

# Contract

Between

Board of Education  
District No. 81

and

Anna-Jonesboro Community High  
School – Education Association  
IEA-NEA

Educational Certified Staff  
and  
Educational Support Professionals

2019 – 2020

2020 – 2021

2021 – 2022

# Table of Contents

## Certified Contract

Preamble / Article I – Recognition	1
Article II – Teacher and Association Rights	
• 2.1 – Teacher Discipline	2
• 2.2 – Right of Representation	2
• 2.3 – Personnel File	2
• 2.4 – Dues Deduction	2
• 2.5 – Meetings, Notices, and General Information	3
• 2.6 – Credit Union Deductions	3
• 2.7 – Access to Information	3
Article III – Employment Conditions	
• 3.1 – School Calendar	4
• 3.2 – Teacher Work Day	4
• 3.3 – Teaching Load and Class Size	5
• 3.4 – School Day Changes	6
• 3.5 – Notification of Assignments	6
• 3.6 – Pupil Problems	6
• 3.7 – Student/Parent Complaints	6
• 3.8 – Adverse Criticism/Censorship	7
• 3.9 – Changes of Duties or Responsibilities	7
• 3.10 – Posting of Positions	7
Article IV – Evaluation	
• 4.1 – Procedures for Formal Evaluation	7
• 4.2 – Joint Evaluation Committee	7
Article V – Teacher Compensation and Fringe Benefits	
• 5.1 – Full Experience Credit	9
• 5.2 – Part-time Teacher Compensation	9
• 5.3 – Salary Schedule	10
• 5.4 – Pay Days	10
• 5.5 – Payroll Installments	10
• 5.6 – Supplemental Jobs – Added to Salary Schedule	10
• 5.7 – Supplemental Jobs – Payroll Procedures	11
• 5.8 – Hospitalization, Medical, and Life Insurance	11
• 5.9 – Illinois Teacher Retirement Contribution	11
• 5.10 – Retirement Benefit	12

## Article VI – Leaves

- 6.1 – Sick Leave 14
- 6.2 – Sick Leave Defined 15
- 6.3 – Personal Leave 15
- 6.4 – Maternity Leave 16
- 6.5 – Professional Leave 16
- 6.6 – Association Leave 16
- 6.7 – Jury Duty 16
- 6.8 – National Guard/Reserve Duty 17
- 6.9 – Funeral Leave 17
- 6.10 – Accounting and Leave Time 17

## Article VII – Grievance Procedures

- 7.1 – Definitions 18
- 7.2 – Procedures 18
- 7.3 – Bypass to Board 19
- 7.4 – Association Participation/Employee Representation 20
- 7.5 – Class Grievance 20
- 7.6 – No Reprisals Clause 20
- 7.7 – Filing of Materials 20
- 7.8 – Withdrawal of Grievance 20
- 7.9 – Time Bar 20
- 7.10 – Continuous Grievance 20
- 7.11 – Summer Grievance 21
- 7.12 – Cost of Arbitration 21

## Article VIII – Negotiations Procedure

- 8.1 – Agreement to Negotiate 21
- 8.2 – Ground Rules for Negotiations 21
- 8.3 – Illinois Educational Labor Relations Board (IELRB) Rules 22

## Article IX – Reduction in Staff and Recall Procedures

- 9.1 – Reasons for Reduction 23
- 9.2 – Layoff of Teachers 23
- 9.3 – Recall Procedures 25
- 9.4 – Additional Instances 25

## Article X – Effect of Agreement

- 10.1 – Complete Understanding 26
- 10.2 – Individual Contracts 26

- 10.3 – Savings Clause 26
- 10.4 – Term of Agreement 26

Appendices to Contract

- Appendix A – Salary Schedule 27
- Appendix B – Supplementary Pay Schedule 30
- Appendix C – Daily Schedules 36

**ESP Contract**

Preamble / Article I 37

Article II – Employee and Association Rights

- 2.1 – Employee Discipline – Non-Probationary 38
- 2.2 – Right to Representation 38
- 2.3 – Personnel File 39
- 2.4 – Dues Deduction 39
- 2.5 – Meetings, Notices, and General Information 39
- 2.6 – Credit Union Deductions 40
- 2.7 – Access to Information 40

Article III – Employment Conditions

- 3.1 – School Calendar 40
- 3.2 – Notification of Assignments 40
- 3.3 – Employee Work Day 41
- 3.4 – Work Day Changes 41
- 3.5 – Student/Parent Complaints 42

Article IV – Evaluation

- 4.1 – Procedures for Formal Evaluation 42

Article V – Employee Compensation and Fringe Benefits

- 5.1 – Full Experience Credit 43
- 5.2 – Salary Schedule 44
- 5.3 – Pay Days 44
- 5.4 – Payroll Installments 44
- 5.5 – Supplemental Jobs 44
- 5.6 – Hospitalization, Medical, and Life Insurance 44
- 5.7 – Overtime 45

- 5.8 – Retirement Benefit 45
- 5.9 – Vacation Time 46
- 5.10 – General Provisions 46
- 5.11 – Paid Holidays 48
- 5.12 – Early Dismissal 48
- 5.13 – Tax Shelter 48
- 5.14 – Covered Fees 48
- 5.15 – Cancelled Bus Runs 49

Article VI – Leaves

- 6.1 – Sick Leave 49
- 6.2 – Sick Leave Defined 49
- 6.3 – Personal Leave 50
- 6.4 – Maternity Leave 51
- 6.5 – Job Improvement Training Leave 51
- 6.6 – Association Leave 51
- 6.7 – Jury Duty 51
- 6.8 – National Guard/Reserve Duty 52
- 6.9 – Funeral Leave 52
- 6.10 – Accounting of Leave Time 52

Article VII – Grievance Procedures

- 7.1 – Definitions 52
- 7.2 – Procedure 53
- 7.3 – Bypass to Board 54
- 7.4 – Association Participation/Employee Representation 54
- 7.5 – Class Grievance 55
- 7.6 – No Reprisals Clause 55
- 7.7 – Filing of Materials 55
- 7.8 – Withdrawal of Grievance 55
- 7.9 – Time Bar 55
- 7.10 – Continuous Grievance 55
- 7.11 – Summer Grievance 55
- 7.12 – Cost of Arbitration 55

Article VIII – Negotiations Procedure

- 8.1 – Agreement to Negotiate 56
- 8.2 – Ground Rules for Negotiations 56
- 8.3 – Illinois Education Labor Relations Board Rules 57

## Article IX – Reduction in Staff and Recall Procedures

- 9.1 – Reasons for Reduction 58
- 9.2 – Layoff of Employees 58
- 9.3 – Seniority/Reduction of Force 58
- 9.4 – Recall Procedures 59

## Article X – Effect of Agreement

- 10.1 – Complete Understanding 60
- 10.2 – Individual Contracts 60
- 10.3 – Savings Clause 60
- 10.4 – Term of Agreement 60

## Appendices to Contract

- Appendix A – Salary Schedule 61
- Appendix B – ESP Categories of Position/ Working Conditions 64
- Appendix C- ESP Job Descriptions 65

Certified Contract

PREAMBLE

This agreement, between the Board of Education of District #81, Union County, Anna, Illinois, and the Anna-Jonesboro Community High School Education Association, incorporates a number of understandings which derive from the parties' mutual beliefs that each pupil is entitled to an education of the highest quality and that the attainment of this objective is dependent upon the quality and morale of the employees.

The parties agree that the Preamble is philosophical in nature and thus is non-grievable.

\* \* \* \* \*

**ARTICLE I**

**RECOGNITION**

1.1 The Board of Education of School District 81, Union County, Anna, Illinois, hereinafter referred to as the "Board" recognizes the Anna-Jonesboro Community High School Education Association, hereinafter referred to as the "Association", as the sole and exclusive representative, hereinafter referred to as employed full-time certified teaching personnel, hereinafter referred to as employees, except for the Superintendent and any certified assistants; the Principal and any certified assistants.

Part-time teachers shall be included in the bargaining unit as limited by Article 5.2.

1.2 The Board agrees not to negotiate with any other teachers' organization, individual employees, or group of employees, with regard to items as contained in the contract for the duration of the contract.

1.3 "Teacher" and "employee" are synonymous throughout Part 1 of this agreement and "teacher" shall mean "all school district employees regularly required to be certified under laws relating to the certification of teachers, except as specified in 1.1".

## ARTICLE II

### TEACHER AND ASSOCIATION RIGHTS

#### 2.1 Teacher Discipline

Teacher discipline and enforcement of such shall be fair and reasonable.

#### 2.2 Right of Representation

When an employee is required to appear before the Board or administration concerning any matter which could adversely affect his or her employment, position, or salary, the employee shall be guaranteed a fair hearing with representation or a chance to respond with the right to appear with a representative of his or her choosing. If said person is unavailable, the Association President will serve or designate another member to serve in this capacity.

#### 2.3 Personnel File

The teacher may examine his or her personnel file at any time that is mutually convenient for himself or herself and the Superintendent. The teacher shall have the right to attach an explanation to any materials that are placed in his or her personnel file. Each teacher shall receive a copy of each item placed in his or her personnel file at the time of placement if said item could adversely affect his/her employment or is of a disciplinary nature.

#### 2.4 Dues Deduction

This Board shall deduct from the teacher's pay the current dues of the Association, provided that the Board has a teacher-executed authorization for continuing dues deduction, the amount of which shall annually be certified by the Association. The authorization shall remain in effect from year to year, except that the teacher may revoke it by September 1 of any year. All Association united plan dues deducted by the Board shall be remitted to the Association no later than fifteen (15) days after such deductions are made. Dues deducted shall be divided so that an established equal amount shall be taken from each pay period for a period of nine (9) months (September through May).



## 2.5 Meetings, Notices, and General Information

The Association shall not unreasonably be denied the following:

1. the use of school buildings for meetings. Meetings are to be held during the duty-free lunch hour or after regular school hours and the Association shall request permission from the superintendent for use of the building and designate a member to be responsible for the building;
2. the use of teacher mailboxes, inter-school mail, and a designated school bulletin board for the purposes of internal communications;
3. the use of the school equipment, e.g., computers and copy machines;

The Association will provide or pay for expendable materials.

## 2.6 Credit Union Deductions

Deductions for investments or payments to be sent to the IEA Credit Union shall be granted upon written authorization by the employee once each year. The authorization form shall contain the individual's account number(s), the amount to be deducted each pay period, the address to which the deduction is to be sent, and the signature of the employee authorizing such deduction.

## 2.7 Access Information

Upon request by the President of the Association once each year the Board shall provide one (1) copy of the following information to the President or designee of the Association:

1. Written notice of all regular and special meetings of the Board and a copy of the agenda or statement of the purpose of the meeting at least twenty-four (24) hours prior to the scheduled time of the meeting.
2. All open session Board minutes.
3. The annual budget.
4. The annual financial report.
5. End of month reports/fund balances, and expense sheets.

## ARTICLE III

### EMPLOYMENT CONDITIONS

#### 3.1 School Calendar

A teacher advisory committee made up of the Association President and the Association calendar committee shall work with the administration to provide input to the school calendar prior to its submission to the coordinating body of administrators and to the Board for official adoption.

#### 3.2 Teacher Work Day

The teacher workday shall be from 7:50 a.m. until 3:25 p.m. On Mondays, when students are dismissed at 2:15 p.m., teachers will be able to leave at 3:15 p.m. Employees shall not be required to remain past the normal teaching day except for emergency situations, which endanger student welfare, or safety, which require teacher presence. During these hours teachers are responsible for supervising students. Supervision of the school building and school grounds shall be included in areas of responsibility.

During each work day the teachers shall be entitled to (a) a duty free lunch period equal in length to the student lunch period for that day and (b) a planning and conference period equal in length to the regular teaching period for that day, except for irregular days such as half day school improvement days, homecoming and any other such day that is voluntarily agreed upon by both the administration and the Association, with such time to be used by the teacher for duties related to classroom work. This planning and conference period shall be designated as such at the time of class assignments and shall not be changed during the course of the school year without the mutual consent of the teacher and the administration.

Teachers who teach an extra class during the year and have no planning period will be paid 1/14<sup>th</sup> (1/16<sup>th</sup> if go to an 8 period day) of their contract salary per semester according to their position on the salary schedule in effect that year. Insofar as possible, a seventh class assignment will be awarded to the teacher in the department who is most qualified and is willing to add this assignment to his/her duties.

Teachers who agree to act as internal subs during their planning and conference periods, will be reimbursed at \$16.00 per period.

A teacher may leave the school premises during his or her preparation period only with approval of the Principal or his designee, who will keep a record.

The District may, in its discretion, assign full-time teachers to Credit Recovery or supervised study periods, and each Credit Recovery or study period assignment will count as one (1) period of a teacher's assignment. An individual who is initially hired as a full-time teacher and who is subsequently assigned to Credit Recovery or supervised study periods will not be subject to a reduction of less than full time status due to the Credit Recovery or study period assignment(s). An individual who is initially hired as a part-time teacher may be assigned or hired to perform Credit Recovery or supervised study periods as a non-certified employee and paid at the non-certified paraprofessional hourly rate of pay for study periods. The District may also, in its discretion, hire and/or assign non-certified personnel to supervise Credit Recovery or study periods at the non-certified hourly rate of pay, provided that the assignment of a non-certified employee to Credit Recovery or study period(s) does not result in a currently employed full-time teacher being reduced to less than full-time.

Current extracurricular assignments will not be one of the six (6) teaching assignments. The six (6) assigned periods will be periods of student contact. This is based on a seven period day.

On Fridays, the teacher day shall end at the close of the pupil day, except for the monthly faculty meeting. On 2:15 dismissal days preceding extended holidays or vacations the teacher day shall end at the close of the pupil day. Any required participation outside the teacher work day shall be compensated for in accordance with the extra-duty pay schedule as attached; the Board reserves the right to add extra-curricular activities with supervision assigned using fair and reasonable management practices and the Board agrees to negotiate the salary with the Association.

Early bird classes may be scheduled and staffed with teachers who volunteer. The work day for teachers who teach an early bird class shall be from 7:15 a.m. until thirty (30) minutes after pupil dismissal at the end of 6th hour. An early bird teacher who is requested to do so, and who accepts a class assignment, shall be compensated according to his or her position on the salary schedule currently in effect. A full teaching load is 6 of 7 periods. If the Board implements an 8 period day, a full teaching load is 7 of 8 periods.

The early bird teacher shall be required to attend the monthly faculty meeting.

### 3.3 Teaching Load and Class Size

The Board shall, if possible, maintain sufficient staff to provide a ratio of no more than thirty (30) to one (1). Student contact shall be defined as any student enrolled in a teaching period other than a supervised study period, Band, and P.E.

### 3.4 School Day Changes

The Association will be notified of any change in the current teaching load or class schedule, which is contemplated, by the Board or administration. This proposed change shall be studied, by a joint committee comprised of both parties, for no less than one semester (or the time equivalent of one semester, during the school year) prior to any change. The study shall include a statement of impact upon students, faculty, staff, administration and economics.

