

A G R E E M E N T

Between

**THE RIDGEWOOD COMMUNITY HIGH SCHOOL
DISTRICT 234
BOARD OF EDUCATION**

and

THE RIDGEWOOD TEACHERS UNION

**A COUNCIL OF
THE NORTH SUBURBAN TEACHERS UNION
LOCAL 1274, IFT/AFT, CFL/AFL-CIO**

2018 – 2021

INTRODUCTION

This Agreement is entered into this 21st day of May 2018, at Norridge, Illinois, by and between the Board of Education of Ridgewood Community High School District 234, Cook County, Illinois, hereinafter referred to as the "Board" and the Ridgewood Teachers Union, Local 1274, IFT/AFT, hereinafter referred to as the "Union."

This Agreement represents the full and complete understanding of the parties hereto:

NEGOTIATIONS PROCEDURES

- A. When the Union and Board reach a tentative agreement on all matters being negotiated, the items will be reduced to writing and shall be submitted to the membership of the Union for ratification and then to the Board for official approval.
- B. The parties shall commence bargaining for a successor agreement in accordance with the Illinois Educational Labor Relations Act and its Rules and Regulations. Negotiations shall begin no later than February 16 on those items identified in writing by either party on or before February 1st of the last year of this contract.
- C. The parties acknowledge that during the negotiations which resulted in this Agreement, each had the right to make proposals on any subject not removed by law or agreement of the parties.

At the first negotiations meeting, each party shall review its list of items to be negotiated. After this meeting, no additional items may be brought up for discussion without written approval of both parties with the exception of normal counterproposals related thereto.

The terms of this Agreement shall be incorporated by reference in individual contracts or employment agreements.

In the event any provision of this Agreement shall be declared illegal by a court of competent jurisdiction, said provision shall be automatically deleted from this Agreement. The remaining provisions shall remain in full force and effect for the duration of this Agreement.

The masculine gender used throughout this Agreement does, for all purposes and intent, include the feminine gender.

The term, "teacher", used throughout the Agreement does, for all purposes and intent, include all persons assigned to certified professional positions authorized by the Board, including counselors, the social worker, the librarian and the certified school nurse. All references to "Nurse" in the professional section of the contract refers to a "Certified Nurse."

ARTICLE I
Recognition

The Ridgewood Teachers Union, Local 1274, I.F.T., A.F.T. will be the bargaining agent through June 30, 2021, except as provided in paragraph 3 below.

The Board of Ridgewood Community High School District 234, Cook County, Illinois (hereinafter referred to as the "Employer" or the "Board") recognizes the Union Local 1274, IFT/AFT, (hereinafter referred to as the "Union") as the sole and exclusive bargaining representative for all regular part-time and full-time certified and non-certified personnel employed by the District, excluding the Superintendent, Principal, Assistant Superintendent for Finance and Operations (CSBO), Building and Grounds Supervisor, Night Foreman, Board Recording Secretary, Community Relations Director, Superintendent's Secretary, Payroll Manager, Network Administrator, Director of Student Services, Principal's Secretary, Bookkeeper, Data Systems Specialist, Athletic Director/Dean, Dean of Students and any other supervisory, managerial, confidential or short-term employees excluded under Section 2 of the IELRA.

Any additions or deletions to the positions included in the bargaining unit represented by Union Local 1274, IFT/AFT shall be subject to IELRB review and approval pursuant to the unit clarification procedures set forth in Section 1110.160 of the IELRB rules and regulations.

ARTICLE II
SECTION 1
Academic Freedom

- A. Teachers shall have the right, within the framework of the philosophy, educational program and organizational structure established by the Board, to use learning materials and to structure learning activities according to their best professional judgment, recognizing their responsibility to intellectual integrity and scholarly objectivity. In the event of adverse criticism concerning the books, teaching methods and materials used by the teacher, the following procedure shall be used.
1. Objections and complaints received from parents/guardians or other adult residents of District 234 shall be submitted in writing by the complainant to the Superintendent. It shall be reviewed and signed by the Supervisor, Teacher, and the Union President.
 2. The objections shall be discussed with the teacher, who has a right to representation at his or her option and cost, and the immediate supervisor in an effort to resolve the issue.
 3. If the teacher feels the matter has not been satisfactorily resolved, the grievance procedure set forth in Article III, Section 9 shall be followed.

- B. Teachers shall have the right to join and participate individually in the activities of any professional organization of teachers.

ARTICLE II
SECTION 2
Academic Responsibilities

The Board and the faculty seek to educate young people in the democratic tradition, to foster a recognition of individual freedom and social responsibility, to inspire a meaningful awareness of and respect for the Constitution of the United States and the State of Illinois and to instill appreciation of values of the individual.

It is recognized by the Board that democratic values can best be transmitted in an atmosphere where artificial restraints are not placed on inquiry and learning.

No limitations shall be placed upon the study, investigation, presentation and interpretation of facts and ideas other than those imposed by the following guidelines:

- A. From the Code of Ethics of the Education Profession:

1. Principle I - Commitment to the Student:

The educator strives to help each student realize his or her potential as a worthy and effective member of society. The educator therefore works to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals. In fulfillment of the obligation to the student, the educator

- a. shall not unreasonably restrain the student from independent action in his pursuit of learning, and shall not unreasonably deny the student access to varying points of view.
- b. shall not deliberately suppress or distort subject matter relevant to the student's progress.
- c. shall make reasonable effort to protect the student from conditions harmful to learning or to health and safety.
- d. shall not intentionally expose the student to unnecessary embarrassment or disparagement.
- e. shall not on the basis of race, color, creed, sex, national origin, marital status, political or religious beliefs, family, social or cultural background, or sexual orientation, unfairly exclude any student from participation in or deny benefits to any student or grant any advantage to any student.

- f. shall not use professional relationships with students for private advantage.
- g. shall not disclose information about students obtained in the course of professional service, unless disclosure serves a compelling professional purpose or is required by law.

2. Principle II - Commitment to the Profession:

The education profession is vested by the public with a trust and responsibility requiring the highest ideals of professional service. In the belief that the quality of the services of the education profession directly influences the nation and its citizens, the educator shall exert every effort to raise professional standards, to promote a climate that encourages the exercise of professional judgment, to achieve conditions that attract persons worthy of the trust to careers in education, and to assist in preventing the practice of the profession by unqualified persons.

In fulfillment of the obligation to the profession, the educator:

- a. shall not in an application for a professional position deliberately make a false statement or fail to disclose a material fact related to competency and qualifications.
- b. shall not misrepresent his/her professional qualifications.
- c. shall not assist any entry into the profession of a person known to be unqualified in respect to character, education, or other relevant attribute.
- d. shall not knowingly make a false statement concerning the qualifications of a candidate for a professional position.
- e. shall not assist a non-educator in the unauthorized practice of teaching.
- f. shall not disclose information about colleagues obtained in the course of professional service unless disclosure serves a compelling purpose or is required by law.
- g. shall not knowingly make false or malicious statements about a colleague.
- h. shall not accept any gratuity, gift, or favor that might impair or appear to influence professional decisions or actions.

- B. No teacher shall use or allow to be used language or material which violates the norms of the community.
- C. Controversial material and references, when used, must include all sides of an issue and may be used only to meet goals of a course-of-study in which they are used.

Each teacher or administrator will be supported by the administration and the Board in questions dealing with academic freedom so long as he or she complies with the above stated guidelines and so long as he or she accepts responsibility for the teaching-learning process over which he or she has jurisdiction.

ARTICLE II
SECTION 3
Revision of Personnel Policies

Personnel policies are subject to periodic review and revision by the Board. The Board reserves the right to amend its policies at any time it may deem such amendment necessary, except that any policy which conflicts with a provision of the Agreement between the faculty and the Board shall be amended to eliminate that conflict.

ARTICLE II
SECTION 4
Legislative Changes

The parties acknowledge the ongoing uncertainty with respect to the State of Illinois and school funding. Possible legislative changes that may impact the parties include revisions to the State Aid Formula, property tax freeze, and a cost shift from the State to local school districts of the normal cost of TRS pension contributions. The parties further acknowledge that any of the aforementioned legislative changes could negatively affect the financial condition of the District. In the event of a legislative or regulatory change that negatively affects the District's financial condition, including revisions to the State Aid Formula, a property tax freeze, or a cost shift from State to local funding of TRS pension contributions, the Board shall be entitled to reopen the economic terms of the Agreement, including Article IV and Article V, for the remaining term of the Agreement.

After notice has been given for reopening the Agreement, the Board and Union will convene a negotiating committee to make recommendations with respect to any or all economic items. This negotiating committee's recommendation(s) will be made to the entire Board and Union no later than 90 days following the first meeting of the negotiating committee.

If the parties are unable to reach an agreement, the Board and the Union each reserve their procedural and substantive rights under the Illinois Educational Labor Relations Act.

ARTICLE II
SECTION 5
Cost of Contract

- A. The Board agrees to provide a copy of the approved contract to all employees within two weeks of ratification by both sides if school is in session. If school is not in session, the final copy will be distributed the first week school is in session. New employees shall receive a copy of the contract when hired. The Teachers Union Executive Board shall receive ten additional copies of the contract.
- B. Any preliminary or draft copies to be given to Union membership will be provided by the Union.
- C. If the Board set date for ratification presents a time problem, the Board will assume mailing costs after all other delivery methods have been exhausted. The Union agrees to endeavor to keep these costs to a minimum.
- D. Final typed version shall be done by the School District and proofread by the Union, Board and Administration.

ARTICLE II
SECTION 6
Board Packet

The Board shall furnish the Union with Board Agenda packets with confidential information deleted. A copy of the Board Agenda packet shall be provided no later than the morning of the Board meeting to the President of the Union.

ARTICLE II
SECTION 7
Labor Management Committee

A Labor Management Committee composed of members of the School Board/Administration and the Union shall be established. The purpose is to deal with ongoing labor/management issues. This committee will develop their own by-laws.

ARTICLE II
SECTION 8
Interviews, Administrative Candidates

The Union shall have the opportunity to give timely input to the Superintendent and/or Board in screening applicants for administrative positions which shall include the Superintendent, Assistant Superintendent, Principal and Assistant Principal. The Union shall name a faculty committee which shall interview the candidates selected for final consideration and express its opinion in writing to the Board, through the Superintendent, concerning the candidates' qualifications.

ARTICLE II
SECTION 9
Reservation of Rights

The Union recognizes that the Board of Education retains and reserves unto itself all powers, rights, functions, authority, duties, and responsibilities conferred upon and vested in it by the State of Illinois which are not specifically limited by the express language of this Agreement, provided, however, that no such right shall be exercised so as to violate any of the specific provisions of this Agreement.

ARTICLE III
SECTION 1
Contract Year - School Year

- A. The school year officially begins with the first day of school for students. An Institute Day shall be counted as the first day of the school year if an Institute Day is held the day before the first day of school for students. The contract year begins with the first day of the pre-school workshop.

