

Negotiated Contract

Between

Board of Education

Community Unit School District No. 5
McLean and Woodford Counties, Illinois

And

Unit Five Education Association

Language and Compensation For
2016-2017, 2017-2018



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ARTICLE I: RECOGNITION

1.1

The Board of Education hereinafter referred to as the "Board" of Community Unit School District No. 5, McLean and Woodford Counties, Illinois, hereinafter referred to as the "District" recognizes the Unit Five Education Association-IEA/NEA, hereinafter referred to as the "Association," as the exclusive bargaining representative for all regularly employed certificated personnel, except central office administrators, principals, associate principals, assistant principals, directors of athletics, director of technology/media services, director of elementary education, director of secondary education, director of special education-operations, director of special education-instruction and, director of instructional support.

1.2

The Board will adhere to any subsequent determination by the Illinois Educational Labor Relations Board (IELRB) concerning any of the above named individuals.

ARTICLE II: NEGOTIATIONS PROCEDURES

2.1

Negotiations on successor agreements shall begin no later than April 1, unless both parties agree to an alternate date. Meetings shall be held as necessary at times and places agreed to by both parties.

2.2

Both parties agree that it is their mutual responsibility to confer upon their respective representatives the necessary power and authority to make proposals, consider proposals, make counter-proposals in the course of negotiations, and reach tentative agreements which shall be presented respectively to the Association and then to the Board for ratification.

2.3

Each party to negotiations shall select its negotiating representatives provided that the Board shall not select a member of the bargaining unit, as herein defined, and the Association shall not select a Board employee excluded from the bargaining unit.

2.4

Should either party declare impasse under the provisions of an applicable statute, the parties shall jointly request the Federal Mediation and Conciliation Service to provide the services of a mediator. Should FMCS be unavailable, the parties shall mutually agree upon a replacement. In the event that the parties cannot agree upon a replacement, the Illinois Educational Labor Relations Board shall be notified. The costs of mediation shall be shared equally by the Association and the Board.

**ARTICLE III: MANAGEMENT RIGHTS/NO STRIKE/
WAIVER OF ADDITIONAL BARGAINING**

3.1

The Association recognizes that the Board has responsibilities and authority to manage and direct, in behalf of the public, all the operations and activities of the school district to the full extent authorized by law and shall be limited only by the provisions of this agreement.

3.2

Recognizing that adequate means are made available by the agreement for the resolution of bargaining unit members' grievances and/or complaints and that other procedures are provided by statute and judicial law for such resolution, neither the Association nor any bargaining unit member covered by this agreement will instigate, promote, sponsor, engage in any strikes, concerted stoppage of work, or any other intentional interruptions of educational duties for the duration of this agreement. It is understood and agreed that any bargaining unit member who violates this provision of the agreement shall be subject to disciplinary action by the Board up to and including dismissal.

3.3

The parties acknowledge that during the negotiations which resulted in this agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law or by specific agreement of the parties, and that the understandings and agreement arrived at by the parties after the exercise of that right and opportunity are set forth in this agreement. Therefore, the Board and the Association, for the life of the agreement, each voluntarily and unqualifiedly waives any right which might otherwise exist under law, practice, or custom to negotiate concerning any matter during the term of this agreement, and each agrees that the other shall not be obligated to bargain collectively with respect to any subject or matter referred to or covered in this agreement or with respect to any subject or matter not specifically referred to or covered in this agreement, except only for mandatory subjects of bargaining which were clearly not within the knowledge or contemplation of either or both of the parties at the time that they negotiated or signed this agreement, including the impact of any new legislation. This provision shall not be interpreted as prohibiting the parties from meeting to discuss issues of mutual concern during the term of this Agreement. The parties shall attempt to resolve issues through collaboration.

ARTICLE IV: GRIEVANCE

4.1 Definition

4.1.1

The grievance shall mean a written complaint by a member of the bargaining unit or the Association that there has been a violation, misinterpretation, or misapplication of any provision(s) of this agreement. The provision(s) grieved shall be so designated.

4.1.2 Time Limits

All time limits consist of school days except when a grievance is submitted fewer than ten (10) days before the close of the current school term. Then time limits shall consist of all week days. Timelines may be extended by mutual consent. Upon the absence of a supervisor, a response may be made by a designee.

4.2 Procedures

The parties acknowledge that a bargaining unit member and the employer may resolve problems through free and informal communications. However, a grievance shall be processed as follows:

4.2.1 Step I

The grievant may present the grievance in writing to the immediately involved supervisor, who will arrange for a meeting to take place within ten (10) days after receipt of the grievance. The Association's representative, the grievant, and the immediately involved supervisor shall be present for the meeting. Within five (5) days of the meeting, the grievant and the Association shall be provided with the supervisor's written response, including the reasons for the decision.

4.2.2 Step II

If the grievance is not resolved at Step I, then the Association may refer the grievance to the superintendent or the superintendent's official designee within fifteen (15) days after receipt of the Step I answer. The superintendent shall arrange with the Association representative for a meeting to take place within fifteen (15) days of the superintendent's receipt of the appeal. Within ten (10) days of the meeting, the Association shall be provided with the superintendent's written response, including the reasons for the decision.

4.2.3 Step III

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

If within fifteen (15) days of the filing of the demand with the employer the parties cannot agree on an arbitrator, the demand shall be submitted to the American Arbitration Association which shall act as the administrator of the proceedings.

Arbitration proceedings shall be conducted by an arbitrator to be selected by the two (2) parties from a roster of arbitrators provided by the American Arbitration Association. Within seven (7) days after the

Association requests binding arbitration, the two parties will request the American Arbitration Association to provide a panel of seven (7) arbitrators. The Association shall strike the first name and then each of the two parties will alternately strike one name at a time from the panel until only one name shall remain. The remaining name shall be the arbitrator.

The decision of the arbitrator shall be final and binding on the parties. The arbitrator, in the opinion given, shall not amend, modify, nullify, ignore, or add to the provisions of the agreement.

4.3 Time Limits

A grievance must be filed within ninety (90) days of the occurrence of the event which gave rise to the grievance. The number of days indicated at each step in the procedure shall be considered as the maximum allowable to the parties and every effort shall be made to resolve the grievance as rapidly as possible.

4.4 Representation

The grievant and the Association have the right to representation in the grievance procedure. The grievant shall be present at all grievance discussions unless the Board, Association, and the grievant mutually agree that the grievant's presence is not desirable or necessary. When the presence of the grievant at a grievance hearing is required by either party, illness or incapacity of the grievant shall be grounds for any necessary extension of grievance procedure time limits.

4.5 Constraints

Any investigation, or other handling or processing of any grievance by the grievant or the Association shall, if possible, be conducted during non-teaching time.

4.6 By-Pass

By mutual agreement, any step of the grievance procedure may be by-passed.

4.7 Class Grievance

Class grievances involving more than one bargaining unit member or more than one supervisor and grievances involving an administrator above the building level may be initially filed by the Association at Step II.

4.8 No Reprisals Clause

No reprisals shall be taken by the employer against any bargaining unit member because of the bargaining unit member's participation in a grievance.

4.9 Grievance Withdrawal

A grievance may be withdrawn at any level without establishing precedent.

4.10 Costs

The fees and the expenses of the arbitrator shall be shared equally by the parties.

4.11 Court Reporter

If only one party requests the presence of a court reporter, that party shall bear the cost of the reporter. If the arbitrator requests the presence of a court reporter, both parties shall share the cost of the court reporter.

4.12 Postponement

If only one party requests the postponement of an arbitration hearing, that party shall bear any per diem fee assessed by the arbitrator.

4.13 Settlement

By mutual agreement, a grievance may be settled at any step without establishing precedent.

4.14 Released Time

During any arbitration hearing, the individual grievant shall be released from regular assignment without loss of pay, and Association representative(s), not to exceed two, may appear at the arbitration hearing, providing the Association shall reimburse the district the cost of the substitute. Other staff members may volunteer to cover the classes of the Association representative, and this, if allowed, will result in no reimbursement.

4.15 No Written Response

If no written response has been rendered within the time limits indicated by a step, then a grievance shall pass to the next step.

4.16 Records

All records related to a grievance shall be filed separately from the personnel files of the bargaining unit members. This does not preclude, however, the right of the Board to utilize said records in any future discipline or discharge proceedings against any bargaining unit member.

4.17 AAA Rules

At the request of both parties, the Expedited Arbitration Rules of the American Arbitration Association shall be used instead of the Voluntary Labor Arbitration Rules.

ARTICLE V: BARGAINING UNIT MEMBER AND ASSOCIATION RIGHTS

5.1 Bargaining Unit Member Discipline and Complaints Against Bargaining Unit Members

5.1.1

Any complaint or series of complaints deemed by the Board to justify disciplinary action which might result in placement of materials in a bargaining unit member's personnel file shall be brought to the attention of the bargaining unit member as soon as possible. The Board and the Association agree that it is most desirable to have complaints against a bargaining unit member directed to the individual(s) involved in an attempt to resolve disputes at the most immediate level. Complaints, like other concerns, will be processed according to "Procedure for Resolving Concerns" (see Appendices A and B).

5.1.2

When deemed appropriate by the building principal or designated supervisor or requested in writing by the bargaining unit member, an attempt will be made to schedule a conference between the complaining party and the bargaining unit member involved. Any of the parties may have a representative of their choosing at the conference.

5.1.3

Any form of discipline shall be for just cause and progressive discipline shall be followed. However, notwithstanding the foregoing, in all cases the Board may impose discipline commensurate with the misconduct. No written reprimand will be placed in the bargaining unit member's permanent file without the bargaining unit member's knowledge.

5.2 Non-Discrimination

Neither the Board nor the Association shall discriminate against any bargaining unit member for reason of race, color, religion, sex, national origin, ancestry, age, marital status, physical or mental disability or sexual orientation. Nothing in this section shall prohibit the District from using marital status as a factor in determining eligibility for participation in bargaining unit member benefit programs.

5.3 Right of Representative

When a bargaining unit member is required to appear before the administration or the Board concerning a disciplinary conference in which a written reprimand will be issued or a conference in which a suspension with or without pay or dismissal will occur, the bargaining unit member shall be entitled to have an Association representative present, if one is requested.

Prior to such a conference, the administration or Board will inform the bargaining unit member, in writing, that a conference will be held concerning a written reprimand, suspension with or without pay, or a dismissal.

It shall be the responsibility of the bargaining unit member to obtain a representative.

5.4 Official Personnel File

The superintendent or other designated official shall maintain the bargaining unit member's official personnel file. Except as provided in Section 4.16, material contained in the official personnel file can be utilized in the suspension or discharge of a bargaining unit member. This section is inapplicable to action taken pursuant to Section 24-11 of the Illinois School Code.

No formal evaluation material and no letter of reprimand or letter of complaint shall be placed in the personnel file unless the bargaining unit member has an opportunity to read such material. The bargaining unit member shall be requested to acknowledge in writing that the material has been read by affixing their signature. If the bargaining unit member refuses to acknowledge the material being read, the material may nevertheless be placed in the file if the bargaining unit member has had the opportunity to read the material.

The bargaining unit member shall have the right to respond to any material contained in the personnel file, and the response shall become a part of the file.

The bargaining unit member shall have the right to review the contents of the personnel file within two (2) working days and shall have the right to have a representative of the Association accompany the review. Privileged information, as defined by law, shall be specifically exempted from such a review.

The bargaining unit member may request and receive one (1) copy of any material contained in the personnel file except privileged information. The expense of the copy will be borne by the bargaining unit member.

5.5 Right to Organize

The Board agrees that it will not discriminate against any member of the bargaining unit with respect to hours, wages, terms or conditions of employment by reason of the member's membership in any professional organization, participation in negotiations, or participation in any grievance.

5.6 Dues Deductions

The Board shall deduct from each bargaining unit member's pay the current dues of the Association, provided that the Board has a member-executed authorization for continuing dues deduction, the amount of which shall annually be certified by the Association. The authorization shall remain in effect from year to year, except that the bargaining unit member may revoke it in the authorized manner upon written request. Upon receipt of any revocation, the Board shall notify the Association in writing of the same.

All dues deducted by the Board shall be remitted to the Association no later than ten (10) working days after such deductions are made.

5.7 Meetings, Notices, and General Information

- (a) The Association is allowed the use of school buildings for meetings, provided that such use shall be restricted to reasonable times and shall not interfere with or interrupt normal school operations. For general Association membership meetings, whenever possible, prior notice shall be given the superintendent or designee a minimum of three (3) working days in advance of the meeting. Said notification shall be given on a Building Usage form.
- (b) The Association shall have the right to use bargaining unit member mailboxes and regular mail distribution facilities, including the District's electronic mail system, for communication with bargaining unit members.
- (c) The Association shall have the right to post official notices of its activities on a bulletin board designated by the principal. The principal shall have the right to direct removal of any item, but removal shall not occur until after a meeting between the principal and an Association representative has been held.
- (d) The Association shall have the right to reasonable use of office equipment and will be responsible for reimbursing the Board for all materials and supplies used in the operation of this equipment.

5.8 Parent/Teacher Conference for Own Children

A bargaining unit member with a child or children attending Unit Five schools shall, if the scheduling allows, have the opportunity to meet with the child's or children's teacher on the designated parent/teacher conference day during the member's assigned lunch period.

Should parent/teacher conferences be scheduled outside the regular workday in any given year, bargaining unit members with a child or children attending Unit Five schools shall, in consultation with their Administrator, have the opportunity within a reasonable time after said parent/teacher conferences (e.g. within 1 week) to waive their flex time or to be absent during all or part of their scheduled preparation time in order to meet with the child's or children's teacher(s) for a parent/teacher conference.

5.9 AIDS Notification

If the administration is aware of a student who has AIDS, they will notify the appropriate bargaining unit members on a "need to know" basis.

5.10 Curriculum Development

Each bargaining unit member will continue to be encouraged to provide input through the committee process into curriculum development.

5.11 Board Policies

Board policies, administrative procedures, and exhibits are available on the District's website. Proposed revisions are attached to the Board's agenda as they are brought to the Board for first reading.

5.12 Opening Day Remarks

If an opening day institute is held, the president of the Association or designee shall be granted a reasonable amount of speaking time for the purpose of welcoming the staff.

5.13 Meeting with the Superintendent

Each month during the regular school term, an informal meeting will be held with the superintendent and/or designee(s) and various members of the leadership council. This meeting will be for the purpose of discussing current bargaining unit member or administrative concerns. If deemed appropriate or necessary by the Association and superintendent, more than one informal meeting may be held during the month.

5.14 Meeting with Principals

UFEA leadership is invited to attend the principals meeting held at the start of each school year to share its views on contractual issues.

5.15 Clinical Hours

Bargaining unit members may use their scheduled planning time to complete professional clinical hours to fulfill the requirements of their educational programs. In completing these hours:

1. internal or external substitutes may not be employed to complete these hours;
2. grade level, team or department planning times may not be used to complete these hours;
3. no travel time beyond the scheduled planning time will be allowed to complete these hours at another school site.

5.16 Use of Video Cameras in Unit 5 Facilities

The purpose of surveillance equipment is to secure the buildings. The purpose of the equipment is not to evaluate the performance of employees or to monitor their behavior or conduct.

Surveillance shall only occur in common areas including, among others, hallways, parking lots, grounds, cafeterias, IMCs, and gymnasiums. Surveillance equipment will not be utilized to observe employee performance or otherwise be accessed as documentation in the employee evaluation process.

Data from the surveillance equipment may be reviewed by the District's personnel in connection with investigations of suspected criminal conduct, student misconduct or security violations or incidents. Access to data involving District personnel will be limited to appropriate administrative personnel and police liaison officers. Such review will take place in the office of one of the parties listed above. If the review of data inadvertently reveals alleged incidents of employee misconduct, the following process will be followed:

1. The Employee and the Association will be notified if the District intends to investigate the alleged employee misconduct incident. Such notification shall be in writing.
2. The Association representative or the Employee's representative may review the data depicting the alleged employee misconduct.
3. The employee has the right to be represented in all investigatory meetings regarding alleged misconduct unless the employee declines representation.
4. Any discipline that may be imposed against the employee as a result of the misconduct investigation shall be in accordance with the applicable provisions of the Collective Bargaining Agreement.

Data from surveillance equipment may be stored for not more than thirty (30) calendar days unless there is cause to believe that such data would document a criminal or security incident or relate to possible civil litigation.

At the time surveillance equipment is activated in each school building, all employees at that school shall be informed in writing, of the use of the surveillance equipment. All new employees will be notified in writing, of the use of the surveillance equipment as part of new employee orientation.

ARTICLE VI: EMPLOYMENT CONDITIONS

6.1 School Calendar

No less than thirty (30) days prior to the adoption of the school calendar by the Board, the Board shall accept input from the Association. The Superintendent and/or designee(s) will invite the Association to submit its views and comments on the proposed calendar for the next year prior to preparing the calendar and will consider such views and comments in formulating the recommendations for the employer's decisions, including such items as: the starting date for the next school year; the starting, ending, and length of winter break and spring break.

For the duration of the contract the Board will waive no more than two (2) holidays per school year.

The official school calendar shall consist of one hundred eighty-five (185) days (including five (5) emergency days) or the number prescribed in the Illinois School Code.

6.1.1 School Improvement Days

The Board of Education (Board) and Unit Five Education Association (UFEA) agree to set aside no less than two full days per year to be used as a School Improvement Days, which days shall be designated in the school calendar. This agreement is contingent upon the Illinois State Board of Education granting approval for the use of school days for this purpose.

The Board and UFEA further agree to designate time during Institute days for professional teacher activities.

6.1.2 Regular 180-Day Work-year

The regular 180-day work-year shall be defined by the official school calendar, adopted annually by the Board of Education.

Should the District determine there is work to be completed by bargaining unit members outside of the regular 180-day work-year, such work will be posted in accordance with the provisions of this Agreement. Bargaining unit members who voluntarily accept such Assignments will be compensated according to the appropriate and applicable Pay Rates outlined in this Agreement.

It is understood that events such as "Open Houses", "Back to School Nights" and similar events should be scheduled within the regular 180-day work-year. However, should the District decide to conduct such events outside the regular 180-day work-year, the work will be posted and interested, qualified bargaining unit members may apply. Those selected to perform such work will be paid at Pay Rate 6 (Contract Extension) as such work would be an extension of their regular duties.

6.1.3 Parent/Teacher Conferences

If parent-teacher conferences are scheduled by the Board at times other than a period of eight (8) consecutive hours or less between 8:00 a.m. and 5:00 p.m., the date will be determined by the Association.

The Board and Association recognize that most parents have regular access to student information. Bargaining unit members are expected to initiate communication regularly with parents regarding individual student performance and progress, especially parents of students who are underperforming.

Bargaining unit members are also expected to be regularly available to meet with parents. Therefore, it is not expected that a conference is necessarily held for every student on the designated parent/teacher conference days or that each conference occur for a certain length of time. However, the bargaining unit member shall attempt to hold a conference on parent/teacher conference days for each underperforming student or when requested by a parent. Parent/teacher conference days are intended to support the continued communication efforts that should occur throughout the year. The parties will continue to work collaboratively to explore the most effective avenues for parent/teacher conferences and communication.

6.2 Teaching Day

The regular work day for each bargaining unit member shall be eight (8) clock hours or sixty (60) minutes longer than the pupil day, whichever is shorter. If the District would choose a student schedule that extends the pupil day, flex time may be reduced proportionally. In addition, each bargaining unit member recognizes that professional responsibilities extend beyond the classroom and beyond the regular work day. These responsibilities may include the following: participation in student and parent conferences; providing students with guidance, counseling, and tutorial assistance; attendance and participation in departmental, building, and intra-system meetings as scheduled; assistance in the development of curriculum; supervision of students and student activities.

Each bargaining unit member shall have the right to select a schedule which provides that the member shall be present at least fifteen (15) minutes before the opening session with the balance of the time spent after the close of the student day or shall be present at least fifteen (15) minutes after the close of the student day with the balance of the time spent before the opening session.

A bargaining unit member may deviate from the selected schedule of flex time specified above upon prior notification to the principal. If building-based or district-wide meetings are held prior to the start or after the end of the regular school day, a bargaining unit member may choose to waive the above specified flex time only at the earliest opportunity to do so, for example, on the same day or the following day. This waiver of flex time is not intended to be a minute-to-minute trade-off for time spent at these meetings and may not be banked for later use by the bargaining unit member.

If conditions necessitate adding a zero hour or a ninth hour to the secondary school day, a bargaining unit member who teaches one of these class hours will not be required to be present in the building for longer than eight (8) consecutive clock hours.

