

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**

2026 – 2030

INTRODUCTION

This Agreement is entered into this 20th day of April 2026, 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, behavior interventionist, and the librarian .

ARTICLE I
Recognition

The Ridgewood Teachers Union, Local 1274, I.F.T., A.F.T. will be the bargaining agent through June 30, 2030, 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, Assistant Superintendent for Finance and Operations (CSBO), Principal, Assistant Principal, Assistant Principal of Student Affairs, Building and Grounds Supervisor, Night Foreman, Board Recording Secretary, Community Relations Director, Superintendent's Administrative Assistant, Payroll Manager, Network Administrator, Principal's Administrative Assistant, Bookkeeper, Data Systems Specialist, Athletic Director/Division Head, 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 8 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 Illinois Educator Code of Ethics:

1. Principle I - Commitment to the Student:

The Illinois educator is committed to creating, promoting, and implementing a learning environment that is accessible to each student, enables students to achieve the highest academic potential, and maximizes their ability to succeed in academic and employment settings as a responsible member of society. Illinois educators:

- Embody the Standards for the School Service Personnel Certificate (23 Ill. Adm. Code 23), the Illinois Professional Teaching Standards (23 Ill. Adm. Code 24), and Standards for Administrative Certification (23 Ill. Adm. Code 29), as applicable to the educator, in the learning environment;
- Respect the inherent dignity and worth of each student by assuring that the learning environment is characterized by respect and equal opportunity for each student, regardless of race, color, national origin, sex, sexual orientation, disability, religion, language or socioeconomic status;
- Maintain a professional relationship with students at all times;
- Provide a curriculum based on high expectations for each student that addresses individual differences through the design, implementation, and adaption of effective instruction; and
- Foster in each student the development of attributes that will enhance skills and knowledge necessary to be a contributing member of society.

2. Principle 2 - Responsibility to Self

The Illinois Educator is committed to establishing high professional standards for their practice and striving to meet these standards through their performance. Illinois Educators:

- Assume responsibility and accountability for their performance and continually strive to demonstrate proficiency and currency in both content knowledge and professional practice;
- Develop and implement personal and professional goals with attention to professional standards through a process of self-assessment and professional development;
- Represent their professional credentials and qualifications accurately; and
- Demonstrate a high level of professional judgment.

3. Principle 3: Responsibility to Colleagues and the Profession

The Illinois Educator is committed to collaborating with school and district colleagues and other professionals in the interest of student learning. Illinois Educators:

- Collaborate with colleagues in the local school and district to meet local and state educational standards;
- Work together to create a respectful, professional and supportive school climate that allows all educators to maintain their individual professional integrity;
- Seek out and engage in activities that contribute to the ongoing development of the profession;
- Promote participation in educational decision making processes;
- Encourage promising candidates to enter the education profession; and
- Support the preparation, induction, mentoring and professional development of educators.

4. Principle 4: Responsibility to Parents, Families and Communities

The Illinois Educator will collaborate, build trust, and respect confidentiality with parents, families, and communities to create effective instruction and learning environments for each student. Illinois Educators:

- Aspire to understand and respect the values and traditions of the diversity represented in the community and in their learning environments;
- Encourage and advocate for fair and equal educational opportunities for each student;
- Develop and maintain professional relationships with parents, families, and communities;
- Promote collaboration and support student learning through regular and meaningful communication with parents, families, and communities; and
- Cooperate with community agencies that provide resources and services to enhance the learning environment.

5. Principle 5: Responsibility to the Illinois State Board of Education

The Illinois Educator is committed to supporting the Administrative and School Codes, state and federal laws and regulations, and the Illinois State Board of Education's standards for highly qualified educators. Illinois Educators:

- Provide accurate communication to the Illinois State Board of Education concerning all certification matters;
- Maintain appropriate certification for employment; and
- Comply with state and federal codes, laws, and regulations.

- 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 Evidence Based Funding 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 Evidence Based Funding 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 an electronic 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.
- 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, unless the meeting is not needed. 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 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 term.
 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 Multi-tiered System of Support (MTSS). This duty will count as an assigned supervision unless the MTSS 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**

b. **Freshman and Parent Day and/or Night Orientation** (paid – volunteers. This is a paid event for division heads, if required to attend.

c. **Eighth Grade Information Night**

This is a paid event for employees who offer to serve.

d. **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.

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. Upon Principal review, the evaluations will be returned to the teacher for review.

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.

The Board, upon the receipt of a written authorization from the employee as provided by the Union and in accordance with the Union guidelines and procedures, shall deduct twice each month from October through May the employee's Union dues from his pay and remit such deduction to the Union no more than ten (10) working days after the payday for which the deduction is made. The Union shall annually certify the amount of

dues to the Board before October 1 by providing a list of each employee who has authorized dues deductions and the IFT approved Payroll Deduction Authorization form.

The Union shall indemnify and hold harmless the Board of Education, its members, officers, agents and employees from and against any and all claims, demands, actions, complaints, suits, or other forms of liability that shall arise out of or by reason of action taken by the Board for the purposes of complying with the above provisions of this Section, or in reliance on any list, notice, certification, affidavit or assignment furnished under any of such provisions. This shall include reimbursement and payment to the District of any and all attorney fees, costs or damages incurred by or advanced against the School District arising out of such action.

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 or career related courses/certifications/credentials, approved by the superintendent, 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.
- D. 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.

**2026-27 school
year**

STEP	BA SALARY	MA SALARY	MA+15 SALARY	MA+30 SALARY	DbI MA	EdD, PhD SALARY
1	\$60,241	\$66,613				
2	\$63,102	\$69,777				
3	\$65,995	\$72,977	\$75,229	\$77,755		
4	\$68,913	\$76,204	\$78,557	\$81,194		
5	\$71,855	\$79,456	\$81,910	\$84,659		
6	\$74,816	\$82,730	\$85,284	\$88,146		
7	\$77,789	\$86,018	\$88,674	\$91,649		
8	\$80,773	\$89,319	\$92,076	\$95,165	\$96,400	\$104,062
9	\$83,763	\$92,623	\$95,483	\$98,688	\$99,971	\$107,779
10	\$86,755	\$95,932	\$98,894	\$102,213	\$103,541	\$111,494
11	\$89,746	\$99,238	\$102,304	\$105,737	\$107,110	\$115,203
12		\$102,540	\$105,706	\$109,253	\$110,672	\$118,901
13		\$105,831	\$109,100	\$112,760	\$114,225	\$122,584
14		\$109,110	\$112,479	\$116,253	\$117,763	\$126,249
15		\$112,371	\$115,840	\$119,728	\$121,284	\$129,890
16		\$115,612	\$119,181	\$123,183	\$124,783	\$133,506
17		\$118,830	\$122,500	\$126,611	\$128,255	\$137,091
18		\$122,022	\$125,791	\$130,012	\$131,700	\$140,645
19		\$125,185	\$129,052	\$133,382	\$135,114	\$144,164
20		\$128,317	\$132,280	\$136,718	\$138,493	\$146,326

**2027-2028 school
year**

STEP	BA SALARY	MA SALARY	MA+15 SALARY	MA+30 SALARY	DbI MA	EdD, PhD SALARY
1	\$62,048	\$68,612				
2	\$64,995	\$71,871				
3	\$67,975	\$75,166	\$77,486	\$80,087		
4	\$70,981	\$78,490	\$80,914	\$83,630		
5	\$74,011	\$81,840	\$84,367	\$87,199		
6	\$77,061	\$85,211	\$87,843	\$90,791		
7	\$80,122	\$88,599	\$91,334	\$94,399		
8	\$83,196	\$91,998	\$94,838	\$98,020	\$99,292	\$107,184
9	\$86,276	\$95,401	\$98,348	\$101,649	\$102,970	\$111,013
10	\$89,357	\$98,810	\$101,861	\$105,279	\$106,647	\$114,839
11	\$92,438	\$102,216	\$105,373	\$108,909	\$110,323	\$118,660
12		\$105,616	\$108,877	\$112,531	\$113,992	\$122,468
13		\$109,006	\$112,373	\$116,143	\$117,651	\$126,262
14		\$112,383	\$115,853	\$119,741	\$121,295	\$130,037
15		\$115,742	\$119,315	\$123,320	\$124,922	\$133,787
16		\$119,081	\$122,757	\$126,878	\$128,527	\$137,511
17		\$122,395	\$126,175	\$130,409	\$132,103	\$141,204
18		\$125,683	\$129,565	\$133,912	\$135,651	\$144,865
19		\$128,941	\$132,923	\$137,383	\$139,167	\$148,489
20		\$132,167	\$136,248	\$140,820	\$142,648	\$150,716

