



## ***Genoa-Kingston CUSD #424***

***Professional Agreement  
Between the Genoa-Kingston Education  
Association  
and the  
Genoa-Kingston Board of Education***

---

Effective July 1, 2012 until June 30, 2015

Genoa-Kingston Education Association, Ratification:	9/24/12
Genoa-Kingston Board of Education, Ratification:	9/25/12

# TABLE OF CONTENTS

## Page No.

<b>ARTICLE I</b>	<b>Recognition and Definitions.....</b>	<b>5 - 6</b>
<b>ARTICLE II</b>	<b>Negotiations Procedures.....</b>	<b>7</b>
<b>ARTICLE III</b>	<b>Grievance Procedure .....</b>	<b>8 - 12</b>
	1. Access .....	8
	2. Definition.....	8
	3. Procedure .....	8- 10
	4. Guidelines.....	10- 11
	5. Arbitrator's Powers.....	11- 12
<b>ARTICLE IV</b>	<b>Seniority (Classified Employees).....</b>	<b>13</b>
<b>ARTICLE V</b>	<b>Withholding of Salary Increments .....</b>	<b>14</b>
<b>ARTICLE VI</b>	<b>Leaves .....</b>	<b>15 - 20</b>
	1. Sick Leave .....	15- 16
	2. Personal Leave .....	16- 17
	3. Leave of Absence .....	17
	4. Sabbatical Leave .....	17- 18
	5. Released Time.....	18
	6. Disability Leave.....	18-19
	7. Adoption and Child Care Leave .....	19
	8. Association Leave.....	19
	9. Bereavement Leave.....	20
<b>ARTICLE VII</b>	<b>Reduction-In-Force .....</b>	<b>21 - 23</b>
	1. Certified Staff .....	21
	2. Classified Employees.....	21-22
	3. Mid-School Term Reduction-In-Force.....	23
<b>ARTICLE VIII</b>	<b>Working Conditions .....</b>	<b>24 - 32</b>
	1. Duty Free Lunch .....	24
	2. Planning Time .....	24
	3. Time for Parent Conferences.....	25
	4. District and Building Committees .....	25

5.	Additional Teaching Assignment Compensation.....	26
6.	Physical, T.B. Tests .....	26
7.	Transportation Procedures .....	27
8.	Work Year	
	Certified Employees.....	27
	Classified Employees.....	28
9.	Work Hours.....	28
10.	Probationary Period .....	28
11.	Vacation for Full-Time 12-Month Classified Staff .....	29
12.	Holidays – (Classified Staff).....	30
13.	Just Cause Dismissal.....	30
14.	Length of School Day (certified employees) .....	30- 31
15.	Assignments .....	31
16.	Vacancies (certified & classified employees).....	31
17.	Labor Management Committee .....	31
18.	Cancellation Pay.....	31
19.	Commercial Driver’s License .....	31
20.	Outsourcing .....	32
21-24.	Miscellaneous Working Condition Topics .....	32

**ARTICLE IX                    Compensation and Benefits ..... 33 - 61**

1.	Employee Salary Statements.....	33
2.	Compensation for Extra-curricular Positions.....	33
3.	Compensation for Tutors – (Certified Staff) .....	33
4.	Credit for Prior Experience Outside the System-	
	Certified and Classified .....	33
5.	Credit for Approved Educational Hours-Certified .....	33
6.	Horizontal Movement on the Salary Schedule-	
	Certified .....	34
7.	Horizontal Movement for Educational Support	
	Professionals .....	35
8.	Movement on the Salary Schedule (Certified) ...	35- 36
9.	Movement on the Salary Schedule (Classified) .	36- 37
10.	Salary Schedule (Classified)	
	Categories of Position.....	37
11.	Compensation for Part-time Teachers .....	37
12.	Illinois Teachers’ Retirement System.....	37
13.	Reimbursement for School Expenses and Mileage .	37
14.	Board Contribution to Hospital-Medical Insurance ...	38
15.	Salary Reduction Plan .....	39
16.	Pay Periods .....	39
17.	Overtime Pay for Full Time Classified Employees ...	39
18.	Payroll Deductions .....	40

19.	Fair Share .....	40
20.	Hold Harmless .....	41
21.	Retirement Incentive Program	
	Certified Staff .....	41-45
	Classified Staff .....	45-46
22.	Unused Sick Leave-Classified .....	46
23.	Internal Substitution	
	Certified Staff .....	46
	Classified Staff .....	46
24.	Compensation, Extra Duty and	
	Athletic Schedules .....	47- 49
25.	Certified Staff Mentor Program .....	49- 50
26.	ESP Compensation	
	Extraordinary Work Duties .....	51
	Bi-lingual and In-School Suspension EST's .....	51
27.	Department Heads.....	51

<b>Certified Salary Schedules</b>	<b>52- 55</b>
-----------------------------------	---------------

<b>Classified Salary Categories</b>	<b>56</b>
-------------------------------------	-----------

<b>Classified Salary Schedules</b>	<b>57- 59</b>
------------------------------------	---------------

<b>Athletic Compensation Schedule</b>	<b>60</b>
---------------------------------------	-----------

<b>Extra Curricular Compensation Schedule</b>	<b>61</b>
---	-----------

<b>ARTICLE X</b>	<b>Terms of Agreement .....</b>	<b>62- 64</b>
------------------	---------------------------------	---------------

1.	No Strike .....	62
2.	Savings Clause .....	62
3.	Complete Understanding .....	62
4.	Management Rights .....	62- 63
5.	Duration .....	64

## ARTICLE I

### RECOGNITION and DEFINITIONS

1. This Agreement is entered into on the date hereinafter set forth by and between the Board of Education of Genoa-Kingston District 424, DeKalb County, Illinois, hereinafter referred to as the "Board" and the Genoa-Kingston Education Association, IEA-NEA, hereinafter referred to as the "Association," which is hereby recognized as the sole and exclusive bargaining agent for all full and part time regularly employed certified classroom personnel, hereinafter referred to as "teachers", and all regularly employed full and part time [as determined by the definitions section of this Agreement] classified employees, hereby referred to as classified employees, with regard to wages, hours and terms and conditions of employment, but not with regard to matters of inherent managerial policies, except for the Superintendent, Assistant Superintendent(s), Building Principal(s), Assistant Principal(s), Directors, Superintendent's Administrative Assistant, Human Resources Assistant, Payroll Assistant, part-time District Office Assistant/Payroll, part-time District Office Assistant- Accounts Receivable, Accounting Assistant Full-Time, Technology/Network Specialist, substitute teachers, as well as any other employee certified or classified who is supervisory, managerial and/or confidential as defined by Public Act 83-1014, its amendments, or its rules, as well as those teachers and other personnel who are employed and/or supervised by any co-operative agency whose duty is to serve the Board.
2. The School Board agrees to make available to the Association, or President designee, in response to reasonable requests from time to time, information concerning the financial resources of the District including, but not limited to, the annual financial statements, adopted budget, and other financial reports which may be compiled and issued from time to time. Such information provided is information that is available under the Freedom of Information Act and is subject to the District policy on that Act.

In addition, the Board and the Administration will grant reasonable requests for available statistics and other information which may be relevant to negotiations or necessary for proper enforcement of this Agreement. The Association will furnish copies of any pertinent information as reasonably requested by the Board or its representative.

3. Definitions to determine classified employees' full and part-time status and therefore coverage under this Agreement.

**A. Education Support Personnel ("ESP"). (Formerly known as "aide.")**

Full-time are those individuals who are regularly employed for thirty hours or more per week and part-time are those individuals who are regularly employed for ten (10) to twenty-nine (29) hours per week, for all student attendance days.

- B. Custodians.** Full-time are those individuals who are regularly employed for forty hours per week and part-time are those individuals who are regularly employed for fifteen (15) to thirty-nine (39) hours per week, for 12 months. Head Custodians are full-time employees.
  
- C. Secretaries.** Full-time are those individuals who are regularly employed for a minimum of 180-days, for thirty-five (35) hours or more per week. Part-time are those individuals who are regularly employed for fifteen (15) to thirty-four (34) hours per week.
  
- D. Food Service.** Full-time are those individuals who are regularly employed for thirty (30) hours per week. Part-time are those individuals who are regularly employed for ten (10) to twenty-nine (29) hours per week.
  
- E. Bus Driver.** Full-time are those individuals who are regularly employed for two (2) routes, or more than three (3) hours per day, and part-time are those individuals who are regularly employed for one (1) route per day. Shuttle and extra-curricular assignments are not considered to be a route.

Employees working less than the minimums described above are not subject to the terms and conditions of this Agreement.

## **ARTICLE II**

### **NEGOTIATIONS PROCEDURES**

1. The parties shall commence bargaining for a successor agreement on or about October 1 of the final year of the Agreement or earlier upon agreement of both parties.
2. When negotiations are conducted during regular work hours, released time shall be provided for the Association's negotiating committee members.
3. It is agreed that the parties will jointly request the Federal Mediation and Conciliation Service (FMCS) if either party to this Agreement declares impasse. Should FMCS be unavailable, the parties shall immediately commence discussions as to a replacement. In the event that the parties cannot agree upon a replacement, the Illinois Educational Labor Relations Board shall be notified.
4. Within thirty (30) days after the Agreement is signed, copies of the Agreement shall be made available and presented to each bargaining unit member now employed or hereafter employed.

## **ARTICLE III**

### **GRIEVANCE PROCEDURE**

#### **1. Access**

All full-time and part-time certified and non-probationary classified employees shall have access to the grievance procedure. No grievance shall be allowed to be filed by a probationary employee if it occurs during the probationary period

#### **2. Definition**

- A.** Any claim made by an employee, or group of employees, or the Association that there has been a violation, misinterpretation, or misapplication of the terms of this Agreement, shall constitute a grievance.
  - 1.** The grievant shall mean the person or persons making the claim.
  - 2.** The written information contained in the filed grievance shall include: 1) a description of the specific grounds of the grievance, including data necessary for an understanding of the grievance; 2) a listing of the provisions of this Agreement which are alleged to have been violated; 3) a listing of specific actions requested of the administration which will remedy the grievance.

#### **3. Procedure**

- A.** Before a grievance is filed, an attempt should be made to resolve any difference informally between the aggrieved and whomever the grievance is against.
- B.** All time limits consist of business school days, except that when a grievance is submitted less than ten (10) days before the close of the current school term, or a scheduled school calendar break of five (5) or more days then the time limits shall double and shall consist of all business days. Business days for the purpose of the grievance procedure shall mean days that the School District Central Office is open for business.
- C.** All matters which are or may be presented for settlement under the provisions of this Article shall be presented by the grievant basing a claim thereon or as soon as practical, but in no event later than fifteen (15) days after the occurrence complained of. Any matter not so



presented shall be deemed to have been abandoned and shall not be entitled to consideration.