The 8:08-3:12 school day shall remain intact regardless of any changes in the schedule.

### 3.5 Notification of Assignments

All teachers shall be given notice of their assignments for the forthcoming year no later than June 30th. In the event of an emergency, the teachers shall be notified, but the teachers shall not be considered unprofessional if they elect to resign.

### 3.6 Pupil Problems

The parties agree that the teacher has the primary responsibility for discipline. The Board, however, recognizes its responsibility to support the teacher in the maintenance of control and discipline and shall designate specific administrative personnel to assist teachers in maintaining proper discipline. The Board shall also formulate, define, and distribute to the students, faculty, and administration a student discipline policy.

### 3.7 Student/Parent Complaints

In the event a complaint by a parent of a student is directed toward an employee, the parent shall be referred to either the employee or Principal, who will discuss the complaint with the parent. If the complaint cannot be resolved by the Principal or teacher, the following procedure will be used:

- A. A conference shall be set up by the Principal, including the Principal, the employee, and the parent or parents.
- B. If the conference does not resolve the matter, the parent shall be requested to state the complaint in writing and suggest an acceptable solution. The principal shall then set up a second conference involving the former participants, plus the Superintendent

- C. If the second conference does not resolve the matter, the Superintendent shall arrange for the participants to attend a Board meeting for a discussion of the complaint.
- D. A complaint by a parent directed toward an employee shall not be placed in the employee's personnel file unless the employee is first notified of the action to be taken.

### 3.8 Adverse Criticism/Censorship

The language found in the AJCHS School Board Policy Manual will be followed as a procedure in any attempt to censor any textbooks, library materials, or other instructional materials.

### 3.9 Changes of Duties or Responsibilities

The salaries and other terms and conditions of employment as outlined in this Agreement shall not be altered and shall remain intact for the duration of the contract. Responsibilities shall not change unless related to a change from the current seven-period day.

### 3.10 Posting of Positions

The District will post vacancies according to past practice.

## **ARTICLE IV**

### **EVALUATION**

#### 4.1 Procedures for Formal Evaluation

Certified employees shall be evaluated in accordance with the District's approved PERA evaluation plan and in accordance with all current law and statutes pertaining to certified employee evaluations. Any changes to the evaluation plan or procedures will be in accordance to state law. Changes in the evaluation plan will be conveyed to all employees by administrative personnel.

#### 4.2 Joint Evaluation Committee

- A Performance Evaluation Reform Act (PERA) Joint Committee shall be established consisting of equal numbers of representatives from

Association and the Administration and shall be comprised of no more than six (6) members; three (3) Association members appointed by the Association President and three (3) Administrators appointed by the Board.

In accordance with the *Illinois School Code*, 105 ILCS 5/24A-4(d), the PERA Joint Committee shall meet not less than one time annually to assess and review the effectiveness of the district's evaluation plan for the purposes of continuous improvement of instruction and evaluation practices.

The Committee shall make decisions on the procedures, protocols and tools by consensus. The Committee shall decide specifically how and what student growth data and indicators will be used as a significant factor to rate teacher performance.

## 2. Duties and Responsibilities of the Committee

The Committee shall consider:

- The design of the evaluation instruments for all tenured and non-tenured classroom teachers and specialists
- What framework on which to base the evaluation tools and procedures
- The criteria which constitutes a composite evaluation rating in each of the four performance levels.
- Which assessments will be used and the weight given each assessment in the overall measure of student growth
- What methodology will be used to measure student growth
- How student growth and growth indicators will be used in the evaluation process
- How the agreed upon indicators will relate to evaluation standards

The completion and implementation deadline for the Committee shall be in accordance with state guidelines. If the Committee does not agree to any part(s) of their plan within 180 days after their first meeting, the Committee will default to the state plan that is currently being developed, for those parts of the plan to which there is no agreement by consensus.

Committee members shall be compensated at a rate of current substitute pay per hour or provided mutually agreed upon release time with no charge to the Association or individual teacher.

- A. The Committee shall monitor on a continuing basis the evaluation instrument and procedure to assure reliability and validity.
- B. The Committee shall review and revise, if need be, the instrument and procedures used to assess standards of each performance

level, and shall make recommendations to the Association and to the Board of Education.

- C. The Committee shall nominate consulting teachers and shall develop the methods and criteria to be utilized in determining which applicants are to be nominated as consulting teachers.
  - D. The Committee shall take into consideration the opinion of the teacher with the unsatisfactory rating as to who the Principal may assign as his or her consulting teacher. This arrangement must be agreed to by both teachers.
  - E. The Board will hold harmless the Evaluation Committee members from any legal liability arising from the performance of their responsibilities as Evaluation Committee members.
- 3. In the case of any unresolved problem related to this Article, the Superintendent shall be made aware of that problem and shall be present at any conference or meeting concerning that problem.
  - 4. No non-tenured teacher shall be dismissed except in accordance with Chapter 122, Section 24.11-24.15 of the School Code of Illinois.

## **ARTICLE V**

### **TEACHER COMPENSATION AND FRINGE BENEFITS**

#### **5.1 Full Experience Credit**

The teacher shall be awarded full credit for teaching experience inside the district, and up to ten (10) years credit in accredited schools outside the district. Experience will be awarded in full years only with seven (7) months equaling one full year of teaching experience.

#### **5.2 Part-Time Teacher Compensation**

No part-time teacher shall receive pro-rated benefits. However, any current employees reduced to part time, shall receive pro-rated benefits consistent with their fractional employment status. Only teachers who work 30 or more hours per week are eligible for health insurance.

### 5.3 Salary Schedule

1. The salary schedules for the 2019-2020, 2020-2021 and 2021-2022 school years shall be as set forth in Appendix A.
2. Certified Staff will move to the 25/35 Transitional Salary Schedule. Certified employees who are Tier I TRS employees (started in the TRS system prior to January 1, 2011) will be paid on the column with 25 steps. Certified employees who are Tier II TRS employees (started in TRS on or after January 1, 2011) will be paid on the column with 35 steps. The date an employee starts employment with the District does not determine his/her placement on the transitional salary schedule. If a Tier I TRS teacher is employed in the future, that teacher will be placed on the column with 25 steps, Appendix A. If a Tier II TRS teacher is employed in the future, that teacher will be placed on the column with 35 steps, Appendix A.
3. Certified staff members who are Tier II employees will have \$25 per pay period invested in a district approved retirement plan. Employees are required to remain invested in the program during their employment at Anna-Jonesboro Community High School.

### 5.4 Pay Days

Employees will be paid on the 5th and 20th of each month in 24 nearly equal payments, beginning on the 20<sup>th</sup> of August. All employees' pay will be by direct deposit

### 5.5 Payroll Installments

Each teacher shall be paid on the basis of 24 equal payments. All payroll deductions shall be withheld on the basis of twenty-four (24) equal deductions.

### 5.6 Supplemental Jobs -- Added to Salary Schedule

The supplemental pay schedule shall be set forth in Appendix B, which is attached to and incorporated into this Agreement. Supplemental jobs are defined as any assignment other than internal substitute teaching that requires payment beyond the amount specified. These assignments may be made only with the mutual consent of the teacher and the Board after hearing the recommendation of the Superintendent. The assignment of supplemental jobs will continue from year to year unless notification is received by the end of the school term.



## 5.7 Supplemental Jobs -- Payroll Procedures

1. Supplemental pay shall be added to the total yearly salary at the beginning of the school year or at the time the assignment is made. It shall become a part of the bi-monthly salary paid proportionately over the number of pay periods (24) or the balance of the remaining pay periods if the assignment is made after the beginning of the school year. If the teacher chooses, supplemental pay shall be paid in one lump sum in a separate check with the appropriate tax amount deducted at the completion of his or her season.
2. Supplemental jobs that have no definable season and are school term long in duration shall be paid as part of the regular gross salary or in a lump sum at the end of the school term.
3. One time events or activities of short duration shall be paid in a lump sum in the paycheck following the end of the event.

## 5.8 Hospitalization, Medical, and Life Insurance

The Board currently pays \$697.29 monthly towards individual insurance for each employee. Any premium for spouse and/or family/child(ren) will be the responsibility of the individual employee. The Association will choose the insurance carrier, unless the Board presents a carrier with identical benefits for individual and family policies at a lower premium. Insurance premium increases more than five percent (5%) above the 2018-2019 insurance premium will be the responsibility of the employee. Insurance premium increases more than five percent (5%) above the 2019-2020 insurance premium will be the responsibility of the employee. Insurance premium increases more than five percent (5%) above the 2020-2021 insurance premium will be the responsibility of the employee. The percentage increase is based on the actual cost of the previous year's premium amount. The Association shall have the ability to select insurance benefits within the limits specified. The premium cost for employee with spouse and/or family/child(ren) coverage shall be deducted from each pay check. The current percentage increase is intended to cover premium increases to the current plan and no additional benefits may be added without the approval of the Board. A joint Administrative/Association insurance committee will be formed to explore insurance options.

## 5.9 Illinois Teacher Retirement Contribution

The Board shall pay the teacher's full contribution to the State of Illinois Retirement System in the amount of .098901 or 9.8901% in accordance with the Teacher Retirement System Table of Factors at the rate of 1.098901. The Board

shall also pay, in lieu of the employee, .0124 of his/her salary to the Teachers' Health Insurance Security Fund. In the event of any increases, it shall be negotiated in the next school year or sooner by mutual consent.

#### 5.10 Retirement Benefit

An employee tendering an irrevocable letter of resignation in conformance with the following conditions shall be eligible for a retirement incentive during his/her final four (4) years of teaching.

To be eligible, the employee must be eligible to retire with TRS; and must submit an irrevocable letter of resignation on or before May 15 of the pre-retirement year in which the teacher will receive his/her first year of retirement benefits, designating an effective retirement date; and

The irrevocable letter of resignation for retirement must be filed on or before May 15 in the year the pre-retirement benefit will commence. The pre-retirement period may be from 1 to 4 years in duration depending upon when the irrevocable letter of resignation is received and the specified effective date of retirement. For example, employees indicating retirement in 2020 will have a pre-retirement period of 1 year. Employees indicating retirement in 2021 will have a pre-retirement period of 2 years. Employees indicating retirement in 2022 will have a pre-retirement period of 3 years. Employees indicating retirement in 2023 will have a pre-retirement period of 4 years, but the employee does not receive an additional retirement enhancement -- 6% salary adjustment does not apply in the fourth year. Nothing in this program is intended to limit an employee's contractual ability to earn more than 6% above his/her previous year's TRS creditable earnings.

The teacher will remain on the salary schedule and will be paid according to the negotiated contract. In June, at the end of the first, second and third year an employee is in the retirement plan, the District will compare the teacher's TRS creditable earnings to his/her previous year's creditable earnings. The District will pay the teacher a retirement benefit in an amount to ensure the teachers' TRS creditable earnings increases 6% over his/her previous year's TRS creditable earnings, based on the number of days the teacher worked or received paid leave from one year to the next year (periods of unpaid leave will be removed from the calculation when determining the retirement benefit). However, a teacher in the fourth year of the retirement program does not receive the guaranteed 6% increase and, instead, will receive his/her previous year's salary and any negotiated salary increases applicable to during the teacher's fourth and last year of employment.

The parties agree that TRS creditable earnings, including but not limited to extracurricular, extended contracts, committee or grant work, etc..., will not be calculated in any 6% salary increase if the teacher does not continue performing

that TRS work in any year the employee receives benefits under this provision, unless the reason for the not continuing the performance of that TRS work is beyond his or her control, i.e., if the program is eliminated or if the teacher suffers an illness that prohibits him or her from being able to perform those duties for which the Superintendent or his/her designee may request a doctor's verification of illness.

Any employee who elects a retirement program under this provision and subsequently becomes ineligible to retire in the school year designated in his/her irrevocable notice of retirement because he/she does not have sufficient years of TRS creditable service (i.e. teacher expected to retire with 35 years of TRS service by using 2 years of sick leave but had to use sick leave pursuant to The School Code that drops the employee below 2 years of sick leave), agrees to consent to payroll deduction to reimburse the District for any monies received under this retirement program and shall forfeit any future payments under this program. The amount and duration of the payroll deductions shall be established by the Board after consultation with the employee and Association President. The employee will be permitted to rescind his/her retirement in the event of the above scenario.

Any employee submitting a notice of intent to retire as outlined above will receive the benefits of this program as a minimum guarantee as outlined herein regardless of the inclusion of this provision in a successor agreement or the expiration of the agreement.

This provision shall be reopened for reconsideration upon written demand to bargain by either party provided the District becomes subject to TRS penalties under this provision, or legislative changes or rule changes affecting what has become known as SB 27 for the purpose of negotiating appropriate revisions to assure that the employee to the maximum extent possible, shall receive the full dollar amount of the benefit as creditable earnings while avoiding TRS penalties that may arise due to the payment of benefits distributed under this provision.

Total payment due under the above retirement program will be calculated as follows: Full-time Service Completed in District 81 on the effective date of retirement = 20 years.

Pursuant to TRS rules/procedures, the District will report to TRS the total number of unused sick leave days accumulated by the employee on his/her last day of employment. Employees that are eligible to retire with TRS will receive a post-retirement severance payment for any earned but unused sick leave days reported to TRS that are not subsequently used/applied toward TRS service credit. The post-retirement payment will be calculated and paid as follows:

1. TRS determines and notifies the District how many of the employee's sick leave days reported to TRS will not be used towards the employee's service credit; and

2. The employee will be paid \$10.00 for each sick leave day reported to TRS that is not used for TRS service credit.
3. The payment will be a post-retirement payment and paid to the employee after the employee's last day of work and after the employee receives his/her last regular payroll check, whichever occurs last. The post-retirement payment shall not be considered TRS creditable earnings.

**ARTICLE VI**

**LEAVES**

6.1 Sick Leave

At the beginning of each school year, each full-time employee will be granted the following sick leave days provided the employee meets both the accumulated number of years of TRS service credit and the number of accumulated and unused district and TRS sick leave. The employee shall be responsible for providing a TRS report prior to the beginning of the 2019-2020 school year. In the event the employee meets the minimum years of service but does not meet the minimum threshold of accumulated sick leave days, the employee will be eligible for sick leave days based on the number of accumulated sick leave days he/she had at the end of the previous year. For example, an employee with 25-29 years of TRS service and 90 days of accumulated sick leave days at the end of the 2018-2019 school year will be eligible for a normal annual allotment of 15 sick leave days at the beginning of the 2019-2020 school year.

<u>Years of Service</u>	<u>Normal Annual Allotment</u>	<u>Minimum TRS Threshold Eligibility</u>
0-10 years	12 days	-----
11-20 years	15 days	70 days
21-24 years	17 days	120 days
25-29 years	20 days	160 days
30 + years	25 days	200 days

The District shall grant 12 month certified employees a minimum of 20 sick leave days per year or the number of sick leave days granted under the above Years of Service formula, whichever is greater.

