



**DES PLAINES COMMUNITY CONSOLIDATED  
SCHOOL DISTRICT 62  
and  
DES PLAINES EDUCATION ASSOCIATION  
COLLECTIVE BARGAINING AGREEMENT**

**2018-2023**

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## **ARTICLE I**

### **PREAMBLE**

This Agreement, between the Board of Education of District 62, Cook County, Des Plaines, Illinois, and the Des Plaines Education Association, incorporates a number of understandings which derive from the parties' mutual beliefs that each pupil is entitled to an education of the highest quality, that the attainment of this objective is in part dependent upon the quality and morale of the teachers, and that this Agreement should be applied in a rational, consistent and non-discriminatory manner.

## **ARTICLE II**

### **RECOGNITION**

The Board of Education of School District 62, Cook County, Des Plaines, Illinois, hereinafter referred to as the "Board", recognizes the Des Plaines Education Association, hereinafter referred to as the "Association", as sole and exclusive negotiating agent for all full-time and part-time regularly employed certificated/licensed personnel including specialists, interventionists, instructional coaches, school psychologists, social workers, certified school nurses, speech pathologists and teachers, hereinafter referred to as "Teachers", except for-Superintendent, Deputy Superintendent, Associate Superintendent, Assistant Superintendents, Principals, Directors, Coordinators, and all other administrative or supervisory personnel having the authority to hire, transfer, assign, promote, discharge, discipline, evaluate, or process grievances of other employees or having the responsibility to make recommendations thereon.

## **ARTICLE III**

### **TEACHER AND ASSOCIATION RIGHTS**

#### **A. Right of Representation**

When a teacher is required to appear before the Board or an Administrator for a formal discussion of his/her employment status or his/her salary as such, the teacher shall be given reasonable prior written notice of the specific reasons for such a meeting. The teacher shall be entitled to have a representative present to advise and counsel him/her if necessary. This requirement shall not apply to any conference held between administrator and teacher pursuant to the normal evaluation procedure as provided for, in part, in this Agreement.

1. Just Cause. If the current provisions of the Illinois School Code providing for just cause protection for tenured teachers are repealed during the term of this Agreement, then tenured teachers will not be dismissed except for just cause under this Agreement. Nothing in this section will apply to extra-duty assignments.

2. Disciplinary Procedures. Before imposition of discipline in the form of a written reprimand, suspension or termination, the Superintendent or his/her designee shall inform the employee in writing of the basis for, and the range of, the disciplinary action under consideration and give the employee an opportunity to meet to respond both to the basis for the discipline and the possible disciplinary consequences.

The employee shall also be informed of his/her right to request that an Association representative accompany him/her during the disciplinary process. The employee may be temporarily reassigned by the Superintendent or his/her designee, with pay as a non-disciplinary measure, pending investigation of a potential disciplinary matter and the final decision on the imposition of discipline.

Any disciplinary action against a teacher, other than dismissal, which involves a suspension without pay, shall be for just cause.

Except when emergency circumstances dictate otherwise, the employee shall be given at least forty-eight (48) hours written notice of the meeting required under this Section.

B. Personnel Folders

Written comments shall not be placed in a teacher's personnel folder without said teacher first seeing and reading them. The teacher shall have the right to examine his/her personnel folder upon request during regular business hours. The teacher shall receive a copy of all entries to his/her personnel folder upon request.

The Superintendent or his/her designee shall notify, in writing, any teacher if a request for information contained in their personnel file is made under the Freedom of Information Act at least one work day prior to releasing information to the requestor, to the extent such notice is possible. The notification shall include the name of the individual making the request and the documents that have been requested. The District shall not disclose any documents which are expressly considered exempt from disclosure under the Freedom of Information Act.

C. District Facilities and Equipment

1. The Association shall have the right to use faculty mailboxes, computers, District 62 e-mail, inter-office mail and other district-wide technology for a reasonable volume of material relating to the conduct of the Association's business.
2. The Association shall have the right to hold a reasonable number of meetings on school district property after regular school hours provided such meetings in no way interfere with any aspect of the instruction program. Any out-of-pocket expenses to the Board resulting from such meetings shall be borne by the Association. As appropriate given school district policy, such meetings shall be scheduled with the district office.
3. The Association shall be provided with space in each school for a bulletin board furnished by the Association. Only officers and building representatives of the

Association shall use bulletin boards for Association announcements, and all material posted shall relate only to the Association's official business.

D. Association President — Released Time

Released time, of the equivalent of two days per week (40%), without loss of pay or benefits, shall be provided to the Association President for the purpose of carrying out Association business. A teacher will be hired to fill the 40% leave. The Association shall reimburse the District 40% of the salary at the BA, Step 2 cell on the salary schedule. The District shall bill the Association in two equal installments, billed no earlier than January 1st and no later than June 1st.

The Association President shall be considered a full time employee under the Collective Bargaining Agreement. At the conclusion of the leave, the President shall resume his/her regular workload and position.

The building Principal and Association President shall work together to provide access to a working space with phone access for the purpose of fulfilling the duties of the presidency.

E. Right to District Records

The Association shall be furnished on request, as soon as practicable, regularly and routinely prepared information concerning the financial condition of the school district, including treasurer's reports, audits, tentative budget approved by the Board, and pupil census data which may be relevant to negotiations and/or the processing of grievances. Nothing herein shall require the administrative staff to research and assemble information.

F. Board Meetings — Notification

The President and the Vice President of the Association shall receive a copy by email of any written notice required by law of any regular or special meeting of the Board, together with a statement of purpose of such meeting, insofar as practicable, twenty-four (24) hours prior to the scheduled time of each meeting.

G. Board Minutes — Association Copies

A copy of all Board minutes shall be posted on the District's website as soon as practicable after preparation.

H. Association Leave

In the event the Association desires to send representatives to local, state or national conferences or on other business pertinent to Association affairs, an aggregate of up to fourteen (14) days in any school year may be used for these purposes. In addition, an aggregate of up to eight (8) days in any school year by a teacher(s) who is selected to a regional, state or national position in the Association for the purpose of attending conferences or meetings required by the position. Association leave days do not accumulate from year-to-year. Representatives shall be excused without loss of salary, provided that the Association reimburses the Board for the cost of the substitute(s), and further provided that the frequency of excused leaves does not impair the quality of

classroom instruction, and that a written request for leave has been submitted to the Superintendent at least ten days prior to the intended absence.

I. Policy Handbook

The Board Policies Manual shall be maintained on the district website.

J. Right to Organize

Teachers shall have the right to organize, join and assist the Association and to participate in professional negotiations with the Board. The Board shall not discriminate against any teacher with respect to hours, wages, terms and conditions of employment or reasons of his/her membership in the Association, participating in negotiations with the Board, or the institution of any grievance, complaint or proceeding under this Agreement. No teacher shall be discriminated against by the Association by reason of non-membership in the Association.

K. Dues Deduction

The Board shall deduct from the pay of each teacher all current unified membership dues of the Association, provided that at the time of such deduction there is in the possession of the Board a current written authorization for dues deduction executed by the teacher. Such authorized document shall specify the amount of dues to be deducted in twenty (20) equal payments, beginning in October, from the teacher's salary for the current school year.

1. A newly hired teacher may authorize dues deduction by indicating the desire for such authorization with the annual amount of deduction specified by DPEA, which then will be submitted to the Board.
2. Such authorization shall remain in effect from year to year unless the employee revokes said authorization in writing. If a teacher resigns from the employment of the Board prior to termination of the effective period of the then current authorization, the Board shall deduct the unpaid portion of such authorized dues from the teacher's final paycheck.
3. All dues deducted by the Board shall be remitted as soon as administratively practicable to the treasurer of the Association.
4. The Association shall indemnify and save harmless the Board from any and all claims, demands, suits and costs incurred in connection with any such claim, demand or suit resulting from any reasonable action taken or omitted by the Board for the purpose of complying with the provisions of this section.

L. Distribution of Contract

As soon as practicable after ratification of the Agreement, the Board and Association shall have sufficient bound copies prepared at the Central Administration Office, and the Human Resources Office shall provide 60 copies to the Association. This Agreement shall have been proofread by both parties and signed in accordance with the signature page.



- M. New Teacher Week  
During New Teacher Week DPEA may have an opportunity to meet with new teachers.

**ARTICLE IV**  
**EMPLOYMENT CONDITIONS**

- A. School Calendar

In accordance with school law, the Board shall establish a school calendar, which shall contain no more than 185 days which shall include 5 emergency days, and a combination of full institute days, half-day inservice workshop days, and the equivalent of 2 parent-teacher conference days, providing a total of at least 4 days. A work schedule will be developed annually for teachers who work at both the balanced and traditional calendar schools to ensure they do not exceed the 185 days. If the five (5) emergency days are not used for emergency purposes by May 1, one shall automatically become a teachers' record day and the remaining days shall be used for staff development or school improvement activities. Retiring teachers shall not be required to attend staff development days at the end of the school year. Teachers who separate service for the following school year are required to be in attendance at their school building during the staff development days following the last day of student attendance.

At the close of the final day of staff development activities, teachers will be dismissed subject to the approval of the building check-out form by the building principal and the principal's judgment that all teacher responsibilities have been met.

In the event that all emergency days have been used and no staff development days are available, the teacher's employment day shall normally end on the last day of student attendance, subject, however, to the approval of the building check-out form by the building principal and the principal's judgment that all teacher responsibilities have been met.

- B. Employee Work Day

Ordinarily, the employee work day shall begin ten (10) minutes before the regularly scheduled instructional time and end ten (10) minutes after the regularly scheduled instructional time, as follows:

Elementary Schools:	8:50 a.m. to 3:40 p.m.
Middle Schools:	7:50 a.m. to 3:10 p.m.
Community School:	7:50 a.m. to 2:55 p.m.

