

# Contract Agreement

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Board of Education  
Quincy School District 172  
and  
Quincy Federation Local 809

July 1, 2025 – June 30, 2027

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## PREAMBLE

This agreement ("Agreement"), between the Board of Education ("Board") of Quincy School District No. 172 ("District"), Adams County, Illinois, and the Quincy Federation, Local 809 affiliated with the Illinois Federation of Teachers, American Federation of Teachers, AFL-CIO, ("Union"), incorporates a number of understandings which derive from the parties' commitment to establish and maintain a harmonious working relationship and the recognition by the Board and the Union that they have a common responsibility to work together toward the achievement of this goal. It is the intent of both parties that the relationship that results from this Agreement be one of good faith and mutual respect.

## ARTICLE I

### RECOGNITION

- 1.1 The Board recognizes the Union as the sole and exclusive negotiating agent for:
  - 1.1.1. Licensed Staff Members: all regularly employed full-time and part-time Instructional Staff including teachers, coordinators, interventionists, instructional coaches, counselors, and library media specialist; non-instructional staff including PBIS district coach, special education coordinators, SEL coach, case managers, teacher mentor coordinator, psychologists, social workers, deans, and speech language pathologists.
  - 1.1.2. Classified Student Support: all regularly employed full-time and part-time including Paraeducator, Head Start educators, student support family liaison, district family liaison, in school suspension staff, sign language interpreter, community school coordinator, attendance liaison, and audiologist.
  - 1.1.3. Bus Drivers: employees who possess a valid Illinois School Bus Driver Permit, who are employed by the District for the purpose of driving a type two division vehicle, who are regularly assigned bus driving duties and routes ("Bus Drivers"), who are not members of any other District recognized bargaining unit, and who are not Pre-K/Head Start school bus drivers, but excluding all substitute Bus Drivers.
  - 1.1.4. Bus Monitors: employees who are assigned regularly to ride on buses to assist bus drivers with student management and safety to and from school.
  - 1.1.5. Food Service Workers: all cooks, kitchen helpers, cafeteria clerks, lunch room monitors cafeteria coordinators (who work at least three hours per workday) ("Food Service Worker(s)") but excluding all supervisors, managerial employees, confidential employees and short-term employees as defined in the Illinois Educational Labor Relations Act, all Head Start and Early Childhood cooks who are already represented by the SEIU and all other employees.
  - 1.1.6. Custodians: all full-time custodial employees, including groundskeeper, and ("Custodian(s)") but excluding supervisors, guards, managerial, and maintenance employees.
  - 1.1.7. Clerical Staff: Full and part-time secretaries, bookkeepers, registrars, administrative assistants, special education secretary, district library secretary, attendance office secretaries and receptionists, but excluding superintendent administrative assistant, human resources manager, human resources coordinator, benefits coordinator, communications officer, fiscal services manager, accounts payable coordinator, accounts payable assistant, payroll coordinator, records and data services coordinator, administrative assistants to teaching & learning, district special education administrative assistant and secretaries, confidential secretaries who have access to employee records. ("Clerical Staff")
  - 1.1.8 Security Guards: All regularly employed full-time security guards but excluding all other employees, including supervisory, managerial, confidential and short-term employees as defined in the Illinois Educational Relations Act.
- 1.2 The Board agrees not to enter into contract negotiations in regard to hours, wages, and working conditions with any individual, group, or organization of Staff Members covered by this Agreement, other than its duly elected representatives, for the duration of this Agreement. Nothing herein shall preclude individuals or other organizations from presenting their views and recommendations to the Board or administrative

staff at any time.

### 1.3 Definitions of Terminology (Defined Terms)

As used in this Agreement, the following definitions will apply:

- 1.3.1 Bargaining Unit – regularly employed full-time and part-time employees of the District as listed in Paragraph 1.1 of this Agreement.
- 1.3.2 Board – The Board of Education of the District
- 1.3.3 Day(s) - calendar days, unless otherwise specified.
- 1.3.4 Director- All holding the title of Director.
- 1.3.5 District – Quincy Public School District #172, Adams County, Quincy, IL
- 1.3.6 Educational Support Personnel – all full-time and part-time non-certified employees including but not limited to, audiologists, sign language interpreters, early childhood educators, Head Start educators, in school suspension supervisors, student family support liaison, community school coordinator, attendance liaison, district family liaisons , custodians, food service workers, paraeducators, bus drivers, bus monitors, security guards, and clerical staff.1.3.7  
Grievance – a written complaint by a Staff Member or the Union that there has been an alleged violation, misrepresentation, or misapplication of the specific provision of this Agreement.
- 1.3.8 Grievant – a Staff Member or the Union who presents a Grievance
- 1.3.9 Head Start Teachers – all Head Start Educators
- 1.3.10 Immediate Family – parent(s), step-parent(s), spouse, brother(s), sister(s), step-brother(s), step-sisters(s), child(ren), foster child(ren) as defined by the DCFS, grandparent(s), grandchild(ren), dependent(s) as defined by the IRS, and legal guardian(s) or the corresponding relative of the Staff Member's spouse.
- 1.3.11 Licensed Staff Member – All regularly employed full-time and part-time licensed staff members including but not limited to, teachers, coordinators, interventionists, instructional coaches, and library media specialist; non-instructional staff including PBIS district coach, special education coordinators, SEL coach, case managers, teacher mentor project coordinator, counselors, deans, psychologists, social workers, speech language pathologists.
- 1.3.12 Staff Member(s) - a member of the Bargaining Unit, unless otherwise specified.
- 1.3.13 Subgroup - a classification of employees (e.g. teachers, paraeducators, food service workers, bus drivers, custodians, secretaries, and any other bargaining group)
- 1.3.14 Superintendent - the Superintendent of the District or his/her designee unless otherwise specified.
- 1.3.15 Union – Quincy Federation, Local 809, affiliated with the Illinois Federation of Teachers, American Federation of Teachers, AFL-CIO
- 1.3.16 Work Year – July 1 through June 30.
- 1.3.17 Working Day – Monday through Friday, when the District office is open. A schedule of District

Office dates and hours will be posted on the QPS website.

- 1.3.18 260-Day Staff Member - ESP whose regular work schedule is over the course of 12-months, including Custodians and certain Clerical and Security Guard Staff members.

## ARTICLE II

### BOARD AUTHORITY

- 2.1 It is the law of the State of Illinois that the determination and administration of school policy, the operation and management of the schools, and the direction of Staff Members are vested exclusively in the Board. It is the duty of all Staff Members to carry out the policies and regulations as stipulated by the Board. The decision of the Board in matters pertaining to the determination and administration of school policy, the operation and management of the schools, and the direction of Staff Members shall be final, except to the extent the Board has exercised its discretion by entering into a provision pertaining to such subjects in this Agreement.

## ARTICLE III

### NO STRIKE

- 3.1 During the term of this Agreement and any extension thereof, no Staff Member covered by this Agreement, nor the Union, nor any person acting on behalf of the Union shall ever or at any time engage in, authorize, or instigate, any picketing, any recognition of a picket line at the District premises, any strike, slowdown or other refusal to render full and complete services to the District, or any activity whatsoever which would disrupt in any manner, in whole or in part, the operation of the District. It is understood and agreed that any Staff Member violating this provision of the Agreement shall be subject to disciplinary action by the Board up to and including dismissal.

## ARTICLE IV

### NEGOTIATION PROCEDURE

- 4.1 The Board and the Union agree that it is their mutual responsibility to meet at reasonable times and negotiate in good faith: wages, fringe benefits and working conditions.
- 4.2 Negotiations on successor agreements shall be conducted in accordance with the IELRA and shall begin no later than -February 1, unless both parties agree to an alternate date. Meetings shall be held as necessary at times and places agreed to by both parties.
- 4.3 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 to reach tentative agreements which shall be presented respectively to the Union and the Board for ratification.
- 4.4 Each party to negotiations shall select its negotiating representatives provided that the Board shall not select a Staff Member and the Union shall not select any District administrator.
- 4.5 During negotiations, tentatively agreed upon material shall be prepared for the Board and the Union and signed prior to the adjournment of the meeting at which such agreement was reached.

- 4.6 When the Union and the Board reach tentative agreement on all matters being negotiated, the items will be reduced to writing and shall be submitted to the membership of the Union for ratification and to the Board for approval.
- 4.7 Either party, or both parties jointly, may request mediation from the Federal Mediation and Conciliation Service at any time. No party shall declare impasse at any time prior to the expiration of fifteen (15) calendar days from the beginning of mediation, or as otherwise permitted by law. Should the Federal Mediation and Conciliation Service 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 and requested to provide a qualified mediator. The costs of mediation shall be shared equally by the Union and the Board.

## ARTICLE V

### STAFF MEMBER AND UNION RIGHTS

- 5.1 The Board and the Union recognize that each Staff Member has the right to join or not to join any organization for the Staff Member's professional or economic improvement, and membership in any organization shall not be required as a condition of employment.
- 5.2 The Board and the Union agree that they will not discriminate against any Staff Member with respect to hours, wages, terms or conditions of employment by reason of the Staff Member's membership in the Union or participation in any Grievance.
- 5.3 The Board and the Union agree that they will not discriminate against any staff member for reasons of color, race, sexual orientation, marital status, religious affiliation, age, sex, or national origin.
- 5.4 When a Staff Member is required to appear before the Board concerning any matter which could adversely affect that Staff Member's position, employment or salary, the Staff Member shall be given reasonable prior written notice of the reasons for such meeting and shall be entitled to have a personal representative at said meeting.
- 5.5 If during the course of discussing disciplinary action with an administrator, a Staff Member requests Union representation, the administrator shall discontinue the discussion. The staff member shall choose the Union Representative.
- 5.6 A Staff Member shall have the right, upon request and at a time mutually convenient to the parties, to review the contents of his/her own personnel file as maintained by the District. Privileged information, such as letters of reference, shall be specifically exempted from such a review. A Staff Member may write a response to any material contained in his/her file and this response will also be placed in the Staff Member's personnel file.
- 5.7 The Union shall have the right to appoint one or more members of the bargaining unit as Union Steward to represent the Union and its members in matters relating to the terms and conditions of this agreement.
- 5.8 The Union shall have the right to post official notices of its activities and matters of Union concern on designated bulletin boards. The District may direct the removal of any items posted on the bulletin board that in the District's judgment may be offensive, in poor taste, not appropriate for display, or violates the Illinois Ethics and Gift Ban Act or other applicable laws.
- 5.9 The Union shall have the right to use Staff Member mailboxes and interschool/electronic mail service for



communication with Staff Members, provided it does not violate the Illinois Ethics and Gift Ban Act or other applicable laws.

- 5.10 Time will be made available during the District opening day for the Union to make brief announcements.
- 5.11 Duly authorized representatives of the Union shall be permitted to transact official Union business on school property during lunch periods and before and after school, provided that such activities shall not interfere with or interrupt normal school operations and that any Union representatives who are not District employees shall follow security entry procedures and make their presence known to the building principal.
- 5.12 In order to promote the free flow of information among the Union, the District, and the Board, the Union and the District agree to establish a Consultation Committee composed of a maximum of twelve (12) representatives of the Union selected by the Union and the Superintendent. Any Subgroup President may request a special Consultation meeting within their Subgroup. The Consultation Committee shall meet at mutually agreed upon times as needed, to discuss matters of mutual concern.
- 5.13 The Union shall be furnished regular and routine financial reports prepared for the Board on a monthly basis. Requests for reports shall not be unreasonably denied and the reports shall be provided within a reasonable amount of time. Nothing herein shall require the District to research and assemble reports.
- 5.14 Within thirty (30) days of ratification of the Agreement, the Board shall post the Agreement on the District's website.
- 5.15 An advisory committee consisting of the building principal or his/her designee and the Union building representative(s) shall meet at least once every other month. The committee will serve as a sounding board for the principal and Staff Members on matters relating to staff, school climate and operations of the building. The intent of this committee is to foster communication between the Union and administration in each District building. By mutual agreement, meetings may be held more often. Building Representatives may have approximately five minutes before or after building meetings to share information and make announcements to members.
- 5.16 The District will reserve two designated District meeting days per semester to allow the Union to have a general membership meeting. The Superintendent and the Union will mutually agree on the date for these meetings at least one (1) month in advance. No other meetings will be held after contractual work day on the agreed upon dates except in the case of a special circumstance agreed upon by all parties. By mutual agreement, meetings may be held more often. Such meetings shall be held after school/work contractual day.
- 5.17 Each winter, the superintendent will meet with the union president for the purposes of developing a school calendar option, which will then be presented to the employees of the District for feedback before the adoption by the Board.

## ARTICLE VI

### GRIEVANCE PROCEDURE

#### 6.1 Definition

A grievance ("Grievance") shall mean a written complaint by a Staff Member or the Union that there has been an alleged violation, misinterpretation, or misapplication of the specific provisions of this Agreement. A grievant ("Grievant") is a Staff Member or the Union who presents a Grievance.

#### 6.2 Purpose

Every Staff Member shall have the right to present Grievances in accordance with these procedures, the purpose of which is to secure, at the lowest possible administrative level, equitable solutions to valid Grievances which may arise. A grievance cannot be presented by a staff member or the Union as the result of any act or omission of a bargaining unit member in relation to another bargaining unit member.

#### 6.3 Bypass

By mutual agreement, any step of the Grievance procedure may be bypassed.

#### 6.4 Representation

The Grievant has the right to a Union representative of member's choice in all steps of the Grievance procedure, including the informal meeting with the most immediate supervisor. The Grievant shall be present at all Grievance discussions unless the District, Union, 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.

#### 6.5 Time Limits

A Grievance must be filed within fifteen (15) working days of the occurrence of the event or within fifteen (15) working days of when the Grievant should have reasonably known 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.

#### 6.6 Constraints

Any investigation or other handling or processing of any Grievances by the Grievant or the Union shall be conducted so as to result in no interference with or interruption whatsoever of the instructional program and related work activities of the Grievant or of the District's employees.

Failure of a Grievant or the Union to act on any Grievance within the prescribed time limits will act as a bar to any further appeal and an administrator's failure to give a decision within the time limits shall permit the Grievant to proceed to the next step. Time limits may be extended by mutual agreement.

If the Union or any Staff Member files any claim, charge, cause of action or complaint in any forum other than under the Grievance Procedure of this Agreement, the District shall not be required to participate, process or arbitrate or further participate, process or arbitrate a Grievance hereunder based on the same set of facts. This provision constitutes an express waiver by the Union and all Staff Members represented

by the Union of their rights to file, process and arbitrate any Grievance which is based on the same set of facts which form the basis of any claim, charge, cause of action or complaint which has been filed in any other forum.

## 6.7 Procedure

### Step One

It is desirable for a Staff Member and the immediate supervising administrator to resolve problems through free and informal communications. Therefore, before a Grievance is filed, the Staff Member or the Union shall discuss the complaint with the most immediate supervisor/supervising administrator.

### Step Two

If the complaint cannot be resolved informally, the Staff Member or the Union shall file the Grievance in writing with the immediate supervisor/supervising administrator, who shall certify by signature the date and hour the Grievance was received. This certification shall be witnessed by the Grievant. The written Grievance shall state the nature of the Grievance, shall note the specific clause or clauses of the Agreement which are applicable, and shall state the remedy requested. The filing of the formal, written Grievance must be within fifteen (15) working days from the date of the occurrence of the event giving rise to the Grievance. The supervisor shall make a decision on the Grievance and communicate it in writing to the Grievant and the Superintendent within fifteen (15) working days after receipt of the Grievance.

### Step Three

In the event a Grievance has not been satisfactorily resolved at the second step, the Grievant shall file, within ten (10) working days of the immediate supervising administrator's written decision at Step Two, a copy of the Grievance with the Superintendent. Within fifteen (15) working days after receipt of the Grievance, the Superintendent or his designee shall meet with the Grievant to resolve the Grievance. The Superintendent or his designee shall file an answer within fifteen (15) working days of the third step Grievance meeting and communicate it in writing to the Grievant and the immediate supervisor/supervising administrator.

### Step Four

If the Grievance is not satisfactorily resolved at Step Three, the Grievance may proceed to binding arbitration. The Union may submit to the Superintendent a written request on behalf of the Union and the Grievant to enter into binding arbitration. This request must be submitted within fifteen (15) working days of receipt of the Step Three answer.

Arbitration proceedings shall be conducted by an arbitrator to be selected by the two parties from a roster of arbitrators that follow the rules of the American Arbitration Association. Within five (5) working days after the Union requests binding arbitration, the two parties will obtain a panel of seven (7) arbitrators. Each of the two parties will alternately strike one (1) name at a time from the panel until only one (1) name shall remain. The remaining name shall be the Arbitrator. Expenses for the arbitrator's services shall be born equally by the District and the Union. The decision of the Arbitrator shall be final and binding on the parties. The Arbitrator, in his/her opinion, shall not amend, modify, nullify, ignore or add to the provisions of the Agreement. The arbitrator's authority shall be strictly limited to deciding only the issue or issues presented to him/her in writing by the District and the Union and his/her decision must be based solely and only upon his/her interpretation of the meaning or application of the relevant language of the Agreement.

## ARTICLE VII

## EMPLOYMENT CONDITIONS

## 7.1 All Members Working Conditions

7.1.1 Work assignments shall be the sole responsibility of the Superintendent and/or his/her designee. Work schedules and assignments may be changed by the Superintendent and/or his/her designee to meet the needs of the district.

### 7.1.2 Health and Safety

7.1.2.1 The Board and the Union agree that safeguarding the health, safety, or well-being of students, employees and general public, along with the protection of District property is both in their common and best interest and is a priority of the parties. The Board and the Union agree that they will work cooperatively to provide an environment that does not endanger the health, safety or well-being of the students, staff members and general public.

7.1.2.2 Safety Committee. A Safety Committee will be established and include the Superintendent, or designee, two (2) other members chosen by the Superintendent, and seven (7) members of the Union, one selected by each subgroup. The Safety Committee will meet at least once a semester or more times if needed to review safety practices and make recommendations for safety policy and/or procedural changes.

7.1.2.3 Discipline Committee. The QPS Student Discipline Committee shall function as an advisory group regarding student discipline. This committee will meet quarterly. This committee will be a joint committee consisting of QPS administration, teachers and QF members.

7.1.2.4 Employee Protection and Safety. A report by an employee of an assault or battery on employees by students and/or parent(s) or staff member shall be regarded by district authorities as a matter of urgent concern. If occurring during the performance of the employee's school duties, such assault or battery shall be reported to the building principal (or designee) immediately.

Any affected employee shall be entitled to a conference with the principal (or designee) when requested by the employee within ten (10) school days or before an assaulting student is readmitted to the classroom. If an employee is required to attend court for the assault or battery, they shall be given release time consistent with 10.4.2.

### 7.1.3 Summer School

Information regarding anticipated Staff Member employment opportunities in summer school shall be posted as early as possible. Staff Member interested in summer school employment shall apply in writing. Staff Members will receive a written communication of their hourly wage prior to their first day of work.

### 7.1.4 Traveling Staff Member

Every reasonable effort will be made to provide a Staff Member required to travel between schools with a regular classroom at each school in which they are required to teach. A teacher Staff Member required to teach in more than one building will only be assigned normal supervisory duties in one building. Travel time shall not interfere or be required over or during Staff Member's lunch time.

- 7.1.5 Employees shall not be discriminated against for reporting of deficiencies or problems in their work assignments.

## 7.2 Work Year

### 7.2.1 Licensed Staff and Classified Student Support

- 7.2.1.1 The work year for a Licensed Staff Member and Head Start Teacher shall not exceed 181 work days, including student attendance days, Staff Member institute days and Staff Member workshop days. Summer professional development will be optional unless required as a condition of employment such as program improvement, curriculum changes, summer employment, and/or remediation. Licensed staff members will have a 30-minute duty free lunch. Contractual time for licensed staff and Head Start teachers is 20 minutes before the start to the student's instructional day and 20 minutes after the end of the student's instructional day. In addition, each bargaining unit member recognizes that the professional responsibilities extend beyond the classroom and beyond the regular workday.
- 7.2.1.2 A Paraeducator's work year will consist of 1267 hours (181 days x 7 hours per day) of work. On any day in which a Paraeducator works more than five (5) hours, the Paraeducator will have an unpaid 30-minute duty free lunch.
- 7.2.1.3 School Support Personnel's work year will consist of 1267 hours (181 days x 7 hours per day) or 1448 hours (181 days x 8 hours per day) of work as determined by the District. On any day in which a School Support Personnel works more than five (5) hours, the School Support Personnel will have an unpaid 30-minute duty free lunch.

### 7.2.2 Food Service Workers

- 7.2.2.1 A Food Service Worker's daily work schedule varies according to individual school and job needs. The daily work schedule is decided upon in relation to the school's needs by the Food Service Worker's immediate supervisor in conjunction with the Principal and Director of Food Service. If the regular school day is interrupted due to unexpected events, weather related events (i.e. heat, snow), causing lunch to not be served at any K-12 building, non-timesheet food service workers compensation will not be negatively impacted.
- 7.2.2.2 The regular work year will consist of approximately 173 days plus 3 timesheet days for Food Service Workers, approximately 177 days for elementary cafeteria coordinators and approximately 181 days for cafeteria coordinators working at Quincy Junior High and Quincy Senior High Schools. Any days scheduled for work by the District above the approximate days denoted above, will be recorded on a time sheet with the applicable hourly rate.
- 7.2.2.3 The regular work week shall start on Monday at 12:01a.m. and conclude on Sunday at 12:00 midnight.

