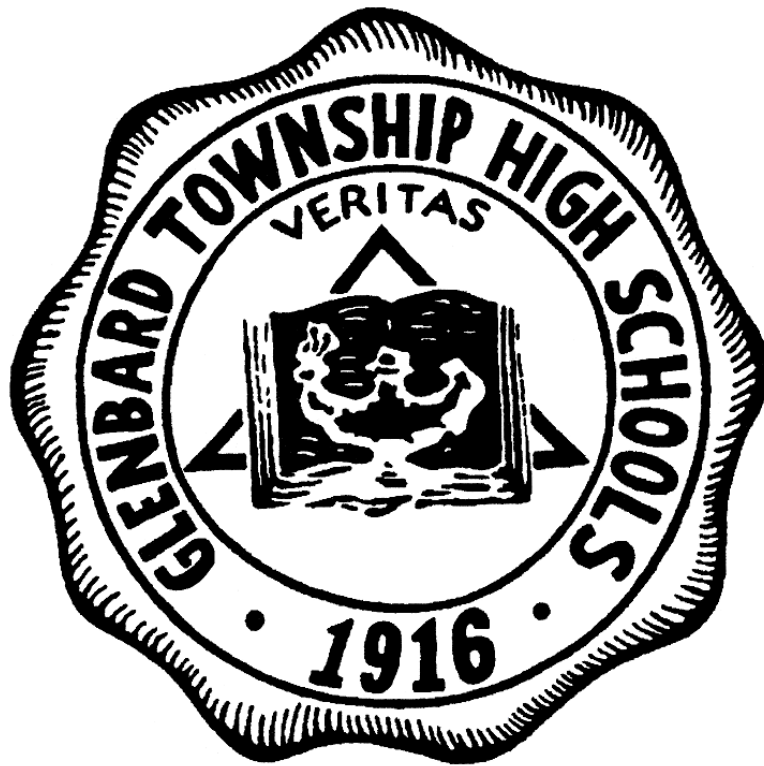


**GLENBARD TOWNSHIP HIGH SCHOOL DISTRICT #87**



# **PROFESSIONAL AGREEMENT**

Between the  
Board of Education, Glenbard Township High School District #87  
and the  
Glenbard Education Association  
February 21, 2017 - and shall continue in effect through June 30, 2020



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## **ARTICLE 1 RECOGNITION**

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The Board of Education recognizes the Glenbard Education Association as the exclusive and sole negotiation agent for contractually certified employees, which includes teachers, nurses, certified guidance and media personnel, of Glenbard Township High School District #87 in matters defined as negotiable, except the following classifications: Superintendent, Assistants to the Superintendent, Building Principals, Assistant Building Principals, Deans, Administrative Assistants, and other non-teaching Administrative personnel. The Board of Education and Glenbard Education Association agree that, while individuals who serve as Department Chairs are included with the Glenbard Education Association for purposes of their traditional teaching duties, that individual's supervisory and administrative duties as a Department Chair are excluded from the jurisdiction of the Glenbard Education Association. A Department Chair's supervisory and administrative duties are those obligations not typically held by a teacher, nurse, certified guidance and media personnel, including but not limited to: teacher class and extracurricular assignments; substitute teacher arrangements; leave of absence request administration; curriculum recommendations and administration; staff evaluations; Instructional Council and Resource supervision obligations; staff supervision; budget creation and administration. The term "teacher" when used in this Agreement shall refer to all employees represented by the Glenbard Education Association in Article 1. Department Chairs do not waive their rights to raise contractual concerns to the GEA arising out of their participation in the above listed supervisory meetings, but they can do so only in their capacity as a teacher. When functioning as a teacher, DCs enjoy the full protection of the collective bargaining agreement.

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## **ARTICLE 2 DEFINITION OF RESPONSIBILITY AND RIGHTS**

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### **2.01 Good Faith Negotiations**

Both parties agree to participate in good faith negotiations through duly designated representatives. Good faith requires a sincere and honest effort to reach Agreement, but it does not require one to compromise principle in order to come to Agreement on any terms or at any price. Good faith negotiations cannot require Agreement, but may necessitate compromise on issues rather than on principles.

### **2.02 Authority**

It is the mutual responsibility of the Board of Education and the Glenbard Education Association to confer upon their respective representatives the necessary power and authority to make proposals, consider proposals and make counter-proposals in the course of negotiations, and to reach tentative Agreement. It is recognized that no final Agreement between the parties may be executed without ratification by the Board of Education and by the Glenbard Education Association.

### **2.03 Rights**

#### **2.03.01 Teacher Organizations Rights**

Teachers shall have the right to form, join and actively participate in all legal functions of teachers' organizations. As members of the Glenbard Education Association, they may participate in professional negotiations with the Board of Education through representatives of their own choosing. Teachers shall also have the right to refrain from any or all such activities.

#### **2.03.02 Board of Education & Glenbard Education Agreement**

The Board of Education and Glenbard Education Association undertake and agree that each will not directly or indirectly discourage or deprive or coerce any teacher in the enjoyment of any rights conferred by the Laws of Illinois or the Constitutions of Illinois and the United States. The Board of Education undertakes and agrees that it

will continue not to discriminate against any teacher with respect to salaries, economic fringe benefits, grievance adjustment, included in this Agreement, by reason of his/her membership in the Glenbard Education Association.

#### **2.04 Communications**

The Glenbard Education Association will be provided with bulletin board space in each Building. The regular Glenbard Township High School District #87 inter-school mail service, the Glenbard Township High School District #87 e-mail system and the teachers' mail boxes shall be made available to the Glenbard Education Association for the purpose of communications. General communications are to be identified by the local Glenbard Education Association and copies of all Glenbard Education Association authorized materials so distributed shall be furnished to the Building Principal. Only Glenbard Education Association officers may authorize and identify these communications.

#### **2.05 Meetings**

The Glenbard Education Association shall have the right to hold general membership meetings on Glenbard Township High School District #87 property, provided that the speakers or that the audience shall not include more than three (3) individuals who are not teachers and provided that such meetings in no way interfere with any aspect of the instructional program, and provided that such meetings entail no additional maintenance or custodial expense. Requests to use school facilities shall be made to the Building Principal or his/her designated representative.

#### **2.06 Public Information**

The Glenbard Education Association shall be furnished all regularly and routinely prepared public information concerning the financial condition of Glenbard Township High School District #87 including annual financial statement and adopted budget. In addition, the Board of Education and the Administration will grant reasonable requests for any other readily available and pertinent information which may be relevant to negotiations. Nothing herein shall require Glenbard Township High School District #87, Building Administrative Staff, or Glenbard Education Association, to research and assemble information. The Glenbard Education Association will furnish copies of any pertinent information as reasonably requested by the Superintendent or by the Board of Education.

#### **2.07 Teacher Performance**

Teacher observation by Supervisors of the work performance of a teacher shall be conducted in a professional manner.

#### **2.08 Human Resource Records**

##### **2.08.01 Personnel File**

A master file of all materials relating to a teacher shall exist at the Glenbard Township High School District #87 Human Resources Office. Copies of such materials may be available in the Building Principal's Office.

##### **2.08.02 Inspection of Personnel File**

All materials placed in the teacher's file and originating with the school system shall be available to the teacher at his/her request for inspection, except as provided in Section 2.08.04, in the presence of the person(s) responsible for keeping the files.

##### **2.08.03 Critical of Performance Documents**

No material critical of the performance of a teacher may be placed in his/her file without first giving a copy to him/her. The teacher shall initial the file copy to show receipt thereof. The teacher shall have the right to answer any material filed, and his/her answer shall be submitted to the Building Principal and forwarded to the

Glenbard Township High School District #87 Human Resources Office, where it shall be attached to all file copies. Any such answer shall be submitted to the Building Principal within ten (10) school days of the receipt by the teacher of the material being answered.

#### 2.08.04 Reference Documents

All references and information originating outside the school system on the basis of confidentiality, and information obtained within the school system in the process of recommending the teacher for employment outside Glenbard Township High School District #87 shall not be subject to this procedure, and therefore, shall not be available for inspection by the teacher.

#### 2.08.05 Teacher Supplied Documents

The teacher shall have the right to place pertinent material in his/her file. This material shall be submitted to the Building Principal, forwarded to the Glenbard Township High School District #87 Human Resources Office, where it shall be placed in the teacher's file.

#### 2.08.06 Miscellaneous Documents

All memos and letters which originate with the school system and which are to have a copy placed in the teacher's file shall so indicate on the document. A copy of any such memo or letter shall be given to the teacher.

#### 2.08.07 Disciplinary Documents

Disciplinary reports, letters of reprimand, or other records of disciplinary action or records of evaluation of performance which are more than four (4) years old shall not be used against the teacher, except to show a pattern of conduct.

#### 2.08.08 Certification Documents

The Glenbard Township High School District #87 District Office must be notified by December 1st of each school year of any new teaching certificates, qualifications, or approvals.

### **2.09 School Property**

The school maintains ownership of any desk and file cabinet assigned to a teacher. The contents are to be respected as property of the teacher, and only in emergency situations will Supervisors exercise the right to open the desk or file cabinet. In case of termination of a teacher, contents of the desk or file cabinet must be held for a period of thirty (30) days during which time an attempt shall be made to contact the teacher.

### **2.10 Educational Environment**

Teachers have academic freedom to raise issues in the educational environment of Glenbard Township High School District #87. Issues raised in the classroom shall be consistent with the established content and objectives of the course, which are appropriate to the various levels of student ability and maturity. Such issues shall be presented in an objective manner. This does not exclude the right and obligation of the Supervisors to question, consult and advise whenever necessary.

### **2.11 Parent-Student Complaints Procedure**

#### 2.11.01 Building Resolution Process

The Building Principal shall attempt to resolve complaints by a parent of a student directed toward a teacher. Before any such complaint is placed in the teacher's file, the complaint shall be investigated by an Administrator who shall attach a statement to the complaint noting the results of the investigation.

2.11.01.A If the complaint is resolved, the Building Principal shall inform the teacher of the complaint and its resolution if the complaint reasonably could be anticipated to affect the teacher-pupil or parent-teacher relationship.

2.11.01.B If the complaint cannot be resolved and, in the judgment of the Building Principal, it is serious, the complaint shall be channeled through the teacher, and no disciplinary action against a teacher shall be initiated by the Administration until a scheduled parent-teacher conference has taken place, except in emergency matters which could result in criminal prosecution or civil complaint. The teacher shall notify the Building Principal in advance of such conference. The teacher or Building Principal may request the presence of members of the Administrative Staff at such conference.

2.11.02 Unresolved Complaints Process

If the parent or the teacher is not satisfied with the results of this conference, or if the parent refuses to have a conference, the following sequence of conferences shall be employed as needed to seek resolution of the problem:

2.11.02.A Parent-teacher-Building Principal,

2.11.02.B Parent-teacher-Superintendent or designee, and

2.11.02.C Parent-teacher-Board of Education.

2.11.03 GEA Representation

The teacher, at his/her request, may request a Glenbard Education Association representative at the conference with the Superintendent and/or the Board of Education. The teacher may not refuse to be present at the initial conference with the parent and/or student, except with the approval of the Building Principal.

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## **ARTICLE 3 MANAGEMENT RIGHTS**

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Except as expressly provided otherwise in this Agreement, the determination and Administration of school policy, the operation and management of the schools, and the direction of employees are vested exclusively in the Board of Education representing the electors of Glenbard Township High School District #87.

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## **ARTICLE 4 NO-STRIKE CLAUSE**

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While the terms of this Agreement are in effect, the Glenbard Education Association, the Board of Education, and any Glenbard Education Association member of the teaching staff shall not participate in picketing, strikes, or lockouts against any Glenbard Township High School District #87 school or Administrative Office of the Board of Education.

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## **ARTICLE 5 NEGOTIATION PROCEDURES**

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### **5.01 Negotiating Representatives**

Each party to negotiations shall select its negotiating representatives provided that the Board of Education shall not select a teacher.

### **5.02 Negotiations Timeline**

Unless both parties agree to an alternate date, negotiations shall begin no later than the first (1st) week of April. If either party chooses to propose changes in the existing contract, such must be presented at the initial negotiating session. In subsequent sessions only items

proposed at the initial meeting can be discussed. The parties shall negotiate in good faith thereafter in an attempt to reach a new Agreement by the Friday before the last scheduled day of the spring semester. If Agreement is not reached by the last scheduled day of the spring semester, negotiations shall be recessed and no negotiations shall be held until August 15th, whereupon the parties shall resume negotiations.

### **5.03 Tentative Agreement**

When the Glenbard Education Association and the Board of Education reach tentative Agreement on all matters being negotiated, they will be reduced to writing and shall be submitted to the membership of the Glenbard Education Association and to the Board of Education for ratification. Upon ratification by both parties, said matters shall become a part of this Agreement and Appendices.

### **5.04 Mediator Costs**

Any costs for the mediator shall be shared equally by the Board of Education and the Glenbard Education Association.

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## **ARTICLE 6 MAINTENANCE OF STANDARDS**

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During the year(s) in which this contract is in effect, all working conditions described in this Professional Agreement will be maintained at not less than the highest minimum standards in effect in Glenbard Township High School District #87 at the time this Agreement is signed.

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## **ARTICLE 7 GRIEVANCE PROCEDURE**

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### **7.01 Definition**

A grievance shall be a claim by the Glenbard Education Association, a teacher or group of teachers that there has been a violation, misinterpretation, or misapplication of any provision of this Agreement.

### **7.02 Basic Principles**

#### **7.02.01 Teacher Rights**

Every teacher covered by this Agreement shall have the right to present grievances in accordance with these procedures.

#### **7.02.02 Discipline/Reprisal Consequences**

A teacher who participates in these grievance procedures shall not be subjected to discipline or reprisal because of such participation. In turn, the Administration or immediate Supervisor should not be subjected to reprisal or harassment as a result of a grievance decision or hearing.

#### **7.02.03 Hearing & Conference Scheduling**

Hearings and conferences under this procedure shall be conducted at a time and place which will afford a fair and reasonable opportunity for all persons, including witnesses, requested to be present. Hearings and conferences will be held, insofar as possible, after regular school hours or during non-teaching time of personnel involved. When the Administration chooses to hold such hearings and conferences during school hours, all employees whose presence is required, shall be excused, with pay, for that purpose. Investigation or processing of any grievance by the grieving teacher shall be conducted so as to result in no interference with or interruption whatsoever of the instructional program.

#### **7.02.04 Failure to Follow Time Limits**

The failure of either party to act within the prescribed time limits shall be interpreted as concession and forfeiture of the case to the opposing party without prejudice.

7.02.05 Grieving Teacher Attendance

The grieving teacher shall be present at every grievance hearing. Illness, other incapacity, or professional absence of either party shall be grounds for any necessary extension of grievance procedure time limits.