**2028-29 school
year**

STEP	BA SALARY	MA SALARY	MA+15 SALARY	MA+30 SALARY	DbI MA	EdD, PhD SALARY
1	\$65,150	\$72,042				
2	\$68,245	\$75,464				
3	\$71,374	\$78,924	\$81,360	\$84,092		
4	\$74,530	\$82,414	\$84,959	\$87,811		
5	\$77,711	\$85,932	\$88,585	\$91,558		
6	\$80,914	\$89,472	\$92,235	\$95,330		
7	\$84,128	\$93,029	\$95,901	\$99,119		
8	\$87,356	\$96,598	\$99,580	\$102,921	\$104,257	\$112,543
9	\$90,589	\$100,172	\$103,265	\$106,732	\$108,118	\$116,563
10	\$93,825	\$103,751	\$106,954	\$110,543	\$111,979	\$120,581
11	\$97,060	\$107,326	\$110,641	\$114,354	\$115,839	\$124,593
12		\$110,897	\$114,321	\$118,157	\$119,692	\$128,592
13		\$114,457	\$117,991	\$121,950	\$123,534	\$132,575
14		\$118,002	\$121,646	\$125,728	\$127,360	\$136,538
15		\$121,529	\$125,281	\$129,486	\$131,168	\$140,476
16		\$125,035	\$128,895	\$133,222	\$134,953	\$144,386
17		\$128,515	\$132,484	\$136,929	\$138,708	\$148,264
18		\$131,967	\$136,043	\$140,608	\$142,434	\$152,108
19		\$135,388	\$139,570	\$144,253	\$146,126	\$155,913
20		\$138,775	\$143,061	\$147,861	\$149,781	\$158,251

**2029-30 school
year**

STEP	BA SALARY	MA SALARY	MA+15 SALARY	MA+30 SALARY	DbI MA	EdD, PhD SALARY
1	\$68,408	\$75,644				
2	\$71,657	\$79,237				
3	\$74,942	\$82,870	\$85,428	\$88,296		
4	\$78,256	\$86,535	\$89,207	\$92,202		
5	\$81,597	\$90,229	\$93,015	\$96,136		
6	\$84,959	\$93,946	\$96,846	\$100,097		
7	\$88,335	\$97,680	\$100,696	\$104,075		
8	\$91,723	\$101,428	\$104,559	\$108,067	\$109,470	\$118,170
9	\$95,119	\$105,180	\$108,428	\$112,068	\$113,524	\$122,391
10	\$98,517	\$108,938	\$112,302	\$116,071	\$117,578	\$126,610
11	\$101,913	\$112,693	\$116,174	\$120,072	\$121,631	\$130,822
12		\$116,441	\$120,037	\$124,065	\$125,676	\$135,021
13		\$120,180	\$123,891	\$128,048	\$129,711	\$139,204
14		\$123,903	\$127,728	\$132,014	\$133,728	\$143,365
15		\$127,606	\$131,545	\$135,960	\$137,727	\$147,500
16		\$131,286	\$135,339	\$139,883	\$141,701	\$151,606
17		\$134,940	\$139,108	\$143,776	\$145,643	\$155,677
18		\$138,565	\$142,845	\$147,638	\$149,555	\$159,713
19		\$142,157	\$146,548	\$151,465	\$153,432	\$163,709
20		\$145,714	\$150,214	\$155,254	\$157,270	\$166,164

ARTICLE IV
SECTION 4
Co-Curricular Salary Schedule

Lane 1

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

Lane 2

Assistant Basketball (Boys and Girls)
Assistant Football
Assistant Wrestling
Band Director
DECA
Head Baseball
Head Soccer (Boys and Girls)
Head Softball
Head Tennis
Head Track
Head Volleyball (Boys and Girls)
Student Council (2 positions)

Lane 3

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

Lane 4

Assistant Cheer
Assistant Competitive Dance
Head Scholastic Bowl
Multimedia Advisor

Lane 5

Art Club
Drama Assistant Director
Drama Director Minor
Interact Service Club (2 Positions)
Book Club

Lane 6

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

Lane 7

Assistant Band Director
Assistant DECA
Chess Club
Drama, Tech. & Chor. Minor
Freshman Class Advisor
Intramural Club (2 positions)
Junior Class Advisor
Ridgewood Chorus
Sophomore Class Advisor
Varsity R

Lane 8

Business Manager Drama (school year)
Future Educators
International Club
Italian NHS Club Advisor
Mathletes
Medical Club
Spanish NHS Club Advisor
Tech. & Chor. Minor
eSports

Lane 9

Assistant Ensemble Jazz & Marching Director
K-Pop Club
Gay-Straight Alliance

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.

RIDGEWOOD FTE

FY27									
	Lanes								
	→								
Steps	1	2	3	4	5	6	7	8	9
1	8000.42	6176.99	5437.68	5135.77	4170.03	3157.96	2748.00	2207.67	2132.18
2	8376.07	6506.33	5717.27	5420.52	4367.29	3370.68	2972.70	2343.18	2238.54
3	8746.60	6832.26	5995.17	5703.55	4564.56	3588.52	3200.85	2480.40	2343.18
4	9122.26	7161.60	6273.05	5986.59	4761.82	3801.23	3425.56	2617.63	2449.53
5	9496.20	7489.24	6552.65	6271.34	4959.09	4017.36	3651.99	2753.14	2555.88
6	9870.15	7816.87	6828.83	6556.08	5159.79	4231.79	3880.13	2890.37	2660.52
7	10245.82	8146.22	7106.71	6840.84	5357.05	4447.91	4106.56	3024.17	2766.87
8	10618.05	8475.57	7386.32	7123.87	5554.33	4660.62	4331.26	3161.40	2871.51
9	10991.98	8801.48	7664.20	7406.91	5749.86	4876.75	4557.70	3298.63	2976.14
10	11369.37	9132.55	7943.81	7696.80	5940.28	5086.03	4790.99	3434.13	3080.78

RIDGEWOOD FTE

FY28									
	Lanes								
	→								
Steps	1	2	3	4	5	6	7	8	9
1	8240.43	6362.30	5600.81	5289.84	4295.13	3252.70	2830.44	2273.90	2196.15
2	8627.36	6701.52	5888.79	5583.13	4498.31	3471.80	3061.88	2413.47	2305.70
3	9008.99	7037.23	6175.02	5874.66	4701.50	3696.18	3296.87	2554.82	2413.47
4	9395.92	7376.45	6461.24	6166.18	4904.68	3915.26	3528.33	2696.16	2523.01
5	9781.08	7713.92	6749.23	6459.48	5107.86	4137.88	3761.55	2835.73	2632.56
6	10166.25	8051.37	7033.69	6752.77	5314.58	4358.74	3996.54	2977.08	2740.34
7	10553.20	8390.61	7319.91	7046.06	5517.76	4581.35	4229.76	3114.90	2849.87
8	10936.60	8729.84	7607.90	7337.59	5720.96	4800.43	4461.20	3256.24	2957.65
9	11321.74	9065.53	7894.13	7629.11	5922.36	5023.05	4694.43	3397.59	3065.43
10	11710.45	9406.52	8182.13	7927.70	6118.49	5238.61	4934.72	3537.16	3173.20

RIDGEWOOD FTE

FY29									
	Lanes								
	→								
Steps	1	2	3	4	5	6	7	8	9
1	8487.65	6553.17	5768.83	5448.53	4423.98	3350.28	2915.35	2342.12	2262.03
2	8886.18	6902.57	6065.45	5750.63	4633.26	3575.95	3153.74	2485.88	2374.87
3	9279.26	7248.34	6360.27	6050.90	4842.54	3807.06	3395.78	2631.46	2485.88
4	9677.80	7597.74	6655.08	6351.17	5051.82	4032.72	3634.18	2777.05	2598.70
5	10074.52	7945.34	6951.71	6653.27	5261.10	4262.02	3874.39	2920.80	2711.54
6	10471.24	8292.91	7244.70	6955.35	5474.02	4489.50	4116.43	3066.39	2822.55
7	10869.79	8642.32	7539.51	7257.44	5683.29	4718.79	4356.65	3208.34	2935.37
8	11264.69	8991.73	7836.14	7557.72	5892.58	4944.45	4595.04	3353.93	3046.38
9	11661.40	9337.49	8130.95	7857.99	6100.03	5173.75	4835.26	3499.51	3157.39
10	12061.76	9688.72	8427.59	8165.53	6302.04	5395.77	5082.77	3643.27	3268.40

RIDGEWOOD FTE

FY30									
	Lanes								
	→								
Steps	1	2	3	4	5	6	7	8	9
1	8742.28	6749.77	5941.90	5611.99	4556.70	3450.79	3002.81	2412.38	2329.89
2	9152.76	7109.65	6247.42	5923.15	4772.26	3683.23	3248.35	2560.45	2446.11
3	9557.64	7465.79	6551.08	6232.43	4987.82	3921.27	3497.65	2710.41	2560.45
4	9968.14	7825.67	6854.73	6541.70	5203.37	4153.70	3743.21	2860.36	2676.66
5	10376.75	8183.70	7160.26	6852.86	5418.93	4389.88	3990.63	3008.43	2792.88
6	10785.38	8541.70	7462.04	7164.01	5638.24	4624.19	4239.93	3158.38	2907.22
7	11195.89	8901.59	7765.70	7475.17	5853.79	4860.35	4487.35	3304.60	3023.43
8	11602.63	9261.49	8071.23	7784.45	6069.36	5092.78	4732.89	3454.55	3137.77
9	12011.24	9617.62	8374.88	8093.73	6283.03	5328.96	4980.32	3604.50	3252.11
10	12423.61	9979.38	8680.42	8410.50	6491.10	5557.64	5235.25	3752.57	3366.45

