than a bus shall be paid at the rate of \$.30 per mile.

**BI-LINGUAL DIRECTOR**

Salary plus 10% with Bachelor's Degree; 15% with Master's Degree (if not and Administrator position).

**LONGEVITY**

Increase by 1% after 5 years, 1% after 10 years, 1% after 15 years. Longevity only applies in the same position on the schedule. Must be consecutive years in the district. Is retroactive for current employees.

**APPENDIX A - EXTRA DUTY SALARY SCHEDULE**  
**2024-2025**

**EXTRA DUTY BASE SALARY = \$43,042 (2024-2025)**

**LEVEL A – 14% OF EXTRA DUTY BASE SALARY**

<b>\$6026</b>	Athletic Director (if not an Administrator) – (teach 3 hours)	
	Basketball, Head Boys	Track Boys, Senior High
	Basketball, Head Girls	Track Girls, Senior High
	Football, Head Boys	Volleyball
	Baseball, Head	Wrestling
	Softball, Head High School	Soccer, Boys Head
		Soccer, Girls Head

**LEVEL B – 9% OF EXTRA DUTY BASE SALARY**

<b>\$3874</b>	Basketball, Boys-Sophomore	Cheerleader Sponsor, Senior High
	Basketball, Boys-Freshmen	Football, High School Assistant
	Basketball, Boys-8th Grade	Football, High School Assistant
	Baseball, High School Assistant	Football, High School Assistant
	Basketball, Boys-7th Grade	Volleyball Assistant
	Basketball, Girls-7th Grade	M.S./H.S. Split Assistant Wrestling
	Basketball, Girls-8th Grade	Softball Assistant
	Basketball, Girls Assistant	High School Track Assistant
	Basketball, Girls Assistant	Soccer, Girls Assistant
	H.S. Cross Country	Soccer, Boys Assistant

**LEVEL C – 7% EXTRA DUTY BASE SALARY**

<b>\$3013</b>	Instrumental Music Coordinator	Volleyball (7th Grade)
	M.S. Football (7th Grade)	Volleyball (8th Grade)
	M.S. Football (8th Grade)	FFA
	M.S. Wrestling	Vocal Music Coordinator
	M.S. Track, Boys	M.S. Track, Girls
	Substitute Caller	Substitute Caller

**LEVEL D – 5% OF EXTRA DUTY BASE SALARY**

<b>\$2152</b>	Golf, Boys	Golf, Girls
	Student Council Sponsor, Sr. High	Student Council Sponsor, Sr. High
	Yearbook Sponsor, Sr. High	Junior Class Sponsor
	High School Scholastic Bowl	Junior Class Sponsor
	Summer Weight Lifting Program	M.S. Scholastic Bowl
	Mentor Teacher	M.S. Cross Country
	M.S. Track Assistant	M.S. Wrestling Assistant

**LEVEL E – 3% OF EXTRA DUTY BASE SALARY**

Freshmen Class Sponsor	M.S. Cheerleader Sponsor
Sophomore Class Sponsor	Skills USA
Senior Class Sponsor	Speech
Physical Science Club	Dramatics

<b>\$1297</b>	Art Club	National Honor Society
	Industrial Arts	Pom Pom
	Future Business Leaders of America	Variety Show
	Spanish Club	Key Club
	M.S. Student Council	Elite
	M.S. Student Council	Flags
	Marching Band	F.C.C.L.A.
	M.S. Yearbook	

**LEVEL F – 2% OF EXTRA DUTY BASE SALARY**

**\$861** Lady Tiger Classic Manager Fee (if not an Administrator).

**EXTENDED CONTRACTS**

Guidance	20 days
Industrial Arts	10 days
Agricultural	20 days
Unit Librarian	5 days
Nurse	20 days
Instructional Tech/Curriculum Liaison	20 days

**GIFTED COORDINATOR**

Paid based upon Grant Dollars available (if not an Administrator).

**SPONSOR DRIVING ALLOWANCE**

Any sponsor/coach driving school vehicles other than a bus shall be paid at the rate of \$.30 per mile.

**BI-LINGUAL DIRECTOR**

Salary plus 10% with Bachelor's Degree; 15% with Master's Degree (if not and Administrator position).

**LONGEVITY**

Increase by 1% after 5 years, 1% after 10 years, 1% after 15 years. Longevity only applies in the same position on the schedule. Must be consecutive years in the district. Is retroactive for current employees.