The contract year for certified personnel new to the Ridgewood staff may be longer than the contract year for persons returning to the Ridgewood staff to allow for additional orientation for personnel new to Ridgewood.

All teachers are required to attend a pre-school workshop, the length of which shall be determined annually when the school year and school contract year calendars are adopted by the Board. Teachers may be required to participate in one records-check out day immediately following the last day students are required to attend school so long as the contract year does not exceed 185 days. Emergency closing days will not be made-up unless they are needed to fulfill the requirements for attendance as directed by the Illinois School Code.

- B. The regular full-time certified teacher's workday shall start ten minutes before a teacher's first assigned duty of the day for seven (7) continuous hours, and end fifteen minutes after the teacher's last assigned duty of the day, or until 4:00 PM on days when faculty meetings are scheduled. Certified personnel are responsible to attend one regularly scheduled faculty meeting per month that will last until 4:00 PM. Such meetings will be placed on the official school calendar prior to the end of the previous school year. Teachers who teach a zero hour schedule may be required to stay until 3:15 PM (4:00 PM for general faculty meetings) for early dismissal meetings. These teachers will be compensated at an hourly rate equal to the chaperone pay rate. Emergency meetings may be called by the Principal. Teachers with prior commitments shall be excused from such emergency meetings by the Principal after notifying the Principal that they will not be available for the meeting.

1. Part-time certified employees shall be on duty for the proportional time for which they contracted. For example, a part-time teacher of 3 classes shall be considered as three-fifths of a teacher and may be assigned three-fifths of a professional duty.
2. Teachers will be responsible for up to five formal teaching periods in an eight period day. They will have one duty-free lunch period per day and one uninterrupted preparation period per day of the same length as a normal academic class. No teacher shall be assigned more than four academic preparations in any one quarter.
3. In an effort to assist District 234 with scheduling and to help insure that our students will be able to meet the demanding curricular and admission requirements that colleges have, the Union and Board will agree to additional preps for individual teachers when such an arrangement is an equitable scheduling necessity.
4. Teachers may be assigned to conduct intervention classes in accordance with the district's Response to Intervention (RTI) (or a successor program required by the state) procedures. This duty will count as an assigned supervision unless the RTI assignment requires additional preparation, in which case the class shall be counted as part of the regular teaching load of five classes. The determination will be made jointly by the Superintendent or his designee and a representative of the Union.

- C. The total teaching load for teachers of five classes shall not exceed 135 students with a cap of 28 students for any one section. For Music teachers, the total teaching load shall not exceed 250 students. For Physical Education teachers, the total teaching load shall not exceed 225 students. A Physical Education section shall not exceed 45 students. For purposes of student count, the "PE leaders" and "SILC" (Students in Leadership Course) shall not be included in the total teaching load. The total teaching load for all teachers will be determined by the enrollment figures as of the thirtieth class day of each semester and verified by the Union.

A teacher may be assigned an overload up to 5 students to their total normal teaching load. The teachers will have their salary increased by the following amount for each overload student in their teaching load: Their base salary for the year divided by two then divided by the above-stipulated teaching load maximum for the given discipline. Calculations for teachers with assignments that include multiple student caps will be prorated according to the corresponding maximum student loads for the sections they are assigned.

- D. Staffing of Important Events:

1. Important events include:

- a. **Parent-Teacher Conferences in the fall and spring semesters**
The spring Parent-Teacher conferences shall commence beginning the 2019-2020 school year.
 - b. **Freshman and Parent Day and/or Night Orientation** (paid – volunteers. This is a paid event for division heads, if required to attend.
 - c. **Seventh and Eighth Grade Open House**
This is a paid event for employees who offer to serve.
 - d. **Registrations**
This is a paid event for employees who offer to serve.
 - e. **Graduation Ceremony**
All faculty to attend. No compensation.
2. Notice of dates of these events will be published prior to the end of the previous school year.

ARTICLE III
SECTION 2
Vacancies

All appointments of certified personnel shall be made by the Board after consideration of recommendations by the Superintendent.

Before a person is placed on the salary schedule, all of his previous experience and academic preparation shall be verified.

The Board, through its Superintendent, shall notify all teachers of existing vacancies through a District email. Changes in existing co-curricular job descriptions shall be considered vacancies.

The Board shall give first consideration to employees of the District in filling vacancies for which an employee may apply, but may seek applications from other than employees, and will fill each vacancy with the person deemed by the Board, upon recommendation of the Superintendent, as the best professionally qualified for the vacancy.

No vacancy, except in the case of an emergency, shall be filled before fifteen (15) days after notice of vacancy has been announced by the Office of the Superintendent. In the event of an emergency which requires the filling of a vacancy in less than 15 days, the Superintendent shall notify the faculty that such an appointment is to be made.

ARTICLE III
SECTION 3
Appointment and Assignment of Personnel

- A. All teachers will assist the administration in the identification of all courses and/or programs for which they are certified to teach. Certified staff will be required to report to a District designee prior to the start of the school year "Teacher Work Days" and provide proof of current certification and qualifications.
- B. All teachers will accept any assignment within the limits of this contract and for which they are certified to teach which meets the District's needs.

ARTICLE III
SECTION 4
Personnel File

Each individual shall have the right, upon request, to review the contents of his personnel file in the administrative office. He may be accompanied by a Union representative when he reviews his file, in the administrative office.

Personnel files on certified personnel shall be kept in the administrative office.

All materials related to individual performance or disciplinary action taken against an individual or materials relating to employment shall be placed in one's personnel file with a duplicate copy sent to the individual. Each individual shall have the opportunity to respond in writing to such material, which can, at his request, be placed in his file as an addendum.

ARTICLE III
SECTION 5
Staffing of Co-Curricular Positions-Programs

- A. It shall be the responsibility of the Superintendent, or his designee, to develop an anticipated athletic-activities program for the next school year, based upon potential student participation and available funding.
- B. Based upon the program developed in "A" above, the Superintendent, or his designee, shall prepare a plan for staffing them.
- C. Persons successfully employed by District 234 in coaching, advising, or directing co-curricular programs must submit a letter resigning from the position on or before April 1 of the current year or he shall be recommended for re-appointment for the next school year at a Board meeting in June.

The Superintendent or his designee shall send contracts of reappointment to the persons who have been successful in coaching, advising or directing programs identified above by June 1.

The Superintendent reserves the right to require all certified staff beginning employment in the 2008-2009 school year and thereafter to participate in one co-curricular activity. An employee shall be obligated to continue that assignment for a minimum of 5 years unless they have a medical condition or life-altering event that prevents them from continuing with that assignment or unless granted an early release by the Administration.

- D. In the event that vacancies remain after following the process outlined in A, B, or C, above, the Union agrees to encourage qualified persons to accept appointments for such vacancies to fulfill its commitment to assist in the maintenance of a viable co-curricular program for Ridgewood High School.
 - E. In the event that a vacancy remains thirty (30) days prior to the beginning of an athletic season, or in the event that a vacancy remains in a non-athletic activity fifteen (15) days following the first day of the school year, the Superintendent may, during the life of this contract, assign a person to no more than one (1) involuntary co-curricular position for which he is qualified. This involuntary obligation shall be compensated according to the appropriate Step and Level under Article IV, Section 4 of this Agreement.
- No teacher shall be required to take an involuntary assignment two years in a row.
- F. If a program does not attract enough students to justify it, as determined by the administration, the administration may cancel the program.
 - G. Athletic coaches must possess the qualifications required by the IHSA.
 - H. If after following the process described above, a qualified coach, advisor or director cannot be obtained, a program may be dropped.
 - I. Each year certified staff of District 234 shall be given the opportunity to apply for all positions currently held by individuals who are otherwise not employed by the district. If equally qualified candidates are available, preference will be given to District certified staff.

ARTICLE III SECTION 6

A. Teacher Supervision and Evaluation

1. Evaluation Plan

- a. The Union shall have a complete copy of the current Evaluation Plan: "Plan for the Evaluation of Certified Employees of Ridgewood Community High School District 234."
- b. A copy of the "Job Description" and "Performance Ratings," appropriate to Ridgewood, shall be given to the teachers each evaluation year.
- c. The Evaluation Plan shall be subject to biennial (once every two years) review by a committee of two administrators and two union members. The Evaluation Plan will not be changed without mutual agreement between the Board and the Union.
- d. The Teacher Evaluation Plan will be developed in accordance with *The Illinois School Code* Section 24A-4.
- e. The policy of the Supervision of Teachers Whose Performance is Unsatisfactory is contained in the "Plan for the Evaluation of Certified Employees of Ridgewood Community High School District 234."

2. Evaluators

All evaluations must be conducted by individuals certified by the State of Illinois to be evaluators. It shall be the responsibility of the Principal to implement and coordinate the evaluation process.

3. Evaluation by Students

Students shall give their perceptions electronically of their teachers and courses-of-study each year for the teacher's professional growth and for his supervisor's information. The procedure, documents, timing, and the administration of the document(s) shall be set by each teaching team in consultation with, and approved by, the Principal. The evaluations shall be given to the Principal no later than the last day of student attendance for the selected course.

4. Performance Ratings

A copy of the final written evaluation and performance ratings shall be given to the teacher at the time of the summative rating meeting. The evaluator and the teacher shall date and sign all copies of the written evaluation. The signature of the teacher shall not necessarily indicate agreement with the written evaluation, but rather shall indicate that the teacher is in receipt of a copy of the written evaluation.

If a teacher feels the formal written evaluation and performance ratings are incomplete, inaccurate, or unjust, he may request a conference with the immediate supervisor. The teacher may put his objections in writing and have them attached to the evaluation report to be placed in his personnel file. A signed copy of any response by the evaluator shall be given to the teacher and placed in the teacher's personnel file.

5. Filing of Performance Evaluation Statements

Formal, complete written evaluations for the permanent personnel file for all teachers being evaluated must be completed by June 30.

6. Changes in Teaching Assignments

Changes in teaching assignments required by changing registration patterns of students and changing federal and state requirements for teachers may be made after conference with persons involved.

7. Honorable Dismissal

Nothing in this section shall abrogate the right of the Board to remove or dismiss a teacher if such dismissal results from the decision of the Board to decrease the number of teachers employed by the Board or to discontinue some particular type of teaching service. The provisions of Section 24-12 of *The School Code* shall be followed where applicable for such "honorable dismissal."

B. REMEDIATION PLAN

1. The remediation plan shall be conducted in accordance with the procedures established in the TEP and the Illinois School Code, sections 105 ILCS 5/24 or ILCS 5/10-22.4.
2. Teachers will be held on their current step of the salary schedule following their receipt of an unsatisfactory rating as provided in Article III, Section 6.B.1 of this Agreement and Section 24A of *The School Code*.

Should the teacher receive a rating of proficient or better as a result of completing the remediation plan, the supervisor-evaluator, with the consent of the Superintendent, will recommend that the individual on remediation be reinstated to regular status and granted step increase if one was withheld on the salary schedule reflecting his actual years of credited experience and academic credit. The step increase will be effective on the date of successful completion of remediation.