NON-RIDGEWOOD FTE

FY27									
	Lanes								
	→								
Steps	1	2	3	4	5	6	7	8	9
1	6956.89	5371.31	4728.41	4465.88	3626.10	2746.05	2389.57	1919.71	1854.07
2	7283.54	5657.69	4971.54	4713.50	3797.64	2931.02	2584.96	2037.55	1946.56
3	7605.74	5941.09	5213.18	4959.61	3969.19	3120.46	2783.35	2156.87	2037.55
4	7932.39	6227.48	5454.83	5205.72	4140.71	3305.41	2978.75	2276.20	2130.03
5	8257.57	6512.38	5697.96	5453.34	4312.25	3493.36	3175.64	2394.04	2222.50
6	8582.74	6797.28	5938.10	5700.95	4486.77	3679.81	3374.02	2513.36	2313.49
7	8909.41	7083.67	6179.75	5948.56	4658.31	3867.75	3570.92	2629.71	2405.98
8	9233.08	7370.06	6422.88	6194.67	4829.85	4052.71	3766.32	2749.04	2496.97
9	9558.25	7653.47	6664.52	6440.79	4999.88	4240.65	3963.22	2868.37	2587.95
10	9886.41	7941.35	6907.60	6692.87	5165.46	4422.62	4166.08	2986.21	2678.94

NON-RIDGEWOOD FTE

FY28									
	Lanes								
	→								
Steps	1	2	3	4	5	6	7	8	9
1	7165.59	5532.44	4870.26	4599.86	3734.89	2828.43	2461.26	1977.31	1909.69
2	7502.05	5827.42	5120.69	4854.90	3911.57	3018.95	2662.51	2098.67	2004.95
3	7833.91	6119.32	5369.58	5108.40	4088.26	3214.07	2866.85	2221.58	2098.67
4	8170.36	6414.31	5618.47	5361.89	4264.93	3404.58	3068.11	2344.48	2193.93
5	8505.30	6707.75	5868.90	5616.94	4441.62	3598.16	3270.91	2465.86	2289.18
6	8840.23	7001.20	6116.25	5871.98	4621.38	3790.20	3475.24	2588.77	2382.90
7	9176.69	7296.18	6365.15	6127.02	4798.06	3983.79	3678.04	2708.61	2478.16
8	9510.08	7591.16	6615.57	6380.51	4974.74	4174.29	3879.31	2831.51	2571.88
9	9844.99	7883.07	6864.46	6634.01	5149.87	4367.87	4082.12	2954.43	2665.59
10	10183.01	8179.59	7114.83	6893.65	5320.42	4555.30	4291.06	3075.79	2759.31

NON-RIDGEWOOD FTE

FY29									
	Lanes								
	→								
Steps	1	2	3	4	5	6	7	8	9
1	7380.56	5698.42	5016.37	4737.86	3846.93	2913.29	2535.09	2036.62	1966.99
2	7727.11	6002.24	5274.31	5000.55	4028.92	3109.52	2742.38	2161.63	2065.10
3	8068.93	6302.90	5530.66	5261.66	4210.91	3310.49	2952.85	2288.22	2161.63
4	8415.47	6606.74	5787.03	5522.75	4392.88	3506.71	3160.16	2414.82	2259.75
5	8760.46	6908.99	6044.97	5785.44	4574.87	3706.10	3369.04	2539.84	2357.85
6	9105.43	7211.23	6299.74	6048.13	4760.02	3903.91	3579.50	2666.43	2454.39
7	9451.99	7515.07	6556.10	6310.83	4942.00	4103.30	3788.39	2789.86	2552.50
8	9795.38	7818.90	6814.04	6571.92	5123.98	4299.52	3995.69	2916.46	2649.03
9	10140.34	8119.56	7070.39	6833.03	5304.37	4498.91	4204.58	3043.06	2745.55
10	10488.50	8424.98	7328.28	7100.46	5480.04	4691.96	4419.80	3168.07	2842.08

NON-RIDGEWOOD FTE

FY30									
	Lanes								
	→								
Steps	1	2	3	4	5	6	7	8	9
1	7601.98	5869.37	5166.86	4879.99	3962.34	3000.69	2611.15	2097.72	2025.99
2	7958.92	6182.31	5432.54	5150.56	4149.78	3202.80	2824.66	2226.48	2127.05
3	8310.99	6491.99	5696.58	5419.51	4337.24	3409.81	3041.44	2356.87	2226.48
4	8667.94	6804.94	5960.64	5688.43	4524.67	3611.92	3254.96	2487.26	2327.54
5	9023.27	7116.25	6226.31	5959.01	4712.11	3817.29	3470.11	2616.03	2428.59
6	9378.59	7427.57	6488.73	6229.58	4902.82	4021.03	3686.89	2746.42	2528.02
7	9735.55	7740.52	6752.78	6500.15	5090.26	4226.40	3902.04	2873.56	2629.08
8	10089.24	8053.47	7018.46	6769.08	5277.70	4428.51	4115.56	3003.95	2728.50
9	10444.55	8363.15	7282.50	7038.02	5463.50	4633.88	4330.72	3134.35	2827.92
10	10803.15	8677.73	7548.12	7313.48	5644.44	4832.72	4552.39	3263.11	2927.35

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

FY 2027
\$66.29

FY 2028
\$68.27

FY 2029
\$70.31

FY 2030
\$72.41

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 prior to the first day of school 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 2027</u>	<u>FY 2028</u>	<u>FY 2029</u>	<u>FY 2030</u>
Supervisor	33.75	34.76	35.80	36.87
Chaperone and Other (scorekeeper, ticket takers, etc.)	30.19	31.10	32.03	32.99

ARTICLE IV SECTION 6 Professional Growth

- A. To qualify for Professional Growth 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

B. Lane Change

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.

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

- 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 \$1,030 stipend for their efforts. Teachers who possess a National Board Certificate will receive a \$1,030 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:

Title	FY 27	FY 28	FY 29	FY 30
Librarian	8711.06	8972.39	9241.57	9518.82
Division Head	8711.06	8972.39	9241.57	9518.82

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:

FY 27	FY28	FY29	FY30
555.73	572.40	589.57	607.26

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 27</u>	<u>FY 2028</u>	<u>FY 2029</u>	<u>FY2030</u>
Graduation/Awards	1859.59	1915.37	1972.53	2031.70
Activity Coordinator	6464.28	6658.21	6857.95	7063.69

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 supervisor. 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.

*If the school nurse is certified, they will receive a per diem daily rate based on their salary.

FY 27	FY28	FY29	FY30
49.73	51.22	52.75	54.33

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 \$42.44 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 \$31.83 per period.

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

	<u>FY 2027</u>	<u>FY 2028</u>	<u>FY 2029</u>	<u>FY 2030</u>
Hourly rate	38.79	39.95	41.15	42.38

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 2027</u>	<u>FY 2028</u>	<u>FY 2029</u>	<u>FY 2030</u>
53.68	55.29	56.94	58.64

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 \$25.46 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.

2. Ridgewood Coaches and Advisors not on Regular Payroll

Any person who coaches or sponsors an activity who is not on the regular Professional or Classified payroll (i.e. out-of-building coaches or sponsors) shall be paid on the following schedules:

Activity Advisors

One-Half Payment: August 31

One-Half Payment: May 15

Fall Coaches

One-Half Payment: August 31

One-Half Payment: October 31

Winter Coaches

One-Half Payment: December 15

One-Half Payment: February 15

Spring Coaches

One-Half Payment: April 15

One-Half Payment: May 15

Other Special Seasons

Competitive Cheer & Competitive Dance

One-Half Payment: October 31

One-Half Payment: February 28

Indoor Track

One-Half Payment: January 31

One-Half Payment: March 15

ARTICLE V
SECTION 1
Fringe Benefits

Absence on Account of Illness - Sick Leave

A. A certified employee who is absent from duty and uses sick leave shall receive full salary, as hereinafter set forth, during such absence, subject to the conditions outlined below:

1. Sick leave shall be interpreted to mean personal illness, quarantine at home, or serious illness or death in the employee's own immediate family or household. 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.

Sick leave shall also be interpreted to mean birth, adoption, placement for adoption, and the acceptance of a child in need of foster care. A certified employee may use up to 30 days of sick leave because of the birth of a child that is not dependent on the need to recover from childbirth, without medical certification, within the 12-month period following the birth, consistent with 105 ILCS 5/24-6.

For paid sick leave for adoption, placement for adoption, or the acceptance of a child in need of foster care, the Board may require that the certified employee provide evidence of the formal adoption process or the formal foster care process. In such a case, sick leave is limited to 30 days. Sick leave for adoption, placement for adoption, or the acceptance of a child in need of foster care need not be used consecutively and may be used for reasons related to the formal adoption process or the formal foster care process prior to taking custody of the child or accepting the child in need of foster care, in addition to using sick leave upon taking custody of the child or accepting the child in need of foster care.

2. Full-time certified personnel shall be granted fifteen (15) 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 \$75 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 shall be without deduction of pay to the employee except as defined above.
 8. Sick leave shall be granted in increments of one-quarter ($1/4$), one-half ($1/2$) three quarters ($3/4$) or full days.
- 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 \$75 per day for each day of uncompensated sick leave or proportionally less than \$75 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 using sick leave for the birth of a child, adoption, placement for adoption, or the acceptance of a child in need of foster care must provide the administration with at least 30 days' notice, or notice as soon as practical given the circumstances, to allow the administration to seek qualified substitute teacher or coverage.

