

Collective Bargaining Agreement between

**RANTOUL TOWNSHIP HIGH SCHOOL DISTRICT 193
BOARD OF EDUCATION**

AND

**RANTOUL TOWNSHIP HIGH SCHOOL
EDUCATION ASSOCIATION**

AUGUST 15, 2017 – AUGUST 14, 2020

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ARTICLE I – PREAMBLE AND RECOGNITION STATEMENT

- 1.1 The Board of Education of Rantoul Township High School District #193 and the Rantoul Township High School Education Association recognize that the ultimate aim of public schools is to provide the best education possible for the students in the district. Attainment of this educational objective is a shared responsibility of the Board, the administrative, and supervisory staff and the professional educational employees. Attainment of educational objectives requires mutual understanding and cooperation between the Board, the administration and supervisory staff, and the professional educational employees. To this end, free and open exchange of views is desirable and necessary.
- 1.2 The Board of Education of Rantoul Township High School District #193, Champaign County, Illinois, hereinafter referred to as the “Board” recognizes the Rantoul Township High School Education Association, hereinafter referred to as the “Association”, as the sole and exclusive negotiating agent for all certified, full and part-time, regularly employed personnel, hereinafter referred to as the “teachers”, who are employed at Rantoul Township High School, District #193, excepting the superintendent and district administrators.
- 1.3 The terms “employee”, “bargaining unit member”, or “teacher” when used in this agreement shall refer to employees represented by the Association in this agreement.

ARTICLE II – RIGHTS AND RESPONSIBILITIES

- 2.1 **BOARD RIGHTS AND RESPONSIBILITIES**
It is expressly understood and agreed that all functions, rights, powers, or authority of the administration of the School District and the Board which are not specifically limited by the express language of this Agreement are retained by the Board provided, however, that no such right shall be exercised so as to violate any of the specific provisions of this Agreement or the Illinois Educational Labor Relations Act. Further, the language contained in this agreement is valid only in-so-far as it does not contradict provisions for management rights set forth in state laws, statutes and the Illinois School Code.
- 2.2 **COMMUNICATION MEETINGS:** The Association and the Board recognize the importance of free and open communication as being in the best interest of the entire education program. Therefore, a personnel committee consisting of two Board members and the Superintendent or designee shall meet with two Association members not more often than quarterly during the school term for the purpose of discussing items of mutual concern. The meetings may be initiated by either the Board or the Association.
- 2.3 **SENIORITY DETERMINATION:** Employees who have the same date of employment shall have their seniority determined by a flip of a coin to determine the order. The date of employment will be determined by the first day the employee earns pay from the District.

ARTICLE III – ASSOCIATION RIGHTS AND RESPONSIBILITIES

- 3.1 The Association and its members shall have the right to use school buildings for organizational meetings and the right to transact official business on school property at reasonable times, provided these meetings shall not interfere with or interrupt the normal school operations, and that such use shall be restricted to reasonable times; shall not interfere with or interrupt normal school operations; and the time and space to be used be cleared with the principal of the building wherein the meetings are to be held. Any school-sponsored activity shall have precedence for use of facilities. When additional expenses are incurred, the Board reserves the right to make a reasonable charge.
- 3.2 The Association shall be given the opportunity to present brief reports and announcements at the conclusion of faculty meetings.
- 3.3 The Association shall have the right to use the district mailboxes or school email for communications to employees.
- 3.4 The Association shall have the right to post notices of its activities and matters of Association concern on designated bulletin boards. The superintendent may direct the removal of any items posted on the bulletin board which may be offensive to other staff members, in poor taste or not appropriate for display. Before removal of such materials, the Superintendent or his designee will meet with the Association President and any staff member(s) who find such communications offensive or in poor taste in an attempt to reach a satisfactory compromise.
- 3.5 The Board agrees to make available to the Association in response to reasonable requests from time to time all available information concerning the financial resources of the district, including but not limited to: annual financial reports and audits, register of certificated personnel, tentative budget, agendas and minutes of all Board meetings, and treasurer's reports together with information which may be necessary for the Association to process any grievance or complaint.
- 3.6 The Association will make available any pertinent information as reasonably requested by the Board or its representatives.
- 3.7 In the event the Association elects more than one individual to serve in the office of Association President, the Association shall designate one individual to receive all notices on behalf of the Association and delivery to that individual will satisfy any requirement to provide notice to or copies to the Association President.
- 3.8 The Board will send to the Association Executive Members, any changes or revisions to the Board adopted policies and other written administrative policies which affect teachers, electronically within 30 days of the change.

ARTICLE IV – GRIEVANCE PROCEDURE

- 4.1 **DEFINITION:** A grievance shall mean a written complaint by the Association or member (s) of the bargaining unit that there has been an alleged violation, misinterpretation, or misapplication of the specific provisions of this Agreement.
- 4.2 **PURPOSE:** Every employee covered by this Agreement shall have the right to present grievances in accordance with these procedures, the purpose of which is to secure, at the lowest possible administrative level, equitable solutions to valid grievances which may arise.
- 4.3 **REPRESENTATION:** The grievant has the right to representation of choice in the grievance procedure. The grievant shall be present at all grievance discussions unless the Board, Association and the grievant mutually agree that the grievant's presence is not desirable or necessary. When the presence of the grievant at a grievance hearing is required by either party, illness or incapacity of the grievant shall be grounds for any necessary extension of grievance procedure time limits. The Association reserves the right to have a representative present at any stage of the grievance procedure.
- 4.4 **CLASS GRIEVANCES:** A grievance involving more than one employee with different supervisors may be initially filed by the Association at Step 3.
- 4.5 **TIME LIMITS:** A grievance must be filed within twenty (20) days of when the Association or grievant(s) knew or should have known of the event which gave rise to the grievance. The number of days indicated at each step in the procedure shall be considered as the maximum allowable to the parties and every effort shall be made to resolve the grievance as rapidly as possible. "Days" shall refer to teacher work days or when the school year ends, days the District office is open for business.
- 4.6 **CONSTRAINTS:**
- A. Any investigation or other handling or processing of any grievances by the grievant or the Association shall be conducted so as to result in no interference with or interruption whatsoever of the instructional program and related work activities of the grievant or of the District's employees. This does not extend to attendance at the arbitration hearing.
 - B. Failure of a grievant or the Association to act on any grievance within the prescribed time limits will act as a bar to any further appeal. However, an administrator's failure to give a decision within the time limits shall permit the grievant to proceed to the next step. Time limits may be extended by mutual agreement.
 - C. If the Association or any employee files any claim or complaint in any forum other than under the grievance procedure of this Agreement, then the District shall not be required to process the same claim or set of facts through the grievance procedure.

- D. No reprisals shall be taken by the Board or the administration against any employee because of the employee's participation in a grievance.
- E. If the Association and the Superintendent agree, any step of the grievance procedure may be by-passed and the grievance brought directly to the next step.
- F. A grievance may be withdrawn at any level without establishing precedent.
- G. All records related to a grievance shall be filed separately from the personnel files of the employee except when otherwise needed to discipline said employee.
- H. If a grievance should proceed to Step Five, the grievant or his/her designee shall be released from his/her regular assignment in order to participate in arbitration without loss of pay or benefits.

4.7 **PROCEDURE:**

Step 1: It is desirable for an employee and the immediate or applicable supervisor and the grievance chair to resolve problems through free and informal communications. Therefore, before a grievance is filed, the claimant shall discuss the claim with the most immediate supervisor.

Step 2: If the complaint cannot be resolved informally, the complainant shall file the grievance in writing with the immediate supervisor and the grievance chair, who shall certify by signature the date and hour the grievance was received. This certification shall be witnessed by the grievant. The written grievance shall state the remedy requested. The filing of the formal grievance must be within twenty (20) days from the date the grievant or the Association knew or should have known of the event which gave rise to the grievance. The supervisor shall make a decision on the grievance and communicate it in writing to the employee and the Superintendent within five (5) days after receipt of the grievance.

Step 3: In the event a grievance has not been satisfactorily resolved at Step 2, the grievant shall file, within ten (10) days of the immediate supervisor's written decision at Step 2, a copy of the grievance with the Superintendent. Within five (5) days after receipt of the grievance, the Superintendent or his designee shall meet with the grievant to resolve the grievance. The Superintendent or his designee shall file an answer within five (5) days of Step 3 grievance meeting and communicate it in writing to the grievant and the immediate supervisor.