The unused portion shall accumulate from year to year to a maximum of 355 days. The sick leave days may be used by a bargaining unit member in accordance with The Illinois School Code, 105 ILCS 5/24-6.

After three consecutive sick leave absences or (12 days for 180 day employees, 13 days for 210 day employees, 15 days for 260 day employees) of accumulated sick leave absences in a school year [part-time employees will be pro-rated], the Superintendent or his/her designee may request a doctor's verification of illness. The employee is responsible for any cost in acquiring the doctor's verification of illness.

This sick leave provision shall be reopened for reconsideration upon written demand to bargain by either party provided the District becomes subject to TRS penalties under this provision, or legislative changes or rule changes affecting what has become known as SB 27 for the purpose of negotiating appropriate revisions to assure that the employee to the maximum extent possible, shall receive the full amount of sick leave benefit while avoiding TRS penalties that may arise due to the award of sick leave benefits distributed under this provision.

## 6.2 Sick Leave Defined

Sick leave shall be interpreted to mean personal illness, disability, or illness in the immediate family or household. Sick leave may be used if funeral leave has been exhausted. The immediate family for this Article shall include parents, spouse, brothers, sisters, children, grandparents, grandparents-in-law, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, and legal guardians.

## 6.3 Personal Leave

The Board shall grant each teacher three (3) days of personal leave without loss of pay.

Except in case of emergency, a one (1) week's written advance notice for personal leave shall be submitted to the Principal. In the case of an emergency, the employee shall immediately, upon returning to work, inform the Principal of the nature of the emergency and obtain the Principal's signature.

Personal leave may not be used to extend Christmas break or spring break, nor may it be used one week following the first day of school or one week prior to the close of the school year. Not more than ten percent (10%) of the teacher staff shall be on personal leave at one time. Personal leave may not be used for the above reasons except in the case of emergency or extenuating circumstances.

Personal leave days may accumulate to a maximum of nine (9) days. No more than three (3) consecutive personal leave days may be taken at one (1) time. The District shall add the employee's unused personal day(s) to his/her sick leave days.

#### 6.4 Maternity Leave

Absence due to pregnancy-related disability shall be treated as sick leave when certified by a physician. The Board may grant requests for a maternity leave of absence without pay. The beginning and termination dates of the leave shall be determined by the teacher and her physician. A teacher who returns from maternity leave shall be reinstated to her former position or its equivalent.

#### 6.5 Professional Leave

Professional leave for faculty will be encouraged and promoted on an equitable basis. Professional leave shall not be denied solely because a professional conference is IEA or NEA sponsored.

#### 6.6 Association Leave

The Association will be granted the time of fourteen (14) work days per year for representative(s) to attend regional, state, or national meetings. The Association will pay the salary of the substitute(s). The following provisions will be followed by the Association in use of Association leave: (1) the President of the Association shall submit a written request to the Principal at least one (1) week in advance of the anticipated usage; (2) the frequency of such meetings shall not impair the quality of classroom instruction; and (3) no more than ten percent (10%) of the Association members shall be on Association leave at one time.

#### 6.7 Jury Duty

An employee called to jury duty or subpoenaed to testify concerning school related affairs shall, upon his/her request, be granted leave with pay to fulfill these responsibilities, providing that the school district is reimbursed the per diem amount excluding the expenses received by the employee for jury duty.

The employee shall indicate on the absence slip if the absence is due to jury duty or a subpoena. The court paid per diem amount shall be signed over to the district for salary, TRS, and district bookkeeping.

## 6.8 National Guard/Reserve Duty

An employee called to duty shall, upon his or her request, be granted leave with pay to fulfill these responsibilities provided the following procedures are followed by the employee:

1. A written letter stating the need for the employee's participation in duty from the employee's commanding officer is given the Superintendent at least thirty (30) days before the intended leave.
2. Lesson plans, grade books, handouts, and tests are prepared in advance of the intended leave.

A maximum of two (2) weeks (ten (10) school days) of leave with pay shall be granted by the Board. If the employee's salary is greater than or equal to his or her National Guard/Reserve salary, the school district shall be reimbursed by the employee the per diem amount. If the employee's National Guard/Reserve salary is greater than his or her teaching salary, the employee shall reimburse the school district the amount of his or her per diem teacher's salary.

## 6.9 Funeral Leave

The Board shall grant each teacher five (5) days of funeral leave per school year without loss of pay. The days shall not be accumulated from year to year.

The funeral leave shall be used for immediate family members, which shall include parents, spouse, brothers, sisters, children, grandparents, grandparents-in-law, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, and legal guardians.

## 6.10 Accounting and Leave Time

The administration will provide each teacher with an accurate and up-to-date accounting of the current status of all leaves provided for in this contract. This account shall be provided annually, no later than September 1. All objections to the accounting must be received by the district by October 1.

## ARTICLE VII

### GRIEVANCE PROCEDURES

#### 7.1 Definitions

1. Any claim by the Association or a teacher that there has been a violation, misrepresentation, or misapplication of the terms of this Agreement shall be a grievance.
2. When a teacher feels that there has been an alleged violation of fair treatment, misrepresentation, or misapplication of any established policy or practice of the Board or federal or state laws and regulations, the teacher may request a meeting with the Superintendent to resolve the problem. If the solution suggested by the Superintendent is not satisfactory, the teacher may seek resolution by requesting that his or her name be placed on the agenda of the next regularly scheduled board meeting. At the appropriate time on the agenda, the Board President shall acknowledge and allow the teacher to express his or her concerns. The Board shall respond to the teacher within thirty (30) days of the Board meeting.

Any reference in this Agreement to Board policy recognizes the right of the Board to revise, amend, or change present Board policies, except as provided in Article 11.1.

3. All time limits consist of school days, except that when a grievance is submitted fewer than ten (10) days before the close of the current school term, time limits shall consist of all weekdays.

#### 7.2 Procedures

The parties hereto acknowledge that it is usually most desirable for a teacher and his or her immediately involved supervisor to resolve problems through free and informal communications. An attempt shall be made by the grievant to resolve any grievance by means of an informal verbal or written communication between the grievant and his or her immediately involved supervisor. If, however, the informal process fails to satisfy the grievant, a grievance may be processed as follows:

- Step A. If the grievance is not resolved informally, then the grievant or the Association shall present the grievance in writing to the Principal. The grievance shall specify the article and clause alleged to have been violated and shall state the remedy sought. The grievance shall be initiated at this step within sixty (60) days from the point at which the grievant becomes aware of the violation or alleged



violation, or knowledge of same, whichever is later. The Principal shall arrange for a meeting to take place with the grievant within ten (10) days after the receipt of the grievance. The Principal shall provide a written answer to the grievant within fifteen (15) days of the receipt of the grievance.

- Step B. If the grievance is not resolved at Step A, the Association may submit it to the Superintendent who shall arrange for a meeting to take place with the grievant within five (5) days of the Superintendent's receipt of the grievance. Within ten (10) days of the meeting, the grievant shall be provided with the Superintendent's written response, including the reasons for his decision.
- Step C. If the grievance is not resolved at Step B, the Association may submit the grievance to the Board. The Board shall allow the grievant and/or his representative(s) to present the grievance to the Board at the next regularly scheduled board meeting provided the Board has at least ten (10) days notice of the appeal before such regularly scheduled Board meeting. If an appeal is made within less than ten (10) days of a regularly scheduled board meeting, the Board shall hear the grievance at the next following regularly scheduled board meeting. If an appeal to the Board is not filed within thirty (30) days of the Step (b) answer, then the grievance shall be deemed withdrawn. The Board shall render a decision within thirty (30) calendar days of the Board grievance hearing.
- Step D. If the grievance is not resolved at Step (c) then the Association may submit the issue(s) to binding arbitration as administered by the American Arbitration Association (AAA). The Voluntary Rules of the AAA shall be used.

If the demand for arbitration is not filed within twenty days of the receipt of the Board decision from Step (c), the grievance shall be deemed withdrawn.

### 7.3 Bypass to Board

If the grievant, Principal, and Superintendent agree, Steps A and B of the grievance procedure may be bypassed and the grievance brought directly to Step C.

#### 7.4 Association Participation/Employee Represented

The Board acknowledges the right of a local Association grievance representative to participate in the processing of a grievance at Step A and the right of any Association representative to participate in processing of a grievance at Step C.

#### 7.5 Class Grievance

If the grievant, Principal, and the Superintendent agree, a class grievance involving one or more teachers or one or more supervisors may be initially filed by the Association at Step C.

#### 7.6 No Reprisals Clause

No reprisals shall be taken by the administration or the Board against a teacher because of his or her participation in the grievance.

#### 7.7 Filing of Materials

All records related to a grievance shall not be filed in the personnel file of the participant(s).

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

#### 7.9 Time Bar

- (a) If no written decision has been rendered within the time limits indicated by a step, then the grievance may be processed to the next step.
- (b) Failure of the grievant or the Association to act on any grievance within the prescribed time limits will bar any further appeal within the grievance procedure.

#### 7.10 Continuous Grievance

A grievance that arises from a grievable action that continues over and over again may be filed within the time line of any occurrence.

7.11 Summer Grievance

If a grievance is filed during summer vacation, all time limits shall be doubled. Any step beginning after the school term starts shall be under normal time lines.

7.12 Cost of Arbitration

Any arbitration cost related to a grievance shall be shared equally by the Board and the Association.

**ARTICLE VIII**

**NEGOTIATIONS PROCEDURE**

8.1 Agreement to Negotiate

The parties agree that their duly designated representatives shall negotiate as provided by the Illinois Educational Labor Relations Act.

8.2 Ground Rules for Negotiations

1. All negotiation meetings will be closed to the public, press, and persons other than designated members of the bargaining teams or such persons as may be mutually agreed upon.
2. During the negotiation process, neither party will issue press releases, discuss negotiations with the media or engage in informational picketing concerning negotiations. If either party requests the services of a mediator, this restriction on press releases, media communications, and informational picketing is terminated.
3. Negotiation sessions will be held in the superintendent's office. The first session shall be hold on \_\_\_\_\_ at \_\_\_\_\_ and shall end at \_\_\_\_\_ unless the parties mutually agree otherwise.
4. Each party shall have the right to designate its own negotiation team and chief negotiator. The negotiation teams shall have the authority to reach tentative agreement on proposals submitted for negotiations, but all tentative agreements will not be legally binding unless ratified by both the Board of Education and the Association. Each team will have a maximum

of 5 members at the table. At least two members from each team will need to be in attendance in order to conduct a meeting.

5. The parties shall exchange initial proposals including salary proposals on \_\_\_\_\_. Items not identified in the parties' initial proposals cannot be negotiated unless by mutual agreement.
6. All tentative agreements shall be written and signed by the spokesperson of their respective teams at the meeting the tentative agreement is reached. Signed copies shall be given to each negotiating team and final copies may be read for accuracy. Tentative agreements cannot come back to the table as new items.
7. The parties must agree to negotiate in an informal manner and shall be free to openly discuss issues and potential compromises at the bargaining table, but such statements from either party shall not be legally binding nor constitute a proposal until such a time as the statement is reduced to writing and submitted as a written proposal. The parties are encouraged to openly discuss issues/concerns at the bargaining table without concerns that such statements are legally-binding proposals.
8. The parties agree to limit the number and length of caucus sessions and each party commits to open discussions at the bargaining table. However, each negotiating team reserves the right to caucus at any time during negotiations and to keep their respective members updated on the status of negotiations. Caucus sessions should not exceed 30 minutes; however, should a caucus exceed 30 minutes, the other party shall be notified of the anticipated length of the caucus session.
9. In the event negotiations reach an impasse, the parties agree to request that the Federal Mediation and Conciliation Service assign a federal mediator to assist the parties in reaching a negotiated agreement.

### 8.3 Illinois Educational Labor Relations Board (IELRB) Rules

1. 90 Days -- If no agreement has been reached within 90 days prior to the scheduled start of the forthcoming school year the exclusive representative and the employer shall file a notice with the IELR Board.
2. 60 Days -- Upon demand of either party, collective bargaining must begin within 60 days of the receipt of a party of a demand to bargain issued by the other party. Once commenced, collective bargaining must continue for at least a 60-day period unless a contract is entered into.
3. 45 Days -- If no agreement has been reached 45 days prior to the scheduled start of the forthcoming school year, either party may request

the services of the Federal Mediation and Conciliation Service, the American Arbitration Association, or the Illinois Educational Labor Relations Board, whichever group provides the least expensive service at the time of the request, for the purpose of mediation of issues not settled.

If a joint request is required, the parties to this agreement hereby agree to submit a joint request as required.

4. 15 Days -- If no agreement has been reached 15 days prior to the scheduled start of the forthcoming school year, the parties shall file a notice with the IELR Board. If by this date, mediation has not been initiated, the IELR Board shall invoke mediation.
5. Mediation may be invoked upon joint request of the parties at any time.

## **ARTICLE IX**

### **REDUCTION IN STAFF AND RECALL PROCEDURE**

#### 9.1 Reasons for Reduction

When the Board deems it necessary to reduce the number of teachers in the district for such financial reasons as declining weighted average daily attendance or declining equalized assessed valuation, every effort will be made to make reductions through attrition first.

#### 9.2 Lay off of Teachers

- A. When a reduction in staff has been determined by the Board, the Association's Board of Directors will be consulted in advance of any public announcement. The Association shall be given the opportunity to discuss the number of teachers not to be employed and alternatives to such reduction in staff.
- B. Reduction in Force (RIF) Lists (formerly Seniority Lists) will now be determined by four major criteria: certification, qualifications, performance evaluations, and seniority (Groups 3 and 4 only)

For each teaching position, teachers who possess the necessary certification and qualifications for the position will be categorized into four performance tiers as defined by SB7 Joint Committee

Reduction in force of certified staff shall comply with the *Illinois School Code*, 115 ILCS 5/24-12(b).

If for some reason an evaluation was not done when scheduled, the teacher will default to a rating of proficient for the purpose of determining the teacher's RIF group number.

- C. On or before December 1 each year, the Joint RIF Committee comprised of no more than six (6) members; three (3) Association members appointed by the Association President and three (3) Administrators appointed by the Board shall meet and be subject to and perform its duties in accordance with the *Illinois School Code*, 105 ILCS 5/24-12(c).

The Joint RIF Committee members shall be compensated at a rate of current substitute pay per hour or provided mutually agreed upon release time with no charge to the Association or individual teacher.

