

**MASTER CONTRACT**

**between**

**BOARD OF EDUCATION  
TOWNSHIP HIGH SCHOOL DISTRICT 211**

**and**

**DISTRICT 211 TEACHERS UNION  
LOCAL 1211  
IFT/AFT, AFL-CIO**

**Effective**

**July 1, 2022 through June 30, 2024**

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## **PREAMBLE**

The Board of Education of Township High School District 211, hereinafter referred to as the “Board,” and the District 211 Teachers Union Local 1211, IFT/AFT, AFL-CIO, hereinafter referred to as the “Union,” recognize that the ultimate aim of public schools is to provide the best education possible in the District.

It is recognized that boards of education are responsible to all the citizens of their school districts in their efforts to provide quality education to students in their districts and that legal responsibility for education is vested in these boards. Boards of education must consider complex variables in the exercise of their powers, rights, authority, duties, and responsibilities as conferred upon and vested in them by the Statutes of the State of Illinois. The responsibility for final decisions may not be delegated.

It is recognized that the administration has the responsibility to provide those conditions which enable teachers and other professional staff members to achieve their professional goals within a framework of improved educational service to pupils. Therefore, administrators should be consulted before decisions are made on matters which affect the exercise of this responsibility.

The preamble statement is not subject to the Grievance Procedure and is intended for the purpose of discussion with the administration.

## **ARTICLE I - RECOGNITION**

- A.** Pursuant to Illinois Educational Labor Relations Board (IELRB) certifications dated February 27, 1992, March 29, 2005 and May 12, 2016, the Board recognizes the Union as the exclusive and sole negotiation agent for the negotiation unit composed of contractually employed teachers, teacher assistants, psychologists, social workers, sign language interpreters, occupational therapists, physical therapists, non-ISBE licensed nurses, homebound tutor liaisons, head athletic trainers, and collaborative pianists, excluding all administrative and supervisory personnel, except librarians, department chairs and nurses.
- B.** The term “licensed unit members” or “licensed personnel” when used hereinafter in this Agreement, shall refer to all teachers, psychologists, nurses and social workers; the term “non-licensed unit members” shall refer to teacher assistants, sign language interpreters, occupational therapists, physical therapists, non-ISBE licensed nurses, head athletic trainers, and collaborative pianists, and the term “unit member” shall refer to all members of the bargaining unit, with the exception of the homebound tutor liaisons as set forth in the letter of agreement on homebound tutor liaisons.
- C.** The Board agrees not to negotiate with any organization other than the Union for the duration of the Agreement. Unit members who are not members of the Union shall have the right, as individuals, to present grievances and submit suggestions to the administration.

## ARTICLE II - NEGOTIATIONS AND IMPASSE PROCEDURE

### A. Negotiations

1. It is the mutual responsibility of the Board and the Union to meet at reasonable times and negotiate in good faith in matters defined as negotiable in this Agreement. The Union and the Board agree that negotiation, in good faith, will encompass only the following items:
  - a. Salaries,
  - b. Related economic conditions of employment,
  - c. Grievance procedures,
  - d. Negotiating procedures, and
  - e. Working conditions.
2. "Good faith" is defined as the mutual responsibility of the Board and the Union to deal with each other openly and fairly and to sincerely endeavor to reach agreement on items being negotiated.
3. It is the mutual responsibility of the Board and the Union to confer upon their respective representatives the necessary power and authority to make proposals, consider proposals, and make counter-proposals in the course of the negotiations, and to reach tentative agreement, which shall be presented to the Board and the Union respectively for ratification.
4. Each party in any negotiations shall select negotiating representatives of its own choosing.
5. Negotiations shall begin no later than April 15, unless both parties agree to an alternate date. Meetings will be held as necessary at times and places as agreed by both parties.
6. During negotiations, tentatively agreed upon material shall be prepared for the Board and the Union and initialed by the spokesperson for each group prior to the adjournment of the meeting at which agreement was reached.
7. When the Union and Board reach tentative agreement on all matters being negotiated, these items will be reduced to writing and shall be submitted to the membership of the Union for ratification and to the Board for official approval.

## **B. Impasse Procedure**

1. An impasse occurs after both parties have considered the proposals and counter-proposals of the other party in good faith and when, despite such diligent efforts, no agreement can be reached on the subject being negotiated. During the course of negotiations, the respective committees shall make every good faith effort to reach agreement on all issues before invoking the following procedure.
2. When an impasse has been declared, the Federal Mediation and Conciliation Service shall be requested by the parties to appoint a mediator from its regular staff. A written request by one party shall be considered a joint request.
3. If the mediator's efforts to bring about an agreement are unsuccessful, the parties shall meet to discuss and reevaluate their respective positions. The parties may jointly decide to enlist the assistance of another third party (mediator, fact-finder, etc).
4. The mediator shall have no authority to make recommendations to either party or the public.
5. The costs of any third party, mutually agreed upon, shall be divided equally between the parties.

### **ARTICLE III - NO STRIKE**

The Union shall not cause, engage in, nor sanction any strike or other concentrated effort to provide less than full service to the District during the term of this contract.

#### **ARTICLE IV - NON-DISCRIMINATION**

In the application of the terms and conditions of this Agreement, the Board and the Union agree not to discriminate against any unit member on the basis of their race, sex, sexual orientation, gender identity, national origin, religion, age or disability unrelated to their ability to perform the job; nor shall unit members be discriminated against for reason of membership in the Union or the lack thereof. The parties recognize that teachers have the right to join or refrain from joining professional negotiation organizations.

## **ARTICLE V - UNION RIGHTS AND RESPONSIBILITIES**

### **A. Notices**

The Union shall have the right to post notices of its activities and matters of Union concern on unit member bulletin boards, at least one of which shall be provided in each school building. Copies of each notice must be signed by a designated Union representative.

### **B. Mail Services**

The Union shall have the right to use unit member mailboxes, including email for communications to members. The use of unit member mailboxes, including email, shall not be restricted so long as the intended communications are identified as those of the Union. The mailbox communications will be presented to the employee assigned as the communications clerk.

### **C. Use of Buildings**

The Union and its representatives shall have the right to use school buildings for meetings and to transact official Union business provided that this shall not interfere with nor interrupt normal school operations. When special custodial service is required, the Board may make a reasonable charge therefore.

### **D. Information**

The Union shall be furnished, upon request, all regularly and routinely prepared information concerning the financial condition of the District, including an annual financial statement and adopted budget. In addition, the Board and the administration will grant reasonable requests for any other readily available and pertinent information which is relevant to negotiations. Nothing herein shall require the central administrative staff to research and assemble information unless the need is mutually recognized.

## ARTICLE VI - GRIEVANCE PROCEDURE

### A. Definitions

1. **Grievance** -- Any allegation by the Union or a unit member that there has been a violation, misinterpretation, or misapplication of the terms of this Agreement or any subsequently negotiated Agreements shall be a grievance.
2. **Time Limits** -- All time limits consist of school days; except when a grievance is submitted on or after the last day of the school year, then time limits shall consist of all weekdays so that the matter may be resolved as soon as possible thereafter. School days for purposes of the grievance procedure shall mean days on which unit members are present for work. The time limits set forth in this Article may be waived by mutual agreement of the parties, in writing.
3. **Union Representation** -- Upon selection and certification by the Union, the Board shall recognize a grievance representative in each building and a Union Grievance Committee of three members. At least one Union representative shall be given an opportunity to be present for any meetings, hearings, appeals, or other proceedings relating to a grievance which has been formally presented unless the grievant elects otherwise. Nothing herein contained will be construed as limiting the right of any unit member having a grievance to discuss the matter informally with the unit member's supervisor and having the grievance adjusted without intervention of the Union, provided the Union and the building principal have been notified and the adjustment is not inconsistent with the terms of this Agreement.

### B. Procedure

The parties acknowledge that it is usually most desirable for a unit member and the unit member's assigned administrator or principal to resolve problems through free and informal communications. When requested by the unit member, the grievance representative may intervene to assist in this resolution. However, should such informal processes fail to satisfy the unit member or the Union, then a grievance may be processed as follows:

1. Within fifteen (15) days of the event which precipitated the issue, the unit member or the Union shall meet with the assigned administrator or principal to discuss the issue.

2. If the issue is not resolved by the final meeting (as declared by one or both parties in writing) between the unit member or Union and the assigned administrator or principal, then the unit member and the Union may present a written grievance to the Superintendent, or an official designee, within ten (10) days of the meeting. The Superintendent shall arrange for a meeting with the representatives of the Union's Grievance Committee to take place within five (5) days of receiving the grievance. Each party shall have the right to include in its representation such witnesses and counselors as it deems necessary to develop facts pertinent to the grievance. Upon conclusion of the hearing, the Superintendent will have four (4) days in which to provide a written decision to the Union.
3. If the grievance is not resolved, then, upon mutual agreement, the Union and Board may use a mediator from the Federal Mediation and Conciliation Services (FMCS) to try to resolve the grievance. If the parties agree to use mediation, then within five (5) days of the Superintendent's decision, the Union and the Board shall jointly submit a request for mediation services to FMCS. If the parties reach agreement in mediation, the agreement shall be reduced to writing and shall be binding upon the parties.
4. If the grievance is not resolved, then the Union may submit the grievance to binding arbitration. The grievance will be deemed withdrawn if a demand for arbitration is not filed within thirty days of the date for the Superintendent's reply, the parties do not mediate the grievance, or within thirty (30) days of the last mediation session if used.

### **C. Arbitration**

1. **Authority of the Arbitrator** -- The decision of the arbitrator shall not amend, modify, nullify, ignore, or add to the provisions of this Agreement. The arbitrator's authority shall be strictly limited to the issue or issues presented by the parties and the arbitrator's decision must be based solely upon the interpretation of the meaning of the expressed relevant language of the Agreement.
2. **Selection Process** -- The parties may within ten (10) days after the request to arbitrate, attempt to agree upon an arbitrator. In the event the parties are unable to agree upon the arbitrator within said ten (10) work-day period, the parties shall jointly request the Federal Mediation and Conciliation Service (FMCS) to submit a panel of seven arbitrators, all of whom are members of the National Academy of Arbitrators and selected from the FMCS metropolitan pool. Each party retains the right to reject one panel in its entirety and request

that a new panel be submitted. The parties shall alternate striking names. The party requesting arbitration shall strike the first name. The person remaining shall be the arbitrator. The parties shall promptly notify the arbitrator of their selection.

3. **Costs** -- Each party shall bear the full costs for its representation in the arbitration proceedings. The cost of the arbitrator and FMCS shall be divided equally between the parties.

#### **D. Rights and Responsibilities**

1. The Board acknowledges the right of the Union's grievance representative to participate in the processing of a grievance at any level and further acknowledges the right of the unit member to request that a Union representative be present at any grievance discussion.
2. Provided the Union and the Superintendent agree, the building-level meeting of the grievance procedure may be bypassed and the grievance shall be brought directly to the Superintendent or designee. Class grievances involving more than one supervisor and grievances involving an administrator above the building level may be filed by the Union directly with the Superintendent.
3. No reprisals of any kind will be taken by the Board or the school administration against any unit member because of participation in this grievance procedure.
4. The Board and the administration will cooperate with the Union in its investigation of any grievance, and further, will furnish the Union with such information as is reasonably requested for the processing of any grievance.
5. Should the Superintendent feel that investigation or processing of the grievance must take place during the school day, the Superintendent may release the grievant without loss of pay.
6. A unit member shall have the right to request a Union representative to be present and represent the unit member in any meeting or interview with administration that the member reasonably believes is, or has become, investigatory, that might lead to disciplinary action against the member, or regarding discipline of the member, per federal Weingarten Rights.

## **ARTICLE VII - EDUCATION LABOR RELATIONS COMMITTEE**

The purpose of this Article is to ensure the maintenance of a high level of education and to promote and to continue harmonious and effective employee-employer relationships. To that end, the parties agree, as follows:

- A.** In the event the Board desires to effectuate a change in wages, hours or working conditions or the Union desires to effectuate a change regarding matters related to work load, workday, work year or class size, which proposed changes are (a) mandatory subjects of bargaining as defined by the Illinois Educational Labor Relations Act (IELRA), (b) not otherwise covered by the agreement, and (c) not de minimus changes, the following procedures shall apply:
1. The party desiring the change shall notify the other in writing.
  2. Unless the receiving party agrees to the proposed change as presented in writing, the Education Labor Relations Committee (ELRC) shall be convened within ten (10) calendar days, excluding holiday breaks, of receipt of notification to discuss and bargain in good faith with respect to the proposed change. The ELRC shall be composed of an equal number of representatives appointed by the Union President and the Superintendent, but not to exceed ten (10) members in total.
  3. Proposed changes during the term of this Agreement shall be implemented upon the written agreement of the Board and Union; however, if, within thirty (30) calendar days, excluding holiday breaks, of notice to negotiate, agreement has not been reached, the Board and/or Union may invoke mediation. The parties agree to use Federal Mediation and Conciliation Service (FMCS) as the mediation service. The mediator may at his/her own initiative or at the request of either party issue a recommended settlement which the parties shall consider in good faith and respond to the other in writing within fourteen (14) calendar days, excluding holiday breaks, of receipt of the mediator's recommendation.
- B.** The parties understand that certain rights are reserved exclusively for management under the IELRA and the exercise of such rights by management shall not be subject to bargaining. The parties acknowledge that the exercise of said management rights may at times have an unavoidable and unintended effect on employees in the bargaining unit. When the impact of such actions by management are defined as mandatory subjects for bargaining under the IELRA, the parties agree to negotiate in good faith over such matters during the life of this Agreement. If failure to reach agreement over such impact shall mean that the Board shall unavoidably be prevented from exercising its reserved rights under the IELRA, then it may exercise such right after good faith bargaining.

- C.** The parties explicitly and expressly recognize that the primary purpose of this Article is to establish an effective and efficient process by which bargaining-related issues that may arise can be resolved harmoniously. Accordingly, the parties agree that this Article may be the subject of negotiations for a successor contract consistent with Article II and the IELRA. However, notwithstanding the foregoing, this provision will continue to be applicable to matters related to work load, workday, work year, class size and matters covered by Section B of this Article unless the parties otherwise agree during negotiations over a successor contract.
- D.** With the exception of differences subject to the use of the negotiations and mediation procedure set forth in Section A, Paragraphs 2 and 3 of this Article, any other difference between the parties which may arise from the implementation of this Article shall be resolved solely through the grievance procedure in Article VI.

## **ARTICLE VIII - CURRICULUM AND DISTRICT JOINT COMMITTEES**

### **A. Curriculum Committee**

1. The Board recognizes that teachers are qualified to assist the Board and administration in formulating programs in curriculum. It is important, therefore, that structures and procedures be established to ensure that teachers have an opportunity to become involved in the area of curriculum development. Therefore, all system-wide curriculum committees will have combined membership of teachers and administrators. The dates of meetings of committees related to the Curriculum Committee shall be posted in each building five (5) days in advance.
2. The composition of the Curriculum Committee shall consist of: (1) the central administrator assigned to the subject involved, (2) the building principals or their designees, (3) department chairs of the subject involved or their designees. The central administrator, the building principals or their designees, and department chairs of the subject involved are voting members. Department chairs of the subject involved, or their designees, may submit a minority report to the Superintendent for consideration. The Superintendent shall be the final authority on the recommendations.
3. The Committee shall take all of its actions in open session.
4. All recommendations shall be channeled to the Superintendent for review. The Superintendent will decide which recommendations should be submitted to the Board for its consideration and will bring all recommendations of the Curriculum Committee that involve a minority report before the Board.
5. The parties agree that the Curriculum Committee serves an advisory, consultative, and fact-finding capacity and that failure to place any of its recommendations into effect shall not constitute the basis for a grievance.

### **B. District Joint Committees**

1. The Superintendent shall continue to meet with the Union to discuss matters relevant to terms of the contract and/or of mutual concern. These meetings shall be held at least once a month or as agreed upon. Either the President of the Union or the Superintendent may initiate such meetings.

2. Joint professional committees shall be established by mutual consent. Committees shall be formed in the following departmental or functional areas: Professional Development, School Policy and Student Services.
3. The parties agree that these committees serve an advisory, consultative, and fact-finding capacity.
4. All committees shall consist of an even number of members, with the Union and the Superintendent appointing equal numbers.
5. All committees shall meet regularly.

**C. Professional Development Committee**

The committee shall be comprised of up to three (3) representatives appointed by the Union President and up to three (3) representatives appointed by the Superintendent. The committee shall meet regularly to share professional development plans and review areas within our faculty that can benefit from professional development.

**D. School Policy Committee**

The committee will meet to address proposed policy changes impacting the working conditions of unit members.

**E. PERA Committee**

There will be a PERA Joint Committee as required by Illinois School Code.

**F. Student Services Committee**

The committee will meet to address factors relating to the workload and working conditions of student services personnel.

**G. Special Education Committee**

The committee will meet to address factors relating to the workload and working conditions of special education personnel.

