

PROFESSIONAL NEGOTIATIONS AGREEMENT

entered into

between

THE BOARD OF EDUCATION, SCHOOL DISTRICT 153

and

THE HOMEWOOD EDUCATION ASSOCIATION

2017-2022

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Preamble

PREAMBLE

This professional negotiations agreement is made and entered into by and between the Board of Education, Homewood Elementary School District 153, Cook County, Illinois, hereinafter referred to as the "BOARD," and the Homewood Education Association, affiliated with the Illinois Education Association and with the National Education Association, hereinafter referred to as the "ASSOCIATION."

Glossary

GLOSSARY

When used in this professional negotiations agreement, the following terms will have standard meanings, as follows:

EMPLOYEE = Any person hired by the Board of Education who is covered by the provisions of this agreement

ESP = Abbreviation for all Educational Support Personnel as a group. The individual categories of ESPs are listed in Article V, Section A, Paragraph 6. When individual categories are used, the relevant provisions apply only to those mentioned. Other limiting terms such as "full-time," "part-time," etc. may be used and shall have the obvious meaning when present.

TEACHER = A representative term for any certificated person covered by this agreement in accordance with the provisions of Article 1. Limiting terms such as "tenured," consulting," "part-time," etc. may be used and shall have the obvious meaning when present.

Recognition

ARTICLE I - RECOGNITION

The BOARD recognizes the ASSOCIATION as the sole negotiating agent for all full-time and regularly employed part-time certified employees and all full-time and regularly employed part-time support employees whose normal workweek is currently twenty (20) hours or more in matters defined as negotiable in Article X except the following classifications: superintendent, principals, assistant principals, administrative assistants, managerial and supervisory personnel having the authority to hire, transfer, assign, promote, discharge, evaluate, adjust grievances, or discipline other employees or having the responsibility to make other recommendations thereon. Such representation shall cover all employees assigned to newly-created bargaining unit positions as described above.

ARTICLE II – MANAGEMENT RIGHTS

The ASSOCIATION recognizes that the BOARD has full authority and responsibility under the laws of the state of Illinois for making decisions as to the employment, tenure, or discharge of any of its employees. The ASSOCIATION and the BOARD recognize, understand, and agree that the BOARD cannot enter into any agreement that impairs the authority vested in the BOARD by law and that the provisions of this Agreement cannot conflict with the provisions of the *School Code of Illinois* or other pertinent statutes of the United States and of the state of Illinois as well as decisions of the court of the United States and of the state of Illinois. The ASSOCIATION recognizes that in the operation of its schools, the BOARD is guided by the regulations and criteria for the approval, recognition, and accrediting of schools promulgated by the State Superintendent of Education of the State of Illinois, the Regional Superintendent of the Suburban Cook County Regional Office of Education, and federal education agencies when applicable. The ASSOCIATION recognizes the BOARD's right to direct the operation of the schools and the BOARD's right to delegate to its administrators the assignment, transfer, and promotion of all employees provided, however, that such rights shall be exercised in conformity with the provisions of the Agreement.

The parties acknowledge that, during the negotiations which resulted in the Agreement, each has the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining regarding the employees covered by this Agreement and that the understandings and agreements arrived at by the parties hereto after the exercise of that right and opportunity are fully set forth in this Agreement. Therefore, the school BOARD and the ASSOCIATION, for the life of this Agreement each voluntarily and unqualifiedly waives its right, and each agrees that the other shall not be obligated to bargain collectively with respect to any subject or matter whether or not specifically referred to or covered by this Agreement, even though the subject may or may not have been within the knowledge or contemplation of either or both of the parties or whether or not proposals were made on the subject at the time they negotiated or signed this Agreement.

The Superintendent and HEA President shall maintain the Leadership Counsel which was established during the 2013-14 school year comprised of certified staff, ESP staff and administration. The purpose of the Counsel shall be to discuss mutual interests and develop action plans as needed to ensure the District's mission is met.

ARTICLE III – ASSOCIATION RIGHTS

A. Exclusive Representation

The rights and privileges of the ASSOCIATION contained in this Agreement shall be granted only to the ASSOCIATION, which shall be the exclusive representative of all employees in matters related to this Agreement.

B. Fair Share

1. Each bargaining unit member, as a condition of his/her employment, on or before thirty (30) days from the date of commencement of duties or the effective date of this Agreement, whichever is later, shall join the ASSOCIATION or pay a fair share fee to the ASSOCIATION equivalent to the amount of dues uniformly required of members of the ASSOCIATION including local, state, and national dues.
2. In the event that the bargaining unit member does not pay his/her fair share fee directly to the ASSOCIATION by a certain date as established by the ASSOCIATION, the BOARD shall deduct the fair share fee from the wages of the non-member.
3. Such fee shall be paid to the ASSOCIATION by the BOARD no later than ten (10) days following deduction.
4. In the event of any legal action against the BOARD brought in a court or administrative agency because of its compliance with this Article, the ASSOCIATION agrees to defend such action, at its own expense and through its own counsel, provided:
 - (a) The BOARD gives immediate notice of such action in writing to the ASSOCIATION and permits the ASSOCIATION intervention as a party if it so desires, and
 - (b) The BOARD gives full and complete cooperation to the ASSOCIATION and its counsel in securing and giving evidence, obtaining witnesses and making relevant information available at both trial and all appellate levels.
5. The ASSOCIATION agrees that in any action so defended, it will indemnify and hold harmless the BOARD from any liability for damages and costs imposed by a final judgment of a court or administrative agency as a direct consequence of the BOARD's non-negligent compliance with this Section.

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

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imperfect execution of the obligations imposed upon it by this Section.

6. The obligation to pay a fair share fee will not apply to any employee who, on the basis of a bona fide religious tenet or teaching of a church or religious body of which such employee is a member or a belief sincerely held with the strength of traditional religious views, objects to the payment of a fair share fee to the ASSOCIATION. Upon proper substantiation and collection of the entire fee, the ASSOCIATION will make payment on behalf of the employee to a mutually agreeable non-religious charitable organization as per ASSOCIATION policy and the Rules and Regulations of the Illinois Educational Labor Relations Board.

C. No Strike Clause

The ASSOCIATION agrees not to strike, not to engage in any boycotts or work stoppages, not to honor or refuse to cross any picket line and not to picket in any manner which would tend to disrupt the operation of any public school in District 153 or the administrative offices of the BOARD during the term of this contract.

D. Non-discrimination

Consistent with its past policy, the BOARD agrees not to discriminate with respect to the hiring, tenure, or continuity of employment, promotional opportunities on the basis of race, religion, color, sex, age, political affiliation, marital status, national origin, sexual orientation, or because of any employee's membership or non-membership in the ASSOCIATION or any employee organization. The BOARD will not impose reprisals on members of the ASSOCIATION by reason of their exercising their rights provided by the Agreement. The ASSOCIATION also agrees to admit persons to membership without discrimination on the basis of race, religion, color, sex, age, political affiliation, marital status, national origin, sexual orientation, or because of any employee's membership or non-membership in any other employee organization. Employees shall be free to join the ASSOCIATION and participate in its activities, or be free to not join the ASSOCIATION and participate in such activities. Any alleged violation of this section shall be non-arbitrable and shall be grievable only to Level 3 of Article XI, Section C.

E. Notice of Board Meetings

The president of the ASSOCIATION, or his/her designee, shall be given written notice of any regular or special meeting of the BOARD together with

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a copy of the agenda or statement of purpose of such meeting at least twenty-four (24) hours prior to the scheduled time of such meeting, except in cases of an emergency meeting. Notice of such emergency meeting will be given as soon as practicable.

F. Board Minutes

A copy of all BOARD minutes shall be provided to the ASSOCIATION as soon as they have been approved by the BOARD.

G. Information Requests

The BOARD and the ASSOCIATION agree to make available upon request any and all information, statistics, or records of a non-confidential nature relevant to negotiations, or necessary for the process of any grievance or complaint, or necessary for the proper enforcement of the Agreement. However, this is not to be interpreted to mean that the Administrative staff or the ASSOCIATION is required to do research at the specific request of the ASSOCIATION or the BOARD or administrative staff.

H. Use of Facilities

The ASSOCIATION shall be permitted the use of a school building room for the purpose of holding meetings and to transact official ASSOCIATION business at reasonable hours, provided that when special custodial services are required the BOARD may make a reasonable charge to the ASSOCIATION for such services, provided further that such meetings in no way interfere with any aspect of the instruction program or inservice training program. The use of such facilities by the ASSOCIATION for large group meetings shall be approved by the superintendent or designee as a school-related group based on written application at least 48 hours in advance.

I. Use of Mailboxes

The ASSOCIATION may use employee mailboxes for communicating to employees, provided no additional cost is incurred by the BOARD.

J. Bulletin Boards

The BOARD shall provide in every building a bulletin board for the exclusive use of the ASSOCIATION and its affiliates. Any item posted on the ASSOCIATION bulletin board shall contain the written approval of the building representative and/or the ASSOCIATION.

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K. Use of Equipment

The ASSOCIATION shall have the right to use electronic and digital data processing equipment at reasonable times and when such equipment is not otherwise in use. The ASSOCIATION shall provide their own materials and supplies incident to such use.

L. Association Leave

The ASSOCIATION shall receive leave with pay for the president and/or designee(s) to attend IEA or NEA meetings or conventions. The number of eligible delegates shall be permitted to attend and the superintendent shall have the discretion to allow additional attendees. The ASSOCIATION shall reimburse the BOARD for the cost of the employees' substitutes for all days of leave used by the attendees. The ASSOCIATION shall be responsible for any expenses incurred by the employees.

M. Board Policy

The BOARD shall furnish the ASSOCIATION with a copy of current BOARD policy and furnish a copy of amendments as they are adopted.

N. Electronic Communication

The ASSOCIATION may use existing internal electronic systems in the district for ASSOCIATION business. Upon prior approval of the superintendent, the ASSOCIATION may post information of general interest on the District's website.

ARTICLE IV – EMPLOYEE RIGHTS AND PROTECTION

A. Academic Freedom

The teachers shall have academic freedom in the district, and academic freedom shall mean that teachers shall be entitled to investigate, present, and interpret facts and ideas concerning man, human society, the physical and biological world and other branches of learning within the scope of the teacher's training and competence within BOARD approved policy. Approval will be required from the administration whenever a teacher intends to inject into the course coverage units which might be reasonably anticipated to be controversial. Whenever it is alleged that the teacher has abused his/her right to academic freedom, the BOARD and the administration shall notify the ASSOCIATION and the teacher and inform them of the specific charges reasonably in advance of any hearing or other action taken.

B. Political Activity

Employees shall be guaranteed the right to be active politically, provided that such activity is not conducted on school premises during working hours and does not involve students of his/her school on school premises. Such activity must be conducted by the employee as a private individual and not as a representative of the BOARD, the school district, or its students. Political rights shall include but not be limited to registering and voting or assisting others therewith, participating in party organization activity, discussing political issues publicly, campaigning for or against candidates or propositions, lobbying, organizing political action groups, and running for and serving in public offices which are not incompatible with an employee's employment with the school district.

Any alleged violation of this section shall be non-arbitrable and shall be grievable only to Level 3 of the grievance procedure, pursuant to the provisions of Article XI, Section C.

C. Personnel Files

Each employee shall have the right, upon request, to review the contents of his/her own personnel file. Such requests shall be made twenty-four (24) hours prior to the actual viewing to allow confidential information, such as personal recommendations, or college credentials, to be withdrawn. Such viewing shall take place in the presence of the superintendent or his/her designee. A representative of the ASSOCIATION may, at the employee's request, accompany the employee in this review. Each employee's personnel file shall contain at least the employee's evaluation reports.

