

Master Contract
between the
Eastland Board of Education
Unit District No. 308
and the
Eastland Education Association

2017-2018

2018-2019

2019-2020

Table of Contents

Subject Matter	Article	Page
Adoption Leave	7.5	20
Advancement for Professional Training	3.2	6
Association Leave	7.10	23
Association Recognition	1.1	4
Association Rights	6.2	17
Board Meeting Agenda Request	6.5	17
Board Meeting Minutes	6.7	18
Board Meeting Notice	6.6	18
Bonus for Unused Personal Leave	7.4	20
Bonus for Unused Sick Leave	7.1	19
Class Sponsorship	4.11	12
Contract Ratification	6.10	18
Dues Deductions	6.3-6.4	17
Early Dismissals	4.6	12
Extra Duty	3.7	8
Extra-curricular Activity	Appendix E	30
Extra-curricular Assignments	4.10	12
Fair Share Agreement	8	24
Grievance Procedure	5	14
Health and Dental Insurance	3.3	6
Jury Duty	7.8	22
Maternity Leave	7.5	21
Negotiation Procedures	2	5
Mandated Trainings	7.11	23
Overload Compensation	3.9	9
Parental Leave	7.5	20
Personal Leave	7.4	20
Playground Duty	3.7.1	9
Preamble		3
Preparation Time	4.7	12
Professional Leave	7.9	22
Professional Training Reimbursement	3.8	9
Pupil Problems	4.1	11
Reduction in Teachers	6.1	17
Local Retirement Option	3.6	7
Right of Representation	6.12	18
Sabbatical Leave	7.6	22

Table of Contents (cont.)

Salary Index	Appendix A	26
Salary Payments	3.10	10
Salary Schedule 2017-2018	Appendix B	27
Salary Schedule 2018-2019	Appendix C	28
Salary Schedule 2019-2012	Appendix D	29
School Calendar	4.8	12
Sick Leave	7.1	19
Sick Leave Accounting	7.7	22
Sick Leave Notification	7.2	20
Substituting for Regular Teacher	3.7.2	9
Teacher Assignment	4.3	11
Teacher Assignment as Substitute	4.5	12
Teacher Load	4.4	11
Teacher Workroom	4.9	12
Teachers' Health Insurance Security (THIS)	3.4	6
Teachers' Retirement System (TRS)	3.5	6
Teaching Aids	4.1	11
Terms of Agreement	9	25
Travel Between Buildings Compensation	3.9	10
Tutoring	3.7.3	9
Work Day	4.12	13
Workers Compensation	7.3	20

PREAMBLE

The Board of Education of District #308, Carroll County, Lanark, Illinois, hereinafter referred to as the "Board", and the Eastland Education Association/Illinois Education Association/National Education Association hereinafter referred to as the "Association", recognize their common aim of providing the best education possible for the youth of the district. Both parties acknowledge the attainment of this educational objective is a shared responsibility of the Board, the administration and the supervisory staff, and the professional teaching personnel.

A commitment to professionalism should be the guideline for all members of the Eastland school family.

ARTICLE I

RECOGNITION

- 1.1 **Association Recognition:** The Board hereby recognizes the Association as the exclusive and sole negotiation agent for all teachers, defined as full time and regularly employed part time certified personnel except management and confidential employees, as defined by the Illinois Education Labor Relations Act.
- 1.2 Teachers shall have the right to organize, join, and assist the Association, and to participate in professional negotiations with the Board. The Board shall not discriminate against any teacher with respect to hours, wages, terms and conditions of employment because of his / her membership in the Association, participation in negotiations with the Board, or the institution of any grievance, complaint or proceeding under this agreement.

ARTICLE II

NEGOTIATION PROCEDURES

- 2.1** Negotiations shall begin not later than the first business day of March in the last year of the agreement unless otherwise agreed upon by both parties. Meetings shall be held at least once a month at the time and place agreed upon by the Board and Association. When the Association and the Board reach a tentative agreement, the items shall be reduced to writing and shall be submitted to the membership of the Association for ratification and to the Board for official approval within ten (10) business days.

ARTICLE III
COMPENSATION

3.1 Teacher's Salary Schedule: (See Appendices A - E)

A. All column moves to the right must be made within the first 25 years of educational experience as granted by the District. Staff with more than 20 years of educational experience granted by the District as of August 1, 2008, will be exempt from this requirement.

3.2 Schedule Advancement Professional Training: When a faculty member has earned the right to a higher salary bracket by reason of increased professional training, the transfer shall be made at the beginning of the next semester. Verification of earned credits for this purpose shall be by transcript of certificate of completion and filed in the Superintendent's office.

3.3 Health and Dental Insurance: The Board shall make the final decision as to the policy of the health and dental insurance coverage. The Association will be solicited for input from the initial discussion until the Board's final decision. The master insurance plan will be made available to the Association.

The Board will bear the full cost of the medical and dental insurance premium for each individual full time teacher. A part time teacher has the choice of receiving insurance coverage proportional to the amount of time worked and the Board will pay the proportional premium for the individual part time teacher.

Full & part time teachers wanting insurance coverage for dependent(s) will bear the cost for those dependents through authorized payroll deduction.

Full & part time teachers, who work a full school year, shall be entitled to twelve months of insurance coverage.

3.4 T.H.I.S.: The Board shall contribute to each teacher's member contribution to the Illinois Retired Teachers' Health Insurance System (T.H.I.S.) .88% of the teacher's 2011-2012 salary, or in the case of a new teacher, .88% of his/her salary in the year in which he/she starts employment with the District.

3.5 T.R.S.: The Board shall contribute to each teacher's member contribution to the Illinois Teachers' Retirement System (T.R.S.) 9.4% of the teacher's 2011-2012 salary, or in the case of a new teacher, up to 9.4% of his/her salary in the year in which he/she starts employment with the District.