- D.** The time limits specified may, however, be extended by mutual agreement.
- E.** No question of a change in the structure or compensatory arrangements of the Salary Administration Policy set forth in the Appendix of this Agreement shall be subject to the provisions herein defined.
- F.** All claims for back wages shall be limited to the amount of wages that an employee would have otherwise earned, less any unemployment or other compensation that he may have received from any source during the period of back pay.
- G.** Any grievance occurring during the period between the termination date of the present contract and the effective date of a new Agreement shall not be subject to the provisions herein defined.
- H.** Any grievance of personnel covered by this Agreement which arose prior to the ratification of this Agreement shall not be processed.
- I.** Any full-time and part-time non-probationary employee may at any time present grievances to the administration without the intervention of the Association, provided that the Association has been given the opportunity to be present at all meetings.
- J.** The failure of a non-probationary employee or the Association to act within the time limits will act as a bar to the next step and an administrator's failure to render a decision or meet within the time limits set forth shall permit the non-probationary employee or Association to proceed to the next step.
- K.** Hearings and conferences held under this procedure shall be conducted by mutual agreement.
- L.** If the grievant and the Association and the Superintendent agree, Step 1 and/or Step 2 of the grievance may be brought directly to the next step.
- M.** Class grievances involving one or more employees may be initially filed by the Association at Step 2 with the employee's consent.

- N.** No employee shall be required to discuss any grievance if the Association's representative is not present, provided the grievant has requested his/her presence.
- O.** The Board, the Association and the grievant shall cooperate in their investigation of any grievance, and further, they shall furnish each other with such information requested for the processing of any grievance.
- P.** A grievance may be withdrawn at any level without establishing precedent.

#### **4. Guidelines**

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

##### **Step 1**

The employee or the Association may present the grievance in writing to the supervisor immediately involved, who will arrange for a meeting to take place within five (5) business days after receipt of the grievance. The Association's representative, if any, the aggrieved employee and the immediately involved supervisor shall be present for the meeting. The supervisor shall provide to the aggrieved employee and the Association a written answer to the grievance within five (5) business days after the meeting. The answer shall include the reasons for the decision.

##### **Step 2**

If the grievance is not resolved at Step 1, the grievant shall refer the grievance to the Superintendent or his/her official designee within five (5) business days after the receipt of the Step 1 answer or within seven (7) business days after the Step 1 meeting, whichever is later. The Superintendent shall arrange for a meeting with the grievant and the representative of the Association, if any, to take place within five (5) business days of his/her receipt of the appeal. Each party shall have the right to call such witnesses as it deems necessary to develop facts pertinent to the grievance. Upon conclusion of the meeting, the Superintendent shall have five (5) business days in which to provide his/her written decision with reasons to the grievant.

### **Step 3**

If the grievance is not resolved at Step 2 within the time limits provided, the grievance may be heard by the Board at its option. The President of the Board shall arrange for a meeting to take place with the grievant and representative of the Association within seven (7) business days of his/her receipt of the appeal. Each party shall have the right to call such witnesses as it deems necessary to develop pertinent facts to the grievance. Upon conclusion of the meeting, the President of the Board shall have seven (7) business days in which to provide a written decision with reasons to the grievant.

### **Step 4**

If the grievant is not satisfied with the disposition of the grievance at Steps 2 and 3, or the time limits expire without the issuance of the Superintendent's and the Board President's written reply, or if the Board elects not to hear the grievance, the grievant may submit the grievance to final and binding arbitration under the Voluntary Labor Arbitration Rules of the American Arbitration Association, which shall act as the administrator of the proceedings. If a demand for arbitration is not filed within thirty (30) business days of the date of the Step 2 reply, the grievance shall be deemed withdrawn.

## **5. Arbitrator's Powers**

Insofar as such arbitration is limited solely and simply to interpretation and implementation of the terms of this Agreement, both parties agree to abide by the results of the findings of the arbitrator. The arbitrator shall not have the power to add to, subtract from, alter, or modify in any way, any of the terms or conditions of this Agreement. It shall be the function of the arbitrator, and he/she shall be empowered, except as his/her powers are limited below, after due investigation, to make a decision in cases of alleged violation of the specific Articles and Sections of this Agreement.

**A.** He/She shall have no power to rule on any of the following:

- (1)** The termination of services or failure to re-employ any probationary employee.
- (2)** Placing of non-tenured teachers on a fifth year of probation.
- (3)** The termination of services, or failure to re-employ any employee to a position on the Extra Curricular Compensation Schedule or Athletic Compensation Schedule.

- (4) Any claim, or complaint, to which there is another remedial procedure, or forth-established law or regulation.
- (5) Any matter involving the results of employee evaluation.
- B.** He/She shall have no power to change any practice, policy, or rule of the Board nor to substitute his/her judgment for that of the Board as to the reasonableness of any such practice, policy, rule or any action taken by the Board. His/Her powers shall be limited to deciding whether the Board has violated the expressed Articles or Sections of the Agreement; it being understood that any matter not specifically set forth herein remains in the reserved rights of the Board.
- C.** He/She shall have no power to decide on any questions which under this Agreement are within the responsibility of management to decide.
- D.** In the event that a case is appealed to an arbitrator, on which he/she has no power to rule, it shall be referred back to parties without decision or recommendation on its merits.
- E.** The arbitrator is empowered to include in any award such financial reimbursements or any remedies he/she judges to be proper, if provided for by the terms of this Agreement.
- F.** 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.
- G.** If either party requests a transcript of the proceedings, that party shall bear the full costs for that transcript. If both parties order a transcript, the cost of the two (2) transcripts shall be divided equally between the parties.

## ARTICLE IV

### SENIORITY (CLASSIFIED EMPLOYEES)

1. "**Seniority**," as defined only, is determined by the length of an employee's continuous full-time service in his/her classification with the Employer since his/her last day of hire. An employee not completing the entry probationary period shall not be considered to have seniority and shall not be considered a regular employee.
2. The Employer shall post a copy of the seniority list not later than November 1 of each school term.
3. An employee shall lose all seniority credit in the event of the following:
  - A. Voluntary or involuntary termination.
  - B. Transfer to a non-bargaining unit position.
  - C. An employee fails to give a written notice of an intent to return to work within 5 days after receipt of a notice for recall.
  - D. An employee is absent from work for 3 days without advising the Employer.
  - E. The employee retires.
  - F. The employee falsified records.
  - G. The employee engages in an illegal work stoppage or other illegal concerted job actions against the Employer.
4. No seniority shall accrue during a leave of absence or layoff.
5. An employee's seniority shall entitle such employee only to such rights as are specifically provided for in this Agreement.
6. Seniority of classified personnel shall be done in their classification and determined by their last date of hire.

## **ARTICLE V**

### **WITHHOLDING OF SALARY INCREMENTS**

While an unsatisfactory rating shall not be the basis for lowering the basic salary of an employee, neither is an increase in salary an automatic procedure for such an employee. An increase in salary may be withheld when the professional contribution of a staff member is unsatisfactory.

To withhold an increase shall be interpreted as freezing the employee at his/her previous year's salary. Such withholding of an increase shall be taken only upon a specific determination by the Board that the employee's performance during the current school year was less than satisfactory, as determined by the criteria developed in the District's staff evaluation instruments. Such determination by the Board that the employee's performance was less than satisfactory may be made only after the employee has been evaluated under the jointly agreed upon evaluation instrument, following all procedures and criteria therein established, and has been found to have demonstrated a less than satisfactory performance.

The employee shall be given written notice by the Superintendent or his/her designee of the intention to make the recommendation to withhold an automatic salary increment, together with the reasons therefore, in writing. Such notice shall also include recommendations that could lead to the corrections of unsatisfactory performance. The employee may appear before the Board at a closed meeting to discuss this recommendation.

The employee will be given from the time of notification to the end of the school year or other mutually agreed upon time to remediate the reasons for the recommendations. If satisfactory progress has not been made by the end of the mutually agreed upon time the Board may elect to withhold an automatic salary increment. Employees frozen on their salary schedule for reasons of unsatisfactory performance shall be advanced only one step in the salary schedule upon showing evidence of satisfactory performance.

Adoption by the Board of an evaluation instrument into formal Board policy will not be done until an evaluation instrument is properly developed, jointly reviewed and approved by both the Association and the Board. The policy, when written, will include criteria not only designed to provide effective evaluation but also prescribe procedures and schedules for execution.

## **ARTICLE VI LEAVES**

### **1. Sick Leave**

- A. The Board shall grant all regularly employed full-time teachers' sick leave in the amount of twelve (12) days at each teacher's respective contracted rate of pay during the school term in each school year.

The Board shall grant all full-time classified employees sick leave in the amount of twelve (12) days per year.

Part-time teachers and part-time classified employees, except as limited by these Sections and by this Agreement, shall receive a pro-rated share based on their fractional work time.

Sick leave days will be added at the beginning of the school year for certified and non-probationary classified staff.

Each full-time certified and full-time classified employee who works a full school calendar year without using any sick time shall be granted an additional sick day at the end of that school calendar year.

Any full-time employee who has accumulated 120 sick days at the end of the preceding year will be granted fifteen (15) sick days per year instead of twelve (12). The days must have been accumulated with Genoa-Kingston School District # 424.

The Superintendent and/or his/her designee at any time may request a physician's statement from an employee who misses multiple days in a short time frame. An employee found to be abusing sick leave may have those days of paid sick leave deducted from his/her pay at his/her daily rate plus the full cost of the substitute for the day/days missed. For subsequent instances of abusing sick leave, employees are subject to discipline up to and including termination.

Sick leave may accumulate up to 360 days for certified employees. This is not retroactive.

- B. Each employee shall receive a regular accounting of the number of sick leave days accumulated within the district. The total number of sick days accumulated to date shall be reported on the Statement of Salary Assignments Form used at the beginning of each contract year.

C. The following shall apply to classified staff only:

1. No compensation for accrued sick leave shall be paid at the termination of employment.
2. Sick leave shall not accrue during leaves of absences without pay or layoffs.
3. When an employee is absent due to illness, he/she must notify the employer prior to the time he/she is to report to work. Failure to do so may result in denial of sick leave pay. The employee may be required to provide the employer, at Board expense, with satisfactory proof of illness as per Section 24-6 of the Illinois School Code.
4. Absence for part of a day for reasons in accordance with the sick leave provisions shall be charged against accrued sick leave in an amount not less than one-half day. Holidays and other regular days off shall not be charged against sick leave.
5. Probationary employees shall not be eligible for paid sick leave. However, upon successful completion of probation, they shall be credited for sick leave from the date they began probation.
6. A maximum of 5 days may be used from sick leave, after completion of the probationary period, per occurrence, for bereavement purposes.

## **2. Personal Leave**

Full-time employees will be granted three (3) personal leave days, at full salary, during a legal school year. As a general rule, personal leave days may not be taken on a day directly preceding or directly following holidays and/or scheduled vacation days, except in an emergency. Prior notice of one (1) week will be required, except in cases of an emergency. The validity of an emergency is at the discretion of the Superintendent or designee. A personal leave day may be taken on a day directly preceding or directly following a holiday or scheduled vacation if a substitute is available and up to a maximum of two such employees per building on a first-come, first-serve basis may exercise this leave. For purposes of this section, transportation employees shall be considered a building.

Personal leave may be used for personal business, religious and immediate family obligations which cannot be met outside of the school day.

Employees will complete a Personal Leave Request form and will not be required to state the specific reason for the request of personal leave.



Up to two unused Personal Leave days may be carried forward to the following school year (i.e., may begin the year with a total of five [5] days). Otherwise, unused personal leave days will be credited to sick leave at the end of the school year.

### **3. Leave of Absence**

Leave may be granted to teachers at the discretion of the Board as a period of rest from teaching duties for the purpose of participation in:

- A.** Exchange teaching programs in other states, territories, or countries.
- B.** Foreign teaching programs.
- C.** Cultural travel or work programs related to his/her professional responsibilities.
- D.** Formal study.
- E.** Medical reasons.

