



**CONTRACT**

**Between**

**The**

**HINSDALE-CLARENDON HILLS TEACHERS' ASSOCIATION**

**And**

**COMMUNITY CONSOLIDATED SCHOOL DISTRICT 181**

**July 1, 2023 - June 30, 2027**

## **Preamble**

The Board of Education supports an Agreement for Professional Negotiations with the Teachers' Association of the District. The purpose of the Agreement is to provide a procedure by which representatives of the Hinsdale-Clarendon Hills Teachers' Association and members of the School Board will meet on a regular basis in free and open exchange of views with reference to issues of common concern. It also provides a means by which such issues may be resolved if the views of the two parties are in conflict.

The parties have enjoyed a collaborative relationship that they hope will continue throughout the life of this contract to support their common goal of the long-term stability of the District.

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# **ARTICLE I Recognition and Negotiation Procedure**

## **1.1 Recognition**

The Board of Education and Community Consolidated School District No. 181, DuPage and Cook Counties, Illinois, hereinafter referred to as the Board, and the Hinsdale - Clarendon Hills Teachers' Association, affiliated with IEA/NEA, hereinafter referred to as the Association, are the parties to this Contract. The Board recognizes the Association as the exclusive and sole negotiation representative for all full-time and part-time teachers employed by the Board. "Teachers" include personnel employed in a position for which a professional educator license is required under the School Code as well as Occupational Therapists and Physical Therapists.

While they are not eligible to earn tenure, Occupational Therapists and Physical Therapists who have completed four or more years of consecutive full-time service in District 181 will be afforded the same benefits in this Contract as a tenured teacher. Similar to tenured teachers, a change from full-time to part-time status will not disqualify an Occupational Therapist or Physical Therapist from receiving the benefits of a tenured teacher. A break in service to the District would require four additional years of consecutive service to be completed in order to regain the benefits afforded to tenured teachers.

Excluded from teachers for purposes of this Contract are superintendent of schools, assistant superintendents, directors, coordinators, principals, assistant principals, substitutes, and any other administrators within the immediate supervisory jurisdiction of the superintendent.

## **1.2 Teacher**

The Board recognizes that teaching is a profession requiring special qualifications.

The term "teacher" as used in this Contract shall refer to those personnel represented by the Association in the negotiating unit as determined by Section 1.1.

Teachers have the right to join, or not join, any organization for their professional or economic improvement, but membership in any organization shall not be required as a condition of employment.

### **1.3 Good Faith Negotiations**

The Board and Association agree that their duly designated representatives shall negotiate proposed changes, additions, or deletions to this Contract in good faith.

For the purpose of this process, the parties agree "good faith" means the parties will consider proposals and counter-proposals presented by either side and will make an effort to arrive at an agreement. It does not imply that either party must make concessions or capitulate, in part or totally, regarding matters under consideration.

### **1.4 Meetings**

If either party has indicated by written notice the intent to amend or terminate the Contract in accordance with Article XI, an initial meeting of the joint negotiation committee shall be convened at a mutually acceptable time and place no later than March 30<sup>th</sup>. The purpose of the initial meeting shall be to determine issues to be considered in negotiations, establish by mutual consent guidelines for the meetings, and set forth a tentative calendar of meetings.

Should it be necessary to schedule negotiating meetings during school hours, Association representatives shall be released from school duties to attend. These shall be considered professional days of leave.

### **1.5 Ad Hoc Committees**

The Board and Association negotiating committees may jointly appoint ad hoc study committees to consider and make recommendations on matters under consideration. The Board and Association negotiation committees shall jointly determine the makeup of the committee, issues to investigate, timelines, and the manner in which any results or reports are communicated.



## **1.6 Exchange of Information**

Either party shall make available to the other party, upon reasonable requests, public information in their possession relevant to issues under negotiation.

## **1.7 Agreement on Negotiated Issues**

Tentative agreements shall be reduced to writing and presented to the chairpersons for initialing. Each chairperson shall retain an initialed copy.

When tentative agreement on all issues being negotiated has been reached, this tentative agreement shall be submitted to the Board and Association for official approval.

Should either the Board or the Association fail to approve officially the tentative agreement as presented, the issues will be returned to the negotiating committee for further negotiations.

## **1.8 Mediation**

If agreement is not reached within fifteen (15) days of the scheduled start of the forthcoming school year, the parties then shall jointly request the Federal Mediation and Conciliation Service to appoint a mediator in accordance with its rules.

In the event that the Federal Mediation and Conciliation Service is unacceptable to both parties, the American Arbitration Association or the Illinois Educational Labor Relations Board shall be requested by both parties to appoint a mediator in accordance with its rules. The mediator shall meet as soon as possible with the parties or their representatives, or both, either jointly or separately, and take such steps as he/she may deem appropriate to persuade the parties to resolve their differences. The mediator shall not make public any recommendations or positions of the parties without the express, written consent of both parties.

Any costs or expenses that may be incurred in utilizing the services of a private mediator shall be shared equally by the Board and the Association, provided each party assumes expenses which are solely and exclusively its own.

## **1.9 *Legal Safeguard***

If a provision of the Contract is found to be contrary to law, all other provisions shall remain in force.

## **1.10 *Management Rights***

It is recognized that the Board possesses the sole right to operate and manage the District and has rights, powers, and authority as conferred by law necessary to carry out its responsibilities limited by the specific and expressed terms of the Contract.

## **1.11 *No Strike Clause***

The Association agrees not to strike against the School District for the duration of this Contract.

## **Article II Teaching Duties, Responsibilities, and Conditions**

### ***2.1 Teacher Professional Responsibility***

The major responsibility of the teaching staff is the area of instruction. Other areas of responsibility and accountability are detailed in the Teacher Evaluation Plan. The Association and the Board agree that teachers are encouraged to participate in related school activities whenever possible. The following sets forth minimum expectations.

Teachers will be available to work for the entire duration of the official school calendar. The regularly scheduled end-of-the-year emergency days will be considered part of the official school calendar only when the days are invoked due to closure of school during the year. In the event of a school closure, the District will consider implementing an eLearning day so that an emergency day will not be added to the end of the school year.

Newly hired teachers will participate in the District's New Educator System of Support for up to four (4) days which will begin prior to their official start date. Guidelines and procedures for acquiring tenure shall be distributed and/or communicated to new teachers by the district at this time.

Teachers shall be required to attend, or be available for, a weekly regularly scheduled school meeting up to one hour in length. The weekly meetings shall be used for the purpose of professional development, building or district initiatives and/or Professional Learning Communities (PLC). All teachers are required to have their cameras on when meetings are held virtually. The scheduling of extracurricular activities on the days of weekly regularly scheduled school meetings should be avoided. Time not used by the principal during a staff meeting shall be used for teacher collaboration. One hour meetings can be cancelled by the principal if not needed.

All full-time teachers shall attend one (1) building curriculum night, one (1) additional program outside of school hours, twelve (12) hours per year for parent-teacher conferences, all Institute Days, and the entire duration of all compensated staff development hours, whenever scheduled. If additional evening program attendance is required for the music teacher to conduct evening musical and/or dramatic performances, compensation at the hourly rate set forth in Appendix B – Extra Assignments for curriculum work will be paid during the performance hour(s) for that music teacher.

Full-time itinerant teachers shall attend all required meetings at their home school, other meetings for which their attendance is necessary regardless of the location, one (1) building curriculum night, one (1) additional program outside of school hours, twelve (12) hours per year for parent-teacher conferences, all Institute Days, and the entire duration of all compensated staff development hours, whenever scheduled.

Part-time teachers, i.e., those with an FTE less than 1.0, will be expected to attend one (1) curriculum night, twelve (12) hours per year for parent-teacher conferences, and the entire duration of all Institute Days and all compensated staff development hours, whenever scheduled. Part-time teachers shall attend institute days in an amount of time commensurate with their FTE percentage and shall be paid for any time that exceeds the teacher's FTE percentage at the daily rate for a full-time teacher pursuant to Section 5.6 of the Agreement on a prorated basis.

Reasonable efforts will be made to minimize the student supervision duties of part-time and itinerant teachers.

Each teacher on a job share will be available for one (1) curriculum night, one (1) additional program outside of school hours, twelve (12) hours per year for parent-teacher conferences, the entire duration of all Institute Days, and all compensated staff development hours, whenever scheduled. Job share teachers shall attend institute days in an amount of time commensurate with their FTE percentage and shall be paid for any time that exceeds the teacher's FTE percentage at the daily rate for a full-time teacher pursuant to Section 5.6 of the Agreement on a prorated basis.

## **2.2 *Teaching Assignments***

The Administration is responsible for making teaching and non-teaching assignments. All teachers shall be given written notice of their teaching assignments for the forthcoming year no later than Monday of the last week of the current school year. Specialist teachers shall receive an estimate of their teaching assignment. This written notice shall include subject and /or grade level and building. Once a teacher receives such notice, the assignment (FTE) will not be reduced.

It is the responsibility of the Assistant Superintendent of Human Resources or designee to contact the teacher whose assignment is changed within five (5) days of the decision by telephone and certified letter informing him/her of the change, using the phone number and address left by the teacher in the school office. A copy of the correspondence shall be given to the Association.

Assignments made in addition to teaching assignments shall be made first on a teacher volunteer basis, or if there are no volunteers, then with the consent of the individual teacher.

### **2.3 *Student Discipline***

The teacher has the primary responsibility for the maintenance of discipline within the classroom and school facilities during the normal student day. The Board recognizes its responsibilities in the maintenance of control and discipline in the classroom and to this end shall establish and maintain a comprehensive District discipline policy.

The principal and teachers of each school will develop disciplinary rules and building procedures to implement District policy and procedures. A pupil may be excluded from a class when the grossness of the offense, the persistence of the misbehavior, or the disruptive effect of the violation makes the continued presence of the student in the classroom intolerable.

### **2.4 *Class Size***

It shall be a priority of the Board of Education to maintain reasonable pupil-teacher ratios consistent with sound educational practice. Such ratios are to be based upon the continuing desires for educational excellence recognizing the varying requirements created by the different programs being implemented, the developing enrollment patterns, the special needs of gifted, mainstreamed and non-English speaking students, and budgetary limitations. Students who are in a self-contained program and spend 50% or greater of core instruction time in the homeroom teacher's classroom during the school day will be included as part of the overall pupil-teacher ratio. It shall be the responsibility of the Administration, in cooperation with building principals and the teaching staff, to organize students, teachers, and other personnel into instructional groups.

Teachers may request an instructional assistant due to factors such as size, unique and diverse student needs, and multi-grade groupings. Teachers should communicate their concerns on this subject in writing to their building principal and the Assistant Superintendent of Human Resources. The Assistant Superintendent of Human Resources will send a copy to the Association. A written response will be provided from the Administration within five (5) school days. An instructional assistant assigned to any

students or classes will accompany those students or classes to any specials/encore classes unless the special/encore teacher requests otherwise.

Prior to a student being transferred or placed into a class during the school year, involved teachers will be notified in the interest of facilitating a successful transition. This notice will be given at least one (1) day in advance of the student's entry into class, when consistent with the needs and rights of the student. This may involve an intake meeting with all involved professionals for students with Individual Educational Programs (IEPs) or 504 Plans or students returning from alternative placements.

## ***2.5 Preparation and Lunch Time***

The Board of Education shall provide all full-time and part-time teachers with adequate preparation, a 30-minute duty-free lunch, and one half-hour travel time between buildings that is not considered preparation time within the pupil day. Protected, teacher-led preparation time during each school day is an essential component of high-quality instruction.

## ***2.6 Parent/Teacher Conferences***

The District shall schedule twelve (12) hours per year for parent-teacher conferences. The District and teachers recognize conferences may exceed the 12-hour time period and agree no extra compensation shall be made for additional conference time. To ensure a high parent-teacher attendance rate, conferences will be offered in-person or virtually, depending on the parent's request.

## ***2.7 Professional Activities***

Teachers shall be encouraged to participate in a variety of professional activities to bring about improvement in instruction. Conventions, workshops, visitation, in-district staff workshops, and other related professional meetings are included.

## ***2.8 Staff Development Committee***

A District Staff Development Committee, with a staff member who represents each building, shall be instituted and maintained. The makeup of the staff development committee is governed by guidelines from the state

regarding percentages of representatives from various categories. The HCHTA leadership and District administrators in charge of the department of learning will mutually agree upon the members. Committee responsibilities include the overall coordination of the planning, implementation, and evaluation of the District's staff development program.

The Administration working with the Staff Development Committee will plan ten (10) hours of paid staff development time. The ten (10) hours will be scheduled in August on the two (2) days immediately before the start of the official school calendar. This staff development will focus on new curriculum changes, targeted strategic plan initiatives (i.e. technology, special education, etc.), school improvement, and/or state-mandated training. Notification of the dates and topic(s) for the ten (10) hours will be presented to the staff by the end of the previous school year. Attendance is required.

Each staff member 0.5 FTE or above is entitled to participate in individual staff development activities each school year. The District provides a budget of \$400.00 per teacher for such endeavors. Each principal's budget shall include teacher professional development money. Teachers shall be granted approval to attend third party professional development per the following conditions:

1. The professional development directly aligns with a District or Building initiative or is identified in a teacher's evaluation as a growth area and reflected in the teacher's Individual Growth Plan (IGP) as an action step;
2. The information learned at the professional development is used to train others and to progress the initiative or key findings are discussed with the principal and/or building leadership team.

A teacher may also attend external professional development if it is a recommendation of a principal or other administrator as a direct need for personal growth.

A teacher may be asked by the Superintendent or an Assistant Superintendent to plan and teach a session during an in-service day, institute day, or staff development session. A teacher who agrees to teach a session will be paid at the rate established in Appendix B of this contract for planning time.