### 7.2.3 Custodial

- 7.2.3.1 Custodians are 12-month, 260-day employees. Custodial daily work schedules vary according to individual school and job needs. The daily work schedule is decided upon by the Custodian's immediate supervisor in relation to the school's needs.
- 7.2.3.2 All full-time Custodians shall work forty (40) hours per week. Any time spent by a Custodian traveling between two or more buildings shall count as time worked in that work week.
- 7.2.3.3 The regular work week shall be Monday-Friday when the district office is open. A schedule of district office date and hours will be posted on the QPS website. Any forty (40) hours worked during this time period shall equal a regular work week. The work week consists of five (5) eight (8) hour work shifts, but this may be adjusted to meet specific job needs as determined by the immediate supervisor. (Start time examples: 5:30 a.m. -2:00 p.m., 6:00 a.m.-2:30 p.m., 6:30 a.m. – 3:00 p.m., 7:00 a.m.-3:30 p.m., 9:30 a.m. – 6:00 p.m. mid-day shift – 12:30 p.m. - 9:00 p.m., 2:30 p.m. – 11:00 p.m.)
- 7.2.3.4 On days during the school year when staff is not present in District buildings, the District may request a building check to be assured that there are no temperature or other situations that would prevent a building from being ready for student or staff attendance. The District will request a Custodian normally assigned to each building to perform such check. The Custodian performing the check will be paid for the amount of time required to complete the task, but in no case less than one (1) hour.

#### 7.2.4 Security Guards

- 7.2.4.1 In cases of work stoppages, whether called primarily by Local 809 or in sympathy with other Union Locals, security personnel shall be granted dispensation to enter or secure, on a daily basis, any and all buildings owned, leased, or operated by the Quincy Public School District for the purpose of securing such buildings from vandalism or other damage. Such security employees shall not be deprived of any rights or benefits under this agreement as a result of such coverage during work stoppage.
- 7.2.4.2 The work day shall be eight consecutive hours in any 24-hour period. The normal workweek for all full-time Security employees shall be forty (40) hours over a period of seven (7) days with two (2) of the seven days scheduled as days off.

#### 7.2.5 Clerical

- 7.2.5.1 The work year for Clerical Staff shall vary based on position assignments as follows:
- 193-day employees
  - 200-day employees (currently grandfathered, future hires will be 193-day employees)
  - 203-day employees
  - 210-day employees (currently grandfathered, future hires will be 203-day employees)

- 213-day employees
- 260-day employees

7.2.5.2 Clerical Staff shall work eight (8) hours per day.

7.2.5.3 The daily work schedule for Clerical Staff will be determined by the immediate supervisor in accordance with the operational needs of the District.

7.2.5.4 Clerical Staff shall receive a duty-free, unpaid lunch period of at least thirty (30) minutes if working more than five (5) consecutive hours in a workday.

## 7.2.6 Transportation

7.2.6.1 The work year for Transportation Staff shall be as follows:  
Bus Drivers: 177 days  
Bus Monitors 176 days

7.2.6.2 Drivers will be paid for 2 (two) days at the beginning of the school year to set up routes and contact parents. A third day could be added with administrative approval.

7.2.6.3 Full-Time Transportation Staff shall work a base of five (5) hours per day.

7.2.6.4 The daily work schedule for Transportation Staff shall be determined by the Transportation Director in alignment with route and student transportation needs.

## 7.3 Vacancies, Postings and Transfers

### 7.3.1 Applicable to All Bargaining Unit Members

7.3.1.1 Work assignments shall be the sole responsibility of the Superintendent. Maintaining the quality of the educational program will be the primary consideration followed by the Superintendent in determining staff assignments.

7.3.1.2 When a large number of positions become available at one time (examples include, but are not limited to: transitioning grade levels to new buildings, RIF, or new programs) a separate process for selection will be negotiated between the union and the District.

7.3.1.3 When the Board decides to fill a new or vacant position, including extracurricular positions, the position shall be posted internally within five (5) working days of the decision to fill and for a period of at least three (3) working days on the District website and in writing. At the end of three (3) working days, the position may be posted externally for a period of at least five (5) days if an internal candidate does not meet the overall needs of the District. Supervising administrators will be involved in describing the vacancies in order to more clearly reflect the position that is available. Electronic communication announcing openings will be sent to the Union Sub-Group President and a copy of the posting will be sent to the Union office and each building. Every Staff Member will have the right to apply for any Bargaining Unit position for which he/she is qualified that becomes available. Applications shall be in writing. As part of this

application process, each Staff Member who applies will be granted an interview unless both of the following conditions are true:

- a. The position is equivalent to a Bargaining Unit position that the Staff Member has applied for within the last year; and
- b. The administrator primarily responsible for the position has interviewed the Staff Member within the last year.

- 7.3.1.4 The selection of a qualified candidate from the Bargaining Unit applicants will be in the sole discretion of the Board and will be based on the overall need and best interests of the district as determined by the Board. If more than one Bargaining Unit applicant satisfies the criteria set forth in Section 7.3.1.3, the applicant with the most seniority will be given preference.
- 7.3.1.5 Upon placement in an open position, the applicant will have fifteen (15) calendar days probationary period unless modified by both the applicant and the District as provided in 7.3.1.6 below. During this fifteen (15) calendar day probationary period, the applicant at his/her discretion may elect to return to his/her original position at any time for any reason. During this same fifteen (15) calendar day probationary period, the Director at his/her discretion may choose to reassign the applicant to his/her original position after ten (10) days but before fifteen (15) calendar days for any reason. If any of the internal candidates do not wish to utilize the trial period, it will not reflect in a negative manner, however, they will still be considered for the position.
- 7.3.1.6 At any time subsequent to the commencement of the probationary period, the District and the applicant may agree to shorten or terminate the probationary period in the interest of all affected parties.
- 7.3.1.7 Bargaining Unit applicants from the same or similar job category will be given hiring preference over other Bargaining Unit applicants.
- 7.3.1.8 In the event that a new or vacant position is not filled after following the procedures outlined in Section 7.3.1.3, the position may be filled in whatever manner the District determines including, but not limited to, interviewing outside/external applicants. Outside/external applicants may be considered only after the District has followed the procedures outlined in Section 7.3.1.3 and the position has not been filled by internal applicants.
- 7.3.1.9 Temporary teaching appointments may be made during the posting period but in no event may a temporary teaching appointment extend beyond the end of the current school year. All other temporary assignments are defined as working assignments that are expected to last twenty (20) working days or less. If a temporary assignment is extended beyond the twenty (20) working day period, it shall be deemed a permanent position and posted in the same manner as other vacancies.
- 7.3.1.10 If a Bargaining Unit Member in a job category steps up to fill a temporary position for an extended period of time that exceeds ten (10) working days, that member should be compensated at an appropriate rate of pay.



## 7.4 Work Conditions Specific to Licensed and Paraeducator Staff Members

### 7.4.1 Preparation Time (Licensed Staff Members Only)

- 7.4.1.1 Each full-time Licensed Staff Member at Junior and Senior High will have a preparation period that shall be the same length as other regularly scheduled classes within the student attendance day.
- 7.4.1.2 A full-time Licensed Staff Member at the Pre-K, K-5, and Head Start grade levels will have the equivalent of a minimum of 180 minutes of preparation time in a regular five (5) day work week.
- 7.4.1.3 The school day will end before 4:00 p.m. or, if after 4:00 p.m., as close to 4:00 p.m., as is possible, except as necessary for Wednesday PLC for licensed staff members, to comply with governmental mandates or emergency situations as determined by the District, or during weekly PLC time (Professional Learning Community) for licensed staff members. PLC time for licensed staff members will be held every Wednesday unless the Wednesday falls on a non-student attendance day and will be scheduled for no longer than 60 minutes beyond the contractual workday. The district will distribute a PLC Guidance document annually that outlines how PLC time may be used at the school level.
- 7.4.1.4 There will be no additional compensation for planning time that is missed due to a field trip, holiday party, assembly or other like events. Every effort will be made to not repeatedly interrupt the same period(s) of the day with these types of events.

### 7.4.2 Additional Professional Responsibilities – Licensed Staff Members

- 7.4.2.1 Specific additional professional responsibilities, which require work days beyond 181 days, which shall be entitled to additional compensation under this provision of the Agreement may include but not be limited to Licensed Staff Members in the following classifications: counselors, social workers, psychologists, librarian, summer school, non-administrative deans, and extra classes which are taught a minimum of forty five (45) days on a continuous basis. Summer school teaching is not subject to the extended contract provision, nor is extra class assignments. Increases to extended contract assignments shall not be subject to continuation and shall be compensated in the same manner as described above in this section. Extended contracts shall remain at the same level of assignment unless mutually agreed upon by both parties. The exception is reduction in force.
- 7.4.2.2 Compensation for Shared Training Program (STP) classes taught by the Vo Tech Licensed Staff Members shall receive a 16.67% increase in their base pay for such participation during such participation. Student participation and program needs will be factors considered by the District when determining whether STP classes will be offered. Staff Members will be compensated only for teaching a full session. There will be no compensation when absent.

### 7.4.3 Class Size

A teacher may present class size concerns to the principals. A Union representative may be present at the teacher's option. If the concern is not satisfied by the principal, the teacher may present it to the Superintendent, or designee. A Union representative may be present at the

teacher's option.

#### 7.4.4 Educational Leave/Additional Work Hours – Paraeducators/School Support Staff

##### 7.4.4.1 Reimbursement for Workshops/Conferences

A Paraeducator or School Support Staff member may submit a request to attend a workshop or conference. If approved, reimbursement for expenses incurred and compensation earned will be according to the District procedure applicable at the time of approval.

7.4.4.2 Paraeducators, In School Suspension Supervisors, Student Family Support Liaisons, Attendance Liaisons, Family Liaisons, and Interpreters may request compensatory time in lieu of reporting to work if the member has completed seven (7) or eight (8) hours of approved activities before the fall Friday of Parent-Teacher Conferences.

Approved activities include:

- Registration (ex. Helping with online registration or information stations)
- Evening Parent-Teacher Conferences (ex. Manning an information station or helping with building navigation)
- Back-to-School/Meet the Teacher and Curriculum Night (ex. Manning an information station or helping with building navigation)
- Staying beyond contracted hours on Wednesday PLC time for specific PD
- Scheduled time with teacher that has prior approval from the building principal (2-hour max)
- Parent Engagement Activity Nights (ex. Helping with activities)
- Library paras may request up to 7 hours for library preparation

Paraeducator (7 hours), In School Suspension Supervisors (7 hours), Student Family Support Liaisons (8 hours), Attendance Liaisons (8 hours), Family Liaisons (8 hours), Interpreters (8 hours) must complete the Parent Teacher Conference Exchange Work Hours Form (Form A) and submit it to their building principal prior to the day off.

#### 7.4.5 Statement of Position Responsibilities – Paraeducators

7.4.5.1 For each position advertised, a statement of position responsibilities containing the basic job duties shall be developed by the District. Basic position responsibilities shall be shared with any potential candidate who interviews for the advertised position. The basic position responsibilities shall list requirements in the areas of hygiene needs, medical needs, behavior needs, and physical requirements as they pertain to the advertised position. The basic position responsibilities are recognized as only a partial list of duties for the advertised position and shall in no way limit or restrict the District in the assignment of other duties to any person assigned to the advertised position. However, the requirements of the advertised position in the areas of hygiene needs, medical needs, behavior needs, and physical requirements shall remain substantially the same during the school term unless changes are mutually agreed upon by the Paraeducator and District.

7.4.5.2 A Paraeducator will be provided with a list of main duties at the beginning of the year after consultation with the teacher Staff Member and administrator with whom the Paraeducator works. In the event the list of duties includes “restraining students,” the type of restraint to be used must be specified and the District must provide the training. If during the year it becomes necessary to revise and/or update the list, the Paraeducator

shall first be consulted.

#### 7.4.5.3 Training and Protective Measures

Paraeducators assigned toileting responsibilities shall receive appropriate training on hygiene protocols, emergency procedures and other training based on student needs. Paraeducators shall have access to necessary protective equipment to maintain a safe and sanitary environment.

#### 7.4.5.4 Staffing and Safety Protocols

Paraeducators who are required to give bathroom assistance may request an observer to promote student and employee safety. The administration will develop a protocol to promote student privacy and comfort and for requests for an observer.

### 7.4.6 Notification of Assignment

7.4.6.1 A Licensed Staff Member will be notified in writing of his/her assignment for the following school year no later than July 1, except for emergency situations, such as retirement, resignation, termination, death, serious illness of a Licensed Staff Member and students' needs as determined by the District. When a permanent change is made in a Staff Member's assignment, the Licensed Staff Member may request to meet with the administration to discuss the change in assignment.

7.4.6.2 Paraeducators will be notified of their building placement by the end of the previous school year. Assignments may change based on the needs of the students and the District.

### 7.4.7 Involuntary Transfers

7.4.7.1 The selection and assignment of personnel to staff a building shall be the responsibility of the Superintendent. Maintaining the quality of the educational program will be the primary consideration followed by the Superintendent in determining staff assignments. In the event that it becomes necessary to transfer or reassign a Staff Member, the District will provide boxes, necessary supplies, and transportation to move his/her classroom and personal items upon request.

## 7.5 Conditions Specific to Food Service Workers

### 7.5.1 Uniforms

At the beginning of each school year, the District will provide 3 uniform shirts of the type that are required by the District for Food Service Workers to wear on the job. Additional uniform shirts should be made available at the District's cost. Uniform shirts will be provided in a timely fashion.

## 7.6 Conditions Specific to Bus Drivers

### 7.6.1 Physical Examination

The District will reimburse Bus Drivers for their state required CDL physical exam from the physician or medical provider of their choice. The District will negotiate a rate annually with a local medical provider and will reimburse the Bus Driver up to that year's negotiated rate. Reimbursement will be made to the Bus Driver or directly to the local medical provider if requested.

## 7.6.2 Drug/Alcohol Testing

- 7.6.2.1 License Application or Renewal. Pursuant to 625 ILCS 5/ 6-106.1 all Bus Driver applicants are subject to drug testing in accord with standards prescribed by the State Superintendent of Education. Bus Drivers shall obtain their state required drug test at a local District-designated medical facility. The Board shall make payment directly to the medical facility.
- 7.6.2.2 If the examining physician determines there is no legitimate medical explanation for a positive test result for one or more of the tested drugs, the applicant shall be ineligible to receive a school Bus Driver permit (23 Ill. Admin. Code 275.30(f)) and accordingly shall not be employed as a Bus Driver for the District. Any current Bus Driver who tests positive on renewal of his/her license for the tested drugs with no determination from the examining physician that there is a legitimate medical explanation for the positive test result shall be discharged as a Bus Driver of the District.
- 7.6.2.3 Accidents. Pursuant to Illinois Revised Statute, 625 ILCS 5/ 6-516 the Bus Driver of any school bus involved in an accident is deemed to have given consent to submit to a test or tests to be administered at the discretion of a law enforcement officer subject to the provision of 625 ILCS 511-501.2, of the Bus Driver's breath, blood or urine for the purpose of determining the presence of alcohol or other drugs in the person's system. Failure to voluntarily consent to such testing shall be grounds for discharge as a Bus Driver of the District. A positive test for alcohol or any drug which might or could impair the Bus Driver shall be grounds for discharge as a Bus Driver of the District.
- 7.6.2.4 Selected Testing. Any Bus Driver suspected of using alcohol or other drugs, at any time he/she is acting in the employ of the District as a Bus Driver, shall be subject to a drug test of the same nature and to the same extent as if he/she were involved in an accident. The test may be requested by the Superintendent or his/her designee or the Director at any reasonable time and place when the Superintendent or his/her designee or the Director determines at his/her sole discretion that such test would be in the interest of the safety of students. Failure to take the test upon request or testing positive for alcohol or any drug which might or could impair the driving ability of the Bus Driver shall subject the Bus Driver to discharge as a Bus Driver of the District.

## 7.6.3 Commercial Driver's License

The District shall pay for the actual cost of the Commercial Driver's License and the School Bus Permit. Bus Drivers shall submit their receipt of the charge incurred for renewing the C.D.L. and shall be reimbursed for said cost.

- 7.6.4 Drivers who are going to be absent for more than three (3) working days during the school year have the option of completing a "Notification of Intent to Bid" request form before or during their absence. It shall be the responsibility of the Director using the information on this form to notify the driver of any route openings. In the event the driver cannot be contacted during the first day the route is posted by using the information form, the Union shall be notified and shall have the remainder of the posting period in which to notify the driver.

- 7.6.4.1 Substitution of AM Routes by Available Bargaining Unit Agreement PM "Two and one half (2.5) Hour" Drivers.

“ Two and one half (2.5) Hour” drivers having only a PM route and not already assigned to an AM duty will be first called to substitute in the morning when the regular route driver is not available.

- 7.6.4.2 Any Bus Driver that has an involuntary reduction in their assigned hours of employment with the District will be placed at the top of the list of applicants for any open routes that would return them to their original number of assigned hours.
  - 7.6.4.3 If it becomes necessary to make a change in the fundamental nature of any route, the Union shall be notified THREE (3) WORKING DAYS in advance and the Union Executive Committee will be given an opportunity for input.
  - 7.6.4.4 At the beginning of the year, routes open for round robin will be shared in writing with the union. This excludes routes from postings as described in section 7.3.1.3.
  - 7.6.4.5 Upon assignment of a route that primarily contains Special Ed. students, a probationary period of not more than fifteen (15) working days shall be established. During this time the Bus Driver who was assigned this route containing primarily Special Ed. students shall retain his/her previous route assignment and a “sub” driver will drive said route. When the Bus Driver successfully completes up to fifteen (15) working day period, the Bus Driver will be awarded the position. If the Bus Driver or the Director is not satisfied with the driver’s assignment for or during this fifteen (15) day period of time, the Bus Driver shall revert back to his/her previous route. If the Bus Driver reverts back to his/her previous route, the person who was selected as second for the position will be awarded the route with primarily Special Ed students without a new procedure occurring.
  - 7.6.4.6 Drivers may be assigned five-hour routes. Benefits of five-hour employees will be applicable.
- 7.6.5 District Administrators will have access to the Samsara created data. Transportation Supervisors will have access to the GPS data. They will have limited access to investigative footage (not live) when assigned by a director. Mechanics will have limited access to data specific to vehicle diagnostics. The Samsara technology will not adversely impact/influence bus drivers contracted time. The Samsara technology will not be used in the district approved bus driver evaluation process unless explicitly related to an incident that directly impacts safety.

## 7.7 Conditions Specific to Bus Monitors

- 7.7.1 Mid-day routes not assigned will be offered based on seniority as defined in 8.1.2.1
- 7.7.2 Any sub monitor positions that is not assigned to drivers for training purposes will be offered by seniority.

## 7.8 Conditions Specific to Custodians

- 7.8.1 K-12 facilities, the Board Office, and Flinn Stadium will be regularly cleaned by custodial bargaining unit members.
- 7.8.2 An employee required to report to work in an emergency shall be paid for all hours worked, but not less than a minimum of one (1) hour at a rate of one- and one-half times the regular rate of pay.

- 7.8.3 District will provide and compensate for appropriate training to maintain employee's current educational training, course certificates and license pertaining to specific jobs such as; asbestos and lawn spraying.

7.8.4 Compensatory Time Specific to Custodians

Bargaining unit members may request compensatory time in lieu of receiving overtime pay at one and one-half times that of the employee's regular rate of pay, for a yearly total of no more than forty (40) hours per year, July 1 to June 30. Compensatory time may only be used during the following times:

1. when a sub is not required;
2. when students are not in attendance, such during extended breaks, during summer time;
3. compensatory time must have prior approval from supervisor.
4. exceptions to these rules would only be when both sides mutually agree.

Compensatory time-off will be paid at the employee's regular hourly rate of pay. Any unused balance of time will be paid at the regular rate of the employee's regular rate of pay. The parties agree that a bargaining unit member may carry over to the next fiscal year (July 1 to June 30) up to a maximum of forty (40) hours of compensatory time. If an employee has forty (40) hours of compensatory time banked/accrued, any additional overtime hours will be paid in accord with the Fair Labor Standards Act. At no time can an eligible employee have more than forty (40) hours of compensatory time banked/accrued.

- 7.8.5 Custodial work for special events located at Baldwin gym, shall be offered to additional bargaining unit members outside of the custodial subgroup in the event that not enough custodians (typically six) elect to fill the positions. The opportunity shall be made available in accordance with established procedures for assigning additional work.

- 7.8.6 Regarding custodians only, subject to the discretion and authorization of the Principal/Supervisor based on work assignments, staffing and needs of the District, each custodian receives two 15-minute breaks in a period of an eight-hour shift and an additional 15 minutes for each additional 4 hours worked. There will be no additional pay if either or both of the breaks are not allowed. No 15-minute break may be used within one hour of the start or ending of the custodian's scheduled shift or within one hour of the beginning or ending of the custodian's lunch break.

7.9 Conditions Specific to Security Guards

- 7.9.1 All 260-day security guards are required to work Board-recognized holidays, as well as Christmas, spring, and summer breaks. A rotation schedule exists to attempt to distribute this workload equitably. All 260-day guards who are not assigned to a permanent patrol schedule in the afternoon/evening/overnight hours are included in this rotation. Security guards may trade assigned holidays only with approval of the Security Director or his designee.

- 7.9.2 For the extended breaks during the school year, such as Christmas break and spring break, applicable 260-day security guards will rotate working afternoon/evening, day shift, and occasionally overnight shift assignments if needed, as well as weekdays and weekends. This rotation will attempt to ensure a particular security guard will only work afternoon/evening shifts every other year; however, this is not guaranteed. Some years may require that a guard will work a combination of day shift and evening shift during a particular break.

For the extended breaks during the school year, such as Christmas break and spring break, applicable 260-day security guards assigned to the rotation schedule will be required to work the same number of hours as other 260-day employees during each break. Any hours above this number will count as overtime.

### 7.9.3 Overtime Conditions Specific to Security Guards

The Department will create annual volunteer overtime assignment lists of full-time security guards at the beginning of school each year. Each full-time security guard scheduled to work 181-days or more each year will have the opportunity for placement on the lists.

Security guards' regularly scheduled shift cannot be adjusted to avoid overtime compensation. Lists will be created and maintained for the following types of work: one for each Patrol shift, Special Events, and General Overtime.

