

COLLECTIVE BARGAINING AGREEMENT

Between

**The Board of Education of
Community Unit School District No. 429**

and

The Hinckley-Big Rock Education Association

2016-2020

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ARTICLE I

Recognition

The Board of Education of Hinckley-Big Rock Community Unit School District #429, hereinafter referred to as the Board, recognizes the Hinckley-Big Rock Education Association, hereinafter referred to as the HBREA, as the exclusive bargaining representative for all certified classroom teachers, hereinafter referred to as teacher(s). Such representation shall exclude the Superintendent, and any supervisory personnel having the authority to employ, transfer, assign, promote, discipline, or discharge any teacher, or to effectively recommend the same.

ARTICLE II

Responsibilities and Rights

Section 1. Recognition

It is recognized that the Board has full authority and responsibility under the laws of the State of Illinois for the operation of the schools of the district. The Board and the HBREA recognize, understand, and agree that the Board cannot enter into any agreement that impairs the authority vested in the Board by law, and that the provisions of this agreement cannot conflict with the provisions of the Illinois School Code, or other pertinent statutes of the United States and of the State of Illinois. The HBREA recognizes that in the operation of its schools, the Board is guided by the regulations and criteria for approval, recognition and accrediting of schools promulgated by the Illinois State Board of Education, the State Superintendent of Education, the Superintendent of the Educational Service Region, and the Federal Education Agencies. The HBREA recognizes the Board's right to employ, discharge, grant contractual continued service to, assign, transfer, and promote all certified personnel.

Section 2. Good Faith Negotiations

The Board and the HBREA agree to participate in good faith negotiations between duly designated representatives. However, the obligation to negotiate in good faith does not compel either party to agree to a proposal or require the making of a concession.

Section 3. Scope of Negotiations

The Board and the HBREA agree that negotiations in good faith shall encompass only the following items:

1. Wages
2. Hours
3. Terms and conditions of employment
4. Grievance resolution procedure

Section 4. Authority to Bargain

Both parties agree that it is their mutual responsibility to confer upon their designated representative the necessary power and authority to make proposals, consider proposals, make counterproposals, in the course of negotiations, and to reach tentative agreements which shall be presented respectively to the Board and the HBREA for their action thereon.

Section 5. Right to Organize & Bargain Collectively

It shall be lawful for educational employees to organize, form, join or assist in employee organizations or engage in lawful concerted activities for the purpose of collective bargaining or other mutual aid and protection or bargain collectively through representatives of their own free choice.

Section 6. Bulletin Board Use

The Board agrees that a bulletin board shall be provided in each school building to be used exclusively by the HBREA.

Section 7. Inter-School Mail Service

The Board agrees that the district inter-school mail service shall be made available to the HBREA for communications to teachers.

Section 8. Building Use for Meetings

The Board agrees that the HBREA and its representatives shall have the right to use school buildings for meetings and to transact official HBREA business on school property at all reasonable times, provided that this does not interfere with or interrupt normal school operations. When special custodial service is required, the Board shall make its regular charge for this service.

Section 9. Association Representatives

Duly authorized representatives of the HBREA shall be permitted to transact all official HBREA business on school property at all reasonable times, provided that this does not interfere with or interrupt normal school operations. Upon entering a school during regular school hours, such representatives will present themselves to the building principal or his/her designated representative before proceeding with their business.

Section 10. Communication Between Parties

Both parties agree that communication between the Board and the HBREA shall be made through the Superintendent and the Chairperson of the HBREA or their designated representative(s).

ARTICLE III

Negotiations Procedures

Section 1. Commencement of Bargaining

By mutual agreement, the parties shall commence bargaining for a successor agreement after February 1. Collective bargaining between the School Board and the HBREA shall begin within 60 days of the receipt by a party of a written request to bargain issued by the other party.

Section 2. Information Sharing – Board

The Board shall furnish copies of any pertinent information as requested by the HBREA. A nominal fee may be charged for information provided to the HBREA.

Section 3. Information Sharing – HBREA

The HBREA shall furnish copies of any pertinent information as requested by the Board. A nominal fee may be charged for information provided to the Board.

Section 4. Tentative Agreements

During negotiations, items tentatively agreed upon will be dated and signed by the spokesperson for each committee, prior to the adjournment of the meeting at which such agreement was reached.

Section 5. Copy Preparation

After tentative agreement has been reached on all matters being negotiated, but prior to ratification by both parties, the Board and the HBREA shall have copies of the contract changes prepared within a period of twenty-one (21) calendar days. After a final agreement on the contract content between the Board and the HBREA, it shall be submitted for ratification by both parties.

Section 6. Negotiations Procedures

If the parties are unable to reach an agreement, the parties will comply with the procedures in the Illinois Educational Labor Relations Act (IELRA),

Section 7. Extension of Agreement During Negotiations

Either the Board or the HBREA may extend the duration of this agreement up to 45 calendar days while negotiations are in progress by written notification.

Section 8. Mediation Cost Sharing

Cost for mediators shall be shared by the Board and the HBREA.

Section 9. Strike by Education Employees

Education employees shall not engage in a strike except under the following conditions:

- A. They are represented by an exclusive bargaining representative;
- B. Mediation has been used without success;
- C. At least 10 days have elapsed after a notice of intent to strike has been given by the exclusive bargaining representative to the educational employer, the regional Superintendent, and the Illinois Educational Labor Relations Board;
- D. The Collective Bargaining Agreement between the educational employer and the educational employees, if any, has expired; and
- E. The employer and the exclusive bargaining representative have not mutually submitted the unresolved issues to arbitration.

ARTICLE IV

Association Rights

Section 1. Dues Deduction

The Board shall deduct from each HBREA member's pay the current dues of the HBREA provided the Board has received an authorization form.

- A. Pursuant to such authorization, the Board shall deduct one-tenth of such dues from the regular salary check of the HBREA member each month for 10 months, beginning in October and ending in July of each year.
- B. Such authorization forms shall be submitted to the Board 14 days prior to the October pay day.

Section 2. Address of New Teachers

Names and addresses of newly hired teachers shall be provided to the HBREA Chairperson prior to the commencement of the school term.

Section 3. Copies of Agreement

Within 30 days of ratification of the Agreement, the Board shall have copies of the Agreement prepared and delivered to the HBREA Chairperson for distribution to each teacher in the District.

Section 4. Release Time for Association

The Association shall have available eight (8) work days annually of aid leave to allow members to be released from employment responsibilities to attend professional meetings related to Association or District business. The Association President shall designate those members who will use such days without loss of pay or benefits.

The Board shall not reimburse those attending such meetings for any costs incurred. Likewise, the Association shall not be responsible for reimbursing the District for the costs of substitutes used to replace members attending such meetings. The Superintendent may approve the use of additional days, provided the Association will reimburse the Board for the cost of substitute(s) used to cover any such additional days.

