

MASTER CONTRACT

between

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

and

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

**Submitted to: Members of the District 211 Teachers Union
Members of the Board of Education of Township High School District 211**

**by: High School District 211 Teachers Union Negotiation Committee
Board of Education Negotiation Committee**

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PREAMBLE

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

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

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

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

ARTICLE I - RECOGNITION

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

ARTICLE II - NEGOTIATIONS AND IMPASSE PROCEDURE

A. Negotiations

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

B. Impasse Procedure

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

ARTICLE III - NO STRIKE

The Union shall not cause or engage in or sanction any strike or other concentrated effort to provide less than full service to the district during the term of this contract.

ARTICLE IV - NON-DISCRIMINATION

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

ARTICLE V - UNION RIGHTS AND RESPONSIBILITIES

A. Notices

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

B. Mail Services

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

C. Use of Buildings

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

D. Information

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

ARTICLE VI -- GRIEVANCE PROCEDURE

A. Definitions

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

B. Procedure

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

1. Within fourteen days after the event which precipitated the grievance, the unit member or the Union shall present the grievance and the requested remedy in writing to the building principal and the immediately involved supervisor who will arrange for a meeting to take place within six days after receipt of the grievance. The Union's representative, the aggrieved unit member, the principal,

and the immediately involved supervisor shall be present for the meeting. The immediately involved supervisor must provide the aggrieved unit member and the Union with a written answer on the grievance within four days after the meeting. Such answer shall include the reasons upon which the decision was based.

2. If the grievance is not resolved at Step No. 1, then the unit member and the Union may refer the grievance to the Superintendent, or his official designee, within six days after receipt of the Step No. 1 answer or within ten days after the Step No. 1 meeting, whichever is later. The Superintendent shall arrange for a meeting with the representatives of the Union's Grievance Committee to take place within five days of his receipt of the appeal. Each party shall have the right to include in its representation such witnesses and counselors as it deems necessary to develop facts pertinent to the grievance. Upon conclusion of the hearing, the Superintendent will have four days in which to provide his written decision to the Union.
3. If the Union is not satisfied with the disposition of the grievance at Step No. 2 or the time limits expire without the issuance of the Superintendent's written reply, then the Union may submit the grievance to binding arbitration with the American Arbitration Association and Board of Education. If a demand for arbitration is not filed within thirty days of the date for the Superintendent's Step No. 2 reply, then the grievance will be deemed withdrawn.

C. Arbitration

1. **Authority of the Arbitrator** -- The arbitrator in his decision shall not amend, modify, nullify, ignore, or add to the provisions of this Agreement. The arbitrator's authority shall be strictly limited to the issue or issues presented by the parties and the arbitrator's decision must be based solely upon his interpretation of the meaning of the expressed relevant language of the Agreement.
2. **Selection Process** -- The parties shall abide by the rules of the American Arbitration Association.
3. **Costs** -- Each party shall bear the full costs for its representation in the arbitration proceedings. The cost of the arbitrator and the American Arbitration Association shall be divided equally between the parties.

D. Rights and Responsibilities

1. The Board acknowledges the right of the Union's grievance representative to participate in the processing of a grievance at any level and further acknowledges the right of the unit member to request that a Union representative be present at any grievance discussion.
2. Provided the Union and the Superintendent agree, Step No. 1 and/or Step No. 2 of the grievance procedure may be bypassed and the grievance brought directly to the next step. Class grievances involving more than one supervisor and grievances involving an administrator above the building level may be filed by the Union at Step No. 2.
3. No reprisals of any kind will be taken by the Board or the school administration against any unit member because of participation in this grievance procedure.
4. The Board and the administration will cooperate with the Union in its investigation of any grievance, and, further, will furnish the Union with such information as is reasonably requested for the processing of any grievance.
5. Should the Superintendent feel that investigation or processing of the grievance must take place during the school day he may release the grievant without loss of pay.

ARTICLE VII - EDUCATION LABOR RELATIONS COMMITTEE

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

A. In the event the Board desires to effectuate a change in wages, hours or working conditions or the Union desires to effectuate a change regarding matters related to work load, workday, work year or class size, which proposed changes are (a) mandatory subjects of bargaining as defined by the Illinois Educational Labor Relations Act (IELRA), (b) not otherwise covered by the agreement, and (c) not de minimus changes, the following procedures shall apply:

1. The party desiring the change shall notify the other in writing.
2. Unless the receiving party agrees to the proposed change as presented in writing, the Education Labor Relations Committee (ELRC) shall be convened within ten calendar days, excluding holiday breaks, of receipt of notification to discuss and bargain in good faith with respect to the proposed change. The ELRC shall be composed of an equal number of representatives appointed by the Union President and the Superintendent, but not to exceed ten members in total.
3. Proposed changes during the term of this agreement shall be implemented upon the written agreement of the Board and Union; however, if, within thirty calendar days, excluding holiday breaks, of notice to negotiate, agreement has not been reached, the Board and/or Union may invoke mediation. The mediator shall be Gil Vernon, or in the event of his inability to serve, Harvey Nathan. The party requesting the proposed change shall pay the full cost of the mediator. The mediator may at his own initiative or at the request of either party issue a recommended settlement which the parties shall consider in good faith and respond to the other in writing within fourteen calendar days, excluding holiday breaks, of receipt of the mediator's recommendation.

B. The parties understand that certain rights are reserved exclusively for management under the IELRA and the exercise of such rights by management shall not be subject to bargaining. The parties acknowledge that the exercise of said management rights may at times have an unavoidable and unintended effect on employees in the bargaining unit. When the impact of such actions by management are defined as mandatory subjects for bargaining under the

IELRA, the parties agree to negotiate in good faith over such matters during the life of this agreement. If failure to reach agreement over such impact shall mean that the Board shall unavoidably be prevented from exercising its reserved rights under the IELRA, then it may exercise such right after good faith bargaining.

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

ARTICLE VIII -- CURRICULUM AND DISTRICT JOINT COMMITTEES

A. Curriculum Committee

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

B. District Joint Committee

1. The Superintendent shall continue to meet with the Union to discuss matters relevant to terms of the contract and/or of mutual concern. These meetings shall be held at least once a month or as agreed upon. Either the President of the Union or the Superintendent may initiate such meetings.
2. Joint professional committees may be established by mutual consent. In the event the Union declines to participate in the study the Board reserves the right to establish a committee for such study and/or to continue such a committee.

C. Professional Development Committee

The committee shall be comprised of up to three representatives appointed by the Union President and up to three representatives appointed by the Superintendent. The committee shall meet quarterly to review areas needing professional development.

ARTICLE IX - TEACHING ASSIGNMENTS, VACANCIES, TRANSFERS AND RIF

A. Notification of Assignments

Certificated unit members shall receive notification of their next year's teaching assignment prior to the end of the school year. Thereafter, if a change of assignment is deemed necessary, the administration will notify the certificated unit member of the change. If the attempt to notify the certificated unit member is unsuccessful, the notification shall be made by registered mail to the certificated unit member's last known address.

B. Vacancies/Voluntary Transfer (Certificated Unit Member)

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

6. Vacancy notices will be sent to the Union president if vacancies occur during the summer.

C. Vacancies/Voluntary Transfer (Teacher Assistants, Occupational Therapists, Physical Therapists, Sign Language Interpreters and Non-Certified Nurses)

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

D. Involuntary Transfers (Certificated Unit Members)

1. The parties recognize that in order to meet the staffing needs of the district it may be necessary to transfer a certificated unit member involuntarily. The Superintendent may transfer a certificated unit member when he believes it to be in the best interests of the certificated unit member or school(s) affected. In making the decision he will review all pertinent considerations which shall include but not be limited to, choice of available positions and length of service in the district.
2. The Superintendent will meet with and notify the certificated unit member of the transfer in a personal conference. The conference participants will include the Superintendent and the certificated unit member directly affected. The Union President, or designee, may be present at the certificated unit member's option.
3. A certificated unit member involuntarily transferred shall have first consideration in any requested transfer into future vacancies.
4. Prior to making an involuntary transfer, job vacancy notices shall be posted for five working days. For involuntary transfers necessary after June 1, this article does not apply.

E. Involuntary Transfers (Teacher Assistants, Occupational Therapists, Physical Therapists, Sign Language Interpreters and Non-Certified Nurses)

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

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

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

G. Layoff and Recall (Teacher Assistants, Occupational Therapists, Physical Therapists and Non-Certified Nurses)

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

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

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

H. Seniority

1. Seniority for certified unit members will be determined on a departmental basis district wide.
2. Prior to any RIF action, certified unit members will be placed on department seniority lists based upon any of the unit member's current endorsements and will be given credit for time worked in any department in District 211.
3. Ties in seniority between certificated unit members with the same years of service shall be resolved by lottery, which shall occur in September of each year. Such lottery shall involve both Administration and Union representatives.
4. The District shall supply the Union President with a seniority list prior to February 1 of each school year.
5. An employee who leaves the bargaining unit but remains employed by the District shall retain all seniority earned while in the unit. Employees who hold a

certificated position(s) in the District, including administrative position(s), shall accrue seniority while in such positions.

6. Seniority for the purpose of this Agreement for teacher assistants, occupational therapists, physical therapists, sign language interpreters and non-certified nurses shall be defined as the length of uninterrupted service as an employee of the Board. Approved leaves shall not constitute a break in continuous service. Approved unpaid leaves less than one semester shall accrue as seniority. Any approved leave greater than one semester shall not accrue as seniority.
7. Subsections H1 and H2 shall apply to teacher assistants, occupational therapists, physical therapists, sign language interpreters and non-certified nurses as separate seniority groupings from certificated unit members.

I. Teacher Preparations

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

Comment [THSD2111]: Letter #27-Four
Separate Perpetrations

teacher's scheduled class periods in one semester, the Union President and Superintendent will discuss the teacher's schedule to determine if it is appropriate to release the teacher from supervisor duties for that semester, on a non-precedential basis.

J. Extended Classes

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

K. Sixth Academic Assignment

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

Comment [THSD2112]: Letter #23-Sixth Academic Assignment

L. "Early Bird" Classes

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

Comment [THSD2113]: Letter #24-"Early Bird" Classes

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

M. Part-Time Certificated Unit Members

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

Comment [THSD2114]: Letter #25-Part-Time Professional Staff

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

N. Sign Language Interpreters Assignment Reduction

Comment [THSD2115]: Letter #32-Sign Language Interpreters

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

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

O. Hoffman Estates High School Block Scheduling

Comment [THSD2116]: Letter of Agreement #19, #20, #21, #22

1. Block scheduling teaching assignments should be balanced. A full-time teacher load will be 5-94 minute blocks. Three blocks (282 teaching minutes) will be the maximum on either day.
2. Teaching assignments for department chairs should follow Board of Education policy.
3. In addition there will be 94 minute non-classroom teaching supervision. This 94 minute supervision would be in the 2-block day of a full-time teacher. No more than 47 minutes of supervision will be assigned during any one block unless requested by the teacher. However, there may be circumstances when teachers may be assigned a 94 minute duty to facilitate tutoring centers.
4. Approved class size guidelines will be followed per District 211/Teachers Union agreement.
5. For purposes of payment or assignments for part-time teachers, traveling teachers or internal class coverage, 1 block scheduling class = 2 traditional classes.