**APPENDIX B**  
**Licensed Salary Placement Schedule**  
**Including 9%TRS**

**2021-2022**

Steps	BA	BA+8	BA+16	BA+24	BA+32	MA	MA+8	MA+16	MA+24	MA+32
A	\$38,636	\$39,136	\$39,636	\$40,636	\$41,636	\$42,636	\$43,636	\$44,636	\$45,636	\$46,636
B	\$39,236	\$39,736	\$40,236	\$41,261	\$42,261	\$43,261	\$44,261	\$45,261	\$46,286	\$47,286
C	\$39,836	\$40,336	\$40,836	\$41,886	\$42,886	\$43,886	\$44,886	\$45,886	\$46,936	\$47,936
D	\$40,436	\$40,936	\$41,436	\$42,511	\$43,511	\$44,511	\$45,511	\$46,511	\$47,586	\$48,586
E	\$41,036	\$41,536	\$42,036	\$43,136	\$44,136	\$45,136	\$46,136	\$47,136	\$48,236	\$49,236
F	\$41,636	\$42,136	\$42,636	\$43,761	\$44,761	\$45,761	\$46,761	\$47,761	\$48,886	\$49,886
G	\$42,236	\$42,736	\$43,236	\$44,386	\$45,386	\$46,386	\$47,386	\$48,386	\$49,536	\$50,536
H	\$42,836	\$43,336	\$43,836	\$45,011	\$46,011	\$47,011	\$48,011	\$49,011	\$50,186	\$51,186
I	\$43,436	\$43,936	\$44,436	\$45,636	\$46,636	\$47,636	\$48,636	\$49,636	\$50,836	\$51,836
J	\$44,036	\$44,536	\$45,036	\$46,261	\$47,261	\$48,261	\$49,261	\$50,261	\$51,486	\$52,486
K	\$44,636	\$45,136	\$45,636	\$46,886	\$47,886	\$48,886	\$49,886	\$50,886	\$52,136	\$53,136
L	\$45,236	\$45,736	\$46,236	\$47,511	\$48,511	\$49,511	\$50,511	\$51,511	\$52,786	\$53,786
M	\$45,836	\$46,336	\$46,836	\$48,136	\$49,136	\$50,136	\$51,136	\$52,136	\$53,436	\$54,436
N	\$46,436	\$46,936	\$47,436	\$48,761	\$49,761	\$50,761	\$51,761	\$52,761	\$54,086	\$55,086
O	\$47,036	\$47,536	\$48,036	\$49,386	\$50,386	\$51,386	\$52,386	\$53,386	\$54,736	\$55,736
P	\$47,636	\$48,136	\$48,636	\$50,011	\$51,011	\$52,011	\$53,011	\$54,011	\$55,386	\$56,386
Q	\$48,236	\$48,736	\$49,236	\$50,636	\$51,636	\$52,636	\$53,636	\$54,636	\$56,036	\$57,036
R	\$48,836	\$49,336	\$49,836	\$51,261	\$52,261	\$53,261	\$54,261	\$55,261	\$56,686	\$57,686
S	\$49,436	\$49,936	\$50,436	\$51,886	\$52,886	\$53,886	\$54,886	\$55,886	\$57,336	\$58,336
T	\$50,036	\$50,536	\$51,036	\$52,511	\$53,511	\$54,511	\$55,511	\$56,511	\$57,986	\$58,986
U	\$50,636	\$51,136	\$51,636	\$53,136	\$54,136	\$55,136	\$56,136	\$57,136	\$58,636	\$59,636
V	\$51,236	\$51,736	\$52,236	\$53,761	\$54,761	\$55,761	\$56,761	\$57,761	\$59,286	\$60,286
W	\$51,836	\$52,336	\$52,836	\$54,386	\$55,386	\$56,386	\$57,386	\$58,386	\$59,936	\$60,936

X	\$52,436	\$52,936	\$53,436	\$55,011	\$56,011	\$57,011	\$58,011	\$59,011	\$60,586	\$61,586
Y	\$53,036	\$53,536	\$54,036	\$55,636	\$56,636	\$57,636	\$58,636	\$59,636	\$61,236	\$62,236
Z	\$53,636	\$54,136	\$54,636	\$56,261	\$57,261	\$58,261	\$59,261	\$60,261	\$61,886	\$62,886
AA	\$54,236	\$54,736	\$55,236	\$56,886	\$57,886	\$58,886	\$59,886	\$60,886	\$62,536	\$63,536
BB	\$54,836	\$55,336	\$55,836	\$57,511	\$58,511	\$59,511	\$60,511	\$61,511	\$63,186	\$64,186
CC	\$55,436	\$55,936	\$56,436	\$58,136	\$59,136	\$60,136	\$61,136	\$62,136	\$63,836	\$64,836
DD	\$56,036	\$56,536	\$57,036	\$58,761	\$59,761	\$60,761	\$61,761	\$62,761	\$64,486	\$65,486

New licensed employees in the District shall be entitled to credit for up to 8 years worked in public education. Credit beyond eight years shall be granted at the discretion of the Board not to exceed the number of years of actual experience.

**Licensed Salary Placement Schedule  
Including 9% TRS**

**2022-2023**

Steps	BA	BA+8	BA+16	BA+24	BA+32	MA	MA+8	MA+16	MA+24	MA+32
A	\$40,181	\$40,681	\$41,181	\$42,181	\$43,181	\$44,181	\$45,181	\$46,181	\$47,181	\$48,181
B	\$40,781	\$41,281	\$41,781	\$42,806	\$43,806	\$44,806	\$45,806	\$46,806	\$47,831	\$48,831
C	\$41,381	\$41,881	\$42,381	\$43,431	\$44,431	\$45,431	\$46,431	\$47,431	\$48,481	\$49,481
D	\$41,981	\$42,481	\$42,981	\$44,056	\$45,056	\$46,056	\$47,056	\$48,056	\$49,131	\$50,131
E	\$42,581	\$43,081	\$43,581	\$44,681	\$45,681	\$46,681	\$47,681	\$48,681	\$49,781	\$50,781
F	\$43,181	\$43,681	\$44,181	\$45,306	\$46,306	\$47,306	\$48,306	\$49,306	\$50,431	\$51,431
G	\$43,781	\$44,281	\$44,781	\$45,931	\$46,931	\$47,931	\$48,931	\$49,931	\$51,081	\$52,081
H	\$44,381	\$44,881	\$45,381	\$46,556	\$47,556	\$48,556	\$49,556	\$50,556	\$51,731	\$52,731
I	\$44,981	\$45,481	\$45,981	\$47,181	\$48,181	\$49,181	\$50,181	\$51,181	\$52,381	\$53,381
J	\$45,581	\$46,081	\$46,581	\$47,806	\$48,806	\$49,806	\$50,806	\$51,806	\$53,031	\$54,031
K	\$46,181	\$46,681	\$47,181	\$48,431	\$49,431	\$50,431	\$51,431	\$52,431	\$53,681	\$54,681
L	\$46,781	\$47,281	\$47,781	\$49,056	\$50,056	\$51,056	\$52,056	\$53,056	\$54,331	\$55,331
M	\$47,381	\$47,881	\$48,381	\$49,681	\$50,681	\$51,681	\$52,681	\$53,681	\$54,981	\$55,981
N	\$47,981	\$48,481	\$48,981	\$50,306	\$51,306	\$52,306	\$53,306	\$54,306	\$55,631	\$56,631
O	\$48,581	\$49,081	\$49,581	\$50,931	\$51,931	\$52,931	\$53,931	\$54,931	\$56,281	\$57,281
P	\$49,181	\$49,681	\$50,181	\$51,556	\$52,556	\$53,556	\$54,556	\$55,556	\$56,931	\$57,931
Q	\$49,781	\$50,281	\$50,781	\$52,181	\$53,181	\$54,181	\$55,181	\$56,181	\$57,581	\$58,581
R	\$50,381	\$50,881	\$51,381	\$52,806	\$53,806	\$54,806	\$55,806	\$56,806	\$58,231	\$59,231
S	\$50,981	\$51,481	\$51,981	\$53,431	\$54,431	\$55,431	\$56,431	\$57,431	\$58,881	\$59,881
T	\$51,581	\$52,081	\$52,581	\$54,056	\$55,056	\$56,056	\$57,056	\$58,056	\$59,531	\$60,531
U	\$52,181	\$52,681	\$53,181	\$54,681	\$55,681	\$56,681	\$57,681	\$58,681	\$60,181	\$61,181
V	\$52,781	\$53,281	\$53,781	\$55,306	\$56,306	\$57,306	\$58,306	\$59,306	\$60,831	\$61,831
W	\$53,381	\$53,881	\$54,381	\$55,931	\$56,931	\$57,931	\$58,931	\$59,931	\$61,481	\$62,481
X	\$53,981	\$54,481	\$54,981	\$56,556	\$57,556	\$58,556	\$59,556	\$60,556	\$62,131	\$63,131

