

# **Collective Bargaining Agreement**

**between**

**The Board of Education of  
Troy Community Consolidated School District  
30-C,  
Will County, Illinois**

**and**

**The Troy Education Association, IEA/NEA**

**2018-19**

**2019-20**

**2020-21**

**2021-22**

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## **PART A.**

### **1. INTRODUCTION**

#### 1.1 Purpose.

This Agreement is negotiated pursuant to the *Illinois Educational Labor Relations Act ("IELRA")*, to establish the terms and conditions of employment for the members of the bargaining unit as herein defined.

#### 1.2 Recognition.

This Agreement is entered into by and between the Board of Education of Troy Community Consolidated School District 30-C, Will County, Illinois, hereinafter referred to as the "Board" and the Troy Education Association, IEA/NEA, hereinafter referred to as the "Association" which is hereby recognized as the sole and exclusive bargaining agent of all full time and part time regularly employed certified and noncertified personnel, hereinafter referred to as "Employee" with regard to wages, hours, and terms and conditions of employment, but not with regard to matters of inherent managerial policies.

Excluded are the following: Superintendent(s), Executive Director of Teaching and Learning, Executive Director of Finance and Operations, Executive Director of Human Resources, Director of Special Education, Human Resources Specialist, Executive Director of Informational Services, Director of Transportation, Assistant Director of Transportation, Director of Early Childhood Education, Benefit Coordinator, Payroll and Grants Specialist, Registration Specialist, Network Manager, Director of Student Activities and Athletics, Director of Curriculum and Assessment, Director of Information Systems, Director of Instruction and Professional Development, Building Principals(s), Assistant Principal(s), Director of Building and Grounds, Bookkeeper, Payroll Clerk, Guest Teachers, District Office Administrative Assistants, District Office Receptionist, any employee who is supervisory, managerial and/or confidential as well as those teachers and other personnel who are employed and/or supervised by any cooperative agency whose duty is to serve the Board.

This recognition clause does not affect the right of the Board to continue to employ 1) a commercial lawn service to mow the grass at the various school district sites and to maintain the landscaping, and 2) a commercial food service to provide meals and cafeteria service at the various school district sites.

#### 1.3 No Strike.

It is agreed and understood that there will be no strike, work stoppage, slow down, refusal or failure to fully and faithfully perform job functions and responsibilities or other interference with the operations of the District by the Association or by its officers, agents, or members during the term of this Agreement, including compliance with the request of other labor organizations to engage in such activity.

In the event of any such illegal action, the Association shall take whatever affirmative action is necessary and within its authority to prevent and bring about the termination of such action. Such affirmative action shall include the immediate disavowal and refusal to recognize any such action, and the Association immediately shall instruct any and all Employees to cease their action and inform them that their action is a violation of this Agreement and the *IELRA* and may subject them to disciplinary action.

Any proven violation of this Article shall mean that the Employee(s) may be held accountable for all damages, injuries or expenses incurred or suffered by the Board.

The Board agrees that it will not lock out any bargaining unit member so long as the bargaining unit members do not have the right to strike.

#### 1.4 Waiver of No Strike Clause.

In the event this Agreement or any subsequent Agreement contains a negotiations re-opener on some (but not all) of the contractual items contained therein, the Association may, at its option, declare the Agreement expired prior to the Agreement's regular expiration date, and have the right to strike, only if the following conditions are met:

- A. Both parties to this Agreement have bargained in good faith and have reached impasse regarding the terms, and conditions of employment subject to the re-opener, and
- B. The Board has decided to implement its last, best and final offer regarding the terms, and conditions of employment subject to the re-opener, and
- C. The Association has satisfied the impasse procedures of the Agreement, and other requirements of the *Illinois Educational Labor Relations Act* and its regulations.

#### 1.5 Definitions.

- A. "Emergency" for the benefit of this Agreement shall mean an unforeseen turn of events calling for immediate action. Therefore, the Board retains the right to respond to the emergency outside the scope of the specific terms of this Agreement. In the event that this occurs, the administration shall meet as soon as practical with the Association to renegotiate or to explain why the terms of this Agreement have been superseded by the emergency.
- B. The term "Employee" or "Bargaining Unit Member" includes any person holding a position as included in the Recognition Clause.
- C. "Immediate Family" shall mean: spouse, daughters, sons, granddaughters, grandsons, mother, father, brothers, sisters, grandmothers, grandfathers, step-sons, step-daughters, step-parents, step-grandparents, step-grandchildren, step-brothers, step-sisters, mothers-in-law, fathers-in-law, sons-in-law, daughters-in-law, brothers-in-law, sisters-in-law, members of an Employee's immediate household and anyone for whom the Employee is a legal guardian.
- D. "Part Time Employees" are defined as any Employee working less than the maximum of hours per day possible within the job category. All part time Employees shall receive a pro rata share of fringe benefits based on their fractionalized employment. Part time Employees are not eligible for health, life, dental and well-care insurance.
- E. A "Vacancy" is defined as an unfilled current or newly created bargaining unit position excluding those positions created by approved leaves of absence.

- F. An "Extra-Curricular Vacancy" exists when there is a resignation, the incumbent has been relieved of the position, or a new extra-curricular position is created.
- G. References to one gender in this Agreement, shall apply equally to both genders.
- H. Paid Leave Increments: Paid leave will be deducted in half (1/2) day increments for all Employees, except for six (6) hour bus drivers whose paid leave will be deducted in one-third (1/3) day increments.

## **2. MANAGEMENT RIGHTS**

### **2.1 Management Rights.**

The Board on its own behalf and on behalf of the electors of the District hereby retains and reserves unto itself, all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the laws and the Constitution of the State and of the United States. This list is not meant to be exclusive, but merely an illustration of the Board's management rights:

- A. To hire and assign all Employees.
- B. To establish educational policies, goals and objectives and to insure rights and educational opportunities of students.
- C. To build, move or modify facilities; establish budget procedures and determine budgetary allocation and to determine the method of raising revenue.
- D. To execute management organization and administrative control of the District.

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

This Agreement supersedes and cancels all previous agreements verbal or written between the District and the Association.



### **3. ASSOCIATION AND EMPLOYEE RIGHTS**

#### **3.1 Association Rights.**

The rights granted herein to the Association shall not be granted or extended to any competing Employee organization, unless to deny such right would be in conflict with state or federal law or Board policy.

#### **3.3 Association and Management Joint Meetings.**

The Administration and the Association agree that communication is vital to the joint administration of this contract. Communication between the TEA and Administration will be a point of emphasis and may come in the form of a regular monthly meeting to review the Board meeting agenda and related items, and other avenues of communication.

#### **3.4 Contract and Negotiations.**

Any individual contract between the Board and the individual bargaining unit member heretofore or hereafter executed shall be subject to and consistent with the terms of this Agreement. The Board and the Association agree that in successor Agreements to meet at reasonable times and negotiate in good faith with respect to wages, hours and other terms and conditions of employment. Negotiations shall begin no later than March 30<sup>th</sup> prior to the expiration of the existing contract and does not compel either party to agree to a proposal or require the making of a concession.

It is also agreed that the Association will not require the Board to bargain over matters of inherent managerial policy, e.g., standards and services, its overall budget, the organizational structure and selection of new Employees and the direction of Employees except as referred to in this Agreement.

The provisions of this Agreement shall constitute a binding obligation on the parties for the duration hereof or until changed by written mutual consent prior to the expiration of this Agreement. The parties agree that their undertakings in this Agreement are mutual.

#### **3.5 Negotiations Procedure.**

Each party shall select its own representatives. The parties mutually pledge that their representatives will be clothed with all necessary power and authority to make proposals, consider proposals, and make concessions in the course of the negotiations.

When negotiations are conducted during regular work hours, released time shall be provided for the Association's negotiating committee members at the expense of the Association for substitute Employee costs.

This Agreement shall be printed in a form agreeable to both parties.

Details:

- A. The Board is responsible for typing up the final Agreement.
- B. The Board will provide one (1) hard copy and one (1) electronic copy to the Association.

- C. The Association may choose to have the Agreement printed in hard copy.
- D. The Association will be responsible for distributing copies of the Agreement to its members.
- E. The final signed Agreement shall be posted on the District's intranet site.

There shall be two (2) signed hard copies of the final Agreement. One copy shall be retained by the District and one copy by the Association.

### **3.6 Information and Communication.**

Upon proper application and by following the applicable Board Policy, the District shall place on the agenda of each regular Board meeting items of business as requested by the Association. The President of the Association or the President's designee shall be given prior written or verbal notice of all regular and special open meetings of the Board together with a copy of the agenda or statement of purpose of the meeting. One copy of all approved regular and special Board minutes shall be electronically provided, mailed to or placed in the mailbox of the President of the Association as soon as they have been approved.

The Board agrees to furnish the Association all available information concerning the financial resources of the District and such other information as will assist the Association in developing accurate, intelligent, informed and constructive programs on behalf of the bargaining unit members when such information is applied for under and subject to the *Illinois Freedom of Information Act* rules and regulations and subsequent Board policy.

Names and addresses of newly hired Employees shall be provided to the Association within fourteen (14) days after their employment. This information may be conveyed electronically.

Prior to the implementation of any new district curriculum initiative, the Superintendent or designee will direct that a report be created which includes the following information:

1. An assessment of how the initiative will interface with or complement, if at all, the current initiatives and best practices.
2. A timeline for the adoption and implementation of the new initiative.
3. Identification of professional learning activities necessary for the implementation of the new initiative. This report will include the nature of the professional learning, an assessment of the amount necessary and a timeline for offering the same.
4. A provision for reflection and assessment of the implementation of the initiative, as well as any modifications necessary.

This report will be shared with the Association President and also provided to the Board of Education prior to implementation of the initiative.

The Board and Association agree that when possible, a collaborative approach to any new district curriculum initiative will be used. When applicable, mutually agreed upon joint committees will be established to study and make recommendations on topics and problems of concern to the school

district which may include, but are not limited to, curriculum changes, piloting programs, necessary professional development, and implementation timelines.

### **3.7 Association to Be Informed of Employee Assignments.**

In addition to notification of all Employees, the Association President shall be notified in writing or electronically of all Employees' assignments within ten (10) days of the start of each school term.

### **3.8 Equipment and Facility Usage.**

The Association shall have the right to post notices of activities in matters of Association concern on designated bulletin boards, at least one of which shall be provided per building. The Association may use the District mail delivery service, Employee mailboxes and district email for communication to bargaining unit members. Such mailboxes, mail, email, and/or bulletin boards shall not be utilized for materials that are related to political candidacy, whether partisan or nonpartisan, or other political issues or causes, nor the distribution or posting of any materials the purpose of which is to malign any Board members, Board agent or District Employee.

If a member of the Association acts in contravention of this provision and without authorization of the Association, the Association shall take whatever affirmative action is necessary and within its authority to prevent, bring about the termination of and remedy the effects of such action. Such affirmative action shall include the immediate disavowal of such action, and the Association immediately shall instruct any such member to cease his action and inform him that his action is a violation of this Agreement and may subject him to disciplinary action.

The Association agrees to indemnify the Board for any losses, costs and/or damages, including reasonable attorney's fees, incurred by the Board related to the Association's use of equipment and facilities which is in contravention of this provision, "Equipment and Facility Usage".

The local Association may hold meetings in attendance centers subsequent to advance notice and approval by the Building Principal. The Association shall pay for any unusual and extraordinary costs associated with these meetings. Such meetings shall not interfere with any aspects of the school's program. The local Association may, upon prior approval, use the District's equipment to transact official Association business at the Association's expense for materials and equipment usage and repair.

### **3.9 Association Leave.**

The Association shall be granted an aggregate of twelve (12) days on an annual basis to send representatives to attend IEA/NEA meetings or conferences, and/or to conduct Association business. No more than two (2) members of the Association shall take this leave at the same time. No more than eight (8) days to be used by either group. (Certified staff or ESP group) Leave must be taken as full work days (i.e., no partial days of leave). These representatives shall be excused without loss of salary providing that the Association shall reimburse the District for the cost of a qualified substitute. The Association shall make the request, whenever possible, at least (5) working days prior to the date requested so that an appropriate substitute can be found. Association Leave shall not normally be allowed for a day immediately before or after a holiday or scheduled vacation, during the first five student attendance days or the last five student attendance days of school, on

the day of a workshop or inservice training, or other times which interfere with the instructional process.

### **3.10 Maintaining and Posting of Seniority Lists.**

The Board shall prepare, maintain and post the seniority list. The seniority list shall be prepared on or before February 1 and posted on the District's intranet site. TEA representatives in each building shall print out the seniority list and post it on the TEA bulletin boards in all buildings of the District. An electronic copy of the seniority list and subsequent revisions shall be furnished to the Association President. Any Employee disagreeing with his seniority placement shall respond, in writing, to the Superintendent and the Association President within thirty (30) days after the effective date of the posting.

### **3.11 Posting of Vacancies.**

A "vacancy" is defined as an unfilled current or newly created bargaining unit position excluding those positions created by approved leaves of absence.

Posting of vacancies for positions covered by this Agreement shall occur as follows:

- A. Vacancies shall be posted for a minimum of ten (10) calendar days before the position is filled.
- B. The posting shall include the title of the position, the location, the starting date, anticipated hours, and wage rate.
- C. Applications will be accepted from personnel who feel they are qualified.

Notices will be posted in the following locations:

- A. The Central Administrative Office.
- B. Attendance Center offices and Employee bulletin boards by TEA Representatives.
- C. On the District's website.
- D. Electronic notice to the Association President or his Designee.

During the summer, the Employer shall continue to post vacancies occurring within the bargaining unit including newly created positions. These positions shall be posted as listed above. Summer postings shall be for a period of ten (10) calendar days.

There is no posting requirement for Special Education Teaching Associate vacancies if the incumbent terminates the position with less than 14 calendar days' notice to the District.

Any vacancies which occur after August 1 shall be posted, but may be filled immediately.

A vacancy may be temporarily filled for a period not to exceed nine (9) academic weeks in the current school year to avoid undue disruption of the educational program.

### 3.12 Reduction-In-Force.

- A. Prior to a Reduction in Force action by the Board, the Board agrees to notify in writing or via electronic means the President of the Association of the Board's desire to reduce the work force covered by this Agreement. That intent of anticipated action will be given to the President of the Association or his designee no less than ten (10) school days prior to the Board meeting of the action taking place. Included will be the names of all Employees affected by this action. The Board will conduct any such reduction-in-force consistent with the requirements of the *Illinois School Code*.
- B. In addition to the notice requirements found in the *Illinois School Code*, the following procedures shall be followed:

- i. Educational Support Staff Employees to be laid off shall be dismissed on the basis of seniority within the job category, with the least senior Employee being dismissed first.
- ii. Eligible RIFed Teachers will be recalled to positions requiring ISBE teaching licensure for which they are endorsed and qualified.

RIFed ESP employees will be recalled to the position that becomes available within the specific category from which they were removed or dismissed, or any other ESP category so far as they are qualified to hold such position.

- iii. An Employee who is dismissed due to a Reduction in Force shall notify the Department of Human Resources in writing of all employment positions for which the Employee is licensed and qualified. The RIFed Employee shall be responsible for keeping the Department of Human Resource apprised of all employment positions for which the Employee becomes endorsed and qualified during the period of recall. The notification shall also include the Employee's mailing address, email address, and phone number.
- iv. Employees who are on leave of absence are subject to non-renewal and Reduction in Force.

- C. An Employee who has been dismissed due to a Reduction in Force, shall have the following recall rights in addition to those in the *Illinois School Code*:

- i. Recalled Employees shall retain all rights and salary that they had at the time of their Reduction in Force in the category from which they were RIFed.

An ESP Employee recalled to a category of position **different** from that which he was removed, shall be placed at a similarly-situated salary for the new category, shall begin seniority in that job category as "Year 1" but shall retain all other rights (sick leave accumulation, personal leave accumulation and unused vacation accumulation).

The following special provisions pertain to custodians who are recalled:

Full time custodians who are recalled to part time custodial positions retain their seniority and salary as it pertains to part time custodial positions.

Part time custodians who are recalled to full time custodial positions shall acquire 1 year of seniority and salary advancement for each 2 years of part time service.

- ii. The Employer will notify the RIFed Employee of his recall or of an available position by 1) mailing a notice by first class mail and receipted mail or other receipted delivery to the last address on file with the Employer, and 2) email the notice to the email address the RIFed Employee has submitted to the Employer in writing, and 3) place a telephone call to the RIFed employee at the number provided by that person for this purpose.
- iii. The Employee must respond to the Employer within 72 hours of notification being sent by the Employer regarding recall. The response may be either verbal (by phone or in person) or in writing (email or fax). If verbal, the response must be followed with a written notice received by the Employer within 5 days of the Employer's contact.
- iv. Failure of the Employee to respond to the Employer's notice of recall within 72 hours of the Employer's sending of notification will operate as a waiver of the recall. If a properly notified Employee is not immediately available to work due to reasons beyond the Employee's control, the Employee may claim rights to the available position by giving written notice to the Employer within 72 hours of notification being sent by the Employer regarding the recall. The notice of claim to a position shall state the date of availability of the Employee, not to exceed fourteen (14) calendar days from the start date identified in the Employer's notice of recall.
- v. Temporary positions will first be offered to Employees with recall rights in the same order as for permanent positions. Acceptance of a temporary position will not affect the recall rights of a RIFed Employee.
- vi. Acceptance or refusal of a part time position will not affect the recall rights of full time RIFed Employees. Acceptance of a part time position will terminate the recall rights of a part time RIFed Employee.
- vii. A full time RIFed Employee accepting a full time permanent position with the Employer will terminate his rights to further recall.
- viii. A refusal of a recall to a position for which the RIFed Employee is qualified will terminate his rights to further recall.
- ix. RIFed Employees shall be considered for substitute work for which they are qualified and for which they apply.

## **4. INSURANCE**

### **4.1 Hospitalization, Life, Dental and Well Care Insurance.**

The Board shall maintain a major medical group health insurance plan for full-time Employees. Unless otherwise specified pursuant to the language of this Agreement, the level of benefits for hospitalization

and major medical insurance to be provided by the Board shall be as outlined below and shall be maintained during the term of this Agreement.