3. If a teacher fails to complete the remediation plan with a proficient or better rating, the teacher shall be dismissed from employment under Article III, Section 6.B.1 of this Agreement and Section 24A of *The School Code*.

C. Supervisor Evaluation

Each teaching team shall evaluate their immediate supervisor in writing for the supervisor's professional growth and for the Superintendent's information, for inclusion in his/her evaluation of each supervisor, at the option of the Superintendent. The team evaluations of supervisors will take place during the fourth quarter of each school year.

D. Co-curricular Evaluation

Co-curricular personnel shall receive annual written evaluations from their immediate supervisor prior to the issuance of contracts of re-appointment. Co-curricular evaluation instruments and procedures shall be subject to biennial (once every two years) review by a committee consisting of two (2) administrators appointed by the Superintendent and two (2) teachers appointed by the Union. Co-curricular evaluation instruments and procedures shall not be changed without the mutual agreement between the Board and Union.

E. Equipment

The Board and Union agree that teachers are expected to exercise reasonable care in the use and care of district equipment which they use.

**ARTICLE III
SECTION 7**

Reduction in Authorized Certified Positions

The Board, prior to taking final action on reduction in the number of certified staff positions authorized by the Board for the ensuing school year, will inform the Union of its intent to reduce staff; the number of positions which may be eliminated; and the reason therefore so that the Union may present its position to the Board regarding such reductions. Such declaration of intent on the part of the Board will be given thirteen (13) days before the date on which the final decision shall be made by the Board.

Should the Board decide to reduce the number of teachers, the District shall follow the provisions of the Illinois School Code regarding the reduction in force and recall of certified personnel.

A. Retention of Seniority Rights

A teacher who has been honorably dismissed because of reduction-in-force may retain seniority rights for one year.

B. Honorable Dismissal

Nothing in this section shall abrogate the right of the Board to remove or dismiss a teacher if such dismissal results from the decision of the Board to decrease the number of teachers employed by the Board or to discontinue some particular type of teaching service. The provisions of Section 24-12 of *The School Code* shall be followed where applicable for such "honorable dismissal."

ARTICLE III
SECTION 8
Professional Grievance Procedure

A. Grievance - Purpose

The primary purpose of this procedure is to secure an orderly and equitable resolution of disputes at the lowest level possible.

B. Procedure for Adjustment of Grievance - Informal Conference

Step 1

A complaint is valid only if it is lodged in writing to the Union Executive Board within fifteen (15) calendar days following the act or condition which is the basis of the grievance or when the grievant should have reasonably become aware of such act or condition.

Step 2

Within twenty-five (25) calendar days from the occurrence of the alleged act or condition giving rise to the grievance, or within twenty-five (25) calendar days of when the grievant should have reasonably become aware of such event, the complaint shall be discussed with the administrator/supervisor involved in the grievance with the object of resolving the matter informally:

1. by the teacher in person on his own behalf,
2. by the teacher accompanied by a Union representative, or
3. by a Union representative in the name of the Union in a "class action" matter which generally affects more than one of the persons included in this Agreement.

C. Procedure for Adjustment of Grievance - Formal Methods - Level 1

Step 1 - Appeal to Principal

If the matter is not resolved informally during the discussion with the administrator/supervisor involved and the teacher desires to appeal, the appeal shall be submitted within twenty-five (25) calendar days of the informal conference (Paragraph B, Step 2) to the Principal. The appeal shall be in writing and shall set forth specifically the clause or clauses of the contract allegedly violated, the facts, conditions and grounds giving rise to the grievance and the remedy requested.

A grievance may be discussed with the Principal: (The District reserves the right to have legal counsel present.)

1. by the teacher in person on his own behalf,
2. by the teacher accompanied by a Union representative,
3. by the teacher with his own counsel,
4. by a Union representative in the name of the Union in a "class action" matter, which generally affects more than one of the persons included in this Agreement.

Within fifteen (15) calendar days after receiving the grievance, the Principal shall submit his decision, in writing, together with the supporting reasons to the teacher and to the Union President.

Step 2 - Superintendent Level

If the grievant is dissatisfied with the decision of the Principal, the teacher may, within fifteen (15) calendar days after receiving the decision of the Principal, appeal to the Superintendent. The appeal shall be in writing and shall set forth specifically the grounds for the appeal and shall be accompanied by a copy of the original grievance filing and the Step 1 decision.

Within fifteen (15) calendar days of receipt of the appeal, the Superintendent shall meet and confer with the teacher, those individuals who participated in Step 1 (if desired by the grievant), and a Union representative, (if desired by the grievant), even though such a representative was not used in Step 1. Within fifteen (15) calendar days after the meeting, the Superintendent shall submit his decision, in writing, together with supporting reasons to the aggrieved teacher and the Union President.

Step 3 - Board Level

If the grievant is dissatisfied with the decision of the Superintendent, the teacher may, within fifteen (15) calendar days after receiving the decision of the Superintendent, appeal to the Board. The appeal shall be in writing and shall set

forth specifically the grounds for the appeal and shall be accompanied by a copy of the original grievance, the Step 1 decision, the appeal to Step 2 and the Step 2 decision. The Board shall hold a meeting within forty-five (45) calendar days from the date the appeal was submitted to the Board Secretary. Each party may present such witnesses and counselors as it deems necessary. Upon conclusion of the hearing, the Board shall render its decision, in writing, within fifteen (15) calendar days to the aggrieved teacher and the Union President.

Step 4 - Arbitration Level

If the Union is dissatisfied with the decision by the Board, the Union may, within fifteen (15) calendar days after receipt of the decision, request binding arbitration by submitting a notice in writing to the Board Secretary.

The American Arbitration Association shall act as the administrator of the proceedings and shall be directed to furnish as potential arbitrators only those who have been admitted to the National Academy of Arbitrators. The selection of the arbitrator shall follow the standard operating procedures set forth by the American Arbitration Association.

The arbitrator, in his official opinion, shall not amend, modify, nullify, ignore, or add to the provisions of this Agreement. His authority shall be strictly limited to deciding only the issue or issues presented to him by the Board and the Union, and his decision must be based solely upon his interpretation of the meaning or application of the relevant language of this Agreement.

The arbitrator is empowered to include in his award only such remedies as shall be within his lawful authority.

These rules shall become effective upon agreement of the arbitrators included herein to serve on such panel. Until such agreement is reached, the American Arbitration Association shall be used.

D. Exclusion of Winter & Spring Vacation

For the purpose of this Agreement, winter and spring vacation dates shall be excluded from any count of "calendar days" in the grievance procedure.

E. Cost

If either party requests a transcript of the proceedings, that party shall bear the full cost of that transcript. If both parties order a transcript, or the arbitrator requests a transcript, the cost thereof shall be divided equally between the parties.

Expenses for the arbitrator's services shall be borne by the unsuccessful party including costs of hearing attendance and arbitration awards. Each party shall be responsible for compensating its own witnesses and representatives.

ARTICLE III
SECTION 9
Due Process

If the behavior of a teacher involves an alleged illegal act or action which may place the health or safety of the teacher or others in jeopardy, a hearing shall be held by the Superintendent or his designee as soon as feasible, at which time the teacher may be suspended with pay pending a hearing by the Board. The hearing with the Superintendent and with the Board shall involve:

- A. the Superintendent or his designee;
- B. the teacher's supervisor;
- C. the teacher;
- D. a Union representative;
- E. the teacher's legal counsel, if he desires; and
- F. the District's attorney, if Board desires.

ARTICLE III
SECTION 10
Union Dues Deduction

Authorizations for deduction of Union dues submitted by the Union to the Superintendent or designee by the 15th of any month shall become effective by the first pay period of the following month. Such payroll deductions shall be equally deducted over the remaining pay periods ending May 31 and remitted to the Union within ten (10) working days following each period. In the event that an employee revokes his dues in accordance with the terms in which he authorized the dues deduction, the Union shall notify the Superintendent or designee within thirty days.

ARTICLE III
SECTION 11
Fair Share

- A. All bargaining unit employees hired by District 234 after October 1, 2008, who are not members of the Union, thirty (30) days after their initial employment, and so long as they remain non-members of the Union, shall pay to the UNION each month their fair share of the costs of the services rendered by the UNION that are chargeable to non-members under state and federal law.
- B. Such fair share payment by non-members shall be deducted by the BOARD from the earnings of the non-member employees and remitted to the Union, provided, however, that:

1. The UNION has posted the appropriate notices of imposition of such fair share fee in accordance with the rules and regulations of the Illinois Educational Labor Relations Board (IELRB); and
 2. The UNION has certified in writing to the BOARD by September 1 of each fiscal year (a) the amount of such fair share fee, (b) the rationale and method by which the fair share was determined, including a list of the expenditures which were excluded in determining the fair share, and (c) the fact that the notice required in (1) above has been posted.
- C. The BOARD shall cooperate with the Union to ascertain the names of all non-members of the Union from whose earnings the fair share payments shall be deducted.
- D. The Union shall prepare a notice containing the fair share fee information as required by the rules and regulations of the IELRB, advising that any non-member may file an objection to the fee with the IELRB (with a copy served on the UNION) at any time before expiration of this AGREEMENT and describing the process for filing objections, in accordance with the rules and regulations of the IELRB. The parties recognize the right of employees to object to the amount of the fair share fee and that such objections shall be handled under rules and regulations now in effect or adopted later by the IELRB.
- E. Should an employee file an objection with the IELRB as to the amount of the fair share fee, the BOARD shall continue to deduct the fee and transmit the portion of the fee in dispute to the IELRB, which shall hold that amount in escrow in an account established for that purpose. The BOARD shall continue to transmit all such amounts to the IELRB until further order of the IELRB. If the employee is entitled to a refund, the employee shall receive such refund plus any interest earned on the refund during pendency of the action pursuant to applicable IELRB procedures.
- F. If an ultimate decision in any proceeding hereunder directs that the amount of the fair share fee should be lower than the amount fixed by the Union, the Union shall promptly adopt such determination and notify the BOARD to reduce deductions from the earnings of non-members to said prescribed amounts.
- G. The parties recognize the rights of non-members based upon their bona fide religious tenets or teachings of a church or religious body as provided in Section 11 of the Illinois Educational Labor Relations Act (IELRA). If a non-member employee asserts the right of non-association under Section 11 of the IELRA, the Union shall be required to pay an amount equal to his/her proportionate share on his/her behalf to a nonreligious charitable organization mutually agreed upon by the employee and the Union. If the employee and the UNION do not agree on the matter, a charitable organization shall be selected *from a list established by the IELRB under its rules*.

- H. The Union agrees to indemnify and save the Board harmless against any liability which may arise by reasons of any action taken by the Board in complying with the provisions of this section, including reimbursement for any legal fees or expenses incurred in connection therewith.