## **2.9 Program and Curriculum**

In carrying out its responsibility for establishing curriculum and program, the Board shall consider the recommendations of the teachers, teacher committees, and the Administration.

## **2.10 *Substitute Teachers and Instructional Assistants***

It is the responsibility of the District to secure a substitute teacher or instructional assistant in the absence of, respectively, a teacher or regularly assigned instructional assistant when deemed appropriate. All certified staff will create sub plans for their absences. Every effort will be made to fill open substitute positions. Where a substitute position will not be filled, the District shall advise the HCHTA President and provide a reason.

## **2.11 *Internal Substitution***

Certified teachers shall be used as substitutes only when a substitute cannot be obtained, and when certified teachers are not assigned a class of their own. In each school, such assignments shall be on a fair and equitable basis, so that all teachers will carry their fair share of such additional load. All teachers who serve as an internal substitute shall be compensated at the rate of \$51.00 per clock hour or part thereof.

## **2.12 *Vacancies and Voluntary Transfers***

A notice of vacancies and new positions that the Board intends to fill and are acknowledged by this contract shall be publicized to teachers and applications solicited pursuant to the following procedures:

- A. Interested members of the teaching staff of the building in which the vacancy occurs shall have the first opportunity to be considered for the vacancy and will be interviewed by the building principal or other appropriate administrator.
- B. Such vacancies shall be sent via email to all teachers by May 20<sup>th</sup> or as they occur. Such notice of vacancies shall set forth the qualifications of the job.
- C. Teachers who desire to apply for such vacancies shall file their applications in writing with the person(s) authorized to receive such applications within the time limit specified in the notice.
- D. Teachers who are interested in applying for a transfer prior to postings need to notify the Assistant Superintendent of Human Resources by April 1 (indicating building, grade level, and subject preferences).



- E. The Assistant Superintendent of Human Resources informs principal(s) of requests for transfers.
- F. Interviews of currently employed candidates will be conducted by the principal and/or the Assistant Superintendent of Human Resources. Teachers will not interview other teachers in the District. However, a list of important ideas, traits, qualifications, etc., that would apply to the vacancy may be submitted to the principal(s) by the teacher committee.
- G. Request for transfer shall be considered based upon the requirements of the position and the impact upon the educational program (i.e. experience, program implications, etc.).
- H. Action taken on a request for transfer shall be communicated via email to the applicant before the final decision is made public. If the applicant so requests, the reasons for the decision shall be communicated via email.
- I. Nothing in the Article shall obligate or require the Board to fill a vacant position.

### ***2.13 Involuntary Transfer/Reassignment***

Involuntary transfer is a transfer from one building to another which a teacher has not requested but which is initiated by the Board or its designee. Reasons for involuntary transfer may include, but are not limited to: resignations, changes in enrollment, retirements, prevention of undue disruption of instructional programs, building program requirements, and emergencies. An involuntary reassignment is a change in subject area or grade level within a building that a teacher has not requested but is initiated by the Board or its designee.

- A. Any teacher affected by an involuntary transfer shall be notified within 48 hours of the decision by the Administration. The transfer decision will not be made public until the teacher is notified.
- B. Within two weeks of the decision of the Administration, a written statement listing the reason(s) for the transfer will be given to the teacher, if so requested.
- C. The teacher may request a meeting, at which he/she may have representation, to discuss the transfer with the Administration.

- D. Any teacher affected by involuntary transfer shall be released from his/her contract if he/she requests. Any teacher transferred involuntarily shall receive priority consideration, if requested in writing, in future vacancies.
- E. With mid-year transfers, release time will be provided for the teacher to prepare to assume the new assignment. This time will be mutually agreed upon by the teacher and the principal(s).
- F. Teachers required to change levels, buildings, or classrooms shall be provided up to \$500 to purchase curricular materials for the new classroom assignment, upon prior approval from the building principal or direct supervisor.
- G. Prior to involuntarily transferring/reassigning a teacher more than two times within a five-year period, the teacher, Association leadership, building principal, or other appropriate administrator and the administrator in charge of personnel will meet within two weeks to discuss the reasons for the transfer or reassignment, if so requested by the teacher.

In the event of an involuntary reassignment within a building, the above items identified A, B, C, D E, F, and G, shall apply.

### ***2.14 Field Trips***

All teachers who accompany students on overnight field trips shall be compensated in accordance with Appendix B.

Teachers who accompany a non-overnight field trip which is scheduled to begin or end beyond the regular school day shall be compensated for the extended hours in accordance with Appendix B.

### ***2.15 School Day***

A teacher is expected to be available outside the students' school day to attend to those matters within the scope of their professional duties which properly require attention at that time.

The Board and the Association recognize that a teacher's workday extends beyond the regular student day. Teachers shall schedule their time before and/or after the regular student day to meet their professional obligations to students, colleagues, administrators, parents, and the District.

## ***2.16 Yearly Orientation on Policies and Procedures***

Time for completion of legally mandated state and federal trainings (e.g. Diabetes Awareness, Bloodborne Pathogens, Sexual Harassment) may be allocated during one of the regularly scheduled weekly school meetings prior to October.

## ***2.17 Job Sharing Program***

Job sharing, as defined in this section, is a voluntary program providing two (2) tenured teachers the opportunity to share one (1) full-time teaching position. Tenured teachers who seek to share positions during all or a part of a school term shall submit an application and proposed plan for a job sharing program to the Assistant Superintendent of Human Resources or designee prior to March 1<sup>st</sup> of the year preceding the school term for which the program is requested.

A copy of such application shall be concurrently submitted to the teacher's immediate supervisor and the Association president.

The responsibilities of a job share assignment may be divided according to the plan designed by the job sharers, with the concurrence of the receiving principal or, if there is none, the appropriate administrator. A job-sharing plan shall include, but not be limited to, teaching responsibilities, substitution procedures, schedule of work hours and/or days, attendance at staff meetings, District meetings, in-service days, parent conferences, field trips, and all pertinent details.

Salary shall be prorated based on the time worked (FTE ratio).

Fringe benefits will be in accordance with Article VI and VII of this Contract.

The maximum length of an approved job-sharing program shall be one (1) year. Teachers who share positions may apply for job-sharing programs in successive years, but each application shall be individually considered. A participant in a job-sharing program shall have no vested right in its renewal or extension.

Teachers participating in the job-sharing program shall acquire seniority according to Article IV, Section 4.1 (D).

Each application for a job-sharing program shall be granted or denied within the sole discretion of the Board, and all such actions shall be non-precedential.

The continued contractual status (tenure) of a teacher shall not be affected by the granting of such a program.

## ***2.18 Special Education***

The education of special education students is a shared responsibility of the entire school staff. On a yearly basis, consideration will be given to the balanced placement of special education students across each grade level. All staff shall receive training to keep current with law, best practice, and individual student needs. This training will be designed by the District Staff Development Committee in conjunction with the District Special Education Committee.

Each year the principals will select one building student support team leader (SST Leader) from all qualified applicants. The special education student support leader will be compensated at the building student support team leader stipend rate on Appendix B .

A District Special Education Committee comprised of the SST Leaders, along with the Assistant Superintendent of Student Services, shall meet as needed throughout the year. The purpose of the committee is to: review current and proposed curricula and service delivery, technology needs, and the continuum of services in the District to ensure consistency across the system.

Teachers who, in the absence of an instructional aide and with the approval of the Assistant Superintendent of Learning (Pupil Services) or building principal, provide assistance to a special education student at an extra-curricular activity will be compensated at the non-overnight field trip rate in Appendix B .

## ***2.19 District-Wide Committees***

Under the auspices of the Administration, all District-wide committees will be compensated according to the curriculum rate in Appendix B.

## ***2.20 Intervention for Student Success***

Effective student intervention for academic and behavioral success requires significant time, materials, and personnel. The current state-initiated model being implemented in the District is the Multi-Tiered System of Support (MTSS).

## **Article III Association and Teacher Rights**

### ***3.1 Teacher Protection***

In accordance with the applicable provisions of the School Code, the Board shall provide indemnification and protection for the teacher against claims and suits.

### ***3.2 Student, Parent, Administrator Complaint***

It is the intent of this section that teachers be informed of substantive complaints originating from students, parents, or administrators involving a questionable decision or action taken by the teacher or alleged to have been taken. Any such complaint received by an administrator, and deemed serious enough to justify investigation or probable disciplinary action, shall be brought to the attention of the teacher involved within a reasonable time after the Administration receives the complaint. At such time, the teacher is to be informed of the source and nature of the complaint. In most instances, a reasonable time will be not more than three (3) school days, but this may be longer depending on such circumstances as the need for extensive investigation, the availability of appropriate persons, or the involvement of officials from the Department of Children and Family Services or law enforcement agencies.

When judged appropriate by all parties involved, a teacher/parent and/or teacher/parent/administrator conference should be scheduled with resolution sought through the conference.

The teacher and his/her representative, if the teacher so desires, shall have the opportunity for a conference with the administrator before any final disciplinary action is taken. If disciplinary action is taken, the teacher shall receive written documentation including a summary of events.

Nothing herein shall preclude the District from bypassing some or all of these procedures if the complaint involves a matter that is reported to DCFS and/or law enforcement.

### **3.3 Personnel File**

Each teacher shall have the right, in the presence of a representative of the Administration, to review the contents of his/her personnel file (except pre-employment reference information supplied by former employers or other sources) as maintained in the Central Office. A representative of the Association may accompany the teacher in such a review. Each file shall contain a record indicating who has reviewed it, the date reviewed, and the reason for such a review. This review shall be granted during normal working hours and completed in the Department of Human Resources.

Examples of types of materials that shall be included in a teacher's file are copies of the annual contract or notification of employment, teacher evaluation materials, college transcripts, and teaching certificates. It is acceptable that any of these records be generated or stored electronically. Any records stored electronically will be printed and provided to the teacher if the teacher makes such a request in writing to the Assistant Superintendent of Human Resources in accordance with the Illinois Personnel Records Review Act. Upon examining his/her personnel file, a teacher shall have examined all materials pertaining to his/her employment except financial data, such as, insurance information and annuity payments. Such financial data shall be kept in the Business Office and shall be available to the teacher for examination.

The teacher shall receive a copy of any item added to his/her file. The teacher shall acknowledge that he/she has read any materials evaluative in nature by affixing his/her signature on the copy to be filed. However, any evaluation instruments, except for summative documents, which have not been completed within thirty (30) school days following the formal or informal observation on which the evaluation is based may not be added to the file unless the time is extended for good reason with notice given to the teacher within the thirty (30) school day period explaining the reasons for the extension.

Each teacher shall have the opportunity to respond in writing to any item in his/her file and shall have the response attached thereto. The response must be submitted to the Department of Human Resources within ten (10) days of the item being placed in the employee's file. No item shall be removed from a teacher's personnel file without the teacher's consent.

Each teacher has the right to request the removal of any material from the personnel file after a period of four (4) years of entry date except: job application, transcripts, certificates, record of physical examination,

contracts, and evaluations. The Administration shall respond in writing within thirty (30) days of receipt of the teacher's request.

Each teacher shall have the right to copy any non-restricted material in the personnel file.

### ***3.4 Board Meetings – Notification and Copies of Minutes***

The president of the Association and chairperson for the Association's Negotiation Committee shall be given notice of any regular or special meeting of the Board of Education, or its committees, together with a copy of the agenda or statement of purpose of such meetings, at such time as the notice of the meeting is posted for the public. Notice shall be provided via email that the agenda and any other public information has been posted in BoardDocs.

Copies of approved minutes for Board of Education open session meetings, the information made available to the public, and any/all related materials can be accessed via BoardDocs 24 hours prior to the items being made public.

### ***3.5 Board Reports***

The District will forward to the president of the Association and the chairperson of the Association's Negotiation Committee, either in print or through electronic access, copies of tentative and adopted budgets, AFR's, audit reports and, subject to the Freedom of Information Act, other financial reports or data.

### ***3.6 Withholding of Funds***

Teachers may authorize the Board to withhold funds from their individual teacher salaries for the purpose of having such funds transferred to the DuPage Schools Credit Union, tax sheltered annuities, Association, United Way, and the TRS 2.2 Upgrade. Such procedure is optional on the part of the teacher or teachers, with the exception of fair share fees, as outlined in Section 3.7.1.

Such funds shall be sent electronically whenever possible. All funds should be transferred to the receiving institution within five business days of the issuing payroll date.



### ***3.7 Hold Harmless Provision***

In the event of any legal action against the Board brought in a court or administrative agency because of its compliance with this Article, the Association agrees to defend such action, at its own expense and through its own counsel, provided:

The Board notifies the Association promptly in writing and permits the Association to intervene as a party if it so desires.

The Board gives full and complete cooperation to the Association and its counsel in securing and giving evidence, obtaining witnesses, and making relevant information available at both trial and all appellate levels.

The Association shall indemnify and hold harmless the Board, its members, officers, agents, and employees from and against any and all claims, demands, actions, complaints, suits, or other forms of liability that shall arise out of, or by reason of, action taken by the Board for the purposes of complying with the above provisions of this Article, or in reliance on any list, notice, certification, affidavit, or assignment furnished under any of such provisions.

It is expressly understood that this hold harmless provision will not apply to any claim, demand, suit, or other form of liability which may arise as a result of willful misconduct by the Board.

### ***3.8 Other Association Rights***

The Association may make reasonable use of the District's internal mail, e-mail, and duplication and computer equipment for Association business so long as such use does not interfere with the District's use. Additionally, such use is subject to the District's technology policies, procedures and rules, and to any applicable law such as prohibitions on political activity. The Association may make reasonable use of storage for necessary materials and supplies within a designated building maintained by the District so as to conduct Association business, so long as such use does not interfere with the District's operations.

