

**COLLECTIVE BARGAINING  
AGREEMENT**

**BETWEEN**

**SUNSET RIDGE SCHOOL DISTRICT 29**

**COOK COUNTY**

**NORTHFIELD, ILLINOIS**

**AND**

**THE SUNSET RIDGE EDUCATION ASSOCIATION**

**ILLINOIS EDUCATION ASSOCIATION**

**2004-2009**

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## **PREAMBLE**

This Contract is made and entered into between the Board of Education of School District 29, Cook County, Northfield, Illinois (hereinafter referred to as the "Board") and the Sunset Ridge Education Association (hereinafter referred to as the "Association"). The effective dates of this contract are September 1, 2004 through August 31, 2009. The Board recognizes the Association as the exclusive representative of all employees in the bargaining unit for which it has been certified, to bargain on wages, hours, terms and conditions of employment. The said bargaining unit consists of all certified teachers which includes the social worker and the District-employed psychologist at Sunset Ridge and Middlefork Schools (hereinafter referred to as "teachers"), but excludes all other employees and independent contractors, such as, without limitation, the Superintendent and all other managerial, supervisory, or administrative employees, the nurse, central office employees, short-term employees and student employees. This Contract shall be renewable only upon the mutual written consent of the parties hereto.

## Article I **ASSOCIATION RIGHTS**

A. Use of District 29 Buildings

The Association shall have the right to hold Sunset Ridge Education Association meetings on school property provided that reasonable advance notice is given to the administration and that such meetings do not unreasonably interfere with any aspect of the instructional program or other District activities.

B. Use of Bulletin Boards

The bulletin board areas provided in both school faculty lounges may be utilized for the posting of notice of activities of the Association and other valid matters of Association concern.

C. Use of District 29 Interoffice Mail

The Association shall have the right to use the District's interoffice mail and teacher mailboxes for a reasonable quantity of Association communications.

D. Board Agenda

Upon request the Board shall provide the Association President a copy of the tentative agenda of each regular and special Board meeting at the time such agenda is provided to Board members.

E. Board Minutes

A copy of the minutes of all regular and special Board meetings shall be made available to the Association President immediately following their approval.

F. Availability of Teacher Names

The Board shall make available to the Association President the names and addresses of newly hired faculty members no later than three (3) business days after their official employment.

Article II  
**TEACHER'S PERSONNEL FILE**

- A. The Board will maintain a personnel file for each teacher that contains all evaluative and other non-medical records. Medical records will be kept in a separate file and in a secure location. Although kept in a separate file, for purposes of the other provisions in this Article, medical records will be considered to be part of a teacher's personnel file.
- B. Each teacher shall have access to his or her file including any medical information during regular school business hours upon four (4) hours notification.
- C. Personnel files may be reviewed in the school office while an administrator or his or her designee is present. During this review, the teacher may make copies of documents from the file. The District may take any reasonable steps to protect the integrity of the files.
- D. A teacher will be given a copy of any material that is being placed in his or her file within two (2) working days. All such material will be dated and initialed. By initialing, the teacher indicates only that he or she has reviewed the material that is being placed in his or her file.
- E. A teacher may request removal of evaluative material from the personnel file and such material may be removed with the agreement of the Superintendent. However, no material may be removed from a teacher's file without the written permission of the teacher and the Superintendent, except as required by law.
- F. A teacher shall have the right to add any pertinent material to his/her file and to attach dissenting or explanatory material to evaluative material within two (2) weeks of notification of the evaluative material being placed in his or her file.
- G. With respect to any teacher's file, neither the original file, nor copies of any information in the file, shall be released without the teacher's written permission during or after service in the District, except as may be required by

law. Each teacher's file is the property of the Board. Information may be released to the District's insurer without the teacher's permission.

- H. Any evaluative material hereafter placed in a teacher's file shall be subject to entry in an inventory to be kept as the cover sheet of the file. The inventory shall contain, at a minimum, a brief description of the material and the date of entry. With respect to each teacher's file, the administrative office of the District shall be responsible for maintaining the inventory.
  
- I. A teacher may request the Board to review evaluative material which he or she feels may have an adverse effect on his or her status. The teacher may include for review other pertinent dissenting or explanatory material.

### Article III

## **GRIEVANCE PROCEDURE**

#### A. General

1. A grievance shall mean only a complaint that there has been an alleged violation, misinterpretation, or misapplication of any of the specific provisions of this Contract.
2. All time limits hereinafter referenced in this Article shall be based upon regularly-scheduled school days, except that during the summer recess period, the time limits shall be based upon weekdays, Monday through Friday, exclusive of legal holidays.
3. Failure of the Association to submit or to act on any grievance within the prescribed time limits will act as a bar to any further appeal, thus making the last disposition of any such grievance the final disposition thereof. An administrator's failure to give a decision within the prescribed time limits shall permit the grievant to proceed to the next step. The time limit, however, may be extended by mutual written agreement.
4. The initiation of this grievance procedure, other than the informal procedure described below, shall be conditioned upon the filing of a formal grievance in writing within twenty (20) days of the occurrence of the event giving rise to the grievance or within twenty (20) days of the earliest date on which the occurrence may reasonably have been ascertained whichever is later. Such grievances shall be filed on a form corresponding to that attached hereto as Appendix B.

#### B. Procedures

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

1. Step 1

The Association shall present the grievance to the immediate supervisor, who will arrange for a meeting to take place within eight (8) days after receipt of the grievance. The Association representative, the grievant, and the immediately-involved supervisor may be present for the meeting. Within eight (8) days of the meeting, the Association shall be provided with the supervisor's written response, including the reasons for the decision. In grievance matters wherein the teacher's immediate supervisor is the Superintendent, the grievance process shall begin at Step 2.

2. Step 2

If the grievance is not resolved in Step 1, then the Association may refer the grievance to the Superintendent or designee within six (6) days after receipt of the Step 1 answer or within fourteen (14) days after the Step 1 meeting, whichever is the later. The Superintendent or designee shall arrange for a meeting to take place within ten (10) days of the receipt of the Superintendent or designee of the appeal. Each party shall have the right to include in its representation such witnesses or counselors as it deems necessary. Within ten (10) days of the meeting, the Association shall be provided with the written response of the Superintendent or designee, including the reasons for the decision.

3. Binding Arbitration

If the Association is not satisfied with the disposition of the grievance at Step 2 or the prescribed time limits expire without the issuance of the written response of the Superintendent's designee, the Association may submit the grievance to binding arbitration. Unless the parties agree otherwise, the American Arbitration Association (hereinafter referred to as "AAA") shall act as the administrator of the proceedings. If a demand for arbitration is not filed within twenty (20) days of the receipt of the Step 2 answer, then the grievance shall be deemed withdrawn.

(a) The arbitrator shall have no power to alter the terms of this Contract. His or her authority shall be strictly limited

to deciding only the issue or issues presented to him or her by the Board and the Association, and his or her decision shall be based only upon interpretation of the meaning or application of the express relevant language of this Contract.

- (b) Each party shall bear the full costs for its representation in the arbitration. The cost of the arbitrator and the AAA shall be divided equally between the parties.
  - (c) If either party requests a transcript of the proceedings, that party shall bear the full cost of the transcript. If both parties order a transcript, the cost of the transcripts shall be divided equally between the parties. If a copy of the transcript shall be furnished to the arbitrator, the cost of such shall be divided equally between the parties.
- C. If any teacher (or the Association) files any claim or complaint in any court of law or other appropriate governmental agency, other than the grievance procedures set forth herein, then the Board shall not be required to process the same claim or set of facts through said grievance procedures.
- D. Any investigation or other handling or processing of any grievance, other than the formal arbitration hearing, shall be conducted so as to result in no interferences with or interruption whatsoever of the instructional program and related work activities of the teacher involved or the teaching staff.
- E. A grievance may be withdrawn by the grievant at any level without establishing precedent, and if withdrawn, such grievance shall be treated as never having been filed.
- F. Under exceptional circumstances, a grievance may, by mutual agreement, be expedited by permitting filing at, or appealing to a higher step than prescribed above. Also under exceptional circumstances, the parties may, in a specified case, mutually agree to utilize the Expedited Arbitration Rules of the AAA instead of the Voluntary Labor Arbitration Rules.
- G. No reprisals shall be taken by the employer against any teacher because of the teacher's participation or refusal to participate in a grievance proceeding.