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. The Board will run any applicable and remaining leave under the Family and Medical Leave Act concurrently with the uncompensated child care leave.

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

F. Tier 2 Matching Contribution

The Board will match up to \$500 per year for Tier 2 employees who contribute to the TRS SSP. This plan must be started at the beginning of each school year. If the plan is started mid-year, the Board will match up to \$250.

G. Retirement Incentive Program

Retirement benefits shall be provided to teachers meeting the applicable eligibility requirements and criteria as described in this section.

1. Eligibility and Notice: The basic eligibility requirements for the retirement benefits under this section are as follows:
 - A. An individual must have completed at least ten (10) consecutive years of teaching full-time or part-time in Ridgewood High School District 234 immediately preceding his/her retirement under the provisions of the Illinois Teachers' Retirement Act, the Teachers' Retirement System and this section.
 - B. Upon retirement, the individual must also have 35 years in Teachers' Retirement System or be 55 years old within six months of the last day of school so that there is no retirement penalty for the Board.
 - C. An irrevocable written notice of resignation and intent to retire must be received by the Superintendent.
 - a. If a teacher plans to retire in June 2027, June 2028, or June 2029, or June 2030, the teacher must notify the Superintendent by July 15 prior to the year of the start of the 6% increase in order to receive the 6% increases.
 - b. The deadline for all future years will be December 15 prior to the year of the start of the 6% increases.
2. Retirement Benefit: An eligible teacher who submits a letter of resignation will be paid a salary increase in each of his/her last year(s) of service equal to but never to exceed six percent (6%) of the amount otherwise due and owing to the teacher above the previous year's TRS creditable earnings (defined as all compensation paid to the teacher, including payment of extracurricular activities, stipends and retirement benefits), inclusive of step and lane movement, for a maximum of four (4) years prior to retirement, as the case may be. To be eligible for continued payment for extracurricular activities or stipends during this period, the teacher must continue to work such activity or stipend.
3. Limitations on Participation: The District will not, under any circumstances, be responsible for any employee penalties or costs associated with retirement benefits granted under this Agreement. The parties agree that if legislation is enacted or administrative rules adopted during the life of this agreement that adversely affects the Board's obligations or employee rights under any of the benefits set forth in this Article, then the provisions relating to such benefits are null and void, and the parties agree to meet within thirty days of the passage of the legislation to renegotiate the provision and the impact on any and all employees. The parties further agree that if legislation is enacted or administrative rules adopted during the life of this agreement to amend Section 16-158(f) of the Illinois Pension Code [40 ILCS 5/16-158(f)] (i.e., "6% penalty" provision), the parties agree to meet within thirty (30) days of the passage of the legislation to negotiate the impact of such legislation.

No Teacher participating in this retirement program shall, for any reason, receive any additional compensation or stipend beyond the additional compensation provided pursuant to this program, notwithstanding any contract, collective bargaining agreement, policy, practice or procedure, or any portion thereof to the contrary. All extra duties and assignments performed by the Teacher in the base year prior to the first year of retirement incentive will continue to be performed until the Teacher's effective retirement date. A Teacher may voluntarily resign from an extra duty or assignment, or be removed from an extra duty or assignment by the Board for cause, with a reduction in the amount of his/her benefit equal to the amount of the then-current compensation for said extra duty or assignment.

If a Teacher is required to perform one or more additional duties that were not performed by the Teacher in the year his/her notice is approved and for which additional compensation is paid, then the District shall determine whether the Teacher's duties or reportable salary for that year can be adjusted so that the increase in the Teacher's total creditable earnings for that school year does not exceed six percent (6%).

A Teacher whose retirement is approved under this section shall receive an increase equal to six percent (6%) over their TRS reportable salary for up to the four (4) years prior to their approved retirement date as long as the Teacher submits his/her notice of retirement no later than the date when he/she becomes eligible for a full TRS annuity (inclusive of any accumulated, unused sick leave). A Teacher is responsible for tracking his/her eligibility for this provision with support from the District. The increases in TRS reportable salary set forth in this paragraph are in lieu of any other raise or any other creditable earnings increase the Teacher may otherwise be eligible to receive.

Notwithstanding any provision in this Agreement to the contrary, in no event shall the Board provide any increase or make any payment to a Teacher that will require the Board to make any payment to TRS in addition to the amount paid to the Teacher.

Neither the Board nor Union warrant nor otherwise guarantee that the foregoing shall be "creditable earnings", nor that any Teacher will receive a particular level of benefits from TRS or the State of Illinois.

The benefits specified in this section shall be the sole retirement benefits paid by the Board. By accepting these benefits, a Teacher expressly waives any and all rights to participate in any early retirement initiative, benefit or incentive otherwise available (or which may become available), or any other retirement benefits subsequently made available by the Board or applicable law. Teachers accepting these benefits, in further consideration of same, agree that should they avail themselves of any other retirement initiative,

incentive or benefit, or should their retirement require the Board to make any additional or one-time contribution, penalty or other payment to TRS, they shall immediately become obligated to repay to the Board an amount equal to any payments made pursuant to this section on their behalf, not as a penalty, but solely as liquidated damages for breach of this section.

If any term, provision or benefit described in this program becomes illegal, then said term, provision or benefit shall be of no force and effect, and any Teacher receiving such benefit shall repay same to the Board. To facilitate repayment, the Board may deduct from the Teacher's remaining paychecks up to the full amount due. Any remaining balance due to the Board after a Teacher's separation from employment shall be repaid in equal installments over a twelve (12) month period following said separation from employment.

If the provision of any retirement incentive set forth in this program is altered or limited in any way, or requires the payment of any new, additional or one-time Board contribution, penalty or other payment, then the terms and provisions of this Agreement providing such incentive shall be of no force and effect. The parties shall immediately negotiate the payment or satisfaction of such incentive in a manner that would not violate, be inconsistent with, or in conflict with applicable law, and would not require any new, additional or one-time Board contribution, penalty or other payment.

In no event shall the Board provide any retirement incentive under this Agreement that would necessitate a direct or indirect payment by the Board to any entity or person that is greater or less than what the Board would have otherwise paid to provide such retirement incentive under this Agreement or that would require the payment of any new, additional or one-time Board contribution, penalty or other payment.

In all cases a Teacher's retirement shall be subject to applicable law, including, but not limited to, the applicable provisions of the Pension Code and Illinois Teachers' Retirement System ("TRS") rules and regulations. The Board and the Union make no representations or warranties regarding the creditable earnings or service recognition given to any of the retirement incentives set forth in this Agreement.

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. Religious obligations will be considered administrative leave rather than sick or personal leave. 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. Employee needs to notify District Office by February 1 of their returning calendar year of the their intent to return or resign.

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 in the first year of the contract 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>HMO</u>		<u>PPO</u>	
Single	9500	Single	9500
Family	21900	Family	21900

The Board will increase the Board dollar contribution amounts by CPI for years two, three, and four of the contract, rounding to the nearest \$100.

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 or 457 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

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

\$1,500 annually after a minimum of 20 years of District service
\$2,000 annually after a minimum of 25 years of District service
\$2,500 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.

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, 2026.

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

B. Annual District Loyalty Bonus

A payment of \$750 will be given to all FTE at the end of each school year.

This agreement shall be effective on July 1, 2026, and shall continue effective until 11:59 p.m., on June 30, 2030.

RIDGEWOOD TEACHERS UNION

By: _____
President

By: _____
Secretary

DATE: _____

BOARD OF EDUCATION

By: _____
President

By: _____
Secretary

A G R E E M E N T

Educational Support Staff Section

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**

2026 – 2030

ARTICLE 1
RECOGNITION AND DEFINITIONS

1.1 RECOGNITION

The Board of Education of Ridgewood Community High School District 234, Cook County, Illinois (hereinafter referred to as the "Employer" or the "Board") recognizes the Ridgewood Teachers 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, , Assistant Principal, Assistant Superintendent of Finance (CSBO), Principal, Assistant Principal, Assistant Principal of Student Affairs, Building and Grounds Supervisor, Night Foreman, Board Recording Secretary, Community Relations Director, Superintendent's Administrative Assistant, Payroll Manager, Network Administrator, Principal's Administrative Assistant, 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.

The terms of this collective bargaining agreement shall apply solely to the members of the educational support section of Ridgewood Teachers' Union Local 1274, IFT/AFT.

1.2 DEFINITIONS

A. EMPLOYEE

For the purposes of this Agreement, bargaining unit Employees shall be defined as follows:

1. **12-Month Employees**
12-month employees shall be assigned to work 52 weeks per year, less earned vacation time and legal school holidays.
2. **10-Month Employees**
10-month employees are scheduled to work a minimum of 17-1/2 hours per week during the school year.
3. **Full-Time Employees**
An employee who works 30 hours or more per week.
4. **Part-Time Employees**
An employee who works less than 30 hours per week, but a minimum of 17 1/2 hours per week.
5. **Time Sheet Employees**
An employee who is paid on an hourly basis and generally works less than 17 1/2 hours per week.
6. **Exempt Employees**

A 12-month, full-time employee who is not subject to the overtime provisions of the Fair Labor Standards Act of 1939, as amended.