Notification of the days to be used and members who will be absent will be provided by the Association President to the effected building principal at least five (5) working days prior to the anticipated absence(s).

Section 5. Fair Share

Grandfathered Fair Share

Each teacher on or before thirty (30) days from the date of commencement of duties or the effective date of this Agreement, whichever is later, shall either join the Association, or shall pay a fair share fee to the Association according to the Association's applicable policies, the Rules and Regulations of the Illinois Educational Labor Relations Board, and applicable law. The amount of said fee shall be annually certified by the Association to the Board's business office no later than October 10.

In the event that a teacher does not pay his/her fair share fee directly to the Association, the Board shall deduct the fair share fee from the wages of the non-member for the balance of the school year, effective with the October payroll when member dues shall also be deducted.

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

The Association shall indemnify, save and hold the Board harmless against any and all claims, demands, suits, or other forms of liability that shall arise out of or by reason of any action taken or not taken by the Board for the purpose of complying with this Article or in reliance upon any list or notice furnished pursuant to this Article.

In the event any negotiating unit member commences a legal action against the Board in a court or administrative agency because of the Board's compliance with this Article, the Union and its affiliates agree to defend such action, at its own expense and through counsel of its own choice, provided:

1. The Board gives immediate notice of such action in writing to the Unions and permits the Union to intervene as a party; and
2. The Board gives full and complete cooperation to the Union and its counsel in securing and giving evidence, obtaining witnesses and making relevant information available at any stage, hearing, or argument of said legal action.

The Association agrees that in any action so defended, it will indemnify and hold harmless the employer from any liability of damages and costs imposed by a final judgment of the court of administrative agency as direct consequence of the Employer's compliance with this Article.

It is expressly understood that this save harmless provision will not apply to any claim, demand, suit or other form of liability which may arise as a result of any type of willful misconduct by the Board or the Board's imperfect execution of the obligations imposed upon it by this Article.

ARTICLE V

Professional Conditions of Employment

Section 1. Work Day

The work day for teachers shall be seven and three quarter (7.75) hours, provided that on days when the required PLC meeting is scheduled pursuant to Section 2, below, the teacher workday shall be eight (8) hours and five (5) minutes. For thirty (30) minutes after student dismissal, teachers will be available for professional activities including, but not limited to, planning and preparation time, tutoring, small group instruction, enrichment, parent and/or student consultation, homework assistance, student academic intervention, study hall monitoring, etc. The scheduling of these activities will be done through the collaborative process at the building level. The monitoring of implementation of these activities will be done by the District's Interest Based Communications Committee. Exceptions to these time periods shall be on Fridays, the last scheduled workday of any PLC meeting week, and days preceding a holiday or vacation period when teachers may leave five (5) minutes after student dismissal time.

Under the following circumstances, as long as the building principal has been notified by 1:00 P.M. (if the principal isn't in the building the secretary shall be notified in writing of the reason for leaving early by 1:00 P.M.), teachers may leave 5 minutes after student dismissal time for health appointments, parent-teachers conferences for their own children, extra-curricular supervision, and school business.

If any other situations should arise, the dismissal and arrival time should be left up to the discretion of the principal.

Each building principal shall determine the appropriate time that teachers are expected to be at their teaching stations prior to the beginning of class and following the dismissal of class. However, on the last scheduled workday of any PLC meeting workweek teachers will be allowed to arrive 20 minutes later than the normal, scheduled building teacher arrival time.

Beginning with the 2016-2017 school year, the teacher work year shall be extended by one (1) day to be used specifically for curriculum development, student interventions, and teacher collaboration. This additional day will be scheduled in proximity to a School Improvement Day. Each building is responsible to determine the scheduling and use of the additional day.

Section 2. Meetings

There will be one (1) Professional Learning Community meetings per week on Wednesdays, each lasting sixty (60) minutes.

Additionally, Administrators have the discretion to call up to two (2) meetings a month, which may extend beyond the contractual workday schedule.

Morning meetings will not begin more than 30 minutes before the start of the normal teacher workday. These morning meetings will not occur on a PLC Wednesday except in the case of an emergency. Afternoon meetings may not extend more than 30 minutes beyond the end of the normal teacher workday. In the event an emergency situation arises, additional meetings may be held.

Notification of any meeting that will extend beyond the contractual workday must be given at least one week in advance. Exception to this notification is for emergency situations only.

Section 3. Class Size

When a teacher has a concern about his/her class size or composition, the teacher is encouraged to call the problem to the attention of the building principal. The concern should be expressed in writing and may include possible solutions, which may include assignment of a teacher aide, additional planning or release time for teacher preparation, the provision of clerical assistance, student reassignment, balancing of grade level enrollments, etc. The building principal will schedule a meeting with the teacher and the HBREA building representative within five (5) school days of receipt of the written concern to discuss the situation and possible solutions.

In the event the situation is not satisfactorily resolved, the teacher may bring the concern to the Superintendent, who will schedule a meeting with the teacher and the Association President within five (5) school days of receipt of the teacher's written appeal to discuss the situation and possible solutions. If the matter is still unresolved, the teacher may bring the concern to the Board of Education, who will review the matter with the teacher and Association President at the next regularly scheduled Board meeting.

Section 4. Teacher Evaluation

The Board and Association will continue to collaborate to develop a teacher evaluation process consistent with the requirements of the Illinois School Code. Evaluations will be conducted pursuant to the Educator Appraisal Plan and the Student Growth Guidebook which are found on

the district website. A Joint Teacher and Administrator Evaluation Committee shall be formed to review the current evaluation plan and make recommendations, if any, for suggested changes. Working in an unpaid capacity, this Committee shall be made up of an equal number of teachers and administrators. One-half of the teachers shall be appointed by the Association President, and one-half shall be appointed by the Superintendent. This Committee shall annually review the evaluation program. Changes must be approved by the Board and the Association no later than July 1, annually.

Section 5. Feedback On District Effectiveness

The Association and the Administration shall develop an appropriate instrument to allow teacher feedback of a constructive nature to principals and other administrators relative to the effectiveness of the District in meeting the Board's mission statement and goals. The intent of this feedback is to improve the effectiveness of the District. The instrument will be reviewed and modified by the Interest-based Communication Committee as needed. Additionally, the feedback on the effectiveness of the District in meeting the Board's mission and goals will be discussed annually by the Interest-based Communication Committee.

The instrument will be provided by the Superintendent to all teachers no later than April 15. While teachers will be encouraged to participate in the feedback process, teacher participation in filling out the instrument will be voluntary. Each participating teacher will have ten (10) school days in which to complete the instrument. After review of the feedback, the Superintendent will provide the results to the Administrators involved for the purpose of self-evaluation and improvement.