- D. The SB7 Joint RIF Committee shall be charged with:
- Modifying the criteria for determining which teachers fall into Groups 2, 3, and 4. However, if the majority of all members of the committee cannot agree teachers will be grouped according to the default language in the law.
  - Determining guidelines for moving employees from the "Group Two" performance tier into "Group Three." For example, moving a teacher who receives a Needs Improvement and a Proficient/Excellent rating in the last two evaluations.
  - Determining guidelines for moving employees from the "Group Three" performance tier into the "Group Four" performance tier. For example, moving a teacher who is Nationally Board Certified. However, no teacher with a rating of Needs Improvement or Unsatisfactory on his/her last evaluation shall be moved.
  - Reviewing the list detailing the order of dismissal
- E. Each teacher must be categorized into one or more positions for which he/she is qualified to hold, based upon legal qualifications and any other qualifications established in a district job description, on or before May 10 of each school year to be used for RIF lists or notices for the Spring of the following school year. It is the responsibility of the teacher to keep up to date his/her transcript and proper certification in area(s) he/she is qualified to teach.
- F. The Honorable Dismissal RIF List (formerly Seniority List) shall be prepared in accordance with the *Illinois School Code*, 105 ILCS 5/24-

12(b), and a copy provided to the Association no later than March 1 or 75 days before the last day of each school year, whichever is later.

### 9.3 Recall Procedures

Only teachers dismissed from Categories 3 and 4 have recall rights. If the Board increases the number of teachers or has a teacher resign at any time after the layoff(s), the Board shall first offer re-employment to the teachers laid off in reverse order of lay-off, specified in Category 4 and then in Category 3, in so far as they are legally qualified to hold such positions.

Recall rights extend for two (2) calendar years from the beginning of the school term following layoffs providing RIFed teachers keep current address on file with the district.

### 9.4 Additional Instances

Instances not covered specifically by the language in this article shall be covered by The School Code of Illinois.

**ARTICLE X**  
**EFFECT OF AGREEMENT**

10.1 Complete Understanding

The terms and conditions set forth in the Agreement represent the full and complete understanding between the parties. During the term of the Agreement through the term of the Agreement, the terms and conditions may be modified only through written mutual consent of the parties.

10.2 Individual Contracts

The terms and conditions of this Agreement shall be reflected in individual contracts or employment agreements.

10.3 Savings Clause

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

10.4 Term of Agreement

This Agreement shall be effective the first day of school, August 14, 2019 and shall continue in effect until midnight of the day before the first day of the school term of 2022-2023.

This Agreement is signed this \_\_\_ day of \_\_\_\_\_, 2019.

IN WITNESS THEREOF:

For the Anna-Jonesboro Community High School Education Association

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary or Designee

For the Board of Education Anna-Jonesboro Community High School District #81

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary or Designee



## Appendix A

### ANNA-JONESBORO CHS #81 CERTIFIED TEACHER 25/35 TRANSITIONAL SALARY SCHEDULE 2019-2020

Base	40915	
Step A	1370	Pre 1/1/11 - Individuals who contributed to TRS prior to 1/1/2011
Step B	685	Post 1/1/11 - Individuals who contributed to TRS after 1/1/2011
Lane A	780	
Lane B	1865	

STEP A	STEP B	BS	BS+8	BS+16	BS+24	MS	MS+8	MS+16
0	0	40915	41695	42475	43255	45120	45900	46680
1	1	42285	43065	43845	44625	46490	47270	48050
2	2	43655	44435	45215	45995	47860	48640	49420
3	3	45025	45805	46585	47365	49230	50010	50790
4	4	45710	46490	47270	48050	49915	50695	51475
	5	46395	47175	47955	48735	50600	51380	52160
5	6	47080	47860	48640	49420	51285	52065	52845
	7	47765	48545	49325	50105	51970	52750	53530
6	8	48450	49230	50010	50790	52655	53435	54215
	9	49135	49915	50695	51475	53340	54120	54900
7	10	49820	50600	51380	52160	54025	54805	55585
	11	50505	51285	52065	52845	54710	55490	56270
8	12	51190	51970	52750	53530	55395	56175	56955
	13	51875	52655	53435	54215	56080	56860	57640
9	14	52560	53340	54120	54900	56765	57545	58325
	15	53245	54025	54805	55585	57450	58230	59010
10	16	53930	54710	55490	56270	58135	58915	59695
	17	54615	55395	56175	56955	58820	59600	60380
11	18	55300	56080	56860	57640	59505	60285	61065
	19	55985	56765	57545	58325	60190	60970	61750
12	20		57450	58230	59010	60875	61655	62435
	21		58135	58915	59695	61560	62340	63120
13	22			59600	60380	62245	63025	63805
	23			60285	61065	62930	63710	64490
14	24					64300	65080	65860
15	25					65670	66450	67230
16	26					67040	67820	68600
17	27					68410	69190	69970
18	28					68410	69190	71340
19	29					68410	69190	71340
20	30					68410	69190	71340
21	31					68410	69190	71340
22	32					68410	69190	71340
23	33					68410	69190	71340
24	34					68410	69190	71340
25	35					69780	70560	72710

\* Those full-time teachers who have served twenty or more years at A-JCHS will receive a payment of \$500.00 to be added to their checks on the first regular pay date in the month of December. However, in regards to part-time teachers, only those teachers hired full-time before 2004-2005 who are later reduced to part-time may receive this stipend. Present teachers who voluntarily reduce their hours will receive a pro-rated stipend.

\* Does not include TRS contributions

**ANNA-JONESBORO CHS #81**  
**CERTIFIED TEACHER 25/35 TRANSITIONAL SALARY SCHEDULE**  
**2020-2021**

Base 42180  
 Step A 1370 Pre 1/1/11 - Individuals who contributed to TRS prior to 1/1/2011  
 Step B 685 Post 1/1/11 - Individuals who contributed to TRS after 1/1/2011  
 Lane A 780  
 Lane B 1865

STEP A	STEP B	BS	BS+8	BS+16	BS+24	MS	MS+8	MS+16
0	0	42180	42960	43740	44520	46385	47165	47945
1	1	43550	44330	45110	45890	47755	48535	49315
2	2	44920	45700	46480	47260	49125	49905	50685
3	3	46290	47070	47850	48630	50495	51275	52055
	4	46975	47755	48535	49315	51180	51960	52740
4	5	47660	48440	49220	50000	51865	52645	53425
	6	48345	49125	49905	50685	52550	53330	54110
5	7	49030	49810	50590	51370	53235	54015	54795
	8	49715	50495	51275	52055	53920	54700	55480
6	9	50400	51180	51960	52740	54605	55385	56165
	10	51085	51865	52645	53425	55290	56070	56850
7	11	51770	52550	53330	54110	55975	56755	57535
	12	52455	53235	54015	54795	56660	57440	58220
8	13	53140	53920	54700	55480	57345	58125	58905
	14	53825	54605	55385	56165	58030	58810	59590
9	15	54510	55290	56070	56850	58715	59495	60275
	16	55195	55975	56755	57535	59400	60180	60960
10	17	55880	56660	57440	58220	60085	60865	61645
	18	56565	57345	58125	58905	60770	61550	62330
11	19	57250	58030	58810	59590	61455	62235	63015
	20		58715	59495	60275	62140	62920	63700
12	21		59400	60180	60960	62825	63605	64385
	22			60865	61645	63510	64290	65070
13	23			61550	62330	64195	64975	65755
14	24					65565	66345	67125
15	25					66935	67715	68495
16	26					68305	69085	69865
17	27					69675	70455	71235
18	28					69675	70455	72605
19	29					69675	70455	72605
20	30					69675	70455	72605
21	31					69675	70455	72605
22	32					69675	70455	72605
23	33					69675	70455	72605
24	34					69675	70455	72605
25	35					71045	71825	73975

\* Those full-time teachers who have served twenty or more years at A-JCHS will receive a payment of \$500.00 to be added to their checks on the first regular pay date in the month of December. However, in regards to part-time teachers, only those teachers hired full-time before 2004-2005 who are later reduced to part-time may receive this stipend. Present teachers who voluntarily reduce their hours will receive a pro-rated stipend.

\* Does not include TRS contributions

ANNA-JONESBORO CHS #81  
 CERTIFIED TEACHER 25/35 TRANSITIONAL SALARY SCHEDULE  
 2021-2022

Base 43615  
 Step A 1370 Pre 1/1/11 - Individuals who contributed to TRS prior to 1/1/2011  
 Step B 685 Post 1/1/11 - Individuals who contributed to TRS after 1/1/2011  
 Lane A 780  
 Lane B 1865

STEP A	STEP B	BS	BS+8	BS+16	BS+24	MS	MS+8	MS+16
0	0	43615	44395	45175	45955	47820	48600	49380
1	1	44985	45765	46545	47325	49190	49970	50750
2	2	46355	47135	47915	48695	50560	51340	52120
3	3	47725	48505	49285	50065	51930	52710	53490
	4	48410	49190	49970	50750	52615	53395	54175
4	5	49095	49875	50655	51435	53300	54080	54860
	6	49780	50560	51340	52120	53985	54765	55545
5	7	50465	51245	52025	52805	54670	55450	56230
	8	51150	51930	52710	53490	55355	56135	56915
6	9	51835	52615	53395	54175	56040	56820	57600
	10	52520	53300	54080	54860	56725	57505	58285
7	11	53205	53985	54765	55545	57410	58190	58970
	12	53890	54670	55450	56230	58095	58875	59655
8	13	54575	55355	56135	56915	58780	59560	60340
	14	55260	56040	56820	57600	59465	60245	61025
9	15	55945	56725	57505	58285	60150	60930	61710
	16	56630	57410	58190	58970	60835	61615	62395
10	17	57315	58095	58875	59655	61520	62300	63080
	18	58000	58780	59560	60340	62205	62985	63765
11	19	58685	59465	60245	61025	62890	63670	64450
	20		60150	60930	61710	63575	64355	65135
12	21		60835	61615	62395	64260	65040	65820
	22			62300	63080	64945	65725	66505
13	23			62985	63765	65630	66410	67190
14	24					67000	67780	68560
15	25					68370	69150	69930
16	26					69740	70520	71300
17	27					71110	71890	72670
18	28					71110	71890	74040
19	29					71110	71890	74040
20	30					71110	71890	74040
21	31					71110	71890	74040
22	32					71110	71890	74040
23	33					71110	71890	74040
24	34					71110	71890	74040
25	35					72480	73260	75410

\* Those full-time teachers who have served twenty or more years at A-JCHS will receive a payment of \$500.00 to be added to their checks on the first regular pay date in the month of December. However, in regards to part-time teachers, only those teachers hired full-time before 2004-2005 who are later reduced to part-time may receive this stipend. Present teachers who voluntarily reduce their hours will receive a pro-rated stipend.

\* Does not include TRS contributions

## APPENDIX B

### SUPPLEMENTAL PAY SCHEDULE

1. All teachers employed by the Board of Education of the Anna-Jonesboro Community High School must have valid certificates to teach in Illinois. They must meet all the requirements for the preparation of teachers and formulated Association of Colleges and Secondary Schools.
2. The following duties shall be paid for according to the following schedules, if such positions exist.

A. Department Heads

Each department of the school will have a department head and each department head will be reimbursed as follows:

Department	Pay
Language Arts	\$500.00
Math	\$500.00
Science	\$500.00
Social Studies	\$325.00
Vocational Occupations/Home Ec./ Business/Ag/Industrial Arts	\$325.00
Physical Education/Health/Driver Ed	\$200.00
Pre-Vocational/Special Education	\$200.00
Fine Arts	\$100.00
Foreign Language	\$100.00
Library Science	\$ 75.00

B. Club Sponsors

All active clubs (clubs must hold a minimum of six (6) meetings per year) that are approved by the Board of Education will have a sponsor and each year the sponsor will be reimbursed in the amount of \$200.00.

C. Class Deans

The deans of each class may decide among themselves as to the number of teachers (1, 2, or more) who will fulfill the duties of the head dean(s). In no event shall the total amount paid to the dean(s) be more than the negotiated amount in the contract.

Freshmen Deans (2)	\$100.00 each
Sophomore Deans (2)	\$100.00 each
Junior Deans (2)	\$100.00 each
Senior Deans (2)	\$125.00 each
Prom/Concession Coordinator (2)	\$525.00 each
Graduation Coordinator (1)	\$275.00

D. Other

Student Council Sponsor (1)	\$500.00
National Honor Society Sponsor (1)	\$350.00
WYSE Coach (1)	\$300.00
Blood Drive Coordinator (1)	\$125.00
Mentoring Program Coordinator (1)	\$300.00

After School Detention Supervisor - \$17 per hour

Abstinence Coordinator /Asst. Abstinence Coordinator – position shall remain as long as grant funds are renewed. Salaries are paid based on grant procedures.

E. Ticket Sales

The following pay schedule applies to faculty and staff ticket sellers and ticket takers. Other workers, as deemed necessary by the Principal, shall also be paid according to this schedule.

Football	\$15.50 per hour (minimum 2 hrs. pay)
Basketball	\$12.00 per hour (minimum 2 hrs. pay)
Volleyball	\$12.00 per hour (minimum 2 hrs. pay)
Wrestling	\$12.00 per hour (minimum 2 hrs. pay)

IHSA rates will apply for the State series.

F. Salaries of personnel listed below will be indexed times the pay listed in the Bachelor's column at the level of experience each coach or sponsor listed has in his or her current assignment. The contract will count years of experience in the assignment in the AJCHS District #81 only. However, in the event that a coach or sponsor has served as the Head Coach/Sponsor in a program in District #81 and then at some time becomes the Assistant Coach in the same program without a break in service, he or she will only receive experience credit for the year(s) served as Head Coach/Sponsor.

Boys Sports

1.	Head Football Coach (1)	.1275
2.	Assistant Football Coaches (3)	.085
3.	Head Basketball Coach (1)	.1275
4.	Assistant Basketball Coaches (2)	.085
5.	Head Baseball Coach (1)	.1275
6.	Assistant Baseball Coach (1)	.085
7.	Head Wrestling Coach (1)	.085
8.	Assistant Wrestling Coach (1)	.06
9.	Head Soccer Coach(1)	.085
10.	Assistant Soccer Coach (1)	.045

Girls Sports

11.	Head Volleyball Coach (1)	.1275
12.	Assistant Volleyball Coach (1)	.085
13.	Head Basketball Coach (1)	.1275
14.	Assistant Basketball Coach (2)	.085
15.	Head Softball Coach (1)	.1275
16.	Assistant Softball Coach (1)	.085
17.	Head Soccer Coach (1)	.085
18.	Assistant Soccer Coach (1)	.045

Boys/Girls Both

19.	Head Golf Coach (1)	.085
20.	Assistant Golf Coach (1)	.045
21.	Cross Country Coach (1)	.0675
22.	Bowling Coach (1)	.0675
23.	Head Track Coach (1)	.1275
24.	Assistant Track Coach (2)	.085

Other Duties

25.	Cheerleading Sponsor (1)	.0625
26.	Competitive Cheer Coach (1)	.045
27.	Pep Band Sponsor	.045
28.	Play Production Musical Play	
	a. Head Director (1)	.045
	b. Scenery and Set Designer (1)	.03
	c. Set Constructor (1)	.03
	d. Music Director (1)	.03
29.	Yearbook Sponsor	.095

30.	Math Coach (1)	.045
31	Assistant Math Coach (1)	.04
32.	Scholastic Bowl (1)	.035
33.	Assistant Scholastic Bowl Coach (1)	.03
34.	Special Services Coordinator	.045
35.	Interim Positions (paid on a daily basis at the corresponding rate for the positions being filled on an interim basis)	

3. Extended Contract

Any teacher granted the right to work an extra month or a fraction of an extra month shall be paid additional on the basis of the extra time worked. For the purposes of this section, one month's salary shall be construed to mean 1/9 of the teacher's annual salary for that year in accordance to his or her respective position on the salary schedule.