Step 4: If the grievance is not satisfactorily resolved at Step 3, the grievant shall file, with ten (10) days of receipt of the Superintendent's decision at Step 3, a request for a hearing with the Board. The Board shall meet with the grievant within ten (10) days or the next regularly scheduled Board meeting, whichever is later, after receipt of the request for a hearing. The Board, or its designee, shall file an answer within five (5) days of the hearing and communicate it in writing to the grievant and the Superintendent.

Step 5: If the grievance is not satisfactorily resolved at Step 4, the grievance shall proceed to binding arbitration. The Association shall submit to the Superintendent a

written request on behalf of the Association and the grievant to enter binding arbitration. This request must be submitted within twenty (20) days of receipt of the Step 4 answer.

The parties will abide by the rules of the American Arbitration Association in the selection of an arbitrator and in the processing of the grievance through arbitration. Expenses for the arbitration services shall be borne equally by the School District and the Association.

The decision of the Arbitrator shall be final and binding on the parties. The Arbitrator, in his or her opinion, shall not amend, modify, nullify, ignore or add to the provisions of the Agreement. The Arbitrator's authority shall be strictly limited to deciding only the issue or issues presented to him or her in writing by the School District and the Association and the decision must be based solely and only upon his or her interpretation of the meaning or application of the express relevant language of the Agreement.

- 4.8 **SETTLEMENT:** By mutual agreement, a grievance may be settled at any step without establishing precedent.

ARTICLE V – DISCIPLINARY PROCEDURES AND TEACHER PROTECTION

- 5.1 The teacher shall maintain a reasonable standard of orderly student behavior in his or her classroom.
- 5.2 Teachers shall have the right to use such force as may be necessary to protect themselves and other employees or students from physical assault or injury.
- 5.3 The Board recognizes its responsibility to support and assist teachers with respect to maintenance of control and discipline in the classroom.
- 5.4 Teachers have the right to send disruptive students out of their classrooms. Students will not be allowed to return during that class period on that same day except on request or approval of the teacher.
- 5.5 A written student disciplinary policy will be distributed to the teachers.
- 5.6 Any case of assault or battery upon an on-duty teacher or upon a teacher attending an RTHS activity shall be reported to one of the administrators for action. It shall also be reported to the Board and other authorities as prescribed by the Illinois School Code.
- 5.7 It is the responsibility of the teacher to report altercations and other matters of grave action between students to the proper school administrative authorities. In extreme emergency or when an administrator is not available, a teacher may contact local police directly and continue efforts to get administrative assistance.

- 5.8 The Board shall reimburse employees for any loss or damage to the employee's personal property as a result of such an assault or battery during the school day or during a school sponsored activity.

ARTICLE VI - TEACHER EVALUATION

PHILOSOPHY: The Board and the Association agree that each teacher evaluation is essential for professional growth and improvement of student instruction. The evaluation process is a cooperative effort on the part of the evaluator and teacher, and is viewed to be continuous, constructive, and should take place in an atmosphere of mutual trust, support, and respect. Both parties agree that each teacher be provided a description of teacher duties, responsibilities, and standards to which a teacher is expected to conform.

The evaluation of certified staff shall follow the procedures required by the Illinois School Code and any applicable regulations of the Illinois State Board of Education. In any situation where the procedures stated in this Agreement are in conflict with the relevant statute or regulation, the statute or regulation shall govern.

Certified employees shall be evaluated according to the procedures set out in the District evaluation plan developed by a joint committee composed of an equal representation selected by the district and the exclusive bargaining representative of its teachers, except to the extent the School Code and the Administrative Rules and Regulations require otherwise. The District evaluation plan will include the procedures for how the plan may be modified.

A grid listing the ratings for each teacher shall be completed by the administration and a copy provided to the Association President at least 45 days before the end of the school year. The Association President will then have the responsibility of scheduling a meeting with the Principal within ten (10) school days of receipt of this information to provide input on professional development opportunities, he or she feels would benefit the staff based on his or her analysis of the data.

- 6.1 **NOTIFICATION:** On or before the first day of the school term (the first day students are required to be in attendance), the school district shall provide written notice (either electronic or paper) that a performance evaluation will be conducted in that school term to each teacher affected or, if the affected teacher is hired after the start of the school term, then no later than 30 days after the contract is executed. Teachers will be notified which evaluator will be conducting their evaluations. No later than September 15th, and before any pre-observations conference or any formal observations takes place in any school term, the building principal or evaluators shall conduct a meeting(s) to inform the faculty as a whole about the evaluation procedures, rubric, evidence and instruments used. It will be the responsibility of the employee to arrange a mutually-agreeable time to meet with his or her evaluator in the event the employee cannot attend the whole-group meeting. The employee, during the first pre-observation conference shall notify the evaluator if he or she has not had this meeting.

Only administrators who have been qualified by the State of Illinois to have passed the State's evaluator training shall evaluate bargaining unit members.

- 6.2 **FREQUENCY OF EVALUATIONS:** All non-tenured teachers shall receive at least one evaluation every school year. Teachers on contractual continued service shall receive at least one (1) evaluation every two (2) school years, except if rated "needs improvement" or "unsatisfactory". Teachers must be rated at least once per school year following "needs improvement" or "unsatisfactory" rating. Part time teachers shall be evaluated with same frequency as non-tenured teachers except that part time teachers who have previously served the district as tenured teachers shall receive at least one (1) evaluation every two (2) school years, except if rated "needs improvement" or "unsatisfactory". Part-time tenured teachers must be rated at least once in school year following "needs improvement" or "unsatisfactory" rating.
- 6.3 **FORMAL EVALUATION:** A formal evaluation shall consist of the required number of pre-observation conferences, observations, both formal and informal, depending on the status of the teacher, post-observation conferences, and a written summative evaluation.
- A. Pre-Observation Conferences: A pre-observation conference between the evaluator and teacher must precede each formal observation. In advance of this conference, the teacher must submit a written lesson plan and/or other evidence of planning, and the evaluator and teacher must discuss the lesson plan or instructional planning in any areas on which the qualified evaluator should focus during the observation. The evaluator shall confer with the teacher to arrange the date and time of the formal observation during this conference.
- B. Formal Observations: The formal classroom observations shall be not less than forty-five (45) minutes at a time, or a complete lesson, or during an entire class period. There shall be at least ten (10) school days between formal observations unless mutually-agreed upon by both the evaluator and teacher. A copy of the evidence gathered during the formal observation shall be given to the teacher prior to the post-observation conference. The teacher may submit a written response to the documented evidence.
- C. Informal Observations: An informal observation is an observation of a teacher by the evaluator that is not announced in advance of the observation and not subject to the minimum time requirement. Evidence gathered during the informal observation may be considered in determining the performance evaluation rating, provided it is documented in writing. This documentation will be given to the teacher within ten (10) school days of the informal observation and the teacher will be given an opportunity to request a post-observation conference to discuss the documentation. The teacher may submit a written response to the documented evidence.
- D. Post-Observation Conferences: The formal post-observation conference shall be held within ten (10) school days of the formal observation. An extension of this time requirement may be agreed upon by the teacher and the evaluator. The teacher's failure to appear for a scheduled post-observation conference shall excuse the ten day requirement.
- E. Summative Evaluation: The summative evaluation conference may not occur less than ten (10) school days after the last post-observation conference unless mutually

agreed upon by both the evaluator and teacher. A draft copy of the summative evaluation shall be given to the teacher at least five (5) school days prior to the summative evaluation conference. The evaluation shall include specific comments on an individual teacher's strengths and weaknesses, and the evaluator shall provide supporting reasons for comments made in the evaluation. The information, including the ratings, on the summative evaluation may be amended based on the professional conversation in the summative evaluation conference and any additional evidence provided by the teacher. A copy signed by both parties shall be given to the teacher at the conclusion of the summative evaluation conference. The teacher's signature does not indicate agreement with the matters contained in the evaluation. The teacher shall have the right to add any comments or response to the evaluation in writing which shall be appended to the evaluation kept in the teacher's formal personnel file. A teacher shall have no right to grieve his or her final evaluative rating, but may grieve a violation of the evaluation procedures. The twenty (20) day time limit for grieving the evaluation process shall not begin until the teacher has received his or her final summative evaluation.

6.4 EVALUATION OBSERVATIONS:

- a. Tenured (Proficient/Excellent Rating): A minimum of two (2) observations shall be required each evaluation cycle, of which one (1) must be a formal observation. Formal observations include both a pre-and-post observation conference.
- b. Tenured (Needs Improvement/Unsatisfactory): A minimum of three (3) observations shall be required in the evaluation cycle following a "needs improvement" or "unsatisfactory" rating, of which two (2) must be formal observations. Formal observations include both a pre-and-post observation conference.
- c. Non-Tenured: A minimum of three (3) observations shall be required each school year of which two (2) must be formal observations. Formal observations include both a pre-and-post observation conference.