ARTICLE IV
SECTION 1
Salary Schedule - Initial Placement

A certified person, when initially employed, will be awarded a contract for one school year, or that portion of the school year remaining if the person is employed after the first day of the school year in which he is employed, upon approval of his appointment by the Board. Such appointment shall be made upon recommendation of the Superintendent.

Initial placement on the salary schedule horizontally shall be determined by the highest academic degree or credits earned by the employee in the field in which he is employed at Ridgewood Community High School District 234, as determined by the Superintendent.

Initial placement vertically will be determined by the Superintendent, based upon current Board practice for professional experience in a public or non-public school district, after completion and receipt of a Bachelor's Degree, and certification as a teacher. The experience for which credit is granted must be in the field in which the person is employed at Ridgewood Community High School District 234. The term field includes the academic discipline to which the individual is assigned at Ridgewood Community High School District 234 or a discipline which, in the judgment of the Superintendent, is clearly interrelated to the academic discipline to which the individual is assigned at Ridgewood Community High School District 234 or makes a positive contribution to the competence of the employee in the position to which he is assigned at Ridgewood Community High School District 234.

Initial Vertical Placement

Years of experience are verified by previous employers on a form provided by the Superintendent's Office. A full year of credit is granted only for full-time teaching or a full-time internship of not less than 125 days. No experience credit is granted for part-time teaching or for employment outside of the regular fall-winter-spring school year.

Vertical placement on the salary schedule shall not be considered final until all credited experience is verified.

ARTICLE IV
SECTION 2
Horizontal Salary Movement for Professional Growth

- A. Work to be counted on the salary schedule for a given school year must be at the graduate school level and have been successfully completed by September 1. Graduate level work completed after September 1 will be reflected in the staff member's compensation for the following school year. Certified transcripts must be received by the Superintendent by October 1 in order to allow advancement on the compensation schedule for the current school year.
- B. Graduate level classes directly related to a staff member's teaching assignment or in the field of education will count for horizontal movement on the salary schedule, subject to the Superintendent's pre-approval.

Graduate level courses not directly related to a staff member's teaching assignment or the field of education must be pre-approved by the Board upon recommendation by the Superintendent in order to count toward salary schedule credit.

Master's Degrees, CAS, and Doctoral programs may be pre-approved in their entirety, rather than on a class-by-class basis.

Undergraduate courses may be recognized for salary schedule credit, but only with the prior approval of the Board upon recommendation of the Superintendent.

- C. Any teachers hired by District 234 after October 1, 2005, will be required to complete a Master's Degree in order to move to the MA lane of the salary schedule. Teachers employed by the District prior to October 1, 2005 are eligible to advance to the MA lane if they obtain a Master's Degree or complete 32 semester credit hours of pre-approved coursework beyond their Bachelor's Degree.
- D. Any teacher placed in the BA+15 Lane that does not fulfill the requirements for placement in the MA Lane as outlined in subsection C of Article IV Section 2 by the first day of the 2016 – 2017 School Year shall revert back to the BA Lane beginning in the 2016 – 2017 School Year and shall remain there until such time that they meet the requirements for movement to the MA Lane.
- E. Teachers who have been frozen on a BA lane (i.e., unable to advance vertical steps on the salary schedule based upon additional District service) and who thereafter qualify for the MA lane will move horizontally to the MA lane and vertically one step from the step on which they had been frozen.

ARTICLE IV
SECTION 3
Teachers' Salary Schedule for 185 School Days

All salaries include the employee contributions to the Teacher Retirement System, which shall be deducted from the salary BUT NOT INCLUDED as tax reported income.

Each teacher who is beyond Step 20 shall receive an increase equal to 1.5% over his previous year's salary or shall be entitled to the Step 20 Lane, whichever is greater for that fiscal year.

STEP	2018-2019				
	BA SALARY	MA SALARY	MA+15 SALARY	MA+30 SALARY	PhD SALARY
1	\$48,728	\$53,620			
2	\$51,043	\$56,167			
3	\$53,383	\$58,742	\$60,852	\$62,895	
4	\$55,744	\$61,340	\$63,544	\$65,677	
5	\$58,123	\$63,958	\$66,256	\$68,480	
6	\$60,518	\$66,593	\$68,985	\$71,301	
7	\$62,923	\$69,240	\$71,727	\$74,134	
8	\$65,336	\$71,896	\$74,479	\$76,978	\$84,175
9	\$67,754	\$74,557	\$77,236	\$79,828	\$87,181
10	\$70,175	\$77,220	\$79,995	\$82,679	\$90,187
11	\$72,594	\$79,882	\$82,752	\$85,529	\$93,187
12		\$82,539	\$85,504	\$88,374	\$96,178
13		\$85,188	\$88,249	\$91,211	\$99,157
14		\$87,827	\$90,983	\$94,036	\$102,121
15		\$90,453	\$93,702	\$96,847	\$105,067
16		\$93,062	\$96,405	\$99,641	\$107,991
17		\$95,652	\$99,089	\$102,414	\$110,892
18		\$98,221	\$101,751	\$105,165	\$113,767
19		\$100,767	\$104,388	\$107,891	\$116,612
20		\$103,288	\$106,999	\$110,590	\$118,361

2019-20					
STEP	BA SALARY	MA SALARY	MA+15 SALARY	MA+30 SALARY	PhD SALARY
1	\$49,946	\$54,960			
2	\$52,319	\$57,571			
3	\$54,717	\$60,210	\$62,374	\$64,467	
4	\$57,137	\$62,873	\$65,132	\$67,319	
5	\$59,576	\$65,557	\$67,912	\$70,192	
6	\$62,031	\$68,257	\$70,710	\$73,083	
7	\$64,496	\$70,971	\$73,520	\$75,988	
8	\$66,969	\$73,693	\$76,341	\$78,903	\$86,279
9	\$69,448	\$76,420	\$79,166	\$81,824	\$89,361
10	\$71,929	\$79,151	\$81,995	\$84,746	\$92,441
11	\$74,409	\$81,879	\$84,821	\$87,667	\$95,517
12		\$84,603	\$87,642	\$90,583	\$98,583
13		\$87,318	\$90,456	\$93,491	\$101,636
14		\$90,023	\$93,258	\$96,387	\$104,674
15		\$92,714	\$96,045	\$99,268	\$107,694
16		\$95,388	\$98,815	\$102,132	\$110,691
17		\$98,043	\$101,566	\$104,974	\$113,664
18		\$100,676	\$104,294	\$107,794	\$116,611
19		\$103,286	\$106,998	\$110,589	\$119,528
20		\$105,871	\$109,674	\$113,355	\$121,320

2020-21					
STEP	BA SALARY	MA SALARY	MA+15 SALARY	MA+30 SALARY	PhD SALARY
1	\$50,945	\$56,334			
2	\$53,365	\$59,010			
3	\$55,812	\$61,716	\$63,621	\$65,757	
4	\$58,280	\$64,445	\$66,435	\$68,665	
5	\$60,767	\$67,196	\$69,270	\$71,595	
6	\$63,271	\$69,964	\$72,124	\$74,545	
7	\$65,786	\$72,745	\$74,991	\$77,507	
8	\$68,309	\$75,536	\$77,868	\$80,481	\$88,005
9	\$70,837	\$78,331	\$80,750	\$83,460	\$91,148
10	\$73,368	\$81,129	\$83,635	\$86,441	\$94,290
11	\$75,897	\$83,926	\$86,517	\$89,421	\$97,427
12		\$86,718	\$89,395	\$92,395	\$100,554
13		\$89,501	\$92,265	\$95,361	\$103,669
14		\$92,273	\$95,123	\$98,315	\$106,768
15		\$95,032	\$97,966	\$101,253	\$109,848
16		\$97,773	\$100,791	\$104,175	\$112,905
17		\$100,494	\$103,598	\$107,074	\$115,937
18		\$103,193	\$106,380	\$109,950	\$118,943
19		\$105,868	\$109,138	\$112,801	\$121,918
20		\$108,517	\$111,868	\$115,622	\$123,747

ARTICLE IV
SECTION 4
Co-Curricular Salary Schedule

Lane 1

Head Wrestling
Head Football
Head Basketball (Boys and Girls)
Head Cheer
Drama Director Major

Lane 2

Head Track
Head Softball
Head Volleyball (Boys and Girls)
Head Golf
Head Baseball
Head Soccer (Boys and Girls)
Student Council (2 positions)
Assistant Basketball (Boys and Girls)
Assistant Wrestling
Assistant Football
Co-Curricular Band
DECA
FBLA

Lane 3

Head Cross Country
Head Tennis
Assistant Soccer (Boys and Girls)
Poms
Assistant Softball
Assistant Baseball
Yearbook
Assistant Volleyball (Boys and Girls)

Lane 4

Assistant Cheer
Debate Team Advisor
Assistant Track
Scholastic Bowl

Lane 5

Book Club (6, 5, 5)
Interact Club
Drama Director Minor
Drama Assistant Director
Multi-Media Advisor
Art Club
Assistant Tennis
Archery

Lane 6

Assistant Poms
Senior Class Advisor
Assistant Cross Country
Drama Club
Tech & Chor. Major
National Honor Society
Newspaper
Gardening Club
Assistant Scholastic Bowl

Lane 7

Junior Class Advisor
Literary Magazine
Sophomore Class Advisor
Co-Curricular Choir
Assistant Band Director
Chess Club
Glee Club
Assistant DECA
Gay-Straight Alliance
LINK Crew Club (2 positions)

Lane 8

Freshman Class Advisor
International Club
Business Manager Drama (school year)
Tech & Chor. Minor
Multi-Media Assistant Advisor
Mathletes
Science & Engineering Club

Lane 9

Future Teachers Advisor
Anti-Drug Club
Varsity R/Pep Club (2 positions)
Spanish NHS Club Advisor
Polish Club Advisor
Italian NHS Club Advisor
Student Political Action Advisory

All salaries include the employee contribution to the Teacher Retirement System, which shall be deducted from the salary BUT NOT INCLUDED as tax reported income.

It is understood that the Board retains authority for the authorization of positions. Article IV, Section 4 is intended to state the salaries which shall be paid if the positions are authorized.

