

**COLLECTIVE BARGAINING AGREEMENT**

**BETWEEN**

**THE BOARD OF EDUCATION OF  
APTAKISIC-TRIPP SCHOOL DISTRICT NO. 102**

**AND**

**APTAKISIC-TRIPP EDUCATION ASSOCIATION,  
IEA, NEA**

**2008-2009**

**2009-2010**

**2010-2011**

**2011-2012**

**2012-2013**

# Table of Contents

ARTICLE	PAGE
<b>I. Recognition</b>	
A. Recognition .....	1
B. Additional Negotiations.....	1
C. Definition of Member .....	1
D. No Strike.....	1
<b>II. Association Rights</b>	
A. Meetings and Communication.....	2
B. Information .....	2
C. Right to Appear Before the Board .....	2
D. Right to Address Members.....	3
E. Right to Membership .....	3
F. Freedom to Join or Not to Join Organization.....	3
G. Dues Deduction.....	3
H. Member Contribution for Negotiations and Administration of Contract .....	4
I. Copying Services .....	4
J. Association Leave .....	5
<b>III. Evaluation and Discipline</b>	
A. Teacher Evaluation .....	6
B. Teacher Evaluation - Observation and Recording of Teacher's Activities.....	7
C. Maintenance and Custodial Evaluation .....	7
D. Member Discipline.....	7
<b>IV. Personnel Files</b>	
A. Personnel File .....	9
B. Right of Copy.....	9
C. Right of Addition And Attachment .....	9
D. Right of Privacy .....	9
E. Removal of Material .....	9
F. Confidentiality.....	10
<b>V.1 Teacher Leaves</b>	
A. Sick Leave.....	11
B. Sick Leave Bank.....	11
C. Bereavement Leave .....	11
D. Personal Business Leave.....	11
E. Report of Leave.....	12
F. Maternity/Child-Rearing Leave of Absence.....	12
G. Family and Medical Leave.....	13
H. General Conditions for Leaves of Absence.....	13
I. Unpaid Leave .....	15
J. Sabbatical Leave.....	15

<b>V.2</b>	<b>Custodial and Maintenance Employee Leaves, Vacations, and Holidays</b>	
	A. Sick Leave.....	16
	B. Sick Leave Bank.....	17
	C. Bereavement Leave .....	17
	D. Personal Leave .....	17
	E. Report of Leave.....	18
	F. Family and Medical Leave.....	18
	G. Vacation .....	18
	H. Holidays.....	19
<b>VI.1</b>	<b>Teacher Working Conditions</b>	
	A. School Year.....	20
	B. School Day .....	20
	C. Assignments, Transfers and Vacancies .....	20
	D. Duty-Free Lunch.....	21
	E. Substitutes.....	21
	F. Supplies.....	21
	G. Educational Development Committee .....	21
	H. Overload.....	21
	I. Teacher Meetings.....	22
	J. Teacher Orientation.....	22
	K. Academic Freedom .....	22
	L. Parent/Teacher Conferences .....	22
	M. Internal Substitution.....	22
	N. Release Time for Report Cards/Records Day.....	22
	O. District Committee Meetings.....	22
<b>VI.2</b>	<b>Custodial and Maintenance Employee Working Conditions</b>	
	A. Probationary Period.....	23
	B. Full and Part-Time Status.....	23
	C. Voluntary Resignation .....	23
	D. Work Day.....	23
	E. Snow Days .....	23
	F. Seniority Defined .....	24
	G. Reduction-In-Force.....	24
	H. Vacancies, Transfers, and Promotions .....	25
<b>VII.</b>	<b>Grievance Procedure</b>	
	A. Definitions.....	26
	B. Informal Procedure.....	26
	C. Formal Procedure.....	26
	D. General Provisions .....	27
<b>VIII.1</b>	<b>Teacher Compensation and Benefits</b>	
	A. Compensation .....	28
	B. Extra Duty Schedule.....	28
	C. Health and Dental Insurance.....	28
	D. Life Insurance.....	28
	E. Disability Insurance .....	28
	F. Mileage.....	29

G. Tuition Reimbursement .....	29
H. Horizontal Movement .....	30
I. Part-Time Teachers.....	30
J. Retirement Benefit Plan .....	30
<b>VIII.2 Custodial and Maintenance Employee Compensation and Benefits</b>	
A. Wages .....	33
B. Workers' Compensation .....	33
C. Overtime.....	33
D. Health and Dental Insurance.....	34
E. Life Insurance.....	34
F. Disability Insurance .....	34
G. Mileage.....	34
H. Call-In Time and Building Checks .....	34
I. Part-Time Employees.....	34
J. Retirement Benefit.....	35
<b>IX. Effect Of Agreement</b>	
A. Complete Understanding.....	36
B. Savings Clause .....	36
C. Negotiations Procedures .....	36
D. Management Rights .....	36
E. Zipper Clause.....	36
F. Duration.....	37
Appendix A - Teachers' Salary Schedule 2008-2009 .....	38
Appendix B - Teachers' Salary Schedule 2009-2010 .....	39
Appendix C - Teachers' Salary Schedule 2010-2011 .....	40
Appendix D - Teachers' Salary Schedule 2011-2012.....	41
Appendix E - Teachers' Salary Schedule 2012-2013.....	42
Appendix F - Extra Duty Pay Schedule 2008-2009 .....	43
Appendix G - Extra Duty Pay Schedule 2009-2010 .....	44
Appendix H - Extra Duty Pay Schedule 2010-2011 .....	45
Appendix I - Extra Duty Pay Schedule 2011-2012.....	46
Appendix J - Extra Duty Pay Schedule 2012-2013.....	47
Appendix K - Custodial and Maintenance Salary Schedules.....	48
Appendix L - Sick Leave Bank.....	50
Side Letter of Understanding (Preparation Time) .....	53
Side Letter of Understanding (Job Sharing).....	54
Side Letter of Understanding (Subcontracting).....	55
Side Letter of Understanding (Night Work and SIPS).....	56



## ARTICLE I

### **RECOGNITION**

#### **A. Recognition**

The Board of Education of District 102, Lake County, Illinois, hereinafter referred to as the "Board", hereby recognizes the Aptakistic-Tripp Education Association, the local affiliate of the Illinois Education Association and the National Education Association, hereinafter referred to as the "Association", as the sole and exclusive negotiating agent for all regularly employed full- and part-time certificated personnel (hereinafter referred to as "teachers") and all regularly employed full and part-time (at least half-time in their job category) custodial and maintenance employees (hereinafter referred to as "employees") except psychologists, occupational and physical therapists, nurses, teacher aides and supervisory, managerial, confidential and short-term employees as defined by the *Illinois Educational Labor Relations Act*.

#### **B. Additional Negotiations**

The Board shall not negotiate with any other member bargaining representative or individual member with respect to matters included within this Agreement. Any grievance brought under this provision shall be processed completely, including through arbitration, if necessary, before any charge is filed by the Association with the IELRB. Alternatively, if a charge is first filed with the IELRB, then no grievance shall be filed until the IELRB process has been completed.

#### **C. Definition of Member**

When used hereinafter in this Agreement, the word "member" shall refer to teachers and employees in the bargaining unit as described in Section I.A.1 above.

#### **D. No Strike**

Neither the Association, nor any of its members, shall engage in a strike during the term of this Agreement.

## **ARTICLE II**

### **ASSOCIATION RIGHTS**

#### **A. Meetings and Communication**

The Association shall be permitted to communicate through the intra-district mail system, provided that if at any time the United States Postal Service or court shall determine that the use of such mail system shall require the affixation of stamps, the Association shall be responsible for such and shall otherwise hold the Board harmless for the use of such mail system. The Association also shall be permitted to communicate through use of teacher mailboxes. A bulletin board reserved for Association use shall be provided in each teacher's lounge. The Board may grant the Association use of school facilities for Association meetings, at reasonable times and providing no other school events conflict, subject to the following conditions:

1. Request for use of facilities shall be made to the building administrator at least forty-eight (48) hours in advance of proposed use.
2. Approval of such meetings by the building administrator shall be required.
3. Nothing herein shall prevent the Board from charging reasonable fees for use of school facilities where costs are incurred. If a fee is to be charged, the Association shall be notified of such charge at the time of application.
4. Not more than once per month during the school year, regular Association business meetings may commence at the end of the normal work day and after completion of all responsibilities to students, provided any cancelled extra-curricular activities are rescheduled. Second shift employees may adjust their work hours not to exceed one (1) hour and fifteen (15) minutes to attend the meeting.
5. If such meeting involves more than ten (10) persons, 90% of those attending the meeting must be members of the bargaining unit.

#### **B. Information**

The Board shall make available to the Association, upon request, any non-researched public information, statistics, and records which are relevant to negotiations or necessary for the proper enforcement of the terms of this Agreement. Any grievance brought under this provision shall be processed completely, including through arbitration, if necessary, before any charge is filed by the Association with the IELRB. Alternatively, if a charge is first filed with the IELRB, then no grievance shall be filed until the IELRB process has been completed.

#### **C. Right to Appear Before the Board**

The Association President or designee shall have the right to address the Board at each regular Board meeting. This agenda item shall be designated "Association Report". If

**Agreement between  
The Board of Education of District 102 and Aptakisic-Tripp Education Association, IEA-NEA**

---

possible, an outline of this report shall be presented to the Superintendent or designee sufficiently in advance for inclusion in the packet of meeting information sent to the Board members prior to the regular Board meeting. No grievance or negotiations item may be included in this report.

**D. Right to Address Members**

The Association President or designee shall have the right to make a welcoming address to the members at the first member meeting of the school year.

**E. Right to Membership**

The Board shall not discriminate against any member by reason of his/her membership in the Association. Neither shall the Association discriminate against any member by reason of his/her non-membership in the Association. Any grievance brought under this provision shall be processed completely, including through arbitration, if necessary, before any charge is filed by the Association with the IELRB. Alternatively, if a charge is first filed with the IELRB, then no grievance shall be filed until the IELRB process has been completed.

**F. Freedom to Join or Not to Join Organization**

Members shall not be encouraged to join or be discouraged from joining any organization representing teachers and employees by supervisors, administrators, or other representatives of the Board. Members shall be free to join or not to join any organization representing members without interference or penalty. Any grievance brought under this provision shall be processed completely, including through arbitration, if necessary, before any charge is filed by the Association with the IELRB. Alternatively, if a charge is first filed with the IELRB, then no grievance shall be filed until the IELRB process has been completed.

**G. Dues Deduction**

1. Any member of the Association may sign and deliver to the Board office an assignment authorizing deduction of Association dues in the amount specified by the Association. The assignment shall specify the total amount of annual and monthly dues. Such authorization and assignment shall continue in effect for the life of this Agreement unless cancelled by the originating member. The assignment may be cancelled at any time upon written notice to the Board by the member who originally authorized the deduction.
2. The Board will deduct monthly dues beginning in October and continuing through June when assignment cards have been received, providing that the Board has no responsibility for collecting past or overdue dues. It shall be the responsibility of the Association to collect directly from the member:
  - a. dues owed after cancellation of a deduction authorization;
  - b. dues owed before the time the deduction authorization became effective;
  - c. dues missed because of insufficient earnings;
  - d. dues owed after termination of employment or during a leave of absence without pay.

**Agreement between  
The Board of Education of District 102 and Aptakisic-Tripp Education Association, IEA-NEA**

---

3. The Board shall remit within ten (10) days after deduction to the treasurer of the Association the total amount of money deducted for that period. The first such payment shall be made by October 31<sup>st</sup> of any school year. Such remittance will be accompanied by a listing of the names of members from whose salary the dues were deducted.
4. The Association agrees to indemnify and save the Board harmless against any and all claims, demands, suits, or other forms of liability that shall arise out of or by reason of action taken or not taken by the Board for the purpose of complying with any of the provisions of this Article or in reliance of any assignment furnished under the provision of this Article.

**H. Member Contribution for Negotiations and Administration of Contract**

1. It is recognized that the negotiations and administration of this Agreement entail expenses which appropriately are shared by all members who are beneficiaries of said Agreement. To this end, if a member does not join the Association, such member will:
  - a. Execute an authorization for the deduction of a sum equivalent to the proportionate share of the cost of the collective bargaining process and contract administration; or
  - b. Pay directly to the Association a like sum. In any event, the money shall be paid in the same manner as provided in Section G of this Article.
2. In the event such an authorization is not signed or such direct payment is not made within sixty (60) days following the commencement of employment of the member or the effective date of this Agreement, whichever is later, the Board shall deduct such amount in equal payments from the regular salary check of the member. A member may formally object to the amount of the deduction or object on the basis of a bona fide religious belief in accordance with the procedures of the Illinois Educational Labor Relations Board.
3. The IEA/NEA agrees to defend, indemnify, and save the Board harmless against any claims, demands, suits, or other forms of liability which may arise by reason of any action taken by the Board in complying with the provisions of this Section, including reimbursement for any legal fees or expenses incurred in connection therewith.
4. The Board agrees to promptly notify the Association in writing of any claims, demands, suits, or other forms of liability in regard to which it will seek to implement the provisions of this Section and, if the Association so requests in writing, to surrender claims, demands, suits, or other forms of liability.

**I. Copying Services**

The Association may use the central copying services of the District by completing the approved form for requesting copies and by reimbursing the Board two cents (\$.02) per page. The Association will be given their own access code to determine costs. The Association may be physically present during copying of materials to maintain privacy.

**Agreement between  
The Board of Education of District 102 and Aptakisic-Tripp Education Association, IEA-NEA**

---

**J. Association Leave**

In the event the Association desires to send its official representatives to attend the professional meetings of its local, state, or national affiliates or on other official business pertinent to Association affairs, these members shall be excused for such purpose for not more than eight (8) days in the aggregate per school year, provided that:

1. The Association promptly reimburses the District for the cost of employed temporary replacements;
2. The total absence of any individual member is not to exceed four (4) days per fiscal year; and
3. A written request for such absences shall be submitted to the Superintendent or designee at least ten (10) school days in advance, or as soon as possible for emergency business, specifying the precise individuals, dates, and meetings involved.

## **ARTICLE III**

### **EVALUATION AND DISCIPLINE**

#### **A. Teacher Evaluation**

1. The principal, or other administrator designated by the Superintendent in charge of teacher supervision, shall be responsible for the administration of the procedure for evaluating classroom teaching. Traveling teachers shall be evaluated by one (1) or more administrator(s) designated by the Superintendent. Should two (2) or more administrators be designated to evaluate a traveling teacher, the evaluations of each administrator shall be merged into singular ratings on one evaluation instrument signed by both/all administrators, one of whom shall be designated as responsible for the merged document.
2. During the first six (6) weeks of employment, the designated administrator shall explain and give in writing to all teachers under his/her supervision the evaluation instrument to be used. The administrator shall advise all teachers who shall observe and evaluate their classroom teaching performance.
3. Each formal written evaluation of classroom teaching performance shall be preceded by at least one (1) formal classroom observation of at least twenty (20) minutes.
4. A conference shall be held between the teacher and the evaluator within five (5) working days of a formal classroom observation of at least twenty (20) minutes. The teacher and the evaluator shall mutually prepare an interim observation report at this conference. A final copy of the written observation report shall be given to the teacher within ten (10) working days after the formal observation conference.
5. In the event that the teacher feels his/her formal written evaluation of classroom teaching performance was incomplete or inaccurate, he/she may put his/her objections in writing and have them attached to the evaluation report to be placed in the teacher's personnel file.
6. If a teacher's evaluation(s) reveal(s) deficiencies, which are remediable, the evaluator may make written comments concerning remediating such deficiencies and shall conduct follow-up evaluation(s). If a teacher is placed on remediation, the remediation period shall be one (1) full calendar year.
7. The classroom teaching performance of a probationary teacher shall be evaluated formally at least twice during the first probationary year and at least once formally in subsequent probationary years. Such evaluations shall be completed in an expeditious manner.
8. All formal evaluation of classroom teaching performance of a teacher shall be conducted openly and with full knowledge of the teacher. At least one (1) visitation for probationary teachers shall be announced. Announced/unannounced visits need not alternate. With consent of the teacher, no visits need be announced.