- H. Should a teacher or Association representative be released from his or her regular assignment in order to attend any formal grievance proceedings, the teacher and/or Association representative shall be released without loss of pay or benefits.

Article IV  
**SUNSET RIDGE PROFESSIONAL GROWTH AND SERVICE  
PROGRAM**

The Professional Growth and Service Committee (hereinafter referred to as the "Committee") will consist of one (1) member of the District's Administrative Staff other than the Superintendent; one (1) member of the District #29 School Board; and three (3) tenured teachers with at least one (1) teacher from Middlefork School and one (1) teacher from Sunset Ridge School. The Administrative Staff member and the School Board member shall be appointed by the School Board President. The teacher(s) from each school shall be elected for a two (2) year term by the SREA membership, with alternating two (2) year terms. The Committee will meet on a regular basis throughout the school year providing adequate notification to the teachers as to their meeting dates and any changes that occur affecting the established Sunset Ridge Professional Growth and Service Program. If the Committee is unable to reach a decision pursuant to a teacher's request for professional growth points, the Superintendent shall mediate. The Superintendent's decision shall be final.

A. The terms and conditions of the Program are as follows:

1. All full-time teachers hired after 8/30/91 who wish to continue vertical movement on the Salary Schedule (Appendix A-1), are expected to complete a Master's degree within seven (7) years of the date of employment. Until this requirement is met, further vertical movement on the salary schedule will cease. Upon fulfilling this requirement, the teacher shall, on the first day of the following school year, move to the next step (and/or appropriate lane) on the salary schedule. For extenuating circumstances, this seven (7) year requirement may be extended upon petition to the School Board. Each request will be handled independently and will not set a precedent for any other request. Part-time teachers are not required to complete a Master's degree.
2. All full-time teachers shall earn a minimum of six (6) professional growth points which have been reviewed and approved by the Committee within a designated four (4) year span and for each designated four year span thereafter. If the professional growth points

are not achieved, vertical and/or horizontal movement on the salary schedule ceases until this requirement is met.

3. When a teacher in the maximum salary step of any lane on the schedule fails to meet the professional growth requirements, he or she shall move back one step and remain on that step until he or she has met the professional growth requirements. Upon fulfilling these requirements, the teacher shall, on the first day of the following school year, move to the previously vacated step on the salary schedule.

B. Methods of Earning Professional Growth Points

Requests or proposals for methods to earn professional growth points under the Program must be submitted in writing to the Committee. Final approval of growth points, graduate credits, and financial reimbursement shall be the responsibility of the Committee in accordance with Committee developed guidelines. At the start of each school year, guidelines and procedures will be communicated by the Committee to all faculty members. A teacher may not earn growth points or be paid for a professional activity if the teacher is also receiving growth points or payment for another activity, which takes place during the same hours. However, a teacher may petition the Professional Growth Committee for growth points or reimbursement for an activity (such as an honorarium) for which some monetary compensation has been received, but which compensation does not reflect the amount of time spent on the activity. It is the teacher's responsibility to keep a detailed log of all professional growth activities.

C. Administrative Waiver

A full-time teacher receiving an administrative stipend is required to meet all the professional growth requirements included in this Contract. When serving as a member of a District committee while also being paid for an after school stipend, an administrator may still be awarded growth points for committee work. However, these points may only count toward the six (6) required growth points in a four (4) year period and may never count toward lane movement or growth points for a one-time payment.

## Article V PROFESSIONAL OBSERVATIONS

### A. Evaluators

The Superintendent and/or his administrative designee shall typically serve as primary evaluator and, as such, shall be responsible for the overall evaluation of each teacher. If a designee is named, the Superintendent may consider the preference of the teacher being evaluated.

### B. Frequency of Formal Classroom Observations

1. Each tenured teacher shall be placed on a two (2) year evaluation cycle. One year shall include one (1) formal classroom observation. The other year shall include goal setting designed by the teacher with the approval of the evaluator. For tenured teachers under remediation, the provisions of Article 24A of the School Code shall be followed. Each non-tenured teacher who has been in the District more than two (2) consecutive years shall have at least two (2) scheduled formal classroom observations per school year.
2. For each non-tenured teacher, in lieu of one (1) formal classroom observation per school year, the Superintendent may accept written evidence of professional growth through completion of a pre-approved project as described herein. A description of the project must be submitted to the Superintendent in writing for approval prior to December 1 of the school year. Activities that will qualify include pilot projects, college or university course work, conferences, or any mutually agreed upon course of study or project.

### C. Scheduled Formal Classroom Observations

1. Preliminary Steps
  - a. A preliminary conference between the evaluator and the teacher shall take place before each formal observation.
  - b. During this conference the learning activities planned for the time of observation may be discussed, as well as the general and specific goals and objectives of the teacher.
2. The Formal Classroom Observation

- a. The evaluator shall remain in the classroom for a minimum of one (1) class period or for the duration of the activity in progress.
- 3. Post-Formal Classroom Observation Steps
  - a. A post-observation conference shall be held within five (5) school days of the observation, except in an emergency or when a later time is mutually agreed upon.
  - b. A completed copy of the written evaluation shall be given to the teacher within five (5) school days of the post-observation conference. The teacher shall initial such evaluation before it shall be placed in the teacher's personnel file.
  - c. If requested, five (5) additional school days shall be allowed the teacher for consideration of such evaluation and discussion with the evaluator before the evaluation is initialed.
  - d. A copy of the initialed evaluation shall be given to the teacher for his or her own records.
- 4. Discrepancies in Viewpoint
  - a. If there are specific objections to the substance of the evaluation, the teacher may so comment in writing, giving reasons for the statements made, provided such objections shall be submitted within five (5) working days of receipt of the evaluation.
  - b. The teacher may request that an additional observation and post-conference be made before the form is initialed and filed.

D. Personal Goals and Objectives

- 1. The personal goals and objectives of the teacher, general or specific, may be discussed during the pre- and post-conference.
- 2. Upon request of the evaluator, the teacher shall write his or her own goals and objectives relative to the observation being made. These are to be discussed at the pre- and post-conferences and to be attached to the initialed observation that is filed.
- 3. The evaluator shall respond to the teacher's stated goals and objectives during the pre- and post-conferences, giving his/her assessment of their substance, their appropriateness, and their attainment or need of further pursuit.

E. Unannounced Formal Classroom Observations

Except in an emergency or as the teacher and the evaluator agree otherwise, an evaluation conference shall take place within three (3) school days following an unannounced observation. With the exception of the pre-observation conference, all procedures applying to scheduled formal classroom observations shall be followed with respect to unannounced formal classroom observations.

F. Standardized Forms and Procedures

1. The same forms and procedures typically shall be used to evaluate all teachers. Revisions to the evaluation instrument will be jointly designed by the Superintendent or his or her designee and the Association.
2. In the case of teachers working in several fields, such as but not limited to, counseling or other specialized fields, the evaluator and the teacher will use forms and criteria which will be developed by a committee of administration and faculty.

G. Forms and Procedures Explained and Readily Available

1. Prior to October 1 of each year, the building principals will explain evaluation procedures and objectives to all teachers.
2. Copies of the forms and procedures utilized shall be available on request.

H. Confidentiality

The confidentiality of teacher evaluations is expected by both parties.

