

Contract Agreement

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

July 1, 2021 – June 30, 2022

Table of Contents

PREAMBLE.....	5
ARTICLE I	5
RECOGNITION	5
1.1 The Board recognizes the Union as the sole and exclusive negotiating agent for:	5
1.3 Definitions of Terminology (Defined Terms).....	6
ARTICLE II	7
BOARD AUTHORITY	7
ARTICLE III	7
NO STRIKE	7
ARTICLE IV	7
NEGOTIATION PROCEDURE	7
ARTICLE V	8
STAFF MEMBER AND UNION RIGHTS	8
5.17 Fair Share	10
ARTICLE VI	11
GRIEVANCE PROCEDURE.....	11
ARTICLE VII	13
EMPLOYMENT CONDITIONS	13
7.1 All Members Working Conditions	13
7.2 Work Year.....	14
7.3 Vacancies, Postings and Transfers	16
7.4 Work Conditions Specific to Licensed and Paraeducator Staff Members	17
7.5 Conditions Specific to Food Service Workers	20
7.6 Conditions Specific to Bus Drivers.....	20
7.7 Conditions specific to Custodians	21
7.8	21
7.9	22
7.10 Overtime and Breaks – Applicable to ESP	22
ARTICLE VIII	25
SENIORITY AND REDUCTION IN FORCE	25
8.1 Seniority	25
8.2. Reduction in Force and Recall Rights	26
ARTICLE IX	27
STAFF DEVELOPMENT AND EVALUATION.....	27
9.1 Staff Development – Licensed Staff Members.....	27
9.2 National Board Certification	27

9.3	Teacher Induction/Mentoring Program.....	27
9.4	Evaluation.....	27
9.5	Discipline	30
ARTICLE X		33
LEAVES.....		33
10.1	Sick Leave	33
10.2	Personal Leave	34
10.3	Funeral Leave	34
10.4	Court Appearances.....	35
10.5	Military Leave.....	35
10.6	Extended Medical Leave	35
10.7	Extended Leave of Absence	36
10.9	Parent Teacher Conference	37
10.10	Sick Leave Bank (SLB)	38
ARTICLE XI		40
COMPENSATION AND BENEFITS		40
11.1	Pay Procedure	40
11.2	Compensation	40
11.3	Life Insurance	44
11.4	Health Insurance	45
11.5	Holidays.....	45
11.6	Vacations.....	46
11.7	Travel Reimbursement.....	47
11.8	48
ARTICLE XII		48
EFFECT OF AGREEMENT.....		48
12.1	Complete Understanding.....	48
12.2	Savings Clause	48
12.3	Waiver of Additional Bargaining	48
12.4	No Reprisals.....	49
12.5	49
12.6	Terms of Agreement	49
SALARY SCHEDULES.....		50
SCHEDULE D – COACHING SALARY INDEX TABLE.....		65
SCHEDULE E – OTHER ACTIVITIES SALARY INDEX TABLE.....		67
SCHEDULE F – STAFF LEADER POSITIONS		68
Position		68

SCHEDULE I – OTHER	71
MEMORANDUM OF UNDERSTANDING #1.....	72
INDIVIDUAL RETIREMENT CONTRACTS.....	72
MEMORANDUM OF UNDERSTANDING #2.....	72
COMPENSATORY TIME.....	73
MEMORANDUM OF UNDERSTANDING #3	
SCHOOL PSYCHOLOGIST	74
MEMORANDUM OF UNDERSTANDING #4.....	76
HEALTH INSURANCE CAP	76

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 and Paraeducator Staff Members: all regularly employed full-time and part-time licensed teachers, counselors, team leaders, psychologists, social workers, non-administrative deans, librarians, media specialists, speech pathologists, visual consultants, deaf interpreters, and audiologists and all full-time and part-time classified student support, paraeducators, (including, computer, special education, deaf interpreters, early childhood, head start, library, and classroom) and all Head Start Educators.
- 1.1.2. 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.
- 1.1.3. Food Service Workers: all cooks, kitchen helpers, cafeteria clerks, lunch room monitors and 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.
- 1.1.4. Custodians: all full-time custodial employees, including groundskeeper, and stadium keeper (“Custodian(s)”) but excluding supervisors, guards, Head Start custodian, high school building engineer, managerial, and maintenance employees.
- 1.1.5. Clerical Staff: Full and part-time secretaries, bookkeepers, registrars, administrative assistants, special education secretaries, district library secretary, attendance office secretaries and receptionists, but excluding Secretary to Superintendent, Human Resources Administrative Assistant, Secondary Curriculum Administrative Assistant and Elementary Curriculum Administrative Assistant, Payroll, Food Service Secretary and Fiscal Service Assistant. (“Clerical Staff”)
- 1.1.6 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- Director of Transportation, Food Service Director, and all others 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 employees (including but not limited to, computer, special education, deaf interpreters, early childhood, Head Start Educators, library, classroom and all full-time and part-time In School Suspension supervisors, Star Guides, Family Liaisons/Support Personnel, Prevention Educator, and additional staff utilized in a supportive role, Custodians, Food Service Workers, Paraeducators, Bus Drivers, 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, counselors, team leaders, psychologists, social workers, non-administrative deans, librarians, media specialist, speech pathologists, visual consultants, and audiologists).
- 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 May 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 Fair Share

- 5.17.1 It is recognized that the Union's duties as the sole and exclusive bargaining agent entail expenses which appropriately are shared by all Staff Members who are beneficiaries of the Agreement. To this end, if a Staff Member does not join the Union, such Staff Member will:
- 5.17.1.1 Execute an authorization for the deduction of a sum equivalent to the proportionate share of the cost of the services rendered by the Union; or
 - 5.17.1.2 Pay directly to the Union a like sum.
- 5.17.2 In the event such an authorization is not signed or such payment is not made within thirty (30) days following the commencement of employment of the Staff Member or the effective date of this Agreement, whichever is later, the District shall, after notification in writing from the Union, deduct such amount in equal payments from the regular salary check of the Staff Member.
- 5.17.3 The Union shall annually certify to the District the amount constituting each nonmember Staff Member's share, which amount shall include only such expenses as qualify for inclusion in the Fair Share fee pursuant to the rules and regulations of the Illinois Educational Labor Relations Board. Such certification shall be made in writing by the Union president and submitted to the District's business office on October 1 of each year. In the event a Staff Member objects to the amount of such fee, the Union shall place the objecting Staff Member's fees in a blind escrow or blind trust pending final determination of the appropriateness of the fee imposed. Such determination shall be made only after a full hearing before the Illinois Educational Labor Relations Board or any impartial fact-finder appointed by the IELRB. If the Staff Member is entitled to a refund, the Staff Member shall receive such refund plus any interest earned on the refund during pendency of the action.
- 5.17.4 If a non-member Staff Member declares the right of non-association based upon *bona fide* religious tenets or teaching of a church or religious body of which such Staff Member is a member, such Staff Member shall be required to pay an amount equal to the Staff Member's proportionate share to a nonreligious charitable organization mutually agreed upon by the Staff Member and the Union. If the Staff Member and the Union are unable to reach agreement on the matter, the charitable organization shall be selected from a list established and approved by the Illinois Educational Labor Relations Board in accordance with its rules.
- 5.17.5 The Union, the Illinois Federation of Teachers, AFL-CIO, and the American Federation of Teachers, AFL-CIO, agree to defend, indemnify and hold the Board and the District harmless against any claims, demand, suit or other form of liability which may arise by reason of any action taken by the Board and/or the District in complying with the provisions of this Section, provided that this Section shall not apply to any claim, demand, suit or other form of liability which may arise as a result of the Board's and/or District's failure to comply with the obligations imposed upon it by this Section.

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 ten (10) working days of the occurrence of the event or within ten (10) 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 ten (10) 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 ten (10) 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 ten (10) 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 ten (10) 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 provided by the American Arbitration Association. Within five (5) working days after the Union requests binding arbitration, the two parties will request the American Arbitration Association provide 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 quarter or more times if needed to review safeties practices and make recommendations for safety policy and/or procedural changes.

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 to the Superintendent no later than fourteen (14) days after the posting. 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, Paraeducators and Head Start Teachers

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, and a teacher work day at the end of the year. Summer in-service will be optional unless required as a condition of employment such as program improvement, curriculum changes, summer employment, and/or remediation. Pre-approved summer in-service will be compensated. Licensed staff members will have a 30-minute duty free lunch.

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 3 ½ hours, the Paraeducator 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, Food Service Workers will be granted the same consideration as other District employees.

- 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., mid-day shift – 10:30 p.m. - 7:00 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.

7.3 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, addressed to the Superintendent. 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) days probationary period unless modified by both the applicant and the District as provided in 7.3.1.6 below. During this fifteen (15) 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) 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) 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 K-5 grade levels will have the equivalent of a minimum of 180 minutes of preparation time in a regular five (5) day instructional week. A full-time Licensed Staff Member at Pre-K and a Head Start Teacher will have the annualized equivalent of 180 minutes per 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 to comply with governmental mandates or emergency situations as determined by the District.

