

# **Collective Bargaining Agreement**

**By and between**

**The Prairie Central Community Unit School  
District #8  
Board of Education**

**And**

**The Prairie Central Education Association/IEA-NEA**



**Beginning of 2018-19 Term  
Through  
End of 2020-2021 Term**

## TABLE OF CONTENTS

<b>PREAMBLE</b>		<b>I</b>
<b>ARTICLE I</b>	<b>RECOGNITION</b>	<b>I</b>
	1.1 Recognition	I
	1.2 Restrictions	I
	1.3 Part Time Employees	I
	1.4 Definitions	I
<b>ARTICLE II</b>	<b>NEGOTIATIONS PROCEDURE</b>	<b>3</b>
	2.1 Number of Representatives	3
	2.2 Initiation of Bargaining	3
	2.3 Mediation	3
	2.4 Duplication of Agreement	3
<b>ARTICLE III</b>	<b>NO STRIKE</b>	<b>4</b>
	3.1 No Strike	4
	3.2 No Lock Out	4
<b>ARTICLE IV</b>	<b>TEACHER AND ASSOCIATION RIGHTS</b>	<b>5</b>
	4.1 Teacher Discipline	5
	4.2 Right of Representation	5
	4.3 Personnel File	5
	4.4 Complaints	5
	4.5 Dues Deductions	5
	4.6 Use of School Building	6
	4.7 Use of School Business Equipment	6
	4.8 Use of Bulletin Boards and Mailboxes	6
	4.9 Board Meeting – Notification	6
	4.10 Pertinent Information – Association	6
	4.11 Credit Union	7
	4.12 Freedom of Information Act Requests Regarding Employees	7
<b>ARTICLE V</b>	<b>EMPLOYMENT CONDITIONS</b>	<b>8</b>
	5.1 School Calendar Teachers	8
	5.2 Preparation Period – Secondary Teachers	8
	5.3 Preparation Periods – Elementary Teachers	8
	5.4 Internal Substitution	8
	5.5 Additional Load Compensation	9
	5.6 Class Size and Preparation Time Reimbursement	9
	5.7 Notification of Assignments	9
	5.8 Vacancies and Promotions - Employees	9
	5.9 Involuntary Transfer Procedures – Teachers	10
	5.10 Transfer Procedures – ESP	10
	5.11 District Seniority – Teachers	11
	5.12 Reduction in Force – Teachers	12
	5.13 ESP District Seniority	12
	5.14 Accruing Seniority	13

5.15	Reduction in Force – ESP’s	14
5.16	Emergency School Closing	15
5.17	Inclement Weather & Other Employee-Related Emergencies	15
5.18	Cancellation of School Day	15
5.19	Administering Medications	15
5.20	Re-Employment	15
5.21	Early Dismissal Days	15
5.22	Delayed Start Days	16
5.23	New Hires – Wage Schedule Placement	16
<b>ARTICLE VI</b>	<b>ESP WORKING CONDITIONS</b>	<b>17</b>
6.1	School Calendar	17
6.2	Attendance at MDC & IEP meetings	17
6.3	Holiday Pay	19
6.4	Regular Overtime	19
6.5	Relief Time	19
6.6	Call Back Work – Specific Examples	20
6.7	Job Descriptions	20
6.8	Notification of Assignment	20
6.9	Hepatitis B Vaccine	20
6.10	Extra Trip Assignment & Drivers Hours	20
6.11	Drivers’ Meal & Lodging Reimbursement	20
6.12	Drivers’ Physicals & Drug Tests	20
6.13	Pay for Bus Driver Refresher Course	21
6.14	Bus Permit & Renewal of Commercial Drivers’ License (CDL)	21
6.15	Vehicle Maintenance & Shuttle of Empty Vehicles	21
6.16	Use of Vacation or Personal Leave	21
6.17	Substitute ESP Calling	21
6.18	Resignation	21
6.19	ESP Licensure	21
<b>ARTICLE VII</b>	<b>EVALUATION PROCEDURES - TEACHERS</b>	<b>22</b>
7.1	Number of Evaluations	22
7.2	Information	22
7.3	Procedure	22
7.4	Conference	22
7.5	Personnel File	22
7.6	Administrative Rights	22
7.7	Teacher Evaluation Rights	22
7.8	Remediation	22
7.9	Extra Duty Personnel	22
7.10	Evaluation Instrument Review Procedures	23
<b>ARTICLE VIII</b>	<b>EVALUATION PROCEDURES – EDUCATIONAL SUPPORT PERSONNEL</b>	<b>24</b>
8.1	Number of Evaluations	24
8.2	Procedure	24
8.3	Pre-Conference	24
8.4	Post-Conference	24
8.5	Informal Observations	24

	8.6	Objections	24
	8.7	Evaluation Instrument Review Procedures	24
<b>ARTICLE IX</b>		<b>COMPENSATION AND FRINGE BENEFITS</b>	<b>25</b>
	9.1	Salary Schedule	25
	9.2	Payroll Installments	26
	9.3	Supplemental Jobs	26
	9.4	Other Supervisory Duties	26
	9.5	Insurance – Teachers & Educational Support Personnel	26
	9.6	ESP Vacation Days	27
	9.7	ESP Paid Holidays	27
	9.8	ESP District Longevity	28
	9.9	Board Paid Shelterability of Insurance Premiums	28
	9.10	Graduate Hour Credit	28
	9.11	Retirement/Severance Benefits	29
	9.12	Mileage	30
	9.13	Reimbursement for Education	30
	9.14	M + 40	30
	9.15	Hiring Bonus	31
	9.16	Granting Experience to New Hires	31
<b>ARTICLE X</b>		<b>GRIEVANCE</b>	<b>32</b>
	10.1	Definitions	32
	10.2	Procedures	32
	10.3	Time Limits	33
	10.4	No Interruption	33
	10.5	By-Pass	33
	10.6	Class Grievances	33
	10.7	Right of Representation	33
	10.8	No Reprisals	33
	10.9	Release from Assignments	33
	10.10	Filing of Records	33
	10.11	Grievance Withdrawal	33
	10.12	Postponement	33
<b>ARTICLE XI</b>		<b>LEAVES</b>	<b>34</b>
	11.1	Paid Leaves	34
	11.2	Unpaid Leaves	36
	11.3	Association Leave	37
	11.4	Family and Medical Leave	37
	11.5	Jury Service & Other Related Appearances Leaves	39

<b>ARTICLE XII</b>	<b>SICK BANK – TEACHERS</b>	<b>40</b>
	12.1 Conditions	40
	12.2 Sick Bank Governing Committee	40
	12.3 Maximum Benefit	40
	12.4 Workers’ Compensation	40
	12.5 Depletion of Sick Bank	40
	12.6 Access to Grievance Procedure	40
	12.7 Annual Notification	40
<b>ARTICLE XIII</b>	<b>SICK LEAVE BANK – EDUCATIONAL SUPPORT PERSONNEL</b>	<b>41</b>
	13.1 Conditions	41
	13.2 Sick Bank Governing Committee	41
	13.3 Maximum Benefit	41
	13.4 Workers’ Compensation	41
	13.5 Depletion of Sick Bank	41
	13.6 Access to Grievance Procedure	41
	13.7 Annual Notification	41
<b>ARTICLE XIV</b>	<b>EFFECT OF AGREEMENT</b>	<b>42</b>
	14.1 Complete Understanding	42
	14.2 One Document	42
	14.3 Individual Contracts	42
	14.4 Savings Clause	42
	14.5 Term of Agreement & Signature Page	43
<b>APPENDIX A</b>	<b>2018-2021 CERTIFIED SALARY SCHEDULE</b>	<b>44</b>
	<b>2018-2021 ESP HOURLY WAGE SCHEDULE</b>	<b>46</b>
<b>APPENDIX B</b>	<b>2015-2018 EXTRA DUTY STIPEND SCHEDULE</b>	<b>47</b>
<b>MEMORANDA OF UNDERSTANDING</b>		<b>48</b>
	DEFINITION OF BUS DRIVER ROUTES	48

## **PREAMBLE**

The Board of Education of Prairie Central Community Unit School District #8 and the Prairie Central Education Association/IEA-NEA recognizes that the ultimate aim of our public schools is to provide the best education possible for children in the District. Attainment of this educational objective, which is a joint responsibility of the Board of Education, and the administrative and supervisory staff, and certified and non-certified personnel, requires involving all staff in the consideration of matters of mutual concerns herein mentioned.

The parties agree that this Preamble is philosophical in nature and thus difficult to define; therefore, the parties that said Preamble is non-grievable and it is to be ignored by the arbitrator agree it.

## **ARTICLE I RECOGNITION**

### **I.1 Recognition**

The Board of Education of Prairie Central Community Unit School District #8 hereinafter referred to as the "Board", recognizes the Prairie Central Education Association IEA/NEA, hereinafter referred to as the "Association", as the sole and exclusive negotiating agent for all full and part-time regularly employed certified and non-certified personnel, hereinafter referred to as "employees" except for the Superintendent, building principals, assistant building principals, athletic director, transportation director, maintenance director, food service director, unit secretary, unit payroll secretary, bookkeeper, and all confidential, managerial, short-term employees and supervisors as defined by the Illinois Educational Labor Relation Act.

### **I.2 Restrictions**

The Board agrees not to negotiate with any other employee organization, individual employee, or group of employees with regard to hours, wages, and working conditions as outlined in this Agreement.

### **I.3 Part Time Employees**

Unless stated differently, part-time employees shall be included in the bargaining unit and subject to the terms and conditions of the Agreement but their salaries and benefits shall be based on their fractionalized employment status.

### **I.4 Definitions**

#### **I.4.1 Employee**

The term employee refers to both teachers and members of the support staff.

#### **I.4.2 Educational Support Employees**

The term support staff refers to Educational Support Professionals (ESP) or non-certified personnel who do not teach. Included in this definition are Paraprofessionals, Bus Drivers, Bus Monitors, Head Cooks, Cafeteria Workers, Maintenance Workers, Custodians, Registered Nurses, Licensed Practical Nurses, Secretaries, and Computer Technicians.

#### **I.4.3 Teacher**

The term teacher refers to an employee who possesses a teaching certificate and who teaches.

#### **I.4.4 ESP Work Year**

- I. Twelve (12)-month ESP: An ESP employed in a position on an annual fiscal or twelve (12)-month basis

2. Extended-year ESP: An ESP employed in a position to work longer than the normal school year calendar (180 days) for students, but less than twelve (12) months.
3. School-year ESP: An ESP employed in a position to work 180 days or fewer and whose employment follows the school calendar (180 days or fewer) for students.
4. Part-time ESP: An ESP employed in a position to work 3 <sup>3</sup>/<sub>4</sub> hours or more and fewer than six (6) hours per day. The part-time ESP shall fall into the following categories: Twelve (12)-month ESP, Extended-year ESP, or School-year ESP.
5. Specialized part-time ESP: An ESP employed in a position to work fewer than 3 <sup>3</sup>/<sub>4</sub> hours per day.

**ARTICLE II  
NEGOTIATIONS PROCEDURE**

**2.1 Initiation of Bargaining**

The parties shall commence bargaining for a successor Agreement no earlier than May 1 of the last year of this Agreement, unless a date is mutually agreed to by both parties. Ground rules will be established at the onset of negotiations and will be agreed to by both parties prior to the first bargaining session.

**2.2 Number of Representatives**

Each party shall select its own representatives with a number to be determined in the aforementioned ground rules.

**2.3 Mediation**

2.3.1 Should either party declare the need of outside mediation assistance both parties shall mutually request to the Federal Mediation and Conciliation Service of its services.

2.3.2 The Illinois Educational Labor Relations Board (IELRB) must be notified if an agreement has not been reached ninety (90) days prior to the scheduled start of school.

2.3.3 Either party may petition the IELRB to initiate mediation if initial impasse has been reached. Impasse is here defined as the parties (a) having committed a “reasonable” period of time to negotiating, and (b) being within ninety (90) days of the scheduled start of school. The IELRB shall invoke mediation if the parties have not reached an agreement within forty-five (45) days of the scheduled start of school.

2.3.4 Either party may declare final impasse after fifteen (15) days of mediation. The mediator may declare final impasse at any time during the mediation process by filing notification of same with the IELRB and notifying both parties on the same day as the filing.

2.3.5 After declaration of final impasse, each party has seven (7) days to submit to the mediator, the IELRB, and the other party its final offer on all unresolved issues and a cost summary of the offer, which the IELRB will retain for seven (7) days. After seven (7) days, the IELRB is required to make public the final offers and each party’s cost summary of the unresolved issues through a subsequent posting on its website. On the same day of publication by the IELRB, at a minimum, Prairie Central must distribute notice of the availability of the final offers and cost summaries on the IELRB’s website to all news media that receive notices pursuant to the Open Meetings Act.

2.3.6 Final offers and each party’s cost summary must remain posted on the IELRB’s website for fourteen (14) days.

2.3.7 The PCEA may strike in accordance with Article 3 of this document, following the issuance of a Notice of Intent to Strike to the District, the Regional Office of Education, and the IELRB, and ten (10) days, which may run concurrently with the aforementioned time frame.

**2.4 Duplication of Agreement**

Within thirty (30) calendar days after ratification by both parties, the Board shall make available a clean copy of the agreement. Sufficient copies of the agreement shall be promptly reproduced as to make one copy available for each employee, administrator, and Board member, plus up to twenty-five (25) additional copies, each as may be requested by the Association and the Board. The cost of such reproduction shall be borne equally by both parties.



**ARTICLE III  
NO STRIKE**

**3.1 No Strike**

During the terms of the Agreement, employees represented by the Association agree not to strike, or engage in or support or encourage any concerted refusal to render full and complete services in the school district or to engage in or support any activity whatsoever which would disrupt in any manner the operation of the schools.

**3.2 No Lock Out**

During the term of the agreement, the Board shall not lock out employees represented by the Association.

## **ARTICLE IV ASSOCIATION RIGHTS**

### **4.1 Employee Discipline**

- 4.1.1 For the remediable offenses of tenured teachers or permanent ESPs (i.e. ESPs who have cleared the probationary period), the District shall follow the practice of progressive discipline. Except for dismissal of employees or employee evaluation, no tenured teacher or permanent ESP shall be issued a written notice for either remediation or discipline (written warning, suspension) except for cause.
- 4.1.2 Disciplinary action will be progressive and, except for gross misconduct, in accordance to the following schedule. The Superintendent, depending upon the circumstances of each case, will determine the sequence and necessity for the following steps:
1. Verbal Warning
  2. Written Warning
  3. One to Five day suspension (with or without pay)
  4. Discharge for cause

### **4.2 Right of Representation**

An employee shall be entitled to have present a representative of the Association during a meeting with the principal, superintendent, or Board in which an oral warning, suspension, or discharge will happen. This does not preclude the administration from holding an exploratory conference with an employee without Association representation. If an employee feels that his/her formal evaluation is inaccurate, the employee may request a subsequent meeting with the evaluator. At such meeting, the employee may have a local representative present.