Special Events include, but are not limited to, Homecoming, Prom, Graduation, dances, sporting events, etc. One Special Event list is created to cover any of these events.

The Department will continue to staff special events through the practice of voluntary sign-up sheets. These sign up sheet openings will be filled with 181 days and 260 days security guards having first priority. If openings are still available, after the initial offering of the sign up sheet, non-contractual personnel may sign-up. When too many guards sign up for the number of available openings, the Special Events list will be used to mediate the outcome. The senior person on the Special Events list who signed up along with others for a particular opening will be chosen to work that opening. After such an instance of Special Events list mediation, the selected most senior person's name goes to the bottom of the list. The second most senior person on the Special Events list will be used to mediate the next contested opening, and so on, until the list is exhausted. After the person with the least seniority is chosen for a contested sign-up sheet opening, then the Special Events seniority list will reset to the most senior person being given preference.

When overtime needs are determined, a Department representative will select the appropriate list and begin contacting employees in order of the greatest seniority first. If the most senior guard declines the work or is unavailable for contact, then the next most senior guard will be contacted. This will proceed until the need(s) is/are filled.

The list will be noted as to the results of each contact or attempted contact. When the next overtime opportunity occurs, contact will begin at the point the previous contacts ended. When the list has been exhausted, it will automatically restart from the top.

Overtime that occurs as an extension of an existing shift is excluded from this procedure. This includes early call-ins and holdovers. Also, overtime for a specific school's function shall be first offered to the guard(s) who are assigned to that school. If the assigned guard(s) decline the overtime opportunity, then it will be offered to others according to this procedure.

These lists are only valid when the Department has at least 24 hours' notice of a need. If there is less than 24 hours' notice to fill a vacancy, then it may be filled by any available guard.

If adequate staffing is not obtained voluntarily, the Department may assign overtime by reversing the list and calling in the least senior guard. Once a non-voluntary assignment is worked, a guard called in would not have to work another non-voluntary assignment until the list has been exhausted from the bottom of seniority to the top, at which time it would start from the bottom again.

All call-ins under this section shall be compensated with a minimum of two hours of pay at the guard's overtime rate. This does not include call-ins immediately prior to an assigned shift or holdovers. Regardless of the reason for extra work, security guards may not work more than 16 hours in a 24-hour period.

The purpose of this procedure is to equalize the opportunity for overtime work, and it is not to attempt to equalize the amount of overtime worked.

#### 7.9.4 Uniforms

Security employees shall wear the prescribed uniform while on duty. The District provides all new employees the following uniform items: three short sleeves, three long sleeves, three pairs of pants, dicky or tie, windbreaker, name tag and winter coat. Every year the District provides current security guards additional uniform items as needed. Required badges will be paid by the District to be sewn on shirts.

- 7.9.5 Notification of Assignment: Security Guards will be notified through departmental email of any open or new job assignment by May 20<sup>th</sup> for positions that will open for the next school year, if the Department knows of them by that date.

### 7.10 Overtime and Breaks – Applicable to ESP

- 7.10.1 All overtime must be authorized in advance by the District (Principal or Supervisor). A work week is defined as Monday 12:01 a.m. through Sunday 12:00 midnight. If overtime is denied and the work is necessary, an appeal can be made to the Superintendent.
- 7.10.2 Overtime is time actually worked over 40 hours in a work week. Overtime will be reimbursed at one and one-half times (150%) the ESP's regular hourly rate of pay. The 40 hours in a work week includes all hours for which the employee was paid.
- 7.10.3 An approved time sheet must be submitted by the ESP to receive overtime compensation.
- 7.10.4 When overtime is required, only bargaining unit members are to perform the work. A supervisor is eligible to work overtime when no other qualified bargaining unit member is available.
- 7.10.5 When overtime is offered, the employee must accept or reject the overtime, with a reasonable amount of time being allowed for member to contact family and potentially adjust family schedule.
- 7.10.5.1 When overtime is required, only employees qualified to perform the work will be assigned. A member not qualified to perform the work will not be moved to the bottom of the overtime list. The next person eligible and qualified on the overtime list will be assigned. The decision as to whether an employee is qualified for a particular assignment is the responsibility of the Superintendent or his/her designee.
- 7.10.5.2 An up-to-date list showing hours shall be kept, and shall be made available upon request. Only one overtime list for the District is maintained as the master list. When Bargaining unit member(s) are not available in said building, members from other buildings shall be requested to work. Filling overtime and keeping an updated list of overtime hours is the shared responsibility of the Union and the District.
- 7.10.5.3 All full-time security employees who work observed holidays under the Illinois School Code and by the School District are to be paid time and a half in addition to holiday pay.
- 7.10.6 Each employee working five or more consecutive hours receives one-1/2-hour uninterrupted meal break and may leave the building after notifying the building administrator.



## ARTICLE VIII

### SENIORITY AND REDUCTION IN FORCE

#### 8.1 Seniority

##### 8.1.1 Licensed Staff Members

- 8.1.1.1 Seniority shall mean the amount of continuous, full-time service and proportional part-time tenured service in the District. Periods of leaves of absence and periods of nontenured part-time service, other than paid sick leave, and periods of ESP service shall not be counted in determining length of service.
- 8.1.1.2 If the length of service of a Licensed Staff Member within the District shall be equal, preference shall be given to the Staff Member with the greatest total amount of Licensed experience in public schools.
- 8.1.1.3 The District will establish and maintain a seniority list of all Licensed Staff Members, showing the length of continuing service. The seniority list will reflect the criteria called for in this Article and shall be posted for review by the Licensed Staff Member by February 1 of each year. Any disagreements with the seniority listing will be made known to the Superintendent by March 1 of each year.
- 8.1.1.4 The Honorable Dismissal List will be determined in accord with 105 ILCS 5/24-12. The Honorable Dismissal List will be provided to the Union on or before April 15.

##### 8.1.2 Educational Support Personnel

- 8.1.2.1 A seniority list shall be developed for ESP members. Seniority shall be determined by the date on which a full or part time ESP is officially hired by the District. Each ESP will be listed on the classified seniority list in the order of his/her hire date within a Subgroup. If an ESP leaves a Bargaining Unit position for another position in a different Subgroup in the District, the seniority date of the original ESP position(s) shall be retained on the classified seniority list for a period of one (1) year.
- 8.1.2.2 The seniority list shall be maintained categorized by positions within the District. The seniority list shall be provided to the Union by February 1 of each year.
- 8.1.2.3 ESPs shall be removed from the Seniority List and shall forfeit all rights associated with any or all of the above seniority lists upon any of the following: Discharge for proper cause or failure to return to work from approved leave of absence according to the provisions in the contract.
- 8.1.2.4 Classified Seniority List Exceptions  
  
The Union shall have thirty (30) days from February 1 of each year to file exceptions to the seniority list. Exceptions shall be filed with the Superintendent.
- 8.1.2.5 Loss of Seniority

All seniority shall be lost upon resignation, retirement, dismissal or upon layoff when

recall rights expire.

## 8.2. Reduction in Force and Recall Rights

- 8.2.1 Any Staff Member dismissed solely as the result of the decision of the Board to reduce the number of Staff Members shall be given written notice on or before April 15 before the employee is removed or dismissed or the hours he or she works are reduced, together with a statement of honorable dismissal and the reason therefore if applicable.
- 8.2.2 Subject to the applicable provisions of 105 ILCS 5/24-12 and/or 105 ILCS 5/10-23.5, the Staff Member with the shorter length of continuing service with the District, within the respective category of position, shall be dismissed first. If the Board has any vacancies for the following school term or within one calendar year from the beginning of the following school term, the positions thereby becoming available within a specific category of position shall be tendered to the Staff Member so removed or dismissed from that category or any other category of position, so far as they are qualified to hold such position. A Staff Member's salary, benefits and previously accrued seniority hire date will not be affected if recalled during this time. However, service credit will not accumulate during the layoff. A Staff Member will be offered these vacant or newly created positions in inverse order of his/her previous seniority hire date.
- 8.2.3 If a Staff Member is involuntarily moved through a reduction in force to a position in another salary category where the Staff Member would receive a lesser salary than in the Staff Member's previous assignment, the Staff Member shall receive the same salary as the previous year. This salary shall remain in effect until such time as the annual negotiated increase for their new position results in a salary equal to or greater than their previous rate of pay.
- 8.2.4 If a driver/monitor's assignment is eliminated the driver/monitor whose driving assignment is eliminated shall retain his/her seniority according to the Union Seniority List and shall have the right to the comparable assignment held by the person with the least seniority. A comparable assignment is defined as an assignment equal to the same number of hours as the assignment that was eliminated when available. The driver/monitor whose driving assignment was eliminated shall retain this right for up to five (5) working days from the effective date of the elimination of the route. At the end of five (5) working days, if the driver/monitor whose assignment was eliminated has not exercised his or her right to the assignment of the person with the least seniority, he or she shall have the right to bid using his or her original seniority date on the first assignment which becomes available for bid.
- 8.2.5 If any of the provisions or language of this Agreement of Article VIII of this Agreement conflict the Illinois School Code, including, but not limited to 105 ILCS 5/24-12 and 105 ILCS 5/10-23.5, the Illinois School Code will prevail and control.

## ARTICLE IX

### STAFF DEVELOPMENT AND EVALUATION

#### 9.1 Staff Development – Licensed Staff Members

- 9.1.1 A Licensed Staff Member shall be responsible for maintaining a continuous high level of professional service and is responsible for discharging his/her assignments with professional proficiency.
- 9.1.2 It is the responsibility of each Licensed Staff Member to add to his/her professional growth by participating in the District's staff development program or other quality professional development

by earning appropriate college credit, and/or by participating in individual endeavors that enhance the Licensed Staff Member's professional skills.

- 9.1.3 The District will budget and provide multiple appropriate opportunities for professional growth at District expense. The District will determine the type and content of these opportunities, taking into consideration District goals, funding, staff feedback, and legislation. These professional development opportunities include, but will not be limited to, outside consultants, in-service workshops, out-of-district workshops and conferences, and in-district committee work.
- 9.1.4 Each Licensed Staff Member shall be responsible for maintaining and reporting professional development credit as required for licensure.
- 9.1.5 A Licensed Staff Member may be required to participate in a specific staff development activity when his/her evaluator or the Superintendent indicates that the Licensed Staff Member has a deficiency in a particular area or when participation is required due to a District initiative or curriculum implementation.

## 9.2 National Board Certification

- 9.2.1 A Licensed Staff Member participating in initial certification or renewal certification through the National Board for Professional Teaching Standards (NBPTS) shall have two (2) leave days for the purpose of portfolio completion.

## 9.3 Teacher Induction/Mentoring Program

- 9.3.1 The District intends to continue providing an Induction/Mentoring Program for Licensed staff in cooperation with the Union. Degree of implementation will be contingent upon available funding as determined by the District.

## 9.4 Evaluation

### 9.4.1 Licensed Staff Members

- 9.4.1.1 Licensed Staff Members will be evaluated in accord with and pursuant to the provisions of 105 ILCS 5/24A-5 and related Illinois Administrative Code provisions in 23 Ill. Adm. Code 50.
- 9.4.1.2 The parties agree that the primary objective of the evaluation process is to improve the quality of instruction and service to students. Evaluation is an ongoing process and includes communication between the evaluator and the Licensed Staff Member regarding performance and suggestions for growth. The District must provide evidence to the Evaluation Committee that all evaluators, primary and peer observers included, have attended at least annual training to create inter-rater reliability among the qualified evaluators.
- 9.4.1.3 The parties further recognize the value and importance of establishing a procedure for evaluating and assisting the progress and success of both Non-Tenured and Tenured Licensed Staff Members. The District primary evaluator shall acquaint the Licensed Staff Member with the evaluation procedures, standards, and instruments. No formal evaluations shall occur prior to acquainting the Licensed Staff Member with this information.

- 9.4.1.4 Formal evaluation of a Licensed Staff Member's performance shall be in accordance with the following criteria:
- 9.4.1.4.1 A Non-Tenured Licensed Staff Member shall be evaluated in writing at least twice per school year.
  - 9.4.1.4.2 A Tenured Licensed Staff Member shall be evaluated in writing at least once every three (3) years if previous summative rating is rated as either "excellent" or "proficient".
  - 9.4.1.4.3 Written feedback from informal observations will be provided to the Licensed Staff Member within seven (7) days or it is not used in the Licensed Staff Member performance evaluation rating for that evaluation cycle.
  - 9.4.1.4.4 The written evaluation shall be provided to the Licensed Staff Member within twenty (20) school days of the formal observation.
  - 9.4.1.4.5 All formal evaluations of a Licensed Staff Member shall be conducted openly and with the full knowledge of the Licensed Staff Member.
  - 9.4.1.4.6 If a Licensed Staff Member feels the formal written evaluation of his/her performance was incomplete or inaccurate, the Licensed Staff Member may put those objections in writing and have them attached to the evaluation report.
  - 9.4.1.4.7 If a Licensed Staff Member requests a conference within five (5) school days of receipt of the formal written evaluation, the primary evaluator shall hold a conference with the Licensed Staff Member within ten (10) school days of such request unless illness prevents such request. In such event the conference shall be held as soon as practicable.
  - 9.4.1.4.8 Tenured members shall have the right to utilize the appeals process for "unsatisfactory" ratings under Section 24A-5, pursuant to Section 24A-5.5 of the School Code, and in accord with the process developed by the PERA Joint Committee.
- 9.4.1.5 Evaluators must have passed the required State Training
- 9.4.1.6 No later than September 1 of each year, the District shall submit to the Union a list of all qualified evaluators, for each job category, who will be conducting evaluations in the current and/or upcoming school year. Additionally, evidence of credentials shall be provided to the Union upon written request to the HR Department.
- 9.4.1.7 The Licensed Staff Member has the option throughout the school year to provide additional evidence to a qualified evaluator in support of meeting the district's evaluation plan requirements prior to a summative rating being determined.
- 9.4.1.8 The procedure set forth in this section of the Agreement pertains to the formal evaluation of a Licensed Staff Member and nothing herein shall be construed to limit informal

observations and evaluations.

- 9.4.1.9 The evaluation tool used by the District and agreed upon by the (Performance Evaluation Reform Act) PERA Joint Committee is available on the District Website.

9.4.2 Evaluation Committee.

- 9.4.2.1 The District and Union will establish evaluation committees for each subgroup, each consisting of equal members of the Union and administration. Each committee will meet at least once annually (could be via email) to assess the effectiveness of the evaluation tool/process and to make recommendations to the Union and District for possible changes.

9.4.3 Educational Support Personnel

- 9.4.3.1 The District is committed to the improvement of the quality and the skills of its employees. The primary purpose of evaluation is to assist in increasing this proficiency. An additional purpose is to recognize employees for work well done.

- 9.4.3.2 The evaluation process has been developed with the hope that respect for the worth and dignity of each individual involved in that process will be maintained. While evaluation is judgmental in nature, the District will strive to foster an environment for evaluation which produces trusting relationships. It is the parties' intention that communication in evaluation will be two-way and constructive for both the employees being evaluated and the evaluators.

9.4.3.3 Paraeducators

Each year, a paraeducator will have at least one formal classroom observation. Observation should be announced and should be at least twenty (20) minutes in length, followed by a post conference within ten (10) days. Communication with cooperating teacher will help identify times/environments for observations.

9.4.3.4 Head Start Teachers

A) Head Start Teachers with 4 years or less of experience will be evaluated in the same process and time frame as non-tenured Licensed Staff Members.

B) Head Start teachers with 5 years or more of experience will be evaluated in the same process and time frame as tenured teachers.

- 9.4.4.4 ESPs will be evaluated on a continuous basis by the immediate supervisors in conjunction with the Principal and/or Director and/or Coordinator.

- 9.4.4.5 Any ESP whose work is judged unsatisfactory or who does not comply with the rules, regulations and policies of the administrative division to which the individual is assigned, the district administrative handbook, or of the Board, may be suspended or discharged.

- 9.4.4.6 Within ten (10) days of completion of an evaluation, the immediate supervisor will meet and discuss the evaluation with the ESP.

- 9.4.4.7 The ESP will be notified of any deficiencies and may be given guidance, to improve his/her performance.
- 9.4.4.8 If an ESP feels the formal written evaluation of his/her performance was incomplete or inaccurate, the ESP may put those objections in writing and have them attached to the evaluation report.
- 9.4.4.9 12 Month employee evaluations shall be completed by June 30 of each year.

## 9.5 Discipline

### 9.5.1 General Principles and Progressive Discipline

The Union and Board subscribe to the concept of progressive corrective discipline ensuring that no staff member shall be reprimanded without just cause. The steps of progressive discipline include: (1) verbal warning, (2) written warning, (3) suspension with or without pay, and (4) discharge. The District reserves the right to bypass steps based on the severity and particular facts and circumstances of a situation and implement any level of discipline, up to and including discharge. Disciplinary actions shall be administered promptly, fairly, and in a manner that minimizes unnecessary embarrassment to the employee.

### 9.5.2 Disciplinary Process and Employee Rights

Employees must comply with District work rules and perform assigned duties satisfactorily. Failure to do so may result in disciplinary action. Discipline will be issued as soon as practicable, with an effort to do so within thirty (30) days of the District becoming aware of the incident. If evidence is delayed due to circumstances beyond the District's control, the employee and Union will be notified within the thirty (30) days that discipline may be issued when evidence becomes available.

The District may conduct an investigative interview when an employee is involved in a situation that could lead to discipline. Employees shall not be disciplined without written notice of specific reasons for the action. The employee has the right to have a Union representative present at any disciplinary conference. If an employee requests Union representation during a disciplinary discussion, the discussion shall be postponed until representation is secured.

### 9.5.3 Suspension and Termination Procedures

Suspensions with or without pay may occur as part of the disciplinary process. However, nothing prohibits the Board or Superintendent from suspending an employee with pay pending an investigation of possible wrongdoing. Suspensions with pay are not considered disciplinary. In cases of suspension or discharge, employees must be informed of the specific reasons for the action. Termination of an employee will occur only after a due process hearing with the Board. Prior to termination, the employee shall have a right to a conference with the Superintendent. At the employee's request, a Union representative will be present. The specific grounds for termination will be made available to the employee and the Union in writing at least forty-eight (48) hours in advance of the conference.

### 9.5.4 Appeal Process and Immediate Actions

Discipline will be issued for just cause and in a timely manner. Suspended employees may appeal by submitting a written statement to the Superintendent within three (3) working days of receiving notice. A hearing will be arranged within five (5) working days, and a decision will be issued within one (1) working day following the hearing.

If the employee and the Union are unsatisfied with the Superintendent's decision, they may request a hearing with an impartial officer by a written notice to the Board, mutually agreed upon by the Union and District. The hearing officer will decide only the issues formally presented. Costs for the hearing officer's services will be shared equally by the Union and District. The employee has the right to Union representation and may present pertinent information. Following the hearing, the officer will make a recommendation to the Board, which will issue a final, binding decision within thirty-five (35) calendar days.

Nothing in this section prohibits the Board or administration from taking immediate action in situations of a serious nature, including threats to student or staff safety.

- 9.5.5 This section 9.5 shall not apply to a probationary Staff Member who has served the District less than nine (9) work months e.g., one (1) school year or the end of the Staff Member's second semester of employment even if the nine (9) months have not been completed.

## ARTICLE X

### LEAVES

#### 10.1 Sick Leave

##### 10.1.1 Licensed Staff

Years of Service to QPS	Annual Allotment Sick Days	Amount that may be used as personal leave
0-4	15	3
5-9	15	4
10-19	15	4
20-29	20	5
30+	25	5

##### 10.1.2 ESP Staff Contracts Under 260-Days

Years of Service to QPS	Annual Allotment Sick Days	Amount that may be used as personal leave
0-4	12.5	3
5-9	12.5	4
10-19	15	4
20+	20	5

##### 10.1.3 ESP Staff Contracts 260-Days

Years of Service to QPS	Annual Allotment Sick Days	Amount that may be used as personal leave
0-19	15	3
20+	20	3

- 10.1.4 Each Clerical Staff Member employed by the District prior to July 1, 2022, shall retain his/her current sick leave allocations on an annual basis. These Clerical Staff Members shall be granted sick leave as follows: working 191-196 days, 13.12 days per work year; for those working 200-210 days, 14.5 days per work year; for those working 220 to 260 work days, 17.95 days per work year. Three (3) sick leave days may be used for personal leave. Clerical Staff Members hired after the ratification of this agreement shall be granted sick leave in accord with Sections 10.1.2 and 10.1.3.
- 10.1.5 Staff members will be deducted sick leave in increments of quarter days.
- 10.1.6 Unused amounts shall be allowed to accumulate to a maximum available sick leave of four hundred (400) days TRS and two hundred and forty (240) days for IMRF, which includes the leave of the current school year.
- 10.1.7 Sick leave shall be interpreted to mean personal illness, medical appointment, quarantine at home, or serious illness or death in the Immediate Family or household. Sick leave shall also be interpreted to mean birth, adoption, placement for adoption, and the acceptance of a child in need of foster care. Eligible employees are entitled to use up to 30 days of paid sick leave because of the birth of a child that is not dependent on the need to recover from childbirth.
- 10.1.8 Serious illness is defined as being an illness which an attending physician would designate, if requested, as sufficiently serious to require the presence of the Staff Member at the bedside. Serious or personal illness may require written verification from the attending physician.
- 10.1.9 Proration
  - 10.1.9.1 All Staff Members employed for a period of time less than a Work Year, will have sick leave, as defined in section 10.1.1 through 10.1.4, prorated according to the number of work days employed in the Work Year divided by the total number of work days in that Work Year.
- 10.1.10 Each Staff Member whose regular scheduled work week consists of at least 20 hours, but less than 30 hours, per week shall be granted ten (10) sick leave days per Work Year, two (2) of which may be used for personal leave as provided in Section 10.2. No more than two (2) personal leave days may be used per Work Year. Bus Drivers hours per week shall be rounded to the nearest 20 or 30 hours to determine the number of sick leave days. However, no rounding up will be done to qualify for 20 hours. A sick leave day shall be the same length as the Staff Member's regular work day.