Teachers are expected to be in the hallway supervising students for three minutes before the beginning of the instructional day and three minutes after the instructional day ends unless a teacher needs to be at an assigned extra duty.

Calendars and hours for instructional coaches/specialists, certified school nurses and similar positions will be developed annually to provide a clear understanding of work day hours so that such employees do not exceed 185 days.

On work days during which students are released early (i.e., on Mondays and early release days), the employee work day shall ordinarily end at 3:25 p.m. at the Elementary Schools, 2:55 p.m. at Middle Schools, and 2:40 p.m. at the Community School, unless meetings are otherwise scheduled under Article IV, Section L.

Each teacher shall be entitled to and be allowed a duty-free uninterrupted lunch period of not less than thirty minutes in each school day in accordance with Section 24-9 of the Illinois School Code. If a teacher performs any lunch duty, said teacher shall be able to use an equivalent amount of planning time for lunch. Every reasonable effort shall be made to schedule this period at a midday time.

The district shall provide a 50-minute lunch/recess period for elementary grades plus a ten-minute “passing time.” Teachers with no lunch time pay duties will have a 50-minute lunch period and return to their teaching station during the “passing time” to supervise students and return them to a proper learning decorum. The Board agrees to negotiate with the Association prior to adopting any changes in its employee work day for teachers.

Upon mutual agreement between the teacher and appropriate administrator, the teacher work day may be adjusted to work contiguous hours at variance with the standard work day provided that the number of contiguous hours worked does not exceed said day.

The district will provide teachers who are on a set schedule and are assigned to more than one building during the employee work day with a minimum of 30 minutes of travel time between buildings. The district shall grant such teacher additional travel time depending on factors as the teacher’s schedule and distance between buildings; provided, however, that any additional travel time does not exceed total travel time of 45 minutes. Instructional Coaches/Specialists, Certified School Nurses, and similar positions are not eligible to receive the 30-minute travel time.

All traveling teachers are eligible for mileage reimbursement upon submission no later than the end of the fiscal year (June 30) in which the travel occurred.

Flexibility of the work day for newly hired licensed/certificated personnel: As the district employs new teachers, latitude to adjust their working hours may be necessary to accommodate the changing needs of students and parents.

C. Employee Work Load

1. Class Size

The Board acknowledges the interest of teachers in the maintenance of reasonable class sizes consistent with scheduling, staffing, financial, and physical space concerns. If the Association believes that an imbalance in teacher load or class size exists during the school year, the Association President shall notify the Superintendent, and the Association President, Building Principal, and

Superintendent, and/or their representatives, shall meet and confer concerning the imbalance and possible remedies. The Board and Association recognize that a variety of potential approaches exist to remedy imbalances in teacher load, such as student assignments, new sections, staffing allocations and teacher assistants. During this period, nothing in this Section precludes the Association President and Superintendent from consulting with the Board President regarding possible remedies to such imbalances.

2. Overload

Teachers at the middle school who give up their regular planning period in order to teach an additional class period/section will be paid an additional stipend equal to a proration of a class period based on their per diem rate. This stipend will be paid to teachers for the duration of the overload assignment.

Teachers at the elementary school who give up their regular planning period in order to teach an additional class period/section will be paid an additional stipend equal to their hourly rate of pay based on their placement on the salary schedule. This stipend will be paid to teachers for the duration of the overload assignment.

D. Leaving the Building

The building principal may permit teachers to leave the building during the preparation period if he/she is satisfied that the duties to be performed are attendant to professional responsibilities.

E. Teacher Assignments and Responsibilities

1. Elementary classroom teachers may, under normal circumstances, use for preparation time and other professional responsibilities the periods during which their classes are administratively scheduled to receive instruction from other certified staff (i.e., music, art, or physical education teachers). Elementary non-classroom teachers and multiage classroom teachers will also receive the equivalent time for planning as the Elementary classroom teachers.
2. Planning periods shall be used by teachers to enhance their professional performance by utilizing planning periods for instructional preparation.
3. The Common Planning Time approach will be maintained including the amount of planning time and its underlying principles. Common planning time is defined as the time teams of teachers use to engage in collective inquiry regarding issues directly related to student learning. Teams regard ongoing analysis of results as a critical element in the teaching and learning process. They gather evidence of student learning from a variety of sources to inform and improve their individual and collective practice as part of a process of continuous improvement. Should either the District or Association desire to modify or discontinue the approach, the party will notify and meet with the other.
4. If a teacher who is otherwise eligible for scheduled planning time does not receive such time as a result of the inability to find a substitute, the District shall

reimburse the teacher for such lost planning time at the rate of \$44.00 per hour for elementary and ICS and \$29.00 per period for AMS and CMS effective the term of the agreement. Every attempt will be made to develop a rotation for an equitable internal coverage plan recognizing that some staff may elect a greater number of internal subbing opportunities.

F. Part-Time Teachers

Teachers working on an approved part-time basis are required to attend institute days, in-service days, and parent-teacher conferences and shall be compensated at the teacher's daily rate of pay.

G. Personnel Policies Regarding Teacher Absence

All absences must be entered in the District's online absence management system. Teachers who require a substitute must initiate the request for a substitute when absent on student attendance days.

Every reasonable effort shall be made to secure qualified substitutes to teach when teachers are absent from the building due to any type of leave.

H. Vacancies and Transfers

1. Promotional Vacancies

The Superintendent or his designees shall have posted on the District 62 website, followed by a district email, a notice of all vacancies in bargaining unit positions and promotional positions after the Board takes official action on resignations or requests for leave to create such vacancies. Such notice shall include a statement of minimum qualifications and salary range. No permanent appointment to the vacancy shall be made until such vacancy shall have been posted for at least ten (10) business days.

Promotional positions are defined as those positions paying a salary differential or those which are of an administrative or supervisory nature. The Board and/or designees will give due consideration to all applicants from the present staff in the filling of vacancies in bargaining unit positions and promotional positions.

2. Transfers

For purposes of this section, a vacancy is defined as (i) a newly-created position or (ii) a current position that becomes vacant through a termination, resignation or reduction in force and the District decides to fill the vacant position. The parties agree that this provision does not apply to vacancies in promotional positions.

a. Voluntary

A list of teaching vacancies by school, grade level and subject shall be posted on the District 62 website, followed by a district email, and updated as new vacancies are created by official Board action in accepting resignations, requests for leave, etc., during the regular school year. During the summer break, a list of teaching vacancies shall be maintained and updated weekly on the District 62 website. A position is not considered to be a vacancy so long as, in the judgment of the

Administration, a teacher qualified for such a position is available on the official R.I.F. list. Any teacher may apply to transfer to an existing vacancy. Such applications shall be in writing. In the event that the applicant's request is denied, the applicant shall be so notified in writing.

b. Involuntary

Teachers shall receive notification of any changes in assignment or transfer to other buildings as promptly as circumstances reasonably permit. Normally, when the administration has knowledge that such a transfer or reassignment will be necessary, such notice will be given before the end of the school term preceding the term in which the transfer or reassignment is to be made.

Reasons for involuntary transfer that result in a relocation of a teacher in another building shall be given to the teacher in writing. If a teacher with more than two years experience feels an involuntary transfer is unjustified, he/she may request a conference with the Superintendent.

Any regular classroom teacher involuntarily transferred as a result of a building closing or as a result of a reconfiguration of the school's academic calendar or program will remain in the building to which he/she has been transferred for a minimum of two years, save in the event of the closing of that building or the RIFing of the teacher. Any special subject teacher who has a multiple-building assignment and who is involuntarily transferred as a result of a building closing shall retain at least one previously assigned building during a two-year period.

Involuntary transfer decisions shall be based on such factors as District seniority, employee job performance, the desires of the employee, position qualifications and the needs of the District.

Any teacher affected by an involuntary transfer or reassignment shall be released by the Board from his/her contract if he/she so requests in writing.

I. Reduction in Force

RIF will be done in accordance with Section 24-12 of the school code.

J. Every Student Succeeds Act (ESSA) 2015

a. The Board and Association agree to form a committee to consider impact on bargaining unit employees of issues arising from the legal requirements imposed by ESSA on schools identified as under performing. The committee shall focus primarily on ESSA's school designations for targeted and comprehensive services, and other school improvement provisions.

b. The Board agrees that it will notify the Association of action that must be taken to comply with provisions of ESSA.

- c. The Board and Association agree that no provision in this Agreement shall be construed to prevent or prohibit the Board from taking required actions under ESSA. The Board will make necessary changes to implement requirements under ESSA but will do so within the requirements of the contract. If it cannot be accomplished within the confines of the contract, the committee will meet to make recommendations.
  
- K. **Strategic Planning/Middle School Redesign Impact**  
The Superintendent or his/her designee and the Association President or his/her designee shall meet to discuss proposed impact due to recommendations to the Board. If the recommendations cannot be accomplished within the confines of the contract, the Superintendent and the Association President shall decide how to move forward if needed.
  
- L. **Meetings**  
Attendance by teachers at building level faculty meetings called by the principal and department or other meetings called by department chairs or cabinet is mandatory. Such building level faculty meetings shall take place no more than twice a month. Department meetings shall take place no more than once a month. Teachers shall receive a minimum of 15 calendar days prior notice of such meetings. If a second building meeting is called, the prior notice shall include an agenda. However, teachers who are absent with administrative approval from such meetings are accountable for the content of the meetings. Length of meetings shall not exceed 75 minutes.

## **ARTICLE V**

### **LABOR – MANAGEMENT MEETING**

The Superintendent, Association President, other representatives of the Administration and Association leaders will meet monthly or on mutually agreed upon dates to review the administration of the contract, consider non-contractual professional matters of mutual concern, and resolve problems that may arise. These meetings are not intended to by-pass the grievance procedure.

Should such a meeting result in a mutually acceptable amendment to the Agreement, the amendment shall be reduced to writing, ratified by the District 62 Board of Education and the Association, and signed as an appendix to this Agreement.