6.5 PROFESSIONAL DEVELOPMENT PLAN(PDP): A PDP will be developed in consultation with the teacher within 30 school days after a tenured teacher receives a "needs improvement" rating. The PDP will take into account the teacher's on-going professional responsibilities, be directed to the areas that need improvement, and include any of the supports the district will provide to address the areas that need improvement.

The PDP period shall extend for no more than three (3) cycles, each cycle being thirty (30) school days in length. Evaluation conferences and ratings shall be scheduled to occur at the end of each 30 school day PDP period. The evaluation instrument used for the PDP evaluation shall be the same instrument used for the original evaluation which prompted the PDP. The teacher on a PDP will receive a summative evaluation within ten (10) days of the end of the PDP period. Teachers rated "Needs Improvement" at the end of the first or second 30 school day PDP period will be placed on another 30 school day PDP period. Teachers rated "Needs Improvement" at the end of the third PDP period will be placed on remediation for a 60 school day period. Teachers rated "Unsatisfactory" after completion of any of the 30 school day PDP periods shall be placed on remediation for a 60-school day remediation period. Teachers rated "proficient" or better at the end

of any PDP period will be evaluated and rated during the school year immediately following the teacher's "needs improvement" rating.

- 6.6 **REMEDATION PROCEDURES:** A remediation plan will be developed within 30 school days after a tenured teacher receives an "unsatisfactory" rating. The evaluator will conduct a mid-point and final evaluation which includes performance ratings during the remediation process. The evaluator will provide a written copy of the mid-point and final evaluation and ratings and discuss with the teacher within 10 school days after the date of the evaluation. Any teacher who successfully completes the remediation plan with a "proficient" or better rating must be evaluated in the school year immediately following the "unsatisfactory" rating.

The evaluator will also select a "consulting teacher" to assist the teacher during the remediation period. The "consulting teacher" will be an educational employee that has at least five years' teaching experience, a reasonable familiarity with the assignment of the teacher being evaluated, and who received an "excellent" rating on his or her most recent evaluation. Teachers who are asked to serve as a consulting teacher may decline without any adverse consequences. When no teachers who meet these criteria are available within the district, the district must request a "consulting teacher" from the Regional Office of Education.

- 6.7 **SCHEDULE OF EVALUATIONS:** Observations shall commence not earlier than the twelfth (12th) school day with students in attendance each year and shall be completed by the last day of April each year.

ARTICLE VII – TEACHER PROTECTION

- 7.1 **PERSONNEL FILES:** Only one official personnel file will be maintained for each teacher.
- A. Any employee wishing to inspect his/her personnel records shall submit a written request to the Superintendent or designated administrator.
 - B. The employee shall be provided the opportunity for inspection of the requested records within four (4) working days after the request.
 - C. The employee shall inspect the personnel record at the district administrative office during normal working hours or at another time mutually convenient to the employee and the administrator.
 - D. Inspection of personnel records shall be conducted under the supervision of an administrative staff member. A representative of the Association, at the employee's request, may accompany the employee in this review.
 - E. The employee may request copies of certain material as specified in the School Code and maintained in his/her personnel record.
 - F. In the event any file materials are determined to be inaccurate or unfair by legal or grievance proceeding such portion of materials will be removed from the employee's file.

- 7.2 **LIABILITY INSURANCE:** The Board will provide liability insurance coverage in accordance with Section 10-22.3 of the Illinois School Code with the following minimum limits of coverage:
 \$500,000 – Individual
 \$2,000,000 – Total Coverage
- 7.3 **EMPLOYEE HEARINGS/EMPLOYEE RIGHTS:** When a member of the bargaining unit is required to appear before the Board concerning any matter which could adversely affect that member's position, employment, or salary, the staff member shall be entitled to have a personal representative at said meeting. Written notice will be given the employee forty-eight (48) hours prior to the meeting not to include non-working days. No tenured teacher shall be suspended without pay from his/her teaching duties without cause. This clause is inapplicable to extra-duty assignments.

ARTICLE VIII – CONDITIONS OF EMPLOYMENT

- 8.1 **TEACHER ASSIGNMENTS:** The Board will give written notice of changes in assignments and/or regular supervisory responsibilities for the following school year. Every reasonable effort will be made to provide this information 30 calendar days prior to the first day of student attendance. If the changes in assignment are unacceptable to the teacher, he/she may meet with the administration and an Association representative, if scheduling permits, within five (5) days of the notification, to discuss the assignments and possible changes. If, after this meeting, the changes in assignment are unacceptable to the teacher, he/she will be given the opportunity to resign without penalty within five (5) days of the meeting.
- 8.2 **VACANCIES AND PROMOTIONS:** The administration shall post in designated areas and email to all staff a notice of all district vacancies as they occur. A statement of minimum qualifications and salary range shall accompany the notice. No such vacancy shall be filled except in case of emergency until such vacancy shall have been posted for at least five (5) district office working days. A bargaining unit member who is interested in this vacancy, but must fulfill his/her current assignment, must apply at this time. During the summer school break, a list of vacancies shall be mailed or emailed to the Association President. The vacancies will be posted within the school district on or before the same time the vacancies are released to any news organization or placement facilities.
- 8.3 **SUMMER SCHOOL STAFFINGS:** Positions in the summer school programs shall be made available first to qualified regularly employed teachers from the Rantoul Township School District.

ARTICLE IX –LEAVE

- 9.1 **PERSONAL LEAVE:** Teachers shall be granted two (2) days annually of personal leave. Personal leave shall be used only for the purpose of handling emergency or pressing personal affairs, which cannot reasonably be taken care of on the weekend, after

school hours or be delayed until a non-working weekday. Personal leave may not be used to fulfill the requirements of employment in an organization or agency other than Rantoul Township High School District #193. No reason for personal leave need be given.

A written application for personal leave shall be made to the immediate supervisor. Advance notice of personal leave shall be given as far as possible in advance and, except in emergency situations, shall be at least two (2) working days prior to the day of leave. Unused personal leave may accumulate to a maximum of four (4) days per year, and any unused personal leave days beyond four (4) shall accumulate as sick leave days.

Except in emergency situations, personal leave may not be taken during the first or last five (5) school days of a semester, on days when final examinations are scheduled, or to extend Thanksgiving, Winter Break or Spring Break. In order to use days on an emergency basis, the nature of the emergency must accompany the request to use personal leave on a contingency basis.

Personal leave may, at the discretion of the Superintendent, be used in conjunction with single holidays, provided that at least ten (10) school days advance written notice is given to the Superintendent, unless emergency circumstances prevent such notice.

No more than three (3) teachers may be absent due to personal leave on a given day, except in emergency situations.

- 9.2 **SICK LEAVE:** Nine month employees shall earn twelve (12) days of sick leave per year with full pay and benefits. Any employee with a ten (10) month contract shall earn thirteen (13) days, an eleven (11) month contract shall earn fifteen (15) days, and a twelve (12) month contract shall earn sixteen (16) days of sick leave per year. The maximum number of days said leave can accumulate is unlimited. The District will notify each teacher by the end of the first semester of sick leave days accumulated at the end of the preceding year.

There shall be paid a teacher upon retirement or application for early retirement, \$25.00 per day, not to exceed 90 days, for each sick leave day accumulated over the 340 days (2 years) allowed for inclusion in the TRS Sick Leave Service Credit. By TRS mandate, beginning July 1, 1998, teachers may not receive cash payment from school districts for sick leave days, which are used towards retirement service credit. Any payment for unused sick leave days shall be made post-retirement, i.e., after the teacher's last day of service to the District and after the teacher receives his or her final paycheck for service.

- 9.3 **FAMILY AND MEDICAL LEAVE ACT:** Teachers may use the benefits of the Family and Medical Leave Act (29 U.S.C. §2601, *et seq.*) (hereinafter referred to as "FMLA") according to its terms. In all cases, sick days shall be used concurrently with the days granted under the FMLA until said sick days are exhausted, at which time the unpaid days provided for in the FMLA will continue.

9.4 **PROFESSIONAL LEAVE**

- A. Teachers shall be encouraged to participate in professional development opportunities.
- B. Teachers will submit a written request to their Educational Leadership Team Member for permission to attend meetings pertaining to their teaching area.
- C. The final approval shall be made by RTHS administration.
- D. Subject to Board policy implementing the Illinois Travel Expense Control Act, registration fees, substitute expenses, lodging, meals, and mileage at the IRS rate as of July 1 of the fiscal year when travel was taken will be reimbursed for approved professional meetings.
- E. Teachers may not attend professional meetings or conferences during the final exam or review days for either semester.