## 10.2 Personal Leave

- 10.2.1 Personal leave shall be used at the discretion of the employee and no reason need be given. A written application for personal leave shall be made to the immediate supervisor. Notice of personal leave shall be given as early as possible in advance of the requested leave and except in emergency situations shall be at least two (2) days prior to the day of leave.
- 10.2.2 Personal leave days may not be taken during the first or last five (5) days of school, on days when final examinations or special programs are scheduled, or on the first working day preceding or following a vacation or holiday or institute day, except in situations as approved by the Superintendent.



- 10.2.3 On any particular day, there may be a limit as to the number of Staff Members who may take personal leave from a particular building. The limit shall be 10% of the Head Start, Pre-K and K-5 building staff and 5% of Junior High and Senior High. For Custodians, the limit shall be one (1) at an elementary building and, two (2) at Junior High and two (2) at Senior High, unless approved by administration. Leaves shall be granted by priority of first request. At least one security guard will work in each building during assigned school times on school days.
- 10.2.4 Regarding maternity leave for the birth or adoption of a child, the District will comply with the provisions of the Family and Medical Leave Act. Maternity/ Paternity leave is allowed for up to twelve (12) weeks in the first 12 months after the date of birth or adoption. A written request shall be sent to the Personnel Office requesting the leave. Accumulated sick leave can be used for this period of time. If a Staff Member does not have accumulated sick leave, the days will be unpaid leave. Staff Members desiring maternity/paternity leave should contact the Personnel Office in writing as far in advance of such leave as possible indicating approximate start date and end date of the leave.  
(District will place FMLA procedure and forms on QPS website)

### 10.3 Funeral Leave

- 10.3.1 In the event of a death in a Staff Member's Immediate Family, Domestic Partner, brother-in-law, sister-in-law, son-in-law or daughter-in-law, funeral leave shall be allowed up to four (4) working days per occurrence. In the event of the death of a Staff Member's spouse/domestic partner or child additional bereavement time may be granted, and sick leave time may be applied to these days. If a Staff Member does not have accumulated sick leave, the days will be unpaid leave. One day of funeral leave shall be allowed for aunts, uncles, nieces, nephews, or the corresponding relative of the Staff Member's spouse. Personal leave/mental health days will be used for attendance at other funerals.
- 10.3.2. A Staff Member will be allowed to attend the funeral of a student in his/her classroom or on his/her bus route for up to one full day without loss of pay.

### 10.4 Court Appearances

- 10.4.1 A Staff Member called for jury duty when he/she is scheduled to work shall receive full salary during the time the Staff Member is on jury duty.
- 10.4.2 A Staff Member issued a court subpoena concerning matters relating to his/her employment by the District shall receive full salary for each working day of required absence. This provision is not applicable if the Staff Member is subpoenaed to testify under the following conditions:
- 10.4.2.1 A matter in which either the Staff Member, or any of the Staff Member's Immediate Family, or any business associate have a financial interest.
- 10.4.2.2 If the Staff Member is a witness against the District, the Board, or its representatives as a result of any legal actions commenced by or on behalf of the American Federation of Teachers AFL-CIO, Illinois Federation of Teachers, and the Union, its agents or members, or as the result of any legal actions arising from collective negotiations between the Union, and the Board.

10.4.2.3 If the Staff Member has been charged with negligent or wrongful acts alleged to have been committed in the scope of employment or under the direction of the District and the Staff Member is found guilty by a jury or court of the charges brought against such Staff Member.

10.4.3 When a Staff Member is excused from his/her court appearance, either temporarily or permanently, on any scheduled workday or on a part of a scheduled workday, the Staff Member shall promptly report to work to complete any remaining hours of a scheduled workday.

## 10.5 Military Leave

A Staff Member inducted into the military service of the United States shall be granted an extended leave of absence for the period of their required service in the military, in accordance with the provisions of applicable laws, such as USERRA.

## 10.6 Extended Medical Leave

A Staff Member may apply for extended medical leave for health reasons for the remainder of a current school year. The request for such leave must be accompanied by a statement from a physician indicating that such leave is necessary for the physical or emotional well-being of the Staff Member. Such leave may be granted upon receipt of said statement, upon the discretion of the Board and compliance with FMLA, USERRA, the ADA and the ADAAA of 2008.

## 10.7 Extended Leave of Absence

### 10.7.1 Licensed Staff Members

#### 10.7.1.1 Advanced Study Leave

A Licensed Staff Member may apply for a leave of absence to pursue advanced study. Requests for this leave must be submitted on or before February 1 or October 1 preceding the school semester when the leave is to begin and shall include the line of study to be pursued and the college or university to be attended. The Board will make the decision in accordance with the best interests of the District as far as programs, students and staff is concerned.

#### 10.7.1.2 Extended Personal Leave

A Licensed Staff Member may apply for a leave of absence for personal reasons. Requests for personal leave must be submitted on or before February 1, preceding the school term when the leave is to begin. Prior to March 1, the Superintendent will make a recommendation to the Board in accordance with the best interests of the District as far as programs, students, and staff are concerned.

10.7.1.3 The following conditions shall apply to all extended leaves of absence unless otherwise indicated:

10.7.1.3.1 A request for an extended leave of absence shall be in writing to the Superintendent.

- 10.7.1.3.2 To be eligible for an extended leave of absence, a Staff Member must have completed a minimum of five (5) full years/school terms of continuous employment in the District.
- 10.7.1.3.3 Granting of an extended leave of absence shall be at the discretion of the Board.
- 10.7.1.3.4 Leaves shall be limited to one (1) year from the effective date of the leave. Further extension of an extended leave of absence shall be at the discretion of the Board.
- 10.7.1.3.5 Staff Members shall return from an extended leave of absence at either the beginning of the school term or the beginning of a quarter unless mutually agreed upon by the Staff Member and the immediate supervisor.
- 10.7.1.3.6 Extended leaves of absence will be without pay and salary increments shall not accrue during a leave of absence.
- 10.7.1.3.7 Accrued benefits earned at the time the leave begins shall be retained but no additional benefits shall accrue during the period of the leave.
- 10.7.1.3.8 A Staff Member on extended leave shall upon written request be permitted to continue in the District's group insurance programs for a period of one (1) year from the date the leave begins, providing the Staff Member pays the total medical insurance premium which includes the District's share.
- 10.7.1.3.9 Written notice of intention to either return or resign shall be given to the Superintendent ninety (90) days prior to the expiration of the leave. Failure to furnish such written notice shall constitute a notice of resignation. No written notice is required to be sent from the District to the Staff Member prior to this date. It is the responsibility of the Staff Member to provide written notice to the District. These limits apply to all leaves except Board approved medical leave.
- 10.7.1.3.10 The District may require a Staff Member on extended leave of absence to furnish a statement from a physician indicating whether a Staff Member is capable of returning to work.
- 10.7.1.3.11 A Staff Member returning from an extended leave of absence cannot be assured of placement in the same position which he/she held prior to going on leave of absence.

## 10.7.2 Educational Support Personnel

An ESP may apply for a leave of absence for personal reasons. Requests for personal leave must be submitted at least forty-five (45) days prior to the date when the leave is to begin. At least fifteen (15) days before the requested effective date of the leave, the Superintendent will make a recommendation to the Board in accordance with the best interests of the District as far as programs, students, and staff are concerned. Nothing in this Section is in derogation of and does not waive any rights Staff Members may have to leave rights provided for by the Americans with

## 10.8 Union Leave

Designated representatives of the Union shall be allowed time to conduct Union business and/or attend meetings pertinent to Union matters without loss of salary, provided: the number of days in any school term shall not exceed thirty-three (33) days and; the Union will reimburse the District the costs for substitute Staff Member for all days taken in excess of eight (8) days when documentation proves that it was approved Union leave. A written request for such attendance shall be submitted to the Superintendent at least four (4) days in advance of the absence and shall state the specific purpose of the meeting, the date of the meeting, and the Staff Member who will attend the meeting. An officer elected to the IFT Executive Board will be granted additional leave to attend mandatory meetings up to a maximum of three (3) days during the school year. At no expense to the District, one Union Officer each school year may request a leave of absence for up to one year in order to conduct Union business or fill a state or national Union role.

Partial Release: At no cost to the district, an employee whose day is structured incrementally may be granted partial leave to fulfill the duties of office. Leave may not exceed 1/8 of a day. Requests must be made by June 1st. If schedule day doesn't provide for incremental release, a mutual agreement must be reached between District and Union.

## 10.9 Parent Teacher Conference

A Staff Member will be allowed to attend parent conferences for his/her own children without loss of pay provided, however, that if a half-day or more is needed, personal leave will be requested. Reasonable prior notice shall be given by the Staff Member to the appropriate administrator. Further, all reasonable efforts will be made by Staff Members to schedule such conferences outside of regular work hours.

## 10.10 Sick Leave Bank (SLB)

### 10.10.1 ELIGIBILITY

A Staff Member is eligible for SLB if, but only if, the Staff Member (1) is currently enrolled as a member of the SLB, (2) has exhausted his/her accumulated sick leave, and (3) is absent from work because of a catastrophic illness of his/her person or mother, father, spouse, child or dependent living in the Staff Member's household. Catastrophic illness or injury is as determined by the committee established under Operational Guidelines. Examples include, but are not limited to, heart attack, cancer, car accident, major surgery, etc. This program is not to be used for short-term illnesses.

### 10.10.2 PARTICIPATING STAFF MEMBERS

10.10.2.1 Enrollment. New Staff Members shall be provided with information relative to SLB at the time of the initial employment and shall become eligible to enroll in the SLB at that time. Once every year, Staff Members not enrolled in SLB will have the opportunity to enroll in SLB through an open enrollment. Staff Members will be notified of the open enrollment period in the "UPDATE" newsletter. Enrollments shall be filed with the office of the Superintendent.

10.10.2.2 Withdrawal. A participating Staff Member may withdraw by giving written notice of withdrawal to the office of the Superintendent. The withdrawal shall not be effective until the next open enrollment period following the withdraw

request. -Until the effective date of withdrawal, the participating Staff Member shall be subject to the assessment provisions set forth herein. A participating Staff Member who withdraws forfeits all days contributed to the reserve and cannot resume participation at a later date until the next open enrollment period.

10.10.2.3 Retirement or Leaving the District:

Upon retiring or leaving the district, members who have sick leave days beyond those utilized for retirement may donate those remaining days to the SLB.

10.10.3 RESERVE

10.10.3.1 Formation. In order to establish and maintain a reserve each participating Staff Member shall initially contribute two (2) sick leave days to the reserve.

10.10.3.2 Maintenance. If at any time, the reserve falls below thirty (30) days, all participating Staff Members shall be assessed two (2) days. If such assessment does not raise the reserve to one hundred (100) days, SLB shall terminate in accord with paragraph 3 below. Any participating Staff Member who has exhausted his/her sick days and has no days available for such assessment shall be temporarily suspended from participation in SLB until the participating Staff Member has accumulated two (2) additional days for assessment at which time the participating Staff Member shall be assessed and reinstated. If a Staff member has exhausted his/her thirty (30) day benefit, he/she may not enroll in the sick leave bank during any subsequent open enrollment opportunities.

10.10.3.3 Termination. If the number of participating Staff Members in this program is not sufficient to support the assessment for maintenance as set forth in paragraph 10.10.3.2 above, the program shall automatically terminate and no credit will be given to any participating Staff Member in the program for days remaining in the reserve if the number of days divided by the participating Staff Members is less than one (1). If said number is one (1) or more, then the days remaining in the reserve shall be divided equally among participating Staff Members. If a Staff member enrolled in the sick leave bank experiences a break in service to the District, he/she must re-apply in accordance with enrollment procedures.

10.10.4 PAYMENT OF BENEFITS.

10.10.4.1 A participating Staff Member who is found to qualify for days from the SLB will have those days credited to his or her normal sick day account to be used for absences.

10.10.4.2 A participating Staff Member shall be eligible for the SLB for no more than thirty (30) days which may be assessed in one or more illnesses. The total days for all illnesses in no event shall exceed thirty (30) days.

10.10.5 OPERATIONAL GUIDELINES

10.10.5.1 The SLB committee shall govern the operation of the SLB Program. It shall consist of three members: (1) the Superintendent, (2) the President of the Union

Sub-Group (or his/her designee) of the petitioning employee, and (3) Chairperson of the Benefits Committee or his/her designee. A Staff Member who has exhausted his/her personally accumulated sick leave may make a written application to the Committee for withdrawal of days from the reserve. The Staff Member shall state the reason for the inability to work and the number of days requested from the reserve. Before granting the request, the SLB committee must elicit affirmative answers to the following:

10.10.5.2 Is the Staff Member listed as a current member of the SLB Program?

10.10.5.3 Has the Staff Member exhausted his/her personally accumulated sick leave?

10.10.5.4 Is the absence from work due to catastrophic illness or injury to the Staff Member or a Staff Member's mother, father, spouse, child, or a dependent living in the Staff Member's household?

# ARTICLE XI

## COMPENSATION AND BENEFITS

### 11.1 Pay Procedure/Compensation Charts/Minimum Pay for New Employees

NEW EMPLOYEES	Minimum Starting Pay 2025-2026	Minimum Starting Pay 2026-2027
Bus Monitors	\$16.05	\$16.25
Custodian	\$16.05	\$16.25
Cooks	\$16.05	\$16.25
Para A	\$16.20	\$16.45
Security	\$16.25	\$16.70
Para B	\$16.50	\$16.90
School Support C	\$17.00	\$17.40
Para C	\$17.00	\$17.40
School Support B	\$17.00	\$17.40
Cafeteria Coordinators	\$17.25	\$17.60
Groundskeepers	\$17.75	\$18.25
Clerical	\$18.00	\$18.25
Administrative Assistant	\$18.75	\$19.25
Bus Drivers	\$20.50	\$20.75
ECFC Associates (1267 hrs)	\$21.00	\$21.50
ECFC Bachelors (1267 hrs)	\$25.00	\$25.75
School Support A	\$27.00	\$27.75
In addition, 0.5% of employees' IMRF portion is paid by the district, not reflected in this chart.		

<u>CURRENT EMPLOYEES</u>	<u>Current Employee Increase 2025-2026</u>	<u>Current Employee Increase 2026-2027</u>		
<u>Custodian</u>	<u>\$1.15</u>	<u>\$0.49</u>		<u>Second year raises based on a 3% increase to current level 7 pay</u>
			<u>keep current hourly wage</u>	
<u>Custodian (off schedule, 21+)</u>	<u>\$750 stipend</u>	<u>\$750 stipend</u>		
<u>Groundskeepers</u>	<u>\$2.10</u>	<u>\$0.54</u>		
<u>Bus Drivers</u>	<u>\$0.50</u>	<u>\$0.50</u>		
<u>Bus Monitors</u>	<u>\$1.10</u>	<u>\$0.48</u>		
<u>Cooks</u>	<u>\$0.50</u>	<u>\$0.49</u>		
<u>Cafeteria Coordinators</u>	<u>\$1.25</u>	<u>\$0.50</u>		
<u>Security</u>	<u>\$1.25</u>	<u>\$0.48</u>		
<u>Administrative Assistant</u>	<u>\$0.65</u>	<u>\$0.59</u>		
<u>Clerical</u>	<u>\$0.65</u>	<u>\$0.55</u>		
<u>Para A</u>	<u>\$0.50</u>	<u>\$0.49</u>		
<u>Para B</u>	<u>\$0.75</u>	<u>\$0.50</u>		
<u>Para C</u>	<u>\$1.00</u>	<u>\$0.51</u>		
<u>School Support A</u>	<u>3.00%</u>	<u>\$0.84</u>		
<u>School Support B</u>	<u>\$0.60</u>	<u>\$0.55</u>		
<u>School Support C</u>	<u>\$1.07</u>	<u>\$0.51</u>		
<u>ECFC Associates</u>				
			<u>*Off schedule \$2 increase in year 1</u>	
<u>ECFC Bachelors*</u>	<u>\$5.00</u>	<u>\$1.00</u>		
<u>Teachers</u>	<u>3% TRS</u>	<u>3% Salary</u>		

In addition, 0.5% of employees' IMRF portion is paid by the district, not reflected in this chart.

- 11.1.1 A Staff Member will be paid on the 15<sup>th</sup> of each month. If the 15<sup>th</sup> occurs on a Saturday, Sunday, or during a break, Staff Members will be paid on the last school day preceding the 15<sup>th</sup>.
- 11.1.2 For purposes of initial salary schedule placement a new Licensed Staff Member to the District will be granted year for year credit for Licensed experience, as determined by the District, in the field of education.
- 11.1.3 For purposes of initial placement an ESP (other than bus drivers) cannot be given more than year for year credit for the years of job-related experience, as determined by the District.



## 11.2 Compensation

### Limitation on Creditable Earnings

In no event will a Staff Member who is less than four (4) years from retirement eligibility receive an increase in total reportable TRS/IMRF creditable earnings in excess of six percent (6%) of the prior year's total, reportable TRS creditable earnings, unless any of the remaining statutory exceptions enacted by P.A. 94-1057 to The Illinois Pension Code are applicable.

#### 11.2.1 Licensed Staff Members

- 11.2.1.1 Any Licensed Staff Member who receives a Master's Degree that requires more than 32 hours of class work shall be given credit for the extra hours over 32 toward his/her attainment of Masters +30 on the Licensed Staff Member salary schedule. This is only applicable to one approved and completed Master's Degree program.
- 11.2.1.2 All Licensed Staff Members initially employed as social workers, psychologists, speech therapists, or school counselors whose Master's Degree program required 60 hours will be placed on the salary schedule at Masters +30 hours. This is only applicable to one approved and completed Master's Degree program. This credit will be applied retroactively, but there will be no retroactive pay.
- 11.2.1.3 School Psychologists will receive a step multiplier applied to their salary as follows, based on years of experience: 0-4 years of experience 1.21, 5-9 years of experience 1.23, 10-14 years of experience 1.25, 15-31 years of experience 1.27.
- 11.2.1.4 Compensation for Licensed Staff shall be per Salary Schedules attached to this Agreement.

11.2.2 Compensation for Paraeducators shall be per 11.1 Charts Computer/Library Paraeducators, Deaf Interpreters, and Special Educator Paraeducators 11.1 Charts attached to this Agreement.

11.2.3 Compensation for Head Start Teachers shall be per 11.1 Charts attached to this Agreement. Head Start Teachers with Professional Educator License will move levels, if applicable, plus \$1,000.

11.2.4 Compensation for School Support Personnel shall be per 11.1 Charts attached to this Agreement.

#### 11.2.5 Bus Drivers

- 11.2.5.1 The compensation of all Bus Drivers covered by this Agreement will be in accordance with Bus Driver 11.1 Charts. The aforementioned charts are for 177 days per year. Bus Drivers are paid once per month on a twelve (12) month basis.
- 11.2.5.2 Salary Advancement A Bus Driver whose employment begins between July 1 and December 31 will be eligible for salary advancement on the first July 1 after employment. A Bus Driver whose employment begins between January 1 and June 30 will be eligible for salary advancement on the second July 1 after employment. Upon completion of each Work year thereafter, a Bus Driver will

be eligible for salary advancement effective July 1, subject to the terms of this agreement.

- 11.2.5.3 Field trips, shuttles and other opportunities of extra work outside of the normal work duties will be offered to qualified Bus Drivers as per Trip Committee Procedures approved by the District. The Trip Committee consists of one union officer and two union members along with an equal number of administrative/supervisory staff. Bus Drivers will receive a stipend with a one-hour minimum for call-ins only. Bus Drivers will not be eligible to accept extra work which will cause their total hours to exceed 40 hours in a work week (Monday 12.01 a.m. through Sunday 12:00 p.m.). Bus Drivers will receive their regular hourly rate of pay for the portion of the trip encompassing their regular work hours, then will be paid the trip rate for the remaining hours for the trip.
- 11.2.5.4 Drivers who have been assigned Extended Day assignments and do not want to work beyond their weekly/assigned hours will meet with the Director of Transportation and the Union President to adjust their passenger list so they will not be over their weekly assigned hours. Drivers who have been assigned an Extended Day assignment and want to work beyond their weekly assigned hours will fill out a weekly timesheet and be paid their regular route pay for the time over. Drivers in this category will have their insurance benefit cost adjusted as per average hours worked per the District Health Premium Structure. Additional Extended Day assignments not able to be covered with drivers who are not working beyond their weekly assigned hours will be posted in the same manner as 7.3 in the Collective Bargaining Agreement.

#### 11.2.6 Bus Monitors

- 11.2.6.1 The compensation of all Bus Monitors covered by this Agreement will be in accordance with Bus Monitors 11.1 Charts. The aforementioned charts are for 176 days per year. Bus Monitors are paid once per month on a twelve (12) month basis.
- 11.2.6.2 **Salary Advancement** A Bus Monitor whose employment begins between July 1 and December 31 will be eligible for salary advancement on the on the first July 1 after employment. A Bus Monitor whose employment begins between January 1 and June 30 will be eligible for salary advancement on the second July 1 after employment. Upon completion of each Work year thereafter, a Bus Monitor will be eligible for salary advancement effective July 1, subject to the terms of this agreement.
- 11.2.6.3 During the term of this agreement, should any other District Bus Monitor Bargaining Unit with the same job classifications and titles negotiate a salary advancement that exceeds the Bus Monitor 11.1 Charts contained in this agreement, the Bus Monitors covered under this agreement shall receive the salary listed on the higher 11.1 Chart retroactive to the date such schedule went into effect.

#### 11.2.7 Food Service Workers

#### 11.2.7.1 Initial Placement

11.2.6.1.1 The new Food Service Worker cannot be given more than year for year of experience earned outside of the District.

11.2.6.1.2 The experience credited for work outside of the District by the new Food Service Worker must be in a field related to food service work.