### **4.3 Personnel File**

Each employee shall have the right to review the contents of his/her own file during the regular business hours. All pre-employment confidential materials are excluded from this right to review. Review of the official file shall be at a time, place, and method designated by the Superintendent. After review of the file, the employee shall have the right to insert into the file written reactions to material therein. The employee shall not remove any material from his/her file, and the review of the employee's personnel file shall be in the presence of the Superintendent or designee.

### **4.4 Complaints**

- 4.4.1 If there is a complaint to the administration or by the administration concerning an employee, the administration shall inform the employee of the complaint within five (5) workdays after the verification of said complaint. Failure to notify the employee of a complaint during this period will bar the complainant from appearing as part of any evaluation of the employee.
- 4.4.2 Should the employee, administrator, or complainant believe that the allegations in the complaint warrant a meeting, the administrator will attempt to schedule a meeting between the employee, the complainant, and the administrator.

### **4.5 Dues Deductions**

- 4.5.1 The Board shall deduct from each employee's pay the current dues of the Association, provided that the Board has an employee executed authorization for annual dues deduction, the amount of which shall be certified by the Association. The authorization shall remain in effect throughout the current school year, except that any employee may revoke it at any time upon written

request to the Board by the employee who originally authorized the deduction. Upon receipt of any revocation, the Board shall notify the Association in writing within five (5) business days of said revocation.

4.5.2 The Board shall deduct monthly dues beginning in October and continuing through May for those employees, whose authorization cards have been received, providing that the Board has no responsibility for collecting past or overdue dues.

4.5.3 All dues deducted by the Board shall be remitted to the Treasurer of the Association no later than ten (10) calendar days after such deductions are made.

#### **4.6 Use of School Building**

The local Association shall have the right, upon approval of the Superintendent or his designee to use the school building for meetings at a time when school is not in session, provided that such meetings do not interfere with instructional and/or extra-curricular programs. The Superintendent or his designee shall approve all meeting areas.

#### **4.7 Use of School Business Equipment**

With the approval of the Superintendent or his/her designee, the Association or an individual employee shall be allowed the use of school business equipment, except for Unit Office Equipment, provided that the use of said equipment does not interfere with instructional and/or extra-curricular programs. The individual requesting such equipment must demonstrate the appropriate skills necessary for running the business equipment. The Association shall purchase all supplies and materials used in the business of the Association. School business equipment shall not be taken from the District's building unless prior approval of the Building Principal is given.

#### **4.8 Use of Bulletin Boards, Mailboxes, and E-Mail**

The Association shall have the right to post notices of activities and matters of Association concern on a designated bulletin board in the employee's lounge/work room. The Association may use the employee's mailboxes if available for communications to bargaining unit members. The Association may use employees' school email for communications to bargaining unit members.

#### **4.9 Board Meeting - Notification**

A copy of the agenda for all regular and special Board meetings will be sent by email to the Association President within forty-eight (48) hours of the scheduled meeting. In the case of a special Board meeting, the Board may orally inform the Association President of the scheduled meeting within twenty-four (24) hours of the meeting. The forty-eight (48) hour parameter may be waived in the case of an emergency. A copy of the agenda for all regular board meetings will be sent by email to the association-building representatives within forty-eight (48) hours of the scheduled meeting.

#### **4.10 Pertinent Information - Association**

The Board shall provide the Association with one copy of the following:

The annual Financial Report (on standard ISBE form);  
The annual Budget (on standard ISBE form);  
The annual audit;  
Monthly Treasurer's Report;  
A scattergram of employees, and dollar amount spent on salaries;  
All official open Board of Education minutes.

#### **4.11 Credit Union**

An employee who wishes to join the credit union selected by the Association shall inform the District of his/her intention at least thirty (30) days before the beginning of the first school day.

4.11.1 One (1) credit union shall be designated by the Association

4.11.2 Employees who wish to have credit union monies deducted from their paychecks shall be restricted to two (2) changes per school year. Change shall be defined as:

1. Enrollment
2. Change in the amount of monies deducted from an employees' paycheck.

4.11.2 An employee who withdraws from the credit union shall not be allowed to re-enroll in the credit union for the remainder of the school year.

#### **4.12 Freedom of Information Act Requests Regarding Employees**

An employee shall be notified prior to the release of any information by which the employee may be individually identified as a result of a Freedom of Information Act request.

**ARTICLE V  
EMPLOYMENT CONDITIONS**

**5.1 School Calendar-Teachers**

The school calendar shall consist of no more than one hundred eighty (180) responsibility days. The Board agrees to consult with the Association regarding the calendar before its final adoption. This shall be accomplished with the formation of a Calendar Committee consisting of Association members, administrators, and Board members (optional). It is understood that the Board retains final authority for the approval of the calendar.

5.1.1 Teacher Work Day

On a regular school day, the teacher work day begin/end times will consist of 7 hours and 45 minutes. The administration will announce before/after school arrival and dismissal times for teachers at the beginning institute day of each year.

**5.2 Preparation Periods - Secondary Teachers**

All full-time junior high and senior high school teachers shall be allowed at least one (1) duty-free preparation period per day commensurate with the length of the normal teacher's period, and a duty-free lunch period per day of at least thirty (30) consecutive minutes, exclusive of travel time. On a day of early dismissal, those teachers who lose their preparation period shall not be entitled to such. Prep time must be used for educational activities attendant to the teacher's academic assignment, or other activities with administrative approval.

**5.3 Preparation Periods - Elementary Teachers**

Elementary teachers, including special needs and "specials" teachers (e.g. fine arts, learning center, and physical education), shall be provided at least one (1) duty-free preparation period daily of at least thirty (30) consecutive minutes and a duty-free lunch period per day of at least thirty (30) consecutive minutes, exclusive of travel time. On a day of early dismissal, those teachers who lose their preparation period shall not be entitled to such. Each elementary teacher shall have at least one hundred eighty-five (185) minutes of preparation time per week. Prep time must be used for educational activities attendant to the teacher's academic assignment, or other activities with administrative approval.

**5.4 Internal Substitution/Meeting Attendance and Preparation Time Reimbursement**

5.4.1 Teachers

If the administration requires a teacher to forfeit his/her preparation period or if a teacher loses his/her preparation period due to an internal substitution or to attend meetings, the teacher shall be paid at the rate of ten dollars (\$10.00) for every thirty minutes. The teacher will not qualify for reimbursement if: 1) the meeting time is at the request or preference of the teacher and/or 2) attending a full-day meeting for the purpose of professional development or collaboration.

5.4.2 Educational Support Professionals (starting 7-1-99)

An ESP who is assigned to a different classification on a temporary basis shall receive 90% of the hourly rate of the least senior (lowest salary) employee of that classification. In no case shall the employee receive less than \$.40 per hour increase.

For example, a Custodian I employee who is assigned to a head custodian position on a temporary basis shall receive 90% of the hourly rate of the least senior (lowest salary position head custodian).

The Superintendent shall formally approve the temporary assignment of any ESP employee if the temporary assignment is needed. A temporary assignment may also be formally approved by the Board.

All benefits (for example sick leave, personal leave, and insurance) shall be based on the ESP's initial position not on the temporary position. An exception to this policy exists if the temporary position is consecutive for 60 working days. At that time, the ESP employee would be eligible for the same benefits as the regular employee's position.

A temporary assignment is defined as an assignment given the ESP employee for at least ten (10) consecutive working days in the same assignment.

## **5.5 Additional Load Compensation**

If a junior high or high school teacher is required to teach during his/her preparation period for the same position for ten (10) consecutive days or more, the Board shall pay the teacher at a rate of twenty dollars (\$20.00) for junior high teachers and forty dollars (\$40.00) for high school teachers. It is noted that in such case the teacher shall forfeit his/her daily preparation period.

## **5.6 Class Size**

5.6.1 The Board agrees to observe reasonable class size limits subject to space availability, logistics, the availability of teachers and paraprofessionals, and budgetary limitations.

5.6.2 When class size is a concern an affected teacher may request the building principal to review the situation. The teacher shall submit the aforementioned request in writing, to his or her building Principal prior to May 1. The responsibility of the Principal is to hold a meeting with the affected teacher and to report, in writing, the results of the meeting to the Superintendent, the Board, and Association President.

5.6.3 While including special education students in regular education classes, the Board will reasonably attempt to limit the number of special education students who are provided services equal to or greater than 300 minutes per week. The Board agrees that, as only a guideline to which it is not bound, no more than one-third (1/3) of a regular education classroom be comprised of special education students with services at or exceeding 300 minutes per week.

## **5.7 Notification of Assignments**

All teachers shall be given written notice of their tentative assignments for the forthcoming term as soon as possible but no later than thirty (30) days before the first day of school. This tentative assignment shall not be changed except in case of emergency (determined by the Administration).

## **5.8 Vacancies and Promotions - Employees**

The Superintendent or designee shall post through email to all employees and on the website a notice of all vacancies and/or newly created positions as they occur. If the Board decides to fill the vacancy, the Superintendent or his/her designee shall post on the bulletin board of the Central Office, through email, and through the website, a list of all vacancies. Any employee is eligible to apply and their application for the vacant position or newly created position will be considered by the Administration and Board. Denial of application shall be accompanied by written notice. The parties agree that the posting is non-grievable and it is to be ignored by the arbitrator.

For coaching positions, such postings after May 1 shall be limited to the first opening that occurs for each sport and shall include indications that further positions may become available.

Given a situation in which a bargaining unit member and non-bargaining unit member apply for a position in the District, the bargaining unit member shall be interviewed for the position. Consideration shall be given to a bargaining unit member over a non-bargaining unit member when both are equally qualified.

## **5.9 Involuntary Transfer Procedures – Teachers and ESPs**

5.9.1 "Involuntary transfer" occurs for teachers when there is relocation of staff personnel to another building or classroom teaching position due to pupil distribution, instructional requirements, or for other reasons. The District's selection of a candidate for a new or vacant teaching position not otherwise required to be filled pursuant to Section 24-12 of the School Code must be based upon the consideration of factors that include without limitation certifications, qualifications, merit and ability (including performance evaluations, if available), and relevant experience, provided that the length of continuing service with the District must not be considered as a factor, unless all other factors are determined by the District to be equal. Nothing herein shall exclude the consideration of volunteers. (Ref. Article 24-1.5 of The School Code of Illinois)

5.9.2 "Involuntary transfer" occurs for ESPs when there is relocation of staff personnel to another building or position due to pupil distribution, instructional requirements, or other reasons.

1. When it is necessary to involuntarily transfer or reassign ESPs, to the extent possible, all volunteers, if acceptable to the administration, shall first be considered. If no volunteers emerge, seniority should be given next consideration, but will not be the only consideration.
2. Within two (2) weeks of notice the Superintendent will post a master list of vacancies for each involuntarily transferred ESP to review. This master list of vacancies shall indicate building and assignment. It will be the responsibility of the involuntarily transferred ESP to list three (3) choices in order of priority for building and/or assignment desired.
3. If any involuntarily transferred ESP does not receive an assignment from the above procedures, the Superintendent will inform said employee such positions as they become available.
4. If more than one (1) ESP who has been involuntarily transferred requests the same position, then such position will be assigned by the Administration.
5. Involuntarily transferred staff members will have the right to an interview for the previously held position if/when that position again becomes available.
6. An ESP's compensation shall not be reduced due to an involuntary transfer during that said school year.

## **5.10 Transfer Procedures - ESP**

5.10.1 Vacancy notices, which include vacancies due to transfers, which occur during the student school year, will be posted in accordance with the procedures listed above. The district cannot guarantee to post vacancies due to transfers that occur during the summer months. Prior to filling the vacancy, the District will post a vacancy notice for five (5) calendar days. The five (5) day posting requirement is only applicable for vacancies that occur during the student school year.

Special Education Drivers and Monitors who during the school year are assigned Special Education routes that travel outside the District will be offered summer Special Education routes prior to the positions being posted. Failure to respond within five (5) calendar days after notification of the Board will result in the drivers or monitors waiving his/her right to summer driving, and monitor position.

During the summer months when school is not in session, vacancy notices will be posted in the Central Administrative Office and the Building Principal's Offices.

- 5.10.2 Any employee desiring to apply for a vacant position may meet with the Principal or Superintendent to discuss his/her qualifications, and interest in a vacant position.
- 5.10.3 Transfers – No Experience. ESP employees who have at least four (4) years of experience in the Prairie Central CUSD #8 who are transferred to a category of employment in which they have no previous experience shall be given one (1) year of experience and placed on step 2 of the new salary schedule. An ESP who is transferred to a category in which he/she had previously been employed by the District will be restored to the step previously earned.
- 5.10.4 Transfers – Previous Experience. Effective with the 2012-13 school year, placement granted on the ESP wage schedule for a current employee transferring categories will be equal to the number of years of experience in a previous position (outside the district) similar to the job the employee will perform in the new position with Step 5 the maximum allowable.
- 5.10.5 Cafeteria workers who are transferred or accept a position as a head cook will be placed at step 2 of the head cook salary schedule in Appendix C. Should the transfer result in a decrease on the head cook salary schedule the employee will be placed at a step resulting in no less than a \$.20 increase of that of the current salary.
- If a head cook wishes to move into a cafeteria workers position the new salary would reflect the placement into the corresponding step experience. At no time should the change lead to an increase in salary.
- 5.10.6 Custodians who are transferred or accept a position as a head custodian will be placed at step 2 of the head custodian salary schedule in Appendix C. Should the transfer result in a decrease on the head custodian salary schedule the employee will be placed at a step resulting in no less than a \$.20 increase of that of the current salary.
- If a head custodian wishes to move into a custodian position the new salary would reflect the placement into the corresponding step experience. At no time should the change lead to an increase in salary.
- 5.10.7 Employees who transfer job categories shall retain their district longevity. i.e. A paraprofessional with ten (10) years of experience who accepts a position as secretary would retain ten (10) years of district longevity. This ESP employee would be placed at step 2 (see 5.10.3) on the salary schedule (Appendix A) in the category of secretary, but at year 10 of the longevity schedule, recognizing ten (10) years of longevity that followed him/her into the new job. After three (3) years as a secretary, the employee would then have accrued 13 years of longevity, ten (10) years of seniority as a paraprofessional and three (3) years of seniority as a secretary.

## **5.11 District Seniority - Teachers**

### **5.11.1 Definition**

Seniority is the length of a certified employee's continuous full time service within the District. Said service shall be computed from the first day of tenured service within the District or as defined in the Illinois School Code.