7.02.06 Class Grievance/District Administrator Grievance Procedure

Class grievances involving one (1) or more teachers or one (1) or more Supervisors, and grievances involving an Administrator above the Building level may be initially filed by the Glenbard Education Association at Step Three (3).

7.02.07 Teacher Representation During Grievance

The Board of Education acknowledges the right of the Glenbard Education Association's grievance representatives to participate in the processing of a grievance after Step One (1) when requested by the teacher, and no teacher shall be required to discuss any grievance if a Glenbard Education Association's representative is not present as requested.

7.02.08 GEA Observation Rights

When a teacher is not represented by the Glenbard Education Association, the Glenbard Education Association may be present as an observer at all hearings after Step One (1) and shall receive copies of the grievance and decisions.

7.02.09 Document Filing Procedure

All documents, communications, and records dealing with the processing of a grievance shall be filed in the Office of the Superintendent separately from the personnel files of the participant.

7.02.10 Grievance Withdrawal

A grievance may be withdrawn at any level.

7.02.11 Time Limits

All time limits shall consist of school days, except that when a grievance is submitted less than ten (10) days before the close of the current school term, time limits shall consist of all weekdays in order that the matters may be resolved before the close of the school term or as soon thereafter as possible. School days for the purpose of the grievance procedure shall mean teacher employment days.

7.02.12 Teacher Rights Under State & Federal Constitution & Laws

Nothing contained herein shall deny to any teacher his/her rights under State or Federal Constitution and Laws.

**7.03 Procedure**

7.03.01 Step One (1)

The parties hereto acknowledge that it is most desirable for a teacher and his/her immediately involved Supervisor to resolve problems through free and informal discussion. Thus, an attempt shall be made to resolve any grievance between grievant and his/her immediate Supervisor of the activity involved. If at any time the grievance is resolved, such resolution shall not be inconsistent with the terms of this Agreement and the Glenbard Education Association will be afforded the opportunity to be present when the resolution is presented.

7.03.02 Step Two (2)

7.03.02.A If a grievance cannot be resolved at the first (1<sup>st</sup>) step, the teacher may present the grievance in writing to the Supervisor involved who shall



arrange a meeting that shall take place with the Building Principal within five (5) days after receipt of the grievance. The grieving teacher and the immediate Supervisor involved shall be present at the meeting. When requested by the teacher, a member of the Glenbard Education Association may represent the teacher to assist in the resolution of the grievance.

7.03.02.B The "Statement of Grievance" shall name the teacher involved, shall state the facts giving rise to the grievance, shall identify by appropriate reference all the provisions of this Agreement alleged to be violated, shall state the contention of the teacher with respect to those provisions, and shall indicate the specific relief requested. Copies of the "Statement of Grievance" shall be forwarded to the Office of the Superintendent and to the Glenbard Education Association President.

7.03.02.C The filing of any grievance must be within thirty (30) days after the grievant had knowledge or should have had knowledge of the asserted violation of the Agreement giving rise to the grievance.

7.03.02.D Within five (5) days after the meeting, the Building Principal shall communicate his/her answer, including reasons, in writing to the grievant. Copies of the answer shall be forwarded to the Office of the Superintendent and to the Glenbard Education Association President.

#### 7.03.03 Step Three (3)

7.03.03.A If the grievance is not resolved to the satisfaction of the aggrieved at the second (2<sup>nd</sup>) step, the aggrieved may file an appeal to the Superintendent within five (5) days of receipt of the Building Principal's decision.

7.03.03.B Within ten (10) days of receiving the appeal, the Superintendent shall arrange and hold a meeting between those present at the previous step and the Superintendent or his/her designee in an attempt to resolve the grievance.

7.03.03.C Within five (5) days of said meeting, the Superintendent shall file a written decision, including reasons, on the grievance and communicate it to the aggrieved, the Building Principal, and the Glenbard Education Association President.

#### 7.03.04 Step Four (4)

7.03.04.A Within the (10) days after the decision of the Superintendent, an appeal of his/her decision may be made to the Board of Education. It shall be in writing and accompanied by a copy of all previous decisions made at Steps One (1), Two (2), and Three (3).

7.03.04.B Within fifteen (15) days after receiving the appeal, the Board of Education shall hold a hearing on the grievance at a meeting open to the public at the request of either party.

7.03.04.C Within five (5) days of the hearing, the Board of Education shall communicate to the Glenbard Education Association and the aggrieved its decision, in a written statement which shall include reasons for its decision.

#### 7.03.05 Step Five (5)

7.03.05.A If the grievance is not settled at Step Four (4), the Glenbard Education Association (but not the teacher) may submit the grievance to binding

arbitration under the Voluntary Labor Arbitration Rules of the American Arbitration Association (AAA), which shall act as the Administrator of the proceedings, provided there is an Illinois statute obligating the Board of Education to make binding arbitration the terminal step of any grievance procedure. If the request for arbitration is not filed within thirty (30) days of the Board of Education's decision, the grievance shall be deemed withdrawn.

- 7.03.05.B Each party shall bear the full costs for its representation in the arbitration. The cost of the arbitrator and the AAA shall be divided equally between the parties.
- 7.03.05.C If either party requests a transcript of the proceedings, that party shall bear full costs for the transcript. If both parties order a transcript, the cost of the two (2) transcripts shall be divided equally between the parties.
- 7.03.05.D Powers of the Arbitrator: It shall be the function of the arbitrator – and he/she shall be empowered, except as his/her powers are limited by law, after due investigation – to make a recommendation in cases of alleged violations of the specific Articles and Sections of this Agreement.
  - 7.03.05.D.1 Neither the Board of Education nor the Glenbard Education Association shall be permitted to assert any grounds or evidence before the arbitrator which was not previously disclosed to the other party.
  - 7.03.05.D.2 The arbitrator shall have no power to alter or add to the terms of this Agreement. His/her authority shall be strictly limited to deciding only the issue presented to him/her in writing by the Board of Education, the Glenbard Education Association, or the grievant.

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## **ARTICLE 8      CONDITIONS OF EMPLOYMENT**

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### **8.01    Vacancies, Transfers and Promotions**

#### 8.01.01    Assignment of Teachers

The assignment of teachers to positions in the schools and departments of Glenbard Township High School District #87 shall be made by the Superintendent, assisted by his/her Administrative Staff and Building Principals.

#### 8.01.02    Vacancies

All vacancies in Administrative, Supervisory or Teaching positions caused by death, retirement, discharge, resignation, or by the creation of a new Administrative or Supervisory position shall be publicized to teachers and applications solicited pursuant to the following procedure:

- 8.01.02.A Such vacancies shall be publicized to the faculty by posting on the District's website at the District-wide site, the East, West, North, and South school sites and the GEA President or his/her designee for posting on the GEA website within one (1) week after the vacancy has been acted upon by the Board of Education, and at least ten (10) days in advance of the date of filling such vacancy. Notice of this vacancy may be withheld upon the request of the resigning Administrative, Supervisory or Teaching employee until the Board of Education has

accepted the resignation. Online postings shall be archived on the District's websites for at least one year after the position has been filled.

- 8.01.02.B Said notice of vacancy shall set forth the qualifications of the job and the salary range thereof.
- 8.01.02.C Teachers who desire to apply for such vacancies shall file their applications in writing with the Superintendent within the time limits specified in the notice.
- 8.01.02.D Vacancies shall be filled on the basis of qualifications, merit and ability, and relevant experience of the applicant without discrimination with respect to sex, race or creed.
- 8.01.02.E If any vacancies occur after the close of the regular school year and before the opening of the next regular school year, notice of any vacancies will be mailed to teachers who provide a self-addressed envelope(s) to the Building Principal prior to final teacher checkout for the purpose of receiving such notification.

#### 8.01.03 Transfer of Teachers

Transfer of teachers from one Building to another shall be made by the Superintendent assisted by his/her Administrative Staff and Building Principals.

- 8.01.03.A Requests for transfer shall be made in writing to the Superintendent by the teacher on or before February 1st. Such requests shall indicate the transfer desired. Such requests represent consent only to transfer to the specific Building and subject area requested. Request for transfer must be made each year.
- 8.01.03.B The Superintendent will give consideration to the preference requested but may deny transfer if, in his/her opinion, it is in the best interest of Glenbard Township High School District #87. The reason for the denial will be made known to the applicant.
- 8.01.03.C The parties recognize that in order to meet the staffing needs of Glenbard Township High School District #87, it may be necessary to transfer a teacher involuntarily. No involuntary transfer shall be made without immediate notification to the teacher and he/she shall be released from his/her employment contract by the Board of Education if he/she so requests. If the teacher accepts involuntary transfer and requests, as defined in Section 8.01.03.A, transfer in following year, he/she shall receive priority consideration for future vacancies. If Glenbard Township High School District #87 decides that an involuntary transfer is necessary, then:
  - 8.01.03.C.1 The Building Principal of the Building from which the transfer is to occur shall ask for volunteers from the department affected.
  - 8.01.03.C.2 The Building Principal shall transfer a volunteer who meets the needs of Glenbard Township High School District #87 or if there is more than one (1) volunteer; the volunteer who best meets the needs as evidenced by his/her qualifications, merit and ability, and relevant experience.
  - 8.01.03.C.3 If there are no volunteers, the Building Principal shall select the teacher to transfer, based on the needs of Glenbard Township High School District #87, where the

teacher's ability to fill those needs as evidenced by his/her evaluations, certificates, qualifications, merit and ability, relevant experience, degrees, major and minor fields of study, subjects taught, areas of responsibility, extracurricular activities and/or similar criteria. If all other factors between teachers are equal, the least senior shall be chosen.

8.01.03.D Vacancies shall be filled from the present staff whenever possible if, in the judgment of the Superintendent, it is in the best educational interest of Glenbard Township High School District #87.

#### 8.01.04 Schedule B Vacancies

All classroom instructional vacancies and extracurricular vacancies (as listed in Appendix B) known by the Board of Education on April 1st for the following school term shall be publicized to teachers sixty (60) days prior to the end of the current school term and applications solicited. All vacancies, including those which occur after the initial posting, shall be publicized to teachers by posting on the District's website at the District-wide site, the East, West, North and South school sites and the GEA President or his/her designee for posting on the GEA website for a minimum of ten (10) working days. Notice of a vacancy may be withheld upon request of a resigning teacher until the Board of Education/Administrator has officially accepted the resignation. Also, a notice shall be posted at least sixty (60) days prior to the end of the school term requesting individuals to advise the Building Principal of their desire to be considered for appointment to any extracurricular position for the following school term.

8.01.04.A Said notice of vacancy shall set forth the qualifications necessary for the vacancy.

8.01.04.B Teachers who desire to apply for such vacancies shall file their applications in writing with the Building Principal within ten (10) days of posting.

8.01.04.C Classroom Instructional Vacancies and Extracurricular Vacancies (as listed in Appendix B), which occur on or after August 1st through September 10th for 1st semester or on or after January 1st through January 20th for 2nd semester shall be posted on the Glenbard Township High School District #87 website for two (2) work days and may be filled after this two (2) day posting period.

8.01.04.D Vacancies shall be filled on the basis of qualifications, merit and ability, and relevant experience of the applicant without discrimination with respect to sex, race or creed.

8.01.04.E The Superintendent will give consideration to the preference requested but may deny transfer if, in his/her opinion, it is in the best interest of Glenbard Township High School District #87. The reason for the denial will be made known to the applicant.

## 8.02 Responsibilities & Duties of Teachers

### 8.02.01 Teacher Responsibilities

Each teacher shall be under the general direction of the Superintendent and immediately responsible to the Building Principal for carrying out the policies of the Board of Education as they relate to the school system, to the school, to the classroom, and to the immediate contact with students and parents. The teacher's specific responsibility shall be:

- 8.02.01.A To provide guidance to the student which will promote his/her welfare and his/her proper educational development.
- 8.02.01.B To monitor student progress and use data-based decisions regarding student response to instruction and intervention.
- 8.02.01.C To use assessments to screen, diagnose and progress monitor student response to instruction.
- 8.02.01.D To direct and evaluate the learning experiences of the students, and to encourage and motivate the students in their learning.
- 8.02.01.E To be responsible for student accounting.
- 8.02.01.F To keep parents informed of student progress and/or difficulties.
- 8.02.01.G To engage in planning through cooperation with the Administrative Staff the continuous improvement of the curriculum, instruction, and evaluation of the school program.
- 8.02.01.H To attend faculty meetings, department meetings, and institutes during the normal school year. Other in-service educational programs of Glenbard Township High School District #87 shall be optional for teachers, except additional workshops may be required for teachers during their first year of employment.
- 8.02.01.I Teachers newly hired to Glenbard Township High School District #87 for the next school year will be required to participate in four (4) induction days.
- 8.02.01.J To provide for the care and protection of school property.
- 8.02.01.K To maintain cordial working relationships with colleagues.
- 8.02.01.L To participate in professional organizations, professional study committees, and attend professional meetings.
- 8.02.01.M To perform other educational duties as designated in Section 8.02.02 and 8.02.03.

8.02.02 Professional Learning Communities

- 8.02.02.A Improving the academic performance of students is continuous job-embedded learning for teachers in a collaborative structure or a Professional Learning Community (PLC). Teachers will participate in PLCs and develop an interdependent culture focused on learning, collaboration and results. These collaborative teams also will use data, professional experience and best practice to ensure the success of all students.
  - 8.02.02.A.1 PLCs will operate under the fundamental assumption that it is critical to maintain a culture of continuous improvement as well as an open and transparent team environment. The Board of Education will ensure that teachers are given an opportunity to collaborate within the traditional school schedule.
  - 8.02.02.A.2 Results rather than intentions drive the work of the PLC. Feedback on the effectiveness of implementation and results are expected by each PLC. Evaluation, guidance and support of the program will occur through consultation and collaboration with the District Wide Leadership Team, GEA and the administration. The GEA

representatives will be designated by the GEA Executive Board.

- 8.02.02.A.3 PLCs will focus on Four Critical Questions
  - 8.02.02.A.3.a What do students need to know and be able to do?
  - 8.02.02.A.3.b How will we know when they have learned it?
  - 8.02.02.A.3.c What will we do when they haven't learned it?
  - 8.02.02.A.3.d What will we do when they already know it?
- 8.02.02.A.4 Support and training are important aspects of successful PLCs. The Board is committed to providing these resources.