#### 11.2.7.2 Salary Advancement

A Food Service Worker whose employment begins between July 1 and December 31 will be eligible for salary advancement at the start of the school year after employment. A Food Service Worker whose employment begins between January 1 and June 30 will be eligible for salary advancement at the start of the second school year after employment. Upon completion of each Work Year thereafter, a Food Service Worker will be eligible for salary advancement effective at the start of the school year, subject to the terms of this Agreement.

#### 11.2.7.3 Special Events/Functions

For the purpose of this Agreement, special events/functions are as defined or approved by the Food Service Director and will be paid time and a half for the hours worked during the special event/function.

11.2.7.4 Compensation for Food Service Workers shall be per 11.1 Charts attached to this Agreement.

11.2.7.5 The District may offer a Summer Lunch Program provided subsidies are available through the Federal Government. The positions will be posted and Food Service Workers will have the opportunity to apply as in Article 7.5 of this agreement. Summer Lunch Program positions will be compensated at the hourly rate paid for the same position during the school year.

### 11.2.8 Custodial

11.2.8.1 Custodians will have a ninety (90) day probationary period.

11.2.8.2 A current custodian who substitutes for a supervisor shall receive a daily stipend of twenty (\$20).

11.2.8.3 Compensation for Custodians shall be per 11.1 Charts attached to this Agreement.

11.2.8.4 Salary Advancement A Custodian whose employment begins between July 1 and December 31 will be eligible for salary advancement on the first July 1 after employment. A Custodian whose employment begins between January 1 and June 30 will be eligible for salary advancement on the second July 1 after employment. Upon completion of each Work year thereafter, a Custodian will be eligible for salary advancement effective July 1, subject to the terms of this agreement.

### 11.2.9 Clerical Staff

- 11.2.9.1 The District may give the new Clerical Staff credit for previous experience earned outside of the District.
- 11.2.9.2 The new Clerical Staff cannot be given more than year for year of experience earned outside of the District.
- 11.2.9.3 The experience credited for work outside of the District by the new Clerical Staff must be in comparable work experience.
- 11.2.9.4 Salary Advancement Upon completion of each Work Year a Clerical Staff will advance to the next level on the 11.1 Charts effective July 1.
- 11.2.9.5 Compensation for Clerical Staff shall be per 11.1 Charts attached to this Agreement, provided, however, that Clerical Staff members employed prior to the effective date of this Agreement shall retain current wage rate.

#### 11.2.10 Security

- 11.2.10.1 The salary of all Security Guards covered by this Agreement will be in accordance with the Schedule attached hereto and made a part hereof.
- 11.2.10.2 Initial placement for new Security Guards to the District will always be at minimum starting pay for the first ninety (90) days of employment. Beginning Security Guards will be placed on ninety (90) day probation. After the probationary period, the District may give the new Security Guards credit for previous experience.
- 11.2.10.3 Newly hired Security Guards cannot be given more than year for year of experience earned outside of the District.

#### 11.2.10.4 Salary Advancement

A Security Guard whose employment begins between July 1 and December 31 will be for salary advancement on the first July 1 after employment. A Security Guards whose employment begins between January 1 and June 30 will be eligible for salary advancement on the second July 1 after employment. Upon completion of each Work Year thereafter, a Security Guard will be eligible for advancement effective July 1, subject to the terms of this Agreement.

#### 11.2.11 SCHEDULE B

- A. EXPERIENCE FACTOR. A 0.1% experience factor will be added to the percentage listed in the Schedules B salary index table for each year of District experience in that given activity. For the duration of this agreement, the fixed base, which includes the Licensed Staff member's share of the TRS retirement contribution, will be \$35,309. The experience-adjusted percentage will then be multiplied times the fixed base to determine each individual position's salary.
- B. NOTIFICATION OF VACANCIES AND POSTINGS. Notification to Licensed Staff Members regarding positions available in Schedules B will be made as described in Sections 7.4.1 and 7.4.2. Student participation, program needs and funding availability will be factors considered by the District when determining which positions in this schedule may be filled.

- C. TERMINATION OF SERVICES. If either the Staff Member or District wants to terminate services for positions listed in Schedules B the one desiring to terminate services must notify the other in writing by July 1<sup>st</sup> preceding the year in which services are being terminated.
- D. INDEX PER POSITION. The “INDEX PER POSITION” column in Schedules B represents the amount of percentage that each individual position will receive. If requested, the Superintendent may approve more than one person being employed in a position originally designed for one person. If the Superintendent approves the request, the percentage shown in the “INDEX PER POSITION” column shall be divided among the number of people in the given position in a manner mutually agreeable to all individuals.
- E. APPEALS PROCEDURE. Appeals for changes in the assigned percentage for a given position in Schedules B can be made by the Licensed Staff Member in the position presenting his/her case for change to the immediate supervisor of that activity. If they agree on the proposed change in percentage, the proposed change will be recommended to the Superintendent before July 1st. The Superintendent shall make a final determination. All approved changes will become effective the school year after they are approved.
- F. The “MAXIMUM NUMBER OF POSITIONS” column in Schedules B represents the maximum number of positions that may be compensated at the given index.

#### 11.2.12 ADDITIONAL COMPENSATION

- A. ANNUAL ASSIGNMENT When a Licensed Staff Member’s planning time is purchased consecutively for a period of time equal to or greater than one semester, the prorated full time equivalent adjustment in salary will be made for the Licensed Staff Member.
- B. EXTRA SUPERVISORY DUTIES A Staff Member who takes extra supervisory duty for which other Staff Members in the District are routinely paid will be compensated in like manner. Other extra supervisory duties requested by the District of a Staff Member will be compensated if mutually agreeable .
- C. ADDITIONAL PROFESSIONAL RESPONSIBILITIES A Licensed Staff Member may be employed for work in excess of the regular 181-day work year. A Licensed Staff Member employed for additional professional responsibilities requiring certification (i.e., extra days, extra classes, etc.) shall be compensated on the following basis:
  - Weekly = 2.75% x 90% x Licensed Staff Member’s Salary on Schedule A
  - Hourly = 2.75% x 90% x Licensed Staff Member's Salary on Schedule A
- D. INSTRUCTIONAL HOURLY RATE The instructional hourly rate for Licensed Staff Members will be \$30.00 beginning for the following assignments: (1) purchasing a Licensed Staff Member’s planning period for a period of time less than one semester 2) before and after school extended day instruction, and 3) home bound tutors.
- E. NON-INSTRUCTIONAL HOURLY RATE The non-instructional hourly rate for Licensed Staff Members will be \$20.00 for the duration of this Agreement. The hourly rate will include the Licensed Staff Members’ share of the TRS retirement contribution. The hourly rate will be prorated according to the actual number of minutes worked. Licensed Staff Members will be assigned at the option of the District and, if assigned, the above hourly rate will be paid for lunchroom supervisors, accompanists,

lunchtime detention supervisors, and Saturday detention supervisors. This list is not exclusive and payment of the hourly rate for other appropriate work as approved by the Superintendent may occur.

- F. PROFESSIONAL DEVELOPMENT. Professional Development related to instruction and learning, will be compensated at \$20 per hour for licensed staff, school support staff schedule A and Head Start teachers. The District shall ensure PD credit is offered for attending.
- G. PARAEDUCATOR OR SCHOOL SUPPORT STAFF ADDITIONAL WORK HOURS A Paraeducator or School Support Staff member who is required by the District to attend professional development training, or meetings that extend outside of a regular work day, may record the additional hours in the manner of time and attendance provided by the District for compensation. All workshops for Paraeducator's or School Support Salary Level B and C will be paid at \$17 per hour. All workshops for School Support Salary Level A will be paid at \$20 per hour.
- H. PARAEDUCATOR OR SCHOOL SUPPORT STAFF A Paraeducator or School Support Staff member who is required by the District to attend field trips that extend past their regular work hours will be compensated at the staff member's regular hourly rate.
- I. SUMMER SCHOOL HOURLY RATE For Summer School teaching, the formula for the hourly formula amount is (SALARY SCHEDULE AMOUNT x 0.0275 x 0.9 DIVIDED BY 40). This hourly formula amount will then be prorated for the actual minutes of work. (HOURLY FORMULA AMOUNT DIVIDED BY 60 x NUMBER OF MINUTES OF TEACHING). This hourly formula amount will include the Licensed Staff Member's share of the TRS retirement contribution
- J. SUPERVISION OF SENIOR HIGH SPORTING EVENTS. Supervision of Senior High sporting events will be \$20.00 per hour for the duration of this Agreement.
- K. VACANCIES AND POSTINGS. Positions available in this Schedule 11.2.12 will be addressed as specified in Section 7.3.1.3 and 7.3.1.4.
- L. Staff Members covered by Schedule 11.2.12 shall have no guarantee of employment in these positions from year to year. Staff Members covered by 11.2.12 will be automatically released from their assignments at the end of each school year without receiving any written notification from or action by the District.

<b>SCHEDULE B EXTRA DUTIES</b>	<b>MAXIMUM # OF POSITIONS</b>	<b>INDEX %</b>	<b>TOTAL INDEX</b>	Compensation per Position for Duration of this Agreement
(A .1% experience factor will be added to the index percentage for each year of District experience in that given activity)				
**Grant-funded, music donation-funded, and booster-funded positions are contingent on available funding.				
		<b>FIXED BASE OF \$35,309</b>		
<b>SPORTS - HIGH SCHOOL</b>				
<b>HEAD COACHES</b>				
BASEBALL (individual)	1	19.82	19.82	
BASKETBALL BOYS (separate)	1	32.63	32.63	
BASKETBALL GIRLS (separate)	1	32.63	32.63	
CROSS COUNTRY (combined)	1	10.18	10.18	
FOOTBALL (individual)	1	30.97	30.97	
GOLF BOYS (separate)	1	10.06	10.06	
GOLF GIRLS (separate)	1	10.06	10.06	
QHS RIFLE HEAD COACH (combined)	1	10.65	10.65	
SOCCER BOYS (separate)	1	19.86	19.86	
SOCCER GIRLS (separate)	1	19.86	19.86	
SOFTBALL (individual)	1	19.82	19.82	
TENNIS BOYS (separate)	1	9.48	9.48	
TENNIS GIRLS (separate)	1	9.48	9.48	
TRACK (combined)	1	22.79	22.79	
VOLLEYBALL (individual)	1	19.82	19.82	
WRESTLING (combined)	1	23.61	23.61	
SCHOLASTIC BOWL VARSITY	1	6.74	6.74	
SCHOLASTIC BOWL JV	1	4.30	4.30	
<b>ASSISTANT COACHES</b>				
BASEBALL ASST. VARSITY	1	9.64	9.64	
BASEBALL SOPHOMORE/JV	1	8.94	8.94	
BASKETBALL BOYS ASST. VARSITY	1	15.52	15.52	
BASKETBALL GIRLS ASST. VARSITY	1	15.52	15.52	
BASKETBALL BOYS SOPHOMORE	1	14.01	14.01	

BASKETBALL GIRLS SOPHOMORE	1	14.01	14.01	
BASKETBALL BOYS FRESHMAN HEAD	1	10.22	10.22	
BASKETBALL GIRLS FRESHMAN HEAD	1	10.22	10.22	
CROSS COUNTRY ASST. VARSITY	1	5.09	5.09	
FOOTBALL ASST. LEVEL 1	5	13.09	65.45	
FOOTBALL ASST. LEVEL 2	3	10.10	30.30	
SOCCER BOYS ASST. VARSITY	1	12.04	12.04	
SOCCER GIRLS ASST. VARSITY	1	12.04	12.04	
SOCCER BOYS ASST. COACH	1	11.53	11.53	
SOCCER GIRLS ASST. COACH	1	11.53	11.53	
SOCCER BOYS ASST. COACH	1	10.99	10.99	
SOCCER GIRLS ASST. COACH	1	10.99	10.99	
SOFTBALL GIRLS ASST. VARSITY	1	9.64	9.64	
SOFTBALL GIRLS SOPHOMORE/JV	1	8.94	8.94	
TENNIS BOYS ASST.	1	5.50	5.50	
TENNIS GIRLS ASST.	1	5.50	5.50	
TRACK ASST. VARSITY	3	11.56	34.68	
VOLLEYBALL ASST. VARSITY	2	9.75	19.50	
WRESTLING ASST. VARSITY (combined)	1	13.12	13.12	
WRESTLING ASST. VARSITY (combined)	1	13.12	13.12	
WRESTLING HEAD FRESHMAN (combined)	1	11.73	11.73	
<b>TOTAL POSITIONS / INDEXES</b>	53		702.53	
<b>SPORTS – JUNIOR HIGH SCHOOL</b>				
7/8-BASEBALL	1	6.39	6.39	
7-BASKETBALL BOYS HEAD	1	8.81	8.81	
7-BASKETBALL GIRLS HEAD	1	8.81	8.81	
8-BASKETBALL BOYS HEAD	1	8.81	8.81	
8-BASKETBALL GIRLS HEAD	1	8.81	8.81	
7/8-CROSS COUNTRY	1	5.09	5.09	
7/8-FOOTBALL	2	10.10	20.20	
7/8-SOFTBALL	1	6.39	6.39	
7/8 TRACK HEAD COACH	1	9.51	9.51	
7/8-TRACK ASST.	3	7.65	22.95	
7-VOLLEYBALL	1	7.55	7.55	
8-VOLLEYBALL	1	10.06	10.06	



7/8-WRESTLING HEAD	1	11.57	11.57	
7/8-WRESTLING ASST.	1	9.57	9.57	
TOTAL POSITIONS / INDEXES	17		144.52	
ATHLETIC BOOSTER PAID POSITIONS				
**Grant-funded, music donation-funded, and booster-funded positions are contingent on available funding.				
**QHS FOOTBALL ASST. COACH	1			\$3,884.00
**QHS FOOTBALL ASST. COACH	1			\$1,055.74
**QHS FOOTBALL ASST. COACH	1			\$2,000.00
**QHS FOOTBALL ASST. COACH	1			\$2,500.00
**QHS FOOTBALL ASST. COACH	1			\$3,566.21
**QHS FOOTBALL ASST. COACH	1			\$3,000.00
**QHS FOOTBALL ASST. COACH	1			\$2,500.00
**QHS FOOTBALL ASST. COACH	1			\$1,500.00
**QHS FOOTBALL ASST. COACH				Volunteer
**QJHS FOOTBALL ASST. COACH	1			\$2,000.00
**QJHS FOOTBALL ASST. COACH	1			\$2,000.00
**QJHS FOOTBALL ASST. COACH				Volunteer
**QJHS FOOTBALL ASST. COACH				Volunteer
**TRAP: SPRING AND FALL				Volunteer
**QHS VOLLEYBALL ASST. COACH	1			\$1,500.00
**QJHS 8TH GR. VOLLEYBALL ASST. COACH	1			\$1,500.00
**QJHS 7TH GR. VOLLEYBALL ASST. COACH	1			\$1,500.00
**QHS GOLF BOYS ASST. COACH	1			\$1,100.00
**QJHS 7TH & 8TH GOLF COACH (BOYS)	1			\$400.00
**QJHS 7TH & 8TH GOLF COACH (GIRLS)	1			\$400.00
**QHS TENNIS BOYS ASST. COACH	1	5.50		
**QHS TENNIS BOYS ASST. COACH				Volunteer
**QHS TENNIS BOYS ASST. COACH				Volunteer
**QHS TENNIS GIRLS ASST. COACH	1	5.50		
**QHS TENNIS GIRLS ASST. COACH				Volunteer
**QHS CROSS COUNTRY ASST. COACH				Volunteer
**QJHS CROSS COUNTRY ASST. COACH	1			\$1,100.00
**QJHS CROSS COUNTRY ASST. COACH	1			\$750.00
**QHS SOCCER BOYS ASST. COACH				Volunteer

**QHS SOCCER BOYS ASST. COACH				Volunteer
**QHS SOCCER GIRLS ASST. COACH				Volunteer
**QHS CHEER ASST. COACH FALL & WINTER	1			\$1,800.00
**QHS POM ASST. COACH FALL & WINTER				Volunteer
**QHS SOFTBALL ASST. COACH	1			\$1,500.00
**QHS SOFTBALL ASST. COACH				Volunteer
**QJHS SOFTBALL ASST. COACH	1			\$2,000.00
**QJHS SOFTBALL ASST. COACH	1			\$1,500.00
**QHS BASEBALL ASST. COACH	1			\$2,000.00
**QHS BASEBALL ASST. COACH	1			\$2,000.00
**QHS BASEBALL ASST. COACH				Volunteer
**QJHS BASEBALL ASST. COACH	1			\$1,700.00
**QJHS BASEBALL ASST. COACH	1			\$1,700.00
**QHS BASKETBALL BOYS ASST. COACH	1	15.52		
**QHS BASKETBALL BOYS ASST. COACH	1	15.52		
**QJHS BASKETBALL BOYS ASST. COACH	1	8.81		
**QJHS BASKETBALL BOYS ASST. COACH	1	8.81		
**QJHS BASKETBALL BOYS ASST. COACH				Volunteer
**QJHS BASKETBALL GIRLS ASST. COACH	1			\$750.00
**QJHS BASKETBALL GIRLS ASST. COACH	1	8.81		
**QHS WRESTLING ASST. COACH	1			\$2,000.00
**QHS WRESTLING ASST. COACH	1			\$2,000.00
**QHS WRESTLING ASST. COACH				Volunteer
**QJHS WRESTLING ASST. COACH	1			\$1,000.00
**QJHS WRESTLING ASST. COACH	1			\$1,500.00
**QHS TRACK & FIELD ASST. COACH	1	11.56		
**QHS RIFLE ASST. COACH				Volunteer
**QHS RIFLE ASST. COACH				Volunteer
<b>CHEERLEADERS/POM PON</b>				
<b>HIGH SCHOOL</b>				
VARSITY BASKETBALL CHEERLEADING	1	7.32	7.32	
VARSITY FOOTBALL CHEERLEADING	1	5.23	5.23	
VARSITY SOCCER CHEERLEADING	1	3.48	3.48	

POM PON	1	18.75	18.75	
<b>JUNIOR HIGH</b>				
7/8 CHEERLEADER	1	7.05	7.05	
<b>TOTAL POSITIONS / INDEXES</b>	5		41.83	
<b>ACADEMIC - COACHES/ADVISORS/SPONSORS</b>				
<b>HIGH SCHOOL</b>				
YEARBOOK JOURNALISM	1	5.40	5.40	
STUDENT COUNCIL	3	12.14	36.42	
MATH TEAM COACH	2	2.53	5.06	
FFA	1	6.00	6.00	
<b>JUNIOR HIGH</b>				
FFA	1	6.00	6.00	
STUDENT COUNCIL	3	3.14	9.42	
SCHOLASTIC BOWL	1	4.45	4.45	
YEARBOOK JOURNALISM	1	5.40	5.40	
MATH TEAM COACH	1	2.53	2.53	
<b>TOTAL POSITIONS / INDEXES</b>	22		112.35	
<b>MUSIC</b>				
<b>HIGH SCHOOL</b>				
MUSICAL DRAMA DIRECTOR	1	12.43	12.43	
MUSICAL ORCHESTRA DIRECTOR	1	8.25	8.25	
MUSICAL CHORAL DIRECTOR	1	4.25	4.25	
MUSICAL SET DESIGN	1	3.60	3.60	
MUSICAL SET CONSTRUCTION	1	4.30	4.30	
MUSICAL LIGHT/SOUND	1	3.48	3.48	
NEW FACES COORDINATOR	1	7.32	7.32	
NEW FACES DRAMA & TECHNICAL DIRECTOR	1	5.11	5.11	
NEW FACES VOCAL COORDINATOR	1	3.50	3.50	
BASKETBALL PEP BAND	1	5.11	5.11	
MARCHING BAND DIRECTOR	1	10.00	10.00	
MARCHING BAND ASSISTANT	4	3.25	13.00	
SPRING PLAY DIRECTOR	1	7.43	7.43	
JAZZ BAND I, II, III	3	3.48	10.44	

PEP BAND FOR GIRLS' GAMES	1	3.00	3.00	
PEP BAND ASSISTANT	1	N/A	N/A	\$550.00
SWING AND SHOW “ELECTRIC BLUE”	3	3.48	10.44	
SWING AND SHOW “COMPANY BLUE”	2	3.48	6.96	
WINTER PLAY DIRECTOR	1	7.43	7.43	
WINTER PLAY SET DESIGN	1	2.50	2.50	
WINTER PLAY SET CONSTRUCTION	1	3.25	3.25	
MARCHING BAND ASSISTANT (FLAG/POM)	1	3.25	3.25	
DEPARTMENT BAND/ORCHESTRA EQUIPMENT INVENTORY/REPAIR	2	3.50	7.00	
ELECTRIC STRING ENSEMBLE DIRECTOR	1	3.10	3.10	
MADRIGAL SINGERS DIRECTOR	1	3.10	3.10	
DEPARTMENT EQUIPMENT MOVING MANAGER	1	2.40	2.40	
SPRING PLAY SET DESIGN	1	2.50	2.50	
SPRING PLAY SET CONSTRUCTION	1	3.25	3.25	
JUNIOR HIGH				
AFTER SCHOOL CHORUS	1	3.75	3.75	
JAZZ BAND	2	3.48	6.96	
ELEMENTARY				
AFTER SCHOOL CHOIR 1	5	4.18	20.90	
INTERMEDIATE BAND DIRECTOR	1	4.65	4.65	
INTERMEDIATE ORCHESTRA DIRECTOR	1	4.65	4.65	
INTERMEDIATE BAND/ORCHESTRA ASST.	5	3.00	15.00	
TOTAL POSITIONS / INDEXES	52		212.31	
SUBSTITUTE MANAGEMENT				
MUSIC SUBSTITUTE MANAGEMENT - 1/2 PAID IN DECEMBER AND 1/2 PAID IN MAY	1			\$500.00
**MUSIC DONATED FUNDS				
**Grant-funded, music donation-funded, and booster-funded positions are contingent on available funding.				
**MUSICAL CHOREOGRAPHER	1	8.25	8.25	
**NEW FACES CHOREOGRAPHER	1	3.50	0.35	
**NEW FACES INSTRUMENTAL DIRECTOR	1	3.50	3.50	
**NEW FACES TICKETS	1	N/A	N/A	\$400.00
**QJHS STRING ENSEMBLE	1	3.48	3.48	
**WINTER GUARD	1	3.00	3.00	