### ***3.9 Association /Administration Leadership Meetings***

The Association and Administration will hold six (6) meetings per school year at an agreed upon schedule. An additional meeting can be added, assuming there is a time-sensitive issue. Administrators will be available to meet with the union during the regularly scheduled meetings held with the Assistant Superintendent of Human Resources. The purpose of the meetings is to foster and maintain positive relationships and address concerns and issues not resolved at the building level which may impact one or both parties. Agendas will be developed jointly between the parties. The Administration and Association will take their own notes during the meetings.

### ***3.10 School Environment***

The Board and the Association support the goal of a school environment in which all people are treated with respect and dignity.

## Article IV Reduction in Teachers

### 4.1 Seniority - Definition

- A. As used herein, seniority in the District shall mean the most recent period of continuous employment in and for the District as a teacher. Continuous employment shall not be deemed interrupted by any leave-of-absence, but any period of unpaid leave in excess of ninety (90) teacher employment days shall result in the loss of credit for said school year.
- B. If the years of total continuous teaching service within the School District are equal between two (2) or more teachers, then seniority shall be determined by total teaching service in the School District, whether or not continuous. Such service shall be computed in the manner described in (A) above.
- C. If the years of total teaching service with the School District are equal between two (2) or more teachers, the horizontal positions on the salary schedule shall control, and if horizontal position is equal, prior teaching experience outside the District shall control. Should prior teaching experience outside the District be equal, the date of approval by the Board of the individual contracts shall control. If still no decision is reached, the issue will be determined by lot.
- D. A teacher employed part-time will accrue seniority on a pro-rated basis.

### 4.2 Seniority List

A Seniority List which ranks all teachers in the District shall be developed each year. The list will be distributed to the president of the Association and local building representatives no later than 90 days before the end of the school year. The Seniority List shall serve as the official record of seniority for the given year.

The listing shall provide the following information for each teacher:

- a. Name
- b. Current position
- c. Status as tenured or non-tenured
- d. Total years of service in the District within the bargaining unit

- e. Date of hire as a collective bargaining unit member

The individual teacher shall have 10 days from the date on which the Seniority List is provided to the Association to file written objections with the Assistant Superintendent of Human Resources as to his/her seniority rank. The objection shall specify any alleged errors. Failure of the teacher to make a timely objection shall be deemed to be an acceptance of the seniority rank; however, late objections may be considered by the Assistant Superintendent of Human Resources. Any challenge shall be prohibited thereafter until the filing of the next seniority list.

#### ***4.2.1 Honorable Sequence of Dismissal List***

An Honorable Sequence of Dismissal List, without personally identifying information, shall be distributed to the president of the Association and local building representatives each year no later than 90 days before the end of the school year. All teachers shall be placed into one of four Reduction in Force (RIF) groups pursuant to the law.

No later than 90 days before the end of the school year, the District shall provide individual notices to each teacher containing the following information:

- a. Name
- b. Previous summative performance evaluation ratings pursuant to law
- c. Reduction in Force (RIF) group placement
- d. Positions for which the teacher is qualified
- e. Date of hire within the bargaining unit
- f. Total years of service in the District within the bargaining unit

The individual teacher shall have 10 days from the date on which the Honorable Sequence of Dismissal List is provided to file written objections to letters a, b, c, and/or d as listed above with the Assistant Superintendent of Human Resources. The objection shall specify any alleged errors. Failure of the teacher to make a timely objection shall be deemed an acceptance of the information related to the Honorable Sequence of Dismissal List; however, late objections may be considered by the Assistant Superintendent of Human Resources. Any challenge shall be prohibited thereafter until the filing of the next Honorable Sequence of Dismissal List.

### ***4.3 Reduction in Force Procedure***

Reduction in Force shall be conducted pursuant to the Illinois School Code.

### ***4.4 Recall Procedures***

Recall procedures shall be conducted pursuant to the Illinois School Code.

## **Article V Compensation**

### ***5.1 Basic Compensation Schedule/Salary Schedule Placement***

An annual basic compensation schedule shall apply to teachers employed by the District unless otherwise specified by the Board. Appendix A sets forth the Index Point Schedule for the period July 1, 2023 through June 30, 2027.

For the period July 1, 2023 through June 30, 2027, teachers will be compensated pursuant to Appendix A . The Appendix A schedule reflects two schedules: 1) salary from which the TRS contributions are deducted and sent to TRS and 2) salary that is non-inclusive of TRS.

Placement on, or movement to, the next step on the Salary Schedule will not be available to teachers who receive an overall rating of "Unsatisfactory." Any such teacher who receives an overall rating above "Unsatisfactory" in any subsequent year will be eligible to move to the next step on the Salary Schedule at that time.

### ***5.2 Placement on Compensation Index***

Placement on, or movement to, the BA +45 lane will not be available to teachers hired after June 6, 2008. All teachers moved from the BA +45 lane to the MA lane will not be able to move to further lanes without achieving a master's degree.

Placement on, or movement to, Steps 31-35 will not be available to teachers on or after July 1, 2016. All teachers on Steps 30-35 as of June 30, 2016, will remain on that step but thereafter shall not advance to any further steps on the salary schedule.

Placement on, or movement to, the EDD/PHD lane will not be available to teachers on or after July 1, 2016. Any teacher who provided proof of enrollment in an EDD/PHD program by June 30, 2016 is eligible for movement into the EDD/PHD lane. All teachers in the EDD/PHD lane as of June 30, 2016 will remain in that lane.

Placement on, or movement to, the MA + 15 lane will not be available to teachers on or after July 1, 2016. Placement on, or movement to, the MA + 24 or MA + 45 lane will not be available to teachers on or after July 1, 2019, except that those teachers who (a) are enrolled as of July 1, 2019, in an advanced-degree program at an approved and accredited university moving

toward MA + 24 or MA + 45 and (b) provided notice of an anticipated lane change to the Assistant Superintendent of Human Resources prior to April 15, 2019 may move into those lanes during the term of this Contract. Any teacher is eligible to move into the MA + 30 lane.

### ***5.3.1 Assignment to Lanes on Compensation Index***

In order to be assigned to the BA, MA, or EDD Lane on the Compensation Index, a teacher must have completed the requirements for the respective degree. Teachers intending to enter a master's or doctoral program shall secure prior administrative approval.

In order to be assigned to a post-BA or post-MA lane, a teacher must have earned the necessary semester hours of credit or Board credit since completing the requirements for the respective degree. Such credit must be in courses approved by the Assistant Superintendent of Human Resources or designee. These courses must meet the following criteria:

1. relate directly to the teacher's teaching assignment, or
2. result in additional teaching credentials, or
3. contribute to the teacher's teaching effectiveness, or
4. relate directly to the District goals

Hours earned to satisfy the requirement for the teacher's initial permanent teaching license will not be used to qualify for post-BA or post-MA lanes on the Compensation Index with the exception of specialists (e.g. School Psychologists, OT/PT, Speech Pathologists, Social Workers/Guidance Counselors). Any specialist whose initial permanent teaching license required hours in excess of 36 will receive credit for those hours beyond 36.

### ***5.3.2 Retroactive Credit***

In the case of new teachers entering this system, credit for courses qualifying for post-BA or post-MA lanes on the Compensation Index will be given only for courses completed during the preceding ten (10) years.

### ***5.3.3 Change in Lane and Salary***

Prior to March 15<sup>th</sup> of each year, any teacher anticipating a lane change for the following school year shall contact the District administrator in charge of personnel to provide notice of the anticipated lane change. The teacher shall

identify the lane he or she is anticipating moving to and the approximate completion date. A teacher who fails to notify the District administrator of an anticipated lane change by March 15th shall forfeit the ability to make a lane change during the following school year.

When all the requirements for horizontal advancement on the Compensation Index, as defined in Section 5.3.1, have been completed by August 15th, the change in lane and the accompanying change in salary shall be effective with the beginning of the school term. When such requirements are completed after August 15th , but before February 1<sup>st</sup>, the change in lane and salary shall become effective with the paycheck following Board approval.

No change of lanes on the Compensation Index shall be approved without an official transcript being filed in the office of the Assistant Superintendent of Human Resources.

#### ***5.3.4 Assignment to Step on Compensation Index for New Hires with Experience***

For all newly hired teachers, placement on the salary index shall be at the recommendation of the Superintendent. Placement will not result in a new hire making more than a current employee who has the same number of years of experience and the same level of education. Additionally, new hires within the same position category (e.g. elementary grades teacher, social worker, middle school math teacher) will be placed in the same cell of the salary schedule if they have similar years of experience and similar level of education. The District will review positions to determine category placement based on that school year's hiring needs. Annually, the District will provide documentation of a list to the Association of difficult-to-fill positions for that year. The Superintendent's recommended placement is subject to Board approval.

Example 1: Two classroom teachers who both have four years of experience and a Master's degree will be placed in the same cell of the salary schedule.

Example 2: A classroom teacher with four years of experience and a Master's degree, and a School Psychologist with four years of experience and a Master's degree, may be placed in different cells of the salary schedule due to the psychologist position being a difficult-to-fill position.



#### ***5.4 Extra Duty Position***

It is the intent of the District to fill all extra duty positions with interested, qualified teachers. All positions shall be sent via email to HCHTA members by October 1<sup>st</sup> of each school term or as vacancies occur. If no qualified teacher applies for, or accepts, a position within the time limit stated on the notice, the District is free to hire a qualified person outside the bargaining unit. Extra-curricular roles shall be evaluated at the District's discretion. Assuming satisfactory service, the person holding the position will retain the position for the duration of the season or for the school term.

The District shall define the essential duties of all compensated extra-duty positions (including compensated committee assignments) with input from the Association. Teachers who fill the role of a compensated extra-duty position or committee assignment shall be expected to perform all of the defined essential duties to receive the established extra duty pay.

#### ***5.5 Extended Contract***

Each extended contract will pay the teacher at the same rate of pay as his/her standard contract for additional days, weeks, or months.

#### ***5.6 Schedule of Payment of Teachers' Salaries***

Beginning in the 2024-2025 school year, each teacher shall receive the first paycheck on August 31st and thereafter, on the 15<sup>th</sup> and the last day of each calendar month. Teachers shall be paid over ten (10) or twelve (12) months as elected in writing by the teacher before the first work day of the 2023-2024 school year. Beginning in the 2024-2025 school year, all teachers will be paid over 12 months. The District will comply with all regulations and guidance of Section 409A of the Internal Revenue Code concerning deferred compensation. Any additional taxes/penalties incurred by teachers because of District noncompliance will be paid by the District.

The stipulated cash amount for each teacher will be a sum equal to the individual teacher's compensation as determined under Section 5.1 and Appendix A. Such sum represents compensation for services for the total number of days approved by the Board when it adopts the School Calendar, according to Article X. The salary of any teacher working only a portion of the school term shall be computed by multiplying that teacher's daily rate by the number of days worked, including institute days, grading day, and holidays

(teacher/pupil contact days and any days which the Board may declare as school holidays). A teacher's daily rate is determined by dividing his/her annual TRS-reported salary by the number of teacher workdays, as determined by the official Board yearly school calendar.

Unexcused absences, including unexcused absences from institute days, will result in a salary reduction equal to that teacher's daily rate, as determined above, multiplied by the number of unexcused days.

### ***5.7 Recognition of Credentials***

Teachers who achieve National Board Certification for Teaching, American Speech-Language Association-Certificate of Clinical Competence (ASHA-CCC), Licensed Clinical Social Worker Certification, Nationally Certified School Psychologist (NCSP) credentials, or Nationally Certified School Nurses (NCSN) will receive a one-time stipend of \$3,000. This stipend will be paid within sixty (60) days of written notification to the Assistant Superintendent of Human Resources.

Teachers who renew their National Board Certification shall be reimbursed for the cost of the recertification fee within sixty (60) days of written notification to the Assistant Superintendent of Human Resources.

## **Article VI Fringe Benefits**

### **6.1 Employee Insurance**

The Board will provide employee insurance as follows in this section. Coverage becomes effective for eligible teachers on the first day that they are actively at work.

The insurance specifications of the Employee Benefit Program, which are not included in this Contract, shall remain in effect during the term of the Contract and may be altered only as provided in Section 6.7 (E, G, and H).

To the extent that the provisions of the Illinois Insurance Code relating to the minimum standards for benefits which must be included in health insurance policies delivered or issued in the State of Illinois (215 ILCS 5/352 et seq.) and the implementing rules thereunder of the Illinois Director of Insurance (50 Ill. Adm. Code, Ch. 1, Sec. 2007, 10 et seq.) provide for minimum benefits which are in addition to or greater than those currently provided by the health plan, the Association shall advise the District promptly of any benefit mandated by the aforementioned statutory or regulatory provisions which, in its opinion, is in addition to or greater than benefits provided pursuant to the health plan.

#### **6.1.1 Eligibility**

Teachers who are 1.0 FTE will be eligible for full participation in the employee health, vision, dental, life, and long-term disability insurance plans. Teachers hired before November 18, 2019 who are at least 0.5 FTE but less than 1.0 FTE will be eligible for full participation in the employee health, vision, and dental insurance plans.

Teachers hired after November 18, 2019 who are at least 0.5 FTE up to 0.74 FTE are eligible for a prorated Board contribution towards insurance premiums based on their FTE (for example, a 0.6 FTE teacher is eligible for a Board contribution of 60% of the Board's premium contribution for a 1.0 FTE teacher). Teachers who are 0.75 FTE and above are eligible for full participation in the employee health, vision, and dental insurance plans.

Teachers whose contracts drop below 0.5 FTE will not be eligible to participate in any of the insurance plans. All eligible teachers shall pay the employee share of the premium for the level of coverage elected.

All premiums are subject to change annually.

