

**AGREEMENT**

**BETWEEN**

**THE BOARD OF EDUCATION OF COMMUNITY UNIT SCHOOL DISTRICT #200**

**MENARD COUNTY, GREENVIEW, ILLINOIS**

**AND**

**THE GREENVIEW EDUCATION ORGANIZATION, IEA / NEA**

**2015-2016**

**2016-2017**

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## **ARTICLE I**

### **RECOGNITION**

#### 1.1 Recognition

The Board of Education of Greenview Community Unit School District #200, Logan/Menard County, Illinois, hereinafter “the Board” hereby recognizes the Greenview Education Organization-IEA-NEA, hereinafter “the GEO” bargaining representative for all full and permanent part-time (who teach a minimum of 200 minutes of a full school day) regularly employed certified non-supervisory teaching personnel and non-certified teaching assistants employed by Greenview Community Unit School District #200.

## **ARTICLE II**

### **NEGOTIATIONS PROCEDURE**

#### 2.1 Initiation of Bargaining

Upon request of the Greenview Education Organization, GEO, the parties shall commence bargaining for a successor agreement on or before May 31, and no earlier than March 15 and shall bargain as per the Illinois Educational Labor Relations Act and its Rules and Regulations including Section 4 concerning all matters affecting wages, hours, and terms and conditions of employment as well as any impact thereon.

#### 2.2 Bargaining if Agreement cannot be Reached

If the parties cannot reach an agreement, the parties will jointly request the Federal Mediation and Conciliation Services (FMCS). Should FMCS be unavailable, the parties shall immediately commence discussions as to a replacement, and the Illinois Educational Labor Relations Board shall be notified.

## **ARTICLE III**

### **MANAGEMENT RIGHTS**

#### 3.1 Agreement Conformity

The GEO recognizes that the Board retains and reserves the right and authority to manage and direct, in behalf of the public, the operations and activities of the school district to the extent authorized by law, provided that such rights and responsibilities shall be exercised by the Board and its representatives in conformity with the provisions of this Agreement.

### 3.2 Commitment not to Violate Agreement

It is understood and agreed that all rights, powers, or authority of the school district and the School Board to manage its operations and direct its employees which are not specifically limited by the language of this Agreement are retained by the Board provided that no such right shall be exercised so as to violate any of the specific provisions of the Agreement.

## **ARTICLE IV**

### **EMPLOYEE / ASSOCIATION RIGHTS**

#### 4.1 Bargain in Good Faith

The employer recognizes that the GEO has the unlimited right to bargain in good faith on matters, which relate to wages, benefits, hours of work, and other terms and conditions of employment.

#### 4.2 Information to GEO

One copy of the:

- A. agenda
- B. board report
- C. monthly financial report
- D. quarterly financial report

will be given to the President of the GEO at the time that Board packets are sent to the individual Board members.

#### 4.3 GEO Meetings

The GEO may meet after normal work hours at the school when students are not in attendance and provided such times do not conflict with assigned duties. The GEO president will schedule these meetings with the district administrators so as to avoid conflicts with faculty meetings, departmental meetings, and other such meetings. The GEO may begin their first meeting of the year prior to the end of work hours.

#### 4.4 Reviewing Personnel File

An employee, upon twenty-four (24) hours advance notice to the superintendent, shall have the right to review the contents of his/her personnel file. The superintendent or his/her designee shall be present during the review; upon the employee's request, a GEO representative may also be present. An employee shall have the right to respond in writing to any material contained in the file, and his/her response shall be attached to

the file copy. A copy of any disciplinary material relevant to a specific employee will be given to the employee prior to it being placed in the employee's file.

#### 4.5 Teacher Discipline

The GEO shall be party to any future planning or revising of a district discipline code to be used in teacher discipline.

#### 4.6 GEO Communication

The GEO shall have the right to post notices of activities and matters of Association concern in designated elementary and junior-senior high school areas. The Association may use the teacher mailboxes for communication with bargaining unit members.

#### 4.7 GEO Representation

When any employee is required to appear before a building administrator, central office administrator and/or the Board concerning any matter in which discipline may result, the employee is entitled to have a representative of the Association present.

### **ARTICLE V**

#### **GRIEVANCE PROCEDURE**

##### 5.1 Definitions

- A. Any claim by a teacher or the GEO representing an employee that there has been a violation, misrepresentation, and/or misapplication of Board policy, a violation of his or her right to fair treatment, or a violation of any established policy or practice, or the terms of this Agreement shall be a grievance.
- B. 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 term, time limits shall consist of all weekdays, and during the summer, time limits shall consist of all weekdays,

##### 5.2 Procedures

The parties hereto acknowledge that it is usually most desirable for an employee and the employee's immediately involved supervisor to resolve problems through free and informal communications. If, however, the informal process fails to satisfy the employee or the GEO, a grievance may be processed as follows:

- Step #1            Within twenty (20) days of the event initiating the grievance, the employee or the GEO may present the grievance in writing (Attachment E) to the immediately involved supervisor, who will

arrange for a meeting to take place within five (5) days after the receipt of the grievance. The aggrieved teacher and the immediate supervisor shall be present for the meeting. The immediate supervisor must provide the aggrieved teacher with a written answer on the grievance within five (5) days after the meeting. Such answer shall include the reasons upon which the decision was based.

Step #2 If the grievance is not resolved at Step #1, then the grievor shall refer the grievance to the Superintendent within five (5) days after the receipt of the Step #1 answer. The Superintendent shall arrange for a meeting of the Organization representative and the grievor to take place within five (5) days of receipt of the appeal.

Each party shall be permitted to include in its presentations such witnesses and counselors as deemed necessary to develop facts pertinent to the grievance. Upon conclusion of the hearing, the Superintendent shall have five (5) days in which to present his written decision to the teacher.