**H. Class Size Committee**

A committee comprised of three (3) members appointed by the Union President and three (3) members appointed by the Superintendent shall meet to review any class size issues. Available materials shall be provided to Committee members in an appropriate format and in a timely manner. The Committee's report, including any recommendations and any minority report(s) supported by two (2)

or more Committee members, will be forwarded to the Board of Education and will be an agenda item at the next regularly scheduled Board meeting. An author or designee of a minority report may address the Board. The Committee shall meet at additional times at the request of either the Union President or the Superintendent. The report contents and recommendations or Board action on the report or recommendations are not subject to the grievance or arbitration process.

**I. District Activities and Athletics Committee**

The District Activities and Athletics Committee shall address the areas of concern within athletics and activities such as the appropriate number of sponsors and additional stipends to accommodate individual building needs, to review current activity and athletic program needs, and the committee shall jointly create a coaches' survey.

## **ARTICLE IX - TEACHING ASSIGNMENTS, VACANCIES, TRANSFERS AND RIF**

### **A. Notification of Assignments**

Licensed unit members shall receive notification of their next year's teaching assignment(s) prior to the end of the school year. Thereafter, if a change of assignment is deemed necessary, the administration will notify the licensed unit member of the change.

### **B. Vacancies/Voluntary Transfer (Licensed Unit Member)**

1. Notice of known vacancies shall be posted electronically to all unit members via district email between December 1 and January 15 of each year. A copy of the vacancy notice will be sent to the Union President. Applications for transfer will be accepted for five (5) school days after the notice has been posted.
2. Request for transfer shall be made in writing to the principal of the school to which the licensed unit member wishes to transfer. Such request indicates consent to transfer and shall indicate the transfer desired and the reason for requesting the transfer. An informational copy should be sent to the licensed unit member's present building principal.
3. If two (2) or more individuals are seeking a single position, the building principal, when possible, will consult with the department chairs and make a recommendation to the Superintendent, per Illinois School Code 105 ILCS 5/24-1.5. The Superintendent, after reviewing the principal's recommendation, will make the final decision to approve or disapprove the licensed unit member's request to transfer.
4. When a reduction in the number of licensed unit members in a school is necessary, all voluntary transfers shall be given first consideration, per Illinois school Code 105 ILCS 5/24-1.5. Before filling vacancies, all voluntary transfers shall be considered before any involuntary transfers are made.
5. The Superintendent or a designated representative will give consideration to all requests and will approve or deny transfers if, in the Superintendent's professional judgment, it is in the best interest of the District. The licensed unit member may request a conference with the Superintendent to discuss the matter.
6. Vacancy notices will be sent to the Union President if vacancies occur during the summer.

**C. Vacancies/Voluntary Transfer (Teacher Assistants, Occupational Therapists, Physical Therapists, Sign Language Interpreters, Non-ISBE Licensed Nurses, and Collaborative Pianists)**

1. Notice of vacancies for positions in the bargaining unit will be posted electronically to all unit members via district email at least five (5) working days prior to the filling of this position, unless such positions must be filled in less time. A copy of such vacancies shall be sent to a designated Union representative.
2. Employees wishing to be considered for transfer shall give written notice to the Human Resources department in accordance with its established rules.

**D. Involuntary Transfers (Licensed Unit Members)**

1. The parties recognize that in order to meet the staffing needs of the District, it may be necessary to transfer a licensed unit member involuntarily. The Superintendent may transfer a licensed unit member when the Superintendent believes it to be in the best interests of the licensed unit member or school(s) affected. In making the decision the Superintendent will review all pertinent considerations, per Illinois School Code 105 ILCS 5/24-1.5.
2. The Superintendent will meet with and notify the licensed unit member of the transfer in a personal conference. An administrator (e.g. Principal) may be present also. The Union President will be notified of the transfer prior to the conference. The Union President, or designee, may be present at the licensed unit member's option.
3. A licensed unit member involuntarily transferred shall have consideration in any requested transfer into future vacancies.
4. Prior to making an involuntary transfer, job vacancy notices shall be posted electronically to all unit members via district email for five (5) working days. For involuntary transfers necessary after May 1, this Article does not apply.

**E. Involuntary Transfers (Teacher Assistants, Occupational Therapists, Physical Therapists, Sign Language Interpreters, Non-ISBE Licensed Nurses, and Collaborative Pianists)**

Involuntary transfers shall be made if deemed necessary by the Board in accordance with its management rights. Those employees involved in an involuntary transfer shall first meet with the involved supervisors in order to discuss the action about to be taken.

**F. Reduction in Force (R.I.F.) and Recall (Licensed Unit Members)**

Licensed unit members will be separated from and recalled to the District in accordance with the requirements of Illinois School Code (105 ILCS 5/24-12).

**G. Layoff and Recall (Teacher Assistants, Occupational Therapists, Physical Therapists, Non-ISBE Licensed Nurses, and Collaborative Pianists)**

1. The order of layoff, provided remaining employees are capable of performing the needed service(s) shall be:
  - a. Probationary employees
  - b. Regular part-time employees according to seniority
  - c. Regular full-time employees according to seniority.

Such layoff notice shall be made by certified mail in accordance with the Illinois School Code.

2. Recall of employees shall be in inverse order of layoff, provided the employee is qualified to perform the service(s) required of the position. The Board will maintain a recall list for twelve (12) months for each affected employee. Those employees refusing to return to work when notified will be dropped from the recall list.

**H. Seniority**

1. Seniority for licensed unit members will be determined on a district-wide departmental basis.
2. Prior to any RIF action, licensed unit members will be placed on department seniority lists based upon any of the unit member's current endorsements and will be given credit for time worked in any department in District 211.
3. Ties in seniority between licensed unit members with the same years of service shall be resolved by lottery, which shall occur in September of each year. Such lottery shall involve both Administration and Union representatives.
4. The District shall supply the Union President with a seniority list prior to February 1 of each school year.

5. An employee who leaves the bargaining unit but remains employed by the District shall retain all seniority earned while in the unit. Employees who hold a licensed position(s) in the District, including administrative position(s), shall accrue seniority while in such positions.
6. Seniority for the purpose of this Agreement for teacher assistants, occupational therapists, physical therapists, sign language interpreters, non-ISBE licensed nurses, and collaborative pianists shall be defined as the length of uninterrupted service as an employee of the Board. Approved leaves shall not constitute a break in continuous service. Approved unpaid leaves less than one semester shall accrue as seniority. Any approved leave greater than one semester shall not accrue as seniority.
7. Subsections H1 and H2 shall apply to teacher assistants, occupational therapists, physical therapists, sign language interpreters, non-ISBE licensed nurses, head athletic trainers, and collaborative pianists as separate seniority groupings from licensed unit members.

#### **I. Teacher Preparations**

1. Teachers in the English, Mathematics, Science, Social Studies, or World Language departments who have an assignment requiring a different preparation for each of their five (5) scheduled class periods in one (1) semester or who have an assignment requiring five (5) different preparations because of multiple preparations in the same class period (e.g. Spanish 4 and Spanish 5 scheduled in the same period) shall be released from their supervision for that semester. Teachers in the Applied Technology, Art, Business Education, or Family and Consumer Sciences departments who have an assignment requiring a different preparation for each of their five (5) scheduled class periods in one (1) semester shall be released from supervision for that semester.
2. If a teacher in the English, Mathematics, Science, Social Studies, or World Language departments has an assignment requiring a different preparation for four (4) of the teacher's scheduled class periods in one (1) semester, or has an assignment requiring four (4) different preparations because of multiple preparations in the same class period (e.g. Spanish 4 and Spanish 5 scheduled in the same period), the Union President and Superintendent will discuss the teacher's schedule to determine if it is appropriate to release the teacher from supervision for that semester, on a non-precedential basis. If a teacher in the Applied Technology, Art, Business Education, or Family and Consumer Sciences departments has an assignment requiring a different preparation for four (4) of the teacher's

scheduled class periods in one (1) semester, the Union President and Superintendent will discuss the teacher's schedule to determine if it is appropriate to release the teacher from supervision for that semester, on a non-precedential basis. The Union President will provide a written list of teachers within five (5) days of the start of each semester. The discussion between the Superintendent and Union President will occur within five (5) calendar days of the information being presented and a determination will be made by the Superintendent within ten (10) days of the original written submission.

**J. Extended Classes**

Teachers who teach a single one and one-half period class will be paid 2 ½ percent of the semester base salary at MA-2 years' experience, per semester assigned. In addition, the teacher will not be assigned a supervision during that semester.

**K. Sixth Academic Assignment**

A teacher who accepts a sixth academic class assignment will be paid 20% of the semester base salary at MA-2 years' experience and released from their supervision, per semester assigned. Preferences shall be given to tenured teachers over non-tenured teachers when practical.

**L. "Early Bird" Classes**

In the event that a class must be offered before the school day officially begins ("early bird"), the following guidelines must apply to the teaching assignment:

1. The teacher must volunteer to teach the "early bird" class;
2. The "early bird" class is considered part of the normal assignment; and
3. The teacher's work day does not extend beyond the total hours of a normal work day unless the "early bird" assignment is being compensated as a sixth assignment.

**M. Part-Time Licensed Unit Members**

1. Part-time licensed unit members may be employed whenever a partial work load develops as a result of student course selection or enrollment.
2. The work load for a part-time licensed unit member may be any load less than 1.0 FTE.
3. The salary for a part-time licensed unit member shall be proportional to their work load. All benefits shall be granted in accordance with the Master Contract. Licensed unit members over .5 FTE shall have a supervision assignment for one (1) semester.

4. Part-time licensed unit members may be hired on a semester basis.
5. All .9 FTE shall be reviewed by the Superintendent and the Union President.

#### **N. Sign Language Interpreters Assignment Reduction**

In the event that a student assigned to a sign language interpreter leaves the District during the school year, and no other student assignment is available for the sign language interpreter, the following will apply:

1. If the sign language interpreter was enrolled in the District health insurance plan, the District will continue his or her health insurance for thirty (30) days after the date of the student's departure;
2. The sign language interpreter may apply for other positions;
3. The sign language interpreter will be assigned a student in the next school year in accordance with the interpreter's total semesters of service; and
4. Leaves of one (1) semester or less will constitute approved leave for the purpose of accrual of seniority.

#### **O. Hoffman Estates High School Block Scheduling**

1. Block scheduling teaching assignments should be balanced. A full-time teacher load will be five (5) 94-minute blocks. Three blocks (282 teaching minutes) will be the maximum on either day.
2. Teaching assignments for department chairs should follow Board of Education policy.
3. Each teacher will have a total of a ninety-four (94) minute supervision. This ninety-four (94) minute supervision would be in the 2-block day of a full-time teacher or it may be in a combination of two forty-seven (47) minute supervisions.
4. Approved class size guidelines will be followed per District 211/Teachers' Union agreement.
5. For purposes of payment or assignments for part-time teachers, traveling teachers or internal class coverage, 1 block scheduling class = 2 traditional classes.
6. Sick days, emergency days, and days off without pay shall be figured as per contract with 1 block scheduling class = 2 traditional classes.
7. Normal staffing procedure will take place where the number of students enrolled in a class dictates the number of staff needed.

8. A standing committee, consisting of the elected Union Building Representatives and the Principalship, shall meet and discuss concerns and work out problems related to block scheduling (not limited to only contractual concerns) on a regular basis.
9. Whenever requested, when a teacher teaches or has a ninety-four (94) minute supervision during the 1<sup>st</sup> three blocks of the day consecutively, they will have the option to have a lunch during Block 3A.

**P. Teacher Supervision Assignment Release**

In order to provide additional releases from teacher supervision assignments, the Board will hire two (2) additional teacher assistants per large high school prior to the start of the start of the 2014-2015 school year.

**Q. Teacher Supervision Assignment Release**

The following teacher supervision releases will occur:

District Class Size Liaison-one (1) semester supervision release per year,

District Wellness Liaison-full year supervision release,

Building Licensure Liaison- one (1) semester supervision release per year (one (1) semester supervision release for each of the five (5) large schools) Note: Liaisons from FHS/PHS will serve North Campus; Liaisons from SHS/HEHS/CHS will serve Higgins Education Center,

Union Representatives – beginning in the 2019-2020 school year one (1) full year supervision release for each of the five (5) large schools for a union representative to maintain open communication with school-level administration through proactive problem solving, and

Union PERA Co-Chair – one (1) full year supervision release to perform PERA related work.

**R. Time for Records Completion**

The afternoon of College Night and the afternoon of the day that the SAT is administered shall be identified as time for teachers to use for records completion or state mandated training without mandatory attendance at scheduled events.

#### **S. Required After School Faculty Meetings**

Should the required after school faculty meetings indicated in the Policy and Procedure Manual be changed to required revolving meetings during the school day, the required revolving meetings will be offered all periods of the school day and the faculty member will choose which period to attend.

#### **T. Homeroom**

Prior to implementing a homeroom, a committee of faculty members and administrators at a given school will work together to devise jointly created operational procedures for implementing a proposed homeroom. A faculty vote will be conducted prior to adoption of the homeroom, and the committee of faculty members and administrators will jointly plan for implementation if the faculty votes in favor of the homeroom. The process of a closed vote shall be agreed upon between building administration and the Head Building Representative. A faculty vote at the end of each year shall be conducted in similar fashion to determine its continuation for the following school year.

## **ARTICLE X - EVALUATION, CONSULTING TEACHER, AND PERSONNEL FILES**

### **A. Evaluation (Licensed Unit Members)**

1. The parties agree that, in order to maintain and improve the quality of education in District 211, the Board must make full use of its prerogatives during the probationary period. The probationary period is the time set aside for the Board to select whom it considers the best person for the position. Therefore, merely performing at a minimum or average level will not necessarily bring about tenure status. Non-retention of probationary teachers shall be based upon performance in the areas covered in Section 2. However, decisions relative to tenure must be based upon strengths and weaknesses noted in the evaluative conferences.
2. The Board and the Union recognize that the basic purpose of evaluation is to improve instruction and the effective operation of the total school. The evaluator's major concern shall be in, but not limited to, the teacher domains of professional practice: planning and preparation, classroom environment, instruction, and professional responsibilities; and the area of student growth so long as mandated by Illinois School Code. It is, therefore, understood that a formal observation is part of the total evaluation process. To this end, the process and criteria will consist only of the latest revision of the evaluation document as mutually approved by the Union and the Board.
3. No formal evaluation of a teacher shall take place until a supervisor has acquainted each teacher evaluated by that supervisor with the teacher evaluation procedures, standards and instruments.
4. Further, the parties recognize the importance and value of developing a procedure for assisting and evaluating the classroom teaching progress and success of probationary and tenure teachers. Therefore, to this end, the following procedure has been agreed to:
  - a. The principal, or other administrator designated by the Superintendent in charge of teacher supervision, shall be responsible for the administration of the procedure for evaluating classroom teaching performance.
  - b. Each formal written evaluation of classroom teaching performance shall be preceded by a least one classroom observation.
  - c. In the event that the teacher disagrees with the written evaluation, the teacher may put the teacher's specific reasons in writing and have these reasons attached to the evaluation report to be placed in the teacher's personnel file.

- d. The classroom teaching performance of probationary teachers shall be evaluated at least twice during each probationary year.
- e. The final summative evaluations and any recommendations shall be submitted to the Superintendent by March 1 for non-tenure teachers and by May 15 for tenure teachers. In the event the school calendar changes, the aforementioned dates for tenured and non-tenured teacher evaluations shall be modified and agreed upon by the Board and the Union.
- f. The classroom teaching performance of a tenure teacher will be evaluated as prescribed in the teacher evaluation document. Evaluation of a teacher by the administration and/or department chair may take place at any time during any school term.
- g. All formal evaluations shall be conducted openly with full knowledge of the person observed.
- h. For evaluation purposes, each consecutive year of part-time teacher service shall equate one-to-one to a year of full-time teacher service, but does not apply towards the attainment of tenure.

#### **B. Evaluation (Teacher Assistants)**

Teacher assistants will be notified of any problems in their performance during the work year. The Board will give each teacher assistant an opportunity to discuss any evaluation made by a supervisor. The teacher assistant shall have the right to attach any comments to any evaluation with such information being dated and acknowledged by the parties. Should any disciplinary action be taken as a result of such evaluations, such action must be for proper cause. Probationary teacher assistants are not protected under this Article. The Board and Union recognize that the basic purpose of evaluation is to improve the teacher assistant's performance and the effective operation of the total school. The evaluator's major concern shall be, but not limited to, those areas contained in the Teacher Assistant Evaluation Document. It is, therefore, understood that a formal evaluation is but a part of the total evaluation process. To this end, the process and criteria will consist only of the latest evaluation form as mutually approved by the Union and Board. It is understood that the definition of evaluative criteria in that form will not be subject to grievance. No formal evaluation will take place until the supervisor has acquainted each teacher assistant evaluated by that supervisor with the evaluation procedures, standards, and instruments.

**C. Evaluation (Nurses, Occupational and Physical Therapists and Sign Language Interpreters)**

Licensed and non-ISBE licensed nurses, occupational and physical therapists and sign language interpreters will be evaluated pursuant to the evaluation documents presently in the Teacher Evaluation Document.