Any teacher retiring from District # 308 and entering TRS may retain medical and dental insurance with District # 308. The retiring teacher shall be responsible for the premium

payments pending approval of the insurance company.

3.6 Local Retirement Option(s):

- A. Local Retirement Option – A Local Retirement Option (LRO) shall be available to any teacher (i) who has completed 10 or more of certified teaching service years in this District; (ii) whose retirement will not require the District to pay any TRS retirement penalty; (iii) who within the current or within the next 3 years of teaching service is eligible to receive a retirement annuity without discount from the TRS of Illinois. To select to take the LRO, the teacher must submit to the Board an irrevocable written notice of intent to retire by March 31 of the preceding year that he/she intends to retire in one(1), two(2), or three(3) years, along with a TRS statement of benefits or documentation confirming the teacher’s total years of service and creditable earnings.

- B. During the final ONE to THREE teaching years, teachers receiving the LRO will be paid a total minimum increase of 2%, 3% or 4% in creditable earnings over the previous pay period. In the event that any paid increases applied to a teacher during the period of the LRO would cause the creditable earnings to exceed 6% of the previous year’s earnings, the Association agrees that the creditable earnings will be reduced, or frozen, at the 6%. The employee’s final check will be issued within 10 working days of the last school term of the year of retirement.

- C. ONE YEAR SALARY INCREASE – Provided timely notice is given as required, the District will increase the teacher’s salary in the final year of service by a minimum of 4% for said year. The LRO is an increase in a teacher’s final year of salary to a total of not less than 4% more than the creditable earnings reported to TRS for the teacher for the year prior to the final year of service. If the said total creditable earnings for the next to last year included compensation for extra duties performed during the year, prior to the final year of service, then it is understood and agreed that the teacher will accept the same duties or other extra duties of equitable compensation of the teacher’s choice, during the final year of service. In the event that the teacher does not perform such duties due to resignation from said duties, the LRO salary will be reduced by the amount paid in creditable earnings for such extra duty, including TRS, during the previous year. If extra duties cannot be performed due to program termination or loss of funding, then the district will assign a replacement duty of equitable compensation.

- D. TWO YEAR SALARY INCREASE – Provided timely notice is given as required, the District will increase the teacher’s salary in the final two years of service by a minimum of 3% and 4% respectively for each year. The LRO is an increase in a teacher’s final two years of salary to a total of not less than 3% and 4% more than the creditable earnings reported to TRS for each of the two years prior to the retirement. If the said total creditable earnings for the third year prior to the last two years included compensation for extra duties performed during the third year prior to the final two years of service, then it is understood and agreed that the teacher will accept those same duties or other extra duties of equitable

compensation of the teacher's choice, during the final two years of service. In the event that the teacher does not perform such duties, due to resignation from said duties, the LRO salary will be reduced by the amount paid in creditable earnings for such extra duty, including TRS, during the previous year. If extra duties cannot be performed due to program termination or loss of funding, then the district will assign a replacement duty of equitable compensation.

- E. **THREE YEAR SALARY INCREASE** – Provided timely notice is given as required, the District will increase the teacher's salary in the final three years of service by a minimum of 2%, 3% and 4% respectively for each year. The LRO is an increase in a teacher's final three years of salary to not less than 2%, 3% and 4% more than the creditable earnings reported to TRS for each of the three years prior to the retirement. If the said total creditable earnings for the fourth year prior to the last three years included compensation for extra duties performed during the fourth year prior to the final three years of service, then it is understood and agreed that the teacher will accept those same duties or other extra duties of equitable compensation of the teacher's choice, during the final three years of service. In the event that the teacher does not perform such duties, due to resignation from said duties, the LRO salary will be reduced by the amount paid in creditable earnings for such extra duty, including TRS, during the previous year. If extra duties cannot be performed due to program termination or loss of funding, then the district will assign a replacement duty of equitable compensation.

- F. **RETIREMENT FINAL** – The District's LRO is based on reliance on the teacher's expressed declaration to retire. Such retirement notice shall be final and irrevocable unless the teacher has a change in marital status, dependency or life changing event (which was unknown at the time that the retirement notice was given). In the event of such a qualifying event, the Board shall agree to withdraw and cancel the retirement notice. In the event the teacher has received the retirement pay and returns to teaching service, he/she shall repay the incentive amount over what they would have received on the salary schedule but for the retirement incentive and any TRS paid on said amount, to the District within the following teaching year.

- G. **TIER 2 MATCH** The Board agrees to provide to any non-Tier 1 member of the bargaining unit (hired for the first time as a TRS employee on or after January 1, 2011), who has voluntarily elected to participate in the District's 403(b) plan, an additional annual salary bonus of \$500, provided that each non-Tier I member who desires to accept the bonus executes a salary deferral election for placement of at least \$1,000 annually into a 403(b) investment fund approved and included in the 403(b) Group Plan adopted by the Eastland Board of Education. The District's \$500 salary bonus will be included on the first payroll in June of the school year.

3.7 Extra Duty: The teaching staff shall be notified first of any extra duty that becomes available. These jobs will be posted in the Board meeting summary published to all employees at least two weeks before assignment of said job if time allows. One extra copy will be given to the association president. These jobs will be assigned by the Board in

accordance with the student participation in a given activity. The number of coaches per sport may vary from year to year. If an assistant coach is not assigned, the increment for that assistant coach will not be paid.

It is specifically understood and agreed that the Board has the right at any time, in its sole discretion, to eliminate any and all of the foregoing positions and that no person has any tenure or other right to any of said positions. It is further understood and agreed that payment of the amount specified is conditioned upon completion of the job assignment and failure to complete same is sufficient reason for withholding payment of the unearned amount. This shall be based on an amount earned weekly.

If a coach must assume coaching duties other than his own, that coach, the high school principal, the athletic director, and the representative of the Board appointed by the president of the Board shall meet and establish an additional increment for additional duties performed.