Section 6. Graduate Courses for Salary Credit

Courses taken for credit for the purpose of horizontal advancement must be approved in advance by the Superintendent and the building principal. A grade of "B" or better must be received in a graduate class and a grade of "C" or better must be received in an undergraduate class in order to receive credit on the salary schedule.

The Board will reimburse teachers for pre-approved, successfully completed coursework at the rate of \$100.00 for each semester credit hour for the duration of this contract. The reimbursement rate shall be \$150 for each semester credit hour for the duration of this contract for teachers earning an endorsement as a reading or math specialist or a Master's Degree in an academic content area. Approval of the semester credit hour reimbursement of \$150 shall be based on the feasibility of the teacher's new degree having a direct impact on student learning opportunities including, but not limited to, dual credit. Reimbursement payments shall be made at the end of the first month of each school year. Reimbursement payments will also be provided to teachers who use tuition waivers provided by the District.

Salary schedule advancement will occur only when a full lane on the schedule has been completed. No increase in salary will be given for any partial lane movement.

To be eligible for tuition reimbursement and/or salary schedule advancement the teacher must submit to the Superintendent by June 1 all documents required for consideration. Evaluation of credit advancement on the salary schedule shall be made annually on September 1st.

In the event that a teacher is requested to and agrees to take additional course work by his/her Superintendent, the district shall pay the full tuition cost of the course and shall pay for textbooks and/or materials required for the course.

Section 7. In-District Professional Credits Earned for Salary Credit

Fifteen clock hours of Professional Credits earned by attending workshops, seminars, or courses, whether for undergraduate or graduate credit, if pre-approved by the Superintendent, will equal one (1) graduate credit and may be credited on behalf of the teacher for salary growth credit.

A maximum of 10 professional credits may be earned and credited on the salary schedule in the Bachelors degree columns. A maximum of ten (10) Professional Credits may be earned and credited on the salary schedule in the Masters degree columns within each five-year period.

Teachers electing to earn and apply Professional Credits to movement on the salary schedule waive their right to any salary stipends associated with the workshops, seminars, or courses otherwise provided by the District.

Attendance at professional growth activities during the workday during the regular school calendar year will not be eligible or counted toward Professional Credit on the salary schedule.

The Superintendent or his/her designee shall develop a form for application for Professional Credits toward salary schedule placement.

The District Office shall maintain records of all Professional Credits granted toward salary schedule placement.

Section 8. Re-certification

If, during the duration of this contract, state guidelines for re-certification allow districts to determine their own criteria for re-certification, a committee, within state guidelines and/or mandates, will be established. This committee will meet to bargain the criteria and the impact upon the teachers. These criteria will be ratified separately from this Agreement by both parties.

Section 9. Transfers

A. Notification of Assignments

Before a change in teacher assignment is made, a conference between the teacher and appropriate administration will be held. Involuntary assignments resulting in substantially different teaching situations from those currently held, will be designated by May 1 whenever possible. A substantially different teaching assignment shall mean a change in 1) elementary grade level, 2) major teaching

assignment and/or 3) building assignment.

B. Involuntary Reassignments

If, in the opinion of the administration, the involuntary reassignment of teachers becomes necessary, notice of transfer shall be given to the teacher to be transferred as soon as possible. The teacher who is to be transferred shall be given an opportunity to meet with the appropriate administration to review the reason occasioning such a transfer.

Section 10. Sick Leave Accumulation & Definition

Teachers shall receive annual sick leave based upon the number of accumulated sick days at the start of each school year and calculated as follows:

Number of Accumulated Sick Days	Annual Allocation
Less than 50	15 days
50 or more	18 days

Unused sick leave shall accumulate to 340 days, provided, however that teachers who accumulate 340 days and provide notice of intent to retire may accumulate 360 days prior to the actual retirement date.

Sick leave shall be interpreted to mean personal illness, quarantine at home, or serious illness or death in the immediate family or household, or birth, adoption or placement for adoption. Sick leave for birth is limited to 30 days, unless otherwise certified by a physician. Sick leave for adoption or placement for adoption is limited to 30 days. The immediate family, for purpose of this section, shall include spouse, partner in a legally recognized civil union, parents, or legal guardians, children, brothers, sisters, grandparents, grandchildren, parents-in-law, brothers-in-law, and sisters-in-law. Exceptions may be made at the discretion of the principal. A teacher must notify his/her supervisor as soon as possible when using sick leave. Sick leave pay shall be computed at one-one hundred eightieth (1/180) of gross pay per certified staff. For further clarification, see Appendix C.

Sick leave may be utilized for bereavement leave for immediate family or household and may be used for bereavement associated with loss of friends and associates for whom the teacher chooses to utilize sick leave.

When a teacher's unused sick leave has accumulated to 340 days, any new allocated days shall be utilized prior to the utilization of the 340 days. At no time shall an individual carry more than 340 accumulated days into the next school year.

Sick days may be used in increments of a one-quarter (1/4) day. A teacher's one-quarter (1/4) day increment shall be determined by the building in which they perform the majority of their primary work assignment. The teacher's lunch hour will not be used in calculation of their workday assignment, nor will it be counted as part of the one-quarter (1/4) day increment.

Section 11. Personal Leave

Teachers shall be allowed two personal leave days per school year without loss of pay. Personal leave is interpreted to mean any personal business that cannot be attended to on non-work time.

Personal leave may be granted to teachers under the following conditions:

1. Notification of leave must be given to the principal or his/her designee at least 24 hours prior to the leave;
2. Leave days are limited to one teacher per building per week (Monday through Friday);
3. Leave may not be taken the day preceding or following a holiday or school recess period;
4. Leave may not be taken during the first ten (10) or last ten (10) teacher work days of the school year; and
5. Leave requests will be considered and approved in the order in which they are received.

Teachers shall not be required to submit a reason for a personal day if they adhere to these five conditions.

Exceptions to these five conditions may be granted at the discretion of the Superintendent. For the Superintendent to consider an exception, a teacher shall submit a reason for the request.

Personal leave days may be used in increments of one-quarter ($\frac{1}{4}$) days. A teacher's one-quarter ($\frac{1}{4}$) day increment shall be determined by the building in which they perform the majority of their primary work assignment. The teacher's lunch hour will not be used in calculation of their workday assignment, nor will it be counted as part of the one-quarter ($\frac{1}{4}$) day increment.

If unused, the personal leave days shall be added to the accumulated sick leave. Alternatively, a teacher may elect to carry over one (1) day of unused personal leave into the next school year. Teachers may not accumulate and have more than one (1) day of personal leave added to their available personal leave days at the beginning of any school year.

Teachers may elect to utilize two (2) days of sick leave as a personal leave day, if they have utilized all other available personal leave days. This option is available to a teacher under the same employment conditions as all other personal leave days, with the additional requirement that the teacher must inform the principal of the reason for the personal leave day request.