Assignments

When materials related to disciplinary action, reemployment, or derogatory notes to the employee are placed in the personnel file, the employer must give the employee notice and the opportunity to place a written response to this material in this file.

D. Discussions With Board And Administration

Any employee shall have the right to discuss professional problems with the Administration or the BOARD at any time.

E. Right To Representation

When any employee is required to appear before the superintendent or the BOARD concerning any matter which could adversely affect the continuation of that employee in his/her position, condition or employment or the salary or any increments thereto, the employee shall be given reasonable prior written notice of the reasons for any such interview and shall be entitled to have a representative of the ASSOCIATION or anyone of his/her own choosing present to advise him/her and represent him/her during such meeting or interview.

F. Assault and/or Battery Upon An Employee

Any case of assault and/or battery upon an employee arising out of and in the course of his/her employment shall be promptly reported to the BOARD or its designated representative. The BOARD will provide legal counsel to advise the employee of his/her rights or obligations with respect to such incident and shall promptly render all reasonable assistance to the employee in connection with the handling of the incident by law enforcement and judicial authorities. The requirements of this section to provide legal counsel and reasonable assistance to the employee shall not apply in situations where the BOARD is seeking disciplinary action against the employee with respect to the incident for which the employee seeks either legal counsel or reasonable assistance.

Employees shall report in writing to their Principal all cases of assault and/or battery suffered by them in connection with their employment. Whenever an employee is absent from school as a result of personal injury caused by an assault and/or battery arising out of and in the course of his/her employment, he/she shall continue to receive his/her regular salary for the first three (3) work days of such absence without charge to his/her annual sick leave or accumulated sick leave.

Assignments

G. Complaints Against An Employee

The administration shall not take any formal disciplinary action (written letter of reprimand or written notice of suspension with pay in file, suspension without pay, or termination) against an employee based on a complaint without: (1) having a conference with the employee and (2) upon the employee's request, making every reasonable effort to schedule a complainant conference on the issue. Should the complainant fail or refuse to attend such conference, this clause shall be deemed to have been complied with. If the employee so requests, an ASSOCIATION representative shall be present at any such meeting scheduled with the Employee Rights and Protection complainant and/or administrator. The employee shall receive notification of any complaint which is to be placed in his/her file prior to its placement.

H. Rights Under Other Laws

Nothing contained herein shall be construed to deny any employee rights he/she may have under the *School Code of Illinois*, or under other applicable laws and regulations.

I. Suspension

Any suspension of an employee before a determination by the BOARD shall be with full pay and benefits.

J. Student Grade Change

In the event a student's grade is changed without approval of the teacher, the records shall so indicate.

K. Employee Discipline

Newly-hired ESP shall serve a probationary period of two years from first day on the job.

No non-probationary employee shall be suspended without pay without just cause. The term "just cause" includes the following: the violation of any rule, regulation, policy or directive of the BOARD or any directive of administrators of the BOARD, as well as incompetence, cruelty, negligence or immorality. This provision shall not apply to administrative or extracurricular assignments.

Employee discipline may include any of the following steps:

Assignments

1. Oral warning with documentation of such filed in the personnel file;
2. Written reprimand with a copy of such maintained in the personnel file;
3. Suspension without pay with documentation of such maintained in the personnel file, and,
4. A non-grievable notice to remedy with documentation of such maintained in a tenured teacher's personnel file.
5. Discharge with documentation of such maintained in the personnel file.

Prior to actual imposition of a suspension, notice to remedy, or discharge, the employee shall be afforded an opportunity to discuss his/her views concerning the conduct causing such disciplinary action with the superintendent. In the case of termination only, the employee may appear to discuss the matter with the BOARD. Such discussion should take place as soon as practicable and not be unduly or unreasonably delayed, and the employee shall be informed of the basis for such action. Furthermore, upon request of the employee, a representative of the ASSOCIATION shall be allowed to be present and participate in such discussions.

The BOARD may invoke either a suspension, notice to remedy, or discharge without oral warning or written reprimand should it believe that the seriousness of the offense warrants suspension or discharge without oral or written warning.

ARTICLE V – WORKING CONDITIONS

A. Seniority

Seniority is the length of the ESP's continuous service by category starting with the first day on which duties are performed in the ESP's department. In the case of ten (10)-month ESPs, the two (2) months not worked during the summer shall not constitute a break in service, but the ESP shall not accrue seniority credit for those months not worked. In the case of part-time ESPs working twenty (20) hours per week or more, one year of seniority and service to the District shall be granted for each two years of part-time service.

1. Seniority is lost upon the following:
 - Resignation
 - Dismissal
 - Retirement

2. Seniority is retained, but shall not accrue during the following:
 - Unpaid Leave of Absence
 - Layoff

3. Seniority continues to accrue during the following:
 - Paid Leave of Absence
 - Temporary Disability (IMRF)
 - Workers' Compensation

4. Ties in seniority as herein defined shall be broken by lot.

5. The categories for Educational Support Personnel are as follows:
 - Custodian
 - Maintenance Worker/District Driver
 - General Support Staff
 - Assistants: Instructional, Learning/Media Center,
Special Education
 - Level One Technology Support
 - Building Secretary
 - Health Coordinator
 - Cafeteria Workers

Working Conditions

B. Lunch Period

1. Every teacher shall be allowed a duty-free lunch period as required in Section 5/24-9 of the *School Code of Illinois*.
2. ESPs who work in excess of five (5) clock hours per day shall be entitled to a minimum of thirty (30) minutes unpaid duty-free lunch period, scheduled by his/her supervisor, all as added to the normal workday. Should an ESP's regular duty-free lunch period be interrupted by a directive or assignment from a supervisor, time missed shall be made up later in that same day. Compensation based upon a proration of the employee's regular hourly rate of pay will be provided if time missed is not made up on the same day.
3. Each full-time ESP shall be entitled to two (2) fifteen (15)-minute breaks or one (1) thirty (30)-minute break, at the discretion of the building principal or designee, during each normal workday.

C. Preparation Time

A teacher may use for preparation all time during which his/her classes are scheduled to receive instruction from teaching specialists. The BOARD will endeavor to provide additional preparation time for teachers contingent upon financial and administrative constraints as determined by the BOARD.

D. Meetings

Except in cases of emergency, no teacher shall be required to attend more than three (3) after school teacher's meetings, non-credit workshops, SST/IEP meetings, inservice training meetings, or professional obligations; including, but not limited to, parent-teacher conferences and committee meetings per month, nor shall he/she be required to be in attendance thereafter for more than one and one-quarter (1-1/4) hours after his/her children are dismissed. In cases where children are dismissed earlier than the regular dismissal time, the teacher shall not be required to stay past the regular dismissal time.

E. Calendar

Representatives of the ASSOCIATION and administration shall meet at a mutually-agreeable time to discuss the school calendar including the opening day, vacation periods, and close of school term. This committee's recommendation shall be submitted to the BOARD, in writing, prior to BOARD adoption of the calendar.

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The school calendar shall conform to the state law and shall include no more than one hundred eighty-five (185) teacher attendance days. It is understood that if no emergency days are used, the five (5) emergency days will not be attendance days for teachers. One half (1/2) day near the end of each grading period will be given to be used for professional activities at the teacher's discretion.

It is recognized that the BOARD has final authority to determine the school calendar and such school calendar shall be adopted at the earliest practical date. The Calendar Committee shall be apprised of any modifications of the recommended calendar the BOARD may make. In the event that a change becomes necessary after the calendar has been adopted, the ASSOCIATION shall be advised.

F. Workday

The teacher workday shall not exceed seven and one-half (7-1/2) hours. Teachers are expected to be accessible to students and/or parents during these hours. Teachers shall be available for a sufficient time before and after the close of the student day to attend scheduled conferences with parents and discharge other professional obligations. These requirements are meant to be flexible to accommodate personal, building and program needs. A teacher may leave the building during the teacher workday provided the teacher signs out on a sign out sheet conveniently located within the building.

G. Normal Work Hours

1. Normally, work hours should be forty (40) hours per week, eight (8) hours per day, for full-time custodian and maintenance workers and shall be thirty-five (35) hours per week, seven (7) hours per day, for full-time secretaries. The normal workday for health coordinators and teacher assistants shall be coterminous with that of teachers in the district. The daily work hours stipulated above are exclusive of lunch. The work year for ten (10)-month secretaries shall be 200 days, excluding holidays.
2. The normal workweek shall be the five (5)-day period, Monday through Friday. The administration may, however, change such normal schedule at its discretion, without penalty.
3. An employee may only leave the building after signing out on a sign out sheet conveniently located within the building.

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H. Overtime

1. ESPs working more than forty hours per week shall be guaranteed either overtime pay at time and one-half or receive compensatory time at time and one-half for any time worked, assigned, or approved by the superintendent or designee. The ESP may elect either overtime pay or compensatory time. The election of compensatory time is subject to the approval of the superintendent or designee. If an election of compensatory time is rejected by the superintendent or designee, then the ESP shall receive overtime pay.
2. When an ESP is to receive compensatory time for overtime work, the ESP shall use such time within one (1) pay period of when the time was earned or the time shall be converted to salary at the ESP's current rate of pay. Use of compensatory time shall not be regarded as an absence from work for purposes of the ESP's attendance record.
3. An ESP asked to return after his/her normal workday shall be guaranteed at least two (2) hours work at the appropriate rate.
4. Overtime may be assigned by administration. Overtime work performed on holidays or Sundays shall be compensated at double time. The superintendent or designee may temporarily change custodian or maintenance workers' regular work schedules. Notice of such changes shall be given to all affected ESPs one week in advance if possible.

ESPs in a building shall have first preference for available overtime in that building.
5. In the event such schedule changes have an impact of consequence on an ESP, he/she shall so notify the superintendent or designee and attempts shall be made to accommodate the ESP.
6. All overtime pay must be submitted on a time sheet or time card, or requests for compensatory time off submitted in writing, to the superintendent or designee in accordance with business office procedures for processing payroll.
7. All changes in an ESP's time sheet must be initialed by the supervisor or principal, and the ESP.

Working Conditions

I. **Non-student Days**

On days when students are not in attendance ESPs may be required to attend teacher inservice/workshop functions. There shall be two (2) ESPs, one (1) from the middle school and one (1) from an elementary school, on the district's Staff Development Committee as appointed by the administration.

J. **12-month Employee School Holidays**

Certain days are designated by the Illinois State Board of Education as school holidays. A list of these and other paid holidays, which are extended to 12-month employees, is as follows:

- Independence Day
- Labor Day
- Columbus Day
- Veterans' Day
- Thanksgiving Day and the day after Thanksgiving
- Christmas Day
- New Year's Day
- Martin Luther King's Birthday
- Casimir Pulaski's Birthday
- Presidents' Day
- Good Friday
- Memorial Day

The Board of Education has waived the following holidays: Martin Luther King's Birthday, Presidents' Day, Casimir Pulaski's Birthday, Columbus Day, and Veteran's Day, subject to annual approval of the Calendar Committee. 12-month employees will receive a floating holiday for each of these five holidays waived in any fiscal year. The floating holiday must be used in the year in which the holiday occurs or is waived and shall not be cumulative.

If one of the above holidays falls on a Saturday or Sunday, the District shall observe the holiday on a Friday or Monday.

K. **Vacation Days**

1. All twelve (12)-month ESPs shall receive the following vacation days paid at their normal hourly rate of pay on a fiscal-year basis:

Upon employment, a person is granted ten (10) days of vacation with pay. An additional day of vacation will be granted for each year of

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employment after five (5) years in the District. No one will be granted more than twenty (20) days of annual vacation.