6. Sick days, emergency days, and days off without pay shall be figured as per contract with 1 block scheduling class = 2 traditional classes.
7. Normal staffing procedure will take place where the number of students enrolled in a class dictates the number of staff needed.
8. A standing committee consisting of the elected Teachers Union Building Representatives and the Principalship shall meet and discuss concerns and work out problems related to block scheduling (not limited to only contractual concerns) on a regular basis.
9. Whenever requested, when a teacher teaches the 1st three blocks of the day consecutively, they will have the option to have a lunch Block 3A.

P. Teacher Supervision Assignment Release

1. In order to provide additional releases from teacher supervision assignments, the Board will hire two additional Teacher Assistants per building prior to the start of the 2014-2015 school year.
2. The following teacher supervision releases will occur:
District Class Size Liaison-1 semester supervision release per year,
District Wellness Liaison-full year supervision release, and
Building Licensure Liaison-1 semester supervision release per year (one (1) semester supervisory release for each of the five (5) buildings) Note: Liaisons from FHS/PHS will serve ANOR; Liaisons from SHS/HEHS/CHS will serve ASOU.
3. 1:1 iPad Liaison (for the 2014-2015 school year only). Liaisons will assist, as needed, with the implementation of district, school, and department professional development via planned sessions. Each liaison will represent the department with the technology coordinator regarding any network, hardware, and software issues
 - a. Mathematics (one (1) full year supervisory release per building = five (5) district wide)
 - b. English (one (1) full year supervisory release per building = five (5) district wide)

- c. Science (one (1) full year supervisory release per building = five (5) district wide)
- d. Social Studies (one (1) full year supervisory release per building = five (5) district wide)
- e. World Language and ESL (one (1) full year supervisory release per building = five (5) district wide)
- f. Art, Music, and Business Education (one (1) full year supervisory release per building = five (5) district wide)
- g. Family Consumer Science and Applied Technology (one (1) full year supervisory release per building = five (5) district wide)
- h. Physical Education, Driver Education, and Health (one (1) full year supervisory release per building = five (5) district wide)

Q. Time for Records Completion

The afternoon of College Night (end of 1st quarter) and the Morning Work Session prior to the end of 3rd quarter shall be identified as records completion time without mandatory attendance at scheduled events.

ARTICLE X - EVALUATION, CONSULTING TEACHER, AND PERSONNEL FILES

A. Evaluation (Certified Unit Members)

1. The parties agree that, in order to maintain and improve the quality of education in District 211, the Board must make full use of its prerogatives during the probationary period. The probationary period is the time set aside for the Board to select whom it considers the best person for the position. Therefore, merely performing at a minimum or average level will not necessarily bring about tenure status. Non-retention of probationary teachers shall be based upon performance in the areas covered in Section 2. However, decisions relative to tenure must be based upon strengths and weaknesses noted in the evaluative conferences.
2. The Board and the Union recognize that the basic purpose of evaluation is to improve instruction and the effective operation of the total school. The evaluator's major concern shall be in, but not limited to, the following areas of instruction: subject matter, class preparation, methods of instruction, knowledge of individual nature of learning, pupil participation and reaction, pupil-teacher relationships, effectiveness and cooperation in department and school activities, and self-improvement, initiative and growth. It is, therefore, understood that a formal classroom evaluation is but a part of the total evaluation process. To this end, the process and criteria will consist only of the latest revision of the evaluation document as mutually approved by the Union and the Board. It is understood the definition of evaluative criteria in that form will not be subject to grievance.
3. No formal evaluation of a teacher shall take place until a supervisor has acquainted each teacher under his supervision with the teacher evaluation procedures, standards and instruments.
4. Further, the parties recognize the importance and value of developing a procedure for assisting and evaluating the classroom teaching progress and success of probationary and tenure teachers. Therefore, to this end, the following procedure has been agreed to:
 - a. The principal, or other administrator designated by the Superintendent in charge of teacher supervision, shall be responsible for the administration of the procedure for evaluating classroom teaching performance.

- b. Each formal written evaluation of classroom teaching performance shall be preceded by a least one classroom observation.
- c. In the event that the teacher disagrees with his written evaluation, he may put his specific reasons in writing and have these reasons attached to the evaluation report to be placed in his personnel file.
- d. The classroom teaching performance of probationary teachers shall be evaluated at least twice during each probationary year.
- e. The final written report and any recommendations shall be submitted to the Superintendent by March 15 for non-tenure teachers; by April 15 for tenure teachers in years 5-7; by May 30 for tenure teachers in years 8 or more, with a copy being furnished to the teacher. In the event the school calendar changes, the aforementioned dates for tenured and non-tenured teacher evaluations shall be modified and agreed upon by the Board and the Union.
- f. The classroom teaching performance of a tenure teacher will be evaluated as prescribed in the teacher evaluation document. Evaluation of a teacher by the administration and/or department chair may take place at any time during any school term.
- g. All formal evaluation of classroom teaching performance of a teacher shall be conducted openly with full knowledge of the teacher.
- h. For evaluation purposes each consecutive year of part-time teacher service shall equate one-to-one to a year of full-time teacher service, but does not apply towards the attainment of tenure.

B. Evaluation (Teacher Assistants)

Teacher assistants will be notified of any problems in their performance during the work year. The Board will give each teacher assistant an opportunity to discuss any evaluation made by a supervisor. The teacher assistant shall have the right to attach any comments to any evaluation with such information being dated and acknowledged by the parties. Should any disciplinary action be taken as a result of such evaluations, such action must be for proper cause. Probationary teacher assistants are not protected under this article. The Board and Union recognize that the basic purpose of evaluation is to improve the teacher assistant's

performance and the effective operation of the total school. The evaluator's major concern shall be, but not limited to, those areas contained in the evaluation form attached hereto as Appendix A. It is, therefore, understood that a formal evaluation is but a part of the total evaluation process. To this end, the process and criteria will consist only of the latest evaluation form as mutually approved by the Union and Board. It is understood that the definition of evaluative criteria in that form will not be subject to grievance. No formal evaluation will take place until a supervisor has acquainted each teacher assistant under his/her supervision with the evaluation procedures, standards, and instruments.

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

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

D. Consulting Teacher

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

E. Personnel Files

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

ARTICLE XI - CLASS SIZE

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

Band	Choir	Orchestra
100-150: 1.6 FTE	0-60: 0.6 FTE	<40: 0.4 FTE
151-200: 1.8 FTE	61-80: 0.8 FTE	41-60: 0.6 FTE
201+: 2.0 FTE	81-150: 1.0 FTE	61-80: 0.8 FTE
		81-100: 1.0 FTE
Every additional 30 students above 200 add 0.2 FTE	Every additional 30 students above 150 add 0.2 FTE; piano accompanist-3 hours per 5 day week for each school day choir	Every additional 30 students above 100 add 0.2 FTE

ARTICLE XII - TRAVEL BETWEEN SCHOOLS

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

ARTICLE XIII - LEAVES

A. Child Care Leave

1. General Provisions

- a. The Board shall grant a child care leave of absence without pay or loss of accrued sick leave to a (1) certificated unit member or (2) non-certificated unit member who has completed five years of continuous full-time employment, who has submitted a written request for such leave with a physician's certification of pregnancy or who furnishes satisfactory evidence of pending adoption proceedings.
- b. Any benefits under the provisions of this Agreement which would otherwise accrue to a unit member granted child care leave shall be suspended during the leave of absence. However, any certificated unit member granted child care leave who has completed one semester of the school term prior to the leave shall receive one-half year's credit on the salary schedule. Any certificated unit member who has completed more than one semester of the school term prior to the leave shall be considered to have completed a full year for the purposes of advancement on the salary schedule.
- c. For the purpose of determining experience for advancement on the salary schedule, any non-certificated unit member granted child care leave, who (1) completes less than a quarter ($\frac{1}{4}$) of the school year shall be credited with no experience for that year, (2) completes between one quarter ($\frac{1}{4}$) and three quarters ($\frac{3}{4}$) of the school year shall be credited with one half ($\frac{1}{2}$) year experience, and (3) completes three quarters ($\frac{3}{4}$) or more of the school year shall be credited with a full year of experience.
- d. A unit member granted child care leave may make arrangements during the leave to continue health and dental insurance coverage as provided in this Agreement, at their own expense.
- e. For a non-certificated unit member's first five years of continuous full-time employment, up to six weeks leave for child birth/care shall be available. Sick leave shall apply towards the six weeks.

2. Time Application

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

3. Duration of Leave

- a. Pursuant to the time of return application dates contained herein, a child care leave shall extend to either: (1) the first day of the school year in the calendar year following the calendar year in which the child is born or adopted, (2) the first day of the school year following the birth or adoption of the child, or (3) the first day of the semester following the birth or adoption of the child unless the unit member and administration agree to a duration of a different length.
- b. Time of return: A unit member returning from child care leave shall resume duty at the beginning of a regular school year unless a position is open at another time. In order to qualify under this section, the unit member must make application to the personnel office by March 1.

Comment [THSD2117]: Letter #6-Adoption
Leave 4xs

4. Paternity Leave

Male unit members may use up to ten (10) days of accumulated sick leave for the purpose of caring for a newborn child.

B. Sick Leave and Extensions of Sick Leave

1. Each full-time unit member shall be entitled to fourteen (14) days leave for personal illness, disabilities, and quarantine at home with full pay during each school year, the unit member being eligible for such leave after beginning the school year. If such unit member does not use the full amount of annual leave allowed, the amount unused shall accumulate from year to year up to a total of

340 days. This amount shall be available for use in addition to the annual leave of fourteen days allowed each year.

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

Comment [THSD2118]: Letter #5-Master Contract Clarification (5xs)

3. A full-time non-tenured certificated unit member shall be entitled to additional leave up to ninety school days per year at full pay in case of serious illness or disability (medical conditions for which a physician confirms to be disabling for a minimum of 14 days). A part-time non-tenure certificated unit member shall be entitled to additional leave up to ten days per year at their partial pay in case of serious illness or disability (medical conditions for which a physician confirms to be disabling for a minimum of 14 days). Continued eligibility for benefits under this Article may be subject to periodic verification by a physician.

4. Any certificated unit member who has suffered serious illness or disability (medical conditions for which a physician confirms to be disabling for a minimum of 14 days) which requires the use of ninety days or one year extended sick leave, or any certificated unit member who adopts a child or is incapacitated due to pregnancy or childbirth, as verified by a physician, who uses less than 90 days sick leave, notwithstanding past practice, shall upon return to the district, have sick leave reinstated based upon the number of accumulated sick leave days lost which were directly related to the illness as follows:

Comment [THSD2119]: Letter #6-Adoption Leave

- a. If the original accumulation was 20 days or more, one half of the certificated unit member's accumulated sick leave days will be reinstated¹
 - b. If the original accumulation was 10 to 20 days, 10 days will be reinstated
 - c. If the original accumulation was less than 10 days, the number of days accumulated prior to the illness will be reinstated
5. Non-certificated unit members who have accumulated forty sick leave days beyond the annual sick leave allotment shall be entitled to additional one-time leave with full compensation for up to one calendar year after accumulated sick leave has been exhausted. This provision shall apply to cases of serious illness or disability (medical conditions for which a physician confirms to be disabling for a minimum of 14 days) to the employee and must be verified by a physician. In order to continue to receive benefits under this provision, the individual must provide periodic verification by a physician and submit to examination by a board paid physician, if requested. A combination of Illinois Municipal Retirement Fund (IMRF) disability insurance, Social Security (FICA) disability insurance, long-term disability insurance, worker's compensation salary, extended sick leave salary and any other applicable benefits shall not exceed the base salary that the individual would have received had the individual been performing regular duties. Upon return to the District the non-certificated unit member will have sick leave re-instated pursuant to Paragraph 4 (for teachers) immediately above.
6. In the case of partial-day absence for full-time unit members, fractional sick days will be accounted as follows:
- | | |
|------------------------------------|------------------------------------|
| 1 or 2 periods absent - ¼ sick day | 5 or 6 periods absent - ¾ sick day |
| 3 or 4 periods absent - ½ sick day | 7 or 8 periods absent - 1 sick day |
7. In cases where both adoptive parents are District 211 employees, only one parent is eligible for the use of sick leave as described above.