**6.1.2 Board Payments/Employee Contributions**

For all who qualify under Section 6.1.1, the employee health, dental and vision insurance costs will be paid on the following basis:

	Single	Family	Employee Plus Spouse or Domestic Partner	Employee Plus Child(ren) Only
<b>Employee Share of Premium for HDHP/HSA or HMO</b>	18%	27.5%	27.5%	27.5%
<b>Employee Share of Premium for PPO (available to employees hired on or prior to October 30, 2023)</b>	20%	27.5%	27.5%	27.5%

**Employees hired after October 30, 2023 are only able to select HDHP or HMO**

The District shall provide an annual contribution to the HDHP HSA account of employees who are enrolled in the HDHP/HSA.

	Annual Contribution to HDHP HSA
<b>Single</b>	\$500
<b>EE + Spouse</b>	\$1,000
<b>EE + Children</b>	\$1,000
<b>Family</b>	\$2,000

**Employee Share of Dental:**

Employee only                    0%  
 Family                                27.5%

**Employee Share of Vision Premium:**

All tiers are covered by the BOE if enrolled in District health insurance. If chosen as a stand alone coverage, the employee shall pay the same percentage of the premium as the PPO rate of health insurance listed above.

Family benefits are available for domestic partners and are subject to the benefits policy of the provider as detailed in the District benefit booklet.

The cost of the member's share of monthly insurance premiums may increase when teachers who are eligible for insurance take unpaid Board-approved leaves of absence other than Family Medical Leave as stated below.

Teachers who are on unpaid leaves of absence other than Family Medical Leave for more than 50% of the contract days in a month must pay 100% of the monthly insurance premium cost (both Board share and employee share).

Teachers who are on paid Family Medical Leave when the school year ends will continue to pay only the employee portion of the insurance premium during the summer. Teachers who have elected 12 pay periods will continue to have only the employee portion of the insurance premium deducted from their June, July, and August paychecks. The employee portion of the insurance premium for July and August will be deducted in advance for teachers who have elected 10 pay periods.

Teachers who are on unpaid Family Medical Leave when the school year ends will continue to remit payment of only the employee portion of the insurance premium during June, July, and August.

Teachers who are on unpaid Board-approved leaves other than Family Medical Leave when the school year ends may continue to participate in the District's insurance program at their current level of coverage by paying 100% of the monthly premium cost (both Board share and employee share) for June, July, and August. (NOTE: If the employee works or is on paid leave for at least half of the contract days in June, then the employee will pay only the employee portion of insurance premiums during June, July, and August.)

***6.1.3 Comprehensive Major Medical Plan***

Benefits are as set forth in the current benefit booklet. Benefits shall not be changed unless agreed to by the Board and the Association. The Board shall provide benefit booklets annually to all members of the Association.

The Insurance Committee will administer the Wellness Plan; examples of items which may be considered by the Committee include flu shots and health and wellness exams. The plan should include \$500 per teacher to be paid from the insurance account.

Full-time student coverage will continue to the age of 26.

**6.1.4 Life Insurance/Accidental Death and Dismemberment Benefits**

Life insurance and accidental death and dismemberment is equal to a teacher's annual salary rounded to the next higher \$500 (reduced 35 percent at age 65), if not already a multiple of \$500, with a minimum of \$5,000 and a maximum of \$50,000. See current benefit booklet for more details.

If a teacher dies, the named beneficiary will receive a lump sum payment equivalent to the teacher's accumulated sick days at their per diem rate with a maximum payment of \$25,000.

**6.1.5 Long-Term Disability Insurance**

Long-term disability benefits are guaranteed at 60 percent of basic salary or \$5,000 per month maximum benefit, whichever is smaller. The benefits paid by the carrier may be reduced to reflect disability payments from other sources. Duration of benefits will be based on the following schedule:

<u>Age When Total Disability Commences</u>	<u>Duration of Benefits</u>
61 or younger	To age 65
62	Three years and six months
63	Three years
64	Two years and six months
65	Two years
66	One year and nine months
67	One year and six months
68	One year and three months, or to age 70, if earlier
69	To age 70

See current benefit booklet for more details.

## ***6.2 Termination of Employee Benefits***

Employees who participate in the District insurance program and either receive notice of non-renewal effective at the end of school year, or submit notice of resignation effective at the end of the school year, or retire effective at the end of the school year, may continue to participate in the insurance program at their current level during June, and by paying 100% of the monthly premium cost (both Board share and Employee share) during July and August of that year.

The Board will provide the opportunity for teachers terminating employment with the District to continue in the employee insurance program of the District, based on the requirements and limitations of State and Federal regulations (COBRA).

## ***6.3 Teacher Retirement System Contribution***

The Board shall deduct and send to the Illinois Teachers' Retirement System (TRS) the percentage of each teacher's Appendix B salary, as defined and required by TRS, to be applied to the TRS retirement account of such teacher. Such contributions shall be made as a deduction from salary, not in addition to salary. The Board will also contribute 0.5 % of TRS health insurance cost. It is the intent of the parties that these contributions qualify as employer payments under Section 414(h)(2) of the Internal Revenue Code of 1986, as amended. The individual teacher shall have no right or claim to such amounts except as they become available upon retirement or resignation from TRS.

The Association and each teacher agrees to indemnify and hold harmless the Board, its members, its agents, and its employees from any and all claims, demands, actions, complaints, suits, or other liability by reason of the faithful payment of contributions to TRS pursuant to the provisions of this section.

## ***6.4 Travel Allowance***

An automobile travel allowance will be granted to teachers who must travel between buildings in the course of their day's assignments as authorized by the Assistant Superintendent of Human Resources. The automobile travel allowance shall be the maximum allowable under applicable IRS regulations. The Administration shall notify teachers of the applicable rate at the

beginning of the school year and also when the IRS changes such maximum allowance.

Reimbursement for teachers shall be paid once per semester. Mileage may be computed from the "mileage chart" amended to reflect recent street closings by taking into account the weekly schedule of the teacher and such extra trips as are necessary for the efficient performance of the assignment or computed from the teacher's daily record of miles traveled in fulfilling his/her assignment. Reports of a semester's mileage shall be provided per the procedures communicated by the Assistant Superintendent of Business and Operations on or before February 1<sup>st</sup> and the last day of school.

### ***6.5 Board Payment of Tuition***

Tuition for courses required by the Board will be paid for by the Board.

Full-time teachers in Lanes BA+45, MA+45, EDD, and those in MA+30 who are not eligible for movement into MA+45, shall receive up to \$300 per semester hour or quarter hour, including tuition, materials, and mileage, equivalent to a maximum of six (6) semester hours or quarter equivalents per fiscal year providing:

1. The courses clearly contribute to the individual's teaching assignment. Prior approval of graduate/undergraduate courses are obtained from the Assistant Superintendent of Human Resources or designee. The standards of Section 5.3.1 shall apply to this section.
2. A grade of "A" or "B" is obtained in the course or in the event the course is offered on a "pass/fail" basis, the grade of "pass".
3. Specific evidence of completion is submitted to the Assistant Superintendent of Human Resources within ninety (90) days following the earning of such credits.
4. No teacher shall be eligible for tuition reimbursement who was not employed in the District as a full-time teacher the previous school year.
5. Reimbursement shall be paid after the next regular Board meeting following satisfactory completion of requirements listed above in 1, 2, and 3.



### **6.5.1 Transferable Tuition Vouchers**

The District shall make available transferable tuition vouchers offered by universities and colleges which place student teachers in the District. Such vouchers shall be first offered to the teachers who most recently supervised student teachers from the university or college offering such vouchers. If any transferable vouchers are not claimed by the supervising teacher within one year of earning the voucher, the remaining vouchers shall be given to a tuition voucher bank and will be awarded on a first come, first serve basis by the Assistant Superintendent of Human Resources. Teachers are limited to claiming one voucher per semester. Teachers must submit a tuition voucher request form to human resources to be eligible. A system for handling all vouchers will be developed by the Assistant Superintendent of Human Resources.

### **6.6 Flexible Spending Account**

The Board will provide a Flexible Spending Account as allowed under Section 125 of the Internal Revenue Code of 1986, as amended. The intent of the account will be to provide an opportunity for teachers to use pre-tax dollars for reimbursement of eligible (as defined by the IRS) health care and dependent care expenses. The annual allowance will be determined according to IRS maximum guidelines for health care and dependent care. All provisions of the benefit will be subject to regulations as issued by applicable governmental agencies. The Board agrees to pay the administrative costs of the program.

Flex monies deposited but not paid out at the end of each fiscal year will be used for health related programs to directly benefit employees as determined by a simple majority vote of the insurance committee.

### **6.7 Insurance Committee**

- A. The Board and the Association agree to form a committee on insurance which will include up to five (5) faculty members chosen by the Association, up to eight (8) Board members and/or administrators chosen by the Board, and up to three (3) members of the Hinsdale Educational Support Staff chosen by HESS. The Insurance Committee shall meet on a quarterly basis or as needed.

- B. So long as the health plan is provided on a self-insured basis, the Board shall establish a separate insurance account into which all revenue to the health plan shall be deposited, and out of which all claims and administrative expenses will be paid. The Board will deposit its share and the employees' share, to total 100%, of the monthly premiums on a regular basis, regardless of the funding level of the program.
- C. The Committee and the Association president shall receive from the District documents, records, and information relating to and summarizing the aggregate deposits, claims, and pay-outs, as prepared by the District and as provided by its self-insurance administrator.
- D. Each insurance plan year, a highly regarded independent insurance consultant shall be selected by the Insurance Committee to independently recommend the premiums for the next plan year.

The independent consultant shall submit the premium recommendation and data to the Committee no less than sixty (60) days before the end of the plan year. The independent consultant's recommendation shall be presented to the Insurance Committee in a written report which includes the data and a detailed explanation of the process and factors used to determine the premiums. The Association, HESS, or the Board may submit to the Insurance Committee a response to the independent consultant's report and recommendations, at the submitting party's expense. The response shall be submitted within ten (10) days of the Committee's receipt of the independent consultant's recommendation. Not later than thirty (30) days before the end of the current insurance plan year, the Insurance Committee shall submit its premium recommendations to the Board.

- E. The Insurance Committee shall also review, assess, and make recommendations regarding insurance benefits, including actively seeking ways to reduce premium and overall cost as well as examining such benefits as may have to be included or modified so as to comply with any changes in state and federal law regarding mandatory coverage. If the Board or the Association desires to change the insurance plan year, to change to an insurance carrier or an insurance pool, or to change its current self-insurance administrator, the Board or the Association shall promptly notify the Committee. The Committee shall promptly convene and make a recommendation to the Board, the Association and HESS for negotiations only regarding any such change. Changes shall be considered by the Insurance Committee

and a recommendation made to the Board, the Association and HESS by June 1<sup>st</sup> if the plan year begins January 1<sup>st</sup> or by May 15<sup>th</sup> if the plan year begins July 1<sup>st</sup> so as to be included, if approved, in the premium determination process. A primary goal of the Committee shall be to maintain an excellent plan at a reasonable cost to the Board and the employees participating in the plan.

- F. It is the goal of the Committee to make all of its decisions and recommendations on a consensus basis by which all members are able to acknowledge the reasonableness of the decision and/or recommendation. In order to operate on a consensus basis, regular attendance of all members is of the highest importance. If consensus cannot be reached on premium recommendations, those in favor of, and those opposed to, approval may submit separate reports and recommendations to the Board.
- G. The final decision on all recommendations and reports from the Committee regarding premiums rests with the Board. If the Board does not accept the recommendations of the Committee, the Board shall promptly inform the Committee, in writing, of its premium decision and the reasons for its decision. Recommendations on changes covered by Part E above will be subject to negotiations between the Board, the Association, and HESS; if no agreement is reached on such changes, the existing plan shall remain in place during the term of this Contract, except for those changes required by law.

### ***6.8 Tax Sheltered and Deferred Compensation Plans***

The District shall make available through employee payroll deductions the following retirement and deferred compensation plans:

- ° 403(b) plan with Roth contribution option
- ° 457(b) plan with Roth contribution option

The list of authorized providers shall be available in the District Business Office or via a web link to the District's third party administrator (TPA).

The District shall maintain 403(b) and 457(b) plan agreements in accordance with IRS regulations. Any subsequent changes to the plan documents shall be approved by the Insurance Committee.

## Article VII Leave of Absence

### 7.1 Sick Leave

In each of their 1<sup>st</sup> through 10<sup>th</sup> school years in the District, full-time (1.0 FTE) teachers shall be granted sick leave of seventeen (17) days per school year for personal or family illness or legal quarantine for critical illness or death in the immediate family or household. No limits shall be placed on the number of accumulated sick leave days. In their 11<sup>th</sup> through 20<sup>th</sup> school years in the District, full-time teachers (1.0 FTE) shall receive nineteen (19) sick leave days each school year. Beginning with their 21<sup>st</sup> school year in the District and each school year thereafter, full-time teachers (1.0 FTE) shall receive twenty-three (23) sick leave days each school year. Teachers less than 1.0 FTE will be prorated sick leave days according to his or her FTE.

Sick leave shall also be interpreted to mean birth, adoption, placement for adoption, and the acceptance of a child in need of foster care as provided under Section 24-6 of the Illinois School Code. In addition to the 30 days of paid sick leave available for the employee's use because of birth, adoption, placement for adoption, and the acceptance of a child in need of foster care under Section 24-6 of the Illinois School Code, an employee may apply a maximum of ten (10) additional accumulated sick days for birth, adoption, placement for adoption, and the acceptance of a child in need of foster care that are not dependent on the need to recover from childbirth within the applicable Family and Medical Leave Act (FMLA) period. Employees who are not eligible for leave under the FMLA may still use the additional ten (10) accumulated sick days provided herein within the time period that the FMLA leave would have applied if eligible.