- 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 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.) with the exception of those listed in Schedule I paragraph B shall be compensated on the following basis:

- Weekly = $2.75\% \times 90\% \times$ Licensed Staff Member's Salary on Schedule A
- Hourly = $1/40 \times 2.75\% \times 90\% \times$ Licensed Staff Member's Salary on Schedule A

- 7.4.2.2 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, distributive vocational education teachers, librarians, summer school, non-administrative deans, EH/ED coordinator 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.

- 7.4.2.3 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 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.

7.4.4 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.

7.4.5 Educational Leave/Additional Work Hours – Paraeducators

- 7.4.5.1 Reimbursement for Workshops/Conferences

A Paraeducator 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.

7.4.5.2 Additional Work Hours

A Paraeducator who is required by the District to attend in-service training, field trips, 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 will be compensated at paraeducator's regular hourly rate.

7.4.6 Statement of Position Responsibilities – Paraeducators

7.4.6.1 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.

7.4.6.2 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.

7.4.7 Notification of Assignment

7.4.7.1 A Licensed Staff Member will be notified in writing of his/her assignment for the following school year no later than August 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.

7.4.8 Involuntary Transfers

7.4.8.1 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 cost of the Commercial Driver's License. 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-hour" Drivers.

"Two-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 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.

7.7 Conditions specific to Custodians

- 7.7.1 K-12 facilities, the Board Office, and Flinn Stadium will be regularly cleaned by custodial bargaining unit members, provided, however, that the current facility Manager for the Board Office shall continue to regularly clean the Board Office during the term of the Agreement. The parties agree that should the facility Manager no longer be employed in his current position or no longer be employed with the District during the term of this Agreement, the cleaning of the Board Office shall thereafter be regularly cleaned by custodial bargaining unit members.

- 7.8 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.

- 7.9 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.
- 7.10 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.
- 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, posted 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 on the fourteen (14) days observed as holidays under the Illinois School Code and by the School District are to be paid double time.
- 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.
- 7.10.7 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.
- 7.11 Conditions specific to Security Guards
- 7.11.1 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.

- 7.11.2 During the summer break, one applicable 260-day security guard will be assigned to work the swing shift for the duration of that summer. That assignment will rotate to other guards each subsequent summer until all other applicable 260-day guards have worked the schedule, before a guard has to work it a second summer. The 260-day security guard assigned to the Board Office is required to work the Board-recognized holiday rotation, as well as the Christmas break rotation; however, this guard is exempted from the summer break rotation and spring break rotation. When the Board of Education current security guard retires/resigns or changes assignment, this position will fall under the above rotation for evening swing shift in the summer and spring rotations.

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.

7.11.3 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.

7.11.4 Uniforms

Security employees shall wear the prescribed uniform while on duty. The District provides all new employees the following uniform items: 2 short sleeves, 2 long sleeves, 2 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.

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

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 sixty (60) days prior to the last day of school.

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 at least thirty (30) days for ESPs and 45 days for Licensed Staff Members 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 for the purpose of placement on the salary schedule 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 at the same amount until the year where the Staff Member's new salary schedule will exceed this previous amount.
- 8.2.4 If a driver's assignment is eliminated the Bus Driver whose-driving assignment is eliminated shall retain his/her seniority according to the Union Seniority List and shall have the right to the comparable driving assignment held by the person with the least seniority. A comparable driving assignment is defined as a driving assignment equal to the same number of hours as the driving assignment that was eliminated when available. The Bus Driver 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 Bus Driver whose assignment was eliminated has not exercised his or her right to the driving 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 driving 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 in-service 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 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 two (2) years.
 - 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 evaluation 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.
- 9.4.1.5 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 to assess the effectiveness of the evaluation tool/process and to make recommendations to the Union and District for possible changes.

9.4.3 Paraeducators

9.4.3.1 A Paraeducator with four or more consecutive years of no unsatisfactory markings will have at least one (1) formal observation annually. This observation is to be announced, be at least 20 minutes in length, and be followed within ten (10) days by a post conference unless illness or emergency prevents such conference. In such event the conference shall be held as soon as practicable. Communication with a Paraeducator's teacher will help identify times/environments for observations.

9.4.3.2 A Paraeducator with less than four consecutive years of no unsatisfactory markings will have a least two (2) formal observations annually. One of these observations is to be announced and one unannounced, be at least 20 minutes in length, and be followed within ten (10) days by a post conference unless illness or emergency prevents such conference. In such event the conference shall be held as soon as practicable. Communication with a Paraeducator's teacher will help identify times/environments for observations.

9.4.4 Head Start Teachers

9.4.4.1 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.

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

9.4.5 Educational Support Personnel, other than Paraeducators

- 9.4.5.1 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.
- 9.4.5.2 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.
- 9.4.5.3 ESPs will be evaluated on a continuous basis by the immediate supervisors in conjunction with the Principal and/or Director and/or Coordinator.
- 9.4.5.4 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.
- 9.4.5.5 Within five (5) days of completion of an evaluation, the immediate supervisor will meet and discuss the evaluation with the ESP.
- 9.4.5.6 The ESP will be notified of any deficiencies and may be given guidance, to improve his/her performance.
- 9.4.5.7 12 Month employee evaluations shall be completed by June 30 of each year.

9.5 Discipline

- 9.5.1 The Union and Board subscribe to the concept of progressive corrective discipline. No staff member shall be reprimanded without just cause. Steps of progressive discipline are (1) verbal warning, (2) written warning, (3) suspension with or without pay, and (4) discharge. Disciplinary action will be administered in a manner so as not to cause unnecessary embarrassment to the employee. However, the District has the right, in its discretion, to bypass one or more steps of progressive discipline and implement any level of discipline, up to and including discharge, based on the severity and particular facts and circumstances of a situation.

9.5.2 Disciplinary Process and Procedure

9.5.2.1 Interview

The District may conduct an investigative interview of a situation in which the employee may be involved from which the results of the interview might result in discipline of the employee. Investigative interviews may occur at any time as needed.

9.5.2.2 Disciplinary Appearance

When an employee is required to appear before the Board or administration concerning any matter which could adversely affect that employee's position, employment or salary, the employee 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. If, during the course of discussing disciplinary action with an administrator, an employee requests Union representation, the administrator shall discontinue the discussion.

9.5.2.3 Nothing in this section prohibits the Board or administration from taking immediate action for circumstances of a serious nature including but not limited to a danger to the safety and welfare of students or staff.

9.5.3 Disciplinary Actions

9.5.3.1 It is hereby agreed that all employees shall comply with all working rules established by the District and shall perform in a satisfactory manner the duties assigned and in the manner prescribed by their supervisor.

9.5.3.2 Failure of an employee to comply with the District's work rules or to perform his/her assigned duties in a satisfactory manner shall be grounds for disciplinary action. The type of disciplinary action taken shall be at the discretion of the District as deemed justified by the seriousness of the offense. Discipline will be issued as soon as practicable after the District becomes aware of the event or action giving rise to the discipline. An effort will be made to administer such discipline within thirty (30) days of the time the District becomes aware of the event or action giving rise to the discipline. In the event the District is unable to obtain evidence to support its charges due to matters beyond its control, the employee and the Union will be notified within a thirty (30) day period that discipline may be administered at a later time when evidence becomes available to the District.

9.5.3.3 No employee covered by this Agreement shall be disciplined by suspension with or without pay, withholding compensation, or discharge without:

9.5.3.3.1 Written notice of the specific reasons for this action

9.5.3.3.2 The right to have a Union representative present at an employee disciplinary conference. The employee is responsible to notify administration of his/her request for Union representation and the employee shall arrange for such representation.

9.5.4 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.

9.5.5 Discipline will be issued for just cause and will be issued as soon as practical after the District becomes aware of the event or action giving rise to the discipline. An effort will be made to administer such discipline within thirty (30) days of the time the District becomes aware of the event or action giving rise to the discipline. In the event the District is unable to obtain evidence to support its charges due to matters beyond its control, the ESP staff member and the Union will be notified within a thirty (30) day period that discipline may be administered at a later time when evidence becomes available to the District.

9.5.5.1 ESPs suspended may appeal the decision by filing a written statement with the Superintendent within three (3) working days from receipt of notice. The ESPs written statement shall set forth any additional facts or reasons that the ESP considers sufficient to warrant reconsideration of the suspension.

9.5.5.2 The Superintendent shall arrange a hearing within five (5) working days from receipt of the ESPs appeal notice. The Superintendent shall render a decision one (1) working day from the time of the hearing and shall communicate it in writing to the ESPs and the Union.

9.5.5.3 If the ESPs and the Union are not satisfied with the decision of the Superintendent, the ESPs or the Union may submit to the Board a request that the matter be referred to an impartial hearing officer. The parties shall mutually agree upon the selection of a person to act as hearing officer. The hearing officer's authority shall be limited to deciding only the issue or issues presented in writing by the Union and District. All expenses for the hearing officer's services shall be borne equally by the Union and the District. At such hearing, the ESPs has the right to Union representation and may present information pertinent to the problem. Upon completion of the hearing, the hearing officer shall make a recommendation to the Board. The Board shall act upon the matter within thirty-five (35) calendar days of receipt of the hearing officer's recommendation. The decision of the Board shall be final and binding upon the parties.

9.5.6 Suspension With Pay

Nothing prohibits the Board or Superintendent from suspending an ESP with pay pending an investigation of possible ESP wrongdoing. Suspensions with pay are not deemed disciplinary.