**Agreement between  
The Board of Education of District 102 and Aptakisic-Tripp Education Association, IEA-NEA**

---

9. Each probationary teacher shall be notified of the recommendation concerning the teacher's dismissal and/or non-renewal prior to forty-five (45) days before the end of the school year.
10. Any grievance filed with respect to evaluations shall be limited to violations of the specified language and procedures as outlined in Sections A and B of this Article III. All other aspects of evaluation shall not be grievable.
11. Information obtained through informal observations or otherwise which is used in the formal summative written evaluation shall be included in the written evaluation, and that information shall have been made known to and discussed with the teacher within a reasonable time after its observation or occurrence.

**B. Teacher Evaluation - Observation and Recording of Teacher's Activities**

No person or agency shall, either in person, or by photographic, electronic, or mechanical means, observe, monitor, or record classroom proceedings or other activities conducted with students or other persons by a teacher without that teacher's expressed consent, except as necessary to meet the instructional needs of students. In such case, the teacher shall be notified in advance. Such recordings shall not be used for the purposes of evaluating the teacher.

**C. Maintenance and Custodial Evaluation**

Employees shall be evaluated on an annual basis. Formal written evaluations will be discussed with the employee and shall be placed in the employee's personnel file. An employee may submit additional comments to his/her written evaluation in accordance with the requirements of Article IV.C of this Agreement.

**D. Member Discipline**

**1. Investigatory and Disciplinary Conferences**

A member shall have two (2) calendar days notice of any conference, other than the evaluation conferences specified in Section A, with an administrator/supervisor in which charges are to be made which result in dismissal, except in cases of emergency or where such a conference is called as a result of moral or criminal charges which would result in suspension. An Association representative may be invited by the member to the conference. The member and the Association representative, if one has been present, shall be presented with a summary of any disciplinary consequences which might result from the administrative/supervisor conference within three (3) working days after it has been held.

**2. Complaints Against Members**

Any complaint regarding a member made to a Board member or an administrator/supervisor by a parent, student, or member which might lead to disciplinary action against a member shall be called to the attention of the member through proper

**Agreement between  
The Board of Education of District 102 and Aptakisic-Tripp Education Association, IEA-NEA**

---

channels as soon as possible after the complaint was lodged. The complaining party shall be permitted to express his/her complaint and may be asked to discuss the matter with the member involved in an attempt to resolve any differences before any action is taken. The disposition shall be reported to the administrator/supervisor concerned.

If, as a result of a parent, student, or member complaint, administrative or disciplinary action is to be taken, the affected member shall be notified prior to such action being taken and the affected member shall also be afforded an opportunity to discuss such action with the administration.

3. **Board Appearance**

- a. If a member is required to appear before the Board or any Board committee, the member shall be advised in writing as to the substance of such meeting in advance and shall be entitled to have a representative accompany him/her at such meeting.
- b. No member shall be suspended without pay except for cause. At any meeting with reference to such suspension, the member shall have the right to appear with a representative.

## ARTICLE IV

### **PERSONNEL FILES**

#### **A. Personnel File**

The Board shall maintain one (1) official personnel file on each member. Such file shall be located in the District administrative office. A member shall have a right to inspect this file during regular business hours, provided such inspection shall not interfere with the member's regularly assigned duties and shall not normally exceed two (2) inspection requests in a calendar year. Such inspection shall take place only in the presence of an administrator, supervisor or administrative designee and shall occur within seven (7) working days after the member makes the request. Individual copies of any non-confidential material shall be given the member on request.

#### **B. Right of Copy**

Every member shall be given a copy of any material added to his/her official Board file upon its inclusion, excluding documents developed by the District personnel and business offices as part of its annual record keeping responsibilities.

#### **C. Right of Addition and Attachment**

Every member shall have the right to add any material to his/her official Board file or other files pertinent to the member and to attach dissenting or explanatory material to any documents or other pieces of material on file, provided said member material is attached within one (1) calendar year of the time of receipt of the copy of the material added to his/her official Board file which generated the responsive document. A copy of dissenting or explanatory material shall be submitted to the member's immediate supervisor.

#### **D. Right of Privacy**

Members shall be notified each time a request for their personnel file is made by outside third parties in accordance with Article IV, Section F. The Board shall not disclose to a third party any disciplinary reports, letters of reprimand, or other records of disciplinary actions concerning a member which are more than four (4) years old, except when disclosure is ordered to a party in a legal action or arbitration.

#### **E. Removal of Material**

Before any material is removed from the file of a currently employed member, or currently laid-off employee, such member shall be notified seventy-two (72) hours before removal and an opportunity shall be given the member to copy the material to be removed.

**Agreement between  
The Board of Education of District 102 and Aptakistic-Tripp Education Association, IEA-NEA**

---

**F. Confidentiality**

Any documents or the contents thereof relating to member evaluation and performance and all materials placed in a member's file by an administrator/supervisor shall be respected as confidential by the member and the administration/supervisor except as necessary for the operation of the District or as is required by the member for the protection of his/her legal rights.

## ARTICLE V.1

### **TEACHER LEAVES**

#### **A. Sick Leave**

1. Each teacher shall receive fourteen (14) days of sick leave annually.
2. Unused sick leave shall accumulate for use to a maximum of three hundred forty (340) days.
3. Sick leave is defined as personal illness, quarantine at home, serious illness or death in the immediate family or household, or birth, adoption, or placement for adoption. Immediate family shall include parents, spouse, brothers, sisters, children, grandparents, grandchildren, parents-in-law, brothers/ sisters-in-law, grandparents-in-law, aunts, uncles, and legal guardians. Use of sick leave for birth shall be limited to a maximum of ten (10) weeks (i.e., fifty (50) days) unless a physician certifies that a teacher's physical disability extends beyond this time limit.
4. The Board may require a teacher who is absent for three (3) consecutive days, or as otherwise necessary, to provide a physician's certificate substantiating the illness, and, further, may direct a teacher, at Board expense, to undergo a physical examination by a physician who is licensed to practice medicine in all of its branches. The Board shall provide the teacher with a list of at least five (5) physicians from which the teacher may select a physician to perform the examination.
5. A tenured or third- or fourth-year probationary teacher who is absent because of disability or incapacity for less than 120 consecutive school days, or for less than 120 out of 150 school days from the same illness or capacity, shall be deemed temporarily disabled. If a temporarily disabled tenured or third- or fourth-year probationary teacher does not have sufficient accumulated sick leave days to cover the duration of his/her absence, the Board shall grant said tenured or third- or fourth-year probationary teacher an unpaid leave of absence for the period of temporary disability, but not to exceed 120 consecutive school days, or 120 out of 150 intermittent days, from the onset of the disability.

#### **B. Sick Leave Bank**

Teachers shall be eligible to participate in the District Sick Leave Bank as described in Appendix L.

#### **C. Bereavement Leave**

If a teacher shall be absent as a result of the death of a member of the teacher's immediate family as described in Section A.3 above, the first three (3) days per year shall not be deducted from sick leave. Bereavement leave is non-cumulative.

#### **D. Personal Business Leave**

Each teacher shall receive up to three (3) days annually to attend to religious, personal, moral, or business matters, which cannot ordinarily be attended to while school is in session. Such

**Agreement between  
The Board of Education of District 102 and Aptakisic-Tripp Education Association, IEA-NEA**

---

personal leave days may not be taken during the first two (2) days of the school year or the last two (2) days of the school year, nor the day preceding or following any school holiday, nor on any staff development or parent/teacher conference days, unless approval is given by the Superintendent. Unused personal business leave days shall accumulate as sick leave, except that the third unused day shall accumulate as two (2) sick leave days.

**E. Report of Leave**

Each teacher shall have access to his/her accumulated leave time.

**F. Maternity/Child-Rearing Leave of Absence**

A tenured teacher shall be eligible for maternity/child-rearing leave without pay or other benefits subject to the following conditions and to the general conditions for unpaid leaves set forth in Section H of this Article:

1. A teacher who desires a maternity/child-rearing leave shall request approval for such leave in accordance with Section H.1 of this Article. The effective dates of the leave shall be determined pursuant to Section H.3.
2. Sick leave during maternity/child-rearing or adoption leave may be used for the birth or adoption of a child up to a maximum of ten (10) weeks (i.e., fifty (50) days). Sick leave use beyond this limit shall also be permitted upon a physician's certification that the teacher is physically/medically unable to perform her duties as a teacher. Any accumulated sick leave not utilized during the leave shall be available to the teacher upon return to employment in the District. **[Note:** See Section G of this Article for application of sick leave during FMLA.]
3. Any tenured teacher desiring adoption leave as a result of becoming an adoptive parent shall notify the Superintendent or designee, in writing, upon the initiation of such adoption proceedings. Leave shall be granted upon satisfactory written notification to the Superintendent or designee of the dates needed for the adoption. It shall be the responsibility of the applying teacher to keep the Superintendent or designee informed of the status of the proceedings and, as soon as known, the expected date of the delivery of the child. This Section shall not be applicable if the adopted child is attending school at the time the child is received (except kindergarten).
4. A maternity/child-rearing leave may be granted to a non-tenured teacher under unusual circumstances by action of the Board, subject to all the conditions applicable to a tenured teacher, provided the term of such leave shall not be considered in computing full-time employment under Section 24-11 of the *School Code* for purposes of the continuous employment necessary to attain contractual continued service status. Upon return from such leave, the teacher shall be considered to have commenced her first probationary year. The granting of maternity leave to any non-tenured teacher shall not constitute a precedent for the granting or withholding of leave to any other non-tenured teacher. Each request shall be judged on its own merits and shall be within the sole discretion of the Board. Additional conditions or restrictions may be established for any such leave, provided nothing herein shall be construed as requiring any non-tenured teacher to apply for such leave or accept the conditions established therefore.

**Agreement between  
The Board of Education of District 102 and Aptakisic-Tripp Education Association, IEA-NEA**

---

5. A tenured male teacher shall be entitled to a child-rearing leave of absence. Eligibility for such leave shall arise upon the anticipated birth of a child which the teacher has fathered or upon his planned adoption of a child and shall be subject to all of the applicable notice and other requirements as set forth in Sections F.1, F.3 and H of this Article.
6. Insurance benefits may be maintained in accordance with Section H.4 of this Article.
7. Nothing in this Section shall be construed as requiring any teacher to apply for a maternity/child-rearing leave. A teacher not eligible for or not desiring maternity leave (1) may utilize accumulated sick leave for the birth or adoption of a child as set forth above in paragraph 2 of this Section , and/or (2) may exercise his/her rights under the federal *Family and Medical Leave Act*.

**G. Family and Medical Leave**

1. Full-time teachers are eligible for medical and/or family leave in accordance with the provisions in the *Family and Medical Leave Act* ("FMLA") of 1993. Such leave is unpaid unless accumulated sick leave or personal leave is available to the teacher for the reason for which FMLA leave is requested. Teachers shall use accumulated sick leave, when applicable, concurrently with FMLA leave. In the event of birth or adoption, however, teachers may use up to six (6) weeks (i.e., thirty (30) days) of the maximum ten (10) weeks of allowable sick leave non-concurrently prior to the use of FMLA; up to the four (4) remaining weeks of sick leave must be used concurrently with FMLA leave. **[Note: See Section F.2 above.]** The total FMLA leave cannot exceed twelve (12) weeks in any 12-month period, as calculated under the "rolling" 12-month period measured backward from the date a teacher uses any FMLA leave. A minimum of thirty (30) days written notice to the Superintendent is required before a foreseeable FMLA leave is to begin.
2. FMLA leave may be used for:
  - a. The birth and first-year care of a newborn child;
  - b. The adoption or foster placement of a child within the first year of placement;
  - c. The care of a teacher's spouse, parent, or child with a serious health condition; or
  - d. The treatment of a teacher's own serious health condition that makes the teacher unable to perform the functions of the job.

**H. General Conditions for Leaves of Absence**

Unless otherwise set forth in this Article, any leave of absence afforded by the Board is subject to the following general terms and conditions.

1. **Time-Lines for Requesting Leaves:** Application for an unpaid leave, excepting leaves under the federal *Family and Medical Leave Act*, shall be made in writing to the Superintendent or designee at least one hundred and twenty (120) calendar days prior to the proposed start of the leave or, if the leave is for the following school year, by February 15 of the preceding year. An emergency request for an unpaid leave of absence may be submitted with as much advance notice as possible under the circumstances. The application shall indicate the requested starting and ending dates of the leave.

**Agreement between  
The Board of Education of District 102 and Aptakistic-Tripp Education Association, IEA-NEA**

---

2. **Medical Substantiation:** Any request for a leave based upon personal medical reasons shall be accompanied by a physician's statement indicating the nature, anticipated extent, and duration of medical disability. Evidence from a qualified physician indicating the teacher's ability to perform all assigned teaching duties shall be submitted at least thirty (30) calendar days prior to the return of any teacher on an unpaid leave for personal medical reasons.
3. **Structuring of Leave:** After consultation with the teacher, the Superintendent or designee shall prepare a plan for the commencement and termination of any leave of absence recommended for approval, taking into consideration maintenance of continuity of instruction and medical factors to the maximum possible degree and the pertinent factors related thereto. An unpaid leave shall not exceed the balance of the school year in which it commences and one (1) additional school year, except as otherwise limited in this Article. Every effort shall be made to have such leave terminate immediately prior to the start of a new school term. Leaves, which commence during the summer recess, shall begin no later than July 1.
4. **Insurance Benefits:** With the express written consent of the carrier, and after the expiration of any insurance benefits for an unpaid leave afforded under the federal *Family and Medical Leave Act*, a teacher on an unpaid leave of absence may maintain insurance benefits by making timely payments of all premiums which may be due to the District's Business Office or elsewhere pursuant to its direction.
5. **Salary Schedule Advancement/Seniority Effect:** A teacher shall not receive seniority credit or experience credit towards salary schedule advancement during the time in which the teacher is on an unpaid leave of absence. During the school year in which a leave commences or terminates, a teacher may be entitled to advancement on the salary schedule and may be afforded pro-rata seniority credit, provided the teacher has taught at least ninety (90) days of the school term.
6. **Notice of Intent to Return:** Any teacher granted an unpaid leave of eight (8) calendar months or more, as a condition thereof, shall advise the Superintendent or designee in writing no later than February 15 prior to the termination of such leave that he/she intends to return to employment. Failure to advise the Superintendent or designee of intent to return as required by this section shall be treated as an election not to return to employment and as a resignation from the District.
7. **Position Upon Return:** A teacher returning from an approved leave of absence shall be assigned to a position for which the teacher is legally qualified.
8. **Eligibility for Further Leaves:** Anything in this Section to the contrary notwithstanding, a teacher who has been granted an unpaid leave of absence shall not become eligible for a subsequent leave unless and until such teacher has returned to full-time service for at least one (1) complete school term, provided, under exceptional circumstances, the Board may grant such leave in its sole and absolute discretion. The granting or withholding of such leave shall be without precedential effect.
9. **Early Return from Leave:** A teacher on an approved leave of absence may request in writing to return to employment prior to the conclusion of the leave if the reasons for the

**Agreement between  
The Board of Education of District 102 and Aptakisic-Tripp Education Association, IEA-NEA**

---

leave no longer exist. In such event, the Board shall offer the requesting teacher the first available vacancy for which the teacher is qualified.