Y	\$54,581	\$55,081	\$55,581	\$57,181	\$58,181	\$59,181	\$60,181	\$61,181	\$62,781	\$63,781
Z	\$55,181	\$55,681	\$56,181	\$57,806	\$58,806	\$59,806	\$60,806	\$61,806	\$63,431	\$64,431
AA	\$55,781	\$56,281	\$56,781	\$58,431	\$59,431	\$60,431	\$61,431	\$62,431	\$64,081	\$65,081
BB	\$56,381	\$56,881	\$57,381	\$59,056	\$60,056	\$61,056	\$62,056	\$63,056	\$64,731	\$65,731
CC	\$56,981	\$57,481	\$57,981	\$59,681	\$60,681	\$61,681	\$62,681	\$63,681	\$65,381	\$66,381
DD	\$57,581	\$58,081	\$58,581	\$60,306	\$61,306	\$62,306	\$63,306	\$64,306	\$66,031	\$67,031

New licensed employees in the District shall be entitled to credit for up to 8 years worked in public education. Credit beyond eight years shall be granted at the discretion of the Board not to exceed the number of years of actual experience.

**APPENDIX B**  
**Licensed Salary Placement Schedule**  
**Including 9% TRS**

**2023-2024**

Steps	BA	BA+8	BA+16	BA+24	BA+32	MA	MA+8	MA+16	MA+24	MA+32
A	\$41,789	\$42,289	\$42,789	\$43,789	\$44,789	\$45,789	\$46,789	\$47,789	\$48,789	\$49,789
B	\$42,389	\$42,889	\$43,389	\$44,414	\$45,414	\$46,414	\$47,414	\$48,414	\$49,439	\$50,439
C	\$42,989	\$43,489	\$43,989	\$45,039	\$46,039	\$47,039	\$48,039	\$49,039	\$50,089	\$51,089
D	\$43,589	\$44,089	\$44,589	\$45,664	\$46,664	\$47,664	\$48,664	\$49,664	\$50,739	\$51,739
E	\$44,189	\$44,689	\$45,189	\$46,289	\$47,289	\$48,289	\$49,289	\$50,289	\$51,389	\$52,389
F	\$44,789	\$45,289	\$45,789	\$46,914	\$47,914	\$48,914	\$49,914	\$50,914	\$52,039	\$53,039
G	\$45,389	\$45,889	\$46,389	\$47,539	\$48,539	\$49,539	\$50,539	\$51,539	\$52,689	\$53,689
H	\$45,989	\$46,489	\$46,989	\$48,164	\$49,164	\$50,164	\$51,164	\$52,164	\$53,339	\$54,339
I	\$46,589	\$47,089	\$47,589	\$48,789	\$49,789	\$50,789	\$51,789	\$52,789	\$53,989	\$54,989
J	\$47,189	\$47,689	\$48,189	\$49,414	\$50,414	\$51,414	\$52,414	\$53,414	\$54,639	\$55,639
K	\$47,789	\$48,289	\$48,789	\$50,039	\$51,039	\$52,039	\$53,039	\$54,039	\$55,289	\$56,289
L	\$48,389	\$48,889	\$49,389	\$50,664	\$51,664	\$52,664	\$53,664	\$54,664	\$55,939	\$56,939
M	\$48,989	\$49,489	\$49,989	\$51,289	\$52,289	\$53,289	\$54,289	\$55,289	\$56,589	\$57,589
N	\$49,589	\$50,089	\$50,589	\$51,914	\$52,914	\$53,914	\$54,914	\$55,914	\$57,239	\$58,239
O	\$50,189	\$50,689	\$51,189	\$52,539	\$53,539	\$54,539	\$55,539	\$56,539	\$57,889	\$58,889
P	\$50,789	\$51,289	\$51,789	\$53,164	\$54,164	\$55,164	\$56,164	\$57,164	\$58,539	\$59,539
Q	\$51,389	\$51,889	\$52,389	\$53,789	\$54,789	\$55,789	\$56,789	\$57,789	\$59,189	\$60,189
R	\$51,989	\$52,489	\$52,989	\$54,414	\$55,414	\$56,414	\$57,414	\$58,414	\$59,839	\$60,839
S	\$52,589	\$53,089	\$53,589	\$55,039	\$56,039	\$57,039	\$58,039	\$59,039	\$60,489	\$61,489
T	\$53,189	\$53,689	\$54,189	\$55,664	\$56,664	\$57,664	\$58,664	\$59,664	\$61,139	\$62,139
U	\$53,789	\$54,289	\$54,789	\$56,289	\$57,289	\$58,289	\$59,289	\$60,289	\$61,789	\$62,789
V	\$54,389	\$54,889	\$55,389	\$56,914	\$57,914	\$58,914	\$59,914	\$60,914	\$62,439	\$63,439
W	\$54,989	\$55,489	\$55,989	\$57,539	\$58,539	\$59,539	\$60,539	\$61,539	\$63,089	\$64,089