9.5.7 Just Cause Termination

Prior to the termination of an ESP, the ESP shall have a right to a conference with the Superintendent. At the ESP's request a Union representative will be present. The specific grounds forming the basis for the termination shall be made available to the ESP and the Union in writing at least forty-eight (48) hours in advance of such conference. Only the Board after a due process hearing can terminate an ESP.

ARTICLE X

LEAVES

10.1 Sick Leave

- 10.1.1 Each full-time ESP Staff Member who is a 173-220-day Staff Member shall be granted twelve and one half (12.5) sick leave days per Work Year. Three (3) sick leave days may be used for personal leave.
- 10.1.2 Each Clerical Staff Member employed by the District at the time of ratification of this agreement 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 10.1.1 and 10.1.3.
- 10.1.3 Each full-time ESP Staff Member who works 221 days or more shall be granted fifteen (15) sick leave days per work year, three (3) of which may be used for personal leave as provided in Section 10.2. When a 260-Day Staff Member begins their 20th year of service to the District, twenty (20) sick days are granted of which three (3) may be used for personal leave.
- 10.1.4 Each full-time Licensed Staff Member shall be granted twelve and one half (12.5) sick leave days per school year for years zero (0) to nine (9) on the salary schedule, fifteen (15) sick leave days per school year for years ten (10) to nineteen (19) on the salary schedule, twenty (20) sick leave days per school year for years twenty (20) to twenty-nine (29) on the salary schedule, and twenty-five (25) sick leave days per school year for years thirty (30) and over on the salary schedule. Each full-time Licensed Staff Member may use three (3) sick days for personal leave. No more than three (3) personal leave days may be used per year.
- 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, quarantine at home, or serious illness or death in the Immediate Family or household.
- 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 Baldwin, 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 up to six (6) weeks of this period of time. An extension of the time for which accumulated sick leave can be requested for an additional 2 weeks (14 additional days) for a medical reason with a physician's written note. Under no circumstances can accumulated sick leave be used for more than twelve (12) weeks of the leave provided in this Section. 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 Superintendent 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, or the death of a 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. 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 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 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 proceeding 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, proceeding 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 Disabilities Act, the ADAAA of 2008, FMLA, USERRA and other similar laws.

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 aggregate number of days in any school term shall not exceed thirty-three (33) days and no one subgroup may use more than eight (8) days; 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.

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 following completion of one (1) year of employment from their initial date of employment, shall become eligible to enroll in the SLB during the following open enrollment period. 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

- 11.1.1 A Staff Member will be paid on the 15th of each month. If the 15th occurs on a Saturday, Sunday, or during a break, Staff Members will be paid on the last school day preceding the 15th.
- 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 salary schedule 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 IRS 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 guidance 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 Compensation for Licensed Staff shall be per Salary Schedules attached to this Agreement.
- 11.2.2 Compensation for Paraeducators shall be per Schedules Computer/Library Paraeducators, Deaf Interpreters, and Special Educator Paraeducators Salary Schedules attached to this Agreement.
 - 11.2.3 Compensation for Head Start Teachers shall be per Salary Schedules 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 Salary Schedules 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 Salary Schedule. The aforementioned schedules are for 177 days per year. Bus Drivers are paid once per month on a twelve (12) month basis.

11.2.5.2 Placement on the salary schedule will be in accordance to the length of service as a Bus Driver in the District. Bus Drivers shall be placed on the level in the salary schedule according to their amount of service credit per the annual service credit list. Length of service (service credit) as a Bus Driver shall be determined based upon the number of days a Bus Driver actually drives. One driving day is defined as driving both a morning and an afternoon driving assignment. The maximum amount of service credit that can be given for any day is one (1). Service credit shall be determined according to the following chart. Numbers in this chart represent driving days as defined above:

<u>4-Hour Plus Bus Drivers</u>	<u>2-Hour Bus Drivers</u>
0 to 30 - no credit	0 to 15 - no credit
31 to 60 - .2	16 to 30 - .2
61 to 80 - .4	31 to 40 - .4
81 to 100 - .5	41 to 50 - .5
101 to 120 - .6	51 to 60 - .6
121 to 150 - .8	61 to 75 - .8
More than 150 - 1.0	More than 75 - 1.0

11.2.5.3 At the end of each school year, Bus Drivers will be given service credit for the purpose of placement on the salary schedule according to the chart above. Those Bus Drivers whose fractional part of total service credit is 0.5 or more shall be moved to the next level on the salary schedule for the subsequent school year. Those Bus Drivers whose fractional part of total service credit is less than 0.5 shall stay on the same level of the salary schedule for the subsequent school year. The salary schedule shall be used in determining the amount of the Bus Drivers' compensation according to the Bus Driver Salary, but the Bus Drivers shall retain any fractional parts of service credit for computational purposes in future years.

11.2.5.4 Compensation for Bus Drivers shall be per Salary Schedules attached to this Agreement.

11.2.5.5 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 of Step 0 on the salary schedule per hour of the term of this contract, 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.

- 11.2.5.6 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 Food Service Workers

11.2.6.1 Initial Placement

11.2.6.1.1 Initial placement on the salary schedule for new Food Service Workers to the District will always be at level 0 for the first ninety (90) days of employment. Beginning Food Service Workers will be placed on ninety (90) day probation. After the probationary period, the District may give the new Food Service Worker credit for previous experience earned outside of the District and thereby start the new Food Service Worker on the regular salary schedule higher than level 0.

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

11.2.6.1.3 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.

11.2.6.2 Movement on Salary Schedule

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

11.2.6.3 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.

11.2.6.4 Compensation for Food Service Workers shall be per salary schedule attached

to this Agreement.

- 11.2.6.5 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.

11.2.7 Custodial

- 11.2.7.1 The salary of all Custodians covered by this Agreement will be in accordance with the Schedule attached hereto and made a part hereof.

- 11.2.7.2 Initial Placement

- 11.2.7.2.1 Initial placement on the salary schedule for new Custodians to the District will always be at Level 0 for the first ninety (90) days of employment. Beginning Custodians will be placed on ninety (90) day probation. After the probationary period, the District may give the new Custodian credit for previous experience earned outside of the District and thereby start the new Custodian on the regular salary schedule higher than Level 0.

- 11.2.7.2.2 The new Custodian cannot be given more than year for year of experience earned outside of the District.

- 11.2.7.2.3 The experience credited for work outside of the District by the new Custodian must be in a field related to custodial or maintenance work.

- 11.2.7.3 Movement on Salary Schedule A Custodian whose employment begins between July 1 and December 31 will be eligible to advance to the next level on the salary schedule on the first July 1 after employment. A Custodian whose employment begins between January 1 and June 30 will be eligible to advance to the next level on the salary schedule on the second July 1 after employment. Upon completion of each Work Year thereafter, a Custodian will advance to the next level on the salary schedule effective July 1, subject to the terms of this Agreement.

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

- 11.2.7.5 Compensation for Custodians shall be per salary schedules attached to this Agreement.

11.2.8 Clerical Staff

- 11.2.8.1 Initial placement on the salary schedule for new Clerical Staff to the District will always be at Level 0. The District may give the new Clerical Staff credit for previous experience earned outside of the District and thereby start the new Clerical Staff on the regular salary schedule higher than Level 0.

- 11.2.8.2 The new Clerical Staff cannot be given more than year for year of experience earned outside of the District.
- 11.2.8.3 The experience credited for work outside of the District by the new Clerical Staff must be in comparable work experience.
- 11.2.8.4 Movement on Salary Schedule Upon completion of each Work Year a Clerical Staff will advance to the next level on the salary schedule effective July 1.
- 11.2.8.5 Compensation for Clerical Staff shall be per salary schedules attached to this Agreement, provided, however, that Clerical Staff members employed prior to the effective date of this Agreement shall retain current wage rate.

11.2.9 Security

- 11.2.9.1 The salary of all Security Guards covered by this Agreement will be in accordance with the Schedule attached hereto and made a part hereof.
- 11.2.9.2 Initial placement on the salary schedule for new Security Guards to the District will always be at Level 0 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 earned outside of the District and thereby start the new Security Guards on the regular salary schedule higher than Level 0.
- 11.2.9.3 Newly hired Security Guards cannot be given more than year for year of experience earned outside of the District.
- 11.2.9.4 Movement on Salary Schedule

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

- 11.2.10 Stipends and other compensation shall be per Schedules D, E, F, G, H, and I attached to this Agreement.

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 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.
- 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. Effective September 1, 2018, 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 hired after the date of ratification of this agreement who regularly work 259 days or less per year, the member shall receive holiday pay for Labor Day and Memorial Day. Clerical Staff employed prior to ratification shall retain his/her 9 paid holidays. 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) July 4th, 7) Labor Day, 8) Columbus Day 9.) Veteran's Day, 10) Thanksgiving, 11) Day after Thanksgiving, 12) December 24th, 13) Christmas Day, and 14) 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. In no case, may an employee be required to work on a listed holiday, or its agreed substitute holiday, or be paid straight time for such work, and be substituted with any other holiday, they must be paid double time.

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>Monthly Accumulation</u>	<u>Maximum Vacation Leave Earned Per Year</u>
<u>From:</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 of \$35 per day 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 recommending approval or disapproval.