The ongoing meetings will in no way constitute a waiver on the part of the Association of mid-term bargaining rights, which may be granted under the IELRA.

**ARTICLE VI**  
**EMPLOYEE EVALUATION**

A. Evaluation Process and Committee

The Committee shall meet at least annually in order to assess the effectiveness of and to propose additional modifications to the current teacher evaluation plan. In addition, the committee shall discuss whether modifications to the evaluation process are necessary to comply with any changes to or additional requirements set forth by local, state or federal law. The Superintendent or his/her designee and the Association President or his/her designee shall co-chair the committee. The Superintendent and the Association President shall each appoint at least four additional members to establish an equally-represented committee.

1. The District shall publish on the District intranet a list of qualified evaluators at the beginning of each school year.
2. If a teacher is on an approved leave of absence and is on cycle for the year's evaluation process or is hired after the start of the school year; the DPEA President and the Superintendent or his/her designee will collaborate to create new deadlines and memorialize it in writing.
3. Teacher evaluations will be conducted in accordance with the evaluation procedures outlined in the Teacher Evaluation Plan and available electronically on the district website.
4. The teacher shall have the right to comment on the evaluation and such comments shall be attached to the summative evaluation and become part of the permanent record.

B. Timeline for Pre-Tenured Evaluation Process

<b>Time of Year</b>	<b>Purpose</b>
What is the procedure?	Three observations are required for pre-tenured teachers. At least two observations must be formal.
By the first day of student attendance. *	The qualified evaluator shall acquaint each teacher under his/her supervision with the evaluation instructions to be utilized and the procedures to be followed and provide written notice that a performance evaluation will be conducted.
By October 1 or prior to the first formal observation	A <b>Class Profile</b> shall be completed by the teacher and submitted to the evaluator.

By January 1	<p>The first formal observation cycle for <b>all pre-tenured teachers</b> shall be completed.</p> <p>The <b>Formal Observation Cycle</b> shall include:</p> <ul style="list-style-type: none"> <li>● Pre-Observation Conversation and Lesson Plan Review</li> <li>● Observation</li> <li>● Post-Observation Reflection by the teacher</li> <li>● Post-Observation Conversation</li> </ul> <p>A Formative Teacher Performance Evaluation without a rating will be provided by January 1.</p>
By March 1	<p>The second formal observation cycle for <b>all pre-tenured teachers</b> shall be completed.</p> <ul style="list-style-type: none"> <li>● An informal <i>or</i> third formal observation shall be completed.</li> <li>● A <b>Summative Teacher Performance Evaluation</b> with a rating completed by the evaluator will be provided by March 1.</li> <li>● A summative evaluation conference shall be completed.</li> </ul>

\* Any teacher hired after the start of the school year – written notice must be provided within 30 days.

C. Timeline for Tenured Teacher Evaluation Process

<b>Time of Year</b>	<b>Purpose</b>
By the first day of student attendance. *	The qualified evaluator shall acquaint each teacher under his/her supervision with the evaluation instructions to be utilized and the procedures to be followed and provide written notice that a performance evaluation will be conducted.
By October 1 or prior to the first formal observation	<p>Complete <b>Class Profile Form</b>. Identify opportunities for at least one formal observation. Use the required <b>Pre- and Post-Observation Conference Forms</b>.</p> <p>In addition to the required formal observation, informal observations will occur throughout the year.</p>



By October 31	<p>Teacher collaborates with qualified evaluator to develop and refine a plan designed to impact student learning and improve the teacher's professional practice</p> <p>Teacher completes the <b>Professional Practice Improvement Plan</b></p>
To be held by <b>February 1</b>	<p>Optional Mid-Year Meeting</p> <ul style="list-style-type: none"> <li>● Requested by the teacher or evaluator</li> <li>● Individual or team if the improvement plan is collaborative</li> <li>● Teachers share evidence and progress on improvement plan</li> <li>● Collaborative discussion and feedback as necessary</li> <li>● Use the <b>Professional Practice Improvement Plan Reflection (optional)</b></li> </ul>
In the month of February	<p>If an evaluator is anticipating that an individual teacher's rating may be <b>reduced</b>, the evaluator will notify him/her in writing.</p>
By <b>June 1 or the last day of student attendance, whichever comes first</b>	<p>End-of-Year PPIP Meeting: (required)</p> <ul style="list-style-type: none"> <li>● Teacher may complete <b>Professional Practice Improvement Plan Reflection</b> (at the discretion of the evaluator or the evaluatee)</li> <li>● Review <b>Professional Practice Improvement Plan</b></li> </ul> <p>Summative Conference</p> <ul style="list-style-type: none"> <li>● This meeting is optional (at the discretion of the evaluator or the evaluatee)</li> <li>● Qualified Evaluator completes <b>Summative Teacher Performance Evaluation</b> with a rating and distributes it to the teacher</li> <li>● <b>Rating:</b> The teacher's performance will be rated in accordance with the rating system defined in the Teacher Evaluation Plan</li> </ul>

\*Any teacher returning from a leave after the start of the school year – written notice must be provided within 30 days.

**ARTICLE VII**  
**TEACHER COMPENSATION**

A. Compensation Schedule and Payment

1. Teacher compensation for the 2018-2023 school years shall be paid in accordance with the attached schedules in Appendix A.

Those individuals who are off the salary schedule (MA lane and beyond) will not receive a step increase but will receive a 2.4% pay raise annually during the length of this contract. Those individuals receiving longevity pay under the 2010-2018 contract will continue to receive their longevity pay at the 2017/18 amount and receive a 2.0% pay raise annually during the length of this contract.

2. The Extended Day option shall focus on creating educational opportunities beyond the traditional school day for District students, parents, and families.

A collaborative committee within each building consisting of the principal, or designee, and one teacher from each team shall convene during May to review applications for Extended Day activities and determine which shall be approved.

Activities under this program shall be paid at the applicable professional, instructional or non-instructional hourly rate of pay as established in Appendix B Extra Duty Schedule. A budget shall be allocated to each building specifically for the Extended Day Program. Each school budget shall be calculated on a base amount plus per student allocation.

Below are Extended Day program options:

- Opportunities for Students: Before school, during lunch periods, and after school programming attached to the regular school day.
- Parent Involvement: Creating partnerships with parents to involve them as active participants in their child's school and education.
- Opportunities for Families: Providing unique learning experiences for students and their families.

Timeline guidelines:

- April 1 – Applications distributed
- May 1 – Applications due to building principal
- June 1 – Applications awarded
- September 1 – May 31 – Programs implemented

The above-referenced timeline is intended to be a guide for the process. If the timelines are unable to be met, the committee referred to above shall meet and agree upon modifications to the timeline.

3. Endorsements: Completing coursework that leads to the acquisition of a new endorsement in a highly qualified area, as pre-approved by the Superintendent or designee and Association President or designee. Only those teachers who are currently in the Master's plus 30 lane are eligible. The District, upon submission of transcripts, shall reimburse tuition for pre-approved coursework at the State tuition rate.

Timeline guidelines:

- Endorsement application window will be open from March 1 through April 15
  - June 1 – Applications awarded
  - The Superintendent and the DPEA President have the right to expand the window to meet the needs of the District
4. All salaries are paid on the fifteenth (15th) and thirtieth (30th) day of each month during the regular school months of September through May with the balance in June. In August, all teachers employed in the previous school year and continuing employment will receive their paycheck on the fifteenth (15th) and the thirtieth (30th), while new teachers employed will receive payment no later than the first institute day and the thirtieth (30th). The final four salary payments shall be paid in June as follows: two paychecks will be paid on the fifteenth (15th) and two paychecks will be paid on the thirtieth (30th). If the fifteenth (15th) or thirtieth (30th) of the month falls on a Saturday, Sunday or during a holiday period, the amount will be paid on the last week day prior to the scheduled payday. The parties agree that teachers assigned to Iroquois Community School shall be paid on the same pay schedule as all other District teachers.

In the event the school calendar dates change to a start date on or before August 15th, all teachers employed at that time will receive payment on August 15th.

5. The annual contract salary is divided by 24 to determine the monthly salary payments. Four (4) checks will be issued in June. Therefore, teachers shall receive a total of 24 checks per year.
6. Withholding tax is deducted on a twelve-month basis with equal proportions taken out of each check.
7. Hospitalization and dental insurance deductions are made on a twelve-month basis divided equally among the 24 checks.
8. The deductions for credit union and tax sheltered annuities will be deducted in equal amounts from each paycheck and immediately transferred each pay period.

9. When administratively practicable, any deductions for absences shall appear on the check for the month following the one in which such absences occurred.
10. The per diem pay for full-time teachers will be determined by dividing the teacher's annual salary by the actual number of days teachers are scheduled to work.
11. All teachers will be enrolled in the direct deposit of their paychecks.

B. Extra Duties

1. When extra pay duties are authorized by the Board of Education, teachers may make application to perform additional duties during the school year for an additional payment.
2. The building principal will regularly evaluate the performance of each extra duty. Unsatisfactory performance may result in the forfeiture of the duty at any time during the school year.
3. These duties shall be held on a yearly basis unless otherwise designated at the time of assignment, or unless the teacher leaves employment in the district or is dismissed from the duty assignment through the principal's evaluation procedure. In the event that duties are held for less than a full year, payment for such duties shall be prorated.
4. In the event that no single teacher applies for an extra duty assignment, a number of teachers may apply for this same duty and may divide the responsibilities.
5. If insufficient numbers of teachers apply for extra duty, the Board shall have the right to assign teachers to extra duty as the Board may deem necessary consistent with applicable laws, or to hire individuals other than District 62 teachers to fill the positions.
6. Among teachers handling a single duty, payment will be divided equally. Each teacher shall receive his/her share in his/her regular check beginning October 15 through May 30.
7. All teachers assigned or volunteering for extra duty under this Article VII B, shall be compensated for extra duty. The recognized extra duties and their corresponding monetary values are attached in Appendix B.
8. Additional Stipend Programs  
Teachers assigned or volunteering for a non-instructional, instructional and professional extra-duty not otherwise specified in Appendix B shall be compensated at the corresponding hourly rate for such extra-duty as set forth in Appendix B (i.e., a non-instructional extra-duty shall receive the applicable non-instructional hourly rate).
9. National Board Certification

The Board shall pay a stipend to each teacher who acquires National Board Certification equal to \$1,000 per year for each year the teacher maintains such certification. At the end of the certification period, the teacher must recertify in order to continue to be eligible for the stipend. The Board shall also compensate a teacher on a one-time basis for up to \$2,000 in otherwise unreimbursed expenses incurred in acquiring National Board Certification.