### 8.02.03 Resource Period

- 8.02.03.A The resource period offers opportunities for both students and teachers to create a more complete educational intervention for students with failing grades. The resource period will provide the time for teachers to meet the specific needs of the Glenbard student. It will also provide time for teachers to work on Response to Intervention (RtI), Professional Learning Communities (PLC), Mastery Manager and other key instructional items. All teachers will be scheduled for two (2) periods of resource duty each week with students.
  - 8.02.03.A.1 The resource period is primarily a time for students to interact with teachers on an informal basis.
  - 8.02.03.A.2 Teachers and department chairs will collaborate to determine specific locations and days for resource period assignments.
  - 8.02.03.A.3 Teacher availability and location by period will be provided to all staff in order to keep students informed about resource assignments.
  - 8.02.03.A.4 Administration will provide weekly lists of students with failing grades and their study hall assignments for the teaching staff.
  - 8.02.03.A.5 Teachers will identify which students will attend resource. The administration will schedule the students into resource in an equitable manner. Failing students will be systematically sent to all available resource rooms in any given period and all resource teachers will share equally the student workload.
  - 8.02.03.A.6 Daily attendance will be kept and student progress will be monitored.
  - 8.02.03.A.7 The resource period shall not be considered as another preparation for the teacher. Administration will assign students to the resource room. Teachers will work with three (3) students. A teacher may voluntarily agree to

assist additional students. The Principal will initiate such requests through the GEA Building Chair.

8.02.03.B Appropriate activities for the student contact resource periods (direct student involvement) include:

8.02.03.B.1 Student make-up work

8.02.03.B.2 Tutorial work

8.02.03.B.3 Student – teacher conferences

8.02.03.B.4 Extra lab work

8.02.03.C A Resource Committee comprised of administrative and GEA representatives will monitor the resource program regularly. Evaluation, guidance and support for the program will occur through consultation and collaboration with the GEA and administration. Changes may be considered only when recommended by the Resource Committee and approved by the Board of Education and the GEA, except as may be required by law.

### **8.03 Work Schedule & Teaching Assignment**

#### **8.03.01 Daily Full-Time Teaching Assignment**

The daily full-time teaching assignment in a Glenbard Township High School District #87 high school will be a maximum of five (5) student teaching periods/two hundred forty-one (241) minutes and a minimum of one (1) preparation period and one (1) resource period. The preparation period and resource period each shall be no less than a full class period in length. No teacher shall be assigned to teach more than three (3) consecutive classes or be assigned a split preparation period for two (2) consecutive years without consultation with, and approval of, the teacher involved for the second (2nd) year. A teacher who is assigned to two (2) attendance centers shall be provided adequate daily travel time other than his/her preparation period. Any allegation that there has not been provided adequate travel time to any said teacher shall be resolved by the Superintendent or his designee.

#### **8.03.02 2013/2014 School Day**

Beginning in the 2013/2014 school year and forward; the school day schedule will add twenty-three (23) minutes to each lunch period. The schedule will consist of seven (7) forty-eight (48) minute periods and one (1) forty nine (49) minute period. The schedule is in Appendix H.

8.03.02.A Teacher school day will start ten (10) minutes before the first (1<sup>st</sup>) period and end five (5) minutes after the last period.

8.03.02.B An intervention for students with failing grades will be scheduled during each lunch period. Support staff will supervise the intervention.

#### **8.03.03 Energy Emergency Days**

If the State Superintendent of Education mandates an energy emergency as set forth in the Illinois School Code, teachers will not be required to make up classroom contact time, preparation time, resource period or daily one-half (½) period assignment time lost due to abbreviated schedules used during the emergency period, except to the extent the daily schedules have been lengthened as a result thereof.

#### 8.03.04 Lunch Period

All teachers whose duties require attendance at a school for four (4) or more clock hours shall be entitled to a duty-free lunch period not less than thirty (30) minutes in length. Beginning in the 2013/2014 school year and forward; the duty-free lunch period will increase to forty-eight (48) minutes in length.

#### 8.03.05 Principal Determined Daily Assignments

The Board of Education and the Glenbard Education Association agree that teachers will assume the responsibility for a one-half ( $\frac{1}{2}$ ) period daily assignment as determined by the Building Principal. This assignment may include, but not be limited to, the following: supervision; preparation; student conferences; club sponsorship; participation on curriculum, personnel, in-service, or other professional studies committees necessary to the educational program of Glenbard Township High School District #87. This assignment may not include supervision of the cafeteria during student lunch periods. On a voluntary basis, instead of being assigned a Supervisory post during the twenty five (25) minute time before or after school, at the request of the tenured teacher and upon the approval of the Building Principal, a tenured teacher could have a twenty five (25) minute assignment during his/her Resource Period. The Building Principal will determine appropriate Resource Period assignment needs.

#### 8.03.06 Course Preparations

No teacher shall be required to take more than three (3) different preparations per semester without notification and consultation with the teacher before the previous semester ends. If a teacher is assigned more than three (3) preparations, upon request, the teacher may be assigned as a resource teacher for that teacher's one-half ( $\frac{1}{2}$ ) period daily Supervisory assignment.

#### 8.03.07 Extra Teaching Assignments

If a teacher shall teach more than the normal teaching assignment, the teacher shall receive additional compensation as follows:

8.03.07.A One (1) additional class for a semester; ten percent (10%) of the teacher's base salary.

8.03.07.B One (1) additional class for a school term; twenty percent (20%) of the teacher's base salary.

#### 8.03.08 Teacher Availability to Students

All teachers shall be available to the students ten (10) minutes prior to and five (5) minutes subsequent to the teacher's class schedule.

#### 8.03.09 Extracurricular Duty Assignments

The Glenbard Education Association and the Board of Education agree that the assignments beyond regular classroom duties and departmental service are essential to the successful operation of a total school program. Individuals will be sought for these extracurricular duties. If there is no volunteer for any one (1) of these necessary duties, teachers on a rotating basis will be appointed by the Building Principal or his/her designee to fill the position.

#### 8.03.10 Preparation Period

During the preparation period, a teacher will have no other assignment except in an emergency situation. It is recognized that the preparation period is a scheduled part of the teacher's work day and the teacher is expected to be in his/her respective



Building. If the teacher must leave the Building during his/her preparation and/or lunch period, he/she must notify the Building switchboard operator.

#### 8.03.11 Class Size Limits

The Board of Education agrees to observe reasonable class size limits subject to space availability, budgetary limitations, and availability of teachers or necessary funds. Classes of the same subject in a given Building during the same period should be of substantially the same size. All decisions on class size will be made in the best interests of pupils, teachers, and community-at-large.

8.03.11.A The Guidelines, Department Class Size, February, 1989, as adopted by the Board of Education will not be changed in any way which affects the work load of teachers without prior consultation with the Glenbard Education Association. Effective October 1st, and February 15th, of any year, any teacher may request in writing relief from his or her Building Principal, if on either of those dates, or thereafter until the end of the semester, the Superintendent had determined that:

8.03.11.A.1 It was necessary to exceed said Guidelines, and

8.03.11.A.2 As a result thereof, the teacher affected has had a substantial increase in student load, and

8.03.11.A.3 The teacher affected has not been afforded relief from said increase.

8.03.11.B The Building Principal, in consultation with the Superintendent, shall attempt to afford relief to said teacher within the Board of Education's then current ability to do so, such as by providing the assistance of a special education aide; relief from Supervisory duties; creation of additional possible relief in the event the above relief does not resolve the teacher's request.

8.03.11.C In addition, the Board of Education shall create up to thirty two (32) additional semester sections per year to be available as additional possible relief. These sections may be used to provide relief in classes where student load is at the maximum in available sections or in instances where an unavoidable imbalance has resulted in excessive teacher load.

8.03.11.C.1 The teacher shall present his/her showing of need for an additional section to the Building Principal. If the Building Principal denies said request, his/her decision may be appealed within five (5) school days to the Superintendent or designee for his/her final decision. The Superintendent will issue a decision within ten (10) school days of the appeal.

8.03.11.C.2 However, the final decisions in connection with the interpretation of this Section shall be within the discretion of the Board of Education and claimed violations of this Section shall be subject only to the first four (4) steps of Article 7, Grievance Procedure.

8.03.11.C.3 The Superintendent shall notify the Glenbard Education Association of the creation of any relief section granted and shall provide the reasons for doing so. He/she shall also report to the Glenbard Education Association any

denials of such relief and shall provide the reasons for doing so.

8.03.12 Teacher Assignment Notification

Each teacher will be able to review in the student management database his/her first (1st) semester class assignments prior to the last day of school. In general, the class and extracurricular assignments of any teacher in Glenbard Township High School District #87 will not be altered after the last day of school in June, except in the case of emergencies caused by resignation, illness, death, or course enrollment fluctuations. In such cases when it becomes necessary to change these assignments, the Building Principal and/or Department Chair will consult with any teacher involved. If this contact is not possible, the teacher will be notified by certified mail, using the teacher's summer mailing address. Notifications will also be sent to the Building Glenbard Education Association President.

8.03.13 Teacher's Preparation Period

A teacher's preparation period is considered to be a part of the normal school workday, and as such, a teacher should be able to devote this time to lesson preparation, professional conferences and other functions leading to more effective teaching. Therefore, no regularly assigned teacher shall be used as a substitute teacher unless it is a scheduled part of the total teaching hours, except when a failure of a substitute to arrive on schedule or the inability of the Administration to secure a substitute occurs. In such cases when a regular teacher has been assigned to substitute during a preparation period, the teacher shall be compensated as specified in Appendix A. Each teacher will substitute during his/her preparation period on the first two (2) occasions requested without compensation.

8.03.14 Evening Meetings

8.03.14.A Each Building will have a Parents' Open House evening meeting during the first (1st) semester of the school year.

8.03.14.B When all teachers in a particular Building are required to return to the Building for an evening meeting, release time will be granted. The Building Administration, with input from the teachers, will choose a method for teacher release time from the following options:

8.03.14.B.1 Option One (1) - There will be an early dismissal of students after five (5) instructional clock hours and release time will be granted on the same day as the evening meeting.

8.03.14.B.2 Option Two (2) - On another day during the same week as the evening meeting, there will be an early dismissal of students after five (5) instructional clock hours and release time will be granted. There will not be an early dismissal of students or release time granted on the day of the evening meeting.

8.03.14.B.3 Option Three (3) - A late arrival day for students and teachers will be scheduled for the day after the evening meeting. There will not be an early dismissal of students or release time granted on the day of the evening meeting. There will be five (5) clock hours of instruction on the day of the late arrival.

8.03.14.C No teacher shall be required to attend an evening meeting called by the Administration on any day preceding a school holiday or school recess.

#### 8.03.15 Driver Education Instruction

Teachers who are assigned by the Building Principal for instruction in driver education beyond the normal working hours for teachers shall be compensated as specified in Appendix A.

#### **8.04 Suspension**

No teacher shall be suspended without just cause.

#### **8.05 Supervision**

##### 8.05.01 Student Teachers

8.05.01.A No teacher will be required to accept the responsibility of supervising student teachers; it is believed that professionally interested teachers will volunteer to do so from time to time.

8.05.01.B No more than one (1) full-time student teacher or two (2) part-time student teachers will be the responsibility of any teacher in one (1) school year.

8.05.01.C Applications for the supervision and training of student teachers will be accepted if, in the judgment of the Superintendent, such supervision and training will not be detrimental to Glenbard Township High School District #87's educational program. Glenbard Township High School District #87 will accept qualified student teachers without regard to race, color, creed, national origin, or sex.

8.05.01.D Any payments or tuition waivers accruing for the services of the supervising teacher shall be paid or assigned to that teacher.

##### 8.05.02 Part-Time Teachers

8.05.02.A Part-time teachers will be hired as needed with the approval of the Board of Education. Recommendations for this employment will only be made when it is deemed to be in the best interest, educationally, for Glenbard Township High School District #87.

8.05.02.B Group insurance programs and other economic fringe benefits shall apply only to teachers who are employed no less than a fifty five percent (55%) multiplier for part-time employees. If a teacher drops below the fifty five percent (55%) multiplier for the second (2nd) semester, group insurance programs and economic fringe benefits shall continue to apply during the second (2nd) semester.

8.05.02.C The following schedule will be used to determine salary multiplier.

<b>Multiplier</b>	<b>Classes-Prep Periods</b>	<b># Periods at School</b>
12.5%	1 Class	1
20.0%	2 Classes	2
30.0%	3 Classes	3
32.5%	3 Classes + Preparation	4
35.0%	3 Classes + Resource	4
37.5%	3 Classes + Preparation + Resource	5
42.5%	4 Classes + Preparation	5
45.0%	4 Classes + Resource	5
47.5%	4 Classes + Preparation + Resource	6

8.05.02.D Part-time teachers hired to teach a year-long, two (2) semesters, course or courses shall be offered two (2) consecutive one (1)-semester contracts at the time of their employment, provided that the second (2nd) consecutive semester contract may be made contingent upon necessary student enrollment.

8.05.02.E The parties agree that by amending Section 8.05.02, there is no intent by the Board of Education to give tenure to part-time teachers and no admission by the Glenbard Education Association that the Board of Education may refuse to give tenure to part-time teachers

8.05.02.F All part-time staff must report a minimum of fifteen (15) minutes prior to their first instructional period and be available fifteen (15) minutes after their last instructional period.

#### 8.05.03 Summer School Employment

8.05.03.A Summer school employment is recognized as separate and independent from the one hundred and eighty five (185) day regular school term.

8.05.03.B Priority for employment shall be given to Glenbard Township High School District #87 teachers when the applicants have equal qualifications and ability in the judgment of the Administration. Qualifications shall be based upon educational training and teaching experience in the subject area. Teacher selection for summer school courses shall be made by the Superintendent based upon the recommendations of the Department Chair after consultation with department members.

8.05.03.C Interested District 87 teachers must submit their applications for Summer School by May 1st at 4:00 p.m. Glenbard teachers will be considered first to fill any summer school teacher vacancy. Any District 87 teacher applications submitted after May 1st will be considered but summer school positions will be filled based upon the available applicants.

8.05.03.D Summer school teaching compensation shall be as specified in Appendix A.

8.05.03.E The Board of Education shall grant teachers sick leave during the summer session in the amount of two (2) days at full pay. Interpretation of sick leave will be the same as defined for the regular school term, with the exception of accumulation of sick leave days.

8.05.03.F The Board of Education shall notify the Glenbard Education Association prior to its elimination of the summer school program and shall give the Glenbard Education Association, upon request, an opportunity to discuss with the Board of Education alternatives to the elimination of the program.

8.05.04 Summer Curriculum

8.05.04.A The summer curriculum project salary schedule for all teachers shall be as specified in Appendix A.

8.05.04.B Any teacher applying for a summer curriculum project shall receive notice of action taken on the application by May 20th of each school year.

8.05.04.C The Building Principal or designee will determine where teacher will perform summer curriculum work.