**I. Unpaid Leave**

The Board may grant a leave of absence without pay to tenured teachers for any purpose deemed appropriate and beneficial to the School District for a period of up to one (1) school year. Such leave may be conditioned in such manner as the Board may elect and must conform to the terms and conditions applicable to all leaves as set forth in Section H of this Article. The granting or withholding of such leave of absence shall be within the sole discretion of the Board and shall be non-precedential with respect to any other request for such leave by such teacher or by any other teacher.

**J. Sabbatical Leave**

Paid sabbatical leave may be granted to teachers at the discretion of the Board in accordance with the *School Code*.

## ARTICLE V.2

### CUSTODIAL AND MAINTENANCE EMPLOYEE LEAVES, VACATIONS, AND HOLIDAYS

#### A. Sick Leave

1. Each custodial/maintenance employee who is eligible for IMRF benefits shall receive fourteen (14) days of sick leave annually.
2. Unused sick leave shall accumulate to a maximum of one hundred and eighty (180) days. An employee who has accumulated one hundred and eighty (180) sick days may accrue sick leave in excess of one hundred eighty (180) days for IMRF pension credit purposes up to the maximum number of days allowable under current IMRF rules. Such excess accumulation days may be used in the employee's last year of employment prior to retirement. A retiring employee shall be credited with such sick leave days when he/she submits his/her resignation to the District.

**Example:**

District 102 allows employees to accumulate 180 days towards locally paid sick leave. The IMRF Retirement Program will allow employees to accumulate 240 days of unpaid, unused sick days towards retirement credit as explained above. For retirement purposes only, District 102 will allow employees to accrue sick days beyond the 180 days eligible to be accumulated towards locally paid sick leave.

For example, suppose you began the year with 205 days of sick leave and became seriously ill. Only the first 180 days of accumulated sick leave could be used towards locally paid sick leave. If you were out ill for any additional time beyond the 180 days, you would not be paid for those days.

The remaining twenty-five (25) days that you began the year with (over the 180 days), would continue to be carried for IMRF retirement purposes only.

In the above example you would begin the next school year with fourteen (14) sick days. In addition, you would still be able to keep the twenty-five (25) days that had been previously earned towards the District's IMRF Retirement Program.

3. Sick leave is defined as personal illness, quarantine at home, serious illness or death in the immediate family or household, or birth, adoption, or placement for adoption. Immediate family shall include parents, spouse, brothers, sisters, children, grandparents, grandchildren, parents-in-law, brothers/sisters-in-law, grandparents-in-law, aunts, uncles, and legal guardians. Use of sick leave for birth shall be limited to a maximum of ten (10) weeks (i.e., fifty (50) days) unless a physician certifies that an employee's physical disability extends beyond this time limit.

**Agreement between  
The Board of Education of District 102 and Aptakisic-Tripp Education Association, IEA-NEA**

---

4. The Board may require an employee who is absent for three (3) or more days in a 30-day period, to provide a physician's certificate substantiating the illness. Further, the Board may direct an employee, at Board expense, to undergo a physical examination by a physician who is licensed to practice medicine in all of its branches. The Board shall provide the employee with a list of at least five (5) physicians from which the employee shall select a physician to perform the examination. This procedure will continue for one year from the first instance of a medical absence of more than three days in a 30-day period.
5. All employees must contact the Facilities and Operations Manager prior to their regular starting time if they are to be out ill. Notice of an absence due to illness should be made by 12:00 a.m. midnight of the previous day, except that in cases of an emergency, notice of absence should be given as soon as practically possible.
6. Any employee who has completed at least two (2) years of service in the District and who is absent because of disability or incapacity for less than 120 consecutive school days, or for less than 120 out of 150 school days from the same illness or capacity, shall be deemed temporarily disabled. If a temporarily disabled employee does not have sufficient accumulated sick leave days to cover the duration of his/her absence, the Board shall grant said employee an unpaid leave of absence for the period of temporary disability, but not to exceed 120 consecutive school days, or 120 out of 150 intermittent days, from the onset of the disability.

**B. Sick Leave Bank**

Employees shall be eligible to participate in the District Sick Leave Bank as described in Appendix L.

**C. Bereavement Leave**

Full-time employees who must be absent as a result of a death in the immediate family, as defined in Section A.3 above of this Agreement, shall be afforded three (3) days annually for bereavement leave which shall not be deducted from sick leave. Bereavement leave shall not accumulate.

**D. Personal Leave**

Each full time, non-probationary employee shall receive up to three (3) days annually with pay, to attend religious, personal, moral, or business matters which cannot ordinarily be attended to while the employee is at work. An employee may take one (1) of the three (3) personal leave days in half-day increments. Such personal leave days may not be taken on the day preceding or following any school holiday period or vacation unless approval is given by the Superintendent or designee. Personal leave cannot be used to participate in a work stoppage or for any activity which results in compensation to the employee from other than the Board. Application for personal leave must be made on a designated form to the Facilities and Operations Manager at least two (2) employment days prior to the desired leave. In an emergency, an employee may apply with less notice.

**Agreement between  
The Board of Education of District 102 and Aptakisic-Tripp Education Association, IEA-NEA**

---

**E. Report of Leave**

Each employee shall have access to his/her accumulated leave time.

**F. Family and Medical Leave**

1. Employees who meet the prerequisite work hours may be eligible for medical and/or family leave in accordance with the provisions in the *Family and Medical Leave Act* ("FMLA") of 1993. Such leave is unpaid unless the employee chooses to use accumulated sick leave or personal leave, if available to the employee for the reason for which FMLA leave is requested. An employee shall use accumulated sick leave, if applicable, or personal leave concurrently with FMLA leave. Vacation time must be used concurrently with FMLA leave. In the event of birth or adoption, however, employees may use up to six (6) weeks (i.e., thirty (30) days) of the maximum ten (10) weeks of allowable sick leave non-currently prior to the use of FMLA; up to the four (4) remaining weeks of sick leave must be used concurrently with FMLA leave. **[Note:** See Section A.3 above of this Article.] The total FMLA leave cannot exceed twelve (12) weeks in any 12-month period, as calculated under the "rolling" 12-month period measured backward from the date the teacher uses any FMLA leave. A minimum of thirty (30) days written notice to the Superintendent is required before a foreseeable FMLA leave is to begin.
2. FMLA may be used for:
  - a. The birth and first-year care of a newborn child;
  - b. The adoption or foster placement of a child within the first year of placement;
  - c. The care of an employee's spouse, parent, or child with a serious health condition; or
  - d. The treatment of an employee's own serious health condition that makes the employee unable to perform the functions of the job.

**G. Vacation**

Full-time custodial/maintenance employees shall earn vacation in accordance with the following schedule:

<b>Years of Service*</b>	<b>Vacation Days</b>
Years 1 through 3	10 days (maximum accrual)
Years 4 through 8	15 days
Years 9 +	20 days

\*Years of service refers to full years of employment in the District, calculated as beginning before November 1.

Custodial/maintenance employees hired between July 1<sup>st</sup> and January 31<sup>st</sup> shall be considered in their second year of service (i.e., eligible for ten [10] vacation days) starting the following July 1<sup>st</sup> after their employment. Custodial/maintenance employees hired between February 1<sup>st</sup> and June 30<sup>th</sup> shall be credited with up to 4.5 vacation days (i.e., earned at the rate of .833 days per month) for this initial period of employment and shall be considered in their first year of service (i.e., eligible for ten [10] vacation days) starting July 1<sup>st</sup> after their

**Agreement between  
The Board of Education of District 102 and Aptakisic-Tripp Education Association, IEA-NEA**

---

employment. Vacation days accrue at the rate of one (1) day per every thirty (30) days, up to the maximum annual days specified above, and may be taken as earned. During an employee's probationary period, vacation cannot be taken. Vacation days will be charged in full-day increments only.

Vacation days which are not taken in the fiscal year (July 1<sup>st</sup> to June 30<sup>th</sup>) may be carried over for use only until December 31<sup>st</sup> of the following fiscal year, if approved in advance by the Superintendent or designee. Vacation day requests must be submitted at least five (5) work days in advance and must receive prior approval of the Superintendent or designee, who shall respond within three (3) work days from receipt of the request indicating acceptance or denial.

**H. Holidays**

Each employee will be granted the day off with pay, for the following holidays, but only if the holiday occurs on a regular work day and school is not in regular session:

- |   |                           |
|---|---------------------------|
| 1. Labor Day                                  | 7. New Year's Day         |
| 2. Columbus Day                               | 8. Martin Luther King Day |
| 3. Veteran's Day (November 11 <sup>th</sup> ) | 9. Presidents' Day        |
| 4. Thanksgiving Day                           | 10. Casimir Pulaski Day   |
| 5. Friday following Thanksgiving              | 11. Memorial Day          |
| 6. Christmas Day                              | 12. Fourth of July        |

In addition, when the following days fall on a regular work day (i.e., not a weekend), each twelve (12) month employee will be granted the day off with pay, for the following holidays, provided these days are student non-attendance days on the school calendar:

1. Rosh Hashanah
2. December 24<sup>th</sup>
3. Yom Kippur
4. December 31<sup>st</sup>
5. Good Friday

If any of the above holidays are removed by the Illinois legislature from the required holidays set forth in the *School Code* for public schools, employees shall no longer be afforded such day(s) under this provision. In addition, if any of the above holidays are approved for a requested waiver of mandates by the Board, employees shall not be afforded such holidays. Any employee whose presence is necessary because of an emergency or for the continued operation and maintenance of school facilities or property may be required to work on any of the above designated holidays.

## ARTICLE VI.1

### **TEACHER WORKING CONDITIONS**

#### **A. School Year**

The school year for teachers shall consist of not more than one hundred and eighty-two (182) days. If the teachers are required to work more than 182 days, each additional day shall be computed at the daily rate.

#### **B. School Day**

The Board reserves the right annually to adjust the start and close of the school day according to student needs, provided the teacher work day does not exceed seven and one-half (7½) clock hours, and the student day does not exceed seven (7) hours and ten (10) minutes. Teachers are considered to be on duty until their professional responsibilities are fulfilled, and shall report to their teaching or assignment stations a reasonable time before the student day begins and remain a reasonable time after the student day ends to be available for meetings with students, parents, and/or professional personnel, including administrators and other supervisory personnel.

#### **C. Assignments, Transfers and Vacancies**

1. **Definition:** A transfer is a change of building. Reassignment or change of assignment is a change of grade level or subject area within a building.
2. **Notice of Assignment:** Each teacher shall be notified in writing of his/her tentative teaching assignment and other responsibilities, if any, for the following year as soon as possible after such assignments have been determined by the administration, but in no case later than the last day of school. A teacher's tentative assignment may be changed subsequent to such notification. If a teacher is notified of a change in assignment, the teacher shall have an opportunity to discuss the change with the appropriate administrator. If an assignment is changed after the last day of school, the teacher shall have the right to resign without prejudice. Any teacher notified of an involuntary transfer from building to building shall be given, upon request, a written explanation of the reasons for the transfer and shall have the right to resign if the new assignment is unacceptable to the teacher.
3. **Vacancies and Transfers:**
  - a. The administration shall give written notice to the Association President or designee of any vacancy which occurs in the bargaining unit or any promotional vacancies, as determined by the Board, before filling the vacancy. Notice shall be posted as soon as possible prior to filling the position. During the summer, vacancy notices shall be posted in the central office and on the District website.
  - b. Any teacher wishing to be considered for a transfer, reassignment, or promotion must notify the Principal in writing, indicating the reasons for requesting the transfer or promotion and the school and/or position desired.

**Agreement between  
The Board of Education of District 102 and Aptakisic-Tripp Education Association, IEA-NEA**

---

- c. Any teacher applying for a vacancy or reassignment and who is denied such shall be entitled to a conference with the appropriate administrator to discuss reasons for the denial. Upon request, the administrator shall provide the teacher a written explanation of such reasons.

**D. Duty-Free Lunch**

Teachers shall be entitled to a duty-free lunch period equal to the regular local school lunch period, but not less than thirty (30) minutes in such school day. The Board shall seek non-bargaining unit members to act as lunchroom supervisors. If enough such employees are unavailable, the Board shall seek teacher volunteers. If a need remains for lunchroom supervisors, then the Board shall involuntarily assign available teachers by inverse seniority to lunchroom supervision duties.

**E. Substitutes**

The administration shall make every reasonable effort to secure substitutes for absent teachers, including substitutes for social workers and speech pathologists who are assigned full loads pursuant to special education guidelines.

**F. Supplies**

The Board and administration shall make every reasonable effort to have books and supplies available to teachers by the opening day of school.

**G. Educational Development Committee**

The Board and the Association agree to establish an Educational Development Committee. The EDC shall be composed of one (1) teacher from each building selected by the Association and an equal number of administrators.

The EDC shall meet at least once monthly at a time agreeable to both the Board and the Association.

The primary function of the EDC shall be to consult on a regular basis over items which concern the educational program in the District including, but not limited to, such areas as class size, teacher load, teacher preparations, school calendar, parent/teacher conferences and committee appointments. Any EDC recommendation, together with any dissenting opinion, concerning the maintenance of manageable class size shall be presented by the administration to the Board for its consideration. The Association understands and acknowledges that the parties do not intend any of the consultations, agreements, or recommendation of the EDC to be grievable or arbitrable under Article VII of this Agreement.

Nothing in this section shall preclude the Association from presenting its own recommendations concerning class size to the Board.

**H. Overload**

Teachers who are responsible for more than one thousand six hundred and seventy (1,670) minutes of student contact time during the student day in an average five (5) school day week

**Agreement between  
The Board of Education of District 102 and Aptakisic-Tripp Education Association, IEA-NEA**

---

shall be compensated at seven percent (7%) of the teacher's base salary. Student contact time is defined as the student day minus teacher lunch time and teacher preparation time. Teachers who have assignments in more than one (1) building may work more than seven (7) clock hours. Such teachers shall be compensated at a pro-rata rate of their daily base pay, including the band director, who shall be compensated at 1.1 of the daily base pay.

**I. Teacher Meetings**

The District shall make every reasonable effort to limit teacher meetings that reduce teachers' preparation time.

**J. Teacher Orientation**

Prior to the beginning of the school term, each newly employed teacher, in the presence of the Assistant Superintendent for Curriculum and Instruction, shall be afforded a review of the appropriate curriculum, including its goals and expectations. Should the curriculum, including its goals and expectations, significantly change in the teacher's second or third year of non-tenured status, such review shall be held as soon as practicable after the decision to change is made.

