

COLLECTIVE BARGAINING AGREEMENT

Between

**BOARD OF EDUCATION
CHICAGO RIDGE SCHOOL DISTRICT NO. 127 ½**

and

**CHICAGO RIDGE EDUCATION ASSOCIATION
ILLINOIS EDUCATION ASSOCIATION – NEA**

2022-2023

2023-2024

2024-2025

2025-2026

2026-2027

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PREFACE/PREAMBLE
CHICAGO RIDGE SCHOOL DISTRICT 1271/2
Collective Bargaining

The Chicago Ridge School District 127 ½ Board of Education and the Chicago Ridge Education Association (CREA) recognize the common goal of providing students with quality education. It is also recognized that in order to maintain a productive and supportive working environment, build shared values and a sustained partnership, it is necessary to have open communication, cooperation and mutual respect for one another. Included in this mission, are the expectations that the Board and CREA will work in joint partnership to maintain that all collective bargaining timelines are met in a meaningful and responsible manner. It is also recognized that members of CREA will strive to encourage participation in district events that will further develop into a positive working relationship with students, parents, staff and board members.

ARTICLE I – RECOGNITION

1.1 Recognition

This Agreement is entered into by and between the Board of Education of District 127 1/2, Cook County, Chicago Ridge, Illinois (hereinafter referred to as the "Board"), and the Chicago Ridge Education Association, affiliated with the Illinois Education Association and the National Education Association (hereinafter referred to as the "Association").

The Board hereby recognizes the Association as the sole negotiating agent for all full-time and regularly employed part-time certified teachers, school counselors, social workers, school nurse and speech pathologists employed by the District, but excluding the Superintendent, principals, curriculum director, assistant principals, district level administrators, psychologists, business manager, special education coordinator, substitute teachers, teacher aides, all non-certified personnel and all supervisory, managerial and confidential personnel as defined by the Illinois Educational Labor Relations Act. Full-time tenured teachers who are subsequently reduced to part-time, shall retain tenure and membership in the bargaining unit. Unless otherwise indicated, "teacher" means all bargaining unit members.

The Board agrees not to negotiate with any teacher(s) organization other than the Association during the duration of this Agreement. The Board shall not negotiate with any teacher individually during the duration of this Agreement on matters defined as negotiable herein and covered by the provisions of this Agreement. This shall not be construed to preclude the issuance of individual teacher contracts by the Board to new and non-tenured teachers, provided only that any such individual teacher contracts shall conform to this Agreement.

The parties agree that in the event of an emergency requiring the presence of the school nurse, Article 4.2 (Duty Free Lunch) will not apply. Furthermore, the parties agree that Article 4.7 (Planning and Preparation Time) and Article 12.10 (Internal Substitute) will not apply. The parties acknowledge that the workday for the school nurse may vary from that outlined in Article 4.8 (Normal School Day). The parties also agree that duties and responsibilities specific to the unique role of the school nurse will not be construed to be Extra Duty Assignments as defined in Article 4.1. The normal work year for the school nurse shall be 181 days, all days over 181 shall be paid at the nurse's per diem rate of pay. The nurse may be required to work an extended year which may include up to ten (10) additional workdays. While the school nurse will be subject to formal, annual evaluation, the specific provisions of Article IX (Formal Observation and Evaluation) dealing with observations and areas of evaluation will be modified to reflect the unique nature of the nurse's responsibilities.

1.2 Association Business

Association officers and agents, upon notifying the school office, may meet with bargaining unit members during the workday, during duty free times provided that such contact shall not interfere with teaching responsibilities. Planning and preparation time shall not be considered a duty free time.

1.3 Board Rights

The Board hereby retains and reserves unto itself all powers, rights, authority, duties, and responsibilities conferred upon and vested in it by the statutes of the state of Illinois and shall exercise all such powers, rights, authority, duties, and responsibilities which have been and may be lawfully limited or restricted by this Agreement in conformity with the applicable provisions of this Agreement.

ARTICLE II – NEGOTIATIONS PROCEDURE

2.1 Procedures for Successor Contract Negotiations

Negotiations shall begin no later than March 1 of the contract expiration year for a successor contract, unless both parties agree to an earlier or later date. The parties agree to proceed in the following manner:

- A. Team Membership** – Each party to the negotiations shall select its own negotiation representatives, but in no event shall either party's negotiation team exceed ten (10) (including all persons present). Neither party will attempt to exert any control over or attempt to influence the selection of the other party's representatives.
- B. Negotiable Items** – The parties agree to meet at reasonable times and confer in good faith with respect to wages, hours, terms, and conditions of employment but such obligation does not compel either party to agree to a proposal or require the making of a concession.
- C. Meeting Times** – The parties agree that their respective responsibilities should not be interrupted for purposes of negotiations. Every effort will be made to schedule such meetings when all personnel are free from such responsibilities.
- D. Ratification and Execution** – The parties acknowledge that, when overall agreement is reached, it shall be reduced to writing and submitted for ratification to the Board and the Association as promptly as possible. It is anticipated that this process shall be completed within ten (10) calendar days. Should the process not be completed within ten (10) calendar days, the parties will meet. Upon ratification, the final Agreement shall be executed by the duly authorized officer(s) of each party. Nothing herein shall be construed as extending the Agreement, or any portion hereof, beyond the expiration date stated in Article XIII.

2.2 Mediation

If the parties have made every effort to reach agreement through good faith negotiations but have failed to reach agreement, then the parties shall proceed to mediation as a means of attempting resolution of the item or items in dispute. In such case, the parties shall jointly request the Federal Mediation and Conciliation Service to appoint a mediator from its staff to assist the parties. In the event the Federal Mediation and Conciliation Service is unable to assign a mediator, either party may request the Illinois Educational Labor Relations Board to appoint a mediator from its staff in accordance with its rules. The mediator shall meet with

the parties or their representatives, or both, forthwith, whether jointly or separately, and shall take such steps as he/she may deem appropriate to persuade the parties to resolve their differences and affect a mutually acceptable agreement. The mediator shall not make public any recommendations without the express written consent of both parties. The costs for the mediator shall be equally shared by the Board and the Association.

ARTICLE III – NO DISCRIMINATION

3.1 Association Membership

The Board and the Association agree not to interfere with the right of teachers covered by this Agreement (both prior to and following employment) to become or not to become members of the Association and there shall be no discrimination against any teacher covered by this Agreement because of Association membership or non-membership. Membership in the Association, or any other employee organization not affiliated with the District, shall not be a condition of employment for any teacher covered by this Agreement.

3.2 No Reprisals

The Board agrees not to impose nor threaten to impose reprisals on teachers by reason of their exercise of the rights guaranteed by this Agreement.

ARTICLE IV – WORKING CONDITIONS

4.1 Extra Duty Assignments

- A. Definition** – An "extra duty assignment" shall be defined as those additional supplemental responsibilities beyond the employee's regular duties for which extra stipends are paid and which are identified in the Stipend Schedule. These assignments may or may not be implemented.
- B. Procedure** – Extra duty assignments shall be made by a building administrator. For each school year, extra duty assignments and their job descriptions shall be electronically posted in each attendance center for a minimum of ten (10) days. If at the end of this period a position remains unfilled, an employee may be sought throughout the District, and then outside the District. Should assignments be filled from outside the bargaining unit, those accepting such employment are exempt from conditions contained in this Agreement, provided these employees shall not be compensated at rates higher than those listed. No outside employee shall be hired if qualified teacher applicants as determined by the Board are available. No teacher shall be required to accept an extra duty assignment.

In the event that an extra duty assignment needs substitute coverage throughout the school year, District wide communication will be sent electronically by Administration or their designee. The substitute position first will be filled by bargaining unit members of the home school and then by bargaining unit members across the district, finally the position may be filled by other district staff. Using the above guidelines, the position will be filled by the first teacher to respond electronically. In the event that no district staff are available to fill the position, the position may be filled from outside the district.

- C. Evaluation** – Nonparticipation in extra duty assignments shall not adversely affect a teacher's evaluation nor consideration for tenure.
- D. Compensation for Extra-Duty Assignments** – Compensation for all extra-duty assignments shall conform to the stipends contained in the Stipend Schedule. From said stipend amounts, the Board shall deduct and pay on behalf of the teacher required amounts for the State of Illinois Teachers' Retirement System. Extra-duty compensation shall be added to the teacher's salary upon completion of the activity. Teachers will secure permission from the Principal to share extra-duty assignments. If the stipend for an extra-duty assignment is split amongst two or more teachers, each teacher shall receive his/her proportionate share of the stipend.

- E. **New Positions** – Should the Board create new extra-duty assignments not covered in the Stipend Schedule, the Board shall negotiate with the Association compensation for the position prior to implementation.

4.2 Duty Free Lunch

Pursuant to Section 5/24-9 of the Illinois School Code, every teacher shall be entitled to a 35-minute duty free lunch period. Teachers can leave their schools during their lunch period, provided they notify their building office before leaving and immediately upon their return. Teachers may be granted permission to leave their schools at other times.

4.3 Student Discipline

- A. **Responsibility** – Teachers shall be responsible for the maintenance of discipline within District facilities and at school-related activities. The District will provide support, assistance, and guidance to teachers in the maintenance of discipline.
- B. **Procedures** – A teacher may remove a student from the classroom and/or refer a student to an administrator when the grossness of the offense, the persistence of the behavior or the disruptive effect of a violation makes the continued presence of the student in the classroom intolerable, the teacher shall send the student to the administrator. If the teacher completes a Discipline Referral Form, the administrator will respond by returning the completed form within five (5) school days from the date the teacher completes the form, unless there are unusual circumstances.
- C. **Discipline Committee** – A committee of not more than six (6) teachers, three (3) parents, three (3) administrators, and a Board Member representative shall be established annually and maintained to meet and review the discipline policy and to formulate proposals for changes. These proposals shall be forwarded to the Board, in writing, for consideration in January. Teacher members of the committee shall be appointed by the Association.
- D. **Board Review** – The Board shall review the recommendations of the committee and convey to the committee through the Superintendent those suggestions which are deemed meritorious and which should be implemented. The review shall also contain the Board's rationale for rejecting any suggestions formulated by the committee. The Board's response shall be received in writing prior to March 1 of the current school term, so that plans may be formulated for implementation at the beginning of the following school year.

4.4 Summer School Assignments

- A.** Summer school teaching opportunities shall be posted within ten (10) days of Board approval of the summer program.
- B.** Full-time certified teachers of the District shall be afforded the opportunity to apply for such positions.
- C.** All other summer school issues are at the discretion of the Board of Education.

4.5 Class Size

Reasonable effort will be made to maintain class sizes within reasonable balance at each grade level throughout the District. It is recognized that District requirements for student placement may affect the size of certain classes. Upon reasonable request, the Superintendent or his/her designated representative(s) will meet with the representatives of the Association to discuss any suggestions which the Association might have with respect to balancing class sizes.

On or before the Board's May business meeting, the Board will consider non-binding class size guidelines for the upcoming school year. Prior to this meeting, the Association shall have at least five (5) school days to review the proposed class size guidelines and to submit recommendations for consideration by the Board. Such recommendations shall be presented by the Association President or designee at least one (1) calendar week prior to the date on which the Board will consider the class size guidelines.

The non-binding guidelines will be shared with the employees through the District's email system prior to June 1st.

In the event a teacher's class size exceeds the class size guidelines for a period of five (5) or more consecutive school days, the following process shall be initiated:

1. The Administration will explore the possibility of moving/transferring students in order to bring the teacher's class size within the guidelines (if students are transferred to another teacher's roster per this provision, no compensation shall be paid to the receiving teacher under Section 12.11 of this Agreement – assuming their class remains within the class size guidelines.)
2. If a transfer of students is not feasible, a paraprofessional will be provided to work in the teacher's classroom.
3. If neither a transfer of students nor the provision of a paraprofessional is feasible, then the following compensation shall be paid to the affected teacher:
 - a. Elementary Homeroom Teacher - \$12/day (for each day the class size guidelines are exceeded).
 - b. Elementary Specials Teacher - \$3/day (for each day the class size

- guidelines are exceeded).
- c. Junior High Teacher - \$4/period (for each period the class size guidelines are exceeded).
4. This process to address situations where the class size exceeds the guidelines, including the compensation provisions, shall not apply to co-taught classes, classes where more than one (1) teacher is assigned, or to non-instructional periods.

4.6 Faculty Facilities

Teachers will be provided a desk and a file cabinet. A key will be provided to the teacher's classroom. All keys so provided shall be turned into the principal at the close of the regular school term.

Each of the District's schools shall have an air-conditioned faculty lounge, furnished with tables and chairs, microwave oven, a refrigerator, a television set, a soft drink machine, a coffee pot and a designated computer when not being used for school purposes. The furniture and equipment provided for each faculty lounge shall be reasonably used and properly cared for by those who utilize the facilities in each building.

If perishable food items are left in the refrigerator at the end of the school week, they may be disposed of by the custodial staff.

Copy machines and/or printers will be provided or made available for the execution of the teacher's assigned teaching responsibilities.

District telephones may be used by the teachers for reasonable and occasional use for personal calls.

Washrooms will be properly supplied and cleaned.

Each building shall have adequate parking space for all teachers covered by this Agreement.

4.7 Planning and Preparation Time

The Administration will schedule daily unassigned preparation time for: (1) elementary teachers of not less than thirty-five (35) consecutive minutes; and (2) Junior high teachers of not less than one (1) full class period.

The Administration will attempt not to schedule special education meetings that involve reviewing a student's assessment plan, evaluation and eligibility determination, and/or educational plan (IEP/504) that require a teacher's attendance during his/her daily unassigned preparation period. In the event that a teacher is required to surrender his/her daily minimum unassigned preparation

time (elementary teacher) or one (1) full class period (junior high teacher) in order to attend a special education meeting more than one (1) time in a week, the teacher may: be paid at the rate as stated on the Stipend Schedule for all surrendered unassigned preparation periods for the week, but not to exceed more than one (1) preparation time per day or apply to the principal for compensatory time within three (3) days of the lost preparation time. The principal will schedule the compensatory time.

Separate travel time will be arranged for teachers who travel between Lawn and any other school.

4.8 Normal School Day

The normal school day for teachers shall be established at six (6) hours and forty (40) minutes exclusive of lunch.