Article VI  
**TEACHER EVALUATION, REMEDIATION, AND  
DISMISSAL PROCEDURES**

- A. Within thirty (30) days of receiving a rating of unsatisfactory in the summative evaluation conference, the teacher shall meet with the evaluating administrator and a consulting teacher to formulate a remediation plan.
- B. The Association, if it so chooses, may supply a roster of qualified teachers (having at least five (5) years teaching experience and a reasonable familiarity with the assignment of the teacher under remediation) from whom the consulting teacher is to be selected. That roster shall, however, contain the names of at least five (5) teachers, each of whom meets the criteria for consulting teacher with regard to the teacher being evaluated, or the names of all teachers so qualified if that number is less than five (5). In the event of a dispute as to qualification, the State Board shall determine qualification.
- C. The role of consulting teacher shall be entirely voluntary.
- D. The consulting teacher shall receive a stipend to be determined after a review of the requirements of the remediation plan. The consulting teacher shall also be released from one or more class hours per week as required by the remediation plan.
- E. The remediation plan shall be constructed in accordance with Section 24A of the School Code.
- F. The remediating teacher who fails to complete the ninety (90) day remediation plan with a “satisfactory” or better rating shall be dismissed in accordance with Section 24A and 24-12 of the School Code.
- G. All procedural aspects of the evaluation plan shall be subject to the grievance procedure.

## Article VII LEAVES

### A. Sick Leave

#### 1. Provision

Each teacher shall be entitled to a total of fifteen (15) sick leave days with full pay per school year. Unused sick leave may accumulate to a maximum of four hundred (400) days, provided the current allotment of fifteen (15) days shall be used before reducing the said maximum accumulation. If a teacher terminates employment for any reason before the end of the school year, such days should be prorated. Sick leave days accumulated and unused beyond the previous sick leave caps will be reinstated as of September 1, 2004 up to a maximum accumulation of four hundred (400) days.

#### 2. Definition

Sick Leave shall be interpreted to mean personal illness, quarantine at home, disability due to childbirth or pregnancy, or serious illness in the immediate family or household. The immediate family, for the purposes of this section, shall include: spouse, domestic partner, children, stepchildren, parents, parent-in-law, brothers, sisters, grandparents, grandchildren, aunts, uncles, brothers-in-law, sisters-in-law, sons-in-law, daughters-in-law, and legal guardians and wards. Serious illness shall be defined as that which jeopardizes the life of the family member or a medical emergency which confronts a family member.

### B. Bereavement Leave

In case of death in the immediate family (as defined previously) up to five (5) days may be taken for each bereavement as bereavement leave without loss of salary, and the Superintendent may in appropriate circumstances grant extended bereavement leave without loss of pay. In case of death of persons outside the immediate family, the Superintendent may grant bereavement leave without loss of pay. The decision of the Superintendent shall be in his or her sole discretion and entirely non-precedential.

### C. Paid Childbirth Leave

1. Full-time teachers who have given birth to a child but are no longer disabled shall be permitted to use accumulated sick days following the delivery of the child, on a fully paid basis, for up to eight (8) weeks following delivery of the child. (The date of delivery is the commencement date of the eight week period.) The length of this leave is irrespective of the number of school work days, holidays, or vacation days that may occur during the eight (8) week period. However, sick leave days will not be deducted for holidays or vacation days.
2. Teachers who utilize the option described in Section C.1 above shall be permitted to extend their use of sick leave for up to an additional four (4) weeks to a total of twelve (12) weeks. In such case, the Board will pay seventy-five percent (75%) of per diem salary during said work days in the ninth and tenth weeks, and teachers will be docked a proportionate number of sick days. If teachers choose to use such sick leave during the eleventh and twelfth weeks, the Board will pay fifty percent (50%) of their per diem salary during said work days, and the teacher will be docked a proportionate number of sick days.
3. Nothing in this section precludes a teacher from utilizing either paid sick leave or a general unpaid leave in the event paid sick leave has been exhausted, during any period of actual disability.
4. All leave taken under this provision shall be deducted from the teacher's twelve (12) week entitlement to Family and Medical Leave.

D. Personal Leave

Each teacher shall be entitled to three (3) days of personal leave per school year without loss of pay for matters which cannot be handled during non-school days or hours. Personal leave shall accumulate as sick leave and, if unused at the end of a school year, shall be added to the teacher's accumulated sick leave, provided however, that the combined aggregate accumulation of sick leave and personal leave shall not in any event exceed four hundred (400) days. If a teacher terminates employment for any reason before the end of the school year, such personal days would be prorated. Written notification indicating date(s) for such leave shall be made to the Superintendent or designee at least two (2) teacher employment days prior to

the desired onset of such leave, provided that in an emergency, such notification may be made at a later time with an explanation of such emergency. Such leave shall not be taken during the first five (5) or last five (5) teacher employment days, on teacher institute days, or on the teacher employment day immediately proceeding or following school vacation, legal holiday, or recess period. This restriction shall not apply to a recognized religious holiday of the teacher's faith, or to an emergency, or extenuating circumstances. Personal leave shall not be available for a work stoppage of any kind.

E. Sabbatical Leave

Sabbatical leave may be granted to teachers who have been employed in the District full-time for six (6) full years or more. Teachers granted such leave shall execute an agreement to return to full-time service in the District for at least two (2) years upon termination of the leave, unless precluded by physical disability and, upon the failure thereof, to reimburse the District for salary paid to the teacher while on leave. In all other particulars, the provisions of the School Code regarding sabbatical leave shall govern. A teacher on sabbatical leave shall advance on the salary schedule as if regularly employed and shall receive the same fringe benefits as teachers employed full time.

F. General Leaves of Absence

A leave of absence of up to two (2) years without pay and advancement on the salary schedule may be granted by the Board to any tenured teacher upon written application to the Superintendent or designee by March 1 proceeding the first day of the school year in which the leave is to commence, for the purposes of:

1. Exchange or foreign teaching program;
2. Peace Corps, VISTA, or Job Corps participation;
3. Health or family hardship;
4. Study programs of substantial benefit to the educational objectives of the District; and
5. Other mutually agreed upon reasons.

G. Extended Parental Leave

A teacher who has entered upon contractual continued service shall be eligible for extended Parental Leave without pay or other benefits subject to the following conditions:

1. A pregnant teacher wishing to exercise the Provisions of Extended Parental Leave shall advise the Superintendent or designee of her pregnancy no later than the fourth month of pregnancy or upon ascertainment of such condition, whichever shall be the later. At such time, she shall provide a written statement from her obstetrician or physician indicating the expected date of delivery.
2. Application for such leave shall be made in writing to the Superintendent or designee at least one hundred twenty (120) calendar days prior to the anticipated birth of the child. The teacher and the Superintendent or designee shall agree upon a plan for the commencement and termination of such leave, taking into consideration maintenance of continuity of instruction and medical factors to the maximum possible degree and the pertinent time factors related thereto. The leave shall not exceed the balance of the school year in which it commences and one additional school year. Every effort shall be made to have such leave terminate immediately prior to the start of a new school year. Such leave shall commence upon the actual date of delivery. If delivery of the child takes place during the summer recess, the Extended Parental Leave will be for the following school year only. The Superintendent or designee may waive any of the provisions of this subparagraph in his or her sole discretion, and any such waiver shall not be precedent-setting in any respect. However, any modifications shall not be inconsistent with this Article on Leaves.
3. Teachers who have taken Paid Childbirth Leave shall not also be permitted to take Extended Parental Leave for the same pregnancy. All leaves taken under this provision shall be deducted from the teacher's twelve (12) week entitlement to Family and Medical Leave, provided however, for this limited purpose, teachers shall not be required to use all accrued paid

- leave before using Family and Medical Leave as otherwise required in the Article on Family and Medical Leaves.
4. With the consent of the carrier, the teacher may maintain insurance benefits by making timely payment of all premiums which may be due to the District's Business Office or pursuant to its direction.
  5. Any teacher desiring Extended Parental Leave as a result of becoming an adoptive parent shall notify the Superintendent or designee, in writing, upon the initiation of such adoption proceedings. Leave shall be granted upon satisfactory written notification to the Superintendent or designee of the date the child is expected to be received. It shall be the responsibility of the applying teacher to keep the Superintendent or designee informed of the status of the proceedings and, as soon as known, the expected date of the delivery of the child.
  6. A male teacher who has entered upon contractual continued service shall be entitled to an Extended Parental Leave of Absence. Such leave shall be unpaid and shall be subject to all of the applicable notice and other requirements as set forth in these subparagraphs 1 and 2. Eligibility for such leave shall arise upon the anticipated birth of a child which the teacher has fathered or upon his planned adoption of a child.
  7. An Extended Parental Leave may be granted to a non-tenured teacher under unusual circumstances by action of the Board, subject to all the conditions applicable to a tenured teacher and provided the term of such leave shall not be considered in computing full-time employment under Section 24-11 of the School Code for purposes of the continuous employment necessary to attain contractual continued service status. Upon return from such leave, the non-tenured teacher shall be considered to have commenced his or her first probationary year (See Article relating to Leave of Absence and Salary Advancement.). The granting of Extended Parental Leave to any non-tenured teacher shall not constitute a precedent for the granting or withholding of leave to any other non-tenured teacher. Each request shall be judged on its own merits and

shall be within the sole discretion of the Board. Additional conditions or restrictions may be established for any such leave, provided nothing herein shall be construed as requiring any non-tenured teacher to apply for such leave or accept the conditions established therefore.