Step #3 If the grievance is not resolved at Step #2, then the grievor shall submit the grievance to the Board within five (5) days after receipt of the Step #2 answer. The Board shall arrange for a meeting of the Organization representative and the grievor to take place within five (5) days of the receipt of the appeal. Each party shall be permitted to include in its presentations such witnesses and counselors deemed necessary to develop facts pertinent to the grievance. Upon conclusion of the hearing, the Board shall have five (5) days in which to present its written decision to the teacher.

Step #4 If the Organization is not satisfied with the disposition of the grievance at Step #3, the Organization may submit the grievance to final and binding arbitration through the American Arbitration Association. If a demand for arbitration is not filed within thirty (30) days of the date of the Step #3 answer, then the grievance shall be deemed withdrawn.

The decision of the Arbitrator shall be final and binding on both parties. The Arbitrator, in his opinion, shall not amend, modify, nullify, ignore, or add to the provisions of this Agreement. The Arbitrator's authority shall be limited to deciding only the issues presented to him in writing by the Board and the Organization. The Arbitrator's decision shall be based solely on interpretation of the meaning or application of the express relevant language of the Agreement. Neither the District nor the Organization shall be permitted to assert any grounds or evidence before the Arbitrator, which was not previously disclosed to the other party at least ten (10) days before the hearing.

Expenses for the Arbitrator's services will be shared equally by the Organization and the Board.

- 5.3 If the teacher and/or Organization and the Superintendent or Board agree, any step or steps of the grievance procedure may be bypassed. A grievance may be withdrawn at any level without establishing precedent.
- 5.4 All records related to a grievance shall be filed separately from the personnel files of the member filing the grievance. No reprisals of any kind will be taken by the Board or Administration against the teacher because of his/her participation in the grievance procedure.

## **ARTICLE VI**

### **WORKING CONDITIONS**

#### 6.1 Work Day

- A. Each full time employee shall be present fifteen (15) minutes before the first class period begins and in their assigned areas ten (10) minutes before the first class period begins. Each employee shall be free to leave fifteen (15) minutes after the last high school class period ends, except for called faculty meetings, parent conferences, open houses, detentions, occasional help for students, or mutually agreed upon situations. Exceptions shall be approved by the Principal. On Fridays, or days preceding school holidays or vacations, the employee's day shall end ten (10) minutes after the end of the student day.
- B. Students and teachers will be dismissed early, after fulfilling the state-mandated 300 minutes of instruction, the day before the following holidays: Thanksgiving, Christmas, and Easter.

#### 6.2 Calendar

The GEO, through the Calendar Committee, may provide input to the Board and the administration on the future school calendar. This committee shall meet with the Superintendent by the end of February to review possible calendars for the following year.

#### 6.3 Preparation Time

- A. Full time teachers on the elementary schedule will be allowed a minimum of sixty (60) minutes per day for planning.
- B. Full time junior-senior high teachers or teachers who split duties between the elementary and junior-senior high will be assigned one planning period one semester and two planning periods the other semester. If it is not possible to

schedule the planning time, the teacher will be compensated. This compensation will be \$700 for the semester the second planning period is not granted.

- C. The above planning time (K-12) occurs during the regular student attendance day. On days of early dismissal, teachers will be given a proportionally shorter planning period.
- D. Any teacher who does in-house substitution during his/her planning period will be paid according to the extra duty pay schedule (Attachment D).
- E. Part-time teachers who teach at least five (5) periods will receive a full planning period. Part-time teachers who teach 1-4 periods will receive ½ a planning period. Persons who are drawing regular payments from TRS who teach less than five (5) periods shall have the option to waive the ½ planning period.

#### 6.4 Loss of Planning Time

- A. Any teacher who elects to teach an additional academic class during the teacher's planning period will be paid an additional one-eighth of his/her yearly salary above the salary schedule.

#### 6.5 Duty-Free Lunch

Each teacher shall have thirty (30) uninterrupted, duty-free minutes for lunch daily.

#### 6.6 Class Size

Concerning class size, the Board will bargain the impact of any class that exceeds twenty-nine (29) students in grades four (4) through twelve (12), twenty-six (26) students in grades one (1) through three (3), and twenty-one (21) in kindergarten.

#### 6.7 Teaching Assignments

Tentative teaching assignments shall be given by the last day of the current school year. If a change in a teaching assignment is necessary, every attempt shall be made to notify the teacher at least thirty (30) days prior to the start of school.

#### 6.8 Teacher Reduction in Force (RIF) and Recall

##### A. Reduction in Force (RIF)

1. In the case of a reduction in force for full-time, tenured teachers, the sequence of dismissal shall occur in accordance with the School Code.

Each teacher shall be categorized into one or more positions for which the teacher is qualified to hold, based upon legal qualifications and any other qualifications established by the District job description, on or before the May 10 prior to the school year during which the sequence of dismissal is determined (e.g. secondary history, physical education, early childhood special education). Within each position and subject to agreements made by the Joint Committee on honorable dismissals that are authorized by subsection (c) of 24-12 of the School Code, the District shall pursuant to subsection (b) of 24-12 of the School Code establish four groupings of teachers qualified to hold the position.

Among teachers qualified to hold a position, teachers must be dismissed in the order of their groupings, with teachers in grouping one dismissed first and teachers in grouping four dismissed last. Within grouping one, the sequence of dismissal shall be at the discretion of the School District. Within grouping two, the sequence of dismissal shall be based upon average performance evaluation ratings, with the teacher or teachers with the lowest average performance evaluation rating dismissed first. A teacher's average performance evaluation rating shall be calculated using the average of the teacher's last two performance evaluation ratings, if two ratings are available, or the teacher's last performance evaluation rating, if only one rating is available, using the following numerical values: 4 for Excellent; 3 for Proficient or Satisfactory; 2 for Needs Improvement; and 1 for Unsatisfactory. As between or among teachers in grouping two with the same average performance evaluation rating and within each of groupings three and four, the teacher or teachers with the shorter length of continuing service with the District shall be dismissed first.