- A. Single Coverage: The Board will provide a Preferred Provider Organization option ("PPO"), Health Maintenance Organization ("HMO") option, and a Health Savings Account ("HSA") option that includes a high deductible health plan. The Board will pay 90% of the premium/premium equivalents for Employee single coverage through the PPO and HSA plans and 95% of the premium/premium equivalents for Employee single coverage through the HMO plan .
- B. Family Coverage: For Employees electing family coverage after July 1, 2010, the Board will provide only a HMO and a HSA option that includes a high deductible health plan. The Board will pay 65% of the premium/premium equivalents for Employee family coverage through the HMO and HSA. The Employee will be responsible for the remaining 35% of the premium/premium equivalents.

However, for Employees enrolled in PPO, HMO, or HSA family coverage prior to July 1, 2010, the Board will pay the entire cost of dependent coverage, less the Employee contribution required for single coverage.

- C. Effective July 1, 2019, any district employee's spouse who has access to health coverage through his/her employer will not be able to participate in the district's health plan.
- D. Effective for implementation on July 1, 2019, the Board and the TEA agree to implement a process for health insurance plan cost containment/reduction. At any level of increase or decrease of the total health care costs the insurance committee will convene to review plan design changes during the renewal period. In the event the Board experiences an annual increase in total health care costs (that is, total cost of actual claims made, re-insurance, excess loss coverage, administrative costs, and any other costs of the plan) in excess of five percent (5%) over the prior year's total health care costs, the District Insurance Committee will be charged with recommending changes to plan design which will result in a reduction in the amount of the increase over the 5% threshold. Any such recommended changes will take effect on July 1 following the announced final premium equivalent rates. Total health care cost increases at or under 5% will be allocated between the Board and the employees according to the splits in subparagraphs A and B, above.

In the event the Insurance Committee does not eliminate the increases in total health care costs over 5%, the increases over 5% will be absorbed by the aggregate of participants. It is anticipated that this process would occur as follows:

1. The new total health care costs will be determined annually by the end of March.
2. The Insurance Committee will formulate its recommendations no later than the end of April.
3. Premium/premium equivalents will be established as per the changes in plan design recommended by the insurance committee.

4. Open enrollment will occur in May, with the premium/premium equivalents known to employees prior to electing coverage
  5. The resulting premium equivalent rates would be implemented in the first pay in July, allocated between the Board and the employees according to the splits in subparagraphs A and B, above.
- E. An ongoing Insurance Committee shall meet as necessary, but no less than quarterly during the regular school year. The Committee shall make all suggestions to the Board of Education and TEA in writing.

The Insurance Committee shall be comprised of three (3) members and three (3) alternates appointed by the TEA President and three (3) members and three (3) alternates appointed by the Superintendent. The Insurance Committee shall convene by February 1 annually and will provide information to the Association and the Board of Education no later than May 1 annually.

The Committee shall have access to all master policies, documents describing benefit coverage or claim procedures and experience, and other documents generated by the Plan Provider, which may have been customarily provided to the Board. The Director of Human Resources will supply these materials to the Committee from the Plan Provider. However, the Director of Human Resources shall take whatever steps are necessary to protect the confidentiality of the individual plan participants as required by the American with Disabilities Act, HIPPA and other applicable statutes.

The Committee shall consider all options, which are in the best interest of the Plan, taking into account, without limitation, benefits design and options, cost savings, cost containment options, managed care, preventative and wellness programs.

- F. The HSA option must comply with federal regulations, of particular note, those regulations defining the amount of the deductible of the health plan. The particulars of that option are subject to change based on changes occurring in federal regulations.
- G. The Board reserves the right to change insurance carriers at any time during the term of this Agreement provided the change does not materially alter the Employees' coverage.
- H. No TRS member retiring under this contract can remain in the district insurance plan.
- I. The Board shall provide and pay the premium on life insurance in the amount of \$50,000, for all Employees.
- J. The Board shall provide and pay the entire premium for HMO single dental insurance for full time Employees only. Full time Employees who select any dental insurance option other than HMO single are responsible for the entire difference between the premium of the selected plan and the premium for HMO single dental insurance.



Premiums for dental insurance shall be deducted from paychecks in equal amounts, each pay period for twenty-four (24) pays. Part-time Employees receive no health, life, dental and well care benefits. Additionally, full-time Employees on any unpaid leave of absence will be eligible for continuing insurance coverage under this Section at the Employees' sole expense.

- K. The Board will continue to provide a Section 125 flexible spending plan, provided that there are at least 25 participants. The one-time set up fee, annual costs to maintain the plan and the per Employee cost will be paid by the Board. Any Employee contributions left over at the end of the plan year and not spent, will remain in the district accounts and used to offset annual fees. The Board expects the Association to assist in promoting this program, assist in scheduling annual orientation meetings and help with the gathering of required forms.

## **5. DISCIPLINE AND DISCHARGE**

### **5.1 Employee Discipline/Discharge Procedures.**

- A. It shall be the responsibility of the Building Principal or immediate supervisor to hold a conference to advise an Employee of deficiencies of assigned work. A written record of the conference, including the deficiencies, and signatures of both parties, will be given to the Employee, a copy of the record will be sent to the Superintendent, and a copy placed in the Employee's personnel file.
- B. The Board of Education will not discipline or discharge any non-probationary/tenured Employee without just cause and will use a progressive discipline procedure. This will not prevent the Board from taking immediate action for unusual or severe circumstances.
- C. Disciplinary action will be progressive and except for gross misconduct, in accordance to the following schedule. The sequence and necessity for the following steps will be determined by the Superintendent depending upon the circumstances of each case.
  - i. First Written Warning.
  - ii. Second Written Warning.
  - iii. One to five-day suspension without pay.
  - iv. Discharge.
- D. Written warnings shall only be counted toward the progressive misconduct schedule for a period not exceeding five (5) years.

## 6. LEAVES

### 6.1 Assault Leave.

**An Employee who is disabled due to an assault** and/or battery by a student, parent, or agents of same shall, in conformity with law, **be indemnified from** losses resulting from suits arising out of any such claims for damages resulting from alleged negligent or wrongful acts committed in the scope of their employment under the direction of the Board. All Employees are protected under the workers' compensation laws of Illinois for injuries arising out of and in the course of their employment.

Any case of assault and/or battery upon an Employee, occurring during the course of business, perpetrated by a parent, student or other District Employee, shall be promptly reported to the Employee's immediate supervisor. The Board shall provide legal counsel to advise the Employee of his rights and obligations with respect to the assault and battery, and shall render all reasonable assistance to the Employee in the handling of the incident by law enforcement and judicial authorities in any criminal proceeding. To that end, the Employee shall render all necessary assistance to the Board.

### 6.2 Bereavement Leave.

Employees may use two (2) days, per incidence of death, per work year, for leave connected with the death of an "Immediate Family" member of the Employee. ("Immediate Family" shall be defined as noted above in the Definition Section.) If additional days are needed, they will be deducted from available sick leave.

### 6.3 Family Medical Leave Act (FMLA).

#### A. A. Definitions

As used in this section:

1. "Eligible Employee" means an Employee who has been employed by the District for at least twelve (12) months.
- 2.
3. Other terms shall be defined as stated in the *Family and Medical Leave Act* and rules and regulations as promulgated by the United States Department of Labor.

#### B. Leaves

Eligible Employees may be required to substitute accrued paid leave for unpaid FMLA leave. Eligible Employees may use up to twelve (12) weeks of unpaid FMLA leave for one or more of the following reasons:

1. the birth of a child;
2. the placement of a child for adoption or foster care;
3. to care for a spouse, son, daughter, or parent who has serious conditions;  
and

4. a serious health condition that makes the employee unable to perform his/her job;
5. any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a military member on covered active duty; and
6. to care for a covered service member with a serious injury or illness if the employee is the spouse, son, daughter, parent, or next of kin of the service member (military caregiver leave, up to 26 weeks per year).

C. Notification

When the need to utilize FMLA leave is foreseeable, Eligible Employees must provide notice to the Superintendent of the need to utilize FMLA leave at least thirty (30) days before the leave is to begin. In any case in which the necessity for leave under subparagraph B.1. or B.2. is based upon an expected birth or placement, the Board prefers that Eligible Employees provide the Superintendent notice at least 60 days before the date the leave is to begin, of the Eligible Employee's intention to take leave under such subparagraph. When the need to utilize FMLA leave is not foreseeable, Eligible Employees must provide notice to the Superintendent as soon as practicable.

E. Repealer

In the event the *Family and Medical Leave Act* is repealed, then this Section of this Article shall, as of the date of the repeal, no longer be in force and effect.

#### 6.4 Jury Duty.

An Employee will be excused at full pay for the purpose of fulfilling jury duty. The Employee shall refund to the District any monies received for federal jury duty less travel allowance allowed.

#### 6.5 Military Leave.

Military leave shall be granted for National Guard or reserve duty over which the Employee has no control. During an Employee's absence during scheduled work time, Employee's salary will be reduced by the amount of the base salary the Employee receives for the Employee's military service not to exceed the Employee's salary. Reduction of an Employee's salary for military service shall not exceed two weeks per year. In addition, the Board shall follow legal requirements regarding other military leaves.

#### 6.6 General Leave.

Upon recommendation of the Superintendent, the Board of Education may grant employees who have completed two years of full-time employment in the District, a leave of absence without pay. If a teacher has not attained tenure, upon return to the District, said teacher will continue to work to attain tenure as per Section 24-11 of the *Illinois School Code*. Such leave may be granted for a period not to exceed one work year. All requests for leaves shall be made on or before March 1. This time period may be waived if the Employee submits a written explanation, together with proper verification and/or documentation, indicating the events, occasions or occurrences beyond the control of the Employee, which cause the request for the waiver. The Superintendent and the Employee will mutually agree upon the date on which the Employee is to return to work if such

date is then able to be determined. The fact that a leave is granted to one Employee shall not be a precedent for granting of a leave to another Employee.

On or before March 1 of the year the leave is in effect, the Employee shall give written notice of intent to return. Notice shall be sent to the Superintendent. Failure to advise the Superintendent by said date of the intent to return shall be conclusively treated as an election not to return to employment and as an absolute resignation from the District, and no action shall lie against the Board.

The Board may extend a leave for a period of one (1) work year, upon request of the Employee. All such requests must be submitted to the Superintendent, in writing, on or before March 1. Any such request for extension must receive the approval of the Board. The Board's decision to approve such an extension of the leave will be non-reviewable and non-precedential.

## **6.7 Parental Leave.**

Parental leave, without pay or benefits, will be granted to Employees who have completed two years of full-time employment within the District, immediately following the use of sick leave for a pregnancy-related disability, or in the event of an adoption, immediately following the arrival of a child. Upon application, fathers may be granted parental leave.

If a teacher on parental leave has not yet attained tenure, upon return to the District, said teacher will continue to work to attain tenure as per Section 24-11 of the *Illinois School Code*. The use of sick leave immediately before or during a parental leave will only be permitted where the Employee is physically or medically unable, as defined by a physician, to perform her duties as an Employee. Such time is deemed a pregnancy-related disability. Time off for parental leave not deemed as a pregnancy-related disability will not be paid as sick leave. The following provisions will apply:

The Employee must inform the Superintendent or designee as to the duration of the parental leave requested prior to the onset of such leave.

No parental leave shall be less than the remainder of the work year during which the parental leave began. The starting and ending dates of such leave will be mutually agreed upon by the Employee and the Superintendent or designee.

Any parental leave which concludes the first day of the following school term may be extended for no longer than one additional work year with the approval of the Board. The Board's decision to approve such an extension will be non-reviewable and non-precedential.

Requests for parental leave must be received by the Superintendent or his designee within thirty (30) calendar days prior to the requested leave date, unless the parental leave request is for adoption, whereby the timeline will remain flexible, with the Employee informing the Superintendent or designee immediately upon becoming knowledgeable of the approximate arrival date. All requests for parental leave are to be in writing and delivered to the Office of the Superintendent.

An Employee who has been granted a parental leave of absence shall not become eligible for a subsequent parental leave unless and until such Employee has returned to full time service for at least two (2) complete work years prior to the announcement of such subsequent leave. Under exceptional circumstances, the Board may grant such a leave request, in its sole and absolute discretion. The granting or withholding of such shall be without precedential effect.

## **6.8 Personal Leave.**

Each Employee may be granted up to two (2) days annually to be used for business which cannot reasonably be conducted outside of regular school hours. These personal leave days are subject to the conditions set forth below:

- A. A request shall be submitted to the immediate supervisor at least one (1) week prior to the date requested. In the event of an emergency, this condition may be waived.
- B. Personal leave shall not normally be allowed for a day immediately before or after a holiday or scheduled vacation, during the first five student attendance days or last five student attendance days of the school year, on the day of a workshop, inservice training, Fridays in December and May, or District wide conference days. In case of emergency (i.e., an unforeseen turn of events calling for immediate action) or unusual circumstances beyond the control of the Employee, personal leave may be used on any of the above-mentioned days if the Employee gives a written reason which is to be submitted to the Superintendent for approval.
- C. Detailed lesson plans, seating charts, substitute Employee instructions, a detailed daily schedule and all other materials needed by a substitute must be provided by the Employee.
- D. Unused personal days may accumulate to a maximum of four (4) days. Unless approved by the Superintendent, no more than three (3) days can be used for the same circumstance. Unused personal days shall be converted to accumulated sick leave at the beginning of the next school year.
- E. Regularly employed Employees covered by this Agreement serving the District less than full time shall receive fractionalized personal leave benefits.

## **6.9 Sick Leave.**

Sick leave will be granted for personal illness, quarantine at home, or serious illness or death in the "Immediate Family" or household, or for birth, adoption or placement for adoption. Sick leave for birth is limited to thirty (30) workdays, unless otherwise certified by a physician. Sick leave for adoption or placement for adoption is limited to thirty (30) workdays. (Definition of "Immediate Family", above in Definition section.)

- A. Certified staff
  - i. As of the first workday of each school year, each certified Employee shall be credited with fifteen (15) sick leave days.
  - ii. Certified Employees who have completed a minimum of ten (10) years full time employment (not consecutive) in Troy School District 30-C and are at least fifty-five (55) years of age by June 30th of their final year of employment, shall be eligible to receive fifty dollars (\$50) for each unused sick day not submitted to TRS for service credit up to the legal limit.
- B. Educational Support Staff (except Transportation Employees)

- i. As of the first workday of each school year, each ESP Employee shall be credited with fifteen (15) sick leave days.
  - ii. Twelve month ESP Employees who have accumulated at least forty-five (45) sick leave days prior to the beginning of the school year shall be credited with eighteen (18) sick leave days per year.
  - iii. ESP Employees in classifications whose regular contract is less than one hundred seventy six (176) days per year shall be granted twelve (12) days of sick leave per year.
- C. Transportation Employees
  - i. As of the first workday, each Transportation Employee shall be credited with ten (10) sick leave days per year.
  - ii. All Transportation Employees employed by the District prior to August 16, 1999, will continue to be credited with fifteen (15) sick leave days per year.
  - iii. Transportation Employees who have completed eleven (11) years of continuous employment in that job classification will be credited with fifteen (15) sick leave days per year.
  - iv. Twelve month Transportation Employees who have accumulated at least forty-five (45) sick leave days prior to the beginning of the school year shall be credited with eighteen (18) sick leave days per year.
- D. Each fiscal year, ESP Employees may redeem up to ten (10) days of sick leave for payment of  $\frac{1}{2}$  the then current rate of a substitute for each day. An ESP Employee's accumulated sick leave will be reduced by the number of days for which compensation is obtained under this paragraph: Requests for compensation for unused sick leave shall be submitted to the Business Office by the last student attendance day each year, using the form developed for that purpose. The check for this payment will be separate from the ESP Employee's regular paycheck.
- E. Unused sick leave shall accumulate from year to year up to the legal limit.
- F. Regularly employed Employees serving the District less than full time shall receive fractionalized sick leave benefits: a "day" of sick leave shall be comprised of the same number of hours which comprises an Employee's regular workday when the sick leave was earned.
- G. A newly hired Employee who begins employment with the District after the usual start of the contractual year for their job classification shall have their sick leave reduced to reflect sick leave which appropriately corresponds to days worked for that year.
- H. Employees on approved leave at the start of the contractual year will be credited their sick leave days at the start of the contractual year.
- I. Sick leave which otherwise would have accumulated beyond the legal limit will be granted to an Employee upon resignation for the purpose of retirement into IMRF (ESP).

These additional days will be usable as "sick leave" for retirement credit only, upon Board action on the resignation.

- J. The Superintendent or designee may require medical certification as the basis for pay for any absence(s) where sick leave is used. If the medical certification is required for leaves of less than three (3) days, the Board shall pay the cost incurred in securing such certification. Medical certification for leaves of less than three (3) days shall not be requested in an arbitrary manner.
- K. The Superintendent or designee may require medical certification as the basis for pay for any absence(s) where sick leave is used on the following days:
  - 1. Fridays in December and May.
  - 2. Immediately before or after a holiday or scheduled vacation.
  - 3. During the first five or last five student attendance days of the school year.
  - 4. On the day of a workshop, inservice, or training.
  - 5. On District-wide conference days.

#### **6.10 Allowed Leave.**

For employees in job categories whose annual sick leave allocation is less than fifteen (15) days, absences which may or may not be covered by any other leave provision of this Agreement, may be approved without pay. No more than five (5) days shall be allowed per school term and is not accumulated from year to year. Except in cases of emergency, written advance notice of the necessity for allowed leave shall be submitted at least three (3) school days prior to date of requested leave to the Building Principal. Allowed leave shall not normally be granted for a day immediately before or after a holiday or scheduled vacation, during the first five student attendance days or last five student attendance days of school, on the day of a workshop or inservice training, or District-wide conference days (all defined as the "blackout" period). In case of emergency or unusual circumstances beyond the control of the Employee, allowed leave may be used during the "blackout" period noted above if the Employee gives a written reason which is to be submitted to the Superintendent for approval.