For such leave of absence, the teacher is not eligible for pay. However, a teacher granted a leave of absence may make arrangements during his/her leave to continue hospitalization insurance coverage as provided by the Board for teachers employed by the District. Such coverage shall be at his/her own expense. Credited years of service shall be restored at the level earned at the time the leave of absence began.

The teacher shall notify the employer by March 15th of the year the leave is being taken of the teacher's intent to return. If the teacher fails to notify the employer by certified mail of his/her return then such lack of notification as prescribed herein shall be understood as a resignation from the District.

Eligibility - No leave of absence shall be granted during a staff member's first full year of employment.

### **4. Sabbatical Leave**

A full-time teacher who has rendered at least six (6) consecutive years of satisfactory service to the District may be eligible for a sabbatical leave of one full year to further education in a specific area. Such leave shall be spent wholly in study or educational pursuits as approved by the Superintendent and the Board and may be granted to allow the applicant to accept scholarships for study or research. Before leave is granted, the applicant must sign a declaration of intent to return to service in the District for at least two (2) years. If after the expiration of such leave, the teacher does not return, all sums of money received will be refunded to the Board unless return is prevented by illness or incapacity.

While on leave, the applicant will receive a salary of one-half of his/her current pay in equal monthly installments. The Board shall pay to the Teacher's Retirement System the contribution required of the person on leave. This shall be computed on the annual full-time salary rate under which the member last received earnings immediately prior to the leave.

A leave granted for a period of one year shall bar a further sabbatical leave until the completion of six (6) years additional satisfactory service. Credited years service shall be restored at the level earned at the time the sabbatical began.

## **5. Released Time**

Released time may be granted to any employee, if advance written approval is given to the employee by the employee's immediate supervisor, for training to improve support services or professional services concerning the improvement or revision of the educational, extra- or co-curricular programs.

All requests by the employee under this Section shall be submitted in writing and all approvals or denials by the employer shall be given in writing. Refusal to grant release time shall not constitute grounds for grievance.

Similar professional services requested by the Curriculum Coordinator and Superintendent to be performed outside the regularly scheduled school day, namely evening, and days when school is not in session, may be compensated.

The District will pick up the cost of reasonable traveling expenses, meals, lodging and registration incurred while attending any approved conference, with prior approval.

## **6. Disability Leave**

- A.** Only full time non-probationary classified and all certified employees shall be eligible for this benefit, except as limited by these Sections.

Should a staff member not wish to take advantage of leave as provided for below, that period of time between the day he/she leaves his/her duties at his/her doctor's advice and the day he/she is able to return to his/her duties at his/her doctor's advice, shall be considered sick days and shall be subject to the provisions of Sick Leave.

- B.** A staff member who is employed by the District shall be eligible for leave without pay for a period of up to one and one-half (1 ½) years if the leave begins at the second semester, or two (2) years if the leave begins at the start of a school year, provided said staff member states his/her intent to the Board, in writing, in his/her formal request to return to the District for a minimum of one (1) school year upon completion of the leave. Employees may return at a time that is appropriate to the students' continued education.
- C.** Upon return, a staff member may be restored to his/her former position or to a position of like nature, if possible. Tenure, insurance benefits, credited years service, accumulated sick days, shall be restored at the level earned at the time the leave began.
- D.** After the employee exhausts his/her disability leave, then the staff member may be terminated from his/her duties because he/she is unable to perform his/her duties as determined by a certified practicing physician.

The Board shall have the right to require that a staff member be examined by the Board's Physician with respect to his/her ability to continue his/her duties.

- E.** Eligibility - No leave of absence shall be granted during a staff member's first full year of employment.

## **7. Adoption and Child Care Leave**

In the event a non-probationary employee wishes to adopt a child or for the purpose of a child care leave, the staff member shall have access to the provisions of the Disability Leave for that purpose subject to the provisions of the Disability Leave.

## **8. Association Leave**

In the event that the Association desires to send representatives to local, state or national conferences or on other business pertinent to Association affairs, these representatives may be excused without loss of pay providing the Association reimburses the District for the cost of the substitutes. In no case will the total number of days used by the Association exceed fifteen (15) days nor may any individual member use more than five (5) days from July 1 to June 30. A written notice for such leave will be submitted to the Superintendent for approval a minimum of five (5) business days prior to the leave.

**9. Bereavement Leave**

Absences for funerals of persons other than those included in the provisions for sick leave may be approved, by the Superintendent, for classified and certified employees for two (2) days. Such days shall be deducted from sick leave. No more than two (2) people from a building may be on this leave on any one day except for extenuating circumstances as determined by the Superintendent. This leave shall be taken in half day increments.

## **ARTICLE VII REDUCTION-IN-FORCE**

### **1. Certified Employees**

The reduction in force process and procedures shall be subject to the relevant provisions of the School Reform Senate Bill 7 and House Bill 1197.

Any recalled tenured teacher shall retain his/her tenure status, all accumulated seniority and current position on the salary schedule; however, the period during which the tenured teacher did not teach shall not be counted towards seniority.

### **2. Classified Employees**

- A.** If a classified employee is removed or dismissed as a result of a decision of the school board to decrease the number of classified employees employed by the board or to discontinue some particular type of educational support service, written notice shall be given the employee by certified mail at least 60 days before the end of the school term, together with a statement of honorable dismissal and the reason therefore.

In the event of layoff, for any reason, temporary or permanent full-time employees shall be laid off in the inverse order of their seniority in their classification based on their hiring date as a full-time employee.

Hearing interpreters shall not accrue seniority. In the event that a student to whom a hearing interpreter is assigned leaves the District or no longer requires a hearing interpreter, the Board may dismiss the hearing interpreter with thirty (30) days written notice, together with a statement of honorable dismissal. In the event of a layoff of a full-time interpreter, such interpreter may be called back to a new position, or existing position which becomes vacant, within one (1) calendar year from the beginning of the school term following the effective date of the layoff. If such former full-time interpreter declines the offered re-employment, such interpreter shall be removed from the recall list and the Board shall have no other recall obligation.

- B.** Full-time employees shall be called back from layoff in their classification according to seniority based on their hiring date as a full-time employee and qualifications and so far as they are qualified to hold such a position in the classification from which they were laid off.
- C.** Full-time employees on layoff who have been offered re-employment and have declined shall be removed from the recall list and have no other recall obligation due from the employer.
- D.** Call back from layoff status shall extend for the following school term or within one (1) calendar year from the beginning of the following school term.
- E.** Benefits shall not accrue during layoff.
- F.** Not later than November 1 of each school term, the Administration shall post a listing of the seniority rank of all classified employees in their classification in the school district. Each classified employee shall have ten (10) employment days thereafter to file written objections to his/her ranking which shall specify the alleged error in the ranking.

A classified employee's failure to make a timely objection shall be deemed an acceptance of the ranking, and the employee cannot thereafter challenge his/her seniority for the school term.

Seniority shall be defined as follows:

- 1.** The length of an employee's continuous full-time service in his/her classification with the employer since his/her last date of hire. An employee not completing the entry probationary period shall not be considered to have seniority and shall not be considered a regular employee.
- 2.** If the years of total continuous service in a category with the school district are equal between two or more classified employees, then seniority shall be determined by total service with the school district whether or not continuous (such service shall be computed in the manner described in (1) above).
- 3.** If the years of total service with the school district are equal between two or more classified employees, then seniority shall be determined by drawing lots.

### **3. Mid-School Term Reduction-In-Force**

Notwithstanding any other provisions of this Agreement or The School Code of Illinois, a classified employee may be dismissed by a reduction-in-force at any time during the school term if the services of a classified employee are no longer necessary, as may be determined by the Board, as a result of the death of a student or a student's withdrawal from the program.

## **ARTICLE VIII WORKING CONDITIONS**

### **1. Duty Free Lunch**

Teachers shall have a duty-free lunch period equal to the regular student school lunch period in the building to which the teacher is assigned but not less than thirty (30) minutes in each school day.

Classified employees are responsible for keeping an accurate record of hours worked. Each employee is expected to take a thirty (30) minute lunch break, at a time convenient to his/her employer and/or supervisor, and such time shall not be considered as part of the employed time.

### **2. Planning Time**

#### Applicable to the 2012-13 school year only

- Middle School and High School teachers shall be allowed one teaching period of planning time each day.
- Elementary School teachers shall be allowed a weekly minimum of 210 minutes of planning time.
- On days of early dismissal, shortened days, emergency days, or days with assemblies, field trips, or performance practices, this Section shall be inapplicable.

#### Applicable beginning with the 2013-14 school year

- For a typical week, all certified teachers will have a minimum of 230 minutes of plan time per week.
- On days of early dismissal, shortened days, emergency days, or days with assemblies, field trips, or performance practices, this Section shall be inapplicable.



### **3. Time for Parent Conferences**

The Board shall make provisions for half-day student attendance for the purpose of Parent Conferences three (3) times during the school year.

At least one (1) time during the school year, teachers will be required to hold Parent Conferences on consecutive evenings. The day following these consecutive evenings will be a school improvement day featuring opportunities for professional development. Certified staff members are not required to attend this day, but may do so voluntarily.

### **4. District Wide and Building Level Committees**

In an effort to ensure collaboration and open communication in the District, the District will establish District-wide committees. The purpose of the Curriculum Committee, the Evaluation Instrument Review Committee, the Insurance Committee and the Co-Curricular Committee will be to identify, discuss and by consensus of its members, make written recommendations to the Board and the Association.

In an effort to ensure collaboration and open communication within each building, the building Administrator will establish building level committees. These committees include but are not limited to PBIS, RtI, and MCP. The purpose of these committees is to identify effective ways to meet State and Federal educational mandates and other local initiatives.

It is expected that the Committees' work will be conducted on an ongoing basis and the committee will submit annual written recommendations to the Board and the Association each school year. Committee members shall be compensated \$100 per committee, starting with the second committee on which the member serves (i.e. serving on one committee=\$0; serving on two committees= \$200; and \$100 shall be paid for each committee service thereafter). Such payment shall be made at the end of the school year after the participating administrator verifies in writing that all committee work has been substantially and satisfactorily completed.

## **5. Additional Teaching Assignment Compensation**

All additional teaching assignments will be made through the Superintendent and the Board on a yearly basis and will be determined by what is in the best interest of the District.

A middle or high school teacher who is assigned an additional teaching assignment indicated below shall be compensated therefore based upon the teacher's current base teaching salary, prorated based upon the duration of that teacher's additional assignment:

- A.** A middle or high school teacher who is assigned an additional Early or Late Bird class teaching assignment which extends beyond the teacher's scheduled 7.5 hour day shall be compensated based upon the teacher's current base teaching salary, prorated based upon the duration of that teacher's additional assignment.

Applicable to the 2012-13 school year ONLY:

- B.** A class within the teacher's 7.5 hour day which causes the teacher to lose part or all of his/her minimum preparation time for more than ten (10) consecutive workdays, or in the case of a Block 8 schedule, ten (10) consecutive A or B days. In such event, the additional compensation shall be retroactive to the first day of the assignment.

Applicable beginning with the 2013-14 school year:

- C.** A class within the teacher's 7.5 hour day which causes the teacher to have less than 230 minutes of plan time per week for more than ten (10) consecutive workdays, or in the case of a Block 8 schedule, ten (10) consecutive A or B days. In such event, the additional compensation shall be retroactive to the first day of the assignment.