Comment [THSD21110]: Letter #6-Adpption Leave

C. Bereavement Leave

Up to five days of leave for each incident of death in the immediate family shall be allowed. This leave will apply to spouse/domestic partner, children, grandchildren, father, mother, siblings, step-parents, step-grandparents or grandparents of either the employee or the

¹ Article XIII, Par. B.4. may be revisited pending clarification from TRS.

employee's spouse/domestic partner. One day of leave for each incident of death shall be allowed for aunt, uncle, niece or nephew. The unit member shall notify the supervisor as soon as possible to implement the use of bereavement leave. Employees may provide written rationale and request bereavement leave for individuals not listed above or for an additional day(s) of leave in extenuating circumstances for any of the family members listed above. Granting of such leave will be at the discretion of the Superintendent.

D. Union Leave

1. A leave of absence up to two years shall be granted to any unit member upon application to the Superintendent for the purpose of serving as an officer of the state or national affiliate of the Union.
2. The Board will allow the Union thirty days leave annually for teachers for the purpose of conducting Union business and three days annually for teacher assistants. The Union will pay the substitute rate for all days used over twenty. Leaves granted will not be used to engage in activities relating to work stoppage, striking, or picketing or political activities related to local elections.
3. An attempt will be made to schedule the Union President so he does not have an assignment eighth period.
4. The Board will allow the union president to teach a reduced class load schedule, if so desired, on an annual basis. The president may request one or two released class periods and must notify his/her current building principal by March 1st in non-election years and by May 1st in election years. The union will reimburse the district 20% of the president's base salary for each period of released class time. Payment shall be made at the end of each semester.

E. Emergency Leave

Unit members shall be granted emergency leave. However, the unit member is expected to demonstrate discretion and professional ethics in requesting such leave. Emergency leave will not be granted with pay for unit members who request use of such days for activities related to business interests unrelated to their employment in the district. Application for leave must be made in writing and submitted through the principal to the Superintendent. Approved emergency leave will not result in a loss of pay or accumulated sick leave. Conditions under which the Superintendent shall grant emergency leave are:

1. A crisis evolving from the destruction of the unit member's personal property.

Examples: flooding, tornado, fire, theft, sudden and catastrophic failure of furnace or water heater.

2. Legal proceedings necessitating the unit member's presence, the date of which the unit member does not control. Examples: jury duty, court appearance, adoptions.
3. Observance of major religious holidays.
4. A community service, governmental function, or honorary ceremony in which the unit member is extended specific personal recognition. Examples: outstanding teacher award, part of the official party at a dedication ceremony, a specific request from a government committee to testify before it.

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

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

F. Personal Leave

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

G. Salary While on Authorized Leave

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

ARTICLE XIV - REDUCED LOAD

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

1. To request reduced load for the 2015-2016 school year, the certificated unit member must apply to the current building principal for such leave not later than March 1, 2014. The administration shall respond to the certificated unit member by June 1.
2. To request reduced load leave for the 2016-2017 school year and every year thereafter, the certificated unit member must apply to the current building principal for such leave no later than February 1 of the school year immediately preceding the school year in which the leave commences. The administration shall respond to the certificated unit member by May 1.
3. Not more than the designated number of certified unit members in any one building shall be granted a reduced load assignment. The designated number of certified unit members for each school are as follows:

- a. Palatine High School: 8
- b. Fremd High School: 8
- c. Conant High School: 7
- d. Schaumburg High School: 7
- e. Hoffman Estates High School: 7
- f. Academy-North/Academy-South: 1 in each building
- g. In the event that building staffing numbers change, the Superintendent and Union president shall discuss revising the designated numbers of certified unit members in any one building.

3. A certified unit member may not exceed a maximum of 8 total years of accrued reduced load assignments during the member's employment.
4. Once an individual accrues a total of 8 years of reduced load assignments, the individual will receive a full-time assignment for all subsequent years of employment.

5. A reduced load teaching assignment may be assigned as .4 FTE, .6 FTE or .8 FTE, such that the staff member would teach two, three or four courses. The final determination of the assigned teaching load or work assignment shall be made by the building principal. The load will also include a half-period supervisory assignment for one semester. Within five working days of the assigned load determined by the principal, the teacher shall have the option of accepting or rejecting the assignment. Nurses, counselors or other unit employees shall work one-half of their regular full-time load if they are granted a reduced load assignment.
6. If more requests are made for a given school than the allowable number noted above, then the staff members with the fewest number of accrued years of reduced load assignment will be granted priority to receive a reduced load assignment.
7. If the number of requests results in a “tie” between two teachers with the same number of years of accrued reduced load assignments, the principal will make the determination as described in item #5.
8. Any individual requesting a reduced load assignment within one year following the birth or adoption of a child will be granted a full-year of service for a period of one year worked under the reduced load assignment for purposes of determining seniority and salary placement. Any individual not granted a reduced load assignment the previous year based on a “tie” described in #7, within 2 years following the birth of a child, will be granted a full-year of service for a period of one year worked under the reduced load assignment for purposes of determining seniority and salary placement.
9. Any individual requesting a reduced load assignment that is not within one year of the birth or adoption of a child will be given a half-year of service for each year worked under a reduced load assignment for purposes of determining seniority and salary placement.
10. At the point at which the salary schedule no longer offers a half-step increment, the employee will be given a half-year’s credit for service.
11. No certificated unit member on such leave shall relinquish any tenure rights.
12. Sick leave shall accrue in proportion to the certificated unit member’s actual load.

ARTICLE XV - TUITION REIMBURSEMENT

A. Certificated unit members, occupational therapists and physical therapists who earn graduate credit in college and university courses shall be reimbursed at \$457.38 per semester hour (2014-2015 school year) for courses where:

- a. Individual participation in the course has been recommended by the principal;
- b. The course was approved by the Superintendent prior to the first day of class; and
- c. A grade of "C" or higher was earned.

The reimbursement rate used in each succeeding school year will be determined in the spring based upon an average of the percentage increase in graduate level course tuition at the following schools: The University of Illinois at Urbana-Champaign; Northern Illinois University; Illinois State University; The University of Illinois at Chicago; and Northeastern Illinois University.

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

B. Non-state universities: If courses are not available in non-school hours within a 50-mile radius, the private school formula will be the District payment of the public university rate plus 60% of the difference in tuition above \$300 per semester hour. The maximum rate will not exceed \$600 per semester hour.

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

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

- E. Athletic trainers, social workers, occupational therapists, physical therapists, non-certified nurses and sign language interpreters required to take courses in order to maintain their certification shall be reimbursed to the extent of the tuition paid in these courses, if the courses were recommended by the principal, and approved by the Superintendent.
- F. Tuition reimbursement is available for teacher assistants. Courses, including on-line courses, must be pre-approved by the Superintendent or designee and must be relevant to the teacher assistant's position. This reimbursement shall not apply to degree programs.
- G. Teacher assistants who hold secondary-level teacher certification in Illinois will be included under the same graduate reimbursement benefit as outlined for certified teachers in section A of this article, but for a maximum of 30 graduate semester hours. Sign language interpreters who take approved courses in furtherance of obtaining a bachelor's degree in sign language interpretation will be included under the same reimbursement benefit as outlined in Section A of this article, but for a maximum of 30 semester hours, unless the Superintendent, in his sole discretion, approves reimbursement for additional semester hours.
- H. Forms for reimbursement or program approval are available in the principal's or designee's office and must be completed and approved prior to the start of class. Reimbursement shall be made for any approved course within 30 days of submission to the Personnel Department of a paid tuition receipt and an official transcript showing a course grade of "C" or higher. Any individual who misrepresents information requested as part of the approval process, or who violates any other condition of this article, shall forfeit both tuition reimbursement and any accrued or future salary benefit from the graduate credit.
- I. A certificated unit member, occupational therapist or physical therapist applying for reimbursement under this Article shall agree in writing to provide full restitution for the amount of tuition reimbursed during the preceding four year period if he or she unilaterally terminates his or her employment with the District. A teacher assistant, non-certified nurse or sign language interpreter applying for reimbursement under this Article shall agree in writing to provide full restitution for the amount of tuition reimbursed during the preceding two year period if he or she unilaterally terminates his or her employment with the District.
- J. Certified employees will be allowed to take up to 18 semester hours of pre-approved online courses that can be applied towards a master's, master's +30, or master's +30+12 salary lane advancement.

K. If a certified unit member chooses to qualify for endorsement in an academic department mutually agreed upon between the District and unit member the individual shall receive tuition reimbursement for courses which are part of a principal and superintendent approved program to obtain an endorsement in the approved department. Graduate level courses will be considered for Masters +30 and Masters +30+12 approval.

ARTICLE XVI - FAIR SHARE AND PAYROLL DEDUCTIONS

A. Fair Share

1. The provisions of this Article apply only to unit members covered by the Agreement who were hired on or after the effective date of this Agreement (July 1, 1990 for teacher assistants and July 1, 1991 for teachers), and who are not Union members and to unit members covered by the Agreement who were Union members at any time on or after January 1, 1991 as of the effective date of this Agreement for teachers (July 1, 1990 for teacher assistants) but who subsequently resign from the Union. This fair share agreement does not apply to unit members hired before the effective date of this Agreement and who were not Union members as of January 1, 1991 for teachers and July 1, 1990 for teacher assistants. Unit members covered by this Article shall subsequently be referred to as “covered non-members.”
2. Commencing on the effective date of this Agreement, covered non-members shall pay to the Union each month their fair share of the costs of the services rendered by the Union that are chargeable to non-members under state and federal law.
3. The Union shall certify to the Board a fair share amount not to exceed the dues uniformly required of members in conformity with federal and state law and the rules of the Illinois Educational Labor Relations Board (IELRB).
4. Such fair share payment by covered non-members shall be deducted by the Board from the earnings of covered non-members and remitted to the Union within ten (10) work days of said deduction unless the Board is required to remit a fee to the IELRB for escrow. In no event shall the Board begin such fair share fee deduction earlier than fourteen (14) days (or any later period as required by the rules and regulations of the IELRB) after certification by the Union as provided in Paragraph 3 above.
5. The Board shall cooperate with the Union to ascertain the names of all covered unit members from whose earnings the fair share payments shall be deducted and their work locations and shall provide the Union space to post a notice concerning fair share.