#### **6.11 Employment during Leave.**

Acceptance of employment elsewhere during the term of a leave of absence shall be deemed a resignation and shall automatically cancel and terminate the Employee's employment and tenure rights, unless such employment is an integral part of the leave and is agreed upon in advance by the Board and the Employee.

#### **6.12 Reinstatement Following Leave.**

Reinstatement shall be to a position for which the Employee is certified and qualified.

In the case of an Employee returning from a disability-based leave, a statement from a physician licensed by the State of Illinois to practice medicine in all of its branches, must indicate, in writing, the fitness of the Employee to resume his/her duties.

### **6.13 Emergency School Closing.**

When schools are officially closed by the Superintendent, any type of leave days previously arranged by an Employee will not be deducted for such emergency days.

### **6.14 Extended Sick Leave**

Eligible employees may avail themselves of the leave found below solely for purposes found in Section 6.3(B) above.

#### **A. Eligibility**

- i. The employee does not qualify for use of the leave available under the federal Family Medical Leave Act; and
- ii. The employee has, from the date of the initial employment, completed 2 or more years of service at the time the leave begins; and
- iii. The employee has averaged 97% or better work attendance over the two years prior to the anticipated leave date. Attendance will be determined by the District's official attendance records. Days when the employee is on such approved leave will not count toward this 97% requirement; and
- iv. At the time the leave commences, the employee has 3 or fewer days of accumulated sick leave available.

#### **B. Application**

The process for application and approval for this leave is found on the District's website.

#### **C. Benefit**

- i. If eligibility is approved, the employee will be approved for up to twenty (20) work days, which can be used intermittently if connected to the same qualifying eligibility event, of unpaid leave, without loss of any accrued benefits during the term of the leave. Unused, approved days may carry over for use into the next work year with proper medical certification of need.
- ii. An employee's entitlement to this leave is limited to once during the life of the relevant Collective Bargaining Agreement.



## 7. PERSONNEL FILE

### 7.1 Conditions and Procedures for Placement of Materials in File.

Only one official file shall be maintained. No materials shall be placed in the file unless the Employee has had an opportunity to read such material. The Employee shall acknowledge that he/she has read any materials by affixing his signature on the copy to be filed. However, any disciplinary material may not be added to the file which has not been reduced to writing within thirty (30) calendar days following the event or within thirty (30) calendar days of when the Administration became aware, or should have been aware of the event.

The *Personnel Records Review Act* provides that personnel record information which was not included in the personnel record but should have been as required by that *Act* shall not be used by the Board in a judicial or quasi-judicial proceeding. However, personnel record information which, in the opinion of the judge in a judicial proceeding or the hearing officer in a quasi-judicial proceeding, was not intentionally excluded from the personnel record may be used by the Board in the proceeding if the Employee agrees or has been given a reasonable time to review the information. Material which should have been included in the personnel record shall be used at the request of the Employee.

### 7.2 Right to Respond to Materials in File.

The Employee shall have the right to respond and his response shall be attached to the file. The immediate supervisor will sign the response acknowledging that he/she read the material. A signed copy of the response will be provided to both parties.

### 7.3 Right to Examine File.

An Employee shall have the right to examine his personnel file and to have a representative of the Association accompany him in such review. Each file shall contain a record indicating who has reviewed it, the date of review, and the reason for such review, by other than the person whose file is being reviewed, or by the administration.

### 7.4 Right to Reproduce Materials in File.

An Employee, upon request, shall be provided with one (1) copy of any materials in his personnel file, in accordance with the *Illinois Personnel Records Review Act*.

## 8. SPECIAL EDUCATION

Troy School District 30-C believes that general education and special education should become a unified system of education capable of meeting the educational needs of all students. In a unified system, all district Employees assume responsibility for educating all district students in the least restrictive environment appropriate to meet their unique educational needs. To the greatest extent possible, children with disabilities are educated in their neighborhood schools, in general education classrooms, with their non-disabled peers. To ensure that all students are educated appropriately, the

district must provide support and services to all students as well as on-going training and staff development for its teachers, administrators, and staff.

Inclusion and Service to Students with Disabilities. The Board and the Association recognize that the trend in education is, in some instances, to bring back students with serious disabilities to the regular school setting from specialized programs. This trend will result in a need for greater sensitivity on the part of school Employees to the needs of students with disabilities and will require a commitment by the Board and the Association to support for and education of Employees called upon to deal with the problems of disabled students and to the recognition of their role of the support Employee in meeting the needs of disabled students. Therefore, any Employee interacting with or having the responsibility of serving a special needs student shall be in-serviced each year prior to or within a reasonable time of taking on that responsibility.

The Board will seek out pertinent inservice education activities to address these issues and will encourage Association and Employee input on appropriate training activities.

## **9. THE GRIEVANCE PROCEDURE**

### **9.1 Definitions.**

All time limits for the Grievance Procedure shall consist of calendar days unless otherwise stated. A grievant is an Employee who has a complaint that there has been an alleged violation, misapplication, or misinterpretation of any of the specific provisions of this Agreement, which directly affect his own terms and conditions of employment.

A grievance shall mean only a complaint that there has been an alleged violation, misapplication, or misinterpretation of any of the specific provisions of this Agreement and that such grievance must be filed within thirty (30) days from the time of an occurrence of the event complained of, or within thirty (30) calendar days of when the Grievant became aware, or should have been aware of the event, and further, every Employee covered by this Agreement shall have the right to present grievances in accordance with the following procedures:

The written information contained in the filed grievance shall include:

- A. A description of the specific grounds of the grievance, including names, dates and places necessary for a complete understanding of the grievance.
- B. A listing of the provisions of this Agreement which are alleged to have been violated, misapplied, or misinterpreted.
- C. A listing of specific actions requested of the Administration which will remedy the grievance.

### **9.2 Procedure.**

The parties acknowledge that it is usually most desirable for an Employee and the Employee's immediately involved supervisors to resolve problems through free and informal communications. When requested by the Employee, a local Association representative may accompany the Employee to assist in

the informal resolution of the grievance. If, however, the informal process fails, a grievance may be processed as follows:

#### STEP I

The grievant or the Association representative may present the grievance in writing to the immediately involved supervisor who will arrange for a meeting to take place within seven (7) days after receipt of the grievance. The Association's representative, the grievant, and the immediately involved supervisor and/or his local representative shall be present for the meeting. Within seven (7) days of the meeting, the grievant and the Association shall be provided with the supervisor's written response. The Association will have received any responses due under this grievance procedure when a copy of the decision is placed in the Association President's school mail box.

#### STEP II

If the grievance is not resolved at Step I, then the grievant or the Association may refer the grievance to the Superintendent or to the Superintendent's official designee within twenty-one (21) days after receipt of the Step I response. The Superintendent shall arrange for a meeting to take place within twenty-one (21) days of receipt of the appeal. Each party shall have the right to include such local representatives, as it deems necessary. Within seven (7) days of the meeting, the Association shall be provided with the Superintendent's written response.

#### STEP III

If the Association or the grievant is not satisfied with the disposition of the grievance at Step II, the Association may submit the grievance to final and binding arbitration through the American Arbitration Association which shall act as the administrator of the proceedings. If a demand for arbitration is not filed within thirty (30) calendar days of the date for the Step II answer, then the grievance shall be deemed withdrawn.

The parties shall jointly request the American Arbitration Association to submit to them a list of five (5) arbitrators' names and qualifications. Either party may reject one list in its entirety and request that another list be submitted. From such list, the party initially requesting the arbitration shall strike two (2) names and the other party shall then strike two (2) names. The person whose name remains shall be the arbitrator. The arbitrator selected shall be jointly notified of his selection and requested to contact the parties with respect to setting a time for a hearing. If the individual selected cannot serve, the parties shall request another list and repeat the striking process to determine another arbitrator to serve. Failure of a party to strike in turn within thirty (30) calendar days shall constitute a waiver of the right to select an arbitrator. In such case, the other party shall select an arbitrator from the list and arbitration shall proceed. The arbitrator's fee shall be shared equally by the Board and the Association. Any legal expenses incurred should be paid by the party engaging the legal counsel. If only one party requests the services of a court reporter, that party shall bear the cost of the same. If both parties request a transcript of proceedings, both parties shall share equally the cost of a court reporter and two transcripts.

### **9.3 Arbitrator.**

Insofar as such arbitration is limited solely and simply to interpretation and implementation of the terms of this contract, both parties agree to abide by the results of the findings of the arbitrator. The arbitrator shall not have the power to add to, subtract from, alter or modify in any way, any of the terms or conditions of this Agreement. It shall be the function of the arbitrator, and he shall be empowered, except

as his powers are limited below, after due investigation, to make decisions in cases of alleged violation of the specific Articles and Sections of this Agreement.

- A. He shall have no power to establish salary structures.
- B. He shall have no power to rule on any of the following:
  - i. The termination of services or failure to re-employ any probationary Employee.
  - ii. Any claim or complaint to which there is another remedial procedure, or forth-established law or regulation, having the force of law including any matters subject to the procedure specified in the Teacher Tenure Act
  - iii. Any grievance arising regarding contractual language which newly appears in this current Agreement, must have occurred after the effective date of this Agreement.
  - iv. The fact that the grievance has been considered by the parties in the preceding steps of the grievance shall not constitute a waiver of jurisdictional limitations upon the arbitrator in this Agreement.
  - v. He shall have no power to decide any questions which under this Agreement is within the responsibility of management to decide. In rendering decisions, the arbitrator shall give due regard to the responsibilities of management and shall so construe such responsibilities, except as they may be specifically conditioned by the Agreement.
  - vi. All claims for back wages shall be limited to the amount of wages that an Employee would have otherwise earned. No decision in any one case shall require a retroactive wage adjustment in any other case. In any case, an award shall not go back further than the beginning date of this Agreement.

#### **9.4 Miscellaneous Provisions.**

- A. Bypass to the Superintendent  

If the Association and the Superintendent agree, any step of the grievance procedure may be bypassed and the grievance brought directly to the next step.
- B. Bypass to Arbitration  

If the Superintendent and the Association agree, a grievance may be submitted directly to arbitration.
- C. Class Grievance  

Class grievances involving more than one Employee or more than one supervisor, and/or grievances involving an administrator above the building level, may be initially filed by the Association or grievants at Step II.

D. Information request

Upon appropriate advance notice and consistent with the laws of the United States and the laws of the State of Illinois, the District shall provide specific relevant information that is beneficial to the processing of a grievance. Such information shall not create any additional burdens other than what is the normal practice or operations of the District.

E. Filing of Materials

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

F. Grievance Withdrawal

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

G. No Written Response

The failure of an Employee or the Association to act within the time limits will act as a bar to further appeal and an administrator's failure to render a decision or meet within the time limits set forth shall permit the Employee(s) or the Association to proceed to the next step. Time limits may be extended only by written mutual agreement.

H. AAA Rules

By mutual agreement, the Expedited Arbitration practices of the American Arbitration Association shall be used instead of the Voluntary Labor Arbitration practices.

I. No Reprisals u

No reprisals shall be taken by the Board or the Administration against any Employee because of the Employee's participation in a grievance.

## **PART B.**

### **10. CERTIFICATED EMPLOYEES**

#### **10.1 Payroll and Dues Deduction.**

Any member of a bargaining unit who is a member or who has applied for membership in the Association may sign and deliver to the District an authorization for continuous or annual dues deduction. The appropriate authorization form shall be provided by the District given to them by the Association. The authorization may be continuous and shall in fact remain in effect from year to year unless the teacher revokes said authorization between September 1st and September 15th of any year.

The District shall deduct from each teacher's pay the current dues of the Association provided the District has received an authorization form. Pursuant to such authorization, the District shall deduct an equal amount per pay period dues from the regular salary check of a bargaining unit member for eight months beginning in October and ending in May of each year. The District shall remit such deducted dues to the Association within ten days following the pay period.

Upon written request of a teacher, the Business Office shall make deductions from the teacher's paycheck for a) tax sheltered annuity plan, approved by the Board b) payroll savings plan, approved by the Board c) premiums for approved medical, surgical and life insurance plan, etc. d) others that are mutually agreeable e) involuntary deductions required by outside agencies which may occur with or without written request of the teacher. Voluntary deductions must be forwarded to the proper agencies within two (2) days of the issue date of the check.

All teachers will be paid in twenty-six (26) installments over a twelve (12) month period Pay periods are from Sunday through Saturday.

All teachers will have the option to be paid by direct deposit or physical check. If a regular pay date, falls on a legal holiday the teacher shall be paid on the weekday prior to the holiday. Physical paychecks shall be mailed on payday. Physical paychecks shall be mailed to the designated teacher address unless notification of a change is made to the Business Office.

Annually, prior to September 30, each teacher will receive a memorandum or electronic notification indicating the teacher's annual salary. The teacher must sign the memorandum to validate the accuracy of the salary figure. It shall be the teacher's responsibility to maintain an accurate mailing address and transcript with the District.

#### **10.2 Seniority for Teachers.**

Seniority shall be defined as the length of continuous service within the District.

Teachers shall have their seniority computed as follows for the purposes of reduction in force only:

- A. Teachers hired prior to August 22, 1984: date of hire.
- B. Teachers hired after August 22, 1984: first day of work.
- C. In order to be credited with a year of District service, the teacher must have worked one hundred twenty (120) days or more in any such year.

Ties shall be broken as follows:

- A. Highest degree earned, then
- B. Most credit hours beyond the degree which is allowed as credit on the salary schedule, then
- C. Total teaching experience.

A separate job category will be established for an Instructional Coach ("I Coach") and, for the purposes of a Reduction in Force, I Coaches will be handled according to the requirements of the *Illinois School Code*.

The seniority of an I Coach will appear in two places on the District's seniority list: in the job category of I Coach and in the job category of Teacher. The seniority date for both placements will be identical and reflect the length of continuous service within the District as a licensed employee.

### **10.3 School Calendar.**

The school calendar shall consist of one hundred eighty-five (185) days of which one hundred seventy-six (176) shall be student attendance days and four (4) shall be Institute, Record or Inservice days and five (5) days shall be for emergency days. The teacher work year will consist of one hundred eighty (180) teacher attendance days. Unused emergency days shall not become work days for teachers.

The normal holidays are defined as: all legal holidays that fall within the school calendar and the Christmas-New Year winter break of not less than eight (8) school days, the Easter-Spring break of not less than five (5) school days, and the day before Thanksgiving.

The Board reserves the right to modify the calendar and holiday schedule in the event of an emergency or for conservation reasons. Lincoln's Birthday observance may be determined by the Board to occur on February 12, the designated legal holiday or President's Day.

### **10.4 Teacher Assignment.**

A teacher shall be given written or electronic notice of his tentative assignments for the school term no later than ninety (90) days preceding the first day of the new school term. Assignment is defined as the specific class or grade taught within a building.

### **10.5 Involuntary Transfer.**

Certification, qualifications, merit, ability, and relevant experience of the individual teacher will be considered in all transfers. District seniority will only be considered if all other factors are determined to be equal. A transfer is defined as relocation to another building or site. Should a teacher be considered for an involuntary transfer, such teacher will be notified and a conference held for discussion purposes prior to the effective date of the transfer. Any teacher affected by an involuntary transfer shall, upon his request be released from his contract without prejudice or be granted a leave not to exceed one year when a qualified replacement is available.

## **10.6 Internal Substitutes.**

- A. Each teacher may be required to provide substitute services in lieu of a planning period if assigned by the administration. The selection of the teacher shall first be from a staff volunteer list. If there are no qualified people on the list or individuals reject the assignment then the administration may assign a teacher.
- B. If the need for a substitute exists within the first hour of the school day, attempts will be made to secure the services of a substitute teacher from other than the district staff. If no substitute teacher is available and if no staff volunteer is available, a rotating process will be used by the administration if possible to fill the assignment. This list used for the rotating process shall be current and available to staff upon request, during office hours.
- B. Compensation shall be paid at the next regular pay period if appropriate documentation is submitted to the Business Office in a timely fashion. Compensation for internal substitution shall be \$15.00 per 30 minutes of substitute teaching in Pre-K through 4th grade beginning in the 2019-2020 school year and for the duration of the 2018-2022 contract. Compensation for internal substitution shall be at \$20.00 per class period for substitute teaching in grades 5 through 8 beginning in the 2019-2020 school year and for the duration of the 2018-2022 contract.

## **10.7 Duties and Responsibilities.**

When it is necessary for the Superintendent or his designee to make an Extra Duty Assignment, the administrator shall make a request for qualified teaching staff on a voluntary basis. If there are no volunteers, then the administrator may assign a qualified staff person or a qualified non-teaching Employee to fill the position. If there are no qualified non-teaching Employees, then the District may open the position to be filled with other individuals and they shall be placed on the schedule of pay as is appropriate.

## **10.8 Class Size.**

The Board shall endeavor to maintain class size at an acceptable educational level. This section shall not be subject to the grievance procedure found in this Agreement.

## **10.9 Teachers' Work Day.**

The workday for teachers shall consist of a student attendance day of six (6) hours and thirty (30) minutes and shall include a thirty (30) minute duty free lunch period. A "full work week" is defined as five full student attendance days in one calendar week.

Teachers are to be at work a minimum of twenty (20) minutes before the start of school and a minimum of fifteen (15) minutes after classes are dismissed, plus whatever time is necessary to perform the duties of the teacher and their work is completed.



On Fridays and days preceding holidays and vacation, the teacher's day shall end when the last bus leaves the attendance center. The Board reserves the right to adjust the working hours of teachers as a result of an emergency, supervision and/or transportation needs.

Except in cases of emergency, no more than three (3) mandatory building level meetings that occur outside of the teacher workday will be scheduled per month, including staff meetings, committee meetings, data review, professional development, and school-based problem solving or articulation meetings. However, for teachers participating in voluntary, district-level committees which meet after the workday, such participation may be counted as one (1) of three (3) required monthly, building meeting. Except as noted above, other meetings scheduled by anyone other than an administrator, voluntary committee meetings and voluntary grade level/team meetings are excluded from the three (3) meetings per month maximum. Building level meetings scheduled by an administrator will not last more than sixty (60) minutes per meeting and teachers will be dismissed no more than ninety (90) minutes after the students are dismissed. Administrators will make every effort to distribute a meetings schedule to all teachers in writing or electronically at the beginning of each trimester. At the building principal's discretion, one of the three (3) mandatory monthly meetings may be used for voluntary committee meetings.