2. All vacations will be scheduled and approved by the superintendent or the superintendent's designee.
3. An ESP, upon written application, with the approval of the superintendent, may carry over into the following fiscal year five (5) days of accumulated vacation time. These days, however, must be used within fifteen (15) working days prior to the first day students are in attendance. Such days will not be paid if not used.
4. ESPs called back to work during the period of an approved vacation shall either be compensated at double time for each hour worked, or credited with the subject vacation day, at the ESP's choice.

L. Job Descriptions

Job descriptions for all positions covered under this contract will be readily accessible to all employees.

Advance notice of contemplated changes in any current job description or the job description of a newly-created position shall be given to the ASSOCIATION president and, if he/she requests, the president shall have the opportunity to give input to the Superintendent prior to the implementation of any such changes. Newly-created positions will not be hired until a job description has been created and is available to the ASSOCIATION for review.

M. Mileage for Travel Within the District

In the event that employees are assigned to more than one (1) building, employees so involved shall be compensated by the BOARD for mileage from one (1) school to the other at the maximum rate allowed by the Internal Revenue Service.

N. Teacher Evaluation

Evaluations shall be conducted in accordance with the Illinois School Code and the District Teacher Evaluation Plan.

O. Educational Support Personnel Evaluation

1. Each 10-month ESP shall be evaluated, in writing, at least once each fiscal year, no later than May 15. Each 12-month ESP shall be evaluated, in writing, at least once each fiscal year, no later than June 15. The evaluation shall be given to the ESP and be placed on file in the district office.
2. In the event an ESP wishes to respond to the formal written evaluation, he/she may, within fourteen (14) days of receiving the evaluation, put in writing the comments and any such response will be attached to the evaluation in issue. Evaluation ratings shall not be grievable or arbitrable. Response from the administration shall be given within seven (7) calendar days.
3. Any ESP may request, and upon such request, shall meet with his/her administrator to discuss his/her evaluation.
4. If at any point during the school year it is determined by the administration that an ESP's job performance is unsatisfactory, a conference will be held with the ESP no later than ten (10) school days after the incident(s) of concern, at which time the area(s) of concern will be discussed and a plan to address those concerns will be developed and implemented by the administration.
5. The certified staff assigned to work with the ESP will assist the building administrator in completing the annual evaluation by providing input in written and/or verbal form.

P. Tuition Reimbursement for Advanced Study

Graduate Study

Graduate coursework from a nationally accredited institution must be pre-approved by the Superintendent. Approval or denial will be communicated to the district employee within two weeks of the receipt of the request.

The enrollment in graduate study may be initiated by the staff member and/or administrator. The coursework must be related to the district employee's professional assignment or to an area of critical need as designated by the Illinois State Board of Education.

District employees enrolled in an approved Masters' degree, Masters' degree plus or EdD program will receive a reimbursement of one hundred sixty dollars (\$160.00) per credit up to twelve (12) credits per fiscal year for a maximum of one thousand nine-hundred twenty dollars (\$1,920.00).

Working Conditions

District employees must receive a grade of B or higher in order to qualify for this reimbursement.

Cohort participants shall be entitled to tuition reimbursement not to exceed one hundred sixty dollars (\$160.00) per credit hour up to a maximum of thirty-six (36) hours over the duration of this Agreement.

District employees enrolled in courses apart from those covered above may receive a reimbursement of one hundred and twenty (\$120.00) per credit, up to a maximum of twelve (12) credits for a total of one thousand four hundred forty dollars (\$1,440.00) with approval of the Superintendent.

Tuition reimbursement shall be paid upon the receipt of an official transcript. If coursework will result in a lane change, official transcripts must be submitted to the district office no later than August 15th for salary adjustment. If the staff member does not return to Homewood School District 153, he/she will not receive the reimbursement.

ARTICLE VI - ASSIGNMENTS

A. Notification of Assignments - Teacher

A teacher shall be given written notice of his/her tentative assignments for the forthcoming year no later than sixty (60) days preceding the first day of the new school term. In the event changes in such assignments are proposed, the teacher affected shall be promptly notified and consulted. The teacher shall be allowed to resign if such change is not acceptable to him/her.

B. Positions for Summer School

Positions in the summer school program shall, to the extent feasible, be filled by regularly appointed teachers in the school district. In filling such positions, consideration shall be given to a teacher's competence and major and minor field of study.

C. Notification of Assignments – ESP

Each ESP shall be given written notice of his/her tentative assignments for the forthcoming year before the employee's current work year has ended.

Vacancies, Transfers, and Promotions

ARTICLE VII – VACANCIES, TRANSFERS, AND PROMOTIONS

Vacancy shall be defined as a new or unfilled bargaining unit position which cannot be filled by an honorably-dismissed employee who has recall rights.

The administration shall inform the ASSOCIATION president and post notice of vacancies and promotional positions as they become available.

No position shall be filled, except on an emergency or temporary basis, for a minimum of ten (10) days following the posting outlined above.

An employee requesting consideration for any posted position or transfer to another building or position within the same job classification shall file such request in writing with the superintendent. If vacancies or promotional positions become available during the summer, employees having filed such request will be so notified. In the event an involuntary transfer or reassignment of an employee is contemplated by the District, the superintendent will provide the employee, upon request, an opportunity to discuss the reasons for the transfer or reassignment prior to its implementation.

Prior to any grade level or building transfers, the affected employee shall be consulted. Any teacher affected by such transfer shall be notified immediately and shall be released by the BOARD from his/her contract if he/she so requested.

The parties agree that the BOARD has the right to establish new work positions and classifications. When the BOARD establishes a new position, job description, and commensurate pay, it agrees to give notice of the same to the ASSOCIATION at least five (5) days prior to the posting called for above.

An alleged violation of this Section shall be grievable only to and including the BOARD level of the grievance procedure, but the determination of the BOARD shall be final and binding upon the grievant.

ARTICLE VIII – PROFESSIONAL COMPENSATION AND RELATED PROVISIONS

A. Supplementary Policies

1. Experience Credit

The superintendent may give credit to a new employee for prior years of experience and level of educational preparation to the maximum that the schedule permits.

2. Salary Schedules

The salary schedules for each year of this Agreement, attached hereto as Appendix A and Appendix C, are made a part hereof and incorporated herein by this reference.

3. Co-curricular Schedule

The co-curricular activities salary schedule attached hereto as Appendix B is made a part hereof and incorporated by this reference.

4. Mileage

Any employee required by an administrator to use his/her personal car to travel for school purposes shall receive the maximum rate allowed by the Internal Revenue Service.

B. Payroll Procedures

1. Employees will receive their pay on a 24 payment schedule.
2. During the summer months, staff that does not participate in direct deposit program must come to the District office to pick up their paycheck on the designated pay day.
3. Upon termination of employment other than for retirement, the ESP shall be paid all monies owed, including that for accrued and earned vacation time, within the next pay period.

C. Payroll Deductions

Upon receipt by September 30 of a written authorization submitted by a member of the ASSOCIATION pursuant to and in compliance with the provisions of Section 5/24-21.1 of the *School Code of Illinois*, which authorization may be revoked in writing by September 15, the BOARD

Professional Compensation and Related Provisions

agrees to deduct the dues of such member of the ASSOCIATION from his/her pay.

The business office shall forward to the treasurer of the ASSOCIATION on the 15th of each month (November through June) a check covering the total amount of ASSOCIATION dues deducted through payroll deductions for each preceding month (October through May). The ASSOCIATION shall forward to the business office two weeks prior to the first payroll in October, a complete list of employees who have authorized payroll deductions for ASSOCIATION dues. These deductions will begin with the first payroll in October and the business office shall at that time forward to the ASSOCIATION a list of employees for whom deductions are made. The business office shall forward to the treasurer of the ASSOCIATION by June 30 a statement of the total amount of dues deducted through payroll deductions for the period of October 1 through sixteen (16) pay periods.

Upon appropriate written authorization from the employee, the BOARD shall deduct from the salary of any employee and make appropriate remittance of annuities, credit union, United Way, or any other plans or programs.

D. Medical and Dental Insurance

Employees who are regularly scheduled to work thirty (30) hours or more and those continuing employees who were eligible to receive such benefits in 2003-04, are eligible to receive the benefits specified in Sections D through H of this Article.

The defined contributions shall be prorated for any employee hired during the school year.

Below are the monthly defined contributions by tier for the 2017-2018 school year:

	Employee Contribution	Board Contribution
<u>HMO</u>		
Single + Dental	\$66.91	\$560.82
Employee + Spouse	\$496.91	\$758.57
Employee + Children	\$357.76	\$740.80
Family	\$679.53	\$1,046.77
<u>H.S.A.</u>		
Single	\$144.51	\$560.82
Employee + Spouse	\$652.06	\$758.57
Employee + Children	\$493.53	\$740.80
Family	\$892.90	\$1,046.77

Professional Compensation and Related Provisions

In each subsequent school year of this agreement, the Board shall pay the first three percent (3%) of premium increase for each tier and the remainder of the premium increase for each tier shall be divided equally between the employee and the Board.

1. Health insurance premiums shall be deducted from the insured employees' paycheck. If an employee declines medical insurance, the BOARD shall provide the employee single dental insurance upon the employee's request.
2. Dependent dental insurance shall be available for employees who elect to purchase same through payroll deduction.
3. Any funds remaining in the insurance fund after the payment of all appropriate expenses shall be left to accumulate as a reserve against future health and dental program expenses or be designated for contributing to or offsetting future health and dental insurance premium rate changes.
4. The District Insurance Committee shall be composed of two (2) BOARD members, two (2) administrators, and six (6) staff members including the ASSOCIATION president. The ASSOCIATION president shall be responsible for selecting the other five (5) staff members of the six (6) staff members.

The committee shall meet not less than quarterly. The committee shall be provided at each meeting a summarized listing of claims usage by the participating employees in both the PPO and the HMO Plans and in the prescription drug program. The committee will review the summaries and shall evaluate the trends, then share the possible rate impact with their respective groups for the next year no later than May 15 each year. The committee shall also be given the current status of the "Homewood School District 153 Insurance Fund," which may possibly impact the premium rates for the next year. The committee shall review the defined contribution model and other options annually. Joint recommendations for revisions to the PPO and/or HMO Plans, or any aspects thereof, shall be forwarded to the BOARD and to the ASSOCIATION for further action, if any.

If the conditions stated above are not met, the issues may be grieved in accordance with Article XI.

E. Medicare Supplement Insurance for Active Employees

If the employee so elects in writing, health insurance coverage under District-offered plans shall cease for active employees upon their reaching 65 years of age. The District shall fully reimburse these active employees

Professional Compensation and Related Provisions

for the premium costs of their private Medicare supplement plans, which they secure and carry in their own names. In no event shall the BOARD's insurance protection lapse before said private qualification is established and coverage is secured.

F. Life Insurance

Each full-time employee shall be provided group term life insurance in an amount equal to the employee's annual salary rounded to the nearest \$1,000. In addition, a double indemnity clause will be contained in the insurance.

G. Long-term Disability (LTD) Coverage

The BOARD will provide disability insurance coverage to each employee. The disability insurance shall become operative after a waiting period of ninety (90) days from the start of the disability, or the length of sick leave the employee has, whichever is greater. The plan shall provide for a benefit of not less than sixty percent (60%) of gross income up to a maximum of not less than two thousand dollars (\$2,000) a month payable to age sixty-five (65) if due to an accident or for two (2) years if due to a disability caused by illness.

H. Insurance Consultation

The parties agree to negotiate concerning possible changes in benefit structure, cost containment, and/or provider of medical or dental plans.

I. Section 125 Plan

The BOARD shall offer a flexible benefits program which complies with Section 125 of the Internal Revenue Code to include:

- a. medical spending account
- b. dependent care reimbursement plan
- c. health/dental insurance premium account

Employees who are not eligible for Board-paid benefits may participate in the flexible benefits program when purchasing group benefits at their own expense.