### **5.11.2 Seniority is lost upon the following:**

1. Resignation
2. Dismissal for Cause
3. Retirement
4. Being on layoff for a period established by law.

### **5.11.3 Seniority continues to accrue during the following:**

1. Paid leave of absence
2. Temporary disability under the Teacher Retirement System (TRS)



5.11.4 Seniority is retained but shall not accrue during the following:

1. Unpaid Leave of Absence
2. Unpaid sick leave

5.11.5 Seniority/Sequence of Honorable Dismissal (SHD) Lists - Initial Posting

By February 1, annually the employer shall publish a Seniority list. Also, at least 75 calendar days before the end of the school term, the Board, in consultation with the Association, shall establish a Sequence of Honorable Dismissal (SHD) list for teachers, categorized by positions and groupings defined in the The School Code of Illinois. (Ref. Article 24-12 of The School Code of Illinois)

5.11.6 Seniority/SHD - Final Posting

Each teacher shall have until February 15 or the first school day thereafter to file written objections to the Board. A final seniority list will be posted on or before March 1 of the school year. Any objections to the SHD list must be filed with the Superintendent within ten (10) calendar days of receipt.

5.11.7 Tie Breakers

In the event district seniority is equal between employees, the procedures listed (5.11.7.1 through 5.11.7.3) are to be utilized in the following order as a tiebreaker:

1. Approved horizontal placement on the salary schedule.
2. Previous accredited experience inside Illinois
3. Any further ties to be determined by drawing of lots with Association representation.

**5.12 Reduction in Force - Teachers**

Reduction-in-force and recall shall be as provided in Article 24-12 of The School Code of Illinois. (Ref. Article 24-12 of The School Code of Illinois)

**5.13 ESP District Seniority**

Seniority is the length of an employee's service starting with the first day on which duties are performed.

5.13.1 Seniority is lost upon the following:

1. Resignation
2. Dismissal for cause
3. Retirement

5.13.2 Seniority is retained but shall not accrue during the following:

1. Unpaid leave of absence
2. Unpaid sick leave
3. Period of layoff as established by this Agreement

5.13.3 Seniority Continues to Accrue during the Following:

1. Paid leave of absence.
2. Temporary disability under IMRF

5.13.4 Seniority Lists

By February 1, annually, the Employer shall publish a seniority list for each of the job categories. Seniority lists shall be published for the following job categories:

1. Bus Drivers
2. Bus Monitors
3. Head Cooks
4. Cafeteria Workers
5. District Maintenance Employees/Head Custodians/Lead Custodians/Custodian I
6. Building Secretaries
7. Paraprofessionals
8. Registered Nurse
9. Computer Technician

#### 5.13.5 Posting of Seniority Lists

The Board will post the seniority list by categories in all buildings with support staff working in them, and give one copy to the Association President. The Association or employee will have until March 1 to justify any changes to the list. After March 1, the list shall be deemed accurate and no changes will be made during the school year.

### 5.14 Accruing Seniority - ESP

Immediately upon Board of Education appointment, an ESP shall receive full salary and benefits retroactive to his/her starting date. ESPs shall be employed on a probationary basis until successful completion of one (1) year of continuous employment. Upon successful completion of the probationary period, the employee shall be entitled to seniority retroactive to his/her starting date.

Starting on July 1, 1998 the following shall apply:

Employees regularly scheduled to work over four (4) hours per day shall gain one (1) full year of seniority for each 180 days worked in a fiscal year. Employees regularly scheduled to work four (4) hours or less per day shall gain one-half (1/2) year of seniority for each 180 days worked in a fiscal year.

Bus drivers/van/car drivers and bus monitors regularly scheduled to work a full route or two (2) runs per day shall gain one (1) full year of seniority for each 180 days worked in a fiscal year.

A route for bus drivers is a regularly scheduled morning and afternoon pick-up and delivery of students. A run is one-half (1/2) of a route. For example, the Kindergarten regular a.m. or p.m. run picks up children and delivers them to school. The kindergarten run does not accrue seniority.

A full-time employee who works nine (9) months or more in the school year shall accrue one (1) year of seniority. No employee shall accrue more than one (1) year of seniority in any year.

#### 5.14.1 Changing Job Categories

Employees shall accrue seniority as listed in the category he/she is currently employed and shall retain any previous accumulated seniority in any other category the employee has worked. However, seniority shall accumulate in only the category in which the employee is presently employed.

Custodial staff and Cafeteria staff shall accrue seniority and maintain seniority as long as the change in positions is within the same job type or category.

Example:

A Custodian I with five (5) years experience accepts a Head Custodian position shall carry the five years experience with him/her.

## **5.15 Reduction in Force - ESP's**

### **5.15.1 Procedure**

If an educational support employee is removed or dismissed or has his/her hours decreased during the school year (for 12-month employee, the 30 day notification requirement is applicable at any time during the calendar year) as a result of the board action to decrease the number of educational support personnel employees employed by the Board or to discontinue some particular type of educational support service, written notice shall be mailed to the employee and also given the employee either by certified mail, return receipt request or personal delivery with receipt at least 30 days before the employee is removed or dismissed. The employee with the shorter length of continuing service with the district, within the respective category of position, shall be dismissed first. Please note: For bus drivers, only the reduction or elimination of a regular a.m. or p.m. routes will require the 30-day notice.

### **5.15.2 Recall**

If the Board has any vacancies for the following school term or within one (1) calendar year from the beginning of the following school term, the positions thereby becoming available within a specific category of position shall be tendered to the employees so removed or dismissed from that category of position, so far as they are qualified to hold such position.

### **5.15.3 Waiver of Recall Rights**

Failure of the employee to respond within seven (7) calendar days after the receipt of the Board's letter of recall sent by certified mail to the employee's address on file with the Board recalling such employee will result in termination of the employee's right of recall hereunder. It shall be the responsibility of the employee to inform the Superintendent of any change in home address.

### **5.15.4 Rights of Recalled Employees**

Any employee honorably dismissed who accepts the tender of a vacancy during the recall period shall retain any accumulated sick leave, seniority, or position on the salary schedule. If an employee has seniority in more than one category, he/she shall retain recall rights to vacant positions in categories in which he/she has greater seniority than another employee with recall rights.

### **5.15.5 Reduction in Bus Driver/Monitor Benefits**

1. For drivers or bus monitors who, at the beginning of a school year, work at least four (4) but less than five (5) hours per day, the following shall apply when hours are reduced by the employer:
  - a. In the event hours are reduced below four (4) hours per day during a school year, the driver's or bus monitor's benefits shall be maintained at the level provided to a four (4) hour per day employee through June 30<sup>th</sup>.
  - b. In the event hours are reduced below four (4) hours per day, the District shall provide the driver or bus monitor with thirty (30) calendar days written notice by the Superintendent prior to the effective date of such reduction.
2. For drivers or bus monitors who, at the beginning of a school year, work at least five (5) hours per day, the following shall apply when hours are reduced by the employer:
  - a. In the event hours are reduced below five (5) hours per day during a school year, the driver's benefits shall be maintained at the level provided to a five (5) hour per day employee through June 30<sup>th</sup>.

- b. In the event hours are reduced below five (5) hours per day, the District shall provide the driver or monitor with thirty (30) calendar days written notice by the Superintendent prior to the effective date of such reduction.
3. A driver or bus monitor who begins a school year working less than four (4) hours per day and who subsequently has his or her hours increased to at least four (4) hours per day shall be eligible for benefits at the level provided to a four (4) hour per day employee only after regularly working four (4) or more hours per day for twenty (20) days.
4. A driver or bus monitor who begins a school year working less than five (5) hours per day and who subsequently has his or her hours increased to at least five (5) hours per day shall be eligible for benefits at the level provided to a five (5) hour per day employee only after regularly working five (5) or more hours per day for twenty (20) days.

#### **5.16 Emergency School Closing**

When the administration decides to close school, the Superintendent or his/her designee will endeavor to release the announcement for broadcast to at least one (1) radio station in Pontiac and Bloomington, Illinois. The administration will endeavor to initiate the current automated mass calling system in order to notify employees.

#### **5.17 Inclement Weather and Other Employee-Related Emergencies**

Employees who are unable to report to work as scheduled because of inclement weather or other employee-related emergencies shall be charged a personal day or vacation day if available. If the employee chooses not to use a personal or vacation day, or if none is available to the employee, the day will be charged as a dock day.

#### **5.18 Cancellation of School Day**

Should an employee arrive at work before notification of a school-day cancellation, the employee cannot expect pay for the time incurred.

#### **5.19 Administering Medications**

Under no circumstances shall teachers or other non-administrative school employees, except certified school nurses and non-certified registered professional nurses (which includes registered and licensed practical nurses), be asked to or required to administer medication to students. This shall not prohibit the school district from adopting guidelines for self-administration of medication by students. This should not prohibit employees from providing emergency assistance to students.

#### **5.20 Re-Employment**

District employees who resign and are re-appointed may be granted full credit on the salary schedule for previous contract experience with the district, but there will be no restoration of seniority or longevity.

#### **5.21 Early Dismissal Days**

On days in which students are dismissed early due to emergency circumstances (e.g. inclement weather), teachers, paraprofessionals, cafeteria workers, nurses, and secretaries (less-than 12-month employees); and custodians (12-month employees) may also leave once their duties and responsibilities have been met, as determined by administration. A 12-month ESP employee who earns paid vacation and personal day benefits may use a paid vacation or personal leave day if the dismissal time is earlier than  $\frac{1}{2}$  of the ESP scheduled work day.

Example: A custodian's work day is 6AM - 2:30 PM and an early dismissal occurs at 10:00 AM. The dismissal time did not occur earlier than  $\frac{1}{2}$  of the scheduled work day which is 10AM. No use of leave time is required. If the early dismissal occurred before 10AM, a half day of leave time would be used.

On days in which students are dismissed early for Homecoming and one (1)-hour early before Thanksgiving break, Christmas break, Spring break, and the last day of student attendance, teachers, paraprofessionals, café workers, nurses, and secretaries may leave no sooner than twenty (20) minutes following their building's designated dismissal time. Twelve (12)-month employees (full- and part-time) will work their normal (regular) hours.

**5.22 Delayed Start Days**

On days when the start of school is delayed, the staff's reporting time will be delayed commensurately. Example (one (1)-hour delay):

<u>Group</u>	<u>Normal Start</u>	<u>Delayed Start</u>
Students	8:00 AM	9:00 AM
Staff	7:40 AM	8:40 AM

**5.23 New ESP Hires – Wage Schedule Placement**

Effective with the 2012-13 school year, placement granted on the ESP wage schedule will be equal to the number of years of experience in a previous position (similar to the job the new hire will perform in the district) in the respective ESP category with Step 5 the maximum allowable. Registered nurses may be placed on the wage schedule at the Superintendent's discretion.

**ARTICLE VI  
ESP WORKING CONDITIONS**

**6.1 Attendance at MDC and IEP Meetings**

Except for bus drivers, if ESP's are required by the Administration to attend MDC, IEP, or other meetings to discuss student conduct outside their regularly scheduled work hours, they shall be paid at their hourly rate of compensation for all approved time. Bus drivers who are required by the administration to attend the above meetings will be paid at their extra trip hourly rate.

**6.2 Work Day/Work Year**

The normal employee work day/work year for full-time employees will be based as follows for the following classifications:

**6.2.1 Paraprofessionals**

The workday may vary, but will generally consist of seven and one-half (7½) to eight and one-half (8½) hours including a non-paid duty free lunch period of thirty (30) consecutive minutes in length. Paraprofessionals shall work 175 student attendance days and may elect to work up to five (5) additional (non-student attendance) days.

Having consulted with his/her building administrator, the paraprofessional may choose among the following to reach a 180-day schedule:

- 4 institute days.
- 1 parent-teacher conference day

**6.2.2 Custodians and Maintenance**

The workday shall consist of eight and one-half (8½) hours including a non-paid duty free lunch period of thirty (30) consecutive minutes in length. If approved by the Maintenance Director, during days when students are not in attendance (except for day when tournaments or games take place) night shift custodians may work the hours of the day shift custodians. The regular work year shall consist of 260 days.

**6.2.3 Cafeteria and Kitchen Workers**

The workday may vary but for those working seven (7) hours, a thirty- (30) minute paid lunch period is included. The work year shall be 180 days.

**6.2.4 Bus Drivers and Bus Monitors – Work Day and Work Year**

Bus Drivers shall be paid one and one-half (1½) hours for a morning or evening run. The above payment includes pre-trip and post-trip check of the bus. Bus Monitors shall be paid for the number of hours worked. The work year shall consist of 180 days. For bus drivers included in the work year is attendance at the required refresher course.

**6.2.5 Secretaries**

The workday shall be eight and one-half (8½) hours, which includes a duty free non-paid thirty (30) minute lunch period. On approval from the school principal and/or superintendent, secretaries may agree on the time frame of the extended work days before and after the beginning/ending of the school year.

The work year is as follows for the various school buildings:

High School-1	205	Junior High-2	195	PCPE	190
High School-2	200	Upper Elementary	200	PCPW	190
Junior High School-1	197	PCE	195		

#### 6.2.6 Computer Technician

The workday shall consist of eight and one-half (8½) hours including a non-paid duty free lunch period of thirty (30) consecutive minutes in length. The regular work year shall consist of 260 work days.

#### 6.2.7 Breaks

Employees who are regularly scheduled to work eight (8) hours per day shall be entitled to two (2) fifteen (15) minute breaks per workday. Employees who are regularly scheduled to work four (4) hours, but less than eight (8), shall be entitled to one (1) fifteen (15) minute break. The employee's immediate supervisor will schedule times of the breaks. This paragraph does not apply to bus drivers or monitors. Breaks may not be used to shorten an employee's work day or lengthen an employee's lunch period. Employees shall not be permitted to leave the building or grounds during any break period without the consent of the building principal or supervisor.

#### 6.2.8 Paid Lunches

The following shall receive a paid lunch from the school cafeteria:

All cooks, cafeteria and kitchen employees (dishwashers and computer operators) who work one or more hours per day;

All daytime Custodians and Maintenance staff, who clean the cafeteria, maintain kitchen and cafeteria equipment and who assist the cooks with food storage and retrieval.

All paraprofessionals who are responsible for supervising and assisting students during the noon hour each day.

Only Secretaries for the K-8 grade level that collect and account for lunch monies in their respective schools.

Since the furnishing of the above lunches is for the convenience of the employer, the value of the meals will be excluded from the employee's gross income.

#### 6.2.9 Banquet or Special Events Payments

In the event that the administration determines the necessity to employ cafeteria employees for school sponsored banquet or school sponsored special events, cafeteria employees in the school where the banquet or event is held shall be given the first opportunity to do the banquet or event. If no one volunteers for the banquet or special event, the administration may assign any cook or cafeteria worker to this responsibility. Employees will receive their regular rate of pay for such assignments.