**8.06 Retirement Plans**

8.06.01 Early Retirement Plan

8.06.01.A Prior to reaching age sixty (60), teachers may elect to participate in the Early Retirement Plan. The Board of Education may limit the number of teachers retiring under the Teachers' Retirement System's Early Retirement Option to 10% of ERO eligible teachers. If there are more than 10% of ERO eligible teachers who wish to retire under the ERO, the opportunity to retire will be awarded to teachers with the greatest total continuous years of service in Glenbard Township High School District #87. For the purposes of determining ERO eligibility, sabbatical leaves and medical leaves shall be counted in determining years of employment but other leaves shall not be counted. To be eligible, an individual must have completed at least ten (10) consecutive years of teaching full-time or part-time in District #87 immediately preceding his/her retirement under the provisions of the Illinois Teachers' Retirement Act, the Teachers' Retirement System and this section.

8.06.01.B There may be instances where teachers under the age of 60 have sufficient years of service credit in TRS to retire without an ERO penalty. In these instances and, conditioned upon there being no Board penalty of any kind, the Board agrees to allow these teachers the retirement benefits of the Professional Agreement. Further, the Board agrees not to count these teachers as part of the 10% limitation.

8.06.01.C Should this Early Retirement Plan be terminated, individuals already on the Early Retirement Plan and those who, during the year, have been approved for the Plan will be allowed to continue despite the termination of the Plan with respect to all other individuals.

8.06.01.D Should the requirements for retirement as established by the Illinois Legislature and/or Board of the Illinois Teachers' Retirement System change to allow for full retirement benefits without discount as early as age fifty-five (55), Section 8.06 of the Agreement shall be deleted.

8.06.01.E If a teacher retires under the state's ERO program, he/she will have options based on whether a penalty incurs. If no penalty incurs, the

teacher may participate in the District's group insurance programs as delineated in 8.06.02. If a teacher retires under the state's ERO program and a penalty incurs, the teachers may, at his/her option receive the 6% severance increases as described in 8.06.03.A.1 or participate in the District's group insurance programs as delineated in 8.06.02.

- 8.06.01.F Calculation of part-time teaching used toward the ten (10) year eligibility will be as follows:
  - 8.06.01.F.1 Only time served on a teaching contract initially approved by the School Board of Education on or before the first (1st) day of teacher attendance for that school year. Substitute or non-contractual teaching will not be counted.
  - 8.06.01.F.2 All part-time, full-year teaching that is substantiated by a contract in the School District's files counted as one-third (1/3) of an equivalent year.
  - 8.06.01.F.3 Part-year teaching whether on a full-time or part-time schedule will not be counted towards the ten (10) consecutive eligibility years. Starting to teach after the first (1st) teacher attendance day of the school year or failing to teach through the last attendance day of the school year is part-year teaching.
- 8.06.01.G July 1st through June 30th shall be considered to be the Early Retirement Plan year.
- 8.06.01.H Individuals desiring to participate in the Plan shall complete the Irrevocable Notice of Retirement Application which must be completed in the Human Resources Office between April 1st and June 1st with appropriate notice. Those applicants who were approved for early retirement shall be bound by their decision to participate in the Plan. All retirements end at the completion of a semester or at the completion of the school year.
- 8.06.01.I Individuals desiring to retire at the end of first (1st) semester during their final year of employment, under the Early Retirement Plan, shall have completed the Irrevocable Notice of Retirement Application between April 1st and June 1st. Individuals who retire at the end of the first (1st) semester are required to give 1 1/2, 2 1/2 or 3 1/2 years of notice as appropriate.

#### 8.06.02 Retiree Insurance

Teachers who submit their Irrevocable Notice of Retirement shall not have the option of continuing coverage on the District 87 group insurance programs. They will only have the option of participating in the State of Illinois Teachers' Retirement Insurance Program (TRIP)/Teachers' Choice Health Plan (THCP) instead of participating in the Glenbard Township High School District #87 Group Insurance Program. For retirees who elect to participate in TRIP/TCHP Insurance the Board of Education shall pay the full cost of the TRIP/TCHP Insurance program for the retired teacher and half of the cost of the same program for the eligible dependents of the retired teacher until the individual becomes eligible for Medicare.

- 8.06.02.A If the State of Illinois TRIP/TCHP program ceases to exist and no comparable plan replaces it, retirees will go back to the district insurance plan.

8.06.03 Regular Retirement Plan

8.06.03.A To be eligible, an individual must have completed at least ten (10) consecutive years of teaching full-time or part-time in Glenbard Township High School District #87 immediately preceding his/her retirement under the provisions of the Illinois Teachers' Retirement Act, the Teachers' Retirement System and this section. The individual must also have 35 years in Teachers' Retirement System or be 60 years old within six months of the last day of school so that there is no retirement penalty for the Board.

8.06.03.A.1 Retirement Benefit: An eligible teacher who submits a timely letter of resignation will be paid a salary increase in each of his/her last year(s) of service equal to but never to exceed six percent (6%) of the amount otherwise due and owing to the teacher above the previous year's TRS creditable earnings (defined as all compensation paid to the teacher, including payment of extracurricular activities, stipends and retirement benefits), inclusive of step and lane movement, for a maximum of four (4) years prior to retirement, as the case may be. To be eligible for continued payment for extracurricular activities or stipends during this period, the teacher must continue to work such activity or stipend.

8.06.03.A.2 Limitations on Participation: The District will not, under any circumstances, be responsible for any employee penalties or costs associated with retirement benefits granted under this Agreement. The parties agree that if legislation is enacted or administrative rules adopted during the life of this agreement that adversely affects the Board's obligations or employee rights under any of the benefits set forth in this Article, then the provisions relating to such benefits are null and void, and the parties agree to meet within thirty days of the passage of the legislation to renegotiate the provision and the impact on any and all employees. The parties further agree that if legislation is enacted or administrative rules adopted during the life of this agreement to amend Section 16-158(f) of the Illinois Pension Code [40 ILCS 5/16-158(f)] (i.e., "6% penalty" provision), the parties agree to meet within thirty (30) days of the passage of the legislation to negotiate the impact of such legislation.

8.06.03.A.3 Calculation of part-time teaching used toward the ten (10) year eligibility will be as follows:

8.06.03.A.3.a Only time served on a teaching contract initially approved by the School Board of Education on or before the first (1st) day of teacher attendance for that school year. Substitute and/or non-contractual teaching will not be counted.

8.06.03.A.3.b All full-time, full-year teaching that is substantiated by a contract in the Glenbard Township High School District

#87's files counted as one (1) equivalent year without regard to whether the time was consecutive.

8.06.03.A.3.c All part-time, full-year teaching that is substantiated by a contract in the Glenbard Township High School District #87's files counted as one third (1/3) of an equivalent year.

8.06.03.A.4 The Regular Retirement Plan shall be available to an eligible teacher upon completion of the Irrevocable Notice of Retirement which must be completed in the Human Resources Office between April 1<sup>st</sup> and June 1<sup>st</sup> at least one year prior to retirement.

8.06.03.B Upon the death of the individual during the Agreement year, the unpaid portion of the Agreement shall be due and payable to the individual's designated beneficiary.

## **8.07 Activities**

### **8.07.01 Professional Growth**

Teachers are expected to follow a plan, formal or informal, for professional growth. This may be accomplished through additional formal training, travel experience relating to their teaching field, volunteer service or work related to their teaching field, or other activities which improve their job effectiveness.

### **8.07.02 Tutoring**

8.07.02.A No teacher may tutor, for compensation, a student enrolled in his/her classes. (The only exception would be when a teacher assumes, at the request of the Building Principal or his/her assistant, the instruction of a student on homebound teaching.)

8.07.02.B No tutoring for which a teacher receives a fee will be conducted in a Glenbard Township High School District #87 school Building.

8.07.02.C Modifications of the above paragraphs may be made only in unusual circumstances with the express approval of the Building Principal of the school.

## **8.08 Compensation & Related Benefits**

### **8.08.01 Employment Salary Guidelines**

8.08.01.A Teachers entering the Glenbard High School system with equivalent experience in other school systems will be given credit for outside teaching experiences as follows:

8.08.01.A.1 B.A. Degree 6<sup>th</sup> Step

8.08.01.A.2 B.A. +15 Degree 7<sup>th</sup> Step

8.08.01.A.3 M.A. or above 10<sup>th</sup> Step

8.08.01.B Teachers with a Bachelor's Degree who join the staff of Glenbard High School for the first time beginning 1966-1967 contract year and any year thereafter may not advance on the salary schedule beyond the sixth (6th) step of the B.A. degree column or the seventh (7th) step of the B.A.+15 column.



- 8.08.01.C When a teacher, as described above, has been frozen at a particular step on the salary schedule and earns sufficient graduate credit hours to advance to the next salary lane, the teacher will recover the year(s) experience that he/she was held back on the salary schedule, but he/she may not recover the money withheld.
- 8.08.01.D In the event the Board of Education experiences a scarcity of candidates for certain teaching positions, it reserves the right to pay a salary above the basic schedule. The schedule is a minimum salary Agreement with teachers. The Glenbard Education Association shall be informed of each instance where a teacher is paid above the basic schedule.
- 8.08.01.E Teachers who have a Bachelor's Degree in non-teaching areas and re-enroll in a Master's Degree Program for teaching, will be placed at the Master's Degree level upon providing the Human Resources Office an official transcript showing the awarding of a Master's Degree. All teachers are required to have a teaching certificate prior to employment.
- 8.08.01.F Teacher salary schedules for 2012-2013 through 2016-2017 are listed in Appendix E.

#### 8.08.02 Nurses

- 8.08.02.A Work day for Nurses shall be established by the Building Principal and shall not exceed eight and one-half (8.5) hours including lunch.
- 8.08.02.B Each Nurse shall work a prescribed number of hours prior to fall registration plus fall registration. The Building Principal and the Nurse will determine when the summer hours will be worked.
- 8.08.02.C Each Building will have a bank of hours which shall be used by the Nurse to complete necessary paperwork (check in physicals, medical records and immunization records) prior to fall registration. Clerical assistance may be provided during this time, at the discretion of the Building Principal. If clerical time is provided, the Nurse's hours shall be reduced by the number of clerical hours used.
- 8.08.02.D Each Building's bank of hours will be determined by dividing the number of incoming students by one hundred (100). The quotient will then be multiplied by eight (8) hours (100 students=8 hours).
- 8.08.02.E Nurses will be compensated for their summer work at the current summer curriculum rate of pay, (\$30.00 per hour).

#### 8.08.03 Extended Contracts

- 8.08.03.A Each Building will have a bank of days which shall be used for extended contracts for Counselors, Head Librarians, and Department Chairs.
- 8.08.03.B The total number of days in each Building's bank will be determined by multiplying the number of full-time equivalent Counselors in each Building by five (5), plus ten (10) for each Head Librarian, and two (2) days for each Department Chair. The Building Principal and Guidance Department Chair will jointly determine extended contract allotment for Counselors based upon need and priority.
- 8.08.03.C Each teacher may be called upon to work up to five (5) extra days each year for special projects. Teachers will be called in appropriate departmental groups or subgroups only. Prior notification will be given (January 20th notification for both June and August extended days).

The first two (2) days will be paid at the base salary per diem rate. The next three (3) days will be paid at the teacher's personal per diem rate.

8.08.04 Department Chair

8.08.04.A A bank of release time from full-time teaching will be provided in each Building for individuals, who also serve as Department Chairs and are assigned duties related to instructional supervision and development. The total minimum number of each Building's release periods will be eighteen (18) or determined by the following formula, whichever is greater:

# F.T.E. in Department	# Release Periods
0.5 – 10.0	1.0
10.1 – 15.0	2.0
15.1 – 20.0	3.0
20.1 +	4.0

8.08.04.B The Building Principal shall assign release periods based on this formula.

8.08.04.C Each Assistant Athletic Director shall be guaranteed a minimum of one (1) release period. The actual assignment of the release periods shall be determined by the Building Principal after collaboration with the Assistant Principal for Athletics and Assistant Athletic Director.

8.08.04.D Department Chairs and Assistant Athletic Directors shall not be assigned a one-half period daily assignment.

8.08.04.E An increment will be paid a Department Chair based upon the number of full-time equivalent teachers in the department in line with the following schedule:

# of FTE Teachers in Department	Number of Years in Position				
	1	2-3	4-5	6-8	9 or more
1.0 – 5.0	7.5%	9.5%	12.0%	13.0%	14.0%
5.1 – 10.0	8.5%	10.5%	13.0%	14.0%	15.0%
10.1 – 15.0	10.0%	12.0%	14.0%	15.0%	16.0%
15.1 or more	11.5%	13.5%	15.0%	16.5%	17.5%

This index is based upon the BA-1 step of the respective salary schedules.

8.08.04.F The division of individual departments, beginning with the 2013/2014 school year and moving forward is defined in Appendix G.

8.08.04.G Each building will designate a head librarian. Each head librarian will receive an annual \$2,000 stipend, beginning with the 2013/2014 school year and moving forward.

8.08.04.H Each year the District shall budget for relief funds to provide for clerical support for department chairs for each building. Funds budgeted will be based on Department size. GEA shall be consulted in the budgeting process for input on amount and allocation of funds.

#### 8.08.05 Special Service Schedule

8.08.05.A Members of the Glenbard Township High School District #87 faculty, in addition to basic salaries provided in the regular salary schedule, may be entitled to additional increments as detailed below, subject to the following regulations:

8.08.05.A.1 If release time is granted for any of the special service duties, this time must be included in the total number of periods that has been allotted for the entire operation of a school.

8.08.05.A.2 Increments shall be in specified amounts set forth in Appendix B, "Extracurricular Increment Schedule".

8.08.05.A.3 Special service confirmations will be given for all extra assignments listed. These appointments are made on an annual basis upon the written evaluation and recommendation of the Building Principal.

#### 8.08.06 Advancement on Salary Schedule

8.08.06.A Horizontal Advancement

8.08.06.A.1 Teachers who have earned or expect to earn graduate College credits or degrees from an accredited University/College which will qualify them for salary increase according to the salary schedule must submit their official transcripts to the Human Resources Office.

8.08.06.A.2 Credits earned during an academic year apply only to the salary schedule of the following year. The only exception to this regulation applies to the teacher who has completed a Master's degree or advanced certificate from an accredited University/College by the end of the first (1st) semester. This teacher will be placed on the appropriate salary lane for the second (2nd) semester. The teacher must submit a University/College transcript as soon as possible.

8.08.06.A.3 In order to qualify for a salary lane above the Master's degree, a teacher must acquire the semester hours after the Master's degree has been granted, and if credits are not graduate hours, they must be approved by the Superintendent before they are earned.

8.08.06.A.4 In order to qualify for a salary lane above the Bachelor's degree, a teacher must acquire the semester hours after the Bachelor's degree has been granted and if credits are not graduate hours, they must be approved by the Superintendent before they are earned.