6. The Union and the Board shall comply with the rules of the IELRB concerning notice, objections, and related matters contained in its fair share rules. The parties expressly recognize the right of covered non-members to challenge the amount of fair share fees. The fair share notice posted by the Union shall advise the covered non-members of their right to so object and the procedure for so doing.
7. Upon adoption of any Union internal appeal procedure, the Union shall supply the Board with a copy. In addition, the Union shall advise the Board of subsequent changes therein.
8. If a covered non-member establishes the right of non-association based upon bona fide religious tenets or teaching of a church or religious body of which such employees are members, such covered non-member shall be required to pay an amount equal to the covered non-member's fair share to a non-religious charitable organization mutually agreed upon by the unit member and the Union. If the unit member and the Union are unable to reach agreement on the matter, a charitable organization shall be selected from a list established and approved by the IELRB in accordance with its rules.
9. The Union and the Illinois Federation of Teachers agree to indemnify and save the Board harmless against any claims, demands, suits or other form of liability which may arise by reason of any action taken or omitted by the Union or the Board in complying with the provisions of this Article.
10. The Board agrees to notify the Union promptly in writing of any written claim, demand, or suit in regard to which it will seek to implement the provisions of Paragraph 9 above, and if the Union so requests in writing, to surrender any claims, demands, suits or other forms of liability to the Union for defense.
11. If, during the term of this Agreement, the IELRB or a court of competent jurisdiction rules any part of this Article void or not enforceable, the Union and the Board agree to convene negotiations on this matter immediately for the sole purpose of bringing this Article into compliance with the standards or rulings of said IELRB or court.

B. Payroll Deduction

Any unit member who is a member of the Union, or who has applied for membership may sign and deliver to the Union an assignment authorizing deduction of membership dues and a separate authorization for political contribution. Deduction amounts shall be determined at the beginning of the school term. Pursuant to such authorization the Board shall deduct each pay period one-twenty-second ($1/22$) of such dues from the salary check of the teacher and one-eighteenth ($1/18$) of such dues from the salary check of the teacher assistant commencing with the first deduction in October and the last with the unit member's final checks in June of each year. Deductions for unit members whose authorization is received after October 1 and before February 15 will be processed on a pro-rated basis with deductions commencing with the last paycheck of February and terminating with the final paychecks in June. The Board agrees to remit to the treasurer of the Union all sums deducted by the Board pursuant to authorization from the unit member, separating dues and political contributions. The Board shall deduct from the salary of any unit members and make appropriate payment for annuities and credit union. All resignation notifications shall be delivered to the Union, who will accept and forward such resignations to the Board's agent. The Union will save the Board harmless and assume all legal responsibilities for dues deductions.

ARTICLE XVII – RETIREMENT BENEFITS

- A.** To be considered for retirement benefits, the certificated unit member must:
1. have completed a minimum of ten years of full-time employment with the District;
 2. must be eligible to retire with the Teachers' Retirement System; and
 3. must submit a letter of application to the Superintendent with a retirement date effective on or before **July 1, 2021**; and
- B.** The certificated unit member shall receive a retirement incentive with a value equal to twenty percent of their annual contracted salary spread over 4 years in such a way that compounding effects will not exceed this twenty percent incentive. Amounts that exceed a 6% per year limitation will be paid in one lump sum as a post-retirement severance payment within twelve months after the date of retirement. The 6% per year limitation includes all compensation paid to the certificated unit member, including payment for extracurricular activities, stipends and retirement benefits.
- C.** **The early retirement option (ERO) provided by the Illinois Teachers' Retirement System (TRS) under Section 16-133.2(d) of the Illinois Pension Code requires the approval of the school board for employees to participate in ERO and is optional for school districts. The Board will not approve any request by an employee to utilize ERO under Section 16-133.2(d). Teachers who submitted a letter of application pursuant to Section A.3 under the 2009-2014 collective bargaining agreement will remain entitled to the benefits allowed under that agreement.**
- D.** A certificated unit member will receive a yearly contribution of three thousand dollars (\$3,000) toward the cost of health insurance until eligible for Medicare. Payment will be **made** in lump sum payments each year until eligible for Medicare. **Except as allowed in paragraph E,** retired certificated unit members are not eligible for health insurance benefits through District 211.
- E.** **Retired certificated unit members may stay on the District's health insurance plan if he/she has a spouse/domestic partner currently employed by the District who has elected and pays for family coverage. The retiree must move from the District health insurance plan once the spouse retires or the retiree is Medicare eligible (whichever comes first).**
- F.** **Retirees choosing to elect health insurance coverage as outlined in paragraph E above will**

enter into a contract with the District to receive a modified insurance buyout in the amount of one thousand five hundred dollars (\$1500) per year for the years that their spouse/domestic partner continues to work for the District. A yearly contribution of three thousand dollars (\$3000) shall be provided to the retirees for all years subsequent to the spouse/domestic partner's agreed upon date to leave the District's insurance coverage, and the retiree's eligible age to receive Medicare. The payment will be made as a lump sum amount.

G. Retirees with a spouse/domestic partner employed by the District have the option to forgo the benefit as defined in paragraph F and receive the \$3000/year until they are Medicare eligible age if they choose to leave the District's insurance. The payment will be made as a lump sum amount.

H. A certificated unit member may elect to stay with the District dental insurance program provided they pay the full cost of the premium and provided that the insurance carrier writing such coverage continues to approve participation of retirees.

I. The Board of Education will pay a group term life insurance policy in the amount of the certificated unit member's final contracted salary from the time of retirement until the employee's sixty-fifth birthday provided that the insurance carrier writing such coverage continues to approve participation of retirees.

J. Any certificated unit member who has completed at least fifteen years of service in the District and has earned a masters' degree shall receive the following additional salary benefit:

1. With 15 – 20 years of service = \$5,000
2. With 20 – 25 years of service = \$7,500
3. With 25+ years of service = \$10,000

As much of the amount above as is possible without exceeding the 6% limitation shall be paid in June of each year before retirement. The balance of the longevity retirement benefit shall be paid as a post-retirement severance payment within twelve months after the date of retirement.

K. The District will not, under any circumstances, be responsible for any employee penalties or costs associated with retirement benefits granted in this agreement.

L. If any changes in retirement legislation are enacted that add or eliminate retirement options,

that increase the required TRS contribution of the Board or Union members, or that increase the financial obligation of the Board or Union members in fiscal years 2014-2015 through 2017-2018, then either the Board or the Union may give notice of intent to reopen and renegotiate the TRS contribution.

M. The Board of Education will not change its retirement policy as it impacts non-certificated unit members.

ARTICLE XVIII – INSURANCE

A. Flu Shots

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

B. Life Insurance

1. Certified Unit Members – The Board will pay the premium for life insurance coverage in the amount of the employee's base salary rounded to the nearest \$1,000 (minimum \$50,000). Life insurance coverage will be reduced by 50% for employees who are 70 years of age or older. An employee retiring from the district who is not eligible for retirement benefits under Article XVIII may continue at his own expense life insurance coverage in the amount of \$50,000 to age 65. To be eligible for this coverage, the employee must meet the requirements of the retirement under the ITRS program.
2. Non-certificated Unit Members– The Board will pay the premium for life insurance coverage for non-certificated unit members. The amount of insurance will equal the individual's base salary, rounded to the nearest \$1,000 (minimum \$50,000). Life insurance coverage will be reduced by 50% for employees who are 70 years of age or older. An employee retiring from the district may continue at his own expense life insurance coverage in the amount of \$50,000 to age 65. To be eligible for this coverage, the employee must meet the requirements of the IMRF program.
3. The life insurance policy will include for unit members a double indemnity feature for accidental death or dismemberment. Additional optional coverage will be available at the expense of the unit member for those who provide evidence of insurability. Additional optional coverage does not include a double indemnity feature.
4. If a unit member dies at any time in a school year between the first day the employee is to report to work and the final day of work for that school year for that employee, then the following shall apply:

- a. The remaining base salary for the regular school year that has not been paid to the employee shall be paid to the spouse and/or estate in a manner that grants the spouse and/or estate payment on a desired timeline.
- b. If the employee was enrolled in a District health insurance plan and qualified beneficiaries elect to continue that insurance coverage pursuant to COBRA, the District shall not charge the qualified beneficiary the COBRA premium for that plan for one calendar year from the date of the employee's death.

C. Health Insurance

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

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

Plan Options	Single	Family
PPO-300	20%	29%
PPO-500	15%	24%
PPO-750	10%	15%
HSA-1500	10%	15%
HMO	10%	10%

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

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

- 2. The District will make an annual contribution of \$1500 (single) or \$3000 (family) directly to Health Savings Accounts for employees enrolling in the HSA-1500

plan effective January 1 each plan year. Employees enrolling in the HSA-1500 after January 1 will receive prorated contributions to their Health Savings Account.

3. For calendar years 2015, 2016, 2017, and 2018, the employee share of the premium cost will be capped at an amount not greater than 5% more than the previous year.
4. Employees who are eligible for health insurance benefits and elect by January 1 of each plan year not to be covered by the District's health insurance plans will receive \$1,000 annually. This amount will be prorated accordingly for employees electing not to have the District's health insurance coverage at later dates in the calendar year. This amount may be paid to the employee directly in a lump sum, divided among fiscal years paychecks or may be contributed to a Flexible Spending Account, at the employee's choice.
5. A Flexible Spending Plan shall be available for members of the bargaining unit.
6. An IMRF unit member retiring from the district may continue at his own expense health insurance at the group (premium equivalent) rate to age sixty-five. To be eligible for this coverage, the unit member must meet the requirements of the retirement under the ITRS program or IMRF. (Continuation for coverage for unit members retiring under the ITRS program is set forth in Article XVIII).

D. Domestic Partner

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

1. The employee and the partner have lived together for at least six months.
2. Neither the employee nor the partner is married to anyone else nor have another Domestic Partner.
3. The partner is at least 18 years of age and mentally competent to consent to contract.
4. The employee and partner reside together in the same residence and intend to do so indefinitely.
5. The employee and partner have an exclusive mutual commitment similar to that of marriage.

6. The employee and partner are jointly responsible for each other's common welfare and share financial obligations. Three of the following types of documentation must be provided that evidence domestic partnership:
 - a. Domestic Partner Affidavit.
 - b. Joint mortgage or lease.
 - c. Designation of Domestic Partner as beneficiary for life insurance and retirement contract.
 - d. Designation of Domestic Partner as primary beneficiary in employee's or insured's will.
 - e. Durable property and health care powers of attorney.
 - f. Joint ownership of motor vehicle, joint checking account or joint credit account.

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

E. Long-Term Disability Insurance

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

F. Dental Insurance

1. The Board will provide single coverage dental insurance for all certificated unit members employed at least half-time (.5 or more). Certificated unit members

employed at least half-time (.5 or more) may choose family dental coverage at the annual cost of \$78.

2. The Board will provide single coverage dental insurance for non-certificated unit members employed at least 7½ hours per day at no expense to the individual. Non-certificated unit members employed at least 7½ hours per day may choose family dental coverage at an annual cost of \$78. Non-certificated unit members working less than 7½ hours but at least 4 hours per day may join the plan at their own expense.

G. Wellness and Preventative Screenings

1. Effective January 1, 2015, employees electing coverage under District health insurance plans are eligible for wellness credits applied directly to their insurance premium cost with participation in the District's wellness screening program, defined as a wellness blood screening. Credits of \$1620 per family and \$600 per individual will be applied against the annual premium cost of all plans on a prorated, monthly basis. Wellness credits will not decrease during the term of the contract. Wellness credits will be prorated for employees enrolling in a District health insurance plan after January 1 of each plan year. Employees hired after the annual wellness screening participation deadline will receive the wellness credits upon hire and will have three months to complete the wellness screening. If they do not complete the wellness screening in three months, they will no longer receive the wellness credits and they will be required to reimburse the district for the wellness credits they received.
2. Wellness incentive credits will increase by the same percentage as premium equivalent rates increase each calendar year.
3. Employees enrolling in family coverage plans are eligible for their spouse/domestic partner to participate in the District sponsored wellness screening annually
4. The District will provide, at the Board expense, any required TB test.