The above section shall not have any impact on extra-curricular, extra-duty or extra-assignment instructional or non-instructional activities.

#### **10.10 Planning Time.**

The Board shall provide for the Pre-K (Early Childhood)-5 schools an average of one hundred fifty (150) minutes per week guaranteed to each full-time teacher for a full work week as defined in the Teachers' Work Day Section. The Board shall provide for the middle school an average of five (5) periods per week guaranteed to each classroom teacher for a full work week as defined in the Teachers' Work Day section. Special Education teachers (Pre-K (Early Childhood) – 8) will be provided, within planning time designation, one (1) uninterrupted, self-directed, planning period per week. The Board and the teachers agree that the guaranteed plan time is not in effect for shortened school days or weeks. The Board will minimize scheduling meetings or conferences which require the Employees attendance during the Employees preparation period.

#### **10.11 Duty Free Lunch.**

Each teacher shall be allowed a thirty (30) minute duty-free uninterrupted lunch period as required in the *Illinois School Code*. No teacher shall be required to supervise lunch and/or recess except in cases of emergency during his duty-free lunch. An emergency can be the absence of regularly assigned Employees.

#### **10.12 Mileage.**

Teachers assigned to more than one building during a teaching day shall be reimbursed for travel at the **IRS rate**.

### **10.13 Teacher Evaluation.**

This section will refer to the Troy 30-C Teacher Appraisal Process (TAP) document. The Board, Administration and the Association will continue to collaborate to develop a teacher evaluation plan that meets the requirements of Illinois law.

### **10.14 Request to Attend Workshop.**

Upon approval of the Building Principal, teachers may have the option to use the minimum of one (1) school day per year for the purposes of professional development. A substitute teacher shall be provided at district expense. Such days may be spent at workshops, conventions, school visitation or other activities that will benefit the professional development of the individual teacher. Written application for approval of this day must be made at least five (5) days in advance to the building principal. Afterwards, the teacher will make a presentation to fellow teachers at a faculty or staff, team or curricular meeting regarding information obtained/learned from the professional development activity.

Teachers newly hired in the Troy School District are required to attend two (2) additional inservice days before the school year begins, at no additional compensation.

The TEA shall be provided one (1) hour during the teacher training institute days at the beginning of the school year, to address the District's Employees.

### **10.15 Professional Advancement and Growth.**

All certified teachers covered by this Agreement, except those on unpaid leave of absence, shall be provided opportunities in this Agreement for the development of increased competence beyond that which they may attain through the performance of their assigned duties. To assist teachers in their pursuit of an advanced degree or additional semester hours, the following guidelines shall be used:

#### **A. Content Area.**

Approval of course selection will be granted provided that the course is 1) taken at a nationally accredited college or university, and 2) is a course in the area of the teacher's instructional assignment, or 3) is a course taken in pursuit of an advanced degree in the field of education or educational administration, (Master's Degree, Certificate of Advanced Study, or Doctorate). In order to count for professional growth on the salary schedule, credits must have advance, written approval of the Superintendent or his designee. Teachers shall use the course approval application procedure to secure advance approval for the course work. The Course approval is documented through the District interactive web site.

#### **B. Movement on the Salary Schedule.**

The deadline for submitting evidence of college hours earned for movement on the salary schedule shall be October 15 and February 15 annually. Evidence submitted by October 15 will allow salary advancement retroactive to the start of the school year. The payment of any such retroactive pay will occur over the teacher's remaining paychecks in the year such coursework is completed. Evidence submitted by February 15 will allow salary advancement retroactive to the first payroll after January 1.

Evidence of successful course completion will always require the teacher providing an official transcript documenting successful course completion or the attainment of a degree. In the event the official transcript is not available by the October 15 or February 15 dates noted above, the teacher may submit other evidence, including, but not limited to, a grade card or report, a letter from the instructor or other proof. However, the official transcript must be provided no later than November 15 or March 15, respectively. The failure to provide such official transcript will result in forfeiture of the salary advancement, including repayment of all increases paid to date. It shall be the responsibility of the teacher to notify the Office of Human Resources in all such instances. Hours credited for advancement beyond the Bachelor's Degree, and then, beyond the Masters Degree must be earned after the degree is conferred.

#### **10.16 Summer School.**

Within ten days of a decision to implement a summer school program., the Association President/Designee shall be notified in writing or electronically of such action.

#### **10.17 Sabbatical Leave.**

The Board of Education of Troy Community Consolidated School District 30-C may grant a sabbatical leave of absence to a teacher, performing contractual continued service for a period of at least four (4) school months but not in excess of one (1) school term, for resident study, research, travel or other purposes designed to improve the school system. The grant of a sabbatical leave shall constitute a finding that the leave is deemed to benefit the Troy School system by improving the quality and level of experience of the teaching force.

This leave may be granted upon the completion of at least six (6) years of satisfactory service as a full-time teacher, and may again be granted after completion of a subsequent period of six (6) years of such service. However, two (2) sabbatical leaves each consisting of at least four (4) months, but totaling no more than the equivalent of one school year, may be granted within a six (6) year period. A leave granted for a period of one (1) school year or less shall bar a further sabbatical leave until completion of six (6) years additional satisfactory service. The leave shall be conditional upon a plan for resident study, research, travel or other activities proposed by the applicant and deemed by the Board to benefit the Troy School System, which plan shall be approved by the Board and not thereafter modified without the approval of the Board.

Before a leave is granted, the applicant shall agree in writing that if at the expiration of such leave he does not return to and perform contractual continued service in District for at least one (1) school year after his return, all sums of money received from the Board during his sabbatical leave will be refunded to the Board unless such return and performance is prevented by illness or incapacity.

During absence pursuant to such leave, such teacher, shall receive the same basic salary as if in actual service, except that there may be deducted there from an amount equivalent to the amount payable for substitute service. However, such salary after deduction for substitute service shall in no case be less than the minimum provided by Section 24-8 of the *Illinois School Code* or one-half of the basic salary, whichever is greater. The person on leave shall not engage in any activity for which salary or compensation is paid unless the activity is directly related to the purpose for which the leave is granted and is approved by the Board.

A sabbatical leave may be granted to enable the applicant, if otherwise eligible to accept scholarships for study or research. Unless justified by illness or incapacity, failure of any person granted leave under this Section to devote the entire period to the purposes for which the leave was granted shall constitute a cause for removal from teaching service.

Upon expiration of a leave granted pursuant to this Section, and upon presentation of evidence satisfactory to the Board showing compliance with the conditions of the leave, the teacher shall be returned to the position equal to that which they last held. The contractual continued service status of the person on sabbatical leave shall not be affected.

Absence during a sabbatical leave shall not be construed as a discontinuance of service for any purpose, including progression on the salary schedule if one is in effect in the District. The Board shall pay the contribution to the Teachers' Retirement System required of the person on leave computed on the annual full-time salary rate under which the member last received earnings immediately prior to the leave or a proportionate part of such rate for a partial year of sabbatical leave credit. The Employee, while on sabbatical leave, shall be covered by the terms and conditions of this Agreement.

Sabbatical Regulations:

- A. Granted to certified staff only.
- B. Maximum of one per year per attendance center.
- C. Leave to members of the same department or grade level will not be permitted in successive years.
- D. Applications to be reviewed and scrutinized by an administrative team and submitted to the Superintendent with recommendation for consideration or denial.
  - i. Application to committee by April 1 / September 1.
- E. Final authorization shall be granted by the Board of Education upon recommendation of the Superintendent.
  - i. Recommendation to the Board by the first regularly scheduled board meeting in May/November.
- F. Procedure of Application:
  - i. Letter of intent by February 1 / August 1 prior to commencing leave.
  - ii. Formal application, detailed proposal, program and itinerary description of a sabbatical year planned by April 1/September 1 prior to commencing date.
  - iii. The decision of the committee to the candidate before the regularly scheduled board meeting in May/November.
  - iv. Formal approval or denial shall be in writing by May 30/ November 30. 10.18

## 10.18 Certified Staff Retirement.

The Board will offer a retirement program for the duration of this Agreement for teachers who comply with the requirements and who meet the eligibility criteria delineated in Section 10.19.

## 10.19 The District Retirement Incentive.

### A. Eligibility:

1. Teachers are eligible for the District Retirement Incentive if they:
  - i. Have completed at least fifteen (15) years of full time teaching service in the Troy School District at the time of retirement (Teachers, who were employed by the Southern Will County Cooperative for Special Education (“SOWIC”) prior to being hired by the District and who were assigned work in the District while employed by SOWIC, will receive years of service credit equal to the years they were awarded credit upon hire, in addition to their actual years of service in the District. This credit for years of service is only applicable to the years of service requirement in the District Retirement Incentive); and
  - ii. Are at least fifty-five (55) years of age at the time of retirement or will reach age fifty-five (55) within six months of the date of retirement; and
  - iii. Are eligible for and have been approved to participate in a retirement plan offered by the Illinois Teachers' Retirement System (TRS) provided, however, that this retirement benefit is not available to any teacher whose retirement requires the Board to pay to TRS a contribution or "penalty." For instance, if the amount of a teacher's creditable earnings, for any academic year used to determine the final rate of earnings for retirement in TRS, exceeds the amount of his creditable earnings for the previous academic year by more than 3%, that teacher will not be eligible for the District Retirement Incentive; and
  - iv. Retire effective on any June 30, but no later than June 30, 2023.

### B. Notice:

1. In order to be eligible to participate in the District Retirement Incentive, Teachers must submit a written, irrevocable notice of intent to retire to the Superintendent on or before September 30 of any year of this Agreement.

For the 2018-2019 school year only, a notice of intent to retire will be accepted up to and including March 1, 2019. In this situation, Section C, 1 will apply to the salary of the employee.

2. An eligible teacher may provide written notice to the Superintendent of his intent to retire and participate in the District Retirement Incentive up to four (4) years in advance of the

expected retirement date. The Board shall act on the irrevocable notice of intent and notify the teacher of its decision within sixty (60) days of the receipt of the irrevocable notice of intent to retire, provided that all conditions of this program are met.

**C. Benefits:**

1. SALARY INCREASE

For each year prior to retirement (up to a maximum of 4 years), the teacher's TRS creditable earnings will be increased by 3% over the prior year's TRS creditable earnings. This increase will be in lieu of the negotiated teacher increase to which the retiring teacher would otherwise be entitled for each relevant year prior to retirement. Under no circumstance may a participating teacher receive an increase in TRS creditable earnings of more than 3% over the prior year's creditable earnings.

2. POST-RETIREMENT OPTION

In addition to the salary increase noted above, the participating teacher may elect ONE of the following post-retirement options:

a. Option 1 (Lump Sum Payment)

Teachers electing this option will receive a one-time, post retirement, lump sum payment of \$15,000. This payment will be subject to normal withholding (except for TRS deductions) and will not be considered TRS creditable earnings. This lump sum payment will be made to the teacher in the month of January immediately following retirement.

OR

b. Option 2 (TRS Health Insurance Grant)

Teacher electing this option will receive an annual payment toward the cost of the Teacher Retirement Insurance Plan (TRIP) chosen by the retiring teacher. The amount of this annual payment will be \$5,000 or the cost of the TRIP plan chosen, whichever is less. The teacher may make arrangements with TRS for the District to be billed directly for this annual amount. Otherwise, the amount will be paid directly to the teacher as reimbursement for insurance premiums paid. The reimbursement paid directly to the teacher will require proof of premium payment.

No TRS member retiring under this contract can remain in the district insurance plan

**D. Other Conditions:**

- i. The teacher's notice to the Board and the Board's subsequent action on the request shall constitute a commitment by the parties to the terms stated in the

notice, and shall be reflected in an individual retirement agreement between the teacher and the Board, signed by both parties.

- ii. In all cases, the District Retirement Incentive shall be subject to applicable law, including but not limited to, the applicable provisions of the *Internal Revenue Code of 1986*, as amended, the *Illinois Pension Code*, as amended, and the rules and regulations of the Internal Revenue Service and the Illinois Teachers' Retirement System. The Board and the TEA make no representations or warranties regarding the income tax, creditable earnings or service recognition treatment given to the District Retirement Incentive.

**10.20 TRS Early Retirement Option (ERO).**

Effective July 1, 2014, the District will no longer participate in the TRS Early Retirement Option Program. As a result, teacher may not apply for such participation, nor the Board accept, process or approve any such application.

**CERTIFIED STAFF PAY**

**10.21 Certified Staff Salary and Lane Advancement.**

For the duration of this Agreement, teachers hired on Steps 1 — 4 of the Salary Grid attached as Exhibit A to this Agreement will be paid the annual salary noted on the Salary Grid based upon the teachers' appropriate lane and step placement.

All other teachers will receive the following annual salary increase:

2018-19	4% increase over 2017-18 salary
2019-20	3% increase over 2018-19 salary
2020-21	3% increase over 2019-20 salary
2021-22	4% increase over 2020-21 salary

Teachers beyond Step 4 of the Salary Grid (Exhibit A) who earn professional growth credits for movement to BA+36/MA, MA+15, MA+30 or MA+45 lane placement will receive the following salary increase in addition to the annual salary increase provided above:

BA+36/MA	7% increase less any prior increase received for movement beyond BA lane Teachers who already have BA+36 placement will not receive salary advancement upon attainment of a Master's Degree, but will need to attain MA+15 status for the next salary lane advancement.
MA+15	2.5% increase over BA+36/MA salary
MA+30	2.5% increase over MA+15 salary

MA+45          2.5% increase over MA+30 salary

In implementing the above salary lane changes, the teacher's new salary will be calculated by first adding the relevant lane change percentage provided above and then adding the annual percentage increase provided to all teachers.

Notwithstanding anything to the contrary in this Agreement, the parties agree that any teacher who is within four (4) years of being eligible for either early or regular retirement under the *Illinois Pension Code* (Teachers' Retirement System) is limited to a maximum aggregate annual increase of 3% in TRS creditable earnings under this Agreement. This is based on current TRS legislation and rules that trigger a penalty to be paid by the Board of Education for a retiring teacher whose relevant annual creditable earnings (in determining retirement benefits) exceed 3% over the previous year.

If the *Illinois Pension Code* provisions governing the Teacher Retirement System (TRS) or its regulations governing teacher pensions are changed, the above paragraph is subject to renegotiation.

#### **10.22 Extra Duty, Extra Assignment and Extra-Curricular Pay.**

- A. Extra Duty, Extra Assignment and Extra Curricular pay shall be allowed only for those job assignments listed on the Extra Duty, Extra Assignment and Extra Curricular schedule. It is understood that the administration is not required to assign individuals to fill every assignment listed on the schedule.
- B. The administration shall attempt to fill the extra Extra Duty, Extra Assignment and Extra Curricular positions with qualified, certified, volunteer teachers from within the District. If unable to fill such vacancies, the administration reserves the right to assign newly employed staff during the first five (5) years of their employment in the District.
- C. The administration may also choose to fill such vacancies with non-certified or lay personnel not employed by District 30-C. These appointments will be made on a yearly basis and will require all non-certified or lay personnel to make yearly application for re-appointment to the position.
- D. The Extra Duty, Extra Assignment and Extra Curricular schedules are not meant to be exclusive and activities can be added to, deleted from or modified at Board discretion. The Board will negotiate with the Association over the compensation for any new duty or assignment that is substantively different from those already on the schedules after its institution by the Administration.
- E. Extra Duty, Extra Assignment and Extra Curricular stipends based on an "individual base salary" shall be based on the Employee gross salary but not to exceed \$75,000.



**10.23 Extra Duty Pay.**

		Extra Duty Pay Schedule			
		2018-2019	2019-2020	2020-2021	2021-2022
<b>Activity</b>					
Detention TMS Disciplinary	Per Hour	\$ 15.83	\$ 16.30	\$ 16.79	\$ 17.46
Saturday Detention	Per Hour	\$ 24.76	\$ 25.51	\$ 26.27	\$ 27.32
Homebound Tutor	Per Hour	\$ 24.76	\$ 25.51	\$ 26.27	\$ 27.32
Café/Noon Duty	Per Hour	\$ 15.83	\$ 16.30	\$ 16.79	\$ 17.46

Hall Duty will be an administratively assigned duty with no compensation.

**10.24 Extra Assignment Pay.**

Extra Assignment compensation can be found on the Exhibit B: Extra-Curricular Schedule.

**10.25 Extra Curriculars.**

Extra-Curricular compensation can be found in Exhibit B: Extra-Curricular Schedule.

**Compensation**

The length of season of each activity can be found on the Exhibit B: Extra -Curricular Schedule

A "week" is defined as five days, each day comprised of two (2) hours of student contact or preparation for conducting the activity. The days are not required to be consecutive days.

**Any new sport and/or activity added by the Board will be paid as per the compensation amount on the Exhibit B: Extra-Curricular Schedule.**

**Activity Stipends**

All Board-approved activity sponsors will be paid according to Exhibit B: Extra Curricular Schedule.

Athletic and Curricular Events					
Event	Per Event/Per Hour	2018-2019	2019-2020	2020-2021	2021-2022
Ticket Sales/Takers	Per Event Pay	\$ 21.27	\$ 21.80	\$ 22.35	\$ 22.90
Timekeepers	Per Event Pay	\$ 16.91	\$ 17.34	\$ 17.77	\$ 18.21
Scorekeepers	Per Event Pay	\$ 16.91	\$ 17.34	\$ 17.77	\$ 18.21
Crowd Control/Sock Hop	Per Event Pay	\$ 16.91	\$ 17.34	\$ 17.77	\$ 18.21
Spelling Bee Pronouncer	Per Hour Worked	\$ 24.34	\$ 24.95	\$ 25.58	\$ 26.22
Spelling Bee Judge	Per Hour Worked	\$ 21.27	\$ 21.80	\$ 22.35	\$ 22.90
All Day Events; Cross Country Meet, IESA Contests	Per Hour Worked	\$ 16.91	\$ 17.34	\$ 17.77	\$ 18.21

## **PART C.**

### **11. EDUCATIONAL SUPPORT PERSONNEL EMPLOYEES**

#### **11.1 Payroll and Dues Deductions for ESP Employees.**

Any member of a bargaining unit who is a member or who has applied for membership in the Association may sign and deliver to the District an authorization for dues deduction. The appropriate authorization form shall be provided by the Association. The authorization may be continuous and shall, in fact, remain in effect from year to year unless the Employee revokes said authorization.