**D. Evaluation (Collaborative Pianists)**

Collaborative pianists will be notified of any problems in their performance during the work year. Any collaborative pianist will have an opportunity to discuss any evaluation made by the evaluator(s). The collaborative pianists shall have the right to attach any comments to any evaluation with such information being dated and acknowledged by the parties. Should any disciplinary action be taken as a result of such evaluations, such action must be for proper cause. Probationary collaborative pianists are not protected under this Article. The Board and Union recognize that the basic purpose of evaluation is to improve the collaborative pianist's performance and the effective operation of the total school. The evaluator's major concern shall be, but not limited to, those areas contained in the collaborative pianists Evaluation Document. It is, therefore, understood that a formal evaluation is but a part of the total evaluation process. To this end, the process and criteria will consist only of the latest evaluation form as mutually approved by the Union and Board. It is understood that the definition of evaluative criteria in that form will not be subject to grievance. No formal evaluation will take place until the evaluator(s) has acquainted each collaborative pianist evaluated by that evaluator(s) with the evaluation procedures, standards, and instruments.

**E. Consulting Teacher**

For each tenured teacher who is evaluated as "Unsatisfactory" on their Final Summative Evaluation, the Union shall provide a list of five (5) qualified teachers when requested. Liability protection will be provided to consulting teachers. Consulting teachers will be released from the equivalent of one (1) supervision [one-half period] and may be allowed class absences as agreed with the evaluator (principal). Each selected teacher shall receive a stipend of two thousand dollars (\$2,000).

**F. Personnel Files**

Each unit member shall have the right, upon proper notice, to review the contents of their personnel file, except for confidential material contained therein. The unit member shall have the right to attach dissenting material to any item in the file exclusive of confidential material. Confidential material is defined as those records or material solicited by the District prior to the unit member's employment in the District.

**ARTICLE XI - CLASS SIZE**

- A.** The Board agrees to observe within reasonable limits present class size averages for the duration of the Agreement subject to space availability, installation of experimental or innovative programs, budgetary limitations, and availability of teachers or necessary funds. All decisions on class size will be made by the Board acting in the best interest of the pupils and community at large and shall not be subject to challenge through the grievance procedure. However, a teacher may present class size concerns to the principal; a Union representative may be present at the teacher’s option. If the concern is not satisfied by the principal, the teacher may present it to the Superintendent, or designee; a Union representative may be present at the teacher’s option.
- B.** When total enrollment in all sections of a course in a school exceeds the total maximum enrollment guidelines of the sections added together by the minimum enrollment guidelines for a single section, a new section shall be opened. The building principal may open new sections under other circumstances as determined by the administration.
- C.** In those cases where a RIF occurs the Superintendent will provide, upon request from the Union President, the data related to the student scheduling in that department.
- D.** Class Size for Band, Choir, and Orchestra

Band	Choir	Orchestra
100-150: 1.6 FTE 151-200: 1.8 FTE 201+: 2.0 FTE	Up to 60: 0.6 FTE 61-80: 0.8 FTE 81-150: 1.0 FTE	Up to 40: 0.4 FTE 41-60: 0.6 FTE 61-80: 0.8 FTE 81-100: 1.0 FTE
Every additional 30 students above 200 add 0.2 FTE	Every additional 30 students above 150 add 0.2 FTE	Every additional 30 students above 100 add 0.2 FTE

## **ARTICLE XII - TRAVEL BETWEEN SCHOOLS**

- A.** Unit members assigned to travel between schools will be given a minimum of thirty-five (35) minutes travel time between assignments.
- B.** The standard work day for traveling unit members shall not exceed that of classroom teachers assigned to one building. If a traveling unit member is assigned to a building with an early start at the beginning of his work day and to a building with a late closing for the remainder of the work day, then the work day shall begin with the second period at the early start building and end with the eighth period at the late closing building or with the first period at the early building and the seventh period at the late building.
- C.** Occasionally traveling unit members may encounter delays in travel due to weather, traffic, attention to student needs or other circumstances. On those occasions that are beyond the reasonable control of the unit member, sufficient extra travel time shall be accorded to the teacher.

## ARTICLE XIII - LEAVES

### A. Parental Leave

1. A unit member may be eligible for leave under the Family and Medical Leave Act for pregnancy or birth of a child. FMLA allows up to twelve weeks of leave during the twelve month period after the birth of the child or adoption. Unit members should contact TRS/IMRF regarding service credit reported during leaves.
2. Unit members may use up to thirty working school days of accrued sick leave within the twelve month period following the birth of a child. Additional accrued sick leave may be used due to medical complications, with medical certification.
3. Any unit member who exhausts all of their sick leave while on parental leave may be eligible for an extension of sick leave according to Article XIII, Section D.
4. A unit member may use up to thirty days of sick leave for adoption, placement for adoption or the acceptance of a child in need of foster care according to 105 ILCS 5/24-6.

### B. Child Care Leave

1. Application: Time Parameters

The unit member shall apply for leave of absence no later than five (5) months prior to the expected date of birth or adoption of the child. After application is made for a child care leave, the unit member, in consultation with her physician, will determine the date at which the child care leave will commence. A doctor's verification of pregnancy and the doctor's recommendation of length of employment during pregnancy will accompany the unit member's request for child care leave. Continued employment during pregnancy may be subject to a monthly recommendation by the unit member's physician.

2. General Provisions

- a. The Board shall grant an extended unpaid child care leave of absence without pay or loss of accrued sick leave to a (1) licensed unit member or (2) non-licensed unit member who has completed five (5) years of continuous full-time employment, who has submitted a written request for such leave with a physician's certification

of pregnancy or who furnishes satisfactory evidence of pending adoption proceedings.

- b. Any benefits under the provisions of this Agreement, which would otherwise accrue to a unit member granted child care leave, shall be suspended during the leave of absence. However, any licensed unit member granted child care leave who has completed one (1) semester of the school term prior to the leave shall receive one-half year's credit on the salary schedule. Any licensed unit member who has completed more than one (1) semester of the school term prior to the leave shall be considered to have completed a full year for the purposes of advancement on the salary schedule.
- c. For the purpose of determining experience for advancement on the salary schedule, any non-licensed unit member granted child care leave, who (1) completes less than a quarter ( $\frac{1}{4}$ ) of the school year shall be credited with no experience for that year, (2) completes between one quarter ( $\frac{1}{4}$ ) and three quarters ( $\frac{3}{4}$ ) of the school year shall be credited with one half ( $\frac{1}{2}$ ) year experience, and (3) completes three quarters ( $\frac{3}{4}$ ) or more of the school year shall be credited with a full year of experience.
- d. A unit member granted child care leave may make arrangements during the leave to continue health and dental insurance coverage as provided in this Agreement, at their own expense.

### 3. Duration of Leave

Pursuant to the time of return application dates contained herein, a child care leave shall extend to either: (1) the first day of the school year in the calendar year following the calendar year in which the child is born or adopted, (2) the first day of the school year following the birth or adoption of the child, or (3) the first day of the semester following the birth or adoption of the child unless the unit member and administration agree to a duration of a different length.

### 4. Time of Return

A unit member returning from child care leave shall resume duty at the beginning of a regular school year unless a position is open at another time. In order to qualify under this section, the unit member must make application to the Human Resources office by February 15.

### **C. Sick Leave**

1. Each full-time unit member shall be entitled to fourteen (14) days leave for personal illness, disabilities, and quarantine at home with full pay during each school year, the unit member being eligible for such leave after beginning the school year. If such unit member does not use the full amount of annual leave allowed, the amount unused shall accumulate from year to year up to a total of 380 days, but up to a maximum of 340 days for retirement in accordance with Illinois Teachers' Retirement System. This amount shall be available for use in addition to the annual leave of fourteen days (14) allowed each year.
2. In the case of partial-day absence for full-time unit members, fractional sick days will be accounted as follows:
  - 1 period absent equates to 1/8 sick day.

### **D. Extensions of Sick Leave**

1. At the commencement of the tenure year, a licensed unit member shall be entitled to additional one-time leave up to one (1) calendar year with full pay, in the case of serious illness or disability (medical conditions for which a physician confirms to be disabling for a minimum of fourteen (14) days), provided the licensed unit member has exhausted accumulated sick leave and the combination of TRS disability insurance, long-term disability insurance, worker's compensation salary, extended sick leave salary and any other applicable benefits shall not exceed the base salary the individual would have received had the individual been performing regular teaching duties. Continued eligibility for benefits under this Article may be subject to periodic verification by a physician. Any part of the calendar year not originally used up may be used at a later date.
2. A full-time non-tenured licensed unit member shall be entitled to additional leave up to ninety (90) school days per year at full pay in case of serious illness or disability (medical conditions for which a physician confirms to be disabling for a minimum of fourteen (14) days). A part-time non-tenure licensed unit member shall be entitled to additional leave up to ten (10) days per year at their partial pay in case of serious illness or disability (medical conditions for which a physician confirms to be disabling for a minimum of fourteen (14) days). Continued eligibility for benefits under this Article may be subject to periodic verification by a physician.

3. Any licensed unit member who has suffered serious illness or disability (medical conditions for which a physician confirms to be disabling for a minimum of fourteen (14) days) which requires the use of ninety (90) days or one (1) year extended sick leave, or any licensed unit member who adopts a child or is incapacitated due to pregnancy or childbirth, as verified by a physician, who uses less than ninety (90) days sick leave, notwithstanding past practice, shall upon return to the District, have sick leave reinstated based upon the number of accumulated sick leave days lost which were directly related to the illness as follows:
  - a. If the original accumulation was twenty (20) days or more, one half (1/2) of the licensed unit member's accumulated sick leave days will be reinstated
  - b. If the original accumulation was ten (10) to twenty (20) days, ten (10) days will be reinstated
  - c. If the original accumulation was less than ten (10) days, the number of days accumulated prior to the illness will be reinstated
4. Non-licensed unit members who have accumulated forty (40) sick leave days beyond the annual sick leave allotment shall be entitled to additional one-time leave with full compensation for up to one calendar year after accumulated sick leave has been exhausted. This provision shall apply to cases of serious illness or disability (medical conditions for which a physician confirms to be disabling for a minimum of fourteen (14) days) to the employee and must be verified by a physician. In order to continue to receive benefits under this provision, the individual must provide periodic verification by a physician and submit to examination by a Board paid physician, if requested. A combination of Illinois Municipal Retirement Fund (IMRF) disability insurance, Social Security (FICA) disability insurance, long-term disability insurance, worker's compensation salary, extended sick leave salary and any other applicable benefits shall not exceed the base salary that the individual would have received had the individual been performing regular duties. Upon return to the District, the non- licensed unit member will have sick leave re-instated pursuant to Paragraph 3 (for teachers) immediately above.

#### **E. Bereavement Leave**

Up to five (5) days of leave for each incident of death in the immediate family shall be allowed. Immediate family, as defined in school code 105 ILCS 5/24-6, shall include parents, spouse, brothers, sisters, children, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, and legal guardians of either the employee or the employee's spouse/domestic partner. Bereavement leave does

not need to be continuous days. One (1) day of leave for each incident of death shall be allowed for aunt, uncle, niece or nephew. The unit member shall notify the supervisor as soon as possible to implement the use of bereavement leave. Employees may provide written rationale and request bereavement leave for individuals not listed above or for an additional day(s) of leave in extenuating circumstances for any of the family members listed above. Granting of such leave will be at the discretion of the Superintendent. In the case a request is denied, the Superintendent will provide a written rationale to the unit member and copied to the Union President.

#### **F. Union Leave**

1. A leave of absence up to two (2) years shall be granted to any unit member upon application to the Superintendent for the purpose of serving as an officer of the state or national affiliate of the Union.
2. The Board will allow the Union forty (40) days leave annually for unit members for the purpose of conducting Union business. The Union will pay the substitute rate for all days used over twenty (20). Leaves granted will not be used to engage in activities relating to work stoppage, striking, or picketing or political activities related to local elections.
3. An attempt will be made to schedule the Union President so the Union President does not have an assignment eighth period.
4. The Board will allow the Union up to two (2) release periods. One (1) release period will be for the Union President and the other as designated by the Union (that is, the second release period may be used by the Union President also or by another Union officer as designated by the Union). The Union shall reimburse the Board at 20% of the released individual's base salary for each period of released class time. Payment shall be made within thirty (30) days of billing by the District. The Union must notify the appropriate building principal(s) by March 1 in union non-election years and by May 1 in union election years.
5. Leave will be provided by the Board for PERA Joint Committee meetings.

#### **G. Emergency Leave**

Unit members shall be granted emergency leave. However, the unit member is expected to demonstrate discretion and professional ethics in requesting such leave. Emergency leave will not be granted with pay for unit members who request use of such days for activities related to business interests unrelated to their employment in the District. Application for leave must be made in writing

and submitted through the principal to the Superintendent. In cases where two (2) unit members are married or are domestic partners, incidents qualifying for emergency leave may be granted to both unit members if the emergency requires both members to be present to address the situation and is subject to administration approval. Approved emergency leave will not result in a loss of pay or accumulated sick leave. Conditions under which the Superintendent shall grant emergency leave are:

1. A crisis evolving from the destruction of the unit member's personal property. Examples: flooding, tornado, fire, theft, sudden and catastrophic failure of furnace or water heater.
2. Legal proceedings necessitating the unit member's presence, the date of which the unit member does not control. Examples: jury duty, court appearance, adoptions.
3. Observance of major religious holidays.
4. A community service, governmental function, or honorary ceremony in which the unit member is extended specific personal recognition. Examples: outstanding teacher award, part of the official party at a dedication ceremony, a specific request from a government committee to testify before it.

On or about the first day of each school year, the Superintendent or principal shall provide the Union building representative a list of reasons for which emergency leave was granted or denied for the prior school year, provided that neither the Superintendent nor the principal need disclose a reason if such disclosure violates confidentiality.

The examples given in the above categories are not meant to be limiting; rather they are meant to aid in understanding the categories. An individual or the Union may appeal the decision directly to the Superintendent if a request for leave is denied. The decision of the Superintendent is final and not subject to the grievance procedure.

#### **H. Personal Leave**

Each full-time unit member shall be entitled to four (4) days of personal leave during each school year to deal with matters that cannot be completed during non-school days or hours. No more than two (2) personal days may be taken during any three (3) consecutive work days. Unit members shall notify the principal in sufficient time to permit coverage of the unit member's responsibilities. Such leave shall not be available on days immediately prior to or after school holidays, and shall not be available during the first or last week that school is in attendance, provided that personal leave may be used during the first week of school to transport children to an institute of higher learning. Unused personal leave shall accumulate as sick leave.

## **I. Salary While on Authorized Leave**

A unit member who is on an authorized absence without pay shall be docked in one-seventh (1/7) day increments per fifty (50) minute absence in work time.

## **ARTICLE XIV - REDUCED LOAD**

A. At the commencement of the tenure year, a licensed unit member shall be granted a reduced load for one school year upon approval of the principal under the following conditions:

1. To request reduced load leave, the licensed unit member must apply to the current building principal for such leave no later than January 15 of the school year immediately preceding the school year in which the leave commences. The administration shall respond to the licensed unit member by April 1.
2. Not more than the designated number of licensed unit members in any one building shall be granted a reduced load assignment. The designated number of licensed unit members for each school is as follows:
  - a. Palatine High School: 8
  - b. Fremd High School: 8
  - c. Conant High School: 7
  - d. Schaumburg High School: 7
  - e. Hoffman Estates High School: 7
  - f. North Campus/Higgins Education Center: 1 in each building
  - g. In the event that building staffing numbers change, the Superintendent and Union President shall discuss revising the designated numbers of licensed unit members in any one building.
3. A licensed unit member may not exceed a maximum of eight (8) total years of accrued reduced load assignments during the member's employment.
4. Once an individual accrues a total of eight (8) years of reduced load assignments, the individual will receive a full-time assignment for all subsequent years of employment.
5. A reduced load teaching assignment may be assigned as .4 FTE, .6 FTE or .8 FTE, such that the staff member would teach two (2), three (3) or four (4) courses. The final determination of the assigned teaching load or work assignment shall be made by the building principal. The load will also include a half-period supervision assignment for one (1) semester. Within five (5) working days of the assigned load determined by the principal, the teacher shall have the option of accepting or rejecting the assignment.

Nurses, counselors or other unit employees shall work one-half (1/2) of their regular full-time load if they are granted a reduced load assignment.

6. If more requests are made for a given school than the allowable number noted above, then the staff members with the fewest number of accrued years of reduced load assignment will be granted priority to receive a reduced load assignment.
7. If the number of requests results in a “tie” between two (2) teachers with the same number of years of accrued reduced load assignments, the principal will make the determination as described in item #5.
8. Any individual requesting a reduced load assignment within one year following the birth or adoption of a child will be granted a full-year of service for a period of one (1) year worked under the reduced load assignment for purposes of determining seniority and salary placement. Any individual not granted a reduced load assignment the previous year based on a “tie” described in #7, within two (2) years following the birth of a child, will be granted a full-year of service for a period of one (1) year worked under the reduced load assignment for purposes of determining seniority and salary placement.
9. Any individual requesting a reduced load assignment that is not within one (1) year of the birth or adoption of a child will be given a half-year of service for each year worked under a reduced load assignment for purposes of determining seniority and salary placement.
10. At the point at which the salary schedule no longer offers a half-step increment, the employee will be given a half-year’s credit for service.
11. No licensed unit member on such leave shall relinquish any tenure rights.
12. Sick leave shall accrue in proportion to the licensed unit member’s actual load.