However, if students cannot be released at the normal time due to inclement weather or other circumstances rendering student release a safety hazard, teachers will remain in the building for purposes of supervision until the students may be safely released.

Teachers shall be in attendance ten (10) minutes prior to the start of the normal student day. Students will normally be allowed in buildings at 8:10 a.m., except in the event they are eating breakfast or there is inclement weather, in which case they will enter the building at 8:00 a.m. Teachers shall not be required to instruct prior to the student school day. Teachers may leave fifteen (15) minutes after the end of the normal student school day except for up to one (1) day per week where teachers may be required to attend a meeting for up to thirty (30) minutes beyond the student day with the principal, or assistant principal or other member of the Administration or designee. For the 2022-2023 school year, Administration or designee may hold one (1) monthly meeting for up to sixty (60) minutes beyond the student day in lieu of one (1) meeting per week, provided that the Administration and bargaining unit shall discuss alternative times for these meetings to occur for the duration of this agreement.

During the normal school day, no teacher shall be posted off school grounds for arrival and/or dismissal of students.

4.9 School Calendar

A. Input – The Association shall have at least two (2) weeks to review the proposed school calendar and to submit recommendations (which may include days that affect student attendance) for consideration by the Board. Such recommendations shall be presented by the Association President or designee at least one (1) calendar week prior to the date on which the Board will consider such calendar.

- B. Length** – The adopted calendar shall contain no more than one hundred eighty-six (186) teacher employment days, provided if any of the five emergency days authorized by law are not used for emergencies teachers shall not be required to report to work on such days. This section shall not be applicable in the event of a work stoppage by teachers.

4.10 Selection of Textbooks and Supplementary Instructional Material

- A.** Teachers shall have the right to recommend textbooks and supplementary materials for their subject area and/or grade level, subject to such policies and procedures as may be specified by the District. Each teacher will be provided with basic texts and teachers' manuals for all classes taught (hard copy and/or digital access). The Board will endeavor to provide a sufficient number of workbooks used in conjunction with basic texts where such workbooks have been approved and prescribed for use in specific classes by the District. Teachers may recommend priorities in ordering these materials.
- B.** Textbook Committees shall be established to implement the selection of those textbooks and supplementary materials for their subject and/or grade levels. Every effort will be made to have a diverse group of teachers including senior teachers, to comprise the committee.
- C.** The District will make every effort to provide materials and supplies that meet the educational needs of all students.
- D.** Every effort will be made to schedule committee meetings on early dismissal days and/or during the school day.

4.11 Nonprofessional Duties

- A. Housekeeping** – Teachers shall not be required to perform basic classroom housekeeping functions such as sweeping, mopping, dusting, cleaning of windows, lavatories, and chalkboards.
- B. Detention** – Teachers who assign detentions shall supervise them. Teachers shall not be required to assign detentions and shall not be required to supervise detentions assigned by other teachers.

4.12 Student Teacher

The Board agrees to the following procedure concerning the placement of student teachers:

- A. Qualification** – All teachers who are designated as supervising teachers

must be tenured and hold a current standard or master teaching certificate. A supervising teacher may only supervise in his/her major or minor field of education.

In the event there are no available tenured teachers to fill the role as a supervising teacher, the student teacher can be placed with a non-tenured teacher who is in their fourth or third year of employment with the District. A teacher who has been hired with previous teaching experience may be assigned a student teacher in their second year of employment with the District.

Prior to any student teacher being assigned to a non-tenured staff member, the Association President/Co-Presidents shall be notified.

- B. Notification** – The supervising teacher shall be consulted and agree to the assignment before a student teacher is assigned.
- C. Compensation** – If any stipend or honorarium is made available to the District by the placing university, it shall be paid to the supervising teacher subject to any applicable withholding taxes.

4.13 Teacher Protection: Assaults/Battery

- A. Responsibility** – Teachers shall be responsible for the reporting of any threats and/or physical or verbal abuse from students, parents/guardians, and others. The District shall provide support, assistance and guidance to teachers involved in reported cases.
- B. Report** – Any case of alleged assault/battery of a teacher shall be promptly reported to the Superintendent, or his/her designee, and the local police.
- C. Absence and Compensation** – Work time lost by a teacher because of an assault/battery of the teacher which occurs within the scope of employment and within Board policy shall result in no loss of wages to the teacher, less any salary received from workers' compensation, not to exceed one hundred ten (110) employment days or the date when the teacher shall qualify for temporary or permanent disability under the Illinois Teachers' Retirement System. Such time shall not be charged to the teacher's sick leave. Leaves of absence for work time lost because of an assault/battery shall be in accordance with Sections 7.1 (Sick Leave) and 7.8 (Leave of Absence) of this Agreement.

4.14 Property Damage

- A. School Property** – All teachers shall use their best efforts to ensure that District property under their care is not damaged or destroyed. The Board shall not hold a teacher responsible for the damage of any school equipment if the teacher is not negligent therefore or has not willfully damaged the property or equipment.

Teachers shall satisfactorily account for all books, apparatus, keys and other property belonging to the District.

- B. Personal Property** – Teachers shall not be required to bring personal property into the schools.
- C. Teachers' Vehicles** – The parties agree to continue their efforts to find solutions to the problem of vandalism to teachers' vehicles.

4.15 Crisis Situations

In the event of a crisis situation, teachers should refer to the Crisis Intervention Plan.

4.16 Complaints Procedure

- A.** In the event of a complaint, the teacher shall be notified of the name of the complainant and the nature of the complaint within one (1) school day by an administrator. If the administrator is unable due to an absence or unforeseen circumstance, the complaint will be communicated upon the return of the administrator.
- B.** The administrator will refer the complainant to the teacher and the teacher shall seek to address and remedy the complaint.
- C.** If the issue is not resolved, a meeting between the complainant, teacher and administrator shall be held.
- D.** In the event of a complaint which requires a more formal investigation, the administrator will notify the teacher and discuss the issue with the teacher, unless the investigation will be conducted by outside authorities.
- E.** The administrator(s) will conduct an investigation.
- F.** Once the investigation is completed, the administrator will meet with the involved parties to remedy the issue.

- G. If complaints are false or unfounded, no discipline shall be taken and any documentation will be expunged from personnel and/or anecdotal file.
- H. The teacher may respond to such complaints as provided in Section 6.1 of this agreement.

4.17 Teacher Assignments

Teachers will be tentatively advised no later than two weeks prior to the end of the school term, on the basis of information then available, of their grade(s), building(s), and where applicable, subject area(s) assignment for the next school year. If a change from the tentative assignment is made, teachers shall be advised in writing at least two (2) weeks prior to the start of the school year of their assignments, provided that teachers may have to be reassigned if circumstances reasonably require such reassignment.

4.18 Placement of Teachers, Vacancies and Transfers

- A. The process for filling a bargaining unit position shall be as follows:
 1. An interested teacher shall complete and submit a digital Interest form;
 2. The Administrative team shall review all completed and submitted digital interest forms;
 3. Voluntary transfer(s) shall be placed if deemed acceptable by the Administration. If more than one acceptable candidate is identified, the internal applicant process detailed in 4.18.F., below, will be followed;
 4. The vacancy will be posted internally if no teacher is placed into the vacant position;
 5. If no internal candidate is selected, the vacancy will be posted externally;
 6. If no internal or external candidate is identified, an involuntary transfer may take place.

Employees returning from a leave of absence need to be placed. The preferred method of placing these teachers is after voluntary transfers have been made.

- B. **Definition of Transfer** – Transfers shall be defined as either a voluntary or involuntary move from one position to another within the bargaining unit, including changes in buildings, as well as changes of positions or assignment within the same building.
- C. **Definition of Vacancy** – A vacancy shall be defined as a position within the bargaining unit that is unfilled or newly created.
- D. **Interest Form for Potential Vacancies/Voluntary Transfers** – At the start of each school year the Superintendent or designee shall make available an optional digital form to all members of the bargaining unit via the District

email system in order to gauge interest in teaching positions. This form will be reviewed by the Administration prior to transferring and/or placing any teachers. The Administration may transfer teachers within a grade level, building, or the District prior to posting vacancies. The preferred method of transferring teachers is through voluntary transfers; however, both parties recognize that a situation(s) may arise where an involuntary transfer(s) may be necessary.

E. Posting of Vacancies – Vacancies will only be posted after voluntary transfers and/or administrative placement of teachers has occurred. The Superintendent or designee shall have posted on the District’s website a notice of all vacancies in the bargaining unit and promotional vacancies as they occur or as they are anticipated. Where appropriate, such notice shall be accompanied by a job description and a statement of minimum qualifications and salary range. Such vacancies shall be posted on the District’s website. Except in case of emergency, no vacancies shall be filled on a permanent basis until such notice shall have been posted at least five (5) teacher employment days. Notice of vacancies shall be sent via the District’s email system to all members of the bargaining unit.

F. Internal Applicants

1. Any teacher may apply for transfer to another position and for which he/she is qualified by submitting a written application to the Superintendent or designee. Such application, indicating the specific position requested, shall remain on file for one (1) year.
2. In filling vacancies, the Superintendent shall consider the professional background and attainments of each applicant.
3. Each applicant shall receive written notice of acceptance or rejection for the transfer and the reasons therefore. If requested by the teacher, the Superintendent or his/her designee shall meet with the teacher to discuss the reasons for denial of the transfer.

G. Involuntary Transfer – Transfers shall be defined as either a voluntary or involuntary move from one position to another within the bargaining unit, including changes in buildings, as well as changes of positions or assignment within the same building. Administrators will attempt to avoid involuntary transfers. Any teacher affected by an involuntary transfer shall be notified as early as possible through a private conference with his/her immediate administrator to discuss the transfer and the reasons therefore. At this conference, the teacher will be presented with a letter of Intent to Transfer, including the reasons for the involuntary transfer.

For an involuntary transfer effective for the next school term, this conference shall occur on or before the first teacher attendance day in May and prior to

the transfer being published on the District assignment schedule. If an involuntary transfer for the next school term arises during summer vacation, this conference will occur as soon as possible after the administrator determines the transfer. For an involuntary transfer effective during the current school term, the conference shall occur as soon as possible after the administrator determines the transfer.

An involuntary transfer will not become final until the following procedure is completed or not pursued by the Teacher within the stated timeline.

1. A Teacher may submit a written request to appeal the transfer to the Superintendent within five school days of the letter of Intent to Transfer.
2. A meeting will be conducted with the Superintendent within three school days that the Superintendent is in the District from receipt of request to appeal the transfer.
3. The Superintendent will issue a written decision within three school days of the meeting with the Teacher.
4. Upon receipt of the Superintendent’s decision, the Teacher may submit a written request to appeal the transfer to the School Board within three school days.
5. The School Board will make every effort to consider the appeal at its next scheduled meeting, provided that the requirements for a special meeting can be met.

In addition to the timeline for resignation permitted under Section 5/24-14 of the Illinois School Code (i.e. 30 days written notice to secretary of the Board), a teacher who receives a Letter of Intent to Transfer may resign and will be released from his/her contract without the concurrence of the Board as follows:

Letter of Intent To Involuntary Transfer Received By the Teacher:	Teacher may Resign By:
Summer vacation before 7/1	8/15
Summer vacation 7/1 to 8/1	The business day before first institute day or The second business day following Board decision on appeal, whichever is later.
After 8/1 or during current school term for immediate involuntary transfer.	45 Calendar days

Teachers who have been the subject of an involuntary transfer shall be given consideration for reassignment should a vacancy occur. A teacher affected by an involuntary transfer will be provided with boxes to pack up the classroom. The District will move the affected teacher's classroom materials and supplies. In addition, the affected teacher will be provided an additional \$150 to purchase materials and supplies for their new assignment as long as the teacher's grade or subject area changes.

4.19 Professional Dress

In the interest of establishing a professional image for the District staff and ensuring an environment conducive to learning and promoting a working environment that is free from unnecessary disruption, the following guidelines shall apply to the manner of dress for all District personnel:

- A.** Employees are prohibited from wearing rubber shoe thongs (flip-flops).
- B.** Clothing should be neat and clean with no frayed pants/slacks and no holes.
- C.** Clothing and jewelry shall be free of writing, pictures and/or other insignias which may be perceived as vulgar, obscene, profane, sexually suggestive or that advocates prejudice against any group, individual or advocates the use of drugs or alcohol.
- D.** Fishnet fabrics, halter tops and bare midriffs are prohibited.
- E.** Oral or facial jewelry, with the exception of a nose stud, is inappropriate.
- F.** Hats and caps shall not be worn indoors.
- G.** Sweat pants are not to be worn except by the physical education teachers.

Exceptions to the above may be made based on need, special activities or events.

4.20 Open House Release Time

Teachers shall be provided with release time for their attendance at open house. Such release time will be provided on the last teacher institute day of the school year, which will be scheduled from 8:00 a.m. to 1:00 p.m. Teachers who did not attend open house will be released at normal dismissal time.

ARTICLE V – EMPLOYEE DISCIPLINE

- A.** The Association and the Board recognize the right of the administration to discipline teachers for just cause. The foregoing just cause provision shall not apply to the dismissal of a teacher.
- B.** A teacher may have a representative of the Association present at any meeting with an Administrator which the teacher reasonably believes may result in disciplinary action being taken.
- C.** A teacher may request a hearing before the Board concerning a formal disciplinary action within five (5) school days of receipt. The teacher may have an Association representative present at the hearing.
- D.** A teacher required to appear before the Board concerning a matter which could result in disciplinary action including a recommendation for dismissal, shall receive prior written notification of the purpose of the meeting and shall be entitled to have an Association representative present.
- E.** A teacher may be relieved of his/her responsibilities with pay during the investigation or resolution of an incident.