J. Retirement Incentive Programs

1. Teacher Retirement Program Effective July 1, 2017

a. Limitations on Participation

The parties agree that if legislation is enacted or administrative rules adopted during the life of this agreement that adversely affects the Board's obligations or teacher rights under and to the benefits set forth in this Section J, the parties agree to meet within thirty (30) days of the passage of the legislation to renegotiate the provision and the impact on any and all teachers.

b. Retirement Incentive Program

The District's Retirement Incentive Program is intended to recognize the record of full-time certified employees who serve the District in a full time capacity. An eligible teacher may elect to retire under one of the retirement options offered.

c. Teacher Eligibility

To be eligible for the District Retirement Incentive Program, the teacher must:

- i. Have served satisfactorily as a full-time certified employee with District 153 for a minimum of fifteen (15) years in the aggregate immediately preceding retirement. A teacher may use up to 7 years of full-time equivalent service as an ESP to count toward the fifteen (15) years of full-time equivalent service required herein. The teacher must be a participant in the Illinois Teachers' Retirement System and be eligible to receive a retirement pension from the Illinois Teachers' Retirement System.
- ii. Give notice to the Superintendent of the teacher's resignation and retirement effective at the end of the applicable school term and the teacher's desire to participate in a plan by March 1 of the year preceding the start of the year in which benefits are first to be received. The March 1 notice date may be waived by the Board under extenuating circumstances. The teacher's retirement notice must be in writing, must stipulate the final date of employment, and must declare which District plan the teacher desires to

Professional Compensation and Related Provisions

participate in. The Board will notify the applicant of approval the day after the April board meeting or earlier.

- iii. At the time of retirement be 60 or older or have at least 35 years of TRS creditable service or retire with a discounted modified annuity from TRS.

d. Board Provision

- i. The Board reserves the right to establish the maximum number of teachers who will be approved for this program each year.
- ii. The Board must accept each year no fewer than 50% of the applicants who meet the eligibility requirements for the program.
- iii. In the event that the Board determines that the number of participants for a specific year will be less than 100% of the eligible applicants, participation will be determined solely on the basis of District 153 tenured seniority.

e. Retirement Plans

In the event an employee can retire without any additional payment by the Board to the TRS for early retirement, the employee shall receive the following benefits (which are not intended to be retroactive):

OPTION A

A teacher with 15-24 years of full-time service to District 153 as provided in subparagraph c.i. shall receive a four percent (4%) increase in his/her creditable earnings in each of his/her last years of certified employment prior to retirement for up to four (4) years. The teacher shall receive no other retirement benefits from the Board.

OPTION B

A teacher with 25 years or more of full-time service to District 153, as provided in subparagraph c.i., shall receive a five percent (5%) annual pay increase in creditable earnings for up to four (4) years prior to retirement. In addition to creditable earnings increases described herein, teachers may enhance

Professional Compensation and Related Provisions

his/her salary by up to six percent (6%) over the prior years' Teacher Retirement Service (TRS) creditable earnings by engaging in additional extra-curricular activities, as appropriate. The teacher shall also receive a one-time post retirement severance payment of \$5,000, on the day after the first board meeting in September of the retirement year, or may request in writing that the payment amount shall be paid by January 15 of the year following the year of retirement. It is intended that this payment not be TRS creditable. In the event that TRS determines that the payment is TRS creditable, the Association and the Board agree that the payment will be made in the form that TRS deems to be not TRS creditable.

f. Retirement Payout for Unused Sick Leave Days

A teacher who meets the eligibility for retirement incentives as stated in Section c. i. may request payment of unused sick days accumulated in District 153 up to one hundred (100) days at twenty dollars (\$20) per day upon retirement. Any payment of unused sick days will be paid sixty (60) days after the teacher's last regular pay and documentation from Teachers Retirement Service (TRS) indicating these days are in excess and not used or needed for his/her retirement calculation.

Only sick leave days accumulated in District 153 will be paid.

g. Provision for Selected Option

- i. An Association representative and a Board representative shall meet with each retiring teacher no later than September 10 of each year before retirement to determine if the retirement will trigger a penalty payment by the Board to TRS and to review applicable retirement incentives.
- ii. Once a teacher submits a notice of intent to retire he/she will be removed from the salary schedules.
- iii. Payments made pursuant to these retirement options shall be paid no later than three years beyond the expiration of this agreement provided that the applicable one time severance payment may be paid on the day after the first board meeting in September of the retirement year, or may be requested in writing to be paid by January 15 of the year following the year of

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retirement if permitted by law as described in the options above.

h. Contribution to Medical Insurance Premiums

- i. For each employee who retires under Option A of the District's retirement incentive program as described in this Section J, the Board will pay \$500 per year toward the cost of medical insurance of the retiree's choice with the following limitations:
 - a. One (1) \$500 reimbursement accrues for every three (3) years of service to the District.
 - b. The maximum benefit under this paragraph is \$5,000.
- ii. For each employee who retires under Option B of the District's retirement incentive program with 25 years or more of full-time equivalent service as described in this Section J, the Board shall pay a one time \$1,000 reimbursement which will accrue for every three (3) years of service to the District toward the cost of medical insurance of the retiree's choice in one lump sum payment up to a maximum of \$10,000.
- iii. Provisions applicable to all reimbursements made pursuant to the subparagraph g:
 - a) Reimbursement payments will be made in one time lump sum payment during the month of January.
 - b) This benefit does not carry a right of survivorship if the retired employee dies before the maximum reimbursement is disbursed.
 - c) A teacher may not remain on the District's medical/dental insurance program. Should a retiring ESP remain on the District's medical/dental insurance program at their own cost under COBRA or the Illinois Insurance Code, the retiring ESP shall not be eligible for the Board contribution under Section J. g.

i. Withdrawal of Intent to Retire

An employee's notification of intent to retire may only be rescinded for the following reasons:

- i. Death of the retiree's domestic partner; or
- ii. Other reasons of compelling emergency as determined solely by the Board, and not reviewable through the grievance procedure or in any other forum, the reason to be non-precedential with respect to granting or denying requested changes in retirement election.

Upon an employee's withdrawal of intent to retire he or she will be required to repay the district the difference between the retirement benefit and what would have been the employee's regular salary. The amount due for repayment will be withdrawn from the remaining pay periods. No other monetary penalty will be applied but Subsection j. "Other Conditions Regarding Creditable Earnings" will continue to apply.

j. Other Conditions Regarding Creditable Earnings

The parties agree that under no circumstances will the increases in creditable earnings from one year to the next for teachers who are eligible to retire under any TRS Retirement Program, exceed the maximum allowable annual increase as established by TRS without penalty to the Board. The parties agree that if (whether due to horizontal lane movement, extra-duty stipends or any other reasons) the maximum allowable rate without penalty to the Board is exceeded, the parties will meet and agree to restructure the teacher's assignment or compensation so that the maximum allowable rate without penalty to the Board of Education will not be exceeded. The parties acknowledge the purpose of such agreement is to avoid liability for penalties, which may result from increases in creditable earnings from one year to the next in excess of the maximum allowable rate without penalty to the Board.

This retirement incentive program shall not be available to any teacher for whom the Board will incur a penalty to TRS due to an increase of more than six percent (6%) in that teacher's creditable earnings in any year used to calculate the teacher's pension benefit.

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Creditable earnings paid during the retirement notice period shall be inclusive of extra-duty compensation. A teacher who takes on a new extra duty assignment during the notice period shall receive no additional compensation. If during the notice period the Board discontinues an extra duty position filled by a teacher who has given his/her retirement notice, no deduction shall be made from the specified annual increase. If, however, a teacher voluntarily discontinues such an assignment, or the teacher is removed from the position, compensation for the position will be deducted from the total creditable earnings received for that year.

k. **2012-2017 Retirement Incentive Program**

The provisions of the Retirement Incentive Program contained within the 2012-2017 collective bargaining agreement shall be available to teachers until August 15, 2017. The notice of intent to retire must be submitted no later than August 15, 2017 and retirement must occur no later than June 30, 2021.

2. **ESP Retirement Incentive Program Effective July 1, 2017**

- a. Upon the retirement of an ESP, the Board shall pay all monies owed to the ESP, including that for earned salary and overtime and for earned and accrued vacation time. These amounts shall be calculated as of the date of retirement and paid no later than in the next regular payroll cycle.
- b. ESPs who have completed fifteen (15) aggregate years of service to District 153, meet all IMRF qualifications, and participate in an IMRF retirement annuity shall have the following options:

OPTION A

If an ESP gives an irrevocable written notice of retirement and resignation by not later than March 1 in the third year before retirement, the ESP shall receive a six percent (6%) increase in their base pay each of their the last two years of employment.

OPTION B

If an ESP gives an irrevocable written notice of retirement and resignation by not later than March 1 in the second year before retirement, the ESP shall receive a six percent (6%) increase in their base pay over their last year of employment.

Professional Compensation and Related Provisions

- c.** Upon retirement from the District, an ESP who has served at least fifteen (15) aggregate years in the District 153, meet all the IMRF qualifications and participate in an IMRF retirement annuity shall be paid a sum of twenty dollars (\$20) per day for unused accumulated sick leave not counted for retirement pension credit up to a maximum of one hundred (100) days. This payment shall be as a post retirement severance payment sixty (60) days after the last day of employment.
- d.** If any amount due the ESP under OPTION A or OPTION B in subparagraphs 2.b. causes the earnings of the ESP to exceed a six percent (6%) increase in any fiscal year, the amount in excess of six percent (6%) shall be paid to the ESP as a lump sum severance bonus sixty (60) days after the last day of employment.
- e.** Provided the ESP has made timely application for retirement as provided herein, the retiring ESP shall also receive the contribution to medical insurance premiums as provided in Section J. h. of this Article VIII, and shall be subject to the withdrawal provisions of Section J. i. of this Article VIII, all as effective July 1, 2017.
- f.** ESPs participating in the District's Retirement Incentive Program shall be removed from the salary schedules.
- g.** An Association representative and a Board representative shall meet with each retiring ESP no later than September 10 of each year before retirement to review the applicable retirement incentives.
- h.** The provisions of the Retirement Incentive Program contained within the 2012-2017 collective bargaining agreement shall be available to ESP's until August 15, 2017. The notice of intent to retire must be submitted no later than August 15, 2017 and retirement must occur no later than June 30, 2019.

ARTICLE IX – LEAVES

A. Sick Leave

1. Sick leave shall include absence caused by personal illness, quarantine at home, serious illness or death in the immediate family or household, or birth, adoption, or placement for adoption. Immediate family includes mother, father, sister, brother, spouse, children, grandparents, grandchildren, parents-in-law, sisters-in-law, brothers-in-law and legal guardians.
2. Effective July 1, 2001, the following sick leave schedule shall apply for all regular employees:

<u>Years of Service</u>	<u>Days of Leave</u>
1	10
2	10
3	12
4	14
5	16
6	18
7 or more	20

3. Sick leave days shall accumulate without limit. Upon retirement, a teacher may exchange up to 170 accumulated sick leave days for one additional year of TRS creditable service, or a portion thereof, and up to 340 accumulated sick leave days for two additional years of creditable service, or a portion thereof. A retiring ESP may exchange up to 240 accumulated sick leave days for one additional year of IMRF service credit, or a portion thereof.
4. The amount of sick leave available to an employee at the outset of the school year (July 1) shall be equal to the number of days that will be earned during that year, plus the number earned and not used during the preceding accumulative period.
5. After the first three (3) days of absence, a physician's certificate, or if the treatment is by prayer or spiritual means, that of a spiritual advisor or practitioner of such person's faith must be submitted. The BOARD reserves the right to request such a statement at any time during the period in which the employee is receiving compensation under the sick leave program.
6. The number of days of sick leave earned in any year is related to the portion of the year during which the individual is employed. For example, if an employee is employed for only five (5) months of a

Leaves

given year, he/she will earn five (5) days of leave. If he/she has been granted ten (10) days of leave prior to the termination of his/her employment, five (5) days of full salary will be deducted from his/her final salary payment.