11.7.2.4.4 The Superintendent 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 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.

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 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 one-year contract and is effective July 1, 2021 through June 30, 2022.

This Agreement is signed this 19th day of May, 2021

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

For the Board of Education

/s/ Brandi Many
Teacher President

/s/ Sayeed Ali
President

/s/ Corey Loos
Teacher Vice President

/s/ Shelley Arns
Board Member

/s/ Diana Gedstad
Para President

/s/ Kim Wert
Secretary

/s/ Jim Schaller
Security President

/s/ Matt Leaphart
Custodial President

/s/ Donna Brothers
Transportation President

/s/ Sarah Grawe
Clerical President

Certified Staff
Salary Schedule 2021-22

Level change from 2020-21 to 2021-22 equates to a 3% increase in salary and 1% increase in TRS covered by the district

Level		B	B+10	B+20	M	M+10	M+20	M+30	P/S	S+10	S+20	D
0	Total	\$36,878	\$37,615	\$38,351	\$39,456	\$40,562	\$41,667	\$42,772	\$43,876	\$44,983	\$46,088	\$47,192
	Salary	\$36,512	\$37,243	\$37,971	\$39,066	\$40,160	\$41,254	\$42,349	\$43,442	\$44,538	\$45,631	\$46,725
	TRS	\$365	\$372	\$380	\$391	\$402	\$413	\$423	\$434	\$445	\$456	\$467
1	Total	\$36,967	\$37,707	\$38,444	\$39,552	\$40,660	\$41,768	\$42,876	\$43,983	\$45,093	\$46,200	\$47,307
	Salary	\$36,601	\$37,334	\$38,064	\$39,161	\$40,258	\$41,355	\$42,452	\$43,547	\$44,646	\$45,742	\$46,838
	TRS	\$366	\$373	\$381	\$392	\$403	\$414	\$425	\$435	\$446	\$457	\$468
2	Total	\$37,485	\$38,218	\$38,948	\$40,045	\$41,142	\$42,239	\$43,336	\$44,432	\$45,531	\$46,627	\$47,722
	Salary	\$37,114	\$37,839	\$38,562	\$39,649	\$40,735	\$41,821	\$42,907	\$43,992	\$45,080	\$46,165	\$47,250
	TRS	\$371	\$378	\$386	\$396	\$407	\$418	\$429	\$440	\$451	\$462	\$472
3	Total	\$37,848	\$38,587	\$39,325	\$40,433	\$41,541	\$42,648	\$43,756	\$44,863	\$45,973	\$47,080	\$48,186
	Salary	\$37,473	\$38,205	\$38,936	\$40,032	\$41,129	\$42,226	\$43,323	\$44,419	\$45,518	\$46,613	\$47,709
	TRS	\$375	\$382	\$389	\$400	\$411	\$422	\$433	\$444	\$455	\$466	\$477
4	Total	\$38,214	\$38,961	\$39,705	\$40,824	\$41,944	\$43,061	\$44,181	\$45,299	\$46,418	\$47,537	\$48,655
	Salary	\$37,836	\$38,575	\$39,312	\$40,420	\$41,528	\$42,635	\$43,743	\$44,850	\$45,959	\$47,066	\$48,174
	TRS	\$378	\$386	\$393	\$404	\$415	\$426	\$437	\$449	\$460	\$471	\$482
5	Total	\$38,732	\$39,488	\$40,243	\$41,378	\$42,511	\$43,646	\$44,781	\$45,914	\$47,050	\$48,183	\$49,317
	Salary	\$38,348	\$39,097	\$39,844	\$40,968	\$42,091	\$43,214	\$44,338	\$45,460	\$46,584	\$47,706	\$48,829
	TRS	\$383	\$391	\$398	\$410	\$421	\$432	\$443	\$455	\$466	\$477	\$488
6	Total	\$39,488	\$40,243	\$41,000	\$42,134	\$43,269	\$44,402	\$45,537	\$46,672	\$47,804	\$48,940	\$50,073
	Salary	\$39,097	\$39,844	\$40,594	\$41,717	\$42,841	\$43,963	\$45,086	\$46,210	\$47,331	\$48,455	\$49,577
	TRS	\$391	\$398	\$406	\$417	\$428	\$440	\$451	\$462	\$473	\$485	\$496
7	Total	\$40,243	\$41,000	\$41,755	\$42,890	\$44,024	\$45,159	\$46,292	\$47,426	\$48,561	\$49,695	\$50,831
	Salary	\$39,844	\$40,594	\$41,341	\$42,466	\$43,588	\$44,712	\$45,834	\$46,957	\$48,080	\$49,203	\$50,327
	TRS	\$398	\$406	\$413	\$425	\$436	\$447	\$458	\$470	\$481	\$492	\$503
8	Total	\$41,000	\$41,755	\$42,511	\$43,646	\$44,781	\$45,914	\$47,050	\$48,183	\$49,317	\$50,452	\$51,586
	Salary	\$40,594	\$41,341	\$42,091	\$43,214	\$44,338	\$45,460	\$46,584	\$47,706	\$48,829	\$49,952	\$51,075
	TRS	\$406	\$413	\$421	\$432	\$443	\$455	\$466	\$477	\$488	\$500	\$511
9	Total	\$41,755	\$42,511	\$43,269	\$44,402	\$45,537	\$46,672	\$47,804	\$48,940	\$50,073	\$51,207	\$52,342
	Salary	\$41,341	\$42,091	\$42,841	\$43,963	\$45,086	\$46,210	\$47,331	\$48,455	\$49,577	\$50,700	\$51,823
	TRS	\$413	\$421	\$428	\$440	\$451	\$462	\$473	\$485	\$496	\$507	\$518

10	Total	\$42,511	\$43,269	\$44,024	\$45,159	\$46,292	\$47,426	\$48,561	\$49,695	\$50,831	\$51,964	\$53,098
	Salary	\$42,091	\$42,841	\$43,588	\$44,712	\$45,834	\$46,957	\$48,080	\$49,203	\$50,327	\$51,449	\$52,572
	TRS	\$421	\$428	\$436	\$447	\$458	\$470	\$481	\$492	\$503	\$514	\$526
11	Total	\$43,269	\$44,024	\$44,781	\$45,914	\$47,050	\$48,183	\$49,317	\$50,452	\$51,586	\$52,719	\$53,854
	Salary	\$42,841	\$43,588	\$44,338	\$45,460	\$46,584	\$47,706	\$48,829	\$49,952	\$51,075	\$52,197	\$53,320
	TRS	\$428	\$436	\$443	\$455	\$466	\$477	\$488	\$500	\$511	\$522	\$533
12	Total	\$44,024	\$44,781	\$45,537	\$46,672	\$47,804	\$48,940	\$50,073	\$51,207	\$52,342	\$53,476	\$54,610
	Salary	\$43,588	\$44,338	\$45,086	\$46,210	\$47,331	\$48,455	\$49,577	\$50,700	\$51,823	\$52,946	\$54,069
	TRS	\$436	\$443	\$451	\$462	\$473	\$485	\$496	\$507	\$518	\$529	\$541
13	Total	\$44,781	\$45,537	\$46,292	\$47,426	\$48,561	\$49,695	\$50,831	\$51,964	\$53,098	\$54,232	\$55,367
	Salary	\$44,338	\$45,086	\$45,834	\$46,957	\$48,080	\$49,203	\$50,327	\$51,449	\$52,572	\$53,695	\$54,819
	TRS	\$443	\$451	\$458	\$470	\$481	\$492	\$503	\$514	\$526	\$537	\$548
14	Total	\$45,537	\$46,292	\$47,050	\$48,183	\$49,317	\$50,452	\$51,586	\$52,719	\$53,854	\$54,988	\$56,122
	Salary	\$45,086	\$45,834	\$46,584	\$47,706	\$48,829	\$49,952	\$51,075	\$52,197	\$53,320	\$54,443	\$55,567
	TRS	\$451	\$458	\$466	\$477	\$488	\$500	\$511	\$522	\$533	\$544	\$556
15	Total	\$46,292	\$47,050	\$47,804	\$48,940	\$50,073	\$51,207	\$52,342	\$53,476	\$54,610	\$55,744	\$56,879
	Salary	\$45,834	\$46,584	\$47,331	\$48,455	\$49,577	\$50,700	\$51,823	\$52,946	\$54,069	\$55,193	\$56,316
	TRS	\$458	\$466	\$473	\$485	\$496	\$507	\$518	\$529	\$541	\$552	\$563
16	Total	\$47,050	\$47,804	\$48,561	\$49,695	\$50,831	\$51,964	\$53,098	\$54,232	\$55,367	\$56,501	\$57,634
	Salary	\$46,584	\$47,331	\$48,080	\$49,203	\$50,327	\$51,449	\$52,572	\$53,695	\$54,819	\$55,942	\$57,064
	TRS	\$466	\$473	\$481	\$492	\$503	\$514	\$526	\$537	\$548	\$559	\$571
17	Total	\$47,804	\$48,561	\$49,317	\$50,452	\$51,586	\$52,719	\$53,854	\$54,988	\$56,122	\$57,257	\$58,391
	Salary	\$47,331	\$48,080	\$48,829	\$49,952	\$51,075	\$52,197	\$53,320	\$54,443	\$55,567	\$56,690	\$57,813
	TRS	\$473	\$481	\$488	\$500	\$511	\$522	\$533	\$544	\$556	\$567	\$578
18	Total	\$48,561	\$49,317	\$50,073	\$51,207	\$52,342	\$53,476	\$54,610	\$55,744	\$56,879	\$58,013	\$59,147
	Salary	\$48,080	\$48,829	\$49,577	\$50,700	\$51,823	\$52,946	\$54,069	\$55,193	\$56,316	\$57,439	\$58,562
	TRS	\$481	\$488	\$496	\$507	\$518	\$529	\$541	\$552	\$563	\$574	\$586
19	Total	\$49,317	\$50,073	\$50,831	\$51,964	\$53,098	\$54,232	\$55,367	\$56,501	\$57,634	\$58,768	\$59,903
	Salary	\$48,829	\$49,577	\$50,327	\$51,449	\$52,572	\$53,695	\$54,819	\$55,942	\$57,064	\$58,186	\$59,310
	TRS	\$488	\$496	\$503	\$514	\$526	\$537	\$548	\$559	\$571	\$582	\$593
20	Total	\$50,073	\$50,831	\$51,586	\$52,719	\$53,854	\$54,988	\$56,122	\$57,257	\$58,391	\$59,525	\$60,658
	Salary	\$49,577	\$50,327	\$51,075	\$52,197	\$53,320	\$54,443	\$55,567	\$56,690	\$57,813	\$58,936	\$60,058
	TRS	\$496	\$503	\$511	\$522	\$533	\$544	\$556	\$567	\$578	\$589	\$601
21	Total	\$50,831	\$51,586	\$52,342	\$53,476	\$54,610	\$55,744	\$56,879	\$58,013	\$59,147	\$60,282	\$61,416