FY19									
	Lanes								
	→								
Steps	1	2	3	4	5	6	7	8	9
1	6364.69	4914.07	4325.91	4085.73	3317.44	2512.30	2186.16	1756.30	1696.25
2	6663.54	5176.08	4548.34	4312.26	3474.38	2681.52	2364.92	1864.10	1780.86
3	6958.31	5435.37	4769.42	4537.43	3631.31	2854.83	2546.42	1973.27	1864.10
4	7257.16	5697.37	4990.49	4762.59	3788.24	3024.05	2725.19	2082.44	1948.71
5	7554.65	5958.02	5212.92	4989.13	3945.18	3195.99	2905.32	2190.25	2033.32
6	7852.14	6218.66	5432.63	5215.66	4104.84	3366.57	3086.82	2299.42	2116.56
7	8151.00	6480.68	5653.71	5442.19	4261.77	3538.51	3266.95	2405.86	2201.17
8	8447.13	6742.69	5876.14	5667.35	4418.71	3707.73	3445.71	2515.03	2284.41
9	8744.61	7001.97	6097.21	5892.52	4574.27	3879.67	3625.86	2624.21	2367.65
10	9044.84	7265.35	6319.65	6123.14	4725.75	4046.16	3811.44	2732.01	2450.90

FY20									
	Lanes								
	→								
Steps	1	2	3	4	5	6	7	8	9
1	6491.98	5012.36	4412.43	4167.45	3383.79	2562.55	2229.88	1791.42	1730.17
2	6796.81	5279.60	4639.31	4398.51	3543.86	2735.15	2412.22	1901.38	1816.48
3	7097.47	5544.07	4864.81	4628.18	3703.94	2911.92	2597.35	2012.74	1901.38
4	7402.30	5811.32	5090.30	4857.85	3864.00	3084.53	2779.69	2124.09	1987.68
5	7705.74	6077.18	5317.18	5088.91	4024.08	3259.91	2963.42	2234.05	2073.99
6	8009.19	6343.04	5541.28	5319.97	4186.93	3433.90	3148.55	2345.40	2158.89
7	8314.02	6610.30	5766.78	5551.03	4347.01	3609.28	3332.29	2453.98	2245.19
8	8616.07	6877.54	5993.66	5780.70	4507.09	3781.89	3514.63	2565.34	2330.10
9	8919.51	7142.01	6219.16	6010.37	4665.76	3957.27	3698.37	2676.69	2415.01
10	9225.74	7410.65	6446.05	6245.60	4820.27	4127.08	3887.67	2786.65	2499.91

FY21									
	Lanes								
	→								
Steps	1	2	3	4	5	6	7	8	9
1	6621.82	5112.60	4500.68	4250.80	3451.46	2613.80	2274.48	1827.25	1764.78
2	6932.74	5385.20	4732.10	4486.48	3614.74	2789.85	2460.46	1939.41	1852.81
3	7239.42	5654.95	4962.10	4720.74	3778.02	2970.16	2649.30	2052.99	1939.41
4	7550.35	5927.55	5192.11	4955.00	3941.28	3146.22	2835.28	2166.57	2027.44
5	7859.86	6198.73	5423.53	5190.69	4104.56	3325.10	3022.69	2278.73	2115.47
6	8169.37	6469.90	5652.11	5426.37	4270.67	3502.58	3211.52	2392.31	2202.07
7	8480.30	6742.50	5882.12	5662.05	4433.95	3681.47	3398.93	2503.06	2290.10
8	8788.39	7015.09	6113.53	5896.32	4597.23	3857.52	3584.92	2616.64	2376.70
9	9097.90	7284.85	6343.54	6130.58	4759.07	4036.41	3772.34	2730.22	2463.31
10	9410.25	7558.87	6574.97	6370.52	4916.67	4209.62	3965.43	2842.38	2549.91

Summer co-curricular work authorized by the Athletic Director shall be paid at the following per diem rate:

<u>FY 2019</u>	<u>FY 2020</u>	<u>FY 2021</u>
\$53.61	\$54.95	\$56.05

Activity Clubs may be formed following the established administrative process, including approval of compensation for its advisor(s) based on the co-curricular rubric.

The Principal and the Athletic Director shall be responsible to review each year the placement of each position on the salary schedule (Article IV, Section 4) to determine if the position should remain at the same level on the salary schedule or if it should be placed in a higher or lower level due to a reduction or increase in the time needed to carry out the responsibilities caused by a shorter or longer season than the prior year or a reduction or increase in other responsibilities based on the co-curricular rubric. Such changes shall be made upon their recommendation to, and approval by, the Board and by the Union Executive Board.

ARTICLE IV **SECTION 5** **Initial Placement-Athletic**

Initial placement will be upon recommendation of the Athletic Director and approved by the Superintendent and the Board.

Upon recommendation of the Athletic Director and Superintendent and approval of the Board, coaches may, at the time of initial appointment in a sport not previously coached, be granted a maximum of 1/2 step on the salary schedule for each year in which they

had previous coaching experience. The maximum experience credit granted is 1/2 step per year regardless of the number of sports coached in that year.

If a person is appointed a head coach in a sport in which he was an assistant coach, he may be granted one (1) year of experience credit for each year on the Level for the Head Coach for that sport to which he is appointed a head coach.

If only one person is employed for a category authorizing two persons in Article IV, Section 4 he shall be compensated at 1 ½ times his salary for that position. The actual salary shall be approved by the Board upon recommendation of the Superintendent.

Initial Placement-Activities

Upon recommendation of the Activities Coordinator and Superintendent and approval of the Board, advisors may, at the time of the initial appointment in any activity having not previously been an advisor to, be granted a maximum of 1/2 step on the salary schedule for each year in which they have been an advisor in any activity. The maximum experience credit granted is 1/2 step per year, up to a total of 10, regardless of the number of activities they advised in that year.

If a person is appointed to advise an activity in which he was assistant, he shall be granted one (1) year of experience credit for each year on the level for that activity that he was assistant advisor in Article IV, Section 4.

Chaperone Duty

Each certified employee shall be responsible for chaperoning duties--which shall be equitably assigned--by the Athletic Director. Chaperones shall be properly identified during events, and their performance shall be evaluated by the AD and/or Principal. The Union President or designee will meet with the Athletic Director annually to review assignment durations and staffing needs.

- A. Each Teacher shall be assigned up to three non-compensated chaperoning duties each year.
- B. Teachers will be required to perform a chaperone duty if an event is cancelled and later re-scheduled to take place on the Ridgewood High School campus. All attempts will be made so that timely notification is given to the affected staff when any such event is re-scheduled.
- C. If an event is cancelled and either not re-scheduled or is scheduled for a location other than on the Ridgewood High School campus, the chaperone duty does not need to be made up by the teacher.
- D. In instances when more than one chaperone is assigned to an event, the teacher with the most seniority will serve as the supervisory chaperone.

<u>Title</u>	<u>FY 2019</u>	<u>FY 2020</u>	<u>FY 2021</u>
Supervisor	27.31	27.99	28.55
Chaperone and Other (scorekeeper, ticket takers, etc.)	24.43	25.04	25.54

ARTICLE IV
SECTION 6
Professional Growth Incentive Plan

Teachers shall be reimbursed for preapproved graduate and post-graduate degree programs in their content area. Approval shall be at the discretion of the Superintendent.

A. Tuition Reimbursement

Approved courses shall be reimbursed up to 50% of tuition cost for classes where the grade earned is no less than a "B." The maximum reimbursement under this section shall be \$1500 per fiscal year per teacher as determined by the year in which the course is completed.

It is the intent of the parties that any salary increase due to lane movement be delayed until the amount to be paid as the differential between the prior salary and the future salary equals the amount paid by the District as a professional growth incentive payment (either tuition reimbursement under Section A. or course reimbursement under Section B.) If a person becomes "unfrozen" under the present lane structure of the salary schedule, he shall be moved horizontally if he qualifies for such movement; however, any increase in salary due to horizontal lane movement shall not be realized until such time as the increase in salary equals the professional growth incentive payment, which enabled the teacher to move lanes. At that time, the teacher shall start to receive the salary increase corresponding to the new lane. For example, if a teacher is reimbursed \$500 for tuition cost and the courses taken enable that teacher to move lanes, the teacher will not receive the salary increase associated with the new lane until the point in the year when the differential between lanes accumulates to \$500.

Course approval made by the Superintendent under this section shall not be subject to the Grievance Procedure described elsewhere in this Agreement.

B. Lane Change

Any payment provided by the Board in the form of tuition or subsidy for the course for which a petition is presented shall be deducted from the reimbursement.

Payment for credit earned shall be granted only for courses completed after the petitioner had been placed on the MA credit lane, the MA+30 credit lane or Doctorate Lane as acknowledged by a horizontal salary increase.

The Superintendent shall, when pre-approving credits for Professional Growth Incentive Payment, use the following guidelines:

Courses-of-study must be justified as improving the professional competencies of the petitioner in their assignment at Ridgewood High School and be in one of the following categories:

1. Work in the field to which he is assigned at Ridgewood.
2. Professional education courses.
3. Work in human behavior, group dynamics, communication and psychology.
4. Work in humanities and general education which, in the judgment of the Superintendent, is clearly interrelated to the field to which the individual is assigned at Ridgewood, or makes a positive contribution to the competencies of the employee in the position to which he is assigned at Ridgewood.

The maximum reimbursement under this plan shall be \$3,000 per fiscal year as determined by the year in which the course is completed. Any payment provided by the Board in the form of tuition or subsidy for the course for which a petition is presented shall be deducted from the reimbursement.

Course approval made by the Superintendent under this section shall not be subject to the Grievance Procedure described elsewhere in this Agreement.

- C. To qualify for Professional Growth Incentive Payment under either A or B above, the course-of-study must be offered at an institution of higher learning accredited by the North Central Association or a comparable regional accreditation agency. In the event that a course-of-study offered by an organization other than an accredited institution of higher learning would, in the opinion of the Superintendent, and approval by the Board, offer a teacher professional competencies directly related to his professional position at Ridgewood such a course may be eligible for this incentive payment under this policy as follows:

- 0 credit for less than 20 clock hours of instruction
- 1 credit for 21-40 clock hours of instruction
- 2 credits for 41-60 clock hours of instruction
- 3 credits for 61 or more clock hours of instruction

If a person becomes "unfrozen" under the present lane structure of the salary schedule, he or she shall be moved horizontally if they qualify for such movement; however, any increase in salary due to horizontal movement shall not be realized until such time as the amount received by the teacher, has been re-paid to the Board. After such repayment the teacher shall receive the increased salary to which he is entitled for his new lane position.

- D. The Board of Education will pay the registration costs for individual teachers applying for National Board Certification. Teachers who complete the National Board Certification process including testing, but are unsuccessful will receive a \$1,000 stipend for their efforts. Teachers who possess a National Board Certificate will receive a \$1,000 stipend annually.

ARTICLE IV SECTION 7

Differential Duty Beyond "Normal" Responsibilities

Increments beyond contractual salaries may be authorized for certified personnel assigned duties which require responsibilities and/or time beyond the normal responsibilities and/or time expected under the basic teachers' contract.

A. Annual Appointment Other Administrative/Supervisory Personnel

Persons under this section are those administrative team personnel who are included on the teachers' salary schedule and have been designated by the Board as supervisors of a specific area of responsibility which has the following criteria:

1. The person has direct responsibility for a school-wide or District-wide program;
2. The person has a budget to administer;
3. The person supervises and evaluates a staff of professional or non-certificated personnel;
4. The person is responsible for effective utilization of allocated resources;
5. The person is responsible to implement designated Board Policies and/or administrative functions as delegated by the Superintendent.