## **6. Physical, T.B. Tests**

All new employees, as a precondition to the commencement of duties and pay, must take and pass to the satisfaction of the employer a physical exam and T.B. Test as well as any other employer pre-employment test. The physical examination required of all new employees shall be at the expense of the employee. The employer will pay for the physical examination of the bus drivers.

## **7. Transportation Procedures**

Procedures within the Transportation Department will be outlined in the Department Handbook. The Handbook will be reviewed on an annual basis with feedback from the transportation employees. Procedures in the Handbook are not subject to the Grievance Process.

## **8. Work Year**

Applicable to the 2012-13 school year ONLY:

### **A. Certified Employees.**

For each school year of this Agreement, certified employees shall work 183 days.

One work day shall be allocated for parent-teacher conferences. The equivalent of two work days will be allocated as additional team planning time to be scheduled at each building.

Applicable beginning with the 2013-14 school year:

### **A. Certified Employees**

For each school year of this Agreement, certified employees shall work 183 days.

Two of those work days (one before the start of the school year and one at the conclusion of the school year) will be scheduled for non-student contact and may include optional team planning time or training.

**B. Classified Employees**

Classified employees listed in this Section shall work a minimum of the days or months listed under the appropriate classification except in the case of an emergency or when the pupil(s) attendance day(s) are changed.

<b>ESP</b>	Regularly employed ESPs shall work all student attendance days.
<b>Custodians</b>	Regularly employed custodians shall work a twelve (12) month year.
<b>Food Service</b>	Regularly employed food service employees shall work a minimum of 174 days.
<b>Bus Drivers</b>	Regularly employed bus drivers shall work all student attendance days.
<b>Secretaries</b>	Regularly employed secretaries shall work the minimum number of months as defined by their job classification/job description.

**9. Work Hours**

Work hours for all classified personnel shall be determined by the Superintendent and provided to the employee prior to the beginning of the new work year.

**10. Probationary Period**

All classified employees shall have an evaluation within the probationary period of sixty (60) calendar days. The probationary period may be extended for an additional thirty (30) days.

**11. Vacation For Full-Time 12-Month Classified Staff**

Vacations will be scheduled with the Superintendent or designee. Vacations must be taken by August 15. Request for vacations must be made in writing to the Superintendent or designee. Such vacation is to be taken at the convenience of the employer.

Vacation leave shall accrue as follows\*:

From end of 1st year of employment to end of 11th year equals ten (10) days;

From beginning of 12th year equals fifteen (15) days.

\*Providing that the employee has been in active pay status 15 work days in the month for the accrual.

Beginning with the 5<sup>th</sup> year of continuous employment with Genoa-Kingston CUSD #424, a maximum of five (5) days of vacation may be carried into the next school year and staff members may accumulate up to a maximum of twenty (20) days of vacation leave.

Accrued vacation leave shall be credited as earned vacation for each full month of service in accordance with the above schedule, except that vacation accrued during the first twelve (12) months of continuous service shall not be credited as earned vacation until and unless the employee completes the first twelve (12) months of continuous service.

An employee shall be compensated for accrued vacation leave upon termination; employees who resign or are discharged during their probationary period shall not be entitled to compensation.

**12. Holidays – (Classified Staff)**

Employees will be granted the following holidays (days off with pay) provided that they are in “paid” status on both the last work day before, and the first work day following the holiday, as follows:

**A.** Employees that are within Grades D through I (excluding ESP/Hearing Interpreters) will receive the following holidays if they fall within their contracted work year:

- New Year’s Day
- Martin Luther King, Jr. Day
- Lincoln’s Birthday (or, in the alternative, Presidents’ Day)
- Casimir Pulaski Day
- Friday before Easter
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veterans’ Day
- Thanksgiving Day
- Day after Thanksgiving Day
- Christmas Day

**B.** Employees that are in the Grades of A, B, C, ESP/Hearing Interpreters, Computer Tech II, and Bus Drivers will receive the following three (3) holidays per year:

- Labor Day
- Christmas Day
- Memorial Day

**C.** If an employee is required to work on a holiday they will receive additional compensation for that day at their regular rate.

**13. Just Cause Dismissal**

No non-probationary classified employee shall be discharged without just cause. At the time such action is taken, written notice of the grounds forming the basis for disciplinary action will be delivered to the employee and the Association.

**14. Length of School Day (certified employees)**

The school day for certified employees will be 7.5 continuous hours per day. "Continuous" shall not be deemed to include athletic or extra duty activities. The school day for a certified employee may be scheduled to begin as early as 7:00 a.m. and end as late as 4:00 p.m. If the Board determines that a split schedule/shift

becomes necessary, the 7:00 a.m. to 4:00 p.m. range for the school day shall be without force and effect.

**15. Assignments**

Employees shall be notified of their tentative assignments for the following year by two (2) weeks prior to the last day of the school term.

**16. Vacancies (certified and classified employees)**

This Section is not subject to the grievance process.

All vacancy notices shall be filed in a binder in the District Office reception area, sent to the Association website master to be posted on the Association website, and during the school term sent to building representatives to be posted in the buildings. The Superintendent or designee shall provide the following information, if applicable, to the Association website master:

- A. Type of work
- B. Location of work
- C. Starting date
- D. Rate of pay
- E. Hours to be worked
- F. Classification
- G. Minimum requirements
- H. Application Closing Date

**17. Labor Management Committee**

A committee of Superintendent, Board member, GKEA President and GKEA member will meet monthly to discuss matters of mutual concern.

**18. Cancellation Pay**

In the event an extra curricular trip is canceled and the bus driver has reported to work, the driver will receive one (1) hour pay. When weekend trips are canceled with less than six (6) hours notice, two (2) hours pay will be paid to the bus driver. Any bus driver required to attend a refresher course will be paid at his/her hourly pay rate.

**19. Commercial Drivers License**

The Board of Education will pay for one commercial drivers license test. If the test is to be taken yearly, the Board shall pay for the test yearly, once for each driver.

## **20. Outsourcing**

The Board will notify the Association no less than thirty (30) days before soliciting bids for bargaining unit work. A bid packet will be provided to the Association when made available to bidders.

## **Miscellaneous Working Condition Topics**

- 21.** Classes of support certified staff (e.g.-special education, specials, etc.) shall not be canceled in order for that teacher to serve in the capacity of a substitute teacher, except in cases of extreme emergency when a reasonable effort has been made to secure a substitute teacher.
- 22.** The Board will have placed in each classified employee's job description the supervisor or supervisors to whom that individual will report. In addition the Board shall provide to the employee a copy of their job description, which will include the number of days or months and the anticipated number of hours worked by the first day of each school year or first day of employment, and whenever there is a change in the job description. Copies of all Board-approved job descriptions of employees covered by this Agreement shall be given to the Association President.
- 23.** The Administration shall provide a reasonable length of time for the Association President or his/her designee to present Association business at a General Institute if such an Institute is held.
- 24.** The employer will allow the Association to use District facilities for committee, and general or building employee meetings, outside of school attendance hours provided the Association receives pre-approval and that the meeting does not interfere with extra-curricular and other instructional meetings. The Association agrees to pay for any damage, other than reasonable wear and tear, and for any extraordinary expenses associated with such a meeting.

In addition, the Association shall have the right to use equipment, according to past practice, that is not being used for instructional or other District purposes. The Association agrees to pay for any damage, other than reasonable wear and tear, and for any repair of such item damaged as well as a reasonable cost of all materials, supplies or operator (if necessary) incident to such use. No equipment shall be removed from the building and pre-approval shall be requested prior to usage.



## ARTICLE IX

### COMPENSATION AND BENEFITS

#### 1. **Employee Salary Statements**

A statement of salary and extra-curricular, and extra-duty salary, if applicable, shall be signed by the employee prior to the start of the school year.

#### 2. **Compensation for Extra-curricular Positions**

Employees compensated for extra-curricular duties which are associated with a season shall receive a lump sum payment payable on the below-listed pay dates which follow the conclusion of the season and/or event, provided the Principal and/or Athletic Director verifies in writing that all necessary paperwork, fundraising forms and funds, and reasonable effort has been made to get all equipment turned in and approves payment to the payroll office.

November 10, March 10, June 10

For employees who are responsible for extra-curricular duties that span the entire school year, those employees may choose to receive the stipend at the end of the school year or in three payments spread throughout the school year on the payroll dates listed above. The final payment will be paid as described above (i.e. the payment will be made after the Principal and/or Athletic Director verifies in writing that all necessary paperwork, fundraising forms and funds, and reasonable effort has been made to get all equipment turned in and approves payment to the payroll office).

#### 3. **Compensation for Tutors-(Certified Staff)**

Rate of pay for tutoring home or hospital-bound, physically challenged, mentally impaired, or behavior disordered/emotionally disturbed children, by any regularly employed certified personnel shall be at the rate of \$30.00 per hour.

#### 4. **Credit for Experience Outside the System**

At the time of hire, credit for prior experience outside the district for both certified and classified staff may be evaluated and assigned at the discretion of the Superintendent.

#### 5. **Credit for Approved Educational Hours-(Certified Staff)**

All hours to count on the Salary Schedules must be approved by the Superintendent. Such approval must be given prior to course enrollment.

## **6. Horizontal Movement on the Salary Schedule-(Certified Staff)**

The Board will provide teachers with horizontal advancement on the Salary Schedule beyond the BA degree only for course work hours earned following the completion of the BA degree. The Board will provide teachers with horizontal advancement on the Salary Schedule beyond the MA degree only for course work hours earned following the completion of the MA degree. Course work hours earned prior to the completion of a degree shall not be considered for horizontal advancement on the Salary Schedule following the completion of the degrees. Teachers who attain a Master Teacher Certification (NBC) while in any BA lane will move to the MA/0 lane. Teachers who attain a Master Teacher Certification while in any MA lane will move to the 2MA lane.

Provided all necessary approvals have been signed by the Superintendent and appropriate verification paperwork has been completed and turned in, a certified employee who earns an advanced degree or National Board Certification (and is not on a retirement track, if one exists), in addition to moving to the appropriate lane as described in Article IX, Section 8. F. or in the subsequent school year as outlined in this agreement, will receive a one-time payment in the following amounts: for earning a Master's Degree- \$1,500; for earning a second Masters, a Doctorate, or NBC- \$2,500. Furthermore, while in pursuit of those advanced degrees and/or career enhancement education, upon achieving 16 credit hours past the current degree held, a certified employee, in addition to moving to the appropriate lane as outlined in this agreement, will receive a one-time payment of \$1,000. These payments will be made in the subsequent convenient payroll (though no more than two payrolls) following verification of the achievement earned. This provision expires upon the expiration of this contract on June 30, 2015.

## **7. Horizontal Movement for Educational Support Personnel (ESP)- (Classified Staff)**

- A. ESPs may qualify for horizontal lane advancement at the beginning of each school term by obtaining additional training and education in areas that relate to their position.
- B. All credit hours not provided by the District require approval by the Superintendent/ designee prior to beginning the course/training.
- C. Creditable coursework relates to approved credits beyond the minimum necessary for employment as an ESP. (i.e. – 30 hrs. or Paraprofessional Test).
- D. The following indicates minimum credit obtained to achieve horizontal movement on the Classified Salary Schedule:
  - Category A: (ESP I) Passing score on the State Paraprofessional Test or 30 college credit hours.
  - Category B: (ESP II) Associate Degree, or 60 college credit hours or equivalent district credit.
  - Category C: (ESP III) Bachelor’s Degree, or 120 college credit hours or equivalent district credit.
- E. Equivalent district credit may be given for horizontal movement on the Classified Salary Schedule at the following rate:
  - 7 hrs. of in-district training = 1 college credit hour
- F. District administrators will make an effort to provide training opportunities to ESP’s throughout the year that would enhance their job performance and possibly advance their position on the salary schedule. These training opportunities will be provided at the employee’s current rate of pay and may be held on early release days, institute days, school improvement days, over the summer, or on other days and times that are convenient.