9.5 **LEAVE OF ABSENCE WITHOUT PAY:** The granting of a leave of absence without pay to bargaining unit members shall be consistent with the following guidelines.

- A. May cover a semester or the full academic school calendar year.
- B. An employee with 6 or more years of continuous service to the District is eligible.
- C. Use of this leave must comply with 105 ILCS 5/24-6.1.
- D. After meeting to plan the leave with the administration, the employee must submit a “request for leave” to the administration for presentation to the Board of Education.
- E. Should the request be denied, the employee will be provided reason, in writing, for the denial.
- F. The decision of the Board on any request shall be final and not subject to Article IV – Grievance Procedures and shall not set a precedent for subsequent decisions.

During the period of any leave of absence without pay under this provision, all benefits will cease until the return of the teacher to work for the Board under circumstances that entitle the teacher to benefits.

9.6 **SICK LEAVE BANK:** The District has established procedures for the guidelines for the administration of the sick leave bank. The guidelines shall not be subject to grievance procedures. The parties agree that guidelines shall not be changed except by mutual agreement.

ARTICLE X – STAFF PROCEDURES

10.1 **CALENDAR:** The Association shall present to the Superintendent a recommended school calendar for the upcoming school year on or before February 1 of the preceding year.

10.2 **TEACHER DAY:** The teacher’s professional day shall begin at 7:45 am and end twenty-five(25) minutes after the end of the student’s academic day, with the following exceptions:

- A. On days preceding holidays the teacher’s day shall end at the close of the student day.

- B. Teacher professional days may start later or end earlier per decision by the administration. (This includes institute days)
 - C. During the period of an “Extended Contract” the professional day shall parallel that of the teacher’s professional day during the school year.
 - D. In the event of a change to the regular school day the administration reserves the right to adjust start and end time (ex: heat schedule).
- 10.3 **STUDENT TEACHER REQUEST:** Any members of the faculty willing to assist a student teacher shall make a written request to the designated administrator. The honoring of said request is up to the discretion of the designated administrator. Teachers will not be obligated to accept student teachers should they not desire to do so.
- 10.4 **TEACHER STUDENT CONTACT TIME:** Teacher student contact time shall be no more than six (6) academic contact periods per day on the traditional schedule. On the block schedule, teachers will have no more than six (6) academic contact periods over the two day rotation. Each teacher shall be assigned a study hall on one of the eight-block schedule days. Each teacher will be assigned a study hall to occur every other day on the traditional schedule. Each teacher shall have a duty free study hall on the day that the teacher is not assigned a study hall. Teachers who are not assigned to a studyhall will be assigned a comparable supervisory duty. In the event the school schedule changes from the present modified block schedule with a study hall, the issue of duty time will be re-opened to allow for a new definition of contact time that fits with any new proposed schedule.
- 10.5 **ADDITIONAL TEACHER-STUDENT CONTACT COMPENSATION:** If a teacher shall teach more than the normal teaching load as set forth in this agreement, then the teacher shall receive additional compensation as the following rates:
- A. Assumption of an additional full year class: One sixth (1/6) of their annual full time base salary exclusive of any extra-duty pay not to exceed \$7250.
 - B. Assumption of an additional one-semester class: One twelfth (1/12) of their annual full time base salary exclusive of any extra-duty pay not to exceed \$3625. A long-term substitute (longer than two consecutive weeks in which school is in session) would be paid at .0925% (one overload class period) of the teacher’s salary, not to exceed \$40.30 per class period.
 - C. Substituting for another teacher for an academic class period: \$44/academic period on block schedule days. \$22/academic period on traditional schedule days.
 - D. Substituting for another teacher for homeroom: One ninth (1/9) of a substitute’s daily rate.
 - E. Compensation for in-house substitution that occurs at least 7 days before the next payday will be included in that paycheck.
 - F. Scheduling substitutes is the responsibility of the administration.
- 10.6 **REDUCTION IN FORCE:** During years in which employees are subject to a reduction in force, no employee can be assigned to a position for which he/she is not fully qualified. For purposes of this paragraph, “fully qualified” shall mean “highly qualified” as defined by the Illinois State Board of Education under current regulations.

Any employee who loses his/her entire work day because of a reduction in force shall be provided health insurance at the same rate as provided during the previous school term, for the period extending from the last day of classes through August 31st of said school year. Said employee shall also have the option to continue to carry, at his/her expense, all dependents as during the previous school term on the school group policy.

Any employee affected by a reduction in force and then recalled shall be reinstated at the same level of experience, as he/she was when reduced in force. Any employee rehired after a reduction in force shall have all paid leave, and any other accumulated benefits reinstated at the same level as existed prior to the reduction in force.

- 10.7 **FAIR SHARE:** Any bargaining unit member who was an Association member on September 1, 1989 or becomes an Association member after that date and any bargaining unit member hired after July 1, 1989, as a condition of his/her employment, on or before thirty (30) days from the beginning of the 1989-90 school year shall join the Association or pay a fair share fee to the Association equivalent to the amount of dues uniformly required of members of the Association, including local, state, and national dues.

In the event that the bargaining unit member does not pay his/her fair share fee directly to the Association by a certain date as established by the Association, the Board shall deduct the fair share fee from the wages of the non-member.

Such fee shall be paid to the Association by the Board no later than ten (10) days following deduction.

In the event of any legal action against the employer brought in a court or administrative agency because of its compliance with this fair share provision, the Association agrees to defend such action, at its own expense and through its own counsel, provided:

- A. The employer gives reasonable notice of such action in writing to the Association, and permits the Association intervention as a party if it so desires; and,
- B. The employer cooperates with the Association and its counsel in securing and giving evidence, obtaining witnesses and making relevant information available at both trial and all appellate levels.

The Association agrees that in any action so defended, it will indemnify and hold harmless the employer from any liability for damages and costs imposed by a final judgment of a court or administrative agency as a direct consequence of the employer's compliance with this fair share provision. It is expressly understood that this save-harmless provision will not apply to any claim, demand, suit or other form of liability which may arise as a result of any type of willful misconduct by the Board or the Board's imperfect execution of the obligations imposed upon it by this fair share provision.

The obligation to pay a fair share fee will not apply to any employee who, on the basis of bona fide religious tenet or teaching of a church or religious body of which such

employee is a member, objects to the payment of a fair share fee to the Association. Upon proper substantiation and collection of the entire fee, the Association will make payment in behalf of the employee to a mutually agreeable non-religious charitable organization as per Association policy and the Rules and Regulations of the Illinois Educational Labor Relations Board.

10.8 USE OF PERSONAL VEHICLE FOR SCHOOL BUSINESS

In matters for which teachers are authorized to use their personal vehicles for school business there shall be a mileage reimbursement at the rate established by the IRS as of July 1 each year of the contract for all travel that occurs in that fiscal year. In the event that such travel is on a regular basis, the district may decide to purchase insurance coverage for the teacher’s vehicle for the period of time it is used for the school. The decision to cover or not cover such vehicles and the amounts of such coverage shall be a matter of the sole discretion of the board and administration. In such cases, the mileage reimbursement rate for teacher use of a personal vehicle will be reduced to \$0.32 per mile for any and all uses of a district covered vehicle.

ARTICLE XI – SALARY AND EXTRA-DUTY COMPENSATION

11.1 CREDIT ON THE SCHEDULE: Full credit will be given for the years taught in the Rantoul Twp. High School District. The superintendent, with the concurrence of the Board, shall have the sole authority for determining credit for outside experience and education.

11.2 SALARY: The placement schedule shall be set forth in full in the appendices to this agreement. This schedule will be used to determine a teacher’s salary when they begin employment with the district. The schedule shall reflect the following:

School year 2017-2018	Base Salary \$37,047
School year 2018-2019	Base Salary \$37,417
School year 2019-2020	Base Salary \$37,792

Longevity steps for steps 0 through 12 shall be \$760 and steps 13 and higher shall be \$820. Educational advancement as included in the schedule shall be paid at \$610 for each column of movement as outlined in paragraph 11.5

All teachers that have 1 or more years of full or part time experience will receive the negotiated increase in his or her salary as agreed upon with the Board and reflected below:

School year 2017-2018	3.0%
School year 2018-2019	3.0%
School year 2019-2020	3.0%

Any teacher who has not earned a masters degree in a subject area applicable to that teacher's position in the district will reach the end of the salary schedule as follows:

BS Only	12 years
BS+8	14 years
BS+16	16 years
BS+24	18 years

Those who exceed those years of experience with that educational advancement shall receive 50% of the negotiated increase as received by other teachers. Teachers will earn a 2% increase in pay when that teacher earns an additional 8 hours of work toward the masters degree.