Section 12. Sick Leave Bank

The Board of Education, in cooperation with the Association, shall establish a sick leave bank on a voluntary basis. The Association shall administer the bank and shall establish rules for the implementation of the bank. A copy of the established rules shall be on file in the District

Business Office. The Association shall provide to the District Business Office the names of participating members and the subsequent charges against the bank. The Association agrees to hold harmless the Board of Education for any claims, damages, or legal action initiated pursuant to this section.

Section 13. Insurance Payments

The Board shall provide, for the duration of this Agreement, monthly contributions for individual, individual plus spouse or child, and family hospitalization/major medical and life insurance coverage. The Board contribution shall be as follows:

Coverage Selected	Board Monthly Contribution
Individual	\$500
Individual + spouse or child	\$650
Family	\$700

For those teachers who choose to participate in the Health Savings Account (HSA) PPO Plan offered by the District, the Board monthly contribution for the duration of this Agreement shall be as follows:

HSA Coverage Selected	Board Monthly Contribution
Individual	100% of cost of single coverage
Individual + spouse or child	\$700
Family	\$800

In addition to the amounts listed above for HSA coverage contributions, for the duration of this Agreement the Board will contribute \$1,000 annually to the teacher’s health savings account. This amount will be adjusted annually by the Consumer Price Index amount used to calculate the “tax cap” amount limiting the Board’s annual property tax revenue increase under Illinois law.

Effective September 1, 2018, the only PPO Plan offered by the Board will be the noted HSA PPO Plan. At that time, the \$1,000 contribution will be prorated to coincide with the September 1 plan renewal date for those teachers newly-electing to participate in the HSA Plan.

Effective April 2017, all of the above Board insurance contributions (HMO, PPO, and HSA) for the duration of this Agreement, will be reduced to 95% of the listed contribution amount for those teachers who do not participate in the District’s wellness plan initiatives.

The cash option in the amount of \$85.00 per month in lieu of individual or family insurance coverage is available only to those teachers who elected the cash option in 2001-2002. At the start of each plan year teachers previously electing the cash option will be given an opportunity to enroll in the district insurance plan. Once a teacher elects to enroll in the district insurance plan, the cash option will never again be available to the teacher.

If the cost of individual insurance coverage increases more than 15% from any one plan year to the next, this Section (Section 13), and only this Section, shall be renegotiated.

Section 14. Complaints Against Teachers

A teacher shall be notified whenever a complaint has been lodged against the teacher leading to public Board action at a future Board meeting. The teacher shall also be notified of the person lodging the complaint.

Section 15. Reduction-In-Force

The reduction-in-force of tenured teachers will be conducted pursuant to the requirements of the *Illinois School Code*. In the event of a tie in the seniority calculation of affected teachers, the tie will be broken based upon the teachers' date of hire as determined by the relevant minutes of the meeting of the Board of Education, with the earlier date of hire controlling.

Section 16. Posting of Vacancies

If a vacancy occurs in any position, the notice of vacancy will be posted by the Administration by District email and on the District website for ten (10) work days before the vacancy is permanently filled.

All qualified internal applicants for the position shall receive an initial interview. Interviews beyond the initial interview will be determined by the Administration for select applicants only. The Administration reserves the right to deny a position or transfer to internal applicants. Both initial and subsequent interviews will occur within the larger interview pool of internal and external applicants.

ARTICLE VI

Salaries

Section 1. Pay Dates

- A. Pay day for all regular teaching salaries and all extra-curricular duty salaries shall be the 10th and the 25th of the month, unless:
 - 1. The 10th or 25th falls on a Saturday, in which event pay day shall be on the 9th or the 24th.
 - 2. The 10th or 25th falls on a Sunday, in which event payday shall be on the 8th or the 23rd.
- B. Paydays prior to a holiday period shall be on the last business day of the district.

- C. Summer paychecks, or pay stubs, shall be mailed by noon on the 9th or the 24th of each month unless:
 - 1. The 9th or the 24th falls on a Saturday or Sunday, in which event checks shall be mailed by noon on the 8th or the 23rd.
 - 2. A teacher notifies the Superintendent's office in writing that he/she prefers to pick up the check on the 10th or 25th, or have the check mailed directly to a bank.

Section 2. Salary

- A. Starting salaries for those new to teaching are set forth in the attached Starting Teachers Salary Schedule (Appendix A).

For the duration of this Agreement, each teacher will receive the salary percentage increase noted below:

Year	Percentage Increase Over Prior Year
2016-2017	3%
2017-2018	3%
2018-2019	3%
2019-2020	3%

- 1. District professional growth requirements are met by meeting state re-certification requirements. In the event that State of Illinois re-licensure requirements are eliminated or significantly lessened, Section 3 following shall become the professional growth requirements for teachers.
- 2. To achieve professional growth, a teacher:
 - a) without a masters degree must earn a minimum of three hours of professional growth credits every two years.
 - b) with a masters degree must earn a minimum of three hours of professional growth credits every four years.
- 3. Professional growth credits can be obtained by:
 - a) completion of three semester hours of graduate credit approved by the Superintendent.
 - b) completion and accumulation of three hours of District Professional Growth Credits acquired through participation in district sponsored inservice programs for which professional growth are offered. Development of district sponsored inservice programs will include

input from the committee designated by “c) 1” of this section.

- c) completion and accumulation of three hours of District Professional Growth Credits acquired in professional activities approved, in advance by the Superintendent.

Professional activities can include, but are not limited to:

- 1) service in a professional activity, designated by a committee of the HBREA and the Superintendent as being appropriate for acquisition of 1, 2, and/or 3 professional growth credits, subject to the final approval of the Board of Education;
 - 2) creation of a new course/program for the district;
 - 3) implementation of an original course/program;
 - 4) serving as a chairperson of an in-district curriculum development, staff development, or program improvement committee;
 - 5) serving as a presenter at a local, county, state, or national conference;
 - 6) serving as an officer and/or delegate to a state or national organization whose primary goal is the improvement of the instructional process or curricular materials to be made available for use within schools; and,
 - 7) serving as a representative to a state-wide committee promoting curriculum and staff improvement, sponsored or operating under the auspices of the Illinois State Board of Education.
- d) a verification document shall be submitted by the teacher to the Superintendent for certification that professional growth requirements have been completed.
4. Teachers who earn professional growth credits for BA+10 or +20, MA, or MA+10, +20, +30, +40 or +50 will receive a \$1,683 increase in addition to their percent pay increase as stated in Article VI, Section 2.A.

B. Coaching and Co-Curricular Activities

Pay for coaching and co-curricular activities is provided in Appendix B. These assignments are made on an annual basis. The Board reserves the right to annually determine which, if any, of these positions will be filled. Pay for these activities is determined by the teacher’s years of experience in the activity and the relevant

percentage of the District’s starting salary each year. These values are reflected below.