The Assistant Superintendent of Human Resources will create a frequently asked question (FAQ) document that will be posted at each building or shared digitally at the start of each school year.

#### 7.1.1 TRS Long-term Disability

For a teacher who does not have accumulated sick leave sufficient to carry to the date of the end of the LTD qualifying period, the District will pay 80% of the teacher's regular salary or an amount that in combination with TRS disability benefits does not exceed 100% of his/her regular salary.

### **7.1.2 Sick Leave Record**

Any individual teacher's sick leave record shall be maintained by the Human Resources Office, and the total accumulation and the number of days used during the school year will be recorded. Electronic access to these records will be provided to the employee.

### **7.1.3 Sick Leave (Injury)**

Any teacher experiencing an injury caused by the direct action of a student will not suffer a reduction of sick leave days if absent because of (said) injury.

Should a teacher be injured while performing assigned duties and if the injury is covered by worker's compensation, the Board shall continue to pay the teacher's full salary for a maximum of thirty (30) school days without loss of sick leave accrual. The teacher shall turn over all worker's compensation benefit checks for this time period to the District.

### **7.1.4 Sick Day Bank**

- A. The Board and Association will maintain a sick day bank. The Association shall administer the Bank and establish rules for the implementation of the Bank.
- B. Any teacher may enroll in the Bank. To become eligible, a 0.5 FTE or greater part-time teacher must authorize the donation of one-half sick day, and a full-time teacher must authorize the donation of one full sick day within thirty (30) days of the start of the school year. If hired after the start of the school year, the donation must occur within thirty (30) days of his/her start date.

Each school year, the Bank's sick day available balance will be reported by November 1<sup>st</sup>.

If the Bank sick day balance drops below fifty (50) days, the Association may request that contributing members donate an additional day to the bank. Refusal to contribute under these circumstances makes one ineligible to withdraw days and membership is immediately terminated.

- C. The intent of the Bank is to provide additional paid leave to members who have exhausted their accumulated sick days and who incur a period of extended personal illness or hospitalization. It is not the purpose of the Bank to provide additional days to members who have exhausted their accumulated sick days and are applying for days because of common colds, flu, or other temporary, commonplace illnesses.

The Bank shall be available for member (not family) illness or accident. Ineligibility will occur if the member is on an unpaid leave of absence, unpaid sabbatical leave, unpaid FMLA leave for reasons other than illness of the member, or is receiving District or TRS disability benefits. Any member who is receiving disability benefits from the Social Security Administration, the Veterans Administration, or other group, or is absent for illness or injury due to work-related accident (compensable under the Illinois Workers' Compensation Act) is ineligible, also.

- D. A member may cancel participation by indicating in writing directed to the Association Sick Day Bank Administrator. Cancellation of membership, regardless of reason, shall mean forfeiture of any claim to contributed days and benefits of membership.
- E. A member who has contributed will not be able to withdraw days from the Bank until after his/her own accrued sick days have been depleted.

In order to withdraw days from the Bank, the member must fill out the form entitled "Request for Withdrawal from the Bank" and attach to it satisfactory documentation from their treating physician verifying the catastrophic and prolonged nature of the illness. The form and documentation should be forwarded to the Association Sick Day Bank Administrator.

The yearly maximum will be twenty (20) days for members with ten years or less seniority with the District; forty (40) days for members with eleven to twenty years of seniority with the District; and sixty (60) days for members with twenty-one or more years of seniority with the District. Grants for days are limited to twenty (20) days per request. Each request must be accompanied by new physician authorization documents. A member's total maximum withdrawal from the Bank may not exceed 180 days during his/her employment in the District. For part-time members 0.5 FTE and above, the yearly maximum will be ten (10) days for members with ten years or less seniority with the District; twenty (20) days for members with eleven to twenty years of seniority with the District; and thirty (30) days for

members with twenty-one or more years of seniority with the District, and a lifetime maximum of ninety (90) days.

All approved application forms will be copied to the Assistant Superintendent of Human Resources and the Payroll Department.

- F. During any period that a member receives benefits from the Bank, the District shall maintain health insurance coverage for the member on the same basis as an active employee.
- G. A member withdrawing sick days from the Bank will not be required to replace the days in order to maintain membership in the Bank.
- H. Effective July 1, 2016, members are no longer permitted to donate accrued sick days to the sick day bank at the time of retirement.

In an effort to establish a three hundred forty (340) day accumulation of sick days, a member may withdraw from the Bank the total number of days they have contributed to the Bank minus the days withdrawn from the Bank by the member.

- I. The Association will monitor the use of the Bank. A yearly report will be prepared for the Association and the District. The report will reflect donations and usage for the past school year.

## **7.2 *Personal Business Leave***

Full-time teachers (1.0 FTE) may use up to three (3) sick leave days as personal business leave days annually. Personal days for part-time teachers shall be prorated based on the teacher's FTE.

Personal business leave shall be for the purpose of conducting business that cannot be accomplished on time other than a school day and is to be used for sound, pressing, and unavoidable reasons outside the control of the teacher or for observance of a religious holiday. In all cases, personal business leave is not to be used for vacation within the teacher's control.

Personal business leave shall require teachers in all cases, except unforeseen emergencies, to provide as much advance notice as possible, and no less than at least two (2) days advance notice to the principal or his/her designated representative.

Personal business leave days shall not, except in extenuating circumstances, be used during the first or last week of the school year or immediately before or after a school holiday or vacation period.

Teachers in all cases shall endeavor to avoid personal business leave on Fridays.

A teacher who cannot avoid using a personal day immediately before or after a school holiday or vacation period shall receive prior approval from their principal and the Assistant Superintendent of Human Resources for use of said days.

When a teacher is unable to work a regularly scheduled day and there is no provision to be paid for the day (e.g., use of sick leave, personal business leave, professional leave) the Administration may grant an emergency day. Emergency days shall not be used for travel.

A restricted personal day or emergency day that is denied is not grievable.

### ***7.2.1 Bereavement Leave***

Full-time teachers shall receive three (3) bereavement days annually for the death of an immediate family member or close personal friend. Unused bereavement days shall not accumulate or carry-over from year to year and shall not be converted to sick days. Bereavement days for part-time teachers shall be prorated based on the teacher's FTE.

### ***7.3 Sick Leave for Retirement***

In accordance with TRS requirements, all unused accumulated sick leave up to and including 340 days shall be reported to TRS upon retirement for service credit purposes.

### ***7.4 Leave of Absence for Jury Service***

Teachers shall be granted a leave of absence for jury service. When engaged in such service they shall receive their regular salary.



## ***7.5 Leave of Absence for Service in the Armed Forces of the United States***

See 105 ILCS 5/24-13 of The School Code of Illinois.

## ***7.6 Sabbatical Leave of Absence***

A sabbatical leave of absence shall be governed by the provisions of 105 ILCS 5/24-6.1 of The School Code of Illinois.

The Board shall pay the fringe benefits in effect when the leave was granted.

Applications for a sabbatical leave shall be submitted to the Assistant Superintendent of Human Resources prior to March 1<sup>st</sup> of the year prior to that for which the leave is requested. Any proposed modifications in leave plans filed with the Board shall be submitted to the Assistant Superintendent of Human Resources immediately upon deciding to request such modification.

## ***7.7 Other Leaves of Absence***

The Board may, at its discretion, grant a leave of absence with or without pay to teachers for the following reasons:

- A. Approved Graduate Study
- B. Approved Teacher Exchange Programs
- C. Health
- D. Parental Leave (maternity, paternity, adoptive)
- E. Travel
- F. Other

All applications for such leaves of absence will be considered individually by the Board upon recommendation of the Assistant Superintendent of Human Resources.

No leave of absence will be granted to a teacher who has not entered upon continued contractual service (tenure).

All requests for leaves of absence under this section should be submitted to the Assistant Superintendent of Human Resources a minimum of sixty (60) days in advance of the time when such leave of absence will begin, except for

emergencies. The Board will provide the opportunity for the teacher to continue to participate in the fringe benefit program as defined in Article VI for the duration of the leave. Insurance costs will vary depending on the type of leave. Please refer to *Article 6.1.2, Board Payment/Employee Contributions*.

Teachers who are on leave due to an extended illness as certified by a physician and who exhaust their sick leave may continue to participate in the insurance program at their current level of coverage by paying 100% of the monthly premium cost (both Board portion and employee portion) until they return to work, the insurance is no longer needed, or after one (1) calendar year after the exhaustion of their sick leave, whichever occurs first.

A teacher returning from such a leave shall return to a position in the District subject to the provisions of Article IV, Reduction in Teachers.

If the teacher so requests, certification of approval of such leave will be provided to TRS so the teacher may obtain credit under TRS provisions at his/her own expense.

When a request for parental leave is granted during a school year, the teacher shall be entitled to that year plus the next school year.

### **7.8 Association Leave**

A leave of absence will be granted without pay to a teacher in the District to serve as president of the Illinois of National Education Association. The Board will provide the opportunity for the teacher to continue to participate in the fringe benefit program for the duration of the leave at his/her expense. The teacher will re-enter the index at the step above the one completed before going on the leave.

A leave of ten (10) days will be granted to the Association in years when contract negotiations do not occur for the purpose of conducting Association business. In years in which contract negotiations occur, the Association will be granted twenty (20) days, not more than five (5) per teacher, for the purposes of conducting Association business. The Association shall reimburse the District for the cost of the substitute teacher(s). Association days not used shall not accrue for use in succeeding years. The rate of teacher absence on the requested day of release must be 10% or less. Teachers will be notified at least 2 school days in advance if the absence needs to be canceled.

The Board shall provide a maximum of four (4) additional days of release time per school year to be used by teachers for the purpose of conducting Association business if requested by the Association President. The rate of teacher absence on the requested day of release must be 10% or less. Teachers will be notified at least 2 school days in advance if the absence needs to be canceled. The Association shall assume the cost of any substitute teacher(s).

The District and Association will provide equal funding for a maximum of six (6) days per month of leave for the Association President or Negotiations Chair. The Association President(s) or Negotiations Chair shall secure a substitute teacher for their absence.

### ***7.9 Professional Leave***

Teachers who have secured prior administrative approval to participate in professional activities shall be granted professional leave.

### ***7.10 Grievance Leave***

Time spent meeting the requirements of Section 9.2.3 shall be known as grievance leave.

### ***7.11 FMLA***

The Board shall, at least annually, inform teachers of their leave rights and obligations under the federal Family and Medical Leave Act (FMLA). To be eligible for an FMLA leave, a teacher must have been employed by the District for at least twelve (12) months and have worked at least one thousand (1000) hours in the previous 12-month period. The teacher must use available accrued sick and personal business days during an FMLA leave; provided, however, that sick leave will be applied only when the teacher is actually sick or otherwise meets the ordinary requirements for sick leave use as listed below. Leave may be taken intermittently or as part of a reduced work schedule as is medically necessary. Summer, winter, and spring breaks are not included in calculating the twelve (12) weeks.

FMLA entitles eligible employees of covered employers to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave. Eligible employees are entitled to:

- Twelve workweeks of leave in a one-year period from July 1 - June 30 for:
  - the birth of a child and to care for the newborn child within one year of birth;
  - the placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement;
  - to care for the employee's spouse, child, or parent who has a serious health condition;
  - a serious health condition that makes the employee unable to perform the essential functions of his or her job;
  - any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on "covered active duty;" or
  
- Twenty-six workweeks of leave during a single 12-month period to care for a covered servicemember with a serious injury or illness if the eligible employee is the service member's spouse, son, daughter, parent, or next of kin (military caregiver leave).

During any period that an eligible teacher takes leave under FMLA, the employer must maintain coverage under any "Group" health plan for the duration of such leave at the level and under the conditions coverage would have been provided if the employee had continued in employment continuously for the duration of such leave.

## Article VIII Retirement

### 8.1 Retirement

A. Any teacher may elect to participate in the retirement incentive program set forth below by meeting the following eligibility requirements:

1. be employed full time in the District for fifteen (15) consecutive years preceding retirement, or its equivalent prorated part-time years of service.
2. be eligible to retire under TRS.
3. submits an irrevocable Notice of Retirement by March 1 of the school year preceding the first year of the teacher's receipt of the salary benefit.
4. retirement will not require the Board to make any additional or one-time penalty, contribution, or other payment if less than a four (4) year notice is given.

If a teacher does not give the District advance notice of his/her retirement, and this lack of notice results in the District incurring a TRS penalty due to the teacher's annual raises exceeding the TRS allowable percentage, the teacher will forfeit all rights to the retirement incentives provided in Article VIII.

B. The retirement incentive program consists of three (3) separate components. The first component is a retirement incentive with a value equivalent to 6% of the teacher's base salary and the total income the teacher would receive for the annual 10 professional development hours, compounded for each year of the last four (4) years of his/her service, or if less than a four (4) year notice is given, each of his/her last years of service. The second component covers payment of retirement health insurance for a five-year period. The third component provides for a post-retirement lump sum payment for accrued, unused and unencumbered in-District sick days. The three (3) components are described more specifically as follows:

1. The 6% retirement incentive described in Section B shall be paid before retirement as an annual, compounded increase on the sum of the teacher's base salary and the total income the

teacher would receive for the annual 10 professional development hours. This 6% increase to the teacher's base salary will be calculated upon the teacher's base salary from the previous school year and the annual 10 professional development hours. Supplemental pay including, but not limited to coaching, after-school activity supervision, and lunch supervision will not be included in the calculation in determining the 6% annual, compounded raises. The teacher moves off the salary schedule upon receiving this first component of the retirement incentive program. While pay from supplemental duties are not considered in the calculation in determining the 6% increase, any supplemental duties must be continued while the teacher is participating in the retirement program or his or her pay will be reduced accordingly. The increase on the sum of the teacher's base salary and the total income the teacher would receive for the annual 10 professional development hours will be compounded for a second, third, and fourth year if an equivalent-year notice is given;

2. Single person TRS health insurance benefits as described below.
  - a. The Board will pay 90% of the single person TRS HMO premium, for up to five (5) years upon retirement, or until the retiree reaches the age of Medicare eligibility, whichever comes first.
  - b. Provided the teacher has participated in the District PPO health insurance plan for the majority of the last five (5) years of employment, the Board will pay 65% of the single person TRS PPO health insurance premium for up to five (5) years upon retirement or until the retiree reaches the age of Medicare eligibility, whichever comes first. Upon retirement, the retiree may elect TRS HMO rather than TRS PPO coverage, pursuant to the preceding paragraph.
3. Within sixty (60) days after a teacher's retirement date or by September 1, whichever is later, the District will pay the teacher a lump sum payment in the amount of \$25 per for each accrued, unused and unencumbered in-district sick day. Sick days used for TRS service credit are considered used and encumbered. This payment will be post-retirement and not included in TRS-creditable earnings.