8. Notwithstanding anything to the contrary in this Article on Extended Parental Leave, a teacher who has been granted an Extended Parental Leave shall not become eligible for a subsequent Extended Parental Leave unless and until such teacher has returned to service for at least two (2) full school years. Notwithstanding the foregoing, under exceptional circumstances, the Board may grant such a leave in its sole and absolute discretion. The granting or withholding of such leave shall not be precedent-setting.
9. Nothing in this Article on Extended Parental Leave shall be construed as requiring any teacher to apply for Extended Parental Leave. A teacher not eligible for, or not desiring, such leave and who is absent for medical reasons relating to pregnancy and/or to the delivery of the child, may utilize accumulated sick leave and be entitled to medical benefits in the same manner as an employee by reason of any other disability. Similarly, if such teacher shall have exhausted accumulated sick leave, she shall be granted leave of absence without pay or other benefits in the same manner as other employees applying for leave of absence because of some other disability. Such teacher shall be required to return to employment immediately upon termination of such disability in the same manner as any other employee is required to return to work upon the termination of a disability, subject to the provisions of the Article on Leaves.
10. A teacher who is eligible for extended Parental Leave without pay or benefits may have access to health insurance provided by the District. In such case, the said teacher pays the full District cost and the teacher cost of the premium pursuant to COBRA.

H. Provisions Applicable to General and Parental Leaves of Absence

Notwithstanding any provisions herein to the contrary, the following provisions shall apply in the case of a teacher who has requested a leave of absence under the Articles relating to General Leaves of Absence, Extended Parental Leave of Absence, or Family and Medical Leaves.

1. The continued contractual service of a teacher shall not be affected because of an absence while on leave. Refusal to grant a leave of absence will not be subject to challenge through the grievance procedure provided in this Contract.
2. Any teacher who has been employed for a total of eighty-nine (89) or more days during the entire school year shall be entitled to such advancement on the salary schedule as he or she would have if the leave had not been granted.
3. In all instances in which a teacher is granted a leave of absence of eight (8) months or more, as a condition thereof, he or she shall advise the Superintendent or designee in writing no later than March 15, prior to the termination of such leave that he/she intends to return to employment. Failure to advise the Superintendent or designee of intent to return as required by the preceding sentence shall be treated as an election not to return to employment and as a resignation from continued contractual service, thereby removing the District's obligation to reemploy.

I. Family and Medical Leave (In compliance with Family and Medical Leave Act)

An eligible teacher may take approved absences of up to twelve (12) weeks per year for reasons set forth below:

1. An eligible teacher is one who has been employed by the District for twelve (12) months and who has worked at least 1,250 hours during the twelve (12) month period preceding leave commencement.
2. If an eligible non-tenured teacher takes a leave under this provision during any probationary year, the teacher's probationary year may be extended to a fifth (5th) year at the option of the District.

3. The circumstances under which an approved leave may be taken are as follows:
  - a. upon the birth of the employee's child;
  - b. upon the placement of a child with the employee for adoption or foster care;
  - c. when the employee is needed to care for a child, spouse, or parent who has a serious health condition; or
  - d. when the employee is unable to perform the functions of his or her position because of a serious health condition. A serious health condition is any illness, injury, impairment or physical or mental condition that requires inpatient care or continuing treatment of a health care provider.If a teacher has accrued paid leave, such leave must be exhausted before the District will grant unpaid leave under this provision of Family and Medical Leave. Any use of such leave will be deducted from the twelve (12) week total available under this section.

When the need for leave is foreseeable, such as the birth or adoption of a child, or planned medical treatment, the employee must provide notice to the Superintendent in writing at least thirty (30) days prior to the start of the leave, or, if these events require leave to begin in less than thirty (30) days, as soon as practicable.

The District may require medical certification to support a claim for leave for an employee's own serious health condition or to care for a seriously ill child, spouse, or parent. For the employee's own medical leave, such certification must include a statement that the employee is unable to perform the functions of his or her position. For leave to care for a seriously ill child, spouse, or parent, such claim may require medical certification to support the claim that the employee is needed to provide care. In its discretion, the District may require a second medical opinion and periodic recertification at its own expense. If the first and second opinions differ, the

District, at its own expense, may require the binding opinion of a third health care provider, approved jointly by the District and the teacher.

If a teacher has a medically certified serious health condition, leave may be taken on an intermittent or reduced leave schedule. If leave is requested on such a basis, however, the District may require the employee to transfer temporarily to an alternative, equivalent position. If the requested leave is based on planned medical treatment and the teacher would be on leave for more than twenty percent (20%) of the total number of working days in the period during which the leave would extend, the District may require the teacher to take leave for periods of a particular duration, not to exceed the duration of the planned medical treatment.

Any teacher who is granted an approved leave of absence to begin more than five (5) weeks prior to the end of the school year may be required by the District at its discretion to continue taking leave until the end of the year, provided that the leave is at least three (3) weeks in duration and the return to employment would occur during the three (3) weeks prior to the end of the year. Any teacher who is granted an approved leave of absence under this provision to begin less than five (5) weeks prior to the school year, for any reason other than because of his or her own serious health condition, may be required by the District at its discretion to continue taking leave until the end of the year, provided that the leave is at least two weeks in duration and the return to employment would occur during two weeks prior to the end of the year. Similarly, if such leave for more than five (5) working days is to begin less than three (3) weeks before the end of the year, the teacher may be required to take leave until the end of the year.

Any teacher who is granted an approved leave of absence under this provision may maintain group health insurance coverage by paying to the District, before the end of the preceding month, the amount that would be deducted from his or her bi-weekly paycheck(s) to cover his or her contribution to the cost of that insurance. If the employee maintains such coverage, the District will continue to make any contributions it would otherwise make pursuant to the Article on Fringe Benefits. If the employee elects not to return to work upon completion of unpaid leave, the District may recover from the employee the cost of such payments made by the District, unless the employee's failure to return is for reasons beyond his or her control.

J. Association Leave

Up to four (4) Association officers or designees shall be granted up to six (6) total aggregate days of paid leave per year to attend meetings or conferences of the IEA-NEA, subject to the notification to the Superintendent. Up to four association officers or designees shall be granted up to twelve (12) total aggregate days of paid leave during a contract negotiation year.

K. SREA President Release Time

The Board shall provide two (2) half days per semester of release time and substitute coverage for the SREA President to attend to SREA business.

Article VIII  
**STUDENT DISCIPLINE**

The Board shall distribute to each teacher a copy of the policies dealing with student discipline, suspension, and expulsion within ten (10) working days of the beginning of each school year and/or within ten (10) working days of any amendment. Teachers shall act in accordance with the policies and, if so, shall be supported by the Board and Administration in such actions. For the safety of teachers, the administration will notify teachers to whom a suspended student is assigned regarding the conditions/guidelines of reentry, if any, after the suspension of the particular student.

Article IX  
**TRAVEL TIME**

A teacher shall be allowed twenty (20) minutes between classes when required to travel between the two District 29 Buildings. Travel time shall not reduce the amount of a teacher's planning time.

## Article X **COMPENSATION**

- A. Compensation shall be based on one hundred eighty-one (181) work days per year. Pro-rations of annual salary for reasons such as resignation, discipline, or leave of absence shall be computed utilizing a one hundred eighty-one (181) day work year.
  