Sick leave for part-time employees shall be granted on a pro rata basis according to his/her actual length of workday.

7. To receive sick leave salary, the employee must file an absence report for each period of absence.
8. Only service in District 153 is recognized under the sick leave program. Experience in other districts is not credited.

B. Personal Leaves

1. Each employee shall for each school year be granted personal leave not to exceed five (5) days, three (3) of which may accumulate as sick leave, if not used. Such leave shall be without loss of salary or deduction of sick leave. Personal leave days may be used as sick leave days.
2. Personal leave days are intended only for situations which require an employee to be absent on a normal working day. No approval shall be required from the Administration for said personal leave days.
3. Personal leave days shall not be used during the first and last week of a school year, before and after a holiday, for purposes of work stoppage, or for purposes of recreation. Exceptions to this section require prior approval of the superintendent or designee. Requests will be considered on a case-by-case basis and approval will not set precedent.

C. Leaves

1. Family and Medical Leave

For purposes of this section, fiscal year of July 1 to June 30 shall be used to determine eligibility. Requests for leave under the Family and Medical Leave Act shall be designated as such by the employee in his/her request for leave. The BOARD shall address such requests within the boundaries provided in FMLA. Employees may, but shall not be required to substitute paid sick and/or personal leave days for any period of a leave taken under the FMLA as permitted by that law. The maximum amount of FMLA leave, paid and unpaid combined, in any fiscal year shall be twelve (12) weeks.

Leaves

The BOARD shall maintain health care coverage for the duration of the FMLA leave at the same level and under the same conditions that existed at the time of the commencement of the leave. The cost of health care premiums paid by the District during leave can be recovered if the employee does not return to work at the end of the leave.

Accumulated sick leave shall be used for any incapacity prior to the birth of a child. FMLA leave shall be used after the exhaustion of accumulated sick leave days for up to the maximum amount of FMLA leave in any fiscal year (12 weeks). Sick days may be used only during the contract year of 180 school days.

2. Unpaid Parental Leave

An unpaid parental leave of absence shall be granted to an employee upon written request for such leave at least sixty (60) days prior to the onset of the leave. The duration of the leave shall be for the remainder of the school semester in which it begins, plus one additional school semester, if requested; return will be at the beginning of the school term. An employee may request a one-year extension of an unpaid long-term parental leave by making written request to the superintendent prior to January 1st to be eligible for consideration for an extension during the next school term. The decision of the superintendent to approve or not to approve a request for extension in unpaid long-term parental leave shall not be precedential in future request for extensions.

An employee on long-term parental leave must notify the superintendent, in writing, by March 1 regarding intention to return to the District at the beginning of the following school term. The notice of intention to return must be received by the superintendent within the time provided above; if not so received, the employee shall be deemed to have resigned from employment.

Unpaid parental leave shall be granted without loss of tenure or seniority status, if any, and accumulated sick leave shall be restored upon the employee's return to duty. Any employee granted leave who has completed at least one hundred (100) days of the school term (120 days of the school year for 12-month employees) prior to her leave shall be considered to have completed a full year for purposes of computing salary and benefits.

D. Extended Illness Leave

1. If a tenured teacher or non-probationary ESP is unable to return to work because of illness and the employee has exhausted his/her accumulated sick leave, an additional unpaid leave of up to ninety (90) workdays shall be afforded to the employee. At the expiration of this leave, the employee must present a doctor's certificate, or if the employee's treatment is by prayer or spiritual means, the certificate shall be by a spiritual advisor or practitioner of such person's faith, stating that he/she is physically capable of assuming his/her duties. Any benefits which would otherwise accrue to an employee shall be suspended during the leave of absence. [Once an extended illness leave has been taken, a teacher must complete at least one year of full time teaching before applying for another such leave.] The BOARD reserves the right to request a physical examination, or if the employee's treatment is by prayer or spiritual means, the examination shall be by a spiritual advisor or practitioner of such person's faith, of the employee at any time during the period of leave.
2. When an employee on leave returns to duty, he/she shall be assigned to as nearly equivalent a position to the one he/she held prior to the leave as is available in the event the original position is not available. The term "as nearly equivalent a position" could include the position of permanent substitute.
3. Any employee having completed at least one hundred (100) days of the school term (120) days of the school year for 12-month employees) shall be considered to have completed the full year for purposes of computing salary and benefits.
4. An employee granted an unpaid extended illness leave may make arrangements to continue for the duration of the leave, health, and dental insurance coverage as stated in this Agreement. The cost of the benefits during the unpaid extended illness leave is at the employee's expense and must have the approval of the insurance carrier.

E. Military Leave

The contractual continued service status of an employee shall not be affected by virtue of his/her induction or enlistment for military duty in any branch of the armed forces of the United States. (A teacher who has taught in an academic program during the service will be granted up to two (2) years credit on the salary schedule.

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F. **Jury Duty**

If an employee is called for jury duty, he/she shall receive his/her full salary, except that with the beginning of the 21st consecutive working day the BOARD shall make a deduction equal to the amount received for such jury duty.

G. **Work-Related Injury**

Work-related injuries and any such related leaves shall be granted in accordance with relevant statutes and Illinois Workers' Compensation Commission rules and regulations. The BOARD shall pay the difference between the workers' compensation received and the employee's regular salary so long as the employee has accumulated sick days. One-third of a day shall be deducted from the employee's accumulated sick leave total for each day the employee is on work-related injury or illness leave.

H. **Position Sharing**

Before March 1, employees interested in sharing a single position and its accompanying fringe benefits during the coming school year shall develop a written proposal and shall submit it to the superintendent and building principal.

The employees may split insurance and other fringe benefits in any fashion agreeable to the two employees involved so long as the total cost to the BOARD does not exceed those costs normally associated with one full-time employee. Each employee shall be paid a salary pro ration of his/her own step and lane on the salary schedule.

Approval of job sharing proposals shall be at the discretion of the superintendent and the granting of such a proposal shall not create a practice or precedent. Job sharing applications shall be submitted on a one-year basis. Extensions for a second year may be requested but are not guaranteed for approval.

For purposes of tenure and seniority, the portion of a full-time position not worked by each employee shall be considered to be an unpaid leave of absence.

ARTICLE X – NEGOTIATIONS

A. Guidelines

1. The Board and the Association will agree upon guidelines and the method of negotiations as soon as is mutually agreed, but not later than March 1 in the final year of the Agreement.
2. All negotiating sessions are to be closed to the general public and limited to representatives designated by the BOARD or by the ASSOCIATION.
3. The obligation to bargain in good faith does not compel either negotiating team to agree to a proposal or require the making of a concession.

B. Contract Distribution and Printing

After agreement has been reached, the BOARD will provide to the ASSOCIATION enough copies of the Agreement for each employee. The BOARD and the ASSOCIATION shall share the cost of such copies. Thereafter, the Board shall provide a copy of the Agreement to each new employee.

C. Impasse Procedures

If an impasse is declared in accordance with the provisions of 115 ILCS 5/12, the BOARD and the ASSOCIATION agree jointly to request the Federal Mediation and Conciliation Service to provide a mediator. If FMCS cannot provide a mediator within a reasonable time, the parties shall immediately commence discussion as to a replacement. If the parties cannot agree as to the source for a mediator, the Illinois Educational Labor Relations Board shall be notified.

ARTICLE XI – GRIEVANCE

A. Definitions

1. A grievance is any claim by an employee, a group of employees, or the ASSOCIATION of violation, misapplication, or misinterpretation of the terms of this Agreement.
2. An "aggrieved person" is the person or persons making the claim.
3. At least one (1) ASSOCIATION representative shall be present at a meeting, hearing, appeal or other proceedings relating to a grievance which has been formally presented, if so requested by the grievant.

B. Purpose

The primary purpose of this procedure is to secure, at the lowest possible level, equitable solutions to claims of the aggrieved person. These proceedings shall be kept confidential at each level of this procedure unless prohibited by law. Nothing contained herein shall be construed as limiting the right of any employee with a grievance to discuss the matter informally with any appropriate member of the Administration and having the grievance adjusted without the intervention of the ASSOCIATION, provided the ASSOCIATION, when requested by the employee, has been notified and the adjustment is not inconsistent with the terms of this Agreement. When requested by the employee, an ASSOCIATION representative may accompany the employee to assist in the informal resolution of the grievance.

C. Procedure

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

1 Level One

An aggrieved person shall first reduce his/her grievance to writing and file it with his/her Building Principal or the latter's designee within fifteen (15) days from the time that the employee could reasonably be expected to have become aware of the occurrence of the event giving rise to the grievance. The Building Principal or his/her designee shall confer with the grievant and appropriate supervisors

Grievance

in an attempt to resolve the grievance. A decision in writing shall be rendered to the grievant within five (5) days. The grievant's written statement of the grievance shall include reasons for invoking the grievance procedure, and the response of the Building Principal or his/her designee shall include reasons for his/her decision.

2. Level Two

If a satisfactory agreement is not reached at Level One, the grievant may appeal to the superintendent or his/her designee in writing ten (10) days after he/she has received the decision of the Building Principal or his/her designee. A copy of the appeal shall be furnished to the Building Principal or his/her designee by the Administration. The superintendent or his/her designee shall hold a conference within ten (10) days after the filing of the appeal, and a written decision including reasons shall be rendered by him/her or his/her designee to the grievant within five (5) days after holding the said conference.

3. Level Three

If the grievant is not satisfied with the decision in Level Two, the grievant may appeal to the BOARD within ten (10) days after having received the written decision including reasons of the superintendent. The appeal shall be in writing, and copies thereof shall be furnished to the building principal and the superintendent. Within ten (10) days after receipt of the appeal, the BOARD shall have the option to hear and consider the grievance. If the BOARD elects to hear the grievance, it shall do so within ten (10) days after receipt of the appeal. The BOARD shall then render its decision, including reasons, within ten (10) days after the hearing of the grievance and shall communicate it in writing through the superintendent's office to the grievant.

4. Level Four

If the grievant is not satisfied with the disposition of the grievance at Level Two and Three, or the time limits expire without the issuance of the superintendent's and the BOARD's written reply, or if the BOARD elects not to hear the grievance, the grievant may submit the grievance to final and binding arbitration under the Voluntary Labor Arbitration Rules of the American Arbitration Association, which shall act as the administrator of the proceedings. If the demand for arbitration is not filed within ten (10) days of the date for the BOARD's decision in Level Three, then the grievance shall be deemed withdrawn.

Grievance

- a. The arbitrator shall have no power to alter nor to add to or detract from the terms of this Agreement.
- b. Each party shall bear the full cost for its representation in the arbitration. The cost of the arbitrator and the A.A.A. shall be divided equally between the parties.
- c. If either party requests a transcript of the proceedings, that party shall bear the full cost for that transcript. If both parties order a transcript, the cost of the two (2) transcripts shall be divided equally between the parties.

D. Rights to Representation

No employee may be represented by any employee organization other than the ASSOCIATION in any grievance initiated pursuant to this Agreement. However, the aggrieved person has the right to call witnesses and to secure legal counsel or other representation at his/her own expense.