C. Salary Schedule Placement

1. All non-experienced teachers will begin on step 1 of the salary schedule. They must receive at least a proficient rating at the end of the fourth year in order to move to step 5. If a teacher does not receive a proficient or excellent rating, the teacher will be frozen at step 4 until a proficient or excellent rating is received. No credit will be given for “frozen years” towards step advancement.
2. Military service in the armed forces of the United States may be substituted for teaching experience outside the district to a maximum of three years.
3. Upon entering contractual service with the district, a teacher may be credited with acceptable college credit earned subsequent to the bachelor’s degree as follows:
  - a. A maximum of thirty-six semester hours in a master’s degree program approved by the Superintendent
  - b. Exception: full academic credit may be given for hours required for certification required for speech pathologist, psychologist and social work positions as follows:
    - (1) Placement on the master’s degree salary lane shall be the equivalent of 36 semester hours.
    - (2) Hours above 36 shall be credited to the attainment of the master’s plus 30 salary lane.

D. Teacher Orientation

All newly-hired teachers will be required to attend two (2) weeks of staff and curriculum inservice during their first year of employment. One week of inservice will be held during the week prior to the first day of pupil attendance, and up to twenty-five (25) hours will be scheduled by the district throughout the school year.

E. Mentor Program

Teachers who are new to the profession will be required to participate in a two-year mentor program. Each new teacher will be assigned a mentor for the first year and will participate in the district’s professional growth study groups the second year.

Teachers who are new to the district but not to the profession may be eligible to participate in a modified mentor program. Eligibility is at the discretion of the Superintendent or his/her designee.

Mentors will receive training in mentoring and coaching strategies consistent with the district's mentoring program practices and evaluation tools. Whenever practicable, mentors will be assigned based on similar teaching and building assignments. Mentors will receive compensation in accord with section B(8) above, based on the number of teachers they are assigned.

F. Salary Advancement Criteria

1. Acceptable college credit must be earned subsequent to the conferring of the baccalaureate degree in order to be considered for advancement on the salary schedule.
2. Acceptable college credit must be earned subsequent to the conferring of the master's degree in order to be considered for advancement on the salary schedule.
3. To be credited for salary schedule advancement, college courses and CEUs must receive prior approval of the Superintendent or designee.
4. A teacher may be credited with additional semester hours of approved college credit in any given year after completing his/her first year in the system.
5. Proof of college credit (official transcript) must be tendered to the Superintendent's office on or before November 15 of the school year for which advancement on the salary schedule is sought. The teacher shall provide notice to the District by the first full day of student attendance of the ten month school year calendar in the year for which advancement on the salary schedule is sought of any classes in which he/she is enrolled which, if completed, would result in lane movement on the salary schedule. The District shall provide teachers with a form for this purpose prior to the commencement of the school year.
6. All coursework must be graduate level coursework that could be used for a new endorsement from ISBE or qualify as credit hours towards a graduate degree in Education from institutions of higher learning that are accredited with the accrediting body recognized by the ISBE or qualify for credit towards professional license renewal. Credit hours beyond a Master's degree will be given for either graduate or undergraduate coursework that may result in a new endorsement. Coursework taken for movement on the salary schedule must qualify for credit towards professional license renewal.

Some specialists' positions may require coursework that ISBE recognizes through the specific licensing organization (For example, ISBE recognizes Illinois Department of Financial & Professional Regulation [(IDFPR)] professional development through CEUs earned for CSNs.). Fifteen (15) hours of CEUs are equal to one (1) academic semester hour. All credits earned for CEUs must comply with pre-approval as found in number 3 from this section.

G. Professional Growth

1. All teachers who have not attained 60 semester hours beyond a bachelor's degree or 30 semester hours beyond a master's degree are required to attain eight (8) semester hours of acceptable graduate college credit every six (6) years. Acceptable graduate college credit shall apply to course work as stated below:
  - a. Course work which is required as part of an advanced degree program.
  - b. Course work from institutions of higher learning that are accredited with the accrediting body recognized by the ISBE.
  - c. Undergraduate college course work, which leads to the acquisition of a new endorsement.
  - d. Undergraduate college course work in a foreign language other than the teacher's current endorsement.
  - e. Approved internal district course work (see Appendix D).
2. All college attendance credit must receive the prior approval of the Superintendent or designee.
3. Failure to achieve the required eight (8) hours of college credit will result in no advancement on the salary schedule. Teachers hired with at least two masters degrees or a doctorate in their area of teaching shall be exempt from this requirement.
4. Upon successfully meeting the professional growth requirement, a teacher who has been "frozen" on the salary schedule will advance to the appropriate experience step with no further penalty for the years he/she was frozen.
5. Teachers employed after March 15, 1991, shall be required to obtain a master's degree in accordance with the professional growth requirements.
6. Teachers employed after March 15, 1998 shall be required to obtain a master's degree within ten years of the date of hire. Failure to achieve the required master's degree will result in no advancement on the salary schedule.

H. Interest Free Loans for Tuition

The district shall provide, upon application, interest-free loans for tuition for approved coursework leading toward a Masters or to be used for approved course work to gain an endorsement. A maximum of \$5,000 per applicant may be requested annually. The district shall pay the university or college directly. Repayment of such loans shall be made over the remainder of the contract year through payroll deduction.

**ARTICLE VIII**  
**FRINGE BENEFITS**

The Board shall provide the following insurance coverage:

- A. Life Insurance
  - Term life \$50,000 per person.
  
- B. Hospitalization and Medical Expense Coverage
  - 1. One hundred percent (100%) of the individual coverage cost.
  
  - 2. Sixty-six and two-thirds percent (66 2/3%) of the family coverage cost. The District shall extend coverage to eligible young dependents, pursuant to applicable federal and state laws, at no additional cost to the employee (not including the cost to the employee for Employee +1 or Family coverage) or dependent; provided that the dependent is not able to obtain health insurance coverage under another employer's sponsored health plan. If the dependent is able to obtain coverage under another employer's sponsored health plan, but opts for coverage under the District's plan, the employee shall be charged the single coverage premium COBRA rate for such dependent's coverage.
  
  - 3. The Board shall offer, at its own expense, an annual wellness screening for all employees. Notwithstanding Section B(1) and (2), those employees who do not elect to obtain a wellness screening or do not otherwise provide evidence of obtaining a wellness screening from his/her own physician shall contribute an additional \$100 per month toward the cost of insurance coverage.
  
- C. Vision Insurance

The District shall extend coverage to eligible young dependents, pursuant to applicable federal and state laws, at no additional cost to the employee (not including the cost to the employee for Employee +1 or Family coverage) or dependent; provided that the dependent is not able to obtain health insurance coverage under another employer's sponsored health plan. If the dependent is able to obtain coverage under another employer's sponsored health plan, but opts for coverage under the District's plan, the employee shall be charged the single coverage premium COBRA rate for such dependent's coverage. (See district plan.)
  
- D. Dental Insurance
  - 1. One hundred percent (100%) of the individual coverage cost.
  
  - 2. Option for the teacher to buy in on family coverage. The District shall extend coverage to eligible young dependents, pursuant to applicable federal and state laws, at no additional cost to the employee (not including the cost to the employee for Employee +1 or Family coverage) or dependent; provided that the dependent is not able to obtain health insurance coverage under another employer's sponsored health plan. If the dependent is able to obtain coverage under another employer's sponsored health plan, but opts for coverage under the District's plan,



the employee shall be charged the single coverage premium COBRA rate for such dependent's coverage.

3. Orthodontia maximum of \$2,000.

E. Miscellaneous Provisions:

1. All teachers who, at the end of a school year are granted a leave of absence for any reason, are laid off because of a reduction in force, take early or regular retirement, or resign his/her employment shall be entitled to and shall receive paid hospitalization insurance benefits through August of that particular year. Thereafter, such teachers may participate in the Board's group health insurance program under the District's COBRA coverage provisions provided he/she reimburses the District for the cost of the monthly premiums.
2. Any teacher, who at the end of a school year is discharged for cause, shall not be entitled to and shall not receive hospitalization insurance benefits for any period beyond the month in which the discharge occurred.
3. The Board's present policy respecting payment of hospitalization insurance benefits for the month in which an employee who, prior to the end of a school year, commences his/her leave of absence, resigns his/her employment, or retires or is terminated for cause shall continue in effect; that is, such benefits shall be paid only to the end of the month in which such leave of absence, termination, retirement or resignation occurs.

F. Insurance Committee

The parties agree to establish an Insurance Committee comprised of equal representatives of the Board and Association. The Committee shall meet at least annually or as otherwise necessary to review and assess insurance benefits and premium rates, including cost containment measures, and may make recommendations to the Board and the Association. Nothing precludes the Board from changing insurance carriers or insurance coverages provided benefit levels remain substantially the same or better than the coverages in place on the effective date of this Agreement.

## ARTICLE IX

### LEAVES

#### A. Sick Leave

Each teacher shall be entitled to ten (10) days sick leave for non-tenured teachers in their first or second year, twelve (12) days sick leave for non-tenured teachers in their third or fourth year and fifteen (15) days sick leave for tenured teachers without loss of pay. Sick leave shall be interpreted to mean personal illness or death/illness in the immediate family or household, or birth, adoption, or placement for adoption. The immediate family, for the purpose of this article, shall include: parents, spouse, brothers, sisters, children, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, and legal guardians.