Teachers granted an extra month or fraction of a month are the DORS Coordinator (an ½ month) for duties as outlined in the DORS contract, the Guidance Counselor (an additional 1 month) for scheduling and registration, and Band Director (an additional ½ month for summer band).

Representatives of the Board and the Association must negotiate any additional days. Employees working said days will be paid at their current daily salary rate.

The District may reduce an employee's number of extra duty days to preclude any Board paid TRS six (6) percent penalty due to the extra duty pay.

4. Lunch Hour Duty

When lunch hour supervision is deemed necessary by the Board, the job of lunch hour duty will be posted and interested teachers will apply. Teachers who have served in this capacity without a break in service will be awarded these duties on an equitable basis. For those new applicants or those with a break in service, the Board shall make the final decision. Teachers will be paid according to the following formula: present base pay for BA-0 divided by the number of student attendance days divided by the number of instructional minutes per normal day times the number of minutes worked equals the salary per daily lunch hour duty.

5. Summer School

Should the district choose to offer summer school, duties shall be assigned by mutual consent of the teacher and the Principal or Superintendent. Teaching shall be awarded on the basis of seniority in the department in which the course is being taught. After that, other teachers in AJCHS District #81 shall be offered the position if certified in the area. After that, positions will be offered to teachers out of the district who are certified in the area. Compensation shall be according

to the teacher's position on the salary schedule in effect for that year. Payment shall be made to the teacher every other Friday, every two weeks, or in one lump sum at the end of the school session as the teacher requests. If the district employs a teacher for summer school and that teacher has no accumulated sick leave, a substitute will be provided at no reduction in pay for one (1) day. After that, the teacher may choose to be docked at his or her regular pay rate in order to have a substitute hired or he or she may choose to cancel the class and make up the class time at a later date. The Principal is to be consulted and his approval given.

6. Regular teaching includes, in addition to the regular classroom duties, an equitable distribution of the following: (1) assignments to duties for other school activities, (2) work on committees, (3) work on surveys, reports, and testing programs, and (4) school-community public relations. Teachers serving on special committees appointed by the Principal or the superintendent and approved by the Board shall be paid at the rate of \$6.00 per hour. Payment for work on committees shall be made in one lump sum check no later than the second pay period in June.

7. Extra-Driving Instructor Pay

When extra driving instruction beyond the regular school day is deemed necessary by the Board of Education, the job of Extra Driving Instruction will be posted and qualified interested teachers may apply. Extra driving teachers will be paid according to the following formula: present base pay for BA-0 divided by 176 student attendance days divided by seven (7) class periods divided by fifty (50) minutes in each teaching period times the number of minutes worked equals the salary of extra driving time.

The District has the right to deny an employee any portion of this extended employment to preclude any Board paid TRS six (6) percent penalty due to the extra pay.

8. Special Services Coordinator -- The position of Special Services Coordinator for Anna-Jonesboro Community High School will be posted and a qualified teacher will be hired to fill the position.

The Special Services Coordinator shall coordinate the special education programs and, in cooperation with the Vocational Coordinator, the pre-vocational education program. A job description will be agreed upon by the Special Services Coordinator and the administration.

Compensation will be .045 of the Bachelor's column at the level of experience in that position. This job will be listed in Appendix B as part of the contract.



9. Consulting Teacher – Consulting teachers will receive release time to perform their duties as consulting teachers in regards to the remediation process. Each consulting teacher will receive the current rate of sub pay per hour not to exceed \$200.00 per case, and will be provided training by the Board in the consulting and other skills necessary to be an effective consulting teacher. The Board will hold harmless consulting teachers from legal liability arising from the performance of their responsibilities as consulting teachers.

**APPENDIX C**  
**2019-2020**  
**REGULAR SCHEDULE**

First Bell . . . . .	8:00
Warning Bell . . . . .	8:04
First Period . . . . .	8:08 – 8:56
Second Period . . . . .	9:00 – 9:48
Third Period . . . . .	9:52 – 10:40
Fourth Period . . . . .	10:44 – 11:32
Lunch . . . . .	11:36 – 12:06
	Or
	12:28 – 12:58
Fifth (A) Period . . . . .	12:10 – 12:58
Fifth (B) Period . . . . .	11:36 – 12:24
Advisory . . . . .	1:02 – 1:28
Sixth Period . . . . .	1:32 – 2:20
Seventh Period . . . . .	2:24 – 3:12

**2019-2020**  
**Monday, 2:15 Schedule, SEL Wednesday and Convocation**

	<u>Monday and 2:15</u>	<u>Convocation and SEL Wed.</u>
First Bell . . . . .	8:00 . . . . .	8:00 . . . . .
Warning Bell . . . . .	8:04 . . . . .	8:04 . . . . .
First Period . . . . .	8:08 - 8:53 . . . . .	8:08 – 8:52 . . . . .
Second Period . . . . .	8:57 - 9:42 . . . . .	8:56 – 9:40 . . . . .
Third Period . . . . .	9:46 - 10:31 . . . . .	9:44 – 10:28 . . . . .
Fourth Period . . . . .	10:35 - 11:20 . . . . .	10:32 – 11:16 . . . . .
Lunch . . . . .	11:20 – 11:50 . . . . .	11:20 – 11:50 . . . . .
	or	or
	12:09 – 12:39	12:08 – 12:38
Fifth (A) Period . . . . .	11:54 – 12:39 . . . . .	11:54 – 12:38 . . . . .
Fifth (B) Period . . . . .	11:24 – 12:09 . . . . .	11:20 – 12:04 . . . . .
Convocation . . . . .		12:42 – 1:36 . . . . .
Sixth Period . . . . .	12:43 - 1:27 . . . . .	1:40 – 2:24 . . . . .
Seventh Period . . . . .	1:31 - 2:15 . . . . .	2:28 – 3:12 . . . . .

## **ESP Contract**

### **PREAMBLE**

This agreement, between the Board of Education of District No. 81, Union County, Anna, Illinois, and the Anna-Jonesboro Community High School Education Association, incorporates a number of understandings which derive from the parties' mutual beliefs that each pupil is entitled to an education of the highest quality and that the attainment of this objective is dependent upon the quality and morale of the employees.

The parties agree that the Preamble is philosophical in nature and thus is non-grievable.

\* \* \* \* \*

### **ARTICLE I**

- 1.1 The Board of Education of School District No. 81, Union County, Anna, Illinois, hereinafter referred to as the "Board" recognizes the "Association", as the sole and exclusive representative, hereinafter referred to as all regularly employed non-certified personnel: but excluding the Superintendent and any certified assistant superintendents, including the Bookkeeper to the Superintendent, the Principal and any certified assistant principals, and any other supervisory, managerial, confidential, or short term employees as defined in the I.E.L.R.B.
- 1.2 The Board agrees not to negotiate with any other employees organization, individual employees, or group of employees, with regard to items as contained in the contract for the duration of the contract.
- 1.3 In Part II of this agreement "employee" or "ESP" shall mean all "non-certified personnel" or "bargaining unit members" covered by Part II of this agreement unless otherwise specified. In Part II "employees" are classified by job category, "aides", "cooks", "custodians", "secretaries", and "bus drivers", which refers to all employees employed in the classification.

## ARTICLE II

### EMPLOYEE AND ASSOCIATION RIGHTS

#### 2.1 Employee Discipline - Non-Probationary

Section 1. Any disciplinary action including dismissal, involving a non-probationary employee covered by Part II of this Agreement shall require:

- A. Charges reduced to writing and presented to the employee prior to any other formal action by the employer;
- B. Right to union representation;
- C. When an employee is required to appear before the Board or administration concerning any matter, which could adversely affect his or her employment, position, or salary, the employee shall be guaranteed a fair hearing with representation;
- D. Access to the employee's personnel file with the right to dated copies of all materials here within;
- E. No employee shall be confronted or disciplined before other employees, students, or the public;
- F. Disciplinary action shall be progressive and corrective unless the severity of the infraction warrants otherwise or students are involved.
- G. Formal written disciplinary action shall be subject to just cause standards.

#### 2.2 Right of Representation

When an employee is required to appear before the Board or administration concerning any matter, which could adversely affect his or her employment status, position, or salary, the employee shall be guaranteed representation. If said person is unavailable, the Association President will serve or designate another member to serve in this capacity.

### 2.3 Personnel File

The employee may examine his or her personnel file at any time that is mutually convenient for himself or herself and the Superintendent. The employee shall have the right to attach an explanation to any materials that are placed in his or her personnel file. Each employee shall receive a copy of each item placed in his or her personnel file at the time of placement. Each teacher shall receive a copy of each item placed in his/her personnel file at the time of the placement if said item could adversely affect his/her employment or is of a disciplinary nature

### 2.4 Dues Deduction

This Board shall deduct from the employee's pay the current dues of the Association, provided that the Board has an employee-executed authorization for continuing dues deduction, the amount of which shall annually be certified by the Association. The authorization shall remain in effect from year to year, except that the employee may revoke it by September 1 of any year. All Association united plan dues deducted by the Board shall be remitted to the Association no later than fifteen (15) days after such deductions are made.

Dues for all non-certified personnel shall be deducted in equal amounts for the duration of the employment year. Twelve month employees shall be deducted over twelve (12) months; nine month employees over nine (9) months, etc.

### 2.5 Meetings, Notices, and General Information

The Association shall not unreasonably be denied the following:

- 1) The use of school buildings for meetings. Meetings are to be held during the duty free lunch hour or after regular school hours and the Association shall request permission from the superintendent for use of the building and designate a member to be responsible for the building;
- The use of employee mailboxes and a designated school bulletin board for the purposes of internal communications;
- 3) The use of the school equipment, e.g., typewriters and duplicating machines;

The Association will provide or pay for expendable materials.

## 2.6 Credit Union Deductions

Deductions for investments or payments to be sent to the IEA Credit Union shall be granted upon written authorization by the employee once each year. The authorization form shall contain the individual's account number(s), the amount to be deducted each pay period, the address to which the deduction is to be sent, and the signature of the employee authorizing such deduction.

## 2.7 Access Information

Upon request by the President of the Association once each year the Board shall provide one (1) copy of the following information to the president or designee of the Association:

- 1) Written notice of all regular and special meetings of the Board and a copy of the agenda or statement of the purpose of the meeting at least twenty-four (24) hours prior to the scheduled time of the meeting.
- 2) All open scheduled Board minutes.
- 3) The annual budget.
- 4) The annual financial report.
- 5) End of month reports/fund balances, and expense sheets.

## **ARTICLE III**

### **EMPLOYMENT CONDITIONS**

#### 3.1 School Calendar

An employee advisory committee made up of the Association President and the Association building advocates shall work with the administration to provide input to the school calendar prior to its submission to the coordinating body of administrators and to the Board for official adoption.

#### 3.2 Notification of Assignments

- A. All employees shall be given notice of their tentative assignments for the forthcoming school year no later than the last week of school unless

continuing in the same category of position. In the event that the need for which the employee was hired no longer exists or in the event of other changes in assignment after that time, the employee affected shall be notified promptly. An employee shall not be considered unprofessional if he/she elects to resign.

- B. If an employee is assigned outside of his/her category of position then the employee shall be compensated at his/her regular rate of pay or at the rate of pay for the temporary position, whichever is greater, returning to his/her regular duties at the end of the temporary assignment. However, no assignment may be made which changes an employee's category of position without mutual agreement of both parties.
- C. ESL Tutor and Individual EOC Aides - Day to Day.  
If the student(s) to whom a tutor/aide has been assigned is not in attendance during the school day, the tutor/aide will not work that day provided he/she has been notified of the student's impending absence by the end of the previous school day. Benefits shall remain unchanged.

### 3.3 Employee Work Day

- A. The employee workday shall be scheduled annually on September 1 (Appendix B). The employee schedule may be changed in the event of emergencies to allow flexibility in assigning work and modifying schedules based on the district's needs.
- B. Supervision of the school building and school grounds shall be included in areas of responsibility as assigned by the administration. During each day the employees shall be entitled to a duty free lunch period as specified in Appendix B. Any required participation outside the employee work day shall be compensated for in accordance with the overtime pay schedule as attached
- C. All custodians are required to work on the day of graduation and will be compensated in accordance with the overtime pay schedule as attached. The hours required to work will be determined by the maintenance director or superintendent and will not exceed eight hours, unless done voluntarily.

### 3.4 Work Day Changes

Section IV of the Illinois Educational Labor Relations Act will apply.

### 3.5. Student/Parent Complaints

In the event a complaint by a parent of a student is directed toward an employee, the parent shall be referred to either the employee or Principal, who will discuss the complaint with the parent. If the complaint cannot be resolved by the Principal or employee, the following procedure will be used:

- A. A conference shall be set up by the Principal, including the Principal, the employee, and the parent or parents.
- B. If the conference does not resolve the matter, the parent shall be requested to state the complaint in writing and suggest an acceptable solution. The Principal shall then set up a second conference involving the former participants, plus the Superintendent
- C. If the second conference does not resolve the matter, the Superintendent shall arrange for the participants to attend a Board meeting for a discussion of the complaint.
- D. A complaint by a parent directed toward an employee shall not be placed in the employee's personnel file unless the employee is first notified of the action to be taken.

## **ARTICLE IV**

### **EVALUATION**

#### 4.1 Procedures for Formal Evaluation

##### A. Notification of Evaluation Process

Within four (4) weeks after the beginning of each school year and before an employee is evaluated, the Principal or Custodial Supervisor shall acquaint each new employee under his or her supervision with the evaluation procedures, standards to which the employee is expected to conform, and the instrument to be used as well as who will observe and evaluate his or her performance. This may be done en masse with all new employees to be evaluated that year.

Current employees will be notified within the same timeline if changes to procedures, standards, and/or the instrument have been made since the previous year. No visitation may take place until such orientation has been completed.



B. Probationary Evaluation

All ESP's will be considered as probationary until the completion of first year of continuous full time employment within the District. Within the first ninety (90) days, probationary ESP's other than employees covered under section 3.2.C may be discharged without notice or cause with no evaluation necessary. After ninety (90) days, probationary ESP's other than employees covered under section 3.2.C may be discharged without cause, after one evaluation, with at least one week's notice. The administration may extend the probationary period for one additional year by giving written notice to the ESP 60 days before the end of the initial one year probationary period. The written notice shall include the deficiencies that must be corrected during the probationary extension period.

ESP's gain non-probationary and seniority status one year from the first day of work within the category. Salary schedule advancement occurs at the beginning of the fiscal year for custodians and on the first day of school for all other categories.

On the date that an employee becomes a non-probationary employee, one year of seniority shall be credited to the employee.