H. Insurance Committee

Upon execution of this agreement, an insurance committee shall be established. It shall be comprised of three representatives appointed by the Union and up to three representatives

appointed by the Superintendent. The committee shall meet quarterly to review issues with the insurance plans.

I. Vision Care Plan

The Board will provide single or family coverage vision care at no expense for all unit members enrolled in either the PPO-300, PPO-500, PPO-750 or HSA-1500 health insurance plan. These benefits are considered outside the health insurance portion of the plans and therefore not subject to the medical maximum benefit, deductible or out-of-pocket limit.

ARTICLE XIX – SALARY POLICIES

A. Base Salary Definition

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

B. Index Definition

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

C. Step Credit for Outside Experience

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

D. Master's Plus 30 Requirements

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

E. Master's Plus 30/Plus 12 Requirements

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

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

F. Step Advancement

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

G. Professional Growth Requirements

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

H. Internal Substitution Pay

Qualified unit members who volunteer, at the request of the principal, to substitute during their preparation period for a teacher will be compensated at the gross rate of \$1.00 per hour higher than the established substitute rate. Such a procedure is not encouraged and should be used only if a substitute cannot be obtained.

I. Salary Payments

1. A teacher's annual salary will be computed on the basis of twenty-four (24) payments, the first payment to the teacher to be made on or before September 15. Teachers will receive final payments on or about the last day of school. Beginning the 2016-2017 school year, the first payment to the teacher will be made on or before August 31. ¶
2. A teacher assistant's annual salary will be computed on the basis of twenty (20) equal payments.

J. Half Steps

No one-half (½) steps will be given after sixteen (16) years of experience. For example: teachers who are at the ½ step shall be paid the average of the two (2) salary steps between which they fall. This practice shall discontinue at the completion of the year in which they start with fifteen and one-half (15½) years of experience. (i.e. they will begin the following school year with sixteen (16) years of experience.)

K. Salary Schedule Calculations

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

1. The basic sum the Board is to pay to the teacher, and
2. The 9.4% TRS “member contribution” applicable to the teacher which the Board is paying from its funds directly to TRS. This 9.4% payment is being made by the Board from its funds in accordance with the negotiated agreement.
3. Should the Board be charged with any income tax amount or penalty by virtue of failing to withhold income taxes on the amount of the Board contribution to TRS for a teacher pursuant to this agreement with the Union, each teacher shall reimburse the Board for the amount of the tax or penalty applicable to the particular teacher payment (which may be withheld by the Board at its option on any amounts due to particular teacher) and if the Board is unable to recoup such amount, the Union shall be responsible for the amount which was not recovered from the teacher.
4. Effective for the 2014-2015 school year, the base shall be the same as the 2013-2014 school year.
5. Effective for the 2015-2016 school year and each subsequent year of the agreement, the base shall be increased by a designated percentage of the final limiting percentage rate for the aggregate extension effective for collections in the calendar year in which the school year in question begins as determined by the Property Tax Extension Limitation Law (35 ILCS 200/18-185), or as may be amended. Should the Property Tax Extension Limitation (PTELA) be repealed during the term of this agreement, the base for the 2015-2016 school year and each subsequent year of the agreement shall be increased by the designated percentage of the percentage change of the Consumer Price Index-All Urban Consumers (CPI-U) for the previous calendar year (January 1 – December 31). The designated percentages for each year are:

Year	Percentage of CPI Base Increase	Minimum Base Increase
2015-2016	20% of CPI	0.36%
2016-2017	25% of CPI	0.50%
2017-2018	40% of CPI	0.80%

6. The extra-curricular schedule, extra duty schedule, coaching schedule, department chair compensation schedule, alternative school, after school librarian, summer school and “off-schedule” salaries shall be increased by the amount as set forth in K.4 and K.5 .
7. Unit members who are on step 19 or above shall receive payments calculated as a percentage of their base salary. These payments shall not be considered part of the salary schedule and shall not be used in any salary schedule calculations. The percentages are shown in the chart below.

Year	Step 19 and Above Off Schedule MA-30 and MA-30+12 Lanes
2015-2016	20% of CPI
2016-2017	25% of CPI
2017-2018	50% of CPI

L. Psychologists/Social Workers Stipend

Psychologists who have a doctorate in psychology or school psychology from an accredited college or university shall receive a \$3,000 annual stipend. Social Workers who have a doctorate in social work from an accredited college or university shall receive a \$3,000 annual stipend.

M. Nationally Certified School Psychologist Stipend

Psychologists who receive certification as a Nationally Certified School Psychologist (NCSP) will receive a \$700 annual stipend for the duration of their NCSP certification.

N. National Board Certification Stipend

National Board Certified Teachers (NBCT) will receive a \$850 annual stipend for the duration of their National Board Certification.

ARTICLE XX – COMPENSATION SCHEDULES

A. Teacher Salary Schedule

2014-2015

Years Experience	B.A. Index	Gross Compensation	M.A. Index	Gross Compensation	M.A. +30 Index	Gross Compensation
0	1.0000	\$51,908	1.1000	\$57,100		
1	1.0500	\$54,505	1.1525	\$59,826		
2	1.1000	\$57,100	1.2050	\$62,550		
3	1.1525	\$59,826	1.2625	\$65,535		
4	1.2050	\$62,550	1.3200	\$68,520		
5	1.2575	\$65,276	1.3775	\$71,505		
6	1.2890	\$66,910	1.4350	\$74,489	1.5500	\$80,459
7	1.3205	\$68,546	1.4925	\$77,474	1.6075	\$83,444
8			1.5500	\$80,459	1.6650	\$86,428
9			1.6075	\$83,444	1.7225	\$89,413
10			1.6650	\$86,428	1.7800	\$92,398
11			1.7225	\$89,413	1.8375	\$95,382
12			1.7800	\$92,398	1.8950	\$98,368
13			1.8375	\$95,382	1.9525	\$101,353
14			1.8950	\$98,368	2.0100	\$104,337
15			1.9525	\$101,353	2.0675	\$107,321
16			2.0100	\$104,337	2.1250	\$110,307
17			2.0675	\$107,321	2.1825	\$113,291
18				\$112,175		\$119,021
19						\$121,427
25						\$126,486

Nurse Salary Schedule

**Certified Nurses Schedule
2014-2015**

**Non-Certified Nurse Salary Schedule
2014-2015**

Step	BA Gross Compensation	MA Gross Compensation	Step	Hourly Rate	Based on 200 days
0	\$52,118	\$56,029	0	\$30.28	\$48,488
1	\$54,726	\$58,831	1	\$31.19	\$49,904
2	\$57,464	\$61,773	2	\$32.12	\$51,392
3	\$60,336	\$64,863	3	\$33.08	\$52,944
4	\$63,350	\$68,102	4	\$34.08	\$54,528
5	\$66,519	\$71,506	5	\$34.76	\$55,618
6	\$69,845	\$75,084	6	\$35.46	\$56,730
7	\$73,339	\$78,838	7	\$36.17	\$57,865
8	\$75,162	\$80,799	8	\$36.89	\$59,022
9		\$82,804	9	\$37.63	\$60,203
10		\$84,857	10	\$38.38	\$61,407
11		\$86,555	11	\$39.15	\$62,635
12		\$88,286	12	\$39.93	\$63,888
13		\$90,051	13	\$40.73	\$65,165
14		\$91,852	14	\$41.54	\$66,469
15		\$93,689	15	\$42.37	\$67,798
16		\$95,563	16	\$43.22	\$69,154
17		\$97,475	17	\$44.09	\$70,537
18		\$99,424	18	\$44.97	\$71,948
19		\$101,413	19	\$45.87	\$73,387

Any non-certified school nurse who earns the certified school nurse certificate yet continues to be employed by the District as a non-certified school nurse, will receive an annual stipend of \$700 for the years in which the certificate is valid.

C. Department Chair Compensation and Release

1. Salary Schedule

A department member is defined as anyone, except the department chair, teaching one or more classes in the department unless those persons are employed with the intent of being permanently divided between departments. In the case of those divided assignments, the appropriate fraction of their teaching loads (not including study halls) shall be used in determining the total number of teachers in the department. If the sum of the teachers in the department is fractional, the fractional part which is less than five-tenths (5/10) shall be dropped and the fractional part which is five-tenths (5/10) or greater shall be replaced by one (1). For purposes of determining extra pay for department chairs, the following departments shall be considered: Applied Technology, Art, Business Education, Driver Education, English, ESL, World Language, Health, Guidance Department, Family and Consumer Sciences, Mathematics, Media, Music, Physical Education, Science, Social Studies, Special Education, Academy-North, and Academy-South. The department chairs will receive a department chair stipend according to the number of department members in the department based upon the Department Chair Salary Schedule.

2. CLS Stipend

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

3. Department Leaders

Department leaders may be assigned to those departments under the jurisdiction of a division head. For the purposes of determining extra pay for department coordinators, the number of members in the department will be counted the same as those under a department chair, not to exceed six (6).

4. Supervision of Central Media Processing

The Media Chair at Palatine High School will supervise the personnel and functions of the District 211 Central Processing operations for an annual stipend of \$2250.

Comment [THSD21111]: Letter #14-Stipend to Supervise Central Media Processing

5. Department Chair Release

Comment [THSD21112]: New Contract Language

- a. Math, Science, Social Studies, and English chairs will teach a minimum of two periods unless the chair desires to teach more courses and this is mutually agreed upon by the department chair and the building principal.
- b. Special Education Department chairs will not be scheduled to teach classes.
- c. Health and Driver Education Department chairs will teach 5 classes.
- d. Applied Technology, Art, Business, ESL, Family & Consumer Sciences, Music, Physical Education and World Language Department chairs will be scheduled for four classes with additional releases as indicated in section 5.f. and h. For departments in these areas who have twelve or more members, the department chair shall be assigned 3 classes and then given releases indicated in section 5.f and h. A department member is defined as anyone, except the department chair teaching one or more classes in the department. Teachers not teaching a full load in the department will be counted as the appropriate fraction according to their teaching loads in the department. If the sum of the teachers in the department is fractional, the fractional part less than 5/10 is dropped, and the fractional part 5/10 or greater is replaced by one. If the sum of department members is less than 5/10 then the chair will receive a stipend representing 1 department member.
- e. The World Language Chair and the ESL Department Chair will be offered one additional release period that will rotate years between departments. Every effort will be made to align the additional release period with the Summative Evaluation due dates for the members of each respective department.
- f. Any teacher with an ESL certification requested to attend and IEP meeting for a student who has not been on their class list during the current school year will be compensated at the substitute pay rate per hour in attendance. In the years the ESL Department Chair receives the additional release period, the ESL Chair will attend IEP meetings of students not on their class list during the current school year without additional compensation.
- g. The elective departments of Art, Applied Technology, Business Education, and Family & Consumer Sciences will each receive one additional semester of release each school year. The purpose of the release is to coordinate departmental Professional Learning Teams (PLTs) and to devise and enhance department programming.

Comment [THSD21113]: Letter #18- Department Chair Releases

- h. All chairs that accept the position of Instructional Coach are excluded from any additional release provisions.
- i. District Chairs of departments with two release periods or less may request an additional release period and their salary will be reduced by the amount of the stipend associated with the district chair position.
- j. Department chairs may forgo their department chair stipend and receive an additional release period if they have an available teacher in their department who agrees to teach a 6th academic assignment. This is limited to a maximum of ten department chairs district wide per year.
- k. The academy-North and Academy-South department chairs will be scheduled for a one period release.
- l. The guidance department chair will have a counseling caseload assignment of .6.