Teachers will not be required to sell or collect tickets at any athletic event.

3.7.1 Playground Duty: It is the responsibility of the Board to provide adequate lunchroom and recess supervision for students over the lunch periods. Teachers assigned this duty will be compensated at the rate of \$20.00 per clock hour if the assignment is beyond the normal teacher load.

3.7.2 Substituting for Regular Teachers: \$20.00 per 42-minute period

3.7.3 Tutoring: Teachers will be compensated at the rate of \$25.00 per clock hour for home-bound or other tutoring services prescribed through an individualized educational plan and authorized by the Superintendent. This applies only for tutoring services provided outside of teacher's contractual time. Teachers will not be required to tutor students outside of the contractual day.

3.8 Professional Reimbursement: The Board will pay up to \$175 per credit semester hour for tuition, up to nine hours per contract year, with the exception of those enrolled in an approved Masters Degree program which will have no limit of hours per year, for courses approved in writing by the Superintendent, taken from any accredited four-year college/university or junior college. Any reimbursement shall require the teacher to receive a minimal final course grade of B or Pass - if applicable and be paid on the basis of semester hours. Reimbursement shall be made only after receipt of proof of tuition payment by the teacher has been provided to the district bookkeeper. Course reimbursement refused by the Superintendent will also be in writing, include a reason for such refusal and may suggest alternative courses that would be acceptable.

Approval consideration will be directed toward:

- A teacher's graduate courses for further advancement on the professional level of the salary schedule,

- Undergraduate courses in an area identified as a need by the Superintendent.

3.9 Compensation for Teachers: Compensation for a class overload shall be calculated at \$6,000 per class period per school year. Fractional amounts will be calculated per above rate.

Teachers whose job descriptions require them to commute between the buildings within the district will be compensated at the prevailing IRS rate.

3.10 Salary Checks: At the beginning of each school year, teachers may elect to be paid over nine months, or twelve months.

Direct deposit vouchers shall be distributed on the 10th and 25th of each month or the preceding Friday if either of these days falls on a Saturday or Sunday.

ARTICLE IV

TEACHING CONDITIONS OF EMPLOYMENT

- 4.1 **Teaching Aids**: The parties agree that authorized representatives of the Administration and the Association shall confer periodically at the request of either party for the purpose of considering appropriate texts, audiovisual materials, library materials, maps and globes, laboratory and shop equipment, and other necessary tools for the teaching profession.
- 4.2 **Pupil Problems**: The Board recognizes that the teacher is responsible for maintaining discipline within his classroom. The Board also recognizes the Administration and Board's responsibility to give all reasonable support and assistance to the teacher with respect to the maintenance of control and discipline in the classroom.
- 4.3 **Teacher Assignment**: A teacher shall be given notice of any changes in his course or teaching assignment for the forthcoming year no later than sixty (60) days preceding the first day of the new school year. In order to accommodate this early notice, the schedule for the forthcoming year shall be completed and made available to the teacher no later than sixty (60) days prior to the start of the school year. In the event changes in such assignments are necessary after the sixty (60) day deadline is past, the affected teacher shall be promptly notified and consulted. An attempt shall be made to satisfy both the teacher and building administrator. In the event that a teacher whose assignment has been changed is dissatisfied with the assignment, that teacher shall be allowed to resign.

The above paragraph shall not affect the right of the Board to make assignments of teachers through the Superintendent of Schools as provided in the Illinois School Code.

- 4.4 **Teacher Load**: The normal work load of each Junior and Senior High School teacher, based upon an eight period day, will be five class periods and one study hall or six periods. If a regular education teacher (non-special education teacher) is assigned two courses during one class period and more than five (5) different courses during a given semester, he/she will serve as one of the "floater" teachers during learning lab time, provided learning lab continues to be a scheduled period during the instructional day.

Third, Fourth, Fifth and Sixth grade teachers shall be considered Junior High teachers and receive the same preparation time as stated above.

Elementary Teachers shall have an average of 50 minutes per day each week with no supervision duties during student contact hours for lesson preparation. For at least four days per week, these minutes will be 50 consecutive minutes. If the Board is unable to provide this preparation time, the teacher(s) will be reimbursed at \$20.00 per clock hour.

- 4.5 Teacher Assignment as Substitute:** If the Superintendent or a party responsible for securing substitutes is unable to secure one, any teacher may, upon request, accept a class or portion of any class other than his own regular schedule. Decisions of the individual charged with the responsibility of securing the substitute as to the availability of a substitute shall be binding on all concerned. If a teacher is called upon to accept an extra class or portion of a class because a substitute is unavailable and this extra class requires the forfeiture of his/her preparation period, said teacher shall be compensated at the rate of \$20.00 per 42-minute period.
- 4.6 Early Dismissals:** Teachers will be dismissed at the end of the school day in the following circumstances:
- The day preceding the Thanksgiving, Christmas and Easter holidays, and
 - The first and last student attendance days.
- 4.7 Preparation Period Release Time:** The building principal shall permit teachers to leave the building during a preparation period for Association duties or professional responsibilities after the teacher first notifies the building administrative office before leaving. All school duties and conferences shall take precedence over Association business.
- 4.8 School Calendar:** The Association shall not attempt to set the school calendar, but shall appoint a committee to discuss the calendar with the Superintendent. The discussion shall occur by February 20th of each year at the request of the Association committee. The teachers will work 180 days.
- 4.9 Teacher Work Room:** The Board shall provide a furnished, centrally-located teacher's work room large enough to accommodate a majority of faculty members. This shall be provided in each building. A telephone shall be provided in each work room that has no interference with office equipment (i.e. fax line).
- 4.10 Extra-curricular Assignments:** Any extra-curricular assignments in addition to the normal teaching schedule during the school term shall not be obligatory, but be with the consent of the teacher involved.
- 4.11 High School Class Sponsorship Positions:** The building principal shall attempt to fill all class sponsorship positions on a voluntary basis. Any certified employee is eligible to volunteer so long as at least one of the two sponsors at a grade level is a teacher at EJSHS. To volunteer, a certified employee will make his/her intention known to the building principal by May 1 for the forthcoming school year, and will agree to fulfill the term of the sponsorship through the end of the rotation.