Sick leave shall accumulate without limitation. If any teacher shall have exhausted all accumulated sick leave, the teacher shall be granted leave of absence without pay for illness or disability not to exceed ninety (90) calendar days or the balance of the school term, whichever is greater. Upon request the Board shall grant one (1) additional school year of sick leave without pay in the event of serious illness or disability. In such event the teacher shall be covered by the insurance program provided, however, he/she shall be responsible for payment of the premiums in advance.

#### B. Personal Leave

1. The Board shall grant each teacher three (3) days of personal business leave without loss of pay. Except in the case of emergency, personal leave may be taken if such absence is prearranged with the building principal. It is understood that personal leave is made available in order to take care of personal matters which cannot be handled during off-duty hours, and in no case is personal leave to be used in conjunction with vacation activities or other recreational types of activity. When a teacher uses personal leave for religious observance, the number of days used will be credited to the teacher's sick leave the following year.

Unused personal leave shall be considered as unused sick leave for the purpose of being applied to the accumulations set forth in Section A. above.

2. Any request for a personal leave that falls on a designated Staff Development day or on days immediately before or immediately after a holiday or school recess day shall require a reason for such request in writing and must have prior approval from the Superintendent or his/her designee.

#### C. Pregnancy and Child Rearing Leaves of Absence

1. Absences due to disability resulting from pregnancy or childbirth are covered by the District's Sick Leave and Family and Medical Leave Act ("FMLA") policies. A female teacher unable to work for pregnancy-related reasons is entitled to sick leave benefits on the same basis as employees unable to work for other medical reasons. Generally, sick leave benefits are paid for six (6) weeks after the birth of the child.

2. A child rearing leave of absence is a leave taken by a teacher who is physically able to work for the purpose of caring for his/her newborn or newly adopted child. Child-rearing leaves of absence of up to twelve weeks are available in accordance with the Family and Medical Leave Act. Tenured teachers and pre-tenured teachers with more than two years experience who are not eligible for an FMLA leave or who wish to take child-rearing leaves of longer than twelve weeks shall have the option of being on leave until:
  - a. The beginning of the school year in the fall first following the birth or placement in the home of the child; or
  - b. The beginning of the school year in the fall first following a period ending twelve (12) months after birth or placement in the home of the child.
  - c. A date mutually agreed to by the teacher and the Superintendent.

The first twelve weeks of a leave under either Paragraph a, b or c shall be considered FMLA leave for eligible teachers.

Pre-tenured teachers are not eligible for child-rearing leaves of absence except as provided for by the FMLA and as otherwise provided for in this Section.

3. A teacher who wishes to take a child-rearing leave of absence shall notify the Superintendent of his/her desire to take such a leave. If the teacher intends to take a longer leave than is available under the FMLA, he/she shall advise the Superintendent which of the three options listed under Paragraph 2 he/she has selected. Such notice shall be given in writing at least thirty days prior to commencement of the leave unless the teacher and Board mutually agree to a different notice date.
4. Teachers who take leaves pursuant to Paragraph 2(a) or (b) shall give the Superintendent notice of his/her intent to resume teaching duties by February 1 of the year in which the leave terminates. If the teacher fails to give notice of intent to return by February 1, all employment and tenure rights of the teacher in the District shall cease.
5. Upon returning, the teacher shall be placed on the salary schedule at the same position to which he/she was entitled prior to commencement of the leave. With respect to a probationary teacher who is granted a child-rearing leave, the term of such leave shall not be considered in computing full-time employment under Section 24-11 of The Illinois School Code for purposes of the continuous employment necessary to attain contractual continued service status. However, such leave shall not be considered a break in service under Section 24-11.
6. Insurance coverage during the first twelve weeks of a child-rearing leave shall be as provided by the FMLA for eligible teachers. After twelve weeks, the teacher may continue insurance coverage in the school insurance program to the extent

permitted by the carrier during his/her leave but will be required to pay all premiums connected with the coverage. Teachers who are not eligible for FMLA leave must pay all premiums during their leave. All premiums must be paid in advance of the month due.

7. Should there be an unsuccessful pregnancy or other extenuating circumstances, these procedures may be modified by mutual agreement of the teacher and the Board.
8. Child-rearing leave is granted on the condition that the teacher taking the leave will not utilize it to engage in alternative employment which is in any way substantially equivalent in either income or career potential to the teacher's teaching position in the District.

D. Family and Medical Leave Act

The Family and Medical Leave Act applies to the District. The Act allows eligible employees to obtain unpaid leaves of absence for certain family and medical reasons for up to twelve (12) weeks, with job protection and no loss of service accumulated prior to commencement of the leave. The Association recognizes the District's right to adopt and enforce an FMLA policy and rules and procedures consistent with the Act.

E. Leave of Absence

A leave of absence, not to exceed one (1) year, may, at the sole and exclusive discretion of the Board be granted without pay or other fringe benefits to any employee who has demonstrated to the Board's satisfaction a reasonable need for such a leave. A teacher on a leave of absence will not receive credit for vertical movement on the salary schedule, and may return to teaching at the beginning of the next school year upon written notice to the Superintendent prior to February 1 preceding the school year the teacher wishes to return.

F. Professional Leave

Teachers may participate in visitations, workshops or conventions in accordance with Board of Education Policy.

G. Sabbatical Leave

If sabbatical leaves are granted, the Board shall grant sabbatical leave in accordance with provisions provided for in Section 5/24-6.1 of the Illinois School Code.

H. Leave Benefits

Any teacher who is on leave status provided for in this Article shall be allowed to participate in the district's group health insurance program provided he/she reimburses the district in advance for the cost of the quarterly premiums, and shall retain the accumulated sick leave, salary schedule position, and seniority position he/she had at the time of departure.

I. Job Sharing

The parties agree that job sharing proposals shall be governed by the following provisions:

1. **Purpose**  
Job sharing as defined in this article is a voluntary program providing two (2) tenured teachers the opportunity to share one (1) full-time equivalent teaching position. No full-time equivalent positions will be eliminated in order to create job sharing positions.
2. **Application Procedure**  
Teachers who wish to job share shall submit an application and proposed plan for a job sharing leave to the Superintendent by February 1 of the year preceding the school year for which the leave is requested. The responsibilities of an assignment by the participants may be divided according to a plan designed by the participants, with the concurrence of the principal(s). The job sharing plan shall include, but not be limited to, division of teaching responsibilities, schedule of work hours and/or days, substitution procedures, attendance at staff meetings, institute days, inservice days, District meetings, open houses, parent conferences, field trips, and other teaching responsibilities. The Board of Education, at its discretion, may approve the job share application upon the recommendation of the Superintendent.
3. **Salary Credit Allowable**  
Participants in job sharing positions shall be placed appropriately on the teachers' salary schedule and salaries shall be prorated according to the time worked. Contributions to the Teachers' Retirement System shall be prorated according to the time worked. Participants in job sharing positions shall receive prorated salary step advancement in accordance with the District's practice for part-time employees in effect on the effective date of this Agreement.
4. **Length of Leave**  
The length of a job sharing leave shall be for one (1) school year and may be extended by the Board if another request to renew is made by the participants in accordance with Paragraph I-2. Participants in job sharing positions shall be considered on a leave of absence for that portion of the school work hours and/or days that they are not working. In the event one participant cannot complete a job sharing plan due to illness or other emergency, the remaining participant shall have the option of completing the plan as a full-time teacher. If the participant declines and a part-time substitute cannot be retained, the Board retains the right to terminate the plan and hire a full-time substitute. The participants shall be placed on an unpaid leave of absence for the remainder of the school year.
5. **Attendance at Required Meetings**  
The participants are required to attend institute days, inservice days, parent-teacher conferences and open houses.
6. **Seniority**  
Teachers participating in the job sharing program as set forth in this section shall accrue seniority in proportion to the time worked. The parties agree that a tenured

teacher's participation in an approved job sharing program will not affect the teacher's tenure status.

7. Insurance and Leave Benefits Availability  
Participants in job sharing positions who work at least a Full-Time Equivalency of 50% or greater shall receive prorated paid fringe and leave benefits at a rate equal to the participant's FT. The cost to the Board shall not exceed one Full-Time Equivalent (FT) teacher.
8. Return From Leave  
Participants in a job sharing program shall submit written notice of their intent to return to full-time employment by February 1. Upon return to full-time employment, the teacher(s) shall be returned to his/her former position, seniority permitting, if the position still exists or to a comparable position.

## ARTICLE X

### TEACHER PROTECTION

- A. Parent-Student Complaints — Procedure  
Any complaint deemed by any administrator or Board member to justify investigation and/or subsequent action of any nature shall be brought to the immediate attention of the teacher involved. When deemed appropriate by all parties involved, teacher-parent, teacher-parent-administrator, and/or teacher-board-parent conferences may be scheduled. If a complaint cannot be handled at the building level and requires subsequent action and/or investigation leading to disciplinary action against the teacher involved by any member of the central administrative staff or the Board of Education, the complainant must put the complaint in writing and affix his/her signature if his/her testimony and/or evidence (which cannot be established from other sources) is necessary to substantiate the charge against the teacher. A copy shall be given to the teacher or teachers involved. The teacher or teachers involved, at request, shall have an Association representative present at any of the above specified conferences.
- B. Mutually Agreed to Resignations  
Where resignation is mutually agreed to by the administration and teacher because continued employment is deemed inadvisable, resignation may be submitted without prejudice to the teacher's written record. The administration shall, upon acceptance of resignation, provide upon written request accurate copies of evaluations which exist to the teacher, and shall add no reports to the teacher's folder regarding the incident(s) leading to resignation unless criminal charges are brought and proven.
- C. Assault Case -- Legal Counsel  
The Board agrees to indemnify and protect teachers against death and bodily injury and property damages, claims and suits, including legal defense thereof, when damages are sought for negligent and wrongful acts allegedly committed during the scope of employment or under the direction of the Board.