2. A teacher's length of continuing service shall be determined by the following method, in descending order:
  - a. Date the Board acted to hire the teacher.
  - b. Highest degree and most graduate hours as recognized on the pay schedule.
  - c. Length of prior teaching experience.
  - d. Continued tie-breakers shall be settled by lottery with all parties present.

A teacher who is reduced to part-time status will accrue service on a prorated basis. Further, a teacher will continue to accrue service when not in attendance due to an excused absence or illness or an approved leave provided the teacher completes 105 days of teacher attendance during the school year. Otherwise, a teacher does not accrue service while on an unpaid leave of absence.

3. As provided by subsection (c) of 24-12 of the School Code, the Joint Committee is comprised of an equal number of district representatives and association representatives. This committee shall meet at least annually no later than December 1 to discuss revisions and changes needed as provided by subsection (c) of 24-12 of the School Code. In the event that the Joint Committee cannot reach a majority decision regarding the placement criteria for the various groupings, then the state-defined criteria shall be applied. The administration shall create a sequence of dismissal list for each category of position by placing teachers in the four groupings using the criteria agreed upon by the Joint Committee. Said list will be updated annually and provided to the GEO no later than 75 calendar days before the end of each school term. This Joint Committee shall be separate and distinct from other committees established under this Agreement.

B. Recall

1. If the District has any vacancies for the following school term or within one calendar year from the beginning of the following school term, the positions thereby becoming available shall be tendered to the teachers so removed or dismissed who were in groupings three or four of the sequence of dismissal and are qualified to hold the positions, based upon legal qualifications and any other qualification established in the District job description, on or before the May 10 prior to the date of the positions becoming available, provided that if the number of honorable dismissal notices based on economic necessity exceeds 15% of the number of full-time equivalent positions filled by certified employees (excluding principals and administrative personnel) during the preceding school year, then the recall period is for the following school term or within two calendar years from the beginning of the following school term. Among teachers eligible for recall pursuant to the preceding sentence, the order of recall must be in inverse order of dismissal. There will be six month recall rights for teachers listed in Category 2.
2. Failure to respond within fifteen (15) calendar days after the mailing of the Board's letter of recall, sent by certified mail to the teacher's address on file with the Board recalling such teacher, shall result in termination of the teacher's right to recall hereunder.

## 6.9 Evaluation

Each teacher shall be evaluated by the administration.

- A. Concerning evaluations, non-tenured teachers should be evaluated a minimum of two times in each school year. Tenured teachers shall be evaluated at least once every two years.
- B. The evaluation instrument to be used shall be the one on file in the office of the Illinois State Board of Education. This form cannot be changed, except to update an administrator's name, without both administrative and GEO cooperation.

## LEAVES

### 7.1 Sick Leave and Personal Leave

The Board shall grant sick leave for each full-time employee based on the table below, with unlimited accumulation. Sick leave shall be interpreted to mean personal illness, quarantine at home, or illness or death in the family or household. The family shall include parents, spouse, brothers, sisters, children, grandchildren, grandparents, parents-in-law, brothers- or sisters-in-law, aunts, uncles, cousins, and legal guardians or members of the household. Exceptions may be granted by administrative approval.

Current Year Employed at Greenview	Number of Sick Days Granted Annually	Number of Personal Days Granted Annually
1	10	2
2-3	10	3
4	12	3
5-6	13	4
7-9	14	4
10-12	15	4
13-15	16	4
16-18	17	4
19 +	18	4

Part-time employees will receive sick leave on a pro-rata basis. An employee may treat pregnancy as a temporary disability under this benefit, or may apply for a leave of absence without pay. All sick days shall be taken in increments of not less than ½ day at a time.

The Board agrees to compensate, upon the request of an employee retiring from the system, at a rate equal to one-half the per-day rate of a beginning substitute employee

for each respective job classification that has not been used by the employee up to 190 days. Usage shall include TRS or IMRF service credit.

Examples:

- First year of employment – 10 sick days and 2 personal days for a total of 12 days. Second and third year of employment 10 sick days and 3 personal days for a total of 13 days.
- Fourth year of employment – 12 sick days and 3 personal days for a total of 15 days.
- Fifth and Sixth year of employment – 13 sick days and 4 personal days for a total of 17 days.
- Eleventh year of employment – 15 sick days and 4 personal days for a total of 19 days

The use of personal days is subject to the following conditions:

1. At least 48 hours written notice shall be given to the administration for approval
2. Personal leave days must be taken in increments of not less than ½ day at a time.
3. Personal leave days cannot be taken the day immediately before or after a school holiday or vacation that is 2 or more consecutive school days in length.
4. Personal leave may not be taken on Teacher Institute Days or School Improvement Days or Parent Teacher Conference days.
5. Personal leave days may not be used during the first 5 days or the last 5 days of school.
6. No more than (3) three employees per day will be allowed personal leave.
7. Final approval must be given by the administration.

Unused personal leave days can be converted only into sick leave days. Personal days do not carry over into the next year as a personal day.

Part-time employees will receive the corresponding, pro-rata number of days.

## 7.2 Professional Leave

The Superintendent may grant professional days for employees without limit, based on District need and budget. Other specifics for this type of leave are addressed in Article VIII.

## 7.3 Jury Duty

No employee shall have his/her pay reduced for any period of time of service as a juror, provided that any fees received for such service shall be surrendered to the District except that the teacher may retain any expense reimbursement received for such service. Employees will not be docked sick or personal leave while serving jury duty.