- B. Salaries for the 2004-05, 2005-06, 2006-07, 2007-08, 2008-09 school years shall be prescribed in Appendix A-1 hereto. Stipend position compensations for the 2004-09 school years shall be prescribed in Appendix A-2 hereto. Stipend descriptions, rules, and regulations for the 2004-09 school years shall be prescribed in Appendix A-3 hereto.
  
- C. Qualifications for horizontal movement to the next lane on the Compensation Schedule shall require prior approval of the Superintendent. Such movement will occur at the beginning of each school year, except that teachers may file evidence of course completion up to October 15 each year. Evidence of completed course work or other professional growth activities which qualify a teacher to move horizontally to the next lane on the District's Compensation Schedule shall be submitted prior to the beginning of the school year. A teacher who would move horizontally on the Compensation Schedule because of such work completed in the middle of a school year will not be moved to the next lane until the beginning of the following school year.
  
- D. The District shall pay teachers extra duty pay for activities undertaken, with the prior approval of the Superintendent or designee, outside regular teaching responsibilities in the amount of \$36.00 per hour for the school years 2004-05, 2005-06, and 2006-07. In school years 2007-08 and 2008-09, the hourly rate shall be \$40.00 per hour. Job descriptions shall be available for extra duty positions.
  
- E. At least thirty (30) days prior to the end of the school year, all activity and daily stipend positions and their salaries must be posted at each school. Teachers may submit applications for such positions to the Superintendent or his or her

designee. Selected teachers shall be notified of their assignments to a stipend position prior to the end of the school year.

Should a vacancy for a stipend position occur during summer recess, each teacher shall be notified by mail and may apply for the vacancy as provided by the notice. If a stipend position is created or vacated during the regular school year, such positions shall be posted for a minimum of five (5) days.

1. Teachers who apply for an activity stipend should list qualifications directly related to the activity on their applications to the Superintendent or his or her designee.
  2. Teachers who apply for a daily stipend assignment will have their names added to a rotation list for each daily stipend.
  3. Teachers may apply for any number of activity or daily stipend positions.
- F. Salaries under Section B shall be paid in equal biweekly installments. Teachers may elect to receive such installments over a ten (10) month or twelve (12) month period.
- G. Reasonable actual travel expenses connected with assigned duties will be reimbursed directly to teachers as promptly as possible after submission of proper expense documentation.

Expenses for travel by personal automobile, which include charges for tolls and parking, with evidence of receipts, will be reimbursed at a rate equal to the prevailing standard mileage rate acceptable to the Internal Revenue Service for purposes of computing deductible automobile expenses.

- H. The Board shall remit for each teacher nine percent (9%) of the teacher's compensation due each teacher pursuant to the Compensation Schedule to the Teachers' Retirement System of the State of Illinois. The teachers have no right or claim to monies so remitted except as they may subsequently become available upon retirement or resignation from the Teachers' Retirement System of the State of Illinois. If required by any applicable law, the Board shall withhold all monies required by such law (including federal and

state income taxes or any other taxes) with respect to funds remitted to the Teachers Retirement System of the State of Illinois.

- I. The Board shall remit on behalf of each teacher the “active teacher contributions” in an amount equal to .75 percent (.75%) in FY2004-05 and .80 percent (.80%) beginning in FY2005-06 of all Teachers’ Retirement System (TRS) creditable earnings, to the Teachers’ Health Insurance System of the State of Illinois. This amount is in addition to and not part of the teacher’s salary and the teacher shall have no right or claim to any monies so remitted.

## Article XI FRINGE BENEFITS

The Board shall provide the fringe benefits listed below in addition to compensation determined in the Compensation Schedule.

A. Insurance (Full -Time Teachers)

1. Medical

The Board will provide PPO or HMO insurance coverage on a cost sharing basis. Employee cost sharing is as follows:

- a. Single PPO or HMO coverage (employee only), the employee will pay three percent (3%) of the annual premium for the 2004-2005 year. The employee contribution for single coverage will increase by one-half percent (0.5%) per year to three and one-half percent (3.5%) in 2005-2006 and four percent (4.0%) in years 2006-2007 through 2008-2009. A teacher taking single coverage shall pay no more than one hundred fifty dollars (\$150.00) of any increase per year.
- b. Family PPO or HMO coverage (employee plus spouse, employee plus child(ren) or family tiers), the employee will pay thirty percent (30%) of the annual premium. The teacher taking employee plus spouse, employee plus child(ren) or family coverage shall pay no more than eight hundred dollars (\$800.00) of any increase per year.
- c. For the 2004-2005 year only employees L. Barry and D. Kasper will pay three thousand one hundred eleven dollars thirty eight cents (\$3,111.38) toward the annual premium for HMO family coverage. All other employees taking the HMO family coverage will pay according to paragraph A.1.b. above.

These provisions shall apply with respect to any substitute medical insurance plan selected by the Board in the event the North Suburban Benefit Cooperative were to be terminated during the term of this Contract or the group medical insurance plan currently provided to the Board by such Trust were it to be terminated during the term of this Contract.

2. Life  
Group term life insurance shall be provided by the Board in the amount of fifty thousand dollars (\$50,000.00) face amount of coverage for each full-time teacher.
3. Long Term Disability  
The District shall provide long-term disability insurance for all full-time teachers. Refer to Appendix C for Long Term Disability Schedule of Benefits.
4. Liability  
The District shall provide indemnification to the teachers according to the School Code 5/10-20.20 and shall provide liability insurance as authorized by the School Code.
5. Continuation of Benefits  
The Board will permit individuals whose employment is terminated to purchase health care insurance coverage at their own expense, to the extent required by applicable law.

B. Fringe Benefits for Part-Time Teachers

Teachers with a part-time agreement shall receive fringe benefits pro rata based on the percentage of time employed, with the exception of tuition reimbursement, which shall be paid on the same basis as full-time teachers. The percentage shall be applied to cost of benefits of a full-time teacher at his/her salary level. After eight (8) years of consecutive employment with District 29, a part-time teacher will contribute their full-time equivalent (FTE) percentage less ten percent (10%) toward the cost of benefits. The Board contribution for a part-time teacher will not exceed that of a full-time teacher. For the purposes of this paragraph and computing a part-time teacher's percentage of benefits, a full-time teacher shall mean one having twenty-two (22) student contact hours per week or in lieu of all or some such pupil contact hours, has been assigned other professional duties by the Superintendent or his or her designee.

C. Professional Growth Reimbursement

In an effort to encourage teachers to continue their professional training, the Board will reimburse, subject to the limitations contained herein, three thousand dollars (\$3000.00) per year per full-time teacher to be used for

approved Professional Growth activities which may include graduate courses, travel, workshops, conventions, or any other professional activities which develop local and national leadership of teachers in District 29. Teachers on Lane 5, Step 15 or beyond are expected to complete rigorous and non-repetitive coursework that will significantly enhance their teaching skills and knowledge. Payment shall be made in accordance with the Professional Growth Committee's guidelines. Notwithstanding any provision herein to the contrary, the Board reserves the sole right to grant or deny any reimbursements which shall result in aggregate annual professional growth reimbursements to all teachers in excess of fifty thousand dollars (\$50,000.00). Payment for summer courses or reimbursable summer workshops shall be repaid to the District if a teacher resigns or retires prior to the beginning of the following school year.

D. Prior Years' Service in District 29

The Board will consider a recommendation from the Superintendent that a full-time teacher be given credit for prior years of full-time teaching, for the purposes of movement on the vertical lanes of the District's certified staff Compensation Schedule, if all of the following conditions are met:

1. The teacher has prior years of service in District 29, (having left the District), and returns to the District as a full-time teacher.
2. The teacher, upon return, has received tenure status in the District and has taught for at least an additional two (2) years after having received tenure.
3. The Superintendent determines that in his or her opinion the teacher has exhibited outstanding ability and dedication in performing his or her teaching duties and has contributed substantially to the success of the District's educational program.