In the event that volunteers cannot be secured, a sponsorship pool will be established. To be in the pool, a teacher must be full-time. All EJSHS teachers who are teaching at least one high school class and who have not volunteered will be placed in the sponsorship pool. If no

certified employees volunteer to fill a sponsorship vacancy, teachers in this pool will be assigned class sponsorships on a rotating basis.

If all positions are not voluntarily filled by May 1, the building principal shall, in the presence of the Association president and the Association building representative, draw names from the sponsorship pool. The first name drawn will be assigned to the first vacancy beginning with the freshman class and continuing with the sophomore, junior, and senior classes in that order until all vacancies are filled.

The remaining names in the pool will then be drawn and ranked for future assignment to vacancies as they occur.

Once a teacher has volunteered for or been assigned to a class, he/she will continue to serve as a class sponsor for a four-year term and have priority over future volunteers in remaining with his/her class.

After serving four successive years, the teacher will automatically be ranked at the bottom of the sponsorship pool. The teacher may then remain in the pool awaiting his/her progression to a new class or may volunteer at any time for a new class.

In the event that a leave of absence is granted to a currently serving class sponsor, he/she will fulfill the remaining years of his term upon return to the district and then be ranked at the bottom of the pool.

New teachers to Eastland District #308 can be assigned to vacancies at the high school principal's discretion or will be placed in the pool according to the principal's choice.

No class trip may be considered part of a teacher's contractual obligation or class sponsorship.

4.12 Teacher Work Day: The teacher's presence shall no longer be required 7 hr - 50 min after the standard working day commences.

ARTICLE V

GRIEVANCE PROCEDURE

5.1 Definitions. A grievance shall be:

- A. Any claim by the Association or a teacher that there has been a violation, misrepresentation, or misapplication of the terms of this Agreement shall be a grievance.
- B. As used herein, the term "days" shall mean days of a teacher's contractual employment (student attendance and other teacher work days), except that for grievances filed for events occurring at the end of the school year, the term shall include teacher work days and summer days on which the school business office is open.

5.2 Procedure.

STEP ONE

The parties hereto acknowledge that it is usually most desirable for a teacher and the teacher's immediate involved supervisor to resolve problems through free and normal communications. When requested by the teacher, an Association representative may accompany the teacher to assist in the informal resolution of the grievance. If, however, the informal process fails to satisfy the teacher or the Association, a grievance may be processed as follows.

STEP TWO

The teacher or the Association shall present the grievance in writing, setting forth the nature of the grievance, contract clause violated and the remedy requested to the immediately involved supervisor, who will arrange for a meeting to take place within ten (10) days after receipt of the grievance. Such grievance shall be submitted within fifteen (15) days of the occurrence of the grievance or within fifteen (15) days of the event referenced in the grievance or within fifteen (15) of when such occurrence might reasonably have been ascertained. The grievant may be accompanied to such meeting by a representative, and if the Association is not the grievant or the grievant's representative, it shall also be advised at such meeting that they are entitled to have a representative thereat. Within ten (10) days of the meeting, the grievant and the Association shall be provided with the supervisor's written response, including the reason(s) for the decision.

STEP THREE

If the grievance is not resolved at Step Two, then the Association may refer the grievance to the Superintendent or designee within twenty (20) days after the receipt of the Step Two answer or within ten (10) days after the Step Two meeting, whichever is ~~later~~

earlier. The Superintendent or designee shall arrange with the Association representative for a meeting to take place within ten (10) days of the receipt of the appeal. Within ten (10) days of the meeting, the Association shall be provided with the written response of the Superintendent or designee, including the reasons(s) for the decision.

STEP FOUR

In the event a grievance has not been satisfactorily resolved at Step Three, the grievant may file a restatement of the grievance with the Board within ten (10) days of the Superintendent's written response or within twenty (20) days after the Step Three Meeting, whichever is earlier. Within ten (10) days after such written grievance is filed, the grievant and the Board shall meet to attempt to resolve the grievance. The Board shall respond in writing with reasons to the grievant, the Association, the principal, and the Superintendent within ten (10) days of the Step Four grievance meeting.

STEP FIVE

If the Association is not satisfied with the disposition of the grievance at Step Four or the time limits expire without the issuance of the Board's written reply, the Association may submit the grievance to impartial binding arbitration. The American Arbitration Association shall act as the administrator of the proceedings. If a demand for arbitration is not filed within thirty (30) days of the date for the Step Four answer, then the grievance shall be deemed withdrawn:

1. Neither the Board nor the Association shall be permitted to assert any grounds or evidence before the arbitrator which was not previously disclosed to the other party.
2. The arbitrator shall have no power to alter the terms of this Agreement.
3. If the Association and the Superintendent agree the grievance is not resolved at Step One and/or Step Two, the grievance procedure may be bypassed and the grievance brought directly to Step Two or Step Three.
4. Upon agreement of the Board of Education and the Association, grievance steps can be bypassed for the purpose of proceeding directly to arbitration. Otherwise, the Association can go to arbitration without Board approval if all other steps are used first.
5. Grievances involving an administrator above the building level may be initially filed at Step Two.
6. A teacher may elect to be represented at any step of the grievance procedure. If the Association is neither the grievant nor the grievant's representative, the Association shall have a right to be represented at all formal steps of the grievance procedure.