E. Miscellaneous

1. A grievance may be withdrawn or settled by written notification to concerned parties at any level without prejudice.
2. If, in the judgment of the ASSOCIATION, a grievance affects a group or class of employees, the ASSOCIATION may submit such grievance in writing to the superintendent directly and the processing of such grievance shall be commenced at Level Two.
3. If the grievant and the superintendent agree, Level One and Level Two of the grievance procedure may be bypassed and the grievance brought directly to the next level. If Level Two is bypassed and the BOARD elects to hear the grievance, it shall be heard at Level Three.
4. If, in the opinion of the BOARD or the Administration, the investigation or processing of any grievance requires the grievant to be released from his/her regular assignment, he/she will be released without loss of pay or benefits.
5. If the affected employee so requests, copies of all written decisions of grievances, including reasons for the decisions, shall be sent to the requesting parties.
6. No reprisals of any kind shall be taken by the BOARD or the ASSOCIATION against any employee for either invoking or participating or failing to participate in the grievance procedure.

Grievance

7. All official grievance documents shall be filed separately from the personnel files of the participants.
8. The BOARD acknowledges the right of the ASSOCIATION'S representatives to participate in the processing of a grievance at any level, and no employee shall be required to discuss any grievance if the ASSOCIATION'S representative is not present, except as provided in the terms of this Agreement.

ARTICLE XII – EFFECT OF AGREEMENT

A. Complete Understanding

The terms and conditions set forth in this Agreement represent the full and complete understanding and commitment between the parties hereto. The terms and conditions may be altered, changed, added to, deleted from, or modified only through the voluntary, mutual consent of the parties in a written amendment executed according to the provisions of this Agreement.

B. Agreement and Board Policy

The terms and provisions of the Agreement supersede and control over any conflicting BOARD policy.

C. Savings Clause

Should any article, section or clause of this Agreement be declared illegal by a court of competent jurisdiction, said article, section or clause, as the case may be, shall be automatically deleted from this Agreement to the extent that it violated the law. The remaining articles, sections and clauses shall remain in full force and effect for the duration of the Agreement if not affected by the deleted article, section or clause.

D. Individual Contracts

Any individual contract between the BOARD and an individual employee shall be subject to the terms of this Agreement.

E. Waivers of State Mandates

In the event the Administration considers proposing that the BOARD waive certain mandates as provided in the *School Code of Illinois*, and prior to BOARD formal consideration and any formal, public hearing on the matter, the Administration shall notify the ASSOCIATION of its intent. If the ASSOCIATION so desires, it shall inform the Administration of its interest in discussing (but not to be considered negotiating) any mandate waivers and the potential impact on employees, with such discussions to take place prior to any formal BOARD action. Nothing herein shall prohibit the ASSOCIATION from engaging in direct communication with the BOARD regarding such matters.

Reduction-in-Force

ARTICLE XIII – REDUCTION-IN-FORCE

Any reduction-in-force of bargaining unit positions shall be completed in compliance with Sections 5/24-12 and 5/10-23.5 of the *School Code of Illinois* and all other applicable law.

Remedies for alleged violations of the above provision shall not be pursued through the grievance procedure.

For purposes of reduction-in-force, the following categories apply:

- Certified Teachers
- Custodian
- Maintenance Worker/District Driver
- General Support Staff
- Assistants: Instructional, Learning/Media Center,
Special Education
- Level One Technology Support
- Building Secretary
- Health Coordinator
- Cafeteria Workers

Duration

ARTICLE XIV – DURATION

This Agreement shall be effective on the 1st day of July 2017 and shall continue in force and effect until June 30, 2022.

This Agreement shall be renewed automatically from year to year thereafter, unless either party notifies the other in writing, in accordance with the provisions of the Illinois Educational Labor Relations Act, that they desire to modify, change, amend or terminate this Agreement. In the event either party serves notice of its desire to modify, change or amend this Agreement, this Agreement is to remain in force until a new Agreement is signed and ratified by both parties.

APPROVED AND SIGNED _____ 2017.

**HOMEWOOD EDUCATION
ASSOCIATION, IEA-NEA**

**BOARD OF EDUCATION
SCHOOL DISTRICT 153
COOK COUNTY, ILLINOIS**

President, Cherylyn Pesina

President, Shelly F. Marks

ATTEST:

Treasurer, Karen Kuersten

Secretary, Gregory Lawrence

Appendix A

TEACHER SALARY SCHEDULE 2017-2018

3.0%

STEP	BA	BA10	BA20	MA	MA10	MA20	MA45
1	\$39,404	\$40,586	\$41,803	\$43,162	\$44,457	\$45,791	\$47,164
2	\$40,389	\$41,600	\$42,848	\$44,241	\$45,568	\$46,935	\$48,343
3	\$41,398	\$42,640	\$43,920	\$45,347	\$46,707	\$48,109	\$49,552
4	\$42,433	\$43,706	\$45,018	\$46,481	\$47,875	\$49,311	\$50,791
5	\$43,494	\$44,799	\$46,143	\$47,643	\$49,072	\$50,544	\$52,061
6	\$44,582	\$45,919	\$47,297	\$48,834	\$50,299	\$51,808	\$53,362
7	\$45,696	\$47,067	\$48,479	\$50,055	\$51,556	\$53,103	\$54,696
8	\$46,839	\$48,244	\$49,691	\$51,306	\$52,845	\$54,431	\$56,063
9	\$48,010	\$49,450	\$50,933	\$52,589	\$54,166	\$55,791	\$57,465
10	\$49,210	\$50,686	\$52,207	\$53,903	\$55,520	\$57,186	\$58,902
11		\$51,953	\$53,512	\$55,251	\$56,909	\$58,616	\$60,374
12		\$53,252	\$54,850	\$56,632	\$58,331	\$60,081	\$61,884
13		\$54,583	\$56,221	\$58,048	\$59,789	\$61,583	\$63,431
14		\$55,948	\$57,626	\$59,499	\$61,284	\$63,123	\$65,016
15		\$57,347	\$59,067	\$60,987	\$62,816	\$64,701	\$66,642
16			\$60,544	\$62,511	\$64,387	\$66,318	\$68,308
17			\$62,057	\$64,074	\$65,996	\$67,976	\$70,016
18			\$63,609	\$65,676	\$67,646	\$69,676	\$71,766
19			\$65,199	\$67,318	\$69,337	\$71,418	\$73,560
20			\$66,829	\$69,001	\$71,071	\$73,203	\$75,399
21			\$68,500	\$70,726	\$72,848	\$75,033	\$77,284
22			\$70,212	\$72,494	\$74,669	\$76,909	\$79,216
23				\$74,306	\$76,536	\$78,832	\$81,197
24						\$80,802	\$83,227

Salaries below the line will receive annual increases of:

\$1,000 \$1,000 \$1,000 \$1,500 \$1,500 \$1,500 \$2,000

A teacher who earns National Board Certification shall be paid a lump sum of two thousand dollars (\$2,000) each year thereafter of service to Homewood School District 153.

TEACHER SALARY SCHEDULE 2018-2019

2.5%

STEP	BA	BA10	BA20	MA	MA10	MA20	MA45
1	\$40,389	\$41,600	\$42,848	\$44,241	\$45,568	\$46,935	\$48,343
2	\$41,398	\$42,640	\$43,920	\$45,347	\$46,707	\$48,109	\$49,552
3	\$42,433	\$43,706	\$45,018	\$46,481	\$47,875	\$49,311	\$50,791
4	\$43,494	\$44,799	\$46,143	\$47,643	\$49,072	\$50,544	\$52,061
5	\$44,582	\$45,919	\$47,297	\$48,834	\$50,299	\$51,808	\$53,362
6	\$45,696	\$47,067	\$48,479	\$50,055	\$51,556	\$53,103	\$54,696
7	\$46,839	\$48,244	\$49,691	\$51,306	\$52,845	\$54,431	\$56,063
8	\$48,010	\$49,450	\$50,933	\$52,589	\$54,166	\$55,791	\$57,465
9	\$49,210	\$50,686	\$52,207	\$53,903	\$55,520	\$57,186	\$58,902
10	\$50,440	\$51,953	\$53,512	\$55,251	\$56,909	\$58,616	\$60,374
11		\$53,252	\$54,850	\$56,632	\$58,331	\$60,081	\$61,884
12		\$54,583	\$56,221	\$58,048	\$59,789	\$61,583	\$63,431
13		\$55,948	\$57,626	\$59,499	\$61,284	\$63,123	\$65,016
14		\$57,347	\$59,067	\$60,987	\$62,816	\$64,701	\$66,642
15		\$58,780	\$60,544	\$62,511	\$64,387	\$66,318	\$68,308
16			\$62,057	\$64,074	\$65,996	\$67,976	\$70,016
17			\$63,609	\$65,676	\$67,646	\$69,676	\$71,766
18			\$65,199	\$67,318	\$69,337	\$71,418	\$73,560
19			\$66,829	\$69,001	\$71,071	\$73,203	\$75,399
20			\$68,500	\$70,726	\$72,848	\$75,033	\$77,284
21			\$70,212	\$72,494	\$74,669	\$76,909	\$79,216
22			\$71,967	\$74,306	\$76,536	\$78,832	\$81,197
23				\$76,164	\$78,449	\$80,802	\$83,227
24						\$82,823	\$85,307

Salaries below the line will receive annual increases of:

\$1,000 \$1,500 \$1,500 \$1,500 \$2,000

A teacher who earns National Board Certification shall be paid a lump sum of two thousand dollars (\$2,000) each year thereafter of service to Homewood School District 153.

TEACHER SALARY SCHEDULE 2019-2020

2.5%

STEP	BA	BA10	BA20	MA	MA10	MA20	MA45
1	\$41,398	\$42,640	\$43,920	\$45,347	\$46,707	\$48,109	\$49,552
2	\$42,433	\$43,706	\$45,018	\$46,481	\$47,875	\$49,311	\$50,791
3	\$43,494	\$44,799	\$46,143	\$47,643	\$49,072	\$50,544	\$52,061
4	\$44,582	\$45,919	\$47,297	\$48,834	\$50,299	\$51,808	\$53,362
5	\$45,696	\$47,067	\$48,479	\$50,055	\$51,556	\$53,103	\$54,696
6	\$46,839	\$48,244	\$49,691	\$51,306	\$52,845	\$54,431	\$56,063
7	\$48,010	\$49,450	\$50,933	\$52,589	\$54,166	\$55,791	\$57,465
8	\$49,210	\$50,686	\$52,207	\$53,903	\$55,520	\$57,186	\$58,902
9	\$50,440	\$51,953	\$53,512	\$55,251	\$56,909	\$58,616	\$60,374
10	\$51,701	\$53,252	\$54,850	\$56,632	\$58,331	\$60,081	\$61,884
11		\$54,583	\$56,221	\$58,048	\$59,789	\$61,583	\$63,431
12		\$55,948	\$57,626	\$59,499	\$61,284	\$63,123	\$65,016
13		\$57,347	\$59,067	\$60,987	\$62,816	\$64,701	\$66,642
14		\$58,780	\$60,544	\$62,511	\$64,387	\$66,318	\$68,308
15		\$60,250	\$62,057	\$64,074	\$65,996	\$67,976	\$70,016
16			\$63,609	\$65,676	\$67,646	\$69,676	\$71,766
17			\$65,199	\$67,318	\$69,337	\$71,418	\$73,560
18			\$66,829	\$69,001	\$71,071	\$73,203	\$75,399
19			\$68,500	\$70,726	\$72,848	\$75,033	\$77,284
20			\$70,212	\$72,494	\$74,669	\$76,909	\$79,216
21			\$71,967	\$74,306	\$76,536	\$78,832	\$81,197
22			\$73,767	\$76,164	\$78,449	\$80,802	\$83,227
23				\$78,068	\$80,410	\$82,823	\$85,307
24						\$84,893	\$87,440

Salaries below the line will receive annual increases of:

\$1,000 \$1,500 \$1,500 \$1,500 \$2,000

A teacher who earns National Board Certification shall be paid a lump sum of two thousand dollars (\$2,000) each year thereafter of service to Homewood School District 153.