ARTICLE VI – ASSOCIATION - BOARD RELATIONS

6.1 Personnel Files

- A. Placement of Documents in the Personnel File** – A document shall not be placed in the file unless the teacher has been given the opportunity to read the document. Documentation of an occurrence shall not be placed in the file if more than fifteen (15) workdays have elapsed since the administration's knowledge of the occurrence. If either the administrator or the teacher is absent from school on the fifteenth workday, the above time line shall be extended as necessary. Anonymous complaints may not be placed in the file. Only documents included in the personnel file and/or the evaluation documentation may be used as a basis for formal discipline and/or formal evaluation.
- B. Right of Review** – Upon making an appointment, each teacher shall have the right to review the contents of his/her personnel file, except for credentials which shall include letters of recommendation (820 ILCS 40/10/a). If a teacher specifically makes a request, an Association representative may accompany the teacher during such review.
- C. Right of Rebuttal** – Teachers shall have the right to attach statements to any document in his/her personnel file, provided such attachments shall be submitted within twenty-five (25) teacher employment days of the date the teacher received a copy of the original document(s) made part of the personnel file. The teacher's statement(s) shall be placed in the file within three (3) business days after receipt by the Superintendent.
- D. Copies** – Each teacher shall receive a copy of any document placed in his/her personnel file and shall concurrently acknowledge receipt of such copy, provided this subsection shall not be applicable to any document which is clearly non-evaluative. Failure on the teacher's part to acknowledge receipt of a copy shall not prohibit insertion of evaluative document in the personnel file. Such acknowledgment shall not imply concurrence with the contents.

Teachers may obtain copies of documents contained in the personnel file, provided copies will be made by Board personnel for the teacher.

- E. Expunged Documents** – Any personnel file documents ordered removed by a judge or an arbitrator shall be removed from the file and returned to the teacher within five (5) days of the conclusion of proceedings related to the order.

6.2 Board Meetings

- A. **Right to Address** – The Association shall be accorded the same right to attend and address the Board as any other organization or person.
- B. **Requests** – The Board may, at its sole discretion, grant a written request submitted by the Association at least three (3) school days prior to the Board meeting to address the Board in executive session with respect to personnel matters, provided it conforms to the meetings of public agencies (Open Meetings Act, (5 ILCS 120/1 et seq.).

6.3 Board Minutes and Copies of Public Information

A. Minutes and Agendas

- 1. The Board shall provide to the Association designee in each attendance center the proposed agenda and a copy of the minutes for all regular and special meetings of the Board no later than one (1) working day after the time such agendas and minutes are distributed to the members of the Board.
- 2. The Board shall provide the Association President or his/her designee the proposed agenda, general supporting materials and approved minutes within one (1) working day after receipt by the Board, but no later than the end of the regular school day preceding the day on which the regular Board meeting is to be held. Other documents of public information may be viewed upon written request in the District office.

- B. **Public Information** – The Board shall provide the Association, in response to reasonable request therefore, a copy of regularly prepared public information necessary for negotiations or the processing of a grievance, such as, but not limited to, the current annual audit, the current tentative and adopted budgets, current monthly financial statements, monthly itemized list of disbursements, payroll and bills, current annual financial report, register of certified personnel, annual census of pupil enrollment and salary scatter grams, provided that all extraordinary costs of preparing any copies shall be borne by the Association and provided that this section shall not require the Board to research, assemble, or especially prepare data.

- C. The Board and the Association shall share the costs of locating, researching, preparing and/or assembling responses to information or document requests submitted by the Association and its representatives. This provision shall be applicable to nonroutine requests. The measure of the cost of responding to the request shall be the value of the time of the Board employees who must compile the information or documents

requested. For purposes of determining the cost of Board employees' time that will be shared by the Association and the Board, Board employees shall record their time in quarter hour increments, and time will be valued at the total rate of \$15.00 per hour.

6.4 Academic Freedom

Within the scope of their duties and their responsibilities, the Board and teachers recognize their responsibilities to protect and encourage the search for knowledge and its dissemination. Teachers have both the right and obligation to adequately investigate and to present to their students, based upon their professional judgment, available information related to their grade or course area. Teachers should at all times try to be accurate, show respect for the opinion of others, identify their own personal persuasion on controversial issues and make every effort where appropriate, to indicate that they are not institutional spokespersons.

6.5 Policy Handbook

A current copy of the District Policy Manual (which includes the teachers' manual), including any revisions which are made from time to time, shall be available to all teachers in the office of the principal and/or from the Association President.

6.6 Use of School Facilities

- A. Meetings** – The Association shall have the right to hold only Chicago Ridge Education Association membership meetings outside the normal teacher day on school property, provided such meetings in no way interfere with any aspect of the total instructional program, and provided that, if such meetings entail additional maintenance or custodial or other expenses, the Association shall pay all costs. Notification for such use shall be submitted to the principal of the building at least twenty-four hours prior to the proposed use.
- B. Mailboxes** – The Association shall have the right to use the District's inter-school distribution facilities and teacher mailboxes for a reasonable quantity of Association materials which shall be properly identified.
- C. Bulletin Board** – The Association shall be allowed the use of the teachers' lounge for the posting of notices and materials relating to Association activities.
- D. Equipment** – Authorized Association members shall have the right to use on-site District equipment, such as computers, copiers, and duplicating machines, except for central office equipment, provided notice of such use is given to the administrator responsible for such equipment. The Association shall pay \$.10 per page for copier pages.

- E. **Association Files and Records** – Association files and records shall be allowed on District property in designated places. These files and records shall be accessible to Association officers.

6.7 Dues Deduction and Indemnification

- A. **Deduction** – Upon receipt of lawful written authorizations from the teacher members covered by this Agreement, the Board agrees to deduct from their pay the regular Association membership dues (including the dues of the Illinois Education Association and National Education Association) during the term of this Agreement. The dues and a list of the teachers from whose pay dues have been deducted shall be forwarded to the individual designated by the Association to receive such materials no later than fourteen (14) days after such deductions are made. The amount of such deduction shall not vary as to any individual teacher during any single school year. By September 30 of each school year, the Association President or designee may request to meet with the District Business Office to review the written authorizations on file in the District. Such opportunity for review will apply only to authorizations and dues deductions for the current school year. The Board will only be responsible for the deduction of dues for those teachers from whom the Board has received and continues to maintain a written authorization. This provision does not supersede Section 1.3.B.4 (Fair Share).
- B. **Indemnification** – The Association agrees to indemnify and hold the Board harmless against any and all claims, suits, orders, or judgments brought or issued against the Board as a result of any reasonable action taken by the Board under the provisions of this section.

6.8 Association Leave

In the event that the Association desires to send representatives to local, state, or national conferences or on other business pertinent to the Association affairs, these representatives shall be excused without loss of salary, provided the Association reimburses the Board for the cost of the substitute(s), for an aggregate number of days not to exceed nine (9) in any school term. No more than three (3) teachers shall use Association Leave on any workday. No more than two (2) teachers from the same building shall use Association Leave on any workday. Written notice for such leave shall be submitted to the Superintendent by the Association President or designee as early as possible or at least five (5) school days prior to the requested leave, except in case of emergency. The teacher requesting such leave shall make appropriate arrangements concerning the types and kinds of activities that will assist the substitute teacher and be educationally beneficial to the students during his/her absence.

6.9 Professional Conferences

Teachers may, at the discretion of the Superintendent or his/her designee, attend professional conferences, meetings, or workshops. Teachers authorized to attend such programs shall, in addition to their regular salary, be reimbursed for reasonable expenses incurred. Mileage will be reimbursed at the current IRS rate for miles incurred beyond the teacher's normal daily commute. At the administrator's request, the teacher will give a brief synopsis of the workshop attended.

6.10 Names and Addresses of New Teachers

Names and addresses of newly hired teachers shall be provided to the Association within fourteen (14) days upon individual written request of the Association President or designee filed with the Superintendent or designee.

6.11 Building Advisory Committees

The teacher representatives defined in Section 6.12 shall meet as needed with their Administrator to discuss building level concerns prior to such concerns being brought to the District Advisory Committee. No discussions, resolutions, understandings, or agreements reached by the Building Advisory Committee shall be subject to the grievance procedure or binding arbitration under this Agreement.

6.12 District Advisory Committee

The Teacher-Administration Advisory Committee shall be established to discuss any matters concerning educational policies and developments or any other problem or subject of interest or concern, except personnel issues that may impact the evaluation of a teacher, administrator or other member of the district staff. No discussions, resolutions, understandings, or agreements reached by the District Advisory Committee shall be subject to the grievance procedure or binding arbitration under this Agreement.

A. Membership

1. Two (2) members from each attendance center elected by the teacher members of the attendance center.
2. One (1) member from the Special Education Group elected by the teacher members of the Special Education Group.
3. One (1) member from the English Language Group elected by the teacher members of the English Language Group

4. The Association President or designee.
5. The Superintendent.

B. Meetings – The Superintendent shall be the chairperson; appoint the recording secretary; and set the time, date and place of the meetings.

1. Agenda items may be submitted by any committee member.
2. Meetings will be held no less than twice each school year. One meeting shall occur before the end of the first trimester and the second before the end of the third trimester.
3. Whenever possible, notice of the meeting will be distributed electronically at least five (5) days prior to the meeting date.

C. Limitation – The Committee shall not have any power to negotiate changes in this Agreement.

6.13 Teacher Safety Advisory Committee

The Teacher Safety Advisory Committee shall be established to discuss matters concerning teacher safety while performing duties as an employee of the District. The committee shall consist of no more than three (3) representatives from the Association and three (3) representatives from the Administration/Board, who shall be selected by the respective group. The committee shall meet at least once per school year and the group requesting the meeting shall distribute a proposed agenda at least five (5) school days prior to the meeting. No discussions, resolutions, understandings, or agreements reached by the Teacher Safety Advisory Committee shall be subject to the grievance procedure or binding arbitration under this Agreement.

6.14 Special Education Workload Committee

The Special Education Workload Committee shall be established to discuss matters concerning the Special Education Workload plan. The committee shall meet at least once per school year and will be tasked to review and make recommendations to the School Board on the District's Special Education Workload Plan. The Eisenhower Cooperative or other outside entities may be consulted for advice, support and best practices for workload plans. The committee shall consist of staff members that are represented within the workload plan, regular education teaching staff, and administrators.

The committee shall create a plan for scheduling meetings that involve reviewing a student's assessment plan, evaluation and eligibility determination, and/or educational plan (IEP/504). The plan shall specifically provide for no less than 14

school days advance notice of a meeting. In the event that a meeting has to be canceled and/or rescheduled due to a conflict outside of the control of the District, teachers will be notified as soon as possible of the conflict and the meeting can be rescheduled to occur any time past the original meeting date.

Except for this minimum 14-day notice requirement, no other discussions, resolutions, understandings, or agreements reached by the committee shall be subject to the grievance procedure or binding arbitration under this contract.

6.15 District Committee Communication

All District Committees will be responsible for updating an electronic form of communication that is accessible to all staff. The communication will consist of a joint statement that summarizes the key points from the meeting.

6.16 Association Rights Exclusive

The rights granted herein to the Association shall not be granted nor extended to any other teacher organization for the term of this Agreement.

ARTICLE VII – LEAVES

7.1 Sick Leave

- A. Definition** – Each probationary teacher shall be allowed thirteen (13) days of sick leave each school year without loss of pay. Eight (8) of these days shall be credited as of the third teacher attendance day of each school term. The remaining five (5) days shall be credited as of November 1st of each school term. Up to three (3) days sick leave may be used as Personal Business Leave as provided in Section 7.4.

Upon acquiring tenure and/or his/her fifth year of employment, a teacher shall be allowed sixteen (16) days of sick leave each school year without loss of pay. Eight (8) of these days shall be credited as of the third teacher attendance day of each school term. The remaining days shall be credited as of November 1st of each school term. Up to three (3) days sick leave may be used as Personal Business Leave as provided in Section 7.4.

Sick leave shall be interpreted to mean personal illness, quarantine at home, serious illness or death in the immediate family or household, or birth, adoption, or placement for adoption. Should the Board require a teacher to submit to examination by a physician of the Board's choosing, then the Board shall pay the full cost of that examination. The immediate family for the purpose of this Section shall be the teacher's parents, step parents, spouse (includes a party to a civil union), parents-in-law, step parents-in-law, sisters, step sisters, sisters-in-law, daughters-in-law, brothers, step brothers, brothers-in-law, sons-in-law, children, step children, grandparents, grandparents-in-law, step grandparents, grandchildren, step grandchildren, legal guardians and IRS dependents and/or sole next of kin.

- B. Accumulation** – All teachers shall be awarded sick leave days in accordance with Section 7.1.A above but days in excess of three hundred eighty (380) days may not be carried over to the following school year.

A teacher in his/her last year of employment prior to retirement under TRS and who has accumulated in excess of three hundred eighty (380) days may donate up to ten (10) days to the sick leave bank prior to the last week of the school term.

- C. Temporary Disability** – A teacher who is absent because of temporary disability or incapacity after using all accumulated sick days to which he/she is entitled shall be deemed eligible for the benefits provided under this paragraph upon presentation of the certificate of two licensed physicians that s/he is unable to return to work or when determined eligible for temporary disability payments under the Illinois Teachers' Retirement

System. The Board shall grant said teacher an unpaid leave of absence and shall pay for the teacher's health insurance, as provided in Section 12.3 as follows: for first and second year teachers, for the first thirty (30) days (one month) of the absence; and for all other teachers, one month for every two (2) years of service, not to exceed twelve (12) months (one year) in total during a teacher's employment in the District. Any entitlement to leave and/or continued Board-paid insurance under the Family and Medical Leave Act shall run concurrently with the benefits provided under this paragraph.

- D. Use of Sick Leave** – Sick leave may be taken in full-day or half-day increments. In the case of an accident and injury leave being covered by Workers' Compensation, sick leave may be taken in one-third ($\frac{1}{3}$) increments under the conditions outlined in 7.3.
- E. School Closing** – Sick day leave shall not be charged to a teacher when the school officially closes.

7.2 Sick Leave Bank

The Association shall maintain a Sick Leave Bank for the Bargaining Unit members. A Sick Leave Bank Committee will be established which will consist of 1 member from each building and two (2) additional members and one (1) alternate appointed by the Association's Executive Board.

- A.** All Bargaining Unit members shall be eligible to participate in a Sick Leave Bank program on a voluntary basis, provided that the member:
 - 1. Has contributed a sick leave day (the day is non-returnable).
 - 2. Agrees to the rules and regulations of the Sick Leave Bank.
 - 3. Makes application on the provided form by November 1st of any school year. Bargaining Unit members hired after November 1st must apply within ten (10) business days of their hire.
- B.** If the member fails to join the Sick Leave Bank by November 1st of the given year, then the member is not eligible to withdraw days from the Sick Leave Bank.
- C.** If a member of the Sick Leave Bank resigns membership, all days are forfeited. If that member wants to rejoin in a future year, he/she must contribute two (2) days to reinstate their membership.
- D.** The Sick Leave Bank Committee shall notify the Business Manager within five (5) business days of November 1st as to the enrollment of the Sick

Leave Bank.