B. SUPERINTENDENT

The title "Superintendent" shall indicate the Superintendent of Schools or his/her designee.

C. EMPLOYER

The term "Employer," "Board," or "Board of Education" shall indicate the Board of Education or its administrative designee.

D. UNION

The term Union shall indicate the sole and exclusive bargaining representative.

1.3 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 2
FRAMEWORK FOR COLLECTIVE BARGAINING

2.1 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.

- D. 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 Evidence Based Funding Formula, property tax freeze, and a cost shift from the State to local school districts of the normal cost of IMRF 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 Evidence Based Funding Formula, a property tax freeze, or a cost shift from State to local funding of IMRF pension contributions, the Board shall be entitled to reopen the economic terms of the Agreement, including Article 14 and Article 16, 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 3 **GRIEVANCE PROCEDURE**

3.1 GRIEVANCE

A grievance shall be any claim by the Union, an Employee, or group of Employees that there is an alleged violation, misinterpretation, or misapplication of the terms of this Agreement.

Grievances not appealed within the designated time limit shall preclude further appeal, provided there is no mutual agreement of extension.

3.2 Step A

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.

3.3 Step B

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 employee in person on his own behalf;
2. by the employee accompanied by a Union representative;
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.

3.4 Procedure for Adjustment of Grievance - Formal Methods -Level 1

Step 1 - Appeal to Assistant Superintendent for Finance and Operations (CSBO)

If the matter is not resolved informally during the discussion with the administrator/supervisor involved and the employee desires to appeal, the appeal shall be submitted within twenty-five (25) calendar days of the informal conference (Step B above) to the Assistant Superintendent for Finance and Operations (CSBO). 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 Assistant Superintendent for Finance and Operations (CSBO): (The District reserves the right to have legal counsel present.)

1. by the employee in person on his own behalf;
2. by the employee 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.

Within fifteen (15) calendar days after receiving the grievance, the Assistant Superintendent for Finance and Operations (CSBO) shall submit his decision, in writing, together with the supporting reasons to the employee and the Union President.

Step 2 - Superintendent Level

If the grievant is dissatisfied with the decision of the Assistant Superintendent for Finance and Operations (CSBO), the employee may, within fifteen (15) calendar days after receiving the decision of the Assistant Superintendent for Finance and Operations (CSBO), 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 employee, 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 employee and the Union President.

Step 3 - Board Level

If the grievant is dissatisfied with the decision of the Superintendent, the employee may, within fifteen (15) calendar days after receiving the decision of the Superintendent, appeal to the Board of Education. 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, Step 2 appeal 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 employee and the Union President.

Step 4 - Arbitration Level

If the Union is dissatisfied with the decision by the Board of Education, 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 rules shall be used.

3.5 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.

3.6 Cost

If either party requests a transcript of the proceedings, that party shall bear the full cost for the 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.

3.7 Settlement

A grievance may be resolved or settled on any basis by mutual agreement of the parties at any step of the grievance procedure.

ARTICLE 4 **UNION RIGHTS**

4.1 PAYROLL DEDUCTIONS

A. PROCEDURES FOR MEMBERSHIP AUTHORIZATION

Authorization for membership payroll deductions shall be the signature of the Employee on an authorization form submitted to the Superintendent or designee. Such authorization shall remain effective from year to year unless the Employee cancels such authorization by notice in writing to the Superintendent and the Union prior to September 1st of any school year, to be effective for such year.

B. UNION DUES DEDUCTION

The Board, upon the receipt of a written authorization from the employee as provided by the Union and in accordance with the Union guidelines and procedures, shall deduct twice each month from October through May the

employee's Union dues from his pay and remit such deduction to the Union no more than ten (10) working days after the payday for which the deduction is made. The Union shall annually certify the amount of dues to the Board before October 1 by providing a list of each employee who has authorized dues deductions and the IFT approved Payroll Deduction Authorization form.

C. HOLD HARMLESS AGREEMENT

The Union shall indemnify and hold harmless the Board of Education, its members, officers, agents and employees from and against any and all claims, demands, actions, complaints, suits, or other forms of liability that shall arise out of or by reason of action taken by the Board for the purposes of complying with the above provisions of this Section, or in reliance on any list, notice, certification, affidavit or assignment furnished under any of such provisions. This shall include reimbursement and payment to the District of any and all attorney fees, costs or damages incurred by or advanced against the School District arising out of such action.

4.2 UNION USE OF BULLETIN BOARDS AND INTERSCHOOL MAIL SYSTEM

The Union may make reasonable use of the interschool mail system and a designated bulletin board.

4.3 CREDIT UNION

The Employer shall provide an optional payroll deduction plan for credit unions as authorized by the Employee in writing. The deduction may be initiated or adjusted by submitting such request to the Business Office by the first of any month to be implemented on the 15th of that month. All monies collected shall be forwarded to the credit union on or before the payroll distribution date.

ARTICLE 5
WORK YEAR, HOLIDAYS AND OVERTIME

5.1 WORK YEAR

For 10-month employees, the work year consists of 176 days.

5.2 WORK DAY/WORK WEEK

The beginning day of the work week for each employee shall commence at 12:01 a.m. each Monday. The starting and quitting time shall be established in

accordance with operational requirements. Workdays are established with the employee's supervisor to meet the needs of the District.

If employees are sent home from work during the day because of an emergency closing, they will be paid for the normal full day.

All overtime must have prior approval of the Assistant Superintendent for Finance and Operations (CSBO) or his designee.

Any additional hours worked must be submitted to the Business Office by the employee at the end of each pay period.

5.3. COMPENSATORY TIME

The beginning day of the work week for each eligible employee shall commence at 12:01 a.m. each Monday. Overtime hours are any hours worked in a given work week in excess of forty (40) hours. Compensatory time will be awarded only for hours assigned by the employee's supervisor.

For each hour of overtime worked by an eligible employee in a given work week, one and one half (1 1/2) hours of compensatory time shall accrue. For each hour of overtime worked on a Sunday or holiday, two (2) hours of compensatory time shall accrue.

Eligible employees may accrue not more than one hundred twenty (120) hours of compensatory time.

An eligible employee who has accrued compensatory time shall be allowed to use said time within a reasonable period following accrual so long as the operations of the school district are not unduly disrupted. Arrangement to use these hours shall be made in advance with the employee's supervisor.

Compensatory time shall not be counted as hours worked in the period in which such hours are used.

Records shall be maintained by the Payroll Office to evidence the overtime hours worked by each employee in a given work week, if any, and the number of hours of compensatory time accrued by each eligible employee, if any.

An eligible employee who is terminated, and who has accrued compensatory time, shall be paid for such accrued compensatory time at a rate not less than the average rate of pay for the preceding three years, or the final regular rate of pay, whichever is higher.

5.4 DUTY-FREE LUNCH

- A. Employees shall have one (1) one-half (1/2) hour unpaid lunch period after not more than five (5) hours of work, which shall not be considered part of the regular work day.

- B. A twenty minute rest break is allowed for those persons working four (4) or more hours, and an additional ten minute rest break is allowed for those persons working seven (7) or more hours. Break periods shall be assigned by the employee's supervisor in accordance with operational requirements.

5.5 HOLIDAYS

A. 12-MONTH EMPLOYEES

After successful completion of probationary employment as cited in Article 10.1 each regular full and part-time employee shall be granted the day off with pay on each of the following days when designated as legal school holidays:

New Year's Day
Martin Luther King's Birthday
Lincoln's Birthday or President's Day
Casimir Pulaski's Birthday
Spring Holiday
Memorial Day
Juneteenth National Freedom Day
Independence Day
Labor Day
Columbus Day
Veterans' Day or a substitute holiday on a day scheduled by the District
Thanksgiving Day
Friday after Thanksgiving Day
December 24th
Christmas Day
December 31

If any of the above-listed holidays fall on a Saturday or Sunday, employees will receive a substitute holiday on a day scheduled by the administration.

Employees must work the last day before and the first day after a holiday in order to qualify for the paid holiday, unless excused for sick leave, Board leave, or vacation.

B. 10-MONTH EMPLOYEES

After successful completion of probationary employment as cited in Article 10.1 each regular full and part-time employee shall be granted the day off with pay on each of the following days when designated as legal school holidays:

New Year's Day
Martin Luther King's Birthday
Lincoln's Birthday or President's Day
Casimir Pulaski's Birthday
Memorial Day
Labor Day
Columbus Day
Veterans' Day or a substitute holiday on a day scheduled by the District
Thanksgiving Day
Friday after Thanksgiving Day
Christmas Day
Employees shall not receive a substitute holiday if any of the above days fall on Saturday or Sunday.

Employees must work the last scheduled work day before and on the first scheduled work day after the holiday in order to qualify for paid holiday, unless excused for sick leave, Board leave, or vacation.

C. TUESDAY THROUGH SATURDAY SHIFT

Full-time Custodial and Maintenance employees who regularly work the Tuesday through Saturday shift, will be given the following Tuesday as a replacement holiday for the holiday that falls on a Monday. Tuesday through Saturday shift will not receive a holiday or replacement holiday on a Saturday unless it is December 24th or Christmas Day, New Year's Day, or July 4th.