The District shall deduct from each Employee's pay the current dues of the Association provided the District has received an authorization form. Pursuant to such authorization, the District shall deduct, an equal amount per pay period, dues from the regular salary of a bargaining unit member for eight months, beginning in October and ending in May of each year. The District shall remit such deducted dues to the Association within ten days following the pay period.

Upon written request of an Employee, the Business Office shall make deductions from the Employee's paycheck for (a) tax sheltered annuity plan, approved by the Board, (b) payroll savings plan, approved by the Board, (c) premiums for approved medical, surgical, and life insurance plan, etc., (d) others that are mutually agreeable, (e) involuntary deductions required by outside agencies which may occur with or without written request of the Employee. Voluntary deductions must be forwarded to the proper agencies in a timely fashion after the issue date of the check.

All Employees, except bus drivers, will be paid in twenty-six (26) installments over a twelve (12) month period. Bus drivers may choose to be paid in twenty-six (26) installments over a twelve (12) month period or twenty-two (22) installments over a ten (10) month period, September to June.

Prior to the beginning of the first payroll period, each bus driver must declare which option they wish to take and that option shall not be revocable by the bus driver for the duration of that school year.

All Employees will have the option to be paid by direct deposit or physical check. If a regular pay date falls on a legal holiday, the Employee shall be paid on the weekday prior to the holiday. Physical paychecks shall be mailed on payday. Physical paychecks shall be mailed to the designated Employee address unless notification of a change is made to the Business Office.

Annually, prior to September 30, each Employee will receive a memorandum or electronic notification indicating the employee's annual salary. The Employee must sign the memorandum to validate the accuracy of the salary figure. It shall be the Employee's responsibility to maintain an accurate mailing address with the District.

#### **11.2 Seniority for ESP Employees.**

Definition of seniority: Seniority shall be defined as the length of continuous service within the specific classifications of the District. Accumulation of seniority shall begin from the Employee's first day of work performance.

With respect to bus drivers, their seniority shall be calculated from their first day of continuous employment with the previous Troy 30-C bus contractor and Troy District 30-C and their first day of work performance with proper licensing (**CDL+P**).

In the event that more than one individual Employee has the same starting date of work, position on the seniority list shall be determined by the Administration.

Loss of seniority in the following instances:

- A. Resignation
- B. Dismissal for cause
- C. Retirement
- D. Being on layoff for a six (6) month period of time

Transportation Employees shall choose summer runs based upon one seniority list, on an annual basis. (Excluded- UCP route, this route shall first be available to the driver who drove the route during the academic year.) Annually, the rate of pay for Transportation Employees will change on the first student attendance day following summer school.

Transportation Employees shall be assigned to routes and trips according to seniority.

### **11.3 Job Description and Categories for ESP Employees.**

Within each category, the Board shall develop job descriptions for each position.

The categories are:

- Mail/Grounds Person
- Building Secretaries
- Project Merit Associates
- Teaching Associates
- Technology Associates
- LRC Associates
- Registered Nurses
- Licensed Practical Nurses
- Transportation
- Full Time Custodians
- Part Time Custodians
- Maintenance Specialist
- Bus Mechanic

Lead custodians are considered part of the "Full Time Custodians" job category. Lead custodians shall be freely transferable between Lead and full time custodial positions.

The job descriptions shall be distributed to all current Employees and to all new bargaining unit members when hired by the district. The descriptions shall include a minimum:

- A. Job title and description
- B. Minimum requirements
- C. A specific statement of required tasks and responsibilities

#### **11.4 Notifications to Applicants for ESP Vacancies.**

The Board shall make known its decision as to which applicant has been selected to fill a posted position. Each internal applicant shall be so notified in writing with an electronic copy provided to the Association.

#### **11.5 Notification of Parameters Regarding ESP Employees.**

Before the start of the employee work year, the Superintendent or his designee shall provide the Association President an electronic announcement that includes the following information for each classification:

- A. Starting and ending dates to the extent they can be determined.
- B. Payroll dates.
- C. Calendar of anticipated workdays.
- D. List of holidays where applicable.

#### **11.6 Probation for ESP Employees.**

All newly-hired ESP Employees who have not previously been in the service of the District shall be considered to be a probationary Employee for one (1) year from the date services are initially provided, and within that year may be discharged at any time without notice, compensation or assigning any reason whatsoever. If a part-time Employee becomes a full-time Employee prior to completing the probationary period, time will be credited to the probationary period.

When a non-probationary Employee changes job categories through voluntary transfer, his probationary status is re-instituted for six (6) months. If during this time, the Employee returns to his previous job category, his non-probationary status will be re-instituted.

#### **11.7 Work Week/Day for ESP Employees.**

The standard work week for Employees shall not exceed forty (40) hours a week and eight (8) hours per day. ESP Employees who work seven (7) continuous hours or longer shall be provided with a lunch break of no less than thirty (30) minutes and one (1) fifteen (15) minute break. ESP Employees who work 7-1/2 continuous hours or longer shall be provided with at least one fifteen (15) minute break each morning, and each afternoon, and the aforementioned lunch break.

Employees will receive compensation for required attendance at building and District meetings at their regular rate of pay.

All part time Employees shall receive a pro rata share of fringe benefits based on their fractionalized employment. Part time Employees are not eligible for health, life, dental and well-care insurance.

**Overtime**

Except as otherwise provided, no Employee will be required to work on weekends or holidays, except on a voluntary basis and as follows:

All work over and above forty (40) hours per week shall be compensated at the rate of one and one-half (1 1/2) times the normal rate of pay. Vacation and personal time will be counted toward the forty (40) hours per week required for overtime, but sick leave will not be counted.

All work for forty (40) and fewer hours per week shall be at the normal rate of pay. Employees working overtime will be entitled to an additional fifteen (15) minute relief time for every four (4) hours worked.

<b>CATEGORIES/ Positions</b>	<b>HOURS</b>	<b>DAYS</b>	<b>PAID HOLIDAYS</b>	<b>TOTAL</b>	<b>VACATION</b>
BUILDING SECRETARY	8**	210	11	221	NO
PROJECT MERIT ASSOCIATES:	7	178	1 1	189	NO
TEACHING ASSOCIATES	7**	178	11	189	NO
TECHNOLOGY* ASSOCIATES	8	190	11	201	NO
LRC ASSOCIATES	7/8**	185	11	196	NO

<b>CATEGORIES/ Positions</b>	<b>HOURS</b>	<b>DAYS</b>	<b>PAID HOLIDAYS</b>	<b>TOTAL</b>	<b>VACATION</b>
NURSES	7**	184	11	195	NO
Licensed Practical Nurses	7**	184	11	195	NO
TRANSPORTATION					
---- Dispatcher, Bus Mechanic	8	245	15	261	YES NO
---- Bus Driver & Monitor	4, 5, 6	177	1 1	188	NO
---- Safety Coordinator/Dispatcher	8	210	11	221	
CUSTODIAN, FULL TIME	8	245	15	261	YES
Groundskeeper, Maintenance Specialist	8	245	15	261	YES
CUSTODIAN, PART TIME	4/6	246	0-1	246	YES

**\* Technology Associates**

On days when “Meet and Greet,” “Parent Teacher Conferences,” and “Curriculum Night” are scheduled, Technology Associates’ schedules will be adjusted to provide for their attendance.

**\*\* Building Secretaries**

Building Secretaries will have 210 work days per year. Secretarial work that occurs in July will be agreed upon by the principal and secretary. All July work must then be approved by the Superintendent. All July work will be above and beyond the secretaries' 210 day work calendar and will be paid per diem. Beginning with the 2015-2016 school year, secretaries' 210 day work year will begin on Monday of the last full week in July.

**\*\*LRC Associates:**

LRC Associates at TMS have an 8 hour day. The Employer will set a the workday for LRC Associates at William B Orenic Intermediate Center as a 7 or 8 hour day on or before January 1, 2007.

**\*\*Project Merit Associates, Teaching Associates, LRC Associates, Nurses:**

The work day shall begin fifteen (15) minutes prior to the student instructional day and end fifteen (15) minutes following student dismissal or after the last bus leaves, whichever time is longer. In response to building needs, the Employer may on a temporary basis adjust the actual reporting/dismissal time. The hours of work per day for these positions may be reduced for Parent/Conference Days.

**As Needed Positions.**

**\*\*Guest Teacher Coordinator:**

Hours and Days of work on an as needed basis. No paid holidays or vacation.

**\*\*HOLIDAYS FOR EDUCATIONAL SUPPORT PERSONNEL\*\***

15 DAYS--- Eligible Employees will be entitled to fifteen (15) paid holidays, which will be reflected on the school calendar adopted annually by the Board of Education.

11 DAYS--- Eligible Employees will be entitled to eleven (11) paid holidays, which will be reflected on the school calendar adopted annually by the Board of Education.

- A. When any of the above holidays falls on a weekend, either the Friday preceding or the Monday following will be granted as a holiday providing that school is not in session. Whenever any Employee is directed to work on a holiday, he shall receive the holiday pay in addition to time and one-half regular rate of pay for that day.
- B. To receive pay for a holiday, Employees are required to work the entire day immediately before and after the holiday, but there are exceptions for circumstances beyond the control of Employees. Examples of such exceptions may include hospitalization or death in the "Immediate Family;" approved sick, personal or vacation leave; surgery; or attendant in a wedding. All exceptions require verification of the circumstances that are beyond the control of the employee and approval of the reason by the Superintendent. The Superintendent may delay the decision on approval until the Employee can produce proof of the need for the leave.

- C. Part time custodians who work full time hours during the summer shall receive a paid holiday on the Fourth of July.

### **11.8 Involuntary Transfer of ESP Employees.**

Seniority, interest and aspiration of the individual Employee may be considered in all transfers. Should an Employee be considered for an involuntary transfer, such Employee will be notified and a conference held for discussion purposes prior to the effective date of the transfer. Any Employee affected by an involuntary transfer shall, upon his request, be released without prejudice.

With the exception of full time, twelve (12) month Employees, Employees shall be given notice of their assignments for the forthcoming year no later than thirty (30) days, preceding the first day of the new school term. In the event changes of a permanent or indefinite nature are made in such assignments after the thirty (30) day period, the Employee affected shall be notified in writing. The Employee shall be granted a conference with the Superintendent or his designee to discuss the change, if the affected Employee requests this conference, within five (5) days of the notification of the change.

### **11.9 Transfer of ESP Employee to Another Job Classification.**

Every effort will be made to transfer an Employee unable to work due to job related injury or illness to another job classification if qualified for another available position in the District and if other benefits have expired, e.g. sick leave and workers compensation.

Employees, who are voluntarily transferred or otherwise voluntarily accept employment in another job category as their regular employment, shall be paid according to the standard rates established for that job category. Experience in one job category will not be considered as creditable experience for increased compensation in another job category. However, part-time custodians voluntarily transferred to a full-time custodian position will receive one (1) year of seniority credit for every two (2) years of part-time service in the District. For example, a part-time custodian with eleven (11) years of part-time service in the District, who voluntarily transfers to a full-time custodian position, will receive five (5) years of service for seniority purposes.

### **11.10 ESP Substitutes.**

Substitutes will be provided after the fifth (5th) consecutive day of absence.

When an Employee is assigned to a higher classification, if and when working ten (10) consecutive days, the Employee shall receive the rate of pay at their step of the higher classification, retroactive for the days worked at the higher classification. If there is no corresponding step of the higher classification, then the Employee will receive a twenty-percent (20%) increase over their current hourly rate.

- A. Any ESP employee who substitutes in a certified position will be paid their hourly rate or the district rate for a substitute teacher whichever is greater.

### **11.11 Evaluations for ESP Employees.**

Probationary Employees will be formally evaluated every year.

Non-probationary Employees will be formally evaluated at least every other year by the administrator assigned by the District who has knowledge of the Employee's performance. The formal evaluation shall be discussed with the Employee in a post-evaluation conference. One copy of the evaluation will be given to the Employee and one copy will be placed in the Employee's personnel file.



**11.12 Pay Periods for ESP Employees**

Employees shall be paid every two (2) weeks. The procedure requires that a one (1) week lag period is needed. Pay periods are from Sunday through Saturday.

**11.13 Vacation - Twelve Month ESP Employees.**

Vacation days, those days when an Employee may be away from work while receiving his regular pay, will be granted to full time and part-time (who work 4 or more hours each day) 12 month Employees annually on July 1, according to the following formula:

<b>Years of Service</b>	<b>Vacation Days</b>
Less than one (1) year	Refer to Paragraph 8, below
Upon completion of one (1) year	5 working days
Upon completion of two (2) years	10 working days
Upon the completion of five (5) years	15 working days
Upon the completion of fifteen (15) years	20 working days

A year of service shall be July 1 through June 30. Vacation days for Employees hired prior to July 1, will be prorated (as noted in Paragraph G below) until the following July 1 and available for use upon accrual and awarded in full (as noted in the chart above) each July 1 thereafter. Only full years worked from July 1 to June 30 shall be counted as years of service.

General Procedures relative to the utilization of vacation benefits are:

- A. All requests for vacation must be submitted to their immediate supervisor for approval a minimum of ten (10) work days in advance of the date requested.
- B. Vacation time cannot be accumulated and must be taken as time away from the job. Vacation time is lost if not taken within the year following the year in which it is earned (A year shall be July 1 through June 30).
- C. The necessity of maintaining an effective work force necessarily limits the period of time during which vacations may be granted and/or the number of Employees who simultaneously may be granted vacation leave to be away from work.
- D. A day of vacation will not be charged should a paid holiday occur during vacation leave.
- E. Should an Employee have accumulated vacation at the time of separation from the District, the Employee may receive the accumulated vacation in salary at the Employee's regular salary rate.
- F. Twelve (12) month Employee vacation requests in May and August will be allowed on a limited basis and will need the prior approval of the immediate supervisor.
- G. During the initial year of employment, the vacation allowance accumulates as follows:

Rate of Accumulation			
Period of Accumulation			During Year 1
Beginning		End	
July 1		Sept. 10	1
Sept. 11		Nov. 22	1
Nov. 23		Feb. 3	1
Feb. 4		Apr. 17	1
Apr. 18		June 30	1

**11.14 Assistance for ESP Employees for the Control and Discipline of Students.**

The Board shall support the efforts of Employees with respect to the maintenance of control and discipline of students in the Employee's designated work area. The Board or its designated representative shall take reasonable steps to relieve the Employee of responsibilities in respect to students who are disruptive or who repeatedly violate rules and regulations. Employees may use such physical force with a student as is necessary to protect themselves, a fellow Employee, any other non-bargaining Employee teacher, an administrator or other student, from attack, physical abuse or injury, or to prevent damage to district property.

**11.15 Reimbursement for Personal Property to ESP Employees.**

If the Board requires, or approves, the use of an Employee's personal property, the Board shall reimburse the Employee for the loss, damage or destruction of personal property which was used or present on school premises, when the loss damage or destruction is not the result of the Employee's negligence.

**11.16 Workshops/Courses for ESP Employees.**

Tuition for job related workshops and/or courses if approved by the Board shall be paid by the Board. Mileage for such attendance shall be reimbursed at the current IRS rate and the Employee shall not be deducted a personal day.

**11.17 Unsafe or Hazardous Working Conditions.**

Bargaining unit members shall not be required to work under unsafe or hazardous conditions, or to perform tasks which endanger their health or safety.

**11.18 Termination of Employment for ESP Employees.**

- A. The employment of a non-probationary Employee may be terminated for cause upon action of the Board of Education.

Reasons for termination of employment shall be presented to the Board of Education in writing, and a copy of such reasons shall be supplied to the Employee involved.

- B. Reduction in force shall be done according to seniority within classification. For a period of 365 calendar days after lay off, rehiring shall be done according to seniority determined by the seniority list.
- C. Termination of employment after one (1) year shall be accompanied by at least two (2) weeks notice except in cases in which the Board of Education concludes that continued presence of the Employee on the premises will be detrimental to the best interests of the school in which case employment may be terminated immediately upon notice, along with two (2) weeks pay in lieu thereof providing, however, that if such employment is terminated by reason of gross misconduct, no severance pay shall be granted

**11.19 Temporary Use of Non-Bargaining Unit Personnel for ESP Work.**

The Board shall not displace Employees regularly employed in the bargaining unit, except in emergencies when Employees are not available or have refused to do the work as assigned.

**11.20 Subcontracting of ESP Work.**

The duties of any classification of non-certificated Employees in the bargaining unit shall not be subcontracted to a private carrier during the term of this Agreement without the prior written agreement of the Association unless the skills needed to perform the work as reasonably specified are unavailable within the bargaining unit and cannot be obtained in a reasonable time. It is understood that private contractors can be contracted to perform short term projects in their area of specialization unless such contracts will displace current members of the bargaining unit.

Agreeing to the above does not limit the right of the Board to investigate, research, or solicit bids from subcontractors in preparation for bargaining a successor agreement.

**11.21 Transportation Employees.**

A. Routes

All drivers and monitors assigned a.m.- p.m. routes will be compensated for four (4) hours minimum. Any actual additional work beyond the four (4) hours will be paid in quarter hour increments. (Example: Morning route takes 2-1/2 hrs. to complete, afternoon route takes 1-1/2 hrs. to complete, the employee is paid for four (4) hours.)

All drivers and monitors assigned an a.m. — p.m. route and a mid-day route will be compensated for six (6) hours minimum. Any actual additional work beyond the six (6) hours will be paid in quarter hour increments. (Example: Morning route takes 2-1/2 hrs. to complete, mid-day route takes 1-1/2 hrs. to complete, afternoon route takes 2 hrs. to complete, the employee is paid for six (6) hours.)