	Salary	\$50,327	\$51,075	\$51,823	\$52,946	\$54,069	\$55,193	\$56,316	\$57,439	\$58,562	\$59,685	\$60,808
	TRS	\$503	\$511	\$518	\$529	\$541	\$552	\$563	\$574	\$586	\$597	\$608
22	Total	\$51,586	\$52,342	\$53,098	\$54,232	\$55,367	\$56,501	\$57,634	\$58,768	\$59,903	\$61,037	\$62,172
	Salary	\$51,075	\$51,823	\$52,572	\$53,695	\$54,819	\$55,942	\$57,064	\$58,186	\$59,310	\$60,433	\$61,556
	TRS	\$511	\$518	\$526	\$537	\$548	\$559	\$571	\$582	\$593	\$604	\$616
23	Total	\$52,342	\$53,098	\$53,854	\$54,988	\$56,122	\$57,257	\$58,391	\$59,525	\$60,658	\$61,794	\$62,927
	Salary	\$51,823	\$52,572	\$53,320	\$54,443	\$55,567	\$56,690	\$57,813	\$58,936	\$60,058	\$61,182	\$62,304
	TRS	\$518	\$526	\$533	\$544	\$556	\$567	\$578	\$589	\$601	\$612	\$623
24	Total	\$53,098	\$53,854	\$54,610	\$55,744	\$56,879	\$58,013	\$59,147	\$60,282	\$61,416	\$62,548	\$63,683
	Salary	\$52,572	\$53,320	\$54,069	\$55,193	\$56,316	\$57,439	\$58,562	\$59,685	\$60,808	\$61,929	\$63,052
	TRS	\$526	\$533	\$541	\$552	\$563	\$574	\$586	\$597	\$608	\$619	\$631
25	Total	\$53,854	\$54,610	\$55,367	\$56,501	\$57,634	\$58,768	\$59,903	\$61,037	\$62,172	\$63,305	\$64,438
	Salary	\$53,320	\$54,069	\$54,819	\$55,942	\$57,064	\$58,186	\$59,310	\$60,433	\$61,556	\$62,678	\$63,800
	TRS	\$533	\$541	\$548	\$559	\$571	\$582	\$593	\$604	\$616	\$627	\$638
26	Total	\$54,610	\$55,367	\$56,122	\$57,257	\$58,391	\$59,525	\$60,658	\$61,794	\$62,927	\$64,061	\$65,196
	Salary	\$54,069	\$54,819	\$55,567	\$56,690	\$57,813	\$58,936	\$60,058	\$61,182	\$62,304	\$63,427	\$64,550
	TRS	\$541	\$548	\$556	\$567	\$578	\$589	\$601	\$612	\$623	\$634	\$646
27	Total	\$55,367	\$56,122	\$56,879	\$58,013	\$59,147	\$60,282	\$61,416	\$62,548	\$63,683	\$64,816	\$65,951
	Salary	\$54,819	\$55,567	\$56,316	\$57,439	\$58,562	\$59,685	\$60,808	\$61,929	\$63,052	\$64,174	\$65,298
	TRS	\$548	\$556	\$563	\$574	\$586	\$597	\$608	\$619	\$631	\$642	\$653
28	Total	\$56,122	\$56,879	\$57,634	\$58,768	\$59,903	\$61,037	\$62,172	\$63,305	\$64,438	\$65,574	\$66,707
	Salary	\$55,567	\$56,316	\$57,064	\$58,186	\$59,310	\$60,433	\$61,556	\$62,678	\$63,800	\$64,924	\$66,046
	TRS	\$556	\$563	\$571	\$582	\$593	\$604	\$616	\$627	\$638	\$649	\$660
29	Total	\$56,879	\$57,634	\$58,391	\$59,525	\$60,658	\$61,794	\$62,927	\$64,061	\$65,196	\$66,329	\$67,464
	Salary	\$56,316	\$57,064	\$57,813	\$58,936	\$60,058	\$61,182	\$62,304	\$63,427	\$64,550	\$65,672	\$66,796
	TRS	\$563	\$571	\$578	\$589	\$601	\$612	\$623	\$634	\$646	\$657	\$668
30	Total	\$57,634	\$58,391	\$59,147	\$60,282	\$61,416	\$62,548	\$63,683	\$64,816	\$65,951	\$67,086	\$68,219
	Salary	\$57,064	\$57,813	\$58,562	\$59,685	\$60,808	\$61,929	\$63,052	\$64,174	\$65,298	\$66,421	\$67,543
	TRS	\$571	\$578	\$586	\$597	\$608	\$619	\$631	\$642	\$653	\$664	\$675
31	Total	\$59,497	\$60,268	\$61,037	\$62,193	\$63,349	\$64,504	\$65,658	\$66,815	\$67,970	\$69,127	\$70,283
	Salary	\$58,908	\$59,671	\$60,433	\$61,577	\$62,722	\$63,865	\$65,008	\$66,154	\$67,297	\$68,442	\$69,587
	TRS	\$589	\$597	\$604	\$616	\$627	\$639	\$650	\$662	\$673	\$684	\$696
Level 31+		3%+1% TRS	3%+1% TRS	3%+1% TRS	3%+1% TRS	3%+1% TRS	3%+1% TRS	3%+1% TRS	3%+1% TRS	3%+1% TRS	3%+1% TRS	3%+1% TRS

Level 31 reflects a 6% longevity increase.

Total Increase in Salary for any single year is not to exceed 6%.

Special Education Paraeducators

Salary Schedule 2021-22

Level change from 2020-21 to 2021-22 equates to a 3% increase in salary and 0.5% increase in IMRF covered by the district

Level	Training Category A No Degree	Training Category B 30 Hours ROE Certified	Training Category C 60 Hours Assoc. Degree
0	\$12.00	\$12.10	\$12.20
1	\$12.05	\$12.15	\$12.32
2	\$12.10	\$12.20	\$12.42
3	\$12.15	\$12.25	\$12.54
4	\$12.20	\$12.30	\$12.66
5	\$12.30	\$12.35	\$12.84
6	\$12.40	\$12.50	\$13.13
7	\$12.50	\$12.60	\$13.43
8	\$12.60	\$12.78	\$13.73
9	\$12.70	\$13.07	\$14.01
10	\$12.80	\$13.37	\$14.31
11	\$12.90	\$13.65	\$14.60
12	\$13.02	\$13.95	\$14.89
13	\$13.33	\$14.24	\$15.19
14	\$13.60	\$14.54	\$15.48
15	\$13.93	\$14.84	\$15.80
16	\$14.24	\$15.17	\$16.11
17	\$14.58	\$15.50	\$16.44
18	\$14.93	\$15.84	\$16.79
19	\$15.25	\$16.19	\$17.13
20	\$15.60	\$16.52	\$17.47
21	\$15.92	\$16.85	\$17.79
22	\$16.27	\$17.20	\$18.14
23	\$16.62	\$17.53	\$18.48
24	\$16.94	\$17.88	\$18.82
25	\$17.28	\$18.21	\$19.15
26	\$17.63	\$18.54	\$19.50
27	\$17.96	\$18.89	\$19.83
28	\$18.31	\$19.23	\$20.17
29	\$18.64	\$19.56	\$20.50
30	\$18.97	\$19.91	\$20.85
Level 30+	3%	3%	3%

Total Increase in Salary for any single year is not to exceed 6%.