11.3 RETIREMENT INCENTIVE

1. Retirement Incentive Benefit Plan – The Board shall recognize the service of full-time teachers who are eligible to receive retirement pension benefits through the regular retirement provisions of the Teachers' Retirement System of the state of Illinois (i.e. excluding those teachers eligible to receive any retirement option under the "early Retirement Option" provision of Section 16-133.2 of the TRS Illinois Pension Act).
2. Eligibility and Notice:
 - a. The teacher shall provide written notice to the Superintendent of his or her intention to retire prior to the first day of April of the year preceding his or her participation in the retirement incentive program. Teachers may choose to participate in the retirement incentive program for four, three, two or one year(s). The Board shall approve the request and notify the teacher within sixty (60) days of the receipt of the notice of intention to retire, provided that all conditions of this section are met.
 - b. The teacher's notice to the Board and the Board's subsequent action on the request shall constitute an irrevocable commitment by the parties to the terms stated in the notice. However, in the event of significant change in a teacher's immediate family (e.g. death, divorce, catastrophic illness, loss of job), the Board in its sole discretion may allow the teacher to rescind his or her notice, under one of two options:
 - i. The teacher returns to the Board any retirement benefit paid to the teacher in excess of the amount the teacher would otherwise have received under the salary schedule for such year(s) in which the benefit was paid.
 - ii. The teacher would receive the 6% increase for a maximum of four years and then be placed on the salary schedule at the step which the retirement incentive started and remain on that step until retirement. Raises built into the schedule would apply. Extra duties would be compensated at applicable rate, as long as this did not cause the teacher to exceed a 6% increase in pay.

3. Retirement Benefit – An eligible teacher who submits a timely irrevocable letter of resignation will be paid a salary increase in his/her last year(s) of service equal to six percent (6%) of the amount otherwise due and owing to the teacher above the previous year's gross TRS – creditable compensation inclusive of step and lane movement for a maximum of four (4) years prior to retirement.
4. The calculation of the salary enhancement, as set forth above, presumes that during the year(s) in which the teacher is receiving the salary enhancement the teacher will be providing the same level of service as provided in the base year used in the calculation. It would be inequitable either for the District to require the teacher to provide additional services or the teacher to provide less services. Accordingly, the following will apply:
 - a) During the year(s) in which the retiring teacher is receiving the salary enhancement, the Board will not require or compel the teacher to perform any additional duties which would otherwise increase the teacher's compensable earnings. (For example, the Board will not extend the teacher's contract or assign additional duties).
 - b) If, during the year(s) in which the retiring teacher is receiving the salary enhancement, the teacher is voluntarily providing less services, such as working less than full time, not responsible for an extra duty which was part of the teacher of the teacher's assigned responsibility in the base year, the calculation of the teacher's salary enhancement will be adjusted to reflect the reduction in the level of services being provided. (For example, if a teacher participating in the salary enhancement program received \$42,000 in TRS creditable earnings in the prior year, of which \$40,000 was salary and \$2000 was for extra duties, but in the salary enhancement year(s) voluntarily discontinues performing the extra duty, then the six percent (6%) salary enhancement shall be based upon the \$40,000, not the \$42,000)
 - c) If, during the year(s) in which the retiring teacher is receiving the salary enhancement, the teacher is involuntarily providing less services, such as working less than full time, not responsible for an extra duty which was part of the teacher's assigned responsibility in the base year, or responsible for an extra duty paying a lesser salary than the extra duty which was part of the teacher's assigned responsibility in the base year, the calculation of the teacher's salary enhancement will not be adjusted to reflect the reduction in the level of services being provided. (For example, if a teacher participating in the salary enhancement program received \$42,000 in TRS creditable earnings in the prior year, of which \$40,000 was salary and \$2000 was for extra duties, but in the salary enhancement year(s) the District did not assign the teacher the extra duties or assigned extra duties with lesser compensation, then the six percent (6%) salary enhancement shall be based upon the \$42,000, not the \$40,000).
5. Limitations on Participation – The parties agree that if legislation is enacted or administrative rules adopted during the life of this agreement that affects the Board's

obligations or employee rights under any of the benefits set forth in the Article, then the provision relating to such benefits are null and void, and the parties agree to meet within thirty days of the passage of the legislation to renegotiate the provision and the impact on any and all employees.

- 11.4 **TEACHER RETIREMENT CONTRIBUTIONS:** : In addition to the salary specified in the salary schedule, the Board shall shelter to the extent allowed by law partial payments that the teachers must make to the State of Illinois Teachers' Retirement System (hereinafter "TRS"). The Board shall contribute on the behalf of the teacher the actual amount not to exceed 9.0% of the teacher's creditable compensation to TRS. The Board shall also shelter to the extent allowed by law partial payments that the teachers must make to the Teacher Retirees' Health Insurance (THIS). The Board shall contribute on the behalf of the teacher, the actual amount not to exceed 1.02% of the teacher's creditable compensation to THIS. These contributions are to be paid directly by the Board to TRS and THIS on the teacher's behalf, and are being paid in lieu of and in satisfaction of the teacher's required contributions to TRS and THIS pursuant to Section 414(h)(2) of the Internal Revenue Code, 26 U.S.C.A. §414(h)(2). The parties acknowledge that the teachers do not have the option of choosing to receive the contributed amounts directly, except as they might become available upon retirement or resignation from TRS and THIS; and that such contributions are made as a condition of employment to secure the teacher's future services, knowledge and experience

The salary specified in the salary schedule shall be payable to the teacher as salary, provided the Board shall deduct there from all monies as requested by the teacher and authorized by law and this contract. Such withholding shall include any and all amounts requested to be paid through an irrevocable payroll deduction authorization to TRS representing the cost of the "2.2 upgrade" pursuant to Section 16-129.1 of The Illinois Pension Code. 40 ILCS §16-129.1.

- 11.5 **ADVANCED EDUCATION INCREMENT:** Teachers will be granted accumulative advanced education increments according to the following schedule:

Bachelor's Degree +8 graduate hours
Bachelor's Degree + 16 graduate hours
Bachelor's Degree + 24 graduate hours
Master's Degree
Master's Degree + 8 graduate hours
Master's Degree + 16 graduate hours
Master's Degree + 24 graduate hours
Master's Degree + 32 graduate hours
Master's Degree + 40 graduate hours
Master's Degree + 48 graduate hours

These increases are based upon graduate work completed after the respective bachelor's degree or master's degree is earned. To qualify for advancement on the salary schedule,

the graduate coursework and/or degree must be significantly related to the subject matter or teaching field for which the teacher is employed to teach, or must assist the teacher in attaining or maintaining “highly qualified” status under the federal Every Student Succeeds Act or its successors. Graduate coursework and/or degrees that do not satisfy these criteria must be pre-approved by the superintendent before they will qualify for educational advancement on the salary schedule. Increases in education increment placement on the pay schedule will be made on the pay scale based on the official transcripts submitted to the District office on or before August 10th preceding the school year. If transcripts are not available by August 10th, the teacher shall provide to the District office by that date the course completion form signed by a school official of the school granting credit for the course and stating the number of credit hours earned through successful completion of the course. A final transcript in such cases shall be submitted within one week of the official transcript posting. Any transcripts provided after that date will be reflected in pay rates for the following school year. If written evidence is provided and no transcript is filed in a timely manner with the district office, any additional pay included in checks issued during that school year shall be withheld from the following paychecks until fully repaid to the district. If transcripts are not submitted in a timely manner, advancement on the salary schedule will not occur until the following school year. Teachers who have indicated their intent to retire in four (4) or fewer years shall remain under a six percent (6%) pay increase threshold regardless of educational credits earned for so long as the Teachers Retirement System shall require an additional contribution for such increases in the last four (4) years of creditable service.

- 11.6 **PAYDAYS:** Paydays will be every other Friday as specified in Appendix A of this contract. All teachers will be paid on a twelve (12) month schedule. Any accumulated back pay resulting from negotiations will be included in the paycheck received within two pay periods from ratification of the contract by both parties. Direct deposit shall be the method of payment for all bargaining unit employees. Employees shall provide information for a bank depository for their direct deposit pay prior to the first day of August for the coming year. New bank information will commence with the new pay year on the second payday in August. Unless there are extenuating circumstances beyond the control of the employee that require a change of banks, employees shall maintain the same banking information until the commencement of a new pay year. If a payday falls on a banking holiday, payment shall be issued on the regular bank business day closest to and before the holiday. Payment for hourly and additional work such as substitute pay will be paid on the payday two weeks after the end of the last week of the pay period to allow for submission of the information to the bank.
- 11.7 **PAYROLL DEDUCTIONS:** Payroll deductions for Association dues shall be provided on a nine-month basis at the request of the individual teacher.
- 11.8 **SALARY INCREASE FROM LEAVE OF ABSENCE:** Any teacher returning from a leave of absence shall receive the same pay raise as all other returning teachers in their category, providing that teacher has taught at least ninety (90) school teaching days during the school year.