TEACHER SALARY SCHEDULE 2020-2021

2.0%

STEP	BA	BA10	BA20	MA	MA10	MA20	MA45
1	\$42,226	\$43,493	\$44,798	\$46,254	\$47,642	\$49,071	\$50,543
2	\$43,282	\$44,581	\$45,918	\$47,410	\$48,833	\$50,298	\$51,807
3	\$44,364	\$45,695	\$47,066	\$48,596	\$50,053	\$51,555	\$53,102
4	\$45,473	\$46,837	\$48,243	\$49,810	\$51,305	\$52,844	\$54,429
5	\$46,610	\$48,008	\$49,449	\$51,056	\$52,587	\$54,165	\$55,790
6	\$47,775	\$49,209	\$50,685	\$52,332	\$53,902	\$55,519	\$57,185
7	\$48,970	\$50,439	\$51,952	\$53,640	\$55,250	\$56,907	\$58,614
8	\$50,194	\$51,700	\$53,251	\$54,981	\$56,631	\$58,330	\$60,080
9	\$51,449	\$52,992	\$54,582	\$56,356	\$58,047	\$59,788	\$61,582
10	\$52,735	\$54,317	\$55,947	\$57,765	\$59,498	\$61,283	\$63,121
11		\$55,675	\$57,345	\$59,209	\$60,985	\$62,815	\$64,699
12		\$57,067	\$58,779	\$60,689	\$62,510	\$64,385	\$66,317
13		\$58,494	\$60,248	\$62,206	\$64,073	\$65,995	\$67,975
14		\$59,956	\$61,755	\$63,762	\$65,674	\$67,645	\$69,674
15		\$61,455	\$63,298	\$65,356	\$67,316	\$69,336	\$71,416
16			\$64,881	\$66,990	\$68,999	\$71,069	\$73,201
17			\$66,503	\$68,664	\$70,724	\$72,846	\$75,031
18			\$68,166	\$70,381	\$72,492	\$74,667	\$76,907
19			\$69,870	\$72,140	\$74,305	\$76,534	\$78,830
20			\$71,616	\$73,944	\$76,162	\$78,447	\$80,801
21			\$73,407	\$75,793	\$78,066	\$80,408	\$82,821
22			\$75,242	\$77,687	\$80,018	\$82,419	\$84,891
23				\$79,630	\$82,018	\$84,479	\$87,013
24						\$86,591	\$89,189

Salaries below the line will receive annual increases of:

\$1,000 \$1,500 \$1,500 \$2,000 \$2,000

A teacher who earns National Board Certification shall be paid a lump sum of two thousand dollars (\$2,000) each year thereafter of service to Homewood School District 153.

TEACHER SALARY SCHEDULE 2021-2022

2.0%

STEP	BA	BA10	BA20	MA	MA10	MA20	MA45
1	\$43,071	\$44,363	\$45,694	\$47,179	\$48,594	\$50,052	\$51,554
2	\$44,148	\$45,472	\$46,836	\$48,359	\$49,809	\$51,304	\$52,843
3	\$45,251	\$46,609	\$48,007	\$49,568	\$51,055	\$52,586	\$54,164
4	\$46,383	\$47,774	\$49,207	\$50,807	\$52,331	\$53,901	\$55,518
5	\$47,542	\$48,969	\$50,438	\$52,077	\$53,639	\$55,248	\$56,906
6	\$48,731	\$50,193	\$51,699	\$53,379	\$54,980	\$56,630	\$58,328
7	\$49,949	\$51,448	\$52,991	\$54,713	\$56,355	\$58,045	\$59,787
8	\$51,198	\$52,734	\$54,316	\$56,081	\$57,764	\$59,496	\$61,281
9	\$52,478	\$54,052	\$55,674	\$57,483	\$59,208	\$60,984	\$62,813
10	\$53,790	\$55,403	\$57,066	\$58,920	\$60,688	\$62,508	\$64,384
11		\$56,789	\$58,492	\$60,393	\$62,205	\$64,071	\$65,993
12		\$58,208	\$59,955	\$61,903	\$63,760	\$65,673	\$67,643
13		\$59,663	\$61,453	\$63,451	\$65,354	\$67,315	\$69,334
14		\$61,155	\$62,990	\$65,037	\$66,988	\$68,998	\$71,068
15		\$62,684	\$64,564	\$66,663	\$68,663	\$70,723	\$72,844
16			\$66,179	\$68,329	\$70,379	\$72,491	\$74,665
17			\$67,833	\$70,038	\$72,139	\$74,303	\$76,532
18			\$69,529	\$71,789	\$73,942	\$76,160	\$78,445
19			\$71,267	\$73,583	\$75,791	\$78,064	\$80,406
20			\$73,049	\$75,423	\$77,686	\$80,016	\$82,417
21			\$74,875	\$77,308	\$79,628	\$82,016	\$84,477
22			\$76,747	\$79,241	\$81,618	\$84,067	\$86,589
23				\$81,222	\$83,659	\$86,169	\$88,754
24						\$88,323	\$90,972
			\$1,000	\$1,500	\$2,000	\$2,000	\$2,000

A teacher who earns National Board Certification shall be paid a lump sum of two thousand dollars (\$2,000) each year thereafter of service to Homewood School District 153.

APPENDIX B
CO-CURRICULAR SALARY SCHEDULE

JAMES HART

<u>Activity/Description</u>	FY18	FY19	FY20	FY21	FY22
ATHLETIC ACTIVITIES					
ATHLETIC DIRECTOR	5,670	5,897	6,133	6,133	6,133
BASEBALL (2)	2,783	2,894	3,010	3,010	3,010
BASKETBALL (4)	2,783	2,894	3,010	3,010	3,010
CHEERLEADING	5,670	5,897	6,133	6,133	6,133
CROSS COUNTRY (3) Summer	1,838	1,911	1,987	1,987	1,987
CROSS COUNTRY	1,575	1,638	1,704	1,704	1,704
POMS	5,670	5,897	6,133	6,133	6,133
GIRLS ON TRACK - FALL COORDINATOR	945		1,022	1,022	1,022
GIRLS ON TRACK - FALL (2)	473	491	511	511	511
GIRLS ON TRACK - SPRING COORDINATOR	945	983	1,022	1,022	1,022
GIRLS ON TRACK - SPRING (2)	473	491	511	511	511
SOFTBALL (2)	2,783	2,984	3,010	3,010	3,010
SPECIAL OLYMPICS -COORDINATOR	1,890	1,966	2,044	2,044	2,044
SPECIAL OLYMPICS ASSISTANTS (2)	473	491	511	511	511
TRACK (4)	1,575	1,638	1,704	1,704	1,704
VOLLEYBALL (4)	2,783	2,894	3,010	3,010	3,010
PERFORMING ARTS ACTIVITIES					
BAND DIRECTOR 7/8	2,835	2,948	3,066	3,066	3,066
BAND DIRECTOR 5/6	1,418	1,474	1,533	1,533	1,533
CHAMBER ORCHESTRA/TAKE 2	2,835	2,948	3,066	3,066	3,066
CHOIR DIRECTOR 5/6	473	491	511	511	511
CHOIR 6TH GRADE ENSEMBLE	945	983	1,022	1,022	1,022
CHORAL DIRECTOR	2,835	2,948	3,066	3,066	3,066
JAZZ BAND SMALL ENSEMBLE	2,835	2,948	3,066	3,066	3,066
ORCHESTRA DIRECTOR	2,835	2,948	3,066	3,066	3,066
SPRING MUSICAL - DIRECTOR	2,205	2,293	2,385	2,385	2,385
SPRING MUSICAL - SET CONSTRUCTION	945	983	1,022	1,022	1,022
SPRING MUSICAL - CHOREOGRAPHY	2,205	2,293	2,385	2,385	2,385
ACADEMIC AND OTHER ACTIVITIES					
BOOKS AND BAGELS 7/8	473	491	511	511	511
BOOKS AND BAGELS 6	473	491	511	511	511
BROADCASTING CLUB (2)	945	983	1,022	1,022	1,022
CHAIN LINKS (3)	473	491	511	511	511
CHESS CLUB	1,890	1,966	2,044	2,044	2,044

CHESS CLUB ASST.	473	491	511	511	511
GEOGRAPHY BEE	236	246	256	256	256
GIRL POWER	473	491	511	511	511
INTERACT ROTARY CLUB	945	983	1,022	1,022	1,022
INTRAMURALS	236	246	256	256	256
FITNESS CLUB	473	491	511	511	511
LITERARY ARTS MAGAZINE, ART EDITOR	236	246	256	256	256
LITERARY ARTS MAGAZINE	1,418	1,474	1,533	1,533	1,533
NEWSPAPER	1,890	1,966	2,044	2,044	2,044
NJHS	1,890	1,966	2,044	2,044	2,044
RECYCLING CLUB	945	983	1,022	1,022	1,022
SCHOLASTIC BOWL	1,418	1,474	1,533	1,533	1,533
SCIENCE FAIR	473	491	511	511	511
SHOP CLUB	945	983	1,022	1,022	1,022
SNOWFLAKE LIAISON	236	246	256	256	256
SNOWFLAKE DIRECTOR	662	688	715	715	715
SNOWFLAKE PROGRAM DIRECTOR	0	688	0	0	0
SNOWFLAKE PUBLICITY	662	688	715	715	715
SNOW FLURRY DIRECTOR	354	369	383	383	383
SNOW FLURRY PUBLICITY	354	369	383	383	383
SPEECH	473	491	511	511	511
SPELLING BEE	236	246	256	256	256
STEPPERS	1,890	1,966	2,044	2,044	2,044
STUDENT COUNCIL	1,418	1,474	1,533	1,533	1,533
TALENT SHOW	236	246	256	256	256
WHITE PINES DIRECTOR	945	983	1,022	1,022	1,022
YEARBOOK ADVISOR	2,363	2,458	2,556	2,556	2,556

Hourly Rate Duties

Scorekeeper/Book	20	20	20	20	20
Tickets/Cashier	20	20	20	20	20
Timer--Clock Operator	20	20	20	20	20

CHURCHILL

<u>Activity/Description</u>	FY18	FY19	FY20	FY21	FY22
Art Club	945	983	1,022	1,022	1,022
Basketball	1,418	1,475	1,534	1,534	1,534
Books and Bagels	1,418	1,475	1,534	1,534	1,534
Bulldog Bulletin	1,890	1,966	2,044	2,044	2,044
Bulldog Buzz	2,835	2,948	3,066	3,066	3,066
Choir 5th Grade	1,890	1,966	2,044	2,044	2,044
Chess Club	473	491	511	511	511
Choir	945	983	1,022	1,022	1,022
Dude Crew	945	983	1,022	1,022	1,022
Early Act Club	945	983	1,022	1,022	1,022
Explore Club	473	491	511	511	511
Fitness	945	983	1,022	1,022	1,022
Girl Power	945	983	1,022	1,022	1,022
Girls on the Run - Coordinator	1,890	1,966	2,044	2,044	2,044
Girls on the Run - Coaches	5,670	5,897	6,133	6,133	6,133
Backstage at the Musical	473	491	511	511	511
Math Bowl	473	491	511	511	511
Student Council	945	983	1,022	1,022	1,022
Technology Club	945	983	1,022	1,022	1,022
Yearbook	2,835	2,948	3,010	3,010	3,010

WILLOW

<u>Activity/Description</u>	FY18	FY19	FY20	FY21	FY22
Game Club	945	983	1022	1022	1022
Garden Club	473	491	511	511	511
LEGO Club	945	983	1022	1022	1022
Music	945	983	1022	1022	1022
Rainbow Coordinator	473	491	511	511	511
Rainbows	2358	2452	2550	2550	2550
Soccer Club	945	983	1022	1022	1022
Special Olympics	473	491	511	511	511
STEM Second Grade	473	491	511	511	511
STEM First Grade	945	983	1022	1022	1022
Student Newspaper	709	737	766	766	766
Tech Club	945	983	1022	1022	1022

DISTRICT

<u>Activity/Description</u>	FY18	FY19	FY20	FY21	FY22
James Hart Dean of Students	5,670	5,897	6,133	6,133	6,133
Mentoring Program Directors (3)	1,050	1,092	1,136	1,136	1,136
Mentor Team	300	300	300	300	300
Mentor Team/One-to-One	500	500	500	500	500
PBIS Coaches (6)	500	500	500	500	500
Curriculum Committee Chairs	600	600	600	600	600
Homeless Liaison Director	1,200	1,200	1,200	1,200	1,200
EL Coordinator	1,800	1,800	1,800	1,800	1,800

The HEA and the Board shall annually convene a committee to review and revise the stipend schedule. The Board reserves the right to add to or eliminate co-curricular activities listed in Appendix B. Stipends may be adjusted based upon attainment of agreed upon expectations.