## **ARTICLE XV - TUITION REIMBURSEMENT**

- A.** Licensed unit members, occupational therapists and physical therapists who earn graduate credit in college and university courses shall be reimbursed per semester hour per this Article for courses where:
1. Individual participation in the course has been recommended by the principal,
  2. The course was approved by the Superintendent prior to the first day of class, and
  3. A grade of “B” or higher was earned.

- B.** The reimbursement rate shall be a maximum of \$400 per credit hour for the college’s or university’s tuition rates. However, unit members enrolled in approved programs/courses by fall 2018 will be reimbursed up to \$540 per credit hour through the summer of 2020.

Reimbursement for courses not credited on a semester credit basis shall be pro-rated relative to the credit format of the approved course. Coursework may be offered within the standard schedule of the university or college, but each course shall meet for a minimum of three (3) dates per semester credit awarded.

- C.** Full-time unit members without a master’s degree who are pursuing coursework to meet the college credential statement for dual credit classes shall have tuition reimbursed up to \$400 per credit hour. However, full-time unit members without a master’s degree who are pursuing coursework to meet the college credential statement for dual credit classes from universities whose tuition rate per credit hour exceeds \$700 shall have tuition reimbursed up to \$540 per credit hour. Full-time licensed unit members who already hold a master’s degree and who are pursuing coursework toward approval to meet the college credential statement for dual-credit classes shall have tuition reimbursed up to \$540 per credit hour in the subject area of the dual credit course. The District maintains its commitment to pursue dual credit cohorts.

- D.** It is recognized that content-specific courses may be required by the District either as part of a degree program or as an individual course of study. All such courses must be taught by an instructor degreed in the content area and must carry credit from the content-specific department.

- E.** Licensed unit members, occupational therapists and physical therapists who incur tuition expense for a course that is prerequisite to approved graduate courses, or which is recommended by the department chair as valuable to the department educational program, shall be reimbursed at the annual approved rate to the extent of tuition paid for the course, if the courses were recommended by the principal and approved by the Superintendent prior to the incurrence of such expense.

- F.** Head athletic trainers, social workers, occupational therapists, physical therapists, non-ISBE licensed nurses and sign language interpreters required to take courses in order to maintain their certification shall be reimbursed to the extent of the tuition paid in these courses, if the courses were recommended by the principal, and approved by the Superintendent.
- G.** Tuition reimbursement is available for collaborative pianists, full-time teacher assistants, sign language interpreters, non-ISBE licensed nurses, and head athletic trainers. Courses, including on-line courses, must be pre-approved by the Superintendent, or designee, and must be relevant to the employee's position. This reimbursement shall not apply to degree programs, for sign language interpreters, teacher assistants, or collaborative pianists.
- H.** Teacher assistants who hold secondary-level teacher license in Illinois will be included under the same graduate reimbursement benefit as outlined for licensed teachers in sections A and B of this Article, but for a maximum of thirty (30) graduate semester hours. Sign language interpreters who take approved courses in furtherance of obtaining a bachelor's degree in sign language interpretation will be included under the same reimbursement benefit as outlined in Section A and B of this Article, but for a maximum of thirty (30) semester hours, unless the Superintendent, in the Superintendent's sole discretion, approves reimbursement for additional semester hours.
- I.** Forms for reimbursement or program approval are available in the principal's or designee's office and must be completed and approved prior to the start of class. Reimbursement shall be made for any approved course within thirty (30) days of submission to the Human Resources Department of a paid tuition receipt and an official transcript showing a course grade of "B" or higher. Any individual who misrepresents information requested as part of the approval process, or who violates any other condition of this Article, shall forfeit both tuition reimbursement and any accrued or future salary benefit from the graduate credit.
- J.** A licensed unit member, occupational therapist, physical therapist, or head athletic trainer applying for reimbursement under this Article shall agree in writing to provide full restitution for the amount of tuition reimbursed during the preceding four (4) year period if the unit member unilaterally terminates employment with the District. A teacher assistant, non-ISBE licensed nurse, sign language interpreter, or collaborative pianist applying for reimbursement under this Article shall agree in writing to provide full restitution for the amount of tuition reimbursed during the preceding two (2) year period if the teacher assistant unilaterally terminates employment with the District.
- K.** Licensed unit members will be allowed to take up to twenty-one (21) semester hours of pre-approved online courses that can be applied towards a Master's, Master's +30, or Master's +30+12 salary lane advancement. Additional online coursework may be approved by the Superintendent or designee.

Departments with no content-specific master's in the area may have online master's degree programs submitted for approval by the Superintendent. In the case a request for additional online coursework is denied, the Superintendent will provide a written rationale to the unit member and copied to the Union President.

In-district courses will not count towards the hours of online coursework allowed.

- L. If a licensed unit member chooses to qualify for endorsement in an academic department mutually agreed upon between the District and unit member, the individual shall receive tuition reimbursement for courses which are part of a principal and Superintendent approved program to obtain an endorsement in the approved department. Graduate level courses will be considered for Masters +30 and Masters +30+12 approval. Undergraduate courses required to accommodate a teaching assignment shall qualify for tuition reimbursement.
- M. The above paragraphs A, B, D, and I shall apply to head athletic trainers except as modified in this paragraph M. Tuition reimbursement shall apply to head athletic trainers only for the purpose of completing thirty-six (36) post-professional graduate academic hours in athletic training. No other subjects will be approved and no additional coursework will be approved beyond the thirty-six (36) post-professional graduate hours toward an advance degree in athletic training. Advanced coursework must not interfere with the head athletic trainers' schedule or ability to perform work duties. It is recognized that during the duration of this contract, there are limited post-professional graduate courses available for athletic training. Therefore, thirty-six (36) hours of online post-professional graduate coursework will be considered.
- N. Salary lane advancement will occur in the semester following the attainment of the next salary lane requirements after the unit member notifies the Department of Human Resources with an official transcript of the attainment of a Master's, Master's +30, or Master's +30+12. This language shall be included on all tuition reimbursement forms.
- O. Workshop/conference registration or course tuition will be funded, with pre-approval, should the workshop/conference or course be required for the teacher to teach an assigned course.

## ARTICLE XVI – RETIREMENT BENEFITS

- A.** To be considered for retirement benefits, the licensed unit member must:
1. have completed a minimum of ten (10) years of full-time employment with the District,
  2. must be eligible to retire with the Teachers' Retirement System, and
  3. must submit an irrevocable letter of application to the Superintendent four years prior to their first eligibility for regular TRS retirement (meaning retirement with a non-discounted annuity) with a retirement date effective on or before July 1, 2027. Employees first eligible to retire in December 2025 will have the opportunity to submit their irrevocable letter for retirement within one month of the ratification of this Agreement and be entitled to all the retirement benefits as provided by this article.
- B.** A licensed unit member who has submitted an irrevocable letter of retirement will be limited to an increase in total creditable earnings over the previous year of 6%. The six percent (6%) per year limitation includes all compensation paid to the licensed unit member, including payment for extracurricular activities, stipends, step and lane movement, and retirement benefits. Beginning in the 2021-2022 school year, the 6% limitation will apply to licensed unit members who submitted an irrevocable letter of retirement and are receiving retirement incentives under the 2018-2022 agreement; there will be no modification to any year prior to 2021-2022.
- C.** The licensed unit member who has submitted a letter of retirement shall receive a retirement incentive with a value equal to twenty percent (20%) of their annual contracted salary spread over their last four (4) years, and retirement benefits in such a way that compounding effects will not exceed this twenty percent (20%) incentive. Any amount of the retirement incentive that exceeds the six percent (6%) per year total compensation limitation will be paid in one lump sum as a post-retirement severance payment within twelve (12) months after the date of retirement.
- D.** A licensed unit member will receive a yearly contribution of three thousand dollars (\$3,000) toward the cost of health insurance until eligible for Medicare. Payment will be spread over their last four years prior to retirement so long as the annual earnings do not exceed the 6% limitation set forth in paragraph B. Any amount of the incentive that exceeds the 6% per year limitation in paragraph B will be paid in one lump sum as a post-retirement severance payment within twelve (12) months after the date of retirement. Except as allowed in paragraph E, retired licensed unit members are not eligible for health insurance benefits through District 211.
- E.** Retired licensed unit members may stay on the District's health insurance plan if he/she has a spouse/domestic partner currently employed by the District who has elected and pays for family

coverage. The retiree must move from the District health insurance plan once the spouse retires or the retiree is Medicare eligible (whichever comes first). If a retiree remains on the District's health insurance plan through their spouse/domestic partner, they do not receive the incentive in paragraph D. However, a yearly contribution of three thousand dollars (\$3,000) shall be provided to the retirees for all years subsequent to the spouse/domestic partner's agreed upon date to leave the District's insurance coverage, and the retiree's eligible age to receive Medicare. Payment will be spread over their last four years prior to retirement so long as the annual earnings do not exceed the 6% limitation set forth in paragraph B. Any amount of the incentive that exceeds the 6% per year limitation in paragraph B will be paid in one lump sum as a post-retirement severance payment within twelve (12) months after the date of retirement.

- F.** A licensed unit member may elect to stay with the District dental insurance program provided they pay the full cost of the premium and provided that the insurance carrier writing such coverage continues to approve participation of retirees.
- G.** A licensed unit member may elect to stay with the District's group term life insurance policy in the amount of the licensed unit member's final contracted base salary from the time of retirement until the retiree's sixty-fifth (65<sup>th</sup>) birthday provided they pay the full cost of the premium and that the insurance carrier writing such coverage continues to approve participation of retirees.
- H.** Any licensed unit member who has completed at least fifteen (15) years of service in the District and has earned a masters' degree shall receive the following additional retirement incentive.
  - 1. With 15 – 20 years of service = \$5,000
  - 2. With 20 – 25 years of service = \$7,500
  - 3. With 25+ years of service = \$10,000

As much of the amount above as is possible without exceeding the six percent (6%) limitation shall be paid by the end of June of each year before retirement. The longevity retirement benefit shall be spread over the last four (4) years prior to retirement, so long as annual earnings do not exceed six percent (6%) per year as defined in paragraph B. Any amount that exceeds the six percent (6%) limitation will be paid in one lump sum as a post-retirement severance payment within twelve (12) months after the date of retirement.

- I.** The District will not, under any circumstances, be responsible for any employee penalties or costs associated with retirement benefits granted in this agreement.
- J.** If a licensed unit member who provides four years' advance notice as required in Section A.3 is

required to extend their retirement date due to an extraordinary circumstance not within their control (e.g. the disability, death of a spouse, or extraordinary financial hardship with Superintendent recommendation), the Board may extend the employee's retirement date beyond their first eligibility to retire provided that it does not result in the District incurring a penalty under TRS. If the retirement date is extended, the employee will continue to receive the incentive payments over the four years prior to their first eligibility to retire and any remaining incentive will be paid post retirement. The employee will be limited to an increase in total creditable earnings over the prior year of 6% throughout the duration of their employment. Under no circumstances will an employee whose retirement date is extended receive incentives from the District beyond the amount they would have received had they retired when first eligible to do so.

- K.** If any changes in retirement legislation are enacted that add or eliminate retirement options, that increase the required TRS contribution of the Board or Union members, or that increase the financial obligation of the Board or Union members for the term of this agreement, then either the Board or the Union may give notice of intent to reopen and renegotiate the TRS contribution.
- L.** The Board of Education will not change its retirement policy as it impacts non-licensed unit members.

## ARTICLE XVII – INSURANCE

### A. Flu Shots

The Board will provide flu shots on a voluntary basis for unit members, if flu vaccine is available at a reasonable cost not to exceed one hundred forty percent (140%) of the previous year's cost, and if administered by a District 211 school nurse.

### B. Life Insurance

1. Licensed Unit Members – The Board will pay the premium for life insurance coverage in the amount of the employee's base salary rounded to the nearest \$1,000 (minimum \$50,000). Life insurance coverage will be reduced by fifty percent (50%) for employees who are seventy (70) years of age or older.
2. Non-licensed Unit Members – The Board will pay the premium for life insurance coverage for non-licensed unit members. The amount of insurance will equal the individual's base salary, rounded to the nearest \$1,000 (minimum \$50,000). Life insurance coverage will be reduced by fifty percent (50%) for employees who are seventy (70) years of age or older. An employee retiring from the District may continue at his own expense life insurance coverage in the amount of \$50,000 to age sixty five (65). To be eligible for this coverage, the employee must meet the requirements of the IMRF program.
3. The life insurance policy will include for unit members a double indemnity feature for accidental death or dismemberment. Additional optional coverage will be available at the expense of the unit member for those who provide evidence of insurability. Additional optional coverage does not include a double indemnity feature.
4. If a unit member dies at any time in a school year between the first day the employee is to report to work and the final day of work for that school year for that employee, then the following shall apply:
  - a. The remaining base salary for the regular school year that has not been paid to the employee shall be paid to the spouse and/or estate in a manner that grants the spouse and/or estate payment on a desired timeline.
  - b. If the employee was enrolled in a District health insurance plan and qualified beneficiaries elect to continue that insurance coverage pursuant to COBRA, the District shall not charge the qualified beneficiary the COBRA premium for that plan for one (1) calendar year from the date of the employee's death.

**C. Health Insurance**

1. The District shall provide a comprehensive health insurance program including outpatient mental health benefits and major medical coverage for all unit members employed at least half-time (.5 or more). All unit members employed less than half-time (less than .5) may elect to participate in the health insurance program paying the full-premium equivalent for single or family coverage.

Each covered employee shall contribute, on a per-pay-period basis, a percentage of the unit cost for each health insurance plan option as described below:

Plan Options	2023		2024	
	Single	Family	Single	Family
PPO-500	15%	25%	15%	25%
PPO-750	10%	15%	10%	15%
H.S.A.-1500	10%	15%	10%	15%
HMO-BA	10%	14%	10%	15%
HMO-IL*	10%	14%	10%	15%

\*Plan discontinued except for 11 grandfathered employees

The unit cost for each health insurance plan option shall be determined by the claims administrator on a yearly basis and shall be effective January 1 of each year, for each year the Agreement is in effect.

The District and the Union, upon mutual agreement, may add or otherwise change additional plan options other than those listed above on a yearly basis and implement those changes effective January 1, for each year the Agreement is in effect.

2. The District will make an annual contribution of one thousand two hundred fifty dollars (\$1,250) (single) or two thousand five hundred dollars (\$2,500) (family) directly to Health Savings Accounts for employees enrolling in the HSA-1500 plan effective January 1, 2023 and 2024. Employees enrolling in the HSA-1500 after January 1 will receive pro-rated contributions to their Health Savings Account.
3. For calendar years 2023 and 2024, the employee share of the premium cost will be capped at an amount not greater than five percent (5%) more than the previous year.
4. Employees who are eligible for health insurance benefits and elect by January 1 of each plan year not to be covered by the District’s health insurance plans will receive one thousand dollars (\$1,000) annually. This amount will be pro-rated accordingly for employees electing not to have the District’s health insurance coverage at later dates in the calendar year. This amount may be divided among fiscal years paychecks or may be

contributed to a Flexible Spending Account, at the employee's choice.

5. A Flexible Spending Plan shall be available for members of the bargaining unit.
6. An IMRF unit member retiring from the District may continue at his own expense health insurance at the group (premium equivalent) rate to age sixty five (65). To be eligible for this coverage, the unit member must meet the requirements of the retirement under the ITRS program or IMRF. (Continuation for coverage for unit members retiring under the ITRS program is set forth in Article XVI).

#### **D. Domestic Partner**

Effective July 1, 2009, dependent health coverage shall include an employee's Domestic Partner. To be eligible, a Domestic Partner must complete and file with the District an affidavit of Domestic Partnership in which they certify as follows:

1. The employee and the partner have lived together for at least six (6) months.
2. Neither the employee nor the partner is married to anyone else nor have another Domestic Partner.
3. The partner is at least eighteen (18) years of age and mentally competent to consent to contract.
4. The employee and partner reside together in the same residence and intend to do so indefinitely.
5. The employee and partner have an exclusive mutual commitment similar to that of marriage.
6. The employee and partner are jointly responsible for each other's common welfare and share financial obligations. Three of the following types of documentation must be provided that evidence domestic partnership:
  - a. Domestic Partner Affidavit,
  - b. Joint mortgage or lease,
  - c. Designation of Domestic Partner as beneficiary for life insurance and retirement contract,
  - d. Designation of Domestic Partner as primary beneficiary in employee's or insured's will,
  - e. Durable property and health care powers of attorney, or

- f. Joint ownership of motor vehicle, joint checking account or joint credit account.

Any change in Domestic Partnership status, which would make the Domestic Partner no longer eligible for dependent coverage, must be provided to the District within thirty (30) days. A minimum of six (6) months must elapse before an employee may designate a new Domestic Partner.

#### **E. Long-Term Disability Insurance**

1. The Board will provide long-term disability insurance for licensed unit members employed at least half-time (.5 or more). The plan will provide sixty percent (60%) of the base salary at the time of the disability when a covered employee becomes disabled and has been disabled for one hundred eighty (180) consecutive days. The plan, which is paid by the Board, will be coordinated with TRS and FICA/IMRF disability plans and any other applicable program.
2. The Board will provide long-term disability insurance for non-licensed unit members employed at least 7½ hours per day. The plan will provide sixty percent (60%) of the non-licensed unit member's base pay at the time of the disability when a covered non-licensed unit member becomes disabled and has been disabled for one hundred eighty (180) consecutive days. The plan, which is paid by the Board, will be coordinated with FICA/IMRF disability plans and any other applicable program.