- E.** Membership contributions will consist of one (1) sick day for the first two (2) years; future contributions will be based on criteria established by the Committee. The Sick Leave Bank Committee will not call for additional donations to the bank unless the accumulated balance of days falls below ninety (90).
- F.** Days withdrawn from the Sick Leave Bank by a given member will be limited to a maximum of sixty (60) days per school year.
- G.** Resignation or dismissal from the school district shall terminate Sick Leave Bank membership. A resigned or terminated member shall not be entitled to claim days contributed to the Sick Leave Bank, nor shall such resigned or terminated member be eligible for any benefits of membership after the effective date of resignation or termination.
- H.** A Sick Leave Bank member who is on an authorized, unpaid leave from the district shall be an inactive member in good standing who will not be eligible to withdraw days or benefits from the Sick Leave Bank. Such member shall be required to contribute to the Sick Leave Bank any days assessed on Sick Leave Bank members during the time of the unpaid leave at the time of return to active membership.
- I.** All withdrawals from the Sick Leave Bank shall be authorized solely by the Sick Leave Bank Committee. Authorized withdrawal by participating members from the Sick Leave Bank must be accompanied by:

 - 1. A written application for benefits which shall have reasonable documentation, as may be required, evidencing a legitimate need for Sick Leave Bank days.
 - 2. An individual must exhaust all sick and personal days which he/she has accumulated and have three non-paid days before accessing Sick Leave Bank days.
- J.** Sick Leave Bank benefits are limited to instances of personal illness of the Bargaining Unit member, the Bargaining Unit member's spouse (includes party to a civil union) and/or dependent child, based on criteria set by the Sick Leave Bank Committee.
- K.** Any member who is receiving disability benefits from the Teachers' Retirement System, or who is absent for illness due to a work-related injury (which is covered under the Illinois Workers' Compensation Act), is not eligible for Sick Leave Bank benefits.

- L. All decisions made by the Sick Leave Bank Committee are final.
- M. The Association shall hold harmless the School Board and the Administration for decisions made by the Sick Leave Bank Committee.

7.3 Accident and Injury Leave

In case of any accident or injury arising out of and in the course of employment, the involved teacher shall make every effort to report to said teacher's principal or immediate supervisor as promptly as possible.

The Board shall continue the teacher's wages in full until Workers' Compensation payments begin. After such payments begin, the Board shall pay the difference between Workers' Compensation payments and the contractual salary of the teacher for a period of time not to exceed the balance of the school year or ninety (90) calendar days, whichever shall be the longer, provided such payments by the Board shall in no instance extend beyond the date when the teacher shall qualify for permanent disability under the Illinois Teachers Retirement System. Up to forty (40) school days will be compensated without reduction of accumulated sick leave. After payment of forty (40) school days, a Teacher may elect for payment to continue for the remainder of the leave with a reduction of one-third ($\frac{1}{3}$) of a sick day per one (1) full day of absence. (See also Section 4.13 of the Agreement for accident or injury leave arising from an assault.)

7.4 Personal Business Leave

- A. **Days** – Each teacher shall be entitled to use up to (3) three days of sick leave annually as personal business leave without loss of pay. No reason for such leave need be given.

Such leave shall not be accumulative as personal business leave days but shall accumulate as unused sick leave.

Application for personal business leave shall be made to the Superintendent or his/her designee at least two (2) teacher employment days prior to the desired onset of such leave, provided that in an emergency such application may be made at a later time with an explanation of such emergency. Requests will be approved within one school day. In the event a request has not been approved within one school day, teachers may contact the Superintendent's Office. Except in the sole and nonreviewable discretion of the Superintendent, such leave may not be granted during the first five (5) and last five (5) teacher employment days, nor the day immediately preceding or the day following a school vacation or holiday, provided this restriction shall not apply to recognized religious holidays nor an emergency which shall be explained. Excluding the reasons listed above, personal leave for teachers will be approved by the Superintendent's Office on a first

come, first serve basis up to a cap of 10% of the total number of members in the bargaining unit on a given day. Additional personal day requests on a given day over the cap of 10% may be approved or denied at the discretion of the Superintendent.

Personal business leave cannot be taken during a work stoppage of any kind.

- B. School Closing** – Personal business leave days shall not be charged to a teacher when the school officially closes.
- C. Use of Personal Business Leave** – Personal business leave may be taken in full-day or half-day increments.

7.5 Jury Duty

A teacher who serves jury duty will receive full pay so long as s/he submits a copy of the jury payment check to the business office. The teacher shall retain the check received from the court for jury service.

7.6 Bereavement Leave

Upon request, a teacher will be granted up to three (3) days off, to be used in the same school year, without loss of pay for activities associated with responsibilities or obligations surrounding the death of his/her immediate family as defined in Section 7.1.A above, or household. In the event that these activities extend beyond the same school year, the bargaining unit member may be allowed to use bereavement leave into the next school year with prior approval of the Superintendent. In the event that the funeral is more than two hundred fifty (250) miles from the teacher's residence, the teacher shall be entitled to an additional two (2) days funeral leave which shall also be used in the same school year.

If bereavement leave extends beyond the maximum allowable, the bargaining unit member may be allowed to use additional available sick days with prior approval of the Superintendent.

Upon request, a teacher will be granted one (1) day off, to be used in the same school year, without loss of pay to attend the funeral of his/her aunt or uncle (and in-laws of such relationships), niece or nephew.

7.7 Educational Improvement Leave

Tenured teachers may be granted an unpaid leave of absence for professional study, upon application to the Superintendent, for the purpose of engaging in study reasonably related to his/her professional responsibilities in an accredited college or university. Such leave shall be in accordance with the general terms and conditions applicable to all leaves as set forth in Section 7.8 below.

7.8 Leave of Absence

In the sole discretion of the Board, a teacher may be granted a leave of absence without pay for medical or disability reasons, educational improvement, or other appropriate reasons. The granting of leave in one instance shall not constitute a precedent for any other applicant. Unless otherwise set forth in Article VII, any leave of absence afforded by the Board is subject to the following general terms and conditions:

- A. Time Lines for Requesting Leaves** – Application for an unpaid leave shall be made in writing to the Superintendent or designee at least ninety (90) calendar days prior to the proposed start of the leave or, if the leave is for the following school year, by March 1 of the preceding year. An emergency request for an unpaid leave of absence may be submitted with as much advance notice as possible under the circumstances. The application shall indicate the requested starting and ending dates of the leave.
- B. Medical Substantiation** – Any request for a leave based upon personal medical reasons shall be accompanied by a physician's statement indicating the nature, anticipated extent, and duration of medical disability. Evidence from a qualified physician indicating the teacher's ability to perform all assigned teaching duties shall be submitted at least thirty (30) calendar days prior to the return of any teacher on an unpaid leave for personal medical reasons. From time to time during the leave, the Board may request additional physician's statements from a teacher.
- C. Structuring of Leave** – After consultation with the teacher, the Superintendent or designee shall prepare a plan for the commencement and termination of any leave of absence recommended for approval, taking into consideration maintenance of continuity of instruction and medical factors to the maximum possible degree and three pertinent time factors related thereto. An unpaid leave shall not exceed the balance of the school year in which it commences, and one (1) additional school year if approved by the Board. Every effort shall be made to have such leave terminate immediately prior to the start of the new school year
- D. Insurance Benefits** – With the consent of the carrier, a teacher on any unpaid leave of absence may maintain insurance benefits by making timely payments of all premiums which may be due to the business office or elsewhere pursuant to its direction. On the last day of the month following the commencement of a leave of absence for non-disability related reasons, the Board will discontinue payment of premiums for insurance benefits. Insurance benefits for teachers on disability-related leaves shall be paid in accordance with Section 7.1. C (Temporary Disability) of this Agreement.

- E. Salary Schedule Advancement/Seniority Effect** – A teacher shall not receive seniority credit or experience credit towards salary schedule advancement during the time in which the teacher is on an unpaid leave of absence. During the school year in which a leave commences or terminates, a teacher may be entitled to advancement on the salary schedule and may be afforded pro-rata seniority credit provided the teacher has taught a minimum of one hundred (100) working days (ten of which may be current sick leave days).
- F. Notice of Intent to Return** – Any teacher granted leave of eight (8) calendar months or more, as a condition thereof, shall advise the Superintendent or designee in writing no later than March 1 prior to the termination of such leave that he/she intends to return to employment. Failure to advise the Superintendent or designee of intent to return as required by this provision shall be treated as an election not to return to employment and as a resignation from the District.
- G. Position Upon Return** – A teacher returning from an approved leave of absence shall be assigned to a position for which the teacher is legally qualified.
- H. Eligibility for Further Leaves** – Anything in this section to the contrary notwithstanding, a teacher who has been granted an unpaid leave of absence shall not generally become eligible for a subsequent leave for a non-disability related reason unless and until such teacher has returned to full-time service for at least one (1) complete school year. Such leaves shall be at the Board’s discretion.
- I. Early Return from Leave** – A teacher on an approved leave of absence may request in writing to return to employment prior to the conclusion of the leave if the reasons for the leave no longer exist. In such event, the Board shall offer the requesting teacher the first available vacancy for which the teacher is qualified, provided the Board is not under contractual or other obligations to any other teachers.

7.9 Child Rearing Leave

A tenured teacher shall be eligible for child-rearing leave without pay or other benefits subject to the following conditions and to the general conditions for unpaid leaves set forth in Section 7.8 of this Article:

- A. Application and Duration** – A teacher who desires a child-rearing leave shall request approval for such leave in accordance with Section 7.8 of this Article. The effective dates of the leave shall be determined pursuant to Section 7.8, except that a child-rearing leave shall extend for one additional school year beyond the balance of the year in which it commences,

provided that the request for the additional year shall be made by March 1 of the year in which the leave commences. A child-rearing leave must begin no later than the actual date of delivery of the child.

- B. Use of Sick Leave** – Sick leave shall not be applicable during the period of the child-rearing leave, except for that period of disability immediately following (or preceding, if required) the birth of the child. Any accumulated sick leave available at the commencement of the leave shall be available to the teacher upon return to employment by the District.
- C. Non-Tenured Teachers** – A child-rearing leave may be granted to a non-tenured teacher under unusual circumstances by action of the Board, subject to all the conditions applicable to a tenured teacher, provided the term of such leave shall not be considered in computing full-time employment under Section 24-11 of The School Code for purposes of the continuous employment necessary to attain contractual continued service status. Upon return from such leave, the teacher shall be considered to have commenced her first probationary year. The granting of maternity leave to any non-tenured teacher shall not constitute a precedent for the granting or withholding of leave to any other non-tenured teacher. Each request shall be judged on its own merits and shall be within the sole discretion of the Board. Additional conditions or restrictions may be established for any such leave, provided nothing herein shall be construed as requiring any non-tenured teacher to apply for such leave or to accept the conditions established therefore.
- D. Disability Leave Alternative** – Nothing in this Section shall be construed as requiring any teacher to apply for a child-rearing leave. A teacher not eligible for or not desiring child-rearing leave may utilize accumulated sick leave during any period of illness related to her pregnancy and/or the delivery of the child. If such teacher shall have exhausted accumulated sick leave, she shall be granted a leave of absence without pay or other benefits during the period of disability due to pregnancy in accordance with Section 7.8 (i.e., the contract's sick leave/disability provisions) of this Article. Such teacher shall return to employment immediately following the termination of her disability.
- E. Adoptive Leave** – Any teacher desiring adoptive leave as a result of becoming an adoptive parent shall notify the Superintendent or designee in writing upon initiation of such adoptive proceedings. Leave shall be granted upon notification to the Superintendent or designee of the date the child is expected to be received. It shall be the responsibility of the applying teacher to keep the Superintendent or designee informed as to the status of the proceedings and, as soon as known, the expected date of delivery of the child. In addition, leaves shall be granted at any time during the first year after receiving de facto custody of a child.

- F. Substitution** – A teacher on paternity or maternity leave of absence shall not be denied the opportunity to substitute in the District by reason of the fact the teacher is on such a leave of absence.

7.10 Family and Medical Leave

The Board and the Association agree to comply with the provisions of the Family and Medical Leave Act (FMLA), subject to the following stipulations:

- A.** Employees covered by this Agreement who have been employed for at least twelve (12) months are eligible for leave under the FMLA.
- B.** Family and Medical Leave shall be limited to a total of twelve (12) weeks in any rolling twelve (12) month period, and shall be available to an eligible employee for the following purposes:
1. Birth and care of a child for the first year following birth;
 2. Adoption or placement of foster children in the employee's home;
 3. The employee's own serious medical condition;
 4. The serious medical condition of an employee's spouse (includes a party to a civil union), child or parent;
 5. Any other purpose allowed by the FMLA.

The employee may elect to use available paid leave time for all or part of this leave as appropriate, but the total amount of leave available under this section shall be limited to a total of twelve (12) workweeks in any rolling twelve (12) month period. A parent (birth or adoptive) may use a total of sixty (60) accrued sick days following birth or adoption. If both parents/employees work for the District, the parents/employees are entitled to a total, combined fourteen (14) weeks for child bonding time and may use up to a combined total of seventy (70) accrued sick days for such purpose. However, if both parents/employees work for the District, the maximum allotment for one parent is sixty (60) days provided said employee has accrued the days. The District reserves the right to require documentation to verify birth or adoption.

- C.** During a Family and Medical Leave, an employee will continue to be covered under the Board's group health insurance plan under the same conditions as if the employee had worked continuously during the leave period.

- D.** The Board reserves the right to require medical certification and to apply the Rules Applicable to Periods Near the Conclusion of an Academic Term as set forth in the Family and Medical Leave Act of 1993.