6.2.1 Extended Teaching Day

Occasionally, a bargaining unit member may be assigned a schedule that includes more than one of the three levels (Elementary, Junior High/Middle School and High School) and, as a result, be present in a building for longer than the 8 hour Teaching Day. This should occur on a limited basis and be appropriate to the needs of the students. When such an assignment becomes necessary:

1. The individual bargaining unit member assigned such a schedule, UFEA and the Administration/Board must all agree to the Assignment.
2. The schedule will not be for longer than one school year and will be reviewed on an annual basis if necessary.
3. That impacted bargaining unit member will not be required to select a flex-time schedule.
4. The impacted bargaining unit member will not be assigned a supervisory duty.

6.3 Reduction in Force

Dismissal of a bargaining unit member because of a decision of the Board to decrease the number of bargaining unit members employed by the Board or to discontinue some particular type of teaching service shall be in accordance with Section 24-12 of the Illinois School Code.

Any bargaining unit member, who was removed or dismissed as a result of a decision of the Board to decrease the number of bargaining unit members employed by the Board or to discontinue some type of teaching service, and who has recall rights as outlined in Section 24-12 of the Illinois School Code, shall be tendered a position that becomes vacant for a period of two (2) calendar years from June 1 of the year action was taken, provided such a member is legally qualified to hold such a position.

Any such tender will be mailed by certified mail to the bargaining unit member's last known address. The member has a continuing duty to provide the Board with an address(es) where such member may be reached during the applicable recall period. The bargaining unit member must also notify the Board in writing within fourteen (14) calendar days of receipt of certified mailing or seventeen (17) calendar days of date of certified mailing, whichever occurs first, of the acceptance of any vacant position offered to the member during the recall period. Failure to notify the Board of acceptance shall constitute a rejection of the offer of employment. If a bargaining unit member rejects an offer of a vacant position, the member shall be deemed to have waived recall rights and will no longer be eligible for any vacant position that becomes available within the recall period.

6.3.1 Joint RIF Committee

The Joint RIF Committee will meet annually to address issues related to placement in RIF groupings. The Committee shall include equal representation from the Board and UFEA, with representatives selected by each. The Committee shall meet by December 1 of each school year and must reach agreement on any changes in the criteria for inclusion in a grouping on or before February 1 of a school year for the agreement to apply for that school year.

6.4 Preparation Time

6.4.1 High School Staff

Bargaining unit member assignments from grades 9 through 12 will consist of five (5) classroom assignments and one (1) supportive non-instructional assignment not to exceed thirty (30) minutes per day. It is understood that supervisory duties will be in addition to the above. High school building chairs and high school webmasters shall not be assigned duties or supportive non-instructional assignments.

Each bargaining unit member will have a duty-free lunch equal to that of the students and not less than thirty (30) minutes.

6.4.2 Middle School Staff

Bargaining Unit Member assignments from grades 6 through 8 will consist of no more than 287 minutes of student contact time per day. Student contact time is defined as minutes teachers spend directly on instruction and supervision of students, excluding times when students are passing from one class to another and before/after school supervisory duty.

Bargaining Unit Member student contact time assignments shall include a combination of graded class assignments, non-graded tutorial assignments and/or supervisory assignments. The standard assignment for core teachers will include no more than one graded assignment outside of subject area. If the need arises for an assignment that deviates from such a standard assignment, the position will be posted. If there are no applicants for the position, the filling of that position will be considered an involuntary transfer.

A non-graded tutorial or a supervisory responsibility will be considered prior to a 6th graded class assignment. The necessity of the 6th graded class assignment will be determined by the building principal in consultation with the building chair. When necessary, a 6th graded class assignment will be offered based on seniority, moving from most to least senior in the specific department, in a specific building. If any more than two (2) members within a subject area have a 6th graded assignment, a new staff member will be hired.

All efforts will be made to ensure reasonable class sizes will be maintained at the middle schools. Additional staff and/or teacher assistants will be considered as needed.

Non-graded Tutorial Time at the Middle School is team-driven and is defined/intended for direct assistance and/or interventions by a certified teacher with a smaller group of students according to the established guidelines.

Supervisory responsibilities during the student day at the Middle School may include assignments to monitor student behavior during use of the IMC, ACE and/or lunch.

All teaching/planning periods will be approximately the same length of time.

Middle school building chairs and middle school webmasters shall not be assigned a supervisory duty or a supportive non-instructional assignment.

Each bargaining unit member will have a duty-free lunch equal to that of the students and not less than thirty (30) minutes.

6.4.3 Elementary Staff

An elementary level bargaining unit member shall be scheduled to receive a minimum of two hundred seventy-five (275) minutes of planning time per normal work week. A normal work week shall consist of five (5) consecutive workdays. Every attempt will be made to provide each elementary bargaining unit member with at least fifty-five (55) minutes of planning time per normal teaching day. A normal teaching day is specified in Section 6.2. The Administration agrees to identify, bring forward, and explain reason(s) to the UFEA president for any instances where planning time is scheduled in increments of less than fifteen (15) minutes.

Each bargaining unit member will have a duty-free lunch equal to that of the students and not less than thirty (30) minutes.

6.4.4 Traveling Staff

Bargaining unit members who travel between buildings will have planning time, instructional time (inclusive of travel) and a duty-free lunch equivalent to bargaining unit members at their home base school.

Area bargaining unit members will have a duty-free lunch equal to that of the students and not less than thirty (30) minutes.

6.4.5 Standardized Testing During Preparation Time

Bargaining unit members will not be expected to deliver, proctor or supervise standardized tests during their preparation time. If a bargaining unit member is directed to deliver, proctor or supervise a standardized test during his or her regularly scheduled preparation time, or volunteers to accept such assignment, he or she will be compensated for any net loss of preparation time occurring the day(s) the testing takes place at the per diem rate, Contract Extension - Pay Rate 6.

6.5 Coaching Schedule

Every reasonable effort will be made to schedule extra-curricular activities in such a way that it is not necessary to have a coach released early from teaching duties. In particular, the administration will encourage the starting time for extracurricular duties and the scheduling of bargaining unit members' instructional day to be such as to make it possible for all bargaining unit members to fill extracurricular, especially coaching, assignments.

6.6 Vacancies and Transfers

6.6.1 Definitions

6.6.1.1 Vacancy Definition

"Vacancy" for purposes of this Section means an open position resulting from a resignation, retirement, termination, or transfer from a previously existing position or an open position resulting from a newly created bargaining unit position.

6.6.1.2 Voluntary Transfer Definition

"Voluntary Transfer" for purposes of this Section means a change from one position to another requested and received by a bargaining unit member.

6.6.1.3 Involuntary Transfer Definition

"Involuntary Transfer" for purposes of this Section means a change from one position to another which is not requested by a bargaining unit member. This category includes those persons who are displaced when positions or programs are eliminated.

6.6.1.3.1

Involuntary transfers include reassignment within a building (e.g. from 4th grade to 3rd grade or from one Department to another) as well as between buildings (e.g. from Fairview to Oakdale).

6.6.1.3.2

Reassignments within a Department at the secondary level (e.g. world geography to American history) are not considered involuntary transfers.

6.6.1.3.3

For bargaining unit members assigned to more than one building, such as those assigned in art, music, physical education, library/media services, speech pathology, foreign language, Title I, FACS, industrial technology, business, nurses, and certain special education designation, involuntary transfers include a reassignment to another home base. In the event it becomes necessary to transfer such a bargaining unit member involuntarily, such transfers shall be made on the basis of seniority.

6.6.1.4 Seniority Definition

"Seniority" for purposes of this Section means the total years of continuous service to the District in a position requiring teacher certification. Seniority shall be reflected in the list published by the District annually.

Application of seniority in cases of involuntary transfer is limited to the grade level or department being reduced or reorganized. For example, if the need arises to reduce one third grade teacher from a building and no volunteers are available, then the third grade teacher having the least seniority shall be involuntarily transferred.

6.6.2 Procedures

6.6.2.1 Posting of Vacancies

Vacancies occurring during the school year may be temporarily filled to avoid undue disruption of the educational program. The procedures in this section will be followed for filling vacancies for a subsequent school year.

A notice setting forth information that accurately describes the vacancy shall be published to the staff in the following manner:

1. Delivery of a copy of the notice to the Association president or designee.
2. Posting of the notice in a central location in the District office.
3. During the school year, posting of the notice on a designated bulletin board in each school building.
4. Posting of the notice on the District Intranet site.

Except in cases of emergency, the vacancy will not be filled until seven (7) calendar days have elapsed since delivery and posting of the notice as set forth above has occurred. Where specific training, experience, and other qualifications are a prerequisite for anyone to fill the vacancy, such requirement shall be set forth in the notice.

Reassignments within a school building may occur prior to posting a vacancy. The Association president or designee is concurrently given written notice of any such reassignment. Consequently, a retirement, resignation, addition at a grade level or mid-year staffing could result in a notice of vacancy that differs from the original opening within the building.

When a bargaining unit member with interest in a particular potential vacancy provides the superintendent or designee in writing prior to the last teacher attendance day of the school year with contact information, such as e-mail address, street address and phone number, the Administration shall notify the bargaining unit member of any vacancy occurring during the summer in which the bargaining unit member has expressed an interest. A bargaining unit member so notified shall be responsible to contact the Administration within seven (7) calendar days following a good faith effort to give the bargaining unit member notice, should the bargaining unit member elect to apply for the vacancy.

If the District offers a summer school program, notice of all vacancies for the summer school program shall be published in the manner provided for herein and shall not be filled until seven (7) calendar days have elapsed. Compensation shall be in accordance with the Agreement.

When Schedule B vacancies occur, the following procedures will be followed:

1. Principals shall post all Schedule B vacancies for his/her building on a designated bulletin board in the principal's school building for seven (7) calendar days. In the event no qualified bargaining unit member submits an application during the seven (7) calendar days, a District-wide posting, consistent with the procedure set forth in Section 6.6.2.1 and Section 9.8.7 shall occur for an additional seven (7) calendar days.
2. The Association president or designee shall be given a copy of all Schedule B vacancies as soon as posting occurs within a building. All bargaining unit member's written applications shall be acknowledged in writing by the appropriate administrator.

3. Principals shall annually post Schedule B positions which are currently filled by non-bargaining unit members on a designated bulletin board in the principal's school building for seven (7) calendar days before the end of the school year.
4. Vacancies occurring during the school year may be temporarily filled to avoid undue disruption of the educational program.
5. Preference shall be given to a bargaining unit member over a non-bargaining unit member when both are equally qualified.

In order to afford elementary bargaining unit members the opportunity to perform extra tasks such as ticket-taking, such semester or seasonal jobs will first be posted for certified staff within a building and if not filled, will then be posted on the District website for all certified staff before such work is offered to non-certified staff or persons not employed by the school district.

6.6.2.2 Voluntary Transfers

A bargaining unit member requesting a transfer within seven (7) calendar days of the publishing of a notice for a specific vacancy shall be granted an interview. No assignment of a new bargaining unit member to a specific position in the District will be made until all pending requests for transfer to that position have been given due consideration. Notification to bargaining unit members who are granted or denied a transfer will be made in writing as soon as a determination is made. A bargaining unit member desiring a transfer to a position for which there is at the time no vacancy, shall notify the superintendent or designee of the transfer request in writing. Such a request will be placed on a "Transfer Request List" until the bargaining unit member receives a transfer or September 1 of each year, at which time the list will be purged. A copy of the "Transfer Request List" shall be provided to the president of the Association or designee quarterly.

6.6.2.3 Involuntary Transfers

When involuntary transfers are necessary for any reason, the following process will be used:

1. Affected bargaining unit members will be notified of the need for involuntary transfer, and offered the opportunity to accept the transfer. If more people are willing to accept the transfer than needed, the most senior person willing to accept the transfer will be transferred.
2. If an insufficient number of bargaining unit members are willing to accept the necessary transfers, the least senior will be involuntarily transferred.
3. At every building, each bargaining unit member to be involuntarily transferred, will be given the option of choosing an opening in his/her own building (if one is available) or of being placed on the district-wide "involuntary transfer list". When more than one person in the building is being transferred, the most senior will be given the opportunity to choose first, then the next, and so on.
4. All teachers on the district-wide "involuntary transfer list" will choose from any available positions in the district immediately following the building based displacements, in order of seniority.
5. Once all involuntarily transferred bargaining unit members have selected positions, internal reassignments may occur within a building and/or department.
6. Any remaining vacancies will be posted for voluntary transfers and additional hires.

6.6.3 Transferring Programs

- 6.6.3.1** When total programs are placed in a different building with no change in total staff within the program, all bargaining unit members within that program shall be

transferred to the new building with the program (e.g. EMD from NCHS to NCWHS). If need for additional staff is anticipated, the above procedure shall occur first, and the additional position opening shall be deemed a vacancy.

- 6.6.3.2** When programs are split between two schools and no need for additional staff is anticipated, bargaining unit members within the program may agree as to which school they will be located. In the absence of an agreement, seniority will prevail. If the need for additional staff is anticipated, the above procedure shall occur first and the additional position opening shall be deemed a vacancy.

6.7 Seniority

6.7.1 Seniority Tie Breakers

- 6.7.1.1** If seniority is equal between two (2) or more bargaining unit members, then total teaching service in the District, whether or not continuous, shall be determinative.
- 6.7.1.2** If the years of total teaching service in the District are equal, then total public school teaching service outside of the District shall be determinative.
- 6.7.1.3** If total public school teaching service outside of the District is equal, the decision of the superintendent and the Association president shall be determinative.

6.7.2 Seniority Application

- 6.7.2.1** Board approved leaves shall not affect seniority within the District.
- 6.7.2.2** Part-time bargaining unit members shall accumulate seniority without achieving tenure.

6.8 Working Environment

6.8.1

The Board shall comply with all applicable local, state, and federal laws and regulations pertaining to a safe and healthy working environment.

6.8.2

In the event that a bargaining unit member becomes aware of a potentially unsafe or hazardous condition, the bargaining unit member shall report this situation, in writing, to the immediate supervisor and the Association president. Within a reasonable period of time, the supervisor will notify the Association president and the building Association representatives what action, if any, has been taken to address the situation.

Under the collective bargaining agreement, the District commits to complying with all local, state and federal laws and regulations pertaining to a safe and healthy working environment. Both the Board and the Association desire that any unsafe or hazardous condition be remedied in a reasonable manner and in a timely fashion. In the event that a condition which the Association concludes is unsafe or hazardous is not timely remedied at the building level, the Association shall bring the matter to the superintendent. Within a reasonable period of time, the Superintendent will notify the Association president what action, if any, has been taken to address the situation. The Association's suggested response to possible unsafe or hazardous conditions shall be welcomed at all levels. Responses to possible unsafe or hazardous conditions may initially involve testing and analysis by engineers and

other appropriate professionals. The administration shall work to maintain the adequacy of air exchange within buildings.

This article shall not be subject to the grievance/arbitration provision of the collective bargaining agreement.

6.9 Student Enrollment and Class Size

The maintenance of a reasonable class size is a priority which reflects the philosophy of McLean County Unit District No. 5. The Board of Education and the administration will continue to monitor student enrollment, room availability, class make-up, bargaining unit member input, and administrator recommendation in determining whether to address an identified need by adding a section or by adding a teaching assistant.

Every attempt will be made to communicate with staff and parents to maintain an educational level that will ensure the continuation of the quality of education our staff and parents expect.

6.10 Least Restrictive Environment

While both parties acknowledge that Least Restrictive Environment (LRE) is federally mandated, they also recognize the extent to which any individual student with disabilities should participate in regular education programs must be appropriate to that student's unique needs as determined by the Individual Education Program (IEP).

Teachers shall use the District Concern Resolution Form to process unresolved concerns relating to LRE matters.

6.11 Subcontracting Work Traditionally Performed by Bargaining Unit Members

UFEA recognizes there are times when the District is required to provide certain services as part of its obligation to educate students in the District but is unable to find a qualified bargaining unit member who is willing or able to provide such services. The Board of Education recognizes UFEA's interest in having services provided by bargaining unit members instead of third parties.

Should a vacancy in a bargaining unit position exist, whether resulting from a resignation, retirement, termination, or transfer or due to the creation of a new position, and there is a need for the District to contract with a third party (individuals or agencies outside the bargaining unit) to provide services for the District traditionally performed by bargaining unit members, the follow process should be used:

1. The District shall post the vacant position in accordance with Section 6.6.
2. If the District is unable to fill the position, whether due to the lack of qualified applicants or interest in the vacancy or for some other reason, the District shall communicate such information to UFEA.
3. UFEA shall have seven (7) calendar days (or less depending on the time constraints imposed upon the District in a particular case in which the District shall also communicate such time constraints to UFEA) after receipt of such communication in which to suggest alternative means for the District to fill the vacancy or provide the services needed.
4. If the District has not received any suggestions from UFEA during such time period, or is not able to reach a good faith agreement with UFEA on an alternative means to fill the vacancy or provide the services, the District shall have the right to contract with a third party to provide the services or re-assign a bargaining unit member to provide such services, following the Involuntary Transfer process in Section 6.6.
5. The District shall repost the vacancy, according to the provisions of the Negotiated Contract, for the next semester and follow the same procedures specified herein as necessary.

ARTICLE VII: EVALUATION

7.1 Purpose

The purpose of evaluation is to improve the quality of instruction.

7.2 Evaluator Qualifications

Any individual who participates in the observation and evaluation of a bargaining unit member's teaching performance must be pre-qualified and trained in accordance with the pre-qualification and training provisions of the Performance Evaluation Reform Act (PERA).

7.3 Evaluation Plan

All evaluations shall be conducted in accordance with the District's evaluation plan utilizing the agreed upon evaluation instrument (currently the Danielson Framework for Teaching). The evaluation plan will be posted on the District website and copies kept at the Administrative offices.

7.4 Orientation

Within the first fifteen (15) school days of each school term, the building principal or designated administrator shall orient all bargaining unit members under that administrator's supervision as to the evaluation procedures.

The bargaining unit member's evaluation cycle shall not begin or continue for tenured teachers already in their evaluation cycle until such orientation has been completed.

Such orientation shall include the evaluation procedures, standards expected, and evaluation instruments to be used.

At the time of the orientation each term, each bargaining unit member shall be advised as to who shall observe and evaluate the bargaining unit member's teaching performance for that school term.

7.5 Planning of the Evaluation Cycle

Following the orientation and within twenty (20) school days of the start of the school term, the evaluator shall meet with each non-tenured bargaining unit member, and each tenured bargaining unit member within the first school term of the two-term evaluation cycle, he/she will be evaluating to plan the evaluation cycle.

At this meeting the evaluator and bargaining unit member shall plan the evaluation cycle and determine the week(s) formal observation(s) will occur during that school year.

7.6 Frequency of Observations

Each non-tenured bargaining unit member shall have a minimum of three (3) observations (at least two (2) formal) for each school term. For non-tenured bargaining unit members, there must be at least one formal observation each semester.

Each tenured bargaining unit member shall have a minimum of two (2) observations (at least one (1) formal) during the two-term evaluation cycle. For tenured bargaining unit members, there must be a minimum of one observation each term of the evaluation cycle.

7.7 Evidence

The collection of evidence is a collaborative process between the evaluator and bargaining unit member. The District and Association acknowledge that neither the evaluator nor the bargaining unit member is solely responsible for the collection of evidence and both shall submit evidence.

The evaluator must share the evidence collected at each observation with the bargaining unit member in any observation post-conference. In addition, provided there is sufficient evidence collected at the observation to provide a formative rating, the evaluator must share the associated performance rating with the bargaining unit member in any observation post-conference.

The evidence must link to the instructional framework included in the evaluation plan, and the complete record of evidence must include evidence for each part of the instructional framework.

All observations which form the basis for the evaluation shall be reduced to writing by the evaluator on the Form A in accordance with the Evaluation Plan.

Standardized test results may not be used for the purpose of bargaining unit member evaluation.

7.8 Formal Observation

Pre-Observation

At least five school days in advance of the scheduled week, the evaluator will notify the bargaining unit member of the date and time of the formal observation and will work with the bargaining unit member to schedule the dates and times for the pre-observation and post-observation conferences.

At least one school day in advance of the pre-observation conference, the bargaining unit member shall submit to the evaluator the Form A and may include other evidence of instructional planning for the lesson to be observed during the formal observation. At the conference, the evaluator and the bargaining unit member shall discuss the lesson to be formally observed and any areas the teacher should focus during the observation.

Observation

Each formal observation of the bargaining unit member shall last for a minimum of 40 continuous minutes.

The evaluator will document the observation of teaching using Form A.

Post-Observation

A Post-Observation conference shall be held within five (5) school days after each formal observation.