#### 7.4 Maternity/Paternity/Adoptive Leave

Upon written request, the Board shall grant a tenured teacher up to one (1) year maternity/paternity/adoptive leave of absence without pay or without loss of accrued sick leave, tenure, or seniority.

#### 7.5 Association Leave

The GEO shall be granted two (2) days per school year to attend conferences or to be involved in organizational business without loss of salary. The district will pay for the cost of the substitute employee. Additional days may be granted with the approval of the superintendent.

#### 7.6 Continuing Education Leave

The Board may grant unpaid leaves of absence to tenured teachers for continuing education under the following conditions:

- A. Application is made by March 1 of the year preceding the leave for a full year or first semester leave,
- B. Application deadline for a second semester leave will be no later than October 1,
- C. The employee must indicate his/her intention to return by March 1, if it is a full year or second semester leave,
- D. The employee must indicate his/her intention to return by October 1, if a first semester leave,
- E. Seniority and placement on the salary schedule will be retained, but not advanced, during the leave,
- F. Employer will not pay for insurance premiums during the leave; no other salary or benefits will be provided while on leave.

#### 7.7 Sick Leave Bank

The purpose of the Sick Leave Bank shall be to provide extended paid sick leave for employees who are members of the Greenview Education Organization who have exhausted their personally accumulated sick leave and due to personal serious illness or injury, are unable to return to work. Short-term illnesses and regular maternity care are not subject to the use of the following sick leave bank provisions.

Participation in the Sick Leave Bank shall be voluntary. Each employee shall be given an application and return it to the bookkeeper. Each employee shall be given an application form at the beginning of the school year and will contribute two (2) days of his/her accumulated sick leave for the first year membership. Second year membership will also require a donation of two (2) days. Subsequent years will require a donation of one (1) day at the discretion of the Sick Leave Bank committee until a minimum of 120 days are reached. Any new employee who wishes to be a member of the Sick Bank will be required to follow the initiating schedule. In addition, the donation of days by the new employee will receive priority with the Sick Leave Bank committee. A member may begin drawing from the Sick Bank beginning the third year of membership.

Any days transferred by the employee shall remain in the Sick Leave Bank. The Board of Education shall not be liable for any days transferred and shall not contribute any days to the Sick Leave Bank. If it becomes necessary to seek additional days to maintain the bank at its minimum level of 120 days, an additional day may be deducted from an employee's personal accumulation on a rotating basis. The Sick Leave Bank committee will conduct the alphabetical selection to determine who will transfer personal accumulated sick leave to the Sick Leave Bank.

Only members of the Sick Leave Bank shall be allowed to withdraw days from the Bank. In order to remain an active member, an employee must contribute to the Bank when asked by the Sick Leave Bank Committee. Once an employee withdraws from the Bank or elects not to seek membership, he/she shall only be eligible to participate in the Sick Leave Bank by reinitiating the requirements. No members shall be allowed to draw more than twenty (20) days during one school year and no more than forty (40) during his/her employment in the Greenview CUSD #200. The balance of days accumulated at the end of one school year shall carry over to the following year. Should the total number of days withdrawn from the Bank equal the balance at any time, the Bank will cease operations until it can be replenished at the start of the next school year.

A committee consisting of two (2) members selected by the GEO and two members of the administration will be selected to govern the use of the Sick Leave Bank. Only members of the Sick Leave Bank will be entitled to draw from the Bank provided the employee has exhausted his/her personally accumulated sick leave and personal leave days and has made written application to the Committee for withdrawal of days from the Bank. Should the employee be unable to make application, his/her designee may do so on his behalf. The application shall state the reason for the inability to return to work along with a physician's statement specifying the nature of the employee's illness. The application shall also state the number of days requested to be used from the Bank. Before granting the request, the Committee must elicit affirmative answers to the following:

A. Is the employee listed as a current third year member of the Sick Leave Bank?

- B. Has the employee exhausted his/her personally accumulated sick leave and personal leave?
- C. Is the absence from work due to a serious illness? (This program would not be used for short- term illness.)

The school district shall furnish each employee with a written statement at the beginning of each employee year setting forth the total sick leave.

Sick Bank membership shall be available to all certified and non-certified members of GEO who have sick days to contribute.

## **ARTICLE VIII**

### **SALARY AND FRINGE BENEFITS**

#### 8.1. Salary Schedules

The salaries expressed in this article are for the regular annual minimum school term as set by the state statutes.

- A. Salary schedules are attached as Attachments A and B.
- B. Transcripts will be evaluated annually no later than September 1 for increases that school year.
- C. The Extra Duty Pay Schedule is attached as Attachment D.
- D. All scheduled salaries and increases in Attachments A and B stated above include the Teacher Retirement System contribution, pension contributions, and health insurance contributions as required by law.
- E. For the purpose of salary and benefits, full time teachers will be defined as those teachers who are assigned duties, supervision, and/or planning time for the entire school day. Part-time teachers will be financially compensated on a pro-rata basis for the number of periods assigned. The Board will allow part-time teachers one step each year on the salary schedule.
- F. Reimbursement for mandated duties which require time to be spent beyond the required work day will be reimbursed at an hourly rate based on the formula as follows: base salary divided by 180 divided by 7.5. However, if a teacher or teachers covered by this agreement, consent in advance to waive this reimbursement- none will be paid.
- H. Compensation for additional duties or responsibilities covered under a grant program will be paid according to the guidelines stated in the grant. If

compensation is not stated in the grant, then the formula stated above will be used to determine an hourly wage rate.

## 8.2 Professional Leave Reimbursement

All professional leave is subject to the approval of the Superintendent. Employees who travel on these trips to improve their teaching skills shall be provided reimbursement for expenses incurred with an annual \$200 maximum amount.