8.08.06.A.5 In-service educational programs may be offered by Glenbard Township High School District #87 and may include opportunities for educational advancement which may be applied to salary schedule advancement.

8.08.06.A.6 Courses and workshops not taken for academic credit which qualify under the following will enable a teacher to receive credit toward additional advancement on the

salary schedule up to a maximum of five (5) semester hours in any five (5) year period.

8.08.06.A.6.a A teacher shall make timely application in writing on forms provided by Glenbard Township High School District #87 to his/her Building Supervisors showing how the course or workshop is directly related to the teacher's then current teaching assignment. To qualify, there must be a minimum of twelve (12) contact hours in any course or workshop. Only full semester hours will be eligible for qualification. Fractions or portions of a semester hour will not be granted. One (1) semester hour shall equal twelve (12) contact hours.

8.08.06.A.6.b If the application is approved by the Building Supervisor, it shall be promptly forwarded to the Superintendent for final approval. Said approval must be given prior to the start of the course or workshop.

8.08.06.A.6.c At the completion of the course or workshop, the teacher shall submit, in writing, how the course or workshop will be used in his/her then current teaching assignment.

#### 8.08.06.B Vertical Advancement

8.08.06.B.1 The basic salary schedule is designed to recognize the levels of the academic professional preparation and years of successful teaching experience which will benefit the students in Glenbard Township High School District #87.

8.08.06.B.2 Each of the several scales of the salary schedule shall be graduated upward to a definite maximum, and each step of graduation shall correspond, in general, to a year of creditable teaching service.

8.08.06.B.3 An increment may be withheld from a teacher because of chronic violation of the rules and regulations or because of unacceptable performance as determined by formal evaluation. It should be understood that all teachers advance on a salary scale only upon the recommendation of the Building Principal and the Superintendent, and with the approval of the Board of Education. A teacher who is not to be recommended for a vertical advancement on the salary scale shall have at least one (1) meeting with his/her Building Principal and will be notified by registered mail sixty (60) days prior to the end of the second (2nd) semester by the Building Principal specifying the nature of the unacceptable

teaching performance and the specific area or areas in need of improvement.

- 8.08.06.B.4 Failure to receive an increment as outlined above shall place a teacher on probation for one (1) year. If during that time the teacher makes satisfactory improvement, the following year he/she may recover the year he/she was held back on the salary schedule, but he/she may not recover the money which was withheld the one (1) year.

#### 8.08.07 Direct Deposit

- 8.08.07.A We agree that the salaries for all teachers will be paid by direct deposit. All teachers will have completed the required Glenbard Township High School District #87 direct deposit form by January 1, 2004.
- 8.08.07.B Participation in direct deposit may be affected by documents required in the Human Resources Office.
- 8.08.07.C Teachers will be paid twice a month over twelve months.

#### 8.08.08 Payroll Deductions

- 8.08.08.A Upon receipt of a lawfully executed written authorization form from a teacher prior to October 1st, the Board of Education shall deduct from his/her paycheck the dues for annual membership in the unified organization (National Education Association, Illinois Education Association, and Glenbard Education Association) in accordance with the provisions contained on the form. The amount specified by the employee and/or the Glenbard Education Association will be prorated and deducted from the next seventeen (17) semi-monthly payrolls beginning with the October 20th payroll and to be completed with the June 20th payroll.
  - 8.08.08.A.1 The authorizations provided for by this Section shall conform to all applicable Federal and State laws. The Glenbard Education Association shall refund to the Board of Education or to the employee any overpayment of dues which may have been erroneously deducted.
- 8.08.08.B All dues deducted by the Board of Education shall be remitted to the treasurer of the Glenbard Education Association monthly beginning with the month of November and all deducted monies shall be remitted no later than June 30th.
- 8.08.08.C The Glenbard Education Association agrees to indemnify and hold the Board of Education harmless against any and all claims, suits, orders, or judgments against the Board of Education resulting from any action taken or not taken by the Board of Education pursuant to any written communication from the Glenbard Education Association under provisions of this Section.
- 8.08.08.D Any required fees for renewal of Illinois State Board of Education teaching certificates will be handled as a payroll deduction. Glenbard Township High School District #87 will give as much advanced notice as practical to Glenbard Education Association for any required deductions under this section. Original teaching certificates will be filed with the Glenbard Township High School District #87 Human Resources Office for the duration of employment.

#### 8.08.09 Professional Dues

The Board of Education will make available annually to each full-time teacher an amount equal to fifty dollars (\$50.00). This money shall be used by the teacher to join professional organizations and/or subscribe to professional periodicals in his/her teaching area or field. NEA, IEA, AFT, IFT, IPE, and local association dues and/or periodicals will not be paid by the Board of Education. Payment for qualified organizations' dues and/or professional periodicals will be made after presentation to the Glenbard Township High School District #87 District Office for verification of expenses. In order to be eligible to receive payment hereunder, all said requests must be received by the Glenbard Township High School District #87 District Office before May 1st of each school year.

#### 8.08.10 Glenbard Education Association Release Time

8.08.10.A The Board of Education will grant Glenbard Education Association representatives requested by the President of the Glenbard Education Association release time to attend State and/or National Association workshops, conferences, conventions, and other Glenbard Education Association business up to a total of twenty (20) days per school year. The Glenbard Education Association shall be required to reimburse the Board of Education the cost of a substitute at the prevailing rate for days in excess of eight (8). No one individual may be released for more than three (3) days during any school year.

8.08.10.B The Board of Education will grant both the Glenbard Education Association President (annually) and the Chair of the Professional Negotiations Committee (during the years in which bargaining occurs), at a minimum, an equivalent of two-fifths (2/5) of his/her teaching duties in release time. The Glenbard Education Association President shall receive one (1) additional release period during non-negotiating years. The determination of distribution of release time shall be made by the Glenbard Education Association President and Chair of the Professional Negotiations Committee prior to March 15th preceding the school year in which each shall execute his/her position. Both shall be encouraged, but not required, to attend faculty meetings, workshops, conferences or institutes held during such release time. Both shall be paid according to the salary schedule as full-time teachers and shall be considered full-time teachers with respect to the Illinois Teachers' Retirement System, all fringe benefits, tenure and salary schedule advancement. If a person serves in the capacity of Glenbard Education Association President or Chair of the Professional Negotiations Committee for more than one (1) year, he/she shall be assured of the above provision on a yearly basis.

8.08.10.C Release time necessary for the fulfillment of his/her office, up to five (5) days per contract year, shall be granted to any teacher holding elected office as a National Education Association Director from Illinois or as a member of the Board of Directors of the Illinois Education Association; provided the employee gives the Building Principal at least two (2) school days' notice in advance of said day(s), and the Building Principal approves a satisfactory substitute. The Glenbard Education Association shall reimburse the Board of Education for the actual cost of substitutes.

#### 8.08.11 Travel Expenses

8.08.11.A All teachers who must use their automobile or otherwise provide their own transportation when on school business as approved by the Building Principal or who must use their automobile to travel from one

(1) school to another school within Glenbard Township High School District #87 because they have a regular teaching assignment in two different schools shall be reimbursed by the Board of Education at a rate per mile equal to the then current rate approved by the Internal Revenue Service. Such reimbursement shall not include routine travel to and from the teacher's home and the school.

8.08.11.B Itinerant teachers who travel between Buildings will be paid mileage once (1) per academic year, in the month of October. The computation will be based upon the mileage between the Buildings served, times one hundred eighty five (185) days, times the current Internal Revenue Service mileage rate.

8.08.12 Insurance

8.08.12.A Group Insurance Programs

8.08.12.A.1 Hospitalization and major Medical Programs shall be provided by the Board of Education for all teachers who meet the eligibility requirements of the group insurance program. The Board of Education shall pay eighty five percent (85%) of the cost of the Health Insurance program for all eligible teachers and the Board of Education will pay half (50%) the cost of the same program for the eligible dependents of all eligible teachers. The remaining cost of Health Insurance for eligible dependents shall be funded by salary reduction elections made by each teacher. These elections must be made on an annual basis on election forms provided by the Board of Education, which are consistent with the health plan adopted by the Board of Education to give effect to this provision in compliance with Section Eighty Nine (89) of the Internal Revenue Code. The benefits of the Health Insurance program in effect during the term of this Agreement will be subject to the agreement reached as part of the negotiation process and included as Appendix F of this contract. Changes may be considered only when recommended by the Insurance Committee and approved by the Board of Education and the GEA, except as may be required by law.

8.08.12.A.2 The Board of Education and the GEA shall participate in an Insurance Committee. The Insurance Committee is an advisory committee of the Board of Education. The GEA will have representatives on the committee and will meet quarterly to make recommendations to the Board.

8.08.12.A.3 The Board of Education of Glenbard Township High School District and the GEA agree that the District will provide quarterly reports regarding claims experience to the Insurance Committee that document what has been projected for insurance purposes. This accounting will track projected versus actual costs including employer and employee contributions. Plan year savings from good years will be used to mitigate plan losses from bad years, or to mitigate the premiums of all members for the following insurance year.

8.08.12.A.4 A dental program will be provided by the Board of Education for all teachers who meet the eligibility requirements of the group insurance program. The plan design of the dental program will be reviewed on an annual basis by the Insurance Committee. The Board of Education will pay the single premium for each eligible teacher. Eligible teachers may purchase dependent coverage through salary reduction elections. Changes may be considered only when recommended by the Insurance Committee and mutually approved by the Board of Education and the GEA, except as may be required by law.

<b>PLAN YEAR 1/1/2013</b>	<b>PPO</b>	<b>Premier</b>	<b>Non-Network</b>
Annual Maximum	\$1,500	\$1,500	\$1,500
Deductible – Single	None	\$25	\$50
Deductible – Family	None	\$75	\$150
<b>Coinsurance</b>			
Preventative Care	100%	100%	100%
Basic Services	80%	80%	80%
Major Services	80%	60%	50%
Endodontics	Basic	Basic	Basic
Periodontics	Basic	Basic	Basic
Orthodontia	50%	50%	50%
Ortho Lifetime Max	\$1,500	\$1,000	\$750

8.08.12.A.5 So long as the members of the Glenbard Education Association are willing to fund the costs of the program, a voluntary vision insurance program will be provided to eligible Glenbard Education Association members as recommended by the Insurance Committee and mutually approved by the Board of Education and the GEA.

8.08.12.A.6 A group term life insurance program shall be provided by the Board of Education for all teachers. The Board of Education will pay the premium on sixty thousand dollars (\$60,000.00) of term insurance for each teacher.

8.08.12.A.7 An IRS Section one hundred twenty five (125) Flexible Spending Account Program will be made available to the signatories of this Agreement. The program will provide up to two (2) accounts from which health care services and supplies may be purchased, and two (2) accounts from which dependent care services and supplies may be purchased by using the money deposited into the account at pre-tax levels.

8.08.12.A.8 The Glenbard Education Association will protect, indemnify and save harmless the Board of Education, its members, and all of its agents and employees from any and all claims, demands, suits and other forms of liability (including, but not limited to, the cost of the defense thereof) by reason of the payment of any family coverage premiums in excess of premiums for single family



coverage. No claim, demand, action, or suit shall assert liability of the Board of Education and/or the Glenbard Education Association or shall be settled or compromised in any manner without the express written consent of both parties.

8.08.12.A.9 The usual and customary procedures shall be used to communicate changes in insurance coverage or procedure, originated by the insurance carrier, to the teachers covered by the carrier by November 1st of each school year.

8.08.12.A.10 The Board will offer civil union partner benefits as defined by Illinois state law.

8.08.12.B Liability Insurance

8.08.12.B.1 The Board of Education shall provide liability insurance to protect and indemnify all teachers in accordance with provisions of Section 10-22.3 of the School Code.

8.08.12.B.2 In case of an accident, the teacher shall report the accident to the School Nurse immediately in detail on forms to be provided by the school health office. The School Nurse, in turn, shall report the accident to the Building Principal and the Glenbard Township High School District #87 Business Office.

8.08.12.C Staff Tax Sheltered Accounts

8.08.12.C.1 The Board of Education approves the participation of teachers in tax-sheltered accounts.

8.08.12.C.2 The Board of Education accepts the responsibility for making payroll deductions, as authorized by the individual teacher by November 1st of each year, for any company that has five (5) or more teachers participating.

**8.09 Absences & Leaves**

8.09.01 General Responsibilities of the Teacher

8.09.01.A Personal leave or professional leave must be arranged through the proper Building Administrator and entered in the electronic sub caller system.

8.09.01.B In case of illness or other unexpected absence--the teacher should follow the Faculty Handbook protocol.

8.09.02 Sick Leave

8.09.02.A The Board of Education shall grant each teacher sick leave in the amount of fifteen (15) days at full pay in each school year. If any such teacher does not use the full amount of annual leave thus allowed, the unused amount shall accumulate to a maximum available leave of three hundred seventy (370) days at full pay, including the leave of the current year.

8.09.02.B Sick leave shall be interpreted to mean personal illness, quarantine at home, pregnancy related disability as required by Federal law, or serious illness or death in the immediate family or household. The immediate family for purposes of this section shall include: parents,

spouse, civil union partner (defined in 8.09.02.B.1) brothers, sisters, children, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, and legal guardians. The Board of Education may require a physician's certificate or if the treatment is by prayer or spiritual means, that of a spiritual advisor or practitioner of such person's faith, as a basis for pay during leave after an absence of five (5) days for personal illness or as it may deem necessary in other cases of absence caused by physical or emotional illness.

- 8.09.02.B.1 A civil union is a legal relationship between two (2) people – either of the same or different sex, providing all the legal obligations, responsibilities, protections and benefits that the law of Illinois grants to married couples.
- 8.09.02.C Sick leave may be used for the adoption process as allowed by Illinois State law.
- 8.09.02.D The sick leave bank plan will be established and will be subject to the following guidelines:
  - 8.09.02.D.1 All teachers will participate in the sick leave bank.
  - 8.09.02.D.2 The Superintendent or his/her designee will administer the sick leave bank.
  - 8.09.02.D.3 Each teacher covered by the Agreement shall contribute yearly two (2) irredeemable days to the sick leave bank. The Board of Education shall contribute two hundred (200) days yearly to the sick leave bank. If the bank contains one thousand five hundred (1,500) or more days at the beginning of the school year, teachers' and the Board of Education's contributions for the year shall not be made.
  - 8.09.02.D.4 Upon depletion of his/her regular accumulated sick leave, a teacher will receive his/her regular salary minus the minimum cost per day for a substitute teacher for a period of a total of ten (10) days prior to eligibility for use of the sick leave bank.
  - 8.09.02.D.5 No teacher will be able to withdraw day(s) from the sick leave bank until his/her own accrued sick leave days have been depleted; the ten (10) days in Section 8.09.02.D.4 have been used; and a request has been presented for sick leave bank withdrawal accompanied by a doctor's written verification of the teacher's illness. Upon approval of the Superintendent, or his/her designee, the granting of sick leave bank withdrawal will be effective as of the date of eligibility as indicated on the request and verification. Recurring absences due to the same illness or disability, indicated by a doctor's written verification, do not have to be consecutive.
  - 8.09.02.D.6 Each teacher will be eligible to withdraw a maximum of fifty (50) working days in any one (1) school year. Summer school employment is excluded.
  - 8.09.02.D.7 Any days remaining in the bank at the end of a school year will be placed in the next school year's bank.