To this conference, the bargaining unit member will bring a completed Form D and the evaluator will bring a draft of Form A to guide their discussion.

The teacher and evaluator will discuss the teacher's strengths, weaknesses, and suggestions for improvement and the reasons for identifying the areas as such.

Within five (5) school days of the Post-Observation conference, the evaluator will provide a completed Form A.

If the evaluator determines that the data and evidence collected to date may result in the bargaining unit member receiving either a “Needs Improvement” or “Unsatisfactory” Summative Performance Evaluation Rating, the evaluator shall notify the teacher of that determination.

7.9 Informal Observation

Informal observations may or may not be announced in advance to the bargaining unit member. Each informal observation of the bargaining unit member shall last for a minimum of 15 continuous minutes. There must be a cumulative total of 40 minutes of informal observation to qualify as a component of the Evaluation Plan.

Following each informal observation and within five (5) school days, the evaluator will record evidence of the informal observation on the appropriate form and provide the bargaining unit member with a copy of the completed Form A.

A post-conference meeting will be held within five (5) school days to discuss the informal observation should either the bargaining unit member or evaluator request it in writing.

7.10 Video Recording

In addition to or in lieu of a direct (in classroom) formal or informal observation, the bargaining unit member and evaluator may agree to the submission of a videotaped recorded lesson or class period by the bargaining unit member to the evaluator to be used as part of the bargaining unit member’s evaluation.

7.11 Evaluation Cycle

See attached Evaluation Cycles.

7.12 Mid-Cycle Conference

For tenured bargaining unit members, a Mid-Cycle conference shall be held within the first twenty-five (25) school days of the second school term of the evaluation cycle in which the bargaining unit member and evaluator meet to discuss progress using Form B to guide discussion.

For non-tenured bargaining unit members a Mid-Cycle conference shall be held in December in which the bargaining unit member and evaluator meet to discuss progress using Form B to guide discussion.

At this meeting, the evaluator will provide the bargaining unit member a formative rating for each component, unless the evaluator determines there is insufficient evidence to provide a definite formative rating (i.e. if there is some evidence that supports one rating, but other evidence that suggests another rating) in which case the evaluator will inform the bargaining unit member of the evidence that relates to each rating.

Information shared during this meeting may be used to determine the performance evaluation rating and should allow for a bargaining unit member to assess his or her progress and adjust instruction as needed.

7.13 Changes to the Evaluation Cycle

Once dates have been established for the pre-observation conference, observations, and post-observation conference, the evaluator shall notify the bargaining unit member of any change in dates and/or times as soon as possible and the bargaining unit member and the evaluator shall confirm, in writing, the revised date(s) and/or time(s).

7.14 Evaluation Completion Date

Evaluations of non-tenured bargaining unit members must be completed no later than 60 calendar days prior to the end of the school term including the written summary report and recommendations as to continued employment.

Tenured bargaining unit members' evaluations must be completed no later than 45 calendar days prior to the end of the school term including the written summary report.

7.15 Summative Conference

At the end of the evaluation cycle, the evaluator will schedule a Summative Conference with the bargaining unit member to discuss the overall rating of each domain based upon evidence of professional practice as consistent with the instructional framework included in the evaluation plan.

The evaluator will present the bargaining unit member with a Summative Evaluation Performance Rating in accordance with the published evaluation plan using Form A.

7.16 Deadlines

Either party may request an extension of a deadline provided in this Article VII for unusual circumstances. Any extension agreed to will be reduced to writing.

7.17 Response and Review

The bargaining unit member shall have the right to attach, at any time, comments to any formal evaluation or other materials placed in the member's personnel file, exclusive of privileged material.

Within ten (10) school days following the Summative Conference, the bargaining unit member may request in writing that the evaluation be reviewed jointly by the Superintendent of Schools or designee and the president of the Association or designee.

The review request shall include the specific reasons for the review and a copy of the written evaluation summary.

The parties will conduct a review of the evaluation within 30 school days of the request and the employee and evaluator will be advised in writing regarding the outcome of the review.

7.18 Peer Coach

A Peer Coach will be assigned to assist any tenured bargaining unit member who receives a Summative Rating of "Needs Improvement."

To qualify as a Peer Coach, the bargaining unit member must have received at minimum of 4 consecutive "Excellent" Summative Ratings on their own evaluations and must have completed the Evaluator Training and Certification process.

The role of the Peer Coach is to assist with the implementation of the Professional Development Plan developed by the evaluator and the bargaining unit member under evaluation.

Assuming the Peer Coach will work an average of one (1) additional hour per week he or she will be paid a stipend equal to 36 hours at Pay Rate 4 (9.8.4 and 9.8.8).

The position of Peer Coach will be posted per the negotiated contract.

7.19 Evaluation Committee

A committee consisting of the following members is to be selected by the Board and the Association respectively:

- Superintendent or designee, Co-Chair
- Director of Special Education
- Director of Elementary Education
- Director of Secondary Education
- One (1) Elementary Administrator
- One (1) Junior High/Middle School Administrator
- One (1) High School Administrator
- President of the Unit Five Education Association (UFEA) or designee, Co-Chair
- One (1) Elementary Bargaining Unit Member
- One (1) Junior High/Middle School Bargaining Unit Member
- One (1) High School Bargaining Unit Member
- One (1) Special Education Bargaining Unit Bargaining Unit Member
- One (1) Area Bargaining Unit Member
- One (1) Type 73 Bargaining Unit Member

The committee shall meet as necessary, but not less than quarterly. It is the intention of the parties that the committee shall make recommendations annually to the Association and to the Board regarding the process to be used for evaluation of the bargaining unit members.

It is further understood that, if necessary, any recommended change to the evaluation process adopted by the Board would be agreed to in a letter of understanding during the period covered by the existing contract.

The District Evaluation Committee composed of administrators and bargaining unit members shall annually review the evaluation instrument and make recommendations to the administration of any changes in the District evaluation instrument.

7.20 School Code

The parties acknowledge that this procedure set forth in the article pertains to the evaluation of classroom teaching performance.

Nothing herein shall be construed as prohibiting or limiting the normal day-to-day observation and evaluation of a bargaining unit member's general performance as a District employee, nor shall it hinder or limit the right of the Board to terminate the employment of a bargaining unit member under the applicable provisions of the Illinois School Code.

ARTICLE VIII: BARGAINING UNIT MEMBER TERMINATION

8.1

As per the Illinois School Code and Illinois Compiled Statutes.

ARTICLE IX: COMPENSATION AND FRINGE BENEFITS

9.1 Salary Schedule

The salary schedule shall be set forth in Schedule A, which is attached hereto and incorporated into this agreement.

9.1.1 Mid-Year Contract Revisions

A bargaining unit member who earns credit which allows a mid-year horizontal move on the salary schedule shall be placed on the same vertical step as indicated on the most recent bargaining agreement and shall be paid on that step for the balance of the semester.

9.2 Payroll Installments

Each bargaining unit member shall be paid by direct deposit. Payments will be made on the basis of twenty-four (24) equal payments (September-August) Special payroll will be included on the regular 30th of the month payment, and clearly indicated on the statement rather than paid by special payroll check.

9.3 Pay Days

The paydays shall be the fifteenth (15th) and the thirtieth (30th) of the month.

Newly hired bargaining unit members will receive a \$1,000 advance payment on August 30th. The advance will be recouped from the bargaining unit member through a salary reduction by the Board in equal installments over the following eight (8) pay periods beginning September 15th. The Association acknowledges the advance is for the benefit of newly hired bargaining unit members under Section 9 under the Wage Payment and Collection Act.

9.4 Retirement

9.4.1 Retirement Incentive

For the duration of this Agreement only, any bargaining unit member who has completed ten (10) years or more of creditable service with the school district, who is eligible to retire under the Illinois Teacher's Retirement System (TRS), and whose retirement will not result in a penalty to Unit Five, shall be eligible for a retirement incentive.

If a bargaining unit member gives the Board an irrevocable notice of retirement by May 1st prior to the school year he/she is first eligible to retire under the above criteria, the Board shall pay the bargaining unit member a six percent (6%) retirement incentive, inclusive of any other increase in compensation, for each of his/her remaining years of service, up to a total of three (3) years. For purposes of this Section, unused, uncompensated sick leave at retirement shall not be considered in determining when a bargaining unit member is first eligible to retire.

Any voluntary decrease in assignments from the previous year will cause a decrease below the 6% incentive based on the prior year's schedule figures.

Upon occurrence of a life-changing event: e.g. death of spouse, divorce, grave illness of a child, etc., the prospective retiree may petition the Board to be release from his/her retirement resignation.

This retirement incentive shall not be available to any bargaining unit member whose retirement would give rise to an ERO penalty or any other penalty to the Board. In the event a bargaining unit member's contractual salary, independent of a retirement incentive, would be more than a six percent

(6%) increase, the bargaining unit member will receive the contractual salary and no retirement incentive.

9.4.2 Grant of Additional Sick Leave Days

The District and the Association recognize that there may be circumstances under which a lump sum grant of additional sick leave days in order to qualify a bargaining unit member for additional credited service recognizable by TRS may be in the best interests of not only the bargaining unit member but also the District. Consequently, the Association and the administration shall identify those bargaining unit members qualified to retire under the early retirement option who might upon a grant of lump sum sick leave achieve sufficient years of credited service to avoid an early retirement option penalty. The parties shall then analyze whether or not the payment required of the District by reason of making a grant of additional sick leave days beyond the normal annual allocation would exceed the penalty to be incurred by the District by reason of a bargaining unit member taking advantage of the early retirement option. Should TRS confirm that the ERO penalty would exceed the additional payment required of the District by reason of the grant of sick leave, the District shall grant such additional days of sick leave as would qualify the bargaining unit member for retirement without the imposition of an ERO penalty upon either the bargaining unit member or the District.

9.5 Certified Nurses

A certified school nurse employed directly by Unit Five shall be placed on the salary schedule and will be accorded existing rights given by the Illinois School Code.

9.6 Health Insurance

The Board shall contribute an amount to the Insurance Fund for each individual bargaining unit member toward their insurance benefits. This allowance shall be reduced pro rata for any bargaining unit member who is employed less than full time. UFEA shall be allowed an opportunity at the new teacher paperwork sessions to discuss with bargaining unit members the matter of waiver of individual health insurance coverage. The form to be used by a bargaining unit member to waive health insurance plan coverage shall be jointly agreed to by the Administration and UFEA. The District and the Insurance Committee will work towards developing a plan that will allow bargaining unit members access to alternative benefits.

The Board shall pay the following amounts toward individual premium cost per month for each bargaining unit member:

- For the insurance year July 1, 2016 through June 30, 2017, \$500.
- For the insurance year July 1, 2017 through June 30 2018, \$525.

It is the intent of the Board and UFEA that the full monthly individual premium cost during the term of this Agreement will be covered by Board contributions, utilizing the contributions outlined above and a small portion of previous Board contributions currently in the fund reserves. The amount the Board shall contribute in the future shall be determined through collective negotiations.

Moneys paid into the Insurance Fund shall first be used to offset the cost of individual coverage for plan participants. Any surplus contribution the Board makes shall be added to the Insurance Fund reserve. In no event shall the Board's contribution relieve bargaining unit members of responsibility for dependent coverage.

An Insurance Committee will be formed and will be co-chaired by the UFEA President and a central office Administrator. The Committee will consist of the two co-chairs and:

- (7) UFEA bargaining unit members appointed by the Association

- (2) UFSPA bargaining unit members appointed by UFSPA
- (2) Administrators
- additional employee representing other employee groups
- retiree; the retiree shall be chosen by the retirees participating in the plan, pursuant to an election administered by the Administration

All committee members shall be currently enrolled in the Unit 5 health insurance plan. The co-chairs of the committee will be responsible for scheduling meetings and preparing written information for the meetings.

The committee will meet as necessary, but at least quarterly. The committee will:

- Provide regular and timely communication with participants
- Monitor the Insurance Fund and the reserve balance so as to maintain a healthy fund balance of between 3 and 6 months of claims costs
- Recommend changes (reduction or enhancements) to the benefit structure based on industry standards, actuarial data, plan performance, claims history, the status of the Insurance Fund balance and other applicable data
- Consult with experts as needed and periodically participate with the District in rebidding of the Insurance plan
- Have access to all information and data needed to carry out their responsibilities, including master policies, benefit documents, claim procedures and experience, etc.
- Consider all options which are in the best interests of the plan, taking into account, without limitation, benefit designs and options, cost savings, cost containment options, managed care, preventative and wellness programs and the like
- Consider modifications of the benefits currently in effect, selection of insurance and stop-loss reinsurance carriers, selection of third party administrators, selection of managed care networks and brokers, management of accumulated reserves, selection of the funding mechanism for coverage (i.e. fully funded conventional, self-funded, etc.), establishment of premium levels for single and dependant coverage
- Educate plan participants concerning the Insurance Plan and the options and alternatives available to each participant

The Insurance Committee shall have authority to establish the benefit level, within the parameters set forth above. The Board and UFEA agree that any other change recommended by the Insurance Committee is subject to approval by the Board and UFEA.

9.6.1 Term Life Insurance

The Board shall provide individual premium cost per month per bargaining unit member to cover the cost of a term life insurance policy that is equal to the bargaining unit member's annual base salary, rounded up to the nearest \$1,000, but no less than \$50,000.

9.7 Travel Pay and Time Allowance

9.7.1

All bargaining unit members shall be reimbursed for travel expense at the current Internal Revenue Service rate for all approved mileage necessary to perform their assigned duties.

9.7.2

All bargaining unit members required to travel between buildings during the regular work day shall be allowed adequate time to relocate and travel safely. Bargaining unit members will be allowed at least the amount of time indicated on the Travel Time and Mileage chart in Appendix E to travel from one

building to another. The Superintendent or designee and the UFEA president or designee shall, at the beginning of each school year, review the time demands for travel. A bargaining unit member may request a review of his/her schedule by the Superintendent or designee and UFEA president or designee during the first fifteen (15) school days of each semester or after any schedule change. Adjustments will be made for special assignments. Such travel time shall not be counted as either duty-free lunch or planning time.

9.8. Supplemental Pay Rates

Extra duties that appear on Schedule B will be added to the bargaining unit member's salary and shall be paid in equal installments each pay period. See Section 6.6.2.1 for posting requirements for Schedule B vacancies. Extra duties that appear in Section 9.8, Supplemental Pay Rates, shall be paid after completion of the assignment as a part of special payroll. Bargaining unit members will be notified, preferably in writing, about opportunities for extra duty assignments shown below. Written notification is not required for Contract Extension Duties, Pay Rate 6.

9.8.1 Supervision – Pay Rate 1

A bargaining unit member who voluntarily accepts an hourly assignment regarding the supervision of students attending events sponsored by the district which occur outside of the regular work day shall be compensated at the hourly rate listed below as Pay Rate 1. Examples of such work are event chaperon, pep bus monitor, and after-school intramural program supervisor.

9.8.2 In-Service Participation – Pay Rate 2

A bargaining unit member who participates in a district-sponsored in-service offered through the Professional Development Academy shall receive Board credit on the salary schedule based on one-half (1/2) hour of credit for each six (6) hours of in-service participation. In lieu of such salary schedule credit, a bargaining unit member may choose to be compensated at the stipend rate listed below as Pay Rate 2. At the time of enrollment for a particular in-service opportunity, a bargaining unit member shall designate the method of compensation to be awarded on a form provided by the district.

In-service may at times be provided using a "blended learning environment" model, utilizing face to face, virtual guided, and/or self-directed professional development delivery methods. This model will allow employees to complete professional development through the use of the bargaining unit member's contractually required flex time with no additional compensation to the employee. In the event sessions require time that takes place outside the regular work day, said employees will receive credit on the salary schedule or be compensated at the stipend rate listed below as Pay Rate 2.

9.8.3 Internal Substitution – Pay Rate 3

A bargaining unit member who is requested by the administration to substitute for another certified bargaining unit member due to a lack of a regular substitute being hired and accepts such duty shall be compensated at the rate listed below as Pay Rate 3.

9.8.4 Curriculum Work/Supplemental Instruction – Pay Rate 4

A bargaining unit member who voluntarily accepts an hourly assignment to produce curriculum related materials which benefit the district or to provide supplemental instruction to students outside of the regular workday, such as driver's education, shall be compensated at the rate listed below as Pay Rate 4. It is understood that for each one-hour of instruction there will be twenty (20) minutes of paid plan time.

9.8.5 Clubs – Pay Rate 5

A bargaining unit member who accepts a leadership role as a sponsor of a club approved by Administration shall be compensated at the rate listed below as Pay Rate 5.

9.8.6 Contract Extension – Pay Rate 6

A bargaining unit member who voluntarily accepts an extended assignment requiring work to be performed beyond the regular 180-day work-year shall be compensated at the rate listed below as Pay Rate 6. It is understood that such work is determined to be necessary to the district and is essentially either an extension of the bargaining unit member's regular duties or is, by its nature, work that requires the application of unique skills and expertise which must be performed by the bargaining unit member accepting the additional work opportunity.

Notwithstanding any other provisions herein, the District reserves the right to determine how many days beyond the regular 180-day work year shall be required. Bargaining Unit members shall be advised of the number of extended work days to be available following the end of the school year no later than December 1st of that school year and the number extended work days to be available prior to the beginning of the next school year no later than May 1st of the preceding school year.

If a bargaining unit member is advised that no additional workdays will be available to accomplish work that is determined to be necessary by the District, they may choose to work with their Administrator to select a flexible work schedule that will allow for work to be completed before and/or after the regular 180-day work year, while not extending the bargaining unit member's work year beyond 180 days.

Assignment	Additional Days	Notes
High School Counselors	7 days each *	
Middle School Counselors	5 days each *	
Agriculture Teachers	Up to 40 days District-wide	
Industrial Technology Teachers	Up to 5 days each	to clean and repair machinery
Inter-Agency Cooperative Education (I.C.E)	15 days each	to ensure proper placement of students and to conduct follow-up interviews with employers at the end of the school year
Special Education Cooperative Learning Teachers	10 days each	to ensure proper placement of special education student in work positions and to conduct follow-up interviews with employers at the end of the school year
High School Activities Directors	5 days each	to establish and close down accounts for the school year
Psychologists/Social Workers	10 days each *	
High School Media Specialists	10 days per high school *	
Middle School Media Specialists	2 days per middle school	
Elementary School Media Specialists		Provided substitutes for 3 days in each building to complete year-end IMC duties
ISBE Licensed School Nurses	4 days prior to school year each*	

** Each year, these bargaining unit members shall work with their building administration to establish the number of days each would like to work. Bargaining unit members should submit to their administrator, in writing, the number of their approved days they would like to work. During this process, if it is determined that a bargaining unit members prefers not to work any additional time, the days which would be allotted to that bargaining unit member shall be divided among those who wish to work.*

9.8.7 Principal's Temporary Substitute - Pay Rate 7

On occasions when a principal must be out of the building, the duties of a principal may be undertaken temporarily by bargaining unit members. A stipend of fifty (5) dollars per half day and one hundred (100) dollars per full day will be paid to the bargaining unit member to reflect the extra time and responsibility necessary to carry out these temporary duties. The position of 'Principal's Temporary Substitute' will be posted in each building at the beginning of the school year so that all interested bargaining unit members may apply. When the need arises, Principal's Temporary Substitutes will be selected from the pool of applicants. Preference will be given to teachers with a Type 75 certificate or individuals working on that certification.

9.8.8 Professional Development Instruction or Training – Pay Rate 8

A bargaining unit member who delivers training or instruction to other staff outside of the school day will be compensated at the rate listed below as Pay Rate 8. If the preparation for the training is part of their normal work day, the bargaining unit member will be paid only for the actual instruction time. If the preparation is not part of their normal work day, the bargaining unit member will be paid for the instruction time and for two hours of preparation time for each one hour of instruction. It is understood bargaining unit members providing such training and instruction may be expected to complete paperwork and other related responsibilities when providing such training and instruction, such as:

- provide instruction to the participants for the full number of hours indicated
- make sure participants sign in each time they arrive at a class
- provide paperwork and sign-in sheets as necessary to the Unit Office
- distribute evaluation forms to participants during the last 15 minutes of the class or training
- complete all necessary paperwork and return them to the district office within

Training or instruction may at times be provided using a "blended learning environment" model, utilizing face to face, virtual guided, and/or self-directed delivery methods often using technology. This model allows employees to complete professional development through the use of the bargaining unit member's contractually required flex time with no additional compensation to the employee who participates in the training or instruction. In the event the administration approves in advance the creation or delivery of the training, instruction or professional development outside the regular work day, those employees creating or delivering the training or instruction will be compensated at the rate listed below as Pay Rate 8 for the number of hours approved by the administration.