## **8. Movement on the Salary Schedule-(Certified Staff)**

- A. Any full-time teacher actively employed for eighty (80) or more consecutive school days shall be entitled to move one step on the Salary Schedule in the following school year except as may be otherwise provided in this Section.
- B. Any part-time teacher actively employed the equivalent of eighty (80) or more full-time school days shall be entitled to move one step on the Salary Schedule in the following school year. For example, a teacher employed 4/7 time for an entire school year shall be deemed to have worked 105 days in that school year and shall be entitled to move one step on the Salary Schedule in the following school year.

- C. Any part-time teacher actively employed the equivalent of less than eighty (80) full-time school days in a given school year shall not be entitled to move one step on the Salary Schedule until the year following such time the teacher has worked eighty (80) or more full-time school days. For example, a teacher employed 2/7 time for an entire school year shall be deemed to have worked only 53 school days in that particular school year and shall not be entitled to move one step on the Salary Schedule in the next succeeding school year. However, that teacher shall be deemed at the end of the second school year to have worked 106 school days and shall at that time be entitled to move one step on the Salary Schedule in the next school year.
- D. Any teacher initially employed on a part-time basis prior to their employment as a full-time teacher shall be treated for salary step movement on the Salary Schedule on the basis of the past practice of the school district.
- E. A teacher who reaches the bottom step in his/her lane will remain at that step until he/she moves to the next lane. A teacher who is frozen in his/her lane will not make up step movement lost once he/she moves to the next lane.
- F. A teacher who earns an advanced degree (MA, CAS, PHD) or Master Teaching Certificate (NBC) by January 15 will be afforded lane movement on the Salary Schedule at the start of the second semester of the school year.

## **9. Movement on the Salary Schedules (Classified Staff)**

- A. Any full-time classified employee actively employed for eighty (80) or more consecutive school days shall be entitled to move one step on the Salary Schedule in the following school year.
- B. Any part-time classified employee actively employed the equivalent of eighty (80) or more full-time school days shall be entitled to move one step on the Salary Schedule in the following school year. For example, a classified employee employed 4/7 time for an entire school year shall be deemed to have worked 105 days in that school year and shall be entitled to move one step on the Salary Schedule in the following school year.
- C. Any part-time classified employee actively employed the equivalent of less than eighty (80) full-time school days in a given school year shall not be entitled to move one step on the Salary Schedule until the year following such time the classified employee has worked eighty (80) or more full-time school days. For example, a classified employee employed 2/7 time for an

entire school year shall be deemed to have worked only 53 school days in that particular school year and shall not be entitled to move one step on the Salary Schedule in the next succeeding school year. However, that classified employee shall be deemed at the end of the second school year to have worked 106 school days and shall at that time be entitled to move one step on the Salary Schedule in the next school year.

## **10. Salary Schedule (Classified Staff)**

### **A. Categories of Position**

1. Each classified position is placed within a category on the Classified Salary Schedule to determine the rate of pay for that specific position.
2. Specific benefits are also attached to positions within a category (e.g.- access to insurance, holidays, vacations, etc.).
3. All newly hired full time custodians will be hired in Grade C and will be moved to Grade D after the successful completion of the 60 day probationary period.

## **11. Compensation for Part-time Teachers**

Part-time teachers shall be compensated for the exact percentage of the work day to which they have been assigned.

## **12. Illinois Teachers' Retirement System**

From each teacher's salary reflected on the Salary Schedule or off-schedule, as may apply, the Board shall deduct and remit the required amount to the Illinois Teachers' Retirement System. To the extent permitted by law, it is the intention of the parties to qualify such deduction and payments to TRS as picked up and paid by the Board, on the teachers' behalf, as employer payments pursuant to Section 414(h) of the *Internal Revenue Code*. The Board does not warrant that the deduction made from teachers' salaries pursuant to this Section are excludable from teachers' gross wages.

## **13. Reimbursement for School Expenses and Mileage**

If it is necessary for any employee to use his/her own vehicle in pursuit of school business or duties, including changing schools at any time during the day, reimbursement shall be paid at the current I.R.S. rate. Travel from home to school or school to home shall not be included for reimbursement.

#### **14. Board Contribution to Hospital-Medical Insurance**

For each of the years of this Agreement, the Board shall pay eighty-three percent (83%) of the monthly cost of the single premium rate for hospital-medical insurance for each full-time teacher, twelve month custodian and full-time employees that are within Grades E through I on the classified salary schedule (excluding EST/Hearing Interpreter) until the employee's last work day; and said employees shall be responsible for the remaining cost of the premium. In no case shall reimbursement of this benefit exceed the cost of full family coverage, even in such cases where both members of a family are employed by the District.

This contribution is to be used exclusively for a Health and Major Medical Group Insurance Plan approved by the Board unless a teacher can show that he/she is already covered by a major medical plan.

The Board and the GKEA shall establish a joint committee to review the District's group health insurance plan and consider options to obtain alternative health insurance coverage at the lowest available premium cost. The Board and the GKEA shall each designate four (4) representatives to serve on the committee and shall each be responsible for the attendance and participation of their respective representatives. The committee will meet annually, with the first meeting occurring not later than November 15 of each school year. The committee's written recommendation, if any, shall be presented to the Board by March 1 of each school year.

The Board reserves the right to select insurance carriers, or elect self-insurance, and to determine the coverage and benefits for the District's insurance plan.

The Board shall allow access for such other full and part-time classified personnel to the Hospital and Medical coverage plan as may be agreed by the Board and the Association provided the employee pays the entire premium.

Effective September 1, 2003, only the following classified personnel may participate in the Board's Health and Major Medical Group Insurance Plan:

1. Classified personnel who were participating in the Board's Health and Major Medical Group Insurance Plan on August 31, 2003. Such classified personnel who withdraw from participation in the Plan shall not be permitted to re-enroll therein.
2. Classified personnel employed by the Board for whom the Board makes a contribution towards the monthly cost of the single premium.

**15. Salary Reduction Plan**

An employee who elects to participate in hospital-medical insurance coverage as per the terms and conditions of the group insurance plan and this Agreement on or before the first day of each school year may at that time elect that the Board remit for him/her during said school year to the insurance carrier a sum equal to the employee's share of the premium for the coverage elected. Said election shall be made on an annual basis. This provision is intended to constitute a salary reduction plan under Section 125 of the Internal Revenue Code and the Treasury Regulations promulgated thereunder.

The amount of gross wages due such employee in the form of salary shall be the sum specified on the salary schedule less the payment by the Board, paid in installments as otherwise provided herein, provided the Board shall deduct from said gross wages all sums as required by law or as authorized by the employee pursuant to this Agreement. The employee shall have no right or claim to the funds so remitted. Once the election is made as provided above, it may not be rescinded unless there is a change in family status or other circumstances as provided in Section 125 of the Internal Revenue Code and the Treasury Regulations promulgated thereunder.

The Board does not warrant that the deduction made in the amounts as listed on the compensation schedule by the Board for the employees as set forth above are deemed excludable from the employee's gross wages, and as such, the Association and each individual employee shall and do hereby indemnify and hold harmless the Board, its members, its agents, and its employees from any and all claims, demands, actions, complaints, suits, assessments or deficiencies or other liability by reason of the payments of insurance premiums pursuant to the provision of this section and the lack of tax withholding thereon.

**16. Pay Periods**

Pay periods shall occur for employees covered by this Agreement on the 10th and 25th of each month. Pay periods which fall on holidays or on vacation days shall be disbursed on the last day worked. All payroll checks will be paid via direct deposit for all current employees already paid by direct deposit and all new employees starting on or after July 1, 2012. Employees currently receiving their paycheck by mail may continue to do so until the expiration of this CBA, on June 30, 2015.

**17. Overtime Pay for Full Time Classified Employees**

Full time classified employees shall be paid at the rate of one and one half (1½) times their base hourly rate schedule for their classification, for hours worked over forty (40) hours in a work week.

## **18. Payroll Deductions**

### **A. Procedures for Membership Authorization**

Proper authorization for membership payroll deductions shall be the signature of the employee on an authorization form prepared by the Association and submitted to the Superintendent or his/her designee. Such authorization shall remain effective for one year.

### **B. Payment to the Association**

Authorizations submitted to the Superintendent or his/her designee by the 15th of any month shall become effective by the first pay period of the following month.

Such payroll deductions shall be equally deducted over the remaining pay periods and remitted to the Association within thirty (30) working days following each pay period.

## **19. Fair Share**

Employees covered by this Agreement who are not members of the Association shall, commencing 60 days after their employment, or 60 days after the effective date of this Agreement or ratification of this Agreement, whichever is later, pay a fair share fee to the Association, as determined by the Illinois Educational Labor Relations Board on an annual basis, for collective bargaining and contract administration services rendered by the Association as the exclusive representative of the employees covered by this Agreement. Such fair share fees shall be deducted by the Board from the earnings of non-members and remitted to the Association. The Association shall annually submit to the Board a list of the employees covered by the Agreement who are not members of the Association and an affidavit which specifies the amount of the fair share fee which is required of the members of the Association. Non-members who object to this fair share fee based upon bona fide religious tenets or teachings of a church or religious body shall pay an amount equal to such fair share fee to a non-religious charitable organization mutually agreed upon by the teacher and the Association and as established by the Illinois Educational Labor Relations Board and its subsequent rulings. If the affected non-member and the Association are unable to reach agreement on the organization, the organization shall be selected by the affected non-member from an approved list of charitable organizations established by the Illinois Educational Labor Relations Board and the payment shall be made to said organization. A notice will be posted on all available employee bulletin boards specifying the amount of fair share fee to be deducted, and advising that any non-member may object to the amount of the fee, and further describing the process for filing objections.



## **20. Hold Harmless**

The Association agrees to indemnify and hold the Board, its members, officers, agents and employees harmless from and against any and all claims, demands, actions, suits, orders, judgments or other forms of liability "monetary or otherwise" brought or issued against the Board and for all legal costs that may arise out of or by reason of any action taken or not taken by the Board for the purpose of complying with the above provisions of this Section or in reliance on any list, notice, certification, affidavit or assignment furnished under such provisions.