**K. Academic Freedom**

Teachers shall be given the opportunity to appear before the Board, after pursuing administrative channels, to respond to complaints from parents or administrators concerning the appropriateness of the concepts and instructional materials used to implement the formal curriculum of the District.

**L. Parent/Teacher Conferences**

The Superintendent shall schedule Parent/Teacher Conferences to occur on the same dates throughout the District following the first and third quarters.

**M. Internal Substitution**

Teachers shall serve as internal substitutes at the request of the administration in an emergency or whenever the District is unable to secure outside substitutes.

**N. Release Time for Report Cards/Records Day**

The Board shall schedule an early release day at the end of the first semester for teachers to work on report cards. The Board shall also schedule a Records Day (i.e., 11:00 a.m. or half-day dismissal) at the end of the second semester for the purpose of completing permanent records and end-of-the-year duties.

**O. District Committee Meetings**

Each member of a District Subject Area Learning Team (SALT) and/or a Teaching and Learning Committee (TLC) will be paid at the regular curriculum rate for hours actually attending any meeting of the team or committee.

## ARTICLE VI.2

### **CUSTODIAL AND MAINTENANCE EMPLOYEE WORKING CONDITIONS**

#### **A. Probationary Period**

New employees shall be hired on a probationary basis until they complete a minimum probationary period of ninety (90) calendar days of employment. Any employee may be terminated at any time and for any reason during the probationary period. The probationary period may be extended by thirty (30) calendar days as deemed necessary by the Board. Upon successful completion of the probationary period, an employee shall be deemed employed on an annual contract basis. Probationary employees shall be eligible for fringe benefits at the time of initial employment unless specified otherwise in this Agreement.

#### **B. Full and Part-Time Status**

An employee shall be deemed "full" or "part-time" as follows:

##### **1. Full-Time Custodial/Maintenance**

A custodial/maintenance employee is considered full-time if he/she is employed eight (8) hours per day, forty (40) hours per weeks, for a twelve (12) month year.

##### **2. Part-Time**

An employee who is employed less than either of the above-defined full-time amounts, but at least half-time in his/her job category, shall be considered part-time.

#### **C. Voluntary Resignation**

Employees shall provide two (2) weeks' notice of resignation from employment.

#### **D. Work Day**

The Board shall establish the hours of employment for all employees. Full-time employees shall work eight (8) hours per day, which includes a meal break of thirty (30) minutes and two (2) rest breaks of fifteen (15) minutes each. During their scheduled work hours employees may not leave their assigned buildings.

#### **E. Snow Days**

If weather conditions allow, the Superintendent or designee may direct employees to be at work on days that school is closed due to excessive snow fall. If the Superintendent directs employees not to report to work, such employees shall be paid their regular daily wages for that day. If the Superintendent directs employees to report, those employees may elect to use a personal day or vacation day if the employee feels it is unsafe to travel.

**F. Seniority Defined**

Seniority is defined as the total length (days) of continuous full-time employment in the District as a member of the bargaining unit in one of the designated categories set forth below. Probationary employees shall have no seniority until the successful completion of the probationary period, at which time their seniority shall revert to their first day of work. Paid leave of absence (including FMLA leave) will count as continuous employment. Unpaid authorized leave days will not count as employment for seniority purposes, but they will not be considered to interrupt continuous employment. For full-time employment for less than a full year's service, seniority credit shall be prorated. If more than one employee has the same length of continuous service, seniority shall be determined by drawing lots.

For the purpose of reduction-in-force, all full-time employees shall be placed in one of the following categories upon their current assignments:

1. Driver
2. Day Custodians
3. Central Receiving
4. Maintenance
5. Certified HVAC

An employee shall retain his/her seniority when moving from one category to another.

**G. Reduction-In-Force**

If full-time employees are removed or dismissed as a result of a decision by the Board to either decrease the number of employees or to discontinue a particular type of educational support service, written notice, together with a letter of honorable dismissal and the reason therefore, shall be given the employee at least sixty (60) days before he/she is to be removed or dismissed. Reductions shall be made in reverse order of seniority within the separate categories as set forth in Article VI.E. above, provided, however, that the employee(s) with greater seniority possess the skills, qualifications, and abilities necessary to fill the position(s) of the employee(s) with less seniority. Any employee who has completed three (3) or more years of service in the District and whose position is being reduced shall be entitled to bump a less senior employee in any other category for which the person is qualified. The determination of qualifications shall be made by the Board and shall not be subject to the grievance and arbitration procedure set forth in Article VII.

If a vacancy occurs following a staff reduction within the recall period authorized by law, the Board shall first offer reemployment to the employee(s) laid off (by category) in the reverse order of the reduction, provided the employee to be recalled is determined to possess the current skills, qualifications, and abilities necessary to perform the work in the job to which recalled. This recall right shall not apply to probationary or part-time employees. An employee so recalled shall not be deemed to have suffered a break in employment as a result of the RIF, but the employee shall not accrue any benefits, including seniority, for the period of the reduction.

Notice of recall shall be sent to an employee by certified mail (return receipt request) to the last address submitted to the Board by the employee. The employee must notify the Board, in

**Agreement between  
The Board of Education of District 102 and Aptakistic-Tripp Education Association, IEA-NEA**

---

writing within ten (10) calendar days of mailing or within five (5) calendar days of receipt of the offer, whichever shall first occur, of the acceptance or rejection of any vacant position tendered to the employee during the recall period. Any employee who fails to notify the Board of his/her acceptance or rejection of a tendered position within the timelines set forth above shall be deemed to have waived his or her recall rights and will no longer be eligible for any other vacant positions that become available within the recall period.

**H. Vacancies, Transfers, and Promotions**

The administration shall give written notice to the Union President or designee of any vacancy which occurs in the bargaining unit, as determined by the Board, before filling the vacancy. Notice shall be posted as soon as possible prior to filling the position. Any employee who is interested in a vacant position may apply in writing to the Superintendent or designee. Receipt of a request to fill a vacancy shall be acknowledged by the Board within five (5) working days.

## ARTICLE VII

### **GRIEVANCE PROCEDURE**

#### **A. Definitions**

1. Any claim by the Association or a member that there has been a violation of the terms of this Agreement shall be a grievance.
2. As used herein, the term "days" shall mean days on which the school business office is open.

#### **B. Informal Procedure**

The parties hereto acknowledge that it is usually most desirable for a member and the member's immediately involved supervisor to resolve problems through free and normal communications. If, however, the informal process fails to satisfy the member or the Association, a grievance may be processed as follows:

#### **C. Formal Procedure**

1. **Step One:** The member or the Association may present the grievance in writing to the immediately involved supervisor, who will arrange for a meeting to take place within five (5) days after receipt of the grievance. Such grievance shall be submitted within twenty (20) days of the occurrence of the grievance or within twenty (20) days of when such occurrence should reasonably have become known. A formal grievance must be in writing and shall specify the particular contract provision allegedly violated and the remedy requested. Within ten (10) days of the meeting, the member and the Association shall be provided with the supervisor's written response.
2. **Step Two:** If the grievance is not resolved at Step One, then the member or the Association may refer the grievance in writing to the Superintendent or designee within five (5) days after receipt of the Step One answer. The Superintendent or designee shall arrange for a meeting to take place within five (5) days of receipt of the appeal. Within eight (8) days of the meeting, the Association shall be provided with the written response of the Superintendent or designee.
3. **Step Three:** If the Association is not satisfied with the disposition of the grievance at Step Two, or the time limits expire without the issuance of the Superintendent's written reply, the Association may submit the grievance to binding arbitration. The American Arbitration Association shall act as the administrator of the proceedings. If a written demand for arbitration is not filed within twenty (20) days of the date for the Step Two answer, then the grievance shall be deemed withdrawn.

Each party shall have the right to present in the arbitration hearing such witnesses and documents as deemed necessary to develop facts pertinent to the grievance.

**Agreement between  
The Board of Education of District 102 and Aptakistic-Tripp Education Association, IEA-NEA**

---

The arbitrator's ruling shall be presented in writing to the Board and the Association. The arbitrator's ruling relating to the terms and conditions of this contract shall be binding. The selection of the arbitrator shall be through the mutual agreement of the Board and the Association upon an individual chosen from a list or lists of prospective arbitrators provided by the American Arbitration Association. The arbitrator shall have no right to amend, modify, nullify, ignore, add to, or subtract from the provisions of this Agreement. The arbitrator shall consider and decide only the specific issues submitted to him/her in writing and shall base the decision solely upon his/her interpretation of the meaning or application of the specific terms of this Agreement to the facts of the grievance presented.

**D. General Provisions**

1. If either party requests a transcript of the proceedings, that party shall bear the full costs for that transcript. If both parties order a transcript, the cost of the transcripts shall be divided equally between the Board and the Association.
2. The parties agree that, if a grievable item is taken by the Association to other legal tribunals prior to exhausting the established grievance and arbitration provisions contained herein, then the offending party agrees to pay all legal costs and attorney fees incurred by the defendant in that action, which liability shall become immediate upon an arbitration ruling that the item taken to the other legal tribunals was, in fact, a grievable item under this Agreement.
3. The grievant shall be allowed representation of his choosing at any step of the process, provided the Association has been given an opportunity to be present at any grievance adjustment.
4. If a member is required by the Board to be involved in the processing of a grievance during school hours, he/she shall be excused for such purposes without loss of pay.
5. If a grievance arises from the action of authority higher than the principal or supervisor, the grievant may present such grievance at the appropriate step of the grievance procedure. An informal conference shall be held as the initiating step in such a situation. If the Association and Superintendent agree, Step One of the grievance procedure may be bypassed and the grievance brought directly to Step Two.
6. The time limits specified in this procedure may be extended in any specific instance by mutual agreement in writing.
7. A grievance may be withdrawn at any level without establishing precedent.
8. The failure of the aggrieved to act within the time limits set forth shall preclude further appeal of the grievance. Upon failure of the Board or the administration to meet the time limits prescribed in this Article, the grievance shall be advanced to the next highest level.
9. No reprisals will be taken for the processing or participation in any grievance.

## ARTICLE VIII.1

### TEACHER COMPENSATION AND BENEFITS

#### **A. Compensation**

1. During the term of this Agreement, teachers shall be compensated pursuant to the schedules set forth in Appendices A, B, C, D, and E of this Agreement. From said compensation amounts, the Board shall deduct and remit for each teacher the required pension contribution due the Illinois Teachers' Retirement System and the required health plan contribution due the Teachers' Health Insurance Security Fund on behalf of the teacher. No teacher may move more than one (1) vertical step per school year. Teachers employed before November 1 on at least a half-time (.5) or greater basis will advance on the salary schedule equivalent to that of a full-time teacher. Any teachers employed after October 31 will not advance on the salary schedule for that partial year.
2. Longevity shall be paid for teachers on lane MA+30 beyond step 20 as shown on Appendices A through E of this Agreement.

#### **B. Extra Duty Schedule**

Teachers who are authorized by the Board to perform such extra duties listed in the Appendices shall be compensated pursuant to Appendices F, G, H, I, and J of this Agreement. If the Board establishes additional extra duties, the Board shall first discuss such extra duties with the Association. Notices of extra duty vacancies shall be posted throughout the District. All teachers who apply for an extra duty assignment will be considered for the assignment.

#### **C. Health and Dental Insurance**

The Board shall contribute the current premium cost per teacher per year toward single PPO300/HMO health insurance and dental insurance coverage from a carrier selected by the Board. If the cost of single coverage health insurance increases over the current premium cost, the Board shall pay for any increase. No major terms of the group insurance plan shall be changed during the duration of this Agreement.

#### **D. Life Insurance**

The Board shall provide each teacher with a term life insurance policy of \$50,000. Teachers who retire or who are on leave of absence may, at their own option and upon payment of the appropriate premium, continue to be covered under the policy, provided the carrier permits.

#### **E. Disability Insurance**

The Board shall provide each teacher with long-term disability insurance, which will pay benefits, in conjunction with any funds received from the Illinois Teachers' Retirement System or the Social Security System, of sixty percent (60%) of a teacher's annual salary up to age sixty-five (65).

**Agreement between  
The Board of Education of District 102 and Aptakisic-Tripp Education Association, IEA-NEA**

---

**F. Mileage**

Mileage encumbered by a teacher during authorized travel shall be compensated for at the rate allowed by the Internal Revenue Service. Teachers shall submit to the Superintendent as a voucher for payment a travel log, which includes mileage, destination and purpose.

**G. Tuition Reimbursement**

1. **Teachers:** Teachers shall be reimbursed at the rate of:

- \$160.00 for the year 2008-2009
- \$170.00 for the year 2009-2010
- \$180.00 for the year 2010-2011
- \$190.00 for the year 2011-2012
- \$200.00 for the year 2012-2013

per semester hour, but not to exceed the amount actually paid, for up to nine (9) credit hours per school year for courses which have been pre-approved by the Superintendent or designee and which are educational degree-seeking or are directly related to the improvement of education for the children.

Teachers taking courses in quarter hours will be reimbursed and accumulate credit hours using the following formula: 1 quarter hour = 2/3 semester hour. [Example: A three (3) quarter hour course equals two (2) semester hours.]

Teachers on the MA+30 lane shall receive compensation for approved course work at the rate stated above, plus an additional one-time payment of one hundred forty dollars (\$140) per year for a total of three (3) credit hours completed. Teachers on the MA+30 lane shall receive one hundred dollars (\$100) for each Board Credit Hour taken.

2. **Social Workers and Speech Pathologists:** Social workers and speech pathologists required by state law to earn CEU credits to maintain their licenses (but not for maintaining Standard or Master Teacher Certificates) can apply those credits necessary to maintain licensure to the salary schedule. The formula as established in the Board-approved credit hours (15 hours of contact = 1 approved credit hour) will be used to determine credit. The official certificate of CEU credit will be presented to the personnel office as proof of completion. Speech pathologists will be reimbursed up to \$500.00 per school year for licensure fees.

3. **General:** Application for reimbursement shall be filed with the Superintendent no later than forty-five (45) days after completion of the course for courses completed by February 1 and by June 1. Any courses completed after June 1 will be reimbursed the following September for teachers still employed in the District. A fee receipt and evidence of course completion must accompany this request. No coursework that receives less than a "B" grade shall be eligible for reimbursement.

Tuition reimbursement shall be given for pre-approved CEU workshop(s) tuition not to exceed the current hourly tuition reimbursement rate for one hour of graduate level credit.

**Agreement between  
The Board of Education of District 102 and Aptakisic-Tripp Education Association, IEA-NEA**

---

In no event shall the reimbursement rate exceed the cost of the workshop taken to advance one (1) credit hour on the salary schedule.

Workshops attended during the regular workday and/or paid for by the District can qualify for CEU advancement on the salary schedule. If there is an additional fee for the CEU credit, it will be the teacher's responsibility to pay the fee without reimbursement. Mileage for workshop attendance will not be paid if CEU credit is granted. Requests for reimbursement should be submitted once the CEU certificate has been received.