#### **F. Dental Insurance**

1. The Board will provide single coverage dental insurance for all licensed unit members employed at least half-time (.5 or more). Licensed unit members employed at least half-time (.5 or more) may choose family dental coverage at the annual cost of \$78.
2. The Board will provide single coverage dental insurance for non-licensed unit members employed at least 7½ hours per day at no expense to the individual. Non-licensed unit members employed at least 7½ hours per day may choose family dental coverage at an annual cost of seventy-eight dollars (\$78). Non-licensed unit members working less than 7½ hours but at least four (4) hours per day may join the plan at their own expense.

#### **G. Wellness and Preventative Screenings**

1. Employees electing coverage under District health insurance plans are eligible for wellness credits applied directly to their insurance premium cost with participation in the District's wellness screening program, defined as a wellness blood screening. Credits of \$2,151.45 per family and \$797.37 per single will be applied against the annual premium cost of all

plans on a pro-rated, monthly basis. Wellness credits will not decrease during the term of the contract. Wellness credits will be pro-rated for employees enrolling in a District health insurance plan after January 1 of each plan year. Employees hired after the annual wellness screening participation deadline will receive the wellness credits upon hire and will have three months to complete the wellness screening. If they do not complete the wellness screening in three (3) months, they will no longer receive the wellness credits and they will be required to reimburse the District for the wellness credits they received.

2. Wellness incentive credits will increase by the same percentage as premium equivalent rates increase each calendar year.
3. Employees enrolling in family coverage plans are eligible for their spouse/domestic partner to participate in the District sponsored wellness screening annually.
4. The District will provide, at the Board expense, any required TB test.

#### **H. Insurance Committee**

The Board and the Union shall continue to retain a joint insurance committee for the duration of the contract. It shall be comprised of three representatives appointed by the Union and up to three representatives appointed by the Superintendent. The committee shall meet quarterly to review issues with the insurance plans. Should the District's claims costs increase by a rate greater than 8% in a given year, the insurance committee shall convene to determine adjustments to the insurance plans intended to mitigate cost increases for subsequent years. Additionally, should any of the District's current healthcare plans be subject to additional tax or non-compliance with the Patient Protection and Affordable Care Act or Internal Revenue Service Procedures, the District's insurance committee shall convene to determine adjustments to the plans to ensure that the District remains compliant with the Act or Internal Revenue Service.

#### **I. Vision Care Plan**

The Board will provide single or family coverage vision care at no expense for all unit members enrolled in the PPO-500, PPO-750 or HSA-1500 health insurance plan. These benefits are considered outside the health insurance portion of the plans and therefore not subject to the medical maximum benefit, deductible or out-of-pocket limit.

## **ARTICLE XVIII – SALARY POLICIES**

### **A. Base Salary Definition**

The salary allocated to a teacher having a bachelor degree and no teaching experience is base salary.

### **B. Index Definition**

A teacher's index is the multiplier taken from the salary index with regard to the teacher's teaching experience and applied to the base salary to obtain the teacher's index salary.

### **C. Step Credit for Outside Experience**

1. In determining the step at which to place a teacher on the index, a maximum of eight (8) years of experience outside District 211 will be allowed.
2. Teacher assistants may, in the sole discretion of the administration, be given credit for experience as a teacher or teacher assistant prior to employment with the District.

### **D. Master's Plus 30 Requirements**

To qualify for the Master +30 lane, a teacher must have completed at least six (6) years of District approved teaching experience at the start of the school year and thirty (30) semester hours post Master's degree, and must have received approval for these semester hours from the Superintendent. These courses must be appropriate to the teacher's position.

### **E. Master's Plus 30/Plus 12 Requirements**

To qualify for an additional stipend on the gross base salary, as set forth in Article XIX, a teacher must meet the following conditions:

1. twenty-five (25) years of District approved teaching experience,
2. completion of twelve (12) graduate semester hours of professional growth beyond the MS+30 lane, in accordance with the following criteria:
  - a. current pre-approval guidelines will apply to the twelve (12) graduate semester hours
  - b. coursework shall relate to improving teaching skills and subject matter methodology
  - c. if the twelve (12) graduate semester hours are completed prior to the start of the second semester, the teacher shall receive fifty percent (50%) of the additional stipend for that second semester.

3. When a teacher is placed on a half-step on the salary schedule, this teacher is eligible for the master's plus 30/plus 12 stipend when 24.5 years of total teaching experience are accumulated prior to the start of the school year and the criteria from #2 above have been met. This does not apply to teachers who accumulate a half-year credit for service based on a reduced load assignment.

#### **F. Step Advancement**

Since experience cannot be separated from performance, the movement from one salary step to another implies not only an added year of experience but also a satisfactory professional performance. The Board reserves the right, based on the recommendations of the administration, to stop a teacher's progress on the salary plan until such time as evidence of satisfactory performance is observed by those charged with evaluating this work. The procedure, criteria, and standards for evaluation have been mutually approved by the Board and the Union.

#### **G. Professional Growth Requirements**

A professional growth requirement in District 211 is the securing of at least six (6) hours of acceptable credit toward a master's degree in the period of employment prior to tenure consideration. This applies to both experienced and beginning teachers after signing a contract in District 211. Failure to comply results in a loss of tenure contract.

#### **H. Internal and Long-term Substitutes**

1. Qualified unit members will be compensated at a gross rate of \$40.00 per period to substitute. This rate will increase yearly by the agreed upon base raise in article XVIII section K.
2. A "long-term internal substitute" is defined as a unit member who substitutes for the same unit member's section for more than 12 consecutive days. Once a unit member has met the criteria of being a long-term internal substitute, they will be paid the long-term internal substitute rate retroactive to the date the long-term internal substitute assignment began.
3. Teacher assistants who possess an ISBE issued Professional Educator License to teach at a secondary level (grades 9-12) will be compensated at the rate for a BA-0 teacher during the time they are working as an internal substitute rather than their TA hourly rate. Licensed teachers who work as a long-term internal substitute will be compensated the class period rate for a MA-2 teacher.
4. All unit members retain their contractual benefits while working as a long-term internal substitute. If a unit member uses paid leave while working as a long-term internal

substitute, they will not be paid the long-term substitute rate for those periods but will be paid at their normal rate of pay.

### **I. Salary Payments**

1. A teacher's annual salary will be computed on the basis of twenty-four (24) payments, the first payment to the teacher to be made on or before August 31. Teachers will receive final payments on or about the last day of school.
2. A teacher assistant's annual salary will be computed on the basis of twenty (20) equal payments.

### **J. Half Steps**

No one-half ( $\frac{1}{2}$ ) steps will be given after sixteen (16) years of experience. For example: teachers who are at the  $\frac{1}{2}$  step shall be paid the average of the two (2) salary steps between which they fall. This practice shall discontinue at the completion of the year in which they start with fifteen and one-half ( $15\frac{1}{2}$ ) years of experience. (i.e. they will begin the following school year with sixteen (16) years of experience.)

### **K. Salary Schedule Calculations**

The figures set forth in this compensation schedule are the aggregate of:

1. The basic sum the Board is to pay to the teacher, and
2. The 9.0% TRS "member contribution" applicable to the teacher which the Board is paying from its funds directly to TRS. This 9.0% payment is being made by the Board from its funds in accordance with the negotiated agreement.
3. Should the Board be charged with any income tax amount or penalty by virtue of failing to withhold income taxes on the amount of the Board contribution to TRS for a teacher pursuant to this agreement with the Union, each teacher shall reimburse the Board for the amount of the tax or penalty applicable to the particular teacher payment (which may be withheld by the Board at its option on any amounts due to particular teacher) and if the Board is unable to recoup such amount, the Union shall be responsible for the amount which was not recovered from the teacher.
4. Base raises for unit members:
  - a. Unit members (other than teacher assistants) on-schedule for 2022-2023 and 2023-2024: 3.0%.
  - b. Unit members off-schedule for 2022-2023 and 2023-2024: 3.0%.

c. Teacher assistants: For 2022-2023, all steps in the salary schedule will be increased by \$1.62 per hour. For 2023-2024, teacher assistants will receive an increase of 3.0% in addition to step.

5. The extra-curricular schedule, coaching schedule, department chair compensation schedule, summer school and “off-schedule” salaries shall be increased by the amount as set forth in K.4.

**L. Psychologists/Social Workers Stipend**

Psychologists who have a Doctorate in psychology or school psychology from an accredited college or university shall receive a three thousand dollar (\$3,000) annual stipend. Social Workers who have a Doctorate in social work from an accredited college or university shall receive a three thousand dollar (\$3,000) annual stipend.

**M. Nationally Certified School Psychologist Stipend**

Psychologists who receive certification as a Nationally Certified School Psychologist (NCSP) will receive an eight hundred fifty dollar (\$850) annual stipend for the duration of their NCSP certification.

**N. National Board Certification Stipend**

National Board Certified Teachers (NBCT) will receive an eight hundred fifty dollar (\$850) annual stipend for the duration of their National Board Certification.

**O. Business Incubator Stipend**

Business Incubator teachers will receive a \$250 stipend.

**P. Pay for Teacher Assistants, Occupational Therapists, Physical Therapists, and Sign Language Interpreters**

Teacher Assistants, Occupational Therapists, Physical Therapists, and Sign Language Interpreters employed for 184 work days will be paid an amount equal to one day of pay at their current hourly rate in addition to their normal wages, in order to be paid for an equivalent of 185 work days.

**Q. Pay for Collaborative Pianists**

The hourly pay rate for the 2022-2023 school year for collaborative pianists is \$32.56 per hour with a raise in the following year according to Article XVIII.K.

ARTICLE XIX – COMPENSATION SCHEDULES

A. Teacher Salary Schedule

**2022-2023**  
**TEACHER SALARY SCHEDULE**



STEP	BACHELORS GROSS COMP	MASTERS GROSS COMP	MASTERS +30 GROSS COMP
0	\$58,371	\$64,210	\$64,210
1	\$61,291	\$67,274	\$67,274
2	\$64,210	\$70,338	\$70,338
3	\$67,274	\$73,695	\$73,695
4	\$70,338	\$77,052	\$77,052
5	\$73,403	\$80,409	\$80,409
6	\$75,242	\$83,764	\$90,477
7	\$77,079	\$87,120	\$93,832
8		\$90,477	\$97,189
9		\$93,832	\$100,547
10		\$97,189	\$103,903
11		\$100,547	\$107,258
12		\$103,903	\$110,616
13		\$107,258	\$113,973
14		\$110,616	\$117,328
15		\$113,973	\$120,684
16		\$117,328	\$124,042
17		\$120,684	\$127,399
18		\$126,142	\$133,841
19			\$136,883
25*			\$142,586

\*Masters+30+12 with 25 years

**B. Nurse Salary Schedule**

<b>2022 - 2023 NURSES SALARY SCHEDULE</b>	
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**ISBE LICENSED NURSES**

	BA	MA
STEP 0	\$58,609	\$63,008
STEP 1	\$61,541	\$66,157
STEP 2	\$64,619	\$69,465
STEP 3	\$67,848	\$72,940
STEP 4	\$71,239	\$76,582
STEP 5	\$74,803	\$80,411
STEP 6	\$78,543	\$84,433
STEP 7	\$82,471	\$88,656
STEP 8	\$84,523	\$90,860
STEP 9		\$93,115
STEP 10		\$95,423
STEP 11		\$97,334
STEP 12		\$99,681
STEP 13		\$101,264
STEP 14		\$103,290
STEP 15		\$105,356
STEP 16		\$107,465
STEP 17		\$109,613
STEP 18		\$111,804
STEP 19		\$114,321

**NON-ISBE LICENSED NURSES**

STEP	HOURLY	SALARY
STEP 0	\$34.08	\$54,528
STEP 1	\$35.07	\$56,112
STEP 2	\$36.11	\$57,776
STEP 3	\$37.21	\$59,536
STEP 4	\$38.32	\$61,312
STEP 5	\$39.09	\$62,544
STEP 6	\$39.87	\$63,792
STEP 7	\$40.67	\$65,072
STEP 8	\$41.49	\$66,384
STEP 9	\$42.31	\$67,696
STEP 10	\$43.16	\$69,056
STEP 11	\$44.02	\$70,432
STEP 12	\$44.90	\$71,840
STEP 13	\$45.79	\$73,264
STEP 14	\$46.72	\$74,752
STEP 15	\$47.65	\$76,240
STEP 16	\$48.61	\$77,776
STEP 17	\$49.57	\$79,312
STEP 18	\$50.57	\$80,912
STEP 19	\$51.70	\$82,720

1. Any non-ISBE licensed school nurse, who earns the ISBE licensed school nurse certificate yet continues to be employed by the District as a non-ISBE licensed school nurse, will receive an annual stipend of eight hundred fifty dollar (\$850) for the years in which the license is valid.
2. In addition to the approved school calendar, nurses are required to work an additional fifteen (15) days. These days must be arranged with their immediate supervisor prior to May 1.

**C. Department Chair Compensation and Release**

1. Salary Schedule

A department member is defined as anyone, except the department chair, teaching one or more classes in the department unless those persons are employed with the intent of being permanently divided between departments. In the case of those divided assignments, the

appropriate fraction of their teaching loads (not including study halls) shall be used in determining the total number of teachers in the department. If the sum of the teachers in the department is fractional, the fractional part which is less than five-tenths (5/10) shall be dropped and the fractional part which is five-tenths (5/10) or greater shall be replaced by one (1). For purposes of determining extra pay for department chairs, the following departments shall be considered: Applied Technology, Art, Business Education, English, ESL, World Language, Guidance, Family and Consumer Sciences, Mathematics, Music, Science, Social Studies, Special Education, Technology, Wellness, North Campus and Higgins Education Center. The department chairs will receive a department chair stipend according to the number of department members in the department based upon the Department Chair Salary Schedule.

2. CLS Stipend

In addition to the amounts set forth in the Department Chair salary schedule, English, Mathematics and Science Department Chairs shall receive a six hundred fifty dollar (\$650) annual Critical Learning Standards (CLS) stipend. All other Department Chairs shall receive a three hundred fifty dollar (\$350) annual Critical Learning Standards (CLS) stipend.

3. Driver Education, Health and Media Departments

- a. The Driver Education Department Chairs will remain department chairs for only the 2018-2019 school year. Beginning the 2019-2020 school year, the Driver Education Department Chairs will become level leaders and be provided fifty percent (50%) of the Department Chair stipend for departments with 1-11 members. The Driver Education Level Leaders will coordinate the driver education course including coordination of the behind-the-wheel service provider. Beginning the 2019-2020 school year, the Driver Education Level Leader will remain and become a part of the Physical Education Department and then the Wellness Department beginning in the 2021-2022 school year.
- b. The Health Department Chairs will remain department chairs for only the 2018-2019 school year. For the 2019-2020 and 2020-2021 school years, teachers who were Health Department Chairs/Level Leaders during the 2018-2019 school year will be assigned as level leaders and be provided fifty percent (50%) of the Department Chair stipend for departments with 1-11 members. The Health Level Leaders will assist with the curriculum transition to the Wellness courses. Beginning the 2021-2022 school year, the Health Level Leader position will no longer exist.
- c. The Media Department Chairs will remain status quo for only the 2018-2019 school year.

Unit members who were the Conant and Schaumburg Media Chairs during the 2018-2019 school year will be provided a \$3,000 stipend in 2019-2020, a \$2,000 stipend in 2020-2021, and a \$1,000 stipend in 2021-2022 to assist with the transition of the Media Department becoming a part of the Technology Department under the leadership of the Technology Department Chair.

The Media Department Chair at Hoffman Estates High School will remain status quo through the 2019-2020 school year to assist with the transition of the Media Department to becoming a part of the Technology Department under the leadership of the Technology Department Chair beginning the 2020-2021 school year.

The Media Department Chairs at Palatine and Fremd High Schools are level leaders for the media area within the Technology Department and receive a \$4,000 stipend each year of the contract. These will be the only two schools with level leaders for the media area and the level leader position applies only to unit members serving as Media Department Chairs at Palatine and Fremd High Schools during the 2018-2019 school year.

4. Supervision of Central Media Processing

The Media Chair/Level Leader at Palatine High School will supervise the personnel and functions of the District 211 Central Processing operations for an annual stipend of two thousand two hundred fifty dollar (\$2250).

5. Department Chair Release

- a. Math, Science, Social Studies, and English chairs will teach a minimum of two (2) periods unless the chair desires to teach more courses and this is mutually agreed upon by the department chair and the building principal.
- b. Special Education Department chairs will not be scheduled to teach classes.
- c. Beginning with the 2021-2022 school year, the new position of Wellness Department chair will replace the Physical Education Department chair and be posted. The Wellness chair will be scheduled for three classes.
- d. Beginning with the 2020-2021 school year, the World Language chair will be scheduled for 3 classes.
- e. Applied Technology, Art, Business, ESL, Family & Consumer Sciences, Music, Physical Education (through the 2020-2021 school year only), and World Language (for the 2018-2019 and 2019-2020 school years only) Department chairs will be scheduled for four classes with additional releases as indicated in Section 5.f, 5.g and 5.h. For departments in these areas who have ten (10) or more members, the department chair shall be assigned three (3) classes and then given releases indicated in Section 5.f, 5.g., and 5.h. A department member is defined as anyone, except the department chair teaching one (1) or more classes in the department. Teachers not teaching a full load in the department will be counted as the appropriate fraction according to their teaching loads in the department. If the sum of the teachers in the department is fractional, the fractional part less than 5/10 is

dropped and the fractional part 5/10 or greater is replaced by one. If the sum of department members is less than 5/10 then the chair will receive a stipend representing one (1) department member.