9.8.9 Supplemental Pay Rates

The following rates shall be applicable for the term of the agreement. Multipliers are calculated on the "base" pay, or Lane 1, Step 1 of the salary schedule in Appendix D.

PAY RATE	PURPOSE	AMOUNT
Pay Rate 1	Supervision	.0006 of base per hour
Pay Rate 2	Professional Development	.00065 of base per hour
Pay Rate 3	Internal Substitution	.0006 of base per period at the Middle School and High School and .0003 of the base per 25 minute increment at the Elementary School
Pay Rate 4	Curriculum Work/Supplemental Instruction	.0009 of base per hour
Pay Rate 5	Clubs	.0053 of base per club per year
Pay Rate 6	Contract Extension	Per Diem (1/180 th of Schedule A Salary)
Pay Rate 7	Principal Designee	.0030 of base per day
Pay Rate 8	Professional Development Instruction/Training	.00075 of base per day

9.8.10 Release of Supplemental Assignment

The Board and Association acknowledge that Schedule B assignments are at-will. However, without changing said at-will employment status, the Board agrees the Schedule B "Check-out" form developed by the Schedule B Committee and attached hereto as Appendix F will be used by the building administration. If a bargaining unit member wishes to be relieved of a Schedule B assignment, said member shall make a written request. Upon receipt of said request, the building administrator shall begin the posting process as outlined in Section 6.6.2.1 within seven (7) days.

Members on Sabbatical for Recipients of Distinguished Educational Award will also be on leave from their Schedule B assignment and will be returned to the same Schedule B assignment that was held by the member prior to the leave, provided that position still exists.

9.9 Pro-rated Benefits

Benefits for each part-time bargaining unit member employed after June 30, 1984, or who becomes less than half-time after June 30, 1984, shall be on a pro-rated basis.

9.10 Benefits

The parties agree that any benefits relating to wages, hours, or conditions of employment as set forth in the agreement which are enlarged as the result of enactment of statutes by the General Assembly of Illinois shall be incorporated into this agreement, provided, however, that in a similar manner the Board shall receive the benefit in any agreement if any benefits as provided in this agreement are diminished by the enactment of statutes by the General Assembly of Illinois. This provision applies to those benefits which have been mandated by the General Assembly of Illinois, and nothing herein shall require the parties to incorporate any benefits which have been made optional by statute.

ARTICLE X: LEAVES

10.1 Paid Leaves

10.1.1 Sick Leave

Each nine (9) month bargaining unit member shall be granted twelve (12) sick leave days per year which shall entitle the member to be absent for reasons as defined below without loss of pay. Each ten (10) month bargaining unit member shall be granted thirteen (13) sick leave days per year which shall entitle the member to be absent for reasons as defined below without loss of pay. Unused sick leave days shall accumulate and may be used for appropriate causes as needed up to the accumulated amount. Sick leave shall be prorated for part-time bargaining unit members.

Sick leave shall be interpreted to mean personal illness, quarantine at home, or serious illness or death in the immediate family or household. The immediate family for the purpose of this article shall include parents, legal guardians, children, spouse, partner in a civil union, brothers, sisters, grandparents, great grandparents, grandchildren, parents-in-law, daughters-in-law, sons-in-law, brothers-in-law, sisters-in-law, grandparents-in-law, great-grandparents-in-law, aunts, uncles, and all step relatives in the aforementioned relationships.

The Board may require a physician's certificate as proof of illness or fitness to resume duties after any absence. If the Board does require a physician's certificate or a certificate from a spiritual healer as the basis for pay during a leave of less than three (3) days, the Board shall pay from district funds the expenses incurred by the bargaining unit member in obtaining the required certificate.

The Board or appropriate administrator shall furnish each bargaining unit member, within thirty (30) days of the commencement of school, a written statement setting forth the total sick leave credit.

10.1.1a Sick Leave Bank

Once per school year each member of the bargaining unit may voluntarily transfer one (1) day of accumulated sick leave to a Sick Leave Bank. Bargaining unit members who begin employment after the start of the school year have up to ten (10) working days to voluntarily transfer one (1) day of their sick leave allowance to the Sick Leave Bank. Sick Leave Bank allowance will be prorated (using established practice of pro-ration-allowance (30) / days in school year (180) x working days) to reflect the number of days of Sick Leave Bank a late starting bargaining unit member may use in that school year.

Any bargaining unit member who contributes to the Sick Leave Bank, who exhausts his/her accumulated sick leave, and who is absent for more than three (3) consecutive work days with his/her own illness or disability may apply for the use of days from this Sick Leave Bank. Any bargaining unit member meeting the above criteria who has submitted an irrevocable letter of retirement and who has received Board approval for retirement may access the sick leave bank prior to exhausting his/her own sick leave. Use of these days must be during the year the bargaining unit member contributes to the bank.

A Sick Leave Bank request will be forwarded to the president of the Association who will approve or deny the request and then forward the request to the administration for approval. Such request must be accompanied by a doctor's verification. If the request for use of days from the Sick Leave Bank is approved, the day(s) granted will be applied retroactively to include the three (3) days preceding the request.

Members of the bargaining unit will be allowed to use up to thirty (30) days from the Sick Leave Bank at any one time. After a member has exhausted the thirty (30) days, in cases of catastrophic illness, the bargaining unit member may request up to thirty (30) more days. A member must give a reason for the additional request of sick bank days and provide an

updated physician's note, and additional days will be approved or denied by a committee consisting of the Superintendent or designee and the Association president or designee.

If there are any unused days in this Sick Leave Bank at the end of the school year, they will be carried over into the next school year.

The Sick Leave Bank database will be maintained cooperatively between the parties. The information will be shared between the parties and the official copy will be housed at the district office.

10.1.1b Use of Sick Leave for Adoption

A bargaining unit member who is in the formal process of adopting a child may use his/her own accumulated sick leave when he/she is participating in agency-required pre-adoption proceedings. The bargaining unit member will be required to provide a letter from the adoption agency that verifies the required activity. A bargaining unit member who is an adoptive parent shall be entitled to use up to 30 days of their own accumulated sick leave to care for their child within the first 12 months of the adoption. After 30 days, the member may be asked to provide a letter from a physician verifying the need for the parent to be off work for additional days to care for the child. The bargaining unit member will not be allowed to use medical leave or sick leave bank for either of these purposes.

10.1.1c Procedure for Use of Sick Leave for Less than One-Half the Normal Scheduled Workday

Bargaining unit members should make arrangements outside the normal scheduled workday for medical appointments whenever possible. Covering an assignment during such absence may be difficult in some situations, and in some cases it may be necessary to employ an external substitute. Since external substitutes are usually employed for a half-day minimum, it may be necessary for a bargaining unit member to take a one-half (1/2) day of sick leave for such absence. Sick leave or absences for medical appointments of less than one-half (1/2) the normal scheduled workday shall be handled as follows:

- The building principal or designee may grant permission for a bargaining unit member to leave the building for a period of time which is less than one-half (1/2) the normal scheduled workday, but in increments of no less than one (1) hour, for sick leave or medical appointments as described in 10.1.1.
- Such time away from the building must be recorded by the bargaining unit member.

10.1.1d Unused Sick Leave Per School Year (Note: This provision sunsets at the end of the Contract)

Bargaining unit members who use less than one full day of sick leave in any given school year shall be given the option of having one (1) additional day added to their accumulated sick leave or receiving a stipend of \$100.

10.1.2 Personal Leave

Each bargaining unit member shall be granted two (2) days annually for personal leave. Such days may be granted as either full or half-days. Unused personal leave will be added to a bargaining unit member's accumulated personal leave and/or sick leave at the end of each school year. Bargaining unit members may not accumulate a total of more than four (4) personal days.

Personal leave days may not be taken the first five (5) or last five (5) days of the school year, the day before or after an extended break (Thanksgiving, Winter and Spring), or on parent/teacher conference days. A forty-eight (48) hour advance written notice should be given to the building principal when taking a personal leave day except in emergency situations. No reason other than "personal" is to be given when taking a personal leave day.

In the months of April, May and June, no more than three (3) bargaining unit members or five percent (5%) of the homebased staff per building, whichever is greater, may be absent on any given day (including restrictions above) due to personal leave.

It is understood that the prohibitions and conditions of personal leave use do not apply in instances of personal leave day requests for religious purposes. Leave without pay may be granted by the building administrator. Unless circumstances warrant, leave without pay should not be requested immediately prior to or immediately following a holiday or vacation. A bargaining unit member granted a leave without pay shall have his/her pay reduced as a per diem rate based on the number of days paid in the current contract year. See Board Policy 6.250 for further clarification.

An exception to the "black-out" days set forth above may be granted by a decision of the Superintendent (or designee) in consultation with the UFEA President (or designee). Exceptions will be granted on rare occasions based upon the following guidelines:

- 1) the request must be submitted in writing to the Director of Human Resources at least ten (10) calendar days before the date the bargaining unit member wants to use a personal day
- 2) the written request must set forth the reason the exception
- 3) the request must be for a significant once-in-life time event for which the bargaining unit member has no control over the scheduling
- 4) no request will be approved for vacation, travel or recreational purposes
- 5) the request shall be approved or denied at the discretion of the Superintendent (or designee) in consultation with the UFEA President (or designee). The decision shall be final and will not be subject to the Grievance process outlined in this Agreement.

10.1.3 Professional Leave

A bargaining unit member may request professional leave day(s) for professional development activities. The member shall request professional leave in writing at least one (1) week prior to the day of the requested absence. The superintendent or designee will approve or deny such requests.

10.1.4 Association Leave

The UFEA president shall be released from all teaching duties, and Schedule B duties as per the by-laws of the Association. Other designees of the UFEA president may be released for an aggregate total of forty (40) days. The Association shall reimburse the District for the cost of substitutes for the designees.

In the case of the UFEA President, however, the Association shall reimburse the District the actual cost of replacement, not to exceed the amount found at Step 5 of that lane of the salary schedule appropriate for the replacement. The Association will make two payments to the District to cover the cost of the president's salary – one payment for half the amount on October 15 and a second payment for the remainder on May 1.

Following service as president, the bargaining unit member shall be reinstated to the same position and duties, including Schedule B assignments, as held before being released from duties, providing that the position(s) continues to be authorized.

10.1.5 Leave for Additional Education

A maximum of two (2) bargaining unit members per year may be allowed a leave under the following conditions:

The member has been actively employed by Unit Five for seven (7) consecutive years in a full-time capacity.

A leave will consist of twelve (12) months, and a member granted such leave will be entitled to one-half pay based on the salary of the nine (9) month bargaining unit member during the year of the leave. This is to be one-half (1/2) of the bargaining unit member's base salary and does not include any special increments.

To qualify for a leave, a bargaining unit member must have earned a Master's Degree on personal time and effort or must have earned the approximate equivalent of an advanced certificate.

Health insurance and major medical benefits may be purchased by the bargaining unit member during the leave at the group rate.

A member granted a year's leave of absence must return and work for two (2) additional years in Unit Five or refund the leave pay to the Board.

A member granted a leave will return to the Unit in a vacancy available at that time and at the salary listed in the salary schedule.

A bargaining unit member will remain an employee of the school district while on this leave. Association members and fair share fee payers will pay associate Association dues or fair share fees while exercising this leave. These fees will be certified by the Association and may be paid in a lump sum payment or in three equal installments.

10.1.6 Sabbatical for Recipients of Distinguished Educational Award

Any bargaining unit member who is the recipient of a Golden Apple Award or such other educational award which in the judgment of the Superintendent is of similar distinction may as an alternative to the "Leave for Additional Education" provided in section 10.1.5 of the Negotiated Contract be allowed a leave to pursue additional educational opportunities afforded to the member as part of the award, subject to the following conditions:

The leave will consist of one (1) semester, during which time the member will continue to receive his or her base salary, not including any special increments, to be paid consistent with the member's election to receive his or her annual compensation in either twenty (20) equal payments (September-June) or twenty-four (24) equal payments (September-August).

To qualify for the leave, the additional educational opportunities afforded to the member must be part of the award.

Health insurance and major medical benefits will be provided to the member during the leave.

After the leave, the member must return and work for two (2) additional years in Unit Five or refund the leave pay to the Board.

After the leave, the member will be returned to the same position that was held by the member prior to the leave, provided that position still exists. If the position held by the member prior to the leave no longer exists after the leave (e.g. a grade level section has been cut), the Board will make every effort to return the member to a position similar to the position held by the member prior to the leave.

A bargaining unit member will remain an employee of the school district while on this leave. Association members and fair share fee payers will pay associate Association dues or fair share fees while exercising this leave. These fees will be certified by the Association and may be paid in a lump sum payment or in equal installments.

10.1.7 Bereavement Leave

A bereavement leave will be granted which would allow a bargaining unit member to be absent for up to three days to deal with funeral matters of the immediate family as defined in 10.1.1. These days will not be charged against the bargaining unit member's sick leave allotment.

10.1.8 Emergency Leave

Members of the bargaining unit may request up to fifteen (15) days of emergency leave to accommodate extreme situations even if personal leave has not been exhausted and other leaves do not apply. A member must give a reason for the request, and such leave will be approved or denied by a committee consisting of the Superintendent or designee, principal of the building from which the request was made, and the president of the Association or designee.

10.2 Unpaid Leaves

Short descriptions of leaves may be found on the Leave Summary (see Appendix C). This summary shall not be grieved and is included in this agreement strictly for informational purposes. Unpaid leaves of absence shall not exceed two (2) years for any one (1) bargaining unit member.

At the expiration of the leave period the Board will make every effort to offer the member the same or similar position as that which was held prior to the leave of absence. A bargaining unit member must work at least ninety (90) school days or one semester, whichever is less, in one (1) school year to receive experience credit for that year on the salary schedule. A bargaining unit member on leave for a full school year shall not advance on the salary schedule while on leave; however, upon return the member shall advance appropriately on the salary schedule.

10.2.1 Medical Leave

Each full-time bargaining unit member shall be entitled to ten (10) days medical leave annually.

Members employed for more than the regular nine (9) months of school shall be entitled to extra days of medical leave based upon one (1) day for every additional month or major fraction thereof.

Unused days of medical leave shall accumulate up to a maximum of one hundred twenty (120) days usable in any one (1) year for nine (9) month members and a proportionate increase for extended contracts.

Medical leave may only be used for personal illness and is not granted for any other reason.

Medical leave may only be used at such time as accumulated sick leave has been exhausted.

The Board may require a doctor's certificate as proof of illness or fitness to resume duties after any absence.

During a leave for personal illness in any bargaining unit member's contract year, the medical leave days the member would otherwise be entitled to for that year will not be affected.

During the period of time a bargaining unit member is utilizing medical leave benefits, the Board will maintain the health insurance coverage for said member, if allowable by the insurer.

Medical leave is terminated on the last day of each bargaining unit member's contract year, and such termination shall not affect the accumulated total of medical leave.

A bargaining unit member will remain an employee of the school district while on this leave. Association members and fair share fee payers will pay associate Association dues or fair share fees while exercising this leave. These fees will be certified by the Association and may be paid in a lump sum payment or in three equal installments.

10.2.2 Leave for Personal Illness

The decision to grant a leave for personal illness for any length of time shall only be made by the Board.

A request for a leave for personal illness should be made of the Board prior to such time as accumulated medical leave has expired and the request should be accompanied by a doctor's certificate as proof of disability.

The beginning date of a leave for personal illness is the first working day the bargaining unit member is absent for illness, after all sick and medical leave days are exhausted.

When granted a personal illness leave, the Board will maintain the health insurance coverage for said bargaining unit member through the month following the date of the beginning of such leave and/or according to provisions set forth in the Family and Medical Leave Act of 1993. Coverage beyond the Board's contribution will be an option of the bargaining unit member by remitting the premium on a monthly basis; however, the last day of coverage will not be extended beyond the last day the bargaining unit member is considered employed by the Board, unless the bargaining unit member is eligible for coverage as a retiree.

Leave for personal illness will be terminated on the last day of each bargaining unit member's contract year. Such termination shall not affect the accumulated total of medical leave.

10.2.3 Family Hardship Leave

The Board may grant a bargaining unit member a leave of absence without pay for a specified period of time with a two (2) school year maximum. In no instance shall this leave be granted unless the Board determines that a suitable replacement can be hired.

A bargaining unit member shall not be eligible for sick leave pay during the period of a family hardship leave, nor will a member be eligible for hardship leave if the member has applied for or used sick leave, medical leave, and/or personal illness leave in reference to the reason that hardship leave is being requested.

All benefits available to a bargaining unit member shall be suspended during a family hardship leave unless otherwise allowed according to provisions set forth in the Family and Medical Leave Act of 1993. The member may maintain membership in the group health insurance program during the leave by remitting in advance payments of all premiums due. These payments shall be made to the Business Office.

A bargaining unit member will retain tenure status during a family hardship leave of absence. A non-tenure bargaining unit member who is granted a family hardship leave will be considered as having continuous employment interrupted and, therefore, shall continue in a probationary status until the requirements outlined in the Contractual Continued Service section of the Illinois School Code are met.

A bargaining unit member granted a family hardship leave of absence shall be required to notify the secretary of the Board in writing stating whether or not said bargaining unit member requests to return

to his/her position. For bargaining unit members on a leave during the second semester, the request to return must be received by the secretary of the Board on or before February 1. Failure of the bargaining unit member to make proper notification by February 1 will terminate that person's further employment in Unit Five school district.

At the expiration of the leave period the bargaining unit member shall be placed in an available position for which the member is qualified to fill, except in case of reduction in force of staff that could affect reemployment of staff on leave. Should the Board determine not to place the member in the same or similar position held prior to the leave of absence, the Administration shall notify the UFEA President and discuss the considerations for not placing the member in the same or similar position. A bargaining unit member must work at least ninety (90) school days in one school year or one semester, whichever is less, to receive experience credit for that year on the salary schedule. A bargaining unit member on leave for a full school year shall not advance on the salary schedule while on leave; however, upon return the member shall advance appropriately on the salary schedule.

A bargaining unit member will remain an employee of the school district while on this leave. Association members and fair share fee payers will pay associate Association dues or fair share fees while exercising this leave. These fees will be certified by the Association and may be paid in a lump sum payment or in three equal installments.

10.2.4 Parental Leave

The Board may grant a bargaining unit member a parental leave without pay for a specified period of time with a two (2) school year maximum.

All benefits available to a member shall be suspended during a parental leave unless otherwise allowed according to provisions set forth in the Family and Medical Leave Act of 1993, and the member shall not advance on the salary schedule for the year(s) in which the leave is taken. The bargaining unit member may maintain membership in the group health insurance program during the leave by remitting in advance payments of all premiums due. These payments shall be made to the Business Office.

A bargaining unit member granted a parental leave of absence shall be required to notify the secretary of the Board in writing stating whether or not said bargaining unit member requests to return to his/her position. For bargaining unit members on a leave during the second semester, the request to return must be received by the secretary of the Board on or before February 1. Failure of the bargaining unit member to make proper notification by February 1 will terminate that person's further employment in Unit Five school district.

A bargaining unit member will retain tenure status during a parental leave of absence. A non-tenure bargaining unit member who is granted a parental leave will be considered as having continuous employment interrupted and, therefore, shall continue in a probationary status until the requirements outlined in the Contractual Continued Service section of the Illinois School Code are met.

At the expiration of the leave period the bargaining unit member shall be placed in an available position for which the member is qualified to fill, except in case of reduction in force of staff that could affect reemployment of staff on leave. Should the Board determine not to place the member in the same or similar position held prior to the leave of absence, the Administration shall notify the UFEA President and discuss the considerations for not placing the member in the same or similar position. A bargaining unit member must work at least ninety (90) school days or one semester, whichever is less, in one (1) school year to receive experience credit for that year on the salary schedule. A bargaining unit member on leave for a full school year shall not advance on the salary schedule while on leave; however, upon return the member shall advance appropriately on the salary schedule.

A bargaining unit member will remain an employee of the school district while on this leave. Association members and fair share fee payers will pay associate Association dues or fair share fees while exercising this leave. These fees will be certified by the Association and may be paid in a lump sum payment or in three equal installments.

10.2.5 Planned Extended Leave

The Board may grant a bargaining unit member a leave of absence for a specified period of time with a two (2) school year maximum.

Requests for leaves must be made in writing at least thirty (30) calendar days before the leave would begin. Leaves will not be granted to allow employment in another school district. A specific reason for the leave must be given. Tenured status shall not be impaired by virtue of the leave. A bargaining unit member will not receive experience credit for the year of the leave. Tuition waivers may be granted to a bargaining unit member on such a leave. Health insurance and major medical benefits (if allowable by the insurer) may be purchased by the member during the leave at the group rate.