X	\$55,589	\$56,089	\$56,589	\$58,164	\$59,164	\$60,164	\$61,164	\$62,164	\$63,739	\$64,739
Y	\$56,189	\$56,689	\$57,189	\$58,789	\$59,789	\$60,789	\$61,789	\$62,789	\$64,389	\$65,389
Z	\$56,789	\$57,289	\$57,789	\$59,414	\$60,414	\$61,414	\$62,414	\$63,414	\$65,039	\$66,039
AA	\$57,389	\$57,889	\$58,389	\$60,039	\$61,039	\$62,039	\$63,039	\$64,039	\$65,689	\$66,689
BB	\$57,989	\$58,489	\$58,989	\$60,664	\$61,664	\$62,664	\$63,664	\$64,664	\$66,339	\$67,339
CC	\$58,589	\$59,089	\$59,589	\$61,289	\$62,289	\$63,289	\$64,289	\$65,289	\$66,989	\$67,989
DD	\$59,189	\$59,689	\$60,189	\$61,914	\$62,914	\$63,914	\$64,914	\$65,914	\$67,639	\$68,639

New licensed employees in the District shall be entitled to credit for up to 8 years worked in public education. Credit beyond eight years shall be granted at the discretion of the Board not to exceed the number of years of actual experience.

**APPENDIX B**  
**Licensed Salary Placement Schedule**  
**Including 9% TRS**

**2024-2025**

Steps	BA	BA+8	BA+16	BA+24	BA+32	MA	MA+8	MA+16	MA+24	MA+32
A	\$43,042	\$43,542	\$44,042	\$45,042	\$46,042	\$47,042	\$48,042	\$49,042	\$50,042	\$51,042
B	\$43,642	\$44,142	\$44,642	\$45,667	\$46,667	\$47,667	\$48,667	\$49,667	\$50,692	\$51,692
C	\$44,242	\$44,742	\$45,242	\$46,292	\$47,292	\$48,292	\$49,292	\$50,292	\$51,342	\$52,342
D	\$44,842	\$45,342	\$45,842	\$46,917	\$47,917	\$48,917	\$49,917	\$50,917	\$51,992	\$52,992
E	\$45,442	\$45,942	\$46,442	\$47,542	\$48,542	\$49,542	\$50,542	\$51,542	\$52,642	\$53,642
F	\$46,042	\$46,542	\$47,042	\$48,167	\$49,167	\$50,167	\$51,167	\$52,167	\$53,292	\$54,292
G	\$46,642	\$47,142	\$47,642	\$48,792	\$49,792	\$50,792	\$51,792	\$52,792	\$53,942	\$54,942
H	\$47,242	\$47,742	\$48,242	\$49,417	\$50,417	\$51,417	\$52,417	\$53,417	\$54,592	\$55,592
I	\$47,842	\$48,342	\$48,842	\$50,042	\$51,042	\$52,042	\$53,042	\$54,042	\$55,242	\$56,242
J	\$48,442	\$48,942	\$49,442	\$50,667	\$51,667	\$52,667	\$53,667	\$54,667	\$55,892	\$56,892
K	\$49,042	\$49,542	\$50,042	\$51,292	\$52,292	\$53,292	\$54,292	\$55,292	\$56,542	\$57,542
L	\$49,642	\$50,142	\$50,642	\$51,917	\$52,917	\$53,917	\$54,917	\$55,917	\$57,192	\$58,192
M	\$50,242	\$50,742	\$51,242	\$52,542	\$53,542	\$54,542	\$55,542	\$56,542	\$57,842	\$58,842
N	\$50,842	\$51,342	\$51,842	\$53,167	\$54,167	\$55,167	\$56,167	\$57,167	\$58,492	\$59,492
O	\$51,442	\$51,942	\$52,442	\$53,792	\$54,792	\$55,792	\$56,792	\$57,792	\$59,142	\$60,142
P	\$52,042	\$52,542	\$53,042	\$54,417	\$55,417	\$56,417	\$57,417	\$58,417	\$59,792	\$60,792
Q	\$52,642	\$53,142	\$53,642	\$55,042	\$56,042	\$57,042	\$58,042	\$59,042	\$60,442	\$61,442
R	\$53,242	\$53,742	\$54,242	\$55,667	\$56,667	\$57,667	\$58,667	\$59,667	\$61,092	\$62,092
S	\$53,842	\$54,342	\$54,842	\$56,292	\$57,292	\$58,292	\$59,292	\$60,292	\$61,742	\$62,742
T	\$54,442	\$54,942	\$55,442	\$56,917	\$57,917	\$58,917	\$59,917	\$60,917	\$62,392	\$63,392
U	\$55,042	\$55,542	\$56,042	\$57,542	\$58,542	\$59,542	\$60,542	\$61,542	\$63,042	\$64,042
V	\$55,642	\$56,142	\$56,642	\$58,167	\$59,167	\$60,167	\$61,167	\$62,167	\$63,692	\$64,692
W	\$56,242	\$56,742	\$57,242	\$58,792	\$59,792	\$60,792	\$61,792	\$62,792	\$64,342	\$65,342