Appendix C

ESP SALARY SCHEDULE FOR 2017-2018

5%

	Custodian	Health Coordinator	Full-Year Secretary	Ten-Month Secretary	Assistant without BA	Assistant with BA	Level 1 Tech
1	\$ 24,299	\$ 35,947	\$ 27,980	\$ 22,223	\$ 16,802	\$ 17,810	\$ 28,315
2	\$ 25,040	\$ 36,763	\$ 28,616	\$ 22,728	\$ 17,222	\$ 18,255	\$ 28,958
3	\$ 25,804	\$ 37,597	\$ 29,265	\$ 23,244	\$ 17,653	\$ 18,712	\$ 29,615
4	\$ 26,591	\$ 38,451	\$ 29,929	\$ 23,771	\$ 18,094	\$ 19,180	\$ 30,288
5	\$ 27,402	\$ 39,324	\$ 30,609	\$ 24,311	\$ 18,546	\$ 19,659	\$ 30,975
6	\$ 28,238	\$ 40,216	\$ 31,304	\$ 24,863	\$ 19,010	\$ 20,150	\$ 31,678
7	\$ 29,099	\$ 41,129	\$ 32,014	\$ 25,427	\$ 19,485	\$ 20,654	\$ 32,397
8	\$ 29,987	\$ 42,063	\$ 32,741	\$ 26,004	\$ 19,972	\$ 21,171	\$ 33,133
9	\$ 30,901	\$ 43,018	\$ 33,484	\$ 26,595	\$ 20,472	\$ 21,700	\$ 33,885
10	\$ 31,844	\$ 43,994	\$ 34,244	\$ 27,198	\$ 20,984	\$ 22,242	\$ 34,654
Salaries below the line will receive annual increases of:							
	\$ 1,100	\$ 1,300	\$ 1,100	\$ 800	\$ 800	\$ 800	\$ 1,100

ESP SALARY SCHEDULE FOR 2018-2019

3%

	Custodian	Health Coordinator	Full-Year Secretary	Ten-Month Secretary	Assistant without BA	Assistant with BA	Level 1 Tech
1	\$ 25,028	\$ 37,025	\$ 28,820	\$ 22,890	\$ 17,306	\$ 18,344	\$ 29,165
2	\$ 25,791	\$ 37,866	\$ 29,474	\$ 23,410	\$ 17,739	\$ 18,803	\$ 29,827
3	\$ 26,578	\$ 38,725	\$ 30,143	\$ 23,941	\$ 18,182	\$ 19,273	\$ 30,504
4	\$ 27,389	\$ 39,604	\$ 30,827	\$ 24,484	\$ 18,637	\$ 19,755	\$ 31,196
5	\$ 28,224	\$ 40,503	\$ 31,527	\$ 25,040	\$ 19,103	\$ 20,249	\$ 31,905
6	\$ 29,085	\$ 41,423	\$ 32,243	\$ 25,609	\$ 19,580	\$ 20,755	\$ 32,629
7	\$ 29,972	\$ 42,363	\$ 32,975	\$ 26,190	\$ 20,070	\$ 21,274	\$ 33,369
8	\$ 30,886	\$ 43,325	\$ 33,723	\$ 26,784	\$ 20,572	\$ 21,806	\$ 34,127
9	\$ 31,828	\$ 44,308	\$ 34,489	\$ 27,392	\$ 21,086	\$ 22,351	\$ 34,902
10	\$ 32,799	\$ 45,314	\$ 35,272	\$ 28,014	\$ 21,613	\$ 22,910	\$ 35,694
Salaries below the line will receive annual increases of:							
	\$ 1,100	\$ 1,300	\$ 1,100	\$ 800	\$ 800	\$ 800	\$ 1,100

ESP SALARY SCHEDULE FOR 2019-2020

3%

	Custodian	Health Coordinator	Full-Year Secretary	Ten-Month Secretary	Assistant without BA	Assistant with BA	Level 1 Tech
1	\$ 25,779	\$ 38,136	\$ 29,684	\$ 23,577	\$ 17,825	\$ 18,895	\$ 30,040
2	\$ 26,565	\$ 39,002	\$ 30,358	\$ 24,112	\$ 18,271	\$ 19,367	\$ 30,722
3	\$ 27,375	\$ 39,887	\$ 31,047	\$ 24,659	\$ 18,728	\$ 19,851	\$ 31,419
4	\$ 28,210	\$ 40,792	\$ 31,752	\$ 25,219	\$ 19,196	\$ 20,348	\$ 32,132
5	\$ 29,071	\$ 41,718	\$ 32,473	\$ 25,791	\$ 19,676	\$ 20,856	\$ 32,862
6	\$ 29,957	\$ 42,665	\$ 33,210	\$ 26,377	\$ 20,168	\$ 21,378	\$ 33,608
7	\$ 30,871	\$ 43,634	\$ 33,964	\$ 26,976	\$ 20,672	\$ 21,912	\$ 34,371
8	\$ 31,813	\$ 44,624	\$ 34,735	\$ 27,588	\$ 21,189	\$ 22,460	\$ 35,151
9	\$ 32,783	\$ 45,637	\$ 35,523	\$ 28,214	\$ 21,718	\$ 23,021	\$ 35,949
10	\$ 33,783	\$ 46,673	\$ 36,330	\$ 28,855	\$ 22,261	\$ 23,597	\$ 36,765
Salaries below the line will receive annual increases of:							
	\$ 1,100	\$ 1,300	\$ 1,100	\$ 800	\$ 800	\$ 800	\$ 1,100

ESP SALARY SCHEDULE FOR 2020-2021

3%

	Custodian	Health Coordinator	Full-Year Secretary	Ten-Month Secretary	Assistant without BA	Assistant with BA	Level 1 Tech
1	\$ 26,552	\$ 39,280	\$ 30,575	\$ 24,284	\$ 18,360	\$ 19,462	\$ 30,941
2	\$ 27,362	\$ 40,172	\$ 31,269	\$ 24,835	\$ 18,819	\$ 19,948	\$ 31,643
3	\$ 28,197	\$ 41,084	\$ 31,979	\$ 25,399	\$ 19,290	\$ 20,447	\$ 32,362
4	\$ 29,057	\$ 42,016	\$ 32,705	\$ 25,976	\$ 19,772	\$ 20,958	\$ 33,096
5	\$ 29,943	\$ 42,970	\$ 33,447	\$ 26,565	\$ 20,266	\$ 21,482	\$ 33,848
6	\$ 30,856	\$ 43,945	\$ 34,206	\$ 27,168	\$ 20,773	\$ 22,019	\$ 34,616
7	\$ 31,797	\$ 44,943	\$ 34,983	\$ 27,785	\$ 21,292	\$ 22,569	\$ 35,402
8	\$ 32,767	\$ 45,963	\$ 35,777	\$ 28,416	\$ 21,824	\$ 23,134	\$ 36,205
9	\$ 33,766	\$ 47,006	\$ 36,589	\$ 29,061	\$ 22,370	\$ 23,712	\$ 37,027
10	\$ 34,796	\$ 48,073	\$ 37,420	\$ 29,720	\$ 22,929	\$ 24,305	\$ 37,868
Salaries below the line will receive annual increases of:							
	\$ 1,100	\$ 1,300	\$ 1,100	\$ 800	\$ 800	\$ 800	\$ 1,100

ESP SALARY SCHEDULE FOR 2021-2022

3%

	Custodian	Health Coordinator	Full-Year Secretary	Ten-Month Secretary	Assistant without BA	Assistant with BA	Level 1 Tech
1	\$ 27,349	\$ 40,458	\$ 31,492	\$ 25,012	\$ 18,911	\$ 20,045	\$ 31,869
2	\$ 28,183	\$ 41,377	\$ 32,207	\$ 25,580	\$ 19,384	\$ 20,547	\$ 32,593
3	\$ 29,043	\$ 42,316	\$ 32,938	\$ 26,161	\$ 19,868	\$ 21,060	\$ 33,332
4	\$ 29,928	\$ 43,277	\$ 33,686	\$ 26,755	\$ 20,365	\$ 21,587	\$ 34,089
5	\$ 30,841	\$ 44,259	\$ 34,451	\$ 27,362	\$ 20,874	\$ 22,126	\$ 34,863
6	\$ 31,782	\$ 45,264	\$ 35,233	\$ 27,983	\$ 21,396	\$ 22,680	\$ 35,654
7	\$ 32,751	\$ 46,291	\$ 36,032	\$ 28,618	\$ 21,931	\$ 23,247	\$ 36,464
8	\$ 33,750	\$ 47,342	\$ 36,850	\$ 29,268	\$ 22,479	\$ 23,828	\$ 37,291
9	\$ 34,779	\$ 48,417	\$ 37,687	\$ 29,932	\$ 23,041	\$ 24,423	\$ 38,138
10	\$ 35,840	\$ 49,516	\$ 38,542	\$ 30,612	\$ 23,617	\$ 25,034	\$ 39,004
Salaries below the line will receive annual increases of:							
	\$ 1,100	\$ 1,300	\$ 1,100	\$ 800	\$ 800	\$ 800	\$ 1,100

APPENDIX D

A. Salaries for Maintenance Workers and District Driver

The base salary for continuous maintenance workers and District driver will be increased by the following percentages:

2017-18	6.0%
2018-19	4.0%
2019-20	4.0%
2020-21	4.0%
2021-22	4.0%

If the staff member has more than ten (10) years of service he/she will receive an annual base salary increase of \$1,100 in lieu of the percent increase listed above.

B. Salaries for Hourly Employees

1. The hourly rate for continuing part-time employees who turn in time sheets (excluding fill-in part-time employees) will be increased by the following percentages:

2017-18	6.0%
2018-19	4.0%
2019-20	4.0%
2020-21	4.0%
2021-22	4.0%

Head Cook
Cook
Cashier
Assistant Cook/Server
Server/Dishwasher
Server/Salad Bar
Lunch/Bus/Playground Supervisor

C. Longevity

The following one-time longevity payments shall be paid for the respective period of years indicated for 12-month employees only.

6 – 10 years	\$250
11 – 15 years	\$500
16 + years	\$750

D. Head Custodian Stipend

The James Hart head custodian will receive an annual stipend of \$2,250. The Churchill and Willow head custodians shall receive a stipend of \$1,875.

E. Early Morning or Night Custodian Stipend

Each custodian shall be paid an annual stipend of \$750 if he/she has a regular evening or early morning job assignment.