ARTICLE VIII – GRIEVANCE PROCEDURE

8.1 Definition and Time Limits

- A. **Definition of Grievance** – A grievance shall mean a complaint that there has been an alleged violation, misinterpretation or misapplication of any of the specific provisions of this Agreement.
- B. **Definition of Days** – All time limits shall consist of teacher and/or administrator employment days. During the summer recess, days shall mean Monday through Friday, exclusive of legal holidays.
- C. **Scope** – Every teacher covered by this Agreement shall have the right to present grievances in accordance with this provision. The Association shall also have this right. The Board shall not discriminate against any teacher for the initiation or participation in any grievance.
- D. **Concurrence with Limits** – Failure of a teacher or the Association to submit or to act on any grievance within the prescribed time limits will act as a bar to any further appeal. An administrator's failure to give a decision within the time limits shall permit the grievant to proceed to the next step. The time limits, however, may be extended by mutual agreement.
- E. **Extension of Time Limits** – Any time limits may be extended by mutual agreement.
- F. **By-Pass of Steps** - Step I may be by-passed and the grievance formally filed at Step II (Superintendent Level) for a grievance that has gone through the informal process and not been resolved or if the immediate involved supervisor is the Superintendent.

After Step II and upon mutual agreement between the Association and the Superintendent, any step in the grievance process may be by-passed and the grievance may proceed to the next step in the Grievance Procedure.

8.2 Procedure

The parties hereto acknowledge that it is desirable for a teacher and the teacher's immediately involved supervisor to resolve problems through free and informal communication. Therefore, the Association and the Board would prefer the informal resolution of alleged contract violations. The option of informal resolution or formal filing remains with the teacher and/or Association.

- A. **Informal Process** The initiation of the Informal process shall begin by the teacher and/or Association requesting a meeting with the immediately

involved supervisor within fifteen (15) days of the occurrence of the event giving rise to the grievance or within fifteen (15) days of when the occurrence may reasonably have been ascertained.

1. The teacher may have an Association representative to assist in the informal resolution of the grievance.
2. The supervisor shall respond in writing to the alleged contract violation within five (5) days.
3. If the informal process fails to satisfy the teacher or the Association, a formal grievance must be filed within ten (10) days of the supervisor's response.

B. Formal Grievance Procedure – Step I

If the informal process is not utilized, the affected teacher or the Association may present a grievance in writing to the immediately involved supervisor within ten (10) days of the occurrence of the event giving rise to the grievance or within ten (10) days of when the occurrence may reasonably have been ascertained.

1. The supervisor will arrange a meeting to take place within ten (10) days of receipt of the grievance. The grievant, his/her chosen Association representative and the immediately involved supervisor may be present for the meeting.
2. Within ten (10) days of the meeting, the grievant and the Association President shall be provided with the supervisor's written response, including the reasons therefore.

C. Superintendent Level – Step II

If the grievance is not resolved in Step I, then the grievant may refer the grievance to the Superintendent in writing within ten (10) days of receipt of the Step I response.

If Step I, or the informal process, is not utilized and the grievance is being formally filed at Step II, the grievance must be filed within ten (10) days of the occurrence of the event giving rise to the grievance or within ten (10) days of when the occurrence may reasonably have been ascertained.

1. The Superintendent shall arrange a meeting within ten (10) days of receipt of the appeal. Each party shall have the right of representation, including witnesses and/or counselors, as it deems necessary.

2. Within ten (10) days of the meeting the grievant, the Association President and the Board President shall be provided with the Superintendent's written response, including the reasons therefore.

D. Board Level – Step III

If the grievance is not resolved in Step II, then the grievant may refer the grievance to the Board of Education in writing within ten (10) days of receipt of the Step II response.

1. The Board of Education shall arrange a meeting within thirty (30) days of receipt of the appeal. Each party shall have the right of representation, including witnesses and/or counselors, as it deems necessary.
2. Within ten (10) days of the meeting, the grievant, the Association President and the Superintendent shall be provided with the Board of Education's written response, including the reasons therefore.

E. Mediation Level – Step IV

The Association may request a Grievance Mediation session through the Federal Mediation and Conciliation Service (FMCS) within ten (10) days after receiving the decision of the last utilized step in the Grievance Procedure. Upon receipt of written notification of intent, the Board of Education or their designee shall submit the request to FMCS.

Grievance mediation is an informal and confidential process. It is understood by both parties that the mediator has no authority to compel the resolution of the grievance. Procedures to be utilized during the mediation process are within the domain of the FMCS mediator and cannot be mandated by either party.

All statements by the parties, participants or the mediator shall not be used for any purpose whatsoever in any pending or subsequent proceedings on the matter. If the grievance is not resolved at Step IV, the Association may proceed to Step V.

F. Binding Arbitration – Step V

If the Association is not satisfied with the disposition of the grievance in Step IV (or the mutually agreed upon last utilized step), or the time limits have expired without issuance of the Superintendent's or Board of Education's written response, the Association may submit the grievance to final and binding arbitration. The American Arbitration Association, the Federal Mediation Conciliation Service, or an arbitrator selected by mutual agreement of the parties shall act as the administrator of the proceedings. If a demand for arbitration is not filed within twenty (20) days of the receipt of the Step IV answer, then the grievance shall be deemed withdrawn.

1. Neither the Board nor the Association shall be permitted to assert any grounds or evidence before the arbitrator which was not previously disclosed to the other party.
2. The arbitrator shall have no power to alter the terms of this Agreement. His/her authority shall be strictly limited to deciding only the issue or issues presented to him/her by the Board and the Association, and his/her decision shall be based only on the interpretation of the meaning or the application of the expressed relevant language of the Agreement.
3. The fees and expenses of the arbitrator and the cost of the written transcript shall be divided equally between the Board and the Association provided that each party shall be responsible for compensating its own representatives and witnesses.
4. If either party requests a transcript of the proceedings, that party shall bear the full cost of that transcript. If both parties order a transcript the cost of the two transcripts shall be divided equally between the parties. If a copy of the transcript is furnished to the arbitrator, the cost of such transcript shall be divided equally between the parties.

G. Conflict – If the Association or any teacher files any claim or complaint in any court of law or appropriate government agency other than under the grievance procedure of this Agreement, then the Board shall not be required to process the same claim or set of facts through the grievance procedure.

H. Non-interruption of Work – Any investigation, handling or processing of any grievance by the grieving teacher, other than the formal arbitration hearing shall be conducted so as to result in no interference with or interruption whatsoever of the instructional program and related work activities of the grieving teacher or of the teaching staff. Arbitration hearings shall be scheduled insofar as possible after school hours or on days when school is not in session. If the District requests meetings to process

grievances during the regular school day neither the grievant nor the Association representatives, if any, shall suffer any loss of pay. If an arbitration is held during the normal school hours, the grievant, the Association representative and any subpoenaed witnesses shall be excused and shall not suffer any loss of pay.

- I. **Withdrawal** – A grievance may be withdrawn at any level without establishing precedent, and if withdrawn at any level shall be treated as never having been filed. Notification of the withdrawal of a grievance shall be in writing.
- J. **Multiple Grievances** – If the parties agree, more than one grievance may be submitted to the same arbitrator.
- K. **No Reprisals: Records** – No record pertaining to any grievance shall be entered in the personnel file of any teacher.
- L. **Joint Statement** – The Association and the Superintendent will issue a statement to the school community regarding the resolution of the grievance.

ARTICLE IX –EVALUATION OF TEACHERS (Non-Tenured and Tenured)

This Article shall apply to the formal observations of tenured and non-tenured teachers.

9.1 Teacher Performance Evaluation Plan

During the term of this Contract, teacher evaluations will be performed in accordance with the 2015-2016 Teacher Performance Evaluation Plan, subsequent amendments of the Plan, or as otherwise required by the Illinois School Code.

9.2 Rebuttal

The provisions under Section 6.1 C shall also be applicable to evaluation documentation.

9.3 Evaluation Committee

The Evaluation Committee as described will meet when necessary for the purposes of reviewing and suggesting revisions to criteria and procedures of the instrument and/or to review and revise the current evaluation instrument and procedures for implementation. At a minimum, the committee will consist of two (2) teacher representatives from each attendance center, the principal and/or assistant principal from each building, and the Superintendent. The Association may have the president/co-presidents present at all committee meetings.

ARTICLE X – REDUCTION IN FORCE

According to the agreement reached by the RIF Joint Committee and in compliance with the Education Reform Act, teachers shall be ranked into Groupings based on evaluations and qualifications.

If the Board deems it necessary to decrease the number of teachers employed by the District or to discontinue some type of teaching service, written notice shall be given to the teacher(s) as required by the School Code of Illinois. In all such cases, the Board shall first remove or dismiss all teachers.

10.1 Order of Dismissal

- A. Definition of Seniority** – Unless otherwise provided in this Agreement, seniority for the purpose of this Agreement shall be based on the date of beginning continuous employment as a teacher covered by this Agreement.

- B. Termination of Seniority** – Seniority shall be terminated if a teacher:
 - 1. quits or resigns;
 - 2. is terminated;
 - 3. retires or is retired;
 - 4. fails to respond to a notification of recall within fifteen (15) calendar days of its receipt or twenty (20) calendar days of its mailing, whichever is less. Notification of recall of a teacher shall be by certified mail, return receipt requested addressed to the most recent address provided by the teacher. It shall be the responsibility of the teachers laid off to advise the District in writing of their latest address;
 - 5. fails to return from an approved leave of absence at its expiration, except in cases of proven emergency.

- C. Tie Breakers** – If the Groupings and qualifications of two or more teachers are equal, then the sequence of honorable dismissal will be determined by length of continuing service within the school district. If the length of continuing service within the school district is equal, then the sequence of honorable dismissal will be determined by total years teaching experience in an accredited institution; then if conditions remain equal, the sequence of honorable of dismissal will be determined by the number of hours beyond the BA on file with the District at the time of RIF; then if conditions remain equal, the tie will be broken by lottery.

- D. **Transfers** – In order to maintain the principle that the highest ranked/qualified teachers are retained, the Board may implement necessary transfers within the District to achieve this end.

10.2 Order of Recall

- A. A teacher ranked in Grouping 3 or 4 who is honorably dismissed has recall rights.
- B. If a full-time position becomes available within the recall period provided in the School Code of Illinois, said position shall be tendered to a teacher so honorably dismissed in the reverse order of his/her honorable dismissal within his/her Grouping so far as the teacher is certified to hold such positions and in accordance with Section 10.1.C of this Article.
- C. Notice of recall shall be sent to a teacher by registered mail, return receipt requested, to the last address submitted to the Board by the teacher. Failure of the teacher to affirmatively respond to such notice within fifteen (15) calendar days of its receipt or twenty (20) calendar days of its mailing, whichever is less, shall terminate the responsibility of the Board under this Article. The Board shall notify the Association President or designee at the same time as the teacher(s) being recalled.
- D. **Part-Time Employment** – A teacher in Grouping 3 or 4 who has been honorably dismissed for reasons of RIF may accept or reject part-time employment without waiving subsequent recall rights to full-time employment.

10.3 Notification of Association President

In the event of a reduction in force, the Superintendent or designee shall submit the names of all teachers recommended for dismissal to the Association President or designee prior to any Board action. The Association President or designee shall receive such notice on the same day notification is sent to the members of the Board of Education. In the event that the Board determines to dismiss a teacher whose name was not submitted to the Association by the Superintendent or designee prior to Board action, the Superintendent or designee shall provide the name(s) of the teacher(s) dismissed to the Association President or designee within twenty-four (24) hours following the close of the Board meeting at which such dismissal occurred.

10.4 Seniority List

A seniority list of all teachers covered by this Agreement in accordance with Section 10.1, shall be compiled and presented to the Association President or designee prior to February 1 of each year of this Agreement. Seniority lists will be corrected and electronically shared with bargaining unit members.

ARTICLE XI – RETIREMENT INCENTIVE

11.1 It shall be a goal of the Board to provide an incentive for eligible, senior teachers to retire if said retirement would be in the best interest of the Board. The Board's exercise of discretion under this Section shall be subject to Section 11.5.

11.2 Upon completion of eighteen (18) years of full-time employment with the Board and deemed eligible for retirement under the Pension Code and the rules and regulations of the Illinois Teachers' Retirement System ("TRS"), a teacher may elect to retire, effective at the end of a school year, and request that the Board approve the payment of a retirement incentive. The Board may approve such request. A teacher requesting a retirement incentive shall submit his/her written request to the Board not later than February 1 prior to the last year of employment. A teacher will be deemed eligible for the District's retirement incentive as follows:

Tier I Teachers: if the teacher attains 55 years of age by December 31 of the calendar year of the teacher's retirement with sufficient years of service as required by TRS for retirement eligibility. In order to receive a retirement incentive under this Agreement, a teacher must retire by June 2031.

Tier II Teachers: if the teacher attains 62 years of age by December 31, of the calendar year of the teacher's retirement with sufficient years of service as required by TRS for retirement eligibility.

11.3 For a retiring teacher for whom the provisions of law do not require a payment to be made by the Board in order to avoid an early retirement penalty, and is eligible for a retirement incentive under Section 11.2, the Board shall provide the retirement incentive options set forth below, provided further, except as otherwise permitted below, that the teacher has not received an increase in his/her total TRS creditable earnings in excess of 6% for any school year used to calculate the teacher's TRS pension and the teacher retires in accordance with the following time requirements:

Tier I Teachers: By the earlier of:

a. The end of the first school year s/he completes thirty-five (35) years of TRS creditable service and has completed eighteen (18) years of full-time employment with the Board; or

b. The end of the second school year following the school year in which s/he turns sixty (60) years of age and has completed eighteen (18) years of full-time employment with the Board. (e.g., If teacher turns 60 between 7/1/23 and 6/30/24 [the 2023-24 school year], s/he must retire by the end of the 2025-26 school year [6/30/26]).

Tier II Teachers: By the earlier of:

- a. The end of the first school year s/he completes eighteen (18) years of full-time employment with the Board and is eligible for a non-discounted retirement under the TRS pension code; or
- b. The end of the second school year following the school year in which s/he turns sixty-seven (67) years of age and has completed eighteen (18) years of full-time employment with the Board

Retirement Incentive Payment Options

For teachers who meet the eligibility criteria set forth in this Agreement, the following options shall be provided:

Option 1:

- a. For purposes of this Agreement only, in the 2022-2023, 2023-24 and 2024-25 school years, a salary increase will be in an amount six percent (6%) greater than his/her previous year's Board salary.
- b. For all other years of this Agreement, A salary increase for the teacher's last year, last two (2) years, last three (3) years or last four (4) years of Board employment will be in an amount five (5%) greater than his/her previous year's Board salary (i.e., the teacher shall receive said increase in lieu of the increase that would otherwise be provided under this Agreement for his/her final years of Board employment).
- c. A payment of \$30.00 for each unused sick leave day not used for TRS service credit, up to a maximum of \$5,100.00

Option 2:

- a. A salary increase for the teacher's last year, last two (2) years, last three (3) years or last four (4) years of Board employment will be in an amount five (5%) greater than his/her previous year's Board salary (i.e., the teacher shall receive said increase in lieu of the increase that would otherwise be provided under this Agreement for his/her final years of Board employment).
- b. A payment of \$30.00 for each unused sick leave day not used for TRS service credit, up to a maximum of \$5,100.00.
- c. A non-elective lump sum payment of \$20,000.00 to the teacher's 403(b) account in lieu of health insurance

For Option 1 or Option 2, the lump sum payments provided above (for sick leave

and/or 403b) are not intended by the Association or the Board to result in additional creditable earnings for the retiring teacher

In order for a teacher to participate in the retirement incentive options described above the teacher shall submit his/her written request to the Board not later than February 1 prior to the first year for which the teacher is requesting the payment of a retirement incentive.