For the life of the contract the responsibility assignments included in this section for which these responsibility increments shall be paid:

<u>Title</u>	<u>FY 2019</u>	<u>FY 2020</u>	<u>FY 2021</u>
Librarian	7046.13	7222.45	7366.90
Division Head	7046.13	7222.45	7366.90

Salary for days worked beyond the base contract, for positions in this section, shall be reimbursed at the rate listed below for each 8-hour-day of employment:

<u>FY 2019</u>	<u>FY 2020</u>	<u>FY 2021</u>
449.53	460.76	469.97

Extra days of employment for a fiscal year, July 1 through June 30, are determined by the Superintendent in consultation with the Board and authorized by the Board. A maximum of twenty (20) days of employment beyond the base year has been authorized for each fiscal year, July 1 through June 30, for each of the preceding positions.

B. Differential Duty Beyond “Normal” Responsibility - Functionary Personnel

Persons under this section are those who are included on the teachers’ salary schedule and who have designated duties beyond their responsibilities as teachers for which they receive additional compensation. Each position is approved annually by the Board.

The positions authorized for the length of this contract.

<u>Title</u>	<u>FY 2019</u>	<u>FY 2020</u>	<u>FY 2021</u>
Graduation/Awards	1503.97	1541.56	1572.39
Activity Coordinator	5229.40	5360.13	5467.33

C. Consulting Teacher

If a person who is employed by District 234 is appointed as a consulting teacher as provided for under the Remediation Plan, in *The Plan for the Evaluation of Certified Employees*, his salary shall be calculated by determining his salary for one-half hour each day--using the schedule salary in Article IV Section 3--times 90 days.

D. Counselors/Certified Nurse

Additional pay for work beyond the regular contract year shall be paid on an hourly basis for hours actually worked in the performance of such duties as student registration, student orientation, and administering standardized tests outside of regular school days. Specific work assignments shall be authorized and approved by the Superintendent or his designee upon recommendation of

the Director of Student Services and Dean of Students. The maximum allowable per diem salary shall not exceed the table listed below. The certified nurse shall be compensated for up to 40 summer hours.

<u>FY 2019</u>	<u>FY 2020</u>	<u>FY 2021</u>
40.24	41.24	42.06

E. Homebound Tutoring

The Board agrees to pay Ridgewood High School personnel providing this service a salary equal to the hourly rate paid by LASEC.

F. Internal Substitute Teaching

The Board shall have the right to assign teachers to serve as internal substitutes for a maximum of four periods per year. Such assignments shall be made in the teacher's academic discipline wherever possible and shall be compensated at a rate of \$40.00 per period.

If a part-time teacher volunteers to substitute additional blocks in a given day at Ridgewood High School, this teacher will be compensated at a rate of \$30.00 per period.

G. Detentions outside of regular school hours & Drivers Education:

	<u>FY 2019</u>	<u>FY 2020</u>	<u>FY 2021</u>
Hourly rate	31.38	32.16	32.80

H. Summer School

1. Selection of Summer Certified Employees

Summer employment, as practical, shall be limited to those individuals who shall return to Ridgewood for the academic year following the summer in which they are employed. Teachers currently employed shall be given first preference for summer employment.

2. Summer School Class Salary Schedule

Each person employed in a certified hourly teaching position during the summer shall be paid at the rates listed for hours of actual classroom teaching with no additional compensation for the summer:

<u>FY 2019</u>	<u>FY 2020</u>	<u>FY 2021</u>
43.43	44.51	45.40

Special Summer Program/Project salaries based on outside funding (i.e. grants, etc.) shall not be limited by the Summer School Salary Schedule, except as a minimum for classroom teaching.

The Summer School Salary Schedule is subject to annual review and adoption by the Board.

3. Curriculum Development

Curriculum projects are planned between the School Administration and the departments whose programs are identified as requiring substantial review. The highest priority will be given to curriculum development in courses of study which are new or which are to undergo major revisions in content, material, or methods, based on a curriculum needs assessment conducted each year. Priority will be given to the development of approved materials that are not considered normal preparation by all teachers. Priority will be given to curriculum projects that further the mission of the District.

Payment for curriculum development is made after successful completion of the project, as determined by the supervisor responsible for the project. Payment may be denied for projects not successfully completed within fifteen (15) working days of the deadline established for the project at the time of its initial approval.

Curriculum revision is initiated through a proposal submitted to the Superintendent. Curriculum projects are submitted to the school Administrators for approval.

Reimbursement for work on proposals will be approved by the administration in advance. The approval will contain the number of hours approved for the project. The teacher will be reimbursed at a rate of \$24.00 per hour for approved hours upon completion.

ARTICLE IV
SECTION 8
Deferred Compensation Plan

It is the desire of the Board to assist any qualified employee who wishes to shelter from current taxation a portion of his wages saved for retirement through deduction of such wages and deposit of amounts so deducted into a legally recognized Deferred Compensation Plan, so long as the accumulated savings are not subject to income taxes until such time as they are withdrawn from the plan.

The Board, therefore, authorizes deductions from employee salaries and deposit of that portion of the wages so deducted in a legally constituted Deferred Compensation Plan.

Any Deferred Compensation Plan covered by this section must be in compliance with applicable Internal Revenue Code and Illinois Pension Code for Article 403(b) and Section 457 plans. Maximum wages which may be deducted for any employee must conform to federal law.

It is specifically understood that this Board assumes no responsibility or liability of any kind or nature in connection with its relationship to the foregoing.

ARTICLE IV
SECTION 9
125 Plan

The Board shall maintain the Section 125 Flexible Benefits Spending Plan in compliance with applicable IRS regulations allowing employees to authorize pre-tax salary deductions to pay for the cost of non-reimbursed premiums under the District's group insurance plan. The Plan will also include medical expenses not covered under the District's insurance plan, including co-insurance, dental, optical, chiropractic and other related medical expenses, and child care. The Plan Year will be September 1 through August 31. Employees shall be provided thirty (30) days following the conclusion of the Plan Year to submit claims incurred during the final two (2) months of the Plan Year. The Board shall be responsible for administration of this plan and any necessary implementation costs. Participating employees shall pay any required monthly fees.

If the vendor cancels because of failure to meet minimum monthly maintenance fee, the Plan will cease to exist.

ARTICLE IV
SECTION 10
Payroll Dates

A. Professional Faculty

1. Payroll dates during the regular school year shall be on the last business day on or before the fifteenth of each month and on the last business day of each month. The regular school year pay dates begin with the last business day in August and end June 15. Contractual salaries shall be divided into twenty (20) installments.

An employee may, at his option, receive his contractual salary in 24 equal installments. To be eligible, he must request this option in writing no later than June 15 of the year prior to the August in which the first payment shall be made.

Persons who elect to receive 24 payments shall have the same pay dates as other teachers. These persons will receive their remaining checks on the last pay date of the school year in June.

2. Reimbursement for curriculum projects shall be paid after completion and acceptance by the designated administrator of the project. Such projects may be considered null and void if not completed within fifteen (15) days of the date designated for completion.
 3. Summer and other hourly duties shall be paid according to hours worked. Timesheets must be submitted at least 12 days prior to pay date.
- B. Payment for Appointments for Co-Curricular Assignments under Article IV, Section 4 of the Agreement between the Board and the Union

1. Ridgewood Employees on Regular Payroll

Persons regularly employed by the Board shall be paid compensation for appointments under Article IV, Section 4 through equal payment by regular payroll checks, spread out over pay dates remaining after their appointment for, and acceptance of, the position. Persons may, however, at their option--upon written request to the payroll clerk within five (5) days of appointment--receive money due for positions under Article IV, Section 4 in a lump sum on the first payroll check following completion of responsibility for the position--to be determined by the Superintendent or his designee--or for activities of more than a thirty (30) day duration, persons may receive compensation at the pay date nearest the mid-point of the duration of the activity and at the completion of responsibility for the position as determined by the Superintendent or his designee. If no written request is made within five (5) days after appointment, payment shall be by equal payments spread over remaining payroll checks.

Any person who coaches prior to the opening day of school shall receive one-half (1/2) payment of his fall sports compensation at the last August pay date.

ARTICLE V
SECTION 1
Fringe Benefits

Absence on Account of Illness - Sick Leave

- A. A certified employee who is absent from duty because of personal illness shall receive full salary, as hereinafter set forth, during such illness, subject to the conditions outlined below:
1. Sick leave shall be interpreted to mean personal illness, quarantine at home, serious illness in the employee's own immediate family or household, or physical disability due to pregnancy and delivery. The immediate family shall include parents, spouse, civil union partner,

brothers, sisters, children, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, and legal guardians. The Board may require a statement from the physician or religious practitioner who is treating the illness, or by a physician of its choice, as it may deem necessary. (Salary for days or portion of days of unauthorized absence (for reasons not in compliance with sections in this article) shall be deducted on a pro rata basis from the salary of the individual, with the salary deduction being proportionate to time of the unauthorized absence, computed by dividing the contract year to determine the per diem salary.)

2. Full-time certified personnel shall be granted thirteen (13) days of sick leave per school year (July 1 - June 30). Part-time employees shall be granted sick leave according to the portion of time employed.
3. Unused days of sick leave during any one school year shall accumulate to the benefit of the certified employee for subsequent years, except that the total number of days of accumulated sick leave shall in no case exceed three hundred sixty (360) days, including the sick leave of the current year.

Any sick days earned from 51 through 360 days shall be used only as sick days or for TRS service credit, and shall not be available for reimbursement.

4. If one who has served five or more years in a certified professional position in District 234 exceeds his number of accumulated sick leave days, he may continue to receive his present salary minus the salary for a substitute teacher for an additional fifteen (15) school days upon notice to the Board through the Superintendent that such additional sick leave has been granted.
 - a. Such additional sick leave days, referred to in paragraph 4 above, may be used only once and are not renewable; thus, the use of one or more such days shall result in the deduction by the number of days used from future allowable days.
 - b. The number of sick leave days used under this provision shall also be deducted from the \$50 per day for payment of unused sick leave as provided under Article V, Section 1, Paragraph B of this Agreement and from earned, unused, uncompensated sick leave days reported to the Illinois Teacher Retirement System.
5. Any monies received through Workers' Compensation or the Teachers' Retirement System for such extended sick leave shall be turned over to the Board upon receipt thereof.

6. Salary compensation for days of absence in excess of accumulated and additional sick leave, as defined above, shall be deducted from the certified employee's salary on a per diem basis, determined by dividing the total number of days in the contract year by the contractual salary to determine per diem salary.
7. Sick leave days of absence for illness as defined in this policy shall be without deduction of pay to the employee except as defined above.

B. An employee who accepts an authorized certified position during the life of this contract, and who has completed five or more years of service in District 234 may elect to be compensated at the rate of \$50 per day for each day of uncompensated sick leave or proportionally less than \$50 per day for partial days of sick leave he has accumulated when his employment with the District is terminated through resignation or honorable dismissal. An employee who is eligible for retirement under the Illinois Teacher Retirement System must apply sick leave to obtain two years of credit under the Illinois Teacher retirement if he is eligible to do so. The maximum number of days to be reimbursed is fifty (50).