Upon completion of the leave, the bargaining unit member shall be placed in an available position which the member is qualified to fill, except in case of reduction in force of staff that could affect reemployment of staff on leave.

A tenured bargaining unit member granted a planned extended leave of absence will be required to notify the secretary of the Board in writing stating whether or not said tenured bargaining unit member requests to return to his/her position for the next school term. This request must be received on or before February 1. Failure of the bargaining unit member to make proper notification by February 1 will terminate further employment in Unit Five school district.

A bargaining unit member will remain an employee of the school district while on this leave. Association members and fair share fee payers will pay associate Association dues or fair share fees while exercising this leave. These fees will be certified by the Association and may be paid in a lump sum payment or in three equal installments.

10.3 Military Leave

The District will comply with the Military Leave of Absence Act, 129 Ill. Rev. Stat. 500 et seq., as amended from time to time. Thus, a bargaining unit member who is a member of any reserve component of the United States Armed Forces or for any reserve component of the Illinois State Militia, shall be granted leave for any period actively spent in such military service, including:

- (1) basic training;
- (2) special or advanced training, whether or not within the State, and whether or not voluntary; and
- (3) annual training.

During such leaves, the bargaining unit member's seniority, tenure track, and other benefits shall continue to accrue.

During leaves for annual training, the bargaining unit member shall continue to receive his or her regular compensation. During leaves for basic training and up to sixty (60) calendar days of special or advanced training, if such bargaining unit member's compensation for military activities is less than his or her compensation as a bargaining unit member, he or she shall receive his or her compensation as a bargaining unit member for said period minus the amount of his or her military activities. The deduction of military pay from the salary of a bargaining unit member shall be reflected in the first payroll prepared after verification of the amount of the bargaining unit member's military pay.

A bargaining unit member serving as a member of the National Guard (or other State military components) who is called to temporary active duty in case of civil disturbance or natural disaster declared to be an emergency by the President or Governor may receive a combined wage from the District and the military, equal to, but not exceeding the bargaining unit member's straight time daily rate for work days absent. If the daily rate received for temporary active duty exceeds the daily rate of the bargaining unit member from the District, the bargaining unit member may elect to accept the higher rate in which case the bargaining unit member shall receive no compensation from the District, as the case may be. The bargaining unit member shall provide verification of military pay to the district, and the district shall make payment as requested by the bargaining unit member either through payroll or in one lump sum.

At the expiration of the leave period, the bargaining unit member shall be placed in an available position for which the member is qualified to fill, except in case of reduction in force of staff that could affect reemployment of staff on leave. Should the Board determine not to place the member in the same or similar position held prior to the leave of absence, the Administration shall notify the UFEA President and discuss the considerations for not placing the member in the same or similar position.

A bargaining unit member will remain an employee of the school district while on this leave. Association dues and fair share fees will be waived while exercising this leave.

ARTICLE XI: EFFECT OF AGREEMENT

11.1 Complete Understanding

The terms and conditions set forth in this agreement represent the full and complete understanding between the parties. The terms and conditions may be modified only through the written mutual consent of the parties.

11.2 Individual Contracts

The terms and conditions of this agreement shall be reflected in individual contracts or employment agreements.

11.3 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.

11.4 Duplication of Agreement

Within thirty (30) calendar days after ratification by both parties, the Board shall make available a clean copy of the agreement. Sufficient copies of the agreement shall be promptly reproduced as to make one (1) copy for each bargaining unit member, administrator, Board member, and twenty-five (25) additional copies. The cost of reproduction shall be borne by the Board. This agreement will be posted to both the district intranet site and the UFEA website.

The building principal and the building Association representative shall distribute the contract at a faculty meeting.

11.5 Term of the Agreement

Following ratification of this agreement by the members of the Association and final approval by the Board, this agreement shall be effective the first day of the 2016-2017 school year and shall continue in effect until the last day prior to the first day of student attendance of the 2018-2019 school year.

ARTICLE XII: FAIR SHARE

12.1

Any bargaining unit member hired after July 1, 1982, as a condition of employment, on or before thirty (30) days from the beginning of the 1993-94 school year shall join the Association or pay a fair share fee to the Association equivalent to the amount of dues uniformly required of bargaining unit members of the Association, including local, state, and national dues.

In the event that the bargaining unit member does not pay the fair share fee directly to the Association by September 30 of that school year, the Board shall deduct the fair share fee from the wages in equal payments starting on October 15 and concluding June 15 of that school year.

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

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

- (a) The employer gives immediate notice of such action in writing to the Association and permits the Association intervention as a party if it so desires, and
- (b) The employer gives full and complete cooperation to the Association and its counsel in securing and giving evidence, obtaining witnesses, and making relevant information available at both trial and all appellate levels.

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

The obligation to pay a fair share fee will not apply to any bargaining unit member who, on the basis of a bonafide religious tenet or teaching of a church or religious body of which such bargaining unit member is a member or a belief sincerely held with the strength of traditional religious views, objects to the payment of a fair share fee to the Association. Upon proper substantiation and collections of the entire fee, the Association will make payment on behalf of the bargaining unit member to a mutually agreeable non-religious, charitable organization as per Association policy and the Rules and Regulations of the Illinois Educational Labor Relations Board.

ACCEPTANCE OF AGREEMENT

IN WITNESS WHEREOF, the parties have executed this Agreement by their duly authorized representatives on this 28 day of Sept, 2016.

**BOARD OF EDUCATION OF COMMUNITY
UNIT SCHOOL DISTRICT NO. 5, MCLEAN
AND WOODFORD COUNTIES, ILLINOIS**

By: *Meta J. Muckers Baker*
President

By: *Sarah Ann Briggs*
Secretary

UNIT FIVE EDUCATION ASSOCIATION IEA/NEA

By: *K 2*
President

By: *Nancy Freeman*
Secretary

LETTER OF UNDERSTANDING
C.A.R.E.S (Collaborative Action and Resources for Educational Success)

The Board of Education (the "Board") of Community Unit School District No. 5, McLean and Woodford Counties, Illinois (the "District") and the Unit Five Education Association-IEA/NEA ("UFEA") agree to review the Collaborative Action and Resources for Educational Success (CARES) program during each school year. The purpose of the review will be:

- To establish, based on annual figures, the number of case managers required at each building
- To arrive at an equitable means of payment for case managers based on case load and building size; currently the payment is based on the following: \$160 per case with the total divided equally among the case managers
- To establish procedures, consistent across the District, for reporting cases

**BOARD OF EDUCATION OF COMMUNITY
UNIT SCHOOL DISTRICT NO. 5, MCLEAN
AND WOODFORD COUNTIES, ILLINOIS**

UNIT FIVE EDUCATION ASSOCIATION IEA/NEA

By: *Meta J. Duckert-Baker*
President

By: *Kr*
President

Date: *9/28/2016*

Date: *9/28/16*

LETTER OF UNDERSTANDING
Administrative Outreach Billing and Direct Service Claiming

The Board of Education (the "Board") of Community Unit School District No. 5, McLean and Woodford Counties, Illinois (the "District") and the Unit Five Education Association-IEA/NEA ("UFEA") recognize that monies from Medicaid Matching Dollars will be generated annually and dispersed to the District. The parties further recognize the role of District bargaining unit members, including speech & language pathologists, psychologists and social workers, in securing these funds through providing services and completing record for use by a third party administrator. In as much as the parties pledge to expend these funds in a manner that will have the greatest impact on educational quality, the following is agreed:

1. A committee shall be established with regular member terms of one (1) year and shall meet at least quarterly.
2. The committee shall provide input regarding the use of the Administrative Outreach Billing and Direct Service funds and expend those funds accordingly.
3. The committee composition shall be two (2) administrators (directors of special education or designee[s]) and four (4) UFEA-appointed representatives with at least one (1) individual being a psychologist and one (1) individual being a social worker, and (2) individuals being a speech and language pathologist. The committee shall also include an occupational therapist or a physical therapist from the unorganized professional staff.
4. The committee may establish goals for use of the money.
5. In making its recommendations to the District, the committee shall use shared knowledge including, but not limited to, a historical perspective of the amount of money obtained and a review of quarterly accounting and records regarding how those monies have been used in the past, information on how monies may be legally allocated, etc.
6. The District will share with the UFEA President, at least quarterly, information related to how monies have been allocated and used.

**BOARD OF EDUCATION OF COMMUNITY
UNIT SCHOOL DISTRICT NO. 5, MCLEAN
AND WOODFORD COUNTIES, ILLINOIS**

UNIT FIVE EDUCATION ASSOCIATION IEA/NEA

By: *Meta J. Muckers-Baker*
President

By: *K*
President

Date: *9/28/2016*

Date: *9/28/16*

LETTER OF UNDERSTANDING
Schedule B Committee

The Board of Education (the "Board") of Community Unit School District No. 5, McLean and Woodford Counties, Illinois (the "District") and the Unit Five Education Association-IEA/NEA ("UFEA") recognize that Schedule B assignments need to be adjusted and re-evaluated for a variety of reasons, especially in multi-year contracts. A committee shall be established to address these needs. The committee will meet at least once per year, but may meet more often as needed. The committee shall not engage in collective bargaining but rather consensus building. The recommendations, if any, reported by this committee will be provided to both the Board and UFEA.

The purpose of the committee will be:

- To develop a form to be used for the collection of data to consider new positions.
- To collect data to use to evaluate existing positions and pay rates.
- To develop minimal expectations/requirements for schedule B positions.
- To consider student safety issues in regards to Schedule B positions.
- To explore professional development opportunities for schedule B employees.

The committee will be co-chaired by the Superintendent or Designee and UFEA president. It will also consist of the following members, who will serve terms of two years.

- Middle School Athletic Director
- High School Athletic Director
- 3 principals (elementary, middle and high school)
- 5 UFEA members to be appointed by the UFEA president which will represent elementary, middle, and high school positions as well as all of the different areas of schedule B, such as music, activities and sports.

Any new positions, job descriptions, and stipends brought to the committee for approval will require consensus of the Schedule B committee and approval by the Board and Association. The position, or changes, may commence at the mutually agreed upon date.

The parties acknowledge that the Board retains the rights to eliminate positions or to add positions subject to the Board's duty to bargain in good faith the compensation for any new position. Should the Board determine that financial circumstances warrant a reduction in Schedule B expenditure, the committee shall have the opportunity to recommend the allocation of the limited Schedule B resources.

When a bargaining unit member and a non-bargaining unit member are equally qualified in all respects for a Schedule B position, the bargaining unit member will be hired.

The committee will work with the evaluation committee to develop an evaluation instrument for Schedule B positions.

**BOARD OF EDUCATION OF COMMUNITY
UNIT SCHOOL DISTRICT NO. 5, MCLEAN
AND WOODFORD COUNTIES, ILLINOIS**

UNIT FIVE EDUCATION ASSOCIATION IEA/NEA

By: 
President

By: 
President

Date: 9/28/2016

Date: 9/28/16

LETTER OF UNDERSTANDING

Professional Learning Communities

The Board of Education (the “Board”) of Community Unit School District No. 5, McLean and Woodford Counties, Illinois (the “District”) and the Unit Five Education Association-IEA/NEA (“UFEA”) recognize the need to provide bargaining unit members with opportunities for professional collaboration and with time to complete important work such as analyzing and using data in instruction and assessment. Therefore, the parties agree to the following:

Definition:

A PLC is a group of professionals engaged in action research focused on improving student outcomes.

Administration agrees not to use PLC time to:

- Distribute information about district initiatives or programs, etc.
- Assign book studies.
- Create tasks to be completed prior to, or following, scheduled PLC meetings.
- Hold faculty meetings.

For Building PLC groups Administration and UFEA will collaborate to establish:

- Teams
- Timelines
- Goals and projected outcomes

The District PLC Committee will consist of the following members:

- Superintendent or Designee, Co-Chair
- President of Unit Five Education Association or Designee, Co-Chair
- Six (6) Administrators to be appointed by the Board
- Six (6) UFEA Bargaining Members appointed by the Association
- **The District PLC committee will:**
 - Develop training as needed
- Review the process at least annually
- Meet at least monthly in October, November, December and January of the 2016-2017 school year to discuss options and scheduling for the 2017-2018 school year. The committee will consider the interests of the District and of bargaining unit members and, with the goal of making PLC time as effective as possible, will explore alternative scheduling options. While the committee may explore a number of scheduling options, they will specifically look at options which would move PLC time to the end of the day, with early dismissal, allowing for them to occur less often but for longer periods of time. They should consider any impact such a change would have and will present the results of their discussions, including any recommendations, to the Board and UFEA by February 2017 so that any changes could be approved, integrated by the Calendar Committee, and communicated in plenty of time to stakeholders.

Calendar and Schedule:

- All schools will start an hour late up to twelve (12) Wednesdays during the school year. The days will be specifically identified and communicated to bargaining members and the public as soon as possible,

but no later than the first day of school.

- Buses will follow the late-start schedule, dropping off students to the school an hour later than their normally scheduled day.
- Bargaining unit members will flex their time on late-start days and be at school for a full one and one half hours prior to student attendance.
- The one and one half hours on late-start days will be used for District-wide implementation of professional development in the form of Professional Learning Communities.
- Schedules at the Elementary, Middle and High Schools will be adjusted accordingly to make the late-starts possible:
 - At the High School level, classes will begin one hour later than usual and be shortened to accommodate the late start.
 - At the Middle School level, classes will begin one hour later than usual and be shortened to accommodate the late start.
 - At the Elementary level, classes will begin one hour later than usual and Building Principals will make every effort when constructing Area Schedules to minimize the impact on individual bargaining unit member plan time and to maximize student access to area classes and instruction. Unless the District would be required to hire an additional employee to teach an area class due to a scheduling conflict of the area teacher, area classes other than P.E. will not be scheduled during the first hour on Wednesdays.
- Consideration will be given to consistency in scheduling between buildings and levels, as well as the schedules of teachers who travel between buildings and the potential impact on instruction and time.
- In addition to the late-start days, there may be time allotted for Professional Learning Community activities on each of the 5 district-wide school improvement days.
- The District and the Association agree to use information gathered through Professional Learning Community late-starts as a basis to discuss improving scheduling.

**BOARD OF EDUCATION OF COMMUNITY
UNIT SCHOOL DISTRICT NO. 5, MCLEAN
AND WOODFORD COUNTIES, ILLINOIS**

UNIT FIVE EDUCATION ASSOCIATION IEA/NEA

By: *Neta J. Nickerson Baker*
President

By: *K. R.*
President

Date: *9/28/2016*

Date: *9/28/16*

LETTER OF UNDERSTANDING
Leave Replacements for Extended Absences

The Board of Education (the "Board") of Community Unit School District No. 5, McLean and Woodford Counties, Illinois (the "District") and the Unit Five Education Association-IEA/NEA ("UFEA") recognize that a bargaining unit member who is suffering from a debilitating illness may not be able to fulfill their teaching responsibilities for one year or longer. The parties further recognize that is in the best interest of the students to employ a leave replacement in these situations rather than a long-term substitute. Therefore, the parties agree to the following:

1. The District may hire a leave replacement regardless of the bargaining unit member's leave status.
2. In the event the bargaining unit member is able to return to their teaching responsibilities prior to the end of the school year, the leave replacement will co-teach with the bargaining unit member for the remainder of the school year.

**BOARD OF EDUCATION OF COMMUNITY
UNIT SCHOOL DISTRICT NO. 5, MCLEAN
AND WOODFORD COUNTIES, ILLINOIS**

By: *Meta J. Bruckner-Baker*
President

Date: *9/28/2016*

UNIT FIVE EDUCATION ASSOCIATION IEA/NEA

By: *Kr*
President

Date: *9/28/16*

**LETTER OF UNDERSTANDING
Induction and Mentoring Program**

The Unit Five Education Association and the Board recognize the research associated with recruiting and retaining teachers. This research indicates the most effective strategy includes induction and mentoring programs for new teachers. Therefore, the district agrees to maintain an induction and mentoring program for certified staff members through the 2016-2017 school year to include:

1. Components of the program currently submitted by the district to the Illinois State Board of Education.
2. An established criterion for the selection of mentors providing all qualified bargaining unit members equal access to the application program.
3. All mentors must meet the following criteria:
 - a. Preference will be given to a teacher who achieved tenure status within the district. Exceptions to these criteria will be addressed on a case by case basis.
 - b. Three overall ratings of excellent on the past three evaluations
 - c. Completion of the district Mentoring Professional Development class or its equivalent
 - d. Participation in district level professional development activities in the last three years.
 - e. Participation in district activities and/or committees in the last three years; i.e. curriculum committees.
4. The posting of mentoring positions
5. An application process
6. A selection process that is fair and equitable
7. A method for matching mentors and mentees that is conducive to meeting and to providing content, area and/or grade level support.
8. Payment for mentors at a rate of \$330.00 per mentee.
 - a. Payment shall be contingent upon completion of ten (10) hours of contact time between the mentor and mentee.
 - b. Two observations to be completed each semester during the first year of the mentee contract OR four meetings with mentee and full-time release mentor.
 - c. Completion of pre and post observation forms.
 - d. Completion and submission of Induction and Mentoring Records form to appropriate director. .
9. New teacher seminar series for teachers new to the District. There will be up to eight seminars scheduled by the Administration and one make-up date. All teachers required to attend the seminars as determined by the Administration shall receive Board credit on the salary schedule based on one-half (1/2) hour of credit for each six (6) hours in attendance. In lieu of such salary schedule credit, a bargaining unit member may choose to be compensated at Pay Rate 6 Contract Extension for their actual time in attendance. All teachers invited to attend as determined by the Administration shall receive Board credit on the salary schedule based on one-half (1/2) hour of credit for each six (6) hours in attendance. In lieu of such salary schedule credit, a bargaining unit member may choose to be compensated at Pay Rate 2 Professional Development for their actual time in attendance.

This agreement is in no way meant to eliminate or reduce the Board of Education's opportunities to apply for grants related to induction and mentoring or its participation in partnerships that would enhance the district's induction and mentoring program.

**BOARD OF EDUCATION OF COMMUNITY
UNIT SCHOOL DISTRICT NO. 5, MCLEAN
AND WOODFORD COUNTIES, ILLINOIS**

UNIT FIVE EDUCATION ASSOCIATION IEA/NEA

By: *Meta Duckert-Baker*
President

By: *9/28/16 K2*
President

Date: *9/28/2016*

Date: *9/28/16*

LETTER OF UNDERSTANDING

Special Education Workload Plan

The Board of Education (the "Board") of Community Unit School District No. 5, McLean and Woodford Counties, Illinois (the "District"), in cooperation with the Unit Five Education Association-IEA/NEA ("UFEA") agree to the following "workload plan" as mandated in 23 Illinois Administrative Code (IAC) 226.735.

This plan shall encompass the following professionals:

- 1) Special Education Teachers
- 2) Speech & Language Pathologists
- 3) School Psychologists
- 4) School Social Workers
- 5) Occupational Therapists
- 6) Physical Therapists

The plan shall be based on an analysis and ongoing development of the activities for which the special education professionals are responsible and shall encompass, but need not be limited to:

- 1) Individualized instruction;
- 2) Consultative services and other collaboration among staff members;
- 3) Attendance at IEP meetings and other staff conferences; and
- 4) Paperwork and reporting

Current workload responsibilities include, but are not limited to, parent communication, scheduling IEP meetings, and completion of paperwork for all respective IEP meetings and reports. The plan shall comply with all applicable local, state and federal rules and regulations.

List of understandings:

- 1) A workload/caseload committee shall meet at least quarterly (or until data is obtained to establish information needed to recommend language for a future Letter of Understanding dealing with workload/caseload definitions and requirements) to further specify activities and documents used to clarify the ongoing development and monitoring of this plan. This committee will collect data through a time study in order to assist with analysis of workload responsibilities. UFEA representatives will be appointed by the UFEA President. Notes of meetings will be provided to UFEA president and district representative.
- 2) The plan will be governed by the definitions of the terms that are a part of this document and those the group determines necessary; as well as applicable collective bargaining agreements.
- 3) The plan takes into account the individual needs of the students with disabilities in the District and how the special services staff can most appropriately meet those needs.
- 4) The District will collect monthly caseload reports for analysis of workload and impact.
- 5) The plan will be reviewed annually by the workload/caseload committee.
- 6) When a special services staff member feels overloaded with the assigned workload responsibilities, the special services member will contact his/her building principal. If no resolution is reached at the building level, the Director of Special Education will be contacted (or the Concern Resolution process and form may be used) to schedule a meeting to discuss these concerns. The staff member will bring to this meeting documentation to support that the workload responsibilities are unmanageable, including the staff member's schedule. This information may be referred to workload/caseload committee for a recommendation based on time study data.
- 7) This plan is expressly excluded from any grievance procedure in any District collective bargaining agreement.