The teacher's written request shall identify the retirement incentive option requested by the teacher. The request shall also include the teacher's resignation from employment by the Board, effective at the end of the school term consistent with the selected option. It is understood and agreed that such resignation shall be contingent upon the Board's approval of the request.

Notwithstanding the provisions. above, in no event shall the Board provide any increase or make any payment to a teacher that will require the Board to make any payment to the Illinois Teachers' Retirement System in addition to the amount paid to the teacher. However, a teacher may receive an increase in creditable earnings in excess of six percent (6%) for a school year used to calculate the teacher's pension if s/he was required by the District to provide an additional service that generated the excess. In such event, the teacher will remain eligible for a retirement incentive.

11.4 A teacher whose request for a retirement incentive is approved by the Board shall retire under the terms and conditions of the collective bargaining agreement in effect when the Board approved the request, irrespective of any change in the retirement provisions of the collective bargaining agreement in effect on the date of retirement.

11.5 Conditions for withdrawal of retirement:

The teacher's request for the approval of a retirement incentive shall be deemed to constitute an irrevocable resignation from employment, effective on said date, once the request is approved by the Board. However, the teacher may request to withdraw his/her retirement request for the following reasons that arise after the Board approved the request:

- A.** diagnosis of terminal illness of the retiree or his/her spouse, or death of the spouse;
- B.** total disability of the retiree's spouse;
- C.** serious illness of a medically and financially dependent child or parent; or
- D.** legal action for the dissolution of the teacher's marriage or for legal separation is filed in court before the date of retirement specified in the

teacher's request for retirement incentive.

In any of the above events, the teacher will tender a written proposal for the withdrawal of his/her retirement request. As a condition of the Board's consideration of the request, 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 180 calendar days of the Board's approval of the withdrawal. The Board may accept the request to withdraw the resignation in its discretion.

- 11.6** The number of teachers who may be awarded a retirement incentive under this Article XI in any year may be limited at the Board's option to the retirement of two (2) teachers at the end of any one school year, with the right to participate to be allocated among those applying on the basis of seniority in Board employment. In the event of a tie in seniority in Board employment, the order of seniority shall be determined in favor of the employee with the earliest birth date. If a teacher is unable to retire in the first year eligible under Section 11.4 due to the Board's exercise of the option provided in this Section, the teacher will have priority to retire at the end of the following school year without losing the retirement incentive.
- 11.7** In the event that there are further amendments to Pension Code or TRS Rules following the parties' agreement to this Article XI, either the Association or the Board may request to bargain regarding the changes.
- 11.8** The Association acknowledges that the terms contained in this Agreement with respect to Article 11, RETIREMENT INCENTIVE, are the result of full, frank and arms-length negotiations between the parties. Accordingly, the Association accepts equal responsibility for the provisions of this Section.

ARTICLE XII – COMPENSATION AND FRINGE BENEFITS

12.1 Compensation Schedule

- A. Compensation Schedule** – The Compensation Schedules for teachers covered by this Agreement for each school year of this Agreement are attached hereto as Appendices.

For teachers who retire under the provisions of Option 1 in Section 11.3 of Article XI of this Agreement, the difference between six percent (6%) and the general wage increase for the year in question (if it exceeds 6%) will be paid upon retiring as a one-time payment within 45 days following the date TRS uses to calculate if any penalty should be assessed.

Teachers who received a 7% salary increase in the school year 2022/2023 and subsequently retire within one of the following school years: 2022/2023-2025/2026, will forfeit the right to the retirement benefit of the lump sum payment of \$20,000 to the teacher's 403(b) account in lieu of health insurance if the District is assessed a penalty by TRS.

B. Teachers' Retirement System

1. **Payments** – From the annual salaries stated in the Compensation Schedule for each year of this Agreement, the Board shall make a contribution on behalf of the teachers to the State of Illinois Teachers' Retirement System in the amount equal to nine percent (9.0%) of the teachers' salaries, in lieu of the teachers' required contributions to said amount. The teachers shall have no right or claim to the funds so remitted except as such funds may become available at the time of retirement or resignation from the State of Illinois Teachers' Retirement System. Both parties acknowledge that the teachers did not have the option of choosing to receive the contributed amounts directly instead of having such contributions paid by the Board to the State of Illinois Teachers' Retirement System, and such contributions are made as a condition of employment to secure the teachers' future services, knowledge and experience.
2. **Hold Harmless** – The Association and each teacher will defend, indemnify and hold harmless the Board of Education, its members, its agents and its employees from any and all claims, demands, actions, complaints, suits or other liability by reason of a faithful payment of contributions to the Illinois Teachers' Retirement System pursuant to the provisions of this section. No such claim, demand, action, or suit may be settled or compromised by the Association without the written consent of the Board if such claims, demands, actions, or suits adversely affect the Board, its members, its agents and/or its employees.

- C. Advancement** – Teachers who are in a graduate program or who take courses related to the District's teaching program shall be eligible to advance in the lanes as set forth in the Compensation Schedule, including teachers who receive longevity payment(s). In order for coursework to apply towards advancement on the salary schedule, the teacher must obtain the written pre-approval of the Superintendent or designee. In addition, teachers enrolled in a cohort or graduate program may have all required course work pre-approved at the beginning of the program by the Superintendent or designee. Pre-approval of coursework shall be at the sole and non-reviewable discretion of the Superintendent or designee. Official transcripts must be received in the Superintendent's office no later than the close of business on the last Friday in October for retroactive credit to the first day of the school year.

If the official transcripts are not received in the Superintendent's office by the close of business on the last Friday in October, advancement will not be provided until the following school year.

No more than six semester hours of undergraduate course credit related to the District's curriculum may be submitted for advancement on the District's salary schedule.

Salary schedule advancement shall not exceed twelve (12) credit hours in a school year unless the teacher is enrolled in a NCATE-approved program, or other program approved by the Superintendent in his/her discretion, leading to a Masters' degree in which case advancement will be limited to eighteen (18) hours per year.

Only coursework approved and taken after ratification of the 2009-2013 Agreement will count towards movement to the MA + 45 salary lane.

- D. Longevity** – A bargaining unit member who has achieved the BA + 30 lane or higher, or currently has thirty (30) or more years of teaching service, and repeating the final step of his/her lane will receive a longevity payment.

12.2 Life and Accidental Death and Dismemberment Insurance

The Board shall provide at its expense for each full-time teacher covered by this Agreement term life insurance and accidental death and dismemberment insurance in the amount of \$40,000. Life insurance will terminate at the end of the month in which termination of employment occurs.

12.3 Group Hospitalization and Major Medical Insurance

- A. Board Contribution** – The Board shall offer for each full-time teacher covered by this Agreement, health insurance coverage as offered under the Lincolnway Area Benefits Option, or offered outside the Lincolnway Area Benefits Cooperative if recommended by the Insurance Committee and agreed by the Association and the Board, including a deductible per person of no more than \$1000.00 per calendar year and Prescription Medicine Card as provided in Section 12.5 below.

The co-insurance for the PPO is 80% in network and 70% out-of-network (after deductible).

For Single Coverage: The Board will pay the cost of a teacher's single coverage insurance premium under the PPO or HMO Plan, subject to the employee's continued eligibility for participation in the PPO as set forth below and a cap of \$12,500. Any premium above the \$12,500 cap shall be shared equally between the Board and the teacher.

For Family Coverage: The Board will pay 60% of the total HMO family coverage insurance premium or the cost of the single HMO premium, whichever is more, for employees electing family coverage.

In lieu of the Board paying the single HMO rate for married employees, the Board will contribute the amount designated in Art. XII, Section 12.3.A. of this Agreement for single HMO premium for each married employee, towards the HMO family premium. (One married employee will carry the HMO family coverage, and the other will drop the HMO single coverage and be covered under his/her spouse's family coverage.) The remaining amount of HMO family premium shall be the sole responsibility of the married employees.

Only a teacher employed by the Board by August 25, 2009 may move from a HMO Plan to a PPO Plan offered by the Board.

A teacher who commences his/her employment with the District on a full-time basis beginning with the 2016-2017 school year or thereafter may not enroll in a Board PPO plan. Teachers have the option to purchase at their own expense dependent health coverage. Teachers who leave the District will receive all group insurance benefits through COBRA coverage, with the District paying premiums, until the end of the month following the month in which termination occurs.

If an employee participates in the HMO-Blue Advantage plan, the following benefits will apply:

1. A flexible spending plan.
2. The Board will pay the annual plan administrative fee (now \$500.00 per year). Each employee who elects to participate will be responsible for his/her account fee (now \$5.50 per month).
3. The Board will contribute \$200.00 towards the flexible spending account of an employee who elects HMO coverage for the school year. Any teacher may contribute to a flexible spending account up to a maximum as provided by law. Married employees will each have access to the flexible spending account and the Board contribution set forth in this paragraph (or one account under the employee who carries the insurance with a total Board contribution of \$400).
4. However, a teacher hired after August 25, 2009 and electing PPO coverage will contribute 37% of the difference in the premium cost between the HMO plan available to all employees and the PPO plan.

B. Insurance Committee

1. **General Provisions.** The District and the Association shall establish a joint insurance committee to review the current insurance plans including coverage, benefits, timely payment of claims and other service issues, and cost containment measures.

The Insurance Committee shall consist of three (3) bargaining unit members and three Administrative representatives. The Chairperson of the Insurance Committee shall be designated by the Superintendent.

The Insurance Committee will meet at least once during the school year to study insurance options. Meetings shall be called by the Chairperson or by three (3) members of the Committee. If a meeting is called by three (3) members of the Committee, the time and date of the meeting shall be scheduled with the agreement of the Chairperson. The Insurance Committee will be notified of any potential changes in insurance benefits and costs.

The Insurance Committee shall act in an advisory capacity to the Board and the Association for purposes of reviewing the current health insurance plan and the impact of possible changes in benefits or insurance carriers upon the employees and the Board, including any Public Act in the State of Illinois that may require the School District to participate in a health insurance program. The Insurance Committee may make one or more recommendations to the Association and the Board regarding possible changes in benefits or

insurance carriers. In the event of a recommendation, the Association and the Board will each designate representatives to review the recommendation(s). The parties acknowledge that Insurance Committee recommendations may be subject to further negotiations between the Association and the Board before implementation.

This Section shall not be deemed to prevent or require further negotiations by agreement of the parties during the term of the Collective Bargaining Agreement regarding changes in health benefits or insurance carriers irrespective of the recommendation(s) of the Insurance Committee, or the lack thereof.

In the event that a Public Act in the State of Illinois requires the School District to participate in a health insurance program and the plan includes options for benefits and costs, the Board and the Association agree that the parties will meet to negotiate the specifics of the plan.

2. **Affordable Care Act Provision.** During the term of this Agreement, if the anticipated premium for any insurance plan year may cause the imposition of an excise tax or penalty upon the Board under the *Patient Protection and Affordable Care Act ("PPACA")*, the Insurance Committee will meet and present its recommendation to the Board and the Association regarding plan design or other insurance plan changes that may be necessary to avoid such excise tax or penalty. The Board and the Association shall thereafter consider such recommendation and attempt to come to a written agreement that permits the Board to avoid an excise tax or penalty. If the Board and the Association fail to come to such written agreement, the Board's contribution towards medical insurance premiums will be reduced on a pro-rated, per employee basis, beginning with the month in which such excise tax or penalty is incurred, by the amount of the excise tax or penalty that the Board will be required to pay in order to maintain the affected coverage (i.e., PPO or HMO single, family, or both).

Example: Annual excise tax = \$36,000 for single coverage / 12 months = \$3,000 reduction in Board monthly contribution towards single coverage / 100 employees with single coverage = \$30/per employee per month reduction in Board contribution.

12.4 Dental Insurance

The Board and the teacher shall share equally in the cost of such individual dental insurance. Teachers have the option to decline individual coverage or to purchase at their own expense dependent dental coverage.

12.5 PPO Plan Prescription Medicine Card

The District shall provide, at its expense, a Prescription Medicine Plan for each of its teachers who elect PPO coverage. The co-payment will be no more than \$10.00 generic/\$35.00 preferred brand drugs/\$75.00 non-preferred brand drugs, and \$150.00 for specialty drugs.

12.6 Optical Insurance

Teachers have the option to decline or to purchase at their own expense individual and/or dependent optical insurance coverage under the District's optical insurance plan.

12.7 Shelter of Teacher Contributions Towards Insurance

Teachers may elect to reduce their salaries for dependent health insurance premiums as well as individual and/or dependent dental and optical insurance premiums in accordance with the provisions of Section 125 of the *Internal Revenue Code*.

12.8 Insurance Policies

The Association and each teacher covered by this Agreement shall be provided with a copy of the insurance policies in effect in the District covered by Article XII.

12.9 Pay Days

Pay day shall be every two (2) weeks on Friday. If pay day falls on a holiday the pay day will be the day before.

If a payday falls on a day when the District Office is closed, those individuals receiving paper paychecks will have them mailed at least three (3) days prior to the pay date.

12.10 Compensation Payment

A. Returning teachers shall have the option to be paid with twenty-two (22) or twenty-six (26) annual paychecks. The option shall be exercised prior to the first pay period of each school term. If the teacher fails to exercise the option, the teacher will be paid twenty-six (26) annual paychecks. In addition, teachers receiving twenty-six (26) paychecks shall have the option to be paid all

forthcoming paychecks after the close of the school year on or before June 30. Such option must be exercised by notifying the Business Office by January 15.