- 8.09.02.D.8 In the event the sick leave bank is depleted of benefits before the end of the school year, the bank will cease to furnish benefits for the remainder of that school year.
- 8.09.02.D.9 The bank shall be applicable only to teacher illness or accident and is not to be used for maternity leave, leave of absence, or sabbatical leave. Further, the bank may be used for illness defined as pregnancy as required by Federal law.
- 8.09.02.D.10 When an employee files an application for disability payments with the Illinois Teacher's Retirement System, Social Security Administration, Veteran's Administration, or from Worker's Compensation, such application shall be deemed notice to the Board of Education of relinquishment of all future participation in the bank with respect to such illness or disability, effective with the implementation of such payments.
- 8.09.02.D.11 The Board of Education will administratively change the method of calculation for sick leave to enable a teacher to be absent for one (1) or more periods. The rate of 1/8 (.125) per period will be used.
- 8.09.02.E Exceptions to above guidelines: During the last year of employment, a retiring teacher who completes an Irrevocable Notice of Retirement in the Office of the Assistant Superintendent for Human Resources between April 1st and June 1st of the year prior to retirement will have access to all benefits of the sick leave bank plan when the teacher's accumulated sick leave has fallen to three hundred and forty (340) days. Under this special provision, when the teacher's accumulated sick leave has been depleted to three hundred and forty (340) days, the teacher will receive his/her regular salary minus the minimum cost per day for a substitute teacher for a period of a total of ten (10) days prior to eligibility for use of the sick leave bank. The retiring teacher must have begun the penultimate year of employment with one hundred ninety (190) days of accumulated sick leave in order to be eligible for this provision. All other provisions for withdrawing sick leave from the bank shall apply.

### 8.09.03 Personal Leave

Two (2) days per year will be allowed for personal leave. These may be used for personal business which cannot be conducted on other than a school day according to the following provisions:

- 8.09.03.A Personal leave, in all cases except unforeseen emergency, requires at least two (2) days advance notice to the Building Principal or his/her designated representative.
- 8.09.03.B Personal leave is to be used for sound, pressing, and unavoidable reasons only. The teacher taking such leave is not required to state the reason for taking such leave for his/her signature on the notification form shall attest that the leave is being taken under conditions of this policy.
- 8.09.03.C Personal leave days are not to be used immediately before or after a holiday, vacation period, or during the first or last week of the school year except in an extreme emergency.
- 8.09.03.D Should personal leave be used improperly, it will result in the loss of salary for the day or days in question.

- 8.09.03.E Beginning at the end of the 1986-87 school year, up to one (1) unused personal leave day may be carried over into the next school year; however, in no case shall personal leave accumulate to more than three (3). All other unused personal leave days shall be added to the individual's accumulated sick leave.
- 8.09.03.F A teacher whose religion requires special observances or his/her attendance during school hours at religious services, as specified on the liturgical calendar, may have two (2) additional days of personal leave for this purpose. If the service for the teacher does not require attendance for the entire day, the teacher is expected to report to school for the remainder of the school day.
- 8.09.03.G The Board of Education will administratively change the method of calculation for personal leave to enable a teacher to be absent for one or more periods for personal leave at the rate of 1/7.5 (.1333) per period.

8.09.04 Leaves of Absence

- 8.09.04.A The number of teachers granted a leave of absence shall not exceed a total of one and one-half percent (1½%) of Glenbard Township High School District #87's total teachers. The number of people per department who may be granted leaves may not exceed one (1) individual from a department whose total number is thirty (30) or less and may not exceed two (2) individuals from a department whose total number is thirty-one (31) or more. To determine the total number in a department, it shall be on a Glenbard Township High School District #87 basis rather than a single attendance center.
- 8.09.04.B A teacher may receive a one (1) year leave of absence for continued study after four (4) years of proficient teaching in Glenbard Township High School District #87.
  - 8.09.04.B.1 Compensation will not be granted for any leave of absence.
  - 8.09.04.B.2 Contribution to the Teachers' Retirement System during such leave of absence will be paid by the teacher on leave and not by the Board of Education. A teacher may gain credit in the retirement system by making the required payment based on a salary for full-time teaching the preceding year.
  - 8.09.04.B.3 A teacher, who is on an Unpaid Leave of Absence, will not be granted a Schedule B assignment. If a teacher is, through error, issued a Schedule B assignment, the Board of Education will cancel that assignment by paying that teacher for the portion of the assignment completed to the date the error was detected.
- 8.09.04.C Application: Individuals desiring consideration for a leave of absence must make application, in writing, on forms provided by Glenbard Township High School District #87. The application must be made by March 1st of the year prior to the requested leave of absence. This shall specify the purpose of the leave, the plans the teacher has for this leave and, in general, the manner in which the leave shall be used. A teacher's application must be approved by the Building Principal and Department Chair after which it will be forwarded to the Superintendent.

- 8.09.04.C.1 Priority will be given to teachers requesting leave according to its purpose as follows:
  - 8.09.04.C.1.a Medical: Any teacher requesting a medical leave of absence shall have completed by his/her Illinois licensed physician, and on the Glenbard Township High School District #87 form, certification of the teacher's disability and inability to teach for the duration of the requested leave time, prior to submission to the Board of Education for approval.
  - 8.09.04.C.1.b Program of study toward approved degree.
  - 8.09.04.C.1.c General program of study.
  - 8.09.04.C.1.d Research and/or writing.
  - 8.09.04.C.1.e Travel.
- 8.09.04.C.2 Also taken into consideration will be:
  - 8.09.04.C.2.a Seniority on teaching staff.
  - 8.09.04.C.2.b Previous leaves
- 8.09.04.D Selection: Recommendations for the granting of leaves of absence will be made by the Superintendent to the Board of Education for its action before April 1st.
- 8.09.04.E Individuals approved for a leave of absence may withdraw for a period of fifteen (15) calendar days following Board of Education approval. If a teacher changes his/her plans after this fifteen (15) calendar day period has elapsed, the teacher loses his/her contractual rights for that year and would not be re-employed prior to termination of the leave of absence unless the Board of Education found it possible to employ him/her for a vacancy.
- 8.09.04.F A teacher granted a leave of absence is assured of a basic teaching position in Glenbard Township High School District #87 if conditions listed in this section are fulfilled. The basic teaching position will not necessarily be at the same attendance center nor for any special service assignment or appointment.
- 8.09.04.G A teacher granted a leave of absence who has indicated in writing to the Superintendent by March 1st (November 1st if the leave was only for the first semester) of the year of the leave of absence that he/she desires to return to teaching in a Glenbard Township High School District #87 school the following school year, shall be reinstated. A teacher granted a leave of absence who does not timely indicate in writing to the Superintendent by March 1st of the year of the leave of absence whether he/she plans to return to teach in a Glenbard Township High School District #87 school the following school year, shall be treated as having resigned from Glenbard Township High School District #87; however, at the written request of the teacher before the end of the year of the leave, and at the option of the Board of Education, said teacher may be reinstated if a vacancy exists in a job for which the Board of Education finds the teacher is qualified.

#### 8.09.05 Maternity and Parental Leave

- 8.09.05.A A teacher who is expecting a child shall be granted, upon his/her request, a leave of absence without pay and with no credit for advancement on the salary schedule. Teachers in their second (2nd), third(3rd) or fourth(4th) probationary years may receive eighteen (18) weeks of leave in addition to twelve (12) weeks of FMLA leave, if available.
- 8.09.05.B A teacher may continue to teach as late into her pregnancy as she is able to perform her required functions and her physician has informed the Human Resources office in writing that her physical condition warrants continued duty.
- 8.09.05.C A teacher may use her available sick leave for any medical disability due to pregnancy prior to the effective date of the maternity leave.
- 8.09.05.D A teacher who is the parent to a newborn or newly adopted child below the age of seven (7) shall be granted, upon his/her request, a leave of absence without pay and with no credit for advancement on the salary schedule. The leave must end at the end of a semester.
- 8.09.05.E A teacher must advise in writing the Office of the Superintendent of his/her desire to be granted maternity or parental leave a minimum of sixty (60) days prior to the date leaving the position, except in cases of emergency. The teacher must specify the date on which the maternity leave is to begin.
- 8.09.05.F A teacher who notified the Office of the Superintendent in writing of his/her desire to return to active employment within two (2) months of the termination of pregnancy or the commencement of the leave (whichever is later), but not later than March 1st shall, at the beginning of the following fall school term, be assured of a basic teaching position in Glenbard Township High School District #87--not necessarily at the same attendance center, nor for any special service assignment or appointment, such as Department Chair or coaching. If said notification is received not later than November 1st, the teacher shall, at the beginning of the following second (2nd) semester, be assured of said same basic teaching position in Glenbard Township High School District #87.
- 8.09.05.G If a teacher notified the Office of the Superintendent in writing of his/her desire to return to active employment after the expiration of the two (2) month period but within the first year of the child's life, the teacher shall be assigned during the following year to the first available vacant position for which the teacher is qualified.
- 8.09.05.H While on leave, a teacher shall have the option to remain an active participant in the state teacher retirement system and/or other fringe benefit programs by paying the full cost thereof to Glenbard Township High School District #87 in accordance with the rules for payment promulgated by the Board of Education.

#### 8.09.06 Family & Medical Leave

Eligible employees may use unpaid family and medical leave, guaranteed by the Federal Family and Medical Leave Act of 1993, (FMLA) as amended, for up to a combined total of twelve (12) weeks each 12-month period. The 12-month period shall be measured forward from the beginning date of any employee's first FMLA leave in accordance with Glenbard Policy 5:185. Time on leaves for any of the

reasons defined in the Federal Family and Medical Leave Act of 1993, as amended, shall be counted against the leave time which may be taken under FMLA.

8.09.06.A Special rules concerning instructional personnel of educational agencies include:

8.09.06.A.1 When teachers request a leave close to the end of an academic term additional rules apply. Depending upon staffing and educational needs, the District may elect to implement any or all of the special rules of FMLA as deemed necessary under the following conditions.

8.09.06.A.1.a If a teacher begins leave more than five (5) weeks before the end of an academic term, the employer may require the employee to continue taking leave until the end of the term if:

8.09.06.A.1.a.1 The leave is at least three (3) weeks, and

8.09.06.A.1.a.2 The return would take place during the last three (3) week period of the school term.

8.09.06.A.1.b If a teacher begins leave during the five (5) weeks before the end of an academic term for the birth or placement of a child or for the serious health condition of a child, parent or spouse, or to care for a covered service member, the employer may require the employee to continue taking leave until the end of the term if:

8.09.06.A.1.b.1 The leave is longer than two (2) weeks and

8.09.06.A.1.b.2 The return would take place during the last two (2) week period of the school term.

8.09.06.A.1.c If a teacher begins leave less than three (3) weeks before the end of an academic term for the birth or placement of a child or for the serious health condition of a child, parent or spouse, or for a covered service member, and the leave is for more than five (5) working days, the employer may require the employee to continue taking leave until the end of the term.

#### 8.09.07 Military Leave

8.09.07.A If a special situation arises which requires active military service during the regular school year, the teacher will receive his/her regular salary, including insurance and other compensation less the amount received

from the government for the first sixty (60) days. This period may be extended at the sole discretion of the Board of Education.

8.09.07.B After the period of compensatory benefits described above, the Board of Education shall continue to provide dependent coverage for an additional sixty (60) days.

8.09.08 Jury Duty

A teacher called for jury duty, summons or subpoena (due to an action you are not responsible for or due to an action brought by the GEA) while school is in session shall be compensated for the difference between the teaching pay for the period of time of such duty and the pay received for the performance of such obligation.

8.09.09 Disaster Leave

In the event of a major regional disaster such as a tornado, fire, or flood, etc., a teacher's absence from school shall not be counted as sick or personal leave. The teacher shall receive his/her regular pay for this period. The maximum number of days allowed shall be determined by the Superintendent and the teacher in relation to the severity of the disaster.

**8.10 Substitute Teachers**

Substitute teachers employed by Glenbard Township High School District #87 must have a valid registered Illinois teaching certificate.

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**ARTICLE 9      REDUCTION OF TEACHERS**

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In the event of a Glenbard Township High School District #87 staff reduction, the following guidelines shall be followed.

**9.01 Guidelines**

9.01.01 Guidelines for Staff Reduction

Prior to the Administration making any recommendation for reduction of teachers due to a decrease in enrollment in specific programs or the discontinuance of a specific service or program or a substantial decrease in the Educational Fund revenue from the previous fiscal year they will evaluate the entire educational program offered in Glenbard Township High School District #87. Reductions shall be recommended pursuant to the following guidelines:

9.01.01.A The non-instructional and Administrative Staff which are not absolutely necessary to the operation of Glenbard Township High School District #87 be dismissed.

9.01.01.B The extracurricular program of Glenbard Township High School District #87 shall be reviewed and that which is determined to be unnecessary shall be eliminated prior to any reduction in academic areas.

9.01.01.C Any general reduction necessary in teachers will follow the procedures set forth in the *Illinois School Code*.

9.01.01.D The Board of Education shall review the said recommendations of the Administration prior to making its final decision pursuant to Article 3 of this Agreement.

9.01.02 Seniority

Seniority shall be interpreted to mean the total paid service beginning with the date the teacher last began uninterrupted professional service in Glenbard Township High School District #87. Part-time service will be counted pro-rata.



The flipping of a coin to break a tie in seniority will only be used when two (2) tenured teachers are involved. When more than two (2) tenured teachers are involved, each teacher's name will be placed on an identical piece of paper and placed in a container. The tie will be broken by selecting one (1) piece of paper from the container.

9.01.03 Notice to Tenured Teachers

Written notice shall be given to tenured teachers by certified mail at least forty-five (45) days before the end of the school term together with a statement of honorable dismissal and the reason therefore.

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## **ARTICLE 10 CERTIFIED STAFF EVALUATION**

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### **10.01 Philosophy**

The Glenbard Evaluation is based upon the belief that an evaluation of all teachers is beneficial to its educational program. A program of evaluation aids each teacher in a continuous self-appraisal of his/her performance and provides meaningful goals for self-improvement. Simultaneously, it helps maintain, improve, and enhance the quality of instructional and supportive services. Such a program also stimulates a cooperative effort to provide the best possible education which adheres to and complements the philosophy of Glenbard Township High School District #87.