C. Right to Respond

The employee shall have the right to attach an explanation to any evaluation or other materials that are placed in his or her personnel file.

In no case shall the employee's signature be construed to mean that he or she necessarily agrees with the contents of the evaluation; the signature shall mean that the contents of the evaluation have been discussed.

## **ARTICLE V**

### **EMPLOYEE COMPENSATION AND FRINGE BENEFITS**

#### 5.1 Full Experience Credit

The employee shall be awarded full credit for experience within the district.

## 5.2 Salary Schedule

The salary schedule shall be as set forth in Appendix A.

## 5.3 Pay Days

Employees will be paid on the 5th and 20th of each month in 24 nearly equal payments, beginning on the 20<sup>th</sup> of August, except for 12 month employees, which will begin on July 5th. All employees' pay will be by direct deposit.

## 5.4 Payroll Installments

Each salaried employee shall have the option of being paid on the basis of twenty (20) or twenty-four (24) equal payments. However, new employees shall be paid on twenty (20) pays until they meet or exceed Wage and Hours Standards, qualifying them for year-round pay.

## 5.5 Supplemental Jobs - Added to Salary Schedule

When any non-certified employee takes or sells tickets the employee shall be paid the amount normally paid to certified employees under Part I of this agreement. Additional responsibilities outside the job description for a prolonged period of time would be at the consent of the employee and would require additional bargaining. Mutual consent of the employee and the Superintendent are required for this assignment.

## 5.6 Hospitalization, Medical and Life Insurance

The Board currently pays \$697.29 monthly towards individual insurance for each employee. Any premium for spouse and/or family/child(ren) will be the responsibility of the individual employee. The Association will choose the insurance carrier, unless the Board presents a carrier with identical benefits for individual and family policies at a lower premium. Insurance premium increases more than five percent (5%) above the 2018-2019 insurance premium will be the responsibility of the employee. Insurance premium increases more than five percent (5%) above the 2019-2020 insurance premium will be the responsibility of the employee. Insurance premium increases more than five percent (5%) above the 2020-2021 insurance premium will be the responsibility of the employee. The percentage increase is based on the actual cost of the previous year's premium amount. The Association shall have the ability to select insurance benefits within the limits specified. The premium cost for employee with spouse and/or family/child(ren) coverage shall be deducted from each pay

check. The current percentage increase is intended to cover premium increases to the current plan and no additional benefits may be added without the approval of the Board. A joint Administrative/Association insurance committee will be formed to explore insurance options.

## 5.7 Overtime

All overtime shall be paid in accordance with state and federal laws. Overtime shall be paid at 1.5 times the hourly rate.

### Regular Holiday Pay

If assigned by the Superintendent or Custodial Supervisor to work, holiday pay shall be the regular daily wage and an additional 1.5 times the hourly rate for the hour(s) worked.

Holidays to be recognized are listed in Section 5.12.

All overtime pay must have the approval of the Superintendent or Custodial Supervisor in advance, with the exception of emergencies.

## 5.8 Retirement Benefit

In order to recognize the contribution of those employees who have provided long and effective service to the youth of the district, the Board agrees to add the following amounts to the salary of each employee who qualifies. The employee must have reached the age of fifty-five (55) and prior to February 1 of the year in which payment is to be made, the employee shall submit a letter of resignation to the superintendent. With at least twenty (20) years of service to the district, but not yet having reached the age of fifty-five (55), a employee may also elect to submit a letter of resignation prior to February 1 and collect all benefits due.

With fifteen (15) years of service in the district, \$3000.00 shall be added to the salary of the full-time employee. After fifteen (15) years of service in the district, \$1500.00 shall be added to the salary of the part-time employee. For full-time employees after fifteen (15) years of service in the district, one hundred dollars (\$100.00) per year of service in District #81 shall be cumulative to a maximum of \$4000.00 for twenty-five (25) years of service. For part-time employees after fifteen (15) years of service in the district, fifty dollars (\$50.00) per year of service in District #81 shall be cumulative to a maximum of \$2000.00 for twenty-five (25) years of service.

Should the District decide to open the IMRF window, any benefit due the employee for service under this retirement program shall be applied to the

employee's portion of the early retirement payment. Any portion of the benefit remaining after said payment will be awarded to the employee

## 5.9 Vacation Time

- A. 12 month hourly employees with 1-5 years of employment will earn 10 days vacation per year.
- B. 12 month hourly employees with 6-10 years of employment will earn 15 days vacation per year.
- C. 12 month hourly employees with 11+ years of employment will receive 20 days vacation per year.
- D. Vacation time is to be taken with the approval of the Superintendent or Custodial Supervisor, whose decision shall be final and not subject to further review or appeal. Vacation time may be taken in the thirteenth month with prior approval. Vacation time shall be with full pay. If the employee leaves the district before the end of the year, the number of vacation days will be prorated using the date of resignation.
- E. A nine-month hourly employee will receive 3/4 of the vacation days appropriate according to years of service.
- F. If a holiday falls within a vacation period, that holiday will not be counted against the number of earned days of vacation. Vacation shall be calculated as earned days, plus any holidays recognized in this contract that fall within the vacation period.
- G. Schedule of vacation time requires the prior approval of the Superintendent or Custodial Supervisor.

## 5.10 General Provisions

- A. The summer work schedules will be made up by the Superintendent or Custodial Supervisor so that nobody works less than his or her regular workweek, but the Superintendent or Custodial Supervisor may vary the hours per day and the days per week.
- B. Employee lunch hour will be duty free with no compensation. The cooks have no lunch period. (Refer to Appendix B)

- C. When school is interrupted due to snow days or emergency situations as determined by the Superintendent, an hourly employee may have the option of using accumulated personal leave days, vacation days, or leave without pay with the approval of the Superintendent or Custodial Supervisor. Salaried employees will not be required to work (this is a non-teaching day).
- D. The Superintendent or Custodial Supervisor may use discretion in permitting hourly employees to use personal leave days, vacation days, or leave without pay during Christmas and Spring recess. Salaried employees will not be required to work (this is a non-teaching day).
- E. Part-time employees hired after the 2004-2005 school year will receive no benefits. However, employees hired before this time will receive benefits as outlined in Appendix B.
- F. Sick leave days, personal leave days and vacation days are to be earned and taken in multiples of hours.
- G. In case of emergencies, employees wishing to work less than their normal work day may elect to be docked with prior approval of the Superintendent or Custodial Supervisor.
- H. Any make-up time that has prior approval of the Superintendent or Custodial Supervisor must occur within one week's time after it has occurred.
- I. Normal hours for the Extra Ordinary Care Aide are equivalent to hours teachers are present. However, requests can be made for the EOC Aides to attend functions, which would be deemed necessary for the EOC Aides by their supervisors. EOC Aides can be temporarily assigned other duties as needed, provided it does not interfere with their students' IEP. EOC Aides are required to work the same days as the teachers.
- J. Secretaries will receive \$10.00 per day for being on-call for after-hours substitute calling. At the beginning of each school year, secretaries will be given an equal opportunity to share in this responsibility.
- K. Bus drivers on overnight trips will only be paid up to eight (8) hours per day unless their driving duties actually exceed the eight (8) hour limit.

5.11 Paid Holidays

Labor Day	New Year's Day
Columbus Day	Martin Luther King Day
Veteran's Day	President's Day
Thanksgiving Day	Good Friday
Friday after T'giving	Memorial Day
Christmas Eve	Last day of school (dismiss noon
Christmas Day	½ day)
New Year's Eve	July 4 <sup>th</sup> .

- A. If a holiday in this section falls on Saturday, then the previous workday is counted as the holiday.
- B. If the holiday in this section falls on Sunday, then the first regular workday following is counted as the holiday.
- C. Any holiday, which falls on a school attendance day, will excluded from "A" and "B"

5.12 Early Dismissal

On any day of early dismissal for an extended holiday and vacation, non-certified employees may leave thirty (30) minutes early without loss of pay.

5.13 Tax Shelter

The district shall tax shelter the employee's portion of the IMRF pension.

5.14 Covered Fees

Fees for their annual physical exam and fees to other agencies in order to maintain their CDL license will be paid for by the district for all regular district bus drivers. The district reserves the right to choose the providers for these services in order to manage costs associated with these benefits. Should the employee choose to use another provider for these services, the district will only pay up to the amount that the cost of services would be through the district-approved provider. Any costs above and beyond the District approved provider shall be the responsibility of the employee.

## 5.15 Cancelled Bus Runs

Bus drivers will receive a minimum of one (1) hour compensation for reporting to drive and then being notified of cancellation. Notification for cancellation of a regular daily route will be made by 6:15 a.m. according to emergency numbers provided by the employee.

# ARTICLE VI

## LEAVES

### 6.1 Sick Leave

At the beginning of each year, each ESP employee shall be credited sick days as listed in Appendix B, the unused portion of which shall accumulate from year to year. The district shall furnish each employee with a written statement by September 30 of each school year setting forth the total accumulated sick leave credit for said employee. Sick leave days accumulate to the credit of the employee not to exceed two hundred forty (240) school days. Whenever any employee shall have accumulated between two hundred forty (240) and two hundred fifty two (252)\* days of sick leave at the end of a school term, said employee shall be paid at the substitute rate of pay for each of the days above two hundred forty (240) not used during the school term if said employee works fulltime. Part-time employees will be paid on a pro rata basis. Such payments shall be up to a maximum of 12 x the sub rate of pay, and be paid in a lump sum payment as adjustment to the employee's annual salary during the month of June. Twelve-month employees shall be paid in the month of July. Upon payment for days beyond two hundred forty (240), the count reverts to two hundred forty (240) days.

After three consecutive sick leave absences or (12 days for 180 day employees, 13 days for 210 day employees, 15 days for 260 day employees) of accumulated sick leave absences in a school year [part-time employees will be pro-rated], the Superintendent or his/her designee may request a doctor's verification of illness. The employee is responsible for any cost in acquiring the doctor's verification of illness.

\*This figure is based on 12 sick days per year and should be adjusted according to sick days awarded as per Appendix B

### 6.2 Sick Leave Defined

Sick leave shall be interpreted to mean personal illness, disability, or illness or death in the immediate family or household. Sick leave may be used if funeral leave has been exhausted. The immediate family for this Article shall include

parents, spouse, brothers, sisters, children, grandparent, grandparents-in-law, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, and legal guardians.

### 6.3 Personal Leave

The Board shall grant each 9 –10 month employee three (3) days of personal leave without loss of pay. Each 12-month employee shall have four (4) days per year with the 4th day to be taken during the summer when students are not at school.

Except in case of emergency, a one-week's written advance notice for personal leave shall be submitted to the Principal. In the case of an emergency, the employee shall immediately, upon returning to work, inform the Principal of the nature of the emergency and obtain the Principal's signature.

Personal leave may not be used to extend Christmas break or spring break, nor may it be used one week following the first day of school or one week prior to the close of the school year. Not more than ten percent (10%) of the employee staff shall be on personal leave at one time. Personal leave may not be used for the above reasons except in the case of emergency or extenuating circumstances.

The employee shall choose one of the following options and notify the bookkeeper no later than fourteen calendar days prior to the last day of the school year. Twelve month employees shall notify the bookkeeper no later than fourteen calendar days prior to July 1 of each year. If an employee fails to make a selection within the time period specified, the District shall add the employee's unused personal day(s) to his/her sick leave days in accordance with paragraph 2 below.

1. The employee will be reimbursed at the rate of substitute pay for each day of unused personal leave. If fractions of days are used, the current substitute rate of pay will be divided by the number of hours in the workday to establish a per hour rate. That rate will be multiplied by the number of hours of unused personal leave to determine the amount of reimbursement paid.
2. The employee shall designate unused personal leave days to be added to his or her sick leave days to be available for use by the employee as sick leave days on the first day of the next school year.
3. Personal leave days may accumulate to a maximum of nine (9) days. No more than three (3) consecutive personal leave days may be taken at one (1) time.



#### 6.4 Maternity Leave

Extended absence due to pregnancy-related disability shall be treated as sick leave when certified by a physician. The Board may grant requests for a maternity leave of absence without pay. The beginning and termination dates of the leave shall be determined by the employee and her physician. An employee who returns from maternity leave shall be reinstated to her former position or its equivalent.

#### 6.5 Job Improvement Training Leave

Occupational leave for employees will be encouraged and promoted on an equitable basis and must be approved by the Principal prior to taking the desired leave. Occupational leave shall not be denied solely because an occupational conference is IEA or NEA sponsored.

#### 6.6 Association Leave

The Association will be granted the time of fourteen (14) work days per year for representative(s) to attend regional, state, or national meetings. The Association will pay the salary of the substitute(s). The following provisions will be followed by the Association in use of Association leave. (1) the President of the Association shall submit a written request to the Principal at least one (1) week in advance of the anticipated usage; (2) the frequency of such meetings shall not impair the quality of classroom instruction; and (3) no more than ten percent (10) of the Association members shall be on Association Leave at one time.

#### 6.7 Jury Duty

An employee called to jury duty or subpoenaed to testify concerning school related affairs shall, upon his/her request, be granted leave with pay to fulfill these responsibilities, providing that the school district is reimbursed the per diem amount excluding the expenses received by the employee for jury duty.

The employee shall indicate on the absence if the absence is due to jury or a subpoena. The court paid per diem amount shall be signed over to the district for salary, IMRF, and district bookkeeping.

## 6.8 National Guard/Reserve Duty

An employee called to duty shall, upon his or her request, be granted leave with pay to fulfill these responsibilities provided the following procedures are followed by the employee:

- 1) A written letter stating the need for the employee's participation in duty from the employee's commanding officer is given the Superintendent at least thirty (30) days before the intended leave.
- 2) A maximum of two (2) weeks (ten school days) of leave with pay shall be granted by the Board. If the employee's salary is greater than or equal to his or her National Guard/Reserve salary, the school district shall be reimbursed by the employee the per diem amount. If the employee's National Guard/Reserve salary is greater than his or her teaching salary, the employee shall reimburse the school district the amount of his or her per diem employee's salary.

## 6.9 Funeral Leave

The Board shall grant each employee five (5) days of funeral leave per school year without loss of pay. The days shall not be accumulated from year to year.

The funeral leave shall be used for immediate family members, which shall include parents, spouse, brothers, sisters, children, grandparents, grandparents-in-law, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, and legal guardians.

## 6.10 Accounting of Leave Time

The administration will provide each employee with an accurate and up-to-date accounting of the current status of all leaves provided for in this contract. This account shall be provided annually, no later than September 1. All objections to the accounting must be received by the district by October 1.

# ARTICLE VII

## GRIEVANCE PROCEDURE

### 7.1 Definitions

1. Any claim by the Association or an employee that there has been a violation, misrepresentation, or misapplication of the terms of this Agreement shall be a grievance.