- C. Miscellaneous Stipends: 2016-2017 Rates
- 1. Athletic Director \$ 6,586.87
- 2. Vocational Director \$ 2,540.65
- 3. Driver’s Education \$ 23.42 (per hour)

Dollar values for each stipend shall be adjusted annually utilizing the Consumer Price Index utilized to calculate the tax cap under the Property Tax Extension Limitation Law for the prior year.

Section 3. Extra-Curricular Supervision

Extra-curricular activity supervision shall be paid at the rate listed per event.

2016-2017
\$ 46.70

The extra-curricular supervision per event stipend shall be adjusted annually utilizing the Consumer Price Index utilized to calculate the tax cap under the Property Tax Extension Limitation Law for the prior year.

Section 4. Substituting

Teachers who substitute for absent Teachers during scheduled preparation time shall be paid at the following rates:

	<u>2016-2017</u>
High School – per period	\$ 22.42
Middle School – per period	\$ 17.90
Elementary – per period	\$ 14.07

Dollar values shall be adjusted annually utilizing the Consumer Price Index utilized to calculate the tax cap under the Property Tax Extension Limitation Law for the prior year.

Section 5. Duty-Free Lunch

Teachers shall be granted duty-free lunch in accordance with the law. Every effort shall be made to set up a teacher’s schedule to provide a duty-free lunch period. When this cannot be done and a teacher has to involuntarily surrender his/her lunch period because of supervisory duties relating to or supervising of his/her students, said teacher shall be reimbursed at the rate of \$7.80 per lunch period. A teacher who is assigned to more than one building shall work with his/her principal to attempt to arrange a schedule so travel time does not infringe upon a lunch period.

Section 6. Curriculum Innovation

Teachers who develop and/or participate in a curriculum innovation cadre approved by the Superintendent shall be compensated at a rate of \$20 per hour. Cadre leaders shall be compensated at a rate of \$25 per hour.

Section 7. Committee Service

Teachers who serve on District-level committees, including curriculum, textbook and student discipline committees, shall be paid an annual stipend of \$115.00 for such service. The Superintendent may establish additional paid committees in collaboration with the Interest Based Communications Committee. The Superintendent, or designee, will publish in advance if participation on a particular committee is paid or unpaid.

Committees wholly or partly funded by state and/or federal funds may be excepted from this stipend provision.

Section 8. Extended Service Compensation

Teachers who, with approval of the building principal and the Superintendent, continue to serve in their primary assignment, prior to or beyond the approved school term, shall be paid per day at the rate of 1/185 of their current fiscal year salary. Teachers who work under provisions of special extended year contracts are excepted from provisions of this section.

Section 9. Retirement

A. Eligibility

There shall be available for the duration of this agreement a voluntary retirement program available to tenured teachers who meet all of the eligibility criteria:

1. Completed at least ten (10) consecutive or non-consecutive years of full-time service in the employ of School District 429 except as otherwise noted below;
2. Considered by the Illinois Teachers' Retirement ("TRS") to be age fifty-five (55) on the date of the teacher's retirement; and
3. Have filed for participation in the retirement program of the Illinois Teacher Retirement System ("TRS").
4. The Board and the Association agree that the District will not participate in the Early Retirement Option Program of the Illinois Teacher Retirement System.

B. District Plan

An eligible teacher, who submits an irrevocable written request to retire to the Superintendent by January 15 of any year of this Agreement shall receive the stipend provided below. In order to receive the stipend, the teacher's effective date of retirement must be no later than June 30, 2020.

An eligible teacher shall be paid an amount equal to \$500 for each year of full-time service in School District 429 prior to the effective date of retirement. The maximum total amount that will be paid under this provision shall not exceed \$10,000. Upon approval of participation, the teacher may elect to receive a portion of the stipend in each remaining year of employment sufficient to increase the teacher's base scheduled salary by up to six percent (6%) over the teacher's prior year's base scheduled salary. Any portion of the stipend not used to increase a teacher's base scheduled salary will be paid after the teacher has retired and received his or her final paycheck for regular earnings. Under no circumstances may any teacher participating in this plan receive a TRS creditable earnings increase in excess of six percent (6%) from one school year to the next.

The Board may limit the number of participants in this Plan, annually, to 30% of those who are eligible and elect to participate in this plan. In the event the Board imposes this cap, decisions regarding those eligible to retire will be based upon District seniority.

Section 10. Teacher Mentoring

The Board will establish a mentoring program for teachers who are new to the District. Each building will establish its own program.

Participation will be required of all teachers newly employed by the District. Each new teacher will be assigned a mentor by the principal from a list of tenured teachers who volunteer to participate.

Training will be provided by the District for participants in the mentoring program. Mentors will be paid \$250 per year for each new teacher assigned to the mentor.

Annually a District Mentoring Committee will review and evaluate implementation of the program and may make recommendations to the Board, Association and each building for program changes. This Committee will be composed of two (2) teachers and one (1) administrator from each building. Additionally each building is expected to review and evaluate its own program.

Section 11. Teacher Retirement System Contribution

The Board shall pick up and pay for each teacher 9.4% of the teacher's salary as defined by the Teachers' Retirement System to the Teachers' Retirement System of the State of Illinois to be

applied for the retirement account of such teacher. It is the intent of the parties by this Agreement to qualify these payments as employer payments under Section 414(h) of the Internal Revenue Code. The teachers have no right or claim to the fund so remitted except as the funds may subsequently become available upon retirement or resignation from the Teachers' Retirement System.

Any amounts due each teacher pursuant to this Agreement shall be payable to the teacher as salary in installments as otherwise provided herein, provided the Board shall deduct there from all monies as required by law or as authorized by the teacher pursuant to this Agreement, or as otherwise authorized by the Board. Such withholding shall include any and all additional amounts required to be paid to the Teachers' Retirement System for the account of such teacher.

The HBREA and each teacher will indemnify and hold harmless the Board of Education, its members, its agents, and its employees from any and all claims, demands, actions, complaints, suits or other liability by reason of a faithful payment of contributions to the Teachers' Retirement System pursuant to the provisions of this Section. No claim, demand, action, or suit shall be settled or compromised in any manner without the express written consent of both parties.

ARTICLE VII

Grievance Resolution Procedure

Section 1. Grievance Definition

A grievance shall mean only a complaint by a teacher or the Association that there has been an alleged violation, misrepresentation, or misapplication of the terms of this Agreement.

Section 2. Timeline for Filing Grievance

The grievance must be filed within 15 school days from the time of the occurrence of the event complained of or from the time when such event might reasonably have been ascertained to have occurred.

Section 3. Grievance Appeal Time Limits

Failure of the grievant to act on any grievance within the prescribed time limits will act as a bar to any further appeal and an administrator's failure to give a decision within the time limits shall permit the grievant to proceed to the next step.