C. Sick Leave Guidelines for Pregnancy

An employee is eligible for compensated absence under the provisions of the sick leave policy stated in Article V, Section 1 of the Agreement between the Board and the Union if a written statement is received by the Superintendent from her physician indicating that conditions resulting from pregnancy make it impossible for her to work. Such compensation does not require specific Board approval because the employee is qualified for sick leave benefits beginning on the date a physician declares that her pregnancy will not permit her to work. Pregnancy is thus treated as any other illness for purposes of sick leave benefits.

An employee must file her physician's statement indicating the date on which she will no longer be able to work at least 30 days prior to the date on which her sick leave will begin to enable the administration to seek a qualified substitute teacher to replace her.

The statement from the employee's physician should also indicate the number of days following the birth of the child which the physician believes the employee will be disabled. Following the birth of the child the physician must resubmit a statement indicating the number of days which the employee will continue to be unable to work because of her disability resulting from the birth of the child.

If, in the opinion of the Board, the number of days a physician declares a person to be disabled is excessive, it reserves the right to have an employee examined by a physician of its choice to verify if her disability is such that she is unable to return to work.

D. Termination of Sick Leave--Initiation of Child Care Leave

On the first day on which the employee was scheduled to work, immediately following the last day on which she was eligible for sick leave benefits as outlined in "A" above, the employee is entitled to an uncompensated child care leave if she has followed the provisions outlined in Article V, Section 4 of the Agreement between the Board and the Union.

In no instance shall an employee receive sick leave benefits in order to care for her child. Such benefits are paid only if a physician declares in writing that the employee is unable to work due to a disability resulting from pregnancy or convalescence following the birth of a child.

E. Sick Leave Bank

The intent of the Sick Leave Bank is to provide extended sick leave to eligible staff members who incur a catastrophic illness or injury.

A sick leave bank shall be established as follows:

1. Any regularly employed full-time employee desiring to participate in the sick leave bank shall donate at least two (2) accumulated sick leave days on or before September 30 of a given school year; no additional donation shall be required in any subsequent year, unless the sick leave bank falls below sixty (60) days. In this case, participants shall donate one (1) additional day to remain in the bank.
2. To be eligible to participate in the sick leave bank, an employee must have completed at least one full year of service in the District.
3. In order to draw upon the sick leave bank, an employee:
 - a. Must have already made his or her initial contribution to establish eligibility;
 - b. Must have exhausted all accumulated sick leave;
 - c. Shall demonstrate a need for days from the sick leave bank due to a serious illness or injury to either themselves or to their immediate family.
4. The maximum number of days per school year that any employee may use is thirty (30) sick leave bank days.
5. Once days are donated to the sick leave bank, such donation shall be irrevocable.

6. In order to draw from the sick leave bank, the eligible employee shall make application to the Union president or designee. A written statement from a licensed medical doctor confirming the seriousness of the illness/injury shall be required.
7. The Union shall be solely responsible for administering the day-to-day business of the sick leave bank, and the terms and conditions for withdrawals. The Union will agree to defend, indemnify and hold harmless against any party for causes of action arising for the administration of the sick leave bank.
8. Sick leave bank days may not be used to enhance retirement benefits.
9. The Union shall notify the Superintendent's Office by October 15 of a given year the employees who have elected to participate in the sick leave bank.
10. As soon as an application for benefits from the sick leave bank has been reviewed and the applicant granted, the Union shall notify the Superintendent of the decision in writing. A copy of the member's written request and physician's verification shall be included.
11. By June 1 of each year, the Union shall submit a written report to the Superintendent including the following items:
 - a. Names and number of days contributed by each employee
 - b. Applications submitted
 - c. Number of days granted
 - d. Number of days utilized

ARTICLE V SECTION 2

Bereavement Leave - Sick Leave

Bereavement leave for death in an employee's immediate family (spouse, civil union partner, parent, grandparent, grandchild, son or daughter, legal guardian, brother, sister, son-in-law or daughter-in-law, father-in-law, sister-in-law, brother-in-law, mother-in-law) or household may be granted by the Superintendent without loss of pay for a period not to exceed three (3) school days per incident.

Should the bereaved employee require additional days due to duties related to his bereavement, the Superintendent may, at his discretion, approve up to an additional two (2) days of bereavement leave per incident.

The employee may petition in writing to the Superintendent for up to two (2) days for bereavement for persons not specified above. If approved, these days shall be deducted from sick leave.

Days for which employees are compensated for bereavement leave are deducted from accumulated sick leave or from Board Leave, at the option of the individual.

ARTICLE V
SECTION 3
Personal Leave

Each full-time certified teacher shall be granted up to two (2) days of Personal Leave, non-cumulative, as Personal Leave without deduction in pay, to perform emergency duties (resolving situations over which he has no control and which must be performed during the employee's normal duty hours) or religious obligations. Such leave may be granted for periods shorter than one school day. It may be granted in increments of 1/2, 3/4, or 1 day. Except in emergencies, written notice of intention to take Personal Leave shall be given at least one school day in advance of the proposed absent day and for religious obligations notice must be given to the Superintendent or his designee a minimum of one week before the absence. Nothing in this clause shall be construed to allow teachers to extend vacation periods. Personal leave shall be available solely for teachers to attend to personal business which cannot otherwise be conducted during non-school hours. Personal Leave shall not be available for purposes of recreation, secondary employment, job interviews (unless rified), personal illness, vacations, or shopping. The union and the administration shall cooperate to insure the appropriate use of the personal leave provision of this contract by teachers.

In addition to the two (2) days to which the employee is entitled in the above paragraph, if the teacher has not used one (1) of his Personal Leave Days from the preceding year, and the preceding year only, the teacher may petition, in writing, to the Superintendent requesting approval to use that one (1) unused Personal Leave Day from the previous year. The teacher must identify the reason for which he believes he is entitled to the extra Personal Leave Day. Leave shall be granted if approved by the Superintendent. A maximum of one (1) approved Personal Leave Day from the previous year only may be used in any given year.

Personal Leave Days are not to be deducted from sick leave. Part-time employees are eligible for leave according to the portion of time they are employed. Salary for days or portion of days of unauthorized absence (for reasons not in compliance with sections in this article) shall be deducted on a pro rata basis from the salary of the individual, with the salary deduction being proportionate to time of the unauthorized absence, computed by dividing the contract year to determine the per diem salary.

If a teacher requires and uses two (2) days of absence for religious obligations, he may obtain one additional day of absence without loss of pay for a total of three (3) days of Personal Leave during a given school year. This third day may only be used for Personal Leave and may not be converted into a sick leave day.

The President of the Union shall be granted the full-time-equivalency of one additional day of Personal Leave to conduct Union business, when such leave is pre-approved by the Superintendent or his designee. Such leave is non-cumulative and must be used in the current school year and this day may only be used for Personal Leave and may not be converted into a sick leave day.

If a teacher uses less than the full annual allotment of Board Leave in a given year, any unused Personal Leave days shall accumulate as sick leave days. If a teacher uses the one (1) unused Personal Leave day from the preceding year, that day shall be deducted from accumulated sick leave.

ARTICLE V
SECTION 4
Leaves of Absence

A. Temporary Leave of Absence

An employee may be granted a temporary leave of absence without pay upon written request to, and subsequent approval of the Superintendent or his designee.

B. Long Term Leave of Absence

Certified personnel, on the recommendation of the Superintendent, may be granted leaves-of-absence by the Board, not to exceed a one-year period. A leave-of-absence is defined as an authorized absence from active employment with an intent to return. Leaves-of-absence are granted without pay and benefits.

An employee who is on leave-of-absence under TRS may at his expense, continue under the group medical policy provided by the District for its active employees for the period mandated by the Consolidated Omnibus Budget Reconciliation Act (COBRA) signed into law on April 7, 1986 as Public Law 99-272.

A person who is granted a leave-of-absence does not forfeit tenure or continuing contract rights, except that he will not be given experience steps on the salary schedule for the time he is on leave-of-absence. He will advance to the next step upon his return.

A request for a study leave or professional service leave must be made to the Board through the Superintendent no later than March 15 of the year prior to the year or portion of year for which a leave-of-absence is requested.

1. Child Care Leave

Child Care Leave without pay or fringe benefit compensation shall be granted to the mother or father of a newborn child. The employee must inform the administration at least thirty (30) days of the date of expected commencement of Child Care Leave and must give the administration at least sixty (60) days notice as to the expected date of return. In the case of an emergency, the Board may waive the thirty (30) day requirement of notice of expected commencement of Child Care Leave. No Child Care Leave shall exceed the opening day of school following the child's first birthday, except as mutually agreed between the teacher and the administration. The parents of a newly adopted child shall also be granted Child Care Leave under this section. The leave shall not exceed the opening day of school following the anniversary date the child was received. The administration shall notify the Union not less than 24 hours in advance when a meeting will be held with the teacher to discuss the leave.

If an employee is absent from work because of approved leave of absence, his coverage may be considered to continue until terminated by the Employer, but for no longer than 6 months from the date in which the leave started, provided the Participant makes any required contributions. The employee may then continue coverage for this period at his expense, continue under the group medical policy provided by the District for its active employees for the period mandated by the Consolidated Omnibus Budget Reconciliation Act (COBRA) signed into law on April 7, 1986 as Public Law 99-272.

2. Professional Service

A leave-of-absence of up to two (2) years may be granted a tenured teacher, upon application, for participation in professional activities such as:

- Exchange Teaching Program.
- Foreign or overseas military teaching programs.
- Full-time participant in teachers' corps, job corps, or Peace Corps.
- Other activities which relate to the teachers' professional responsibilities.

If a teacher is engaged in full-time teaching during his leave-of-absence, he shall advance on the salary schedule, upon his return, the number of steps equivalent to the time on leave, if recommended by the Superintendent and approved by the Board.

A request for a study leave or professional service leave must be made to the Board through the Superintendent no later than March 15 of the year

prior to the year or portion of year for which a leave-of-absence is requested.

The Board must notify all teachers who shall not be reemployed of its decision not to reemploy them, following the procedure outlined in 24-12 of *The School Code of Illinois*. To facilitate this legal obligation, and to meet the Board's responsibility to all employees, employees on leave-of-absence shall notify the Board no later than sixty (60) days prior to the end of each school year if they choose to be considered for appointment for the next school year.

After sixty (60) days prior to the beginning of the new school year, the Board shall not grant any leave-of-absence, except as required by its Agreement with the Union unless a qualified and suitable person can be employed to replace the person who wishes to resign or be granted a leave-of-absence.

ARTICLE V
SECTION 5
Jury Duty

A teacher who is summoned to jury duty will be excused without loss of pay. He will receive the difference between his normal salary and the reimbursement received for such jury duty.