- 8) UFEA and the District will work toward developing a Letter of Understanding dealing with workload/caseload definitions and requirements.

BOARD OF EDUCATION OF COMMUNITY
UNIT SCHOOL DISTRICT NO. 5, MCLEAN
AND WOODFORD COUNTIES, ILLINOIS

UNIT FIVE EDUCATION ASSOCIATION IEA/NEA

By: Marta J. Nicholas-Laker By: Ks
President President

Date: 9/28/2016 Date: 9/28/16

LETTER OF UNDERSTANDING
Licensed (formerly "Certified") School Nurses

Traditionally, the Board of Education has hired school nurses who are licensed by the Illinois State Board of Education ("ISBE") to teach for nursing positions within the District. The Administration notified Unit Five Education Association, IEA/NEA ("UFEA") that due to a change in the duties performed by school nurses it plans to no longer hire ISBE licensed (formerly "certified") school nurses. The Board of Education and UFEA agree as follows:

1. No licensed school nurse will be released as a result of the conversion from ISBE licensed school nurses to non-ISBE licensed registered professional nurses, provided however this provision shall not preclude the Board of Education from exercising its authority to decrease the number of education support personnel pursuant to Section 10-23.5 of the School Code.
2. ISBE licensed school nurses shall not be required to supervise or evaluate the performance of non-ISBE licensed nurses.
3. Should the District desire ISBE licensed school nurses to provide mentoring or training of non-ISBE licensed school nurses, it will create a Schedule B assignment and follow the posting and other requirements of Section 6.6 of the Negotiated Contract. Any such Schedule B assignment will be voluntary and will be compensated in the amount of \$400 per school year.

**BOARD OF EDUCATION OF COMMUNITY
UNIT SCHOOL DISTRICT NO. 5, MCLEAN
AND WOODFORD COUNTIES, ILLINOIS**

UNIT FIVE EDUCATION ASSOCIATION IEA/NEA

By: *Meta J. Muckers-Laher*
President

By: *K.S.*
President

Date: *9/28/2016*

Date: *9/28/16*

LETTER OF UNDERSTANDING
Study Hall Supervision by Non-Professional Educator Licensed Employees

While not conceding the supervision of high school study halls is not bargaining unit member work, Unit Five Educational Association ("UFEA") agrees that for the 2016-2017 and 2017-18 school years, the Board of Education may employ non-teaching personnel to supervise study halls contingent upon the following:

1. If the District determines the need for any 6th assignments for study hall supervision, those assignments will be posted for a period of seven days. If no bargaining unit member expresses an interest in the 6th assignment in writing within said seven day period, the District may employ non-Professional Educator Licensed personnel to fill the assignment;
2. The employment of non-teaching personnel to supervise study halls will not be used to reduce number of high school teachers employed by the Board in the 2016-2017 and 2017-18 school years.

**BOARD OF EDUCATION OF COMMUNITY
UNIT SCHOOL DISTRICT NO. 5, MCLEAN
AND WOODFORD COUNTIES, ILLINOIS**

UNIT FIVE EDUCATION ASSOCIATION IEA/NEA

By: *Meta J. Nickerson-Baker*
President

By: *K. R.*
President

Date: *9/28/2016*

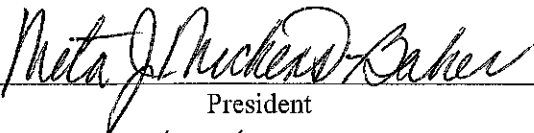
Date: *9/28/16*


LETTER OF UNDERSTANDING
Assistive Technology Specialist

The Unit Five Education Association (UFEA) and the Board of Education recognize the importance of the Assistive Technology Specialist being available to assist students and staff before and after the school year. Therefore, the Assistive Technology Specialist may be authorized to work up to an additional ten (10) days prior to the school year and ten (10) days after the school year for a total of twenty (20) days. The additional days shall be paid based upon the working individual's base salary divided by one-hundred eighty (180) days. In lieu of monetary compensation, the Assistive Technology Specialist may select a flex-schedule on a day or days agreed to at least 48 hours in advance with her supervisor and equal to all time spent at each meeting

**BOARD OF EDUCATION OF COMMUNITY
UNIT SCHOOL DISTRICT NO. 5, MCLEAN
AND WOODFORD COUNTIES, ILLINOIS**

UNIT FIVE EDUCATION ASSOCIATION IEA/NEA

By: 
President

By: 
President

Date: 9/28/2016

Date: 9/28/16

**LETTER OF UNDERSTANDING
Reading Recovery Teacher Leader**

The Unit Five Education Association (UFEA) and the Board of Education recognize the importance of the Reading Recovery Teacher Leader position, and understand the requirements of the job necessitate training outside of the contract day on a regular basis, as well as paperwork and reporting requirements that necessitate additional days outside of the regular school year.

Therefore, the parties mutually agree that the Reading Recovery Teacher Leader will be paid hourly for training/instruction delivered outside the school day according to the negotiated Supplemental Pay Rate 4:

9.8.4 Curriculum Work/Supplemental Instruction – Pay Rate 4


A bargaining unit member who voluntarily accepts an hourly assignment to produce curriculum related materials which benefit the district or to provide supplemental instruction to students outside of the regular workday, such as driver's education, shall be compensated at the rate listed below as Pay Rate 4. It is understood that for each one-hour of instruction there will be twenty (20) minutes of paid plan time.

Additionally, in order to complete the paperwork and reporting required by the position, the Reading Recovery Teacher Leader will be authorized to work up to four (4) additional days. Each year, the Reading Recovery Teacher Leader will work with his/her Supervisor and central office administration to establish the number and schedule of additional days. Additional pay shall be based upon the working individual's base salary divided by one-hundred eighty (180) days.

**BOARD OF EDUCATION OF COMMUNITY
UNIT SCHOOL DISTRICT NO. 5, MCLEAN
AND WOODFORD COUNTIES, ILLINOIS**

UNIT FIVE EDUCATION ASSOCIATION IEA/NEA

By: 
President

By: 
President

Date: 9/28/2016

Date: 9/28/16

LETTER OF UNDERSTANDING
Student Assessments

The Unit Five Education Association ("UFEA") and Board of Education recognize there is value to the assessment of student growth to guide and inform instructional decisions. Further, the Board and UFEA recognize that some student assessment, including standardized testing, is required to be in compliance with State and/or Federal law. Additionally, response to intervention guidelines require periodic benchmark assessments be administered to all students within a grade level as part of special education eligibility decision-making required by 34 CFR 300.309 and 23 IAC 226.130.

Using ISBE's Student Assessment Inventory for School Districts, the Board and UFEA agree to:

- make an intentional effort to engage in conversations that include all stakeholders regarding District assessments and the amount of assessment information necessary for essential diagnostic data, instructional guidance, and accountability purposes;
- work to ensure that every District assessment is of high quality, is providing the information necessary for specific District and classroom purposes, and is supported by structures and routines that ensure assessment results are used to benefit students and educators;
- engage in a cost/benefit analysis of current District assessments, including the monetary costs, the time assessments may take away from teaching or learning in the classroom, and the benefits of assessments for teaching and learning; and
- explore alternatives to current assessments including a cost/benefit analysis of alternative assessments.

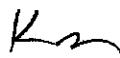
Following the assessment inventory, the District will determine whether a change in District assessments will be made and communicate the reasons why a change may or may not be warranted.

**BOARD OF EDUCATION OF COMMUNITY
UNIT SCHOOL DISTRICT NO. 5, MCLEAN
AND WOODFORD COUNTIES, ILLINOIS**

By: 
President

Date: 9/28/2016

UNIT FIVE EDUCATION ASSOCIATION IEA/NEA

By: 
President

Date: 9/28/16

LETTER OF UNDERSTANDING
Meetings During Preparation Time

The Unit Five Education Association ("UFEA") and Board of Education mutually recognize the value and importance of preparation time and the impact meetings during a bargaining unit member's preparation time may have on the bargaining unit members work day. Building Administrators will make every effort to limit, where possible, the number of meetings that occur during an individual bargaining unit member's preparation time and to continue to find ways to protect that time for its intended purpose.

**BOARD OF EDUCATION OF COMMUNITY
UNIT SCHOOL DISTRICT NO. 5, MCLEAN
AND WOODFORD COUNTIES, ILLINOIS**

UNIT FIVE EDUCATION ASSOCIATION IEA/NEA

By: Marta J. Muckers-Baker
President

By: K2
President

Date: 9/28/2016

Date: 9/27/16

SCHEDULE A
Unit 5
Certified Salary Schedule
2016-2017
Base = \$34,614

2016-2017 Base \$34,614							
Step	Multiply	B + 0 Salary w/o TRS	Salary w/ TRS	Multiply	B + 8 Salary w/o TRS	Salary w/ TRS	Multiply
		TR\$	TR\$		TR\$	TR\$	
18							
17							
16	1.5600	\$53,998	\$55,213	1.5900	\$55,037	\$56,275	
15	1.5200	\$52,614	\$53,797	1.5500	\$53,662	\$54,869	
14	1.4800	\$51,229	\$52,381	1.5100	\$52,287	\$53,443	
13	1.4400	\$49,844	\$50,966	1.4700	\$50,883	\$52,027	
12	1.4000	\$48,460	\$49,560	1.4300	\$49,498	\$50,612	
11	1.3600	\$47,075	\$48,134	1.3900	\$48,114	\$49,196	
10	1.3200	\$45,691	\$46,719	1.3500	\$46,729	\$47,780	
9	1.2800	\$44,306	\$45,303	1.3100	\$45,345	\$46,365	
8	1.2400	\$42,922	\$43,887	1.2700	\$43,960	\$44,948	
7	1.2000	\$41,537	\$42,471	1.2300	\$42,575	\$43,533	
6	1.1600	\$40,152	\$41,056	1.1900	\$41,191	\$42,117	
5	1.1200	\$38,768	\$39,640	1.1500	\$39,806	\$40,702	
4	1.0800	\$37,383	\$38,224	1.1100	\$38,422	\$39,286	
3	1.0400	\$35,999	\$36,809	1.0700	\$37,037	\$37,870	
2							
1	1.0000	\$34,614	\$35,393	1.0300	\$35,653	\$36,455	

Step	Multiply	M + 0 Salary w/o TRS	Salary w/ TRS	Multiply	M + 16 Salary w/o TRS	Salary w/ TRS	Multiply
		TR\$	TR\$		TR\$	TR\$	
18	2.1000	\$72,680	\$74,325	2.2600	\$76,228	\$79,988	
17	1.9050	\$65,940	\$67,423	2.0000	\$69,228	\$70,786	
16	1.7950	\$62,133	\$63,530	1.8900	\$65,421	\$66,892	
15	1.7600	\$60,575	\$61,937	1.8000	\$62,306	\$63,707	
14	1.7050	\$59,017	\$60,345	1.7500	\$60,748	\$62,114	
13	1.6500	\$57,460	\$58,752	1.7100	\$59,190	\$60,522	
12	1.6150	\$55,902	\$57,159	1.6650	\$57,633	\$58,929	
11	1.5700	\$54,344	\$55,567	1.6200	\$56,075	\$57,336	
10	1.5250	\$52,787	\$53,974	1.5760	\$54,517	\$55,744	
9	1.4800	\$51,229	\$52,381	1.5300	\$52,960	\$54,151	
8	1.4350	\$49,671	\$50,789	1.4860	\$51,402	\$52,558	
7	1.3900	\$48,114	\$49,196	1.4400	\$49,844	\$50,966	
6	1.3450	\$46,556	\$47,603	1.3950	\$48,287	\$49,373	
5	1.3000	\$44,998	\$46,011	1.3500	\$46,729	\$47,780	
4	1.2550	\$43,441	\$44,418	1.3050	\$45,172	\$46,188	
3	1.2100	\$41,883	\$42,825	1.2600	\$43,614	\$44,595	
2	1.1650	\$40,326	\$41,233	1.2150	\$42,056	\$43,002	
1	1.1200	\$38,768	\$39,640	1.1700	\$40,499	\$41,410	

Step	Multiply	B + 16 Salary w/o TRS	Salary w/ TRS	Multiply	M + 32 Salary w/o TRS	Salary w/ TRS	Multiply
		TR\$	TR\$		TR\$	TR\$	
18							
17							
16	1.7000	\$58,844	\$60,168	2.3200	\$80,305	\$82,111	
15	1.6600	\$57,460	\$58,752	2.0500	\$70,959	\$72,555	
14	1.6200	\$56,075	\$57,336	1.9600	\$67,498	\$69,016	
13	1.5800	\$54,690	\$55,921	1.8500	\$64,036	\$65,477	
12	1.5000	\$53,306	\$54,505	1.8050	\$62,479	\$63,884	
11	1.4600	\$51,921	\$53,089	1.7600	\$60,921	\$62,291	
10	1.4200	\$50,537	\$51,674	1.7150	\$59,363	\$60,689	
9	1.3800	\$49,152	\$50,266	1.6700	\$57,806	\$59,106	
8	1.3400	\$47,768	\$48,842	1.6250	\$56,248	\$57,513	
7	1.3000	\$46,383	\$47,428	1.5800	\$54,680	\$55,921	
6	1.2600	\$44,998	\$46,011	1.5350	\$53,133	\$54,328	
5	1.2200	\$43,614	\$44,595	1.4900	\$51,575	\$52,735	
4	1.1800	\$42,229	\$43,179	1.4450	\$50,018	\$51,143	
3	1.1400	\$40,845	\$41,764	1.4000	\$48,460	\$49,550	
2	1.1000	\$39,460	\$40,348	1.3550	\$46,902	\$47,967	
1	1.0600	\$38,076	\$38,932	1.2850	\$45,345	\$46,365	
		\$36,691	\$37,516	1.2200	\$43,787	\$44,772	
					\$42,229	\$43,179	

Step	Multiply	B + 24 Salary w/o TRS	Salary w/ TRS	Multiply	M + 48 Salary w/o TRS	Salary w/ TRS	Multiply
		TR\$	TR\$		TR\$	TR\$	
18							
17							
16	1.8200	\$62,988	\$64,415	2.3600	\$82,382	\$84,235	
15	1.7400	\$60,229	\$61,584	2.1100	\$73,036	\$74,679	
14	1.6800	\$58,498	\$59,814	2.0100	\$69,576	\$71,140	
13	1.6500	\$57,113	\$58,398	1.9100	\$66,113	\$67,600	
12	1.6100	\$55,729	\$56,982	1.8650	\$64,556	\$66,008	
11	1.5700	\$54,344	\$55,567	1.8200	\$62,998	\$64,415	
10	1.5300	\$52,960	\$54,151	1.7750	\$61,440	\$62,822	
9	1.4900	\$51,575	\$52,735	1.7300	\$59,883	\$61,230	
8	1.4500	\$50,191	\$51,320	1.6850	\$58,325	\$59,637	
7	1.4100	\$48,806	\$49,904	1.6400	\$56,767	\$58,044	
6	1.3700	\$47,421	\$48,488	1.5950	\$55,210	\$56,452	
5	1.3300	\$46,037	\$47,072	1.5500	\$53,652	\$54,859	
4	1.2900	\$44,652	\$45,657	1.5050	\$52,094	\$53,266	
3	1.2500	\$43,268	\$44,241	1.4600	\$50,537	\$51,674	
2	1.2100	\$41,883	\$42,825	1.4150	\$48,979	\$50,081	
1	1.1700	\$40,499	\$41,410	1.3700	\$47,421	\$48,488	
	1.1300	\$39,114	\$39,994	1.3250	\$45,864	\$46,896	
	1.0900	\$37,729	\$38,578	1.2800	\$44,306	\$45,303	

*For the 2016-2017 school year, members will receive the base increase and lane movement increases for the full school year. Step movement will occur half-way through the school year. However, the total pay will be divided equally over the 24 pay periods.

For example, when calculating a bargaining unit member's pay for the school year, a member who ended 2015-2016 school year on step 13 would remain on step 13 for the 2016-2017 rate for the first half of the school year and then move to step 14 (at the 2016-2017 rate) for the remainder of the school year.

SCHEDULE A

Unit 5

Certified Salary Schedule

2017-2018

Base = \$34,614

2017-2018

Base

\$34,614

Step	Multiply	B + 0 Salary w/o TRS	Salary w/ TRS
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18			
17			
16			
15	1.5756	\$54,538	\$55,785
14	1.5200	\$52,614	\$53,797
13	1.4800	\$51,229	\$52,381
12	1.4400	\$49,844	\$50,966
11	1.4000	\$48,460	\$49,550
10	1.3600	\$47,075	\$48,134
9	1.3200	\$45,691	\$46,719
8	1.2800	\$44,306	\$45,303
7	1.2400	\$42,922	\$43,887
6	1.2000	\$41,537	\$42,471
5	1.1600	\$40,152	\$41,056
4	1.1200	\$38,768	\$39,640
3	1.0800	\$37,383	\$38,224
2	1.0400	\$35,999	\$36,809
1	1.0000	\$34,614	\$35,393

Step	Multiply	B + 8 Salary w/o TRS	Salary w/ TRS
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18			
17			
16			
15	1.6059	\$55,597	\$56,837
14	1.5500	\$53,652	\$54,859
13	1.5000	\$52,267	\$53,443
12	1.4700	\$50,883	\$52,027
11	1.4300	\$49,498	\$50,612
10	1.3900	\$48,114	\$49,196
9	1.3500	\$46,729	\$47,780
8	1.3100	\$45,345	\$46,365
7	1.2700	\$43,960	\$44,949
6	1.2300	\$42,575	\$43,533
5	1.1900	\$41,191	\$42,117
4	1.1500	\$39,806	\$40,702
3	1.1100	\$38,422	\$39,286
2	1.0700	\$37,037	\$37,870
1	1.0300	\$35,653	\$36,455

Step	Multiply	B + 16 Salary w/o TRS	Salary w/ TRS
------	----------	-----------------------------	------------------

18			
17			
16			
15	1.7170	\$59,433	\$60,770
14	1.6800	\$57,460	\$58,752
13	1.6200	\$56,075	\$57,336
12	1.5800	\$54,690	\$55,921
11	1.5400	\$53,306	\$54,505
10	1.5000	\$51,921	\$53,089
9	1.4600	\$50,537	\$51,674
8	1.4200	\$49,152	\$50,258
7	1.3800	\$47,768	\$48,842
6	1.3400	\$46,383	\$47,426
5	1.3000	\$44,998	\$46,011
4	1.2600	\$43,614	\$44,595
3	1.2200	\$42,229	\$43,179
2	1.1800	\$40,845	\$41,764
1	1.1400	\$39,460	\$40,348
	1.1000	\$38,076	\$38,932
	1.0600	\$36,691	\$37,516

Step	Multiply	B + 24 Salary w/o TRS	Salary w/ TRS
------	----------	-----------------------------	------------------

18			
17			
16			
15	1.8382	\$63,026	\$65,059
14	1.7400	\$60,225	\$61,584
13	1.6800	\$58,498	\$59,814
12	1.6500	\$57,113	\$58,398
11	1.6100	\$55,729	\$56,982
10	1.5700	\$54,344	\$55,567
9	1.5300	\$52,960	\$54,151
8	1.4900	\$51,575	\$52,735
7	1.4500	\$50,191	\$51,320
6	1.4100	\$48,806	\$49,904
5	1.3700	\$47,421	\$48,488
4	1.3300	\$46,037	\$47,072
3	1.2900	\$44,652	\$45,657
2	1.2500	\$43,268	\$44,241
1	1.2100	\$41,883	\$42,825
	1.1700	\$40,499	\$41,410
	1.1300	\$39,114	\$39,994
	1.0900	\$37,729	\$38,578

* For the 2017-2018 school year, there will be no step movement. Members will receive increases for the full school year. The top cell in each lane was increased by 1% from the 2016-2017 amount.