7. No reprisals shall be taken by the Board or the administration against any teacher because of the teacher's participation in a grievance.
8. If a grievance meeting is conducted at a time when the teacher or his representative, or the Association representative is otherwise assigned, such teacher and/or representative shall be permitted to attend such meeting without loss of pay or benefits.
9. All records related to a grievance shall be filed separately from the personnel files of the teacher.
10. A grievance may be withdrawn at any level without establishing precedent, provided that if withdrawn the grievance shall be treated as though never having been filed.
11. The fees and the expenses of the arbitrator shall be shared equally by the parties.
12. When a teacher is not represented by the Association, the Association shall reserve the right to have its representative present to state its views.

ARTICLE VI

ASSOCIATION AND TEACHERS RIGHTS

- 6.1 Reduction in Teachers:** Before the Board makes any reduction in personnel, it shall notify the President of the Association in writing of its intention to do so and, if requested in writing within five (5) calendar days after receipt of the notice, shall meet with a committee of not more than five (5) Association members to explain the reasons for the reduction.

All reductions in teachers shall be made in accordance with the Illinois School Code.

- 6.2 Association Rights:** The Association shall be permitted the use of school facilities and equipment for their meetings provided there is no conflict with a previously scheduled event and the use of bulletin boards in the teachers' work rooms and teacher mailboxes for posting and distributing Association information.

- 6.3 Dues Deductions:** Any member of the bargaining unit who is a member or has applied for membership in the Association may sign and deliver to the Association an authorization for dues deduction. The appropriate authorization form shall be provided by the Association.

The authorization shall remain in effect from year to year unless the employee revokes said authorization by the first business day of September of each year.

- 6.4** Provided the Board has received an authorization form, the Board shall deduct from each employee's pay the current dues of the Association.

6.4.1 The Board shall deduct one-ninth of such dues from the regular salary check of the bargaining unit member each month for nine (9) months, beginning in September and ending in May of each year.

6.4.2 The Board shall remit said deducted dues to the Association within ten (10) days following the pay period deduction.

6.4.3 The Board shall deduct the total dues authorized for those teachers who terminate their employment or who take a leave of absence and remit same to the Association within ten (10) days.

6.4.4 For those teachers who are employed after the commencement of the school year, the Board shall deduct the authorized dues as equitably as possible to insure the proper dues are deducted for those teachers by May of the school year.

- 6.5** The Association must notify the Superintendent two (2) days before the regularly scheduled Board meeting (or prior to the agenda being typed) to be placed on the agenda.

- 6.6** The President of the Association or the President's designee shall be given written notice of all regular and special meetings of the Board together with a copy of the agenda or statement of purpose for each meeting at least twenty-four (24) hours prior to the scheduled time of the meeting.
- 6.7** As soon as the Superintendent publishes a Board Meeting summary to the media, the same summary will be sent via e-mail to all employees. After approval of the Board meeting minutes at the next regular meeting, a copy of the approved minutes will be posted on the District website.
- 6.8** The Board and the Association may consult on any fiscal, budgetary or tax programs, construction programs, considered or proposed annexation, consolidation or revision of educational policy.
- 6.9** Upon request, the Board agrees to furnish to the Association all available public information concerning the financial resources of the district and such other information as will assist the Association in developing intelligent, accurate, informed and constructive programs on behalf of bargaining unit members and their clients, together with information which may be necessary for the Association to process any grievance or complaint.
- 6.10** Within thirty (30) days of ratification of the contract, the Board shall have a copy of the contract posted on the District website.
- 6.11** The Association and the Board recognize the importance of communication in maintaining good relationships and mutually agree to meet when necessary for the purpose of discussing issues of mutual concern. These meetings shall be held with reasonable written notice stating the item or items to be discussed at such meetings.
- 6.12** **Right of Representation:** Whenever a teacher is required to appear before any administrator or supervisor or the Board, he/she shall be entitled to have representative(s) of the Association present to advise him/her or represent him/her during such meeting.

ARTICLE VII

LEAVE

7.1 Sick Leave: Each teacher shall be entitled to ten (10) sick leave days per school term without loss of pay. Such leave shall accumulate for the first five (5) years. After a teacher has taught full-time for five (5) or more years in the Eastland School District and has accumulated a minimum of thirty (30) sick leave days prior to the beginning of the next school year, said teacher shall be granted a one-time benefit of sick leave up to one year and not to exceed 185 school days. Sick leave shall be interpreted to mean personal illness quarantine at home, serious illness or death in the immediate family or household, or birth, adoption, or placement for adoption.

The immediate family for the purpose of this article shall include parents, step-parents, spouses, brothers, sisters, children and their spouses, stepchildren, grandparents, grandparents-in-law, step-grandparents, grandchildren, step-grandchildren, parents-in-law, brothers-in-law, sisters-in-law, significant other and legal guardians.

A teacher may use one sick day per school year as bereavement leave for any person not defined as family in the preceding paragraph.

Any teacher who has accumulated 15 or more years of service and 185 sick days will begin to accumulate additional sick leave to the maximum of 340 days. During a teacher's last year of employment, sick leave will be replenished up to 10 days for a total not to exceed 340 days at the end of their final year. The number of years shall be retroactive for in-district service.

Sick leave shall be paid at the salary in effect for a particular teacher when the sickness or accident occurs. Sick leave will be replenished at the rate of ten (10) days per year after 185 days have been attained.

For the following sick leave days, the employee will receive:

- 0 used days \$250
- 1 used day \$200
- 2 used days \$150

A part-time teacher will receive proportional sick leave days and will be paid proportionally for unused days.

A teacher who does not wish to use sick leave for a medical appointment, or personal leave for a personal appointment, may use a total of thirty (30) minutes per school year. This must be on the approval of the principal through a written leave request. If the request is granted, the time will be made up over and above the work day. This time is not to be used during regularly scheduled instructional time. This will not affect unused personal or sick day reimbursement pay in any way.