- B. At no time shall a new teacher receive a paycheck prior to the first day of employment, thus reducing the paycheck options by one (1).
- C. Annuity payments shall be sent to companies when billed.
- D. Paychecks will be available for pick-up at the District office on the established paydays for a teacher who elects not to participate in the service of direct deposit. Teachers may elect to have all summer checks provided prior to the end of the school year or pick them up throughout the summer on the established paydays. Paychecks must be picked up by the check recipient. If the check recipient is unable to pick up his/her check, written permission must be given by the check recipient for another individual to pick up the check.

12.11 Internal Substitutes

The District will make every effort to obtain substitute teacher/interim leave coverage for students before teachers have to forgo preparation time and/or teachers are assigned additional students.

- A. **Definition and Compensation** – In the event that a substitute teacher is unavailable and a teacher is required to forego his/her normal unassigned preparation time, then the teacher shall be paid as stated on the Stipend Schedule. In the event that a teacher is assigned to a class or portion of a class other than his/her own, the District's minimum substitute rate for the year shall be proportionately divided among all teachers involved and for that portion of the school day involved. The payment to impacted teachers lasts the length of time that the position is not filled by a substitute teacher and/or the absent teacher returns to duty. The following are the events that would qualify for said payment:

Elementary Buildings

- a. A substitute teacher is not provided for a homeroom teacher and the students are reassigned to another (other) homeroom teacher(s)
 - i. If there is one (1) homeroom teacher impacted they receive the total rate for the portion of the day they have the assignment of additional students.
 - ii. If there is more than one (1) homeroom teacher impacted, the daily rate is divided amongst the teachers involved for the portion of the day they have the assignment of the additional students.
 - iii. If a special area teacher teaches the impacted class of additional students, they get the rate for the portion of the day involved

- b. A substitute teacher is not provided for a special area class that is not used for a teacher's unassigned preparation time and the homeroom teacher assumes the responsibility of the absent special area teacher by implementing the absent teacher's lesson plans.
- c. A substitute teacher is not provided for a Special Education/EL teacher that provides services for a student that is typically not present daily in a homeroom for the entirety of a curriculum block (reading, writing, math, science, and/or social studies) and the homeroom teacher assumes the responsibility of the absent teacher by implementing the absent teacher's lesson plans.
- d. A substitute teacher is not provided for a Special Education/EL teacher that is classified as a Co-Teacher for an entirety of a curriculum block (reading, writing, math, science and/or social studies).
- e. A substitute teacher/interim leave coverage is not provided for a Special Education/EL service provider and the students are reassigned to another(other) service provider(s).
 - i. If there is one (1) service provider impacted they receive the total rate for the portion of the day they have the assignment of additional students from the absent service provider's caseload.
 - ii. If there is more than one (1) service provider impacted, the daily rate is divided amongst the service providers involved for the portion of the day they have the assignment of the additional students from the absent service provider's caseload.

Junior High Building

- a. A substitute teacher is not provided for a teacher and the students are reassigned to another(other) teacher(s)
 - i. If there is one (1) teacher impacted they receive the total rate for the portion of the day they have the assignment of additional students.
 - ii. If there is more than one (1) teacher impacted, the daily rate is divided amongst the teachers involved for the portion of the day they have the assignment of the additional students.

A substitute teacher is not provided for a Special Education/EL teacher that is classified as a Co-Teacher

- B. Class Cancellation/Substitution** – In the event that one class is canceled and the teacher takes another class in its place, there shall be no additional remuneration.

12.12 Direct Deposit

The service of direct deposit for payroll checks will be offered to bargaining unit members on a voluntary basis.

- A.** The Board will provide all teachers with the necessary form(s) to establish the service of direct deposit for payroll payment.
- B.** A teacher who elects to use the service of direct deposit for payroll payment must complete the necessary form(s) and return them to the designated School District employee for processing.
- C.** It is the teacher's responsibility to notify School District 127.5 of any account and/or bank change that would affect the direct deposit transaction of his/her payroll payment.
- D.** A teacher who elects not to participate in the service of direct deposit will continue to receive his/her paychecks on the established paydays.
- E.** A teacher who elects to have direct deposit will have his/her account credited on established paydays.
- F.** Payroll will be deposited every two weeks throughout the summer for a teacher who elects direct deposit / 26 pays. In order for a teacher to receive all remaining checks after 22 pays, a teacher must elect to discontinue direct deposit over the summer by completing the necessary form(s) by the required date and returning them to the District Office.

12.13 Tuition Reimbursement

- A. Establishment of Fund** Beginning with the 2022-2023 school year, the Board shall establish an annual fund for tuition reimbursement in the amount of \$25,000.00 and shall reimburse a maximum of \$150 per course hour during the term of this Agreement.

If all requests for reimbursements do not exceed the sum indicated above, then and only then shall all teachers submitting reimbursement requests receive the actual cost of tuition. The difference between the annual fund maximum of \$25,000.00 and the total of all requests made and validated will be divided by the total number of semester hours for which the \$150 per hour maximum was insufficient to cover the actual tuition paid. That amount will be paid, in addition to the per course maximum, until the fund is depleted or until all actual costs have been reimbursed. In no case, will requests be reimbursed in excess of actual tuition paid.

If, however, the sum total of reimbursement requests exceeds the sum indicated above, then all teachers will receive a proportionate share of their actual costs provided the entire reimbursement does not exceed said sum.

This maximum fund amount shall be available annually to reimburse tuition for graduate-level course work completed each year during the term of this contract. Actual payment of the reimbursement shall not occur, however, until after September 30 of the following school year in accordance with the procedure set forth below.

If undergraduate courses are specifically required by the Administration or by the college or university for admission into or completion of an advanced degree program, they will be included in the pool.

B. Eligibility All teachers are eligible to participate in the tuition reimbursement plan. Teachers shall be entitled to reimbursement for the actual tuition costs of graduate-level course work beyond a degree, subject to the maximum hourly costs set forth above, provided that the following conditions have been met:

1. The graduate-level course was approved by the Superintendent within two (2) weeks of enrollment in the course.
2. The employee attained a grade of "C" or better in the course (or a grade of "passing" in the event no letter grades were assigned).
3. The costs being submitted for reimbursement have not already been paid to, or on behalf of, the employee by another source.
4. The employee requested reimbursement in accordance with the procedures set forth below.

Notwithstanding the foregoing, no teacher shall receive reimbursement for the completion of greater than sixteen (16) hours of coursework during any given school year.

C. Reimbursement Procedure

Teachers requesting reimbursement must submit suitable evidence of successful course completion for the same before September 30 of the school year following completion of the graduate course work.

Failure to submit the request for reimbursement by September 30 will result in the inability of the teacher to receive reimbursement. To qualify for tuition reimbursement, the teacher must return as a regular employee of School District 127 1/2 the September following completion of their course work. Failure to submit official transcripts by December 31 of each year shall result, without further action, in forfeiture of all reimbursement paid and the teacher shall then repay the amount reimbursed to the Board.

ARTICLE XIII – EFFECT AND TERM OF THE AGREEMENT

13.1 Precedence of Agreement

If there is any conflict between the terms and provisions of this Agreement and the terms and conditions of individual teacher contracts or agreements, the terms and provisions of this Agreement shall prevail.

13.2 Complete Understandings

The terms and conditions set forth in this Agreement represent the full and complete understandings and commitment between the parties, canceling any and all prior commitments, written and oral, between the parties. The terms and conditions of this Agreement may be modified by alteration, change, addition or deletion only through the voluntary, mutual consent of the parties in a written amendment.

The parties acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any matter or subject not removed by law or by specific agreement of the parties from the area of collective bargaining, and that the understanding and agreements arrived at by the parties after the exercise of that right are set forth in this Agreement.

13.3 Contract Modifications

Nothing herein shall prevent the Board and Association from mutually agreeing in writing to modify this Agreement pursuant to Section 13.2 above.

13.4 Savings Provision

Should any article, section, or clause of this Agreement be declared illegal by a court of competent jurisdiction over the parties hereto, then the article, section, or clause shall be deleted from the Agreement to the extent that it has violated the law. The remaining article, sections, and clauses shall remain in full force and effect for the duration of this Agreement is not affected by the deleted article, section, or clause.

13.5 Non-Interruption of Work

For the duration of this Agreement neither the Association nor any of the teachers covered by this Agreement will instigate, promote, sponsor, engage in or condone any strike, slowdown, concerted stoppage of work or any other interruption of the operations of District 127.5 regardless of the reason for so doing. Any and all teachers who violate this provision may be terminated or otherwise disciplined by the Board.

13.6 Term of Agreement

This Agreement shall take effect on August 16, 2022. This Agreement shall continue in effect until August 15, 2027.

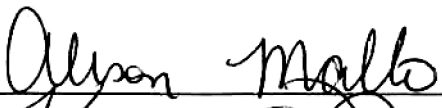
The Board and the Association shall commence negotiations for a successor agreement by no later than March 1, 2027.

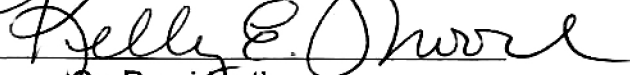
Additionally, it is further agreed that beginning with the 2019-2020 school year, if a property tax freeze or pension cost shift impacts the District's tax extensions, the Board may request that the Agreement be re-opened for further negotiations. If the parties are unable to successfully conclude the re-opened negotiations within sixty (60) days of the Board's request to re-open the Agreement for further negotiations, the Board may elect to notify the Association that the Agreement will terminate at 11:59 p.m. on the day prior to the commencement of the following school term based on the District's school calendar.

IN WITNESS THEREOF, this Agreement is signed this 9 day of NOVEMBER, 2022.

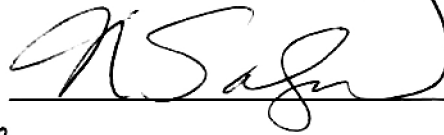
CHICAGO RIDGE EDUCATION
ASSOCIATION, IEA-NEA

BOARD OF EDUCATION
CHICAGO RIDGE SCHOOL DISTRICT 127.5
COOK COUNTY, ILLINOIS





Co-President's



President



Secretary



Secretary

MEMORANDUM OF UNDERSTANDING - RETIREMENT INCENTIVE

This MEMORANDUM OF UNDERSTANDING (“MOU”) is entered into this _ day of October 2022 between the BOARD OF EDUCATION OF CHICAGO RIDGE SCHOOL DISTRICT 127.5 (the “Board” or the “District”) and the CHICAGO RIDGE EDUCATION ASSOCIATION (the “Union”), collectively referred to as the Parties. The Parties recently concluded contract negotiations for the 2022-2027 collective bargaining agreement and have reached the following understanding:

1. The Union is the sole and exclusive bargaining agent for teachers in the District.
2. The Parties recently concluded negotiations for a successor collective bargaining agreement for school years 2022-23 through 2026-27.
3. The Parties prior and newly negotiated collective bargaining agreements contain a retirement incentive (Article XI) that includes a provision (Section 11.4) specifying that employees approved for retirement under the incentive remain subject to the terms and conditions of the incentive as it existed at the time they were approved by the Board regardless of future changes in the Parties’ collective bargaining agreement.
4. The Parties desire to create a one-time exception to Section 11.4 and allow employees who were approved for retirement under the 2017-2022 collective bargaining agreement and who have not yet retired from the District to elect from the following options:

a. **Option 1 - Status Quo**

Make no changes and continue to receive the retirement incentive for which they were approved under the 2017-2022 CBA (5% increases and incentive payments provided under Section 11.3); or

b. **Option 2 - Offset**

Change to receive newly negotiated wage increases (for remaining school years based on original retirement date) subject to the following:

- i. The maximum increase in any year is 6%. If the wage increase for the school year in question is greater than 6%, the difference shall be paid as a post-career payment made within 45 days after the later of the employee’s last day of work or receipt of his/her last regular paycheck from the District; and
- ii. The \$20,000 403(b) lump sum payment otherwise provided for in Section 11.3 shall be forfeited and not paid to an employee electing Option 2; and
- iii. All other terms of the retirement incentive not in conflict herewith shall remain in effect.

5. In order to make the election allowed by paragraph 4 above, affected employees must notify the District in writing by December 1, 2022 (the “Election Deadline”). The written notice should specify whether the employee is electing Option 1 - Status Quo, or electing Option 2 -

Offset. If an employee fails to provide notice by the Election Deadline, he/she shall be deemed to have elected Option 1 - Status Quo.

6. The Union and Board acknowledge and agree that this MOU is entirely non-precedential and will not constitute binding precedent for the District or the Union regarding any teacher's compensation or the retirement incentive, except as otherwise expressly stated herein.

7. The Parties acknowledge and agree that except as otherwise stated herein, this MOU does not constitute an amendment to or revision of the current CBA, or to any successor bargaining agreement, between the District and the Union.

8. In the event the Teachers Retirement System of Illinois ("TRS") determines that the benefits provided under this MOU may cause a Board penalty to TRS, the Parties agree to rescind this MOU, take corrective action to eliminate any Board penalties to TRS, and resume discussions about alternative options to address the subject of this MOU.

9. This MOU is effective immediately upon execution, applies only to those employees approved for retirement under Article XI of the 2017-2022 CBA who have not yet retired from the District, and will expire upon its application to the last of said employees to retire from the District.

IN WITNESS WHEREOF, the Parties have executed this Memorandum of Understanding on the dates set forth below.