11.9 **WORK PAYMENT – FOOTBALL, BASKETBALL GAMES, WRESTLING, TRACK, BUS CHAPERONES, ETC.:** Teachers will be paid \$15.00/hour for extra-duty assignments. The maximum payment will be \$120.00 per assignment. Hours of extra-duty work will be verified and initialed on the time card by an administrator. When volunteers are not available, teacher assignments will be scheduled as required to meet the needs of the District. These will be administrative assignments and teachers will be expected to accept assignments as scheduled. Arrangements for extra-duty assignments assigned by the administration will be paid at the appropriate hourly rate. Teachers who have indicated their intent to retire in four (4) or fewer years shall remain under the six percent (6%) pay increase threshold and may work a number of hours in each of the last four years that will not cause total compensation for a given year to exceed a six percent (6%) increase in creditable earnings for Teacher Retirement System purposes.

11.10 **SUMMER SCHOOL AND HOMEBOUND TEACHER SALARY:** Salary for homebound teachers will be \$25.00/hour. Homebound teachers will only be compensated for the actual time of instruction with the student. That time shall not exceed five hours of instruction per week unless granted administrative approval in advance. It is agreed that certain homebound teachers who are not normally part of the bargaining unit do not fall within the terms of this contract.

Summer school teachers will be compensated at the rate of \$22.00/hour.

Summer school teachers with a three-hour classroom assignment will be paid an additional hour per day for preparation time. Summer school teachers will be paid for one day prior to student attendance days. On a four-day week schedule, pay will be based upon four hours of instruction and one hour of preparation each day. It is agreed and understood that certain summer school teachers who are not normally part of the bargaining unit do not fall within the terms of this contract.

Teachers who have indicated their intent to retire in four (4) or fewer years shall remain under the six percent (6%) pay increase threshold and shall not receive extra compensation above the six percent (6%) pay increase threshold for homebound or summer school work. If the teacher worked in a homebound or summer school capacity in the preceding year, the teacher may work a number of hours in each of the last four years that will not cause total compensation for a given year to exceed a six percent (6%) increase in creditable earnings for Teacher Retirement System purposes.

11.11 **EXTENDED CONTRACTS:** In the event employees are utilized, by administrative directive and approval, beyond the normal school year, they will be paid a per diem rate of 1/180th of their salary. Extended contract days worked in the summer will be considered part of the school year prior to the days worked.

11.12 SCHEDULE OF EXTRA-DUTY INCREMENTS:

All extra-duty increments will be based on the indicated percentage of the beginning teacher's base salary for each school year.

	<u>0-3</u>	<u>4-6</u>	<u>7- +</u>
Student Council Sponsor	6%	6.5%	7%
Asst. Student Council Sponsor	4%	4.5%	5%
FFA Advisor/Sponsor	6%	6.5%	7%
Asst. FFA Advisor/Sponsor	4%	4.5%	5%
Fall Play Director	6%	6.5%	7%
Spring Musical Director	6%	6.5%	7%
Asst. Spring Musical Director	3%	3.5%	4%
2 nd Asst. Spring Musical Director	3%	3.5%	4%
Speech Club	6%	6.5%	7%
Yearbook Sponsor	6%	6.5%	7%
Yearbook Business Manager	2%	2.5%	3%
Eagle Academy Lead Teacher	6%	6.5%	7%
Junior Prom Sponsor	3%	3.5%	4%
Assistant Junior Prom Sponsor	2%	2.5%	3%
Vocal Music	10 %	11%	12%
Instrumental Music	16%	17%	18%
Web Master	6%	6.5%	7%
Sponsor of Other Organizations	2%	2.5%	3%

FCCLA, WYSE, Interact, Help Peers, Drama Club, FBLA, NHS, GSA, Tech Club, Chess Club

Music stipends shall be assigned to the teacher holding the teaching position in vocal or instrumental music. The stipend for vocal music shall include, as a minimum, participation in IMEA All-district and All-state activities, IHSA solo and ensemble contests and arrange for organization performance clinic, a minimum of three (3) concerts per year by each group, the madrigal dinner or its equivalent. The instrumental music stipend shall include, as a minimum, Marching Band including band camp before the beginning of school, parades in the summer and during the school year, IMEA All-district and All-state activities, IHSA solo and ensemble and arrange for organization performance clinic, a minimum of three (3) concerts per year by each group, outside concerts by the Jazz Band, and Basketball Pep Band.

The yearbook sponsor will have an extended contract of nine (9) and 15 days.

Sponsorship of clubs and various groups shall be single year appointments and open for re-appointment each year. Current holders of the positions will be first requested to indicate their desire to continue as sponsors and shall be re-appointed if desired by the teacher and approved by the administration. Open positions will be posted for at least five (5) days the district office is open before a hiring decision is made. Final recommendations to the board for hiring will be made by administration.

Any teacher wishing to start a new club or activity that is not currently in existence may apply to the administration for permission to begin such a group. Before any new group or activity can become a stipended position the administration must approve the group or activity, the board must approve it, and the board and the association must agree on stipend amount. Board approval may be conditioned on a showing of sufficient activity or interest to warrant a stipend. Any group or activity failing to meet the minimum requirements set from time to time for participation and interest may be discontinued as a stipend activity in the school. Any group or activity, for which there is no teacher applying to sponsor may be discontinued or a sponsor appointed at the discretion of the administration and board.

11.13 SCHEDULE OF COACHING INCREMENTS:

Increments are based on the appropriate percentage of the beginning teacher’s base salary for the district for each school year.

	<u>0-3</u>	<u>4-6</u>	<u>Over 6</u>
Athletic Director	20%	21%	22%
Athletic Trainer Fall/Summer	6%	7%	8%
Athletic Trainer Winter	8%	9%	10%
Athletic Trainer Spring	6%	7%	8%
<u>Football</u>			
Head Varsity Coach	16%	17%	18%
Assistant (s)	10%	11%	12%
<u>Basketball – Boys</u>			
Head Varsity Coach	16%	17%	18%
Assistant (s)	10%	11%	12%
<u>Basketball – Girls</u>			
Head Coach	16%	17%	18%
Assistant (s)	10%	11%	12%
<u>Baseball/Softball</u>			
Head Coach	16%	17%	18%
Assistant (s)	10%	11%	12%
<u>Track – Boys</u>			
Head Coach	16%	17%	18%
Assistant (s)	10%	11%	12%
<u>Track - Girls</u>			
Head Coach	16%	17%	18%
Assistant (s)	10%	11%	12%
<u>Wrestling</u>			
Head Varsity Coach	16%	17%	18%

Assistant (s)	10%	11%	12%
<u>Tennis</u>			
Head Coach	13%	14%	15%
Assistant (s)	8%	9%	10%
<u>Golf</u>			
Head Coach	13%	14%	15%
Assistant (s)	8%	9%	10%
<u>Cross Country</u>			
Head Coach	13%	14%	15%
Assistant (s)	8%	9%	10%
<u>Volleyball</u>			
Head Coach	16%	17%	18%
Assistants (s)	10%	11%	12%
<u>Cheerleading</u>			
Head Coach	14%	15%	16%
Assistant (s)	8%	9%	10%
<u>Eagle Dance Team</u>			
Head Coach	7%	8%	9%
<u>Flag Corps</u>			
Head Coach	7%	8%	9%
<u>Scholastic Bowl</u>			
Head Coach	10%	11%	12%
Assistant	6%	7%	8%
<u>Eagle Enhancement Director</u>			
Fall	4%	5%	6%
Winter	4%	5%	6%
Spring	4%	5%	6%
Summer	4%	5%	6%
<u>Soccer</u>			
Head Coach	16%	17%	18%
Assistant (s)	10%	11%	12%

11.14 **PLACEMENT ON THE COACHING SCHEDULE:** Placement on the coaching schedule will be determined by the number of years of coaching experience at Rantoul Township High School in the same individual sport regardless of level or position in that sport. When calculating the total number of years experience no distinction will be made

between boys and girls coaching. Internal coaches can choose to take their pay over the course of the school year, during the season, or in a lump sum at the end of the season. External coaches can choose to get paid during the season or in a lump sum at the end of the season. First payment would be the first date according to the IHSA official start date of that sport. A position that is listed in the Collective Bargaining Agreement may not be filled if the participation numbers do not require it to be filled.