## Article XII REDUCTION IN TEACHING STAFF

### Preamble

The provisions in this Article are intended by the Board and Association to be enforceable in accordance with the provisions of Section 24 -12 of the School Code (IL Rev. Stat., Ch. 122, Section 24 -12), relating to removal or dismissal of teachers in contractual continued service. When the Board decides that it is necessary to terminate the employment of any tenured teacher in order to reduce the number of teachers because of decreased enrollment or to decrease expenditures because of economic necessity, a public hearing shall be held as specified under the School Code, when required under the School Code, before the procedures set forth are followed.

### A. Reduction in Force Procedure

#### 1. Attrition

To the extent the Board deems it to be practicable, reduction in staff will be accomplished through attrition, including, but not limited to, full encouragement to take early retirement among those teachers eligible.

#### 2. Non-tenured Teachers

In cases where both a tenured and a non-tenured teacher are legally qualified to hold the same position, the teacher with tenure shall be retained. Non-tenured teachers will be dismissed pursuant to the School Code. Selection of non-tenured teachers for release will be based on such factors as performance, evaluation, academic and professional qualifications, potential for future success, and the maintenance of high quality in staff appropriately assigned and in well-balanced programs and services. The dismissal of a non-tenured teacher will not be subject to challenge through the grievance procedure provided in this Contract.

#### 3. Tenured Teachers

A decision as to the tenured teacher or teachers to be dismissed will be made by the Board after hearing recommendations from the Superintendent and shall be assessed in relation to the needs of the District. The Superintendent will make recommendations on the basis of the following which are listed in order of importance:

- a. Need to maintain high quality in staff appropriately assigned and in well-balanced educational programs and services;
- b. Written evaluations for the past two (2) years and current year and contents of the teacher's personnel file, and seniority; and
- c. Academic and professional preparation beyond minimum certification requirements.

If a choice must be made between two (2) or more teachers considered by the Board substantially equal on the above basis, exclusive of seniority, contract renewal preference will be given to the teacher or teachers with the longest continuous service to the District.

4. Insurance

Tenured teachers removed or dismissed because of a staff reduction will be able to maintain membership in the District's insurance programs for such period as may be allowed by the insurance carrier, provided the teacher pays the full cost of such programs.

5. Leave of Absence

Tenured teachers on approved leave will be considered as though they were currently teaching full time in the District for the purpose of determining reduction in staff.

6. Review Procedure for Tenured Teachers

Teachers likely to be considered for release will be notified in writing by the Superintendent or designee no later than March 15 in the year in which termination of tenured association under this reduction in force procedure is contemplated. The teachers to be recommended for termination shall be informed no later than seven (7) days before the Board meeting when action on termination is to be considered. Any teacher dismissed by this procedure shall be entitled to an advisory hearing before an independent school hearing officer to be selected jointly by the Board and the Association which shall be paid for by the teacher requesting the hearing. If the teacher wishes a hearing, notification of this preference shall be furnished to the Board in writing no later than ten (10) days after the registered letter of termination is mailed. The teacher so dismissed shall be given a letter of honorable dismissal.

B. Rehiring

If a tenured teacher has been dismissed because of a reduction in force, such teacher shall be offered a position available in the District for which the teacher is legally qualified up to twelve (12) months from the beginning of the school year immediately following said termination (i.e., the school year immediately following the school year in which the official notice is given pursuant to Section A-6 above). Selection for reemployment from among tenured teachers released during the preceding school year shall be based on the same factors as set forth in Section A-3 above. The teacher's failure to accept an offer of recall within seven (7) days of the offer being made by written notice through registered mail shall result in termination of the teacher's right of recall for the position offered.

C. Dismissal for Cause

Nothing herein is to be construed as limiting the power of the Board to dismiss or release any teacher for cause or as otherwise permitted by law.

D. Teacher's File

If the Board honorably dismisses any teacher, a copy of the letter of honorable dismissal shall be put in the teacher's file.

## Article XIII **VACANCIES AND TRANSFERS**

A. Notice of Vacancy

The Superintendent or designee shall notify teachers of all vacancies as they occur. A job description, a statement of minimum qualifications, and salary range for each vacant position shall be available to interested teachers upon request. Except in cases of emergency, a vacancy shall not be filled until notification has been published for at least five (5) days. During recess periods, vacancy notices shall be mailed to each teacher's home address.

B. Voluntary Transfers

Teachers may request a transfer to a different position when a vacancy may occur. Such requests may include transfer to a different building, grade, or subject area and shall be made in writing to the Superintendent. Upon request by the teacher to the Superintendent or designee, the Superintendent and teacher shall meet to discuss the reasons for the request. The Superintendent or designee shall meet with a teacher whose request for transfer is denied.

Upon the request of the teacher, an Association representative may be present at meetings relating to the request or denial of a request for transfer.

C. Involuntary Transfers

A teacher identified to be involuntarily transferred shall be notified promptly. Such teacher may request a meeting with the Superintendent or designee to discuss the transfer. Upon request, the teacher shall be released from his or her Contract within thirty (30) days or sooner, provided a replacement is available. Also, upon request of the teacher, an Association representative may be present at meetings relating to the involuntary transfer.

Article XIV  
**ACADEMIC FREEDOM**

The parties agree that while the District employs a specific written curriculum, the teaching profession requires academic freedom. Such academic freedom supports each teacher's ability to lead classroom activities in a manner which contributes to the achievement of the District's educational objectives. Academic freedom shall include teacher involvement in the selection of educational materials and methods of instruction. The parties further acknowledge and agree that teachers shall be free to present instructional materials which are pertinent to the subject and grade level being taught within the parameters of professional responsibility and appropriate judgment.

Article XV  
**FAIR SHARE**

- A. Each faculty member, on or before thirty (30) days from the date of commencement of his or her duties or the effective date of this Contract, shall join the Association or pay a fair share to the Association for services rendered, which fee shall not exceed the dues uniformly required of members of the Association, including State and National dues, and which shall not include any fees for contributions related to the election or support of any candidate for political office.
- B. The Association shall certify to the Board the amount of membership fees and fair share fees which have been established by the Association and which shall not exceed the limitations imposed on fair share fees by the Illinois Educational Labor Relations Act and any other legal requirement.
- C. The Board shall deduct Association fees from teachers' paychecks in accordance with procedures mutually agreed upon by the Association and the Board.
- D. The obligation to pay a fair share fee will not apply to any employee who, on the basis of a bona fide religious tenet or teaching of a church or religious body of which such employee is a member or a belief sincerely held with the strength of traditional religious views, 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 on 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.
- E. The Association agrees to indemnify and save the Board harmless against any claims, demands, suits, or other liability arising out of the Board's deduction of money for Association fees from a teacher's pay.

Article XVI  
**MISCELLANEOUS**

- A. Any portion of a previously adopted policy of the Board which is in express conflict with provision of the Contract shall be superseded and replaced by this Contract during the duration hereof. Nothing in this Contract which changes preexisting Board policy shall apply retroactively unless expressly so stated.
  
- B. Subject to the provisions of law and this Contract, the Board and the Superintendent reserve and retain full right, authority, and discretion in the proper discharge of their duties and responsibilities.
  
- C. The parties acknowledge that during the negotiations which resulted in this agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining. All understandings and agreements arrived at by the parties after the exercise of such right and opportunity are set forth herein. Neither party has further obligation to bargain during the term of this agreement without mutual consent, except, however, that this provision shall not apply to the impact of any changes made in existing policies of the Board which may affect terms and conditions of employment.
  
- D. While this Contract is in force, the Association will not cause, nor will any teacher take part in any strike, work stoppage, sit-down, stay-in, slow-down, or other refusal to render full and complete services to the Board, or any curtailment of work or restriction of services or any activity which would disrupt or interfere in any manner with the operations of the Board. Any teacher who violates conditions of the immediately preceding sentence shall be subject to discipline or discharge as determined appropriate in the sole discretion of the Board. The Association shall, upon notice from the Board, immediately direct any teacher so violating these conditions, both orally and in writing, to resume normal operations immediately and make every other reasonable effort to end any such violation.

- E. Every provision of this Contract is intended to be severable. If any term or provision herein is illegal or invalid for any reason whatsoever, such illegality or invalidity shall not affect the validity of the remainder of this Contract.
  