CHICAGO RIDGE EDUCATION ASSOCIATION

**BOARD OF EDUCATION OF CHICAGO
RIDGE SCHOOL DISTRICT 127.5**

Alison Mallo
By: President Kelly E. Moore

[Signature]
By: President, Board of Education

Date: 11/9/22
[Signature]
By: Vice President

ATTEST:
[Signature]
By: Secretary, Board of Education
Date: 10/25/22

APPENDIX A - 2022-2023 Salary Schedule

2022-2023 Salary Schedule											
STEP	BA+0	BA+15	BA+30	MA+0	MA+6	MA+12	MA+18	MA+24	MA+30	MA+45	
1	44,022	47,445	49,846	51,087	52,363	53,691	55,031	56,397	57,816	59,260	
2	44,467	47,924	50,350	51,603	52,892	54,233	55,587	56,967	58,400	59,859	
3	44,912	48,404	50,854	52,119	53,422	54,775	56,142	57,536	58,983	60,457	
4	45,362	48,888	51,362	52,640	53,956	55,323	56,704	58,112	59,573	61,062	
5	45,815	49,376	51,876	53,166	54,495	55,876	57,271	58,693	60,168	61,673	
6	46,273	49,871	52,395	53,698	55,040	56,435	57,843	59,279	60,771	62,290	
7	46,735	50,369	52,918	54,235	55,591	56,999	58,422	59,872	61,378	62,913	
8	47,203	50,873	53,448	54,778	56,146	57,569	59,006	60,471	61,992	63,542	
9	47,675	51,381	53,983	55,325	56,708	58,145	59,596	61,076	62,612	64,178	
10	48,152	51,895	54,522	55,879	57,275	58,726	60,192	61,687	63,238	64,818	
11		52,414	55,068	56,437	57,847	59,313	60,794	62,303	63,870	65,467	
12		53,512	56,220	57,620	59,060	60,555	62,065	63,608	65,206	66,836	
13		54,849	57,626	59,060	60,536	62,067	63,617	65,198	66,836	68,508	
14		55,946	58,778	60,242	61,748	63,308	64,888	66,503	68,172	69,876	
15		57,065	59,954	61,448	62,984	64,572	66,185	67,833	69,535	71,273	
16		58,207	61,154	62,678	64,245	65,863	67,507	69,189	70,924	72,697	
17		59,371	62,377	63,933	65,531	67,178	68,857	70,573	72,342	74,150	
18		60,559	63,624	65,212	66,843	68,521	70,233	71,985	73,787	75,632	
19		61,769	64,897	66,518	68,180	69,889	71,637	73,424	75,262	77,144	
20		63,005	66,196	67,849	69,546	71,286	73,067	74,894	76,766	78,685	
21			67,519	69,208	70,938	72,710	74,528	76,392	78,300	80,257	
22			68,869	70,591	72,356	74,164	76,018	77,920	79,866	81,862	
23			70,247	72,001	73,802	75,648	77,539	79,477	81,464	83,501	
Longevity – Except as otherwise provided in the Agreement, only employees on Step 21 or greater in the BA + 30 or in any Masters' Lane will receive longevity.											
For the 2022-2023 school year only, the District shall pay a one-time, off-schedule stipend of \$1,000 to all teachers employed at the District as of the date this Agreement was ratified provided they were employed at the end of the 2021-2022 school year and returned to work at the District for the 2022-2023 school year. Payment will be made on or by 11/25/2022.											
Employees otherwise eligible but who are participating in the District's retirement incentive program shall receive a post-career payment of \$1,000 (non-TRS creditable).											
7.00%											

APPENDIX C – 2024-2025 Salary Schedule

2024-2025 Salary Schedule										
STEP	BA+0	BA+15	BA+30	MA+0	MA+6	MA+12	MA+18	MA+24	MA+30	MA+45
1	48,136	51,879	54,504	55,861	57,257	58,708	60,173	61,667	63,218	64,798
2	48,622	52,403	55,055	56,425	57,835	59,301	60,781	62,290	63,857	65,453
3	49,113	52,932	55,611	56,995	58,419	59,900	61,395	62,919	64,502	66,114
4	49,610	53,467	56,173	57,571	59,009	60,505	62,015	63,555	65,153	66,782
5	50,106	54,001	56,735	58,146	59,600	61,110	62,635	64,190	65,804	67,449
6	50,608	54,542	57,302	58,728	60,196	61,721	63,261	64,832	66,463	68,123
7	51,114	55,087	57,875	59,315	60,797	62,339	63,894	65,481	67,127	68,805
8	51,625	55,638	58,454	59,908	61,405	62,962	64,533	66,135	67,799	69,494
9	52,140	56,194	59,038	60,507	62,020	63,591	65,179	66,796	68,477	70,189
10	52,662	56,757	59,629	61,113	62,639	64,227	65,830	67,465	69,161	70,891
11		57,324	60,226	61,724	63,266	64,869	66,488	68,139	69,853	71,600
12		57,897	60,827	62,341	63,899	65,518	67,153	68,821	70,552	72,315
13		58,476	61,436	62,964	64,537	66,173	67,825	69,508	71,257	73,038
14		59,700	62,722	64,283	65,890	67,558	69,243	70,965	72,747	74,566
15		61,193	64,290	65,890	67,537	69,246	70,974	72,738	74,566	76,431
16		62,416	65,576	67,209	68,889	70,629	72,392	74,194	76,056	77,958
17		63,665	66,888	68,554	70,269	72,040	73,839	75,677	77,577	79,515
18		64,939	68,226	69,927	71,675	73,480	75,315	77,191	79,126	81,104
19		66,237	69,591	71,326	73,110	74,947	76,820	78,735	80,708	82,725
20		67,562	70,982	72,754	74,573	76,445	78,355	80,310	82,321	84,379
21			72,402	74,210	76,065	77,972	79,921	81,916	83,966	86,065
22			73,851	75,695	77,589	79,530	81,517	83,555	85,644	87,784
23			75,328	77,211	79,142	81,119	83,147	85,226	87,356	89,539
Longevity – Except as otherwise provided in the Agreement, only employees on Step 21 or greater in the BA + 30 or in any Masters' Lane will receive longevity.										
5.25%										

APPENDIX D – 2025-2026 Salary Schedule

2025-2026 Salary Schedule										
STEP	BA+0	BA+15	BA+30	MA+0	MA+6	MA+12	MA+18	MA+24	MA+30	MA+45
1	49,799	53,671	56,388	57,791	59,235	60,736	62,252	63,798	65,403	67,037
2	50,302	54,213	56,957	58,375	59,833	61,350	62,881	64,442	66,063	67,714
3	50,810	54,761	57,533	58,964	60,438	61,969	63,516	65,093	66,730	68,398
4	51,323	55,314	58,114	59,560	61,048	62,595	64,158	65,751	67,404	69,089
5	51,842	55,873	58,701	60,161	61,665	63,228	64,806	66,415	68,085	69,787
6	52,361	56,432	59,288	60,763	62,282	63,860	65,453	67,079	68,765	70,484
7	52,885	56,997	59,881	61,370	62,905	64,499	66,108	67,750	69,454	71,189
8	53,414	57,565	60,480	61,984	63,533	65,144	66,769	68,427	70,147	71,901
9	53,948	58,142	61,085	62,604	64,168	65,795	67,437	69,111	70,850	72,621
10	54,487	58,723	61,695	63,230	64,811	66,452	68,112	69,802	71,558	73,347
11		59,311	62,312	63,863	65,458	67,117	68,793	70,500	72,273	74,081
12		59,903	62,936	64,501	66,113	67,788	69,480	71,205	72,997	74,822
13		60,502	63,565	65,146	66,774	68,466	70,175	71,918	73,726	75,569
14		61,107	64,201	65,797	67,442	69,151	70,877	72,636	74,464	76,325
15		62,387	65,544	67,176	68,855	70,598	72,359	74,158	76,020	77,922
16		63,946	67,183	68,855	70,577	72,362	74,168	76,012	77,922	79,870
17		65,225	68,527	70,233	71,989	73,807	75,650	77,532	79,478	81,466
18		66,530	69,898	71,639	73,431	75,282	77,162	79,083	81,068	83,094
19		67,861	71,296	73,074	74,900	76,786	78,704	80,665	82,687	84,754
20		69,218	72,722	74,536	76,400	78,320	80,277	82,278	84,340	86,448
21			74,177	76,028	77,929	79,885	81,881	83,924	86,025	88,176
22			75,660	77,550	79,488	81,481	83,518	85,602	87,744	89,938
23			77,174	79,102	81,080	83,109	85,186	87,315	89,498	91,735
Longevity – Except as otherwise provided in the Agreement, only employees on Step 21 or greater in the BA + 30 or in any Masters’ Lane will receive longevity.										
4.50%										

APPENDIX F – Extra Duty Compensation Schedule

Stipend Position	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027
Finley Junior High					
Girls Volleyball	\$ 1,918	\$ 1,995	\$ 2,075	\$ 2,158	\$ 2,244
Boys Volleyball	\$ 1,918	\$ 1,995	\$ 2,075	\$ 2,158	\$ 2,244
Student Council	\$ 3,080	\$ 3,203	\$ 3,331	\$ 3,464	\$ 3,603
Cheerleading	\$ 5,367	\$ 5,582	\$ 5,805	\$ 6,037	\$ 6,279
7th Gr. Girls Basketball	\$ 4,355	\$ 4,530	\$ 4,711	\$ 4,899	\$ 5,095
7th Gr. Boys Basketball	\$ 4,355	\$ 4,530	\$ 4,711	\$ 4,899	\$ 5,095
8th Gr. Girls Basketball	\$ 4,355	\$ 4,530	\$ 4,711	\$ 4,899	\$ 5,095
8th Gr. Boys Basketball	\$ 4,355	\$ 4,530	\$ 4,711	\$ 4,899	\$ 5,095
Athletic/Activities Coordinator	\$ 1,650	\$ 1,716	\$ 1,785	\$ 1,856	\$ 1,930
Girls Track	\$ 1,918	\$ 1,995	\$ 2,075	\$ 2,158	\$ 2,244
Boys Track	\$ 1,918	\$ 1,995	\$ 2,075	\$ 2,158	\$ 2,244
Yearbook	\$ 2,045	\$ 2,126	\$ 2,211	\$ 2,300	\$ 2,392
Banquet	\$ 1,527	\$ 1,588	\$ 1,651	\$ 1,718	\$ 1,786
Graduation Trip Chaperone	\$ 130	\$ 135	\$ 140	\$ 146	\$ 152
Academic Fair	\$ 549	\$ 571	\$ 594	\$ 618	\$ 643
Science Fair	\$ 549	\$ 571	\$ 594	\$ 618	\$ 643
7th Gr. Mathletes	\$ 744	\$ 774	\$ 805	\$ 837	\$ 870
8th Gr. Mathletes	\$ 744	\$ 774	\$ 805	\$ 837	\$ 870
Declamation	\$ 744	\$ 774	\$ 805	\$ 837	\$ 870
Scholastic Bowl	\$ 744	\$ 774	\$ 805	\$ 837	\$ 870
Chorus	\$ 1,202	\$ 1,250	\$ 1,300	\$ 1,352	\$ 1,406
NJHS	\$ 2,990	\$ 3,110	\$ 3,234	\$ 3,363	\$ 3,498
Outdoor Ed. Coordinator - 2 days	\$ 1,282	\$ 1,333	\$ 1,386	\$ 1,442	\$ 1,499
Outdoor Ed. each - 2 days	\$ 248	\$ 258	\$ 268	\$ 279	\$ 290
Art Show	\$ 764	\$ 795	\$ 826	\$ 859	\$ 894
Gifted Building Facilitator	\$ 343	\$ 357	\$ 371	\$ 386	\$ 402
Mentor	\$ 1,145	\$ 1,191	\$ 1,238	\$ 1,288	\$ 1,339
Special Ed. Building Facilitator	\$ 5,548	\$ 5,769	\$ 6,000	\$ 6,240	\$ 6,490
Team Leaders	\$ 2,146	\$ 2,232	\$ 2,321	\$ 2,414	\$ 2,510
Ridge Central/Ridge Lawn					
Music	\$ 764	\$ 795	\$ 826	\$ 859	\$ 894
Science Fair	\$ 549	\$ 571	\$ 594	\$ 618	\$ 643
Academic Fair	\$ 549	\$ 571	\$ 594	\$ 618	\$ 643
Art Fair	\$ 764	\$ 795	\$ 826	\$ 859	\$ 894
Head Teacher	\$ 3,823	\$ 1,988	\$ 2,067	\$ 2,150	\$ 2,236
Teacher Liaison	NA	\$ 1,988	\$ 2,067	\$ 2,150	\$ 2,236
Student Council	\$ 3,080	\$ 3,203	\$ 3,331	\$ 3,464	\$ 3,603
Rainbow Coordinators	\$ 764	\$ 795	\$ 826	\$ 859	\$ 894
Rainbow Facilitators	\$ 286	\$ 298	\$ 310	\$ 322	\$ 335
Charity Coordinator	\$ 355	\$ 369	\$ 384	\$ 399	\$ 415
Gifted Building Facilitator	\$ 343	\$ 357	\$ 371	\$ 386	\$ 402
Mentor	\$ 1,145	\$ 1,191	\$ 1,238	\$ 1,288	\$ 1,339
Team Leaders	\$ 2,146	\$ 2,232	\$ 2,321	\$ 2,414	\$ 2,510
Specials Team Leader	\$ 572	\$ 595	\$ 619	\$ 644	\$ 670
Pre-K Team Leader	\$ 2,146	\$ 2,232	\$ 2,321	\$ 2,414	\$ 2,510
Interventionist Team Leader	\$ 572	\$ 595	\$ 619	\$ 644	\$ 670
EL Team Leader	\$ 2,146	\$ 2,232	\$ 2,321	\$ 2,414	\$ 2,510
Special Ed. Building Facilitator	\$ 5,548	\$ 5,769	\$ 6,000	\$ 6,240	\$ 6,490
District					
Band	\$ 5,662	\$ 5,888	\$ 6,124	\$ 6,369	\$ 6,624
Hourly Extra Duty					
Lunchroom Supervision per day	\$ 28.00	\$ 29.12	\$ 30.28	\$ 31.50	\$ 32.76
Extended Detention	\$ 53.71	\$ 55.86	\$ 58.09	\$ 60.42	\$ 62.83
Chaperone - VB per home game	\$ 60.00	\$ 62.40	\$ 64.90	\$ 67.49	\$ 70.19
Chaperone - BB per home game	\$ 75.00	\$ 78.00	\$ 81.12	\$ 84.36	\$ 87.74
Chaperone - Track per home game	\$ 60.00	\$ 62.40	\$ 64.90	\$ 67.49	\$ 70.19
Missed Lunch or Plan	\$ 32.19	\$ 33.48	\$ 34.82	\$ 36.21	\$ 37.66
Co-teaching per Minute*	\$ 0.35	\$ 0.35	\$ 0.35	\$ 0.35	\$ 0.35
Hourly Extra Duty	\$ 40.00	\$ 40.00	\$ 40.00	\$ 40.00	\$ 40.00
*Co-teaching per minute amount will change if the minimum substitute teacher rate changes.					

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