- 11.15 **EDUCATIONAL LEADERSHIP TEAM:** The Association and the Board acknowledge the importance of teacher participation in school improvement efforts. An Educational Leadership Team will be developed consisting of a minimum of nine (9) teachers and at least one administrator to develop these school improvement initiatives. The Educational Leadership Team will develop procedures for the development and terms of service for this team. Teachers who are selected to serve on the Educational Leadership Team shall serve according to those procedures. The teachers on the Educational Leadership Team shall be paid an additional stipend of \$2500 added to their base salary in addition to one period of release time. Members of the Educational Leadership Team will also be afforded three (3) summer work days paid at 1/180th of their salary to perform duties related to the Educational Leadership Team. In order to insure availability to perform the duties of the Educational Leadership Team, teachers on this team are not eligible to carry an overload of classes except in cases of extreme need as determined by the administration. If an Educational Leadership Team member does carry an overload of classes as requested by the administration, the teacher will receive both the stipend for the Educational Leadership Team position and the overload.
- 11.16 **SPECIAL EDUCATION SCHEDULING AND TESTING COORDINATOR:** Recognizing that the additional demands associated with Special Education Department, there will be a Special Education Scheduling and Testing Coordinator position. This person will be responsible for organizing testing for Special Education students and for assisting in the scheduling of Special Education students into appropriate classes. The Special Education Scheduling and Testing Coordinator will receive one (1) release period in the Spring semester for scheduling. The Special Education Scheduling and Testing Coordinator will also receive one (1) release period during the semester in which testing takes place.
- 11.17 **CLASS SPONSORS:** Teachers may apply for positions as class sponsors to assist the class officers in preparations for Homecoming activities and other class activities. It is the strong preference that sponsors remain with the class for the full four years. For that reason and because senior class activities are more numerous than for the other classes, the stipends for the Freshman, Sophomore and Junior classes shall be \$250 each for two sponsors for each class. The Senior Class sponsors shall receive a stipend of \$500 each for two sponsors.
- 11.18 **MENTORING:** The District will support a teacher led mentoring program for new teachers and will seek state approval if available.

Compensation for Mentors:

Mentors working New Teacher Orientation	\$22/hour
Mentor with a protégé	\$850 (for their work with one protégé)
Mentor with additional protégés	\$400 (for each subsequent protégé)
Head Mentor	\$750

11.19 **FRESHMAN MENTORING PROGRAM:** The district will support a mentoring program for incoming freshmen in order to assist with their transition to high school.

Compensation for Staff Members:

Two (2) REACH Coordinator	\$2000/year
Faculty Advisors	\$750/year

ARTICLE XII – ADDITIONAL COMPENSATION

12.1 **HEALTH INSURANCE:** The Board shall provide an insurance allowance to cover the full cost for the individual portion only of each full-time teacher’s health insurance benefits. This allowance shall be paid on behalf of each participating employee directly to the insurance carrier(s) selected and approved by the Board. The Board shall have the right to unilaterally select the insurer(s) and coverage options with input from the Association. Options considered by the Board will include Section 125 plans and plans using a Health Savings Account and other configurations of coverage to minimize the costs of health insurance coverage. A teacher may pay for coverage of dependents in any plan made available to the teachers for individual coverage. Each teacher employee, upon retirement, shall receive the option to remain with the group health insurance program in which the member of the faculty participates, with all premiums paid by the retired employee.

For any teacher on leave of absence, other than Family and Medical Leave Act leave, the school district will pay the premium only for the month that the leave began.

The Board-provided health insurance benefits cease when the employee is no longer full-time (more than 30 hours weekly); however, a full-time employee who has tendered his/her resignation for the following school term shall have the Board- provided health insurance benefits continued to the beginning of that term.

In order to comply with the Consolidated Omnibus Budget Reconciliation Act (COBRA) employers are required to provide for extension of health benefits for various lengths of time due to certain qualifying events as listed above. This Act affects teachers whose full-time employment status with the District is changed to part-time or completely terminated. Details and special forms are available in the district office for these teachers’ use.

Any part-time (50% up to but less than full time) teacher with five (5) or more years of continuous service to the District (50% up to but less than full time) will have 50% of their insurance paid by the District, so long as the employee pays the other 50%.

- 12.2 **TERM LIFE INSURANCE:** The Board of Education will provide each teacher with term life and 24-hour accidental death and dismemberment insurance. With the approval of the insurance carrier, the employee shall have the option to purchase, at his/her expense, term life insurance. Such insurance may be purchased through payroll deduction. The policy will terminate when the teacher terminates his or her employment in District #193. The amount of the term life insurance benefit for teachers shall be \$15,000.
- 12.3 **WORKER'S COMPENSATION:** Absence due to injury, accident, or illness incurred in the employee's employment shall be compensated for in the following manner: The employer shall pay to the employee the difference between his/her contractual salary and all benefits under the Illinois Workers' Compensation Act as long as the employee is eligible for sick leave benefits. For those who are out for less than fourteen (14) days, deduction shall be made from sick leave for the first three (3) days of injury, accident, or illness. For those who are out more than fourteen (14) days, deductions shall be made in the pro-rata proportion, thereafter, as is paid.
- 12.4 **TUITION:** A bargaining unit member may take courses for additional credit if applicable to the member's teaching field(s) or to adding to a new area of certification and an area of study that is taught at RTHS. No more than four (4) credit hours may be taken simultaneously during the regular school semester. Tuition and academic fees will be reimbursed at actual costs. A grade of at least a "B" in graded courses or "Satisfactory" in an un-graded course must be earned to qualify for this reimbursement. A teacher will be approved for tuition reimbursement by the administration when the course work is directly related to identified district/program needs. Prior approval must be granted by the administration. An annual limit per person for tuition will be \$3,500 with a lifetime maximum of \$6,000.

At the time of application for payment of tuition the teacher shall sign an agreement to repay amounts paid on the teacher's behalf or as reimbursement under this clause according to the terms of the following paragraph. As each payment is made, a promissory note will be executed in favor of the district for repayment of the amount paid according to the terms of the following paragraph. The note shall bear no interest if payments are made according to the terms of the following paragraph. Interest shall be compounded at the rate of one percent (1%) per month from the date of the payment by the district if payment is made after the dates called for in the following paragraph.

If the teacher leaves the District prior to or during the next school year after receiving reimbursement, he/she shall repay the District 100% of the tuition money received to the last date of employment. If he/she leaves the District after that date then the repayment will be prorated at 25% per year of employment for the next three years. The teacher will not be liable for any repayment after the fourth year of continuing employment following

the last tuition reimbursement. The repayment shall be made within 90 days after the teacher's last working day in the district.

- 12.5 **TEACHER CERTIFICATION EDUCATION:** Through RTHS institute days and in-service days the RTHS administration will attempt to plan programs that will help teachers earn Continuing Education Units (CEUs) and Continuing Professional Development Units (CPDUs).

ARTICLE XIII - EFFECT OF AGREEMENT

- 13.1 **UNDERSTANDING:** The parties mutually agree that the terms and conditions set forth in the agreement represent the full and complete understanding and commitment between the parties hereto which may be altered, changed, added to, deleted from or modified only through the voluntary, mutual consent of the parties in an amendment hereto.

ARTICLE XIV - DURATION OF AGREEMENT

- 14.1 **DURATION OF AGREEMENT:** This Agreement shall be in effect from 12:00 AM on August 15, 2017 until 11:59 PM on August 14, 2020.
- 14.2 **RIGHT TO STRIKE:** During the term of this Agreement, the classroom teachers agree not to strike, or engage in or support or encourage any concerted refusal to tender full and complete services to the School District.