A teacher may receive his usual salary check if he reimburses the School District for the amount he received for such jury duty or he may, at his option, deduct the difference between his normal salary and the amount received for jury duty, for days of absence by reason of such jury duty.

ARTICLE V
SECTION 6
Death Benefit

The Board shall provide a death benefit in an amount equal to the nearest \$1,000 of his base salary for the year in which his death occurs for each certified teacher as provided for under the terms and conditions set forth in the insurance policy purchased by the Board to provide said death benefit.

ARTICLE V
SECTION 7
Medical/Dental Insurance

The Board shall select and provide a group health insurance plan which includes both HMO and PPO plan options for regular full-time and part-time certified employees. The Board will contribute the following dollar amounts toward the premium cost for each full-time certified employee's single or family coverage under the applicable HMO or

PPO plan selected by the employee. The employee shall not be entitled to receive payment for premiums that are below the listed dollar amounts.

<u>2018-19</u>		<u>2019-20</u>		<u>2020-21</u>	
<u>HMO</u>		<u>HMO</u>		<u>HMO</u>	
Single	6500	Single	6500	Single	6500
Family	17000	Family	17000	Family	17000
<u>PPO</u>		<u>PPO</u>		<u>PPO</u>	
Single	6500	Single	6500	Single	6500
Family	17000	Family	17000	Family	17000

The Board will pay the same Board dollar contribution amounts set forth above for the life of the contract.

For any employee changing from PPO300 to PPO750, the Board will contribute \$400 to employees with family coverage and \$200 to employees with single coverage the first year of the change and \$200 for family coverage and \$100 for single coverage the second year of the change. Such payment will be made as salary or employer 125 plan contribution, at the employee's discretion.

Part-time employee medical benefits will be prorated based upon the applicable percentage of the regular workday or workweek worked by the part-time employee.

An employee will be insured the first day of the month after their first work day. Coverage will end the last day of the month which employment ceases or August 31 if the certified employee completes the school year.

The Union and Board shall appoint two (2) representatives each to a joint insurance committee. The joint insurance committee shall review and evaluate the District's group health insurance plan and assess alternative insurance coverage and benefits options. Any committee recommendations for changes to the District's insurance providers or insurance plan coverage or benefits shall be submitted to the Union's Executive Committee and the Board for review and approval.

In the event a full-time teacher elects not to participate in the District's health insurance plan, the Board of Education shall contribute four thousand, five hundred dollars (\$4,500) into the employee's 403(b) plan with a District approved vendor. Furthermore, full-time employees who only elect dental coverage and do not elect HMO or PPO coverage shall be eligible for the same four thousand five hundred dollar (\$4500) contribution, minus the cost of the annual dental premium. The Board of Education will provide the payments described in the District's health insurance plan, and the District will make these payments in installments payable on the District's regular payroll schedule. An employee must be employed by the district at the time of the particular installment payment in order to receive it, and the District will provide a pro-rated payment amount based on the number of days worked to employees that begin or

separate their employment between payroll dates. The District will provide the Union with a list of approved vendors.

ARTICLE V
SECTION 8
Travel Allowance

Staff members will be reimbursed for actual and necessary expenses incurred while traveling on approved school business. Approval shall be secured in advance from the Superintendent or his designee.

Receipts for actual and necessary expenses must be presented in order to be reimbursed.

Mileage Rate

Teachers shall be reimbursed at the mileage rate allowed by the Internal Revenue Service for deduction per mile for business driving.

ARTICLE V
SECTION 9
Fringe Benefits - Part-Time

Teachers employed less than full time shall receive benefits proportional to the time employed.

For example, persons employed one-half (1/2) time are eligible for one-half (1/2) of medical-dental insurance premium paid by the Board for full-time teachers (Article V, Section 7).

Persons employed less than full time shall receive full benefits under Article V, Section 8--Mileage; Bereavement Leave (Article V, Section 2); Jury Duty (Article V, Section 5) and Death Benefit (Article V, Section 6).

ARTICLE V
SECTION 10
Part-Time Teaching

Part-time certified employees shall receive a prorated share of medical/dental insurance benefits as expressed in this Agreement. Such proration shall be the percentage as determined by their teaching load divided by the normal full-time teaching load.

A teacher who is employed less than half-time does not accrue seniority or advance on the salary schedule. A teacher who is employed half-time or more will advance on the salary schedule and accrue seniority credit one-half year for each year spent in a part-time position.

A part-time teacher does not accrue time toward tenure. Accrual of tenure is based on full years of employment as a full-time teacher.

ARTICLE V
SECTION 11
Job Share Leave

Job share opportunities are available upon approval of the Superintendent and the Board of Education. The position to be shared must be a full-time position within a single department. Any job share opportunity will be at no additional cost to the District.

Tenured teachers may prepare and submit specific job sharing plans to the Principal and Superintendent by February 1 for the next school year. The job sharing plan shall include, but not be limited to: teaching responsibilities, preparation time, availability for student assistance, faculty and team meetings, chaperone duties, and co-curricular activities. Both teachers are expected to attend parent-teacher conference days, staffings, open house, examination days, and in-service days.

Participants will advance on the salary schedule one-half year for each year spent in a job sharing position. During the period of time spent in a job sharing position, the seniority credit of the teachers will accrue in proportion to the time worked. Participants in job sharing positions shall be considered on a leave of absence for those portions of the school work hours and/or days that they are not working.

If one job share partner requests a leave of absence or resigns after approval of a job share assignment, the full-time assignment shall be offered to the remaining teacher.

Job sharing plans shall be considered and approved on a yearly basis. The decision to grant or deny the request for job sharing leave is not precedential and is at the sole discretion of the Board of Education.

ARTICLE VI
District Service Bonus

Certified personnel will receive additional compensation for significant service to the District, as follows:

- \$1,000 annually after a minimum of 20 years of District service
- \$1,500 annually after a minimum of 30 years of District service

For purposes of eligibility for the service bonus, "years of District service" are defined as years of full-time service. Part-time teaching shall not be counted or credited toward years of District service.

Service bonuses will be paid on the first December payroll. If, based upon receipt of the District Service Bonus, the teacher's annual percentage earnings increase exceeds six percent (6.0%) for any school year used to determine the teacher's final rate of earnings

for TRS retirement purposes, the amount of the service bonus which results in the teacher's annual earning exceeding the six percent (6.0%) shall not be paid to the teacher. Teachers will not be required to accept mandatory overload assignments or extracurricular activity sponsor or coaching assignments during their final four (4) years of District service prior to retirement.

Employees eligible for a District Service Bonus who submit an irrevocable notice of intent to retire to the Superintendent by December 1 with a retirement date effective June 30 of that school year shall receive the District Service Bonus for that year on or before June 30 of that school year.

A certified employee shall become eligible to receive an additional service bonus of \$1,000 with a total of fifteen to 24 years of service and \$3,000 with 25 or more years of service to the District. To be considered for the additional service bonus, the employee must:

- Have completed a minimum of 15 years of cumulative full-time employment with the District immediately preceding retirement;

- Be eligible to retire with the Teachers Retirement System with no penalty incurred by the District; and

- Submit an irrevocable notice of intent to retire to the Superintendent by December 1 with a retirement date effective June 30 of that school year, up to and including June 30, 2021.

The bonus shall be due and payable as severance after the teacher's retirement and after the teacher's receipt of final paycheck.

This agreement shall be effective on July 1, 2018, and shall continue effective until 11:59 p.m., on June 30, 2021.

RIDGEWOOD TEACHERS UNION

By: _____

President

By: _____

Secretary

DATE: _____

5/21/18

BOARD OF EDUCATION

By: _____

President

By: _____

Secretary

5/21/18

INTRODUCTION		1
NEGOTIATIONS PROCEDURES		1
ACADEMIC FREEDOM		2
RECOGNITION		2
ACADEMIC RESPONSIBILITIES		3
LEGISLATIVE CHANGES		5
REVISION OF PERSONNEL POLICIES		5
COST OF CONTRACT		6
BOARD PACKET		6
LABOR MANAGEMENT COMMITTEE		6
INTERVIEWS		6
ADMINISTRATIVE CANDIDATES		6
CONTRACT YEAR		7
RESERVATION OF RIGHTS		7
SCHOOL YEAR		7
VACANCIES		9
APPOINTMENT AND ASSIGNMENT OF PERSONNEL		10
PERSONNEL FILE		10
STAFFING OF CO-CURRICULAR POSITIONS PROGRAMS		10
TEACHER EVALUATION		12
TEACHER SUPERVISION		12
REMEDATION PLAN		13
REDUCTION IN AUTHORIZED CERTIFIED POSITIONS		14
GRIEVANCE PROCEDURE		15
DUE PROCESS		18
FAIR SHARE		18
UNION DUES DEDUCTION		18
INITIAL VERTICAL PLACEMENT		20
SALARY SCHEDULE-INITIAL PLACEMENT		20
HORIZONTAL SALARY MOVEMENT FOR PROFESSIONAL GROWTH		21
SALARY SCHEDULE		22
CO-CURRICULAR SALARY SCHEDULE		24
INITIAL PLACEMENT - ATHLETIC		26
INITIAL PLACEMENT - ACTIVITIES		27
CHAPERONE DUTY		27
PROFESSIONAL GROWTH INCENTIVE PLAN		28
DIFFERENTIAL DUTY BEYOND NORMAL RESPONSIBILITIES		30
FUNCTIONARY PERSONNEL		31
CERTIFIED NURSE		31
CONSULTING TEACHER		31
COUNSELORS		31
DETENTIONS		32
DRIVERS ED		32
HOMEBOUND TUTORING		32
INTERNAL SUBSTITUTE TEACHING		32
SUMMER SCHOOL		32
CURRICULUM DEVELOPMENT		33
DEFERRED COMPENSATION PLAN		33
125 PLAN		34
PAYROLL DATES		34
PAYMENTS FOR CO-CURRICULAR ASSIGNMENTS		35
ABSENCE ON ACCOUNT OF SICK LEAVE		35

FRINGE BENEFITS		35
SICK LEAVE GUIDELINES FOR PREGNANCY		37
SICK LEAVE BANK		38
TERMINATION OF SICK LEAVE - INITIATION OF CHILD CARE LEAVE		38
BEREAVEMENT LEAVE - SICK LEAVE		39
PERSONAL LEAVE		40
LEAVES OF ABSENCE		41
TEMPORARY LEAVE OF ABSENCE		41
LONG TERM LEAVE OF ABSENCE		41
CHILD CARE LEAVE		42
PROFESSIONAL SERVICE		42
DEATH BENEFIT		43
JURY DUTY		43
MEDICAL DENTAL INSURANCE		43
TRAVEL ALLOWANCE		45
FRINGE BENEFITS - PART TIME		45
MILEAGE RATE		45
PART-TIME TEACHING		45
DISTRICT SERVICE BONUS		46
JOB SHARE LEAVE		46
INDEX		