**H. Horizontal Movement**

Coursework approved by the Superintendent must be completed by September 1 and evidence of successful completion submitted to the Superintendent or designee by October 1 prior to the start of each school year to be considered for horizontal advancement on the compensation schedule at the beginning of the school year. If the approved coursework is completed after the start of the school year, but prior to February 1, and evidence of successful completion is submitted to the Superintendent by March 1, the teacher may advance horizontally and receive one half of the annual salary increase commensurate with such horizontal movement. No coursework that receives less than a "B" grade shall be eligible for use for horizontal movement. Only approved coursework completed after the acquisition of a Master's Degree shall be utilized for advancement to the M.A. + 15 and M.A. + 30 lanes.

**I. Part-Time Teachers**

Teachers regularly employed at least half-time shall be entitled to all salary and benefits apportioned fractionally consistent with their part-time status. Where third party carriers permit, such members shall have the option of participating on a prorated basis in the insurance programs contained in this Agreement. In addition, those members regularly employed less than half-time shall receive prorated benefits of sick days, personal days, and bereavement days only. Part-time teachers shall be expected to attend all staff development and parent/teacher conference days, regardless of the teachers' scheduled workdays, and shall be paid at their per diem rate for such days whenever they occur on a non-scheduled workday.

**J. Retirement Benefit Plan**

**1. Eligibility Requirements**

A teacher shall be eligible for the District's Retirement Benefit Plan subject to the following eligibility requirements:

- a. Must submit a timely irrevocable notice of retirement as required under Section 5 below; and
- b. Have at least twenty (20) years of full-time teaching service in the District (not including accumulated sick leave TRS service credit) by the date of retirement; and
- c. Shall not cause the Board to pay any penalties to TRS resulting from creditable earnings in excess of six percent (6%) in the teacher's four (4) years used for the TRS retirement pension calculation.

**2. Notification of Retirement**

Any eligible teacher, as described in paragraph 1 of this Section, who elects to retire no later than June 30, 2013, under the Illinois Teachers' Retirement System and qualify for the applicable benefits provided in this Section J must notify the Superintendent or designee in writing by February 15 prior to his/her last years (up to a maximum of four (4) years) of service of his/her irrevocable intent to retire. Any eligible teacher who submits timely notice of retirement during the term of this Agreement, but whose effective date of retirement occurs beyond June 30, 2013, shall only be entitled to any future benefits that might be negotiated in a successor bargaining contract. These retirement benefits shall not be provided to any teacher who participates in any other retirement incentive afforded by the Illinois Teachers' Retirement System or any other law, except for the TRS early retirement option (ERO) incentive.

**3. District Retirement Salary Increase**

Any teacher eligible to retire under the Teachers' Retirement System and the District's Retirement Benefit Plan will be compensated by a six percent (6%) increase over their prior year's creditable earnings for up to four (4) years prior to their retirement. The increase will begin in the school year following that in which the teacher submits his/her required notice of retirement. The retirement compensation shall be in lieu of any other step or lane movement, extra duty positions, stipends, or any other services paid under this Agreement or by the District (i.e., the retiring teacher is deemed to be off-schedule). The teacher further understands and acknowledges that he/she will not receive any other compensation for any additional activities or services on behalf of the District during the years in which the teacher is receiving the six percent (6%) retirement compensation under the District Retirement Benefit Plan. If a teacher has an extra duty or other stipend assignment at the commencement of the retirement compensation period and ceases to perform those services during this period, the calculation of the teacher's six percent (6%) increase shall be reduced by the amount of the extra services compensation.

**4. Post-Retirement Award**

To qualify for the post-retirement award provided in this paragraph, a teacher must meet the eligibility requirements of paragraph 1 above and must be able to retire under the Illinois Teachers' Retirement System with no discount penalty (i.e., be at least 60 years of age on or before the last day of service in the District or at least age 55 with at least 35 years of TRS creditable service by the last day of service). Any retiring teacher who so qualifies shall receive an award of \$1,000 for each year of full-time service in the District. (**Example:** If a teacher retires with twenty (20) years of service in District 102, the teacher shall receive \$20,000.) This award shall be provided as a one-time lump sum payment issued after the retiring teacher's final regular paycheck and after the last day of employment (i.e., not intended to be a part of creditable earnings).

**5. Compensation for Unused Sick Days**

The Board shall pay eligible retiring teachers under paragraph 1 of this Section for their unused, accumulated sick days in excess of one hundred seventy (170) days up to the maximum accumulation of three hundred forty (340) days at a rate of ten dollars (\$10) per

**Agreement between  
The Board of Education of District 102 and Aptakisic-Tripp Education Association, IEA-NEA**

---

day, provided such days are not submitted to the Teachers' Retirement System for service years' credit. This payment for unused, accumulated sick days is a severance payment to be made to eligible retiring teachers in the month of July following their retirement and is not intended to be included in the creditable earnings for the teachers' final year of employment in the District.

**6. Early Retirement Option**

Teachers who wish to retire under the TRS Early Retirement Option (ERO) and participate in the District Retirement Benefit Plan must meet the eligibility requirements set forth in paragraphs 1 and 2 of this Section J. Such ERO teachers shall receive the benefits afforded under paragraphs 3 and 5 above, but are not eligible for the post-retirement award (paragraph 4). The Board may determine annually the maximum number of early retirements to be approved, but shall allow a minimum of ERO retirements equal to ten percent (10%), rounded to the nearest whole number, of the teachers who are eligible and who apply, determined by seniority. The Board's discretionary decision to limit the number of ERO retirements in any year shall not be subject to the grievance provisions of this Agreement.

## ARTICLE VIII.2

### CUSTODIAL AND MAINTENANCE EMPLOYEE COMPENSATION AND BENEFITS

#### A. Wages

1. During the term of this Agreement, employees shall be compensated pursuant to the schedules set forth in Appendix L of this Agreement. From said compensation amounts, the Board shall deduct and remit for each employee the required pension contribution due the Illinois Municipal Retirement Fund. No employee may move more than one (1) vertical step annually.
2. The compensation schedules for custodial and maintenance employees will become effective on July 1 of each year of this Agreement.

#### B. Workers' Compensation

Employees who are injured while working are afforded benefits under Workers' Compensation insurance in the amount of two-thirds (2/3) of their normal daily wage. Such injured employees must use their accrued sick leave at a one-third (1/3) daily rate to be entitled to continued payment of their full daily wages. In addition, injured employees must turn their check payments from Workers' Compensation into the District Business Office as a condition of full salary payment. An employee absent from work under Workers' Compensation will continue to be entitled to sick leave and accrued vacation time. Injured employees must submit a medical certification indicating fitness to return to work prior to their return.

#### C. Overtime

1. Full-time employees who work a normal forty (40) hour work week shall also receive overtime pay for required work exceeding the normal work week. Full-time employees shall be paid at the rate of one and one-half (1.5) times the employee's regular hourly rate for such overtime work. Full-time employees shall be paid at the rate of two (2) times the employee's regular hourly rate for overtime work performed on Sundays. All overtime hours must be approved in writing in advance of the time worked by the Superintendent or designee.
2. When an employee submits a personal business day request 5 working days prior to working overtime, that personal business day shall be counted as a work day for the purpose of overtime computation
3. When an employee takes a personal business day after having worked overtime in a 40-hour work week, that overtime will be calculated at the regular hourly rate.
4. When a personal business day occurs prior to the day on which overtime was worked, that personal business day shall be counted as a work day for the purpose of overtime computation.

**Agreement between  
The Board of Education of District 102 and Aptakisic-Tripp Education Association, IEA-NEA**

---

5. On such days when any employee is required to make a pick-up or delivery after hours, that employee will be granted hourly compensation until said pick-up or delivery is completed.

**D. Health and Dental Insurance**

The Board shall contribute the current premium cost per employee per year toward single PPO300/HMO health insurance and dental insurance coverage from a carrier selected by the Board. If the cost of single coverage health insurance increases over the current premium cost, the Board shall pay for any increase. No major terms of the group insurance plan shall be changed during the duration of this Agreement.

**E. Life Insurance**

The Board shall provide each employee with a term life insurance policy of fifty thousand dollars (\$50,000). Employees who retire or who are on leave of absence may, at their own option and upon payment of the appropriate premium, continue to be covered under the policy, provided the carrier permits.

**F. Disability Insurance**

The Board shall provide each full-time employee with long term disability insurance which will pay benefits, in conjunction with any funds received from the Illinois Municipal Retirement Fund or Social Security System, of sixty percent (60%) of an employee's annual salary up to age sixty-five (65).

**G. Mileage**

Mileage encumbered by an employee during authorized travel shall be compensated for at the rate allowed by the Internal Revenue Service. Employees shall submit to the Superintendent as a voucher for payment a travel log which includes mileage, destination and purpose.

**H. Call-In Time and Building Checks**

1. An employee may be called in to work after leaving for the day or on a day not scheduled to work. Custodial employees may also be required to conduct building checks on the weekends.
2. Employees called in after shift end or conducting building checks will be compensated either one (1) hour at the overtime rate or travel time and work time at the overtime rate, whichever is greater.

**I. Part-Time Employees**

Employees regularly employed at least half-time shall be entitled to all salary and benefits apportioned fractionally consistent with their part-time status. Where third party carriers permit, such members shall have the option of participating on a prorated basis in the insurance programs contained in this Agreement.

**Agreement between  
The Board of Education of District 102 and Aptakisic-Tripp Education Association, IEA-NEA**

---

**J. Retirement Benefit**

Any employee who has completed fifteen (15) years of service in the District, is eligible for an Illinois Municipal Retirement Fund retirement pension, retires from service with the District in order to receive such benefit, and who notifies the Superintendent or designee in writing by June 30 of the year prior to his/her last year of service of his/her intent to retire at the end of the fiscal year, will have \$6,000 added to his/her compensation in the final year of employment. Any employee who has completed twenty (20) years of service in the District, is eligible for an Illinois Municipal Retirement Fund retirement pension, retires from service with the District in order to receive such benefit, and who notifies the Superintendent or designee in writing by June 30, two years prior to his/her last year of service of his/her intent to retire at the end of the fiscal year, will have \$6,000 added to his/her compensation in each of the final two (2) years of employment. This retirement benefit will not be provided to any employee who participates in any other retirement incentive afforded by the State.

## ARTICLE IX

### EFFECT OF AGREEMENT

#### A. Complete Understanding

The terms and conditions set forth in this Agreement represent the full and complete understanding and commitment between the parties hereto. The terms and conditions may be altered, changed, added to, deleted from, or modified only through the voluntary, mutual consent of the parties in a written amendment.

#### B. Savings Clause

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

#### C. Negotiations Procedures

Not later than April 15th of the year of the expiration of this Agreement, the Board and the Association agree to start negotiations in accordance with the procedure set forth herein to secure a successor agreement. It is agreed that the parties will request the Federal Mediation and Conciliation Service (FMCS) if either party to this Agreement determines that the assistance of a mediator would be helpful as defined by the IELRA. Should FMCS be unavailable, the parties shall immediately commence discussions to seek a replacement. In the event that the parties cannot agree upon a replacement, the Illinois Educational Labor Relations Board shall be notified.

#### D. Management Rights

It is expressly understood and agreed that all functions, rights, powers, or authority of the administration of School District 102 and the Board which are not specifically limited by the express language of this Agreement are retained by the Board.

#### E. Zipper Clause

The parties each voluntarily and unqualifiedly waive any right which might otherwise exist under law to negotiate over any matter during the term of this Agreement, and each agrees that the other shall not be obligated to bargain collectively with respect to any matter (except as otherwise specifically provided herein) even though such subject or matter may not have been within the knowledge or contemplation of either or both parties at the time they negotiated or signed this Agreement.

**Agreement between  
The Board of Education of District 102 and Aptakisic-Tripp Education Association, IEA-NEA**

---

**F. Duration**

This Agreement shall be effective the first day of the 2008-2009 school term and shall terminate at 11:59 p.m. on the day preceding the first day of the 2013-2014 school term.

This Agreement is signed this \_\_\_\_ day of \_\_\_\_\_, 2008.

**APTAKISIC-TRIPP EDUCATION  
ASSOCIATION, IEA-NEA**

**BOARD OF EDUCATION  
APTAKISIC-TRIPP COMMUNITYCONSOLIDATED  
SCHOOL DISTRICT NO. 102  
LAKE COUNTY, ILLINOIS**

\_\_\_\_\_  
President

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Secretary

**Appendix A**  
**Aptakistic CCSD 102**  
**TEACHER SALARY SCHEDULE 2008-2009**

	<b>B.A.</b>		<b>B.A.+15</b>		<b>M.A.</b>		<b>M.A. +15</b>		<b>M.A. +30</b>	
<b>1</b>	36,872	1.061	39,113	1.076	42,098	1.027	43,218	1.017	43,933	<b>1</b>
<b>2</b>	1.0322 38,059	1.0335	40,423	1.0375	43,677	1.0367	44,804	1.0362	45,523	<b>2</b>
<b>3</b>	1.0322 39,285	1.0335	41,777	1.0375	45,316	1.0367	46,448	1.0362	47,171	<b>3</b>
<b>4</b>	1.0322 40,551	1.0335	43,177	1.0375	47,015	1.0367	48,153	1.0362	48,879	<b>4</b>
<b>5</b>	1.0322 41,855	1.0335	44,623	1.0375	48,777	1.0367	49,920	1.0362	50,648	<b>5</b>
<b>6</b>	1.0322 43,203	1.0335	46,118	1.0375	50,606	1.0367	51,752	1.0362	52,482	<b>6</b>
<b>7</b>	1.0322 44,594	1.0335	47,663	1.0375	52,504	1.0367	53,652	1.0362	54,382	<b>7</b>
<b>8</b>	1.0322 46,030	1.0335	49,260	1.0375	54,473	1.0367	55,621	1.0362	56,350	<b>8</b>
<b>9</b>	1.0322 47,512	1.0335	50,910	1.0375	56,516	1.0367	57,663	1.0362	58,390	<b>9</b>
<b>10</b>	1.0322 49,042	1.0335	52,615	1.0375	58,635	1.0367	59,779	1.0362	60,503	<b>10</b>
<b>11</b>	1.0322 50,622	1.0335	54,378	1.0375	60,834	1.0367	61,972	1.0362	62,694	<b>11</b>
<b>12</b>	1.0322 52,253	1.0335	56,200	1.0375	63,115	1.0367	64,246	1.0362	64,964	<b>12</b>
<b>13</b>		1.0335	58,082	1.0375	65,482	1.0367	66,605	1.0362	67,315	<b>13</b>
<b>14</b>				1.0375	67,937	1.0367	69,049	1.0362	69,751	<b>14</b>
<b>15</b>				1.0375	70,485	1.0367	71,583	1.0362	72,277	<b>15</b>
<b>16</b>				1.0375	73,128	1.0367	74,210	1.0362	74,894	<b>16</b>
<b>17</b>				1.0375	75,871	1.0367	76,933	1.0362	77,605	<b>17</b>
<b>18</b>								1.0362	80,414	<b>18</b>
<b>19</b>								1.0362	83,325	<b>19</b>
<b>20</b>								1.0362	86,341	<b>20</b>
<b>21</b>								1.0117	87,352	<b>21</b>
<b>22</b>								1.0117	88,375	<b>22</b>
<b>23</b>								1.0117	89,410	<b>23</b>
<b>24</b>								1.0117	90,457	<b>24</b>
<b>25</b>								1.0117	91,516	<b>25</b>
<b>26</b>								1.0117	92,588	<b>26</b>
<b>27</b>								1.0117	93,672	<b>27</b>
<b>28</b>								1.0117	94,769	<b>28</b>
<b>29</b>								1.0117	95,879	<b>29</b>