E.C.E. route assignments: Drivers who select an E.C.E. morning and afternoon route will automatically receive a mid-day route.

All routes will be selected by seniority. All drivers are encouraged to keep their same routes. At the end of the school year, drivers may choose to change their routes. All

vacated routes and newly established routes will be put into the selection pool and distributed by seniority to those without routes.

**B. Extra-Curricular Work and Trips**

There shall be guaranteed two (2) hours on each trip. Cancelled trips without driver being notified are paid two (2) hours. All trips starting during or continuing from regular work hours are paid only actual additional time worked from a set dismissal time.

Extra-curricular work will first be assigned to drivers and monitors whose regular workday consists of four (4) hours. All extra-curricular work assignments will be made using a rotating seniority list.

"Semi-regular" work will first be assigned to drivers and monitors whose regular workday consists of four (4) hours. All "semi-regular" work assignments will be made using a rotating seniority list, starting with the end of the rotational list assignments from the previous work year. In order to be eligible for this work, employees must have successfully completed their probationary period.

6 before 8: Every reasonable attempt will be made to offer all drivers six (6) hours before giving any driver eight (8) hours of consistent work each day. (i.e. after-school assistance, Skill Builders, Homework Club etc.)

**C. Fees**

The Board shall pay the following for all transportation employees:

- i. CDL
- ii. driving permit
- iii. yearly physical

**D. Definitions**

"Extra-curricular work" is additional work outside of the a.m., mid-day and p.m. routes, excluding semi-regular work.

"Semi-regular work" is work assigned in partial year increments e.g., Home Work Club, Skill Builders, etc.

**11.22 District Retirement Incentive for ESP Employees.**

ESP Employees, who after reaching age 55 (or who reach age 55 by June 30<sup>11</sup> of their final year of employment), decide to retire from the Troy School District, may elect to participate in the District's Retirement Incentive for ESP Employees, provided as follows:

- A. The Participant must provide the Superintendent a written irrevocable notice of intent to participate in the District Retirement Incentive for ESP Employees by September 1 prior to his last full year of regular employment. ESP Employees may provide this required notice.

- B. ESP Employees who have completed a minimum of ten (10) years full time employment (not consecutive) in the Troy School District 30-C shall be eligible to receive fifty dollars (\$50) for each unused sick day not used for IMRF or retirement purposes up to the legal limit.
- C. Participants in the District Retirement Incentive for ESP Employees will be allowed to enroll at the Employee's expense in the hospitalization insurance coverage for which is eligible so long as the insurance company continues to approve participation by retirees, until the Participant qualifies for participation in Medicare. Changes to insurance to convert from single to family coverage, or from family to single coverage can occur upon retirement, during the window period of the month of August or other "qualifying events" under HIPAA.
- D. Notwithstanding any of the foregoing provisions, the Board reserves the right to terminate the District Retirement Incentive for ESP Employees at any time with respect to Employees who are not participating in the District Retirement Incentive in the school year when the termination becomes effective. The termination shall become effective at the start of the school term following the first May 1 subsequent to the termination action of the Board. For persons already participating in the District Retirement Incentive, provisions of the District Retirement Incentive shall continue despite the termination of the Incentive with respect to all other Employees. Termination of the District Retirement Incentive will not be grounds for reopening the Employee contract.

**11.23 Illinois Municipal Retirement Fund (IMRF).**

According to the authority granted by the *Pension Reform Act of 1974*, Section 414(h) (2) of the *Internal Revenue Code* and Section 7-173.2 of the *Illinois Pension Code*, the Board of Education agrees to pay four and one half percent (4.5%) of each Employee's wages to the Illinois Municipal Retirement Fund (IMRF) on behalf of each Employee as a tax sheltered direct contribution. Should any of the above be declared improper by an IRS ruling or opinion or by a court of competent jurisdiction, that clause or portion thereof shall be deleted to the extent that it violates the ruling or opinion.

**11.24 ESP Compensation**

Each year of this Agreement (2018-19, 2019-20, 2020-21 and 2021-22), the Board will increase each ESP Employees' compensation each work year as noted below:

2018-19	4% increase over 2017-18
2019-20	3% increase over 2018-19
2020-21	3% increase over 2019-20
2021-22	4% increase over 2020-21

Registered Nurses who successfully attain and maintain IEP Designee status will receive an annual stipend of two thousand dollars (\$2,000) for additional work required to complete up to twenty (20) required student medical reviews. For every medical review completed after the first twenty (20), the nurse shall be paid \$100 each.

Starting compensation for ESP Employees will be as follows:

<b>Position</b>		<b>Starting Hourly Rate</b>
Bus Drivers		\$15.42
Safety Coordinator/Dispatcher		\$18.50
Dispatcher		\$15.50
Bus Monitor		\$13.50
Bus Mechanic		\$17.17
Custodians	Lead	\$15.50
	Full time/PM*	\$13.00
	Part time**	\$13.00
Groundskeeper		\$15.50
Maintenance Specialist		\$21.64
Building Secretaries		\$13.50
Technology Associates		\$17.32
Project Merit Associates		\$17.32
Teacher Associates		\$13.67
LRC Associates		\$14.50
Nurses		\$23.46
Licensed Practical Nurse		\$20.46

\*The rate of pay for custodians (Lead. rate or P.M. rate) is determined by the majority of work hours regularly scheduled before 12 noon or after 12 noon.

Full-time custodians designated as "Lead Custodian" will be paid an additional hourly differential of two dollars and fifty cents (\$2.50).

\*\*Part time custodians who work full time "A.M." hours during the summer shall be paid at the full time Lead rate for the summer work. Night custodians who work full time "A.M." hours during the summer will be paid at the Lead rate for the summer work. Additionally, these custodians will be paid an hourly differential of two dollars and fifty cents (\$2.50) as Lead Custodian.

### 11.25 Extra Duty Pay.

ESP Employees can be assigned any of the following job duties as part of their regular workday for no additional compensation:

Detention — TMS Disciplinary Detentions	Min. 1/4 hour prorated 25 student max.
Saturday Detention	Min. 1 hour prorated 20 students max.
Cafeteria/Noon Duty	Min. 1/4 hour prorated
Homebound Tutor	

Any time devoted to the above duties outside of an ESP Employee's regular workday, as defined in Section 11.7, will be paid at the ESP Employee's regular hourly rate. If such an assignment

causes an ESP Employee to work more than forty (40) hours in a week, the ESP Employee will be compensated in accordance with the overtime provisions of this Agreement.

## **PART D.**

### **12. EFFECT OF AGREEMENT**

#### **12.1 Effect of Agreement.**

This Agreement shall be effective as of July 1, 2018, and shall continue in full force and effective through June 30, 2022.

The parties acknowledge that, during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining; and that the understanding and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. Therefore, the Board and the Association, for the duration of this Agreement, each voluntarily and unqualifiedly waives the right, and each agrees that the other shall not be obligated, to bargain collectively with respect to any subject or matter referred to, or covered by this Agreement or discussed during negotiations leading to this Agreement including the impact of the Board's exercise of its rights as set forth herein on wages, hours or terms and conditions of employment, nor will negotiations be reopened on the impact of a decision by the Board on an inherent managerial policy, even though such subjects may not have been within the knowledge or contemplation of either or both of the parties at the time they negotiated or signed this Agreement.

All prior charges, complaints, grievances, discharges or reprimands, known or unknown, before signing of this Agreement are not subject to this Agreement.

There shall be no individually bargained contracts. Any position created on a temporary or emergency basis shall first be bargained with the Association and shall be consistent with the terms of this Agreement.

#### **12.2 Separability.**

Should any Article, Section or Clause in this Agreement be declared illegal by a Court of competent jurisdiction then the Article, Section or Clause shall be deleted from this Agreement to the extent that it violates the law.

The remaining Articles, Sections and Clauses shall remain in full force and effect.

#### **12.3 Ratification of Agreement.**

This Agreement will not be considered binding until such time as the Association has formally notified the Board in writing of official acceptance of this document by the membership and subsequent approval by formal Board action at a public meeting.

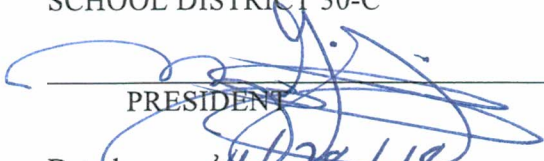


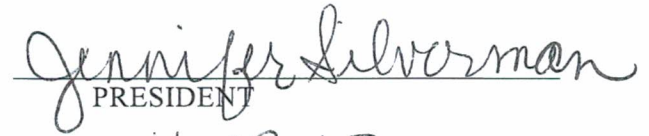
**EXECUTION OF AGREEMENT**

In witness whereof, the parties have executed this Agreement by their duly authorized representatives.


FOR THE BOARD OF EDUCATION OF  
TROY COMMUNITY CONSOLIDATED  
SCHOOL DISTRICT 30-C

FOR THE TROY EDUCATION  
ASSOCIATION, IEA/NEA

  
\_\_\_\_\_  
PRESIDENT  
Dated: 11/28/18

  
\_\_\_\_\_  
PRESIDENT  
Dated: 11-28-18

  
\_\_\_\_\_  
SECRETARY

  
\_\_\_\_\_  
SECRETARY

**EXHIBIT A: Salary Grid for Placement Only 2019-2022**

2018-2019					
Step	BA	BA+36/MA	MA+15	MA+30	MA+45
1	46941	50226	51481	52769	54089
2	47880	51232	52512	53824	55170
3	48839	52257	53563	54902	56273
4	49814	53302	54633	55999	57399
2019-2020					
Step	BA	BA+36/MA	MA+15	MA+30	MA+45
1	47646	50979	52254	53560	54900
2	48598	52000	53299	54632	55997
3	49571	53040	54367	55725	57118
4	50561	54102	55453	56839	58260
2020-2021					
Step	BA	BA+36/MA	MA+15	MA+30	MA+45
1	48360	51744	53037	54364	55723
2	49327	52780	54099	55451	56837
3	50315	53836	55182	56561	57974
4	51319	54913	56285	57692	59134
2021-2022					
Step	BA	BA+36/MA	MA+15	MA+30	MA+45
1	49327	52779	54098	55451	56838
2	50314	53836	55181	56560	57974
3	51321	54913	56286	57692	59134
4	52346	56011	57410	58845	60317

Exhibit B: Extra Curricular Schedule 2019-2022

Exhibit B: Extra Curricular Schedule			46021	Years in Position 1-3		Years in Position 4-6		Years in Position 7-10		Years in Position 11+		
Interscholastic Athletics			NEW BASE 2.50% 47172	Tier 1		Tier 2		Tier 3		Tier 4		
2018-2019				Stipend %	Stipend	Stipend %	Stipend	Stipend %	Stipend	Stipend %	Stipend	
	BASE 46021.00	Contract Weeks										
Softball Varsity (Head)	IESA	9	5.0%	\$2,380.75	5.6%	\$2,619.02	6.1%	\$2,880.92	6.7%	\$3,169.01		
Softball JV (Head)	IESA	9	5.0%	\$2,380.75	5.6%	\$2,618.98	6.1%	\$2,880.92	6.7%	\$3,169.01		
Baseball Varsity (Head)	IESA	9	5.0%	\$2,380.75	5.6%	\$2,619.02	6.1%	\$2,880.92	6.7%	\$3,169.01		
Baseball JV (Head)	IESA	9	5.0%	\$2,380.75	5.6%	\$2,618.98	6.1%	\$2,880.92	6.7%	\$3,169.01		
Bowling 7/8th (Head)	IESA	4	2.2%	\$1,058.06	2.5%	\$1,164.01	2.7%	\$1,280.41	3.0%	\$1,408.45		
Bowling 5/6th (Head)	IESA	4	2.2%	\$1,058.06	2.5%	\$1,164.01	2.7%	\$1,280.41	3.0%	\$1,408.45		
Golf Mens (Head)	IESA	8	4.5%	\$2,116.59	4.9%	\$2,328.02	5.4%	\$2,560.82	6.0%	\$2,816.90		
Golf Women's (Head)	IESA	8	4.5%	\$2,116.59	4.9%	\$2,328.02	5.4%	\$2,560.82	6.0%	\$2,816.90		
Boys' Cross Country (Head)	IESA	11	6.2%	\$2,910.01	6.8%	\$3,201.02	7.5%	\$3,521.13	8.2%	\$3,873.24		
Boys' Cross Country (Asst)	IESA	11	4.6%	\$2,182.63	5.1%	\$2,400.88	5.6%	\$2,640.96	6.2%	\$2,905.06		
Girls' Cross Country (Head)	IESA	11	6.2%	\$2,910.01	6.8%	\$3,201.02	7.5%	\$3,521.13	8.2%	\$3,873.24		
Girls' Cross Country (Asst)	IESA	11	4.6%	\$2,182.63	5.1%	\$2,400.88	5.6%	\$2,640.96	6.2%	\$2,905.06		
Boys' Volleyball (Head)	IESA	11	6.2%	\$2,910.01	6.8%	\$3,201.02	7.5%	\$3,521.13	8.2%	\$3,873.24		
Girls' Volleyball (A) (Head) 6th	IESA	10	5.6%	\$2,645.38	6.2%	\$2,910.02	6.8%	\$3,201.02	7.5%	\$3,521.13		
Girls' Volleyball (B) (Head) 6th	IESA	10	5.6%	\$2,645.38	6.2%	\$2,910.02	6.8%	\$3,201.02	7.5%	\$3,521.13		
Girls' Volleyball (Head) 7th	IESA	11	6.2%	\$2,910.01	6.8%	\$3,201.02	7.5%	\$3,521.13	8.2%	\$3,873.24		
Girls' Volleyball (Head) 8th	IESA	11	6.2%	\$2,910.01	6.8%	\$3,201.09	7.5%	\$3,521.19	8.2%	\$3,873.31		
Cheerleading (Head) 6th	IESA	16	9.0%	\$4,232.70	9.9%	\$4,656.03	10.9%	\$5,121.64	11.9%	\$5,633.80		
Cheerleading (Head) 7th/8th	IESA	22	12.3%	\$5,820.02	13.6%	\$6,402.17	14.9%	\$7,042.39	16.4%	\$7,746.63		
Dance (Head) 2	IESA	20	11.2%	\$5,290.76	12.3%	\$5,820.04	13.6%	\$6,402.05	14.9%	\$7,042.25		
Girls' Basketball (Head) 6th	IESA	15	8.4%	\$3,968.07	9.3%	\$4,365.03	10.2%	\$4,801.53	11.2%	\$5,281.69		
Girls' Basketball (Head) 7/8	IESA	16	9.0%	\$4,232.70	9.9%	\$4,656.12	10.9%	\$5,121.74	11.9%	\$5,633.91		
Boys' Basketball (Head) 6th	IESA	15	8.4%	\$3,968.07	9.3%	\$4,365.03	10.2%	\$4,801.53	11.2%	\$5,281.69		
Boys' Basketball (Head) 7/8	IESA	16	9.0%	\$4,232.70	9.9%	\$4,656.12	10.9%	\$5,121.74	11.9%	\$5,633.91		
Wrestling (Head)	IESA	15	8.4%	\$3,968.07	9.3%	\$4,365.12	10.2%	\$4,801.63	11.2%	\$5,281.79		
Wrestling (Asst)	IESA	15	6.3%	\$2,976.52	6.9%	\$3,273.92	7.6%	\$3,601.31	8.4%	\$3,961.45		
Girls' Track (Head)	IESA	11	6.2%	\$2,910.01	6.8%	\$3,201.02	7.5%	\$3,521.13	8.2%	\$3,873.24		
Boys' Track (Head)	IESA	11	6.2%	\$2,910.01	6.8%	\$3,201.02	7.5%	\$3,521.13	8.2%	\$3,873.24		
Boys' Track (Asst)	IESA	11	4.6%	\$2,182.63	5.1%	\$2,400.88	5.6%	\$2,640.96	6.2%	\$2,905.06		
Boys' Track (Asst)	IESA	11	4.6%	\$2,182.63	5.1%	\$2,400.88	5.6%	\$2,640.96	6.2%	\$2,905.06		
Girls' Track (Head)	IESA	11	4.6%	\$2,182.63	5.1%	\$2,400.88	5.6%	\$2,640.96	6.2%	\$2,905.06		
Girls' Track (Asst)	IESA	11	4.6%	\$2,182.63	5.1%	\$2,400.88	5.6%	\$2,640.96	6.2%	\$2,905.06		
Speech Head	IESA	4	2.2%	\$1,058.06	2.5%	\$1,164.03	2.7%	\$1,280.43	3.0%	\$1,408.48		
Speech Asst	IESA	4	1.7%	\$793.90	1.9%	\$873.05	2.0%	\$960.35	2.2%	\$1,056.39		
Scholastic Bowl Head	IESA	10	5.6%	\$2,645.38	6.2%	\$2,910.08	6.8%	\$3,201.09	7.5%	\$3,521.19		
Scholastic Bowl Asst	IESA	10	4.2%	\$1,984.03	4.6%	\$2,182.61	5.1%	\$2,400.88	5.6%	\$2,640.96		
Drama			NEW BASE 2.50% 47172	Years in Position 1-3		Years in Position 4-6		Years in Position 7-10		Years in Position 11+		
				Tier 1		Tier 2		Tier 3		Tier 4		
	BASE 46021.00	Contract Weeks		Stipend %	Stipend	Stipend %	Stipend	Stipend %	Stipend	Stipend %	Stipend	
Director		10	5.6%	\$2,645.53	6.2%	\$2,910.08	6.8%	\$3,201.09	7.5%	\$3,521.19		
Director (Asst)		10	4.2%	\$1,984.20	4.6%	\$2,182.61	5.1%	\$2,400.88	5.6%	\$2,640.96		
Choreographer		10	4.2%	\$1,984.20	4.6%	\$2,182.61	5.1%	\$2,400.88	5.6%	\$2,640.96		
Vocal Coach		10	4.2%	\$1,984.20	4.6%	\$2,182.61	5.1%	\$2,400.88	5.6%	\$2,640.96		
Stage Crew		10	4.2%	\$1,984.20	4.6%	\$2,182.61	5.1%	\$2,400.88	5.6%	\$2,640.96		
Non IESA			Annual Increase 2.5%	Tier 1		Tier 2		Tier 3		Tier 4		
Non IESA				\$201.32		\$223.18		\$248.05		\$272.85		
Elementary Yearbook				\$201.32	\$1,006.62	\$223.18	\$1,115.89	\$248.05	\$1,240.24	\$272.85	\$1,364.26	
Clubs			Tier 1		Tier 2		Tier 3		Tier 4			
1			\$201.32		\$223.18		\$248.05		\$272.85			
One Night Events			\$176.53									
Band and Choir Stipends based on % of an individual salary up to \$75,000												
Band												
Band Director <sup>1</sup>	IESA	7.0%	<sup>1</sup> Band Director is a full time employee who covers 5th Grade Beginning Band (including after school rehearsals), and curricular ensembles that perform outside the school day, including 6th Grade Intermediate Band, TMS Concert Band, and Symphonic Band (and after school Symphonic rehearsals).						<b>Note for all Activities and Athletics</b> One Director/Head Coach per activity. Assistants can be added as needed and when approved by the BOE			
Jazz Band Director	IESA	3.0%										
Marching Band Director	IESA	3.0%										
Marching Band Assistant	IESA	2.5%										
Choir												
Choir Director <sup>2</sup>	IESA	7.0%	<sup>2</sup> Choir Director is a full time employee who covers all curricular ensembles who perform outside the school day including 6th, 7th, and 8th grade choirs.									
5th Grade Choir Director	IESA	3.0%										
Honors Choir Director	IESA	3.0%										
Elementary Choir												
4th Grade Choir		2.0%										