- C. The teacher is required to submit a Notice of Retirement, by March 1<sup>st</sup> of the school year preceding the first year of the teacher's receipt of the 6% retirement incentive described above in Section(B)(1), to the Assistant Superintendent of Human Resources or designee. Teachers may retire under the provisions of this article for up to four (4) years past the completion of this Contract.
- D. The ISA (Individual Severance Agreement) shall be completed by the first teacher workday of the first school year of the teacher's participation in the program. The ISA shall:
1. Contain the total retirement incentive and the pre-retirement salaries;
  2. Provide that there will be no additional stipends for the remaining school years before retirement; and
  3. Include the post-retirement health insurance premium benefit and duration of such benefit.
- E. Within thirty (days) after the date of retirement, the District will notify the teacher of his or her post-retirement severance payments, if any.
- F. If the Illinois Pension Code, or other law applicable to teacher salaries and pensions, subjects the Board to penalties or other additional costs as a result of a teacher's TRS creditable earnings increases, then such increases shall be reduced to the maximum amount payable without such penalties or additional costs. The amount of any reduction shall be paid to the teacher after retirement, provided the payment is no longer considered by TRS as creditable earnings subject to such penalties or additional costs. If TRS considers the payments to be subject to penalties or additional costs, the Board and Association will meet to negotiate alternatives.
- G. The District will provide retirement informational meetings for teachers twice a year.
- H. Any incentive or benefit granted to a teacher pursuant to this Article VIII, Retirement, shall survive the expiration of this Contract, as specified in the ISA.

### **8.1.1 Major Life Change Provision**

A teacher may request to withdraw his/her retirement request for one or more of the following reasons that arise after the Board approved the teacher's Notice of Retirement:

- diagnosis of serious illness of the teacher or his/her spouse
- death of the teacher's spouse
- total disability of the teacher's spouse
- serious illness of a medically and financially dependent child or parent of the teacher
- a legal action for the dissolution of the teacher's marriage or for legal separation if initiated and becomes final before the date of retirement specified in the teacher's Notice of Retirement
- any other similar reason which the Board determines to be sufficient.

In any of the above events, the teacher may render a written proposal to the Board for the withdrawal of his/her Notice of Retirement. As a condition of the Board's consideration of the proposal, the teacher will agree to a wage deduction that will repay the Board any retirement incentives paid to the teacher to date. Repayment by wage deduction shall be completed within one hundred eighty (180) school days of the Board's approval of the withdrawal. The Board may accept or deny the proposal to withdraw the Notice of Retirement and its decision may only be grieved to the Board level (Section 9.3.4).



## **Article IX Grievance Procedure**

### ***9.1 Definitions***

#### ***9.1.1 Grievance***

A grievance is an allegation by a teacher(s) or the Association that there has been a violation, misrepresentation, or misapplication of a specific provision or provisions of this Contract.

#### ***9.1.2 Time Limits***

In the event a teacher(s) or the Association believes there has been a violation by the Board or Administration of this Contract directly affecting such teacher(s) or the Association, such grievant(s) shall initiate the procedure herein outlined within fifteen (15) business days following the alleged violation or when the teacher(s) or the Association knew or reasonably should have known of the violation. All other time limits are school days during the school term, except during summer recess when days are those on which the District office is open to the public for business.

### ***9.2 Statement of Basic Principles***

#### ***9.2.1 Purpose***

The purpose of the grievance procedure is to secure at the lowest possible administrative level equitable solutions to the problem which may arise under the provisions of this Contract. Both parties agree that grievance proceedings will be kept as informal and confidential as possible.

#### ***9.2.2 Time Limit Extension***

Time limits may be extended by mutual agreement in writing.

### ***9.2.3 Interference of Instruction***

It is agreed that any investigation or other handling or processing of any grievance by the grieving teacher(s) or teacher organization representatives shall be conducted so as to result in minimal interference with, or interruption of, the instructional program during the normal school day. However, if there is notice, in writing, to process the grievance hearings during school hours, the grieving teacher(s), Association representative(s), and witness(es) shall be granted necessary leave. Such leave shall be classified as grievance leave.

## ***9.3 Procedures for Initiating and Processing a Grievance***

### ***9.3.1 Informal Procedure***

A sincere attempt shall be made to resolve the grievance in informal discussion between the grievant(s) and his/her immediate supervisor.

The grievant(s) may request Association representation throughout the grievance procedure. This does not limit the right to include others who could contribute to the resolution of the problem.

### ***9.3.2 Step One***

If the grievance cannot be resolved informally, the grievant(s) shall present the grievance in writing to his/her immediate supervisor. The written grievance shall state the reason of the grievance, shall note the specific clause or clauses of the Contract allegedly violated, and shall state the remedy requested. The filing of the formal written grievance at this step must be within seven (7) days from the date of the last informal meeting date. The supervisor shall reply in writing to the grievance within seven (7) days after written presentation of the grievance. Such reply shall include the reasons upon which the decision was based and shall be communicated in writing to the grievant(s), the Association, and the Superintendent.

### ***9.3.3 Step Two***

In the event a grievance has not been resolved at the first step, the grievant(s) shall file, within seven (7) days of the immediate supervisor's written decision or answer at the first step, a copy of the grievance with the

Superintendent. Within ten (10) days after such grievance is filed, the grievant(s) and representative(s) of the aggrieved, if desired, the immediate supervisor and the Superintendent shall meet to resolve the grievance. The Superintendent shall file an answer with reasons within seven (7) days of the second step grievance meeting and communicate it in writing to the grievant(s), the Association, and the immediate supervisor.

### ***9.3.4 Step Three***

If the grievant(s) is not satisfied with the decision reached in step two, the decision may be appealed within a period of ten (10) days from completion of step two to the Board.

Such an appeal shall be considered in executive session at the next regular Board meeting which occurs at least five (5) days after receipt of the appeal by the Secretary of the Board. Notification will be sent to all parties previously involved and to all members of the Board.

The Board on or before the next regular meeting of the Board following the hearing will provide a decision with reasons which will be communicated in writing to all parties involved.

### ***9.3.5 Step Four***

If the action of step three fails to resolve the grievance to the satisfaction of the grievant(s), the Association may file notice with the Board within thirty (30) days from the receipt of the step three answer of its intent to submit the grievance to arbitration.

Arbitration shall be conducted by an arbitrator to be selected by the two parties within seven (7) calendar days after said notice is given. If the two parties fail to reach agreement on selection of an impartial arbitrator, the American Arbitration Association, or any other agreed-upon source of lists of arbitrators who have the requisite interest, skill, and knowledge to serve as neutrals in school board/teacher disputes, will be requested to provide a panel of arbitrators. An arbitrator will be selected in accordance with the rules of the American Arbitration Association. Arbitration proceedings shall begin as soon as possible after the selection of the arbitrator.

The arbitrator shall not amend, modify, nullify, ignore, or add to the provisions of this Contract. Neither party shall be permitted to present any evidence not presented in the previous steps. The arbitrator's authority shall

be strictly limited to deciding only the issues presented in the written grievance and his/her decision must be based solely upon his/her interpretation of the meaning or application of the express relevant language of the Contract. The arbitrator's decision shall be final and binding on the parties.

The Board shall within a period of fifteen (15) days advise the Association in writing of the action to be taken on the decision of the arbitrator.

#### **9.4 Cost**

Each party shall bear the full cost for its representation in the arbitration. The cost of the arbitrator and the American Arbitration Association will be divided equally between the parties.

Should either party request a transcript of the proceedings, then that party will bear the full cost for that transcript. Should both parties order a transcript, the costs of the transcripts will be divided equally between the parties.

#### **9.5 General Provisions**

##### **9.5.1**

Nothing in this Contract shall be construed to prevent any teacher(s) from presenting and processing a grievance and having it adjusted without intervention or representation by the Association if the adjustment is consistent with the terms of this Contract, except that no grievance may be submitted to arbitration without the consent of, and representation by, the Association.

##### **9.5.2**

Any grievance with reference to administrative action above the building level or involving more than one building shall be submitted to the appropriate administrator. In turn, steps as outlined above would be initiated at that level through the final step of arbitration.

### **9.5.3**

Provided the Association and the Superintendent agree, the informal procedure and step one of the grievance procedure may be bypassed and the grievance brought directly to the next step.

### **9.5.4**

All documents, communications, and records dealing with the processing of a grievance will be filed separately from the personnel file(s) of the participant(s).

### **9.5.5**

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

### **9.5.6**

Involvement in a grievance proceeding shall not be cause for disciplinary action.

### **9.5.7**

Attendance by a teacher at an arbitration hearing shall not result in the loss of leave days or salary.

## ***Article X School Calendar***

### ***10.1 Association Input***

Prior to January 31<sup>st</sup> of each school year, the Superintendent or designee will confer with representatives of the Association and develop a proposed school calendar for the subsequent school year(s).

### ***10.2 Board of Education Responsibility***

The Board shall have the sole responsibility for preparing the calendar based on these specifications.

### ***10.3 Length of School Year***

The length of the school year shall not exceed 185 days. The calendar shall include 178 pupil attendance days, one on-site planning day, a minimum of two institute days, one grading day, and the number of emergency days (snow, etc.) deemed necessary as determined by the Board. In the event there are more than three (3) emergency days not waived by the state, the grading day will be eliminated in that year, and the number of pupil/teacher days may be reduced to a minimum of 177 days. The first and last day of school will be scheduled to meet the minimum Illinois School Code requirements to be counted as days of attendance.

### ***10.4 Waivers***

The Board agrees to provide the Association with at least a thirty (30) calendar day notice prior to the submission of waivers to the State Board of Education.

## **Article XI Duration**

This Contract shall be effective as of July 1, 2023, and shall remain in full force and effect until and through June 30, 2027.

This Contract shall continue in full force and effect after June 30, 2027 from year to year (June 30<sup>th</sup> to and including June 29<sup>th</sup>) unless either party gives the other party written notice prior to March 1, 2027, or any subsequent March 1<sup>st</sup> that such party desires to amend or terminate this Contract as of the following June 30<sup>th</sup>. If amendments are desired, such notice shall indicate that amendments will be proposed during negotiations. If termination is desired, this Contract shall terminate as of the following June 30<sup>th</sup>.

If no agreement on the proposed amendments has been reached by the following June 30<sup>th</sup>, either party may give written notice to the other party at any time on or after such June 30<sup>th</sup> of its intent to terminate this Contract in ten (10) days. All provisions of this Contract shall remain in full force and in effect until the ten-day period has elapsed. During this period attempts to reach an agreement shall be continued. If the parties have failed to resolve their differences before the ten-day period has elapsed, this Contract shall automatically terminate.

## **Article XII Teacher Evaluation**

During the term of this Contract, teacher evaluations shall be performed in accordance with Illinois School Code. The Evaluation and Student Growth Plan shall be reviewed by the PERA Joint Committee (PJC) on a yearly basis and shared with teachers prior to the first day of the school year.



## **Article XII Printing of Agreement**

The cost of printing the contract shall be shared equally by the parties.

# HCHTA Contract Signature Page

## CONTRACT

BOARD OF EDUCATION, COMMUNITY CONSOLIDATED SCHOOL DISTRICT 181

AND

HINSDALE CLARENDON HILLS TEACHERS' ASSOCIATION (HCHTA)

This Contract is made and entered into by and between the Board of Education of Community Consolidated School District 181 and the Hinsdale Clarendon Hills Teachers' Association.

For the Hinsdale Clarendon Hills Teachers' Association:

  
\_\_\_\_\_  
Jaimie Sciaccotta, HCHTA Co-President

10/30/23  
Date

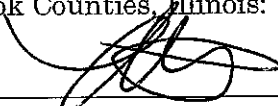
  
\_\_\_\_\_  
Cassie Soofi, HCHTA Co-President

10/30/23  
Date

  
\_\_\_\_\_  
Dawn Barcus, HCHTA Secretary

10/30/23  
Date

For the Board of Education of Community Consolidated School District 191, DuPage and Cook Counties, Illinois:

  
\_\_\_\_\_  
Michael Martin, President

10-30-23  
Date

ATTEST:

  
\_\_\_\_\_  
Sinead Duffy, Secretary

NOV 7th 2023  
Date

## Appendix A Salary Schedules and Index Point Schedules

The Salary Schedules and Index Point Schedules set forth below will be in effect for the period July 1, 2023 through June 30, 2027. The following increases are reflected in the salary schedules.