- f. The ESL chair at any school will receive one additional release period if the number of students eligible for English language services and enrolled in ESL English Classes exceeds 125.
- g. The World Language Chair (through 2019-2020 only) and the ESL Department chair will be offered one (1) additional full period release every other year. The every other year rotation will continue for only the ESL chair after 2019-2020.
- h. The elective departments of Art, Applied Technology, Business Education, and Family & Consumer Sciences will each receive one (1) additional semester of release each school year. The purpose of the release is to coordinate departmental Professional Learning Teams (PLTs) and to devise and enhance department programming.
- i. All chairs that accept the position of Instructional Coach are excluded from any additional release provisions.
- j. District chairs of departments with two (2) release periods or less may request an additional release period and their salary will be reduced by the amount of the stipend associated with the District chair position.
- k. Department chairs may forgo their department chair stipend and receive an additional release period if they have an available teacher in their department who agrees to teach a sixth (6<sup>th</sup>) academic assignment. This is limited to a maximum of ten (10) department chairs district wide per year.
- l. The Higgins Education Center chair will be scheduled for a three (3) period release. The North Campus chair shall be scheduled for one (1) release period.
- m. The Guidance Department chair will have a counseling caseload assignment of 0.6 FTE.
- n. The Technology Department chair will not be eligible to receive a Critical Learning Standard (CLS) stipend.
- o. The Technology Department chair will not be scheduled to teach classes.

- p. A District Technology chair will be appointed and will be compensated according to the assessment coordinator salary schedule in the Master Contract.

**D. Department Chair Salary Schedule**

<b>2022 -2023 DEPARTMENT CHAIR SALARY SCHEDULE</b>	
	<b>AMOUNT</b>
1 - 11 MEMBERS	\$6,634
12 - 20 MEMBERS	\$7,759
21 - 25 MEMBERS	\$9,024
OVER 25 MEMBERS	\$10,121
DISTRICT CHAIR	\$3,373
TECH CHAIR	\$9,556

The District Technology Chair will realize a 0.2 FTE release from the District Chair’s home school to assist with district-wide educational technology management needs. The District Chair’s home school will be afforded 0.2 FTE in another department for the purposes of covering the technology department chair’s absence while fulfilling District Chair duties.

Beginning with the 2019-2020 school year, departments with 1 to 6 members will receive the same stipend amount as departments with 7 to 11 members and the 7 to 11 group will become 1-11.

**E. Assessment Coordinator Salary Schedule**

**2022 - 2023  
ASSESSMENT COORDINATOR  
SALARY SCHEDULE**

<b>GROUP</b>	<b>AMOUNT</b>	<b>DEPT</b>
I	\$458	Applied Tech, Business, ESL, Science, Social Studies, Special Education
II	\$549	Art, Music, Family and Consumer Sciences, Mathematics
III	\$645	English, Foreign Language, Physical Education

**F. Teaching Assistant Salary Schedule**



STEP	HOURLY	SALARY
STEP 0	\$20.00	\$27,750
STEP 1	\$20.36	\$28,250
STEP 2	\$20.72	\$28,749
STEP 3	\$21.08	\$29,249
STEP 4	\$21.44	\$29,748
STEP 5	\$21.85	\$30,317
STEP 6	\$22.33	\$30,983
STEP 7	\$23.01	\$31,926
STEP 8	\$23.72	\$32,912
STEP 9	\$24.41	\$33,869
STEP 10	\$25.26	\$35,048
STEP 11	\$26.20	\$36,353
STEP 12	\$27.09	\$37,587
STEP 13	\$28.02	\$38,878
STEP 14	\$29.09	\$40,362
STEP 15	\$29.72	\$41,237
STEP 16	\$30.37	\$42,138
STEP 17	\$31.05	\$43,082
STEP 18	\$31.71	\$43,998
STEP 19	\$33.23	\$46,107

1. Teacher assistants who possess an ISBE issued Professional Educator License to teach at a secondary level (grades 9-12) will receive an annual stipend of \$500 through the 2023-2024.
2. All teacher assistants, who are employed as of the twentieth (20<sup>th</sup>) school day, and remain employed through the entire school year, shall be paid a continuity stipend based on the number of years of service in District 211 as a teacher assistant. The payment will be paid on the next regularly scheduled payroll after the last day of school. Each year the teacher assistant signed a contract as of the twentieth (20<sup>th</sup>) day of school and was continuously employed through the last day of school will count as one year of service. If there is a break in employment as a teacher assistant, the eligible years prior to the break and after the break will count towards the cumulative total.

Number of Years of Service	Dollar Amount	Dollar Amount
	2018-2019	Beginning 2019-2020
1	\$411.25	\$ 472.50
2-4	\$470.00	\$ 540.00
5-12	\$646.25	\$ 742.50
13+	\$882.50	\$1,015.00

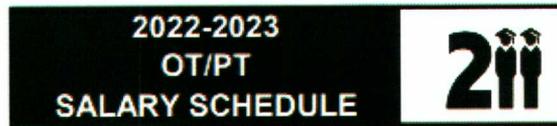
3. The salary schedule for Teacher Assistants shall be calculated by taking the hourly rate multiplied by their base increase, rounded to the nearest cent for the hourly rate column. The salary column is to be determined by multiplying the hourly rate x 185 days x 7.5 hours/day.

G. Psychologist and Social Worker Salary Schedule

<b>2022 - 2023 PSYCHOLOGIST SOCIAL WORKER SALARY SCHEDULE</b>	
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STEP	SALARY
STEP 0	\$70,340
STEP 1	\$73,694
STEP 2	\$77,052
STEP 3	\$80,409
STEP 4	\$83,766
STEP 5	\$87,122
STEP 6	\$90,477
STEP 7	\$93,833
STEP 8	\$97,189
STEP 9	\$100,549
STEP 10	\$103,904
STEP 11	\$107,258
STEP 12	\$110,616
STEP 13	\$113,975
STEP 14	\$117,329
STEP 15	\$120,685
STEP 16	\$124,044
STEP 17	\$127,398
STEP 18	\$133,842
STEP 19	\$136,884
STEP 25	\$142,587

H. Occupational Therapist and Physical Therapist Salary Schedule



STEP	SALARY
STEP 0	\$58,365
STEP 1	\$61,152
STEP 2	\$63,938
STEP 3	\$66,989
STEP 4	\$70,040
STEP 5	\$73,091
STEP 6	\$76,142
STEP 7	\$79,192
STEP 8	\$82,241
STEP 9	\$85,295
STEP 10	\$88,345
STEP 11	\$91,397
STEP 12	\$94,446
STEP 13	\$97,500
STEP 14	\$100,550
STEP 15	\$103,600
STEP 16	\$106,651
STEP 17	\$109,702
STEP 18	\$112,669
STEP 19	\$114,063

1. The hourly rate for Occupational Therapists and Physical Therapists will be computed by multiplying the annualized salary amount by the base increase and dividing by the total of 185 days x 7.5 hours/day.

**I. Sign Language Interpreter Salary Schedule**



STEP	SALARY
STEP 0	\$36,366
STEP 1	\$38,185
STEP 2	\$40,003
STEP 3	\$41,912
STEP 4	\$43,822
STEP 5	\$45,831
STEP 6	\$46,876
STEP 7	\$48,023
STEP 8	\$48,983
STEP 9	\$49,962
STEP 10	\$50,960
STEP 11	\$52,107

1. The hourly rate for Sign Language Interpreters will be computed by multiplying the annualized salary amount by the base increase and dividing by the total of 185 days x 7.5 hours/day.

**J. Alternative High School, After School Librarian, and Summer School Salary Schedule**

1. The alternative school, after school tutors and after school librarian salaries will be \$38.95 per hour for the duration of this agreement.
2. The summer school salary schedule will be increased per the base raise agreed to in Article XIX Section K. The 2023 summer school, in-district course salary schedule will be:

	0-4 years experience	5 to 9 years experience	10 to 14 years experience	15 + years experience
2023	\$48.18	\$51.87	\$54.95	\$58.03

3. The summer school salary schedule will be increased per the base raise agreed to in Article XIX Section K. The 2023 summer work rate for psychologists, social workers, occupational therapists, physical therapists and sign language interpreters will be:

	0-4 years experience	5 to 9 years experience	10 to 14 years experience	15 + years experience
2023	\$48.18	\$51.87	\$54.95	\$58.03

4. During the term of this Master Contract, members of the bargaining unit will have first selection for certified positions in the alternative school for which they are legally qualified.
5. Teacher assistants will be considered in-district coaches when determining the summer school pay rate.
6. Technology Department chairs will be paid at the summer school rate for all hours that they work during the summer capped at 220 hours. The hours worked will relate directly to duties necessary to support summer school and to prepare the technology department for the future school year. All hours must be documented and submitted for payment.
7. Teacher assistants who possess an ISBE issues Professional Educator License to teach at the secondary level (grades 9-12) and who have been employed in the district for at least one (1) year will receive in-district summer school teacher pay when employed as a licensed teacher during the summer. Teacher assistants will be compensated according to Article XIX.J.2 at the current rate of 0-4 years experience when they have taught summer school for five (5) summers or less while a District 211 teacher assistant the previous year, or at the current rate of 5-9 years experience when they have taught more than five (5) summers while a District 211 teacher assistant the previous year.

#### **K. Head Athletic Trainers Salary Schedule**

In determining the step at which to place a newly hired head trainer on the schedule, a maximum of one (1) year experience for head trainer experience outside District 211 will be allowed.

To qualify for Board of Certification +36 Post-Professional Graduate Hours lane salary placement, a head trainer must have completed 36 hours of approved coursework toward an advanced degree program in the subject area of athletic training accredited by the Commission on Accreditation of Athletic Training Education.

Advancement on the salary schedule occurs annually on July 1 (i.e. half-step advancement will not occur mid-year).

2022 - 2023  
**ATHLETIC TRAINER  
 SALARY SCHEDULE**



STEP	BOC	BOC+36
STEP 0	\$59,151	\$63,574
STEP 0.5	\$60,187	\$64,686
STEP 1	\$61,222	\$65,799
STEP 1.5	\$62,293	\$66,950
STEP 2	\$63,364	\$68,102
STEP 2.5	\$64,314	\$69,122
STEP 3	\$65,266	\$70,144
STEP 3.5	\$66,243	\$71,197
STEP 4	\$67,223	\$72,249
STEP 4.5	\$68,232	\$73,334
STEP 5	\$69,241	\$74,416
STEP 5.5	\$69,932	\$75,533
STEP 6	\$70,625	\$76,648
STEP 6.5	\$71,331	\$77,798
STEP 7	\$72,037	\$78,948
STEP 8		\$81,316
STEP 9		\$83,757
STEP 10		\$86,482

## ARTICLE XX - EXTRACURRICULAR COMPENSATION SCHEDULES

### A. Activity Groupings

<b>GROUP 1</b>	Concession (23+) (a) Newspaper Student Council Band Director	Tickets (28+) (a) Yearbook Pom Pon Head Flag Squad Head
<b>GROUP 2</b>	Scholastic Bowl Head (17+) Concessions (18-2) (a) Computer Coordinator Tickets (23-27) (a) Individual Events Head (9-12)	Speech Team Head (9-12) (b) Test Preparation (2) Debate Head (9-12)
<b>GROUP 3</b>	Auditorium Director Choral Director Concessions (14-17) (a) Intramural Director (3@36w) (c) Musical Director Orchestra Director Orchesis Director Debate Head (6-8) Debate Assistant (9-12) Band Director Asst.	Math Team Head Scholastic Bowl Head (10-16) Speech/Indiv Event Team Hd (6-8) (b) Student Congress Student Council Asst. (2) Tickets (18-22) (a) Variety Show Director Speech/Indiv Event Assistant (9-12) Special Olympics Head
<b>GROUP 4</b>	Debate Assistant (6-8) Chess Team Concessions (10-13) (a) Detention Supervisor Flag Squad Asst. Internet Club Head Junior Class National Honor Society Newspaper Asst.	Play Director Pom Pon Asst. Scholastic Bowl Head (6-9) Scholastic Bowl Asst. (17+) Head Senior Class Speech/Indiv Event Assistant (6-8) Tickets (14-17) (a) Yearbook Asst.
<b>GROUP 5</b>	Employee Wellness Coordinator Math Team Assistant Musical Director Asst. Play Director Asst. (2) Scholastic Bowl Asst. (10-16)	Special Olympics Asst. Student Congress Asst Tickets (10-13) (a)

<b>GROUP 6</b>	Bell Choir Business Team Head (BPA/DECA) Cultural Awareness Head Dance Show Asst. Foreign Exchange Club (3 exchanges) Gifted Liaison	Gospel Choir Literary Magazine Orchestras Asst. Science Olympiad Model U.N. Club
<b>GROUP 7</b>	Chemical Awareness Business Team Asst. (BPA/DECA) Foreign Exchange Club (2 exchanges) Freshman Class Horticulture Club Junior Class Assistant Outdoor Adventure Club SAAD Poetry Slam (competitive)	Scholastic Bowl Asst. (6-9) Senior Class Asst. Service Club Sophomore Class Student-2-Student Theatre Guides Varsity Club HOSA
<b>GROUP 8</b>	Student Interest groups are available at a maximum of forty (40) groups per school. Model UN Assistant Cultural Awareness Assistant Service Club Assistant	

- a. At the beginning of each year, the number of events for ticket manager and concessions will be determined by the Principalship. Each session of a school-sponsored tournament will be considered as one event.
- b. Speech Activities is meant to include Debate, Forensics, and Speech Teams.
- c. For assignments shorter than thirty six (36) weeks, proportional payment will be made.
- d. Conducts meetings at least twice a month other than during the scheduled school day.
- e. Per Exchange means a two-way exchange.
- f. Payment for play, musical, and variety show directors and assistants are per production.
- g. A club or activity may be added, deleted, or change groups upon review by the joint Activities and Athletics Committee.
- h. Part-time music teachers will receive full music director stipends.

**B. Activity Salary Schedule**

When an Assistant Activity sponsor is promoted to a Head Sponsor in the same activity, they will move to the contract band (i.e. contract band 1-3, 4-5, 6-7, 8+) that will get them the minimum raise. Once in that contract band, they will be moved to the last lane in that band. For example, an assistant math team sponsor in Group 5 with 5 years of experience will first be moved to Group 3, Contract 1-3. They will then be moved to Contract 3 so that the next year they will move to Contract 4-5.

<b>2022-2023 ACTIVITIES SALARY SCHEDULE</b>	
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GROUP	CONTRACTS 1-3			CONTRACTS 4-5		CONTRACTS 6-7		CONTRACT 8+
<b>1</b>	\$5,659	\$5,659	\$5,659	\$8,245	\$8,245	\$9,552	\$9,552	\$10,981
<b>2</b>	\$4,777	\$4,777	\$4,777	\$6,932	\$6,932	\$8,012	\$8,012	\$9,506
<b>3</b>	\$3,892	\$3,892	\$3,892	\$5,681	\$5,681	\$6,571	\$6,571	\$7,908
<b>4</b>	\$2,979	\$2,979	\$2,979	\$4,332	\$4,332	\$5,033	\$5,033	\$6,139
<b>5</b>	\$2,566	\$2,566	\$2,566	\$3,802	\$3,802	\$4,419	\$4,419	\$5,390
<b>6</b>	\$2,096	\$2,096	\$2,096	\$3,102	\$3,102	\$3,582	\$3,582	\$4,370
<b>7</b>	\$1,386	\$1,386	\$1,386	\$2,313	\$2,313	\$2,773	\$2,773	\$3,521
<b>8</b>	\$1,163	\$1,163	\$1,163	\$1,881	\$1,881	\$2,259	\$2,259	\$2,868

### C. Coaching Groupings

<b>GROUP A</b>	Head Basketball Head Football Head Wrestling Head Softball	Head Track Lead Trainer (per season) Head Baseball
<b>GROUP B</b>	Head Swimming Head Gymnastics Head Soccer Offensive Coordinator – Varsity FB Defensive Coordinator – Varsity FB	Head Lacrosse Head Volleyball Asst. Trainer (per season)
<b>GROUP C</b>	Aquatics Director Assistant Coach Gymnastics Assistant Coach Swimming Head Badminton Head Water Polo Head Cheerleading – WINTER	Head Tennis Head Cross Country Head Bowling Head Golf Group “A” Asst. Coaches
<b>GROUP D</b>	Group “B” Asst. Coaches	
<b>GROUP E</b>	Group "C" Asst. Coaches	Assistant Cheerleading - WINTER
<b>GROUP F</b>	Athletic Coordinator (per season)	Head Cheerleading - FALL
<b>GROUP G</b>	Assistant Cheerleading - FALL	
<b>GROUP H</b>	Event Supervisor (per season)	

1. An assistant coach promoted to a head position in the same sport will move to the step in the new level which will give the minimum raise.
2. Hiring practices will recognize that coaches entering the system will receive full credit for previous high school or college coaching experience in the level and sport in which they will be assigned. Previous head coaching experience in the sport assigned will be accepted at any level.
3. Credit for experience earned in one sport cannot be used as experience in another sport.
4. Placement of additional coaching assignments for new sports during the duration of this Agreement will be determined by a joint administration/union committee.