Head Start Teachers

Salary Schedule 2021-22

Level change from 2020-21 to 2021-22 equates to a 3% increase in salary and 0.5% increase in IMRF covered by the district

Level		ASSOCIATE		BACHELOR * **
0		\$23,232		\$23,928
1		\$23,403		\$24,104
2		\$23,597		\$24,277
3		\$23,822		\$24,509
4		\$24,050		\$24,742
5		\$24,371		\$25,073
6		\$24,839		\$25,557
7		\$25,318		\$26,051
8		\$25,805		\$26,552
9		\$26,303		\$27,065
10		\$26,811		\$27,588
11		\$27,330		\$28,122
12		\$27,857		\$28,666
13		\$28,396		\$29,221
14		\$28,945		\$29,787
15		\$29,505		\$30,364
16		\$30,078		\$30,952
17		\$30,661		\$31,554
18		\$31,256		\$32,166
19		\$31,863		\$32,792
20		\$32,482		\$33,429
21		\$33,113		\$34,079
22		\$33,757		\$34,743
23		\$34,414		\$35,418
24		\$35,083		\$36,109
25		\$35,767		\$36,812
26		\$36,464		\$37,531
27		\$37,175		\$38,263
28		\$37,900		\$39,010
29		\$38,640		\$39,772
30		\$39,394		\$40,548
Level 30+		3%		3%

* Head Start Teachers with certification will receive an annual \$1,000 stipend in addition to any schedule and/or level increases for which they qualify.

** Should the Head Start Program mandate or require teacher certification, those Head Start Teachers with certification will convert to their appropriate place on the Certified Teacher Salary Schedule.

Total Increase in Salary for any single year is not to exceed 6%.

School Support Personnel**Salary Schedule 2021-22**

Level change from 2020-21 to 2021-22 equates to a 3% increase in salary and 0.5% increase in IMRF covered by the district

Level		LEVEL A		Level B		LEVEL C
0		\$24.00		\$15.50		\$12.00
1		\$24.19		\$15.75		\$12.18
2		\$24.33		\$16.05		\$12.55
3		\$24.56		\$16.20		\$12.67
4		\$24.79		\$16.35		\$12.79
5		\$25.14		\$16.57		\$12.96
6		\$25.63		\$16.88		\$13.21
7		\$26.14		\$17.21		\$13.46
8		\$26.64		\$17.54		\$13.72
9		\$27.16		\$17.88		\$13.97
10		\$27.69		\$18.23		\$14.24
11		\$28.23		\$18.57		\$14.51
12		\$28.78		\$18.93		\$14.79
13		\$29.35		\$19.30		\$15.08
14		\$29.92		\$19.68		\$15.37
15		\$30.50		\$20.05		\$15.66
16		\$31.11		\$20.43		\$15.97
17		\$31.71		\$20.83		\$16.26
18		\$32.33		\$21.24		\$16.59
19		\$32.97		\$21.65		\$16.90
20		\$33.62		\$22.07		\$17.22
Level 20+		3%		3%		3%

Total Increase in Salary for any single year is not to exceed 6%.

Bus Drivers**Salary Schedule 2021-22**

Level change from 2020-21 to 2021-22 equates to a 3% increase in salary and 0.5% increase in IMRF covered by the district

Level		
0		\$14.11
1		\$14.21
2		\$14.40
3		\$14.53
4		\$14.65
5		\$14.84
6		\$15.11
7		\$15.39
8		\$15.67
9		\$15.93
10		\$16.22
11		\$16.48
12		\$16.76
13		\$17.05
14		\$17.31
15		\$17.59
16		\$17.86
17		\$18.14
18		\$18.41
19		\$18.69
20		\$18.96
Level 20+		3%

Total Increase in Salary for any single year is not to exceed 6%.

**Food Service
Workers**

Salary Schedule 2021-22

*Level change from 2020-21 to 2021-22 equates to a 3% increase in salary
and 0.5% increase in IMRF covered by the district*

Cooks, Kitchen Helpers, Clerks, & Lunchroom Monitors				Cafeteria Coordinators		
Level				Level		
0		\$12.00		0		\$12.20
1		\$12.05		1		\$12.25
2		\$12.10		2		\$12.30
3		\$12.15		3		\$12.35
4		\$12.20		4		\$12.40
5		\$12.25		5		\$12.45
6		\$12.30		6		\$12.62
7		\$12.35		7		\$12.90
8		\$12.40		8		\$13.16
9		\$12.45		9		\$13.45
10		\$12.50		10		\$13.72
11		\$12.55		11		\$13.99
12		\$12.60		12		\$14.27
13		\$12.84		13		\$14.54
14		\$13.13		14		\$14.82
15		\$13.39		15		\$15.10
16		\$13.67		16		\$15.37
17		\$13.95		17		\$15.64
18		\$14.22		18		\$15.91
19		\$14.49		19		\$16.19
20		\$14.77		20		\$16.47
Level 20+		3%		Level 20+		3%

Total Increase in Salary for any single year is not to exceed 6%.

Custodians

Salary Schedule 2021-2022

Level change from 2020-21 to 2021-22 equates to a 3% increase in salary and 0.5% increase in IMRF covered by the district

Level	
0	\$14.06
1	\$14.16
2	\$14.24
3	\$14.37
4	\$14.51
5	\$14.71
6	\$15.26
7	\$15.81
8	\$16.36
9	\$16.91
10	\$17.45
11	\$18.00
12	\$18.56
13	\$19.10
14	\$19.65
15	\$20.19
16	\$20.74
17	\$21.30
18	\$21.84
19	\$22.39
20	\$22.94
Level 20+	3%

Second Shift Pay Differential of \$0.75 Per Hour

Total Increase in Salary for any single year is not to exceed 6%.

Administrative Assistant**Salary Schedule 2021-22**

Level change from 2020-21 to 2021-22 equates to a 3% increase in salary and 0.5% increase in IMRF covered by the district

Level		
0		\$16.90
1		\$17.02
2		\$17.28
3		\$17.44
4		\$17.61
5		\$17.85
6		\$18.18
7		\$18.51
8		\$18.84
9		\$19.18
10		\$19.51
11		\$19.84
12		\$20.17
13		\$20.50
14		\$20.84
15		\$21.17
16		\$21.50
17		\$21.83
18		\$22.18
19		\$22.50
20		\$22.83
21		\$23.17
22		\$23.49
23		\$23.83
24		\$24.16
25		\$24.50
Level 25+		3%

Total Increase in Salary for any single year is not to exceed 6%.

Clerical - Level 1**Placement Schedule 2021-22**

Level change from 2020-21 to 2021-22 equates to a 3% increase in salary and 0.5% increase in IMRF covered by the district

Level		
0		\$15.81
1		\$15.92
2		\$15.97
3		\$16.13
4		\$16.27
5		\$16.49
6		\$16.83
7		\$17.16
8		\$17.49
9		\$17.83
10		\$18.17
11		\$18.49
12		\$18.83
13		\$19.16
14		\$19.48
15		\$19.81
16		\$20.16
17		\$20.49
18		\$20.81
19		\$21.16
20		\$21.48
21		\$21.82
22		\$22.15
23		\$22.48
24		\$22.82
25		\$23.13
Level 25+		3%

Total Increase in Salary for any single year is not to exceed 6%.

Clerical - Level 2**Placement Schedule 2021-22**

Level change from 2020-21 to 2021-22 equates to a 3% increase in salary and 0.5% increase in IMRF covered by the district

Level		
0		\$13.79
1		\$13.89
2		\$13.95
3		\$14.08
4		\$14.21
5		\$14.39
6		\$14.67
7		\$14.95
8		\$15.21
9		\$15.51
10		\$15.77
11		\$16.05
12		\$16.34
13		\$16.61
14		\$16.89
15		\$17.16
16		\$17.44
17		\$17.72
18		\$18.00
19		\$18.27
20		\$18.54
21		\$18.83
22		\$19.11
23		\$19.37
24		\$19.66
25		\$19.93
Level 25+		3%

Total Increase in Salary for any single year is not to exceed 6%.

Security Guards**Salary Schedule 2021-22**

Level change from 2020-21 to 2021-22 equates to a 3% increase in salary and 0.5% increase in IMRF covered by the district

Level		
0		\$12.53
1		\$12.62
2		\$12.66
3		\$12.78
4		\$12.91
5		\$13.08
6		\$13.34
7		\$13.59
8		\$13.86
9		\$14.12
10		\$14.38
11		\$14.66
12		\$14.94
13		\$15.22
14		\$15.52
15		\$15.81
16		\$16.11
17		\$16.43
18		\$16.74
19		\$17.07
20		\$17.40
21		\$17.72
22		\$18.08
23		\$18.43
24		\$18.78
25		\$19.16
Level 25+		3%

Second Shift Pay Differential of \$0.75 Per Hour

Stipend for Armed Security \$700

Total Increase in Salary for any single year is not to exceed 6%.

SCHEDULES D – H

- A. EXPERIENCE FACTOR A 0.1% experience factor will be added to the percentage listed in the Schedules D, E, G, and H 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 D, E, F, G, and H will be made as described in Sections 7.4.1 and 7.4.2. Student participation and program needs 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, D, E, F, G, and H, the one desiring to terminate services must notify the other in writing by July 1st preceding the year in which services are being terminated.
- D. INDEX PER POSITION. The "INDEX PER POSITION" column in Schedules D, E, and G 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 D, E, and G 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 D, E, F, G, and H represents the maximum number of positions that may be compensated at the given index.