2. When an employee feels that there has been an alleged violation of fair treatment, misrepresentation, or misapplication of any established policy or practice of the Board, or federal or state laws and regulations, the employee may request a meeting with the Superintendent to resolve the problem. If the solution suggested by the Superintendent is not satisfactory, the employee may seek resolution by requesting that his or her name be placed on the agenda of the next regularly scheduled board meeting. At the appropriate time on the agenda, the Board President shall acknowledge and allow the employee to express his or her concerns. The Board shall respond to the employee within thirty (30) days of the board meeting.

Any reference in this Agreement to board policy recognizes the right of the board to revise, amend, or change present board policies, except as provided in Article 11.1.

3. All time limits consist of school days, except that when a grievance is submitted fewer than ten (10) days before the close of the current school term, time limits shall consist of all weekdays.

## 7.2 Procedure

The parties hereto acknowledge that it is usually most desirable for an employee and his or her immediately involved supervisor to resolve problems through free and informal communications. An attempt shall be made by the grievant to resolve any grievance by means of an informal verbal or written communication between the grievant and his or her immediately involved supervisor. If, however, the informal process fails to satisfy the grievant, a grievance may be processed as follows:

- Step A. If the grievance is not resolved informally, then the grievant or the Association shall present the grievance in writing to the Principal. The grievance shall specify the article and clause alleged to have been violated and shall state the remedy sought. The grievance shall be initiated at this step within sixty (60) days from the point at which the grievant becomes aware of the violation or alleged violation, or knowledge of same, whichever is later. The Principal shall arrange for a meeting to take place with the grievant within ten (10) days after the receipt of the grievance. The Principal shall provide a written answer to the grievant within fifteen (15) days of the receipt of the grievance.

- Step B. If the grievance is not resolved at Step A, the Association may submit it to the Superintendent who shall arrange for a meeting to take place with the grievant within five (5) days of the Superintendent's receipt of the grievance. Within ten (10) days of the meeting, the grievant shall be provided with the Superintendent's written response, including the reasons for this decision.
- Step C. If the grievance is not resolved at Step B, the Association may submit the grievance to the Board. The Board shall allow the grievant and/or his representative(s) to present the grievance to the Board at the next regularly scheduled board meeting provided the Board has at least ten (10) days notice of the appeal before such regularly scheduled Board meeting. If an appeal is made within less than ten (10) days of a regularly scheduled board meeting, the Board shall hear the grievance at the next following regularly scheduled board meeting. If an appeal to the Board is not filed within thirty (30) days of the Step B answer, then the grievance shall be deemed withdrawn. The Board shall render a decision within thirty (30) calendar days of the board grievance hearing.
- Step D. If the grievance is not resolved at Step C, then the Association may submit the issue(s) to binding arbitration administered by the American Arbitration Association (AAA). The voluntary Rules of the AAA shall be used.

If the demand for arbitration is not filed within twenty days of the receipt of the Board decision from Step C, then the grievance shall be deemed withdrawn.

### 7.3 Bypass to Board

If the grievant, Principal, and Superintendent agree, Steps A and B of the grievance procedure may be bypassed and the grievance brought directly to Step C.

### 7.4 Association Participation/Employee Represented

The Board acknowledges the right of a local Association grievance representative to participate in the processing of a grievance at Step (a) and the right of any Association representative to participate in the processing of a grievance at Step (c).

#### 7.5 Class Grievance

If the grievant, Principal, and the Superintendent agree, a class grievance involving one or more employees or one or more supervisors shall be initially filed by the Association at Step (c).

#### 7.6 No Reprisals Clause

No reprisals shall be taken by the administration or the Board against an employee because of his or her participation in the grievance.

#### 7.7 Filing of Materials

The records related to a grievance shall not be filed in the personnel file of the participant(s).

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

#### 7.9 Time Bar

(A) If no written decision has been rendered within the time limits indicated by a step, then the grievance may be processed to the next step.

(B) Failure of the grievant or the Association to act on any grievance within the prescribed time limits will bar any further appeal within the grievance procedure.

#### 7.10 Continuous Grievance

A grievance that arises from a grievable action that continues over and over again may be filed within the time line of any occurrence.

#### 7.11 Summer Grievance

If a grievance is filed during summer vacation, all time limits shall be doubled. Any step beginning after the school term starts shall be under normal time lines.

#### 7.12 Cost of Arbitration

Any arbitration cost related to a grievance shall be shared equally by the Board and the Association.

## ARTICLE VIII

### NEGOTIATIONS PROCEDURE

#### 8.1 Agreement to Negotiate

The parties agree that their duly designated representatives shall negotiate as provided by the Illinois Educational Labor Relations Act.

#### 8.2 Ground Rules for Negotiations

1. All negotiation meetings will be closed to the public, press, and persons other than designated members of the bargaining teams or such persons as may be mutually agreed upon.
2. During the negotiation process, neither party will issue press releases, discuss negotiations with the media or engage in informational picketing concerning negotiations. If either party requests the services of a mediator, this restriction on press releases, media communications, and informational picketing is terminated.
6. Negotiation sessions will be held in the superintendent's office. The first session shall be hold on \_\_\_\_\_ at \_\_\_\_\_ and shall end at \_\_\_\_\_ unless the parties mutually agree otherwise.
4. Each party shall have the right to designate its own negotiation team and chief negotiator. The negotiation teams shall have the authority to reach tentative agreement on proposals submitted for negotiations, but all tentative agreements will not be legally binding unless ratified by both the Board of Education and the Association. Each team will have a maximum of 5 members at the table. At least two members from each team will need to be in attendance in order to conduct a meeting.
5. The parties shall exchange initial proposals including salary proposals on \_\_\_\_\_. Items not identified in the parties' initial proposals cannot be negotiated unless by mutual agreement.
6. All tentative agreements shall be written and signed by the spokesperson of their respective teams at the meeting the tentative agreement is reached. Signed copies shall be given to each negotiating team and final copies may be read for accuracy. Tentative agreements cannot come back to the table as new items.
7. The parties must agree to negotiate in an informal manner and shall be free to openly discuss issues and potential compromises at the bargaining

table, but such statements from either party shall not be legally binding nor constitute a proposal until such a time as the statement is reduced to writing and submitted as a written proposal. The parties are encouraged to openly discuss issues/concerns at the bargaining table without concerns that such statements are legally-binding proposals.

8. The parties agree to limit the number and length of caucus sessions and each party commits to open discussions at the bargaining table. However, each negotiating team reserves the right to caucus at any time during negotiations and to keep their respective members updated on the status of negotiations. Caucus sessions should not exceed 30 minutes; however, should a caucus exceed 30 minutes, the other party shall be notified of the anticipated length of the caucus session.
9. In the event negotiations reach an impasse, the parties agree to request that the Federal Mediation and Conciliation Service assign a federal mediator to assist the parties in reaching a negotiated agreement.

### 8.3 Illinois Education Labor Relations Board (IELRB) Rules

1. 90 Days - If no agreement has been reached within 90 days prior to the scheduled start of the forthcoming school year, the exclusive representative and the employer shall file a notice with the IELR Board.
2. 60 Days - Upon demand of either party, collective bargaining must begin within 60 days of the receipt by a party of a demand to bargain issued by the other party. Once commenced, collective bargaining must continue for at least a 60 day period unless a contract is entered into.
3. 45 Days - If no agreement has been reached 45 days prior to the scheduled start of the forthcoming school year, either party may request the services of the Federal Mediation and Conciliation Service, the American Arbitration Association, or the Illinois Educational Labor Relations Board, whichever group provides the least expensive service at the time of the request, for the purpose of mediation of issues not settled.

If a joint request is required, the parties to this agreement hereby agree to submit a joint request as required.

4. 15 Days - If no agreement has been reached 15 days prior to the scheduled start of the forthcoming school year, the parties shall file

a notice with the IELR Board. If by this date mediation has not been initiated, the IELR Board shall invoke mediation.

5. Mediation may be invoked upon joint request of the parties at any time.

## **ARTICLE IX**

### **REDUCTION IN STAFF AND RECALL PROCEDURE**

#### **9.1 Reasons for Reduction**

When the Board deems it necessary to reduce the number of employees in the district for such financial reasons as declining weighted average daily attendance or declining equalized assessed valuation, every effort will be made to make reductions through attrition first.

#### **9.2 Layoff of Employees**

When a reduction in staff has been determined by the Board, the Association's Board of Directors will be consulted in advance of any individual or public announcement. The Association shall be given the opportunity to discuss the number of employees not to be employed and alternatives to such reduction in staff.

If a non-probationary employee is removed or dismissed as a result of a decision by the Board to decrease the number of employees in a specific category of position or to discontinue some particular type of service in a specific category of position, written notice shall be given to the employee by registered mail at least sixty (60) days before the end of the school term / the beginning of the fiscal year, depending on category of position, together with a statement of honorable dismissal and the reasons therefore. The least senior within the category of position in which there is a decrease in the number of employees shall be dismissed first.

#### **9.3 Seniority/Reduction in Force**

Section 1. Seniority shall be defined as the length of continuous non-probationary service to the district within the employee's category and shall be district-wide in the bargaining unit. Upon employment, each employee shall receive a Seniority Date, which is the first day of actual work. If two or more employees have the same Seniority



Date, the date of the employee's application date shall be senior. Employee's working eight (8) hours but less than twelve (12) months shall have seniority prorated.

- Section 2. Continuous Service is broken only by one of the following:
- a. Voluntary quitting or resignation;
  - b. Discharge for proper cause;
  - c. Failure of the employee to return to work at the expiration date of an approved leave of absence or recall to work after a lay-off when a notice of ten (10) or more work days has been delivered to the employee by certified or registered mail at the last address filed by the employee with the Board office.
- Section 3. Continuous service shall not be broken during an approved leave of absence, if less than a year. Nor shall continuous service be broken during lay-off, or disability. If disability occurs on the job, continuous service will also accumulate.
- Section 4. A district-wide Seniority List as well as a Seniority List within categories shall be prepared annually by the employer and delivered to the Association President no later than February 1 of each school year. Any movement from one category to another depends upon prior certification, if necessary.
- Section 5. Lay-offs or decreases in the number of employees covered by this Agreement shall be made in reverse order of Seniority with the least senior employee within classification being laid-off first.

#### 9.4 Recall Procedures

If the Board increases the number of employees or has an employee resign at any time after the layoff(s), the Board shall first offer re-employment to the employees laid off in the reverse of the lay-off specified in Section 9.2 of this contract so far as they are legally qualified to hold such positions.

**ARTICLE X**

**EFFECT OF AGREEMENT**

10.1 Complete Understanding

The terms and conditions set forth in the Agreement represent the full and complete understanding between the parties. During the term of the Agreement through the term of the Agreement, the terms and conditions may be modified only through written mutual consent of the parties.

The Board retains and reserves all powers, rights, duties, and responsibilities conferred upon and vested in it by law, except as modified by this Agreement.

10.2 Individual Contracts

The terms and conditions of this Agreement shall be reflected in individual contracts or employment agreements.

10.3 Savings Clause

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

10.4 Term of Agreement

This Agreement shall be effective the first day of school, August 14, 2019 and shall continue in effect until midnight of the day before the first day of the school term of 2022-2023.

This Agreement is signed this \_\_\_\_day of\_\_\_\_\_, 2019.

IN WITNESS THEREOF:

For the Board of Education  
Anna-Jonesboro Community High  
School District #81

For the Association of Anna-Jonesboro  
Community High School  
District #81

\_\_\_\_\_  
President

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary or Designee

\_\_\_\_\_  
Secretary or Designee

# APPENDIX A

## ANNA-JONESBORO CHSD #81 NON-CERTIFIED SALARY SCHEDULE 2019-2020

<u>EOC/Instr. Aides</u>		<u>Cooks</u>		<u>Secretaries</u>		<u>Custodians/Bus Dr.</u>	
Base	13.95	Base	15.90	Base	13.55	Base	16.30
Step	0.50	Step	0.50	Step 0-13	0.50	Step 0-13	0.20
<u>Yrs. Exp.</u>	<u>Hr. Rate</u>	<u>Yrs. Exp.</u>	<u>Hr. Rate</u>	<u>Yrs. Exp.</u>	<u>Hr. Rate</u>	<u>Yrs. Exp.</u>	<u>Hr. Rate</u>
0	13.95	0	15.90	0	13.55	0	16.30
1	14.45	1	16.40	1	14.05	1	16.50
2	14.95	2	16.90	2	14.55	2	16.70
3	15.45	3	17.40	3	15.05	3	16.90
4	15.95	4	17.90	4	15.55	4	17.10
5	16.45	5	18.40	5	16.05	5	17.30
6	16.95	6	18.90	6	16.55	6	17.50
7	17.45	7	19.40	7	17.05	7	17.70
8	17.95	8	19.90	8	17.55	8	17.90
9	18.45	9	20.40	9	18.05	9	18.10
10	18.95	10	20.90	10	18.55	10	18.30
11	19.45	11	21.40	11	19.05	11	18.50
12	19.95	12	21.90	12	19.55	12	18.70
13-14	20.45	13-14	22.40	13-14	20.05	13-14	18.90
15-19	20.95	15-19	22.90	15-19	22.20	15-19	20.90
20+	21.45	20+	23.40	20+	24.45	20+	23.15

Those full-time employees who have served twenty or more years at AJCHS will receive a payment of \$500.00 to be added to their checks on the first regular pay date in the month of December. However, in regards to part-time employees, only those employees hired full-time before 2004-2005 who are later reduced to part-time may receive this stipend. Present employees who voluntarily reduce their hours will receive a pro-rated stipend.

Salary schedule does not include IMRF contribution.

Head custodian/maintenance will receive a stipend of \$500.00 for additional responsibilities.

Bus drivers will be paid the same hourly rate for both driving time and sitting time on extra trips.

**ANNA-JONESBORO CHSD #81  
NON-CERTIFIED SALARY SCHEDULE  
2020-2021**

<u>EOC/Instr. Aides</u>		<u>Cooks</u>		<u>Secretaries</u>		<u>Custodians/Bus Dr.</u>	
Base	14.45	Base	16.40	Base	14.05	Base	16.80
Step	0.50	Step	0.50	Step 0-13	0.50	Step 0-13	0.20
<u>Yrs. Exp.</u>	<u>Hr. Rate</u>	<u>Yrs. Exp.</u>	<u>Hr. Rate</u>	<u>Yrs. Exp.</u>	<u>Hr. Rate</u>	<u>Yrs. Exp.</u>	<u>Hr. Rate</u>
0	14.45	0	16.40	0	14.05	0	16.80
1	14.95	1	16.90	1	14.55	1	17.00
2	15.45	2	17.40	2	15.05	2	17.20
3	15.95	3	17.90	3	15.55	3	17.40
4	16.45	4	18.40	4	16.05	4	17.60
5	16.95	5	18.90	5	16.55	5	17.80
6	17.45	6	19.40	6	17.05	6	18.00
7	17.95	7	19.90	7	17.55	7	18.20
8	18.45	8	20.40	8	18.05	8	18.40
9	18.95	9	20.90	9	18.55	9	18.60
10	19.45	10	21.40	10	19.05	10	18.80
11	19.95	11	21.90	11	19.55	11	19.00
12	20.45	12	22.40	12	20.05	12	19.20
13-14	20.95	13-14	22.90	13-14	20.55	13-14	19.40
15-19	21.45	15-19	23.40	15-19	22.70	15-19	21.40
20+	21.95	20+	23.90	20+	24.95	20+	23.65

Those full-time employees who have served twenty or more years at AJCHS will receive a payment of \$500.00 to be added to their checks on the first regular pay date in the month of December. However, in regards to part-time employees, only those employees hired full-time before 2004-2005 who are later reduced to part-time may receive this stipend. Present employees who voluntarily reduce their hours will receive a pro-rated stipend.