Breakfast	\$8.00
Lunch	\$10.00
Dinner	\$15.00
Mileage	State of Illinois approved rate on July 1 <sup>st</sup> beginning each fiscal year. (The State approved rate is the IRS approved rate as of July 1 <sup>st</sup> , the beginning of the fiscal year. If the IRS rate drops the State rate drops to match and stays at that rate for the remainder of the fiscal year.)

Lodging may be approved in advance and a receipt later produced.

Registration fees may be approved in advance and a receipt later produced.

If a teacher foregoes the \$200 prof. development allowance one year, the \$200 allowance will be added to the next year's professional development allowance for that teacher. Limit of 1 year roll over per teacher.

## 8.3 College Tuition Reimbursement

Teachers hired after January 1, 2015 must have 4 years of service to the district to be eligible for this benefit.

Reimbursements for college tuition will be made in full or \$150 per approved credit hour, whichever is less. Approved credit has to be recognized by the State Certification Board. All hours must have prior approval by the Superintendent.

Reimbursement for course work in administrative classes will be made in full or \$50.00 per approved credit hour, whichever is less. Approved credit has to be recognized by the State Certification Board. All hours must have prior approval of the Superintendent.

Reimbursement will be limited to three (3) credit hours per term per teacher. Budgeted funds for tuition reimbursement shall be divided equally between the summer, fall and spring terms. Any funds that are not expended during a term shall be carried over to the next term within the fiscal year. Funds that are not expended after the spring term will be divided equally between those teachers that were denied reimbursement during a previous term and paid for the course totally at his/her own expense, provided that the employee does not exceed the 3 credit hour per term limit.

In order to be eligible, application for reimbursement must be submitted by the dates below for them to be reviewed and approved per contract terms in a timely manner.

**May 1<sup>st</sup>** for courses during the **summer term**

**August 1<sup>st</sup>** for courses during the **fall term**

**November 1<sup>st</sup>** for courses during the **spring term**

All applications received by the above deadlines will be considered equally.

For the summer term each fiscal year, the teacher with the higher seniority, as determined on the most recently approved seniority list, shall be given priority for reimbursement.

For the fall and spring terms, priority will be given to those teachers who have not received reimbursement previously during the current fiscal year. After those teachers have been reimbursed, any remaining funds for that term will be distributed based on seniority as above.

For the fall term for 2008-09, priority shall be determined by the most recently approved seniority list.

Upon written request from the teacher, the Board agrees to pay (1/2) half the reimbursable amount in advance. The second half (1/2) will be paid upon successful completion of the course. Successful completion is defined as earning a minimum of a "B" as provided on an official transcript.

If the teacher does not successfully complete the course, the Board will recover any advance reimbursement payment from funds that are due the teacher, unless the teacher makes direct payment arrangements.

#### 8.4 Health Insurance

- A. The Board of Education will pay up to \$220.00 per individual per month towards the cost of the existing Group Insurance Policy for the individual during the 2008-2010 school years. Part-time teachers will receive this benefit on a pro-rata basis.
- B. If an employee does not wish the health insurance coverage, he/she may request the Board of Education to contribute an amount equal to the Board's current maximum share of single coverage towards benefits allowed under the District's approved Section 125 Plan.
- C. Employees who, prior to July 1, 1988, chose not to take the health insurance benefit, but instead had the Board use a like amount to purchase an annuity under the IRS section 403b may continue to have the Board purchase the annuity on the employee's behalf. This provision does not apply to new

employees or employees who took the health insurance provision and wish to change after July 1, 1988. TRS contributions will be made in compliance with 80-III, Administrative Code 1650.45 and Board Policy.

- D. The Board agrees not to change the insurance company/provider unless approved by a majority of all certified and non-certified employees of Greenview CUSD #200 who are currently participating in the insurance plan.

#### 8.5 Retirement Sheltering

The Board shall pick up 8% of the teachers' 9.4% (the Board will pay 7% of TRS payments and the teacher will pay 2.4%) of TRS for the 2015-2016 school year, 8.5% of the teachers' 9.4% in the 2016-2017 school year and 0.65% of the TRS Retirees Insurance. The Board shall contribute 0.75% of THIS.

#### 8.6 Summer School

The Board, upon recommendation from the administration, shall annually determine summer school academic programs and/or enrichment/growth opportunities. Summer school wage rates for said programs will be calculated for the entire summer program. The staff for these programs will be appointed by the Superintendent.

#### 8.7 Dues Deductions

- A. The Board will deduct the annual dues of each GEO member from his/her October paycheck.
- B. Teachers who elect payroll deduction of his/her IEA/NEA dues shall have such dues deducted in equal installments commencing in September and ending in June.

#### 8.8 Pay Schedule

All certified employees covered under this agreement shall be paid on the 15<sup>th</sup> of each month in twelve (12) equal installments, unless these days fall on a holiday, a Saturday, or a Sunday. In those cases, employees will be paid on the last school day preceding the holiday or weekend.

- A. All non-certified staff covered by this agreement shall be paid semi-monthly compensation divided equally over twelve (12) months.
- B. A teacher's aide shall be placed on the salary schedule and receive 50% of the first lane and shall move down said lane with each year of experience.

## 8.9 Retirement Incentive

The Board shall recognize the service of any full-time teacher who is eligible to receive regular retirement pension benefits through the Illinois Teacher Retirement System.

### **Pre-Retirement Bonus**

Eligible teachers, who submit up to four (4) years advance notice of retirement, will be given a 6% increase over each prior year's salary.