Step	Multiply	M + 0 Salary w/o TRS	Salary w/ TRS
------	----------	----------------------------	------------------

18			
17	2.1210	\$73,417	\$75,068
16	1.9950	\$69,940	\$71,423
15	1.7850	\$62,133	\$63,530
14	1.7500	\$61,937	\$63,530
13	1.7050	\$59,017	\$60,345
12	1.6600	\$57,460	\$58,752
11	1.6150	\$55,902	\$57,159
10	1.5700	\$54,344	\$55,567
9	1.5250	\$52,787	\$53,974
8	1.4800	\$51,229	\$52,381
7	1.4350	\$49,671	\$50,789
6	1.3900	\$48,114	\$49,196
5	1.3450	\$46,556	\$47,603
4	1.3000	\$44,998	\$46,011
3	1.2550	\$43,441	\$44,418
2	1.2100	\$41,883	\$42,825
1	1.1650	\$40,326	\$41,233
	1.1200	\$38,768	\$39,640

Step	Multiply	M + 16 Salary w/o TRS	Salary w/ TRS
------	----------	-----------------------------	------------------

18			
17	2.2826	\$79,070	\$80,788
16	2.0000	\$69,228	\$70,786
15	1.8800	\$65,421	\$66,892
14	1.8000	\$62,306	\$63,707
13	1.7550	\$60,748	\$62,114
12	1.7100	\$59,190	\$60,522
11	1.6650	\$57,633	\$58,929
10	1.6200	\$56,075	\$57,336
9	1.5750	\$54,517	\$55,744
8	1.5300	\$52,960	\$54,151
7	1.4850	\$51,402	\$52,558
6	1.4400	\$49,844	\$50,966
5	1.3950	\$48,287	\$49,373
4	1.3500	\$46,729	\$47,780
3	1.3050	\$45,172	\$46,188
2	1.2600	\$43,615	\$44,595
1	1.2150	\$42,056	\$43,002
	1.1700	\$40,499	\$41,410

Step	Multiply	M + 32 Salary w/o TRS	Salary w/ TRS
------	----------	-----------------------------	------------------

18			
17	2.3432	\$81,108	\$82,933
16	2.0500	\$70,959	\$72,665
15	1.9300	\$67,498	\$69,016
14	1.8500	\$64,036	\$65,477
13	1.8050	\$62,479	\$63,884
12	1.7600	\$60,921	\$62,291
11	1.7150	\$59,363	\$60,699
10	1.6700	\$57,806	\$59,106
9	1.6250	\$56,248	\$57,513
8	1.5800	\$54,690	\$55,921
7	1.5350	\$53,133	\$54,328
6	1.4900	\$51,575	\$52,735
5	1.4450	\$50,018	\$51,143
4	1.4000	\$48,460	\$49,550
3	1.3550	\$46,902	\$47,957
2	1.3100	\$45,345	\$46,365
1	1.2650	\$43,787	\$44,772
	1.2200	\$42,229	\$43,179

Step	Multiply	M + 48 Salary w/o TRS	Salary w/ TRS
------	----------	-----------------------------	------------------

18			
17	2.4038	\$83,206	\$85,077
16	2.1100	\$73,036	\$74,679
15	2.0100	\$69,575	\$71,140
14	1.9100	\$66,113	\$67,600
13	1.8650	\$64,556	\$66,008
12	1.8200	\$62,998	\$64,415
11	1.7750	\$61,440	\$62,822
10	1.7300	\$59,883	\$61,230
9	1.6850	\$58,325	\$59,637
8	1.6400	\$56,767	\$58,044
7	1.5950	\$55,210	\$56,452
6	1.5500	\$53,652	\$54,859
5	1.5050	\$52,094	\$53,266
4	1.4600	\$50,537	\$51,674
3	1.4150	\$48,979	\$50,081
2	1.3700	\$47,421	\$48,488
1	1.3250	\$45,864	\$46,896
	1.2800	\$44,306	\$45,303

**McLean County Unit District No. 5
SCHEDULE B**

		2016-2018 % of Base	2016-2018 Increment	2016-2018 Longevity
\$34,614				
BLDG. CHAIR - 1-3 FTE IN DEPARTMENT	CHR1/CHR1L	0.050	\$1,731	\$1,904
BLDG. CHAIR - 4-7 FTE IN DEPARTMENT	CHR2/CHR2L	0.060	\$2,077	\$2,285
BLDG. CHAIR - 8-11 FTE IN DEPARTMENT	CHR3/CHR3L	0.070	\$2,423	\$2,665
BLDG. CHAIR - 12-15 FTE IN DEPARTMENT	CHR4/CHR4L	0.080	\$2,769	\$3,046
BLDG. CHAIR - 16+ FTE IN DEPARTMENT	CHR5/CHR5L	0.090	\$3,115	\$3,427
DRIVERS EDUCATION COORDINATOR	DRIVE/DRIVEL	0.060	\$2,077	\$2,285
MIDDLE SCHOOL DISTRICT CHAIR-LANGUAGE ARTS	ELACHR		\$2,000	
MIDDLE SCHOOL DISTRICT CHAIR-ART	ARTCHR		\$2,000	
MIDDLE SCHOOL DISTRICT CHAIR-BUSINESS	BUSCHR		\$2,000	
MIDDLE SCHOOL DISTRICT CHAIR-COUNSELOR	COUCHR		\$2,000	
MIDDLE SCHOOL DISTRICT CHAIR-FACS	FACCHR		\$2,000	
MIDDLE SCHOOL DISTRICT CHAIR-FOR LANG	FLCHR		\$2,000	
MIDDLE SCHOOL DISTRICT CHAIR-MUSIC	MUSCHR		\$2,000	
MIDDLE SCHOOL DISTRICT CHAIR-TECH	TECCHR		\$2,000	
ELEMENTARY CHAIR-KINDERGARTEN	KCHAIR		\$2,000	
ELEMENTARY CHAIR-FIRST GRADE	1CHAIR		\$2,000	
ELEMENTARY CHAIR-SECOND GRADE	2CHAIR		\$2,000	
ELEMENTARY CHAIR-THIRD GRADE	3CHAIR		\$2,000	
ELEMENTARY CHAIR-FOURTH GRADE	4CHAIR		\$2,000	
ELEMENTARY CHAIR-FIFTH GRADE	5CHAIR		\$2,000	
ELEMENTARY ART	CUART		\$2,000	
ELEMENTARY MUSIC	CUMU		\$2,000	
ELEMENTARY PHYSICAL EDUCATION	CUPE		\$2,000	
NURSES	CUNU		\$2,000	
HIGH SCHOOL IMC	CUIMH		\$2,000	
MIDDLE SCHOOL IMC	CUIMM		\$2,000	
ELEMENTARY IMC	CUIME		\$2,000	
ELEMENTARY SPECIAL EDUCATION	CUSP		\$2,000	
ADAPTED PE	CUAP		\$2,000	
ASSISTANT ATHLETIC DIRECTOR	AAD	0.110	\$3,808	\$4,188
HIGH SCHOOL ACTIVITY TREASURER	SHAT/SHATL	0.080	\$2,769	\$3,046
PBIS COACH				
HIGH SCHOOL	PBISHS		\$1,000	
JUNIOR HIGH	PBISJH		\$800	
ELEMENTARY 300+ ENROLLMENT	PBIS2 300+		\$600	
ELEMENTARY <300 ENROLLMENT	PBIS1 <300		\$400	
SPORTS-HIGH SCHOOL				
HEAD COACHES				
BASEBALL	SHBE/SHBEL	0.160	\$5,538	\$6,092
BASKETBALL	SHBB/SHBBL	0.190	\$6,577	\$7,234
CROSS COUNTRY	SHCC/SHCCL	0.160	\$5,538	\$6,092
FOOTBALL	SHFT/SHFTL	0.190	\$6,577	\$7,234
GOLF	SHGF/SHGFL	0.110	\$3,808	\$4,188
SOCCER	SHSO/SHSOL	0.130	\$4,500	\$4,950
SOFTBALL	SHSB/SHSBL	0.160	\$5,538	\$6,092

**McLean County Unit District No. 5
SCHEDULE B**

		2016-2018 % of Base	2016-2018 Increment	2016-2018 Longevity
\$34,614				
SWIMMING	SHSW/SHSWL	0.110	\$3,808	\$4,188
TENNIS	SHTN/SHTNL	0.110	\$3,808	\$4,188
TRACK	SHTR/SHTRL	0.160	\$5,538	\$6,092
VOLLEYBALL	SHVB/SHVBL	0.190	\$6,577	\$7,234
WRESTLING	SHWR/SHWRL	0.190	\$6,577	\$7,234

ASSISTANT COACHES

BASEBALL	AVBE/AVBEL	0.080	\$2,769	\$3,046
BASKETBALL	AVBB/AVBBL	0.110	\$3,808	\$4,188
CROSS COUNTRY	AVCC/AVCCL	0.080	\$2,769	\$3,046
FOOTBALL	AVFT/AVFTL	0.110	\$3,808	\$4,188
GOLF	AVGF/AVGFL	0.040	\$1,385	\$1,523
SOCCER	AVSO/AVSOL	0.080	\$2,769	\$3,046
SOFTBALL	AVSB/AVSBL	0.080	\$2,769	\$3,046
SWIMMING	ASW/ASWL	0.040	\$1,385	\$1,523
TENNIS	AVTN/AVTNL	0.040	\$1,385	\$1,523
TRACK	AVTR/AVTRL	0.080	\$2,769	\$3,046
VOLLEYBALL	AVVB/AVVBL	0.110	\$3,808	\$4,188
WRESTLING	AVWR/AVWRL	0.110	\$3,808	\$4,188

SPORTS-JUNIOR HIGH

7/8-BASEBALL	JHBE/JHBEL	0.040	\$1,385	\$1,523
7-BASKETBALL	JHBB/JHBBL	0.090	\$3,115	\$3,427
8-BASKETBALL	JHBB/JHBBL	0.090	\$3,115	\$3,427
7/8-SOFTBALL	JHSB/JHSBL	0.040	\$1,385	\$1,523
7-TRACK	JHTR/JHTRL	0.060	\$2,077	\$2,285
8-TRACK	JHTR/JHTRL	0.060	\$2,077	\$2,285
7-VOLLEYBALL	JHVB/JHVBL	0.090	\$3,115	\$3,427
8-VOLLEYBALL	JHVB/JHVBL	0.090	\$3,115	\$3,427
7/8-WRESTLING	JHWR/JHWRL	0.090	\$3,115	\$3,427
7/8-CROSS COUNTRY	JHCC/JHCCL	0.060	\$2,077	\$2,285

CHEERLEADERS AND DANCE

HIGH SCHOOL

VARSITY FOOTBALL	CHFT/CHFTL	0.030	\$1,038	\$1,142
VARSITY BASKETBALL	CHBB/CHBBL	0.055	\$1,904	\$2,094
SOPHOMORE	SOCH/SOCHL	0.055	\$1,904	\$2,094
DANCE	DANHS	0.055	\$1,904	\$2,094
FRESHMAN	CHFR/CHFRL	0.055	\$1,904	\$2,094

JUNIOR HIGH

7/8 CHEERLEADER	JHC/JHCL	0.035	\$1,211	\$1,333
DANCE	DANJH	0.040	\$1,385	\$1,523

ADVISORS/SPONSORS

HIGH SCHOOL

TECHNICAL DIRECTOR	HSTD/HSTDL	0.100	\$3,461	\$3,808
HEAD SENIOR CLASS	HSCS/HSCSL	0.030	\$1,038	\$1,142
HEAD JUNIOR CLASS	HJCS/HJCSL	0.030	\$1,038	\$1,142
HEAD SOPHOMORE CLASS	SOCs/SOCsL	0.010	\$346	\$381

**McLean County Unit District No. 5
SCHEDULE B**

		2016-2018 % of Base	2016-2018 Increment	2016-2018 Longevity
			\$34,614	
HEAD FRESHMAN CLASS	HFCS/HFCSL	0.010	\$346	\$381
F.H.A. SPONSOR	FHA/FHAL	0.040	\$1,385	\$1,523
NEWSPAPER	SHNS/SHNSL	0.040	\$1,385	\$1,523
STUDENT COUNCIL	SHSC/SHSCL	0.090	\$3,115	\$3,427
YEARBOOK	SHYB/SHYBL	0.080	\$2,769	\$3,046

JUNIOR HIGH

FHA SPONSOR	FHA/FHAL	0.040	\$1,385	\$1,523
STUDENT SENATE	JHSS/JHSSL	0.040	\$1,385	\$1,523
YEARBOOK	JHYB/JHYB	0.060	\$2,077	\$2,285
SPIRIT CLUB	JHSC/JHSCL	0.020	\$692	\$762

ELEMENTARY

STUDENT COUNCIL	ELSC/ELSCL	0.020	\$692	\$762
PATROL	ELPA/ELPAL	0.020	\$692	\$762

ACADEMIC-COACHES

HIGH SCHOOL

MOCK TRIAL	SHMT/SHMTL	0.015	\$519	\$571
CHESS	SHCH/SHCHL	0.025	\$865	\$952
DRAMA	SHDR/SHDRL	0.110	\$3,808	\$4,188
SCHOLASTIC BOWL	SCB/SCBL	0.090	\$3,115	\$3,427
ASST. SCHOLASTIC BOWL	SCBA/SCBAL	0.055	\$1,904	\$2,094
SPEECH	SHSP/SHSPL	0.090	\$3,115	\$3,427
ASSISTANT SPEECH	SHAS/SHASL	0.055	\$1,904	\$2,094

JUNIOR HIGH

MATH	JHMA/JHMAL	0.030	\$1,038	\$1,142
DRAMA	JHDR/JHDRL	0.030	\$1,038	\$1,142
CHESS	JHCH/JHCHL	0.010	\$346	\$381
SPEECH	JHSP/JHSPL	0.030	\$1,038	\$1,142
YOUNG AUTHORS	JHYA/JHYAL	0.020	\$692	\$762

ELEMENTARY

CHESS	ELCH/ELCHL	0.010	\$346	\$381
YOUNG AUTHORS-SGL/DBL	YA1/YA1L	0.010	\$346	\$381
YOUNG AUTHORS-TRI/QUAD	YA2/YA2L	0.020	\$692	\$762

MUSIC

HIGH SCHOOL

BAND	SHBA/SHBAL	0.045	\$1,558	\$1,713
ASST. BAND	ASBA/ASBAL	0.045	\$1,558	\$1,713
JAZZ BAND	SHJZ/SHJZL	0.030	\$1,038	\$1,142
CHOIR	SHCR/SHCRL	0.045	\$1,558	\$1,713
ORCHESTRA	SHOR/SHORL	0.045	\$1,558	\$1,713
WINTER GUARD DIRECTOR	WGD/WGDL	0.090	\$3,115	\$3,427
WINTER GUARD ASST. DIR.	WGAD/WGADL	0.045	\$1,558	\$1,713
SWING CHOIR DIRECTOR	SCDR/SCDRL	0.030	\$1,038	\$1,142
MARCHING BAND DIRECTOR	MBDR/MBDRL	0.090	\$3,115	\$3,427
ASSISTANT MARCHING BAND DIRECTOR	ASBDR/ASBDRL	0.045	\$1,558	\$1,713
MUSICAL DIRECTOR	MUDR/MUDRL	0.040	\$1,385	\$1,523
ASST. MUSICAL DIRECTOR	ASMU/ASMUL	0.020	\$692	\$762

**McLean County Unit District No. 5
SCHEDULE B**

		2016-2018 % of Base	2016-2018 Increment	2016-2018 Longevity
			\$34,614	
MUSICAL ACCOMPANIST	MUAC/MUACL	0.015	\$519	\$571
MUSICAL ORCHESTRA DIR.	MUOR/MUORL	0.015	\$519	\$571
COLOR GUARD (FLAGS)	COGU/COGUL	0.090	\$3,115	\$3,427
DRUM LINE	DRUM/DRUML	0.045	\$1,558	\$1,713
MADRIGALS	SHMA/SHMAL	0.030	\$1,038	\$1,142
WINTER DRUMLINE	WDRU/WDRUL	0.030	\$1,038	\$1,142

JUNIOR HIGH

BAND	JHBA/JHBAL	0.035	\$1,211	\$1,333
JAZZ BAND	JHJZ/JHJZL	0.020	\$692	\$762
CHOIR	JHCR/JHCRL	0.035	\$1,211	\$1,333
ORCHESTRA	JHOR/JHORL	0.035	\$1,211	\$1,333

TECHNOLOGY

BUILDING TECHNOLOGY COACH	BTECH		\$1,000	
HIGH SCHOOL - Webmaster	WEBH/WEBHL	0.060	\$2,077	\$2,285
HIGH SCHOOL IMC - Webmaster	WEBI/WEBIL	0.010	\$346	\$381
MIDDLE SCHOOL - Webmaster	WEBM/WEBML	0.030	\$1,038	\$1,142
ELEMENTARY - Webmaster	WEBE/WEBL	0.020	\$692	\$762

EXTRA DUTIES

Sixth Class Assignment-Study Hall (Includes Noon Hour Supv.) (Stipend Based on One Semester)	\$ 1,100.00
Sixth Class Assignment - Instructional (Stipend Based on One Semester)	\$ 1,600.00

ADDITIONAL EDUCATION ATTAINMENT

PhD, EdD	\$ 1,500.00
National Board Teacher Certification (For full-time employees only)	\$ 1,500.00
CCC's (For full-time employees only)	\$ 1,500.00
LCSW (For full-time employees only)	\$ 1,500.00
Nationally Certified School Counselor (For full-time employees only)	\$ 1,500.00
Nationally Certified School Psychologist (For full-time employees only)	\$ 1,500.00
Nationally Certified School Nurse (For full-time employees only)	\$ 1,500.00

An employee who has performed the same assignment for 5 cumulative years shall be additionally compensated in the amount of .10 times the current rate for the applicable Schedule B assignment. This does not include Sixth Class Assignments or Additional Education Attainment.

- Longevity in coaching would be gained by doing the same Schedule B indexed sport at any level for 5 years.
- Longevity in music would be gained by holding a position within the specific category at any level for 5 years.
- Longevity in any academic area would be gained by doing the same Schedule B activity at any level for 5 years.

When a bargaining unit member and a non-bargaining unit member are equally qualified in all respects for a Schedule B position, the bargaining unit member will be hired.

Appendix A
PROCEDURE FOR RESOLVING CONCERNS

McLean County Unit District No. 5
1809 West Hovey Ave., Normal, IL 61761-4339

The Unit 5 Administration is interested in receiving and processing valid concerns of its constituency in an appropriate sequence. Each concern shall be considered on its merits and every effort will be made to resolve issues in a positive and professional manner.

The following steps are recommended when a concern is registered against a person, policy, or procedure. Each step/action taken will depend upon the severity of the concern and may be adjusted accordingly. All concerns will be processed to completion using the following guidelines.

Step One

All concerns should be directed to the individual(s) involved. In an attempt to resolve differences at this level, all parties involved should participate in the process. This may include a personal conference, a telephone conversation, or a written communication.

Step Two

If resolution is not achieved at Step One, a "Concern Resolution Form" will be submitted to the building principal/designee. The following actions will be taken upon receipt of the Concern Resolution Form.

- Any concern or series of concerns that are requested to be placed in a staff member's personnel file or that may result in disciplinary action shall be brought to the attention of the staff member as soon as possible.
- The building administrator will schedule a conference with the concerned party or parties and the staff member involved to review the concern(s). A copy of the Concern Resolution Form will be provided for all parties.
- The building principal/designee will conduct an investigation based on the documents submitted and the information discussed at the conference.
- The building administrator will provide a written recommendation for resolution to all parties.

Step Three

If resolution is not achieved at Step 2, the concerned party may appeal the recommendation to the Assistant Superintendent of Operations and Human Resources. The building principal will submit all documentation along with the Concern Resolution Form indicating prior actions taken.

The following actions will be taken in Step Three.

- The Assistant Superintendent of Operations and Human Resources will conduct a hearing involving all parties.
- The Assistant Superintendent of Operations and Human Resources will complete a written recommendation within seven days of the hearing completion. All materials reviewed will be considered for placement in a staff member's personnel file.

This procedure shall not be construed to create an independent right to a hearing before the Board. An individual not satisfied after following the outlined procedures may file a grievance under Board Policy No. 2.260 (*Uniform Grievance Procedure*).

Appendix B

McLean County Unit District No. 5

Your Name: _____ Date: _____

Address: _____
Street City Zip Code

Phones (s): Home _____ Work _____ Cell _____

Parties Involved: _____

Concern Involves (please explain/use the back side if additional space is needed):

Facilities (Building, Playground, Parking Area, etc.): _____

Personnel: _____

Transportation: _____

Other: _____

What will define success in resolving this concern for you? Please prioritize the outcomes you want.

Your Signature: _____

The completed form should be forwarded to the building or area supervisor. Typically, this would be the principal of the school involved with the issue.

C & I September 28, 2004

Appendix C

LEAVE SUMMARY

The following is intended to be a quick guide to leaves available to Bargaining Unit Members. Please reference Article X of the negotiated agreement for a complete explanation of many of these leaves.