## Appendix B Aptakistic CCSD 102 TEACHER SALARY SCHEDULE 2009-2010

	B.A.		B.A.+15		M.A.		M.A. +15		M.A. +30		
<b>1</b>		37,665	1.061	39,954	1.076	43,004	1.027	44,147	1.017	44,878	<b>1</b>
<b>2</b>	1.0322	38,878	1.0335	41,292	1.0375	44,616	1.0367	45,768	1.0362	46,502	<b>2</b>
<b>3</b>	1.0322	40,130	1.0335	42,676	1.0375	46,290	1.0367	47,447	1.0362	48,186	<b>3</b>
<b>4</b>	1.0322	41,423	1.0335	44,105	1.0375	48,026	1.0367	49,189	1.0362	49,930	<b>4</b>
<b>5</b>	1.0322	42,756	1.0335	45,583	1.0375	49,826	1.0367	50,994	1.0362	51,738	<b>5</b>
<b>6</b>	1.0322	44,132	1.0335	47,110	1.0375	51,695	1.0367	52,865	1.0362	53,611	<b>6</b>
<b>7</b>	1.0322	45,553	1.0335	48,688	1.0375	53,633	1.0367	54,805	1.0362	55,551	<b>7</b>
<b>8</b>	1.0322	47,020	1.0335	50,319	1.0375	55,644	1.0367	56,817	1.0362	57,562	<b>8</b>
<b>9</b>	1.0322	48,534	1.0335	52,005	1.0375	57,731	1.0367	58,903	1.0362	59,646	<b>9</b>
<b>10</b>	1.0322	50,097	1.0335	53,747	1.0375	59,896	1.0367	61,065	1.0362	61,804	<b>10</b>
<b>11</b>	1.0322	51,710	1.0335	55,548	1.0375	62,142	1.0367	63,305	1.0362	64,042	<b>11</b>
<b>12</b>	1.0322	53,376	1.0335	57,408	1.0375	64,472	1.0367	65,628	1.0362	66,361	<b>12</b>
<b>13</b>			1.0335	59,332	1.0375	66,890	1.0367	68,038	1.0362	68,763	<b>13</b>
<b>14</b>					1.0375	69,399	1.0367	70,534	1.0362	71,251	<b>14</b>
<b>15</b>					1.0375	72,001	1.0367	73,122	1.0362	73,832	<b>15</b>
<b>16</b>					1.0375	74,701	1.0367	75,806	1.0362	76,504	<b>16</b>
<b>17</b>					1.0375	77,502	1.0367	78,588	1.0362	79,274	<b>17</b>
<b>18</b>									1.0362	82,143	<b>18</b>
<b>19</b>									1.0362	85,117	<b>19</b>
<b>20</b>									1.0362	88,198	<b>20</b>
<b>21</b>									1.0142	89,455	<b>21</b>
<b>22</b>									1.0143	90,730	<b>22</b>
<b>23</b>									1.0143	92,023	<b>23</b>
<b>24</b>									1.0142	93,334	<b>24</b>
<b>25</b>									1.0142	94,664	<b>25</b>
<b>26</b>									1.0143	96,013	<b>26</b>
<b>27</b>									1.0142	97,381	<b>27</b>
<b>28</b>									1.0143	98,769	<b>28</b>
<b>29</b>									1.0142	100,176	<b>29</b>
<b>30</b>									1.0143	101,604	<b>30</b>

## Appendix C Aptakistic CCSD 102 TEACHER SALARY SCHEDULE 2010-2011

	B.A.		B.A.+15		M.A.		M.A. +15		M.A. +30			
<b>1</b>		38,475		1.061	40,813		1.076	43,928		1.017	45,843	<b>1</b>
<b>2</b>	1.0322	39,714		1.0335	42,181		1.0375	45,576		1.0367	46,752	<b>2</b>
<b>3</b>	1.0322	40,993		1.0335	43,594		1.0375	47,286		1.0367	48,468	<b>3</b>
<b>4</b>	1.0322	42,314		1.0335	45,054		1.0375	49,059		1.0367	50,246	<b>4</b>
<b>5</b>	1.0322	43,675		1.0335	46,563		1.0375	50,898		1.0367	52,090	<b>5</b>
<b>6</b>	1.0322	45,081		1.0335	48,123		1.0375	52,806		1.0367	54,002	<b>6</b>
<b>7</b>	1.0322	46,533		1.0335	49,735		1.0375	54,787		1.0367	55,984	<b>7</b>
<b>8</b>	1.0322	48,031		1.0335	51,401		1.0375	56,841		1.0367	58,039	<b>8</b>
<b>9</b>	1.0322	49,578		1.0335	53,123		1.0375	58,973		1.0367	60,170	<b>9</b>
<b>10</b>	1.0322	51,175		1.0335	54,903		1.0375	61,184		1.0367	62,378	<b>10</b>
<b>11</b>	1.0322	52,822		1.0335	56,742		1.0375	63,478		1.0367	64,666	<b>11</b>
<b>12</b>	1.0322	54,524		1.0335	58,643		1.0375	65,859		1.0367	67,039	<b>12</b>
<b>13</b>				1.0335	60,608		1.0375	68,329		1.0367	69,501	<b>13</b>
<b>14</b>							1.0375	70,891		1.0367	72,050	<b>14</b>
<b>15</b>							1.0375	73,549		1.0367	74,695	<b>15</b>
<b>16</b>							1.0375	76,307		1.0367	77,436	<b>16</b>
<b>17</b>							1.0375	79,169		1.0367	80,278	<b>17</b>
<b>18</b>										1.0362	83,910	<b>18</b>
<b>19</b>										1.0362	86,947	<b>19</b>
<b>20</b>										1.0362	90,095	<b>20</b>
<b>21</b>										1.0164	91,568	<b>21</b>
<b>22</b>										1.0163	93,065	<b>22</b>
<b>23</b>										1.0163	94,587	<b>23</b>
<b>24</b>										1.0164	96,133	<b>24</b>
<b>25</b>										1.0163	97,705	<b>25</b>
<b>26</b>										1.0164	99,302	<b>26</b>
<b>27</b>										1.0163	100,926	<b>27</b>
<b>28</b>										1.0163	102,576	<b>28</b>
<b>29</b>										1.0164	104,253	<b>29</b>
<b>30</b>										1.0164	105,958	<b>30</b>
<b>31</b>										1.0163	107,690	<b>31</b>

## Appendix D Aptakistic CCSD 102 TEACHER SALARY SCHEDULE 2011-2012

	B.A.		B.A.+15		M.A.		M.A. +15		M.A. +30		
<b>1</b>			39,300							<b>1</b>	
<b>2</b>	1.0322	1.061	40,565	1.0335	1.076	41,688	1.027	46,064	1.017	46,826	<b>2</b>
<b>3</b>	1.0322	1.0335	41,872	1.0335	1.0375	43,085	1.0367	47,754	1.0362	48,521	<b>3</b>
<b>4</b>	1.0322	1.0335	43,221	1.0335	1.0375	44,528	1.0367	49,507	1.0362	50,277	<b>4</b>
<b>5</b>	1.0322	1.0335	44,612	1.0335	1.0375	46,020	1.0367	51,324	1.0362	52,097	<b>5</b>
<b>6</b>	1.0322	1.0335	46,048	1.0335	1.0375	47,562	1.0367	53,207	1.0362	53,983	<b>6</b>
<b>7</b>	1.0322	1.0335	47,531	1.0335	1.0375	49,155	1.0367	55,160	1.0362	55,938	<b>7</b>
<b>8</b>	1.0322	1.0335	49,061	1.0335	1.0375	50,802	1.0367	57,185	1.0362	57,963	<b>8</b>
<b>9</b>	1.0322	1.0335	50,641	1.0335	1.0375	52,504	1.0367	59,283	1.0362	60,061	<b>9</b>
<b>10</b>	1.0322	1.0335	52,272	1.0335	1.0375	54,262	1.0367	61,460	1.0362	62,235	<b>10</b>
<b>11</b>	1.0322	1.0335	53,955	1.0335	1.0375	56,080	1.0367	63,715	1.0362	64,487	<b>11</b>
<b>12</b>	1.0322	1.0335	55,693	1.0335	1.0375	57,959	1.0367	66,053	1.0362	66,822	<b>12</b>
<b>13</b>		1.0335		1.0335	1.0375	59,901	1.0367	68,477	1.0362	69,241	<b>13</b>
<b>14</b>					1.0375	61,907	1.0367	70,991	1.0362	71,748	<b>14</b>
<b>15</b>					1.0375	69,794	1.0367	73,595	1.0362	74,344	<b>15</b>
<b>16</b>					1.0375	72,411	1.0367	76,296	1.0362	77,036	<b>16</b>
<b>17</b>					1.0375	75,126	1.0367	79,096	1.0362	79,825	<b>17</b>
<b>18</b>					1.0375	77,944	1.0367	81,999	1.0362	82,715	<b>18</b>
<b>19</b>						80,867			1.0362	85,709	<b>19</b>
<b>20</b>									1.0362	88,812	<b>20</b>
<b>21</b>									1.0163	92,027	<b>21</b>
<b>22</b>									1.0163	93,524	<b>22</b>
<b>23</b>									1.0163	95,046	<b>23</b>
<b>24</b>									1.0163	96,592	<b>24</b>
<b>25</b>									1.0163	98,163	<b>25</b>
<b>26</b>									1.0163	99,761	<b>26</b>
<b>27</b>									1.0163	101,384	<b>27</b>
<b>28</b>									1.0163	103,033	<b>28</b>
<b>29</b>									1.0163	104,710	<b>29</b>
<b>30</b>									1.0163	106,413	<b>30</b>
<b>31</b>									1.0163	108,145	<b>31</b>
									1.0163	109,904	<b>31</b>

## Appendix E Aptakistic CCSD 102 TEACHER SALARY SCHEDULE 2012-2013

		<b>B.A.</b>		<b>B.A.+15</b>		<b>M.A.</b>		<b>M.A. +15</b>		<b>M.A. +30</b>	
<b>1</b>		40,150	1.061	42,590	1.076	45,841	1.027	47,060	1.017	47,839	<b>1</b>
<b>2</b>	1.0322	41,443	1.0335	44,017	1.0375	47,560	1.0367	48,787	1.0362	49,570	<b>2</b>
<b>3</b>	1.0322	42,777	1.0335	45,491	1.0375	49,344	1.0367	50,578	1.0362	51,365	<b>3</b>
<b>4</b>	1.0322	44,156	1.0335	47,015	1.0375	51,195	1.0367	52,434	1.0362	53,224	<b>4</b>
<b>5</b>	1.0322	45,577	1.0335	48,590	1.0375	53,113	1.0367	54,358	1.0362	55,151	<b>5</b>
<b>6</b>	1.0322	47,044	1.0335	50,218	1.0375	55,105	1.0367	56,353	1.0362	57,147	<b>6</b>
<b>7</b>	1.0322	48,559	1.0335	51,901	1.0375	57,172	1.0367	58,421	1.0362	59,216	<b>7</b>
<b>8</b>	1.0322	50,123	1.0335	53,639	1.0375	59,316	1.0367	60,565	1.0362	61,360	<b>8</b>
<b>9</b>	1.0322	51,736	1.0335	55,436	1.0375	61,540	1.0367	62,789	1.0362	63,581	<b>9</b>
<b>10</b>	1.0322	53,402	1.0335	57,293	1.0375	63,848	1.0367	65,094	1.0362	65,882	<b>10</b>
<b>11</b>	1.0322	55,122	1.0335	59,213	1.0375	66,242	1.0367	67,481	1.0362	68,268	<b>11</b>
<b>12</b>	1.0322	56,898	1.0335	61,196	1.0375	68,726	1.0367	69,958	1.0362	70,739	<b>12</b>
<b>13</b>			1.0335	63,246	1.0375	71,303	1.0367	72,526	1.0362	73,300	<b>13</b>
<b>14</b>					1.0375	73,977	1.0367	75,187	1.0362	75,952	<b>14</b>
<b>15</b>					1.0375	76,751	1.0367	77,947	1.0362	78,702	<b>15</b>
<b>16</b>					1.0375	79,629	1.0367	80,807	1.0362	81,551	<b>16</b>
<b>17</b>					1.0375	82,616	1.0367	83,773	1.0362	84,504	<b>17</b>
<b>18</b>									1.0362	87,563	<b>18</b>
<b>19</b>									1.0362	90,732	<b>19</b>
<b>20</b>									1.0362	94,017	<b>20</b>
<b>21</b>									1.0175	95,658	<b>21</b>
<b>22</b>									1.0174	97,327	<b>22</b>
<b>23</b>									1.0175	99,025	<b>23</b>
<b>24</b>									1.0174	100,753	<b>24</b>
<b>25</b>									1.0175	102,511	<b>25</b>
<b>26</b>									1.0174	104,300	<b>26</b>
<b>27</b>									1.0174	106,120	<b>27</b>
<b>28</b>									1.0175	107,972	<b>28</b>
<b>29</b>									1.0174	109,856	<b>29</b>
<b>30</b>									1.0175	111,773	<b>30</b>
<b>31</b>									1.0175	113,723	<b>31</b>

Agreement between  
The Board of Education of District 102 and Aptakisic-Tripp Education Association, IEA-NEA

**APPENDIX F**  
**APTAKISIC-TRIPP CCSD 102**  
**EXTRA DUTY PAY SCHEDULE 2008-2009**

<u>LEVEL 1</u>	<u>LEVEL 2</u>	<u>LEVEL 3</u>	<u>LEVEL 4</u>	<u>LEVEL 5</u>
<b>Years:</b> <b>1 - 3</b> <b>\$2,945</b> <b>4 - up</b> <b>\$3,314</b> Boy's Basketball 8th (2) Boy's Basketball 7th (2) Girl's Basketball 8th (2) Girl's Basketball 7th (2) Boy's Volleyball 8th (2) Boy's Volleyball 7th (2) Girl's Volleyball 8th (2) Girl's Volleyball 7th (2) Wrestling (2) Yearbook - AJHS Yearbook - Meridian Yearbook - Pritchett Yearbook - Tripp Musical Production - Pritchett Musical Production - Tripp Drama - AJHS Student Corporation - AJHS	<b>Years:</b> <b>1 - 3</b> <b>\$2,271</b> <b>4 - up</b> <b>\$2,553</b> Student Council - AJHS (2) Student Council - Meridian Student Council - Pritchett Student Council - Tripp Art Show - Pritchett Art Show - Tripp Art Show - Meridian Drama Assistant - AJHS Cheerleading - 7th Cheerleading - 8th Boy's Track - AJHS Girl's Track - AJHS Lighted Schoolhouse - Meridian (2)	<b>Years:</b> <b>1 - 3</b> <b>\$1,595</b> <b>4 - up</b> <b>\$1,791</b> Assistant Track (Boys) - AJHS Assistant Track (Girls) - AJHS Boy's Cross Country - AJHS Girl's Cross Country - AJHS Coed Soccer - AJHS Assistant Wrestling - AJHS Science Fair Coordinator- AJHS Science Olympiad - AJHS Talent Show - Meridian Chorus - Meridian Honors Chorus - Meridian Book Club - Meridian Make a Difference Day – Pritchett Parent Share Day - Tripp Slide Show Pritchett	<b>Years:</b> <b>1 - 3</b> <b>\$1,006</b> <b>4 - up</b> <b>\$1,129</b> Math Coaching - AJHS Washington Trip - AJHS Springfield Trip - AJHS Science Fair Assistant AJHS (2) Poms - 8th AJHS Poms - 7th AJHS Science Club - AJHS Literary Magazine - AJHS Scholastic Bowl - AJHS (2) Art Club - AJHS Newspaper - AJHS	<b>Years:</b> <b>1 - 3</b> <b>\$565</b> <b>4 - up</b> <b>\$638</b> Art Show - AJHS Science Coordinator – Meridian (2) Recycling Program - Meridian Young Authors - Meridian Nat'l Jr Honor Society - AJHS (2) Meridian Jazz Band – Meridian Intramurals