### **Retirement Incentive Plan**

During the term hereof, eligible teachers may elect to participate in the Retirement Incentive Plan (the "Plan"). Under the Plan "eligible teachers" shall mean teachers who:

1. Are sixty (60) years of age at the time of retirement; or
2. Are at least fifty-five (55) years of age at the time of retirement with at least thirty-five (35) years of credible service with the Illinois Teacher Retirement System; and
3. Have a minimum of ten (10) years of service in the district and a minimum of twenty (20) years of service in Illinois.
4. Have submitted an irrevocable letter of resignation to the Superintendent on or before October 1, 2008 of the first year of the contract to begin the Plan for the 2008-09 school year. For each year following, the irrevocable letter shall be submitted on or before July 1<sup>st</sup> for the Plan to begin during that fiscal year. (i.e. July 1, 2009 for FY 10)
5. Have not exceeded a creditable earnings amount which would cause an actuarial penalty.

Eligible teachers may elect a one, two, three or four year retirement incentive program under the Plan. Election shall be made by submitting an irrevocable letter of resignation to the Superintendent identifying the fiscal year in which the Plan shall commence (which may include the then-current year and shall not exceed four consecutive years) and identifying the effective date of resignation.

For each year of the Plan, Plan participants shall be paid in accordance with the applicable salary schedule. In addition, on or before the last day of the first Plan year (which will correspond to the fiscal year), the Board shall determine a retirement incentive bonus (the "Incentive Bonus") for each participant. The Incentive Bonus shall equal the difference between the participant's base compensation during the Plan year and 106% of the previous year's base compensation.

For the second and any subsequent years of the Plan, the previous year's base compensation shall include the Incentive Bonus paid during such previous year. These payments shall be made part of the teacher's regular paycheck.

If an employee is performing an extra duty assignment and elects to cease such duty, the stipend paid amount shall be deducted from the next year's base amount.

If any provision of this Agreement or the application of such provision is or shall at any time be contrary to or unauthorized by law, then such provision shall not be applicable or performed or enforced, except to the extent permitted or authorized by law, provided that in such event all other provisions of this Agreement shall continue to be in effect.

If during the term of the contract any new legislation is enacted (legislatively or Administratively) that results in greater cost to the Board for an employee to retire under the Plan, these parties may, at either's written request, commence negotiation regarding amending the Plan.

#### 8.10 Merit Pay

To be eligible for consideration for a merit pay increase, a teacher must have been on the last step in the same lane on the salary schedule for two (2) years and have taught for two years since last granted a merit pay increase. If during the two-year period at the same pay level, the teacher receives a cumulative rating of "Meets" or "Exceeds" on all of his/her evaluations, the increase will become effective at the beginning of the third year.

- A. All teacher evaluations must be completed by the administration prior to June 1 of each year. The Board will grant merit pay based upon a list of eligible candidates provided by the Superintendent at the June or July board meeting. The Superintendent will confer with the GEO to verify the annual list of eligible candidates.
- B. The merit pay increase shall become effective with the following school year and shall be a permanent increment in successive years.
- C. The amount of the merit pay increment shall be an amount equal to the difference between the last two steps of the lane the teacher is in on the salary schedule and shall increase in future years the same as the difference between the last two steps in the lane.

### **ARTICLE IX**

#### **EFFECT OF AGREEMENT**

##### 9.1 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 written, mutual consent of the parties.

## 9.2 Individual Contracts

The terms and conditions of individual contracts or employment Agreements shall reflect the terms and conditions of this negotiated Agreement for qualifying District employees.

## 9.3 Savings Clause

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

## 9.4 No Strike

The GEO agrees that it shall not, during the period of this Agreement, directly engage in a strike against the District.

The Greenview Education Organization-IEA-NEA and its members hereby agree not to engage in, encourage, or support any cessation of work during the term of this Agreement.

## 9.5 Board Authority and Management Rights

It is the law of the State of Illinois that the determination and administration of school policy, the operation and management of the schools, and the direction of employees are vested exclusively in the Board. It is the duty of all employees to carry out the policies and regulations as stipulated by the Board. The decision of the Board of Education in matters pertaining to the determination and administration of school policy, the operation and management of the schools and the direction of employees shall be final. Except that the Board and the GEO shall be required to bargain collectively with regards to policy matters directly affecting wages, hours, and terms and conditions of employment, as well as the impact thereon, upon request by the GEO.

## 9.6 Superceding Board Policy

This agreement shall supersede any Board policy with which it is in conflict.

## 9.7 Reviewing the Agreement

In order to clarify any contract interpretation, an annual review will be made by both parties, between March 15th - April 15th of each year of the bargaining agreement. This review panel will consist of four members, two appointed by GEO, the Superintendent, and one board member appointed by the superintendent.

9.8 Term of Agreement

This Agreement shall become effective on the first day of the 2015-2016 school year and shall terminate on the first day of the 2017-2018 school year.

This agreement is signed this \_\_\_\_\_ day of \_\_\_\_\_.

In witness thereof:

For the Greenview  
Education Organization/  
IEA/NEA

For the Board of Education  
School District #200

\_\_\_\_\_  
President

\_\_\_\_\_  
President

\_\_\_\_\_  
Negotiations Chair

\_\_\_\_\_  
Secretary

**ATTACHMENT E**

SUBJECT: Grievance

GRIEVANT: \_\_\_\_\_

IMMEDIATE SUPERVISOR: \_\_\_\_\_

DATE of OCCURRENCE: \_\_\_\_/\_\_\_\_/\_\_\_\_

DATE GRIEVANCE FILED: \_\_\_\_/\_\_\_\_/\_\_\_\_

Step #1: Explanation of Grievance by Grievant:

Signature of Grievant: \_\_\_\_\_

Response to Grievance by Immediate Supervisor:

Signature of Immediate Supervisor: \_\_\_\_\_

Date of Response: \_\_\_\_/\_\_\_\_/\_\_\_\_

**ATTACHMENT E**

Grievance Form continued

GRIEVANCE RECORD (in compliance with the procedure named in Article V of the current contract between the Board of Education of Greenview Community Unit School District #200 and the Greenview Education Organization)

Step #1

Date Submitted \_\_\_\_/\_\_\_\_/\_\_\_\_

Date of Response \_\_\_\_/\_\_\_\_/\_\_\_\_

The grievance has been submitted in writing and a meeting has taken place between the grievant and the immediate supervisor.