Exhibit B: Extra Curricular Schedule 2019-2022

Exhibit B: Extra Curricular Schedule			47172	Years in Position 1-3		Years in Position 4-6		Years in Position 7-10		Years in Position 11+		
Interscholastic Athletics			NEW BASE 2.50% 48351	Tier 1		Tier 2		Tier 3		Tier 4		
2019-2020				Stipend %	Stipend	Stipend %	Stipend	Stipend %	Stipend	Stipend %	Stipend	
BASE	Contract	Weeks										
Softball Varsity (Head)	IESA	9	5.0%	\$2,440.29	5.6%	\$2,684.52	6.1%	\$2,952.97	6.7%	\$3,248.27		
Softball JV (Head)	IESA	9	5.0%	\$2,440.29	5.6%	\$2,684.48	6.1%	\$2,952.97	6.7%	\$3,248.27		
Baseball Varsity (Head)	IESA	9	5.0%	\$2,440.29	5.6%	\$2,684.52	6.1%	\$2,952.97	6.7%	\$3,248.27		
Baseball JV (Head)	IESA	9	5.0%	\$2,440.29	5.6%	\$2,684.48	6.1%	\$2,952.97	6.7%	\$3,248.27		
Bowling 7/8th (Head)	IESA	4	2.2%	\$1,084.52	2.5%	\$1,193.12	2.7%	\$1,312.43	3.0%	\$1,443.68		
Bowling 5/6th (Head)	IESA	4	2.2%	\$1,084.52	2.5%	\$1,193.12	2.7%	\$1,312.43	3.0%	\$1,443.68		
Golf Mens (Head)	IESA	8	4.5%	\$2,169.52	4.9%	\$2,386.24	5.4%	\$2,624.87	6.0%	\$2,887.35		
Golf Women's (Head)	IESA	8	4.5%	\$2,169.52	4.9%	\$2,386.24	5.4%	\$2,624.87	6.0%	\$2,887.35		
Boys' Cross Country (Head)	IESA	11	6.2%	\$2,982.79	6.8%	\$3,281.08	7.5%	\$3,609.19	8.2%	\$3,970.11		
Boys' Cross Country (Asst)	IESA	11	4.6%	\$2,237.21	5.1%	\$2,460.92	5.6%	\$2,707.01	6.2%	\$2,977.72		
Girls' Cross Country (Head)	IESA	11	6.2%	\$2,982.79	6.8%	\$3,281.08	7.5%	\$3,609.19	8.2%	\$3,970.11		
Girls' Cross Country (Asst)	IESA	11	4.6%	\$2,237.21	5.1%	\$2,460.92	5.6%	\$2,707.01	6.2%	\$2,977.72		
Boys' Volleyball (Head)	IESA	11	6.2%	\$2,982.79	6.8%	\$3,281.08	7.5%	\$3,609.19	8.2%	\$3,970.11		
Girls' Volleyball (A) (Head) 6th	IESA	10	5.6%	\$2,711.54	6.2%	\$2,982.80	6.8%	\$3,281.08	7.5%	\$3,609.19		
Girls' Volleyball (B) (Head) 6th	IESA	10	5.6%	\$2,711.54	6.2%	\$2,982.80	6.8%	\$3,281.08	7.5%	\$3,609.19		
Girls' Volleyball (Head) 7th	IESA	11	6.2%	\$2,982.79	6.8%	\$3,281.08	7.5%	\$3,609.19	8.2%	\$3,970.11		
Girls' Volleyball (Head) 8th	IESA	11	6.2%	\$2,982.79	6.8%	\$3,281.15	7.5%	\$3,609.26	8.2%	\$3,970.19		
Cheerleading (Head) 6th	IESA	16	9.0%	\$4,338.56	9.9%	\$4,772.48	10.9%	\$5,249.73	11.9%	\$5,774.70		
Cheerleading (Head) 7th/8th	IESA	22	12.3%	\$5,965.58	13.6%	\$6,562.29	14.9%	\$7,218.52	16.4%	\$7,940.37		
Dance (Head) 2	IESA	20	11.2%	\$5,423.08	12.3%	\$5,965.60	13.6%	\$6,562.16	14.9%	\$7,218.38		
Girls' Basketball (Head) 6th	IESA	15	8.4%	\$4,067.31	9.3%	\$4,474.20	10.2%	\$4,921.62	11.2%	\$5,413.79		
Girls' Basketball (Head) 7/8	IESA	16	9.0%	\$4,338.56	9.9%	\$4,772.58	10.9%	\$5,249.83	11.9%	\$5,774.82		
Boys' Basketball (Head) 6th	IESA	15	8.4%	\$4,067.31	9.3%	\$4,474.20	10.2%	\$4,921.62	11.2%	\$5,413.79		
Boys' Basketball (Head) 7/8	IESA	16	9.0%	\$4,338.56	9.9%	\$4,772.58	10.9%	\$5,249.83	11.9%	\$5,774.82		
Wrestling (Head)	IESA	15	8.4%	\$4,067.31	9.3%	\$4,474.29	10.2%	\$4,921.72	11.2%	\$5,413.89		
Wrestling (Asst)	IESA	15	6.3%	\$3,050.97	6.9%	\$3,355.80	7.6%	\$3,691.38	8.4%	\$4,060.52		
Girls' Track (Head)	IESA	11	6.2%	\$2,982.79	6.8%	\$3,281.08	7.5%	\$3,609.19	8.2%	\$3,970.11		
Boys' Track (Head)	IESA	11	6.2%	\$2,982.79	6.8%	\$3,281.08	7.5%	\$3,609.19	8.2%	\$3,970.11		
Boys' Track (Asst)	IESA	11	4.6%	\$2,237.21	5.1%	\$2,460.92	5.6%	\$2,707.01	6.2%	\$2,977.72		
Boys' Track (Asst)	IESA	11	4.6%	\$2,237.21	5.1%	\$2,460.92	5.6%	\$2,707.01	6.2%	\$2,977.72		
Girls' Track (Head)	IESA	11	4.6%	\$2,237.21	5.1%	\$2,460.92	5.6%	\$2,707.01	6.2%	\$2,977.72		
Girls' Track (Asst)	IESA	11	4.6%	\$2,237.21	5.1%	\$2,460.92	5.6%	\$2,707.01	6.2%	\$2,977.72		
Speech Head	IESA	4	2.2%	\$1,084.52	2.5%	\$1,193.14	2.7%	\$1,312.46	3.0%	\$1,443.70		
Speech Asst	IESA	4	1.7%	\$813.75	1.9%	\$894.88	2.0%	\$984.37	2.2%	\$1,082.81		
Scholastic Bowl Head	IESA	10	5.6%	\$2,711.54	6.2%	\$2,982.86	6.8%	\$3,281.15	7.5%	\$3,609.26		
Scholastic Bowl Asst	IESA	10	4.2%	\$2,033.66	4.6%	\$2,237.20	5.1%	\$2,460.92	5.6%	\$2,707.01		
<b>Drama</b>			NEW BASE 2.50% 48351	Years in Position 1-3		Years in Position 4-6		Years in Position 7-10		Years in Position 11+		
				Tier 1		Tier 2		Tier 3		Tier 4		
				Stipend %	Stipend	Stipend %	Stipend	Stipend %	Stipend	Stipend %	Stipend	
Director		10	5.6%	\$2,711.69	6.2%	\$2,982.86	6.8%	\$3,281.15	7.5%	\$3,609.26		
Director (Asst)		10	4.2%	\$2,033.82	4.6%	\$2,237.20	5.1%	\$2,460.92	5.6%	\$2,707.01		
Choreographer		10	4.2%	\$2,033.82	4.6%	\$2,237.20	5.1%	\$2,460.92	5.6%	\$2,707.01		
Vocal Coach		10	4.2%	\$2,033.82	4.6%	\$2,237.20	5.1%	\$2,460.92	5.6%	\$2,707.01		
Stage Crew		10	4.2%	\$2,033.82	4.6%	\$2,237.20	5.1%	\$2,460.92	5.6%	\$2,707.01		
<b>Non IESA</b>			Annual Increase 2.5%	Tier 1		Tier 2		Tier 3		Tier 4		
Non IESA	Intra	2,3,4,4,5,7,5	\$206.35		\$226.99		\$249.69		\$274.66			
Elementary Yearbook		5	\$206.35	\$1,031.77	\$226.99	\$1,134.94	\$249.69	\$1,248.44	\$274.66	\$1,373.28		
<b>Clubs</b>			Annual Increase 2.5%	Tier 1		Tier 2		Tier 3		Tier 4		
One Night Events		1	\$206.35		\$226.99		\$249.69		\$274.66			
		1	\$169.74									
<b>Band and Choir Stipends based on % of an individual salary up to \$75,000</b>												
<b>Band</b>												
Band Director <sup>1</sup>	IESA	7.0%	<sup>1</sup> Band Director is a full time employee who covers 5th Grade Beginning Band (including after school rehearsals), and curricular ensembles that perform outside the school day, including 6th Grade Intermediate Band, TMS Concert Band, and Symphonic Band (and after school Symphonic rehearsals).								<b>Note for all Activities and Athletics</b> One Director/Head Coach per activity. Assistants can be added as needed and when approved by the BOE	
Jazz Band Director	IESA	3.0%										
Marching Band Director	IESA	3.0%										
Marching Band Assistant	IESA	2.5%										
<b>Choir</b>												
Choir Director <sup>2</sup>	IESA	7.0%	<sup>2</sup> Choir Director is a full time employee who covers all curricular ensembles who perform outside the school day including 6th, 7th, and 8th grade choirs.								\$1.02	
5th Grade Choir Director	IESA	3.0%										
Honors Choir Director	IESA	3.0%										
<b>Elementary Choir</b>												
4th Grade Choir		2.0%										

Exhibit B: Extra Curricular Schedule 2019-2022

Exhibit B: Extra Curricular Schedule			48351	Years in Position 1-3		Years in Position 4-6		Years in Position 7-10		Years in Position 11+	
Interscholastic Athletics			NEW BASE 2.50% 49560	Tier 1		Tier 2		Tier 3		Tier 4	
2020-2021				Stipend %	Stipend	Stipend %	Stipend	Stipend %	Stipend	Stipend %	Stipend
BASE	Contract	Weeks									
Softball Varsity (Head)	IESA	9	5.0%	\$2,501.28	5.6%	\$2,751.62	6.1%	\$3,026.78	6.7%	\$3,329.46	
Softball JV (Head)	IESA	9	5.0%	\$2,501.28	5.6%	\$2,751.57	6.1%	\$3,026.78	6.7%	\$3,329.46	
Baseball Varsity (Head)	IESA	9	5.0%	\$2,501.28	5.6%	\$2,751.62	6.1%	\$3,026.78	6.7%	\$3,329.46	
Baseball JV (Head)	IESA	9	5.0%	\$2,501.28	5.6%	\$2,751.57	6.1%	\$3,026.78	6.7%	\$3,329.46	
Bowling 7/8th (Head)	IESA	4	2.2%	\$1,111.63	2.5%	\$1,222.94	2.7%	\$1,345.24	3.0%	\$1,479.76	
Bowling 5/6th (Head)	IESA	4	2.2%	\$1,111.63	2.5%	\$1,222.94	2.7%	\$1,345.24	3.0%	\$1,479.76	
Golf Mens (Head)	IESA	8	4.5%	\$2,223.75	4.9%	\$2,445.88	5.4%	\$2,690.47	6.0%	\$2,959.52	
Golf Women's (Head)	IESA	8	4.5%	\$2,223.75	4.9%	\$2,445.88	5.4%	\$2,690.47	6.0%	\$2,959.52	
Boys' Cross Country (Head)	IESA	11	6.2%	\$3,057.34	6.8%	\$3,363.09	7.5%	\$3,699.40	8.2%	\$4,069.34	
Boys' Cross Country (Asst)	IESA	11	4.6%	\$2,293.13	5.1%	\$2,522.43	5.6%	\$2,774.67	6.2%	\$3,052.14	
Girls' Cross Country (Head)	IESA	11	6.2%	\$3,057.34	6.8%	\$3,363.09	7.5%	\$3,699.40	8.2%	\$4,069.34	
Girls' Cross Country (Asst)	IESA	11	4.6%	\$2,293.13	5.1%	\$2,522.43	5.6%	\$2,774.67	6.2%	\$3,052.14	
Boys' Volleyball (Head)	IESA	11	6.2%	\$3,057.34	6.8%	\$3,363.09	7.5%	\$3,699.40	8.2%	\$4,069.34	
Girls' Volleyball (A) (Head) 6th	IESA	10	5.6%	\$2,779.31	6.2%	\$3,057.35	6.8%	\$3,363.09	7.5%	\$3,699.40	
Girls' Volleyball (B) (Head) 6th	IESA	10	5.6%	\$2,779.31	6.2%	\$3,057.35	6.8%	\$3,363.09	7.5%	\$3,699.40	
Girls' Volleyball (Head) 7th	IESA	11	6.2%	\$3,057.34	6.8%	\$3,363.09	7.5%	\$3,699.40	8.2%	\$4,069.34	
Girls' Volleyball (Head) 8th	IESA	11	6.2%	\$3,057.34	6.8%	\$3,363.15	7.5%	\$3,699.47	8.2%	\$4,069.42	
Cheerleading (Head) 6th	IESA	16	9.0%	\$4,447.00	9.9%	\$4,891.76	10.9%	\$5,380.94	11.9%	\$5,919.03	
Cheerleading (Head) 7th/8th	IESA	22	12.3%	\$6,114.69	13.6%	\$6,726.31	14.9%	\$7,398.94	16.4%	\$8,138.83	
Dance (Head) 2	IESA	20	11.2%	\$5,558.62	12.3%	\$6,114.71	13.6%	\$6,726.18	14.9%	\$7,398.79	
Girls' Basketball (Head) 6th	IESA	15	8.4%	\$4,168.97	9.3%	\$4,586.03	10.2%	\$5,044.63	11.2%	\$5,549.10	
Girls' Basketball (Head) 7/8	IESA	16	9.0%	\$4,447.00	9.9%	\$4,891.86	10.9%	\$5,381.05	11.9%	\$5,919.15	
Boys' Basketball (Head) 6th	IESA	15	8.4%	\$4,168.97	9.3%	\$4,586.03	10.2%	\$5,044.63	11.2%	\$5,549.10	
Boys' Basketball (Head) 7/8	IESA	16	9.0%	\$4,447.00	9.9%	\$4,891.86	10.9%	\$5,381.05	11.9%	\$5,919.15	
Wrestling (Head)	IESA	15	8.4%	\$4,168.97	9.3%	\$4,586.12	10.2%	\$5,044.73	11.2%	\$5,549.20	
Wrestling (Asst)	IESA	15	6.3%	\$3,127.22	6.9%	\$3,439.68	7.6%	\$3,783.65	8.4%	\$4,162.01	
Girls' Track (Head)	IESA	11	6.2%	\$3,057.34	6.8%	\$3,363.09	7.5%	\$3,699.40	8.2%	\$4,069.34	
Boys' Track (Head)	IESA	11	6.2%	\$3,057.34	6.8%	\$3,363.09	7.5%	\$3,699.40	8.2%	\$4,069.34	
Boys' Track (Asst)	IESA	11	4.6%	\$2,293.13	5.1%	\$2,522.43	5.6%	\$2,774.67	6.2%	\$3,052.14	
Boys' Track (Asst)	IESA	11	4.6%	\$2,293.13	5.1%	\$2,522.43	5.6%	\$2,774.67	6.2%	\$3,052.14	
Girls' Track (Head)	IESA	11	4.6%	\$2,293.13	5.1%	\$2,522.43	5.6%	\$2,774.67	6.2%	\$3,052.14	
Girls' Track (Asst)	IESA	11	4.6%	\$2,293.13	5.1%	\$2,522.43	5.6%	\$2,774.67	6.2%	\$3,052.14	
Speech Head	IESA	4	2.2%	\$1,111.63	2.5%	\$1,222.96	2.7%	\$1,345.26	3.0%	\$1,479.79	
Speech Asst	IESA	4	1.7%	\$834.09	1.9%	\$917.25	2.0%	\$1,008.97	2.2%	\$1,109.87	
Scholastic Bowl Head	IESA	10	5.6%	\$2,779.31	6.2%	\$3,057.41	6.8%	\$3,363.15	7.5%	\$3,699.47	
Scholastic Bowl Asst	IESA	10	4.2%	\$2,084.48	4.6%	\$2,293.12	5.1%	\$2,522.43	5.6%	\$2,774.67	
Drama			NEW BASE 2.50% 49560	Years in Position 1-3		Years in Position 4-6		Years in Position 7-10		Years in Position 11+	
2020-2021				Tier 1		Tier 2		Tier 3		Tier 4	
BASE	Contract	Weeks		Stipend %	Stipend	Stipend %	Stipend	Stipend %	Stipend	Stipend %	Stipend
Director		10	5.6%	\$2,779.47	6.2%	\$3,057.41	6.8%	\$3,363.15	7.5%	\$3,699.47	
Director (Asst)		10	4.2%	\$2,084.65	4.6%	\$2,293.12	5.1%	\$2,522.43	5.6%	\$2,774.67	
Choreographer		10	4.2%	\$2,084.65	4.6%	\$2,293.12	5.1%	\$2,522.43	5.6%	\$2,774.67	
Vocal Coach		10	4.2%	\$2,084.65	4.6%	\$2,293.12	5.1%	\$2,522.43	5.6%	\$2,774.67	
Stage Crew		10	4.2%	\$2,084.65	4.6%	\$2,293.12	5.1%	\$2,522.43	5.6%	\$2,774.67	
Non IESA			Annual Increase 2.5%	Tier 1		Tier 2		Tier 3		Tier 4	
2020-2021											
BASE	Contract	Weeks									
Non IESA	Intra	2,3,4,4,5,7,5	\$211.51		\$232.66		\$255.93		\$281.52		
Elementary Yearbook		5	\$211.51	\$1,057.54	\$232.66	\$1,163.30	\$255.93	\$1,279.63	\$281.52	\$1,407.59	
Clubs			Tier 1		Tier 2		Tier 3		Tier 4		
		Weeks: .5,1,2,2.5,3,3, 5,4.5,6,8,10	\$211.51		\$232.66		\$255.93		\$281.52		
One Night Events		1	\$185.46								
Band and Choir Stipends based on % of an individual salary up to \$75,000											
Band											
Band Director <sup>1</sup>	IESA	7.0%	<sup>1</sup> Band Director is a full time employee who covers 5th Grade Beginning Band (including after school rehearsals), and curricular ensembles that perform outside the school day, including 6th Grade Intermediate Band, TMS Concert Band, and Symphonic Band (and after school Symphonic rehearsals).								
Jazz Band Director	IESA	3.0%									
Marching Band Director	IESA	3.0%									
Marching Band Assistant	IESA	2.5%									
Choir											
Choir Director <sup>2</sup>	IESA	7.0%	<sup>2</sup> Choir Director is a full time employee who covers all curricular ensembles who perform outside the school day including 6th, 7th, and 8th grade choirs.								
5th Grade Choir Director	IESA	3.0%									
Honors Choir Director	IESA	3.0%									
Elementary Choir											
4th Grade Choir		2.0%									