**HOURLY RATES**

Lunchroom	\$24.50/hr
Detention	\$24.50/hr
AM/PM/Recess Supervision	\$24.50/hr
Curriculum Development	\$26.50/hr
Committee Reimbursement	\$26.50/hr
Internal Sub	\$34.00/hr
(SPED) Study Hall	\$26.50/hr

**MISCELLANEOUS**

Overnight Chaperones	
Approved Supervision	\$100.00/night\$53.00/event
Skilled Supervision	\$64.00/event
Athletic Director - AJHS	\$4,267.00

**ACADEMIC PROGRAMS**

Bridges Program	\$3,340.00
Extended School Year (Includes contact time and prep time)	\$3,340.00

Agreement between  
The Board of Education of District 102 and Aptakistic-Tripp Education Association, IEA-NEA

**APPENDIX G**  
**APTAKISIC-TRIPP CCSD 102**  
**EXTRA DUTY PAY SCHEDULE 2009-2010**

**LEVEL 1**

**LEVEL 2**

**LEVEL 3**

**LEVEL 4**

**LEVEL 5**

Years:	Years:	Years:	Years:	Years:
<b>1 - 3</b> <b>\$3,120</b>	<b>1 - 3</b> <b>\$2,406</b>	<b>1 - 3</b> <b>\$1,690</b>	<b>1 - 3</b> <b>\$1,065</b>	<b>1 - 3</b> <b>\$599</b>
<b>4 - up</b> <b>\$3,511</b>	<b>4 - up</b> <b>\$2,705</b>	<b>4 - up</b> <b>\$1,898</b>	<b>4 - up</b> <b>\$1,196</b>	<b>4 - up</b> <b>\$675</b>
Boy's Basketball 8th (2)	Student Council AJHS (2)	Assistant Track (Boys) - AJHS	Math Coaching - AJHS	Art Show - AJHS
Boy's Basketball 7th (2)	Student Council - Meridian	Assistant Track (Girls) - AJHS	Washington Trip - AJHS	Science Coordinator –
Girl's Basketball 8th (2)	Student Council - Pritchett	Boy's Cross Country - AJHS	Springfield Trip - AJHS	Meridian (2)
Girl's Basketball 7th (2)	Student Council - Tripp	Girl's Cross Country - AJHS	Science Fair Assistant	Recycling Program - Meridian
Boy's Volleyball 8th (2)	Art Show - Pritchett	Coed Soccer - AJHS	AJHS (2)	Young Authors - Meridian
Boy's Volleyball 7th (2)	Art Show - Tripp	Assistant Wrestling - AJHS	Poms - 8th AJHS	Nat'l Jr Honor Society - AJHS
Girl's Volleyball 8th (2)	Art Show - Meridian	Science Fair Coordinator-	Poms - 7th AJHS	(2)
Girl's Volleyball 7th (2)		AJHS	Science Club - AJHS	Meridian Jazz Band – Meridian
Wrestling (2)	Drama Assistant - AJHS	Science Olympiad - AJHS	Literary Magazine - AJHS	Intramurals
Yearbook - AJHS	Cheerleading - 7th	Talent Show - Meridian	Scholastic Bowl - AJHS (2)	
Yearbook - Meridian	Cheerleading - 8th	Chorus - Meridian	Art Club - AJHS	
Yearbook - Pritchett	Boy's Track - AJHS	Honors Chorus - Meridian	Newspaper - AJHS	
Yearbook - Tripp	Girl's Track - AJHS	Book Club - Meridian		
Musical Production - Pritchett	Lighted Schoolhouse -	Make a Difference Day –		
Musical Production - Tripp	Meridian (2)	Pritchett		
Drama - AJHS		Parent Share Day - Tripp		
Student Corporation - AJHS		Slide Show Pritchett		

**HOURLY RATES**

Lunchroom	\$26.00/hr
Detention	\$26.00/hr
AM/PM/Recess Supervision	\$26.00/hr
Curriculum Development	\$28.00/hr
Committee Reimbursement	\$28.00/hr
Internal Sub	\$36.00/hr
(SPED) Study Hall	\$28.00/hr

**MISCELLANEOUS**

Overnight Chaperones	
Approved Supervision	\$106.00/night
Skilled Supervision	\$56.00/event
Athletic Director - AJHS	\$68.00/event
	\$4,520.00

**ACADEMIC PROGRAMS**

Bridges Program	\$3,540.00
Extended School Year	\$3,540.00
(Includes contact time and prep time)	

**APPENDIX H**  
**APTAKISIC-TRIPP CCSD 102**  
**EXTRA DUTY PAY SCHEDULE 2010-2011**

**LEVEL 1**

**LEVEL 2**

**LEVEL 3**

**LEVEL 4**

**LEVEL 5**

<b>Years:</b>	<b>Years:</b>	<b>Years:</b>	<b>Years:</b>	<b>Years:</b>
<b>1 - 3</b> <b>\$3,299</b>	<b>1 - 3</b> <b>\$2,544</b>	<b>1 - 3</b> <b>\$1,787</b>	<b>1 - 3</b> <b>\$1,126</b>	<b>1 - 3</b> <b>\$633</b>
<b>4 - up</b> <b>\$3,713</b>	<b>4 - up</b> <b>\$2,860</b>	<b>4 - up</b> <b>\$2,007</b>	<b>4 - up</b> <b>\$1,265</b>	<b>4 - up</b> <b>\$714</b>
Boy's Basketball 8th (2)	Student Council AJHS (2)	Assistant Track (Boys) - AJHS	Math Coaching - AJHS	Art Show - AJHS
Boy's Basketball 7th (2)	Student Council - Meridian	Assistant Track (Girls) - AJHS	Washington Trip - AJHS	Science Coordinator – Meridian
Girl's Basketball 8th (2)	Student Council - Pritchett	Boy's Cross Country - AJHS	Springfield Trip - AJHS	(2)
Girl's Basketball 7th (2)	Student Council - Tripp	Girl's Cross Country - AJHS	Science Fair Assistant AJHS	Recycling Program - Meridian
Boy's Volleyball 8th (2)	Art Show - Pritchett	Coed Soccer - AJHS	(2)	Young Authors - Meridian
Boy's Volleyball 7th (2)	Art Show - Tripp	Assistant Wrestling - AJHS	Poms - 8th AJHS	Nat'l Jr Honor Society - AJHS
Girl's Volleyball 8th (2)	Art Show - Meridian	Science Fair Coordinator-AJHS	Poms - 7th AJHS	(2)
Girl's Volleyball 7th (2)		Science Olympiad - AJHS	Science Club - AJHS	Meridian Jazz Band – Meridian
Wrestling (2)	Drama Assistant - AJHS		Literary Magazine - AJHS	Intramurals
Yearbook - AJHS	Cheerleading - 7th	Talent Show - Meridian	Scholastic Bowl - AJHS (2)	
Yearbook - Meridian	Cheerleading - 8th	Chorus - Meridian	Art Club - AJHS	
Yearbook - Pritchett	Boy's Track - AJHS	Honors Chorus - Meridian	Newspaper - AJHS	
Yearbook - Tripp	Girl's Track - AJHS	Book Club - Meridian		
Musical Production - Pritchett	Lighted Schoolhouse -	Make a Difference Day –		
Musical Production - Tripp	Meridian (2)	Pritchett		
Drama - AJHS		Parent Share Day - Tripp		
Student Corporation - AJHS		Slide Show Pritchett		

**HOURLY RATES**

Lunchroom	\$27.50/hr
Detention	\$27.50/hr
AM/PM/Recess Supervision	\$27.50/hr
Curriculum Development	\$29.75/hr
Committee Reimbursement	\$29.75/hr
Internal Sub	\$38.00/hr
(SPED) Study Hall	\$29.75/hr

**MISCELLANEOUS**

Overnight Chaperones	
Approved Supervision	\$112.00/night
Skilled Supervision	\$59.00/event
Athletic Director - AJHS	\$72.00/event
	\$4,780.00

**ACADEMIC PROGRAMS**

Bridges Program	\$3,744.00
Extended School Year	\$3,744.00
(Includes contact time and prep time)	

**APPENDIX I**  
**APTAKISIC-TRIPP CCSD 102**  
**EXTRA DUTY PAY SCHEDULE 2011-2012**

**LEVEL 1**

**LEVEL 2**

**LEVEL 3**

**LEVEL 4**

**LEVEL 5**

<b>Years:</b>	<b>Years:</b>	<b>Years:</b>	<b>Years:</b>	<b>Years:</b>
<b>1 - 3</b> <b>\$3,464</b>	<b>1 - 3</b> <b>\$2,671</b>	<b>1 - 3</b> <b>\$1,876</b>	<b>1 - 3</b> <b>\$1,182</b>	<b>1 - 3</b> <b>\$665</b>
<b>4 - up</b> <b>\$3,899</b>	<b>4 - up</b> <b>\$3,003</b>	<b>4 - up</b> <b>\$2,107</b>	<b>4 - up</b> <b>\$1,328</b>	<b>4 - up</b> <b>\$750</b>
Boy's Basketball 8th (2)	Student Council AJHS (2)	Assistant Track (Boys) - AJHS	Math Coaching - AJHS	Art Show - AJHS
Boy's Basketball 7th (2)	Student Council - Meridian	Assistant Track (Girls) - AJHS	Washington Trip - AJHS	Science Coordinator – Meridian (2)
Girl's Basketball 8th (2)	Student Council - Pritchett	Boy's Cross Country - AJHS	Springfield Trip - AJHS	Recycling Program - Meridian
Girl's Basketball 7th (2)	Student Council - Tripp	Girl's Cross Country - AJHS	Science Fair Assistant AJHS (2)	Young Authors - Meridian
Boy's Volleyball 8th (2)	Art Show - Pritchett	Coed Soccer - AJHS	Poms - 8th AJHS	Nat'l Jr Honor Society - AJHS (2)
Boy's Volleyball 7th (2)	Art Show - Tripp	Assistant Wrestling - AJHS	Poms - 7th AJHS	Meridian Jazz Band – Meridian
Girl's Volleyball 8th (2)	Art Show - Meridian	Science Fair Coordinator-AJHS	Science Club - AJHS	Intramurals
Girl's Volleyball 7th (2)		Science Olympiad - AJHS		
Wrestling (2)	Drama Assistant - AJHS		Literary Magazine - AJHS	
Yearbook - AJHS	Cheerleading - 7th	Talent Show - Meridian	Scholastic Bowl - AJHS (2)	
Yearbook - Meridian	Cheerleading - 8th	Chorus - Meridian	Art Club - AJHS	
Yearbook - Pritchett	Boy's Track - AJHS	Honors Chorus - Meridian	Newspaper - AJHS	
Yearbook - Tripp	Girl's Track - AJHS	Book Club - Meridian		
Musical Production - Pritchett	Lighted Schoolhouse - Meridian (2)	Make a Difference Day – Pritchett		
Musical Production - Tripp		Parent Share Day - Tripp		
Drama - AJHS		Slide Show Pritchett		
Student Corporation - AJHS				

**HOURLY RATES**

Lunchroom	\$29.00/hr
Detention	\$29.00/hr
AM/PM/Recess Supervision	\$29.00/hr
Curriculum Development	\$31.25/hr
Committee Reimbursement	\$31.25/hr
Internal Sub	\$40.00/hr
(SPED) Study Hall	\$31.25/hr

**MISCELLANEOUS**

Overnight Chaperones	
Approved Supervision	\$118.00/night
Skilled Supervision	\$62.00/event
Athletic Director - AJHS	\$76.00/event
	\$5,019

**ACADEMIC PROGRAMS**

Bridges Program	\$3,931.00
Extended School Year	\$3,931.00
(Includes contact time and prep time)	

**APPENDIX J**  
**APTAKISIC-TRIPP CCSD 102**  
**EXTRA DUTY PAY SCHEDULE 2012-2013**

**LEVEL 1**

**LEVEL 2**

**LEVEL 3**

**LEVEL 4**

**LEVEL 5**

<b>Years:</b>	<b>Years:</b>	<b>Years:</b>	<b>Years:</b>	<b>Years:</b>
<b>1 - 3</b> <b>\$3,637</b>	<b>1 - 3</b> <b>\$2,805</b>	<b>1 - 3</b> <b>\$1,970</b>	<b>1 - 3</b> <b>\$1,241</b>	<b>1 - 3</b> <b>\$698</b>
<b>4 - up</b> <b>\$4,094</b>	<b>4 - up</b> <b>\$3,153</b>	<b>4 - up</b> <b>\$2,212</b>	<b>4 - up</b> <b>\$1,394</b>	<b>4 - up</b> <b>\$788</b>
Boy's Basketball 8th (2)	Student Council AJHS (2)	Assistant Track (Boys) - AJHS	Math Coaching - AJHS	Art Show - AJHS
Boy's Basketball 7th (2)	Student Council - Meridian	Assistant Track (Girls) - AJHS	Washington Trip - AJHS	Science Coordinator – Meridian (2)
Girl's Basketball 8th (2)	Student Council - Pritchett	Boy's Cross Country - AJHS	Springfield Trip - AJHS	Recycling Program - Meridian
Girl's Basketball 7th (2)	Student Council - Tripp	Girl's Cross Country - AJHS	Science Fair Assistant AJHS (2)	Young Authors - Meridian
Boy's Volleyball 8th (2)	Art Show - Pritchett	Coed Soccer - AJHS	Science Club - AJHS	Nat'l Jr Honor Society - AJHS (2)
Boy's Volleyball 7th (2)	Art Show - Tripp	Assistant Wrestling - AJHS	Literary Magazine - AJHS	Meridian Jazz Band – Meridian
Girl's Volleyball 8th (2)	Art Show - Meridian	Science Fair Coordinator-AJHS	Scholastic Bowl - AJHS (2)	Intramurals
Girl's Volleyball 7th (2)		Science Olympiad - AJHS	Art Club - AJHS	
Wrestling (2)	Drama Assistant - AJHS		Newspaper - AJHS	
Yearbook - AJHS	Cheerleading - 7th	Talent Show - Meridian		
Yearbook - Meridian	Cheerleading - 8th	Chorus - Meridian		
Yearbook - Pritchett	Boy's Track - AJHS	Honors Chorus - Meridian		
Yearbook - Tripp	Girl's Track - AJHS	Book Club - Meridian		
Musical Production - Pritchett	Lighted Schoolhouse - Meridian (2)	Make a Difference Day – Pritchett		
Musical Production - Tripp		Parent Share Day - Tripp		
Drama - AJHS		Slide Show Pritchett		
Student Corporation - AJHS				