Section 4. Grievance Steps

A. *Step One* –

An attempt shall be made to resolve any grievance in informal verbal discussion between complainant and his or her principal.

B. *Step Two* –

If the grievance cannot be resolved informally, the grievant shall file the grievance in writing and, at a mutually agreeable time, discuss the matter with the principal. The written grievance shall state the nature of the grievance, shall note the specific clause or clauses of the Agreement alleged to have been violated, and shall state the remedy requested. The filing of the formal written grievance at the second step must be within 10 school days from the date of the occurrence of the event giving rise to the grievance. The principal shall make a decision on the grievance and communicate it in writing to the grievant and the Superintendent within 10 school days after the receipt of the grievance.

C. *Step Three* –

In the event a grievance has not been satisfactorily resolved at the second step, the grievant shall file, within 10 school days of the principal's written decision at the second step, a copy of the grievance with the Superintendent. Within 10 school days after such written grievance is filed, the aggrieved and the Superintendent or designee shall meet to resolve the grievance. The Superintendent or designee shall file an answer within 10 school days of the third step grievance meeting and communicate it in writing to the grievant and the principal.

D. *Step Four* –

If the grievance is not resolved satisfactorily at the third step, the grievant shall file, within 10 school days of the Superintendent's written decision at the third step, a copy of the grievance with the Board President. Within 20 school days after such written grievance is filed, the aggrieved and the Board of Education shall meet to resolve the grievance. The Board President shall file an answer within 10 school days of the fourth step grievance meeting and communicate it in writing to the grievant and the Superintendent.

E. *Step Five* –

If the grievance is not resolved satisfactorily at the fourth step, there shall be available a fifth step, which includes the use of binding arbitration. The HBREA may submit, in writing to the Superintendent, within 30 school days from receipt of the step four answer, a request to enter into such arbitration on behalf of the grievant. The arbitration proceeding shall be conducted by an arbitrator to be selected by the Board or its designee and the HBREA within 10 school days after said notice is given. If no agreement is reached in the selection of an arbitrator within 10 days, an arbitrator shall be selected from the list provided by the American Arbitration Association (AAA) according to AAA selection guidelines.

The Board and the HBREA may agree, within the same 10 school day period to select a panel comprised of three members. One member will be selected by the

HBREA and one member will be selected by the Board. These two members will jointly agree upon the third member who will chair the committee. The committee will be allowed 20 school days to conduct hearings and other business and to submit a written decision to the HBREA and to the Board.

Section 5. Shared Cost Arbitration

Each party shall bear the full cost of its representation in the arbitration. The cost of the AAA arbitrator shall be shared by both parties.

Section 6. Arbitrator's Authority

The arbitrator shall not amend, modify, nullify, ignore or add to the provisions of this agreement. His authority shall be strictly limited to deciding only the issue or issues presented to him in writing by the Board or HBREA and his decision must be based solely and only upon his interpretation of the meaning or application of the express relevant language of this Agreement.

Section 7. Filing Outside the Grievance Procedure

If the HBREA or teacher files any claim or complaint in any other forum other than under the grievance of this Agreement, the Board shall not be required to process the same claim or set of facts through the grievance procedure.

ARTICLE VIII

Effect of Agreement

This Agreement shall be effective as of the first day of the 2016-2017 school year and shall continue in effect until the first day of the 2020-2021 school year provided that the Board and the Association convene in the event the District experiences in 2018-2019 or 2019-2020 a reduction in revenue as a result of legislation or action which:

- 1) shifts the cost of the state contribution to the Teacher Retirement System to school districts; and/or
- 2) redistributes General State Aid or other state funding to create a reduction in state funding received by the District.

Under the above circumstances, the Board and the Association shall meet to discuss steps to be taken, if any, to deal with such revenue reduction.

ARTICLE IX

Validity

Section 1. Invalid/Illegal Agreements

If any section, paragraph, sentence, or clause of the Agreement is held invalid or unconstitutional, such decision shall not affect the remaining portion of this agreement, or any section or part thereof.

Section 2. Date of Adoption

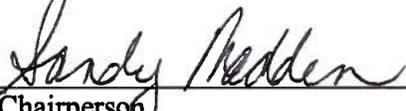
This Agreement is signed and adopted this 22nd day of June 2016.

In witness thereof:

For the Hinckley-Big Rock Education
Association



Chairperson



Chairperson



Secretary

For the Board of Education Hinckley-Big Rock
Community Unit School District #429



President



Secretary

Appendix A

Starting Salary Schedule

FY17	BA	BA+10	BA+20	MA	MA+10	MA+20	MA+30	MA+40	MA+50
Gross	\$ 33,500	\$ 35,183	\$ 36,866	\$ 38,549	\$ 40,232	\$ 41,915	\$ 43,598	\$ 45,281	\$ 46,964
With TRS	\$ 36,976	\$ 38,833	\$ 40,691	\$ 42,549	\$ 44,406	\$ 46,264	\$ 48,121	\$ 49,979	\$ 51,837

FY18	BA	BA+10	BA+20	MA	MA+10	MA+20	MA+30	MA+40	MA+50
Gross	\$ 34,000	\$ 35,683	\$ 37,366	\$ 39,049	\$ 40,732	\$ 42,415	\$ 44,098	\$ 45,781	\$ 47,464
With TRS	\$ 37,528	\$ 39,385	\$ 41,243	\$ 43,100	\$ 44,958	\$ 46,816	\$ 48,673	\$ 50,531	\$ 52,389

FY19	BA	BA+10	BA+20	MA	MA+10	MA+20	MA+30	MA+40	MA+50
Gross	\$ 34,500	\$ 36,183	\$ 37,866	\$ 39,549	\$ 41,232	\$ 42,915	\$ 44,598	\$ 46,281	\$ 47,964
With TRS	\$ 38,079	\$ 39,937	\$ 41,795	\$ 43,652	\$ 45,510	\$ 47,368	\$ 49,225	\$ 51,083	\$ 52,940

FY20	BA	BA+10	BA+20	MA	MA+10	MA+20	MA+30	MA+40	MA+50
Gross	\$ 35,000	\$ 36,683	\$ 38,366	\$ 40,049	\$ 41,732	\$ 43,415	\$ 45,098	\$ 46,781	\$ 48,464
With TRS	\$ 38,631	\$ 40,489	\$ 42,347	\$ 44,204	\$ 46,062	\$ 47,919	\$ 49,777	\$ 51,635	\$ 53,492

3% raise each year for returning teachers

Appendix B

There are two types of co-curricular activities in our athletic offerings, those that are team based and those that are individual based. At HBR, team based athletic activities include:

- Soccer
- Volleyball
- Cheerleading
- Royalties
- Basketball
- Baseball
- *Softball

At HBR, individual based athletic activities include:

- * Cross Country
- * Golf
- Track

*HBR sponsored, but not funded sports.