X	\$56,842	\$57,342	\$57,842	\$59,417	\$60,417	\$61,417	\$62,417	\$63,417	\$64,992	\$65,992
Y	\$57,442	\$57,942	\$58,442	\$60,042	\$61,042	\$62,042	\$63,042	\$64,042	\$65,642	\$66,642
Z	\$58,042	\$58,542	\$59,042	\$60,667	\$61,667	\$62,667	\$63,667	\$64,667	\$66,292	\$67,292
AA	\$58,642	\$59,142	\$59,642	\$61,292	\$62,292	\$63,292	\$64,292	\$65,292	\$66,942	\$67,942
BB	\$59,242	\$59,742	\$60,242	\$61,917	\$62,917	\$63,917	\$64,917	\$65,917	\$67,592	\$68,592
CC	\$59,842	\$60,342	\$60,842	\$62,542	\$63,542	\$64,542	\$65,542	\$66,542	\$68,242	\$69,242
DD	\$60,442	\$60,942	\$61,442	\$63,167	\$64,167	\$65,167	\$66,167	\$67,167	\$68,892	\$69,892

New licensed employees in the District shall be entitled to credit for up to 8 years worked in public education. Credit beyond eight years shall be granted at the discretion of the Board not to exceed the number of years of actual experience.

**APPENDIX C**

**ESP Salary Schedule**

**2021-2022**

<b>Position</b>	<b>New Hire/Base Salary</b>
Nurse	\$25.00
Maintenance	\$15.48
Head Cook	\$13.57
Cook	\$13.41
Aide, Secretary, Custodian	\$13.29
Dishwasher	\$12.94
Noon Supervisor	Minimum Wage
Tickets/Clock/Book/Screen/Announcing	Minimum Wage

<b>Bus Drivers</b>	<b>Annual</b>
Regular Route	\$16,347.45
Kindergarten	\$4,069.50
Jacksonville	\$18,546.53
Springfield	\$19,575.10
Early Childhood	\$12,017.86
Extra Trips	\$16.03/Hr
Head of Transportation (if not an administrator)	\$14.21/Hr (up to 25 hours/week; up to 246 days/year)

<b>Longevity</b>	
5 years	\$0.25
10 years	\$0.50
15 years	\$0.75
20 years	\$1.00

ESP employees who are hired with relevant experience will be given credit for up to eight (8) years' experience for purposes of starting pay. The rate will be determined based upon current employees with similar experience in the District. At no time will the starting rate of pay for a new employee exceed the rate of pay for an existing employee in the same category with similar experience in the District. All new employees will begin with zero years of seniority in the job category.

Except for the Maintenance, Bus Driver and Nurse categories, existing ESP employees who transfer to different job categories shall be paid at the higher of the starting wage in the new category or their current rate of pay while also retaining their years of experience in the prior job category. Upon transfer, the employee will begin with zero years of experience in the new category. Internal transfers shall not be considered probationary employees. Employees transferring into the Maintenance category from the Custodian category shall be given a raise commensurate with the difference in starting pay for those categories. Maintenance or Nurse employees transferring to different categories shall be given a wage rate as negotiated by the Board and Association. Bus Driver pay will be determined by the route as listed above.

**APPENDIX C**

**ESP Salary Schedule**

**2022-2023**

<b>Position</b>	<b>New Hire/Base Salary</b>
Nurse	\$26.00
Maintenance	\$16.48
Head Cook	\$14.57
Cook	\$14.41
Aide, Secretary, Custodian	\$14.29
Dishwasher	\$13.94
Noon Supervisor	Minimum Wage
Tickets/Clock/Book/Screen/Announcing	Minimum Wage

<b>Bus Drivers</b>	<b>Annual</b>
Regular Route	\$17,001.35
Kindergarten	\$4,232.28
Jacksonville	\$19,288.39
Springfield	\$20,358.10
Early Childhood	\$12,498.57
Extra Trips	\$16.67/Hr
Head of Transportation (if not an administrator)	\$14.78/Hr (up to 25 hours/week; up to 246 days/year)

<b>Longevity</b>	
5 years	\$0.25
10 years	\$0.50
15 years	\$0.75
20 years	\$1.00

ESP employees who are hired with relevant experience will be given credit for up to eight (8) years' experience for purposes of starting pay. The rate will be determined based upon current employees with similar experience in the District. At no time will the starting rate of pay for a new employee exceed the rate of pay for an existing employee in the same category with similar experience in the District. All new employees will begin with zero years of seniority in the job category.

Except for the Maintenance, Bus Driver and Nurse categories, existing ESP employees who transfer to different job categories shall be paid at the higher of the starting wage in the new category or their current rate of pay while also retaining their years of experience in the prior job category. Upon transfer, the employee will begin with zero years of experience in the new category. Internal transfers shall not be considered probationary employees. Employees transferring into the Maintenance category from the Custodian category shall be given a raise commensurate with the difference in starting pay for those categories. Maintenance or Nurse employees transferring to different categories shall be given a wage rate as negotiated by the Board and Association. Bus Driver pay will be determined by the route as listed above.