2023-2024	4.00%
2024-2025	3.75%
2025-2026	PTELL CPI-U with 2% floor and 4% ceiling
2026-2027	PTELL CPI-U with 2% floor and 4% ceiling

**Definition of CPI-U:**

For the 2025-2026 and 2026-2027 school years, the increase over the prior year’s base salary values shall be equal to the percentage attributable to the corresponding fiscal year in accordance with the Property Tax Extension Limitation Law (PTELL), commonly referred to as the “tax cap.” More specifically, the percentage increase shall be equal to the annual percentage increase in the Consumer Price Index for all Urban Consumers in the U.S. (CPI-U) as published by the US Department of Labor’s Bureau of Labor Statistics, one calendar year prior to the year in which taxes are actually extended (collected). This CPI-based calculation shall apply irrespective of any increase in the District’s extension limitation that may occur due to the passage of a referendum. For example, the increase for the 2025-2026 year will reflect the CPI-U for 2024 which represents the percentage increase between December 2023 and December 2024.

Calendar Year CPI for 2024	2025-2026 Salary Schedule
Calendar Year CPI for 2025	2026-2027 Salary Schedule

Each teacher shall receive a one-time off-schedule bonus payment of \$2,000 per full time employee (with proration for less than full time) to be paid on or before December 15, 2023. Employees in the retirement pipeline shall receive the payment post-retirement.

## 2023-2024 Teachers' Salary Schedule - TRS Creditable Earnings

	BA	BA+15	BA+45	MA	MA+15	MA+24	MA+30	MA+45	EDD/PHD
Year 1	\$52,905.52	\$55,936.48	\$60,685.81	\$60,685.81	\$63,852.03	\$65,435.13	\$67,018.24	\$70,184.46	\$73,350.67
Year 2	\$53,825.67	\$57,567.57	\$61,831.83	\$61,831.83	\$65,030.03	\$66,629.13	\$68,228.23	\$71,426.42	\$74,624.62
Year 3	\$55,936.48	\$59,102.70	\$63,852.03	\$63,852.03	\$67,018.24	\$68,601.35	\$70,184.46	\$73,350.67	\$76,516.89
Year 4	\$58,047.30	\$61,213.51	\$66,490.54	\$66,490.54	\$69,656.75	\$71,239.86	\$72,822.97	\$75,989.19	\$79,155.40
Year 5	\$60,685.81	\$63,852.03	\$69,656.75	\$69,656.75	\$72,822.97	\$74,406.08	\$75,989.19	\$79,155.40	\$82,321.62
Year 6	\$63,324.32	\$66,490.54	\$72,822.97	\$72,822.97	\$75,989.19	\$77,572.30	\$79,155.40	\$82,321.62	\$85,487.84
Year 7	\$65,962.84	\$69,129.05	\$75,989.19	\$75,989.19	\$79,155.40	\$80,738.51	\$82,321.62	\$85,487.84	\$88,654.05
Year 8	\$68,601.35	\$71,767.57	\$79,155.40	\$79,155.40	\$82,321.62	\$83,904.73	\$85,487.84	\$88,654.05	\$91,820.27
Year 9	\$71,239.86	\$74,406.08	\$82,321.62	\$82,321.62	\$85,487.84	\$87,070.94	\$88,654.05	\$91,820.27	\$94,986.48
Year 10	\$73,878.38	\$77,044.59	\$85,487.84	\$85,487.84	\$88,654.05	\$90,237.16	\$91,820.27	\$94,986.48	\$98,152.70
Year 11	\$76,516.89	\$79,683.11	\$88,654.05	\$88,654.05	\$91,820.27	\$93,403.38	\$94,986.48	\$98,152.70	\$101,318.92
Year 12	\$79,155.40	\$82,321.62	\$91,820.27	\$91,820.27	\$94,986.48	\$96,569.59	\$98,152.70	\$101,318.92	\$104,485.13
Year 13	\$81,885.25	\$84,960.13	\$94,986.48	\$94,986.48	\$98,152.70	\$99,735.81	\$101,318.92	\$104,485.13	\$107,651.35
Year 14		\$87,598.65	\$98,152.70	\$98,152.70	\$101,318.92	\$102,902.02	\$104,485.13	\$107,651.35	\$110,817.56
Year 15		\$90,237.16	\$101,318.92	\$101,318.92	\$104,485.13	\$106,068.24	\$107,651.35	\$110,817.56	\$113,983.78
Year 16		\$92,875.67	\$104,485.13	\$104,485.13	\$107,651.35	\$109,234.46	\$110,817.56	\$113,983.78	\$117,150.00
Year 17		\$94,879.88	\$107,621.28	\$107,621.28	\$110,833.86	\$112,440.15	\$114,046.43	\$117,259.01	\$120,471.58
Year 18			\$110,001.85	\$110,001.85	\$113,269.23	\$114,902.92	\$116,536.61	\$119,804.00	\$123,071.38
Year 19			\$110,546.42	\$110,546.42	\$113,813.80	\$115,447.49	\$117,081.18	\$120,348.56	\$123,615.94
Year 20			\$111,090.98	\$111,090.98	\$114,358.36	\$115,992.05	\$117,625.74	\$120,893.12	\$124,160.51
Year 21			\$111,635.54	\$111,635.54	\$114,902.92	\$116,536.61	\$118,170.31	\$121,437.69	\$124,705.07
Year 22			\$112,180.11	\$112,180.11	\$115,447.49	\$117,081.18	\$118,714.87	\$121,982.25	\$125,249.63
Year 23			\$112,724.67	\$112,724.67	\$115,992.05	\$117,625.74	\$119,259.43	\$122,526.81	\$125,794.20
Year 24			\$113,269.23	\$113,269.23	\$116,536.61	\$118,170.31	\$119,804.00	\$123,071.38	\$126,338.76
Year 25			\$113,813.80	\$113,813.80	\$117,081.18	\$118,714.87	\$120,348.56	\$123,615.94	\$126,883.32
Year 26			\$114,358.36	\$114,358.36	\$117,625.74	\$119,259.43	\$120,893.12	\$124,160.51	\$127,427.89
Year 27			\$114,902.92	\$114,902.92	\$118,170.31	\$119,804.00	\$121,437.69	\$124,705.07	\$127,972.45
Year 28			\$115,447.49	\$115,447.49	\$118,714.87	\$120,348.56	\$121,982.25	\$125,249.63	\$128,517.01
Year 29			\$115,992.05	\$115,992.05	\$119,259.43	\$120,893.12	\$122,526.81	\$125,794.20	\$129,061.58
Year 30			\$116,536.61	\$116,536.61	\$119,804.00	\$121,437.69	\$123,071.38	\$126,338.76	\$129,606.14

## 2023-2024 Teachers' Salary Schedule - Without TRS

	BA	BA+15	BA+45	MA	MA+15	MA+24	MA+30	MA+45	EDD/PHD
Year 1	\$48,144.03	\$50,902.21	\$55,224.09	\$55,224.09	\$58,105.35	\$59,545.98	\$60,986.61	\$63,867.86	\$66,749.12
Year 2	\$48,981.37	\$52,386.49	\$56,266.97	\$56,266.97	\$59,177.33	\$60,632.51	\$62,087.69	\$64,998.05	\$67,908.41
Year 3	\$50,902.21	\$53,783.46	\$58,105.35	\$58,105.35	\$60,986.61	\$62,427.23	\$63,867.86	\$66,749.12	\$69,630.38
Year 4	\$52,823.04	\$55,704.30	\$60,506.40	\$60,506.40	\$63,387.65	\$64,828.28	\$66,268.91	\$69,150.17	\$72,031.42
Year 5	\$55,224.09	\$58,105.35	\$63,387.65	\$63,387.65	\$66,268.91	\$67,709.54	\$69,150.17	\$72,031.42	\$74,912.68
Year 6	\$57,625.14	\$60,506.40	\$66,268.91	\$66,268.91	\$69,150.17	\$70,590.79	\$72,031.42	\$74,912.68	\$77,793.94
Year 7	\$60,026.19	\$62,907.44	\$69,150.17	\$69,150.17	\$72,031.42	\$73,472.05	\$74,912.68	\$77,793.94	\$80,675.19
Year 8	\$62,427.23	\$65,308.49	\$72,031.42	\$72,031.42	\$74,912.68	\$76,353.31	\$77,793.94	\$80,675.19	\$83,556.45
Year 9	\$64,828.28	\$67,709.54	\$74,912.68	\$74,912.68	\$77,793.94	\$79,234.57	\$80,675.19	\$83,556.45	\$86,437.71
Year 10	\$67,229.33	\$70,110.59	\$77,793.94	\$77,793.94	\$80,675.19	\$82,115.82	\$83,556.45	\$86,437.71	\$89,318.96
Year 11	\$69,630.38	\$72,511.63	\$80,675.19	\$80,675.19	\$83,556.45	\$84,997.08	\$86,437.71	\$89,318.96	\$92,200.22
Year 12	\$72,031.42	\$74,912.68	\$83,556.45	\$83,556.45	\$86,437.71	\$87,878.34	\$89,318.96	\$92,200.22	\$95,081.48
Year 13	\$74,060.58	\$77,313.73	\$86,437.71	\$86,437.71	\$89,318.96	\$90,759.59	\$92,200.22	\$95,081.48	\$97,962.74
Year 14		\$79,714.78	\$89,318.96	\$89,318.96	\$92,200.22	\$93,640.85	\$95,081.48	\$97,962.74	\$100,843.99
Year 15		\$82,115.82	\$92,200.22	\$92,200.22	\$95,081.48	\$96,522.11	\$97,962.74	\$100,843.99	\$103,725.25
Year 16		\$84,516.87	\$95,081.48	\$95,081.48	\$97,962.74	\$99,403.36	\$100,843.99	\$103,725.25	\$106,606.51
Year 17		\$86,917.92	\$97,935.38	\$97,935.38	\$100,858.82	\$102,320.54	\$103,782.26	\$106,705.71	\$109,629.15
Year 18			\$100,101.69	\$100,101.69	\$103,075.01	\$104,561.67	\$106,048.33	\$109,021.65	\$111,994.96
Year 19			\$100,597.25	\$100,597.25	\$103,570.56	\$105,057.22	\$106,543.88	\$109,517.20	\$112,490.52
Year 20			\$101,092.80	\$101,092.80	\$104,066.12	\$105,552.78	\$107,039.44	\$110,012.75	\$112,986.07
Year 21			\$101,588.35	\$101,588.35	\$104,561.67	\$106,048.33	\$107,534.99	\$110,508.31	\$113,481.62
Year 22			\$102,083.91	\$102,083.91	\$105,057.22	\$106,543.88	\$108,030.54	\$111,003.86	\$113,977.18
Year 23			\$102,579.46	\$102,579.46	\$105,552.78	\$107,039.44	\$108,526.09	\$111,499.41	\$114,472.73
Year 24			\$103,075.01	\$103,075.01	\$106,048.33	\$107,534.99	\$109,021.65	\$111,994.96	\$114,968.28
Year 25			\$103,570.56	\$103,570.56	\$106,543.88	\$108,030.54	\$109,517.20	\$112,490.52	\$115,463.84
Year 26			\$104,066.12	\$104,066.12	\$107,039.44	\$108,526.09	\$110,012.75	\$112,986.07	\$115,959.39
Year 27			\$104,561.67	\$104,561.67	\$107,534.99	\$109,021.65	\$110,508.31	\$113,481.62	\$116,454.94
Year 28			\$105,057.22	\$105,057.22	\$108,030.54	\$109,517.20	\$111,003.86	\$113,977.18	\$116,950.49
Year 29			\$105,552.78	\$105,552.78	\$108,526.09	\$110,012.75	\$111,499.41	\$114,472.73	\$117,446.05
Year 30			\$106,048.33	\$106,048.33	\$109,021.65	\$110,508.31	\$111,994.96	\$114,968.28	\$117,941.60