It is the desire to offer situations for our students to participate and excel in their overall growth. Taking this into consideration, an additional coach to either assist at that level or to create another level for student participation, will be determined as follows:

- Team based athletic activities:
 - o The addition of a level is needed as a result of a sustainable number of participants for two consecutive years, with a projected sustainable number for the third year, which would result in their own schedule; and
 - o A sustainable number of participants will be a roster needed to compete plus two additional participants at each level; and
 - o In order to have an additional scheduled season, there must at least 10 scheduled games.
 - o All of the above must be met with a projected sustainable number for the third year in order to add an additional coach. An exception to this would be for HBRMS soccer, which will be based solely on the number of participants; with at least 25 participants warranting an additional coach for each season.
- Individual based athletic activities
 - o The addition of a level is needed as a result of a sustainable number of participants for two consecutive years, with a projected sustainable number for the third year, which would result in their own schedule; or
 - o A sustainable number of participants will be a roster greater than 30 for two consecutive years with a projected sustainable number for the third year.
 - o If an additional scheduled season is needed to create a boys and girls season, then there must at least 10 scheduled meets for each individual team.
- Reduction of coaching position
 - o A reduction of a coaching position would occur as a result non-sustainable numbers for two consecutive years, with a projected non-sustainable number for the third year. If the position is retained in the third year (due to a projected sustainable number), the fourth year must have an actual sustainable number or

- the position will be reduced.; or
- A reduction of a coaching position would occur as a result of not meeting the minimum 10 scheduled games/meets for two consecutive years. The position would not be filled in the third year.
 - If a reduction of a coaching position occurs, it may result in the loss of a level for a team sport.

With sports that are sponsored, but not funded by HBR CUSD #429, the corresponding association will provide final approval for any additions or reductions. A decision on any sport in which an intergovernmental cooperative agreement (IGA) is in place will be made utilizing the IGA in case of any conflict.

A. Sports and Co-Curricular Activities

Years in Activity/Position	Stipend
1-5 years	Base x %
6-10 years	Base x (% + 1%)
11-15 years	Base x (% + 1.5%)
16+ years	Base x (% + 2%)

Sports

HBRMS Coaching Stipends		
Sport Level	Head Coach Base Percentage	Assistant Coach Base Percentage
1	4.25%	3.00%
2	6.00%	4.20%
3	7.80%	6.00%

HBRMS Sports	1-5 years	6-10 years	11-15 years	16+ years
MS Cheerleading	4.25%	5.25%	5.75%	6.25%
MS 8th G Volleyball	6.00%	7.00%	7.50%	8.00%
MS 8th G Volleyball Asst.	4.20%	5.20%	5.70%	6.20%
MS 7th G Basketball	6.00%	7.00%	7.50%	8.00%
MS 7th G Basketball Asst.	4.20%	5.20%	5.70%	6.20%
MS 7th G Volleyball	6.00%	7.00%	7.50%	8.00%
MS 7th G Volleyball Asst.	4.20%	5.20%	5.70%	6.20%
MS 7th B Basketball	6.00%	7.00%	7.50%	8.00%
MS 7th B Basketball Asst.	4.20%	5.20%	5.70%	6.20%
MS Soccer	6.00%	7.00%	7.50%	8.00%
MS Soccer Asst.	4.20%	5.20%	5.70%	6.20%
MS 8th Boys Basketball	7.80%	8.80%	9.30%	9.80%
MS 8th Boys Basketball Asst.	6.00%	7.00%	7.50%	8.00%
MS 8th Girls Basketball	7.80%	8.80%	9.30%	9.80%

MS 8th Girls Basketball Asst.	6.00%	7.00%	7.50%	8.00%
MS Track	7.80%	8.80%	9.30%	9.80%
MS Track Asst.	6.00%	7.00%	7.50%	8.00%

HBRHS Coaching Stipends		
Sport Level	Coaches	Assistant Coaches
1	8.00%	5.00%
2	11.00%	7.00%
3	14.00%	10.00%

HBRHS Sports	1-5 years	6-10 years	11-15 years	16+ years
HS V Track	8.00%	9.00%	9.50%	10.00%
HS Track Asst.	5.00%	6.00%	6.50%	7.00%
HS Cheerleading	8.00%	9.00%	9.50%	10.00%
HS Cheerleading Asst.	5.00%	6.00%	6.50%	7.00%
HS Dance (Royalties)	8.00%	9.00%	9.50%	10.00%
HS Dance (Royalties) Asst.	5.00%	6.00%	6.50%	7.00%
HS V Baseball	11.00%	12.00%	12.50%	13.00%
HS Baseball Asst.	7.00%	8.00%	8.50%	9.00%
HS V Boys Soccer	11.00%	12.00%	12.50%	13.00%
HS Boys Soccer Asst.	7.00%	8.00%	8.50%	9.00%
HS V Girls Soccer	11.00%	12.00%	12.50%	13.00%
HS Girls Soccer Asst.	7.00%	8.00%	8.50%	9.00%
HS V Golf	11.00%	12.00%	12.50%	13.00%
HS Golf Asst.	7.00%	8.00%	8.50%	9.00%
HS V Softball	11.00%	12.00%	12.50%	13.00%
HS Softball Asst.	7.00%	8.00%	8.50%	9.00%
HS V Volleyball	11.00%	12.00%	12.50%	13.00%
HS Volleyball Asst.	7.00%	8.00%	8.50%	9.00%
HS V Boys Basketball	14.00%	15.00%	15.50%	16.00%
HS Boys Basketball Asst.	10.00%	11.00%	11.50%	12.00%
HS FS Boys Basketball	10.00%	11.00%	11.50%	12.00%
HS V Girls Basketball	14.00%	15.00%	15.50%	16.00%
HS Girls Basketball Asst.	10.00%	11.00%	11.50%	12.00%
HS FS Girls Basketball	10.00%	11.00%	11.50%	12.00%

Co-Curricular Activities

If it is the desire of two individuals to split a co-curricular activity, and they receive prior approval to do such, the pay will be calculated as follows:

- For each individual, take the number of years in the position to find the appropriate percentage of the base salary. Calculate the dollar amount and cut that amount in half.