**APPENDIX C**

**ESP Salary Schedule**

**2023-2024**

<b>Position</b>	<b>New Hire/Base Salary</b>
Nurse	\$27.00
Maintenance	\$17.48
Head Cook	\$15.57
Cook	\$15.41
Aide, Secretary, Custodian	\$15.29
Dishwasher	\$14.94
Noon Supervisor	Minimum Wage
Tickets/Clock/Book/Screen/Announcing	Minimum wage

<b>Bus Drivers</b>	<b>Annual</b>
Regular Route	\$17,681.40
Kindergarten	\$4,401.57
Jacksonville	\$20,059.93
Springfield	\$21,172.42
Early Childhood	\$12,998.51
Extra Trips	\$17.34/Hr
Head of Transportation (if not an administrator)	\$15.37/Hr (up to 25 hours/week; up to 246 days/year)

<b>Longevity</b>	
5 years	\$0.25
10 years	\$0.50
15 years	\$0.75
20 years	\$1.00



ESP employees who are hired with relevant experience will be given credit for up to eight (8) years' experience for purposes of starting pay. The rate will be determined based upon current employees with similar experience in the District. At no time will the starting rate of pay for a new employee exceed the rate of pay for an existing employee in the same category with similar experience in the District. All new employees will begin with zero years of seniority in the job category.

Except for the Maintenance, Bus Driver and Nurse categories, existing ESP employees who transfer to different job categories shall be paid at the higher of the starting wage in the new category or their current rate of pay while also retaining their years of experience in the prior job category. Upon transfer, the employee will begin with zero years of experience in the new category. Internal transfers shall not be considered probationary employees. Employees transferring into the Maintenance category from the Custodian category shall be given a raise commensurate with the difference in starting pay for those categories. Maintenance or Nurse employees transferring to different categories shall be given a wage rate as negotiated by the Board and Association. Bus Driver pay will be determined by the route as listed above.

**APPENDIX C**

**ESP Salary Schedule**

**2024-2025**

<b>Position</b>	<b>New Hire/Base Salary</b>
Nurse	\$28.00
Maintenance	\$18.48
Head Cook	\$16.57
Cook	\$16.41
Aide, Secretary, Custodian	\$16.29
Dishwasher	\$15.94
Noon Supervisor	Minimum Wage
Tickets/Clock/Book/Screen/Announcing	Minimum wage

<b>Bus Drivers</b>	<b>Annual</b>
Regular Route	\$18,211.84
Kindergarten	\$4,533.62
Jacksonville	\$20,661.73
Springfield	\$21,807.59
Early Childhood	\$13,388.47
Extra Trips	\$17.86/Hr
Head of Transportation (if not an administrator)	\$15.83/Hr (up to 25 hours/week; up to 246 days/year)

<b>Longevity</b>	
5 years	\$0.25
10 years	\$0.50
15 years	\$0.75
20 years	\$1.00

ESP employees who are hired with relevant experience will be given credit for up to eight (8) years' experience for purposes of starting pay. The rate will be determined based upon current employees with similar experience in the District. At no time will the starting rate of pay for a new employee exceed the rate of pay for an existing employee in the same category with similar experience in the District. All new employees will begin with zero years of seniority in the job category.

Except for the Maintenance, Bus Driver and Nurse categories, existing ESP employees who transfer to different job categories shall be paid at the higher of the starting wage in the new category or their current rate of pay while also retaining their years of experience in the prior job category. Upon transfer, the employee will begin with zero years of experience in the new category. Internal transfers shall not be considered probationary employees. Employees transferring into the Maintenance category from the Custodian category shall be given a raise commensurate with the difference in starting pay for those categories. Maintenance or Nurse employees transferring to different categories shall be given a wage rate as negotiated by the Board and Association. Bus Driver pay will be determined by the route as listed above.

**APPENDIX D**

**BEARDSTOWN EDUCATION ASSOCIATION/IEA/NEA**

**SICK LEAVE DONATION FORM**

I, \_\_\_\_\_ (donor), an employee employed by Beardstown Community Unit School District No. 15 do this date donate up to sick leave day(s) (limit of five full days for full-time employees and two and one-half full day equivalents for half-time employees) to \_\_\_\_\_ (recipient), an employee employed by Beardstown Community Unit School District No. 15. Sick leave days are to be donated in full day equivalent increments only to full-time employees and half day increments only to half-time employees. If the sick leave day(s) is/are not used before the end of the above-named recipients contract year this school year, or not needed because of more than 20 days donated, I understand the sick leave day(s) will be returned all or in part and my record credited. Recipients are limited to 20 teaching/work days per contract year.

I understand the determination of which donors' sick leave days will be transferred will be on the basis of when the completed donation form is received in the office of the Board of Education as recorded in a log kept therein. Those donations logged first will be transferred first, 1 day from each person donating, 2 days from each person donating, etc., until the days requested are granted to the recipient.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Donating Employee's Signature

-----

Office Use:

Log Date \_\_\_\_\_

Sequence Number \_\_\_\_\_

Select Term: Fall \_\_\_\_\_  
Spring \_\_\_\_\_  
Summer \_\_\_\_\_  
Year: \_\_\_\_\_

**APPENDIX E-1**

**CONTINUING EDUCATION UNITS FOR HORIZONTAL MOVEMENT ON THE SALARY SCHEDULE  
AND UNIVERSITY CREDIT FORM**

Coursework, workshops, seminars, etc., which are to be used for horizontal movement on the Salary Schedule must be pre-approved, prior to registering, by the Superintendent. Pre-approval is not required for certain District-approved professional development (including, for example, teacher institute days); however, this form must still be submitted for credit.