For the Board:

Ann Reale, President

Janet Brotherton, Secretary

For the Association:

Wes Cox, Association President

Bryce Hartranft, Negotiator

APPENDIX A – PAYDAY SCHEDULE

<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020*</u>
Friday, August 18, 2017	Friday, August 17, 2018	Friday, August 16, 2019
Friday, September 1, 2017	Friday, August 31, 2018	Friday, August 30, 2019
Friday, September 15, 2017	Friday, September 14, 2018	Friday, September 13, 2019
Friday, September 29, 2017	Friday, September 28, 2018	Friday, September 27, 2019
Friday, October 13, 2017	Friday, October 12, 2018	Friday, October 11, 2019
Friday, October 27, 2017	Friday, October 26, 2018	Friday, October 25, 2019
Friday, November 10, 2017	Friday, November 9, 2018	Friday, November 8, 2019
Friday, November 24, 2017	Friday, November 23, 2018	Friday, November 22, 2019
Friday, December 8, 2017	Friday, December 7, 2018	Friday, December 6, 2019
Friday, December 22, 2017	Friday, December 21, 2018	Friday, December 20, 2019
Friday, January 5, 2018	Friday, January 4, 2019	Friday, January 3, 2020
Friday, January 19, 2018	Friday, January 18, 2019	Friday, January 17, 2020
Friday, February 2, 2018	Friday, February 1, 2019	Friday, January 31, 2020
Friday, February 16, 2018	Friday, February 15, 2019	Friday, February 14, 2020
Friday, March 2, 2018	Friday, March 1, 2019	Friday, February 28, 2020
Friday, March 16, 2018	Friday, March 15, 2019	Friday, March 13, 2020
Friday, March 30, 2018	Friday, March 29, 2019	Friday, March 27, 2020
Friday, April 13, 2018	Friday, April 12, 2019	Friday, April 10, 2020
Friday, April 27, 2018	Friday, April 26, 2019	Friday, April 24, 2020
Friday, May 11, 2018	Friday, May 10, 2019	Friday, May 8, 2020
Friday, May 25, 2018	Friday, May 24, 2019	Friday, May 22, 2020
Friday, June 8, 2018	Friday, June 7, 2019	Friday, June 5, 2020
Friday, June 22, 2018	Friday, June 21, 2019	Friday, June 19, 2020
Friday, July 6, 2018	Friday, July 5, 2019	Friday, July 3, 2020
Friday, July 20, 2018	Friday, July 19, 2019	Friday, July 17, 2020
Friday, August 3, 2018	Friday, August 2, 2019	Friday, July 31, 2020
		Friday, August 14, 2020

A third pay day in a calendar month will not have deductions for health insurance or union dues.

*There will be 27 pays in the 2019-2020 school year.

APPENDIX B – SALARY SCHEDULES

2017 - 2018 School Year

Current Base:	\$37,047	Placement Schedule		
% Increase	0.00%	Horizontal Inc	\$610	
New Base:	\$37,047	Vertical Inc	\$760	\$820

Step	BS	BS+8	BS+16	BS+24	MS	MS+8	MS+16	MS+24	MS+32	MS+40	MS+48
0	\$37,047	\$37,657	\$38,267	\$38,877	\$39,487	\$40,097	\$40,707	\$41,317	\$41,927	\$42,537	\$43,147
1	\$37,807	\$38,417	\$39,027	\$39,637	\$40,247	\$40,857	\$41,467	\$42,077	\$42,687	\$43,297	\$43,907
2	\$38,567	\$39,177	\$39,787	\$40,397	\$41,007	\$41,617	\$42,227	\$42,837	\$43,447	\$44,057	\$44,667
3	\$39,327	\$39,937	\$40,547	\$41,157	\$41,767	\$42,377	\$42,987	\$43,597	\$44,207	\$44,817	\$45,427
4	\$40,087	\$40,697	\$41,307	\$41,917	\$42,527	\$43,137	\$43,747	\$44,357	\$44,967	\$45,577	\$46,187
5	\$40,847	\$41,457	\$42,067	\$42,677	\$43,287	\$43,897	\$44,507	\$45,117	\$45,727	\$46,337	\$46,947
6	\$41,607	\$42,217	\$42,827	\$43,437	\$44,047	\$44,657	\$45,267	\$45,877	\$46,487	\$47,097	\$47,707
7	\$42,367	\$42,977	\$43,587	\$44,197	\$44,807	\$45,417	\$46,027	\$46,637	\$47,247	\$47,857	\$48,467
8	\$43,127	\$43,737	\$44,347	\$44,957	\$45,567	\$46,177	\$46,787	\$47,397	\$48,007	\$48,617	\$49,227
9	\$43,887	\$44,497	\$45,107	\$45,717	\$46,327	\$46,937	\$47,547	\$48,157	\$48,767	\$49,377	\$49,987
10	\$44,647	\$45,257	\$45,867	\$46,477	\$47,087	\$47,697	\$48,307	\$48,917	\$49,527	\$50,137	\$50,747
11	\$45,407	\$46,017	\$46,627	\$47,237	\$47,847	\$48,457	\$49,067	\$49,677	\$50,287	\$50,897	\$51,507
12	\$46,167	\$46,777	\$47,387	\$47,997	\$48,607	\$49,217	\$49,827	\$50,437	\$51,047	\$51,657	\$52,267
13	\$46,927	\$47,537	\$48,147	\$48,757	\$49,367	\$49,977	\$50,587	\$51,197	\$51,807	\$52,417	\$53,027
14	\$47,687	\$48,297	\$48,907	\$49,517	\$50,127	\$50,737	\$51,347	\$51,957	\$52,567	\$53,177	\$53,787
15	\$48,447	\$49,057	\$49,667	\$50,277	\$50,887	\$51,497	\$52,107	\$52,717	\$53,327	\$53,937	\$54,547
16	\$49,207	\$49,817	\$50,427	\$51,037	\$51,647	\$52,257	\$52,867	\$53,477	\$54,087	\$54,697	\$55,307
17	\$50,000	\$50,610	\$51,220	\$51,830	\$52,440	\$53,050	\$53,660	\$54,270	\$54,880	\$55,490	\$56,100
18	\$50,800	\$51,410	\$52,020	\$52,630	\$53,240	\$53,850	\$54,460	\$55,070	\$55,680	\$56,290	\$56,900
19	\$51,600	\$52,210	\$52,820	\$53,430	\$54,040	\$54,650	\$55,260	\$55,870	\$56,480	\$57,090	\$57,700
20	\$52,400	\$53,010	\$53,620	\$54,230	\$54,840	\$55,450	\$56,060	\$56,670	\$57,280	\$57,890	\$58,500
21	\$53,200	\$53,810	\$54,420	\$55,030	\$55,640	\$56,250	\$56,860	\$57,470	\$58,080	\$58,690	\$59,300
22	\$54,000	\$54,610	\$55,220	\$55,830	\$56,440	\$57,050	\$57,660	\$58,270	\$58,880	\$59,490	\$60,100
23	\$54,800	\$55,410	\$56,020	\$56,630	\$57,240	\$57,850	\$58,460	\$59,070	\$59,680	\$60,290	\$60,900
24	\$55,600	\$56,210	\$56,820	\$57,430	\$58,040	\$58,650	\$59,260	\$59,870	\$60,480	\$61,090	\$61,700
25	\$56,400	\$57,010	\$57,620	\$58,230	\$58,840	\$59,450	\$60,060	\$60,670	\$61,280	\$61,890	\$62,500
26	\$57,200	\$57,810	\$58,420	\$59,030	\$59,640	\$60,250	\$60,860	\$61,470	\$62,080	\$62,690	\$63,300
27	\$58,000	\$58,610	\$59,220	\$59,830	\$60,440	\$61,050	\$61,660	\$62,270	\$62,880	\$63,490	\$64,100
28	\$58,800	\$59,410	\$60,020	\$60,630	\$61,240	\$61,850	\$62,460	\$63,070	\$63,680	\$64,290	\$64,900
29	\$59,600	\$60,210	\$60,820	\$61,430	\$62,040	\$62,650	\$63,260	\$63,870	\$64,480	\$65,090	\$65,700
30	\$60,400	\$61,010	\$61,620	\$62,230	\$62,840	\$63,450	\$64,060	\$64,670	\$65,280	\$65,890	\$66,500
31	\$61,200	\$61,810	\$62,420	\$63,030	\$63,640	\$64,250	\$64,860	\$65,470	\$66,080	\$66,690	\$67,300
32	\$62,000	\$62,610	\$63,220	\$63,830	\$64,440	\$65,050	\$65,660	\$66,270	\$66,880	\$67,490	\$68,100
33	\$62,800	\$63,410	\$64,020	\$64,630	\$65,240	\$65,850	\$66,460	\$67,070	\$67,680	\$68,290	\$68,900
34	\$63,600	\$64,210	\$64,820	\$65,430	\$66,040	\$66,650	\$67,260	\$67,870	\$68,480	\$69,090	\$69,700
35	\$64,400	\$65,010	\$65,620	\$66,230	\$66,840	\$67,450	\$68,060	\$68,670	\$69,280	\$69,890	\$70,500
36	\$65,200	\$65,810	\$66,420	\$67,030	\$67,640	\$68,250	\$68,860	\$69,470	\$70,080	\$70,690	\$71,300