## **21. Retirement Incentive**

**This Retirement Incentive expires upon the expiration of this agreement, which is June 30, 2015.**

### **Retirement Incentive Program for Certified Staff**

- A.** Eligibility. To be eligible to participate in the Retirement Incentive Program, a teacher must meet all of the following criteria:
1. Must apply and be eligible for a retirement annuity within six (6) months of the last day of teaching for which retirement contributions were required (per P.A. 94-0004, amendments thereto, or TRS rules);
  2. Must have completed at least seven (7) consecutive years of full-time employment as a certified employee in District 424, including final year;
  3. Must have completed the years of creditable service and satisfied all other requirements of the Illinois Teachers' Retirement System necessary to receive a retirement annuity from TRS;
  5. Must retire by June 30, 2017 (e.g., for notice given by May 1, 2015);
  6. Must submit in writing an irrevocable statement of intent to retire under the Illinois Teachers' Retirement System to the Superintendent by May 1, 2015;

7. In reference to the current law regarding allowable increases in the last four years of employment without penalty: For the four years prior to the retirement year, the employee must not have received an increase in total creditable earnings in the any of last four (4) years of District employment that exceeds six percent (6%). If the law regarding the six percent (6%) increase would be amended, please see letter E below;
  
8. Must retire no later than the first TRS non-penalty retirement year.
  - a. Certified employees who are not currently on the retirement track and who are already past or are at the first TRS non-penalty retirement year as of June 30, 2012 and who otherwise meet the provisions of this section may elect to retire at the end of the 2012-13 school year. For the 2012-13 school year, employees selecting this option will receive a 6% increase in TRS creditable earnings over the 2011-12 total salary amount. The other provisions of this section will apply to any employee making this election. Furthermore, any employee accessing this section shall receive a post-retirement \$30,000 lump sum district longevity payment in January of the year following retirement (January, 2014). Any employee seeking to access this provision must provide irrevocable notice of intent to retire in writing to the Superintendent by December 15, 2012.

b. Certified employees who will become TRS-eligible to retire during the life of this contract (between the 2012-13 school year and the 2014-15 school year), who otherwise meet the provisions of this section, but would not be able to access a full four (4) years of retirement track increases because of this clause, may elect to join the retirement track starting in the **2012-13** school year. Those employees are subject to all provisions of this section, including retiring no later than the first TRS non-penalty retirement year. Employees who make this election will receive post-retirement longevity payment in the following amounts:

- **For those who retire at the end of the 2013-14 school year: \$28,000**
- **For those who retire at the end of the 2014-15 school year: \$25,000**
- **For those who retire at the end of the 2015-16 school year: \$20,000**

The district longevity payment will be made in a lump sum in January following the year of retirement. Any employee seeking to access this provision must provide irrevocable notice of intent to retire in writing to the Superintendent by **May 1, 2013**.

**B.** Limitation on Retirements under Modified ERO. At the discretion of the Board, the number of teachers under age 60 who may elect to participate in the TRS Modified Early Retirement Option may be limited to ten percent (10%) of the teachers under age 60 who are eligible for participation with the right to participate to be allocated among those applying on the basis of seniority in service to the District.

- C.** Teachers who are not currently (as of August 16, 2012) on a retirement track and who join as a participant in the full four-year *Retirement Incentive Program*, shall be entitled to the following benefits:
1. For each school year of the teacher's involvement in the *Retirement Incentive Program* until the teacher's retirement (maximum four years), the Board shall provide the teacher with an increase in total TRS creditable earnings over the previous school year of 6%, plus a post-retirement longevity payment, to be paid in January of the year following the retirement year, as described below:
    - a. For those certified employees who are eligible to participate in the Retirement Incentive for a full four (4) years, a post-retirement longevity payment of \$15,000 will be made in a lump sum in January following the year of retirement. Any employee seeking to access this provision must provide an irrevocable notice of intent to retire in writing to the Superintendent by May 1, 2013.
  2. A lump sum payment of \$50.00 per day, not to exceed a total amount of \$1,000.00, for unused accumulated sick leave days that are not used towards creditable service with TRS.
  3. In order for the annual increase to include an increase in creditable earnings not paid under the Salary Schedule (e.g. extra duty schedule), the Retirement Track teacher must continue to perform all of such duties for each of the years following the written notice of the election to participate. If the teacher does not continue to perform duties not compensated on the Salary Schedule, the amount paid to any employee for such duties in the previous school year will be deducted from the total creditable earnings for that year before the percentage increase is applied for the next year.
- D.** Notwithstanding any of the provisions of this Section, the Board shall not be required to (1) pay any benefit that would subject the Board to any additional payment to TRS under P.A. 94-0004, subsequent amendments to the Pension Code or TRS rules; or (2) pay any benefit if the employee has received an increase in TRS creditable earnings in excess of 6% for any school year used to calculate the teacher's TRS pension. Six percent (6%) is the current law regarding increases in the last four years without penalty. See letter E below should the law regarding this percentage change.

- E. In the event that there are further amendments to Pension Code or TRS Rules following the parties' agreement to this Section, either the Union or the Board may demand to bargain regarding the changes.
- F. The *Retirement Incentive Program* expires on the expiration date of this agreement, which is June 30, 2015. It does not carry forth into a subsequent agreement.

### **Retirement Incentive Program for Classified Staff**

- A. Eligibility. To be eligible to participate in the Retirement Incentive Program, a classified employee must meet all of the following criteria:
  - 1. Must be a full time employee as defined by Article I, Section 3 of this Agreement;
  - 2. Must have completed at least ten (10) consecutive years of full-time employment as a classified employee in District 424, including final year;
  - 3. Must have completed the years of creditable service and satisfied all other requirements of the IMRF System necessary to receive a retirement annuity from IMRF;
  - 4. Must retire by June 30, 2017 (e.g., for notice given by May 1, 2015);
  - 5. Must submit in writing an irrevocable statement of intent to retire under IMRF to the Superintendent by May 1, 2015.
- B. For each school year of the classified employee's involvement in the *Retirement Incentive Program* until the classified employee's retirement (maximum four years), the Board shall provide the classified employee with an increase in total IMRF creditable earnings over the previous school year of 6%, plus a post-retirement lump sum longevity payment of \$5,000, to be paid in January of the year following the retirement year.

- C.** Notwithstanding any of the provisions of this Section, the Board shall not be required to (1) pay any benefit that would subject the Board to any additional payment to IMRF under any current Illinois statute or subsequent amendments which would affect this provision; or (2) pay any benefit if the employee has received an increase in IMRF creditable earnings in excess of 6% for any school year used to calculate the classified employee's IMRF pension.
- D.** The Retirement Incentive Program expires on the expiration date of this agreement, which is June 30, 2015. It does not carry forth into a subsequent agreement.

**22. Unused Sick Leave - Classified**

A classified employee who has worked at least eight (8) years in District 424 and who retires from working for District 424 shall be entitled to \$25.00 per day for unused and uncompensated accumulated sick leave days.

**23. Internal Substitution**

**A. Certified Staff**

Any teacher who is required to substitute in another class during his/her preparation period shall be compensated at the rate of \$24.00 per hour (\$0.40 per minute) prorated to the minute.

Any employee who is not a teacher but is certified and who substitutes for a teacher or an ESP will be paid the substitute rate for a teacher or ESP, prorated to an hourly basis.

**B. Classified Staff**

If a classified staff member is required to substitute he/she will be paid the higher of the substitute rate or his/her regular rate.

## 24. Compensation, Extra Curricular and Athletic Schedules

- A. Compensation, Extra Curricular and Athletic Schedules are appended hereto. For the Extra Curricular and Athletic Schedules, the percentages listed will be multiplied by the “base” cell of the Certified Salary Schedule. The “base” cell is the one in the upper left hand corner of the salary schedule matrix (e.g. the BA Lane, Step 1).
- B. In 2012-13, all employee salaries remain the same as in 2011-12. However, ALL Association employees who are employed on August 15, 2012 and who complete a full school year of employment will receive a one-time payment, which will not be added to the base salary amount for salary schedule placement in subsequent years, in the following amounts: **Certified- \$700; Classified- \$500**. Credits and degrees achieved in 2011-12 for lane movement purposes will be honored with lateral movement (e.g. move lane- same step) for 2012-13. In addition, any certified employee who earns college hours or earns an advanced degree during the 2012-13 school year will have that lane and step amount used for placement as described below.
- C. In 2013-14 and 2014-15, the attached salary schedules (includes both certified schedules and classified schedules) will apply. The following are particulars about the use of these schedules:
- a. In 2013-14, employees will be appropriately placed on the Certified Salary schedule. Certified employees will receive a minimum base salary increase of \$650, which will be added to the 2012-13 base salary. Certified employees will be placed by the PEAC Committee (PEAC) on the schedule in the appropriate lane and on the step which exceeds a total increase of \$650 from the 2012-13 base salary.
  - b. The PEAC will work to appropriately place all certified employees according to the parameters set forth in this section.
  - c. In the event the \$650 increase cannot be achieved by placement on the schedule, then the certified employee will be placed on a supplemental schedule. See those schedules and below in this document for specific information related to these supplemental schedules.

- d. Certified employees who were off schedule in 2011-12 will also be placed on the supplemental schedule.
- e. All supplemental schedules are locked; meaning that no employees who are placed on the regular schedule will join these supplemental schedules. Certified employees placed on a supplemental schedule will receive the 2011-12 salary in all subsequent years until such time as they can be placed on the regular schedule. However, certified employees placed on a supplemental schedule are eligible to receive: in 2012-13- the \$700 payment as described in (B) above; and, in 2014-15- a payment of \$500, which will not be added to the base salary amount for salary schedule placement in subsequent years, if the certified employee's salary is still on the supplemental schedule (e.g. has not been moved to the regular schedule).
- f. For the 2013-14 school year, classified employees will be placed on the Classified Salary Schedule in the appropriate lane and step by the Classified Schedule Committee, which shall be comprised of an equal number of GKEA representatives and District Administration.
- g. All classified employees who fit on the schedule will be placed so that the employee will receive a minimum hourly increase of \$.25. In the event the \$0.25 increase cannot be achieved by placement on the schedule, a Classified Supplemental Schedule will be created. As described in (e) above, all supplemental schedules are locked; meaning that no employees who are placed on the regular schedule will join these supplemental schedules. Classified employees with an hourly rate that must be placed on a supplemental schedule will receive the 2011-12 rate of pay in all subsequent years until such time as that hourly rate, as stated on the individual employee's 2011-12 Salary Statement, can be placed on the regular schedule. However, classified employees placed on a supplemental schedule are eligible in 2012-13 to receive the \$500 payment as described above. In order for this provision to be valid, the classified employee must continue to perform all duties and responsibilities as that employee performed in the 2011-12 school year.



- h. The rate for “types” of driving (e.g. vocational education, special education, and shuttle driving) which are currently classified as being paid on a route basis will continue to be paid by the route at the 2011-12 rate throughout the duration of this contract. The hourly extra-curricular and extra-duty rate will also remain at \$16.57 per hour for the duration of this contract.
- i. The BASE increases on the salary schedules are:
  - i. Certified staff: 2013-14= 2.5% and 2014-15= 2.75%
  - ii. Classified staff: 2013-14= 2.75% and 2014-15= 3%
    - 1. REMINDER: The above-mentioned increases are BASE increases- they apply to the BA Step 1 cell on the certified salary schedule and the Category A, Step 1 cell on the classified salary schedule. The total amount of increase for each individual employee will vary depending on that employee’s lane, step, or classification.
- j. Once the salary/rate for all certified and classified employees who are placed in 2013-14 on a supplemental schedule have been: 1) placed on the regular schedule; 2) retired from the district; or 3) otherwise severed service from the district, then all employees must be on either the regular schedule, if one exists, or on a retirement track schedule, if one exists. Current employees off schedule will remain on the supplemental schedule.

**25. Certified Staff Mentor Program**

The Board shall provide a mentor program for certified staff. The program shall be subject to the following:

- A. A full-time certified staff member who is new to District employment will be assigned a mentor, if available, for the first two (2) years of employment. A certified staff member who is assigned a mentor shall be compensated as follows for a year completed with a mentor:
  - 1. Payment of \$250.00 with the first paycheck after return to employment in the second year of service.
  - 2. Payment of \$250.00 with the first paycheck after return to employment in the third year of service.