The Grievance has been resolved. (yes) (no)

The Grievance has not been resolved and is being submitted according to procedure to step #2.

GRIEVANT SIGNATURE \_\_\_\_\_

IMMEDIATE SUPERVISOR SIGNATURE \_\_\_\_\_

STEP #2. The grievance was not resolved in step #1 and is being submitted to the District Superintendent.

Date Submitted \_\_\_\_/\_\_\_\_/\_\_\_\_

Response of Superintendent:

Date of Response \_\_\_\_/\_\_\_\_/\_\_\_\_

Signature of Superintendent \_\_\_\_\_

**ATTACHMENT E**

Grievance Form continued

**RESPONSE OF GRIEVANT:**

I accept the response of the Superintendent and consider the grievance resolved.  
(yes)                      (no)

I reject the response of the Superintendent and submit the grievance to Step # 3.

**SIGNATURE OF GRIEVANT:** \_\_\_\_\_

Date of Response \_\_\_\_/\_\_\_\_/\_\_\_\_

**STEP # 3.**      The Grievance was not resolved in Step # 2.

Date submitted: \_\_\_\_/\_\_\_\_/\_\_\_\_

**RESPONSE OF BOARD OF EDUCATION PRESIDENT:**

Date of Response \_\_\_\_/\_\_\_\_/\_\_\_\_

Signature of Board President: \_\_\_\_\_

**ATTACHMENT E**

Grievance Form continued

**RESPONSE OF GRIEVANT:**

I accept the response of the President of the Board of Education and consider the Grievance resolved. (yes) (no)

I reject the response of the President of the Board of Education and hereby submit the Grievance to the GEO to begin procedure of Arbitration explained in Article V of this Agreement.

Date of Response \_\_\_\_/\_\_\_\_/\_\_\_\_

Signature of Grievant \_\_\_\_\_



## Attachment A

	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	
39			2015-2016															
40			MA	TRS	Cred Earnings		MA+8	TRS	Cred Earnings		MA+16	TRS	Cred Earnings		MA+24	TRS	Cred Earnings	
41	0		32696	2,843.16	35,539.30		33446	2,908.38	36,354.52		34196	2,973.59	37,169.74		34946	3,038.81	37,984.96	
42	1		33358	2,900.68	36,258.28		34126	2,967.53	37,093.88		34895	3,034.37	37,929.47		35664	3,101.22	38,765.07	
43	2		34126	2,967.53	37,093.88		34895	3,034.37	37,929.47		35664	3,101.22	38,765.07		36433	3,168.07	39,600.67	
44	3		34895	3,034.37	37,929.47		35664	3,101.22	38,765.07		36433	3,168.07	39,600.67		37201	3,234.92	40,436.27	
45	4		35664	3,101.22	38,765.07		36433	3,168.07	39,600.67		37201	3,234.92	40,436.27		37970	3,301.77	41,271.87	
46	5		36433	3,168.07	39,600.67		37201	3,234.92	40,436.27		37970	3,301.77	41,271.87		38739	3,368.61	42,107.46	
47	6		37201	3,234.92	40,436.27		37970	3,301.77	41,271.87		38739	3,368.61	42,107.46		39508	3,435.46	42,943.06	
48	7		37970	3,301.77	41,271.87		38739	3,368.61	42,107.46		39508	3,435.46	42,943.06		40276	3,502.31	43,778.66	
49	8		38739	3,368.61	42,107.46		39508	3,435.46	42,943.06		40276	3,502.31	43,778.66		41045	3,569.16	44,614.26	
50	9		39508	3,435.46	42,943.06		40276	3,502.31	43,778.66		41045	3,569.16	44,614.26		41814	3,636.01	45,449.86	
51	10		40276	3,502.31	43,778.66		41045	3,569.16	44,614.26		41814	3,636.01	45,449.86		42583	3,702.86	46,285.46	
52	11		41045	3,569.16	44,614.26		41814	3,636.01	45,449.86		42583	3,702.86	46,285.46		43351	3,769.70	47,121.05	
53	12		41814	3,636.01	45,449.86		42583	3,702.86	46,285.46		43351	3,769.70	47,121.05		44120	3,836.55	47,956.65	
54	13		42583	3,702.86	46,285.46		43351	3,769.70	47,121.05		44120	3,836.55	47,956.65		44889	3,903.40	48,792.25	
55	14		43351	3,769.70	47,121.05		44120	3,836.55	47,956.65		44889	3,903.40	48,792.25		45658	3,970.25	49,627.85	
56	15		44120	3,836.55	47,956.65		44889	3,903.40	48,792.25		45658	3,970.25	49,627.85		46426	4,037.10	50,463.45	
57	16		44889	3,903.40	48,792.25		45658	3,970.25	49,627.85		46426	4,037.10	50,463.45		47195	4,103.94	51,299.04	
58	17		45658	3,970.25	49,627.85		46426	4,037.10	50,463.45		47195	4,103.94	51,299.04		47964	4,170.79	52,134.64	
59	18		46426	4,037.10	50,463.45		47195	4,103.94	51,299.04		47964	4,170.79	52,134.64		48733	4,237.64	52,970.24	
60	19		47195	4,103.94	51,299.04		47964	4,170.79	52,134.64		48733	4,237.64	52,970.24		49501	4,304.49	53,805.84	
61	20		47964	4,170.79	52,134.64		48733	4,237.64	52,970.24		49501	4,304.49	53,805.84		50270	4,371.34	54,641.44	
62	21		48733	4,237.64	52,970.24		49501	4,304.49	53,805.84		50270	4,371.34	54,641.44		51039	4,438.19	55,477.04	
63	22		49501	4,304.49	53,805.84		50270	4,371.34	54,641.44		51039	4,438.19	55,477.04		51808	4,505.03	56,312.63	
64	23		50270	4,371.34	54,641.44		51039	4,438.19	55,477.04		51808	4,505.03	56,312.63		52576	4,571.88	57,148.23	
65	24		51039	4,438.19	55,477.04		51808	4,505.03	56,312.63		52576	4,571.88	57,148.23		53345	4,638.73	57,983.83	
66	25		51808	4,505.03	56,312.63		52576	4,571.88	57,148.23		53345	4,638.73	57,983.83		54114	4,705.58	58,819.43	
67	26						53345	4,638.73	57,983.83		54114	4,705.58	58,819.43		54883	4,772.43	59,655.03	
68	27						54114	4,705.58	58,819.43		54883	4,772.43	59,655.03		55651	4,839.27	60,490.62	
69	28										55651	4,839.27	60,490.62		56420	4,906.12	61,326.22	
70	29										56420	4,906.12	61,326.22		57189	4,972.97	62,161.82	
71	30														57958	5,039.82	62,997.42	
72	31														58726	5,106.67	63,833.02	