5. Athletic coordinators shall be compensated on a per season basis. An attempt will be made to schedule coordinators so that they do not have a 7th and 8th period assignment. Coordinators shall not be scheduled for a supervision. Coordinators shall not coach while serving as coordinators.
6. If offseason/feeder programs are required by the athletic director, then the head coach will be paid at Group H.

**D. Coaching Salary Schedule**

**2022-2023 COACHING SALARY SCHEDULE**



GROUP	CONTRACT 1	CONTRACT 2	CONTRACT 3	CONTRACT 4	CONTRACT 5	CONTRACT 6
<b>A</b>	\$6,571	\$7,580	\$8,585	\$9,593	\$10,600	\$11,605
<b>B</b>	\$5,343	\$6,366	\$7,395	\$8,419	\$9,452	\$10,472
<b>C</b>	\$4,314	\$5,215	\$6,121	\$7,025	\$7,928	\$8,828
<b>D</b>	\$3,699	\$4,457	\$5,215	\$5,976	\$6,737	\$7,496
<b>E</b>	\$3,288	\$4,026	\$4,768	\$5,508	\$6,244	\$6,984
<b>F</b>	\$3,082	\$3,638	\$4,191	\$4,747	\$5,302	\$5,853
<b>G</b>	\$2,486	\$2,840	\$3,197	\$3,551	\$3,903	\$4,261
<b>H</b>	\$2,139	\$2,493	\$2,850	\$3,204	\$3,559	\$3,915

### **E. Activity and Athletic Coaching Experience Stipend**

The longevity stipend for each activity/sport will be based on the total number of District 211 years of experience, including the current year, as both head and assistant positions that an employee has served in as the sponsor/coach of a particular activity/sport. If there is a break in employment in a sport/activity, the years prior to the break and after the break will both count towards the cumulative total. Employees will be paid a percentage of their current year's activity/sports stipend. The percentage will correspond to the chart below:

<b>Years Coaching Within Same Sport/Activity</b>	<b>Stipend Amount</b>
10-14 years	2% of stipend
15-19 years	3% of stipend
20-24 years	3% of stipend
25+ years	4% of stipend

The longevity stipend will be paid as a lump sum payment at the end of the sport/activity: October 15 – fall sports, January 31 – winter sports and all activities, and May 15 – spring sports.

If a coach must resign from a coaching spot in a particular season because the coach was asked by administration to apply and then is hired to coach a different sport within the same season, then the coach will transfer the years of longevity from the first sport to the second sport within the same season.

### **F. Athletic Trainers**

Licensed unit members who are athletic trainers will be released from their supervision and will report to the training room the last period of the school day.

### **G. Extra Duty Assignments Salary Schedule**

Extra duty assignments will be assigned to unit members who volunteer for such duties. If the number of volunteers is insufficient, the extra duties can be assigned by the principal. Teacher assistants, who accompany students to school events, as per the student IEP, will be compensated at the same rate as chaperones for those events. The state floor hockey tournament (an all-day tournament) shall be considered as a three (3) session tournament.

## EXTRA DUTY ASSIGNMENTS SALARY SCHEDULE

Extra duty amounts remain at the 2017-2018 amount for the duration of the contract.

**2018-2019**

<u>FALL SPORTS</u>	<u>WINTER SPORTS</u>	<u>SPRING SPORTS</u>
<b>FOOTBALL (per game)</b>		
ANNCR - FOOTBALL	\$54.67	
FIELD CREW - FB	\$43.78	
PHOTOGRAPHER - FB	\$54.67	
SCORER - FOOTBALL	\$54.67	
STATISTICIAN - FB	\$54.67	
TIMER - FOOTBALL	\$54.67	
FOOTBALL/EQPMNT MGR	\$54.67	
FOOTBALL-DOWNMARKER	\$43.78	
<b>CROSS COUNTRY</b>		
STARTER - CRSS CNTRY	\$75.83	
<b>SOCCER</b>		
SCORER - SOCCER	\$54.67	
ANOUNCER/TIMER	\$54.67	
PHOTOGRAPHER/SOCCER	\$54.67	
<b>SWIMMING</b>		
ANNCR - SWIMMING	\$97.04	
SCORER - SWIMMING	\$97.04	
TIMER - SWIMMING	\$97.04	
<b>VOLLEYBALL</b>		
SCORER (2 GAMES) VB	\$75.83	
TIMER (2 GAMES)	\$75.83	
TIMER (1 GAME) VB	\$37.94	
SCORER (1 GAME) VB	\$37.94	
VB/PHOTGRPHR(1-GAME)	\$37.94	
<b>MISCELLANEOUS</b>		
CHEMICAL AWARENESS	\$54.67	
<b>BASKETBALL</b>		
ANNCR - BB	\$54.67	
PHOTOGRAPHER - BB	\$54.67	
SCORER - BB	\$54.67	
TIMER - BB	\$54.67	
<b>SWIMMING</b>		
ANNCR - SWIMMING	\$97.04	
SCORER - SWIMMING	\$97.04	
TIMER - SWIMMING	\$97.04	
<b>WRESTLING</b>		
ANNCR - WRESTLING	\$97.04	
SCORER - WRESTLING	\$97.04	
TIMER - WRESTLING	\$97.04	
<b>GYMNASTICS</b>		
ANNCR - GYMNASTICS	\$97.04	
SCORER - GYMNASTICS	\$97.04	
<b>BASEBALL</b>		
SCORER - BASEBALL	\$54.67	
<b>GYMNASTICS</b>		
ANNCR - GYMNASTICS	\$97.04	
SCORER - GYMNASTICS	\$97.04	
<b>LACROSSE</b>		
ANNCR/TIMER - LACROSSE	\$54.67	
SCORER - LACROSSE	\$54.67	
PHOTOGRAPHER - LCROSSE	\$54.67	
<b>TRACK</b>		
SCORER-DISCUS 1 LVL	\$75.83	
SCORER-DISCUS 2 LVLS	\$97.04	
SCORER - HIGH JUMP	\$75.83	
SCORER - LONG JUMP	\$75.83	
SCORER - POLE VAULT	\$75.83	
SCORER-TRPL/LNG JMP	\$119.48	
SHOT - 1 LEVEL	\$75.83	
SHOT - 2 LEVELS	\$97.04	
STARTER - TRACK	\$121.56	
TIMER - TRACK	\$97.04	
TRACK CLERK	\$97.04	
TRIPLE JUMP	\$75.83	
HIGH JUMP (2 LEVELS)	\$97.04	
LONG JUMP (2 LEVELS)	\$97.04	
POLE JUMP (2 LEVELS)	\$97.04	
TRIPLE JMP(2 LEVELS)	\$97.04	
<b>SOCCER</b>		
SCORER - SOCCER	\$54.67	
ANOUNCER/TIMER	\$54.67	
PHOTOGRAPHER/SOCCER	\$54.67	
<b>SOFTBALL</b>		
SCORER - SOFTBALL	\$54.67	
<b>VOLLEYBALL</b>		
SCORER (2 GAMES) VB	\$75.83	
TIMER (2 GAMES)	\$75.83	
TIMER (1 GAME) VB	\$37.94	
SCORER (1 GAME) VB	\$37.94	
VB/PHOTGRPHR(1-GAME)	\$37.94	
<b>WATER POLO</b>		
SCORER (1 GAME)	\$37.94	
SCORER (2 GAMES)	\$75.83	
TIMER (1 GAME)	\$37.94	
TIMER (2 GAMES)	\$75.83	
ANNOUNCER (1 GAME)	\$37.94	
ANNOUNCER (2 GAMES)	\$75.83	
<b>CHAPERONES</b>		
BADMINTON	\$48.06	
CHPRN-BASKETBALL	\$49.14	
CHPRN-CROSS COUNTRY	\$75.83	
CHPRNE-DANCE/GAME	\$54.67	
CHPRNE-FLOAT	\$75.83	
CHPRNE-FORMAL DANCE	\$75.83	
CHPRNE-INFRML DANCE	\$87.01	
CHPRNE-PRODUCTION	\$54.67	
CHPRN-FOOTBALL	\$54.67	
CHPRN-GYMNASTICS	\$75.83	
CHPRN-PEP BUS	\$75.83	
CHPRN-SOCCER	\$54.67	
CHPRN-SWIMMING	\$75.83	
CHPRN-VB (2 GAMES)	\$75.83	
CHPRN-VB (1 GAME)	\$37.94	
CHPRN-WRESTLING	\$87.01	
GRADUATION CHAPERONE	\$61.42	
LACROSSE (1 GAME)	\$54.67	
TICKETS-BASKETBALL	\$54.67	
TICKETS-FOOTBALL	\$59.96	
WATERPOLO (1GAME)	\$37.94	
WATERPOLO (2GAMES)	\$75.83	
<b>JUDGES</b>		
MATH JUDGE	\$79.02	
MATH TOURNAMENT	\$79.02	
SCHOLASTIC BOWL	\$84.81	
SPEECH ADDTL ROUND	\$20.97	
SPEECH JUDGE	\$111.00	
SPEECH TOURNAMENT	\$111.00	
SPEECH/DEBATE	\$111.00	
WATER POLO REF 2 GMS	\$62.40	
WATER POLO REF 3 GMS	\$79.02	
WATER POLO REF 1 GM	\$46.19	

These payment schedules also apply to school-hosted meets with more than three teams.

## H. Tournament Salary Schedule

Tournament salaries remain at the 2017-2018 amount for the duration of the contract. The following tournament pays will occur on a three-hour rate as appropriate at \$108.60: badminton, bowling, gymnastics, lacrosse, swimming and diving, volleyball, water polo and wrestling.

**2018-2019  
ONE-TIME JOBS RATE OF PAY  
TOURNAMENTS**

<b>CHAPERONES</b>	
CHPRN-BSKBALL (1)	\$75.83
CHPRN-BSKBALL (2)	\$108.60
CHPRN-CROSS COUNTRY	\$75.83
CHPRN-FOOTBALL	\$75.83
CHPRN-GYMNASTICS	\$108.60
SOCCER (1 GAME)	\$75.83
CHPN-SOCCER 2 GAMES	\$108.60
CHPRN - SWIMMING	\$108.60
CHPRN - TRACK	\$108.60
CHPRN-VOLLEYBALL (1)	\$75.83
CHPRN-VOLLEYBALL (2)	\$108.60
CHPRN - WRESTLING	\$108.60
CHPRN-TENNIS	\$106.21
CHPRN-DIVING	\$54.24
CHPRN - BADMINTON	\$75.83
CHPN-BASEBALL (1GM)	\$75.83
CHPN-BASEBALL (2 GM)	\$108.60
CHPN-SFTBALL (1 GM)	\$75.83
CHPN SFTBALL (2 GMS)	\$108.60
CHPRN-WATERPOLO 1 GM	\$75.83
CHPRN-WATERPOLO 2GMS	\$108.60
CHPRN/LACROSSE (1GM)	\$75.83

<b>TICKETS</b>	
TICKETS/FOOTBALL	\$87.01
TICKETS/SOCCER(1)	\$75.83
TICKETS/SOCCER(2)	\$108.60
TICKETS/SWIM	\$108.60
TICKET/DIVING	\$54.23
TICKET MGR-FOOTBALL	\$108.60
CONCESS MGR-FOOTBALL	\$108.60
TICKETS/VB(1 GAME)	\$75.83
TICKETS/VB(2 GAMES)	\$108.60
TICKETS-BB (1 GAME)	\$75.83
TICKETS-BB (2 GAMES)	\$108.60
TICKETS/WRESLING	\$108.60
TICKETS/GYMNASTICS	\$108.60
CONCESS/BSKTB 1 GAME	\$75.83
CONCESS/BSKTB-2 GAME	\$108.60
TICKETS/TRACK	\$140.58
TICKETS/BADMINTON	\$75.83
TCKTS/BASEBALL(1 GM)	\$75.83
TCKTS/BASEBALL(2 GM)	\$108.60
TCKTS/SOFTBALL(1 GM)	\$75.83
TCKTS/SFTBALL (2 GM)	\$108.60
TICKETS/BOWLING	\$75.83

<b>BADMINTON</b>	
BADMINTON	\$75.83
<b>BASEBALL</b>	
BASEBALL(1 GAME)	\$75.83
BASEBALL (2 GAMES)	\$108.60
<b>BASKETBALL</b>	
BASKETBALL (1 GAME)	\$75.83
BASKETBALL (2 GAMES)	\$108.60
<b>BOWLING</b>	
BOWLING	\$108.60
<b>CROSS COUNTRY</b>	
CROSS COUNTRY	\$75.83
CC/SCORER-TIMER	\$75.83
<b>FOOTBALL</b>	
FOOTBALL MANAGERS	\$108.60
FOOTBALL TIMER	\$75.83
FOOTBALL SCORER	\$75.83
FOOTBALL ANNOUNCER	\$75.83
FB PHOTOGRAPHER	\$75.83
FIELD CREW/FOOTBALL	\$75.83
TRAINER/FOOTBALL	\$75.83
FB/EQUIPMENT MGR	\$75.83
FB/STATISTICIAN	\$75.83
FOOTBALL-DOWNMARKER	\$61.31
<b>GOLF</b>	
GOLF	\$75.83
<b>GYMNASTICS</b>	
GYMNASTICS	\$108.60
<b>LACROSSE</b>	
LA CROSSE (1 GAME)	\$74.55
LA CROSSE (2 GAMES)	\$108.60
<b>SOCCER</b>	
SOCCER (1 GAME)	\$75.83
SOCCER (2 GAMES)	\$108.60

<b>SOFTBALL</b>	
SOFTBALL (1 GAME)	\$75.83
SOFTBALL (2 GAMES)	\$108.60
<b>SWIMMING</b>	
SWIMMING - DIVING	\$55.53
SWIMMING - OTHER	\$108.60
<b>TENNIS</b>	
TRAINER/TENNIS	\$75.83
<b>TRACK</b>	
TRCK-CLERK OF COURSE	\$153.92
TRACK - POLE VAULT	\$140.58
TRACK - TIMER	\$140.58
FINISH CLERK	\$140.58
TRACK - SCORER	\$140.58
TRACK - ANNOUNCER	\$140.58
TRACK/STARTER	\$153.92
TRACK - ASST STARTER	\$140.58
TRACK-HD JUDGE/TIMER	\$140.58
TRACK - MANAGERS	\$140.58
TRACK - TICKETS	\$140.58
TRACK - OTHER	\$108.60
TRACK/TRAINER	\$140.58
SHOTPUT/DISCUS	\$140.58
LONG JMP/TRIPLE JMP	\$140.58
<b>VOLLEYBALL</b>	
VOLLEYBALL (1 MATCH)	\$75.83
VOLLYBALL(2 MATCHES)	\$108.60
<b>WATER POLO</b>	
SCORER/WTR POLO-1GM	\$75.83
SCORER/WTR POLO-2GMS	\$108.60
TIMER/WTR POLO-1GM	\$75.83
TIMER/WTR POLO-2GMS	\$108.60
SHT CLK/WTR POLO-1GM	\$75.83
SHT CLK/WTR POLO-2GM	\$108.60
TICKETS (1 GAME)	\$75.83
TICKETS (2 GAMES)	\$108.60
<b>WRESTLING</b>	
WRSTLNG (@ SESSION)	\$108.60

**I. State Tournament Bus Chaperones**

State tournament bus chaperone amounts remain at the 2017-2018 amount for the duration of the contract.



NORTHWEST SUBURBS	\$75.70
41-90 MILES	\$145.62
91-150 MILES	\$178.76
151-210 MILES	\$226.36
210+ MILES	\$291.18

## **ARTICLE XXI – EXTRACURRICULAR PROCEDURES**

### **A. Assignment Procedures**

Every reasonable effort shall be made to fill existing extracurricular positions on a voluntary basis. However, if a volunteer is not available, the Superintendent or the Superintendent's designee may assign a unit member provided:

1. The assignment is related to the unit member's training, experience, or competence;
2. The assignment is made with due consideration to the unit member's total program or assignment in the District;
3. The same unit member shall not be assigned to the same assignment more than once every three (3) years;
4. Performance of assignment under these circumstances will not be a basis for evaluation unless the unit member's conduct in performance of the assignment is detrimental to the effectiveness as a teacher and/or the health, safety or welfare of students.
5. The Board shall continue to follow its established practice in making such assignments for teacher assistants, which does not prohibit the Board from ever making such assignments.
6. Teacher assistants may apply for extra duty assignments at the time they are posted. The Board will consider qualified applicants when filling such positions.
7. The District will continue to implement a standardized electronic process to assist with chaperone sign up.