3. Payment of \$500.00 with the first paycheck after return to employment in the fourth year of service.

The certified staff member must collaborate with a mentee for the full year in order to be compensated therefore.

- B. Mentors are subject to selection by and the approval of the Administration. An assignment as a mentor shall be for no less than two (2) years. A mentor shall not serve more than three (3) first-year mentees in any year. A certified staff member who serves as a mentor shall be compensated as follows for a year completed as a mentor:

1. Payment of \$1,000.00 with the first paycheck after return to employment in the second year of service.
2. Payment of \$1,000.00 with the first paycheck after return to employment after the second year of service. However, if the mentor retires after completion of the second year of assignment, the mentor shall receive payment of \$1,000.00 with his/her last paycheck.

The mentor must complete the full year of the assignment in order to be compensated therefore. A mentor will not receive more than \$1,000.00 per year for serving as a mentor.

## **26. ESP Compensation**

### **A. Extraordinary Work Duties**

An ESP whose regular assignment includes certain extraordinary work duties will be compensated by payment of an hourly rate differential of \$3.00 per hour of such assignment. An "extraordinary work duty" is defined as one that engages an ESP in the following activities with children whose regularly-displayed exceptional characteristics require: (1) lifting 40 pounds or more; (2) toileting; (3) diapering; (4) Administratively-approved related services requiring training and supervision by the school nurse; or (5) behavioral modification in cases of physical resistance (e.g., kicking, biting, hitting). Any ESP assigned Extraordinary Work Duties will receive the hourly rate differential for only those hours that he/she is performing the extraordinary duty measured in minimum increments of quarter hour intervals.

### **B. Bi-Lingual and In-School Suspension ESPs**

An ESP whose regular assignment includes duties as a bilingual ESP or an In-School Suspension ESP will be compensated at an hourly rate differential of \$1.00 per hour of such assignment. The ESP will receive the hourly rate differential for only those hours that he/she is performing the extraordinary duty.

## **27. Department Heads**

A stipend in the amount of \$1,000.00 will be paid to High School Department Heads that may be established by the Board in the following subject areas: English; Math; Science; and Social Studies.



<b>Retire Track</b>		<b>2013-14</b>	
B. Siksna			<b>6% Increase</b>
D. Schiller			
S. Bray		<b>As of September 26, 2012</b>	
T. Oestreicher			
C. Wiebenga			
S. Finney			
C. Reiser			
D. Ridder			
J. Sorensen			
C. Reed			
K. Factor			
R. Olle			
M. Billington			
N. Demings			
K. Deverell			
<b>2013-14</b>			
<b>Pre 2011-12 Off Schedule-Schedule</b>			
E. Weil	\$64,705		
M. Brown	\$65,532		
S. Hughes	\$64,329		
M. Leahy	\$68,301		
<b>2013-14</b>			
<b>BA New Off Schedule-Schedule</b>			
T. Anderson	\$45,217		
C. Hencken	\$45,217		
S. Fromi	\$48,076		
J. Fromi	\$48,076		
J. Olsen	\$48,076		
D. Johnson	\$46,574		
L. Beynon	\$49,410		

2014-15					
Increase Factor=	<b>1.0275</b>	<b>2.75%</b>			
	<b>BA</b>	<b>BA 16</b>	<b>MA</b>	<b>MA 16</b>	<b>2MA/PHD/ NBC</b>
Step Amt. →	<b>\$500</b>	<b>\$600</b>	<b>\$800</b>	<b>\$900</b>	<b>\$1,000</b>
1	<b>40428</b>	42428	45928	48928	52428
2	40928	43028	46728	49828	53428
3	41428	43628	47528	50728	54428
4	41928	44228	48328	51628	55428
5	42428	44828	49128	52528	56428
6	42928	45428	49928	53428	57428
7	43428	46028	50728	54328	58428
8	43928	46628	51528	55228	59428
9	44428	47228	52328	56128	60428
10	44928	47828	53128	57028	61428
11	45428	48428	53928	57928	62428
12	45928	49028	54728	58828	63428
13		49628	55528	59728	64428
14		50228	56328	60628	65428
15		50828	57128	61528	66428
16			57928	62428	67428
17			58728	63328	68428
18			59528	64228	69428
19			60328	65128	70428
20			61128	66028	71428
21			61928	66928	72428
22			62728	67828	73428
23			63528	68728	74428
24			64328	69628	75428
25			65128	70528	76428
	<b>Lane Increase</b>	<b>\$2,000</b>	<b>\$3,500</b>	<b>\$3,000</b>	<b>\$3,500</b>



# Classified Salary Category

<p><b><u>Grade A</u></b>  <b>ESP I</b>  <b>Cook I</b></p> <p><b><u>Grade B</u></b>  <b>ESP II</b>  <b>Lead Cook</b></p> <p><b><u>Grade C</u></b>  <b>ESP III</b>  <b>Custodian I</b>  <b>Secretary I</b></p> <ul style="list-style-type: none"> <li>• Part-time Middle School – Attendance Secretary</li> <li>• Part-time Athletic Secretary</li> </ul> <p><b><u>Grade D</u></b>  <b>Custodian II</b></p> <p><b><u>Grade E</u></b>  <b>Lead Custodian</b>  <b>Secretary II</b></p> <ul style="list-style-type: none"> <li>• Assistant Principal’s Secretary</li> <li>• Guidance Secretary</li> <li>• Transportation Coordinator</li> </ul> <p><b><u>Grade F</u></b>  <b>Secretary III</b></p> <ul style="list-style-type: none"> <li>• Principal’s Secretary</li> <li>• Admin. Asst. Student Services</li> <li>• Guidance/Athletic Secretary</li> </ul>	<p><b><u>Grade G</u></b>  <b>Hearing Interpreter</b>  <b>Maintenance Assistant</b></p> <p><b><u>Grade H</u></b>  <b>Computer Tech I</b></p> <p><b><u>Grade I</u></b>  <b>Head Custodian</b></p> <p><b><u>Grade J</u></b>  <b>Computer Tech II</b>  <b>Bus Driver</b></p>
---	--



## Classified Employee Salary Schedule

For 2012-13, employees remain at their 2011-12 hourly rate.

## Classified Employee Salary Matrix

Base Increase

2.75%

1.0275

2013-14

	A	B	C	D	E	F	G	H	I	J	Step Increase
1	<b>11.13</b>	11.78	12.48	13.23	13.98	14.93	16.08	17.03	18.03	19.83	
2	11.38	12.03	12.73	13.48	14.23	15.18	16.33	17.28	18.28	20.08	\$0.25
3	11.63	12.28	12.98	13.73	14.48	15.43	16.58	17.53	18.53	20.33	\$0.25
4	11.88	12.53	13.23	13.98	14.73	15.68	16.83	17.78	18.78	20.58	\$0.25
5	12.13	12.78	13.48	14.23	14.98	15.93	17.08	18.03	19.03	20.83	\$0.25
6	12.38	13.03	13.73	14.48	15.23	16.18	17.33	18.28	19.28	21.08	\$0.25
7	12.63	13.28	13.98	14.73	15.48	16.43	17.58	18.53	19.53	21.33	\$0.25
8	12.88	13.53	14.23	14.98	15.73	16.68	17.83	18.78	19.78	21.58	\$0.25
9	13.13	13.78	14.48	15.23	15.98	16.93	18.08	19.03	20.03	21.83	\$0.25
10	13.43	14.08	14.78	15.53	16.28	17.23	18.38	19.33	20.33	22.13	\$0.30
11	13.73	14.38	15.08	15.83	16.58	17.53	18.68	19.63	20.63	22.43	\$0.30
12	14.03	14.68	15.38	16.13	16.88	17.83	18.98	19.93	20.93	22.73	\$0.30
13	14.33	14.98	15.68	16.43	17.18	18.13	19.28	20.23	21.23	23.03	\$0.30
14	14.63	15.28	15.98	16.73	17.48	18.43	19.58	20.53	21.53	23.33	\$0.30
15	14.93	15.58	16.28	17.03	17.78	18.73	19.88	20.83	21.83	23.63	\$0.30
16	15.23	15.88	16.58	17.33	18.08	19.03	20.18	21.13	22.13	23.93	\$0.30
17	15.53	16.18	16.88	17.63	18.38	19.33	20.48	21.43	22.43	24.23	\$0.30
18	15.83	16.48	17.18	17.93	18.68	19.63	20.78	21.73	22.73	24.53	\$0.30
19	16.13	16.78	17.48	18.23	18.98	19.93	21.08	22.03	23.03	24.83	\$0.30
20	16.53	17.18	17.88	18.63	19.38	20.33	21.48	22.43	23.43	25.23	\$0.40
21	16.93	17.58	18.28	19.03	19.78	20.73	21.88	22.83	23.83	25.63	\$0.40
22	17.33	17.98	18.68	19.43	20.18	21.13	22.28	23.23	24.23	26.03	\$0.40
23	17.73	18.38	19.08	19.83	20.58	21.53	22.68	23.63	24.63	26.43	\$0.40
24	18.13	18.78	19.48	20.23	20.98	21.93	23.08	24.03	25.03	26.83	\$0.40
25	18.53	19.18	19.88	20.63	21.38	22.33	23.48	24.43	25.43	27.23	\$0.40
<b>Lane Increase</b>		\$0.65	\$0.70	\$0.75	\$0.75	\$0.95	\$1.15	\$0.95	\$1.00	\$1.80	