- 7.2 **Sick Leave Notification:** Any teacher who needs to take a sick leave day is expected to notify the person designated by the administration by 6:30 a.m. that he/she is unable to teach.
- 7.3 **Workman's Compensation Insurance:** If Workman's Compensation Insurance applies to an illness or accident, the Board will be responsible for paying only the difference between the Workman's Compensation payment and the actual salary of the teacher.
- 7.4 **Personal Leave:** The Board shall provide for three (3) days personal leave at full pay. These days can be used for personal business. Such leave will not be accumulative. These days will be separate from the ten (10) days sick leave and will not be deducted from the ten (10) days sick leave. The Administration shall be notified in writing forty-eight (48) hours before the personal leave is desired. Staff members are allowed to request use of their personal leave benefit in any time increments (i.e. 1 day, ½ day, ¼ day, 20 minutes, etc...); however, the total personal leave used cannot exceed three days in a given school year. The Superintendent may waive the forty-eight (48) hour notice requirement in circumstances when the need for personal leave could not have been anticipated forty-eight (48) hours in advance. In such cases, the staff member will explain in writing the reason for the request and why it was unanticipated.

Only one of these personal leave days may be taken during the first or last two weeks of school, be based upon personal family need and have Superintendent approval. Special exceptions allowing two consecutive days of personal leave may be made for employees dropping or picking up college students, or attending the graduation of their child from college, based on circumstances (distance and scheduled date) and with Superintendent approval. A substitute for the day of leave must be attainable before approval may be considered by the Superintendent. Denial for personal family need must be provided within 24 hours of submitted request.

During these first or last two weeks of the year, with approval of the Principal and Superintendent, personal leave may be granted to association members to attend Eastland school-related activities in which the member's school-aged children are participating or attending, provided the member can find coverage by another certified employee at no cost to the district.

In the case of an emergency, the Board will allow employees to use one of their three personal leave days from the next school year during the current year, provided the employee pays the costs for the substitute teacher, and the leave is pre-approved by the building principal and the superintendent as an emergency. Under no circumstances will an employee be granted more than six (6) personal leave days in a two year period.

At the end of the year, any personal leave not used by a teacher will be reimbursed in the amount of \$25 per unused half day or prorated for a part-time employee.

7.5 Maternity, Adoption and Parental Leave: Absence due to disabling illness associated with pregnancy shall be treated as sick leave if so requested by the teacher.

A teacher may request a maternity or parental leave from school without pay by making an application directly to the Superintendent at least thirty (30) calendar days before leave is to begin. Leave may be granted for the purpose of childbearing, adoption, and/or child rearing as follows:

- A. The teacher shall specify the date he/she wishes the leave to begin and end. This notification shall be given in the original application.
- B. If a teacher is granted a leave which includes post-delivery or post-adoption care of a child, the teacher may return only at the beginning of a new semester. Upon request and with the approval of the Board, a teacher may return during the semester.
- C. The teacher must return to his/her teaching duties within a period of one full year following the end of the school year when the leave began and he/she must give ninety (90) calendar days notice prior to the beginning of the semester in which he/she intends to return to the District. Failure to notify the District of intent to return within ninety (90) days will be construed as a resignation from his/her previous duties during the leave period.

An extension of up to one year may be granted by the Board upon formal request of the teacher at least ninety (90) calendar days prior to his/her original intention to return to his/her teaching duties.

If an originally granted leave was less than ninety-five (95) contractual days, a teacher may request an extension of up to one calendar year, upon formal request of the teacher at least ten (10) contractual days prior to his/her original intention to return to his/her teaching duties.

- D. The teacher must work one semester of the school term before he/she can receive a year's longevity credit. The continued contractual service status of a tenured teacher shall not be affected because of the granting of a parental leave as provided herein.
- E. Parental leave shall be granted to any teacher who furnishes satisfactory evidence of pending adoption proceedings and who applies in writing to the Superintendent prior to the request for leave. Commencing with residency of the adopted child in the parent's home, such leave shall be granted to a maximum of fifteen (15) calendar days per family and considered a part of sick leave.

7.6 Sabbatical Leave: A staff member with at least six (6) years of teaching in the Eastland Schools may make an application to the Superintendent in writing for Sabbatical Leave without pay. This application shall be in the hands of the Superintendent not later than six

(6) months preceding the date said teacher wishes sabbatical leave. One of the considerations in granting a sabbatical leave will be the availability of a suitable substitute teacher.

Failure of the person granted sabbatical leave to use said leave for the purpose for which the leave was granted shall constitute a cause for removal from the teaching service. Sabbatical leave will not affect normal increments to which a teacher would be normally entitled. This sabbatical leave, if granted, shall be no less than one (1) semester or no more than two (2) semesters. In addition, if a summer session is requested and necessary for completion of the sabbatical leave, the summer session may be considered for district reimbursement at the discretion of the superintendent.

A teacher granted sabbatical leave may make arrangements during his/her leave to continue medical and dental insurance coverage as provided by the District at his/her expense.

7.7 Sick Leave Accounting: Each payroll check shall indicate the number of accumulated sick leave days for the individual teacher.

7.8 Jury Duty: If a teacher employed in the Eastland School District is required to serve as a juror or is subpoenaed to appear in court, the Board will pay the difference between fees received by the teacher for jury duty and the regular daily salary for teaching. Such leave shall not reduce the number of accumulated sick leave days for that teacher.

7.9 Professional Leave: The Board shall provide for the opportunity for each teacher to attend two professional conventions, conferences, or workshops. Regional workshops, at no expense to the District, will not be counted as Professional Leave. The teacher must receive approval from the Superintendent. Consideration of Professional Leave approval shall be based upon:

- Curricular Instructional Needs of the District as determined by the Superintendent.