PAID LEAVES

- **Sick Leave (10.1.1.)** – A paid leave that can be used by an employee for personal illness or for serious illness or death for members of the immediate family as defined by group-specific language. Sick leave may also be used during the adoption of a child, pursuant to provisions of the contract. All benefits remain intact when an employee is utilizing sick leave. A **Sick Leave Bank (10.1.1.a)** is also available for members to cover their own personal illness. FMLA is run concurrently when applicable.
- **Personal Leave (10.1.2)** – Two (2) days of leave per year for personal business that must be requested forty-eight (48) hours in advance (except in emergencies). Personal leave may not be taken in certain situations without approval of the Superintendent or designee. Unused personal leave may accumulate to a maximum of four (4) days.
- **Professional Leave (10.1.3)** – May be requested for professional development activities; request shall be in writing at least one (1) week prior to the day of the requested absence. The Superintendent or designee will approve or deny such requests.
- **Leave for Additional Education (10.1.5)** – A 12-month leave available to up to two (2) bargaining unit members per year. Members must meet the qualifications for employment, experience and education. Members on such leave will receive one-half of their base salary and must return and work for two (2) additional years in Unit Five or refund the leave pay to the Board.
- **Sabbatical for Recipients of Distinguished Educational Award (10.1.6)** – This one (1) semester leave to pursue additional education opportunities is provided as an alternative to “Leave for Additional Education” for members who receive a Golden Apple (or similar) Award and meet the qualifications listed. Any member on such leave will continue to receive his or her base salary and health insurance/major medical benefits, and must return and work for two (2) additional years in Unit Five or refund the leave pay to the Board.
- **Bereavement Leave (10.1.7)** – A paid leave that can be used by an employee for up to three days to deal with funeral matters of the immediate family. If the request is for a family member who doesn’t qualify under the terms of the contract, the request may be considered under the terms of Emergency Leave.
- **Emergency Leave (10.1.8)** – Members of the bargaining unit may request leave to accommodate extreme situations when other leaves do not apply. A member must give a reason for the request, and such leave will be approved or denied by a committee consisting of the Superintendent or designee, principal of the building from which the request was made, and the president of the Association or designee.

UNPAID LEAVES

A bargaining unit member must work at least ninety (90) school days or one semester, whichever is less, in one (1) school year to receive experience credit for that year on the salary schedule. A bargaining unit member on leave for a full school year shall not advance on the salary schedule while on leave; however, upon return the member shall advance appropriately on the salary schedule.

- **Family Medical Leave Act (FMLA)** – A leave for up to 12 weeks in a year that can be used for a serious medical condition of the employee or the employee's spouse, child, or parent, and for the birth or adoption of a child. All benefits, except pay, remain intact when an employee is utilizing FMLA. (FMLA will be counted concurrently when other FMLA-qualifying leaves are taken.) Completion of forms may be required.
- **Medical Leave (10.2.1)** – An unpaid leave that can be used by an employee for personal illness only. Medical leave is only available after sick leave has been exhausted. All benefits, except pay, remain intact when an employee is utilizing medical leave. FMLA is run concurrently when applicable.
- **Personal Illness Leave (10.2.2)** – An unpaid leave that can be used for an employee's personal illness. The leave requires Board approval prior to use, and is available only after sick leave and medical leave have been exhausted. An employee can request personal illness leave for the remainder of the current year only. All benefits are suspended during a personal illness leave. An employee can continue health insurance at personal cost during a personal illness leave.
- **Family Hardship Leave (10.2.3)** – An unpaid leave that can be used by an employee for family care, and it CANNOT be used in conjunction with sick leave. The leave requires Board approval prior to use. All benefits are suspended during parental leave. An employee can continue health insurance at personal cost during a parental leave. Total leave allowance is two years.
- **Parental Leave (10.2.4)** – An unpaid leave that can be used by an employee for family care. The leave requires Board approval prior to use and, and it CAN be used in conjunction with sick leave. The leave requires Board approval prior to use. All benefits are suspended during parental leave, and tenure status is interrupted for non-tenured certified staff. An employee can continue health insurance at personal cost during a parental leave. Total leave allowance is two years.
- **Planned Extended Leave (10.2.5)** – An unpaid leave that requires Board approval prior to use. A member must give a specific reason for the request, and leaves will not be granted to allow employment in another school district. Seniority is not impacted by taking such leave; however experience credit is not accrued while on leave. All benefits are suspended during a planned extended leave. An employee can continue health insurance at personal cost. When returning from leave, the employee will be placed in an available position for which they are qualified, unless impacted by a Reduction in Force. Total leave allowance is two years.
- **Military Leave (10.2.3)** – The District will comply with the Military Leave of Absence Act, 129 Ill. Rev. Stat. 500 et seq., as amended from time to time. For details, please refer to the contract.
- **Leave Without Pay** – Requests for absences from work that do not fall under any other leave policy may be granted by a supervising administrator. Unless circumstances warrant, leave without pay shall not be granted immediately prior to or immediately following holidays or vacations. The pay for a bargaining unit member who is granted a leave without pay shall be reduced as per the salary contract.

Appendix D
EVALUATION CYCLES

Non-Tenured

Timeline	Process
Segment 1 Start of School Term to Evaluation Planning Meeting	<ul style="list-style-type: none"> • Written Notification by the first student school day • Orientation for all staff within the first 15 school days • Evaluation planning meeting following Orientation and within 20 school days
Segment 2 Following the Evaluation Planning Meeting to Winter Break	<ul style="list-style-type: none"> • Informal Observation(s) • Formal Observation(s) • Mid-Cycle Conference in December
Segment 3 After Winter Break and At Least 60 Calendar Days Before the End of the School Term	<ul style="list-style-type: none"> • Informal Observation(s) • Formal Observation(s) • At least 60 calendar days before the end of the school term, a Summative Evaluation rating is given to the Certified Staff Member <ul style="list-style-type: none"> ○ Tenure will be determined at the end of the fourth non-tenured year. Tenure will only be considered for Certified Staff who received a performance evaluation rating of at least "Proficient" at the end of the fourth probationary year and at least "Proficient" in either the second or third probationary year. ○ Non-Tenured Certified Staff Members, who received an "Excellent" performance evaluation rating in the first three probationary years, are eligible for early tenure.

**A minimum of three observations must be conducted, of which two (2) must be formal.*

Tenured – Proficient/Excellent

Timeline	Process
Year 1	<ul style="list-style-type: none">• Written Notification by the first student school day• Orientation for all staff within the first 15 school days• Evaluation planning meeting following Orientation and within 20 school days• At least one Formal or Informal Observation
Year 2	<ul style="list-style-type: none">• Written Notification by the first student school day• Orientation for all staff within the first 15 school days• Mid-Cycle Conference within the first 25 school days• At least one Formal or Informal Observation• At least 45 calendar days before the end of the school term, a Summative Evaluation rating is given to the Certified Staff Member<ul style="list-style-type: none">○ Overall Rating of “Proficient” or “Excellent” – Continuation on the District’s evaluation schedule○ Overall Rating of “Needs Improvement” – Professional Development Plan○ Overall Rating of “Unsatisfactory” – Remediation Plan

**A minimum of two observations must be conducted, of which one (1) must be formal.*

Tenured – Needs Improvement

Timeline	Process
Within 30 school days of Certified Staff Member receiving an Overall Rating of “Needs Improvement”	<ul style="list-style-type: none"> Review of the Tenured Staff Professional Evaluation Plan Components including: 1) Professional Practice Performance Rating Definitions; 2) Operating Principles of the Summative Rating; 3) Assign the Peer Coach; and 4) current Teaching Performance Evaluation Framework. Develop Professional Development Plan (“PDP”) with the Certified Staff Member to address components that are rated as “Needs Improvement” and any supports the District will provide
Segment 1 First Semester	<ul style="list-style-type: none"> Written Notification by the first student school day Orientation for all staff within the first 15 school days PDP Review Meeting within the first 20 school days Informal Observation(s) Formal Observation(s) (at least one)
Segment 2 Second Semester	<ul style="list-style-type: none"> Mid-Cycle Conference to discuss progress towards PDP with a formative rating Informal Observation(s) Formal Observation(s) (at least one) At least 45 calendar days before the end of the school term, a Summative Evaluation rating is given to the Certified Staff Member <ul style="list-style-type: none"> Overall Rating of “Proficient” or “Excellent” – Reinstatement to the District’s evaluation schedule Second Overall Rating of “Needs Improvement” becomes “Unsatisfactory” – Remediation Plan Overall Rating of “Unsatisfactory” – Remediation Plan

****A minimum of three observations must be conducted, of which two (2) must be formal.***

Tenured – Unsatisfactory

Timeline	Process
Within 30 days of Certified Staff Member receiving an Overall Rating of “Unsatisfactory”	<ul style="list-style-type: none"> Review of the Tenured Staff Professional Evaluation Plan Components including: 1) Professional Practice Summative Rating Definitions; 2) Operating Principles of the Summative Rating; 3) Role of the Consulting Certified Staff Member; and 4) current Teaching Performance Evaluation Framework. Develop Remediation Plan with the Consulting Certified Staff Member to address deficiencies cited, provided that the deficiencies are remediable Explain and confirm the Remediation Plan with Certified Staff Member and the Consulting Certified Staff Member
At the beginning of the 90 school day Remediation Plan	<ul style="list-style-type: none"> The Certified Staff Member begins the implementation of the Remediation Plan with the support of the Consulting Certified Staff Member
Before the midpoint of the Remediation Plan	<ul style="list-style-type: none"> Informal Observation(s) (as determined by Evaluator, post conference required) Formal Observation(s) (at least one)
At the midpoint of the Remediation Plan	<ul style="list-style-type: none"> Summative Evaluation is given and reviewed with the Certified Staff Member
After the midpoint of the Remediation Plan	<ul style="list-style-type: none"> Informal Observation (as determined by Evaluator, post-conference required) Formal Observation(s) (at least one)
At the conclusion of the Remediation Plan period	<ul style="list-style-type: none"> At least 45 calendar days before the end of the school term, a Summative Evaluation rating is given to the Certified Staff Member Overall Rating of “Proficient” or “Excellent” – Reinstatement to the District’s evaluation schedule Overall Rating of <i>Needs Improvement</i> or <i>Unsatisfactory</i> – Dismissal (Section 24-12)

****A minimum of three observations must be conducted, of which two (2) must be formal.***

Appendix E
Monthly Travel Report

Directions for the completion of monthly travel report for reimbursement

This document includes the mileage travel chart, the time travel chart, travel addresses, and the monthly travel report form that you will use to document your mileage for reimbursement. Listed are guidelines to use as you complete your mileage report:

- Complete information at the top of the chart (shaded areas).
- Building administrator must sign the completed form.
- Must be copied on pink paper before submitted to Unit Office.
- Complete full month (no partial month payments).
- Approved travel sheets (sheets with admin signature) are processed the first week of each month.
- Staff members will be compensated for miles actually traveled between district buildings.
- Only record the miles that you actually travel between buildings, not round trip.
- Use the mileage chart tab on the document to figure your mileage. The chart is available on your Google Drive (Shared with me>District Wide Files Folder), in SharePoint (Home tab>Finance>Accounts Payable Folder), District website, and UFEA website to determine mileage.
- Use the travel report to record your miles.

The District and the Association collaborated in the development of the travel document. We recognize there may be some discrepancies within the data on the chart. If you find the chart does not accurately reflect the distance or time you travel, please notify Curt Richardson.

McLean County Unit District No. 5

MONTHLY TRAVEL REPORT

rev 08/12/2016

2016-2017

MONTH:

PRESENTED BY:

ADDRESS:

SIGNATURE:

Last 4 of SSN

HOMEBASE:

Travel \$ Amount:

Charge to Account:

Account Description

10E000 2661 3320 00 000000	Technology Administrator
10E000 2664 3320 00 000000	Technology Personnel
10E000 2110 3320 00 000000	Social Workers
10E000 2140 3320 00 000000	Psychologists
10E000 2321 3320 00 000000	Superintendents Office
10E000 2211 3320 00 000000	Curriculum Instruction Personnel
10E000 2410 3320 00 000000	Principal/Assoc. Principal/Admin
10E000 2410 3320 00 000000	Principal's Admin Assts
10E000 2641 3320 00 000000	Human Resources
10E000 2510 3320 00 000000	Business Director
10E100 1110 3320 00 000000	Elementary Teachers/Teacher Asst/Med Nurses
10E202 1120 3320 00 000000	CJHS Teachers/Teacher Assistants
10E201 1120 3320 00 000000	EJHS Teachers/Teacher Assistants
10E204 1120 3320 00 000000	KJHS Teachers/Teacher Assistants
10E203 1120 3320 00 000000	PJHS Teachers/Teacher Assistants
10E301 1130 3320 00 000000	NCJS Teachers/Teacher Assistants
10E302 1130 3320 00 000000	NCWHS Teachers/Teacher Assistants
10E000 1220 3320 00 000000	Special Education
10E000 2134 3320 00 000000	School Nurses
20E000 2542 3320 00 000000	Custodians
10E000 2561 3320 00 000000	Food Service Administrators
10E000 2562 3320 00 000000	Food Service Employees
40E000 2551 3320 00 000000	Transportation Admin
40E000 2552 3310 00 000000	Special Ed. Purposes
	Other (Call Business Office for Acct Number)

DATE	PURPOSE	TRIP	TRIP MILES

Date: _____ Total Miles _____ 0

Approved by Principal/Supervisor _____ Rate per mile @ _____ 0.54

Total Pay \$ _____

Enter Total Pay on Acct Line Above

Please copy on pink paper)

BUILDING

Mileage Chart

ADMIN	ADMIN	NCHS	NCWHS	CJHS	EVANS	KJHS	PJHS	BENJAMIN	BRIGHAM	CARLOCK	CEDEAR RIDGE	FAIRVIEW	FIELD	FOX CREEK	GLENN	GROVE	HOOSE	HUDSON	NORTHPOINT	OAKDALE	PAKSIDE ELEM	PEPPER RIDGE	RAIRIELAND	SUGAR CREEK	TOWANDA	EERC	WAREHOUSE/TRANS
NCHS	7.4																										
NCWHS	1.5	7.2																									
CJHS	2.6	4.9	3.1																								
EVANS	8	11.6	9.4	6.8																							
KJHS	2	5.6	2.4	1.2	7.4																						
PJHS	0.6	6.7	0.9	2.3	9.1	1.8																					
BENJAMIN	11	7.6	12.3	9.4	6.6	8.3	9.8																				
BRIGHAM	5.6	9.9	7.1	9.4	4.2	4.7	6.1	6.1																			
CARLOCK	8.9	15.2	8.4	10.9	20.1	10.6	8.8	20.7	16.1																		
CEAR RIDGE	5.7	10	7.2	5.6	3.8	4.8	6.2	5.9	0.5	17																	
FAIRVIEW	3	5.8	2.5	2	8.2	1.7	2.4	4.1	5.9	11	6																
FIELD	3.1	4.4	2.8	0.5	7.2	1.8	2.5	8.1	5.9	11.2	6	1.5															
FOX CREEK	6.5	13.2	8	8.4	7.9	8	8.3	9.4	4.9	18.6	5.1	9.2	9.2														
GLENN	2.1	5.9	3.5	1.1	6.1	1.1	2.5	7.6	4.3	12	4.4	2.4	1.6	7.7													
GROVE	6.8	0.9	6.5	4	9.3	5.4	6.2	6	9	14.8	9.1	4.8	3.6	12.4	5.5												
HOOSE	2.8	4.9	3.8	1	7.2	1.8	3.2	7.2	5.4	13.6	5.5	2.6	1.2	8.8	1.3	4.2											
HUDSON	9.8	11.9	7.8	8.9	19.4	8.5	9.2	15.3	12.7	15.1	12.8	7	6.7	16.8	8.9	11	7.9										
NORTHPOINT	5.1	2.5	5.3	2.5	7.2	3.8	4.5	7	7.3	15.2	7.8	4.1	2.6	10.7	3.5	1.7	2.5	11.8									
OAKDALE	1.3	6	2.2	1.6	7.1	0.4	1.3	8.6	4.9	12.6	5	1.7	1.7	7.4	1.1	5.5	1.9	8.2	3.8								
PARKSIDE ELEM	0.8	7	1.1	2.5	9.3	2	0.2	10.1	6.6	8.9	8.4	2.7	2.7	7.4	2.7	6.5	3.4	9.2	4.8	1.6							
PEPPER RIDGE	5.6	11	7	6.7	5.8	5.8	6.1	7.2	2.8	16.4	2.9	7	7	2.4	5.4	10.2	6.5	15.2	8.5	5.9	6.1						
RAIRIELAND	5.2	4.7	3.7	2.6	8.9	3.9	4.6	8.6	8	12.2	8.1	2.4	2.3	12	3.7	3.8	2.9	8.2	3	3.9	4.9	9.8					
SUGAR CREEK	4	3.6	4.2	1.3	7.3	2.6	3.4	7	6.4	14.5	6.5	2.6	1.5	10.4	2.4	2.8	1.3	7.8	1.5	2.7	3.6	8.2	1.6				
TOWANDA	10.6	3.2	9.1	7.7	12.3	9.3	10	7.7	12.6	16.9	12.7	7.7	7.2	18.5	9.7	4	6.9	13.4	7.1	9.3	10.2	16.3	8.6	6.4			
EERC	4.7	7.2	3.2	3.5	9.9	3.4	4.1	11	7.6	11.4	7.7	1.9	3.1	10.6	3.8	6.3	4.2	5.4	6.7	3.4	4.4	10.8	2.7	4.3	8		
WAREHOUSE/TRANS	5	7.5	3.5	3.8	10.2	3.9	4.7	12.7	8.1	11.9	8.2	2.4	3.8	13.9	4.3	6.9	4.7	5.9	6.3	3.9	4.9	11.4	3.3	4.9	8.5	0.5	

BUILDING

Travel Time Chart

BUILDING		ADMIN	ADMIN	NCHS	NCWHS	CJHS	EVANS	KJHS	PJHS	BENJAMIN	BRIGHAM	CARLOCK	CEDEAR RIDGE	FAIRVIEW	FIELD	FOX CREEK	GLENN	GROVE	HOOSE	HUDSON	NORTHPOINT	OAKDALE	PAKSID ELEM	PEPPER RIDGE	PRAIRIELAND	SUGAR CREEK	TOWANDA	EERC	WAREHOUSE/TRANS
ADMIN		21																											
NCHS		8	19																										
NCWHS		11	15	12																									
CJHS		20	20	22	18																								
EVANS		9	16	10	9	19																							
KJHS		6	19	7	11	21	9																						
PJHS		24	16	26	21	13	20	23																					
BENJAMIN		17	23	20	21	12	10	18	15																				
BRIGHAM		17	22	16	22	27	20	17	29	22																			
CARLOCK		15	23	21	19	11	16	19	15	8	23																		
CEDAR RIDGE		12	15	10	11	21	9	11	13	19	19	19																	
FAIRVIEW		13	14	12	8	19	11	12	20	19	23	19	9																
FIELD		18	27	22	23	19	21	21	20	15	27	16	25	13	10	21													
FOX CREEK		11	17	13	9	17	8	12	19	16	25	15	15	13	10	21													
GLENN		20	7	19	14	20	18	18	14	22	23	21	16	16	13	27	17												
GROVE		12	14	14	8	17	9	13	17	18	24	18	12	9	23	9	14												
HOOSE		20	17	17	19	26	18	18	27	27	22	27	15	17	26	19	22	19											
HUDSON		17	17	17	11	17	15	16	13	19	23	22	15	13	24	14	8	11	20										
NORTHPOINT		8	10	10	10	19	6	8	21	17	26	16	10	10	21	9	17	11	18	14									
OAKDALE		7	8	8	12	20	10	6	24	19	16	17	12	12	19	12	19	13	19	16	8								
PARKSIDE ELEM		16	19	19	20	14	16	17	16	12	23	12	20	20	11	17	22	19	22	19	17	17							
PEPPER RIDGE		15	13	13	12	20	14	14	19	24	21	23	11	11	26	14	12	12	18	11	13	15	22						
PRAIRIELAND		14	17	15	8	17	12	14	17	20	22	20	11	10	24	11	11	7	18	9	12	14	20	9					
SUGAR CREEK		21	11	17	18	21	19	19	16	26	24	25	16	17	27	20	12	7	21	16	19	21	23	17	15				
TOWANDA		14	11	11	13	24	12	13	24	22	19	22	9	12	27	14	17	14	13	15	12	14	18	10	13	15			
EERC		15	12	12	14	25	14	14	24	23	20	23	9	14	29	15	15	15	15	14	18	13	15	19	12	15	17	6	
WAREHOUSE/TRANS		15	12	12	14	25	14	14	24	23	20	23	9	14	29	15	15	15	15	14	18	13	15	19	12	15	17	6	