## Classified Employee Salary Matrix

							Base Increase	3.00%	1.0300			
2014-15												
	A	B	C	D	E	F	G	H	I	J	Step Increase	
<b>1</b>	<b>11.46</b>	12.11	12.81	13.56	14.31	15.26	16.41	17.36	18.36	20.16		
<b>2</b>	11.71	12.36	13.06	13.81	14.56	15.51	16.66	17.61	18.61	20.41	<b>\$0.25</b>	
<b>3</b>	11.96	12.61	13.31	14.06	14.81	15.76	16.91	17.86	18.86	20.66	<b>\$0.25</b>	
<b>4</b>	12.21	12.86	13.56	14.31	15.06	16.01	17.16	18.11	19.11	20.91	<b>\$0.25</b>	
<b>5</b>	12.46	13.11	13.81	14.56	15.31	16.26	17.41	18.36	19.36	21.16	<b>\$0.25</b>	
<b>6</b>	12.71	13.36	14.06	14.81	15.56	16.51	17.66	18.61	19.61	21.41	<b>\$0.25</b>	
<b>7</b>	12.96	13.61	14.31	15.06	15.81	16.76	17.91	18.86	19.86	21.66	<b>\$0.25</b>	
<b>8</b>	13.21	13.86	14.56	15.31	16.06	17.01	18.16	19.11	20.11	21.91	<b>\$0.25</b>	
<b>9</b>	13.46	14.11	14.81	15.56	16.31	17.26	18.41	19.36	20.36	22.16	<b>\$0.25</b>	
<b>10</b>	13.76	14.41	15.11	15.86	16.61	17.56	18.71	19.66	20.66	22.46	<b>\$0.30</b>	
<b>11</b>	14.06	14.71	15.41	16.16	16.91	17.86	19.01	19.96	20.96	22.76	<b>\$0.30</b>	
<b>12</b>	14.36	15.01	15.71	16.46	17.21	18.16	19.31	20.26	21.26	23.06	<b>\$0.30</b>	
<b>13</b>	14.66	15.31	16.01	16.76	17.51	18.46	19.61	20.56	21.56	23.36	<b>\$0.30</b>	
<b>14</b>	14.96	15.61	16.31	17.06	17.81	18.76	19.91	20.86	21.86	23.66	<b>\$0.30</b>	
<b>15</b>	15.26	15.91	16.61	17.36	18.11	19.06	20.21	21.16	22.16	23.96	<b>\$0.30</b>	
<b>16</b>	15.56	16.21	16.91	17.66	18.41	19.36	20.51	21.46	22.46	24.26	<b>\$0.30</b>	
<b>17</b>	15.86	16.51	17.21	17.96	18.71	19.66	20.81	21.76	22.76	24.56	<b>\$0.30</b>	
<b>18</b>	16.16	16.81	17.51	18.26	19.01	19.96	21.11	22.06	23.06	24.86	<b>\$0.30</b>	
<b>19</b>	16.46	17.11	17.81	18.56	19.31	20.26	21.41	22.36	23.36	25.16	<b>\$0.30</b>	
<b>20</b>	16.86	17.51	18.21	18.96	19.71	20.66	21.81	22.76	23.76	25.56	<b>\$0.40</b>	
<b>21</b>	17.26	17.91	18.61	19.36	20.11	21.06	22.21	23.16	24.16	25.96	<b>\$0.40</b>	
<b>22</b>	17.66	18.31	19.01	19.76	20.51	21.46	22.61	23.56	24.56	26.36	<b>\$0.40</b>	
<b>23</b>	18.06	18.71	19.41	20.16	20.91	21.86	23.01	23.96	24.96	26.76	<b>\$0.40</b>	
<b>24</b>	18.46	19.11	19.81	20.56	21.31	22.26	23.41	24.36	25.36	27.16	<b>\$0.40</b>	
<b>25</b>	18.86	19.51	20.21	20.96	21.71	22.66	23.81	24.76	25.76	27.56	<b>\$0.40</b>	
<b>Lane Increase</b>		\$0.65	\$0.70	\$0.75	\$0.75	\$0.95	\$1.15	\$0.95	\$1.00	\$1.80		

## Classified Supplemental Schedule

*This supplemental schedule is valid beginning in 2012-13 and continuing until the employee hourly rate as listed below fits on the Classified Salary Schedule, or as the employee transitions to a retirement schedule (if one exists) or otherwise severs service with the District. Other than the employees listed below, no new employees may join this supplemental schedule.*

*For the three (3) employees listed below who are paid by the route, if the employee chooses to change routes or if the route they drive in 2012-13 is eliminated, then that employee's rate of pay will become the Hourly Rate stated below.*

Candace Johnson	<b>Route Rate:</b>	\$37.14		Hourly Rate:	\$28.17
Carol Floit	<b>Route Rate:</b>	\$36.38		Hourly Rate:	\$27.64
Valerie Lee	<b>Route Rate:</b>	\$42.45		Hourly Rate:	\$31.72
Cam Fradkin				Hourly Rate:	\$28.21

Types of Driving Paid by the Route		Compensation Amount July 1, 2012 - June 30, 2015
Vocational Education		\$58.64 per route
Shuttle Driving		\$16.57 to drive both the AM & PM Shuttle
Special Education		Paid by Route as follows: <ul style="list-style-type: none"> <li>• Elgin \$87.44</li> <li>• Rockford \$87.44</li> <li>• Dundee \$87.44</li> <li>• DeKalb \$65.01</li> <li>• Bartlett \$109.85</li> <li>• Naperville \$123.29</li> </ul>

GENOA-KINGSTON CUSD #424  
ATHLETIC COMPENSATION SCHEDULE  
2012-2015

		2012-13 Base=	<b>\$38,386</b>	<b>\$38,386</b>
<b>SPORT</b>	<b>LEVEL</b>	<b>CATEGORY</b>	<b>% OF BASE 0-5 Years Experience</b>	<b>% OF BASE 6+ Years Experience</b>
Cheerleading	MS	A	3%	3.5%
Track Ass't Boys/Girls	MS	B	5%	6%
Volleyball Ass't	MS	B	5%	6%
Wrestling Ass't	MS	B	5%	6%
Football Ass't	MS	B	5%	6%
Cheerleading	HS	C	6%	7%
Track Head Boys/Girls	MS	C	6%	7%
Volleyball Head	MS	C	6%	7%
Wrestling Head	MS	C	6%	7%
Basketball Boys/Girls (7 <sup>th</sup> /8 <sup>th</sup> )	MS	D	6.5%	7.5%
Football Head	MS	D	6.5%	7.5%
Baseball Ass't	HS	E	7%	8%
Softball Ass't	HS	E	7%	8%
Track Ass't Boys/Girls	HS	E	7%	8%
Volleyball Ass't	HS	E	7%	8%
Soccer Ass't Boys/Girls	HS	E	7%	8%
Wrestling Ass't	HS	E	7%	8%
Golf Head (Boys/Girls)	HS	E	7%	8%
Basketball Ass't Boys/Girls	HS	F	9%	11%
Football Ass't	HS	F	9%	11%
Cross Country Head	HS	F	9%	11%
Baseball Head	HS	G	9.5%	12%
Softball Head	HS	G	9.5%	12%
Track Head Boys/Girls	HS	G	9.5%	12%
Volleyball Head	HS	G	9.5%	12%
Soccer Head Boys/Girls	HS	G	9.5%	12%
Wrestling Head	HS	G	9.5%	12%
Basketball Head Boys/Girls	HS	H	12.5%	15%
Football Head	HS	H	12.5%	15%

GENOA-KINGSTON CUSD #424  
EXTRA-CURRICULAR COMPENSATION SCHEDULE  
2012-2015

	2012-13 Base=	<b>\$38,386</b>
<b>ACTIVITY</b>	<b>CATEGORY</b>	<b>% OF BASE</b>
Chess Club	A	1.5%
Computer Club (MS)	A	1.5%
Debate/Drama (HS)	B	2%
Computer Club (HS)	B	2%
Marching Band Ass't (HS)	B	2%
Art Club	C	3%
Outdoor Club	C	3%
National Honor Society	C	3%
Senior Class Sponsor (2)	C	3%
Sophomore Class Sponsor (2)	C	3%
Freshman Class Sponsor (2)	C	3%
Foreign Language Club	C	3%
Website Advisor (HS)	C	3%
Academic Bowl Assistant	C	3%
FCCLA	C	3%
Impact Club (HS)	C	3%
Community Impact Club (MS)	D	4%
Debate/Drama Director (MS)	D	4%
Student Council (MS)	D	4%
Choir Director (HS)	D	4%
Building Club (HS)	D	4%
DCP/SAFE	D	4%
Drafting Club	D	4%
FFA	D	4%
WYSE (split if applicable)	D	4%
Yearbook - Newspaper	D	4%
Pit Orchestra Director	E	4.5%
Academic Bowl Head Coach	F	5%
Junior Class Sponsor (2)	F	5%
Dance Team / Pom Pom	G	6%
Musical Director	G	6%
Play Director	G	6%
Student Council (HS)	H	6.5%
Multiple Band, Choir, and Music Performances (MS)	I	8%
Multiple Band, Marching, and Music Performances (HS)	J	16%

**ARTICLE X**  
**TERMS OF AGREEMENT**

**1. No Strike**

During the term of this Agreement, the employees and the Association shall not participate in a strike in whole or in part. Strike means an employee's refusal in concerted action with others to report for duty, or his/her willful absence from his/her position, or his/her stoppage of work.

**2. Savings Clause**

Should any Article, Section, or clause of this Agreement be declared illegal by a court of competent jurisdiction, then that Article, Section, or clause shall be deleted from this agreement to the extent that it violates the law.

The remaining Articles, Sections, and clauses shall remain in full force and effect for the duration of this Agreement.

**3. Complete Understanding**

The terms and conditions set forth in this Agreement represent the full and complete understanding between the parties. The terms and conditions may be modified only through the written mutual consent of the parties. This Agreement supersedes and cancels all previous agreements, verbal or written, between the School District and the Association and constitutes the entire Agreement between the parties.

**4. Management Rights**

The Board shall not be required to bargain over inherent managerial policy, which shall include but is not limited to the following areas of discretion or policy, and, in addition, the Board, on its own behalf and on behalf of the electors of the District, hereby retains and reserves unto itself, without limitation, all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the laws and the Constitution of the State and of the United States, including, but without limiting the generality of the foregoing, the right to:

- A.** The legal, operational, geographical, and organizational structure of the District, including the chain of command, division of authority, organizational divisions and subdivisions, external and internal boundaries of all kinds, and advisory commissions and committees;
- B.** The maintenance of efficiency in governmental operations;
- C.** All services to be rendered to the public and to the District personnel in support of services rendered to the public; the nature, methods, quality, quantity, and standards of service and the personnel, facilities, vendors, supplies, materials, vehicles, equipment, and tools to be used in connection with such services;

- D.** The financial structure of the District, including methods for raising revenue and the establishment and maintenance of the District's overall budget and budgetary allocations;
- E.** The acquisition, disposition, number, location, types, and utilization of all District properties, whether owned, leased, or otherwise controlled;
- F.** The lawful utilization of personnel not covered by this Agreement;
- G.** The job classifications and the content and qualification thereof;
- H.** The dates, times and hours of operation of District facilities, functions, activities, and operations, limited only by the terms of this Agreement;
- I.** Safety and security measures for students, the public, properties, facilities, vehicles, materials, supplies, and equipment, including the various rules and duties for all personnel with respect to such matters;
- J.** The determination of the curriculum, as well as educational policies, procedures, objectives, goals, and programs;
- K.** The executive management of the organization and administrative control of the District and its properties and facilities, and the activities of its employees during work hours;
- L.** Direct the work of its employees, determine the time and hours of operation and determine the kinds and levels of services to be provided and the methods and means of providing those services including entering into contracts with private vendors of services; and
- M.** Hire all employees, and, subject to the provisions of law, to determine their qualifications and the conditions for their continued employment, discipline, dismissal or demotion; and to promote, assign, and transfer all such employees.

The exercise of the foregoing powers, rights, authority, duties and responsibilities by the Board, in adoption of policies, rules, regulations and practices in furtherance thereof, and the use of judgment and discretion in connection therewith shall be limited only by the specific and express terms of this Agreement and then only to the extent such specific and express terms hereof are in conformance with the Constitution and laws of the State of Illinois and the Constitution and the laws of the United States.

The District retains its right to amend, modify or rescind policies and practices referred to in this Agreement in case of an emergency.

**5. Duration**

This Agreement shall be effective July 1, 2012, and shall remain in effect until June 30, 2015.

In Witness Whereof:

For the Genoa-Kingston  
Association

  
\_\_\_\_\_

President

Secretary

  
\_\_\_\_\_

Negotiation Committee

\_\_\_\_\_  
Negotiation Committee

\_\_\_\_\_  
Negotiation Committee

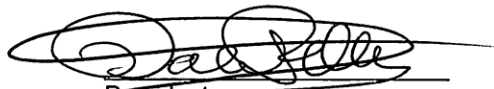
\_\_\_\_\_  
Negotiation Committee

\_\_\_\_\_  
Negotiation Committee

\_\_\_\_\_  
Negotiation Committee

Date: 9/27/12

For the Board of Education  
Genoa-Kingston #424

  
\_\_\_\_\_

President

  
\_\_\_\_\_

Secretary

Date: 09-25-12