**SHOW BAND DIRECTOR	1	2.80	2.80	
**SHOW BAND PIANO	1	N/A	N/A	\$750.00
CLUBS ELEMENTARY AND QJHS				
ELEMENTARY 4 <sup>TH</sup> & 5 <sup>TH</sup> GRADE DRAMA	2	N/A	N/A	\$931.82
JUNIOR HIGH SPANISH	1	N/A	N/A	\$931.82
JUNIOR HIGH ART	1	N/A	N/A	\$931.82
JUNIOR HIGH COMPUTERS	1	N/A	N/A	\$931.82
JUNIOR HIGH DRAMA	1	N/A/	N/A/	\$931.82
CLUBS QHS				
HIGH SCHOOL GERMAN	1	N/A	N/A	\$931.82
HIGH SCHOOL SPANISH	1	N/A	N/A	\$931.82
HIGH SCHOOL THEATER	1	N/A	N/A	\$931.82
HIGH SCHOOL ART	1	N/A	N/A	\$931.82
HIGH SCHOOL BETA	1	N/A	N/A	\$931.82
HIGH SCHOOL NATIONAL HONOR SOCIETY	3	N/A	N/A	\$931.82
HIGH SCHOOL KEY CLUB	1	N/A	N/A	\$931.82
HIGH SCHOOL FUTURE TEACHERS	1	N/A	N/A	\$931.82
GAY STRAIGHT ALLIANCE	1	N/A	N/A	\$931.82
HIGH SCHOOL STUDENTS OF COLOR	1	N/A	N/A	\$931.82
HIGH SCHOOL DEBATE	1	N/A	N/A	\$931.82
**NATIONAL TECHNICAL HONOR SOCIETY SPONSOR	1	N/A	N/A	\$2,000.00
STAFF LEADER POSITIONS				
Certified Staff leader positions are important in the development and maintenance of high-quality building and curriculum organizations. Accordingly, these positions encompass additional time requirements and responsibilities. The additional compensation listed below is to compensate these Licensed Staff Members for the added time and responsibility requirements during the school year and for minimal time outside the school year.				
JH NON-ADMINISTRATIVE DEAN	3	N/A	N/A	\$4,875.36
SPECIAL ED HEARING IMPAIRED	1	N/A	N/A	\$3,827.88
SPECIAL ED SPEECH COORDINATOR	1	N/A	N/A	\$3,827.88
SPECIAL ED SOCIAL WORKER COORD.	1	N/A	N/A	\$3,827.88
SPECIAL ED PSYCHOLOGISTS COORD.	1	N/A	N/A	\$3,827.88
SPECIAL ED ADAMS COUNTY YOUTH HOME/ACADEMY COORDINATOR	1	N/A	N/A	\$3,827.88
SENIOR HIGH NON-ADMINISTRATIVE DEAN	4	N/A	N/A	\$4,875.36

SPECIAL EDUCATION COORDINATOR	9	N/A	N/A	\$3,827.88
CERTIFIED SPECIAL EDUCATION STAFF (SPECIAL EDUCATION TEACHERS, SPECIAL EDUCATION COORDINATOR, SPEECH AND LANGUAGE PATHOLOGIST, SCHOOL SOCIAL WORKERS, AND SCHOOL PSYCHOLOGIST)		ANNUAL STIPEND OF \$450.00, PAID IN TWO INSTALLMENTS		
ADDITIONAL EDUCATION ATTAINMENT				
NATIONAL BOARD TEACHER CERTIFICATION		N/A	N/A	\$1,500.00

### 11.3 Life Insurance

- 11.3.1 The District shall provide to a Staff Member who works at least 20 hours per week \$10,000.00 in life insurance at no premium cost to the staff member. In order to be eligible for life insurance coverage, a Staff Member not participating in the District's health insurance program may be required by the insurance company to pass a physical examination.

### 11.4 Health Insurance

- 11.4.1 The District shall provide health insurance coverage to permanent Staff Members whose hours of work qualify them as a .5 FTE (at least 4 hours per day and 20 hours per week. All regular/routine hours worked in any department of the District will be counted in determining a Staff Member's FTE status. Coverage, premiums, co-pays, deductibles and out of pocket expense shall be determined by/per the Union Collective Agreement. The District health plan and medical booklet will be made available to all Staff Members on the District's website.
- 11.4.2 The Quincy Public Schools Health Benefits Committee shall function as an advisory group regarding the health insurance program. The Union Representative will schedule quarterly meeting dates with the QPS Benefit's Coordinator. The committee shall be made up of representatives from each Union Subgroup and representatives on behalf of the Board and District as appointed by the Superintendent. The purpose of this committee shall be to (a) monitor the insurance benefits program; (b) research and make recommendation for changes in the insurance plan as from time to time is deemed appropriate (c) establish priorities for the committee; and (d) provide on-going communications to all plan participants regarding current benefits and changes in benefits. If the Committee finds it necessary to make recommendations to protect or improve the plan, then the District and Union must both agree on the recommendation before any changes are implemented.
- 11.4.3 For the duration of the Agreement, the Board agrees to continue the present composition of the Committee, with all employee groups maintaining their present proportional representation on the Committee.
- 11.4.4 The Board and Union recognize the importance of a financially sound health insurance program. The goal of a financially sound health insurance program can only be realized by setting premiums each year that reflect the actuarial projected cost of the health insurance program. Therefore, during the term of this Agreement, the Board and Union

will continue to cooperatively develop the necessary “cost effective measures” so as to attain this goal.

- 11.4.5 The health insurance program will be funded by District contribution and employee contribution as established by the Agreement. It is further understood, in accord with past practice, the District will continue to make timely contributions of insurance premiums to insure the timely payment of claims.

## Medical Plan Premiums - Employee Share

**1/1/2025 - 12/31/2025**

Coverage Type			PPO HOPE 2500	HDHP HOPE 4000	HRP
<b>Single Coverage</b>					
Hours	Daily	Weekly			
	6.0	30.0	\$194.31	\$55.68	\$25.00
	5.5	27.5	\$293.60	\$131.85	\$25.00
	5.0	25.0	\$405.31	\$217.52	\$25.00
	4.5	22.5	\$504.60	\$293.68	\$25.00
	4.0	20.0	\$603.88	\$369.84	\$25.00
<b>Employee + Spouse Coverage</b>					
Hours	Daily	Weekly			
	6.0	30.0	\$724.50	\$318.20	\$25.00
	5.5	27.5	\$923.17	\$494.40	\$25.00
	5.0	25.0	\$1,146.67	\$692.64	\$25.00
	4.5	22.5	\$1,333.04	\$868.17	\$25.00
	4.0	20.0	\$1,512.63	\$1,030.38	\$25.00
<b>Employee + Child(ren) Coverage</b>					
Hours	Daily	Weekly			
	6.0	30.0	\$551.25	\$221.57	\$25.00
	5.5	27.5	\$694.12	\$339.05	\$25.00
	5.0	25.0	\$854.87	\$467.42	\$25.00
	4.5	22.5	\$997.75	\$581.51	\$25.00
	4.0	20.0	\$1,140.63	\$695.61	\$25.00
<b>Employee + Family Coverage</b>					
Hours	Daily	Weekly			
	6.0	30.0	\$893.55	\$453.59	\$25.00
	5.5	27.5	\$1,138.23	\$704.77	\$25.00
	5.0	25.0	\$1,413.53	\$987.37	\$25.00
	4.5	22.5	\$1,642.84	\$1,237.73	\$25.00
	4.0	20.0	\$1,863.99	\$1,468.76	\$25.00



## Medical Plan Premiums - District's Share

**1/1/2025 - 12/31/2025**

Coverage Type			PPO HOPE 2500	HDHP HOPE 4000	HRP
Single Coverage					
Hours	Daily	Weekly			
	6.0	30.0	\$1,433.69	\$1,047.32	\$868.00
	5.5	27.5	\$1,334.40	\$971.15	\$868.00
	5.0	25.0	\$1,222.69	\$885.48	\$868.00
	4.5	22.5	\$1,123.40	\$809.32	\$868.00
	4.0	20.0	\$1,024.12	\$733.16	\$868.00
Employee + Spouse Coverage					
Hours	Daily	Weekly			
	6.0	30.0	\$2,425.50	\$2,131.80	\$868.00
	5.5	27.5	\$2,226.83	\$1,955.60	\$868.00
	5.0	25.0	\$2,003.33	\$1,757.36	\$868.00
	4.5	22.5	\$1,816.96	\$1,581.83	\$868.00
	4.0	20.0	\$1,637.37	\$1,419.62	\$868.00
Employee + Child(ren) Coverage					
Hours	Daily	Weekly			
	6.0	30.0	\$2,073.75	\$1,790.43	\$868.00
	5.5	27.5	\$1,930.88	\$1,672.95	\$868.00
	5.0	25.0	\$1,770.13	\$1,544.58	\$868.00
	4.5	22.5	\$1,627.25	\$1,430.49	\$868.00
	4.0	20.0	\$1,484.37	\$1,316.39	\$868.00
Employee + Family Coverage					
Hours	Daily	Weekly			
	6.0	30.0	\$2,991.45	\$3,034.41	\$868.00
	5.5	27.5	\$2,746.77	\$2,783.23	\$868.00
	5.0	25.0	\$2,471.47	\$2,500.63	\$868.00
	4.5	22.5	\$2,242.16	\$2,250.27	\$868.00
	4.0	20.0	\$2,021.01	\$2,019.24	\$868.00

#### 11.4.6 Flexible Spending Arrangement (FSA)

11.4.6.1 Members have the option of participating in the FSA. The District and Union will follow federal guidelines referencing FSA's (including but not limited to Federal limits, grace periods, and carryover amounts).

11.4.7 Spouse coverage. If the spouse of a Staff Member is not an employee of the District, and is eligible for group health insurance coverage through his/her employer's medical/health insurance plan, then he/she is not eligible to participate in the group medical/health insurance plan offered by the District to Staff Members. Children and/or qualified dependents of the Staff Member are eligible to participate in the group medical/health insurance plan offered by the District to Staff Members.

### 11.5 Holidays

#### 11.5.1 Clerical Staff Holidays

11.5.1.1 For clerical staff members who regularly work 259 days or less per year, the member shall receive holiday pay for Labor Day and Memorial Day. Clerical Staff currently receiving his/her 9 paid holidays will continue to receive those days. Clerical Staff members regularly working 260 days shall receive holiday pay as set forth in Section 11.5.2.

#### 11.5.2 260-day Staff Members

11.5.2.1 Only a full-time 260-Day Staff Member who is employed on a 40 hours per week basis will receive holiday pay.

11.5.2.2 All days observed as holidays under the School Code and by the District are to be considered as holidays and observed as such including: 1) New Year's Day, 2) Martin Luther King's Birthday, 3) Presidents' Day, 4) Good Friday, 5) Memorial Day, 6) Juneteenth, 7) July 4, 8) Labor Day, 9) Columbus Day, 10) General Election, 11) Veteran's Day, 12) Thanksgiving, 13) Day after Thanksgiving, 14) December 24, 15) Christmas Day, and 16) December 31. In the event any of these holidays are no longer required by the Illinois School Code or are not observed as holidays by the District, they will automatically be deleted as a holiday from this Agreement and shall be reinstated as work days.

11.5.2.3 When Christmas and New Year's fall on Saturday or Sunday, Friday or Monday will be observed.

11.5.2.4 When Christmas and New Year's fall on any other weekday, the holiday will be observed on that day.

11.5.2.5 Any employee who is required to work on a holiday shall be compensated at the rate of 1.5 times his/her regular rate of pay for such work. Security will be paid time and a half in addition to holiday pay.

## 11.6 Vacations

### 11.6.1 260-Day Staff Members

- 11.6.1.1 260-Day Staff Members full-time employees shall be eligible for paid vacation days according to the following schedule:

<u>Length of Employment</u> <u>From:</u>	<u>Monthly</u> <u>Accumulation</u>	<u>Maximum</u> <u>Leave Earned Per Year</u>
Beginning of employment	0.83 Days	10 Days per year
Beginning of year 7	1.25 Days	15 Days per year
Beginning of year 15	1.67 Days	20 Days per year

Employees resigning or whose employment is terminated are entitled to the monetary equivalent of all earned vacation.

- 11.6.1.2 260-Day Staff Members are encouraged to use their vacation days each Work Year. No more than five (5) unused vacation days may be carried over to the next Work Year. Any unused vacation days in excess of five (5) will not be carried over and will be lost. Exceptions to the five-day carryover limit may be made as determined and approved by the Superintendent.
- 11.6.1.3 In general, 260-Day Staff Members may take vacation any time during the Work Year. However, all vacation must be scheduled with the prior approval of the member's supervisor.
- 11.6.1.4 Should a legal holiday fall on a regular work day during the 260-Day Staff Member's vacation, he/she may take the first work day following the end of his/her vacation or the day preceding his/her vacation. This day will not be allowed at any other time.
- 11.6.1.5 Clerical Staff who change from 200 or less days to 12 month employees will divide the total number of months worked for the district by twelve to determine how many years of credit they will have toward vacation time.
- 11.6.1.6 All vacation days earned by a 260-day security guard prior to the ratification of the new July 1, 2017 contract may be kept or "grandfathered in" for him/her. Such exceptions must be determined and approved by the Superintendent. All vacation days earned by a 260-day security guard following the ratification of the aforementioned contract must be used with the Work Year, with the exception of five (5) carry over days.

## 11.7 Travel Reimbursement

### 11.7.1 In District Travel

- 11.7.1.1 A Staff Member who must travel regularly as part of their assigned responsibilities must complete and submit a mileage reimbursement form for use of his/her personal vehicle. Reimbursement will be at the rate equal to the IRS rate. The mileage reimbursement form will be developed in cooperation with the Union.

### 11.7.2 Out of District Travel

- 11.7.2.1 A Staff Member required by the District to travel out of the District will be reimbursed as outlined in 11.7.2 below upon presentation of original documented receipts for room, meals, fees and transportation.
- 11.7.2.2 The Board believes that the progress and effectiveness of the District may be furthered by the attendance of Staff Members at appropriate conferences and also by the visitation of other school systems. Travel to recognized conferences, conventions, or in order to visit other school systems will be encouraged to the extent that funds permit.
- 11.7.2.3 Reimbursement. Reimbursement for expenses will be provided on the following basis:
  - 11.7.2.3.1 Transportation: Railroad coach fare at actual cost; bus fare at actual cost; air fare as approved in advance by the Superintendent; personal automobile at the same rate as in-district travel.
  - 11.7.2.3.2 Hotel expenses based on location and as approved by the Superintendent.
  - 11.7.2.3.3 Meal expense will be paid at the federal standard rate for Illinois which may be increased by the Superintendent based on location of conference or visitation.
  - 11.7.2.3.4 Fees and registration as approved by the Superintendent.
- 11.7.2.4 Procedure
  - 11.7.2.4.1 When a Staff Member wishes to attend a conference or visit a school system, the following procedure shall be followed:
  - 11.7.2.4.2 The Staff Member shall obtain the Travel Request Form from the school principal, fill it out and return it to the school principal for approval.
  - 11.7.2.4.3 The principal shall forward the request to the Superintendent or Designee recommending approval or disapproval.
  - 11.7.2.4.4 The Superintendent or Designee shall approve or disapprove the request, and shall return the request to the principal who will notify the Staff Member.
  - 11.7.2.4.5 Upon return from the requested travel, the Staff Member shall complete the bottom portion of the Travel Request Form (Request for Reimbursement), attach receipts, and submit the Travel Request Form to the District business office for payment processing.

**11.8 Illinois Municipal Retirement Fund** The district shall continue the current plan, Illinois Municipal Retirement Fund, (IMRF) at the current contribution levels. In the event that IMRF changes the rules due to changes required by law, those changes will be implemented by the district and shall be reflected into the current pension plan.

### 11.9 Individual Retirement Contracts

The Board of Education, or its designees, may negotiate individually negotiated retirement agreements with eligible staff members, including both full-time licensed (certified) and classified (non-certified) employees. Any such agreement shall be considered non-precedential and shall not establish a binding practice or past practice for the Board. The Board's decision not to enter into a retirement agreement under this section is not subject to the grievance procedure.

Eligibility and Parameters:

- Eligible union and non-union employees must have completed a minimum of fifteen (15) years of full-time service within Quincy Public Schools.
- Employees must submit an irrevocable letter of retirement by March 1 of the year prior to beginning the incentive stating that he/she shall retire at the end of the following school year.
- Licensed staff members who retire mid-year (during the school year) are not eligible for the retirement incentive, even if timely notice is provided.
- A maximum increase of six percent (6%) in creditable or reportable earnings is allowed per year, in accordance with limits set forth by the Teachers' Retirement System (TRS) and the Illinois Municipal Retirement Fund (IMRF).

### 11.10 Longevity Bonus

<b>LONGEVITY BONUS</b>	
To be given to active employees at the end of the contract (2026-2027 school year)	
Any employee retiring at the end of the 2026-2027 school year and receiving a 6% retirement incentive will receive their stipend 31 days after their final check.	
All Employees	
15-19 Years of Service with Quincy Public Schools	\$400
20+ Years of Service with Quincy Public Schools	\$800

## ARTICLE XII EFFECT OF AGREEMENT

### 12.1 Complete Understanding

The terms and conditions set forth in this Agreement contain the complete agreement negotiated by the parties and nothing that is excluded is agreed to unless it is put into writing, mutually agreed upon, signed by all parties, and attached to this Agreement.

### 12.2 Savings Clause

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

### 12.3 Waiver of Additional Bargaining

The parties hereby acknowledge that the terms and conditions included in this Agreement represent the full and complete understanding between the parties. The Board and the Union, for the life of this Agreement, each waives any obligation to bargain collectively with respect to any subject or matter that may or may not have been known to either or both of the parties at the time this agreement was negotiated or signed and that any bargaining will be limited to a successor agreement, except that with the written mutual consent of both parties, such matters may be discussed and the agreement modified.

### 12.4 No Reprisals

Neither the Board, its members, officers or administrators of the District, nor the Union, its members, or officers, shall take any action which constitutes reprisal or retaliation against any employee of the District, any student or parent of the District, or each other, as a result of the Union or its members engaging in a strike, or as a result of the Board's actions in response thereto.

### 12.5 Restriction on Subcontracting

The Board of Education agrees not to contract for transportation/bus driver services, custodial services and/or food services while this contract is in effect.