Submit this form – a duplicate will be returned to you.  
(30 Workshop/Seminar = 1 credit hour on the Salary Schedule)

NAME PRINTED: \_\_\_\_\_ DATE SUBMITTED: \_\_\_\_\_

SIGNATURE

\_\_\_\_\_

**Complete for University Credit**

University to Attend: \_\_\_\_\_ Department \_\_\_\_\_

University Course Title & Number: \_\_\_\_\_

Number of Semester Hours: \_\_\_\_\_

*An official verification of credits (with transcript to follow) must be received in the Board Office by September 1 to apply to that year's salary advancement.*

\*\*\*\*\*

**Complete for Workshop- CEU Credit**

Workshop/Seminar Title: \_\_\_\_\_

Name of Provider: \_\_\_\_\_

Location: \_\_\_\_\_

Date/Time of Workshop: \_\_\_\_\_ Total Number of Hours Involved: \_\_\_\_\_

*Evidence of completion of CEUs must be received in the Board Office by September 1 to apply to that year's salary advancement. Horizontal movement as a result of CEUs may only occur once every five years.*

\*\*\*\*\*

**FOR OFFICE USE ONLY**

\_\_\_\_\_ APPROVED For Credit \_\_\_\_\_ DISAPPROVED For Credit

SUPERINTENDENT'S SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

Select Term: Fall \_\_\_\_\_  
Spring \_\_\_\_\_  
Summer \_\_\_\_\_  
Year: \_\_\_\_\_

**APPENDIX E-2**  
**TUITION REIMBURSEMENT FORM**

Coursework to be reimbursed must be pre-approved, **prior to registering**, by the Superintendent.

Submit this form – a duplicate will be returned to you.  
(30 Workshop/Seminar = 1 credit hour on the Salary Schedule)

NAME PRINTED: \_\_\_\_\_ DATE SUBMITTED: \_\_\_\_\_

SIGNATURE \_\_\_\_\_

\*\*\*\*\*

**Complete for Tuition Reimbursement Approval**

University to Attend: \_\_\_\_\_ Department \_\_\_\_\_

University Course Title & Number: \_\_\_\_\_

Number of Semester Hours: \_\_\_\_\_

**FOR OFFICE USE ONLY**

\_\_\_\_\_ APPROVED For Reimbursement \_\_\_\_\_ DISAPPROVED for Reimbursement

SUPERINTENDENT'S SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

*Once course is completed, an official transcript and proof of tuition payment must be received in the Board Office prior to reimbursement.*

\*\*\*\*\*

**Complete Once Course is Completed.**

Dates of Course Attended: \_\_\_\_\_ Date of Course Completion: \_\_\_\_\_

Final Grade: \_\_\_\_\_ Final Tuition Cost of Course: \_\_\_\_\_

Completed Number of Semester Hours for Course: \_\_\_\_\_

*An official transcript and proof of tuition payment must be received in the Board Office prior to reimbursement.*

\*\*\*\*\*

**FOR OFFICE USE ONLY**

District Reimbursement Amount Approved: \$ \_\_\_\_\_

Matching funds Approved Program: \_\_\_\_\_ Function/Object \_\_\_\_\_

Transcript Due Date: \_\_\_\_\_ Date/Director's Signature: \_\_\_\_\_

**Beardstown  
CUSD #15**

**LICENSED EMPLOYEE REIMBURSEMENT  
(Student Registration Days)**

\_\_\_\_\_ was present at student registration on the following day(s) and shall be paid \$30.00 per hour in attendance.

Date \_\_\_\_\_ Time — From \_\_\_\_\_ a.m. To \_\_\_\_\_ a.m.  
p.m. To \_\_\_\_\_ p.m.

Date \_\_\_\_\_ Time — From \_\_\_\_\_ a.m. To \_\_\_\_\_ a.m.  
p.m. To \_\_\_\_\_ p.m.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent

**Beardstown  
CUSD #15**

**LICENSED EMPLOYEE REIMBURSEMENT  
(Summer Staffing)**

\_\_\_\_\_ was present at Summer Staffing on the following day(s)  
and shall be paid \$30.00 per hour with a minimum of one hour.

Date \_\_\_\_\_ Time — From \_\_\_\_\_ a.m. \_\_\_\_\_ a.m.  
p.m. To \_\_\_\_\_ p.m.

Date \_\_\_\_\_ Time — From \_\_\_\_\_ a.m. \_\_\_\_\_ a.m.  
p.m. To \_\_\_\_\_ p.m.

\_\_\_\_\_  
Date Employee

\_\_\_\_\_  
Date Director of Special Education

\_\_\_\_\_  
Date Superintendent



Date: \_\_\_\_\_

TO: Director of Building & Grounds

I plan to attend a function of the Beardstown Education Association on \_\_\_\_\_  
\_\_\_\_\_.

I choose to make up my time on that day in the following manner:

\_\_\_\_\_ Before my regular scheduled working hours (where possible).

\_\_\_\_\_ During my supper hour.

\_\_\_\_\_ Following my regular scheduled working hours.

\_\_\_\_\_  
EMPLOYEE SIGNATURE

\_\_\_\_\_  
SUPERVISOR SIGNATURE

## LETTER OF UNDERSTANDING

Between The  
Beardstown Board of Education  
and the  
Beardstown Education Association, IEA/NEA

We hereby agree that:

1. **Paraprofessional Category**

The Paraprofessional category will contain three (3) positions. The individuals employed in these positions will receive the negotiated annual increase as is consistent with other ESP categories.

a. **Parapro Category Positions**

Paraprofessional 1: Parent Educator  
Paraprofessional 2: Pre-K Coordinator  
Paraprofessional 3: Migrant Recruiter

b. **Filling Vacancies**

When the employees filling the aforementioned Paraprofessional positions resign, transfer, are reassigned, or are removed from their current position and the District intends to fill a vacant Paraprofessional position, the District and the Association agree to meet in order to bargain starting wages.

c. **Seniority**

Employees currently filling the Paraprofessional positions will accrue seniority in the Paraprofessional category.