## 2024-2025 Teachers' Salary Schedule - TRS Creditable Earnings

	BA	BA+15	BA+45	MA	MA+15	MA+24	MA+30	MA+45	EDD/PHD
Year 1	\$54,889.47	\$58,034.10	\$62,961.53	\$62,961.53	\$66,246.48	\$67,888.95	\$69,531.43	\$72,816.37	\$76,101.32
Year 2	\$55,844.14	\$59,726.35	\$64,150.52	\$64,150.52	\$67,468.65	\$69,127.72	\$70,786.78	\$74,104.92	\$77,423.05
Year 3	\$58,034.10	\$61,319.05	\$66,246.48	\$66,246.48	\$69,531.43	\$71,173.90	\$72,816.37	\$76,101.32	\$79,386.27
Year 4	\$60,224.07	\$63,509.02	\$68,983.93	\$68,983.93	\$72,268.88	\$73,911.36	\$75,553.83	\$78,838.78	\$82,123.73
Year 5	\$62,961.53	\$66,246.48	\$72,268.88	\$72,268.88	\$75,553.83	\$77,196.31	\$78,838.78	\$82,123.73	\$85,408.68
Year 6	\$65,698.98	\$68,983.93	\$75,553.83	\$75,553.83	\$78,838.78	\$80,481.26	\$82,123.73	\$85,408.68	\$88,693.63
Year 7	\$68,436.44	\$71,721.39	\$78,838.78	\$78,838.78	\$82,123.73	\$83,766.21	\$85,408.68	\$88,693.63	\$91,978.58
Year 8	\$71,173.90	\$74,458.85	\$82,123.73	\$82,123.73	\$85,408.68	\$87,051.15	\$88,693.63	\$91,978.58	\$95,263.53
Year 9	\$73,911.36	\$77,196.31	\$85,408.68	\$85,408.68	\$88,693.63	\$90,336.10	\$91,978.58	\$95,263.53	\$98,548.48
Year 10	\$76,648.82	\$79,933.76	\$88,693.63	\$88,693.63	\$91,978.58	\$93,621.05	\$95,263.53	\$98,548.48	\$101,833.43
Year 11	\$79,386.27	\$82,671.22	\$91,978.58	\$91,978.58	\$95,263.53	\$96,906.00	\$98,548.48	\$101,833.43	\$105,118.38
Year 12	\$82,123.73	\$85,408.68	\$95,263.53	\$95,263.53	\$98,548.48	\$100,190.95	\$101,833.43	\$105,118.38	\$108,403.32
Year 13	\$84,437.20	\$88,146.14	\$98,548.48	\$98,548.48	\$101,833.43	\$103,475.90	\$105,118.38	\$108,403.32	\$111,688.27
Year 14		\$90,883.60	\$101,833.43	\$101,833.43	\$105,118.38	\$106,760.85	\$108,403.32	\$111,688.27	\$114,973.22
Year 15		\$93,621.05	\$105,118.38	\$105,118.38	\$108,403.32	\$110,045.80	\$111,688.27	\$114,973.22	\$118,258.17
Year 16		\$96,358.51	\$108,403.32	\$108,403.32	\$111,688.27	\$113,330.75	\$114,973.22	\$118,258.17	\$121,543.12
Year 17		\$98,437.87	\$111,657.08	\$111,657.08	\$114,990.13	\$116,656.65	\$118,323.18	\$121,656.22	\$124,989.27
Year 18			\$114,126.92	\$114,126.92	\$117,516.83	\$119,211.78	\$120,906.74	\$124,296.65	\$127,686.56
Year 19			\$114,691.91	\$114,691.91	\$118,081.81	\$119,776.77	\$121,471.72	\$124,861.63	\$128,251.54
Year 20			\$115,256.89	\$115,256.89	\$118,646.80	\$120,341.75	\$122,036.71	\$125,426.62	\$128,816.52
Year 21			\$115,821.88	\$115,821.88	\$119,211.78	\$120,906.74	\$122,601.69	\$125,991.60	\$129,381.51
Year 22			\$116,386.86	\$116,386.86	\$119,776.77	\$121,471.72	\$123,166.68	\$126,556.59	\$129,946.49
Year 23			\$116,951.84	\$116,951.84	\$120,341.75	\$122,036.71	\$123,731.66	\$127,121.57	\$130,511.48
Year 24			\$117,516.83	\$117,516.83	\$120,906.74	\$122,601.69	\$124,296.65	\$127,686.56	\$131,076.46
Year 25			\$118,081.81	\$118,081.81	\$121,471.72	\$123,166.68	\$124,861.63	\$128,251.54	\$131,641.45
Year 26			\$118,646.80	\$118,646.80	\$122,036.71	\$123,731.66	\$125,426.62	\$128,816.52	\$132,206.43
Year 27			\$119,211.78	\$119,211.78	\$122,601.69	\$124,296.65	\$125,991.60	\$129,381.51	\$132,771.42
Year 28			\$119,776.77	\$119,776.77	\$123,166.68	\$124,861.63	\$126,556.59	\$129,946.49	\$133,336.40
Year 29			\$120,341.75	\$120,341.75	\$123,731.66	\$125,426.62	\$127,121.57	\$130,511.48	\$133,901.39
Year 30			\$120,906.74	\$120,906.74	\$124,296.65	\$125,991.60	\$127,686.56	\$131,076.46	\$134,466.37

## 2024-2025 Teachers' Salary Schedule - Without TRS

	BA	BA+15	BA + 45	MA	MA+15	MA+24	MA+30	MA+45	EDD/PHD
Year 1	\$49,949.43	\$52,811.04	\$57,294.99	\$57,294.99	\$60,284.30	\$61,778.95	\$63,273.60	\$66,262.91	\$69,252.21
Year 2	\$50,818.17	\$54,350.98	\$58,376.98	\$58,376.98	\$61,396.48	\$62,906.23	\$64,415.98	\$67,435.48	\$70,454.98
Year 3	\$52,811.04	\$55,800.34	\$60,284.30	\$60,284.30	\$63,273.60	\$64,768.25	\$66,262.91	\$69,252.21	\$72,241.52
Year 4	\$54,803.91	\$57,793.21	\$62,775.39	\$62,775.39	\$65,764.69	\$67,259.84	\$68,753.99	\$71,743.30	\$74,732.60
Year 5	\$57,294.99	\$60,284.30	\$65,764.69	\$65,764.69	\$68,753.99	\$70,248.65	\$71,743.30	\$74,732.60	\$77,721.91
Year 6	\$59,786.08	\$62,775.39	\$68,753.99	\$68,753.99	\$71,743.30	\$73,237.95	\$74,732.60	\$77,721.91	\$80,711.21
Year 7	\$62,277.17	\$65,266.47	\$71,743.30	\$71,743.30	\$74,732.60	\$76,227.25	\$77,721.91	\$80,711.21	\$83,700.51
Year 8	\$64,768.25	\$67,757.56	\$74,732.60	\$74,732.60	\$77,721.91	\$79,216.56	\$80,711.21	\$83,700.51	\$86,689.82
Year 9	\$67,259.34	\$70,248.65	\$77,721.91	\$77,721.91	\$80,711.21	\$82,205.86	\$83,700.51	\$86,689.82	\$89,679.12
Year 10	\$69,750.43	\$72,739.73	\$80,711.21	\$80,711.21	\$83,700.51	\$85,195.17	\$86,689.82	\$89,679.12	\$92,668.43
Year 11	\$72,241.52	\$75,230.82	\$83,700.51	\$83,700.51	\$86,689.82	\$88,184.47	\$89,679.12	\$92,668.43	\$95,657.73
Year 12	\$74,732.60	\$77,721.91	\$86,689.82	\$86,689.82	\$89,679.12	\$91,173.77	\$92,668.43	\$95,657.73	\$98,647.03
Year 13	\$76,837.85	\$80,212.99	\$89,679.12	\$89,679.12	\$92,668.43	\$94,163.08	\$95,657.73	\$98,647.03	\$101,636.34
Year 14		\$82,704.08	\$92,668.43	\$92,668.43	\$95,657.73	\$97,152.38	\$98,647.03	\$101,636.34	\$104,625.64
Year 15		\$85,195.17	\$95,657.73	\$95,657.73	\$98,647.03	\$100,141.69	\$101,636.34	\$104,625.64	\$107,614.95
Year 16		\$87,686.25	\$98,647.03	\$98,647.03	\$101,636.34	\$103,130.99	\$104,625.64	\$107,614.95	\$110,604.25
Year 17		\$89,578.47	\$101,607.95	\$101,607.95	\$104,641.03	\$106,157.56	\$107,674.10	\$110,707.17	\$113,740.25
Year 18			\$103,855.51	\$103,855.51	\$106,940.32	\$108,482.73	\$110,025.14	\$113,109.96	\$116,194.78
Year 19			\$104,369.64	\$104,369.64	\$107,454.46	\$108,996.87	\$110,539.28	\$113,624.09	\$116,708.91
Year 20			\$104,883.78	\$104,883.78	\$107,968.60	\$109,511.01	\$111,053.41	\$114,138.23	\$117,223.05
Year 21			\$105,397.92	\$105,397.92	\$108,482.73	\$110,025.14	\$111,567.55	\$114,652.37	\$117,737.18
Year 22			\$105,912.05	\$105,912.05	\$108,996.87	\$110,539.28	\$112,081.69	\$115,166.50	\$118,251.32
Year 23			\$106,426.19	\$106,426.19	\$109,511.01	\$111,053.41	\$112,595.82	\$115,680.64	\$118,765.46
Year 24			\$106,940.32	\$106,940.32	\$110,025.14	\$111,567.55	\$113,109.96	\$116,194.78	\$119,279.59
Year 25			\$107,454.46	\$107,454.46	\$110,539.28	\$112,081.69	\$113,624.09	\$116,708.91	\$119,793.73
Year 26			\$107,968.60	\$107,968.60	\$111,053.41	\$112,595.82	\$114,138.23	\$117,223.05	\$120,307.87
Year 27			\$108,482.73	\$108,482.73	\$111,567.55	\$113,109.96	\$114,652.37	\$117,737.18	\$120,822.00
Year 28			\$108,996.87	\$108,996.87	\$112,081.69	\$113,624.09	\$115,166.50	\$118,251.32	\$121,336.14
Year 29			\$109,511.01	\$109,511.01	\$112,595.82	\$114,138.23	\$115,680.64	\$118,765.46	\$121,850.27
Year 30			\$110,025.14	\$110,025.14	\$113,109.96	\$114,652.37	\$116,194.78	\$119,279.59	\$122,364.41

## FY24-FY27 Teachers' Salary Schedule Index

Step	BA	BA15	BA45	MA	MA15	MA24	MA30	MA45	EDD/PHD
1	1	1.05729	1.14706	1.14706	1.20691	1.23683	1.26675	1.3266	1.38645
2	1.01739	1.08812	1.16872	1.16872	1.22917	1.2594	1.28962	1.35008	1.41053
3	1.05729	1.11714	1.20691	1.20691	1.26675	1.29668	1.3266	1.38645	1.44629
4	1.09719	1.15703	1.25678	1.25678	1.31663	1.34655	1.37647	1.43632	1.49617
5	1.14706	1.20691	1.31663	1.31663	1.37647	1.4064	1.43632	1.49617	1.55601
6	1.19693	1.25678	1.37647	1.37647	1.43632	1.46624	1.49617	1.55601	1.61586
7	1.2468	1.30665	1.43632	1.43632	1.49617	1.52609	1.55601	1.61586	1.67571
8	1.29668	1.35652	1.49617	1.49617	1.55601	1.58594	1.61586	1.67571	1.73555
9	1.34655	1.4064	1.55601	1.55601	1.61586	1.64578	1.67571	1.73555	1.7954
10	1.39642	1.45627	1.61586	1.61586	1.67571	1.70563	1.73555	1.7954	1.85525
11	1.44629	1.50614	1.67571	1.67571	1.73555	1.76548	1.7954	1.85525	1.91509
12	1.49617	1.55601	1.73555	1.73555	1.7954	1.82532	1.85525	1.91509	1.97494
13	1.53831	1.60588	1.7954	1.7954	1.85525	1.88517	1.91509	1.97494	2.03478
14		1.65576	1.85525	1.85525	1.91509	1.94501	1.97494	2.03478	2.09463
15		1.70563	1.91509	1.91509	1.97494	2.00486	2.03478	2.09463	2.15448
16		1.7555	1.97494	1.97494	2.03478	2.06471	2.09463	2.15448	2.21432
17		1.79338	2.03422	2.03422	2.09494	2.1253	2.15566	2.21639	2.27711
18			2.07921	2.07921	2.14097	2.17185	2.20273	2.26449	2.32625
19			2.08951	2.08951	2.15127	2.18214	2.21302	2.27478	2.33654
20			2.0998	2.0998	2.16156	2.19244	2.22332	2.28508	2.34683
21			2.11009	2.11009	2.17185	2.20273	2.23361	2.29537	2.35713
22			2.12039	2.12039	2.18214	2.21302	2.2439	2.30566	2.36742
23			2.13068	2.13068	2.19244	2.22332	2.2542	2.31596	2.37771
24			2.14097	2.14097	2.20273	2.23361	2.26449	2.32625	2.38801
25			2.15127	2.15127	2.21302	2.2439	2.27478	2.33654	2.3983
26			2.16156	2.16156	2.22332	2.2542	2.28508	2.34683	2.40859
27			2.17185	2.17185	2.23361	2.26449	2.29537	2.35713	2.41889
28			2.18214	2.18214	2.2439	2.27478	2.30566	2.36742	2.42918
29			2.19244	2.19244	2.2542	2.28508	2.31596	2.37771	2.43947
30			2.20273	2.20273	2.26449	2.29537	2.32625	2.38801	2.44977



## Appendix B

Position	SY24-27
<b>Building Leadership</b>	
Middle School Team Leader (14 maximum per middle school)	\$3,298
Student Support Team Leader (SST Leader) (11 total)	\$3,298
<b>Fine Arts (Paid at the \$35 club rate.)</b>	
Eagle Singers (CHMS)	(30 hour cap)
Show Choir (CHMS)	(50 hour cap)
Spartan Chorale (HMS)	(60 hour cap)
Spartan Singers (HMS)	(30 hour cap)
Chamber Strings (HMS)	(60 hour cap)
Jazz Band (1 per middle school)	(50 hour cap)
Pep Band (1 per middle school)	(20 hour cap)
Soaring Strings (CHMS)	(60 hour cap)
Elementary Band	(30 hour cap)
Elementary Orchestra	(30 hour cap)
Elementary Chorus	(40 hour cap)
School Musical Director (split between directors)	\$4,905
Music Trip Travel Coordinator (1 per middle school) / Washington DC Trip Coordinator (if not paid by third party)	\$750
<b>Interscholastic Sports</b>	
Athletic Director	\$2,942
Basketball (7B, 7G, 8B, 8G)	\$3,512
Cross Country (6B, 6G, 7B, 7G, 8B, 8G)	\$2,041
Cheerleading (7G, 8G)	\$2,041
Track & Field (7B, 7G, 8B, 8G)	\$2,347
Volleyball (7B, 7G, 8B, 8G)	\$3,512
<b>Professional Development &amp; Instruction</b>	
Curriculum Development	\$47.24/hour
District-Wide Curriculum Committees	\$47.24/hour
Staff Development (10 hours)	0.77%
Staff Development Instructor for Prep Hours	\$71.04/hour
Mentor Program Stipend (annual) (starting in 2024/25 school year)	\$645.00
Enrichment Choice Summer School Teaching	\$55.88/hour
Invite-Only Summer School Teaching	\$62.18/hour
<b>Supervision</b>	
Clubs & Activities Sponsor (hours to be determined with building administrator)	\$35/hour
Interscholastic Sports	\$30/hour
Lunchroom	\$30/hour
Non-overnight Field Trips (if more than 30 minutes returning to school)	\$25/hour
Overnight Field Trips (per night)	\$348