POSITION	ATHLETIC POSITIONS						
	YEARS						
	1-2	3-4	5-6	7-8	9-10	11+	
Athletic Director	9	10	11	12	13	14	
Head Coach Basketball	7	8	9	10	11	12	
Head Coach Volleyball	7	8	9	10	11	12	
Ass't. Coach Basketball	4	5	6	7	8	9	
Ass't. Coach Volleyball	4	5	6	7	8	9	
Head Coach Golf	5	6	7	8	9	10	
Asst. Coach Golf	3	4	5	6	7	8	
Head Coach HS Cheerlead	4	5	6	7	8	9	
Head Coach JH Basketball	6	7	8	9	10	11	
Head Coach JH Volleyball	6	7	8	9	10	11	
Asst. Coach JH Basketball	3	4	5	6	7	8	
Asst. Coach JH Volleyball	3	4	5	6	7	8	
Head Coach JH Track	5	6	7	8	9	10	
Asst. Coach JH Track Asst.	3	4	5	6	7	8	
Head Coach JH Cheerleading	3	4	5	6	7	8	
Head Coach HS Scholastic Bow	2	3	4	5	6	7	
Head Coach JH Scholastic Bow	2	3	4	5	6	7	
Asst. Coach HS Football	4	5	6	7	8	9	
Percentage is based on \$33,000 and determined by							
Years of Experience based on yrs coaching/sponsoring at Greenview CUSD 200 only							
If extra-curricular enrollment numbers are too low or too high to support an assistant coach or an additional assistant coach, the AD will petition the school board for a decision. If the second required coach of a sport leaves during a sporting season, the remaining coach will receive a pro-rated portion of the \$500 coach stipend based on # of regular season games left to play.							
NON-ATHLETIC POSITIONS							
Extra Music (instr.)	3	4	5	6	7	8	
Extra Music (vocal)	3	4	5	6	7	8	
Drama/Musical/Play	2	3	4	5	6	7	
Yearbook	3	4	5	6	7	8	
Percentage is based on \$33,000 and determined by							
Years of Experience based on yrs coaching/sponsoring at Greenview CUSD 200 only							
NON-ATHLETIC POSITIONS/FIXED							
Student Council	2	2	2	2	2	2	
National Honor Soc.	2	2	2	2	2	2	
8th Grade Advisor	2	2	2	2	2	2	
Freshmen Advisor	2	2	2	2	2	2	
Sophomore Advisor	2	2	2	2	2	2	
Junior Advisor (2)	2.5	2.5	2.5	2.5	2.5	2.5	
Senior Advisor	2.5	2.5	2.5	2.5	2.5	2.5	
Art Club	1	1	1	1	1	1	
Spanish Club	1	1	1	1	1	1	
WYSE Sponsor	1	1	1	1	1	1	
Drama Asst./Costumer	1	1	1	1	1	1	
Percentage is based on \$33,000 and determined by							
Years of Experience based on yrs coaching/sponsoring at Greenview CUSD 200 only							
Each organization must meet at least six times a year to qualify the sponsorship							

				<b>FLAT RATES</b>			
		Year 1		Year 2		Year 3	
Technology Director		\$1,000		\$1,000		\$1,000	
Counselor		\$750		\$750		\$750	
FFA*		\$1,300		\$1,300		\$1,300	
Lead Mentor		\$500		\$500		\$500	
School Improvement Team (limit 4)		\$400		\$400		\$400	
In-House Subs							
0-30 minutes		\$10		\$10		\$10	
31-60 minutes		\$20		\$20		\$20	
After School Study Club - if students present- Grades 5-12 2x per week							
30 minutes		\$10					
60 minutes		\$20					
staff							
* The agriculture teacher is given a ten (10) day extended contract, in addition to the FFA stipend, for summer FFA responsibilities. The compensation is calculated by taking the teacher's salary divided by 180 and multiplying that figure by ten (10).							
** Any new clubs must have Board approval before any compensation is paid. Compensation will be determined by a meeting between a GEO representative and a Board representative.							
***Counselor stipend is for work that is to be completed beyond the school calendar and includes school registration days							