The Board will pay the cost of registration, mileage at the prevailing IRS rate, meals up to \$40 a day, and up to \$150.00 (or up to \$175.00 in the Chicago metropolitan area) per night for lodging (with a maximum of 3 nights). The lodging rates, which exceed the preceding amounts, may be approved if presented to the Superintendent in advance. No more than 15% of the teachers may be on professional leave at the same time. Professional leave allows the teacher to miss no more than three legal school days. Professional leave shall not reduce the number of accumulated sick leave days for that teacher.

7.10 Association Leave: The Board shall grant permission for Association members to attend EEA/IEA/NEA functions during the academic year. The Board will pay for a substitute for two days. For additional days over two, but not exceeding eight, the association will pay for the substitute.

7.11 Mandated training: Mandated trainings are conditions of a teacher's employment. Each

teacher employed by the District is responsible for ensuring that his/her mandated trainings are completed successfully and documented in his/her personnel file. At its discretion, the District will be responsible for the costs either of purchasing an online training service, or administering in-service training as necessary to meet these mandates.

**ARTICLE VIII
FAIR SHARE AGREEMENT**

- 8.1** 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 fee to the Association equivalent to the amount of dues uniformly required to members of the Association, including local, state and national dues.
- 8.2** 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 fee from the wages of the nonmember.
- 8.3** Such fee shall be paid to the Association by the Board no later than ten (10) days following deduction.
- 8.4** The obligation to pay fee will not apply to any Employee who on the basis of a bonafide religious tenet or teaching of a church or religious body, of which such Employee is a member, objects to the payment of 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.
- 8.5** The Association shall save, indemnify and hold the Board harmless against any and all claims, demands, suits or other forms of liability arising out of or by reason of any action taken or not taken by the Board for purposes of complying with this Article or in reliance upon any list or notice furnished pursuant to this Article, provided such claim is not due to any negligence on the part of the Board and provided the Board:
- a. 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. 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.
- 8.6** It will be the responsibility of the Association to certify the amounts to be withheld exclusive of any dues used to pay for political activity.

ARTICLE IX

TERMS OF AGREEMENT

The Board and the Association shall abide by all written agreements reached by mutual consent between said parties. The Association shall certify in writing to the Board that the members of the Association have, in fact, approved any and all agreements.

This agreement shall be subject to change or supplement at any time by mutual consent of the parties hereto. Any such change or supplemental agreement shall be reduced to writing, signed by the parties and submitted to the Board and the Association for approval. This agreement shall be effective August 1, 2017 and shall continue in effect until August 1, 2020 at which time this agreement shall expire.

Should any article, section, or clause of this agreement be declared illegal by a court then that article, section, or clause will be dropped from the contract. The remaining articles, sections, and clauses will remain in force.

This agreement is signed this 19th day of July, 2017.

IN WITNESS THEREOF,

Association:

Board:

President

President

Secretary

Secretary

APPENDIX A

Salary Matrix {Salary Index} {4% Index rate}

YEAR	BA	BA+8	BA+16	BA+24	BA+32	MA	MA+8	MA+16	MA+24	YEAR
1	1.000	1.040	1.080	1.120	1.160	1.200	1.240	1.280	1.320	1
2	1.040	1.080	1.120	1.160	1.200	1.240	1.280	1.320	1.360	2
3	1.080	1.120	1.160	1.200	1.240	1.280	1.320	1.360	1.400	3
4	1.120	1.160	1.200	1.240	1.280	1.320	1.360	1.400	1.440	4
5	1.160	1.200	1.240	1.280	1.320	1.360	1.400	1.440	1.480	5
6	1.200	1.240	1.280	1.320	1.360	1.400	1.440	1.480	1.520	6
7	1.240	1.280	1.320	1.360	1.400	1.440	1.480	1.520	1.560	7
8	1.280	1.320	1.360	1.400	1.440	1.480	1.520	1.560	1.600	8
9	1.320	1.360	1.400	1.440	1.480	1.520	1.560	1.600	1.640	9
10	1.360	1.400	1.440	1.480	1.520	1.560	1.600	1.640	1.680	10
11	1.400	1.440	1.480	1.520	1.560	1.600	1.640	1.680	1.720	11
12		1.480	1.520	1.560	1.600	1.640	1.680	1.720	1.760	12
13		1.520	1.560	1.600	1.640	1.680	1.720	1.760	1.800	13
14			1.600	1.640	1.680	1.720	1.760	1.800	1.840	14
15			1.640	1.680	1.720	1.760	1.800	1.840	1.880	15
16	1.440		1.680	1.720	1.760	1.800	1.840	1.880	1.920	16
17				1.760	1.800	1.840	1.880	1.920	1.960	17
18		1.560		1.800	1.840	1.880	1.920	1.960	2.000	18
19						1.920	1.960	2.000	2.040	19
20							2.000	2.040	2.080	20
Super Steps continue on 5 year intervals										
21	1.480		1.720							21
22										22
23		1.600		1.840	1.880					23
24						1.960				24
25							2.040	2.080	2.120	25
26	1.520		1.760							26
27										27
28		1.640		1.880	1.920					28
29						2.000				29
30							2.080	2.120	2.160	30
31	1.560		1.800							31
32										32
33		1.680		1.920	1.960					33
34						2.040				34
35							2.120	2.160	2.200	35
etc	etc	etc	etc	etc	etc	etc	etc	etc	etc	Etc

All column moves to the right must be made within the first 25 years of educational experience as granted by the District.

Staff with more than 20 years of educational experience granted by the District as of August 1, 2008, will be exempt from this requirement (see Article 3.1.A, p. 6).