### **B. Extracurricular Interviews and Evaluations**

1. The District will make every effort to afford qualified bargaining unit members the opportunity to apply for extracurricular activities set forth in the Master Contract. Thereafter, each position held by a non-bargaining unit member shall be reposted district wide every two (2) school years.
2. The administration will interview in-district candidates who apply for head coaching positions. Prior to the appointment by the Superintendent of a non-bargaining unit member, including a retiree, to a head coach position, the Superintendent will notify the Union President and provide an opportunity to discuss the reasons for the appointment. The process will take place on an expedited basis.

3. The Administration shall post all coaching and sponsor vacancies district-wide electronically to all unit members as they occur.
4. Unit members not hired for an extracurricular position may request a meeting with the Athletic or Activity Director to review areas for improvement.

### **C. Activity Reduction Due to Lack of Participation**

1. Each May, the Activity Director for each building shall determine the number of participants involved in a particular club.
2. The District Director of Student Activities shall compile the information received, compare it to a list of clubs that are exempt and then generate a list of clubs whose numbers are below the desired minimum of twenty (20) students.
3. If a club has less than twenty (20) students, the Activity Director will meet with that club's sponsor to inform the sponsor of the club's status and that the stipend for the club will not appear on the sponsor's salary letter in June.
4. Sponsors, whose clubs are on the list, will be given until the end of the first quarter to meet the twenty (20) student minimum participation requirement in order to have the stipend reinstated.
5. Clubs that fail to meet the minimum student requirement numbers are put on hiatus for at least one (1) year.
6. A club may be reinstated after the hiatus if sufficient interests from twenty (20) or more students exist and a proposal is submitted and approved by Administrative Council.

### **D. Internship Program**

An internship program for athletics and extracurricular activities can provide training and an introductory experience when it is known that a head coach or lead activity sponsor is leaving the position. Pay will be one-half (1/2) of the current assistant's pay. Only District 211 employees will be eligible.

### **E. Coaching Evaluation**

The administration is encouraged to use an evaluation document jointly created by the Activities and Athletics Committee for the evaluation of head coaches. Athletic Directors will review with the head coaches their program's performance at the end of each season; part of this review will reflect any practices and competitive events they witnessed. The decision to remove a coach is not subject to the grievance process.

## **ARTICLE XXII –NON-LICENSED UNIT MEMBER PROBATIONARY PERIOD AND DISCIPLINE AND DISCHARGE**

### **A. Probationary Period**

The probationary period for all newly hired non-licensed unit members, as well as non-licensed unit members with unauthorized breaks in service, shall be sixty (60) work days. The probationary period is the time set aside for the Board to determine its selection of new employees, and as such, its decision is not subject to challenge under the terms and conditions of this contract.

### **B. Discipline and Discharge**

1. The Board shall discipline non-licensed unit members, including discharge, for just cause. Serious offenses may result in suspension or immediate dismissal. Offenses which do not justify suspension or discharge if they are a first (1<sup>st</sup>) offense and for which the Board believes the non-licensed unit member should be disciplined may result in an oral or written reprimand.
2. Offenses alleged for the same act beyond the first (1<sup>st</sup>) offense may result in a progressive number of days of suspension for each offense but not more than five (5) for a second (2<sup>nd</sup>) offense or ten (10) for a third (3<sup>rd</sup>) offense. The fourth (4<sup>th</sup>) such offense may result in dismissal.
3. In imposing discipline on a current charge, the Board shall take into account all prior warnings regarding the same charge which have occurred and the non-licensed unit member's overall record.
4. Records of discipline actions shall be placed in the non-licensed unit member's personnel file subject to review and rebuttal by the employee.
5. A unit member shall have the right to request a Union representative to be present and to represent him/her in any meeting or interview with the District that the member reasonably believes is, or has become, investigatory, that might lead to disciplinary action against the member, or regarding discipline of the member per federal Weingarten Rights.

## **ARTICLE XXIII – TEACHER ASSISTANT HOURS OF EMPLOYMENT AND WORK YEAR**

- A.** The regular work day for full-time teacher assistants will consist of 7 ½ hours per day [which shall include two (2) fifteen (15) minute duty-free breaks] and a non-paid, duty-free lunch period of thirty (30) minutes. It is understood that not all teacher assistants are presently working a 7½ hour day.
- B.** The Board may change the starting time for teacher assistants, but except for emergency situations, all affected teacher assistants will be notified at least one (1) week prior to the effective date of such change.
- C.** All work performed over forty (40) hours in any work week shall be paid at the rate of time and one-half.
- D.** Arrangements may be made at each location with the building administrator and with the approval of the Human Resources Department to forego breaks and convert said time into an extended lunch period. The converted time will be paid by the employer. It is understood that those teacher assistants working at least four (4) hours per day will receive one (1) break. Those teacher assistants working seven hours or more will receive two (2) breaks.
- E.** Teacher assistants may leave the building during working hours only with the approval of their immediate supervisor. Lunch is not considered working hours unless it is paid.
- F.** Teacher assistants shall be scheduled to work all student attendance and institute days. Teacher assistants may leave work early on the last day of final exams each semester: at 12:30 for early start schools and at 1:30 for late start schools.
- G.** Emergency School Closing – During the term of this contract, teacher assistants shall be paid a regular day’s pay if school is closed for an emergency.
- H.** Five (5) teacher assistants will be maintained within the Special Education Department to process forms and detailed paperwork and serve as a curriculum liaison. Allocation will be based on special education staff allocation per school.
- I.** Teacher assistants, who have been employed for at least two (2) consecutive full years as a teacher assistant in District 211 and who leave District 211 to complete student teaching, may return to a position as a teacher assistant the semester following the completion of the student teaching under the following conditions:
  - 1. a position in the District as a teacher assistant is available, and
  - 2. the teacher assistant received a meets or exceeds summative evaluation rating in the last summative evaluation.

## **ARTICLE XXIV- SPECIAL EDUCATION**

- A.** Full-time special education teachers will have an assignment of five instructional courses.
- B.** Special education teachers will have a supervision assigned by their department chair in the five large high schools or the program administrator in the alternative schools that will directly address the needs of students, the specific needs of the department, a therapeutic component or provide support to the building as a whole.
- C.** One teacher in each of the five large high schools will be granted a release period to serve the Life and Learning Strategies program.
- D.** All special education departments in the five large high schools will have one full-time clerk and one full-time clerical teaching assistant.
- E.** All special education departments in the five large high schools will have their own high capacity multi-functional device.
- F.** The schedules at Higgins Educational Center and Academy North shall be jointly reviewed yearly by the Union and the Administration, but the Administration shall retain the right to make any final determinations that shall not be subject to the grievance and arbitration procedure.

**ARTICLE XXV – HEAD ATHLETIC TRAINERS HOURS OF EMPLOYMENT AND WORK YEAR**

- A.** Twelve-month head athletic trainers are employed fifty-two (52) weeks per year with paid vacation time and paid holidays.
- B.** The head athletic trainers will submit a schedule every two weeks to the Athletic Director who will provide final schedule approval. The head athletic trainer will account for a minimum of eighty (80) hours within the two week schedule (work, vacation, sick, etc.). Daily hours are to be scheduled to fulfill the needs of the District and may vary by day.
- C.** Head athletic trainers shall be evaluated on an annual basis by their immediate supervisor, the school athletic director, using an evaluation tool specific to their performance and responsibilities.
- D.** As twelve-month employees, head athletic trainers are provided the following as it pertains to paid holidays and vacation days:
  - 1. **Vacation:** Newly employed twelve-month head athletic trainers are on a sixty (60) work day probationary period during which no vacation is earned. Thereafter, vacation days are accumulated on a pro-rated basis based on the number of months from the date of initial employment through the end of June (see Chart B below). After the first year of employment, twelve-month employees accumulate vacation on a pro-rated basis to the total number of days listed in Chart A. The anniversary date for twelve-month employees for vacation allotment will be July 1. For the purpose of determining years of service in allocating vacation under Chart A, head athletic trainers hired between July 1 and December 31 will be given credit for one full year of service on the following July 1. Head athletic trainers hired between January 1 and June 30 will not be given the one year credit. Head athletic trainers hired between January 1 and June 30 will accumulate pro-rated vacation, as set forth in Chart B, from their date of hire to June 30. They will then accumulate ten days of vacation on a pro-rated basis between July 1 and June 30 of the following year. At the end of that year, they will have completed one year of service in accordance with Chart A. Employees who are on a half-step for salary purposes will be rounded up to the next year of service for vacation day allotment. Any part of a month worked will be counted as a full month for the purposes of calculating vacation during the first year. Vacation will not be approved beyond the number of days earned. Head athletic trainers may carry up to one year's allotment of vacation days into the following year, but those days must be used by June 30 of that year, or they are lost.

Chart A:

<b><u>ANNUAL VACATION ALLOTMENT</u></b>	
<b><u>July 1 Following Year of Service</u></b>	<b><u>Vacation Days</u></b>
1 Year	10 or appropriate pro-rated amount
2-3 Years	10
4 Years	11
5 Years	12
6 Years	13
7 Years	14
8 Years	15
9 Years	16
10 Years	17
11 Years	18
12 Years	19
13-19 Years	20
20-29 Years	25
30+ Years	30

\* Minus any earned vacation days used prior to July 1

Chart B:

<b><u>ANNUAL VACATION ALLOTMENT BASED UPON HIRE DATE</u></b>	
<b><u>Month of Hire</u></b>	<b><u>Vacation Days</u></b>
August	9 1/2
September	8 1/2
October	7 1/2
November	7
December	6
January	5
February	4 1/2
March	3 1/2
April	2 1/2
May	2
June	1
July	10

\* Minus any earned vacation days used prior to July 1

Vacation time will be scheduled through the athletic director and will be taken at a time that best serves the interest of the District. Vacation approval shall be consistently applied and shall not be arbitrarily withheld.

2. Paid Holidays: District approved paid school holidays for head athletic trainers include: Labor Day, Columbus Day, Veterans' Day, Thanksgiving (2 days), Christmas (2 days), New Year's (2 days), Martin Luther King, Presidents' Day, Casimir Pulaski Day, Memorial Day, and Independence Day. If the District declares a non-attendance day, head athletic trainers will receive their normal pay for the day.

For any holiday that the District has received a waiver from the state to conduct school, it shall assign additional vacation days or designate another date as a paid holiday. Holidays that occur on Saturday or Sunday and that are not observed on other days during the workweek shall be assigned by the District on another date, or, if the District does not assign the holiday on another date, the holiday shall be added to the head athletic trainers' vacation days.

In the event that athletic events are held on an observed holiday and require the presence of an athletic trainer, the head athletic trainer will have the ability to schedule a contracted assistant athletic trainer within their contracted weekly hour allotment. Should the head athletic trainer work on the observed holiday, they will be granted additional vacation time equal to the number of hours that were worked on the paid holiday. Hours worked on observed holidays will need to be reported to the Human Resources Department to ensure that additional vacation time is recorded.

The head athletic trainer should make every possible attempt to ensure scheduled coverage for student training needs. In the event that adequate athletic coverage is not met, training services may be contracted with approval of the Athletic Director.

## **ARTICLE XXVI - IDENTIFICATION OF UNIT MEMBERS AND PAYROLL DEDUCTION**

### **A. Identification of Unit Members**

No later than the Friday after Labor Day, the District will provide the Union with a current list of employees that are part of the negotiation unit as described in Article I section A. This list will be in an electronic format agreed upon by the District and the Union. The Union will provide the District with a list of members and non-members no later than ten (10) working days prior to the last payroll date in September. The Union will provide the District with updates to Union membership monthly.

### **B. Payroll Deduction**

Any unit member who is a member of the Union or who has applied for membership may sign and deliver to the Union an assignment authorizing deduction of membership dues and a separate authorization for political contribution. Deduction amounts shall be determined at the beginning of the school term and provided to the district no later than ten (10) work days prior to the last payroll date in September.

Pursuant to such authorization, the Board shall deduct Union dues each pay period in equal fractional parts divided amongst all remaining paychecks for the school year starting with the last pay period in September. If an employee is hired after the first pay date in September, a prorated dues amount will be deducted from each paycheck starting with the first pay period after the Union has submitted their membership status to the District. Authorization for deduction of dues received within 10 work days prior to the end of a pay date will be considered to have been received during the next pay date. The Board agrees to remit to the Treasurer of the Union all sums deducted by the Board pursuant to authorization from the unit member, separating dues and political contributions. The Board shall deduct from the salary of any unit members and make appropriate payment for annuities and credit union. All resignation notifications shall be delivered to the Union, who will accept and forward such resignations to the Board's agent. The Union will save the Board harmless and assume all legal responsibilities for dues deductions.

## **XXVII – STUDENT SERVICES**

### **A. Counselor Load**

Counselors shall be assigned a student load per the Letter of Agreement: Class Size/Teacher Workload.

### **B. Psychologists and Social Workers**

Psychologists, social workers, occupational therapists and physical therapists who are required to work an excessive amount of time outside of the regular work day may use informal flex time with the approval of their Principal. It is understood that the informal flex time is not pro rata for the excess hours worked and that it is to be used in a professional manner.

## **ARTICLE XXVIII – COLLABORATIVE PIANISTS**

### **A. Licensing**

Collaborative pianists must meet the minimum qualifications for licensing by the Illinois State Board of Education, either as a teacher, paraprofessional, or substitute teacher.

### **B. Assignment Notifications**

The collaborative pianists will receive notification prior to the end of the school year regarding the number of hours that will be assigned for the upcoming school year. If a change in the number of hours is deemed necessary based on a decrease in student enrollment over the summer, the administration will notify the collaborative pianist of the change.

In the event that the assigned hours for a collaborative pianist are reduced from the previous year due to a reduction in student enrollment, then the collaborative pianist may bump into a position held by the least senior collaborative pianist with greater hours.

A collaborative pianist who wishes to bump into another assignment must notify the Director of Human Resources in writing. The notification needs to occur within two weeks of when the collaborative pianist is informed of the initial assignment or by August 1 if the collaborative pianist was notified of a change in hours due to a decrease in student enrollment over the summer.

### **C. Extended Class**

An extended class is covered by the regular work hours as designated in F.2. of this article.

### **D. “Early Bird”**

A collaborative pianist will be informed of the need to schedule an “early bird” choir class prior to July 1. The collaborative pianist may volunteer to begin their work day with an “early bird” class. The “early bird” class is considered part of their regular work hours as designated in F.2. of this article.

### **E. Internal Substitution Pay**

Collaborative pianists, licensed as a teacher, a substitute teacher or otherwise qualified to substitute teach in Illinois, may substitute during their non-assigned hours at the internal substitution pay rate.

### **F. Work Year and Hours of Work**

1. Collaborative pianists’ work year begins with the first day of student attendance and ends with the last day of student attendance. Collaborative pianists fulfill their regular work hours during

school hours only as provided in Section 2 below.

2. Each choral program at each high school shall be assigned a collaborative pianist who shall be scheduled to work a number of hours as provided below:

Student Choral Section Enrollment	Regular Hours per week
60 or less	12
61-80	15
More than 80 students	18

3. Each school will have a designated number of administration approved concerts/performance at which collaborative pianists are needed with a maximum of five hours of rehearsal/performance time per concert/performance. The collaborative pianists will have the first right of refusal to fulfill these hours. The collaborative pianist's pay for these hours will be at their regular hourly rate, except that hours in excess of forty shall be compensated at time and a half.
4. Hours in excess of the collaborative pianist's regular hours or approved concert/performance hours must be pre-approved by the superintendent's designee, and shall be compensated at the collaborative pianist's regular hourly rate, except that hours in excess of forty shall be compensated at time and a half.
5. Travel expenses, such as food, lodging, transportation, or other expenses related to travel, must be pre-approved by administration and follow district reimbursement procedures.
6. The schedule for collaborative pianists will be developed with the choir director and submitted for approval to the music department chair and designated administrator. Due to the nature of the work performed by the position, hours may vary from day to day and week to week.

**ARTICLE XXIX – EFFECT OF AGREEMENT AND DURATION**

- A. The parties mutually agree that the terms and conditions set forth in this Agreement represent the full and complete understanding and commitment between the parties hereto which may be altered, changed, added to, deleted from, or modified only through the voluntary, mutual consent of the parties in written amendments duly executed by both parties.
- B. This Agreement shall be incorporated into the Board policies of Township High School District 211, Cook County, Illinois.
- C. The terms and conditions of the Agreement and subsequently negotiated Agreements shall be reflected in individual contracts when necessary.
- D. Should any article, section or clause of this Agreement be declared illegal by a court of competent jurisdiction, said article, section, or clause, as the case may be shall be automatically deleted from this Agreement to the extent that it violates the law, but the remaining articles, sections, and clauses shall remain in full force and effect for the duration of the Agreement, if not affected by the deleted article, section, or clause.
- E. This Master Contract shall be effective for the 2022-2023 through the 2023-2024 school years. This Agreement shall terminate on June 30, 2024.

**IN WITNESS THEREOF:**

**For the District 211**

**Teachers' Union**



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President

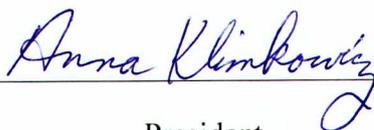


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Vice President

**For the Board of Education**

**Township High School District 211**



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President



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Secretary