## 12.6 Terms of Agreement

This contract is a two-year contract and is effective July 1, 2025 through June 30, 2027.  
This Agreement is signed this

IN WITNESS WHEREOF:  
For the Quincy Federation  
Local No. 809

For the Board of Education

/s/ Stacie Niffen  
Executive President

/s/ Shelley Arns  
President

/s/ Shawn Sparrow  
Executive Vice President

/s/ Rachael Petty  
Board Member

/s/Jessica Loos  
Teacher Vice President

/s/ Kim Wert  
Secretary

/s/ Jeanette Korschot  
Support Staff Vice President

/s/ Donald Byrd  
Security Vice President

/s/ Jacob Church  
Custodial Vice President

/s/ Carol Eggle  
Transportation Vice President

/s/ Lacey Kamphaus  
Clerical Vice President

# SCHEDULE A CERTIFIED STAFF SALARY SCHEDULES

## Certified Staff Salary Schedule 2025-26

*There is no salary increase for the level change from 2024-25 to 2025-26*

*An additional 3% of the employees' portion of TRS will be paid by the district, totaling 4% of TRS paid by the district*

Level	B	B+10	B+20	M	M+10	M+20	M+30	P/S	S+10	S+20	D
0	\$40,780	\$40,805	\$41,276	\$42,504	\$43,732	\$44,961	\$46,189	\$47,415	\$48,647	\$49,873	\$51,100
4% TRS	\$1,648	\$1,649	\$1,668	\$1,717	\$1,767	\$1,816	\$1,866	\$1,916	\$1,965	\$2,015	\$2,064
Total	\$42,427	\$42,453	\$42,943	\$44,221	\$45,499	\$46,777	\$48,055	\$49,331	\$50,612	\$51,888	\$53,165
1	\$40,792	\$40,892	\$41,364	\$42,595	\$43,826	\$45,057	\$46,288	\$47,517	\$48,751	\$49,980	\$51,210
4% TRS	\$1,648	\$1,652	\$1,671	\$1,721	\$1,771	\$1,820	\$1,870	\$1,920	\$1,970	\$2,019	\$2,069
Total	\$42,440	\$42,544	\$43,035	\$44,316	\$45,596	\$46,877	\$48,158	\$49,437	\$50,720	\$52,000	\$53,279
2	\$41,188	\$41,392	\$41,864	\$43,095	\$44,326	\$45,557	\$46,788	\$48,017	\$49,251	\$50,480	\$51,710
4% TRS	\$1,664	\$1,672	\$1,691	\$1,741	\$1,791	\$1,840	\$1,890	\$1,940	\$1,990	\$2,039	\$2,089
Total	\$42,852	\$43,064	\$43,555	\$44,836	\$46,117	\$47,397	\$48,678	\$49,957	\$51,240	\$52,520	\$53,799
3	\$41,340	\$41,600	\$42,280	\$43,511	\$44,742	\$45,973	\$47,204	\$48,433	\$49,667	\$50,896	\$52,126
4% TRS	\$1,670	\$1,681	\$1,708	\$1,758	\$1,808	\$1,857	\$1,907	\$1,957	\$2,007	\$2,056	\$2,106
Total	\$43,010	\$43,281	\$43,988	\$45,269	\$46,549	\$47,830	\$49,111	\$50,390	\$51,673	\$52,953	\$54,232
4	\$41,444	\$41,893	\$42,713	\$43,944	\$45,175	\$46,405	\$47,636	\$48,866	\$50,099	\$51,329	\$52,559
4% TRS	\$1,674	\$1,692	\$1,726	\$1,775	\$1,825	\$1,875	\$1,925	\$1,974	\$2,024	\$2,074	\$2,123
Total	\$43,118	\$43,586	\$44,438	\$45,719	\$47,000	\$48,280	\$49,561	\$50,840	\$52,123	\$53,403	\$54,682
5	\$41,600	\$41,995	\$42,817	\$44,051	\$45,284	\$46,518	\$47,752	\$48,985	\$50,221	\$51,454	\$52,687
4% TRS	\$1,681	\$1,697	\$1,730	\$1,780	\$1,829	\$1,879	\$1,929	\$1,979	\$2,029	\$2,079	\$2,129
Total	\$43,281	\$43,692	\$44,546	\$45,830	\$47,114	\$48,398	\$49,681	\$50,964	\$52,250	\$53,533	\$54,815
6	\$41,749	\$42,564	\$43,378	\$44,599	\$45,821	\$47,043	\$48,264	\$49,485	\$50,709	\$51,929	\$53,150
4% TRS	\$1,687	\$1,720	\$1,752	\$1,802	\$1,851	\$1,901	\$1,950	\$1,999	\$2,049	\$2,098	\$2,147
Total	\$43,435	\$44,284	\$45,130	\$46,401	\$47,672	\$48,943	\$50,214	\$51,484	\$52,757	\$54,027	\$55,297
7	\$42,152	\$42,976	\$43,797	\$45,031	\$46,265	\$47,499	\$48,732	\$49,965	\$51,201	\$52,434	\$53,666
4% TRS	\$1,703	\$1,736	\$1,769	\$1,819	\$1,869	\$1,919	\$1,969	\$2,019	\$2,069	\$2,118	\$2,168
Total	\$43,855	\$44,712	\$45,567	\$46,850	\$48,134	\$49,418	\$50,701	\$51,984	\$53,270	\$54,552	\$55,834



# Certified Staff

## Salary Schedule 2025-26

*There is no salary increase for the level change from 2024-25 to 2025-26*

*An additional 3% of the employees' portion of TRS will be paid by the district, totaling 4% of TRS paid by the district*

<b>8</b>	\$42,560	\$43,392	\$44,220	\$45,467	\$46,714	\$47,958	\$49,205	\$50,451	\$51,697	\$52,943	\$54,189
<b>4% TRS</b>	\$1,719	\$1,753	\$1,787	\$1,837	\$1,887	\$1,938	\$1,988	\$2,038	\$2,089	\$2,139	\$2,189
<b>Total</b>	\$44,279	\$45,145	\$46,007	\$47,304	\$48,601	\$49,896	\$51,193	\$52,489	\$53,786	\$55,082	\$56,378
<b>9</b>	\$43,137	\$43,979	\$44,819	\$46,084	\$47,346	\$48,609	\$49,874	\$51,136	\$52,401	\$53,663	\$54,926
<b>4% TRS</b>	\$1,743	\$1,777	\$1,811	\$1,862	\$1,913	\$1,964	\$2,015	\$2,066	\$2,117	\$2,168	\$2,219
<b>Total</b>	\$44,879	\$45,756	\$46,630	\$47,946	\$49,259	\$50,573	\$51,889	\$53,202	\$54,518	\$55,831	\$57,145
<b>10</b>	\$43,979	\$44,819	\$45,663	\$46,925	\$48,190	\$49,452	\$50,715	\$51,980	\$53,241	\$54,505	\$55,768
<b>4% TRS</b>	\$1,777	\$1,811	\$1,845	\$1,896	\$1,947	\$1,998	\$2,049	\$2,100	\$2,151	\$2,202	\$2,253
<b>Total</b>	\$45,756	\$46,630	\$47,508	\$48,821	\$50,137	\$51,450	\$52,764	\$54,080	\$55,392	\$56,707	\$58,021
<b>11</b>	\$44,819	\$45,663	\$46,504	\$47,768	\$49,030	\$50,295	\$51,557	\$52,820	\$54,083	\$55,347	\$56,611
<b>4% TRS</b>	\$1,811	\$1,845	\$1,879	\$1,930	\$1,981	\$2,032	\$2,083	\$2,134	\$2,185	\$2,236	\$2,287
<b>Total</b>	\$46,630	\$47,508	\$48,382	\$49,698	\$51,011	\$52,327	\$53,640	\$54,954	\$56,268	\$57,583	\$58,898
<b>12</b>	\$45,663	\$46,504	\$47,346	\$48,609	\$49,874	\$51,136	\$52,401	\$53,663	\$54,926	\$56,189	\$57,453
<b>4% TRS</b>	\$1,845	\$1,879	\$1,913	\$1,964	\$2,015	\$2,066	\$2,117	\$2,168	\$2,219	\$2,270	\$2,321
<b>Total</b>	\$47,508	\$48,382	\$49,259	\$50,573	\$51,889	\$53,202	\$54,518	\$55,831	\$57,145	\$58,459	\$59,774
<b>13</b>	\$46,504	\$47,346	\$48,190	\$49,452	\$50,715	\$51,980	\$53,241	\$54,505	\$55,768	\$57,031	\$58,294
<b>4% TRS</b>	\$1,879	\$1,913	\$1,947	\$1,998	\$2,049	\$2,100	\$2,151	\$2,202	\$2,253	\$2,304	\$2,355
<b>Total</b>	\$48,382	\$49,259	\$50,137	\$51,450	\$52,764	\$54,080	\$55,392	\$56,707	\$58,021	\$59,335	\$60,649
<b>14</b>	\$47,346	\$48,190	\$49,030	\$50,295	\$51,557	\$52,820	\$54,083	\$55,347	\$56,611	\$57,873	\$59,137
<b>4% TRS</b>	\$1,913	\$1,947	\$1,981	\$2,032	\$2,083	\$2,134	\$2,185	\$2,236	\$2,287	\$2,338	\$2,389
<b>Total</b>	\$49,259	\$50,137	\$51,011	\$52,327	\$53,640	\$54,954	\$56,268	\$57,583	\$58,898	\$60,212	\$61,526
<b>15</b>	\$48,190	\$49,030	\$49,874	\$51,136	\$52,401	\$53,663	\$54,926	\$56,189	\$57,453	\$58,715	\$59,978
<b>4% TRS</b>	\$1,947	\$1,981	\$2,015	\$2,066	\$2,117	\$2,168	\$2,219	\$2,270	\$2,321	\$2,372	\$2,423
<b>Total</b>	\$50,137	\$51,011	\$51,889	\$53,202	\$54,518	\$55,831	\$57,145	\$58,459	\$59,774	\$61,087	\$62,401
<b>16</b>	\$49,030	\$49,874	\$50,715	\$51,980	\$53,241	\$54,505	\$55,768	\$57,031	\$58,294	\$59,557	\$60,821
<b>4% TRS</b>	\$1,981	\$2,015	\$2,049	\$2,100	\$2,151	\$2,202	\$2,253	\$2,304	\$2,355	\$2,406	\$2,457
<b>Total</b>	\$51,011	\$51,889	\$52,764	\$54,080	\$55,392	\$56,707	\$58,021	\$59,335	\$60,649	\$61,964	\$63,278
<b>17</b>	\$49,874	\$50,715	\$51,557	\$52,820	\$54,083	\$55,347	\$56,611	\$57,873	\$59,137	\$60,400	\$61,663
<b>4% TRS</b>	\$2,015	\$2,049	\$2,083	\$2,134	\$2,185	\$2,236	\$2,287	\$2,338	\$2,389	\$2,440	\$2,491
<b>Total</b>	\$51,889	\$52,764	\$53,640	\$54,954	\$56,268	\$57,583	\$58,898	\$60,212	\$61,526	\$62,840	\$64,155

# Certified Staff

## Salary Schedule 2025-26

*There is no salary increase for the level change from 2024-25 to 2025-26*

*An additional 3% of the employees' portion of TRS will be paid by the district, totaling 4% of TRS paid by the district*

<b>18</b>	\$50,715	\$51,557	\$52,401	\$53,663	\$54,926	\$56,189	\$57,453	\$58,715	\$59,978	\$61,242	\$62,505
<b>4% TRS</b>	\$2,049	\$2,083	\$2,117	\$2,168	\$2,219	\$2,270	\$2,321	\$2,372	\$2,423	\$2,474	\$2,525
<b>Total</b>	\$52,764	\$53,640	\$54,518	\$55,831	\$57,145	\$58,459	\$59,774	\$61,087	\$62,401	\$63,716	\$65,030
<b>19</b>	\$51,557	\$52,401	\$53,241	\$54,505	\$55,768	\$57,031	\$58,294	\$59,557	\$60,821	\$62,084	\$63,347
<b>4% TRS</b>	\$2,083	\$2,117	\$2,151	\$2,202	\$2,253	\$2,304	\$2,355	\$2,406	\$2,457	\$2,508	\$2,559
<b>Total</b>	\$53,640	\$54,518	\$55,392	\$56,707	\$58,021	\$59,335	\$60,649	\$61,964	\$63,278	\$64,592	\$65,907
<b>20</b>	\$52,401	\$53,241	\$54,083	\$55,347	\$56,611	\$57,873	\$59,137	\$60,400	\$61,663	\$62,927	\$64,189
<b>4% TRS</b>	\$2,117	\$2,151	\$2,185	\$2,236	\$2,287	\$2,338	\$2,389	\$2,440	\$2,491	\$2,542	\$2,593
<b>Total</b>	\$54,518	\$55,392	\$56,268	\$57,583	\$58,898	\$60,212	\$61,526	\$62,840	\$64,155	\$65,469	\$66,782
<b>21</b>	\$53,241	\$54,083	\$54,926	\$56,189	\$57,453	\$58,715	\$59,978	\$61,242	\$62,505	\$63,768	\$65,032
<b>4% TRS</b>	\$2,151	\$2,185	\$2,219	\$2,270	\$2,321	\$2,372	\$2,423	\$2,474	\$2,525	\$2,576	\$2,627
<b>Total</b>	\$55,392	\$56,268	\$57,145	\$58,459	\$59,774	\$61,087	\$62,401	\$63,716	\$65,030	\$66,344	\$67,659
<b>22</b>	\$54,083	\$54,926	\$55,768	\$57,031	\$58,294	\$59,557	\$60,821	\$62,084	\$63,347	\$64,611	\$65,874
<b>4% TRS</b>	\$2,185	\$2,219	\$2,253	\$2,304	\$2,355	\$2,406	\$2,457	\$2,508	\$2,559	\$2,610	\$2,661
<b>Total</b>	\$56,268	\$57,145	\$58,021	\$59,335	\$60,649	\$61,964	\$63,278	\$64,592	\$65,907	\$67,221	\$68,535
<b>23</b>	\$54,926	\$55,768	\$56,611	\$57,873	\$59,137	\$60,400	\$61,663	\$62,927	\$64,189	\$65,451	\$66,716
<b>4% TRS</b>	\$2,219	\$2,253	\$2,287	\$2,338	\$2,389	\$2,440	\$2,491	\$2,542	\$2,593	\$2,644	\$2,695
<b>Total</b>	\$57,145	\$58,021	\$58,898	\$60,212	\$61,526	\$62,840	\$64,155	\$65,469	\$66,782	\$68,095	\$69,411
<b>24</b>	\$55,768	\$56,611	\$57,453	\$58,715	\$59,978	\$61,242	\$62,505	\$63,768	\$65,032	\$66,295	\$67,557
<b>4% TRS</b>	\$2,253	\$2,287	\$2,321	\$2,372	\$2,423	\$2,474	\$2,525	\$2,576	\$2,627	\$2,678	\$2,729
<b>Total</b>	\$58,021	\$58,898	\$59,774	\$61,087	\$62,401	\$63,716	\$65,030	\$66,344	\$67,659	\$68,973	\$70,286
<b>25</b>	\$56,611	\$57,453	\$58,294	\$59,557	\$60,821	\$62,084	\$63,347	\$64,611	\$65,874	\$67,137	\$68,401
<b>4% TRS</b>	\$2,287	\$2,321	\$2,355	\$2,406	\$2,457	\$2,508	\$2,559	\$2,610	\$2,661	\$2,712	\$2,763
<b>Total</b>	\$58,898	\$59,774	\$60,649	\$61,964	\$63,278	\$64,592	\$65,907	\$67,221	\$68,535	\$69,850	\$71,164
<b>26</b>	\$57,453	\$58,294	\$59,137	\$60,400	\$61,663	\$62,927	\$64,189	\$65,451	\$66,716	\$67,979	\$69,242
<b>4% TRS</b>	\$2,321	\$2,355	\$2,389	\$2,440	\$2,491	\$2,542	\$2,593	\$2,644	\$2,695	\$2,746	\$2,797
<b>Total</b>	\$59,774	\$60,649	\$61,526	\$62,840	\$64,155	\$65,469	\$66,782	\$68,095	\$69,411	\$70,725	\$72,040
<b>27</b>	\$58,294	\$59,137	\$59,978	\$61,242	\$62,505	\$63,768	\$65,032	\$66,295	\$67,557	\$68,821	\$70,084

## Certified Staff

### Salary Schedule 2025-26

*There is no salary increase for the level change from 2024-25 to 2025-26*

*An additional 3% of the employees' portion of TRS will be paid by the district, totaling 4% of TRS paid by the district*

<b>4% TRS</b>	\$2,355	\$2,389	\$2,423	\$2,474	\$2,525	\$2,576	\$2,627	\$2,678	\$2,729	\$2,780	\$2,831
<b>Total</b>	\$60,649	\$61,526	\$62,401	\$63,716	\$65,030	\$66,344	\$67,659	\$68,973	\$70,286	\$71,602	\$72,915
<b>28</b>	\$59,137	\$59,978	\$60,821	\$62,084	\$63,347	\$64,611	\$65,874	\$67,137	\$68,401	\$69,662	\$70,925
<b>4% TRS</b>	\$2,389	\$2,423	\$2,457	\$2,508	\$2,559	\$2,610	\$2,661	\$2,712	\$2,763	\$2,814	\$2,865
<b>Total</b>	\$61,526	\$62,401	\$63,278	\$64,592	\$65,907	\$67,221	\$68,535	\$69,850	\$71,164	\$72,476	\$73,790
<b>29</b>	\$59,978	\$60,821	\$61,663	\$62,927	\$64,189	\$65,451	\$66,716	\$67,979	\$69,242	\$70,504	\$71,766
<b>4% TRS</b>	\$2,423	\$2,457	\$2,491	\$2,542	\$2,593	\$2,644	\$2,695	\$2,746	\$2,797	\$2,848	\$2,899
<b>Total</b>	\$62,401	\$63,278	\$64,155	\$65,469	\$66,782	\$68,095	\$69,411	\$70,725	\$72,040	\$73,353	\$74,666
<b>30</b>	\$60,821	\$61,663	\$62,505	\$63,768	\$65,032	\$66,295	\$67,557	\$68,821	\$70,084	\$71,347	\$72,610
<b>4% TRS</b>	\$2,457	\$2,491	\$2,525	\$2,576	\$2,627	\$2,678	\$2,729	\$2,780	\$2,831	\$2,882	\$2,933
<b>Total</b>	\$63,278	\$64,155	\$65,030	\$66,344	\$67,659	\$68,973	\$70,286	\$71,602	\$72,915	\$74,229	\$75,544
<b>31</b>	\$63,495	\$64,361	\$65,229	\$66,530	\$67,831	\$69,131	\$70,432	\$71,731	\$73,032	\$74,331	\$75,633
<b>4% TRS</b>	\$2,565	\$2,600	\$2,635	\$2,688	\$2,740	\$2,793	\$2,845	\$2,898	\$2,950	\$3,003	\$3,056
<b>Total</b>	\$66,060	\$66,961	\$67,864	\$69,218	\$70,571	\$71,924	\$73,278	\$74,629	\$75,982	\$77,334	\$78,689
Level 31 reflects a 6% total increase in TRS reportable earnings for longevity.											
Total Increase in TRS Reportable earnings for any single year is not to exceed 6%.											

## Certified Staff

### Salary Schedule 2026-2027

*Level change from 2025-26 to 2026-27 equates to a 3% increase in salary*

*In addition, 4% of the employees' portion of TRS is paid by the district*

Level	B	B+10	B+20	M	M+10	M+20	M+30	P/S	S+10	S+20	D
<b>0</b>	\$41,901	\$41,927	\$42,411	\$43,673	\$44,935	\$46,197	\$47,459	\$48,719	\$49,984	\$51,245	\$52,506
<b>4% TRS</b>	\$1,693	\$1,694	\$1,713	\$1,764	\$1,815	\$1,866	\$1,917	\$1,968	\$2,019	\$2,070	\$2,121
<b>Total</b>	\$43,594	\$43,620	\$44,124	\$45,437	\$46,750	\$48,063	\$49,377	\$50,688	\$52,004	\$53,315	\$54,627
<b>1</b>	\$42,003	\$42,029	\$42,514	\$43,779	\$45,044	\$46,309	\$47,575	\$48,838	\$50,106	\$51,369	\$52,633
<b>4% TRS</b>	\$1,697	\$1,698	\$1,718	\$1,769	\$1,820	\$1,871	\$1,922	\$1,973	\$2,024	\$2,075	\$2,126
<b>Total</b>	\$43,700	\$43,727	\$44,231	\$45,548	\$46,864	\$48,180	\$49,497	\$50,811	\$52,130	\$53,445	\$54,760
<b>2</b>	\$42,016	\$42,119	\$42,605	\$43,873	\$45,141	\$46,408	\$47,676	\$48,943	\$50,213	\$51,480	\$52,746
<b>4% TRS</b>	\$1,697	\$1,702	\$1,721	\$1,772	\$1,824	\$1,875	\$1,926	\$1,977	\$2,029	\$2,080	\$2,131

# Certified Staff

## Salary Schedule 2026-2027

*Level change from 2025-26 to 2026-27 equates to a 3% increase in salary*

*In addition, 4% of the employees' portion of TRS is paid by the district*

<b>Total</b>	\$43,713	\$43,820	\$44,326	\$45,645	\$46,964	\$48,283	\$49,602	\$50,920	\$52,242	\$53,560	\$54,877
<b>3</b>	\$42,424	\$42,634	\$43,120	\$44,388	\$45,656	\$46,923	\$48,191	\$49,458	\$50,728	\$51,995	\$53,261
<b>4% TRS</b>	\$1,714	\$1,722	\$1,742	\$1,793	\$1,844	\$1,896	\$1,947	\$1,998	\$2,049	\$2,101	\$2,152
<b>Total</b>	\$44,138	\$44,356	\$44,862	\$46,181	\$47,500	\$48,819	\$50,138	\$51,456	\$52,778	\$54,095	\$55,413
<b>4</b>	\$42,580	\$42,848	\$43,548	\$44,816	\$46,084	\$47,352	\$48,620	\$49,886	\$51,157	\$52,423	\$53,690
<b>4% TRS</b>	\$1,720	\$1,731	\$1,759	\$1,811	\$1,862	\$1,913	\$1,964	\$2,015	\$2,067	\$2,118	\$2,169
<b>Total</b>	\$44,300	\$44,579	\$45,308	\$46,627	\$47,946	\$49,265	\$50,584	\$51,902	\$53,223	\$54,541	\$55,859
<b>5</b>	\$42,687	\$43,150	\$43,994	\$45,262	\$46,530	\$47,798	\$49,065	\$50,332	\$51,602	\$52,869	\$54,136
<b>4% TRS</b>	\$1,725	\$1,743	\$1,777	\$1,829	\$1,880	\$1,931	\$1,982	\$2,033	\$2,085	\$2,136	\$2,187
<b>Total</b>	\$44,412	\$44,893	\$45,771	\$47,090	\$48,410	\$49,729	\$51,048	\$52,365	\$53,687	\$55,005	\$56,323
<b>6</b>	\$42,848	\$43,255	\$44,101	\$45,372	\$46,643	\$47,914	\$49,185	\$50,454	\$51,728	\$52,998	\$54,267
<b>4% TRS</b>	\$1,731	\$1,748	\$1,782	\$1,833	\$1,884	\$1,936	\$1,987	\$2,038	\$2,090	\$2,141	\$2,192
<b>Total</b>	\$44,579	\$45,003	\$45,883	\$47,205	\$48,527	\$49,850	\$51,172	\$52,493	\$53,818	\$55,139	\$56,460
<b>7</b>	\$43,001	\$43,841	\$44,679	\$45,937	\$47,196	\$48,454	\$49,712	\$50,969	\$52,230	\$53,487	\$54,744
<b>4% TRS</b>	\$1,737	\$1,771	\$1,805	\$1,856	\$1,907	\$1,958	\$2,008	\$2,059	\$2,110	\$2,161	\$2,212
<b>Total</b>	\$44,738	\$45,612	\$46,484	\$47,793	\$49,102	\$50,411	\$51,721	\$53,028	\$54,340	\$55,648	\$56,956
<b>8</b>	\$43,417	\$44,265	\$45,111	\$46,382	\$47,653	\$48,924	\$50,194	\$51,464	\$52,737	\$54,007	\$55,276
<b>4% TRS</b>	\$1,754	\$1,788	\$1,822	\$1,874	\$1,925	\$1,977	\$2,028	\$2,079	\$2,131	\$2,182	\$2,233
<b>Total</b>	\$45,171	\$46,053	\$46,934	\$48,256	\$49,578	\$50,900	\$52,222	\$53,543	\$54,868	\$56,189	\$57,509
<b>9</b>	\$43,837	\$44,694	\$45,547	\$46,831	\$48,115	\$49,397	\$50,681	\$51,964	\$53,248	\$54,531	\$55,814
<b>4% TRS</b>	\$1,771	\$1,806	\$1,840	\$1,892	\$1,944	\$1,996	\$2,048	\$2,099	\$2,151	\$2,203	\$2,255
<b>Total</b>	\$45,608	\$46,499	\$47,387	\$48,723	\$50,059	\$51,393	\$52,729	\$54,064	\$55,400	\$56,734	\$58,069
<b>10</b>	\$44,431	\$45,299	\$46,164	\$47,467	\$48,767	\$50,068	\$51,370	\$52,670	\$53,973	\$55,273	\$56,574
<b>4% TRS</b>	\$1,795	\$1,830	\$1,865	\$1,918	\$1,970	\$2,023	\$2,075	\$2,128	\$2,180	\$2,233	\$2,286
<b>Total</b>	\$46,226	\$47,129	\$48,029	\$49,384	\$50,737	\$52,090	\$53,446	\$54,798	\$56,153	\$57,506	\$58,859
<b>11</b>	\$45,299	\$46,164	\$47,033	\$48,333	\$49,636	\$50,936	\$52,237	\$53,539	\$54,838	\$56,141	\$57,441
<b>4% TRS</b>	\$1,830	\$1,865	\$1,900	\$1,953	\$2,005	\$2,058	\$2,110	\$2,163	\$2,215	\$2,268	\$2,321
<b>Total</b>	\$47,129	\$48,029	\$48,933	\$50,286	\$51,641	\$52,993	\$54,347	\$55,702	\$57,054	\$58,409	\$59,761
<b>12</b>	\$46,164	\$47,033	\$47,899	\$49,201	\$50,501	\$51,804	\$53,104	\$54,405	\$55,706	\$57,007	\$58,310
<b>4% TRS</b>	\$1,865	\$1,900	\$1,935	\$1,988	\$2,040	\$2,093	\$2,145	\$2,198	\$2,251	\$2,303	\$2,356