For non-school sponsored banquets or non-school sponsored special events, cafeteria employees shall be paid their regular rate of pay plus an additional \$.25 per hour for each hour worked. Head Cooks will be paid their regular rate of pay plus an additional \$.50 per hour for each hour worked.

#### 6.2.10 Food Service Sanitation Certification

Cooks and cafeteria workers required to possess food sanitation certificates shall be reimbursed the cost of the registration fee of the required course(s). Cost shall include the registration fee and any required textbooks. All persons requesting to certify for the food sanitation certificate must have prior written approval from the Food Services Director. If District transportation is not provided, employees approved by the Food Services Director will be reimbursed mileage at the approved rate contained in this Agreement. In the case of more than one employee attending the workshop, the District shall be responsible for mileage costs of one automobile.

### 6.3 Holiday Pay

If an employee is required to work on a holiday that has not been waived by the District, e.g. an emergency situation requiring a custodian to report on Easter Sunday to clean up after a roof collapse, he/she shall receive holiday pay plus one and one-half (1½) times his/her regular pay rate for all time worked.

### 6.4 Regular Overtime

Monday shall be the beginning of each workweek for the purpose of calculating overtime. Employees required by their immediate supervisors to work more than forty (40) paid hours per week shall be compensated at the rate of one and one-half (1½) times the employee's regular rate of pay over 40 paid hours in that week.

Employees will be asked if they are willing to accept overtime during their regular work year. It is noted that the overtime provision only applies to the employee's current category of position. For example, a cook will not be asked nor assigned overtime for a custodial position. If a sufficient number of employees do not volunteer for overtime, the District may assign overtime to any employee currently working in a specific category of position.

No overtime shall be allowed or paid by the district without the prior approval of the immediate supervisor; building principal; or superintendent. There is no guarantee of overtime work for any employee. The Administration shall endeavor to assign overtime as equally as possible within each building and respective job category.

#### 6.4.1 Computation of Different rates of Pay for Overtime

In the event an employee works in more than one category of position with different rates of pay, overtime will be calculated as per the following example (weighted average method)

Example:

An employee works 25 hours in one week at \$8.00 per hour, and an additional 20 hours during the same week at \$11.50 per hour.

25 x \$ 8.00	=	\$200.00
20 x \$11.50	=	\$230.00
45 hours	=	\$430.00

The total dollars earned that week will be divided by the total number of hours worked during that week (\$430/45hours). The average hourly rate will then be multiplied by the number of hours work over forty (40) for that week then multiplied by .5 to determine the amount of overtime pay. For example:  $(\$9.56 \times 5) \times .5 = \$23.90$

The total pay for 45 hours would be:

45 hours at straight time	=	\$430.00
5 hours at premium	=	\$ <u>23.90</u>
Total salary	=	\$453.90

### 6.5 Relief Time

Bargaining unit members who work beyond eight (8) hours in a day shall receive an additional fifteen (15) minute break every four hours worked after the initial eight (8) hours. In order for an employee to receive the additional break period, the work must be immediately before or after the employee's workday. This shall not apply to bus drivers.



## **6.6 Call Back Work – Specific examples**

### **6.6.1 Building/Boiler Checks**

If an employee is required to check the building or boiler outside his/her regular workday, he/she shall receive a minimum of one (1) hour at his/her regular rate of pay.

## **6.7 Job Descriptions**

The Board shall provide a copy of individual job descriptions to all ESP's at the time of employment and whenever the job description changes.

## **6.8 Notification of Assignment**

Notice of tentative assignments shall be given employees no later than thirty (30) days prior to the beginning of the school year.

## **6.9 Hepatitis B Vaccine**

The employer will provide at no cost a Hepatitis B Vaccine for any employee requesting such.

## **6.10 Extra Trip Assignment and Drivers Hours**

At the beginning of the school year, all interested bus drivers shall notify the Transportation Director or his/her interest to drive extra trips. The Transportation Director will attempt to equally distribute the number of trips assigned to the volunteers. In most cases, a driver will be assigned no more than two (2) trips in a school week. If not enough drivers volunteer, the District may assign the extra trips to substitute drivers.

Drivers will be paid for all layover time at the regular trip rate.

The assignment of such extra trips rests solely and exclusively with the Transportation Director.

A driver who drives an extra trip run during the time of his regular a.m. or p.m. run shall be paid 1.5 hours at his/her regular rate of pay. Any hours worked beyond 1.5 shall be paid for the extra-trip rate as stated above.

## **6.11 Drivers' Meal and Lodging Reimbursement**

For overnight stays the District will reimburse the driver up to \$50.00/per day for necessary expenses plus the cost of lodging (approved by the District). The \$50.00 per Diem expense reimbursement covers all time spent by the driver at the assigned destination. The District will not be responsible for any other payments for overnight trips. The driver will be paid the hourly rate while driving as specified above and a total of an additional one-quarter (1/4) hour for pre-trip check, refueling, and post-trip check. Additional time may be paid for with prior approval of the Transportation Director.

## **6.12 Drivers' Physicals and Drug Tests**

The District will pay for the cost of the yearly-required physicals and drug tests (not to exceed \$118.00). The District retains the right to specify the physician or other health professional that will conduct the physicals or drug test. If a bus driver chooses a physician other than the District's designated physician or other health professional, the employee will be reimbursed up to \$118.00 for the yearly physical and drug test.

**6.13 Pay for Bus Driver Refresher Course**

The District will pay the registration fees of the refresher courses sponsored by the Regional Office of Education. The District will provide transportation and pay for the cost of one meal.

**6.14 Bus Permit and Renewal of Commercial Drivers' License (CDL)**

The District shall pay for the initial CDL license and bus permit. The District will pay the cost for subsequent bus permits.

**6.15 Vehicle Maintenance and Shuttle of Empty Vehicles**

Drivers required by the Transportation Director to move empty vehicles for inspections, maintenance or moving empty vehicles to another location shall be paid at the extra trip rate. If the Transportation Director requires and approves, the District will pay for cleaning vans and buses at \$15.00 per vehicle. This language does not restrict the District from sub-contracting the washing of vehicles to a third party.

**6.16 Use of Vacation or Personal Leave**

Twelve-month employees may use a paid vacation or personal leave day if unable to get to work.

**6.17 Substitute ESP Calling**

The District will not ask nor require ESP's to arrange for substitute employees outside the regular workday hours. Nothing prevents an employee from volunteering for such duties. Volunteering for such duties is interpreted to mean that the employee offers his/her services without compensation, monetary or otherwise

**6.18 Resignation**

An employee may resign upon giving two weeks {(10) working days} written notice to the Superintendent or to the employee's immediate supervisor. An ESP who resigns or whose employment is terminated shall be entitled on a pro rated basis to compensation for unused vacation unless proper written notice has not been given. If the full two-week's written notice is not given, earned vacation shall be compensated only in the same proportion as the amount of notice actually given.

Example: A custodian that has been hired during the year has accumulated five (5) vacation days. Instead of giving two weeks' notice, only one is given. Therefore, instead of five days vacation it would be pro rated to two and one-half (2.5) days.

**6.19 ESP Licensure**

The district will pay for licensure of all currently employed paraprofessionals, once licensure requirement is implemented by the state of Illinois, and any other currently-employed ESP positions requiring licensure.

**ARTICLE VII  
EVALUATION PROCEDURES  
TEACHERS**

**7.1 Number of Evaluations**

Non-tenured teachers shall be evaluated at least three times in every school year, with at least two of the observations being formal. Tenured teachers shall be evaluated at least twice every two (2) years, with at least one of the observations being formal. A principal shall not be prohibited from evaluating any teachers within a school during his/her first year as principal of such school. Any teacher whose performance is rated as “needs improvement” or “unsatisfactory” shall be evaluated at least three times during the school year following the receipt of such rating, with at least two being formal.

**7.2 Information**

On or before the first day of student attendance, the building principal or immediate supervisor shall acquaint each teacher being evaluated that school year with the evaluation procedures and evaluation form to be used. No formal evaluation may take place until such orientation has been completed.

**7.3 Procedure**

The administrator shall evaluate each teacher in writing, using an evaluation instrument established by the District, in cooperation with the Association, and in accordance with Article 24A of The School Code of Illinois. Teachers will not be evaluated the day before an extended break or within the first and last two weeks of student attendance.

**7.4 Conference**

The evaluator shall have a post-observation conference with the teacher within ten (10) school days following the in-class, formal observation to discuss the evaluation. A conference is not required after an informal evaluation; however teachers may request a conference with the evaluator following such evaluation.

**7.5 Personnel File**

The teacher shall have the right to submit a written explanation or other written statements regarding any evaluation for inclusion in his/her personnel file.

**7.6 Administrative Rights**

Nothing contained herein shall limit the right of the Administration to evaluate a teacher's performance of assigned duties during the regular school day.

**7.7 Teacher Evaluation Rights**

The evaluation instrument shall be uniform throughout the district.

**7.8 Remediation**

In the case of the contemplated dismissal of a tenured teacher for incompetence, the Board and Association shall cooperate in establishing the criteria for such remediation in compliance with the I.S.B.E. and 24A of The School Code of Illinois. Such cooperation and compliance shall not be subject to the grievance procedure.

**7.9 Extra Duty Personnel**

- 7.9.1 All extra duty personnel will be annually evaluated with a job specific evaluation instrument. Parties agree that, in this section, only the procedure as stated is grievable.
- 7.9.2 An evaluation instrument shall be devised, with input from the Association, but this input shall be advisory only, and not subject to the grievance procedure.
- 7.9.3 If there is a complaint to the administration or by the administration concerning a sponsor/coach, the administration shall inform the sponsor/coach of the complaint within five (5) school days after the verification of said complaint. Failure to notify the sponsor/coach of a complaint during this time period will bar the complaint from appearing as part of any evaluation of the sponsor/coach.
- 7.9.4 Should the employee, administrator, or complainant believe that the allegations in the complaint warrant a meeting; the administrator will attempt to schedule a meeting between the employee, the complainant, and the administrator.

**7.10 Evaluation Instrument Review Procedures – Teachers**

Beginning during the 2018-19 school term, and every five (5) years or as law requires, the teacher evaluation instrument shall be reviewed by the “PERA Joint Committee” formed within the framework provided by Article 24A of The School Code of Illinois. Any changes agreed upon by the committee shall be recommended to the board of education for policy.

**ARTICLE VIII  
EVALUATION PROCEDURES  
EDUCATIONAL SUPPORT PERSONNEL**

**8.1 Number of Evaluations**

Each non-certified employee shall be evaluated no less than one (1) time every other year if work performance warrants. All employees will receive a copy of their job description on or before their first day of employment.

**8.2 Procedure**

The administrator shall evaluate each ESP in writing, using an evaluation instrument designed by the Administration with input from the Association. Such input shall be advisory only. Each formal evaluation shall include an on site observation of the ESP's performance.

**8.3 Pre-Conference**

The evaluator shall notify the employee ten (10) calendar days prior to the formal evaluation. During the pre-conference, the supervisor will acquaint the employee with the evaluation instrument and procedures that will be used and who will conduct the formal evaluation.

**8.4 Post-Conference**

The evaluator shall have a post-observation conference with the employee within ten (10) workdays following the on site observation. Prior to the post-conference, the employee will be given a copy of the formal evaluation. The evaluator and the employee shall sign the completed evaluation. The employee's signature will note receipt of the form but may not mean agreement with the contents.

**8.5 Informal Observations**

Nothing prevents the evaluator from conducting informal observations at any time without prior notice.

**8.6 Objections**

In the event the employee feels that the evaluation is incomplete or inaccurate, he/she may submit an objection in writing to the district administration offices. The objection shall be attached to the completed evaluation.

**8.7 Evaluation Instrument Review Procedures – Educational Support Personnel**

Beginning during the 2004-2005 school term, and every five (5) years thereafter, the ESP evaluation instrument shall be reviewed by a committee consisting of four (4) ESP's , two (2) principals, the superintendent, and one (1) board member. Any changes agreed upon by the committee shall be recommended to the board of education for policy.

**ARTICLE IX  
COMPENSATION AND FRINGE BENEFITS**

**9.1 Salary Schedule**

Salary schedules shall be set forth in Appendices A and B, which are attached to and incorporated into this Agreement.

9.1.1 ESP Salary Schedule Provisions

A paraprofessional who earns college credit towards qualification for a Teacher Aide Certificate (30 hour requirement) or college credit towards a Teaching Certificate shall not lose any seniority or years of experience on the salary schedule when transferring between different teacher aide salary schedules.

9.1.2 Anniversary Date

July 1 shall be the anniversary date for determining placement on the schedule. ESP's employed prior to December 31 shall be given credit for one full year of employment on the schedule. For example, an ESP employed January 1, 1999 would not advance one step until July 1, 2000.

9.1.3 Lead Custodian

Lead custodians designated by the District Maintenance Director who are employed for the second shift shall receive a stipend of \$.20 per hour. It is noted that such payment is only applicable during the school year. 180 are the maximum number of days applicable to such differential pay in any given fiscal year.

9.1.4 Previous Employees

ESP employees employed in the 1997-98 school year will be placed on the attached schedule in accordance with the memorandum, which places these employees on the schedule.

9.1.5 Summer Bus Drivers and Summer Bus Monitors

The administration, based on the I.E.P., with input from the summer route driver, would determine whether a monitor is needed for a particular summer route.

If a monitor is needed, assignment of a monitor to a route would be made by a system substantially similar to that for the assignment of summer bus drivers; and

The monitor would be paid the hourly rate established in Appendix A for Bus Monitors multiplied by the number of hours worked per day.

Following a ten-calendar day period of notification, a volunteer list of summer drivers and summer monitors will be established. A copy of this list will be forwarded to the Association President prior to the driver summer assignments. From the list, summer drivers will be assigned based on the seniority list. An exception to this would be a driving specialty, which may be needed due to a unique handicapped situation.

9.1.6 Individual Student Route

An individual student route is the pick-up of a student or students at home and delivery at school or the pick-up of a student or students at school and delivery at home because of a student's special need. An individual student route is separate from any other established route. A driver of an individual student route shall be paid at the hourly rate set for BUS DRIVER AM PM

ROUTES in APPENDIX A for each route actually driven. Minimum pay is ½ hour for driving within an elementary attendance center and 1 hour for driving between elementary attendance centers.