- Example: Individual A, 12 years' experience as the MS Student Council Advisor, and Individual B, entering the first year of experience, are going to split this co-curricular position.
 - o Individual A stipend amount: 4.5% of base salary divided by 2
 - o Individual B stipend amount: 3% of base salary divided by 2

HBRES/MS Co-Curricular Activity Stipends	
Activity Level	Percentage
1	2.00%
2	2.50%
3	3.00%
Other	1.00%

HBRES/MS Co-Curricular	1-5 years	6-10 years	11-15 years	16+ years
MS Spelling Bee	1.00%	2.00%	2.50%	3.00%
MS Intramurals	2.00%	3.00%	3.50%	4.00%
MS Intramurals (B)	2.00%	3.00%	3.50%	4.00%
ES Year Book	2.50%	3.50%	4.00%	4.50%
ES Music	2.50%	3.50%	4.00%	4.50%
MS Yearbook	2.50%	3.50%	4.00%	4.50%
MS Outdoor Ed	2.50%	3.50%	4.00%	4.50%
ES Student Council	3.00%	4.00%	4.50%	5.00%
MS Student Council	3.00%	4.00%	4.50%	5.00%
MS Tech Club	3.00%	4.00%	4.50%	5.00%
MS Science Club	3.00%	4.00%	4.50%	5.00%
MS Band	3.00%	4.00%	4.50%	5.00%
MS Jazz Band	3.00%	4.00%	4.50%	5.00%

HBRHS Co-Curricular Activity Stipends	
Activity Level	Percentage
1	3.00%
2	4.25%
3	6.00%
4	7.00%
5	7.80%
Other	1.00%

HBRHS Co-Curricular	1-5 years	6-10 years	11-15 years	16+ years
WYSE	1.00%	2.00%	2.50%	3.00%
Sophomore Sponsor	3.00%	4.00%	4.50%	5.00%
FEA	3.00%	4.00%	4.50%	5.00%
Freshman Sponsor	3.00%	4.00%	4.50%	5.00%
Spanish Club	3.00%	4.00%	4.50%	5.00%

Art Club	3.00%	4.00%	4.50%	5.00%
NHS	4.25%	5.25%	5.75%	6.25%
Academic Bowl	4.25%	5.25%	5.75%	6.25%
HS Band	4.25%	5.25%	5.75%	6.25%
Jazz Band	4.25%	5.25%	5.75%	6.25%
Leadership Retreat	4.25%	5.25%	5.75%	6.25%
Jr Class Sponsor	6.00%	7.00%	7.50%	8.00%
Senior Sponsor	6.00%	7.00%	7.50%	8.00%
FFA	7.00%	8.00%	8.50%	9.00%
Yearbook	7.80%	8.80%	9.30%	9.80%
St Council/Leadership	7.80%	8.80%	9.30%	9.80%

Co-Curricular Committee

The Board and the Association agree to create an on-going Co-Curricular Committee for the following purposes:

1. Develop, review and revise, as needed, job descriptions for all extra-curricular positions; and
2. Review and recommend, if necessary, the “value” of each extra-curricular position; and
3. Develop a process for :
 - a. Petitioning for the addition of new positions
 - b. Petitioning for the review of position “values”
 - c. Deleting or modifying positions
 - d. Making recommendations to the Board for all of the above tasks
4. Make recommendations to the Superintendent regarding minimum staffing levels for each position; and
5. Recommend a depiction of the extra-curricular schedule for inclusion in the collective bargaining agreement.

This Committee shall be made up of 3 teachers (one from each organizational level: elementary, middle, and high school), the District Athletic Director, and either one Board member or the Superintendent. Additional resource persons may be added as the Committee deems necessary.

In the year preceding formal contract negotiations, Committee recommendations will be made to the negotiating teams for consideration prior to the commencement of negotiations. In all other years, Committee recommendations will be made to the Board of Education when the Committee is prepared to do so.

Appendix C

Short Term and Child-Rearing Leave Options

	Sick Leave	Family/Medical Leave Act	Child-Rearing Leave
Eligibility	All teachers	All teachers employed at least one year	Teachers with at least one year of continuous employment
Maximum Length	Length of Illinois or until permitted to return to work or until sick leave is exhausted May be used in addition to or concurrently with FMLA.	12 Weeks During Any 12-month Rolling Period May be used in addition to or concurrently with sick leave.	Not to exceed the remainder of school year plus one additional school year (but in no event shall the leave exceed three semesters)
Application Date	As soon as need for sick leave is known	Foreseeable: As soon as need for leave is known – notice is required no later than 60 days prior to date leave is to begin Unforeseeable: As soon as practical after leave begins	If possible, the leave request shall be given in writing to the Superintendent no later than 90 days before the requested leave’s beginning date. The teacher shall include the proposed leave dates
Return to Work	When sick leave exhausted or need for leave is removed	Notify district in writing of intent to return 30 days prior to end of leave	The leave shall end before a new school year begins or before the first day of school after winter recess A teacher desiring to return before the leave’s expiration will be assigned to an available vacancy for which the teacher is qualified, subject to scheduling efficiency and instruction continuity

Insurance	Premiums paid as though teacher was working	Premiums paid as though teacher was working	Subject to the insurance carrier's approval, a teacher may maintain insurance benefits at his/her own expense during the leave
Salary	Paid	Paid if teacher elects to use sick leave available and leave would qualify for use of sick leave Otherwise, unpaid	The leave shall be unpaid; however, a teacher may use paid sick days as provided in this policy

Introduction to Memoranda and Letters of Understanding

1. The attached memoranda are for informational purposes only. They are clearly not part of the Agreement between the parties, but merely serve to provide a common understanding of part of the history of the collective bargaining process between the parties.
2. The attached memoranda of understanding were accomplished during negotiations, which led to the 2011-2013 Agreement, with the understanding that the memoranda would not be in the Agreement. However, the parties agreed to include the memoranda following the last official page of the Agreement only as a convenience to the HBREA and the Board, with the intent that these memoranda are not a part of the Agreement and as such, the substance of these memoranda are not subject to the contractual grievance process.
3. It is not the intent, nor is it the representation of the parties, that the attached memoranda represent each and all of the memoranda of understanding reached during the history of the relationship between the parties.

Professional Learning Committee Training

Both parties value the Professional Learning Committees (“PLCs”), and want to continue and enhance the success of the PLCs. The Board agrees to continue and enhance PLC training for staff, with a focus on training for probationary teachers.

Common Planning Time

During negotiations, the parties discussed the benefits of common planning time for grade level/department meetings. The parties agree that common planning time would be beneficial. The Superintendent will direct the building administrators to explore options for scheduling common planning time for grade level/department meetings.

Scheduling of Meetings

During negotiations, the parties discussed the amount of time teachers spend in meetings and the productivity of those meeting. Both parties want meetings to be efficient and productive. Both parties are interested in exploring the option of designating a block of time for meetings without reducing the amount of student contact time each week.

The District maintains an Interest Based Communications Committee (“IBCC”). The IBCC will explore options for scheduling meetings during the workday, without reducing student contact time, through a modified schedule (e.g., occasional late arrival/early dismissal and an extended student day the remainder student attendance days, or four (4) day student school week with extended student days reserving the fifth weekday for meetings, etc.).

Elementary Planning Time

In addition to other scheduled planning time, elementary school teachers shall have daily planning time between 8:15 am and 8:30 am.