# Certified Staff

## Salary Schedule 2026-2027

*Level change from 2025-26 to 2026-27 equates to a 3% increase in salary*

*In addition, 4% of the employees' portion of TRS is paid by the district*

<b>Total</b>	\$48,029	\$48,933	\$49,834	\$51,189	\$52,541	\$53,896	\$55,249	\$56,603	\$57,956	\$59,310	\$60,665
<b>13</b>	\$47,033	\$47,899	\$48,767	\$50,068	\$51,370	\$52,670	\$53,973	\$55,273	\$56,574	\$57,875	\$59,176
<b>4% TRS</b>	\$1,900	\$1,935	\$1,970	\$2,023	\$2,075	\$2,128	\$2,180	\$2,233	\$2,286	\$2,338	\$2,391
<b>Total</b>	\$48,933	\$49,834	\$50,737	\$52,090	\$53,446	\$54,798	\$56,153	\$57,506	\$58,859	\$60,213	\$61,567
<b>14</b>	\$47,899	\$48,767	\$49,636	\$50,936	\$52,237	\$53,539	\$54,838	\$56,141	\$57,441	\$58,742	\$60,043
<b>4% TRS</b>	\$1,935	\$1,970	\$2,005	\$2,058	\$2,110	\$2,163	\$2,215	\$2,268	\$2,321	\$2,373	\$2,426
<b>Total</b>	\$49,834	\$50,737	\$51,641	\$52,993	\$54,347	\$55,702	\$57,054	\$58,409	\$59,761	\$61,115	\$62,469
<b>15</b>	\$48,767	\$49,636	\$50,501	\$51,804	\$53,104	\$54,405	\$55,706	\$57,007	\$58,310	\$59,610	\$60,911
<b>4% TRS</b>	\$1,970	\$2,005	\$2,040	\$2,093	\$2,145	\$2,198	\$2,251	\$2,303	\$2,356	\$2,408	\$2,461
<b>Total</b>	\$50,737	\$51,641	\$52,541	\$53,896	\$55,249	\$56,603	\$57,956	\$59,310	\$60,665	\$62,018	\$63,372
<b>16</b>	\$49,636	\$50,501	\$51,370	\$52,670	\$53,973	\$55,273	\$56,574	\$57,875	\$59,176	\$60,476	\$61,778
<b>4% TRS</b>	\$2,005	\$2,040	\$2,075	\$2,128	\$2,180	\$2,233	\$2,286	\$2,338	\$2,391	\$2,443	\$2,496
<b>Total</b>	\$51,641	\$52,541	\$53,446	\$54,798	\$56,153	\$57,506	\$58,859	\$60,213	\$61,567	\$62,920	\$64,273
<b>17</b>	\$50,501	\$51,370	\$52,237	\$53,539	\$54,838	\$56,141	\$57,441	\$58,742	\$60,043	\$61,344	\$62,645
<b>4% TRS</b>	\$2,040	\$2,075	\$2,110	\$2,163	\$2,215	\$2,268	\$2,321	\$2,373	\$2,426	\$2,478	\$2,531
<b>Total</b>	\$52,541	\$53,446	\$54,347	\$55,702	\$57,054	\$58,409	\$59,761	\$61,115	\$62,469	\$63,823	\$65,176
<b>18</b>	\$51,370	\$52,237	\$53,104	\$54,405	\$55,706	\$57,007	\$58,310	\$59,610	\$60,911	\$62,212	\$63,513
<b>4% TRS</b>	\$2,075	\$2,110	\$2,145	\$2,198	\$2,251	\$2,303	\$2,356	\$2,408	\$2,461	\$2,513	\$2,566
<b>Total</b>	\$53,446	\$54,347	\$55,249	\$56,603	\$57,956	\$59,310	\$60,665	\$62,018	\$63,372	\$64,725	\$66,079
<b>19</b>	\$52,237	\$53,104	\$53,973	\$55,273	\$56,574	\$57,875	\$59,176	\$60,476	\$61,778	\$63,079	\$64,380
<b>4% TRS</b>	\$2,110	\$2,145	\$2,180	\$2,233	\$2,286	\$2,338	\$2,391	\$2,443	\$2,496	\$2,548	\$2,601
<b>Total</b>	\$54,347	\$55,249	\$56,153	\$57,506	\$58,859	\$60,213	\$61,567	\$62,920	\$64,273	\$65,627	\$66,981
<b>20</b>	\$53,104	\$53,973	\$54,838	\$56,141	\$57,441	\$58,742	\$60,043	\$61,344	\$62,645	\$63,947	\$65,248
<b>4% TRS</b>	\$2,145	\$2,180	\$2,215	\$2,268	\$2,321	\$2,373	\$2,426	\$2,478	\$2,531	\$2,583	\$2,636
<b>Total</b>	\$55,249	\$56,153	\$57,054	\$58,409	\$59,761	\$61,115	\$62,469	\$63,823	\$65,176	\$66,530	\$67,884
<b>21</b>	\$53,973	\$54,838	\$55,706	\$57,007	\$58,310	\$59,610	\$60,911	\$62,212	\$63,513	\$64,815	\$66,115
<b>4% TRS</b>	\$2,180	\$2,215	\$2,251	\$2,303	\$2,356	\$2,408	\$2,461	\$2,513	\$2,566	\$2,619	\$2,671
<b>Total</b>	\$56,153	\$57,054	\$57,956	\$59,310	\$60,665	\$62,018	\$63,372	\$64,725	\$66,079	\$67,433	\$68,786
<b>22</b>	\$54,838	\$55,706	\$56,574	\$57,875	\$59,176	\$60,476	\$61,778	\$63,079	\$64,380	\$65,681	\$66,982
<b>4% TRS</b>	\$2,215	\$2,251	\$2,286	\$2,338	\$2,391	\$2,443	\$2,496	\$2,548	\$2,601	\$2,654	\$2,706

# Certified Staff

## Salary Schedule 2026-2027

*Level change from 2025-26 to 2026-27 equates to a 3% increase in salary*

*In addition, 4% of the employees' portion of TRS is paid by the district*

<b>Total</b>	\$57,054	\$57,956	\$58,859	\$60,213	\$61,567	\$62,920	\$64,273	\$65,627	\$66,981	\$68,335	\$69,689
<b>23</b>	\$55,706	\$56,574	\$57,441	\$58,742	\$60,043	\$61,344	\$62,645	\$63,947	\$65,248	\$66,549	\$67,850
<b>4% TRS</b>	\$2,251	\$2,286	\$2,321	\$2,373	\$2,426	\$2,478	\$2,531	\$2,583	\$2,636	\$2,689	\$2,741
<b>Total</b>	\$57,956	\$58,859	\$59,761	\$61,115	\$62,469	\$63,823	\$65,176	\$66,530	\$67,884	\$69,238	\$70,591
<b>24</b>	\$56,574	\$57,441	\$58,310	\$59,610	\$60,911	\$62,212	\$63,513	\$64,815	\$66,115	\$67,415	\$68,717
<b>4% TRS</b>	\$2,286	\$2,321	\$2,356	\$2,408	\$2,461	\$2,513	\$2,566	\$2,619	\$2,671	\$2,724	\$2,776
<b>Total</b>	\$58,859	\$59,761	\$60,665	\$62,018	\$63,372	\$64,725	\$66,079	\$67,433	\$68,786	\$70,138	\$71,493
<b>25</b>	\$57,441	\$58,310	\$59,176	\$60,476	\$61,778	\$63,079	\$64,380	\$65,681	\$66,982	\$68,284	\$69,584
<b>4% TRS</b>	\$2,321	\$2,356	\$2,391	\$2,443	\$2,496	\$2,548	\$2,601	\$2,654	\$2,706	\$2,759	\$2,811
<b>Total</b>	\$59,761	\$60,665	\$61,567	\$62,920	\$64,273	\$65,627	\$66,981	\$68,335	\$69,689	\$71,042	\$72,395
<b>26</b>	\$58,310	\$59,176	\$60,043	\$61,344	\$62,645	\$63,947	\$65,248	\$66,549	\$67,850	\$69,152	\$70,453
<b>4% TRS</b>	\$2,356	\$2,391	\$2,426	\$2,478	\$2,531	\$2,583	\$2,636	\$2,689	\$2,741	\$2,794	\$2,846
<b>Total</b>	\$60,665	\$61,567	\$62,469	\$63,823	\$65,176	\$66,530	\$67,884	\$69,238	\$70,591	\$71,945	\$73,299
<b>27</b>	\$59,176	\$60,043	\$60,911	\$62,212	\$63,513	\$64,815	\$66,115	\$67,415	\$68,717	\$70,018	\$71,319
<b>4% TRS</b>	\$2,391	\$2,426	\$2,461	\$2,513	\$2,566	\$2,619	\$2,671	\$2,724	\$2,776	\$2,829	\$2,881
<b>Total</b>	\$61,567	\$62,469	\$63,372	\$64,725	\$66,079	\$67,433	\$68,786	\$70,138	\$71,493	\$72,847	\$74,201
<b>28</b>	\$60,043	\$60,911	\$61,778	\$63,079	\$64,380	\$65,681	\$66,982	\$68,284	\$69,584	\$70,886	\$72,186
<b>4% TRS</b>	\$2,426	\$2,461	\$2,496	\$2,548	\$2,601	\$2,654	\$2,706	\$2,759	\$2,811	\$2,864	\$2,916
<b>Total</b>	\$62,469	\$63,372	\$64,273	\$65,627	\$66,981	\$68,335	\$69,689	\$71,042	\$72,395	\$73,750	\$75,102
<b>29</b>	\$60,911	\$61,778	\$62,645	\$63,947	\$65,248	\$66,549	\$67,850	\$69,152	\$70,453	\$71,752	\$73,053
<b>4% TRS</b>	\$2,461	\$2,496	\$2,531	\$2,583	\$2,636	\$2,689	\$2,741	\$2,794	\$2,846	\$2,899	\$2,951
<b>Total</b>	\$63,372	\$64,273	\$65,176	\$66,530	\$67,884	\$69,238	\$70,591	\$71,945	\$73,299	\$74,650	\$76,004
<b>30</b>	\$61,778	\$62,645	\$63,513	\$64,815	\$66,115	\$67,415	\$68,717	\$70,018	\$71,319	\$72,619	\$73,919
<b>4% TRS</b>	\$2,496	\$2,531	\$2,566	\$2,619	\$2,671	\$2,724	\$2,776	\$2,829	\$2,881	\$2,934	\$2,986
<b>Total</b>	\$64,273	\$65,176	\$66,079	\$67,433	\$68,786	\$70,138	\$71,493	\$72,847	\$74,201	\$75,553	\$76,906
<b>31</b>	\$64,470	\$65,363	\$66,255	\$67,594	\$68,933	\$70,273	\$71,610	\$72,951	\$74,289	\$75,628	\$76,967
<b>4% TRS</b>	\$2,605	\$2,641	\$2,677	\$2,731	\$2,785	\$2,839	\$2,893	\$2,947	\$3,001	\$3,055	\$3,109
<b>Total</b>	\$67,075	\$68,004	\$68,932	\$70,325	\$71,718	\$73,112	\$74,503	\$75,898	\$77,290	\$78,683	\$80,076
<b>Level 31+</b>	+3%	+3%	+3%	+3%	+3%	+3%	+3%	+3%	+3%	+3%	+3%

## Certified Staff

### Salary Schedule 2026-2027

*Level change from 2025-26 to 2026-27 equates to a 3% increase in salary*

*In addition, 4% of the employees' portion of TRS is paid by the district*

**Level 31 reflects a 6% total increase in TRS reportable earnings for longevity.**

**Total Increase in TRS Reportable earnings for any single year is not to exceed 6%.**

MEMORANDUM OF UNDERSTANDING #4  
between  
Quincy Federation, Local 809, IFT/AFT, AFL-CIO  
And  
Board of Education  
Quincy School District No. 172

HEALTH INSURANCE CAP

As part of the Collective Bargaining Agreement between the Board of Education ("Board") and the Quincy Federation, Local 809, health insurance is offered to Quincy Federation, Local 809 members, with both the Board and the members each paying agreed upon portions of the cost for the insurance.

In recognition of the uncertainties regarding future increases in health insurance costs, the Board agrees that the maximum amount the employee/member costs under a given plan is a maximum 17% increase from the cost for the same coverage/plan option in the preceding year. The costs for employees is set forth in Exhibit 1 to this MOU, the Medical Plan Premiums. The insurance cap is based on the increased costs for a given plan option and does not cover an increase caused by an employee/member changing to a different plan option.

This Memorandum of Understanding is not part of the contract between the Board and the Union. For the purpose of bargaining any successor agreement, the status quo shall be regarded as if this Memorandum did not exist. This Memorandum of Understanding is effective from July 1, 2025 to June 30, 2027.

SIGNED this 12<sup>th</sup> day of June 2025

IN WITNESS WHEREOF:

For the Quincy Federation  
Local No. 809

For the Board of Education

/s/ Stacie Niffen  
Executive President

/s/ Shelley Arns  
President

/s/ Shawn Sparrow  
Executive Vice President

/s/ Rachael Petty  
Board Member

/s/Jessica Loos  
Teacher Vice President

/s/ Kim Wert  
Secretary

/s/ Jeanette Korschot  
Support Staff Vice President

/s/ Donald Byrd  
Security Vice President

/s/ Jacob Church  
Custodial Vice President

/s/ Carol Eggle  
Transportation Vice President

/s/ Lacey Kamphaus  
Clerical Vice President



MEMORANDUM OF UNDERSTANDING  
Quincy Federation, Local 809, IFT/AFT, AFL-CIO  
and  
Board of Education  
Quincy School District No. 172  
QPS TEACHER VACANCY GRANT

Upon Teacher Vacancy Grant application approval through Illinois State Board of Education, the Quincy Public School District Teacher Vacancy Grant will be used for the following purposes:

- New Hire Teaching Incentive for new teachers (Year 1- \$750, Year 2- \$1,000, Year 3- \$1,250)
  - 2023-2024 new teachers will receive year 1, year 2 and year 3 stipend
  - 2024-2025 new teachers will receive year 1 and year 2 stipend
  - 2025-2026 new teachers will receive year 1 stipend
  - The New Hire Teaching Incentive does not apply to a current Quincy Public School District teacher who resigns their position and is hired back as a teacher during the duration of this grant (Aug 2023-June 2026).
  - The New Hire Teaching Incentive will be paid out at the end of the school year dependent on the following criteria:
    - Teacher receiving a summative rating of a Proficient or Excellent on their evaluation.
    - The teacher must be in good standings with Quincy Public School meaning they have had no disciplinary actions including verbal or written warnings, suspension, suspension without pay or termination.
    - Teacher must complete full school year/contract.
  - The New Hire Teaching Incentive will be prorated for any teacher hired after the start of the school year for the initial year.
  - The New Hire Teaching Incentive applies to certified staff: Teachers, Academic Coaches, Interventionists, Special Education Coordinators, Teacher Residents, Deans, SLPs, School Social Workers, School Psychologists, and School Counselors.
  - New Hire Teaching Incentive does not apply to administrators including, but not limited to Principals, Directors, Assistant Principals, SAMs, S/E SAMs, part-time case managers, Occupational Therapists, and Physical Therapists.
- Additional annual Special Education Stipend of \$450 for the 2023-2024, 2024-2025, 2025-2026 school years.
  - Special Education Stipend applies to the following certified special education staff: special education teachers, special education case manager, special education coordinators, speech and language pathologist, school social workers, and school psychologists.
- Excess grant funds will be used for supplies for certified teaching staff. The amount will be contingent on the number of new certified teachers hired at the beginning of the school year.

*Limitation on Credible Earnings: In no event will a Staff Member who is less than four (4) years from retirement eligibility receive an increase in total reportable TRS/IMRF creditable earnings in excess of six percent (6%) of the prior year's total, reportable IRS creditable earnings, unless any of the remaining statutory exceptions enacted by P.A. 94-1057 to The Illinois Pension Code are applicable.*

**IN WITNESS WHEREOF**, The District and the Union have caused this MOU to be executed by the signatures of their authorized representatives as set forth below. This Memorandum of Understanding is effective from September 1, 2023, to June 30, 2026 or the end of the grant, whichever comes first.

For the Quincy Federation, Local 809

For the Board of Education

/s/ Stacie Niffen  
Executive President

/s/ Shelley Arns  
President

## LETTER OF AGREEMENT COMMUNITY SCHOOL COORDINATOR

This Letter of Agreement is entered into by and between Quincy Federation, Local 809, IFT/AFT, AFL-CIO (hereinafter referred to as the "Union") and the Board of Education of Quincy School District No. 172 (hereinafter referred to as the "District"). Both parties agree to the following terms and conditions regarding the implementation of a stipend for the position of Community School Coordinator.

This agreement is intended to address the need for an additional stipend for Community School Coordinators. The role of Community School Coordinator requires work beyond the traditional contract hours, including evenings, weekends, and other times outside of the regular school day. Duties such as developing partnerships with community organizations, coordinating family engagement events, tracking student progress, and addressing emergency needs for students and families require a time commitment that is not reasonably captured under "other duties as assigned" in the job description.

The District agrees to provide a stipend to Community School Coordinators ranging from \$3,000 to \$12,000 annually. The exact amount of the stipend will be determined based on the following factors:

- a. Responsibilities: The scope and complexity of the duties assigned to the Coordinator, including but not limited to community engagement, outreach, partnership building, and overseeing specialized programs.
- b. Number of Students Served: The size of the student population under the Coordinator's care and influence, including any specific grade-level requirements or additional challenges.
- c. Programming Needs: The scope of extracurricular or after-school programming managed by the Coordinator, including both the number and variety of programs offered, and the level of coordination required.

The stipend will be paid in monthly installments. The payment schedule will be aligned with the District's regular payroll process. Hours outside of contract time will be recorded annually, in summary, by the program director. The stipend will be reviewed annually by the District and the Union to ensure that it continues to reflect the scope of the duties and responsibilities associated with the Community School Coordinator role. If additional responsibilities or programmatic needs arise, the stipend amount may be adjusted upon mutual agreement.

This Letter of Agreement will remain in effect for the duration of the grant. In the event the grant funding ceases, the position and its stipend will be eliminated. Any modifications to this Letter of Agreement must be made in writing and signed by both parties. Changes will be considered only after discussion and mutual agreement.

By signing below, the authorized representatives of the Union and the District acknowledge their agreement to the terms and conditions outlined in this Letter of Agreement.

For Quincy Federation, Local 809, IFT/AFT, AFL-CIO:

Name: Stacie Niffen

Title: Quincy Federation Executive President

/s/ Stacie Niffen  
Executive President

For Board of Education, Quincy School District No. 172:

/s/ Shelley Arns  
President

## PARENT/TEACHER EXCHANGE WORK TIME FORM A (7.4.5.2)

Paraeducators, In School Suspension Supervisors, Student Family Support Liaisons, Attendance Liaisons, Family Liaisons, and Interpreters may request compensatory time in lieu of reporting to work if the member has completed seven (7) or eight (8) hours of approved activities before the fall Friday of Parent-Teacher Conferences.

Approved activities include:

- Registration (ex. Helping with online registration or information stations)
- Evening Parent-Teacher Conferences (ex. Manning an information station or helping with building navigation)
- Back-to-School/Meet the Teacher and Curriculum Night (ex. Manning an information station or helping with building navigation)
- Staying beyond contracted hours on Wednesday PLC time for specific PD
- Scheduled time with teacher that has prior approval from the building principal (2-hour max)
- Parent Engagement Activity Nights (ex. Helping with activities)
- Library paras may request up to 7 hours for library preparation

Paraeducator (7 hours), In School Suspension Supervisors (7 hours), Student Family Support Liaisons (8 hours), Attendance Liaisons (8 hours), Family Liaisons (8 hours), Interpreters (8 hours) must complete the Parent Teacher Conference Exchange Work Hours Form (Form A) and submit it to their building principal prior to the day off.

Record your hours in this chart and submit it to your building principal prior to the day off.

Event Name	Event Date	Hours Worked
Total: Must equal 7 or 8 hours depending on your employee group		

\_\_\_\_\_  
Staff Member's Printed Name

\_\_\_\_\_  
Staff Member's Signature

*Parent Teacher Exchange Work Form A Contract July 1, 2025-June 20, 2027*