## **9.2 Payroll Installments**

Each employee shall be paid as close as possible one/twenty-fourth (1/24th) or one/twentieth (1/20th) of his or her annual salary on the first (1st) and fifteenth (15th) day of each month. If the pay date falls on a weekend, holiday or vacation period, the employee shall receive his or her paycheck on the last working day preceding the weekend, holiday or vacation period. The only exception shall be that the January 1 and July 1 paychecks shall be issued on the first workday following those dates, respectively. Paychecks shall be negotiable on the date they are issued. Such payment (one/twentieth or one/twenty-fourth) shall be at the option of the employee who will give written notice to the Employer thirty (30) days prior to the first paycheck. ESP's will be given a separate sheet which lists all extra pay for extra hours worked, trips, assigned duties outside the regular work day and overtime pay as per the overtime provision of this agreement. The dates of such work will be included.

### **9.2.1 ESP Pay for Work Completed**

Beginning July 1, 2003, new employees shall be paid after, as opposed to before, the completion of work. Individuals whose employment year begins July 1<sup>st</sup> shall not receive a paycheck until July 15<sup>th</sup>. Individuals whose employment year begins August 15<sup>th</sup> of a given year shall not receive a paycheck until September 1<sup>st</sup>. Individuals whose employment year begins September 1<sup>st</sup> shall not receive a paycheck until September 15<sup>th</sup>. However, individuals whose employment begins officially September 1<sup>st</sup>, but whose duties may be called upon to begin before that day, will receive a paycheck on September 1<sup>st</sup>.

## **9.3 Supplemental Jobs**

The supplemental pay schedule shall be set forth in Appendix B that is attached to and incorporated into this Agreement. Supplemental jobs are defined as any assignments that are in addition to the normal work schedule and/or that exceed the normal workday.

## **9.4 Other Supervisory Duties**

If an employee sells or takes tickets at athletic events or serves as a members of athletic bench crews (scorers and timers), the Board shall pay each employee for each evening at the rate specified on the Board Approved Fees and Stipends Schedule. Tournaments are excluded from the required duties and pay scale of Section 9.4.

## **9.5 Insurance – Teachers & Educational Support Professionals**

9.5.1 For the term of this Collective Bargaining Agreement, the Board will pay 91.99% toward the cost of the individual premium of the health insurance plan.

9.5.2 The insurance carrier shall be selected by the Board of Education, with the input of affected employees.

9.5.3 For the term of this Collective Bargaining Agreement, for employees who regularly work at least five (5) or more hours per day and at least thirty-six (36) weeks per school year, the Board shall pay 91.99% toward the cost of the individual premium of the health insurance plan.

9.5.4 All questions regarding eligibility in the District's insurance plan rest with the insurance carrier. The employer will not pay any amount of the insurance premium for employees who have exhausted their accumulated sick leave and sick bank (if granted).

## 9.6 ESP Vacation Days

Twelve (12)-month employees shall receive ten (10) days of vacation after one (1) full year of service to the District. During the first year of employment, vacation shall be earned at a rate of two and one-half (2½) days per quarter worked. For example, if a custodian works two quarters during his/her first year of employment, he/she shall earn five (5) days of vacation.

Vacations shall be scheduled with the immediate supervisor. Requests for vacations must be made in writing to the immediate supervisor. Such vacation is to be taken at the convenience of the employer.

### 9.6.1 Accumulation and Annual Allotment

Vacation time must be used within eighteen (18) months of the date earned. Vacation time shall accrue on the following:

<u>Years employed</u>	<u>Vacation Days</u>
One (1) year through five (5) years	10 days
Six (6) years through ten (10) years	12 days
Eleven (11) years through fifteen (15) years	15 days
After fifteen (15) years	1 day for each year, up to 20 days maximum

## 9.7 ESP Paid Holidays

ESP employees shall earn paid holidays from the following pool: Labor Day, Columbus Day, Thanksgiving Day, Friday following Thanksgiving Day, Christmas Day, New Years Day, Martin Luther King's Jr. Birthday, Lincoln's Birthday (President's Day), Casimir Pulaski Day, Friday before Easter, Monday after Easter, Memorial Day, and Independence Day. The number of paid holidays each employee earns is based on category of position, hours worked per day, and days worked per year. Please see designations below:

<u>Employee Category</u>	<u>Number of Paid Holidays From the Pool</u>
Twelve-month employees	13
Paraprofessionals, nurses, and secretaries that work seven (7) or more hours per day	8
Bus drivers, head cooks, café workers, and all employees working fewer than seven (7) hours per day	4
When Christmas Day and New Year's Day are on:	Holidays are taken:
Sunday	Monday
Monday	Monday
Tuesday	Tuesday plus ½ day Monday
Wednesday	Wednesday plus ½ day Tuesday
Thursday	Thursday plus ½ day Wednesday
Friday	Friday plus ½ day Thursday
Saturday	Friday

The District may waive any of the above holidays at its discretion. In such case, twelve-month employees will be required to work on those days without any additional salary. For each day waived by the District, the twelve-month employee shall be granted an additional vacation day.

If the State Legislature abolishes any of the above holidays, the abolished holiday(s) will be deleted from this Agreement.



## 9.8 **ESP District Longevity**

ESP district longevity is defined as the number of uninterrupted years of service by an employee within the Prairie Central School District. Longevity pay is earned as follows:

13-14 Years: 2%	19-20 Years: 3.5%	25-26 Years: 5.0%	31+ Years: 7.0%
15-16 Years: 2.5%	21-22 Years: 4.0%	27-28 Years : 5.5%	
17-18 Years: 3.0%	23-24 Years: 4.5%	29-30 Years: 6.0	

## 9.9 **Board Paid Shelterability of Insurance Premiums**

According to the authority granted under section 125 of the Internal Revenue Code, employees who elect to shelter premium contributions of the single or family plan of the major medical/health insurance plan of the District may do so by completing the appropriate election form provided by the District.

The employee agrees to follow all rules and regulations of the Internal Revenue Code regarding the sheltering of such contributions. The Board shall not be responsible for the failure of the above plan to meet the writing, enforceability, etc. as determined by the Internal Revenue Code. Should any of the above be declared improper by the Internal Revenue ruling or opinion, that clause or portion thereof shall be deleted from this Agreement to the extent it violates the ruling or opinion.

Any individual financial liability because of an adverse ruling by the Internal Revenue Service shall be borne by the individual teacher. The Board will pay only the monthly premium for each employee participating in the plan. The Board will pay no start-up fee or administrative fee of any kind as an added cost after an agreement has been reached.

## 9.10 **Graduate Hour Credit**

Teachers who earn graduate hour credit will be advanced on the salary schedule provided the following requirements have been met:

- 9.10.1 The teacher shall present a request for course subject approval to the Superintendent in advance.
- 9.10.2 The Superintendent accepts or rejects the course based on its pertinence to the area of Education or as the course related to subject(s) taught. \*Courses eligible for advancement include those taken toward an accepted Master's Degree or additional licensure in the areas of Reading, Curriculum and Instruction, Content-Area (Mathematics, Biology, etc), ESL, or Special Education. Master's Degree programs must be approved in advance by the Superintendent. Teachers will be asked to submit an individual plan of study or sequence of coursework required for the degree, as well as an informational document describing how the degree or coursework will be used in the classroom. Teachers may also be asked for additional documentation to demonstrate rigor of courses and/or programs. Not all courses in a degree program will necessarily be eligible. Courses MUST apply directly to the teaching assignment of the employee.

\*At-large classes may be accepted for reimbursement if they are in an area of high need for the District. Areas of high need will be designated each year by the Director of Curriculum, Instruction and Technology by February 1 for the next school year. Some examples of high need may be poverty, growth mindset, differentiated instruction, assessment, and personalized learning.

- 9.10.3 Once advance approval for the course is given and the course is taken, the following conditions must be met prior to the teacher receiving the appropriate salary schedule placement:
  - I. All hours must be earned at an accredited university.

2. A copy of a grade card or a transcript from that university demonstrating the teacher earned a grade of “B” or better must be on file in the District’s Administrative Office prior to the beginning of the appropriate school year.
- 9.10.4 Teachers shall advance to the appropriate earned step on the salary schedule at the beginning of the academic year.
  - 9.10.5 No more than a total of six - (6) semester hours credit will be granted to any teacher for successful completion of all courses taken by viewing video tape(s).
  - 9.10.6 Teachers will be allowed to take up to fifteen (15) hours of on-line graduate level courses to be applied toward master’s degree programs. The Superintendent shall have the discretion to approve additional on-line course hours applicable to master’s degree programs. Those with master’s degrees may not be limited in on-line course hours, each course subject to the approval of the Superintendent.

## 9.11 **Retirement/Severance Benefits**

### 9.11.1 ESPs

An ESP who has completed a minimum of twenty (20) years of full-time employment with the District and is eligible to retire under IMRF, shall be eligible for a salary increase of six percent (6%) of his/her final year’s salary, provided that written notification of retirement is submitted to the Board of Education prior to February 15<sup>th</sup> of the year of retirement.

In addition, an eligible ESP retiree shall receive a severance payment due and payable thirty-one (31), but not more than sixty (60) days after receipt of his/her final regular paycheck or last day of work, whichever is later. This payment shall not be reported as creditable earnings to IMRF. The severance payment shall be calculated on an individual basis at the time of the ESP’s retirement. The severance payment will be equal to fifteen percent (15%) of the total IMRF creditable earnings one (1) year prior to the year of retirement minus the ESP’s total IMRF creditable earnings in the final year of employment.

#### **Example**

The ESP’s prior year IMRF creditable earnings are \$25,000. The ESP’s final year IMRF creditable earnings will be \$26,500 ( $\$25,000 \times 1.06 = \$26,500$ ). A fifteen percent (15%) increase of the prior year’s IMRF creditable earnings will result in creditable earnings of \$28,750 ( $\$25,000 \times 1.15 = \$28,750$ ). The severance payment is, therefore, the difference between \$28,750 and \$26,500, which is \$2,250.

### 9.11.2 The Board:

1. Shall retain the right to limit the number of those full-time employees granted an incentive bonus to six (6) ESP’s in number per year, provided they have met the requirements above.
2. Shall determine the order of participation among applicants in early-out retirement.  
  
In the event that more employees than designated in Article 9.11.2 (1) apply for the early retirement incentive, the most senior employees as determined by Article V shall be provided the early retirement incentive.
3. Shall notify employees who have applied for early retirement under this section by May 1 if the request is granted.
4. May, notwithstanding the deadline for retirement notification, and at its sole discretion, grant approval of a request for a retirement incentive plan submitted after the

established deadline. The decision to approve or deny requests under this provision shall be final and not subject to the grievance procedure.

9.11.3 If, during the term of this contract, any law is enacted or not re-enacted that results in a greater cost to the District for an employee to retire (including cost imposed by legislatively enacted or not re-enacted early retirement program) than the cost in effect as of the date this contract is entered into, the parties shall meet within thirty (30) days of the enactment of such law to negotiate a new retirement incentive provision. Any employee affected by the change in law shall be eligible for early retirement under the subsequent retirement incentive plan agreed to following such negotiations.

9.11.4 The retirement incentive (Article 9.11) is considered null and void at the termination of the current Collective Bargaining Agreement term. A long-term (multi-year) retirement commitment entered into prior to the termination of the current Collective Bargaining Agreement, the execution of which is to occur after the termination of the current Collective Bargaining Agreement, shall be honored.

#### **9.12 Mileage**

If the administration requires an employee to use his/her privately owned automobile for job related travel it shall be reimbursed. The Superintendent shall establish a list at the beginning of each school year, which will determine those individuals who will be required to use their automobiles. A copy of this list will be forwarded to the Association President. The rate of reimbursement shall be:

For the term of this Collective Bargaining Agreement: Current IRS Rate

#### **9.13 Reimbursement for Education**

The Board shall reimburse teachers for eligible\* graduate level college coursework in an amount equivalent to that of tuition. The established rate shall be no greater than \$285 per credit hour for pre-master's hours and no greater than \$225 per credit hour for post-master's hours for the duration of this contract. The maximum amount the district will pay per teacher during the teacher's employment at Prairie Central C.U.S.D #8 shall be \$7,200.

Teachers must submit a request for reimbursement in writing prior to taking any course to the Superintendent. A request for course approval must be submitted thirty (30) days prior to the start of the approved program. The Superintendent's decision to accept or reject the course shall be final.

A copy of the grade card or transcript from the university demonstrating the teacher earned a grade of "B" or better must be on file in the District's Administrative Office. Approved reimbursement shall occur, after the fact, through the District's regular bill payment schedule. If all necessary verifications are received by the first (1<sup>st</sup>) day of the month, the payment for approved tuition expenses shall be received within sixty (60) calendar days after being submitted.

\*Refer to 9.10.2 for eligible courses/programs.

#### **9.14 M+40, M**

A teacher who achieves the M + 40 column on the salary schedule after September 1, 2004 may, from time-to-time, be required to make presentations on topics in his/her area of expertise at institutes or workshops, or to otherwise share information in a formal or informal setting that may be beneficial to other staff members. In addition, a teacher who achieves the M column on the salary schedule after July 1, 2018 may, from time-to-time, be required to make presentations as described above.

#### **9.15 Hiring Bonus**

If the Board is unable to fill a vacant position with a suitable candidate after posting a vacancy notice as required in Section 5.8 for no less than two (2) weeks, the Board may, in its discretion, pay a one-time hiring bonus of up to five thousand dollars (\$5000.00) to assist in employing a qualified applicant. The time requirement may be waived for “emergency” situations, and when a position becomes available after the last student attendance day of the year. The Board shall notify the Association whenever it deems it necessary to implement this provision.

Teachers accepting a hiring bonus will be required to commit to teaching in the Prairie Central District for a minimum of three (3) years. If the teacher chooses to leave before three (3) years, the hiring bonus must be paid back to the District in full. In the event the teacher is asked to resign before the three (3) year period, the teacher will not be required to return the bonus pay.

#### **9.16 Granting Experience to New Hires**

Partial credit may be given for teaching experience outside of Prairie Central CUSD #8 for new hires. A maximum of twelve (12) years of experience may be disregarded for a new employee, with the opportunity for that employee to earn two years of experience for every year they are employed by the District until they reach their appropriate years of experience.

## **ARTICLE X GRIEVANCE**

### **10.1 Definitions**

- 10.1.1 A grievance is a claim by the Association, an employee, or group of employees involving an alleged violation, misinterpretation, or misapplication of the terms of this agreement.
- 10.1.2 All time limits shall consist of school days, except that when a grievance is submitted less than ten (10) days before the close of the current school term, time limits shall consist of all weekdays.
- 10.1.3 Nothing contained herein shall be construed as to limit the right of any employee having a grievance to discuss the matter informally with his/her supervisor and having the grievance adjusted, provided the adjustment is not inconsistent with the terms of the agreement.