There shall be no deduction in salary for the time lost as a result of attendance at legal or quasi-legal proceedings held pursuant to the Board's commitments for indemnification and defense in this section.

D. Insurance Liability

In accordance with applicable provisions of the Illinois School Code, presently Sections 1020.20 and 1022.3, the Board shall provide indemnification and protection against claims and suits.

E. Assault Upon Teacher — Protection

Any case of assault upon a teacher shall be promptly reported to the Board or its designee. The Board will follow-up with the teacher on the action, if any, which result from the teacher's report.

F. Retirement Incentive Plan for Teachers

1. Eligibility

- a. The teacher must have rendered a minimum of ten (10) years of creditable service to District 62 immediately preceding his or her retirement.
- b. The teacher must be eligible for regular retirement pension benefits through the Teachers' Retirement System of the State of Illinois.

2. Notice

- a. The teacher shall provide written notice in the form provided in Appendix C to the Superintendent of his/her intention to retire and participate in the program four years, three years, two years, or one year prior to the first day of March of their final year of active service, except as provided in subparagraph (c) below.

For teachers who would elect the 2018/19 school year to be the first year of the retirement incentive under this contract must provide written notice in the form provided in Appendix C to the Superintendent by November 1, 2018.

- b. The Board shall approve the request and notify the teacher within sixty (60) days of the receipt of this notice.
- c. The teacher's notice to the Board and the Board's subsequent action on the request shall constitute an irrevocable commitment by both parties. As determined by the Board, such irrevocable notification may be modified only under emergency circumstances (e.g., catastrophic illness incurred by teacher or spouse, death of spouse, or calamitous event incurred by teacher or spouse). As a condition for granting any such modification, the teacher shall reimburse the Board for the full cost of the retirement benefit.

3. Retirement Benefit

Eligible teachers who provide written notice of their intent to retire and participate in the Teachers' Retirement System of the State of Illinois shall be removed from the salary schedule and will be paid a salary increase equal to three percent (3%) of the teacher's TRS creditable earnings for the previous school year for a maximum of four (4) years immediately prior to the teacher's retirement. Additionally, the Board will pay a percentage of the employee's portion of TRS as indicated in the table below:

Year in Retirement Track	On Salary schedule	Off Salary Schedule
	TRS % Paid by BOE	TRS % Paid by BOE
1	3%	3%
2	4%	3%
3	5%	4%
4	6%	5%

Once an irrevocable notice of intent to retire is received by the board, the paid jobs listed below will be paid at the same rate as they were prior to the written notification and will not be eligible for the retirement increase. Such exempt earnings include but may not always be limited to and may not always include:

- summer school teaching paid pro-rata;
- overloads paid pro-rata;
- change in employment status from part-time to full-time paid pro-rata;
- grants or stipends that come from state or federal government and for which the District has no control over.

If a teacher has provided notice of retirement and is to receive (or is receiving) the retirement benefit under this Section, the teacher shall continue to perform the same paid extra-duty assignments that resulted in the total previous year's creditable earnings upon which the three percent (3%) retirement benefit is based, except in the following situations:



- (a) If a teacher voluntarily declines to perform any of the previous year's paid extra-duty assignments or if the teacher is removed from any such assignments for cause, the teacher's compensation shall be reduced accordingly.
- (b) If the teacher is removed from the previous year's paid extra-duty assignment without cause, the teacher's compensation shall not be reduced.
- (c) If a paid assignment is eliminated by action of the Board, the teacher's compensation shall not be reduced provided that the teacher may be reassigned to a similar paid extra-duty assignment.

The Board will not assign paid extra-duty assignments to a teacher who has provided notice of retirement and is to receive (or is receiving) the retirement benefit under this Section if the assignment would result in an increase in creditable earnings in excess of three percent (3%) over the previous year's creditable earnings.

4. Limitations on Participation

The Board reserves the right to limit the number of teachers who shall be approved for this plan each year for reasons which are in the best interests of the district. However, in no event shall the Board limit the number of teachers who shall be approved for this plan in any year to less than fifty percent (50%) of the teachers eligible for regular retirement. If the Board exercises its option to limit the number of teachers who shall be approved for this plan, the Board shall limit the number of teachers based on the teachers' seniority in District 62, giving preference for approval to those teachers with the greatest seniority. However, unless the parties agree to continue this Article in a subsequent collective bargaining agreement, the foregoing benefits will be denied to those who heretofore have not applied for regular retirement on or before June 30, 2023 in that this Article creates no vested right to benefits.

5. Continuation of Plan

The Board reserves the right to review and modify or terminate the foregoing retirement benefits upon the expiration of this Agreement subject to the requirement of the Illinois Education Labor Relations Act.

6. New Legislation

If, during the term of this contract, any law is enacted that results in a greater cost to the Board for a teacher to retire (including costs imposed by a legislatively-enacted retirement program) or a greater benefit to the teacher than the cost in effect as of the date this contract is entered into, this Article shall become null and void. The parties may at either's written request served on the other within thirty (30) calendar days of the effective date of such legislation, renegotiate a retirement benefit plan. The parties agree that this does not apply to legislation which establishes a flat rate formula for teachers under the Illinois Pension Code.

**ARTICLE XI**  
**PROFESSIONAL GRIEVANCE PROCEDURE**

A. Definitions

1. Any claim by a teacher of the Association that there has been a violation, misinterpretation, or misapplication of the terms of this Agreement shall be a grievance.
2. All time limits consist of school days, except that when a grievance is submitted fewer than ten (10) days before the close of the current school year, time limits shall consist of all week days.
3. All grievances must be filed in writing within twenty-five (25) days of the occurrence of the event giving rise to the grievance or within twenty-five (25) days from the time a reasonably alert person should have been aware of the occurrence of the event giving rise to the grievance.

B. Procedures

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

- Step #1      The teacher or the Association may present the grievance in writing to the principal who will arrange for a meeting to take place within seven (7) days after receipt of the grievance. The grievant, a representative if desired by the teacher, and the principal shall be present for the meeting. Within seven (7) days of the meeting, the grievant shall be provided with the principal's written response, including the reasons for the decision.
- Step #2      If the grievance is not resolved at Step #1, then the grievant may refer the grievance to the Superintendent or his/her official designee within six (6) days after receipt of the Step #1 answer. The Superintendent shall arrange with the grievant or the Association for a meeting to take place within ten (10) days of the Superintendent's receipt of the appeal. Each party shall have the right to include in its representation such witnesses and counselors as it deems necessary. Within ten (10) days of the meeting, the employee or the Association shall be provided with the Superintendent's written response, including the reasons for the decision.
- Step #3      If the grievant is not satisfied with the disposition of the grievance at Step #2 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. If a demand for arbitration is not filed within thirty (30) days of the date for the Step #2 answer, then the grievance shall be deemed withdrawn.

The arbitration proceeding shall be conducted by an Arbitrator to be selected by the two parties within seven (7) days after said notice is given. If the two parties fail to reach agreement on an Arbitrator within seven (7) days, the American Arbitration Association will be requested to provide a panel of seven (7) arbitrators. Each of the two parties will alternately strike one name at a time from the panel until only one shall remain. The remaining name shall be binding on the parties.

Expenses for the Arbitrator's services shall be borne equally by the district and the Association. His authority shall be strictly limited to deciding only the issue or issues presented to him in writing by the district and the Association and his decision must be based solely and only upon his interpretation of the meaning or application of the express relevant language of the Agreement.

1. A grievance arising from action of an administrator above the building level must be filed at Step #2.
2. No teacher shall be required to discuss any grievance in the absence of a representative unless said teacher so desires.
3. When a teacher is not represented by the Association, the Association at its request shall have the right to receive a copy of the formal, final disposition of the grievance.
4. No reprisals of any kind shall be taken by the Board or the Administration against a teacher because of his/her participation in this grievance procedure.
5. All records dealing with the processing of a grievance shall be filed separately from the personnel files of the participants.
6. The time limits at any step of this grievance procedure may be extended by written mutual agreement.
7. A grievant may withdraw a grievance at any time without prejudice.

C. Association Participation - Teacher Representation

The grievant is allowed Association representation at any step of the process. When a teacher is not represented by the Association, a representative of the Association may be present as an observer at all formal steps of the grievance procedure. No teacher shall be required to discuss his/her grievance if the Association's representative is not present, but every teacher shall be permitted to voluntarily proceed with the grievance process.

**ARTICLE XII**  
**NO STRIKE PLEDGE**

No certificated professional employee, nor any organization of employees, nor any person acting on behalf of an employee organization shall ever or at any time engage in or encourage or support any strike, slow down, or other concerted refusal to render full and complete services in the school district during the term of this agreement. The Association hereby agrees not to strike, or engage in, or support or encourage any concerted refusal to render full and completed 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 during the term of this agreement.

**ARTICLE XIII**  
**EFFECT OF AGREEMENT**

- A. Complete Understanding  
The terms and conditions set forth in this Agreement represent the full and complete understanding between the parties. The terms and conditions may be modified only through the written mutual consent of the parties.
- B. Savings Clause  
Should any article, section or clause of this Agreement be declared illegal by a court of competent jurisdiction, 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.
- C. Terms of Agreement  
This Agreement shall be effective July 1, 2018, and shall continue in effect until June 30, 2023.

CHAIRMAN

Cather A. Dean  
Negotiations Committee  
Des Plaines Education Association

CHAIRMAN

Jo Podgorski  
Personnel Committee  
District 62 Board of Education

This Agreement is signed this 5th day of September, 2018.