ARTICLE 6
LEAVES

6.1 SICK LEAVE

A. CREDITED DAYS

At the beginning of each school year, each 10-month full and part-time employee shall be credited with ten (10) days paid sick leave per year, and 12-month full and part-time employees shall be entitled to fifteen (15) days paid sick leave per year. Unused sick leave shall be accumulative to two hundred fifty (250) days. Sick leave shall be usable in the same units as earned, i.e., persons working six (6) hour days shall earn six (6) hour sick leave days, etc.

B. DEFINITION

Sick leave shall be defined as personal illness, quarantine at home, or serious illness or death in the immediate family or household. For

purpose of this paragraph, "immediate family" shall include parents, spouse, civil union partner, brothers, sisters, children, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, children-in-law, and legal guardians.

C. MEDICAL DOCUMENTATION

The Superintendent may require a statement from the physician or religious practitioner who is treating the illness, or by a physician of his choice, as he may deem necessary. Salary for days or portions 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 unauthorized absence.

D. REIMBURSEMENT FOR UNUSED DAYS

A full or part-time employee who has completed five (5) or more years of service in District 234 shall be compensated at the rate of \$50 per day for each day of unused sick leave, or proportionally less than \$50 per day on a prorated basis for less than an 8-hour work day, when his employment with the District is terminated through resignation or honorable dismissal. In lieu of compensation paid for unused sick leave, as described above, an employee who is eligible for retirement under IMRF may, at his option, apply earned unreimbursed sick leave days toward obtaining additional credit under IMRF if he is eligible for such credit.

E. BEREAVEMENT LEAVE

Full or part-time employees may use up to three (3) days per incident from the sick leave allotment provided in Section 6.1 A to attend funerals of members of the immediate family as defined in Section 6.1 B above.

F. Leaves will also be granted under the *FAMILY MEDICAL LEAVE ACT*.

6.2 PERSONAL LEAVE

12-MONTH EMPLOYEES

10-MONTH EMPLOYEES

If an employee of the district must be absent from his/her duties for reasons not specifically described in other sections of this contract to perform emergency duties (resolving situations over which he/she has no control and which must be performed during the employee's normal duty hours) or religious obligations, he/she may:

A. FOR EMERGENCY DUTIES:

Apply to the Assistant Superintendent for Finance and Operations (CSBO) or his designee for permission to be absent without loss of pay. Employees shall not be required to disclose the reason for such leave when to do so would violate their privacy or cause embarrassment; however the day before or after a vacation or holiday period, the individual must state the reason in writing. Personal leave shall not be available for purposes of recreation, job interviews unless rified, secondary employment, personal illness, vacations or shopping.

B. FOR RELIGIOUS OBLIGATIONS:

Inform the Assistant Superintendent for Finance and Operations (CSBO) or his designee of his absence a minimum of one week before the event. The extent of Personal Leave shall be not more than two (2) days per school year, unless a person uses two (2) days of absence for religious obligations. In this case, he/she may obtain one (1) additional day of absence without loss of pay for a total of three (3) days of absence during a given school year.

In addition to the two days to which the employee is entitled under this policy, one day may be accumulated from the previous year. To use this accumulated day, the employee must petition in writing to the Assistant Superintendent for Finance and Operations (CSBO) identifying the reason for which the employee believes he/she is entitled to Personal Leave. Otherwise, unused days are not cumulative from year-to-year.

Religious obligations will be considered aministrative leave rather than sick or personal leave.

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

6.3 JURY DUTY

Any full or part-time employee summoned for jury duty or subpoenaed to testify in court shall continue to receive full compensation without loss of benefits, provided the Employee reimburses the District for any compensation received for performing such service, except for any mileage or other reimbursements.

6.4 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:

12. 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.
13. 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.
14. 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.
15. The maximum number of days per school year that any employee may use is thirty (30) sick leave bank days.
16. Once days are donated to the sick leave bank, such donation shall be irrevocable.
17. 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.
18. 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.
19. Sick leave bank days may not be used to enhance retirement benefits.
20. 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.

21. 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.
22. 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 7 **VACATIONS**

7.1 USE OF VACATION DAYS

A. 12-MONTH EMPLOYEES

<u>No. of 12 month years completed at Ridgewood*</u>	<u>No. of Paid Vacation Days Allowed</u>
1 - 4 years	10 days (2 weeks)
5 years	11 days
6 years	12 days
7 years	13 days
8 years	14 days
9 years	15 days (3 weeks)
10 years	16 days
11 years	17 days
12 years	18 days
13 years	19 days
14 years	20 days (4 weeks)

If an employee works less than a full year, vacation days will be prorated according to the days worked. Vacation schedules are to be arranged in advance with the supervisor and approved by the Assistant Superintendent for Finance and Operations (CSBO). An employee may carry over up to five vacation days from one year to the next with the prior approval of the Assistant Superintendent for Finance and Operations (CSBO). No payments will be made in lieu of taking vacation time. Employees with more than two weeks' vacation may be required to split their vacation schedule. Vacation days shall be usable in the same units as earned, i.e. persons working six (6) hour days shall earn six (6) hour vacation days, etc.

***Earned Vacation - 12-Month Formerly 10-month Personnel**

Employees who were formerly employed as 10-month employees will be authorized credit for the number of years worked at Ridgewood on a 10-month basis. Years of employment will be prorated at a 2/3 to 1 ratio for present 12-month year-round personnel for the purpose of paid vacation days allowed.

B. 10-MONTH EMPLOYEES

10-month employees will receive vacation time based on the table below. A day is equal to the number of hours he/she is regularly scheduled to work. If an employee works less than a full year, vacation days will be prorated according to the days worked. Time of vacation must be approved in advance by the Assistant Superintendent for Finance and Operations (CSBO) and the person's immediate supervisor. Employees will be paid at their regular rate for any unused vacation days on the last June payroll. Vacation days shall be usable in the same units as earned, i.e. persons working six (6) hour days shall earn six (6) hour vacation days, etc.

**No. of 10 month years
completed at Ridgewood***

No. of Paid Vacation Days Allowed

0 -5 years	5 days (1 week)
6 - 10 years	6 days
11 - 15 years	7 days
16 + years	8 days

ARTICLE 8
EMPLOYEE EVALUATION

- 8.0** The Superintendent or designee and a representative appointed by the Union shall be responsible to review each year by the second Monday in March the 10-month and 12-month employee evaluation instruments. The committee shall make recommendations for changes within the evaluation instrument to the Board of Education for implementation the next school year.

8.1 PURPOSE OF EVALUATIONS

The primary purpose of Employee evaluation shall be the improvement of the Employee's job performance. In order to gain a better understanding of jobs and performance expectations, appropriate and effective evaluation must take place. Opportunities for encouragement and direction by supervisors arise on a daily basis. However, it is important to set aside time in order to formally review each employee's performance.

8.2 NOTIFICATION OF EVALUATION PROCESS

Initially at the time of employment and at least ninety (90) days prior to conducting an evaluation, the supervisor shall inform each Employee under his/her supervision of the evaluation procedures, standards, copies of job descriptions and instruments.

8.3 EVALUATION PROCESS

The immediate supervisor shall formally evaluate each employee under his/her supervision, in writing, once within the first ninety (90) calendar days after initial employment, and at least once every year thereafter.

8.4 POST-EVALUATION PROCEDURE

- A. A copy of any performance evaluation shall be placed in the Employee's personnel file. The Employee shall sign and be given a copy of the evaluation. The Employee's signature shall not be construed to mean that he/she necessarily agrees with the contents of the evaluation but shall only indicate that the evaluation has been discussed and the Employee has received a copy.
- B. An Employee may submit a written response within ten (10) days of receipt of evaluation, a copy of which shall be attached to the evaluation and placed in the employee's personnel file. The evaluator shall initial and date the response to indicate receipt.

ARTICLE 9 **PERSONNEL FILE**

9.1 INSPECTION OF FILE

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

Personnel files shall be kept in the central 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 10
DISCIPLINE OR DISMISSAL

10.1 PROBATIONARY STATUS PERIOD

Bargaining unit Employees shall be employed on a probationary basis until successful completion of a ninety (90) day period of continuous full-time employment. This probationary period may be extended for an additional ninety (90) day period at the discretion of the Employee's immediate supervisor. Probationary Employees are at-will Employees subject to immediate termination for any reason and are not eligible for access to the contractual grievance procedure for any dispute concerning termination.

Upon successful completion of the probationary period, the Employee shall be entitled to seniority retroactive to the date the Employee commenced the successfully completed probationary period.

10.2 EMPLOYEE OFFENSES

The following is a representative list of Employee actions and incidents of unsatisfactory performance which warrant consideration for discipline for just cause, including dismissal, suspension, or demotion of Employees. The list shall include, but not be limited to, the following:

- A. Unauthorized absence;
- B. Conviction of theft or any criminal act;
- C. Disorderly conduct;
- D. Incompetence;
- E. Insubordination;
- F. Possession, use or under the influence of alcoholic beverages while on duty;
- G. Possession, use or under the influence of illegal drugs while on duty;
- H. Neglect of duty;
- I. Negligence or willful damage to public property;
- J. Assault upon supervisors, other employees or students.