### **10.02 Supervisory Evaluations**

10.02.01 Non-Tenured

All non-tenured teachers will receive a written evaluation twice during their first year of employment and once each year thereafter, until receiving tenure, or more often as deemed necessary by the teacher or his/her Supervisors. This written evaluation will become part of the permanent file of the teacher.

10.02.02 Tenured

All tenured teachers will receive a written evaluation at least once (1) every two (2) years or more often as deemed necessary by the teacher or his/her Supervisors. This written evaluation will become part of the permanent file of the teacher.

10.02.03 Teachers Assigned to More Than One (1) Building

Formal evaluation for non-tenured teachers will be accomplished by one (1) formal evaluation being made by each of the involved Supervisors, minimum of a total of two (2). Tenured teachers will be formally evaluated by their home school Supervisors as indicated in Section 10.03.02. In addition, tenured teachers shall be evaluated upon teacher/Supervisor request in schools other than the home school.

### **10.03 Evaluation Process**

10.03.01 Evaluation Plan Guidelines

All criteria, forms, and procedures for the evaluation process shall be a part of the Glenbard Evaluation Plan. There shall be no procedural changes made to the Glenbard Evaluation Plan except as agreed upon as a result of the negotiation process. All criteria and forms shall not be changed except by mutual Agreement of the Evaluation Committee, except as required by law.

10.03.02 Written Evaluation Deadline

Each teacher will receive at a minimum a written copy of each formal observation within five (5) working days of the formal observation.

#### 10.03.03 Written Evaluation Rating Deadline

Each teacher will receive a written copy of the each formal evaluation including the rating, within thirty (30) working days of the last formal observation.

### **10.04 Change in Employment Status of Tenured Teachers**

#### 10.04.01 Notification of Not Recommending Tenured Teachers

In all cases in which the Building Principal or his/her designee is considering not recommending a tenured teacher for continued employment or vertical advancement, the teacher involved shall be so advised in a conference with the Building Principal and furnished a written statement of the reasons at least forty-five (45) days before the end of the school term.

#### 10.04.02 Termination of Tenured Teachers

A tenured teacher whose services are being terminated will be terminated in accordance with the regulations as printed in the current School Code.

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## **ARTICLE 11 EFFECT OF AGREEMENT**

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### **11.01 Acknowledgement**

The parties acknowledge that during the negotiations which result in this Agreement each has the unlimited right and opportunity to make proposals with respect to any subject or matter not removed by laws from the area of collective bargaining and that the understandings and Agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement.

### **11.02 Board of Education Policies**

This Agreement shall be incorporated into the Board of Education's Policies.

### **11.03 Individual Agreements/Contracts**

Any individual Agreement/contract between the Board of Education and a teacher shall conform to the negotiated Professional Agreement.

### **11.04 Provisions**

If any provision of this Agreement or any application of the Agreement to any teacher or group of teachers should be found contrary to the law/School Code by a court of last resort or court of competent jurisdiction and no appropriate appeal has been made to said law/School Code within the time limits provided for doing so, then such provision or application shall be deemed invalid except to the extent permitted by such law, but all other provisions hereof not affected by said invalidation shall continue in full force and effect.

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## **ARTICLE 12 FAIR SHARE AGREEMENT**

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### **12.01 Fair Share Fee**

#### 12.01.01 Glenbard Education Association Joining Fee

Each teacher, as a condition for employment, on or before thirty (30) days from the date of commencement of duties or the effective date of this Agreement, whichever is later, shall join the Glenbard Education Association or pay a fair share fee to the Glenbard Education Association to reflect the cost of representation and of negotiation and Administration of this Agreement in accordance with the established procedures of the Glenbard Education Association.

12.01.02 Deduction of Fair Share Fee

In the event that a teacher does not pay the fair share fee directly to the Glenbard Education Association by a certain date as established by the Glenbard Education Association, the Board of Education shall deduct the fair share fee from the wages of that teacher. No teacher shall be disciplined or discharged if a teacher does not pay the fair share fee.

12.01.03 Dues Deduction Payments to Glenbard Education Association

Such fee shall be paid to the Glenbard Education Association by the Board of Education no later than ten (10) days following deduction.

12.01.04 Indemnification & Hold Harmless Clause

The Glenbard Education Association shall indemnify and save the Board of Education harmless against any and all claims, demands, suits, or other forms of liability that shall arise out of or by reason of any action taken or not taken by the Board of Education for the purpose of complying with this Article, or in reliance upon any list or notice furnished pursuant to this Article.

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## **ARTICLE 13 DURATION & ACCEPTANCE OF AGREEMENT**

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**13.01 Effective Date**

13.01.01 Length of Agreement

This Agreement shall be effective as of February 21, 2017 and shall continue in effect through June 30, 2020. For the remainder of the 2016-2017 school year, all terms, conditions and compensation will be continued from the August 10, 2012-June 30, 2017 Professional Agreement. This Agreement shall remain in force from year to year after June 30, 2020, unless notice is given by the first (1st) Tuesday of March of any subsequent year, by either party, of its desire to terminate, modify, or amend this Agreement. Upon receipt of such notice, arrangements shall be made for negotiations to commence promptly per Section 5.02.

13.01.02 Date of Signing

This Agreement is signed this the 21<sup>st</sup> day of June, 2017.

In witness thereof:

For the Glenbard Education Association,

For the Board of Education,  
Glenbard Township High School District #87  
DuPage County, Illinois

\_\_\_\_\_  
Kevin Sutton, President

\_\_\_\_\_  
Richard Heim, President

**APPENDIX A – SPECIAL PAYMENT SCHEDULE**

Athletic Contest Workers

Positions, appointed by the Building Principal, will be paid on an hourly basis for services only at home/host school. All non-skilled positions will be paid at the sixteen dollars (\$16.00) per hour figure. All skilled positions will be paid at the eighteen dollars (\$18.00) per hour figure.

<b>Non-Skilled Positions</b>	<b>Skilled Positions</b>
Basketball Crowd Control	Basketball Announcer
Basketball Ticket Seller	Basketball Scorer
Football Crowd Control	Basketball Timer
Football Ticket Seller	Football Announcer
Gymnastics Crowd Control	Football Sideline Official
Gymnastics Ticket Seller	Football Timer
Soccer Ticket Seller	Gymnastics Announcer
Track Worker	Gymnastics Scorer
Volleyball Crowd Control	Soccer Announcer
Volleyball Ticket Seller	Soccer Scorer & Timer
Wrestling Crowd Control	Track Announcer
Wrestling Ticket Seller	Volleyball Scorer
	Wrestling Scorer
	Wrestling Timer

Driver Education

(Based on years in Glenbard Township High School District #87)

0 – 2 years	\$14.00/hour
3 – 5 years	\$16.00/hour
6 – 8 years	\$18.00/hour
9 – Beyond years	\$20.00/hour

Internal Substitution \$30.00/period

Supervision

Detention	\$16.00/hour
Athletic Study Table	\$16.00/hour
Corridor	\$16.00/hour
Weight Room	\$16.00/hour

STRIVE \$30.00/hour

Summer Curriculum \$30.00/hour

Summer School \$42.00/hour

Staff Development Trainer \$32.50/hour

Staff Development Participant

When staff development is provided by District 87; teachers will be eligible for CPDUs and salary schedule credit for every 12 hours of training up to a maximum of five (5) semester hours in any five (5) year period. This applies to evening, weekend and summer staff development opportunities. Teachers will not be paid for these hours.

## **APPENDIX B – EXTRACURRICULAR INCREMENT SCHEDULES**

Newly hired teachers shall be required to perform extra duty assignments for four (4) of their initial five (5) years of employment. This obligation will commence with the teacher's second year of employment unless the teacher requests to perform an extra duty assignment in his/her first year of employment.

Prior to being assigned each newly hired teacher will be given an opportunity to indicate all of the extra duty assignments that they are willing and able to perform. The District will seek to assign the teacher to one of his/her indicated choices.

After successful completion of an extra duty assignment, a teacher may request to be transferred to another extra assignment on his/her checklist. If that work is available, the teacher will be reassigned as soon as a replacement is found for the original assignment.

Teachers who are assigned to the following extra-curricular assignments are required to perform these duties for only three (3) years, rather than for the four (4) year commitment required of teachers performing other extra duty assignments.

Dance/Pom Pon-Head

Forensics-Head

Newspaper-Head

Tech Director

Yearbook-Head

Teachers who are assigned to one of the above extra-curricular duties, but then elect to take a different position, will have their work credited as follows:

- a. Complete one (1) year: A teacher must perform three more years of extra duty assignment to fulfill their "four (4) out of the first five (5) years" obligation.
- b. Complete two (2) years: A teacher must perform one (1) more year of extra duty assignment to fulfill their "four (4) out of the first five (5) years" obligation.

STRIVE shall be an extra-curricular activity for which teachers will receive credit for extra duty assignment obligation. A minimum of 50 hours in a given school year is required.

**Extracurricular Increment Schedule 2017-2018**

This index is based upon BA - 1 step of the 2017-2018 salary schedule:							<b>\$52,358</b>
<b>GROUP</b>							
<b># of years in Position</b>	<b>I</b>	<b>II</b>	<b>III</b>	<b>IV</b>	<b>V</b>	<b>VI</b>	<b>VII</b>
1-3	10.00%	8.00%	6.75%	6.25%	5.50%	4.25%	3.75%
4-6	15.00%	13.00%	10.40%	9.65%	7.65%	6.00%	5.50%
7-10	19.50%	17.50%	14.00%	12.65%	9.65%	7.50%	7.00%
11-20	21.25%	19.00%	15.50%	13.50%	10.35%	8.00%	7.50%
21-24	22.25%	20.00%	16.50%	14.50%	11.35%	9.00%	8.50%
25+	22.75%	20.50%	17.00%	15.00%	11.85%	9.50%	9.00%
<b># of years</b>	<b>I</b>	<b>II</b>	<b>III</b>	<b>IV</b>	<b>V</b>	<b>VI</b>	<b>VII</b>
1-3	\$5,236	\$4,189	\$3,534	\$3,272	\$2,880	\$2,225	\$1,963
4-6	\$7,854	\$6,807	\$5,445	\$5,053	\$4,005	\$3,141	\$2,880
7-10	\$10,210	\$9,163	\$7,330	\$6,623	\$5,053	\$3,927	\$3,665
11-20	\$11,126	\$9,948	\$8,115	\$7,068	\$5,419	\$4,189	\$3,927
21-24	\$11,650	\$10,472	\$8,639	\$7,592	\$5,943	\$4,712	\$4,450
25+	\$11,911	\$10,733	\$8,901	\$7,854	\$6,204	\$4,974	\$4,712

The following shall be the guidelines for placement on the index:

- A. Teachers with no paid experience in a Schedule B activity (either at Glenbard or elsewhere) will be placed on step one (1) of Schedule B.
- B. Teachers with prior paid experience with a Schedule B activity but no paid experience in a Schedule B activity at Glenbard will receive 100% experience credit not to exceed placement at step ten (10).
- C. Teachers with Schedule B service in Glenbard will receive experience credit for each year they have sponsored an activity, whether that sponsorship is continuous or broken. When sponsorship is broken, placement will continue from the step they were at when they last coached or sponsored an activity.

The above conditions are in effect only for employees accepting a new Schedule B assignment for the 2017-2018 school year or thereafter.

Paid experience must be with a public or parochial school (K-12) or a college or university which has a one hundred seventy (170) day minimum calendar and experience that a contract or evidence of a contract is available to substantiate.

### **Extracurricular Increment Schedule 2018-2019**

The index is based upon BA-1 step of the 2018-2019 Salary Schedule – See Appendix E.  
The 2018-2019 Extracurricular Increment Schedule will be published by May 1, 2018.

The following shall be the guidelines for placement on the index:

- A. Teachers with no paid experience in a Schedule B activity (either at Glenbard or elsewhere) will be placed on step one (1) of Schedule B.
- B. Teachers with prior paid experience with a Schedule B activity but no paid experience in a Schedule B activity at Glenbard will receive 100% experience credit not to exceed placement at step ten (10).
- C. Teachers with Schedule B service in Glenbard will receive experience credit for each year they have sponsored an activity, whether that sponsorship is continuous or broken. When sponsorship is broken, placement will continue from the step they were at when they last coached or sponsored an activity.

The above conditions are in effect only for employees accepting a new Schedule B assignment for the 2018-2019 school year or thereafter.

Paid experience must be with a public or parochial school (K-12) or a college or university which has a one hundred seventy (170) day minimum calendar and experience that a contract or evidence of a contract is available to substantiate.

### **Extracurricular Increment Schedule 2019-2020**

The index is based upon BA-1 step of the 2019-2020 Salary Schedule – See Appendix E.  
The 2018-2019 Extracurricular Increment Schedule will be published by May 1, 2019.

The following shall be the guidelines for placement on the index:

- A. Teachers with no paid experience in a Schedule B activity (either at Glenbard or elsewhere) will be placed on step one (1) of Schedule B.
- B. Teachers with prior paid experience with a Schedule B activity but no paid experience in a Schedule B activity at Glenbard will receive 100% experience credit not to exceed placement at step ten (10).
- C. Teachers with Schedule B service in Glenbard will receive experience credit for each year they have sponsored an activity, whether that sponsorship is continuous or broken. When sponsorship is broken, placement will continue from the step they were at when they last coached or sponsored an activity.

The above conditions are in effect only for employees accepting a new Schedule B assignment for the 2019-2020 school year or thereafter.

Paid experience must be with a public or parochial school (K-12) or a college or university which has a one hundred seventy (170) day minimum calendar and experience that a contract or evidence of a contract is available to substantiate.

## Extracurricular Increment Schedule Groups

Payment shall be made according to this schedule for any teachers assigned to any of the following positions. These positions shall be filled only through assignment by the Building Principal or Designee.