Appendix A Eastland Index 2017-2020

Year	BA	BA+8	BA+16	BA+24	BA+32	MA	MA+8	MA+16	MA+24	Year
1	1.000	1.040	1.080	1.120	1.160	1.200	1.240	1.280	1.320	1
2	1.040	1.080	1.120	1.160	1.200	1.240	1.280	1.320	1.360	2
3	1.080	1.120	1.160	1.200	1.240	1.280	1.320	1.360	1.400	3
4	1.120	1.160	1.200	1.240	1.280	1.320	1.360	1.400	1.440	4
5	1.160	1.200	1.240	1.280	1.320	1.360	1.400	1.440	1.480	5
6	1.200	1.240	1.280	1.320	1.360	1.400	1.440	1.480	1.520	6
7	1.240	1.280	1.320	1.360	1.400	1.440	1.480	1.520	1.560	7
8	1.280	1.320	1.360	1.400	1.440	1.480	1.520	1.560	1.600	8
9	1.320	1.360	1.400	1.440	1.480	1.520	1.560	1.600	1.640	9
10	1.360	1.400	1.440	1.480	1.520	1.560	1.600	1.640	1.680	10
11	1.400	1.440	1.480	1.520	1.560	1.600	1.640	1.680	1.720	11
12		1.480	1.520	1.560	1.600	1.640	1.680	1.720	1.760	12
13		1.520	1.560	1.600	1.640	1.680	1.720	1.760	1.800	13
14			1.600	1.640	1.680	1.720	1.760	1.800	1.840	14
15			1.640	1.680	1.720	1.760	1.800	1.840	1.880	15
16			1.680	1.720	1.760	1.800	1.840	1.880	1.920	16
17				1.760	1.800	1.840	1.880	1.920	1.960	17
18				1.800	1.840	1.880	1.920	1.960	2.000	18
19						1.920	1.960	2.000	2.040	19
20							2.000	2.040	2.080	20
	Super	Super	Super	Super	Super	Super	Super	Super	Super	
	Steps At	Steps At	Steps At	Steps At	Steps At	Steps At	Steps At	Steps At	Steps At	
5 Yrs	1.440	1.560	1.720	1.840	1.880	1.960	2.040	2.080	2.120	5 Yrs
10 Yrs	1.480	1.600	1.760	1.880	1.920	2.000	2.080	2.120	2.160	10 Yrs
15 Yrs	1.520	1.640	1.800	1.920	1.960	2.040	2.120	2.160	2.200	15 Yrs

Appendix E – Activity Compensation

Percentiles apply only to the current contract's salary.
 The Board will pay 9.4% of the 2011-12 member contribution to TRS, and .88% of the 2011-12 member contribution to T.H.I.S.
 Compensation for activities not mentioned in Appendix E will be at Board's discretion.

ACTIVITY	1	2	3	4
Gr. 7-12 Athletic Director	20.5%			
HS Varsity Volleyball Head Coach	11.5%	12.5%	13.5%	14.5%
HS Fresh-Soph Volleyball Coach	9.0%	10.0%	11.0%	
HS Freshman Volleyball Coach	7.0%	8.0%	9.0%	
HS Assistant Football Coach	9.0%	10.0%	11.0%	
HS Fresh-Soph Football Coach	9.0%	10.0%	11.0%	
HS Cross Country	9.0%	10.0%	11.0%	
HS Varsity Golf Head Coach	9.0%	10.0%	11.0%	
HS Asst Varsity Golf Coach	4.5%	5.5%	6.5%	
HS Varsity Boys Basketball Head Coach	11.5%	12.5%	13.5%	14.5%
HS Varsity Girls Basketball Head Coach	11.5%	12.5%	13.5%	14.5%
HS Fresh-Soph Basketball Coach	9.0%	10.0%	11.0%	
HS Freshman Basketball Coach	7.0%	8.0%	9.0%	
HS Varsity Baseball Head Coach	11.5%	12.5%	13.5%	14.5%
HS Varsity Softball Head Coach	11.5%	12.5%	13.5%	14.5%
HS Base/Soft Assistant Coach	9.0%	10.0%	11.0%	
Gr. 7-12 Band Director	13.0%	14.5%	16.0%	
Color Guard Coach	2.5%			
Grade 7-12 Choral Director	11.25%	12.25%	13.25%	
HS Speech Advisor	8.0%	9.0%	10.0%	
HS Musical Director	8.0%			
HS Assistant Musical Director	5.0%			
HS Assistant Musical Director (Accompanist / Choreographer)	2%	3%		
HS Student Council	4.5%	5.5%	6.5%	
District Yearbook Advisor	6.0%	7.0%	8.0%	
HS Play Director - Spring	4.5%	5.5%	6.5%	
FCCLA Advisor	4.5%	5.5%	6.5%	
FFA Advisor	11.5%	12.5%	13.5%	14.5%
Servant Leadership Advisor	5.0%	6.0%	7.0%	
HS Asst Speech Advisor	4.5%	5.5%	6.5%	
HS Football Cheerleader Advisor	4.25%	4.5%	4.75%	
HS Basketball Cheerleader Advisor	4.25%	4.5%	4.75%	
HS Academic Bowl Advisor	3.25%			
Cinema Club Advisor	3.25%			
HS Assistant Academic Bowl Advisory	2.25%			

HS National Honor Society	2.25%			
HS WYSE Advisor	2.25%			
HS PSAE Test Prep Advisor	2.25%			
8th Grade Girls Volleyball Coach	6.0%	7.0%	8.0%	
8th Grade Girls/Boys Basketball Coach	6.0%	7.0%	8.0%	
7th Grade Girls Volleyball Coach	6.0%	7.0%	8.0%	
7th Grade Girls/Boys Basketball Coach	6.0%	7.0%	8.0%	
JH Girls/Boys Track Coach	6.0%	7.0%	8.0%	
JH Cheerleader Advisor	3.25%			
JH Academic Bowl Advisor	3.25%			
JH Student Council	2.5%			
Gr. 5-6 Band Director	4.0%	4.5%	5.0%	
Lego Robotics Team Coach	3.25%			
HS Class Sponsors – Fund raising outside of school	\$15.00 per hour			
Coaches who travel between towns in District #308 will receive a mileage check of \$100.00 in June.				