### **10.2 Procedure**

The parties agree that, before a grievance is filed, an employee and the immediately-involved supervisor shall attempt to resolve problems through free and informal communications. If, however, such informal processes fail to satisfy the employee, a grievance may be processed as follows:

- 10.2.1 Step One - Unless the grievance is of a continuing nature, the grievant or Association shall present the grievance in writing within ten (10) days of the occurrence of the event giving rise to the grievance or within ten (10) days of the knowledge thereof, specifying the article and clause alleged to have been violated and stating the remedy sought, to the supervisor immediately involved. In the case of a continuing grievance, the arbitrator shall be restricted in his/her decision to no more than six (6) months of retroactive award. The supervisor shall arrange for a meeting to take place within ten (10) days of his/her receipt of the written grievance. The supervisor shall provide a written response to the grievance within ten (10) days after the meeting.
- 10.2.2 Step Two - If the grievance is not resolved at Step One, the aggrieved or Association may refer the grievance to the Superintendent or official designee within the (10) days after the receipt of the Step One answer. The Superintendent shall arrange for a meeting to take place within ten (10) days of his receipt of the appeal. Within ten (10) days of the meeting, the grievant shall be provided with the Superintendent's written response.
- 10.2.3 Step Three - If the Association is not satisfied with the disposition of the grievance at Step Two or the time limits expire without the issuance of the Superintendent's written reply, the Association may submit the grievance to final and binding arbitration under the Voluntary Labor Arbitration Rules of the American Arbitration Association, which shall act as the administrator of the proceedings.

If a demand for arbitration is not filed within thirty (30) days of the date for the Step Two answer, then the grievance shall be deemed withdrawn. If both parties agree, the Expedited Arbitrator Rules of the American Arbitration Association shall be used. If either party disagrees to use the Expedited Arbitration Rules, the grievance shall be processed using the Voluntary Labor Arbitration Rules.

- 1. The arbitrator, in his 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 issues presented to him in writing by the School Board and the Association, and his decision must be based only upon his interpretation of the meaning or application of the express relevant language of the Agreement.
- 2. Each party shall bear the full costs for its representation in the grievance procedure.

3. If either party requests a transcript of the proceedings, that party shall bear full costs for that transcript. If both parties order a transcript, the costs of the two transcripts shall be divided equally between the Board and the Association.
4. Each party shall share equally the cost of the arbitrator and the AAA.

### **10.3 Time Limits**

Failure of an employee or Association to act on any grievance within the prescribed time limits will bar any further appeal. An administrator's failure to give a decision within the time limits shall permit the grievant to proceed to the next step. Time limits shall be extended by mutual consent.

### **10.4 No Interruption**

Any investigation, handling, or processing of any grievance by the grievant shall be conducted so that instructional programs and related work activities of the grievant or the teaching staff are not interrupted.

### **10.5 By-Pass**

Step One of the grievance procedure may be bypassed and the grievance brought directly to Step Two if mutually agreed upon by the employee and the Superintendent.

### **10.6 Class Grievances**

The Association at Step Two may initially file class grievances involving one or more employees or one or more supervisors and grievances involving an administrator above the building level.

### **10.7 Right of Representation**

The Board acknowledges the right of the employee to have an Association representative present, if the grievant requests one, at steps 2 and 3. No employee shall be required to discuss any grievance if the Association representative is not present, if one is requested.

### **10.8 No Reprisals**

No reprisals shall be taken by the Board or the Administration against an employee because of their participation in a grievance.

### **10.9 Release from Assignments**

With the Superintendent's approval, the grievant may be released from his/her regular assignment without loss of pay or benefits to attend the meetings specified in Section 8.2 of steps A, B, C. In addition, the Association designee shall be released from his/her regular assignment, but the Association shall reimburse the District for the cost of the substitute if one is hired.

### **10.10 Filing of Records**

All records related to a grievance shall be filed separately from the personnel files of the employees.

### **10.11 Grievance Withdrawal**

A grievance may be withdrawn at any level without establishing precedent.

### **10.12 Postponement**

If only one party requests the postponement of an arbitration hearing, that party shall bear the cost of the Arbitrator's cancellation fee.

**ARTICLE XII  
LEAVES**

**11.1 Paid Leaves**

**11.1.1 Sick Leave**

Regular employed teachers and non-certified staff shall be entitled to sick leave according to the following schedule:

Bus drivers with both AM & PM routes and employees who work:

	<u>3 ¾ hours or more</u>	<u>Specialized part-time</u>
Certified and school-year ESPs	twelve (12) days	five (5) days
Extended year ESPs	thirteen (13) days	five (5) days
Twelve-month employees	fourteen (14) days	five (5) days

Unused sick leave shall accumulate to a maximum of 380 days, including the leave of the current year.

1. Sick leave shall be interpreted to mean personal illness, quarantine at home, or serious illness, or death in the immediate family or household.
2. For the purpose of sick leave, "immediate family" shall include parents, spouse, domestic partner, mother (step-mother, mother-in-law), father (step-father, father-in-law), daughter (step-daughter, daughter-in-law), son (step-son, son-in-law), grandmother, grandfather, granddaughter, grandson, sister (step-sister, sister-in-law), brother (step-brother, brother-in-law), niece, nephew, aunt, uncle, anyone of whom the employee is a legal guardian, and any person living in the household of the bargaining unit member.
3. A maximum of two days of sick leave may be used to attend the funeral of loved ones not included in 11.1.1.2.
4. The Board may require a physician's certificate as a basis of pay after an absence of three (3) consecutive days for personal or family illness, or as it may deem necessary. The Board may also require a physician's certificate as a basis of pay after absences totaling to eight (8) aggregate (non-consecutive) days for personal or family illness during a school year.
5. Prior to the issuance of the first paycheck, the Superintendent or his/her designee shall issue to each employee a statement of the employee's accumulated sick leave.

**11.1.2 Personal Leave – Employees**

Each non-certified employee who regularly works at least five (5) hours or more per day and all full-time teachers shall be entitled to two (2) personal leave days per year subject to the following restrictions:

1. The employee shall notify the principal or immediate supervisor prior to taking personal leave; subject to approval by the administration and the availability of substitutes. No reason shall be given. The employee will notify the principal or immediate supervisor five (5) working days in advance of taking the personal leave so a qualified substitute may be found.
2. No days may be used on institute days. No days may be used during the first five (5) days or the last five (5) days of student attendance. Employees may use personal leave during this time for the funeral of a non-immediate family member, military events,

graduation events, college move-in/move-out/orientation, or a wedding of an immediate family member. Employees may request personal leave days beyond the parameters described above during the aforementioned period at the discretion of the Superintendent.

3. Such personal leave may not be used in increments of less than one-half (1/2) day at a time.
4. Personal leave days shall be granted to no more than fourteen (14) employees on any given day. Additional employees may be granted leave at the discretion of the superintendent. If personal days are used immediately before or after a holiday or vacation period, the fourteen (14)-employee maximum on such days shall be expanded to sixteen (16), but be stratified by building/work area as follows (unused allotment is not transferable to another building or area):

Prairie Central High School	4
Prairie Central Elementary School	3
Prairie Central Junior High School	2
Prairie Central Upper Elementary School	2
Prairie Central Primary West Elementary School	2
Prairie Central Primary East Elementary School	1
Non-Building-Affiliated (Bus Drivers & Monitors, Computer Technicians, Maintenance Assistant)	2
	16

5. Employees may accumulate a maximum of four (4) personal days.
6. A maximum of four (4) unused personal days at the end of a school year may be added to accumulated sick leave at a ratio of two (2) sick leave days for each unused personal day for ESP employees.

A maximum of four (4) unused personal days at the end of a school year may be added to accumulated sick leave at a ratio of one (1) sick leave day for each unused personal day for teachers.

### 11.1.3 Personal Leave Reimbursement

An employee may be reimbursed for one (1) unused personal leave day per year, provided the day has not been converted to accumulated sick time. The rates of reimbursement are as follows:

Full-time certified staff	\$90.00
Full-time non certified staff	\$45.00 or 75% of daily rate, whichever is less

The employee shall notify the Superintendent by the last day of school whether he/she wishes reimbursement or conversion to accumulated sick leave.

### 11.1.4 Professional Leave

Each teacher may use two (2) professional days per year to attend a workshop, conference, or professional meeting in the teacher's field. Written request must be given to the building principal at last five (5) days prior to the scheduled workshop. The District shall reimburse the teacher for any fees for attending the workshop and mileage at the current district rate to and from the workshop. If the meeting requires an overnight stay, the District will reimburse the teacher for lodging, not to exceed the state reimbursement rate. The Board shall reimburse the teacher for meals at a rate of: \$7.00 for breakfast, \$9.00 for lunch, \$11.00 for dinner. In the case of more than one teacher attending the workshop, the District shall be responsible for mileage



costs of one automobile. The following conditions are established for the granting of professional leave:

1. The granting of requests for professional leave is at the discretion of the building administrator and superintendent and shall be driven by:
  - a. The District's or building's school improvement process.
  - b. The specific needs of the staff member.
2. The District agrees to provide substitute teachers for approved professional days.
3. Fees, mileage, lodging, and meals incurred by a teacher as a result of an approved conference/ workshop are reimbursable by the District at a rate of \$200 per staff member per school year, vouchered only according to the District's available resources. Each building shall, each year, be assigned a line-item for purposes of teacher workshops, conferences, or professional meetings. The item shall be divided equally among the building's professional staff (taking into consideration traveling and special teachers). Each teacher may then put the allotted amount toward approved workshops, conferences, or professional meetings.
4. The use of grant monies for a teacher's attendance at workshops, conferences, or professional meetings is exempt from the provisions of this article.
5. Teachers may be reasonably asked to share information from workshops, conferences, or professional meetings with colleagues (in a medium decided by the administrator and teacher).
6. Only one (1) representative from a building may attend the same conference. Additional teachers may attend the same conference at administrative discretion.

Unless stated differently in this Agreement, a teacher or ESP required by the administration to attend a workshop, conference, or professional meeting directly related to his/her current assignment will be reimbursed in full for fees, mileage, lodging, or meal expenses incurred, and not charged with a professional day.

Attendance at coaching workshops, clinics, conferences, and meetings is incorporated into the Article. No employee may use, at his/her request, more than two (2) total professional days. As per item 3 above, each athletic department shall, each year, be assigned a line-item for purposes of coaching workshops, clinics, conferences, and meetings. The item shall be divided equally among the coaches in each department. Each coach may then put the allotted amount toward approved workshops, conferences, or professional meetings.

## **11.2 Unpaid Leaves - Teachers and ESPs**

### **11.2.1 Leaves of absence**

1. Leaves of absence without pay may be granted to tenured teachers and permanent ESPs (non-probationary) who desire to return to employment in a similar capacity at a time mutually consistent with the needs of the district as determined by the Board.
2. Each approved leave of absence shall be of the shortest possible duration required to meet the purpose for the leave consistent with a reasonable continuity of instruction for students or building operation. A leave of absence is defined as six (6) or more consecutive working days, but not to exceed one (1) calendar year. Leaves of absence may be granted according to the following conditions:
  - a. Written requests for leaves of absence without pay should be made at least ninety (90) days before the leave is desired, subject to approval by the Board.

The Board may waive the ninety (90) days parameter.

- b. Dates of departure and return must be acceptable to the Administration and determined prior to initiating the request.
- c. Leaves of less than one month, if acceptable and approved by the Superintendent, will not require Board approval or the three (3) month's notice.
- d. Employees will not advance on the salary/wage schedule while on any approved leave of absence without pay unless working at least ninety (90) days in any given school year in which the leave is effective.
- e. The employee shall inform the Superintendent of his/her intent to return to a similar position for the following school year not later than February 1.
- f. A teacher on leave of absence without pay shall not lose tenure. An unpaid leave of absence shall not count when determining District seniority or District longevity.
- g. Employees on such leave may continue insurance benefits subject to the insurance carrier and if they reimburse the District the costs of the insurance premium at least ten (10) days prior to the insurance due date.
- h. Employees will retain all accumulated sick and personal leave, and earned vacation time.

11.2.2. Dock days. Tenured teachers and permanent ESPs (non-probationary) may request individual days without pay. Such requests shall be in writing and given to the building principal/supervisor at least forty-eight (48) hours prior to the day of absence. In no case will more than ten (10) dock days be granted an individual employee per work year. The use of more than ten (10) dock days in a work year may be grounds for dismissal. The ten (10) day restriction may be waived at the discretion of the Superintendent. Pay shall be docked at the rate of the regular hourly pay rate/daily rate.

### **11.3 Association Leave**

In the event that the Association desires to send representatives to local, state, or national conferences, these representatives shall be excused without loss of salary provided the Association reimburses the District the cost of the substitutes and the Association submits a written request at least ten (10) days prior to the intended leave. The Association is restricted to nine (9) total days of Association leave per school year.

### **11.4 Family and Medical Leave**

#### **11.4.1 Eligibility**

- 1. All employees covered by the terms of this Agreement who have worked at least 1250 hours during the 12 months preceding the start of the leave and who have been employed by the Board for at least 12 calendar months as of the date of their application for the leave shall be eligible for Family and Medical Leave in accordance with the provisions agreed to and set forth in this Agreement.
- 2. Nothing in this Agreement shall be construed to deny an employee eligibility for other leaves or benefits provided by the terms of this Agreement or provided by state or federal statutes or administrative rules and regulations.

#### 11.4.2 Availability

Family and Medical Leave shall be limited to a total of 12 weeks in a school year and shall be available to an employee for the following purposes:

1. Birth and care of a child for the first year following birth;
2. Adoption or placement of foster children in the employee's home;
3. The employee's own serious medical condition;
4. The serious medical condition of an employee's spouse, child, or parent; and
5. Any other purpose allowed by the Family and Medical Leave Act (FMLA).

#### 11.4.3 Usage

1. If an employee is entitled to paid leave, the employee may take the paid leave during the term of the family medical leave; however the combination of paid leave and family medical leave shall be limited to 12 weeks as per the FMLA. Reduced, altered, or intermittent work schedules may be accommodated as provided in the Act; an employee shall substantiate, upon request, reasons why leave is necessary and treatment schedule, if applicable. The limitations placed on length of leave by this section shall not in any way affect the length of other leaves which may be available.
2. Spouses who are employed by the District are entitled to a combined total of 12 weeks of leave for the reasons stated in 11.4.2 above and subject to all of the limitations of this section.

#### 11.4.4 Notification and Certification Procedure

1. When the need for leave is foreseeable, such as the birth or adoption of a child, or planned medical treatment, the employee shall provide reasonable prior notice not less than 30 calendar days prior to the leave.
2. An employee shall substantiate his/her eligibility for leave; the choice of when to utilize the leave shall be at the employee's discretion.
3. For leave taken because of the employee's or a covered individual's serious health condition, the Board may require the employee to have the appropriate health care provider provide certification.
4. The employee shall have at least 15 calendar days to respond.
5. If the Board has reasonable cause to doubt the validity of a medical certification, it may require the employee to obtain a second opinion from an independent health care provider at the Board's expense. If the opinions differ, the Board may require the employee to obtain certification from a third health care provider, at the Board's expense.