APPENDIX F

MEMORANDUM OF UNDERSTANDING  
REGARDING TERMINATION OF HEALTH INSURANCE COVERAGE  
FOR TEACHERS WHO ARE NON-RENEWED OR SUBJECT TO RIF

This **MEMORANDUM OF UNDERSTANDING ("MOU")** is made and entered into this \_\_\_ day of September, 2019 by and between BOARD OF EDUCATION OF BEARDSTOWN COMMUNITY UNIT SCHOOL DISTRICT #15 ("District" or "Board"), and the BEARDSTOWN EDUCATION ASSOCIATION IEA/NEA ("BEA").

**WHEREAS**, the District and the BEA have bargained a Collective Bargaining Agreement ("Agreement"), effective from July 1, 2018 through June 30, 2021; and

**WHEREAS**, the Agreement does not specify the duration of health insurance coverage for teachers who are non-renewed at the end of a school year; and

**WHEREAS**, the BEA has filed a grievance on behalf of teacher [REDACTED] ("Employee") alleging that she should have been afforded insurance coverage for the months of June through August following her non-renewal as a teacher in the District; and

**WHEREAS**, the BEA does not see the entitlement to health insurance coverage for non-renewed or RIF'd teachers as a typical bargaining issue, but rather it is viewed mostly as an industry standard matter, given Teachers typically work less than twelve (12) months per year; and

**WHEREAS**, the parties desire to resolve the grievance and their understanding as to the termination of insurance coverage for teachers as covered by the Agreement ("Teachers") and who are either non-renewed or RIF'd, as set forth respectively in Sections 105 ILCS 5/24-11 and 105 ILCS 5/24-12 of the Illinois School Code, effective at the end of a school year.

**NOW THEREFORE**, in consideration of the above recitals and the following covenants and conditions, the parties agree as follows:

1. Recitals Incorporated. The recitals set forth above are found to be true and correct.
2. Payment to Employee. Upon approval of this MOU, the District shall pay Employee the sum of \$1800.00, less applicable withholdings, within fifteen (15) days of executing this MOU.
3. RIF'd Teachers. Teachers who are subject to be RIF'd pursuant to 105 ILCS 5/24-12 of the Illinois School Code after completion of their contractual work year, shall be entitled to and provided health insurance coverage by the Board through the end of August of the year in which the RIF occurs.

4. Notice of Non-renewal. Teachers who are subject to be non-renewed pursuant to 105 ILCS 5/24-11 of the Illinois School Code after completion of their contractual work year, shall receive advance, written notice of a plan to non-renew. The District must send said notice to both the Teacher and the BEA simultaneously, at least ten (10) days prior to Board action.

A. The content of the District's ten (10) day notice shall be substantially the same as the below wording, without variances that change the meaning:

"Dear \_\_\_\_\_:

The administration will be making a recommendation to the Board of Education to non-renew you effective at the end of the year. If the Board takes action to non-renew your position your insurance coverage will cease effective at the end of the month of your last day worked. Alternatively, you may resign your position effective at the end of the year or any time after your last scheduled work day and prior to the start of the next school year. If you do so, your insurance coverage will continue through the end of the month of your effective resignation date. If you wish to resign, you must do so by submitting a written resignation with a specified resignation date of your choice, within ten (10) days of this letter prior to Board action to non-renew your position.

The District stipulates that your resignation is not considered "voluntary leaving" for purposes of 56 Ill. Adm. Code 2840.101. The District also stipulates that there will be no "reasonable assurance" of continued employment during the next school year for purposes of 56 Ill. Admin Code. 2915.25. The District further agrees not to assert a contrary position contesting your entitlement to unemployment benefits, pursuant to Illinois Department of Employment Security ["IDES"] rules and regulations."

B. It is understood that the notice in this paragraph is separate and in addition to the District's statutorily required notices to Teachers as set forth in Sections 24-11 and 24-12 of the Illinois School Code.

C. Failure to provide the notice set forth herein shall entitle the non-renewed teacher to health insurance through the end of August.

5. Termination of Insurance Coverage for Teachers Non-Renewed at the End of a School Year. Teachers participating in the District health plan who complete their full contractual work year shall be entitled to health insurance coverage through the end of August if they are non-renewed effective at the end of the school year, except under either of the following circumstances:

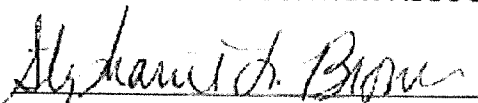
A. If a Teacher resigns with an effective date prior to August 1, insurance coverage shall cease at the end of the month of the effective date of his or her resignation.

B. If a Teacher fails to submit a timely written resignation as described in the ten (10) day written notice, then his or her insurance coverage shall cease at the end of the month following the last day worked. After receipt of such notice, the BEA and the District stipulate that his or her resignation is not considered "voluntary leaving" for purposes of 56 Ill. Adm. Code 2840.101 and the Teacher has no "reasonable assurance" of continued employment during the next school year for purposes of 56 Ill. Admin Code. 2915.25. The Parties further agree that, in such a case, the District will not assert a contrary position contesting the Teacher's entitlement to unemployment benefits, pursuant to IDES rules and regulations.

6. Withdrawal of Grievance. Upon execution of this MOU, the BEA withdraws its grievance and shall provide notice to the AAA and the Arbitrator prior to the end of business on Monday, September 23, 2019.

**IN WITNESS WHEREOF**, the parties agree to the terms of this Memorandum of Understanding as of the date set forth above.

**BEARDSTOWN EDUCATION ASSOCIATION**



By BEA President

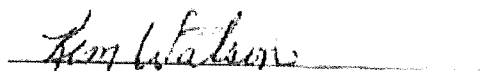


By BEA Secretary

**BOARD OF EDUCATION**



By Board President



ATTEST: By the Secretary