### GROUP I

Athletic Director-Assistant  
Athletic Trainer-ATC (fall)  
Athletic Trainer-ATC (spring)  
Athletic Trainer-ATC (winter)  
Basketball-Head  
Cheerleading Coach-Head (winter)  
Dance/Pom Pon-Head (winter)  
Dramatics Director  
Football-Head  
Newspaper Advisor  
Technical Director  
Track-Head  
Wrestling-Head  
Yearbook Advisor

### GROUP II

Band Director  
Baseball-Head  
Field Hockey-Head  
Forensics & Debate Director  
Gymnastics-Head  
Lacrosse-Head  
PBIS Internal Coach  
Soccer-Head  
Softball-Head  
Track-Assistant  
Vocal Music Director  
Volleyball-Head

### GROUP III

Badminton-Head  
Basketball-Assistant  
Bowling-Head  
Cross Country-Head  
Dramatics Assistant  
Football-Assistant  
Golf-Head  
Orchestra Director  
Tennis-Head  
Wrestling-Assistant

### GROUP IV

Baseball-Assistant  
Field Hockey-Assistant  
Forensics & Debate Assistant  
Gymnastics-Assistant  
Lacrosse-Assistant  
MSAC Mentors  
Music Director-Assistant  
Newspaper Advisor-Assistant  
Soccer-Assistant  
Softball-Assistant  
Student Council Advisor  
Volleyball-Assistant  
Yearbook Advisor-Assistant

### GROUP V

Badminton-Assistant  
Bowling-Assistant  
Cheerleader Coach-Asst. (winter)  
Cheerleader Sponsor-Head (fall)  
Chess Team Advisor  
Cross Country-Assistant  
Dance/Pom Coach-Asst. (winter)  
Golf-Assistant  
Internet Tech Production Advisor  
Math Team Advisor-Head  
Pep Club Advisor  
Scholastic Bowl Advisor-Head  
Tennis-Assistant

### GROUP VI

Cheerleading Sponsor-Asst. (fall)  
Technical Director-Assistant  
Dance/Poms Sponsor-Head (fall)

### GROUP VII

Best Buddies Advisor  
Class Sponsor  
Dance/Poms Sponsor-Asst. (fall)  
Events Coordinator (Fall)  
Events Coordinator (Spring)  
Events Coordinator (Winter)  
Future Teachers of America Advisor  
Key Club/Interact Advisor  
Math Team-Assistant  
Model UN Advisor  
NHS Advisor  
Prom Coordinator  
Scholastic Bowl-Assistant  
Science Olympiad Advisor  
SFS Advisor  
Special Olympics Advisor  
Student Mentor Advisor

Up to seven (7) additional positions per Building as determined by the Building Principal. Each position can be split to a maximum of four (4) parts (25% per split).

### Group VIII – Contingency Fund

Sixteen (16) positions per building. No splitting or combining of Group VIII positions. Three hundred fifty dollars (\$350.00) per person.



## **Extended Season Recognition**

Extended season recognition will be paid at the rate of \$30 per day.

Criteria:

1. Must qualify for post-season play through state or national competition sponsored by the Illinois High School Association (IHSA). Post-season activities by invitation shall not qualify.
2. The activity/organization must fall into one of the following groups:
  - a. Activity sponsored by the IHSA.
  - b. Non-IHSA activity that perform/participate as a result of another organization qualifying for post-season competition. Organizations include: Illinois Music Educators Association (IMEA), Illinois Council of Teachers of Mathematics (ICTM) and Illinois State Bar Association (ISBA).
  - c. Only varsity head coaches or head sponsors qualify – see list below.

In all sports/activities, with the exception of football, individuals and teams automatically qualify for the IHSA state series. Schedule B stipends include compensation for the first level of state competition.

Eligible coaches/sponsors shall receive extended season pay for the normal practice schedule, including the competition/contest, for each level of competition beyond the qualifying round.

Requests for extended season pay shall be processed on a pay-voucher form signed by the Assistant Principal for Athletics or Assistant Principal for Student Services.

Employees that have signed and have in effect an Irrevocable Notice of Retirement and hourly employees (AFSCME) are not eligible for extended season recognition.

Qualifying Positions:

Athletics:

- Varsity Coach-Head
- Varsity Coach-Assistant

Activities:

- Band Director
- Chess Club Sponsor
- Dance/Pom Pon Sponsor
- Forensics & Debate Director
- Math Team Advisor
- Mock Trial Advisor
- Orchestra Director
- Scholastic Bowl Advisor
- Science Olympiad Advisor
- Vocal Music Director

## **APPENDIX C – CREATION OF EXTRACURRICULAR POSITIONS**

- A. The following factors must be included when considering the compensation classification to be established for an extracurricular duty: time, community expectations, planning, instruction, organizational skills, leadership of assistants, number of students and equipment/materials responsibility.
  
- B. The classification of extracurricular duty assignments shall be provided in Appendix C, except the Superintendent or designee may establish classifications of newly created assignments. The classifications for newly created assignments will be requested by the building Principal or designee and sent to the Superintendent for consideration.

**APPENDIX D – SALARY SCHEDULE INDEX**

YEARS	BA	BA+15	MA	MA+15	MA+30	MA+45
1	1.00	1.03	1.10	1.11	1.15	1.18
2	1.04	1.07	1.14	1.17	1.21	1.24
3	1.08	1.11	1.21	1.23	1.27	1.30
4	1.13	1.16	1.27	1.30	1.33	1.36
5	1.18	1.21	1.33	1.36	1.40	1.42
6	1.23	1.26	1.39	1.42	1.46	1.49
7		1.31	1.45	1.48	1.52	1.55
8			1.51	1.54	1.58	1.61
9			1.57	1.60	1.64	1.67
10			1.63	1.66	1.70	1.73
11			1.69	1.72	1.76	1.79
12			1.75	1.78	1.82	1.85
13			1.81	1.84	1.88	1.91
14			1.87	1.90	1.94	1.98
15			1.94	1.97	2.01	2.05
16			1.99	2.02	2.06	2.12
17			1.99	2.02	2.11	2.19
18			1.99	2.02	2.11	2.26
19			1.99	2.02	2.11	2.33
20			2.04	2.17	2.26	2.40

## **APPENDIX E – SALARY SCHEDULES**

### **2017-2018 Salary Schedule** (funded from the 2016 Levy)

The 2016-2017 salary schedule base will be increased by 1% and become the 2017-2018 salary schedule. All bargaining unit members will receive a 1.5% Stipend paid in the 2017-2018 year only. The Stipend will be based on each individual member's base salary for the 2016-2017 year. Members in the retirement track will not receive the Stipend.

#### **2017-2018 Salary Schedule**

YEARS	BA	BA+15	MA	MA+15	MA+30	MA+45
1	52,358.00	53,929.00	57,594.00	58,117.00	60,212.00	61,782.00
2	54,452.00	56,023.00	59,688.00	61,259.00	63,353.00	64,924.00
3	56,547.00	58,117.00	63,353.00	64,400.00	66,495.00	68,065.00
4	59,165.00	60,735.00	66,495.00	68,065.00	69,636.00	71,207.00
5	61,782.00	63,353.00	69,636.00	71,207.00	73,301.00	74,348.00
6	64,400.00	65,971.00	72,778.00	74,348.00	76,443.00	78,013.00
7		68,589.00	75,919.00	77,490.00	79,584.00	81,155.00
8			79,061.00	80,631.00	82,726.00	84,296.00
9			82,202.00	83,773.00	85,867.00	87,438.00
10			85,344.00	86,914.00	89,009.00	90,579.00
11			88,485.00	90,056.00	92,150.00	93,721.00
12			91,627.00	93,197.00	95,292.00	96,862.00
13			94,768.00	96,339.00	98,433.00	100,004.00
14			97,909.00	99,480.00	101,575.00	103,669.00
15			101,575.00	103,145.00	105,240.00	107,334.00
16			104,192.00	105,763.00	107,857.00	110,999.00
17			104,192.00	105,763.00	110,475.00	114,664.00
18			104,192.00	105,763.00	110,475.00	118,329.00
19			104,192.00	105,763.00	110,475.00	121,994.00
20			106,810.00	113,617.00	118,329.00	125,659.00

Illinois Teachers' Retirement System contributions are included in the above figures.

### **2018-2019 Salary Schedule** (funded from the 2017 Levy)

The 2017-2018 salary schedule base will be increased by the CPI for the 2016 calendar year that is used for Tax Cap Act purposes and become the 2018-2019 salary schedule. The 2016 CPI is 2.1%.

Provided however, if the State enacts a property tax freeze that negatively impacts the 2017 levy for the 2018-2019 school year, there will be no increase in the base for the 2017-2018 salary schedule. Available step movement and lane changes will take place.

If, along with a property tax freeze, the State provides additional money to mitigate the loss of property tax revenue, the base will increase by the proportionate percentage of dollars provided in mitigation. "Additional money" shall include any public dollars from the State, including Federal dollars sent to the State, for which supplantive allocation to teachers' salaries is not prohibited. The phrase "for which supplantive allocation to teachers' salaries is not prohibited" means that the District will not be forced to apply monies to all teachers' salaries if the application of said monies would cause the District to lose them.

**Example:** CPI is 2%, a property tax freeze reduces revenue by \$2,300,000 and the State provides \$460,000 in additional General State Aide in mitigation. The \$460,000 increase is 20% of the lost \$2,300,000. The base increase would be 20% of the 2% CPI = 0.4%. The base would increase 0.4%.

The 2018-2019 Salary Schedule Matrix will be published by May 1, 2018.

**2019-2020 Salary Schedule** (funded from the 2018 Levy)

The 2018-2019 salary schedule base will be increased by the CPI for the 2017 calendar year that is used for Tax Cap Act purposes and become the 2019-2020 salary schedule.

Provided however, if the State enacts a property tax freeze that negatively impacts the 2018 levy for the 2019-2020 school year, there will be no increase in the base for the 2018-2019 salary schedule. Available step movement and lane changes will take place.

If, along with a property tax freeze, the State provides additional money to mitigate the loss of property tax revenue, the base will increase by the percentage proportionate of dollars provided in mitigation. "Additional money" shall include any public dollars from the State, including Federal dollars sent to the State, for which supplantive allocation to teacher salaries is not prohibited. The phrase "for which supplantive allocation to teachers' salaries is not prohibited" means that the District will not be forced to apply monies to all teachers' salaries if the application of said monies would cause the District to lose them.

**Example:** CPI is 2%, a property tax freeze reduces revenue by \$2,300,000 and the State provides \$460,000 in additional General State Aide in mitigation. The \$460,000 increase is 20% of the lost \$2,300,000. The base increase would be 20% of the 2% CPI = 0.4%. The base would increase 0.4%.

If the State enacts a property tax freeze that impacts the 2017 levy for the 2018-2019 school year and the 2018 levy for the 2019-2010 school year, there will be no increase in the base for the 2019-2020 salary schedule. No step movement or lane changes will take place in the 2019-2020 salary schedule.

If, along with a property tax freeze, the State provides additional money to mitigate the loss of property tax revenue, the base will increase by the proportionate percentage of dollars provided in mitigation. No step movement or lane changes will take place. "Additional money" shall include any public dollars from the State, including Federal dollars sent to the State, for which supplantive allocation to teacher salaries is not prohibited. The phrase "for which supplantive allocation to teachers' salaries is not prohibited" means that the District will not be forced to apply monies to all teachers' salaries if the application of said monies would cause the District to lose them.

**Example:** CPI is 2%, a property tax freeze reduces revenue by \$2,300,000 and the State provides \$460,000 in additional General State Aide in mitigation. The \$460,000 increase is 20% of the lost \$2,300,000. The base increase would be 20% of the 2% CPI = 0.4%. The base would increase 0.4%.

The 2019-2020 Salary Schedule Matrix will be published by May 1, 2019.

**The Board will not reduce its levy in any year of this Agreement in order to impact salaries, and any reduction in levy will not impact salaries.**

## **CONTINUATION OF TERMS, CONDITIONS AND BENEFITS**

This successor Professional Agreement will contain and will continue all other terms, conditions and benefits found in the 2012-2017 Professional Agreement. Where appropriate, dates in the successor Professional Agreement will be brought current.

**APPENDIX F – BLUE CROSS / BLUE SHIELD PPO PLAN DESIGN**

<b>BEGINNING PLAN YEAR</b>	<b>01/01/2013</b>	<b>01/01/2016</b>
Deductible – Single	\$400.00	\$500.00
Deductible – Family	\$1,200.00	\$1,500.00
Out of Pocket – Single	\$750.00	\$1,000.00
Out of Pocket – Family	\$1,500.00	\$2,000.00
Office Visit Co-Pay	\$20 / \$20 / \$150	\$20 / \$40 / \$150
RX Co-Pay (does not apply to deductible or out of pocket)	\$10 / \$30 / \$50	\$10 / \$30 / \$50
Wellness Screening Participation	\$100 Deductible Credit	\$100 Deductible Credit

Cost savings from plan design changes were all applied to the family premium. Savings were split evenly between Board and employee premiums. This distribution of savings will take place for the duration of this agreement.

## **APPENDIX G – DEPARTMENTS AND DEPARTMENT CHAIRS**

Beginning in the 2013-2014 school year and forward; each building will have departments as listed below. Each department will be led by one Department Chair. The total number of Department Chairs is 10 per building, 40 for the District. TRS retirement pipeline employees that are Department Chairs will have their monetary compensation grandfathered until retirement.

### Departments

Business + FACS

English

Guidance

Math

Music + Art + Speech Arts

PE/Health + Drivers Ed

Science + Ind Tech

Social Studies

Special Ed

World Languages



**APPENDIX H – SCHOOL DAY**

Beginning in the 2013-2014 school year and forward; the school day schedule will be as below:

**Daily Class Bell Schedule**

**SOUTH & WEST**

Period	Time
1	7:35 – 8:23
2	8:28 - 9:17
3	9:22-10:10
4	10:15 - 11:03
5	11:08 - 11:56
6	12:01 - 12:49
7	12:54 - 1:42
8	1:47 - 2:35

**NORTH & EAST**

Period	Time
1	7:30 - 8:18
2	8:23 - 9:12
3	9:17 - 10:05
4	10:10 - 10:58
5	11:03 - 11:51
6	11:56 - 12:44
7	12:49 - 1:37
8	1:42 - 2:30

**Monday Early Dismissal Days (PLC)**

**SOUTH & WEST**

Period	Time
1	7:35 - 8:17
2	8:22 - 9:10
3	9:15 - 9:57
4	10:02 - 10:44
5	10:49 - 11:31
6	11:36 - 12:18
7	12:23 - 1:05
8	1:10 - 1:52

**NORTH & EAST**

Period	Time
1	7:30 - 8:12
2	8:17 - 9:05
3	9:10 - 9:52
4	9:57 - 10:39
5	10:44 - 11:26
6	11:31 - 12:13
7	12:18 - 1:00
8	1:05 - 1:47

PLC	1:59 - 2:40
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PLC	1:54 - 2:35
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**Parent Teacher Conferences**

**SOUTH & WEST**

Period	Time
1	7:35 - 8:12
2	8:17 - 8:55
3	9:00 - 9:37
4	9:42 - 10:19
5	10:24 - 11:01
6	11:06 - 11:44
7	11:49 - 12:27
8	12:32 - 1:10

**NORTH & EAST**

Period	Time
1	7:30 - 8:07
2	8:12- 8:50
3	8:55 - 9:32
4	9:37 - 10:14
5	10:19 - 10:56
6	11:01 - 11:39
7	11:44 - 12:22
8	12:27 - 1:05