SCHEDULE D – COACHING SALARY INDEX TABLE
(experience factor not included)

	POSITION	MAX # POSITIONS	INDEX PER POSITION
1	Boys' Baseball and Girls' Softball (separate sports)		
	a. Head Varsity	1	19.82%
	b. Asst. Varsity	1	9.64%
	c. Sophomore	1	8.94%
	d. Junior High	1	6.39%
2.	Boys 'and Girls' Basketball (separate sports)		
	a. Head Varsity	1	32.63%
	b. Asst. Varsity	1	15.52%
	c. Sophomore	1	14.01%
	d. Fresh Head	1	10.22%
	e. 8 th Grade Head	1	8.81%
	f. 7 th Grade Head	1	8.81%
3.	Boys' and Girls' Golf (separate sports)		
	a. Head Coach	1	10.06%
4.	Boys' and Girls' Soccer (separate sports)		
	a. Head Varsity	1	19.86%
	b. Asst. Varsity	1	12.04%
	c. Asst. Coach	1	11.53%
	d. Asst. Coach	1	10.99%
5.	Boys' and Girls' Tennis (separate sports)		
	a. Head Coach	1	9.48%
	b. Asst. Coach	1	5.50%
6.	Boys' and Girls' Track (combined sports)		
	a. Head Varsity	1	22.79%
	b. Asst. Varsity	3	11.56%
	c. Head Junior High	1	9.51%
	d. Asst. Junior High	3	7.65%
7.	Boys' and Girls' Cross County (combined sports)		
	a. Varsity Head Coach	1	10.18%
	b. Asst. Varsity Coach	1	5.09%
	c. Jr. High Coach	1	5.09%
8.	Cheerleaders and PomPons (individual Sport)		
	a. Varsity Basketball Cheerleading	1	7.32%
	b. Varsity Football-Cheerleading	1	5.23%
	c. Varsity Soccer-Cheerleading	1	3.48%
	d. Junior High Cheerleading	1	7.05%
	e. Pom Pon	1	10.22%
9	Football (individual sport)		
	a. Head Coach	1	30.97%
	b. Asst. Level 1	5	13.09%
	c. Asst. Level 2	3	10.10%
	d. Junior High Coach	2	10.10%
10.	Girls' Volleyball (individual sport)		

	a. Varsity Head Coach	1	19.82%
	b. Asst. Varsity	2	9.75%
	c. 8 th Grade	1	10.06%
	d. 7 th Grade	1	7.55%
11.	Wrestling (individual sport)		
	a. Varsity	1	23.61%
	b. Asst. Varsity	1	13.12%
	c. Head Freshman	1	11.73%
	d. Head Junior High	1	11.57%
	e. Asst. Junior High	1	9.57%
Those sports listed as “separate sports” will have one coaching position for boys and one coaching position for the girls for each coaching position listed.			

SCHEDULE E – OTHER ACTIVITIES SALARY INDEX TABLE
(experience factor not included)

	POSITION	MAXIMUM NUMBER OF POSITIONS	INDEX PER POSITION
1	Senior High Activities		
	a. Quippi	1	5.4%
	b. Newspaper	1	3.83%
	c. Scholastic Bowl (split)	1	6.74%
	d. Scholastic Bowl Intramural	1	4.30%
	e. Student Council	2	12.14%
	f. Math Team Coach	2	2.53%
	g. FFA	1	6%
2	Junior High Activities		
	a. Student Council	4	3.14%
	b. Scholastic Bowl	1	4.45%
	c. Intramurals Head	2	5.57%
	d. Intramural Assistants	3	3.60%
	e. Journalism	1	3.37%
	f. Yearbook	1	5.4%
	g. Math Team Coach	1	2.53%

SCHEDULE F – STAFF LEADER POSITIONS

	Position	Max No. of Positions	Compensation per Position for duration of this Agreement
1	JH Subject Area Leaders and	13	\$3,827.88
2	JH Dir of Guidance	1	\$3,827.88
3	JH Testing Coordinator	1	\$3,827.88
4	JH Non-Administrative Dean	3	\$4,875.36
5	Special Ed Hearing Impaired	1	\$2,165.38
6	Special Ed Speech Coordinator	1	\$2,165.38
7	Special Ed Social Worker Coordinator	1	\$2,165.38
8	Special Ed Psychologists Coordinator	1	\$2,165.38
9	Special Ed-Adams County Youth Home Coordinator	1	\$3,827.88
10	Senior High Department Heads	13	\$3,827.88
11	Senior High Non-Administrative Dean	4	\$4,875.36
12	Special Education Coordinator	4	\$2,165.88
	<p><u>POSITIONS</u> 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 above 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.</p>		

Revised Schedule G- MUSIC CO-CURRICULAR ACTIVITIES INDEX TABLE

	Position	Maximum Number of Positions	Index per Position
1	Elementary After School Choir 1	5	4.18%
2	Elementary Intermediate Band Director	1	4.65%
3	Elementary Intermediate Orchestra Director	1	4.65%
4	Elementary Intermediate Band/Orchestra Asst	5	3.00%
5	JH After-School Chorus	1	3.75%
6	JH Jazz Band	2	3.48%
7	SH Musical Drama Director	1	12.43%
8	SH Musical Orchestra Director	1	8.25%
9	SH Musical Choral Director	1	4.25%
10	SH Musical Set Design	1	3.60%
11	SH Musical Set Construction	1	4.30%
12	SH Musical Light/Sound	1	3.48%
13	SH New Faces Coordinator	1	7.32%
14	SH New Faces Drama & Technical Director	1	5.11%
15	SH New Faces Vocal Coordinator	1	3.50%
16	SH Basketball Pep Band	1	5.11%
17	SH Marching Band Director	1	10%
18	SH Marching Band Assistant	4	3.25%
19	SH Spring Play Director	1	7.43%
20	SH Jazz Band I, II, III	3	3.48%
21	SH Swing And Show "Electric Blue"	3	3.48%
22	SH Swing And Show "Company Blue"	2	3.48%
23	SH Winter Play Director	1	7.43%
24	SH Winter Play Set Design	1	2.50%
25	SH Winter Play Set Construction	1	3.25%
26	SH Marching Band Assistant (Flag/Pom)	1	3.25%
27	Department Band/Orchestra Equipment Inventory/Repair	2	3.50%
28	SH Electric String Ensemble Director	1	3.10%
29	SH Madrigal Singers Director	1	3.10%
30	Department Equipment Moving Manager	1	2.40%
31	SH Spring Play Set Design	1	2.50%
32	SH Spring Play Set Construction	1	3.25%

SCHEDULE H – APPROVED CLUBS’ SALARY INDEX

The approval of clubs or the elimination of clubs shall be at the discretion of the Superintendent.

Club	Maximum # of Positions		Club	Maximum # of Positions
Elementary 4 th and 5 th Grades			Junior High	
Drama	2		Spanish	1
			Art	1
			Computers	1
			Drama	1
Senior High				
German	1		Future Teachers	1
Spanish (vacant)	1		Writer’s Guild	1
Theater	1		Global Classroom	1
Art	1		Multicultural	1
Beta	1		TEAMS	1
National Honor Soc.	3		Ecology	1
Foreign Exchange	1		History	1
Key Club	1		Debate	1
<u>SALARY RATE</u> The base rate for Staff Member sponsors of approved clubs above will be \$931.82 the duration of this Agreement				
QHS PAL Sponsors	2		\$1,000 each	

SCHEDULE I – OTHER

- 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. INSTRUCTIONAL HOURLY RATE The instructional hourly rate for Licensed Staff Members will be \$28.00 for the duration of this Agreement 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. For Summer School teaching, the formula for the hourly formula amount is $(\text{SALARY SCHEDULE AMOUNT} \times 0.0275 \times 0.9 \text{ DIVIDED BY } 40)$. This hourly formula amount will then be prorated for the actual minutes of work. $(\text{HOURLY FORMULA AMOUNT DIVIDED BY } 60 \times \text{NUMBER OF MINUTES OF TEACHING})$. This hourly formula amount will include the Licensed Staff Member's share of the TRS retirement contribution.
- C. 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.
- D. PROFESSIONAL DEVELOPMENT. Professional Development related to instruction and learning, health and safety protocols, and remote learning required before the beginning of the school year will be compensated at \$20 per hour for licensed staff. The District shall ensure PD credit is offered for attending.
- E. SUPERVISION OF SENIOR HIGH SPORTING EVENTS. Supervision of Senior High sporting events will be \$42.00 per event for the duration of this Agreement.
- F. VACANCIES AND POSTINGS. Positions available in this Schedule I will be addressed as specified in Section 7.4.1 and 7.4.2.
- G. Staff Members covered by Schedule I shall have no guarantee of employment in these positions from year to year. Staff Members covered by Schedule I 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.

MEMORANDUM OF UNDERSTANDING #1
between
Quincy Federation, Local 809, IFT/AFT, AFL-CIO
And
Board of Education
Quincy School District No. 172

INDIVIDUAL RETIREMENT CONTRACTS

The Board or its designees may negotiate individual retirement contracts with individual Staff Members. Any such contract agreed to by the Board and the individual Staff Member shall not be precedential nor establish a practice of the Board. The failure of the Board to agree to a retirement incentive negotiated under the provisions of this section shall not be subject to the grievance provisions.