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

- 1. The Superintendent or his designee
- 2. The employee's supervisor
- 3. The employee
- 4. A Union representative if desired by the employee

5. The employee's legal counsel, if he desires
6. The Board of Education's legal counsel, if they desire

ARTICLE 11

SENIORITY

11.1 DEFINITION OF SENIORITY

Seniority shall be defined as follows:

- A. Length of continuing service in the School District. For the purposes of this Article, employees scheduled to work 30 or more hours per week, six or more months per year, will be granted a year's credit toward seniority.
- B. If the years of total continuous service in the School District are equal between two or more employees, then seniority shall be determined by total service in the School District, whether or not continuous.
- C. If the years of total service in the School District are equal between two or more employees, then seniority shall be determined by date of employment, then date of employment application.
- D. If two or more employees remain equal after application of the factors set forth in (3) above, the employee having greater seniority shall be determined by lot.

11.2 CLASSIFICATIONS WITHIN BARGAINING UNIT

For the purposes of this Agreement and implementation of any reduction-in-force ("RIF") under Article 12 of this Agreement, Employees shall be placed in the following classifications for seniority and salary schedule purposes:

Classification #6	Nurse*
Classification #5	Network Administrator
Classification #4	Administrative Assistant
	Systems Administrator
Classification #3	Security Monitor
	Paraprofessional
	Library Aide
Classification #2	Attendance Clerk
	Network Technologist

Classification #1

Clerk
Monitor of Students

*If a nurse has a Bachelor's Degree/Educators License/Endorsement for School Nurses or higher in the nursing field, they will follow the salary scale identified in the certified staff contract.

Maintenance

Maintenance/Custodial

Custodial 12-Month

Custodial 10-Month

The Superintendent or designee and a representative appointed by the Union shall be responsible to review each year by the second Monday in March the 10-month and 12-month support staff classifications. The committee shall make recommendations for changes to the Board of Education for implementation the next fiscal year.

RECLASSIFICATION

Background

Reclassification is the assignment of a position to another classification based on changes that have occurred to the job, *resulting in a job that is more similar to jobs in the proposed classification.*

Agreements of Terms:

The changes may occur both gradually (without direct District input) and/or purposefully (with direct District input). Only a position (not a person) can be reclassified. The changed duties and/or responsibilities must be permanently assigned to the position and must have been a part of the positions' assignments for longer than six (6) months.

Gradual change: Gradual change reflects changes occurring over an extended period of time that are not immediately obvious and may not be intentionally directed by the District --- over a period of time the position takes on a new direction. (The period between position descriptions could be from 6 months to several years.)

Purposeful Change: Any change which has occurred because the District has directed the employee to take on new responsibilities that are not part of the original job description.

Change: Any change in job duties that results in increasing or changing one's duties by ***twenty-five percent (25%)*** or more over the lifetime of the position.

Initiating a Reclassification

The reclassification request can be initiated by the employee, the supervisor or the District.

The Review Process

1. The employee, Supervisor, or the District submits a ***Reclassification Request no sooner than March 1 and no later than April 1 of each contract year.***
2. An ad hoc Reclassification Committee will be appointed. Two members shall be appointed by the Union, and two members shall be appointed by the Superintendent. Neither the employee whose Position Description is being reviewed nor that employee's supervisor shall be members of the Committee.
3. The new Position Description is compared with the old position description(s);
4. The new Position Description, when possible, is compared with Position Descriptions of other employees holding the same or similar classification titles within the District.
5. An on-site audit may be conducted to obtain any additional information which may be needed for the purpose of comparisons.
6. Position descriptions from other schools may be analyzed.
7. The U.S. Department of Labor's Dictionary of Occupational Titles may be consulted.
8. Interviews or other research may be conducted.
9. Once the audit is completed the results of the audit will be compared with the old Position Description and a determination will be made if the positions have changed by twenty five percent or more and if reclassification appropriate.

The On-Site Audit

An on-site audit can take the form of a visit to your work site by a District representative or a time-log of daily activity over a period of 1-month. These visits or time-logs allow the District to receive and/or clarify information vital to the classification determination which may not be available from the source documents.

Reclassification

If the review process determines that the request for reclassification is valid, a written justification for the action is prepared and submitted to the Superintendent with recommendation for action. Determination will be made no later than May 1 of that contract year.

Reclassification Denial

If the reclassification is denied, the Committee will prepare a letter explaining in detail why the reclassification is inappropriate and will not be submitted to the Board for action. Determination will be made no later than May 1 of that contract year.

Grievances

Only the reclassification process is subject to grievances in terms of procedures. The decisions are not subject to the grievance/arbitration process.

11.3 SENIORITY LIST PROCEDURES

The Board shall prepare, maintain and post the seniority list of full-time bargaining employees. Prior to January 15th of each school year, the Superintendent shall post a tentative listing by classification as set forth in this Agreement. The listing shall provide the following information of each full-time employee:

- A. Name;
- B. Current position(s); and
- C. Years of continuous service in the School District.

Each Employee shall have ten (10) days from the date of posting to file specific written objections with the Superintendent to the information contained in the list. Failure of the Employee to make a timely objection shall be deemed to be an acceptance of his placement on the seniority list and shall waive any rights until the posting of a new seniority list.

11.4 LOSS OF SENIORITY

An employee's seniority rights will terminate effective upon any of the following events:

- A. Resignation;
- B. Dismissal for cause;
- C. Retirement; or
- D. Expiration of the recall period

ARTICLE 12

REDUCTION IN PERSONNEL, LAYOFF, RECALL AND SITE REASSIGNMENT

12.1 RECALL PROCEDURES

If a vacancy occurs for the following school term or within one calendar year from the beginning of the school term following the reduction-in-force, the Board shall offer the vacant position to the Employee with the most seniority on the recall list who was dismissed from the same classification and is qualified to hold the position. To be "qualified" for a position, an Employee must meet the job description requirements for the position. An Employee's failure to maintain the necessary statutory or licensing qualifications for a particular classification will result in a waiver of recall rights to any vacancy arising in such classification during the recall period. Any recalled Employee shall retain his previously

accumulated seniority and other benefits but shall not accrue additional seniority for the period after the honorable dismissal and prior to reemployment.

To be eligible for recall, an honorably dismissed Employee must provide to the Board, in writing, the address where the Employee may be reached. The Employee must also notify the Board, in writing, within ten (10) calendar days of the Employee's receipt of the notice, of the acceptance of any vacant position offered to the Employee during the recall period. The Employee's failure to notify the Board of acceptance of any vacancy shall constitute rejection of the offer of employment. Any Employee who rejects an offer of an available position in any classification in which he is qualified shall be deemed to have waived his recall rights under Section 10-23.5 of *The School Code* and will no longer be eligible for any other positions that become available during the recall period.

12.2 SITE REASSIGNMENTS

When circumstances necessitate a site reassignment, the effected employee shall receive written notice of the intended reassignment at least ten (10) working days in advance of the effective date of reassignment. Such notice shall contain the specific reasons for the transfer, and the employee shall be granted a conference with his/her supervisor to discuss the reassignment, provided that the conference is requested in writing within five (5) working days of the notification date.

In cases of involuntary reassignment, the affected employee shall have the right to request and receive a return to his/her original position after one (1) year in an opening for that site in the employee's job classification for which he/she is qualified.

ARTICLE 13 **VACANCIES**

13.1 DEFINITION OF VACANCIES

A vacancy is defined as any opening in a regular full-time or part-time position which is not filled by reassignment of current personnel.

13.2 POSTING OF VACANCIES

If a vacancy occurs in a position covered by this Agreement as a result of resignation, termination, promotion or new position, such vacancy shall be posted for at least five (5) working days. Notices of vacancies which occur during the summer shall be sent to Employees who are not employed during the summer and who request such information in writing to the Employee's last known address. Such posting shall contain the following information:

- A. Type of work;
- B. Location of work;

- C. Classification;
- D. Supervisor to whom the application is to be sent;
- E. Application deadline; and
- F. Anticipated start date.

13.3 APPLICATION PROCESS

Employees may apply for a vacancy by submitting a written application to the designated supervisor in accordance with the timeline established in the posted notice.

ARTICLE 14

COMPENSATION AND RELATED PROVISIONS

14.1 LIFE INSURANCE

The Board shall provide and pay the premium for a policy which offers each full-time 12-month Employee an amount equal to the nearest \$1,000 of base salary.

14.2 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 non-certified employees.

The Board will contribute the following dollar amounts in the first year of the contract toward the premium cost for each full-time non-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>HMO</u>		<u>PPO</u>	
Single	9500	Single	9500
Family	21900	Family	21900

The Board will increase the Board dollar contribution amounts by CPI for years two, three, and four of the contract, rounding to the nearest \$100.

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. Ten month non-certified employees who work 7 or more hours per day will receive full Board contribution to their medical/dental insurance, as listed above.

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 31st if the non-certified employee completes the school year.

In the event a full-time support staff 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.

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.

14.3 PAY DAYS

Employees shall be paid twice a month, on the 15th and the last day of each month they work. If a payday falls on a holiday or weekend, then said payday will be the last business day preceding such holiday or weekend.