Comment [THSD21114]: Letter #18-
Department Chair Releases

2014-2015 DEPARTMENT CHAIR SALARY SCHEDULE

GROUP (# MEMBERS)	GROSS COMP
1 to 6	4,800
7 to 11	5,900
12 to 20	6,900
21 to 25	7,900
Over 25	9,000

Media Chairs will receive an additional \$100

2014-2015 ASSESSMENT COORDINATOR SALARY SCHEDULE

GROUP	GROSS COMP	DEPT
I	\$409	Applied Tech, Business, ESL, Science, Social Studies, Special Education
II	\$489	Art, Music, Family and Consumer Sciences, Mathematics
III	\$572	English, Foreign Language, Physical Education
	\$3,000	District Chair

D. Teaching Assistant Salary Schedule

**Teacher Assistant Salary Schedule
2014-2015**

Step	Hourly Rate	Annual Salary	Librarian Assistant Hourly Rate	Annual Salary
0	\$16.85	\$23,379	\$20.22	\$28,055
1	\$17.15	\$23,796	\$20.58	\$28,555
2	\$17.50	\$24,281	\$21.00	\$29,138
3	\$17.83	\$24,739	\$21.40	\$29,687
4	\$18.15	\$25,183	\$21.78	\$30,220
5	\$18.53	\$25,710	\$22.24	\$30,852
6	\$18.96	\$26,307	\$22.75	\$31,568
7	\$19.58	\$27,167	\$23.50	\$32,601
8	\$20.25	\$28,097	\$24.30	\$33,716
9	\$20.88	\$28,971	\$25.06	\$34,765
10	\$21.65	\$30,039	\$25.98	\$36,047
11	\$22.51	\$31,233	\$27.01	\$37,479
12	\$23.34	\$32,384	\$28.01	\$38,861
13	\$24.19	\$33,564	\$29.03	\$40,276
14	\$25.16	\$34,910	\$30.19	\$41,891
15	\$25.74	\$35,714	\$30.89	\$42,857
16	\$26.33	\$36,533	\$31.60	\$43,839
17	\$26.94	\$37,379	\$32.33	\$44,855
18	\$27.56	\$38,239	\$33.07	\$45,887
19	\$28.19	\$39,118	\$33.83	\$46,936

All teacher assistants, who are employed as of the 20th school day, and remain employed through the entire school year, shall be paid a continuity stipend based on the number of years of service in District 211 as a teacher assistant. The payment will be paid on next regularly scheduled payroll after the last day of school. Each year the teacher assistant signed a contract as of the 20th day of school and was continuously employed through the last day of school will count as one year of service. If there is a break in employment as a teacher assistant, the eligible years prior to the break and after the break will count towards the cumulative total.

Number of Years of Service	Dollar Amount
1	\$350
2-4	\$400
5-12	\$550
13+	\$750

E. Psychologist and Social Worker Salary Schedule

2014-2015

Step	Gross Compensation
0	\$62,550
1	\$65,534
2	\$68,518
3	\$71,504
4	\$74,489
5	\$77,474
6	\$80,457
7	\$83,443
8	\$86,427
9	\$89,413
10	\$92,397
11	\$95,381
12	\$98,366
13	\$101,352
14	\$104,336
15	\$107,321
16	\$110,306
17	\$113,290
18	\$119,021
19	\$121,427
25	\$126,486

F. Occupational Therapist and Physical Therapist Salary Schedule

2014-2015

Step	Gross Compensation
0	\$51,902
1	\$54,380
2	\$56,857
3	\$59,571
4	\$62,284
5	\$64,996
6	\$67,709
7	\$70,421
8	\$73,135
9	\$75,849
10	\$78,562
11	\$81,276
12	\$83,988
13	\$86,702
14	\$89,414
15	\$92,127
16	\$94,841
17	\$97,553
18	\$100,192

G. Sign Language Interpreter Salary Schedule

2014-2015

Step	Gross Compensation
0	\$32,340
1	\$33,956
2	\$35,573
3	\$37,271
4	\$38,969
5	\$40,667
6	\$41,686
7	\$42,704

H. Alternative High School, After School Librarian, and Summer School Salary Schedule

1. The 2014-2015 alternative school, after school tutors and after school librarian salaries will be \$38.30 per hour. The 2015 summer school, in-district course salary schedule will be:

	0 to 4 years experience	5 to 9 years experience	10 to 14 years experience	15 and up years experience
2015	\$42.86	\$46.13	\$48.87	\$51.60

The 2015 summer work rate for psychologists, social workers, occupational therapists, physical therapists and sign language interpreters will be:

	0 to 4 years experience	5 to 9 years experience	10 to 14 years experience	15 and up years experience
2015	\$42.86	\$46.13	\$48.87	\$51.60

2. During the term of this Master Contract, members of the bargaining unit will have first selection for certified positions in the alternative school for which they are legally qualified.
3. Teacher Assistants will be considered in-district coaches when determining the summer school pay rate.

I. PERA Committee

PERA Joint Committee members will be paid an annual stipend of \$2500 for the 2014-2015, 2015-2016, 2016-2017, and the 2017-2018 school years for time spent outside the normal school operating hours.

ARTICLE XXI - EXTRACURRICULAR COMPENSATION SCHEDULES

A. Activity Groupings

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

GROUP 6

Bell Choir
Business Team Head (BPA/DECA)
Cultural Awareness Head
Dance Show Asst.
Foreign Exchange Club (3 exchanges)
Gifted Liaison

Gospel Choir
Literary Magazine
Orchestr. Asst.
Science Olympiad
Model U.N. Club

GROUP 7

Chemical Awareness
Business Team Asst. (BPA/DECA)
Foreign Exchange Club (2 exchanges)
Freshman Class
Horticulture Club
Junior Class Assistant
Outdoor Adventure Club
SAAD

Scholastic Bowl Asst. (6-9)
Senior Class Asst.
Service Club
Sophomore Class
Student-2-Student
Theatre Guides
Varsity Club

GROUP 8

Alumni Club
Art Club
At Large Student Interest Groups (2)
Auto Club
Best Buddies
New Teacher Orientation
CAD Drafting Club
Chess Club
Color Guard
Computer Club
Cultural Awareness Asst.
Drama Club
Electronics Club
ELS Poms
Environmental Club
Film Making Club
Foreign Exchange (per exchange) (e)
Foreign Language Club (1 exchange)
Future Educators

International Club
Jets/WYSE Club
Life & Consumer Sciences Club
Medical Careers Club
Model UN Asst. Club
Modern Music Masters
On Our Own
Pep Club
Photography Club
Pirate Pals
Presidents Club
Reading Club
Robotics Club
Service Club Asst
Science Bowl
Science Club
Social Science Club
Woodworks Club
Work Program Clubs (d)
Writing Club

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

B. 2014-2015 Activity Salary Schedule

Group	Contract 1-3			Contract 4-5		Contract 6-7		Contract 8+
1	5,033	5,033	5,033	7,332	7,332	8,494	8,494	9,764
2	4,249	4,249	4,249	6,165	6,165	7,125	7,125	8,454
3	3,463	3,463	3,463	5,052	5,052	5,844	5,844	7,033
4	2,649	2,649	2,649	3,853	3,853	4,476	4,476	5,460
5	2,284	2,284	2,284	3,380	3,380	3,929	3,929	4,793
6	1,863	1,863	1,863	2,759	2,759	3,186	3,186	3,886
7	1,233	1,233	1,233	2,058	2,058	2,466	2,466	3,130
8	1,034	1,034	1,034	1,673	1,673	2,009	2,009	2,550

All sponsors shall be held harmless with respect to changes associated with the new activity schedule when transitioning from the 2013-2014 activity salary schedule.

C. Coaching Groupings

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

Comment [THSD21115]: Letter of Agreement #13-Cheerleading Moving From Activities to Athletics

1. An assistant coach promoted to a head position in the same sport will move to the step in the new level which will give the minimum raise.
2. Hiring practices will recognize that coaches entering the system will receive full credit for previous high school or college coaching experience in the level and sport in which they will be assigned. Previous head coaching experience in the sport assigned will be accepted at any level.
3. Credit for experience earned in one sport cannot be used as experience in another sport.
4. Placement of additional coaching assignments for new sports during the duration of this Agreement will be determined by a joint administration/union committee.
5. Athletic coordinators shall be compensated on a per season basis. An attempt will be made to schedule coordinators so that they do not have a 7th and 8th period assignment. Coordinators shall not be scheduled for a supervisory assignment. Coordinators shall not coach while serving as coordinators.

D. 2014-2015 Coaching Salary Schedule

Group	1st Contract	2nd Contract	3rd Contract	4th Contract	5th Contract	6th Contract
A	\$5,844	\$6,739	\$7,636	\$8,530	\$9,426	\$10,320
B	\$4,750	\$5,663	\$6,577	\$7,487	\$8,406	\$9,313
C	\$3,836	\$4,639	\$5,443	\$6,247	\$7,051	\$7,851
D	\$3,288	\$3,963	\$4,639	\$5,314	\$5,991	\$6,668
E	\$2,923	\$3,582	\$4,240	\$4,897	\$5,552	\$6,211
F	\$2,740	\$3,235	\$3,727	\$4,220	\$4,715	\$5,206
G	\$2,211	\$2,526	\$2,842	\$3,158	\$3,471	\$3,789
H	\$1,902	\$2,217	\$2,534	\$2,850	\$3,163	\$3,482

All coaches shall be held harmless with respect to changes associated with the new salary schedule when transitioning from the 2013-2014 salary schedule.

E. Activity and Athletic Coaching Experience Stipend

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

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

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

Years Coaching Within Same Sport/Activity	Stipend Amount
10-14 years	1.5% of stipend
15-20 years	2.0% of stipend
20-24 years	2.5% of stipend
25+ years	3% of stipend

F. Athletic Trainers

Certified unit members who are athletic trainers will be released from their ~~25-minute~~ supervision assignment and will report to the training room the last period of the school day.