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, 2021 to June 30, 2022

SIGNED this 19th day of May, 2021

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

For the Board of Education

/s/ Brandi Many
Teacher President

/s/ Sayeed Ali
President

/s/ Corey Loos
Teacher Vice President

/s/ Shelley Arns
Board Member

/s/ Diana Gedstad
Para President

/s/ Kim Wert
Secretary

/s/ Jim Schaller
Security President

/s/ Matt Leaphart
Custodial President

/s/ Donna Brothers
Transportation President

/s/ Sarah Grawe
Clerical President

MEMORANDUM OF UNDERSTANDING #2
between
Quincy Federation, Local 809, IFT/AFT, AFL-CIO
And
Board of Education
Quincy School District No. 172

COMPENSATORY TIME

The Board of Education ("Board") is proposing that a pilot compensatory time program in a reduced and limited manner be utilized in order to test feasibility, monitor savings and review implementation issues. The intent is to give flexibility to staff to have some cost savings. The pilot program will only involve custodial members of the Local 809.

Bargaining unit members may request compensatory time in lieu of receiving overtime pay at a one and one-half times that of the employee's regular rate of pay, for a yearly total of no more than 24 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 twenty-four (24) hours of compensatory time. If an employee has twenty-four (24) 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 twenty-four (24) hours of compensatory time banked/accrued.

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, 2021 to June 30, 2022.

SIGNED this 19th day of May, 2021.

IN WITNESS WHEREOF:

For the Quincy Federation
Local No. 809

/s/ Matt Leaphart
Custodial President

For the Board of Education
Quincy School District No. 172

/s/ Sayeed Ali
President

/s/ Shelley Arns
Vice-President

/s/ Kim Wert
Secretary

MEMORANDUM OF UNDERSTANDING #3
between
Quincy Federation, Local 809, IFT/AFT, AFL-CIO
And
Board of Education
Quincy School District No. 172

SCHOOL PSYCHOLOGISTS

The Board of Education (“Board”) and the Union agree that the hiring and retention of school psychologists is a significant problem for the Quincy School District No. 172 (“District”) due to a shortage of qualified personnel. The effects of the difficulty in hiring and retaining qualified and competent School Psychologists is that various students in the District are unable to receive support which would assist in enabling them to be more successful in the District. By way of background,

- In the last decade, nearly 50% of school psychologists nationally were expected to leave the field by 2015 per retirement, with a full two-thirds expected to leave by 2020.
- The National Association of School Psychologists recommends a ratio of 1 school psychologist for every 500 students (1:500).
- During the 2017-2018 school year, the District employed 7 school psychologists at a ratio of about 1:957.
- There are currently 4 school psychologists employed for the 2018-2019 school year. As a result, the ratio of psychologists to students in the District will be 1:1,675. The average school psychologist in the District makes around \$49,207.

Neighboring districts, such as Four Rivers Special Education Cooperative, Jacksonville, West Central Illinois Special Education Cooperative, and Great Prairie AEA offer school psychologist pay on average at \$12,000 or more per year than the District and the Adams County Special Education Cooperative.

Therefore, in order to address the issues in hiring and retaining qualified and competent School Psychologists, the Board and the Quincy Federation, Local 809 agree to pay a step multiplier to both those School Psychologists employed by the District as of the effective date of this Memorandum (July 25, 2018) and those hired during the effective dates of this Memorandum in order to compete with other districts for the retention of these staff.

The step multiplier is as follows:

Years of Experience	Multiplier to salary
0-4	1.21
5-9	1.23
10-14	1.25
15-31	1.27

This Memorandum of Understanding is not part of the contract between the Board and the Union. For purposes of any successor collective bargaining agreement, the status quo shall be regarded as if this Memorandum did not exist. This Memorandum of Understanding is effective from July 1, 2021 to June 30, 2022.

SIGNED this day 19th day of May 2021

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

For the Board of Education

/s/ Brandi Many
Teacher President

/s/ Sayeed Ali
President

/s/ Corey Loos
Teacher Vice President

/s/ Shelley Arns
Board Member

/s/ Diana Gedstad
Para President

/s/ Kim Wert
Secretary

/s/ Jim Schaller
Security President

/s/ Matt Leaphart
Custodial President

/s/ Donna Brothers
Transportation President

/s/ Sarah Grawe
Clerical President

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, 2021 to June 30, 2022.

SIGNED this 19th day of May, 2021

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

For the Board of Education

/s/ Brandi Many
Teacher President

/s/ Sayeed Ali
President

/s/ Corey Loos
Teacher Vice President

/s/ Shelley Arns
Board Member

/s/ Diana Gedstad
Para President

/s/ Kim Wert
Secretary

/s/ Jim Schaller
Security President

/s/ Matt Leaphart
Custodial President

/s/ Donna Brothers
Transportation President

/s/ Sarah Grawe
Clerical President

Medical Plan Premiums - Employee Premiums

9/1/2020 - 8/31/2021

Coverage Type			M7 PPO \$600	M8 PPO \$1100	M3 PPO \$2500	H1 HDHP \$2100	H4 HDHP \$3600
Single Coverage							
Hours	Daily	Weekly					
	6.0	30.0	18.00%	15.00%	12.00%	6.00%	5.00%
	5.5	27.5	24.56%	21.80%	19.04%	13.52%	12.60%
	5.0	25.0	31.94%	29.45%	26.96%	21.98%	21.15%
	4.5	22.5	38.50%	36.25%	34.00%	29.50%	28.75%
	4.0	20.0	45.06%	43.05%	41.04%	37.02%	36.35%
Employee + Spouse Coverage							
Hours	Daily	Weekly					
	6.0	30.0	36.00%	28.00%	23.00%	18.00%	13.00%
	5.5	27.5	41.12%	33.76%	29.16%	24.56%	19.96%
	5.0	25.0	46.88%	40.24%	36.09%	31.94%	27.79%
	4.5	22.5	52.00%	46.00%	42.25%	38.50%	34.75%
	4.0	20.0	57.12%	51.76%	48.41%	45.06%	41.71%
Employee + Child(ren) Coverage							
Hours	Daily	Weekly					
	6.0	30.0	34.00%	26.00%	21.00%	16.00%	11.00%
	5.5	27.5	39.28%	31.92%	27.32%	22.72%	18.12%
	5.0	25.0	45.22%	38.58%	34.43%	30.28%	26.13%
	4.5	22.5	50.50%	44.50%	40.75%	37.00%	33.25%
	4.0	20.0	55.78%	50.42%	47.07%	43.72%	40.37%
Employee + Family Coverage							
Hours	Daily	Weekly					
	6.0	30.0	36.00%	28.00%	23.00%	18.00%	13.00%
	5.5	27.5	41.12%	33.76%	29.16%	24.56%	19.96%
	5.0	25.0	46.88%	40.24%	36.09%	31.94%	27.79%
	4.5	22.5	52.00%	46.00%	42.25%	38.50%	34.75%
	4.0	20.0	57.12%	51.76%	48.41%	45.06%	41.71%

Medical Plan Premiums - Board Share

9/1/2020 - 8/31/2021

Coverage Type			M7 PPO \$600	M8 PPO \$1100	M3 PPO \$2500	H1 HDHP \$2100	H4 HDHP \$3600
Single Coverage							
Hours	Daily	Weekly					
	6.0	30.0	82.00%	85.00%	88.00%	94.00%	95.00%
	5.5	27.5	75.44%	78.20%	80.96%	86.48%	87.40%
	5.0	25.0	68.06%	70.55%	73.04%	78.02%	78.85%
	4.5	22.5	61.50%	63.75%	66.00%	70.50%	71.25%
	4.0	20.0	54.94%	56.95%	58.96%	62.98%	63.65%
Employee + Spouse Coverage							
Hours	Daily	Weekly					
	6.0	30.0	64.00%	72.00%	77.00%	82.00%	87.00%
	5.5	27.5	58.88%	66.24%	70.84%	75.44%	80.04%
	5.0	25.0	53.12%	59.76%	63.91%	68.06%	72.21%
	4.5	22.5	48.00%	54.00%	57.75%	61.50%	65.25%
	4.0	20.0	42.88%	48.24%	51.59%	54.94%	58.29%
Employee + Child(ren) Coverage							
Hours	Daily	Weekly					
	6.0	30.0	66.00%	74.00%	79.00%	84.00%	89.00%
	5.5	27.5	60.72%	68.08%	72.68%	77.28%	81.88%
	5.0	25.0	54.78%	61.42%	65.57%	69.72%	73.87%
	4.5	22.5	49.50%	55.50%	59.25%	63.00%	66.75%
	4.0	20.0	44.22%	49.58%	52.93%	56.28%	59.63%
Employee + Family Coverage							
Hours	Daily	Weekly					
	6.0	30.0	64.00%	72.00%	77.00%	82.00%	87.00%
	5.5	27.5	58.88%	66.24%	70.84%	75.44%	80.04%
	5.0	25.0	53.12%	59.76%	63.91%	68.06%	72.21%
	4.5	22.5	48.00%	54.00%	57.75%	61.50%	65.25%
	4.0	20.0	42.88%	48.24%	51.59%	54.94%	58.29%