**HOURLY RATES**

Lunchroom	\$30.50/hr
Detention	\$30.50/hr
AM/PM/Recess Supervision	\$30.50/hr
Curriculum Development	\$32.75/hr
Committee Reimbursement	\$32.75/hr
Internal Sub	\$42.00/hr
(SPED) Study Hall	\$32.75/hr

**MISCELLANEOUS**

Overnight Chaperones	
Approved Supervision	\$124.00/night
Skilled Supervision	\$65.00/event
Athletic Director - AJHS	\$80.00/event
	\$5,270

**ACADEMIC PROGRAMS**

Bridges Program	\$4,128.00
Extended School Year (Includes contact time and prep time)	\$4,128.00

## Appendix K

### APTAKISIC-TRIPP CCSD 102

### CUSTODIAL AND MAINTENANCE SALARY SCHEDULE

2008-2009	New Hires	
Category	Low	High
Driver	\$13.16	\$16.44
Day Custodian	\$16.44	\$19.95
Central Receiving	\$20.44	\$23.95
Maintenance	\$24.67	\$29.60
Certified HVAC	\$29.77	\$34.47
Percent Increase	6.02%	

2009-2010	New Hires	
Category	Low	High
Driver	\$13.94	\$17.42
Day Custodian	\$17.42	\$21.14
Central Receiving	\$21.66	\$25.38
Maintenance	\$26.14	\$31.36
Certified HVAC	\$31.54	\$36.52
Percent Increase	5.88%	

2010-2011	New Hires	
Category	Low	High
Driver	\$14.74	\$18.42
Day Custodian	\$18.42	\$22.36
Central Receiving	\$22.91	\$26.84
Maintenance	\$27.64	\$33.17
Certified HVAC	\$33.36	\$38.62
Percent Increase	5.86%	

**Agreement between  
The Board of Education of District 102 and Aptakisic-Tripp Education Association, IEA-NEA**

---

2011-2012	New Hires	
Category	Low	High
Driver	\$15.48	\$19.35
Day Custodian	\$19.35	\$23.47
Central Receiving	\$24.05	\$28.18
Maintenance	\$29.02	\$34.82
Certified HVAC	\$35.02	\$40.55
Percent Increase	5.01%	
2012-2013	New Hires	
Category	Low	High
Driver	\$16.25	\$20.31
Day Custodian	\$20.31	\$24.65
Central Receiving	\$25.25	\$29.59
Maintenance	\$30.48	\$36.56
Certified HVAC	\$36.77	\$42.58
Percent Increase	4.96%	

Current Employee Salary Increase	Percent Increase
2008-2009	6.02%
2009-2010	5.88%
2010-2011	5.86%
2011-2012	5.01%
2012-2013	4.96%

## Appendix L

# Sick Leave Bank

### *Article I*

#### **PURPOSE**

The purpose of the Sick Leave Bank ("Bank") is to allow full-time employees of the School District through the assistance of the Board of Education to insure themselves against the loss of income due to long term or catastrophic illnesses or disabilities by the voluntary contribution of sick leave days to a Bank against which they may draw in the event of such illness or disability.

### *Article II*

#### **ELIGIBILITY**

- 2.1 An employee of Aptakisic-Tripp Community Consolidated School District No. 102, Lake County, Illinois ("School District") shall be eligible to participate in the Bank if the employee:
- (a) is an employee of the School District eligible for sick leave benefits as determined by the Board of Education of the School District ("Board"); and
  - (b) at the time of initial participation,
    - (1) has accumulated five (5) days of sick leave from prior years if the employee is a certified employee; or
    - (2) has accumulated four (4) days of sick leave from prior years if the employee is an Educational Support Personnel employee; or
    - (3) is newly hired and, if an ESP, has successfully completed the probationary period.

### *Article III*

#### **PARTICIPATION**

- 3.1 An eligible employee may participate in the Bank by donating two (2) days of sick (2) leave to the Bank:
- (a) within twenty (20) working days of initial employment or eligibility for newly hired employees; or

*Appendix L (Cont'd)*

- (b) between the beginning of the school year and September 15 of each school year for any employee who was not eligible to participate or chose not to participate in the previous year.
- 3.2 In order to continue to participate, a participant shall donate up to a maximum of two (2) additional sick leave days in a year to the Bank whenever such a donation is required under this policy to sustain the Bank.
- 3.3 Days donated shall not be refunded to the employee in the event of termination of employment, cessation of participation or other loss of eligibility, whether voluntary or involuntary.

**Article IV**

**UTILIZATION OF SICK BANK DAYS**

- 4.1 A participant who is not on an unpaid leave may utilize up to a maximum of twenty-five (25) paid sick leave days from the Bank per fiscal year for personal illness which constitutes catastrophic illnesses as defined by the Governing Board of the Bank and for which the employee does not receive benefits under the Workers' Compensation Act, the Workers' Occupational Diseases Act, IMRF and/or TRS, upon
  - (a) the exhaustion of the participant's sick leave and vacation time; and
  - (b) presentation of satisfactory evidence of illness or disability.

A participant may petition the Governing Board of the Bank for the use of up to an additional twenty-five (25) paid sick leave days from the Bank in any fiscal year if unable to return to employment after exhausting the maximum twenty-five (25) allotment because of personal illness.

A part-time participant may use the Bank on a pro-rata basis calculated upon days (e.g., if an employee works 50% time, that participant is entitled to a maximum of 50% of twenty-five (25) Bank days, equal to twelve and one half (12.5) days).

**Article V**

**GOVERNING BOARD OF THE SICK LEAVE BANK**

- 5.1 The Governing Board of the Bank ("Governing Board") shall be composed of seven (7) persons, of whom three (3) persons shall be certified employees appointed by the Aptakisic-Tripp Education Association, two (2) shall be Educational Support Personnel employees elected by the Educational Support Personnel employees, one (1) shall be an administrator appointed by the administration of the School District, and one (1) shall be a Board member appointed by the Board. The initial terms of the members appointed by the Association shall be one (1), two (2) and three (3) years; the initial terms of the members elected by the Educational Support Personnel employees shall be one (1) and two (2); the

**Agreement between  
The Board of Education of District 102, and Aptakisic-Tripp Education Association, IEA-NEA**

---

Appendix L (Cont'd)

initial term of the member appointed by the administration shall be two (2) years and the initial term of the member appointed by the Board shall be three (3) years. Thereafter, they shall serve terms of three (3) years, not to exceed three (3) full terms, or until a successor has been chosen, whichever is longer. Vacancies in these positions shall be filled in the same manner as described heretofore. With the exception of Board members, each member of the Governing Board must be a contributing member of the Bank. Only ESP employees who are members of the Bank can vote for members to serve on the Governing Board.

5.2 The Governing Board shall have the power to:

(a) adopt by-laws which shall include, but not be limited to,

- (1) electing of officers;
- (2) conducting regular meetings under the provisions of Robert Rules of Order and the *Illinois Open Meetings Act*, and
- (3) recording and approving minutes of all meetings of the Governing Board;

(b) adopt rules and procedures for the administration of the Bank;

(c) require additional contributions to the Bank from participants up to a maximum of two (2) sick leave days per year whenever the number of days in the Bank is less than 50% of the days originally contributed to the Bank when first established;

(d) determine issues relating to eligibility, enrollment and participation, and utilization of the Bank, including criteria for catastrophic illnesses, which determinations shall be final and not reviewable or appealable; and

(e) require evidence of illness or disability from the participant's own physician and, if the Governing Board in its discretion believes it necessary, require a second certification upon examination by a physician licensed in Illinois to practice medicine. In such event, the Board shall pay that portion of the expenses for the second certification and examination not covered by insurance.

5.3 The Governing Board shall provide appropriate regular and timely reports on the use and administration of the Bank to the Board, which shall be responsible for all record keeping.

**SIDE LETTER OF UNDERSTANDING**  
between  
**APTAKISIC-TRIPP EDUCATION ASSOCIATION, IEA-NEA**  
and  
**THE BOARD OF EDUCATION**  
**FOR THE 2008-2013 COLLECTIVE BARGAINING AGREEMENT**

**PREPARATION TIME**

In addition to the terms expressly set forth in their Collective Bargaining Agreement, the parties also acknowledge that:

The Board of Education shall make every effort to provide full-time teachers with the same amount of preparation time as they had during the 2007-2008 school year and teachers who are employed fifty percent (50%) or more with prorated preparation time.

Teachers shall meet as necessary to fulfill all professional responsibilities during scheduled team preparation periods.

**APTAKISIC-TRIPP EDUCATION  
ASSOCIATION, IEA-NEA**

**BOARD OF EDUCATION  
APTAKISIC-TRIPP COMMUNITY CONSOLIDATED  
SCHOOL DISTRICT NO. 102  
LAKE COUNTY, ILLINOIS**

\_\_\_\_\_  
President

\_\_\_\_\_  
President

**ATTEST**

**ATTEST**

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Secretary

**SIDE LETTER OF UNDERSTANDING**  
between  
**APTAKISIC-TRIPP EDUCATION ASSOCIATION, IEA-NEA**  
and  
**THE BOARD OF EDUCATION**  
**FOR THE 2008-2013 COLLECTIVE BARGAINING AGREEMENT**

**JOB SHARING PROGRAM**

1. Each teacher who wishes to participate must find their own partner.
2. Notification of desire to job share must be received by Superintendent or designee by February 15 of the preceding school year. The administration and job sharing program applicants shall meet upon a request to review the proposal. Notice of approval/denial shall be given by April 1..
3. Each job sharing team must be approved annually by the Board of Education.
4. If one (1) member of the team cannot fulfill obligations and so notifies the Superintendent or designee after July 15, the remaining team member must resign, accept a full-time position or find a job share partner acceptable to the Board of Education at least ten (10) days before the first day of the school term.
5. Both team members shall attend all before/after school functions, staff development, conferences regarding students and parent conferences. Field trips responsibilities shall be equally shared.
6. Job share team members shall substitute for one another whenever possible at the regular substitute rate of pay.
7. Job sharing teams who share students shall have a joint planning time on a daily basis of not less than thirty (30) minutes.
8. During the project, tenured teachers approved to participate shall retain tenured status.
9. Salary and benefits for each job share partner shall be prorated.
10. Job sharing teams must apply to continue by February 15 of each school year and notice of approval/denial shall be given by April 1 each year.

**APTAKISIC-TRIPP EDUCATION  
ASSOCIATION, IEA-NEA**

**BOARD OF EDUCATION  
APTAKISIC-TRIPP COMMUNITY CONSOLIDATED  
SCHOOL DISTRICT NO. 102  
LAKE COUNTY, ILLINOIS**

---

President

---

President

**ATTEST**

**ATTEST**

---

Secretary

---

Secretary

**SIDE LETTER OF UNDERSTANDING**  
between  
**APTAKISIC-TRIPP EDUCATION ASSOCIATION, IEA-NEA**  
and  
**THE BOARD OF EDUCATION**  
**FOR THE 2008-2013 COLLECTIVE BARGAINING AGREEMENT**

**SUBCONTRACTING**

The parties agree and acknowledge that the Board of Education retains and reserves its statutory rights and authority to direct the work of its employees, determine the kinds and levels of services to be provided, and the methods and means of providing those services, including entering into contracts with private vendors for services. The Board shall comply with all statutory obligations towards the Union if it ever determines to alter its methods of services through subcontracting with private vendors.

Further, during the term of this Agreement, the Board agrees to afford any current or newly hired custodial or maintenance employee who might be affected by any decision to subcontract services, the salary and benefit protections (i.e., for medical, dental and life insurance coverage), offered by the Board in prior subcontracting situations. If, during the course of this Agreement, the Board changes subcontracting vendors, it will make every attempt to assure that benefits in place with the current subcontractor will be duplicated with the new subcontractor. Such protections, however, shall only be afforded to custodial and maintenance employees whose performance and conduct are satisfactory or above under the District evaluation process.

**APTAKISIC-TRIPP EDUCATION  
ASSOCIATION, IEA-NEA**

**BOARD OF EDUCATION  
APTAKISIC-TRIPP COMMUNITY CONSOLIDATED  
SCHOOL DISTRICT NO. 102  
LAKE COUNTY, ILLINOIS**

\_\_\_\_\_  
President

\_\_\_\_\_  
President

**ATTEST**

**ATTEST**

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Secretary

**SIDE LETTER OF UNDERSTANDING**  
between  
**APTAKISIC-TRIPP EDUCATION ASSOCIATION, IEA-NEA**  
and  
**THE BOARD OF EDUCATION**  
**FOR THE 2008-2013 COLLECTIVE BARGAINING AGREEMENT**

**NIGHT WORK AND SIPS**

In addition to the terms expressly set forth in the 2008-2013 Collective Bargaining Agreement, the parties also agree that:

1. During the term of the Agreement, the Board shall schedule one (1) annual Curriculum Night.
2. Night work will be consistent among buildings and shall not exceed six (6) nights annually. The TLC and the Administration shall design the structure of night activities appropriate for the various District schools.
3. The following outlines the process to be used as School Improvement Plan (SIP) Teams work to create School Improvement Plans in each of the District's four (4) buildings. The intent of the following process is to be sensitive to the needs of teachers regarding obligations and activities scheduled outside the regular workday.
  - A. Building norms will be established to ensure that SIP participation opportunities are open to all teachers on a rotating basis.
  - B. Before October 1<sup>st</sup> of each school year or June 1<sup>st</sup> of the preceding school year, the SIP Team will develop and present to all teachers a plan which communicates school improvement initiatives, along with a calendar of activities to support such initiatives.
  - C. The SIP Process and participation will be discussed with teachers during the first month of the school year and reviewed in the spring as SIP Teams begin planning for the next school year.
  - D. Opportunities for every teacher to provide feedback regarding those initiatives and how they are to be scheduled will be provided by October 1<sup>st</sup> of each school year or June 1<sup>st</sup> of the prior school year.
  - E. Volunteers will be used to conduct these initiatives.
  - F. In the event that teachers in any building have issues regarding evening activities, those issues/ concerns shall be discussed with the principal and the SIP Team. If resolution cannot be reached, the concerns will be brought to EDC for consideration.
  - G. Any vacancies that may occur on SIP Teams will be filled after all teachers have had an opportunity to apply for that vacancy.

**Agreement between  
The Board of Education of District 102, and Aptakistic-Tripp Education Association, IEA-NEA**

---

H. Those participating in the activity, along with an Association representative and a SIP Team member(s), will assess each building-level activity in writing within one week of its completion. Prior to the establishment of the next year's calendar, teachers at each building will assess the results of building-level activities based upon the record compiled.

The parties intend and acknowledge that this Side Letter of Understanding shall not be subject to the grievance and arbitration procedures of Article VII of the Agreement.

**APTAKISIC-TRIPP EDUCATION  
ASSOCIATION, IEA-NEA**

**BOARD OF EDUCATION  
APTAKISIC-TRIPP COMMUNITY CONSOLIDATED  
SCHOOL DISTRICT NO. 102  
LAKE COUNTY, ILLINOIS**

\_\_\_\_\_  
President

\_\_\_\_\_  
President

**ATTEST**

**ATTEST**

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Secretary

(Original, printed 1/28/08)