In Witness Whereof:

For the Des Plaines Education  
Association

D. Zmud  
President  
M. Hayes  
Secretary

For the Board of Education,  
District 62

Stephanie Dubs  
President  
Margaret Goodetull  
Secretary

**APPENDICES**

**APPENDIX A – SALARY SCHEDULES**

**Salary Chart - 2018-2019**

<b>STEP</b>	<b>BA</b>	<b>BA + 12</b>	<b>BA + 24</b>	<b>MA</b>	<b>MA + 15</b>	<b>MA + 30</b>
1	\$44,164	\$45,866	\$47,630	\$49,459	\$51,381	\$53,359
2	\$44,657	\$46,379	\$48,162	\$50,012	\$51,955	\$53,955
3	\$45,150	\$46,891	\$48,694	\$50,564	\$52,529	\$54,551
4	\$46,182	\$47,962	\$49,807	\$51,719	\$53,730	\$55,797
5	\$47,213	\$49,033	\$50,920	\$52,874	\$54,930	\$57,043
6	\$48,292	\$50,154	\$52,084	\$54,082	\$56,185	\$58,347
7	\$49,371	\$51,274	\$53,247	\$55,290	\$57,440	\$59,650
8	\$50,500	\$52,446	\$54,464	\$56,554	\$58,753	\$61,014
9	\$51,628	\$53,618	\$55,681	\$57,817	\$60,065	\$62,377
10	\$52,807	\$54,843	\$56,953	\$59,138	\$61,438	\$63,803
11		\$56,068	\$58,225	\$60,459	\$62,810	\$65,228
12		\$57,350	\$59,555	\$61,840	\$64,246	\$66,719
13		\$58,631	\$60,885	\$63,221	\$65,681	\$68,209
14		\$59,971	\$62,276	\$64,666	\$67,182	\$69,767
15		\$61,310	\$63,667	\$66,111	\$68,682	\$71,325
16		\$62,711	\$65,122	\$67,622	\$70,252	\$72,955
17			\$66,577	\$69,132	\$71,821	\$74,585
18			\$68,099	\$70,712	\$73,462	\$76,290
19			\$69,620	\$72,291	\$75,103	\$77,994
20			\$71,211	\$73,943	\$76,819	\$79,776
21			\$72,801	\$75,594	\$78,535	\$81,557
22			\$74,465	\$77,321	\$80,330	\$83,421
23			\$76,128	\$79,048	\$82,125	\$85,285
24			\$77,868	\$80,855	\$84,002	\$87,234
25			\$79,607	\$82,661	\$85,878	\$89,183
26				\$84,550	\$87,841	\$91,221
27				\$86,439	\$89,803	\$93,258
28				\$88,414	\$91,855	\$95,389
29				\$90,389	\$93,906	\$97,520
30				\$91,293	\$94,845	\$98,495
31				\$92,197	\$95,784	\$99,470

For teachers who continued their employment from the 2017/18 school year:

For the 2018/19 school year only, teachers will be placed on this salary schedule based on the 2017/18 salary schedule. Teachers who were in steps A, B, or C will be placed on step 1 in the appropriate lane. Teachers who were on steps D through Q will be placed on the lane and step that is equivalent to the salary they would have made had the schedule not changed. Teachers who were on Step R would be off the salary schedule. The step will not equal the number of years of services. (For example, if in 2017/18 you were on step J, MA, making \$63, 221, you will now be on step 15, MA, making \$66,111.) In years 2019/20 through 2022/23, teachers will advance on the salary schedule by one step.

APPENDIX A – SALARY SCHEDULES

**Salary Chart - 2019-2020**

<b>STEP</b>	<b>BA</b>	<b>BA + 12</b>	<b>BA + 24</b>	<b>MA</b>	<b>MA + 15</b>	<b>MA + 30</b>
1	\$44,857	\$46,586	\$48,382	\$50,247	\$52,184	\$54,196
2	\$46,182	\$47,962	\$49,807	\$51,719	\$53,729	\$55,797
3	\$46,698	\$48,498	\$50,363	\$52,297	\$54,329	\$56,420
4	\$47,213	\$49,034	\$50,919	\$52,875	\$54,930	\$57,044
5	\$48,292	\$50,154	\$52,083	\$54,083	\$56,185	\$58,347
6	\$49,371	\$51,274	\$53,247	\$55,290	\$57,440	\$59,650
7	\$50,499	\$52,446	\$54,464	\$56,554	\$58,753	\$61,013
8	\$51,627	\$53,617	\$55,680	\$57,817	\$60,065	\$62,376
9	\$52,807	\$54,843	\$56,953	\$59,138	\$61,437	\$63,802
10	\$53,987	\$56,068	\$58,226	\$60,459	\$62,810	\$65,228
11		\$57,349	\$59,556	\$61,841	\$64,245	\$66,718
12		\$58,630	\$60,886	\$63,222	\$65,680	\$68,209
13		\$59,970	\$62,277	\$64,666	\$67,182	\$69,768
14		\$61,310	\$63,667	\$66,110	\$68,683	\$71,326
15		\$62,711	\$65,122	\$67,621	\$70,252	\$72,955
16		\$64,112	\$66,577	\$69,132	\$71,821	\$74,585
17			\$68,098	\$70,712	\$73,462	\$76,289
18			\$69,620	\$72,291	\$75,103	\$77,994
19			\$71,211	\$73,943	\$76,819	\$79,776
20			\$72,802	\$75,595	\$78,535	\$81,558
21			\$74,465	\$77,322	\$80,330	\$83,421
22			\$76,128	\$79,049	\$82,124	\$85,284
23			\$77,868	\$80,855	\$84,001	\$87,233
24			\$79,607	\$82,660	\$85,878	\$89,183
25			\$81,426	\$84,550	\$87,840	\$91,221
26				\$86,439	\$89,803	\$93,259
27				\$88,414	\$91,855	\$95,389
28				\$90,389	\$93,907	\$97,520
29				\$92,455	\$96,052	\$99,748

APPENDIX A – SALARY SCHEDULES

**Salary Chart - 2020-2021**

<b>STEP</b>	<b>BA</b>	<b>BA + 12</b>	<b>BA + 24</b>	<b>MA</b>	<b>MA + 15</b>	<b>MA + 30</b>
1	\$45,561	\$47,318	\$49,142	\$51,036	\$53,003	\$55,047
2	\$46,907	\$48,715	\$50,593	\$52,543	\$54,569	\$56,673
3	\$48,292	\$50,154	\$52,083	\$54,083	\$56,185	\$58,347
4	\$48,832	\$50,714	\$52,665	\$54,687	\$56,812	\$58,999
5	\$49,371	\$51,275	\$53,246	\$55,291	\$57,440	\$59,651
6	\$50,499	\$52,446	\$54,463	\$56,554	\$58,753	\$61,013
7	\$51,627	\$53,617	\$55,680	\$57,817	\$60,065	\$62,376
8	\$52,807	\$54,842	\$56,953	\$59,138	\$61,438	\$63,801
9	\$53,987	\$56,068	\$58,225	\$60,459	\$62,810	\$65,227
10	\$55,221	\$57,349	\$59,556	\$61,841	\$64,245	\$66,718
11		\$58,631	\$60,887	\$63,222	\$65,680	\$68,209
12		\$59,970	\$62,277	\$64,667	\$67,181	\$69,767
13		\$61,310	\$63,668	\$66,111	\$68,682	\$71,326
14		\$62,711	\$65,123	\$67,621	\$70,252	\$72,956
15		\$64,112	\$66,577	\$69,131	\$71,821	\$74,586
16		\$65,577	\$68,098	\$70,712	\$73,462	\$76,289
17			\$69,619	\$72,292	\$75,103	\$77,993
18			\$71,210	\$73,943	\$76,819	\$79,775
19			\$72,801	\$75,595	\$78,535	\$81,558
20			\$74,465	\$77,322	\$80,330	\$83,422
21			\$76,129	\$79,049	\$82,124	\$85,286
22			\$77,868	\$80,855	\$84,001	\$87,234
23			\$79,607	\$82,661	\$85,877	\$89,182
24			\$81,426	\$84,550	\$87,840	\$91,220
25			\$83,245	\$86,438	\$89,803	\$93,258
26				\$88,413	\$91,855	\$95,389
27				\$90,389	\$93,907	\$97,521
28				\$92,454	\$96,053	\$99,749



APPENDIX A – SALARY SCHEDULES  
**Salary Chart - 2021-2022**

<b>STEP</b>	<b>BA</b>	<b>BA + 12</b>	<b>BA + 24</b>	<b>MA</b>	<b>MA + 15</b>	<b>MA + 30</b>
1	\$46,276	\$48,060	\$49,913	\$51,837	\$53,836	\$55,911
2	\$47,643	\$49,480	\$51,387	\$53,368	\$55,426	\$57,562
3	\$49,050	\$50,941	\$52,905	\$54,945	\$57,063	\$59,263
4	\$50,499	\$52,446	\$54,463	\$56,554	\$58,752	\$61,013
5	\$51,063	\$53,032	\$55,071	\$57,186	\$59,409	\$61,695
6	\$51,627	\$53,618	\$55,680	\$57,818	\$60,065	\$62,377
7	\$52,807	\$54,843	\$56,952	\$59,139	\$61,438	\$63,802
8	\$53,986	\$56,067	\$58,225	\$60,459	\$62,810	\$65,226
9	\$55,220	\$57,349	\$59,555	\$61,841	\$64,245	\$66,717
10	\$56,454	\$58,630	\$60,886	\$63,222	\$65,680	\$68,207
11		\$59,970	\$62,277	\$64,667	\$67,181	\$69,767
12		\$61,310	\$63,669	\$66,111	\$68,682	\$71,326
13		\$62,711	\$65,124	\$67,622	\$70,251	\$72,956
14		\$64,112	\$66,578	\$69,133	\$71,821	\$74,586
15		\$65,577	\$68,099	\$70,712	\$73,462	\$76,290
16		\$67,042	\$69,620	\$72,291	\$75,104	\$77,994
17			\$71,210	\$73,943	\$76,819	\$79,776
18			\$72,801	\$75,595	\$78,535	\$81,557
19			\$74,464	\$77,323	\$80,330	\$83,421
20			\$76,128	\$79,050	\$82,125	\$85,285
21			\$77,868	\$80,856	\$84,001	\$87,234
22			\$79,608	\$82,662	\$85,877	\$89,183
23			\$81,426	\$84,550	\$87,840	\$91,220
24			\$83,245	\$86,439	\$89,802	\$93,257
25			\$85,148	\$88,414	\$91,854	\$95,389
26				\$90,388	\$93,907	\$97,520
27				\$92,454	\$96,052	\$99,749