Salary schedule does not include IMRF contribution.

Head custodian/maintenance will receive a stipend of \$500.00 for additional responsibilities.

Bus drivers will be paid the same hourly rate for both driving time and sitting time on extra trips.

**ANNA-JONESBORO CHSD #81  
NON-CERTIFIED SALARY SCHEDULE  
2021-2022**

<u>EOC/Instr. Aides</u>		<u>Cooks</u>		<u>Secretaries</u>		<u>Custodians/Bus Dr.</u>	
Base	14.95	Base	16.90	Base	14.55	Base	17.30
Step	0.50	Step	0.50	Step 0-13	0.50	Step 0-13	0.20
<u>Yrs. Exp.</u>	<u>Hr. Rate</u>	<u>Yrs. Exp.</u>	<u>Hr. Rate</u>	<u>Yrs. Exp.</u>	<u>Hr. Rate</u>	<u>Yrs. Exp.</u>	<u>Hr. Rate</u>
0	14.95	0	16.90	0	14.55	0	17.30
1	15.45	1	17.40	1	15.05	1	17.50
2	15.95	2	17.90	2	15.55	2	17.70
3	16.45	3	18.40	3	16.05	3	17.90
4	16.95	4	18.90	4	16.55	4	18.10
5	17.45	5	19.40	5	17.05	5	18.30
6	17.95	6	19.90	6	17.55	6	18.50
7	18.45	7	20.40	7	18.05	7	18.70
8	18.95	8	20.90	8	18.55	8	18.90
9	19.45	9	21.40	9	19.05	9	19.10
10	19.95	10	21.90	10	19.55	10	19.30
11	20.45	11	22.40	11	20.05	11	19.50
12	20.95	12	22.90	12	20.55	12	19.70
13-14	21.45	13-14	23.40	13-14	21.05	13-14	19.90
15-19	21.95	15-19	23.90	15-19	23.20	15-19	21.90
20+	22.45	20+	24.40	20+	25.45	20+	24.15

Those full-time employees who have served twenty or more years at AJCHS will receive a payment of \$500.00 to be added to their checks on the first regular pay date in the month of December. However, in regards to part-time employees, only those employees hired full-time before 2004-2005 who are later reduced to part-time may receive this stipend. Present employees who voluntarily reduce their hours will receive a pro-rated stipend.

Salary schedule does not include IMRF contribution.

Head custodian/maintenance will receive a stipend of \$500.00 for additional responsibilities.

Bus drivers will be paid the same hourly rate for both driving time and sitting time on extra trips.

## APPENDIX B

### ESP CATEGORIES OF POSITIONS AND WORKING CONDITIONS

	Secretary	Custodian	DVR Aide/Sec	EOC Aide	Bus Driver	Cook
# Working	210	260 days	200 days	180	All teaching	2+*174+2
Work Day	8 hours	8 hours	5 hours	Same As Teachers	3-4 hrs.*	7 hours
Personal Days	3.5 days	4 days	3 days	3 days	0 days	3 days
Sick Days	Yes (13)	Yes (15)	Yes (13)	Yes (12)	No	Yes (12)
Vacation Time	No	Yes	No	No	No	No
Holidays	No	Yes	Yes	No	No	No
Health Ins.	Yes	Yes	Yes	Yes	No	Yes
Probation	1 year	1 year	1 year	1 year	1 year	1 year
Unpaid duty-free Lunch Time	30/60 minutes	30/60 minutes		Same As Teachers	N/A	N/A
Normal Hours/Wk	40 hours	40 hours	25 hours	35 hours	15-20 hours	35 hours
	*7:30am-4:00 p.m.					
	*or adjusted as per negotiation				*min. 3 hr. day	*or student attendance days not to exceed 180

## **APPENDIX C**

### **ESP Job Descriptions**

- 1. Bus Driver – p.66**
- 2. Cook – p.67**
- 3. Prevocational Program Aide (DVR) – p.68**
- 4. Custodian – p.69**
- 5. Teacher's aide – p.70**
- 6. Secretary – p.71**

**TITLE:** BUS DRIVER

**QUALIFICATIONS:**

1. Current CDL drivers license
2. Current Bus Driver Permit
3. Proficiency to handle a school bus both empty and loaded
4. A reasonable degree of proficiency in public relations
5. A knowledge of the District and the routes within it

**REPORTS TO:** Principal and Superintendent

**JOB GOAL:** To transport students and faculty to and from school on a daily route or extra-curricular trip in both a safe and efficient manner.

**PERFORMANCE RESPONSIBILITIES:**

1. Perform daily pre-trip inspection with reporting any problems to the Principal
2. Maintain cleanliness of interior of bus
3. Fuel bus and check fluids
4. Clean and adjustment bus mirrors and glass
5. Control and discipline students and report problems to the Principal
6. Perform return inspection of bus
7. Keep bus clean
8. Pick up and discharge students only at authorized stops
9. Observe all mandatory traffic laws and safety regulations for school buses
10. Transport only authorized students

**TERMS OF EMPLOYMENT:** All teaching days and extra-curricular trips as arranged

**EVALUATION:** Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Services personnel



**TITLE:** COOK

**QUALIFICATIONS:** Certificate, license, or other legal credential if required.

**REPORTS TO:** Principal and Superintendent

**JOB GOAL:** To provide students attractive and nutritious meals in an atmosphere of cleanliness and professional service

**PERFORMANCE RESPONSIBILITIES:**

1. Maintain the highest standards of safety and cleanliness in the kitchen
2. Check food shipments into the school and signs invoices after each order has been verified
3. Determine the quantities of each food and the serving size to be prepared daily
4. Prepare food according to a planned menu and tested, uniform recipes, and determine if the finished product is of best quality and appearance before it is served
5. Keep accurate records and inventories
6. Order all needed supplies on a regular basis
7. Maintain daily cleaning of all kitchen equipment, and the washing and sterilizing of all kitchen utensils
8. Carry out other duties as normally associated with the position of school cook
9. Supervise and discipline students in the lunch room by reporting discipline problems to the noon hour supervisors

**DUTY AREAS:**

- |  |  |
|--|--|
| 1. Set up menus according to Food Based Menu guidelines                              | 20. Stock Milk                                 |
| 2. Set up cycle menus  | 21. Clean and run dishwasher (breakfast)       |
| 3. Type and deliver menus to newspaper   | 22. Order bread                                |
| 4. Turn in an end of the month report  | 23. Order dairy                                |
| 5. Inventory stock room each month   | 24. Order meats and produce                    |
| 6. Prepare food Based Menu recipes   | 25. Help other cooks as needed                 |
| 7. Index all purchased items   | 26. Replenish serving line as needed           |
| 8. During Christmas and Spring break, set up food for return                         | 27. Help stock ala-carte                       |
| 9. During summer vacation, return to fill out state commodity order                  | 28. Help with general clean up                 |
| 10. Order all start up inventory and do comparative shopping on items not up for bid | 29. Prepare Lunch                              |
| 11. Clean and set up for the first of the year                                       | 30. Run cash register (Lunch)                  |
| 12. Set up and turn on equipment   | 31. Prepare daily lunch report                 |
| 13. Wash and dry towels with school equipment  | 32. Prepare daily Food Based Menu State report |
| 14. Cook itmes for breakfast   | 33. Clean up (Lunch)                           |
| 15. Set up cold sandwiches   | 34. Stock Ala-Carte                            |
| 17. Set up main menu   | 35. Clean milk shake machine                   |
| 18. Run cash register (breakfast)  | 36. Rotate Stock room                          |
| 19. Prepare daily breakfast report   | 37. Fill our the State Commodity order         |
| 20. Perform end of the year break down   | 38. Run slicer when needed                     |

**TERMS OF EMPLOYMENT:** 2 +176 days + 2 days

**EVALUATION:** Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Services Personnel.

**TITLE:** **PREVOCATIONAL PROGRAM AIDE**

**QUALIFICATIONS**

1. High School Diploma or equivalent
2. A reasonable degree of proficiency in typing, office procedures, and public relations.
3. Working knowledge of basic office procedures and the operation of common office equipment and machines.

**REPORTS TO:** Special Education Coordinator and Principal

**JOB GOAL:** To assure the smooth and efficient operation of the special education office so that the maximum positive impact of the education of DORS, JTPA and IEP students can be realized.

**PERFORMANCE RESPONSIBILITIES:**

1. Perform the usual office routines & practices associated with a busy, productive and smoothly-run special education office
2. Greet students, teachers, parents & public
3. Receive & route all incoming calls
4. Retrieve & organize pertinent data as needed and put it into usable form
5. Perform any bookkeeping or record keeping tasks associated with the specific position
6. Provide transportation for students in the programs
7. Complete work site forms and tax exemption forms
8. Process time sheets for students
9. Supervise and discipline students as necessary
10. Provide information to students about personal hygiene
11. Represent A-JCHS at the local Transition Planning Council
12. Perform other duties as may be assigned by the Special Education Coordinator and/or other administrators

**TERMS OF EMPLOYMENT:** 190 Days

**EVALUATION:** Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of Support Services Personnel.

**TITLE:** CUSTODIAN

**QUALIFICATIONS:**

1. Reasonable degree of proficiency of cleaning and maintaining cleanliness of a building and the equipment needed to do the work.
2. A degree of knowledge of grounds maintenance.
3. A degree of knowledge of maintenance and repair of both equipment and building.
4. Possession of licenses and certificates needed for operation of the District.
5. Current CDL driver's license and bus driver permit
6. Proficiency to handle a school bus both empty and loaded

**REPORTS TO:** Principal and Superintendent

**JOB GOAL:** To provide students with a safe, attractive, comfortable, clean, and efficient place in which to learn and develop.

**PERFORMANCE RESPONSIBILITIES:**

1. Perform the daily cleaning of the assigned area during the time school is in session
2. Conduct an ongoing program of general maintenance, upkeep, and repair of the building and its contents
3. Keep buildings and premises, including sidewalks, driveways, and landscaping neat and clean at all times
4. Set up and monitor areas used for extra events by both outside and inside groups
5. Unload and receive deliveries
6. Refinish floors and shampoo carpets as needed
7. Work with Architect and Superintendent about the needs of the District
8. Maintain grounds and walks
9. Coordinate the summer schedule of work to be done and when it is to be done
10. Coordinate with Administration for bids and projects for the ongoing running operations of the District
11. Assume responsibility for the opening and closing of the building each school day and for determining, before leaving, that all doors and windows are secured, and all lights off, except for those left on for safety reasons
12. Move furniture, equipment, and materials within the building as required for various activities.
13. Conduct periodic inspection of all equipment and electrical installations in the school to ensure their safe condition (bare wires, outlet covers, defective tools and equipment)
14. Report immediately any damage or unsafe condition to the office and make immediate repairs
15. Disinfect shower rooms and toilets on a daily basis
16. Supervise and discipline students as necessary by reporting problems to Principal
17. Assume any other tasks that would normally be associated with the position of custodian.
18. All performance responsibilities required of district bus drivers in their respective job description

**TERMS OF EMPLOYMENT:** 12 months -- 40 Hours per week

**EVALUATION:** Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Services Personnel.

**TITLE:**                               **TEACHER’S AIDE**

**QUALIFICATIONS:**           Teacher’s Certificate or Teacher Aide Certificate

**REPORTS TO:**                    Teacher and Principal

**JOB GOAL:**                    To assist the teacher achieve teaching objectives by working with individual students or small groups of students to help them achieve skill levels of the class and to help maintain a well-organized, smoothly functioning environment in which students can take full advantage of the program and resource materials.

**PERFORMANCE RESPONSIBILITIES:**

1. Administer, score, and record, such achievement and diagnostic tests as the teacher recommends for individual students
2. Work with individual students or small groups of students to reinforce learning of material of skills initially introduced by the teacher
3. Operate and care for equipment used in the classroom for instructional purposes
4. Help students master equipment or instructional materials assigned by the teacher
5. Guide independent study, enrichment work, and remedial work set up and assigned by the teacher
6. Assist with the supervision and discipline of all students throughout the school day
7. Assist students in the media center if necessary
7. Serve as the chief source of information and help to any substitute teacher assigned in the absence of the regular teacher
8. Assist with the personal and toilet needs of students on an as needed basis
- 9 . Participate in inservice training programs, faculty meetings, and other school functions unless excused by the principal
10. Perform other duties that would normally be expected of a teacher’s aide as requested by the teacher or administrator

**TERMS OF EMPLOYMENT:**    180 days

**EVALUATION:**                Performance of this job will be evaluated in accordance with provisions of the Board’s policy on Evaluation of Support Services Personnel

**TITLE:** SECRETARY

**QUALIFICATIONS**

1. High School Diploma
2. A reasonable degree of proficiency in typing, office procedures, and public relations.
3. Working knowledge of basic office procedures and the operation of common office equipment and computers.

**REPORTS TO:** Assistant Principal / Athletic Director, Principal, and Superintendent

**JOB GOAL:** To assure the smooth and efficient operation of the offices so that the maximum positive impact on the education of students can be realized.

**PERFORMANCE RESPONSIBILITIES:**

1. Perform the usual office routines & practices associated with a busy, productive and smoothly-run office
2. Greet students, teachers, parents & public
3. Receive & route all incoming calls
4. Retrieve and organize pertinent data as needed, and put it into usable form
5. Welcome visitors, students, faculty, parents and arrange for the visit
6. Perform any record keeping tasks associated with the specific position
7. Make appointments for parent/teacher, counselor, or athletic director conferences
8. Notify other schools of students enrolled at A-J and request pertinent records
9. Schedule & register students each new school year
10. Schedule changes during school year
11. Supervise and disciplines students as necessary
12. Perform other duties as may be assigned by the guidance counselor or athletic director, and/or other administrators.
13. Keep records of attendance, grades, gpa & credits for every student
14. Compile & mail deficiency reports each quarter.
15. Work on monthly newsletters
16. Find substitute teachers; maintain teacher absences & absence forms
17. Free/Reduced Lunch-Breakfast Applications & Reports
18. Be responsible for Official Transcripts
19. Be responsible for turning in extra curricular pay scale information to bookkeeper (i.e. noon hour duty & ticket takers)
20. Work with Principal and Assistant Principal with regards to attendance, truancy, and discipline.
21. Perform other responsibilities normally associated with the duties of a secretary

**TERMS OF EMPLOYMENT:** 210 Days

**EVALUATION:** Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Services Personnel.