**Note for all Activities and Athletics**  
One Director/Head Coach per activity. Assistants can be added as needed and when approved by the BOE


Exhibit B: Extra Curricular Schedule 2019-2022

Exhibit B: Extra Curricular Schedule			49560	Years in Position 1-3		Years in Position 4-6		Years in Position 7-10		Years in Position 11+		
Interscholastic Athletics			NEW BASE 2.50% 50799	Tier 1		Tier 2		Tier 3		Tier 4		
2021-2022				Stipend %	Stipend	Stipend %	Stipend	Stipend %	Stipend	Stipend %	Stipend	
BASE 46021.00	Contract Weeks											
Softball Varsity (Head)	IESA	9	5.0%	\$2,563.83	5.6%	\$2,820.42	6.1%	\$3,102.46	6.7%	\$3,412.71		
Softball JV (Head)	IESA	9	5.0%	\$2,563.83	5.6%	\$2,820.38	6.1%	\$3,102.46	6.7%	\$3,412.71		
Baseball Varsity (Head)	IESA	9	5.0%	\$2,563.83	5.6%	\$2,820.42	6.1%	\$3,102.46	6.7%	\$3,412.71		
Baseball JV (Head)	IESA	9	5.0%	\$2,563.83	5.6%	\$2,820.38	6.1%	\$3,102.46	6.7%	\$3,412.71		
Bowling 7/8th (Head)	IESA	4	2.2%	\$1,139.42	2.5%	\$1,253.52	2.7%	\$1,378.87	3.0%	\$1,516.76		
Bowling 5/6th (Head)	IESA	4	2.2%	\$1,139.42	2.5%	\$1,253.52	2.7%	\$1,378.87	3.0%	\$1,516.76		
Golf Mens (Head)	IESA	8	4.5%	\$2,279.35	4.9%	\$2,507.04	5.4%	\$2,757.74	6.0%	\$3,033.52		
Golf Women's (Head)	IESA	8	4.5%	\$2,279.35	4.9%	\$2,507.04	5.4%	\$2,757.74	6.0%	\$3,033.52		
Boys' Cross Country (Head)	IESA	11	6.2%	\$3,133.79	6.8%	\$3,447.18	7.5%	\$3,791.90	8.2%	\$4,171.09		
Boys' Cross Country (Asst)	IESA	11	4.6%	\$2,350.47	5.1%	\$2,585.50	5.6%	\$2,844.05	6.2%	\$3,128.46		
Girls' Cross Country (Head)	IESA	11	6.2%	\$3,133.79	6.8%	\$3,447.18	7.5%	\$3,791.90	8.2%	\$4,171.09		
Girls' Cross Country (Asst)	IESA	11	4.6%	\$2,350.47	5.1%	\$2,585.50	5.6%	\$2,844.05	6.2%	\$3,128.46		
Boys' Volleyball (Head)	IESA	11	6.2%	\$3,133.79	6.8%	\$3,447.18	7.5%	\$3,791.90	8.2%	\$4,171.09		
Girls' Volleyball (A) (Head) 6th	IESA	10	5.6%	\$2,848.81	6.2%	\$3,133.80	6.8%	\$3,447.18	7.5%	\$3,791.90		
Girls' Volleyball (B) (Head) 6th	IESA	10	5.6%	\$2,848.81	6.2%	\$3,133.80	6.8%	\$3,447.18	7.5%	\$3,791.90		
Girls' Volleyball (Head) 7th	IESA	11	6.2%	\$3,133.79	6.8%	\$3,447.18	7.5%	\$3,791.90	8.2%	\$4,171.09		
Girls' Volleyball (Head) 8th	IESA	11	6.2%	\$3,133.79	6.8%	\$3,447.25	7.5%	\$3,791.97	8.2%	\$4,171.17		
Cheerleading (Head) 6th	IESA	16	9.0%	\$4,558.19	9.9%	\$5,014.08	10.9%	\$5,515.49	11.9%	\$6,067.04		
Cheerleading (Head) 7th/8th	IESA	22	12.3%	\$6,267.58	13.6%	\$6,894.50	14.9%	\$7,583.94	16.4%	\$8,342.34		
Dance (Head) 2	IESA	20	11.2%	\$5,697.62	12.3%	\$6,267.60	13.6%	\$6,894.36	14.9%	\$7,583.80		
Girls' Basketball (Head) 6th	IESA	15	8.4%	\$4,273.21	9.3%	\$4,700.70	10.2%	\$5,170.77	11.2%	\$5,687.85		
Girls' Basketball (Head) 7/8	IESA	16	9.0%	\$4,558.19	9.9%	\$5,014.18	10.9%	\$5,515.60	11.9%	\$6,067.16		
Boys' Basketball (Head) 6th	IESA	15	8.4%	\$4,273.21	9.3%	\$4,700.70	10.2%	\$5,170.77	11.2%	\$5,687.85		
Boys' Basketball (Head) 7/8	IESA	16	9.0%	\$4,558.19	9.9%	\$5,014.18	10.9%	\$5,515.60	11.9%	\$6,067.16		
Wrestling (Head)	IESA	15	8.4%	\$4,273.21	9.3%	\$4,700.79	10.2%	\$5,170.87	11.2%	\$5,687.96		
Wrestling (Asst)	IESA	15	6.3%	\$3,205.42	6.9%	\$3,525.69	7.6%	\$3,878.25	8.4%	\$4,266.08		
Girls' Track (Head)	IESA	11	6.2%	\$3,133.79	6.8%	\$3,447.18	7.5%	\$3,791.90	8.2%	\$4,171.09		
Boys' Track (Head)	IESA	11	6.2%	\$3,133.79	6.8%	\$3,447.18	7.5%	\$3,791.90	8.2%	\$4,171.09		
Boys' Track (Asst)	IESA	11	4.6%	\$2,350.47	5.1%	\$2,585.50	5.6%	\$2,844.05	6.2%	\$3,128.46		
Boys' Track (Asst)	IESA	11	4.6%	\$2,350.47	5.1%	\$2,585.50	5.6%	\$2,844.05	6.2%	\$3,128.46		
Girls' Track (Head)	IESA	11	4.6%	\$2,350.47	5.1%	\$2,585.50	5.6%	\$2,844.05	6.2%	\$3,128.46		
Girls' Track (Asst)	IESA	11	4.6%	\$2,350.47	5.1%	\$2,585.50	5.6%	\$2,844.05	6.2%	\$3,128.46		
Speech Head	IESA	4	2.2%	\$1,139.42	2.5%	\$1,253.54	2.7%	\$1,378.90	3.0%	\$1,516.79		
Speech Asst	IESA	4	1.7%	\$854.95	1.9%	\$940.18	2.0%	\$1,034.20	2.2%	\$1,137.62		
Scholastic Bowl Head	IESA	10	5.6%	\$2,848.81	6.2%	\$3,133.86	6.8%	\$3,447.25	7.5%	\$3,791.97		
Scholastic Bowl Asst	IESA	10	4.2%	\$2,136.61	4.6%	\$2,350.46	5.1%	\$2,585.50	5.6%	\$2,844.05		
Drama			NEW BASE 2.50% 50799	Years in Position 1-3		Years in Position 4-6		Years in Position 7-10		Years in Position 11+		
2021-2022				Stipend %	Stipend	Stipend %	Stipend	Stipend %	Stipend	Stipend %	Stipend	
BASE 46021.00	Contract Weeks											
Director		10	5.6%	\$2,848.97	6.2%	\$3,133.86	6.8%	\$3,447.25	7.5%	\$3,791.97		
Director (Asst)		10	4.2%	\$2,136.78	4.6%	\$2,350.46	5.1%	\$2,585.50	5.6%	\$2,844.05		
Choreographer		10	4.2%	\$2,136.78	4.6%	\$2,350.46	5.1%	\$2,585.50	5.6%	\$2,844.05		
Vocal Coach		10	4.2%	\$2,136.78	4.6%	\$2,350.46	5.1%	\$2,585.50	5.6%	\$2,844.05		
Stage Crew		10	4.2%	\$2,136.78	4.6%	\$2,350.46	5.1%	\$2,585.50	5.6%	\$2,844.05		
Non IESA			Annual Increase 2.5%	Tier 1		Tier 2		Tier 3		Tier 4		
Non IESA				\$216.80	\$1,083.99	\$238.48	\$1,192.39	\$262.33	\$1,311.63	\$288.56	\$1,442.79	
Elementary Yearbook												
Clubs			Weeks: 1, 2, 2.5, 3, 3.5, 4, 5, 6, 8, 10	Tier 1		Tier 2		Tier 3		Tier 4		
One Night Events												
Band and Choir Stipends based on % of an individual salary up to \$75,000												
Band												
Band Director <sup>1</sup>	IESA	7.0%	<sup>1</sup> Band Director is a full time employee who covers 5th Grade Beginning Band (including after school rehearsals), and curricular ensembles that perform outside the school day, including 6th Grade Intermediate Band, TMS Concert Band, and Symphonic Band (and after school Symphonic rehearsals).								<b>Note for all Activities and Athletics</b> One Director/Head Coach per activity. Assistants can be added as needed and when approved by the BOE	
Jazz Band Director	IESA	3.0%										
Marching Band Director	IESA	3.0%										
Marching Band Assistant	IESA	2.5%										
Choir												
Choir Director <sup>2</sup>	IESA	7.0%	<sup>2</sup> Choir Director is a full time employee who covers all curricular ensembles who perform outside the school day including 6th, 7th, and 8th grade choirs.									
5th Grade Choir Director	IESA	3.0%										
Honors Choir Director	IESA	3.0%										
Elementary Choir												
4th Grade Choir		2.0%										

**MEMORANDUM OF UNDERSTANDING**

The Board of Education of Troy Community Consolidated School District 30-C (“Board”) and the Troy Education Association, IEA/NEA (“Association”) have reached the following understanding regarding retroactive pay for the 2018-2022 Collective Bargaining Agreement between the Board and the Association:

For the 2018-19 work year, the negotiated salary increase for all employees in the TEA bargaining unit will be retroactive to each's employee's first paycheck for the 2018-2019 work year. This retroactive amount shall be paid in one lump sum payment which will be paid on or before March 20, 2019.

  
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BOARD OF EDUCATION OF  
TROY COMMUNITY CONSOLIDATED  
SCHOOL DISTRICT 30C

  
\_\_\_\_\_  
TROY EDUCATION ASSOCIATION

Date 11/28/18

## MEMORANDUM OF UNDERSTANDING

The Board of Education of Troy Community Consolidated School District 30-C ("Board") and the Troy Education Association, IEA/NEA ("Association") have reached the following understanding regarding Troy Internal University for the 2018-2022 Collective Bargaining Agreement between the Board and the Association:

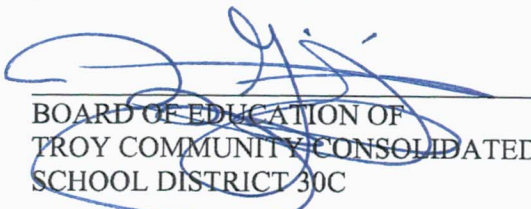
A joint task force of an equal number of members appointed by the Superintendent and the TEA President shall be convened to explore and recommend changes in the implementation of the Troy Internal University ("TIU"). The purpose of the TIU is to offer high quality, relevant professional development opportunities to the employees of the District. Such opportunities may be eligible for salary advancement or enhancement.

This task force will examine similar internal university concepts offered by other school districts and will examine and recommend ways to expand opportunities for all TEA bargaining unit members to benefit from enhanced TIU offerings. Among the areas for task force consideration will be (but not by way of limitation):

- Creating opportunities for ESP employees
- Allowing courses to be taken for TIU or university credit
- Offering coursework at reduced rates
- Offering on-line and blended coursework
- Offering coursework "tiers"
- Partnerships with other districts to maximize opportunities for participation
- Finding ways to better publicize TIU offerings and encourage greater employee participation, including employees teaching courses in the TIU
- Develop a process to solicit employee input in areas of professional development interest and need
- Flexibility in scheduling/offering learning opportunities.

It is expected that the task force will conclude its work with a series of recommendation for implementation at the start of the 2019-2020 school year. Task force recommendations will be made to the Superintendent and TEA President.

In the event that the TEA desires to negotiate the impact of the implementation of the TIU, the parties will convene their relative negotiations teams to commence and complete any such negotiations, if possible, prior to implementation.

  
BOARD OF EDUCATION OF  
TROY COMMUNITY CONSOLIDATED  
SCHOOL DISTRICT 30C

  
TROY EDUCATION ASSOCIATION

Date

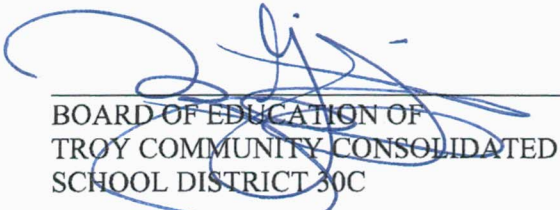
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**MEMORANDUM OF UNDERSTANDING**

The Board of Education of Troy Community Consolidated School District 30-C (“Board”) and the Troy Education Association, IEA/NEA (“Association”) have reached the following understanding regarding holidays for the 2018-2022 Collective Bargaining Agreement between the Board and the Association:

One of the scheduled fifteen (15) holidays will be the Wednesday before Thanksgiving.

  
\_\_\_\_\_  
BOARD OF EDUCATION OF  
TROY COMMUNITY CONSOLIDATED  
SCHOOL DISTRICT 30C

  
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TROY EDUCATION ASSOCIATION

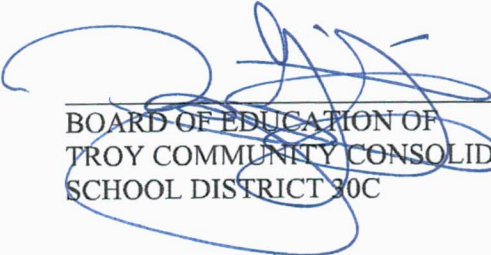
Date 11-28-18

## MEMORANDUM OF UNDERSTANDING

The Board of Education of Troy Community Consolidated School District 30C, Will County, Illinois, ("Board") and the Troy Education Association ("TEA") reached the following understandings regarding Social Workers:

1. The work year for Social Workers will be 180 days. However, Social Workers may work up to 10 additional days annually based on building need between July 1 and June 30. Any additional days must be approved in writing by the building level administration.
2. Additional days worked will be paid at the Social Workers per diem rate for the school year. Social Workers must provide the Business Office with documentation demonstrating the number of additional days worked and written approval from the building level administration before receiving pay. Social workers will not receive any additional seniority credit or benefits (e.g., sick leave, personal leave, etc.) as a result of working additional days.
3. While additional days do not have to be worked consecutively, all additional days for a work year must be worked by July 1.
4. Social Workers are not required to work additional days, but are required to complete all work assigned.
5. This Memorandum of Understanding is effective upon approval by the Board.

This Memorandum of Understanding was agreed upon on by the Board of Education of Troy Community Consolidated School District 30C, Will County, Illinois, and the Troy Education Association, IEA-NEA, on the 28<sup>th</sup> day of November 2018.

  
BOARD OF EDUCATION OF  
TROY COMMUNITY CONSOLIDATED  
SCHOOL DISTRICT 30C

  
TROY EDUCATION ASSOCIATION

Date 11-28-18