For 10-month employees, regular school year pay dates begin August 31 and end June 15. A 10-month employees may elect to 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 employees. These persons will receive their remaining checks on the last pay date of the school year in June.

Part-time and timesheet employees shall be paid according to hours worked. Timesheets must be submitted at least 12 days prior to pay date.

14.4 SALARY SCHEDULES

Employees in various Employee classifications shall be compensated in accordance with the salary schedules attached hereto. If an Employee's performance is unsatisfactory for a particular work year as evidenced by the Employee's annual evaluation the Employee shall be retained at the same step of the salary schedule for the next school year.

Salary Schedule - Educational Support Personnel

FY27	Class 1	Class 2	Class 3	Class 4	Class 5	Class 6
Step 1	24.13	25.05	28.04	29.09	30.11	32.39
Step 2	24.74	25.67	28.66	29.71	30.74	33.02
Step 3	25.37	26.30	29.27	30.32	31.38	33.64
Step 4	25.99	26.90	29.90	30.94	32.02	34.26
Step 5	26.60	27.53	30.51	31.55	32.66	34.88
Step 6	27.22	28.14	31.14	32.18	33.31	35.48
Step 7	27.83	28.77	31.75	32.81	33.95	36.11
Step 8	28.46	29.39	32.37	33.41	34.59	36.74
Step 9	29.09	30.00	32.99	34.04	35.22	37.35
Step 10	29.69	30.84	34.51	35.89	37.13	40.05

FY28	Class 1	Class 2	Class 3	Class 4	Class 5	Class 6
Step 1	24.85	25.80	28.88	29.96	31.01	33.36
Step 2	25.48	26.44	29.52	30.60	31.66	34.01
Step 3	26.13	27.09	30.15	31.23	32.32	34.65
Step 4	26.77	27.71	30.80	31.87	32.98	35.29
Step 5	27.40	28.36	31.43	32.50	33.64	35.93
Step 6	28.04	28.98	32.07	33.15	34.31	36.54
Step 7	28.66	29.63	32.70	33.79	34.97	37.19
Step 8	29.31	30.27	33.34	34.41	35.63	37.84
Step 9	29.96	30.90	33.98	35.06	36.28	38.47
Step 10	30.58	31.77	35.55	36.97	38.24	41.25

FY29	Class 1	Class 2	Class 3	Class 4	Class 5	Class 6
Step 1	26.09	27.09	30.32	31.46	32.56	35.03
Step 2	26.75	27.76	31.00	32.13	33.24	35.71
Step 3	27.44	28.44	31.66	32.79	33.94	36.38
Step 4	28.11	29.10	32.34	33.46	34.63	37.05
Step 5	28.77	29.78	33.00	34.13	35.32	37.73
Step 6	29.44	30.43	33.67	34.81	36.03	38.37
Step 7	30.09	31.11	34.34	35.48	36.72	39.05
Step 8	30.78	31.78	35.01	36.13	37.41	39.73
Step 9	31.46	32.45	35.68	36.81	38.09	40.39
Step 10	32.11	33.36	37.33	38.82	40.15	43.31

FY30	Class 1	Class 2	Class 3	Class 4	Class 5	Class 6
Step 1	27.39	28.44	31.84	33.03	34.19	36.78
Step 2	28.09	29.15	32.55	33.74	34.90	37.50
Step 3	28.81	29.86	33.24	34.43	35.64	38.20
Step 4	29.52	30.56	33.96	35.13	36.36	38.90
Step 5	30.21	31.27	34.65	35.84	37.09	39.62
Step 6	30.91	31.95	35.35	36.55	37.83	40.29
Step 7	31.59	32.67	36.06	37.25	38.56	41.00
Step 8	32.32	33.37	36.76	37.94	39.28	41.72
Step 9	33.03	34.07	37.46	38.65	39.99	42.41
Step 10	33.72	35.03	39.20	40.76	42.16	45.48

Hourly wage for scorekeeper, ticket taker, etc. refer to teacher contract, Article IV, Section 5.

Employer IMRF and/or FICA contributions are paid in addition to these amounts as required.

Salary Schedule –
Custodial, Maintenance & Custodial 10 Month and Timesheet Personnel

Starting (First 90 Days)*	FY27	FY28	FY29	FY30
Maintenance	35.34	36.4	38.22	40.13
Maintenance/Custodial	33.03	34.02	35.72	37.51
Custodial 12	30.72	31.64	33.22	34.88
Custodial 10	20.8	21.42	22.49	23.61

Regular (After 90 Days)	FY27	FY28	FY29	FY30
Maintenance	42.08	43.34	45.51	47.49
Maintenance/Custodial	38.21	39.36	41.33	43.4
Custodial 12	34.35	35.38	37.15	39.01
Custodial 10	24.07	24.79	26.03	27.33

*Waive provision if there is an internal transfer of positions.

Employer IMRF and/or FICA contributions are paid in addition to these amounts as required.

14.5 LONGEVITY

Non-certified Personnel will receive additional compensation for service to the District according to the schedule below:

- \$1,000 annually after a minimum of 10 years of District service
- \$1,250 annually after a minimum of 15 years of District service
- \$1,500 annually after a minimum of 20 years of District service

A year of employment is interpreted to mean working a minimum of 600 hours during the fiscal year.

Longevity stipends will be paid on the first December payroll for employees attaining the minimum number of District service years prior to December 15.

B. Non-certified employees who were receiving a longevity stipend under the prior schedule at the time this Agreement took effect shall continue to receive no less than their prior annual longevity stipend until they qualify for a higher tier under Section 14.5(A). This transition protection expires on June 30, 2030. Beginning with the successor

agreement, all non-certified employees shall be compensated solely pursuant to the schedule in Section 14.5(A).

\$350 one-time bonus for a minimum of 5 years of District service.
\$450 annually for a minimum of 7 years of District service.
\$550 annually for a minimum of 10 years of District service.
\$625 annually for a minimum of 13 years of District service.
\$700 annually for a minimum of 15 years of District service.
\$775 annually for a minimum of 17 years of District service.
\$850 annually for a minimum of 20 years of District service.
\$925 annually for a minimum of 23 years of District service.
\$1000 annually for a minimum of 25 years of District service.
\$1050 annually for a minimum of 27 years of District service.
\$1,100 annually for a minimum of 30 years of District service.

14.6 Annual District Loyalty Bonus

A payment of \$750 will be given to all FTE at the end of each school year.

14.7 CONTINUING EDUCATION

The Board of Education endorses the concept of tuition support for additional training or course work for non-certificated employees which leads to improved occupational skills and increases job effectiveness.

As an incentive to acquire increased knowledge and skills to better prepare for the functions of the current position or to acquire knowledge and skills for job advancement, non-certificated employees shall be eligible for tuition reimbursement. Employees will be reimbursed for up to 50% of tuition costs for classes where the grade earned is no less than a "B." The maximum reimbursement under this section shall be \$750 per fiscal year per employee as determined by the year in which the course is completed. Employees must be pursuing a certificate or degree relative to their current position or the field of education. Courses must be recommended by the employee's supervisor and approved in advance by the employee's supervisor and by the Assistant Superintendent for Finance and Operations (CSBO). Reimbursement will be made after proof of payment and evidence of successful completion of the course are submitted to the Assistant Superintendent for Finance and Operations (CSBO). Decisions made by the Assistant Superintendent for Finance and Operations (CSBO) under this section shall not be subject to the Grievance Procedure described elsewhere in this Agreement.

14.8 Custodial/Maintenance employees will receive clothing if required by employer as follows:

12-month	3 shirts and 3 pants
10-month/part time	2 shirts and 2 pants

14.9 DEFERRED COMPENSATION

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 policy must be in compliance with Article 403(b) of the Internal Revenue Code and with Chapter 108-1/2, Section 24-101 of the Illinois Pension Code. 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.

14.91 SECTION 125 PLAN

The Board shall maintain the 125 plan in compliance with applicable IRS regulations allowing Employees to receive reimbursement 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 15
EFFECT OF AGREEMENT

15.1 COMPLETE UNDERSTANDING

The terms and conditions set forth in this Agreement represent the full and complete understanding and commitment between the parties.

15.2 CONTRACTUAL AMENDMENTS

This Agreement shall constitute a binding obligation of both the Employer and the Union and for the duration hereof may be altered, changed added to, deleted from, or modified only through the voluntary, mutual consent of these parties in written and signed amendment to this Agreement.

15.3 SAVINGS CLAUSE

If any provision of this Agreement or any application of this Agreement to any Bargaining Unit Member or Employee or group of Bargaining Unit Members or Employees is held to be contrary to law by a court of competent jurisdiction, then such provision or application shall not be deemed valid and subsisting, except to the extent permitted by law; but all other provisions or applications shall be continued in full force and effect.

ARTICLE 16
DURATION OF AGREEMENT

16.1 DURATION

This agreement shall be effective on July 1, 2026, and shall continue effective until 11:59 p.m., on June 30, 2030.

RIDGEWOOD TEACHERS UNION

BOARD OF EDUCATION

By: _____
President

By: _____
President

By: _____
Secretary

By: _____
Secretary

DATE: _____