- F. Therein and the performance of any obligation hereunder may be waived by the party not obligated to so perform or to cause such compliance. Any waiver hereunder shall not operate as a waiver of any other term, covenant, or condition or of the performance of any other obligation hereunder, or as a waiver of any subsequent breach or default of the term, covenant, or condition waived hereunder.
  
- G. District 29 prohibits any discrimination against individuals or groups because of race, color, religion, religious affiliation, gender, national origin, age, sexual orientation, physical or mental handicaps unrelated to ability, or socioeconomic factors, except where any of these conditions is a bona fide occupational qualification.

Board of Education  
 School District #29

Sunset Ridge Education Association  
 Illinois Education Association

By \_\_\_\_\_  
 Cathy Magers  
 President  
 Board of Education  
 School District #29

By \_\_\_\_\_  
 Cynthia Fleischer  
 President 2003-2004  
 Sunset Ridge Education Association  
 Illinois Education Association

By \_\_\_\_\_  
 Don Golden  
 President 2004-2005  
 Sunset Ridge Education Association  
 Illinois Education Association

Dated as of \_\_\_\_\_

**APPENDIX A-1  
COMPENSATION SCHEDULE  
EFFECTIVE SEPTEMBER 1, 2004**

1. Effective beginning with the 2000-2001 school year, every lane movement shall consist of fifteen (15) additional growth points. Five (5) growth points must be graduate credit. Five (5) growth points must be professional activity growth points (non-graduate hours). The remaining points may be earned either through graduate credit or other professional activities.

A teacher in Lane 5, Step 15 and who is off-schedule may earn compensation (as stated in Appendix A-1, 9 and 10) for fifteen (15) growth points which are approved by the Professional Growth Committee. Five (5) growth points must be professional activity growth points (non-graduate hours). The remaining points may be earned through activities that the teacher deems important to his or her professional growth and which may or may not include graduate credit. All District 29 teachers will comply with the Illinois State Board of Education's professional development requirements. Each lane movement of fifteen (15) growth points shall be treated as a whole, with the exception of BA + 80 (See #3.).

2. MA + 15 means master's degree with an additional fifteen (15) growth points earned post masters.  
MA + 30 means master's degree with an additional thirty (30) growth points earned post masters.
3. Teachers hired before 8-31-91 without a masters degree (B. Albro, L. Mattera, and S. Timko) shall be able to advance on the salary schedule as follows:

\*Lane III - BA + 30 (Bachelors with thirty (30) additional growth points earned post bachelors).

-Effective 1996-97 school year.

\*Lane IV - BA + 45 (Bachelors with forty-five (45) additional growth points earned post bachelors).

-Effective 1996-97 school year.

\*Lane V - BA + 80 (Bachelors with eighty (80) additional growth points earned post bachelors) (35/80 growth points must be graduate credit, 12/80 must be professional activity growth points).

-Effective 1997-98 school year.

4. Teachers receiving growth points for approved professional activities during the same school year that a master's degree is awarded may accumulate those growth points toward lane movement on the salary schedule after completion of the degree.
5. Teachers hired before 8-31-91 without a masters degree (named in #3) may be moved to Lane V with the Superintendent's recommendation and the designation BA + 80 or MA + 30.
6. Teachers in Lane 5, Steps 3 - 14 may elect:
  - a. to receive a one-time payment of one thousand eight hundred dollars (\$1800.00) not added to the base, for every additional 15 growth points earned. This amount will be awarded at the beginning of the school year.  
-Effective 2004-05 school year.
  - OR**
  - b. to accumulate growth points and receive a yearly increase for them after the teacher is on Step 15. This amount will be added to the teacher's base salary at the beginning of the school year.  
-Effective 1996-97 school year.
7. Teachers who are on Lane 5, Step 15 prior to 6/30/2004 shall receive a five thousand dollar (\$5000.00) longevity increase in the 2004-05 school year, a four thousand (\$4000.00) longevity increase in 2005-06, 2006-07, 2007-08 and 2008-09 school years. For every additional fifteen (15) growth points earned, one thousand eight hundred dollars (\$1800.00) shall be added to the teacher's base salary (See Appendix A-I, I.).

Tenured teachers receiving a Ph.D. or Ed. D. shall receive a one-time two thousand five hundred dollar (\$2500.00) payment (not added to the base) upon completion of the degree.

Tenured teachers earning National Certification shall receive a one-time one thousand dollars (\$1000.00) payment (not added to the base).

## SUNSET RIDGE SCHOOL DISTRICT 29

### SALARY SCHEDULE 2004-2007

Step	Lane 1 BA	Lane 2 BA+15	Lane 3 MA	Lane 4 MA+15	Lane 5 MA+30
<b>1</b>	32,824	33,831	34,805	35,738	36,874
<b>2</b>	34,071	35,151	36,197	37,204	38,440
<b>3</b>	35,365	36,521	37,644	38,730	40,074
<b>4</b>	36,710	37,946	39,150	40,317	41,778
<b>5</b>	38,104	39,426	40,716	41,971	43,554
<b>6</b>	39,553	40,963	42,345	43,691	45,404
<b>7</b>	41,056	42,562	44,038	45,483	47,333
<b>8</b>	42,616	44,220	45,800	47,347	49,346
<b>9</b>	44,235	45,946	47,632	49,288	51,443
<b>10</b>	45,916	47,738	49,538	51,309	53,629
<b>11</b>	47,661	49,599	51,519	53,413	55,909
<b>12</b>	49,472	51,534	53,580	55,603	58,284
<b>13</b>	51,351	53,544	55,723	57,883	60,761
<b>14</b>	53,303	55,632	57,952	60,256	63,344
<b>15</b>	61,794	63,985	66,167	68,335	71,240

**SUNSET RIDGE SCHOOL DISTRICT 29****SALARY SCHEDULE  
2007-2008**

<b>Step</b>	<b>Lane 1 BA</b>	<b>Lane 2 BA+15</b>	<b>Lane 3 MA</b>	<b>Lane 4 MA+15</b>	<b>Lane 5 MA+30</b>
<b>1</b>	33,480	34,508	35,501	36,453	37,611
<b>2</b>	34,752	35,854	36,921	37,948	39,209
<b>3</b>	36,073	37,252	38,397	39,504	40,876
<b>4</b>	37,444	38,705	39,933	41,123	42,613
<b>5</b>	38,866	40,214	41,530	42,810	44,425
<b>6</b>	40,344	41,783	43,192	44,565	46,313
<b>7</b>	41,877	43,413	44,919	46,392	48,280
<b>8</b>	43,468	45,105	46,716	48,294	50,333
<b>9</b>	45,119	46,864	48,584	50,274	52,472
<b>10</b>	46,835	48,693	50,528	52,336	54,701
<b>11</b>	48,614	50,591	52,549	54,481	57,027
<b>12</b>	50,461	52,564	54,651	56,715	59,450
<b>13</b>	52,378	54,614	56,837	59,040	61,977
<b>14</b>	54,369	56,744	59,111	61,461	64,611
<b>15</b>	63,030	65,264	67,491	69,701	72,664

**SUNSET RIDGE SCHOOL DISTRICT 29****SALARY SCHEDULE  
2008-2009**

<b>Step</b>	<b>Lane 1 BA</b>	<b>Lane 2 BA+15</b>	<b>Lane 3 MA</b>	<b>Lane 4 MA+15</b>	<b>Lane 5 MA+30</b>
<b>1</b>	33,815	34,853	35,856	36,818	37,987
<b>2</b>	35,100	36,212	37,290	38,238	39,601
<b>3</b>	36,433	37,624	38,781	39,899	41,284
<b>4</b>	37,818	39,092	40,333	41,535	43,039
<b>5</b>	39,255	40,617	41,946	43,238	44,869
<b>6</b>	40,747	42,200	43,623	45,011	46,776
<b>7</b>	42,295	43,847	45,368	46,856	48,763
<b>8</b>	43,903	45,556	47,183	48,777	50,836
<b>9</b>	45,570	47,333	49,070	50,777	52,996
<b>10</b>	47,303	49,179	51,034	52,859	55,248
<b>11</b>	49,100	51,097	53,074	55,026	57,597
<b>12</b>	50,966	53,090	55,198	57,282	60,045
<b>13</b>	52,902	55,161	57,406	59,631	62,596
<b>14</b>	54,913	57,312	59,702	62,076	65,257
<b>15</b>	63,660	65,917	68,166	70,399	73,391