APPENDIX A – SALARY SCHEDULES

**Salary Chart - 2022-2023**

<b>STEP</b>	<b>BA</b>	<b>BA + 12</b>	<b>BA + 24</b>	<b>MA</b>	<b>MA + 15</b>	<b>MA + 30</b>
1	\$47,003	\$48,815	\$50,697	\$52,651	\$54,681	\$56,789
2	\$48,391	\$50,257	\$52,194	\$54,206	\$56,296	\$58,466
3	\$49,821	\$51,741	\$53,736	\$55,807	\$57,959	\$60,193
4	\$51,292	\$53,269	\$55,323	\$57,456	\$59,671	\$61,971
5	\$52,807	\$54,843	\$56,952	\$59,139	\$61,437	\$63,802
6	\$53,397	\$55,456	\$57,588	\$59,800	\$62,123	\$64,515
7	\$53,987	\$56,068	\$58,224	\$60,460	\$62,810	\$65,228
8	\$55,220	\$57,349	\$59,555	\$61,841	\$64,245	\$66,717
9	\$56,453	\$58,630	\$60,886	\$63,222	\$65,681	\$68,207
10	\$57,744	\$59,969	\$62,277	\$64,667	\$67,181	\$69,766
11		\$61,309	\$63,668	\$66,111	\$68,682	\$71,325
12		\$62,711	\$65,124	\$67,622	\$70,251	\$72,955
13		\$64,112	\$66,579	\$69,133	\$71,821	\$74,585
14		\$65,577	\$68,100	\$70,712	\$73,462	\$76,290
15		\$67,041	\$69,621	\$72,292	\$75,103	\$77,994
16		\$68,574	\$71,211	\$73,943	\$76,819	\$79,776
17			\$72,801	\$75,594	\$78,536	\$81,559
18			\$74,464	\$77,322	\$80,330	\$83,422
19			\$76,128	\$79,050	\$82,124	\$85,285
20			\$77,867	\$80,856	\$84,001	\$87,234
21			\$79,607	\$82,662	\$85,878	\$89,183
22			\$81,427	\$84,551	\$87,840	\$91,221
23			\$83,246	\$86,440	\$89,802	\$93,259
24			\$85,148	\$88,414	\$91,854	\$95,389
25			\$87,049	\$90,389	\$93,906	\$97,519
26				\$92,454	\$96,052	\$99,748

APPENDIX B - EXTRA DUTY SCHEDULE

**2018-2023**

			<b>Approx. Time Spent on Job (hrs/day)</b>	<b># Days</b>	<b>Annual Total Compensation</b>
<b><u>Professional</u></b>	Year	Per Hour			
Curriculum Facilitators	2018- 2023	\$40.00	0.15	174	<b>\$ 1,044</b>
Mentor (per mentee)			0.50	174	<b>\$ 3,480</b>
Team Leader			0.25	174	<b>\$ 1,740</b>
Consultant Teacher			0.50	90	<b>\$ 1,800</b>
Staff Development Presenter (hourly rate)		\$40.00			
Homebound Services (hourly rate)		\$40.00			
Facilitators: Art, Music, PE/Health/Athletics, CSN					<b>\$ 2,500</b>
<b><u>Instructional</u></b>					
		Per Hour			
Basketball Coach	2018- 2023	\$30.00	2.50	40	<b>\$ 3,000</b>
Volleyball Coach			2.50	40	<b>\$ 3,000</b>
Cross Country Coach			2.00	40	<b>\$ 2,400</b>
Newspaper			0.40	164	<b>\$ 1,968</b>
Yearbook			0.50	164	<b>\$ 2,460</b>
Cheerleading (per season)			1.00	40	<b>\$ 1,200</b>
Student Council (Middle School)			0.50	164	<b>\$ 2,460</b>
Student Council (Elementary School)			0.25	164	<b>\$ 1,230</b>
Technology Liaison			0.19	174	<b>\$ 1,000</b>
Detention Organizer			0.50	164	<b>\$ 2,460</b>
<b><u>Non-Instructional</u></b>					
Elementary/ICS Outside lunch duty (30 min./day)	2018- 2023	\$24.00	0.50	174	<b>\$ 2,088</b>
Elementary/ICS Inside lunch duty (30 min./day)			0.50	174	<b>\$ 2,088</b>
Middle School Inside/Outside lunch duty (39 min./day)			0.65	174	<b>\$ 2,714</b>
Breakfast Supervisor			0.33	174	<b>\$ 1,378</b>
Breakfast After the Bell (Select Schools)					<b>\$ 600</b>
Patrol			0.40	174	<b>\$ 1,670</b>
Morning Bus/Supervision Duty (15 min/AM/day)			0.25	174	<b>\$ 1,044</b>
Afternoon Bus/Supervision Duty (15 min/PM//day)			0.25	174	<b>\$ 1,044</b>
Intramurals			1.00	100	<b>\$ 2,400</b>
Athletic Scorekeeper (per game rate)					<b>\$25.00/Game</b>
Athletic Supervisor (per game rate)					<b>\$25.00/Game</b>

APPENDIX C – LETTER OF INTENT TO RETIRE

I, \_\_\_\_\_, have voluntarily decided to retire and receive the benefits set forth in the Professionally Negotiated Agreement between the Des Plaines Education Association/IEA/NEA and the Board of Education of Consolidated Community School District 62 of Des Plaines. Accordingly, I am voluntarily submitting this irrevocable notice to retire at the end of the \_\_\_\_\_ school term. I understand that only under emergency circumstances may this irrevocable notice to retire be withdrawn.

## APPENDIX D

### Internal District Coursework

#### YOU62 and U62 SALARY LANE CREDIT GUIDELINES

##### DEFINITION:

Salary Lane Credit courses and workshops will be offered in the District outside the school day, and credit toward salary advancement will be provided. Salary Lane Credit (SLC) courses and workshops will focus on U62 in-district and YOU62 online self-paced programs and district initiatives. The SLC program of in-service is effective as of July 1, 2007.

##### TOPICS:

Salary Lane Credit offerings will be announced by the Instructional Services Department on a regular basis. Topics such as Professional Learning Communities, Technology Infused Instruction, Instructional Strategies for Literacy, Mathematics, Social Studies, and Science, will be possible course offerings.

##### EXCLUSIONS:

The following activities are not included in the Salary Lane Credit in-service category:

- Committee Work and Monthly Meetings
- Staff Meetings
- Summer Writing Projects and Summer Teaching
- Released Time in-service and Meetings
- Out-of-District conferences or workshops (unless specified as part of an SLC course)
- Travel with or without course work
- Internships (unless part of an SLC course)
- Research and/or independent study projects (unless part of an SLC course)
- In-Services attended prior to July 1, 2007
- Paid hours for being an SLC course instructor

During the term of this agreement, all in-services offered in District 62 outside the school day will have application to Salary Lane Credit. Workshops attended prior to July 1, 2007 are not eligible for application to Salary Lane Credit. Any individual school in-services for Salary Lane Credit will need to be cleared in advance with the Instructional Services Department and will need to comply with the Salary Lane Credit guidelines.

##### FORMAT:

In-service for Salary Lane Credit will be offered in two ways:

1. Full Credit Courses - a course will consist of one topic or related topics with 15 or 16 class hours. One full credit will be awarded at the end of the course to each participant attending all sessions. A course may be divided into three, five, or eight sessions. A single session will not be less than two hours.
2. Accumulated Single Session Certificates - certificates awarded for single in-District in-services may be accumulated to 15 or 16 hours and exchanged for one Salary Lane

Credit. Single in-services may be accumulated and exchanged for a course credit (SLC credit) over a period of 6 years.

NUMBER OF CLASS HOURS PER CREDIT:

A total of 15 or 16 classroom hours will be considered the equivalent to one university graduate credit in District 62 only.

FEES:

There is no tuition for Salary Lane Credit workshops or courses. A moderate materials fee (\$10 to \$50) may be charged to participants for course books, software, or other resources essential to the course.

ATTENDANCE:

Attendance is required for the full time at all sessions of SLC courses.

EXPECTATIONS:

Participants will be responsible for classroom applications, reading, or other assignments between sessions of a Salary Lane Credit course. Participant expectations, along with topic, dates, times, locations, registration information, etc. will be specified in each SLC course description.

DOCUMENTATION:

The Instructional Services Department and Human Resources Department will track SLC course credits for each teacher and document earnings for Personnel files. It will be necessary for each teacher to present accumulated individual workshop attendance certificates in exchange for Salary Lane Credits.

SALARY SCHEDULE MOVEMENT:

With this new Salary Lane Credit system for District in-service, it will be possible to combine university graduate credits and Salary Lane Credit in-service certificates toward lane movement on the salary scale. Movement on the Salary Schedule will be in accordance with the negotiated DPEA Agreement.

PLANNING:

The District 62 Instructional Services Department will coordinate planning for SLC offerings. The administration center will handle publicity, registrations, certificates; documentation for Personnel files, communication of guidelines in full to presenters, and serves as a clearinghouse for course proposals.

PUBLICITY:

Salary Lane Credit courses and individual workshop descriptions will be circulated to staff on a regular basis with registration information. The Instructional Services Department reserves the right to cancel workshops and courses that do not have ten or more participants.