Comment [THSD21116]: Letter of Agreement
#8-Athletic Trainers

G. Extra Duty Assignments Salary Schedule

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

EXTRA DUTY ASSIGNMENTS SALARY SCHEDULE

FALL SPORTS		WINTER SPORTS		SPRING SPORTS	
FOOTBALL (per game)		BASKETBALL		BASEBALL	
ANNCR - FOOTBALL	\$53.75	ANNCR - BB	\$53.75	SCORER - BASEBALL	\$53.75
FIELD CREW - FB	\$43.05	PHOTOGRAPHER - BB	\$53.75		
PHOTOGRAPHER - FB	\$53.75	SCORER - BB	\$53.75	GYMNASTICS	
SCORER - FOOTBALL	\$53.75	TIMER - BB	\$53.75	ANNCR - GYMNASTICS	\$95.41
STATISTICIAN - FB	\$53.75			SCORER - GYMNASTICS	\$95.41
TIMER - FOOTBALL	\$53.75	SWIMMING			
FOOTBALL/EQPMNT MGR	\$53.75	ANNCR - SWIMMING	\$95.41	LACROSSE	
FOOTBALL-DOWNMARKER	\$43.05	SCORER - SWIMMING	\$95.41	ANNCR/TIMER - LACROSSE	\$53.75
		TIMER - SWIMMING	\$95.41	SCORER - LACROSSE	\$53.75
				PHOTOGRAPHER - LCROSSE	\$53.75
CROSS COUNTRY		WRESTLING		TRACK	
STARTER - CRSS CNTRY	\$74.55	ANNCR - WRESTLING	\$95.41	SCORER-DISCUS 1 LVL	\$74.55
		SCORER - WRESTLING	\$95.41	SCORER-DISCUS 2 LVLS	\$95.41
		TIMER - WRESTLING	\$95.41	SCORER - HIGH JUMP	\$74.55
SOCCER				SCORER - LONG JUMP	\$74.55
SCORER - SOCCER	\$53.75	GYMNASTICS		SCORER - POLE VAULT	\$74.55
ANOUNCER/TIMER	\$53.75	ANNCR - GYMNASTICS	\$95.41	SCORER-TRPL/LNG JMP	\$117.49
PHOTOGRAPHER/SOCCER	\$53.75	SCORER - GYMNASTICS	\$95.41	SHOT - 1 LEVEL	\$74.55
				SHOT - 2 LEVELS	\$95.41
SWIMMING				STARTER - TRACK	\$119.53
ANNCR - SWIMMING	\$95.41			TIMER - TRACK	\$95.41
SCORER - SWIMMING	\$95.41			TRACK CLERK	\$95.41
TIMER - SWIMMING	\$95.41			TRIPLE JUMP	\$74.55
				HIGH JUMP (2 LEVELS)	\$95.41
VOLLEYBALL				LONG JUMP (2 LEVELS)	\$95.41
SCORER (2 GAMES) VB	\$74.55			POLE JUMP (2 LEVELS)	\$95.41
TIMER (2 GAMES)	\$74.55			TRIPLE JMP(2 LEVELS)	\$95.41
TIMER (1 GAME) VB	\$37.30				
SCORER (1 GAME) VB	\$37.30			SOCCER	
VB/PHOTGRPHR(1-GAME)	\$37.30			SCORER - SOCCER	\$53.75
				ANOUNCER/TIMER	\$53.75
				PHOTOGRAPHER/SOCCER	\$53.75
MISCELLANEOUS				SOFTBALL	
CHEMICAL AWARENESS	\$53.75			SCORER - SOFTBALL	\$53.75
CHAPERONES		JUDGES		VOLLEYBALL	
BADMINTON	\$47.25	MATH JUDGE	\$77.69	SCORER (2 GAMES) VB	\$74.55
CHPRN-BASKETBALL	\$48.31	MATH TOURNAMENT	\$77.69	TIMER (2 GAMES)	\$74.55
CHPRN-CROSS COUNTRY	\$74.55	SCHOLASTIC BOWL	\$83.37	TIMER (1 GAME) VB	\$37.30
CHPRNE-DANCE/GAME	\$53.75	SPEECH ADDTL ROUND	\$20.61	SCORER (1 GAME) VB	\$37.30
CHPRNE-FLOAT	\$74.55	SPEECH JUDGE	\$109.14	VB/PHOTGRPHR(1-GAME)	\$37.30
CHPRNE-FORMAL DANCE	\$74.55	SPEECH TOURNAMENT	\$109.14		\$0.00
CHPRNE-INFRML DANCE	\$85.55	SPEECH/DEBATE	\$109.14	WATER POLO	
CHPRNE-PRODUCTION	\$53.75	WATER POLO REF 2 GMS	\$61.36	SCORER (1 GAME)	\$37.30
CHPRN-FOOTBALL	\$53.75	WATER POLO REF 3 GMS	\$77.69	SCORER (2 GAMES)	\$74.55
CHPRN-GYMNASTICS	\$74.55	WATER POLO REF 1 GM	\$45.41	TIMER (1 GAME)	\$37.30
CHPRN-PEP BUS	\$74.55			TIMER (2 GAMES)	\$74.55
CHPRN-SOCCER	\$53.75			ANNOUNCER (1 GAME)	\$37.30
CHPRN-SWIMMING	\$74.55			ANNOUNCER (2 GAMES)	\$74.55
CHPRN-VB (2 GAMES)	\$74.55				
CHPRN-VB (1 GAME)	\$37.30				
CHPRN-WRESTLING	\$85.55				
GRADUATION CHAPERONE	\$60.39				
LACROSSE (1 GAME)	\$53.75				
TICKETS-BASKETBALL	\$53.75				
TICKETS-FOOTBALL	\$58.96				
WATERPOLO (1GAME)	\$37.30				
WATERPOLO (2GAMES)	\$74.55				

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

H. IHSA Tournaments Salary Schedule

<u>CHAPERONES</u>		<u>BADMINTON</u>		<u>SOFTBALL</u>	
CHPRN-BSKBALL (1)	\$74.55	BADMINTON	\$74.55	SOFTBALL (1 GAME)	\$74.55
CHPRN-BSKBALL (2)	\$106.78			SOFTBALL (2 GAMES)	\$106.78
CHPRN-CROSS COUNTRY	\$74.55	<u>BASEBALL</u>		<u>SWIMMING</u>	
CHPRN-FOOTBALL	\$74.55	BASEBALL(1 GAME)	\$74.55	SWIMMING - DIVING	\$54.60
CHPRN-GYMNASTICS	\$106.78	BASEBALL (2 GAMES)	\$106.78	SWIMMING - OTHER	\$106.78
SOCCER (1 GAME)	\$74.55	<u>BASKETBALL</u>		<u>TENNIS</u>	
CHPN-SOCCER 2 GAMES	\$106.78	BASKETBALL (1 GAME)	\$74.55	TRAINER/TENNIS	\$74.55
CHPRN - SWIMMING	\$106.78	BASKETBALL (2 GAMES)	\$106.78		
CHPRN - TRACK	\$106.78	<u>BOWLING</u>		<u>TRACK</u>	
CHPRN-VOLLEYBALL (1)	\$74.55	BOWLING	\$106.78	TRCK-CLERK OF COURSE	\$151.34
CHPRN-VOLLEYBALL (2)	\$106.78			TRACK - POLE VAULT	\$138.22
CHPRN - WRESTLING	\$106.78	<u>CROSS COUNTRY</u>		TRACK - TIMER	\$138.22
CHPRN-TENNIS	\$104.43	CROSS COUNTRY	\$74.55	FINISH CLERK	\$138.22
CHPRN-DIVING	\$53.32	CC/SCORER-TIMER	\$74.55	TRACK - SCORER	\$138.22
CHPRN - BADMINTON	\$74.55	<u>FOOTBALL</u>		TRACK - ANNOUNCER	\$138.22
CHPN-BASEBALL (1GM)	\$74.55	FOOTBALL MANAGERS	\$106.78	TRACK/STARTER	\$151.34
CHPN-BASEBALL (2 GM)	\$106.78	FOOTBALL TIMER	\$74.55	TRACK - ASST STARTER	\$138.22
CHPN-SFTBALL (1 GM)	\$74.55	FOOTBALL SCORER	\$74.55	TRACK-HD JUDGE/TIMER	\$138.22
CHPN SFTBALL (2 GMS)	\$106.78	FOOTBALL ANNOUNCER	\$74.55	TRACK - MANAGERS	\$138.22
CHPRN-WATERPOLO 1 GM	\$74.55	FB PHOTOGRAPHER	\$74.55	TRACK - TICKETS	\$138.22
CHPRN-WATERPOLO 2GMS	\$106.78	FIELD CREW/FOOTBALL	\$74.55	TRACK - OTHER	\$106.78
CHPRN/LACROSSE (1GM)	\$74.55	TRAINER/FOOTBALL	\$74.55	TRACK/TRAINER	\$138.22
<u>TICKETS</u>		FB/EQUIPMENT MGR	\$74.55	SHOTPUT/DISCUS	\$138.22
TICKETS/FOOTBALL	\$85.55	FB/STATISTICIAN	\$74.55	LONG JMP/TRIPLE JMP	\$138.22
TICKETS/SOCCER(1)	\$74.55	FOOTBALL-DOWNMARKER	\$60.28	<u>VOLLEYBALL</u>	
TICKETS/SOCCER(2)	\$106.78	<u>GOLF</u>		VOLLEYBALL (1 MATCH)	\$74.55
TICKETS/SWIM	\$106.78	GOLF	\$74.55	VOLLYBALL(2 MATCHES)	\$106.78
TICKET/DIVING	\$53.32	<u>GYMNASTICS</u>		<u>WATER POLO</u>	
TICKET MGR-FOOTBALL	\$106.78	GYMNASTICS	\$106.78	SCORER/WTR POLO-1GM	\$74.55
CONCESS MGR-FOOTBALL	\$106.78	<u>LACROSSE</u>		SCORER/WTR POLO-2GMS	\$106.78
TICKETS/VB(1 GAME)	\$74.55	LA CROSSE (1 GAME)	\$74.55	TIMER/WTR POLO-1GM	\$74.55
TICKETS/VB(2 GAMES)	\$106.78	LA CROSSE (2 GAMES)	\$106.78	TIMER/WTR POLO-2GMS	\$106.78
TICKETS-BB (1 GAME)	\$74.55	<u>SOCCER</u>		SHT CLK/WTR POLO-1GM	\$74.55
TICKETS-BB (2 GAMES)	\$106.78	SOCCER (1 GAME)	\$74.55	SHT CLK/WTR POLO-2GM	\$106.78
TICKETS/WRESLING	\$106.78	SOCCER (2 GAMES)	\$106.78	TICKETS (1 GAME)	\$74.55
TICKETS/GYMNASTICS	\$106.78	<u>WRESTLING</u>		TICKETS (2 GAMES)	\$106.78
CONCESS/BSKTB 1 GAME	\$74.55	WRSTLNG (@ SESSION)	\$106.78		
CONCESS/BSKTB-2 GAME	\$106.78				
TICKETS/TRACK	\$138.22				
TICKETS/BADMINTON	\$74.55				
TCKTS/BASEBALL(1 GM)	\$74.55				
TCKTS/BASEBALL(2 GM)	\$106.78				
TCKTS/SOFTBALL(1 GM)	\$74.55				
TCKTS/SFTBALL (2 GM)	\$106.78				
TICKETS/BOWLING	\$74.55				

I. State Tournament Bus Chaperones

N.W. Suburban	\$74.42
41- 90 miles	\$143.17
91-150 miles	\$175.76
151-210 miles	\$222.55
210+ miles	\$286.29

ARTICLE XXII – EXTRACURRICULAR PROCEDURES

Comment [THSD21117]: Letter #7-Coaching Interviews, Letter#9-Activities and Extra-Curricular Activities, Letter #10-Performance on Extra-Curricular Activities, Letter#12-Internship Program

A. Assignment Procedures

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

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

B. Extracurricular Interviews and Evaluations

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

Comment [THSD21118]: Letter #10-Performance of Extracurricular Activities

Comment [THSD21119]: Letter #7 Coaching Interviews and Evaluations and Letter #10-Performance of Extracurricular Activities

C. Activity Reduction Due to Lack of Participation

Comment [THSD21120]: Letter #9-Activities and Extracurricular Assignments

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

D. Internship Program

Comment [THSD21121]: Letter #12-Internship Program

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

E. Coaching Evaluation

Comment [THSD21122]: Letter #7-Coaching Interviews and Evaluation

The administration is encouraged to use an evaluation document for the evaluation of coaches.

F. District Activities Committee

The District Activities Committee shall be established to recommend the appropriate number of sponsors and additional stipends in order to accommodate individual building needs. The committee shall be comprised of three representatives appointed by the Union President and three representatives appointed by the Superintendent. The committee shall meet at the beginning of the school year and once quarterly thereafter to review current activity program needs.