**APPENDIX A-2**  
**Compensation Schedule - Activity Stipend Positions**  
**2004-2009**

<b>Activity</b>	<b>Position</b>	<b>2004-2005</b>	<b>2005-2006</b>	<b>2006-2007</b>	<b>2007-2008</b>	<b>2008-2009</b>
Basketball - Boys	Head Coach (grades 7-8)	3,700	3,885	4,079	4,283	4,497
Basketball - Boys	Assist. Coach (grades 7-8)	3,200	3,360	3,528	3,704	3,890
Basketball - Boys	Head Coach (grade 6)	1,600	1,680	1,764	1,852	1,945
Basketball - Boys	Assist. Coach (grade 6)	1,265	1,328	1,395	1,464	1,538
Basketball - Girls	Head Coach (grades 7-8)	3,700	3,885	4,079	4,283	4,497
Basketball - Girls	Assist. Coach (grades 7-8)	3,200	3,360	3,528	3,704	3,890
Basketball - Girls	Head Coach (grade 6)	1,600	1,680	1,764	1,852	1,945
Basketball - Girls	Assist. Coach (grade 6)	1,265	1,328	1,395	1,464	1,538
Cheerleading	Coach (grades 6-8)	915	961	1,009	1,059	1,112
Field Hockey	Head Coach (grades 6-8)	2,246	2,358	2,476	2,600	2,730
Field Hockey	Assist. Coach (grades 6-8)	1,840	1,932	2,029	2,130	2,237
Soccer	Head Coach (grades 6-8)	2,246	2,358	2,476	2,600	2,730
Soccer	Assist. Coach (grades 6-8)	1,840	1,932	2,029	2,130	2,237
Track	Coach 1 (grades 6-8)	1,545	1,622	1,703	1,789	1,878
Track	Coach 2 (grades 6-8)	1,545	1,622	1,703	1,789	1,878
Volleyball - Boys	Head Coach (grades 6-8)	2,800	2,940	3,087	3,241	3,403
Volleyball - Boys	Assist. Coach (grades 6-8)	2,220	2,331	2,448	2,570	2,698
Volleyball - Girls	Head Coach (grades 6-8)	2,800	2,940	3,087	3,241	3,403
Volleyball - Girls	Assist. Coach (grades 6-8)	2,220	2,331	2,448	2,570	2,698
Hourglass/Yearbook	Sponsor 1	3,150	3,308	3,473	3,647	3,829
Kaleidoscope	Sponsor 1	2,000	2,100	2,205	2,315	2,431
Kaleidoscope	Sponsor 2	2,000	2,100	2,205	2,315	2,431
Outdoor Education (GWC)	Director	1,685	1,769	1,858	1,951	2,048
Outdoor Education (GWC)	Assistants (per person)	500	525	551	579	608
Student Council - SRS	Sponsor 1	2,100	2,205	2,315	2,431	2,553
Student Council - SRS	Sponsor 2	2,100	2,205	2,315	2,431	2,553
Student Council - MF	Sponsor 1	800	840	882	926	972
SRS Show	Director	2,400	2,520	2,646	2,778	2,917
SRS Show	Assistant Director	1,800	1,890	1,985	2,084	2,188
SRS Show	Choreographer	1,220	1,281	1,345	1,412	1,483
SRS Show	Art Director	700	735	772	810	851
SRS Show	Set Director	700	735	772	810	851
SRS Show	Technical Assistant	500	525	551	579	608
SRS Show	Instrumental Director	375	394	413	434	456
Community Service Awards	Coordinator 1	300	315	331	347	365
Community Service Awards	Coordinator 2	300	315	331	347	365
District Curriculum Committee	Co-Chairperson	2,200	2,310	2,426	2,547	2,674
Mentor Committee	Coordinator	2,400	2,520	2,646	2,778	2,917
Grades 4-6 Coordinator	Coordinator	500	525	551	579	608

\*The stipend for the Assistant Principal at Sunset Ridge shall be negotiated annually between the Superintendent, the SREA president and his or her designee, and the teacher filling the position.

**APPENDIX A-2**  
**Compensation Schedule - Daily Stipend Positions**  
**2004-2009**

<b><u>Sunset Ridge School</u></b>		<b><u>2004-2007</u></b>	<b><u>2007-2009</u></b>
Grades 6, 7, 8 Lunchtime Supervision *	38 minutes	\$22.80/day	\$25.33/day
Grades 4, 5 Lunchtime Supervision *	50 minutes	\$30.00/day	\$33.33/day
Grades 4, 5 Lunchtime Inside Supervision	30 minutes	\$18.00/day	\$20.00/day
Grades 4, 5 Lunchtime Outside Supervision	30 minutes	\$18.00/day	\$20.00/day
<b><u>Middlefork School</u></b>			
Lunchtime Inside Supervision	30 minutes	\$18.00/day	\$20.00/day
Lunchtime In/Out Supervision	30 minutes	\$18.00/day	\$20.00/day

\* Times are approximate. The number of supervisory positions will be determined each year by the building principals. Daily stipends are based on \$36.00 per hour per each position during the 2004-2007 school years. The rate per hour increases to \$40.00 in 2007-2009. Lunchtime supervision for these positions includes payment for supervising students during passing periods before and after lunch.

\*\*Teachers wishing to apply for AM or PM Traffic Supervision positions may receive applications from the Principals at Middlefork and Sunset Ridge Schools. Teachers will receive the same stipend payment as non-certified personnel applying for these positions.

### APPENDIX A-3

## STIPEND DESCRIPTIONS, RULES, AND REGULATIONS

1. Every sponsor of a stipend activity shall furnish the Superintendent with a brief, written description giving the time of year, duration of program, anticipated number of participants, the number of times the teacher meets or serves the students, and in the case of sports, the number of practices and games played during the program. Any teacher wishing to start a new activity shall also furnish such a description of the proposed program to the Superintendent. Any and all such activities must receive Board approval prior to the implementation of the program.
2. The remuneration for any newly created stipend position shall be subject to negotiation with the Association.
3. The Board reserves the right to review and evaluate the effectiveness of all programs covered under the stipend compensation schedule at the end of each school year. If a program is to be canceled, the sponsor and the Association shall be given 45 days notice.
4. Should the District wish to continue a program and there is no qualified teacher willing to sponsor the activity, the District may hire a non-faculty sponsor.
5. If, because of a sponsor's extended absence, it becomes necessary to hire a replacement, a financial readjustment will be made.

**APPENDIX B  
GRIEVANCE FORM**

Grievant: \_\_\_\_\_

Grievant's Supervisor: \_\_\_\_\_

Date Grievance Filed: \_\_\_\_\_

Description of Grievance: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Applicable Article/Section of Contract: \_\_\_\_\_

\_\_\_\_\_

Remedy Requested \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_

Signature of Grievant

\_\_\_\_\_

Date

**APPENDIX C  
LONG TERM DISABILITY  
Schedule of Benefits**

**Eligibility**

<b>Eligible Classes:</b>	Each active full-time employee of District 29. Full-time means working at least 30 hours per week.
<b>Description:</b>	ILTRS-ILMRF
<b>Employee Contributions:</b>	Non-Contributory
<b>Participation Requirement:</b>	100%

**Benefit Schedule**

<b>Schedule Amount:</b>	60% of covered earnings
<b>Maximum Benefit:</b>	\$5,000.00
<b>Qualifying Period:</b>	3 months or the end of the accumulated sick leave
<b>Duration of Benefit:</b>	Social Security Normal Retirement Age/ADEA
<b>Accident/Sickness</b>	
<b>Benefit Integration:</b>	70% All Sources
<b>Dual Definition of Disability:</b>	SSNRA/80% Indexes
<b>Own Occupation/Earnings Test</b>	
<b>Pre-Existing Limitation:</b>	
<b>At Issue:</b>	No Limitations
<b>New Entrants:</b>	No Limitations
<b>Survivor Benefit:</b>	3 Months