#### 11.4.5 Disclosure of Medical Information

All medical information pertaining to an employee or to a covered individual shall be considered confidential and shall not be released to any third party without the employee's or the covered individual's prior written authorization.

#### 11.4.6 Benefits

1. The Family and Medical Leave is an unpaid leave. Nothing herein prohibits an employee from using accumulated sick leave during the Family and Medical Leave.
2. For purpose of this Family and Medical Leave only, an employee on an unpaid portion of a family or medical leave of absence shall continue to receive group insurance benefits for up to a total of 12 weeks.
3. Benefits other than the group health insurance coverage (e.g., sick leave, personal leave, seniority) shall not continue to accrue during Family and Medical Leave. No employee who takes a leave under this provision will lose any employment benefit that accrued before the date the leave began, and such leave shall be considered continued service for participation in the appropriate retirement system.

#### 11.5 Jury Service and Other Related Appearances Leaves

There shall be no loss in salary because of jury duty or because an employee pursuant to subpoena issued by the clerk of a court and served on such employee, attends as a witness upon trial or to have his/her deposition taken in any school related matter pending in court, except that the board may make a deduction equal to the amount received for such jury duty or for per diem fees which the employee is entitled to receive for complying with such subpoena.

**ARTICLE XII  
SICK BANK  
TEACHERS**

**12.1 Conditions**

Any tenured teacher currently employed in the District shall be entitled to draw from the bank provided the teacher has contributed, upon request, at least one (1) day of his/her accumulated sick leave to the Bank and all the following conditions are met by the teacher:

- 12.1.1 The teacher must make written application to the sick bank governing committee in order to utilize the sick bank.
- 12.1.2 Eligibility will not be reviewed by the governing committee until the teacher has exhausted all of his/her sick leave and personal leave days.
- 12.1.3 The teacher must produce a physician's statement of proof that he/she is ill. The physician's statement must state the specific illness of the teacher and The approximate length of recovery time.

**12.2 Sick Bank Governing Committee**

Utilization of the sick leave bank will be subject to approval of the sick bank governing committee. Said committee shall consist of the Association President and one building representative and two (2) representatives of the Board/Administration.

**12.3 Maximum Benefit**

The maximum number of days any teacher may draw from the Bank is a total of eighty (80) days during the teachers' employment in the Prairie Central C.U.S.D. #8.

**12.4 Worker's Compensation**

Absences due to injury incurred in the course of the teachers' workday while assigned teaching duties shall be treated as sick leave. However, once the teacher has exhausted all of his sick and personal leave days the teacher may apply for the sick bank benefit. If the governing committee so approves the Bank will supplement the difference between the gross salary of the teacher and the money received by the teacher from Worker's Compensation. In no case shall the teacher receive more than one hundred per cent (100%) of his/her gross salary for a total as stated above.

**12.5 Depletion of Sick Bank**

After all sick days contributed by the teachers' are depleted, teachers will be asked to contribute an additional day of accumulated sick leave to the bank.

**12.6 Access to Grievance Procedure**

The parties agree that Article 12, Sick Bank is not subject to the grievance procedure.

**12.7 Annual Notification**

The Superintendent will, within ten (10) school days of the beginning of each school year, notify all nonparticipating eligible staff of the Sick Bank, and the opportunity to participate. Eligible staff must sign up for participation within ten (10) school days after notification by the Superintendent.

**ARTICLE XIII  
SICK LEAVE BANK  
EDUCATIONAL SUPPORT PROFESSIONALS**

**13.1 Conditions**

Any ESP employee currently employed in the District for at least four (4) or more years shall be entitled to draw from the bank provided the ESP has contributed, upon request, at least one (1) day of his/her accumulated sick leave to the Bank and all the following conditions are met by the ESP:

- 13.1.1 The ESP must make written application to the sick bank governing committee in order to utilize the sick bank.
- 13.1.2 Eligibility will not be reviewed by the governing committee until the ESP has exhausted all of his/her sick leave and personal leave days.
- 13.1.3 The ESP must produce a physician's statement of proof that he/she is ill. The physician's statement must state the specific illness of the ESP and the approximate length of recovery time.

**13.2 Sick Bank Governing Committee**

Utilization of the sick leave bank will be subject to approval of the sick bank governing committee. Said committee shall consist of the Association President and one building representative and two (2) representatives of the Board/Administration.

**13.3 Maximum Benefit**

The maximum number of days any ESP may draw from the Bank is a total of eighty (80) days during the ESP's employment in the Prairie Central C.U.S.D. #8.

**13.4 Worker's Compensation**

Absences due to injury incurred in the course of the ESP's work shall be treated as sick leave. However, once the ESP has exhausted all of his sick and personal leave days the ESP may apply for the sick bank benefit. If the governing committee so approves the Bank will supplement the difference between the gross salary of the ESP and the money received by the ESP from Worker's Compensation. In no case shall the ESP receive more than one hundred per cent (100%) of his/her gross salary for a total as stated above.

**13.5 Depletion of Sick Bank**

After all sick days contributed by the ESP's' are depleted, ESP's will be asked to contribute an additional day of accumulated sick leave to the bank.

**13.6 Access to Grievance Procedure**

The parties agree that Article 13, Sick Bank is not subject to the grievance procedure.

**13.7 Annual Notification**

The Superintendent will, within ten (10) school days of the beginning of each school year, notify all nonparticipating eligible staff of the Sick Bank, and the opportunity to participate. Eligible staff must sign up for participation within ten (10) school days after notification by the Superintendent.

**ARTICLE XIV  
EFFECT OF AGREEMENT**

**14.1 Complete Understanding**

The terms and conditions set forth in this agreement represent the full and complete understanding between the parties (the Board of Education and the Association). The terms and conditions may be modified only through the written mutual consent of the parties.

**14.2 One Document**

When the Board and the Association reach tentative agreement on all items being negotiated, the same will be reduced to one document and shall be presented to the membership of the Association for ratification and to the full Board for official approval.

**14.3 Individual Contracts**

The terms and conditions of this agreement shall be reflected in individual contracts or employment agreements.

**14.4 Savings Clause**

Should a court of competent jurisdiction declare any article, section, or clause of this agreement illegal, then that article, section, or clause shall be deleted from this agreement to the extent that it violates the law. The remaining articles, sections, and clauses shall remain in full force and effect.

**14.5 Term of Agreement**

Following ratification of this Agreement by the members of the Association and final approval by the Board, it shall be effective on the 1st day of the 2018-19 school year and until the last day of the 2020-21 school year (three (3) years).

This agreement is signed this 19<sup>th</sup> day of July, 2018.

In Witness thereof:

For Prairie Central Unit #8  
Education Association/IEA-NEA

For the Prairie Central Unit #8  
Board of Education

\_\_\_\_\_  
**President  
Nicole Joiner**

\_\_\_\_\_  
**President  
Mark Slagel**

\_\_\_\_\_  
**Co-Chief Negotiator-Brad Kilcullen**

\_\_\_\_\_  
**Chief Negotiator-Timothy McGreal**

\_\_\_\_\_  
**Co-Chief Negotiator-Rhonda McClellan**

\_\_\_\_\_  
**Negotiator-Corey Steffen**

\_\_\_\_\_  
**Negotiator-Dawn Steidinger**

\_\_\_\_\_  
**Negotiator-Ann Steidinger**

\_\_\_\_\_  
**Negotiator-Kay Shols**

\_\_\_\_\_  
**Negotiator-Ted Bachtold**

\_\_\_\_\_  
**Negotiator- Angela Kratochvil**

\_\_\_\_\_  
**Negotiator-Brian Plenert**

\_\_\_\_\_  
**Negotiator-John Wilken**



**Appendix A**

**Teacher Salary Schedule, 2018-19**

Base Year	Interval = All B \$1,317			Interval = M+0, Year 0 to M+40, Year 11 \$1,450			Interval = M+0, Year 7 to M+40, Year 19 \$1,500			
	B	B+8	B+16	B+24	M	M+8	M+16	M+24	M+32	M+40
0	37,439	38,756	40,073	41,390	42,840	44,290	45,740	47,190	48,640	50,090
1	38,756	40,073	41,390	42,707	44,157	45,607	47,057	48,507	49,957	51,407
2	40,073	41,390	42,707	44,024	45,474	46,924	48,374	49,824	51,274	52,724
3	41,390	42,707	44,024	45,341	46,791	48,241	49,691	51,141	52,591	54,041
4	42,707	44,024	45,341	46,658	48,108	49,558	51,008	52,458	53,908	55,358
5	44,024	45,341	46,658	47,975	49,425	50,875	52,325	53,775	55,225	56,675
6	45,341	46,658	47,975	49,292	50,742	52,192	53,642	55,092	56,542	57,992
7	46,658	47,975	49,292	50,609	52,109	53,559	55,009	56,459	57,909	59,359
8	47,975	49,292	50,609	51,926	53,426	54,926	56,376	57,826	59,276	60,726
9	49,292	50,609	51,926	53,243	54,743	56,243	57,743	59,193	60,643	62,093
10	50,609	51,926	53,243	54,560	56,060	57,560	59,060	60,560	62,010	63,460
11		53,243	54,560	55,877	57,377	58,877	60,377	61,877	63,377	64,827
12			55,877	57,194	58,694	60,194	61,694	63,194	64,694	66,194
13				58,511	60,194	61,694	63,194	64,694	66,194	67,694
14					61,694	63,194	64,694	66,194	67,694	69,194
15					63,194	64,694	66,194	67,694	69,194	70,694
16						66,194	67,694	69,194	70,694	72,194
17							69,194	70,694	72,194	73,694
18								72,194	73,694	75,194
19									75,194	76,694
20										78,194

**Teacher Salary Schedule, 2019-20**

Base Year	Interval = All B \$1,317			Interval = M+0, Year 0 to M+40, Year 11 \$1,450			Interval = M+0, Year 7 to M+40, Year 19 \$1,500			
	B	B+8	B+16	B+24	M	M+8	M+16	M+24	M+32	M+40
0	37,439	38,756	40,073	41,390	42,840	44,290	45,740	47,190	48,640	50,090
1	38,756	40,073	41,390	42,707	44,157	45,607	47,057	48,507	49,957	51,407
2	40,073	41,390	42,707	44,024	45,474	46,924	48,374	49,824	51,274	52,724
3	41,390	42,707	44,024	45,341	46,791	48,241	49,691	51,141	52,591	54,041
4	42,707	44,024	45,341	46,658	48,108	49,558	51,008	52,458	53,908	55,358
5	44,024	45,341	46,658	47,975	49,425	50,875	52,325	53,775	55,225	56,675
6	45,341	46,658	47,975	49,292	50,742	52,192	53,642	55,092	56,542	57,992
7	46,658	47,975	49,292	50,609	52,109	53,559	55,009	56,459	57,909	59,359
8	47,975	49,292	50,609	51,926	53,426	54,926	56,376	57,826	59,276	60,726
9	49,292	50,609	51,926	53,243	54,743	56,243	57,743	59,193	60,643	62,093
10	50,609	51,926	53,243	54,560	56,060	57,560	59,060	60,560	62,010	63,460
11		53,243	54,560	55,877	57,377	58,877	60,377	61,877	63,377	64,827
12			55,877	57,194	58,694	60,194	61,694	63,194	64,694	66,194
13				58,511	60,194	61,694	63,194	64,694	66,194	67,694
14					61,694	63,194	64,694	66,194	67,694	69,194
15					63,194	64,694	66,194	67,694	69,194	70,694
16					64,694	66,194	67,694	69,194	70,694	72,194
17						67,694	69,194	70,694	72,194	73,694
18							70,694	72,194	73,694	75,194
19								73,694	75,194	76,694
20									76,694	78,194
21										79,694

**Teacher Salary Schedule, 2020-21**

Base Year	Interval = All B \$1,317			Interval = M+0, Year 0 to M+40, Year 11 \$1,450			Interval = M+0, Year 7 to M+40, Year 19 \$1,500			
	B	B+8	B+16	B+24	M	M+8	M+16	M+24	M+32	M+40
0	37,439	38,756	40,073	41,390	42,840	44,290	45,740	47,190	48,640	50,090
1	38,756	40,073	41,390	42,707	44,157	45,607	47,057	48,507	49,957	51,407
2	40,073	41,390	42,707	44,024	45,474	46,924	48,374	49,824	51,274	52,724
3	41,390	42,707	44,024	45,341	46,791	48,241	49,691	51,141	52,591	54,041
4	42,707	44,024	45,341	46,658	48,108	49,558	51,008	52,458	53,908	55,358
5	44,024	45,341	46,658	47,975	49,425	50,875	52,325	53,775	55,225	56,675
6	45,341	46,658	47,975	49,292	50,742	52,192	53,642	55,092	56,542	57,992
7	46,658	47,975	49,292	50,609	52,109	53,559	55,009	56,459	57,909	59,359
8	47,975	49,292	50,609	51,926	53,426	54,926	56,376	57,826	59,276	60,726
9	49,292	50,609	51,926	53,243	54,743	56,243	57,743	59,193	60,643	62,093
10	50,609	51,926	53,243	54,560	56,060	57,560	59,060	60,560	62,010	63,460
11		53,243	54,560	55,877	57,377	58,877	60,377	61,877	63,377	64,827
12			55,877	57,194	58,694	60,194	61,694	63,194	64,694	66,194
13				58,511	60,194	61,694	63,194	64,694	66,194	67,694
14					61,694	63,194	64,694	66,194	67,694	69,194
15					63,194	64,694	66,194	67,694	69,194	70,694
16					64,694	66,194	67,694	69,194	70,694	72,194
17					66,194	67,694	69,194	70,694	72,194	73,694
18						69,194	70,694	72,194	73,694	75,194
19							72,194	73,694	75,194	76,694
20								75,194	76,694	78,194
21									78,194	79,694
22										81,194

\*The M+40 Column is discontinued. Those currently in this column will be “grandfathered.” Those teachers who currently have a Masters + 25 graduate credit hours, or are currently (as of July 1, 2018) enrolled in enough credits to reach M+25 upon satisfactory completion of these courses, are eligible to move to the M+40 column to be “grandfathered in.” These teachers must reach M+40 by September 1, 2020.