**ARTICLE XXIII –NON-CERTIFICATED UNIT MEMBER PROBATIONARY PERIOD
AND DISCIPLINE AND DISCHARGE**

A. Probationary Period

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

B. Discipline and Discharge

1. The Board shall discipline non-certificated unit members, including discharge, for proper cause. Serious offenses may result in suspension or immediate dismissal. Offenses which do not justify suspension or discharge if they are a first offense and for which the Board believes the non-certificated unit member should be disciplined may result in an oral or written reprimand.
2. Offenses alleged for the same act beyond the first offense may result in a progressive number of days of suspension for each offense but not more than five for a second offense or ten for a third offense. The fourth such offense may result in dismissal.
3. In imposing discipline on a current charge, the Board shall take into account all prior warnings regarding the same charge which have occurred and the non-certificated unit member's overall record.
4. Records of discipline actions shall be placed in the non-certificated unit member's personnel file subject to review and rebuttal by the employee.

**ARTICLE XXIV – TEACHER ASSISTANT HOURS OF EMPLOYMENT AND WORK
YEAR**

- A.** The regular work day for full-time teacher assistants will consist of seven and one-half hours per day [which shall include two fifteen minute duty-free breaks] and a non-paid, duty-free lunch period of thirty minutes. It is understood that not all teacher assistants are presently working a 7½ hour day.
- B.** The Board may change the starting time for teacher assistants, but except for emergency situations, all affected teacher assistants will be notified at least one week prior to the effective date of such change.
- C.** All work performed over forty hours in any work week shall be paid at the rate of time and one-half.
- D.** Arrangements may be made at each location with the building administrator and with the approval of the personnel department to forego breaks and convert said time into an extended lunch period. The converted time will be paid by the employer. It is understood that those teacher assistants working at least four hours per day will receive one break. Those teacher assistants working seven hours or more will receive two breaks.
- E.** Teacher assistants may leave the building during working hours only with the approval of their immediate supervisor. Lunch is not considered working hours unless it is paid.
- F.** Teacher assistants shall be scheduled to work all student attendance and institute days.
- G.** Emergency School Closing – During the term of this contract, teacher assistants shall be paid a regular day’s pay if school is closed for an emergency.
- H.** Five (5) teacher assistants will be maintained within the Special Education Department to process forms and detailed paperwork and serve as a curriculum liaison. Allocation will be based on special education staff allocation per school.

Comment [THSD21.123]: Letter of Agreement
#?????

ARTICLE XXV – EFFECT OF AGREEMENT AND DURATION

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

This Master Contract shall be effective for the 2014-2015 through 2017-2018 school years. This Agreement shall terminate on June 30, 2018.

ACCEPTANCE

This Agreement is adopted the 18th of September, 2014

IN WITNESS THEREOF:

**For the District 211
Teachers Union**

**For the Board of Education
Township High School District 211**

President

President

Secretary

Secretary

TOWNSHIP HIGH SCHOOL DISTRICT 211

ADMINISTRATION CENTER

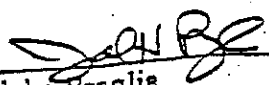
UNITED STATES DEPARTMENT OF EDUCATION
BLUE RIBBON SCHOOLS OF EXCELLENCE

LETTER OF AGREEMENT: CLASS SIZE/TEACHER WORKLOAD

This letter confirms our understandings regarding class size and teacher workload. The attached guidelines regarding class size and teacher workload will be in effect for the 1997-98 school year.


Prior to the beginning of the 1998-99 school year, and prior to the beginning of each school year thereafter during the term of our collective bargaining agreement, the Superintendent and the Union President will meet for the purpose of reviewing and reassessing these guidelines. This review and reassessment is recognized by the Union and the Board as an integral and important activity to the education process as well as for our bargaining relationship. Accordingly, the Superintendent and Union President will consider in good faith the impact of existing workloads and union suggested workloads on teachers, the learning process, and the resources available to the District.

Although this letter confirms at least one formal meeting to discuss these significant issues, it is not meant to preclude additional meetings as specific problems arise.



John Braglia
President, Teacher's Union

3-19-98
date



Gerald D. Chapman
Superintendent of Schools

3-19-98
date

1998 Class Size Guidelines

The following class size ranges have been established as general guides. Variations occur on student demand, teacher availability, and availability and size of facilities. The principal is directed to make maximum use of laboratory equipment and space.

Applied Technology

- Introductory Classes 24-28.
- Computer Assisted Drafting Classes 26-30.
- Technology Laboratory 20-24.
- Maximum individual teacher workload 140
- Maximum district average workload 120

Art

- All classes subject to laboratory capacity 24-28
- Maximum individual teacher workload 140
- Maximum district average workload 125

Business Education

- Keyboarding/word processing 28-32
- Social Business Courses 28-32
- Maximum individual teacher workload 150
- Maximum district average workload 140

Physical Education

- All classes 40-45
- Maximum individual P.E. teacher workload 225
- Maximum teacher average 215

Health

- Health 28-32
- Maximum individual health teacher workload 150
- Maximum district average workload 150

Science

- General Level 18-24
- Regular and accelerated 26-30
- Maximum individual teacher workload 140
- Maximum district average workload 125

Social Studies

- General Level 20-25.
- Regular and accelerated 28-32
- Maximum individual teacher workload 150
- Maximum district average workload 145

Special Education

- General Studies 7-10, 11-13 w/TA
- LD/LRP/GS Resource 3-4, 5-6 w/TA
- BD Support Center 4-5, 6-8 w/TA
- SWEP, MN, MMI 6-8, 9-15 TA

English

- General Level 18-22
- Regular/Accelerated 26-30
- Maximum individual teacher workload 140
- Maximum district average workload 130

English as a Second Language

- All levels 6-11, 12-15 w/TA
- Maximum individual teacher workload 75
- Maximum district average workload 75

World Language

- All levels 26-30
- Maximum individual teacher workload 150
- Maximum district average workload 135

Family and Consumer Science

- Laboratory classes 24-28
- Non laboratory classes 28-32
- Maximum individual teacher workload 140
- Maximum district average workload 120

Mathematics

- General level 20-24
- Algebra 114, 314 24-28
- Geometry 25-28
- Computer Programming 26-30
- Other classes 28-32
- Maximum individual teacher workload 150
- Maximum district average workload 130

Counselors

- Maximum individual counselor workload 350
- Maximum district average workload 325

District 211 December 7, 2005

Mr. John Braglia, President
District 211 Teachers' Union
1622 East Algonquin Road, Ste H
Schaumburg, Illinois 60173

Dear John:

This letter confirms our discussions regarding the Letter of Agreement: Class Size / Teacher Workload and Scheduling Guidelines ("Letter of Agreement/Scheduling Guidelines"), copies of which are attached.

Specifically, the District affirms that:

1. it will abide by the arbitration award issued by Arbitrator Nathan dated April 6, 2005;
2. it will abide by the Letter of Agreement/Guidelines unless and until the parties mutually agree to modify the Letter of Agreement/Guidelines;
3. the Letter of Agreement/Guidelines are subject to the grievance and arbitration procedure of the collective bargaining agreement as set forth in Arbitrator Nathan's arbitration award; and
4. In the week following each six-day audit, a Committee comprised of three members appointed by the Union President and three members appointed by the Superintendent shall meet to review any class size issues. Available materials shall be provided to Committee members in an appropriate format and in a timely manner. The Committee's report, including any recommendations and any minority report(s) supported by two or more Committee members will be forwarded to the Board of Education and will be an agenda item at the next regularly scheduled Board meeting. An author or designee of a minority report may address the Board. The Committee shall meet at additional times at the request of either the Union President or the Superintendent. The report contents and recommendations or Board action on the report or recommendations are not subject to the grievance or arbitration process.

If the above comports with your understandings of our discussions regarding this issue, please so indicate by signing on the line provided for below.

Sincerely,

 2-6-06

John Braglia, President
District 211 Teachers' Union



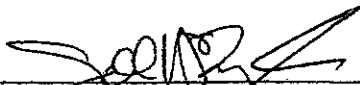
Roger W. Thornton, Superintendent
District 211

4. Remaining Letter

Letter of Agreement on Class Size

The parties agree that, during the second semester of 2007-2008 school year, they will work together to consolidate the present language regarding class size, including: Article XII of the collective bargaining agreement; Arbitrator Nathan's award dated January 27th, 2005; Arbitrator Vernon's award dated July 12, 2007; the Letter of Agreement dated March 19, 1998; and the Letter of Agreement dated February 6, 2006.

The parties agree that the purpose of this consolidation is not to renegotiate or revise the language regarding class size, but to consolidate the language into a revised Article XII, retaining the meaning of the documents referenced above.



John Braglia, District 211 Teachers Union

12/20/07
Date



Roger Thornton, Superintendent, District 211

12/20/07
Date

AGREEMENT ON SPECIAL EDUCATION CONCERNS

The agreement reached regarding special education concerns includes the following:

- Technology will continue to be provided for special education teachers to address the broadened requirements of IDEA.
- Teacher access to the mainframe on two Saturdays each month will continue.
- Administrative review and revision of the district special education teacher assistant job description to reflect the scope of current responsibilities.
- The program to orient new teacher assistants to their roles prior to the beginning of the school year will continue.
- Increase on-going inservice for teacher assistants during the school year. Provide some institute time and time on shortened days for teachers to confer with teacher assistants. Specific proposals should be submitted to principals.
- In months when no shortened day or Institute day is scheduled, the department chair may submit a proposal to meet with teacher assistants before or after school.
- Initiate a course through continuing education designed to attract interest in the role of the teacher assistant and acquainting participants with the role and opportunities for employment.
- Whenever possible, but limited by the availability of substitutes, provide substitute coverage for all special education assistants.
- Special Education teachers may use the second, third, and fourth institutes to address case management responsibilities. Use of institute time for this purpose is subject to approval of the department chair.
- Allow each special education department substitute teacher coverage to address concerns related to case management responsibilities. This substitute coverage will be apportioned on the basis of each case manager's responsibilities. Days of substitute coverage allowed for 2001-2002 will be:

Palatine High School - 24 days
Fremd High School - 12 days
Conant High School - 20 days

Schaumburg High School - 12 days
Hoffman Estates High School - 16 days

- This agreement will be reviewed and updated annually by the Superintendent and Union representative by April 1.

RLH

**District 211 and Local 1211
Term Sheet**

The District 211 Administration and Local 1211 agreed to the following during the negotiations for the psychologists, social workers, occupational therapists, physical therapists and sign language interpreters.

1. The Union and District will work together to create an evaluation procedure and document for each group.
2. A lead position will be created for psychologists and social workers combined. Physical therapists, occupational therapists, and sign language interpreters will be placed with an appropriate special education chair.
3. Psychologists and social workers who take on a summer intern will receive a stipend equal to the amount paid, if any, to the District by the referring higher education institution.
4. Workshop release and reimbursement for these employees will follow the same process and procedures that are followed for teachers.
5. Sign language interpreters, with teacher approval, may leave their assigned classroom prior to the end of the period to perform other professional duties.
6. Psychologists, Social Workers, Occupational Therapists and Physical Therapists who are required to work an excessive amount of time outside of the regular workday may use informal flex time with the approval of their Principal. It is understood that the informal flex time is not pro rata for the excess hours worked and that it is to be used in a professional manner.

For the District 211 Teachers Union



President

For the District 211 Board



Superintendent

April 26, 2006