**Appendix A**

**Educational Support Personnel Wage Schedule, 2018-21**

Base 0% Category	Interval 3%		Interval Step 12 7%									
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12
Paraprofessional (0-30 Hrs)	12.68	13.06	13.44	13.82	14.20	14.58	14.96	15.34	15.72	16.10	16.48	17.37
Paraprofessional (30+ Hrs)	13.18	13.56	13.94	14.32	14.70	15.08	15.46	15.84	16.22	16.60	16.98	17.87
AM/PM Bus Driver	18.22	18.77	19.31	19.86	20.41	20.95	21.50	22.04	22.59	23.14	23.68	24.96
Kinder/LACC Bus Driver	15.15	15.15	15.15	15.15	15.15	15.15	15.15	15.15	15.15	15.15	15.15	15.15
AM/PM Shuttle Bus Driver*	4.89	4.89	4.89	4.89	4.89	4.89	4.89	4.89	4.89	4.89	4.89	4.89
Bus Monitor	11.13	11.46	11.80	12.13	12.46	12.80	13.13	13.47	13.80	14.13	14.47	15.25
Head Cook	14.27	14.70	15.13	15.56	15.98	16.41	16.84	17.27	17.70	18.12	18.55	19.55
Café Worker	12.32	12.69	13.06	13.43	13.80	14.17	14.54	14.91	15.28	15.65	16.02	16.88
Maintenance Assistant	16.77	17.27	17.78	18.28	18.78	19.29	19.79	20.29	20.80	21.30	21.80	22.98
Head Custodian	16.03	16.51	16.99	17.47	17.95	18.43	18.91	19.39	19.87	20.35	20.83	21.96
Lead Custodian	13.54	13.94	14.34	14.74	15.14	15.54	15.94	16.34	16.75	17.15	17.55	18.48
Custodian I	13.34	13.74	14.14	14.54	14.94	15.34	15.74	16.14	16.55	16.95	17.35	18.28
Secretary	15.13	15.58	16.04	16.49	16.94	17.40	17.85	18.30	18.76	19.21	19.67	20.73
Computer Technician	22.90	23.59	24.28	24.96	25.65	26.34	27.02	27.71	28.40	29.08	29.77	31.37

\*Longevity Factors:

13-14 Years: 2%	19-20 Years: 3.5%	25-26 Years: 5.0%	31+ Years: 7.0%
15-16 Years: 2.5%	21-22 Years: 4.0%	27-28 Years: 5.5%	
17-18 Years: 3.0%	23-24 Years: 4.5%	29-30 Years: 6.0%	

**Appendix B**

**Extra Duty Stipend Schedule, 2018-19, 2019-20, 2020-21**

<u>Category</u>	<u>% Base*</u>	<u>Category</u>	<u>% Base*</u>	<u>Category</u>	<u>% Base*</u>
<u>NON-ATHLETIC</u>		<u>NON-ATHLETIC (CONT.)</u>		<u>ATHLETIC</u>	
<u>Teacher Leaders</u>		<u>Junior High Activity Sponsor</u>		<u>High School Coach</u>	
Kindergarten	6.0%	CARES Clowns	0.50%	Baseball-Varsity	12.00%
First Grade	6.0%	FFA	4.00%	Baseball-Sophomore	10.00%
Second Grade	6.0%	Math Team	1.00%	Basketball-Boys-Varsity	15.00%
Third Grade	6.0%	Math Team	1.00%	Basketball-Boys-Sophomore	12.00%
Fourth Grade	6.0%	Scholastic Bowl	1.50%	Basketball-Boys-Freshman	12.00%
Fifth Grade	6.0%	Scholastic Bowl	1.50%	Basketball-Girls-Varsity	15.00%
Sixth Grade	6.0%	Student Council	1.00%	Basketball-Girls-Sophomore	12.00%
CTE (Career/Technical Ed)	6.0%	Speech Team	0.50%	Basketball-Girls-Freshman	12.00%
7-12 Math	6.0%	Yearbook	0.50%	Cheerleading-Fall	6.00%
7-12 Social Studies	6.0%	<u>Upper Elementary Activity Sponsor</u>		Cheerleading-Winter	10.00%
7-12 Science	6.0%	Math Team	1.00%	Cross-Country	10.00%
7-12 ELA/Foreign Language	6.0%	<u>High School Music Director</u>		Football-Var-Head	15.00%
Fine Arts	6.0%	Instrumental Music	15.00%	Football-Soph-Head	12.00%
PE/Health/Driver Education	6.0%	Instrumental Music-Assistant	4.00%	Football-Fresh-Head	12.00%
K-6 Special Education	6.0%	Flags	6.00%	Football-Var-Assist	12.00%
7-12 Special Education	6.0%	Instrumental-Summer	8.00%	Football-Var-Assist	12.00%
Interventionists	6.0%	Instrumental-Summer-Assistant	4.00%	Football-Soph-Assist	10.00%
		Drumline	8.00%	Golf-Boys	8.00%
<u>High School Class Sponsor</u>		Vocal Music	9.00%	Golf-Girls	8.00%
Freshman	0.50%	Musical	9.00%	Pom/Dance	12.00%
Freshman	0.50%	Musical Pit Band	2.00%	Softball-Varsity	12.00%
Sophomore	0.50%	Musical Technical	1.00%	Softball-Sophomore	10.00%
Sophomore	0.50%	Accompanist	5.00%	Track-Var-Boys	12.00%
Junior	1.00%	<u>Junior High Music Director</u>		Track-Soph-Boys	10.00%
Junior	1.00%	Instrumental Music	4.00%	Track-Var-Girls	12.00%
Senior	0.50%	Vocal Music	4.00%	Track-Soph-Girls	10.00%
Senior	0.50%	<u>Elementary Music Director</u>		Volleyball-Varsity	14.00%
		Elementary Programs	1.00%	Volleyball-Sophomore	11.00%
		Elementary/Upper Elementary Programs	5.00%	Volleyball-Freshman	9.00%
<u>High School Activity Sponsor</u>		<u>High School Theatre Director</u>		Wrestling	14.00%
Cornbelt Leadership	1.50%	Fall Play	4.00%	Wrestling-Assistant	10.00%
FCCLA	12.00%	Fall Play Technical	1.00%	Wrestling-2nd Assistant	8.00%
FFA	15.00%	Theatre Art Design	1.00%	<u>Junior High Coach</u>	
FFA	12.00%			Athletic Director	8.00%
FFA	2.00%			Baseball-8 <sup>th</sup>	9.00%
Math Team	2.00%			Baseball-7 <sup>th</sup>	9.00%
National Honor Society	4.00%			Basketball-Boys-8 <sup>th</sup>	10.00%
Scholastic Bowl	5.00%			Basketball-Boys-7 <sup>th</sup>	10.00%
Student Senate	1.00%			Basketball-Girls-8 <sup>th</sup>	10.00%
Web Page Coordinator	10.00%			Basketball-Girls-7 <sup>th</sup>	10.00%
Yearbook	7.00%			Cheerleading	5.00%
				Softball-8 <sup>th</sup>	9.00%
				Softball-7 <sup>th</sup>	9.00%
				Volleyball-8 <sup>th</sup>	10.00%
				Volleyball-7 <sup>th</sup>	10.00%
				Wrestling-Head	10.00%
				Wrestling-Assist	10.00%
				Track	8.00%
				Track	8.00%
				Track	8.00%

\*For each three (3) years of experience in the same position in an extra-curricular sport or activity at Prairie Central Community Unit School District #8, the percentage shall increase one percent (1%) for those individuals at the four percent (4%) or higher levels, and one half percent (.5%) for those individuals under four percent (4%), excluding class sponsorships and teacher leaders.

When a coach/sponsor changes positions within the same activity, the accumulated years of experience shall be retained.

No percentage shall increase to more than twice the starting (original) percentage during the coach's or sponsor's employment at Prairie Central.

## MEMORANDUM OF UNDERSTANDING

### DEFINITION OF BUS DRIVER ROUTES

#### Background

It is the intent that the definition of Bus Driver Routes will clarify any question or definitions of the aforementioned bus routes. A copy of the routes will be distributed to the drivers and monitors at the annual bus driver meeting.

#### Definition of routes

##### **A.M. ROUTE**

Pre trip and post trip inspection of assigned bus. Pick up students at their rural homes, pick up points in town, and deliver to schools on the assigned route. Drivers are paid 1½ hours at BUS DRIVER AM PM ROUTES pay rate in APPENDIX A for 180 days.

##### **P.M. ROUTE**

Pre trip and post trip inspection of assigned bus. Pre trip inspection is only necessary if bus was used by another driver between AM Route and PM Route or if pre trip inspection was completed by another driver. Pick up students at their schools on assigned route, deliver students to their rural homes, and drop off points in town. Drivers are paid 1½ hours at BUS DRIVER AM PM ROUTES pay rate in APPENDIX A for 180 days.

##### **KINDERGARTEN ROUTE**

Pre trip and post trip inspection of assigned bus. Pre trip inspection is only necessary if bus was used by another driver between AM Route and Kindergarten Route or if pre trip inspection was completed by another driver. Pick up AM Kindergarten, Pre-school, and ECE students at assigned schools and deliver to their homes or day care. Pick up PM Kindergarten, Pre-school, and ECE students at their homes or day care and deliver to their assigned school. Drivers are paid 1½ hours at Kindergarten/LAVC pay rate in APPENDIX A for 174 days.

##### **AM & PM SHUTTLE**

Pick up students from school who live in one town and attend school in another town. For example: 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup> grade students who live in Fairbury and attend school in Forrest are shuttled between towns before school and after school to get on the bus that will deliver them home or drop off point in Fairbury. Driver is paid at AM and PM SHUTTLE rate in APPENDIX A. Chenoa shuttle drivers receive twice the listed rate in APPENDIX A (listed rate x 2).

##### **LAVC ROUTE**

Pre trip and post trip inspection of assigned bus. Pre trip inspection is only necessary if bus was used by another driver between AM Route and LAVC Route or if pre trip inspection was completed by another driver. Pick up students at High School, deliver to Livingston Area Vocational Center (LAVC) at Pontiac Township High School, and return students to Prairie Central High School. Driver lays over in Pontiac. Driver is paid 3 hours at Kindergarten/LAVC pay rate in APPENDIX A.

##### **BLOOMINGTON SPECIAL**

Pre trip and post trip inspection of assigned bus. Pick up students at their homes and deliver them to the school they attend; Metcalf, U-High, Hammitt and return students to their homes. Driver and Monitor stay in Bloomington on an "On Call" status. Monitor is paid at BUS MONITOR rate in APPENDIX A for all riding and layover time. Driver is paid at 70% of the BUS DRIVER AM PM ROUTE pay rate in APPENDIX A for pre trip inspection, driving, layover and post trip inspection time. Driver's hours are not listed, but are determined at the beginning of the school year. Monitor hours are not listed, but are determined by one-half hour less than the driver.

##### **PONTIAC HANDICAP**

Pre trip and post trip inspection of assigned vehicle. Pick up students at their homes and deliver them to the school they attend; Pontiac Central, Pontiac Junior High, Pontiac High School. Driver and monitor return to Forrest. Pick up students at the end of the school day and deliver them to their homes. Driver is paid at BUS DRIVER AM PM ROUTE pay rate in APPENDIX A for pre trip inspection, driving, and post trip

inspection time. Monitor is paid at BUS MONITOR rate in APPENDIX A for all riding. Driver's hours are not listed, but are determined at the beginning of the school year. Monitor hours are not listed, but are determined by one-half hour less than the driver.

#### **PONTIAC BEHAVIOR**

Pre trip and post trip inspection of assigned vehicle. Pick up students at their homes and deliver them to Pontiac schools; Pontiac Esmen and The Academy at Livingston County Special Services Unit. Driver and Monitor return to Forrest and return at the end of the day to pick up students at Esmen and The Academy and deliver them to their homes. Driver is paid at BUS DRIVER AM PM ROUTE pay rate in APPENDIX A for pre trip inspection, driving, and post trip inspection time. Monitor is paid at BUS MONITOR rate in APPENDIX A for all riding.

#### **ACTIVITY TRIP**

A co-curricular or field trip. Driver arrives 10 minutes ahead of departure time to load students. Driver delivers students, teacher and/or chaperone to destination and stays until activity is finished and all students, teacher and/or chaperone are loaded on the bus. Driver delivers normally students, teachers, and/or chaperones to the school from which they started. Junior High activities normally pick up and drop off at Chatsworth Elementary, Upper Elementary and High School. Driver is paid for pre trip inspection, driving, layover, returning the bus, cleaning the interior of the bus and post trip inspection. Pre trip inspection is only necessary if bus was used by another driver prior to the ACTIVITY TRIP or if pre trip inspection was completed by another driver. The rate of pay is listed as EXTRA TRIP RATE.

#### **PM ACTIVITY RUN**

Driving students who are signed up to ride after practice or detention. On Thursday, pick up at Upper Elementary at assigned time and drop off at Chatsworth Elementary, Westview Elementary and High School. Pick up at Junior High at assigned time and drop off at Chatsworth Elementary then at the High School. Pick up at the High School at assigned time and drop off at the Upper Elementary, then Chatsworth Elementary and in isolated cases deliver students to their homes. Driver is paid the activity shuttle rate listed in 9.1.5 PM Activity Run for each leg driven. One leg would be from the Upper Elementary, another leg from the Junior High School, another leg from the High school.

#### **EMPTY BUS RUN**

Driving an empty bus to be serviced at a garage or to the test lane. Driver is paid from time of departure to time of return at the EXTRA TRIP RATE.

#### **TEMPORARY ROUTE**

A route that has an unknown length of time. An example would be: picking up a student at the S.A.V.E. Alternate School evening classes in Pontiac, who is not old enough to drive, and delivering them home. Another example: picking up a student who is old enough to drive but temporarily unable to drive because of an injury etc., driving them to S.A.V.E. and returning them home. Driver is paid at BUS DRIVER AM PM ROUTES pay rate APPENDIX A for pre trip inspection, driving, layover and post trip inspection time.

#### **WORK STUDY RUN**

Driving students in Special Education classes at the High School to work. Driver picks them up at school and delivers them to their job. Driver is paid at BUS DRIVER AM PM ROUTES pay rate APPENDIX A for pre trip inspection, driving, and post trip inspection time.

#### **SUMMER SCHOOL RUN**

Pre trip and post trip inspection of assigned bus. Driver picks up students at their homes and delivers them to the school they are attending. Driver returns to school picks up students and drives them to their homes. Driver is paid for pre trip inspection, driving, and post trip inspection at the rate listed in 9.1.6 Summer Bus Drivers and Summer Bus Monitors. Driver's hours are not listed, but are determined by the number of students and where they reside. Monitor is determined by student needs.

**ATHLETIC SHUTTLE**

Temporary route based on need. Athletes are transported from one school to another site. An example would be: Junior High wrestling to Upper Elementary, Junior High track to High School, High School baseball to Meadowbrook. Drivers are paid at AM and PM SHUTTLE rate in APPENDIX A.