

COLLECTIVE BARGAINING AGREEMENT

BETWEEN

BOARD OF EDUCATION OF DIXON UNIT SCHOOL DISTRICT NO. 170

AND

DIXON EDUCATION ASSOCIATION

FOR THE SCHOOL YEARS

2010-2011

2011-2012

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ARTICLE I RECOGNITION

1.1 Bargaining Unit. The Board of Education of District No. 170 (“Board”) recognizes the Dixon Education Association (“Association”), an Affiliate of the I.E.A./N.E.A., as the sole and exclusive bargaining agent for all full time/part time regularly employed, certificated classroom teaching personnel hereinafter referred to as “teachers” with regard to wages, hours and terms and conditions of employment, but not with regard to matters of inherent managerial policies, except for the Superintendent, Assistant Superintendent(s), Special Education Director, Principal(s), Assistant Principal(s), substitute teachers, all certificated/non-certificated non-teaching personnel, teacher aides with or without teaching certificates, as well as any other employee who is supervisory, managerial and/or confidential as defined by Public Act 83-1014, its amendments, or its rules, as well as those teachers and other personnel who are employed by any cooperative agency whose duty is to serve the Board. Part-time regularly employed, certificated classroom teaching personnel shall receive prorated benefits according to current practice.

1.2 Definition. The term “teacher” when used in this Agreement shall refer to employees represented by the Association in the negotiating unit as determined in section 1.1.

ARTICLE II MANAGEMENT RIGHTS

The Board, on its own behalf and on behalf of the electors of the District, hereby retain and reserve unto itself, without limitation, all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the laws and the Constitution of the State and of the United States, including, but without limiting the generality of the foregoing, the right:

1. to the executive management organization and administrative control of the District and its properties and facilities, and the activities of its employees;
2. to direct the work of its employees, determine the time and hours of operation and determine the kinds and levels of services to be provided and the methods and means of providing those services.

3. to hire all employees, and, subject to the provisions of law, to determine their qualifications and the conditions for their continued employment, discipline, dismissal or demotion; and to promote, assign, and transfer all such employees;
4. to establish educational policies, goals and objectives; to insure rights and educational opportunities of students; to determine staffing patterns; to determine the number and kinds of personnel required in order to maintain the efficiency of District operations;
5. to build, move or modify facilities; establish budget procedures and determine budgetary allocation; determine the methods of raising revenue; and take action on any matter in the event of an emergency.

The exercise of the foregoing powers, rights, authority, duties and responsibilities by the Board, in adoption of policies, rules, regulations and practices in furtherance thereof, and the use of judgment and discretion in connection therewith shall be limited only by the specific and express terms of this Agreement and then only to the extent such specific and express terms thereof are in conformance with the Constitution and laws of the State of Illinois and the Constitution and the laws of the United States.

ARTICLE III ASSOCIATION RIGHTS AND RESPONSIBILITIES

3.1 Explanation of Agreement. At the first regularly scheduled district-wide teachers' assembly, the Association shall be allowed a reasonable amount of time to explain the provisions of this Agreement. The precise time and amount thereof shall be determined in advance upon consultation with the Superintendent.

3.2 Association Leave. The Association will be allowed a total of nine (9) days per year for Association business and representation. These days may be used to send representatives without loss of salary to state and national Association related meetings. If the Association deems it necessary to use an additional three (3) days, the Association will reimburse the District the cost of the substitute for those days.

3.3 Association Announcements and Right to Use. The Board will grant the Association the right to use faculty mail boxes, computers, e-mail, and copiers for a reasonable amount of appropriate announcements relating to the conduct of the

negotiating agent's business on behalf of the members of the negotiating team or relating to the Association's activities. No information supporting candidates for political office shall be included.

3.4 Posting of Association Announcements. The Board will grant the Association the right to the use of bulletin board space in each school for a reasonable amount of appropriate announcements relating to the conduct of the negotiating agent's business on behalf of the members of the negotiating team or relating to the Association's activities. Bulletin board displays shall not include information supporting political candidates.

3.5 Association Meeting Location. The Board will grant the Association the right to hold general membership meetings on school property, provided such meetings in no way interfere with any aspect of the instructional program, and provided that such meetings entail no additional custodial and maintenance expenses.

3.6 Information Access. The Association shall be furnished on request all regularly and routinely prepared information concerning the financial condition of the District, including the annual financial statement audit and adopted budget. In addition, the Board and administration will grant reasonable requests for any other readily available and pertinent information which may be relevant to negotiations and/or grievances and which does not constitute the Board's or its representatives' work product in handling such negotiations and/or grievances. Nothing herein shall require the central administrative staff to research and assemble information. The Association is not covered and nor does it have to comply with the Open Meetings Act or the Freedom of Information Act. The Association is not a public employer.

3.7 Professional Teaching Personnel. It is recognized that teaching is a profession requiring specialized educational qualifications and that success of the educational program in the District depends upon the maximum utilization of the abilities of the teachers who are reasonably well satisfied with the conditions under which their services are rendered. Professional employees shall have the right to inform, join or assist professional employees' organizations, and to participate in professional negotiations with the school board through representatives of their own choosing. Professional employees shall have the right to refrain from any or all such activities.

3.8 Association Work Area Requests. The Board agrees to grant reasonable requests through the administration for access by Association representatives to

work areas of professionals represented by the Association, provided that no interference with the instructional program would be occasioned by the granting of such requests.

3.9 Fair Share.

- (1) It is recognized that the Association's duties as the sole and exclusive bargaining agent entail expenses for collective bargaining and contract administration which appropriately are shared by all teachers who are beneficiaries of this Agreement.

To this end, if a teacher does not join the Association or execute a dues deduction authorization within thirty (30) days after posting of the notice required in subparagraph (a), the Board shall deduct the sum equivalent to the teacher's share of the costs of the services rendered by the Association for collective bargaining and contract administration in its role as the sole and exclusive bargaining agent as annually certified in writing by the Association to the Board in equal payments from the regular salary check to the teacher in the same manner as it deducts for members of the Association, provided:

- (a) The Association has posted the appropriate notices of imposition of such fair share fee in accordance with the rules and regulations of the IELRB; and
 - (b) The Association has annually certified in writing to the Board the amount of such fair share fees and has annually certified in writing to the Board that such notice has been posted.
- (2) The Board shall begin such fair share fee deduction no earlier than thirty (30) days (or any later period as required by the Rules and Regulations of the IELRB) after certification by the Association as described in paragraph 3.9(1) (b) of this Article and transmit the fee to the Association no later than ten (10) days following the deduction. In the event a teacher objects to the amount of such fee, the fee shall be transferred in accordance with the Rules and Regulations to the IELRB.
 - (3) The Association, the Illinois Education Association and the National Education Association agree to defend, indemnify, and save the Board harmless against any claim, demand, suit, or other form of liability which may rise by reason of any action taken by the Association or the Board in

complying with the provisions of this Section, provided the Board gives timely notice of such action in writing to the Association and permits the Association intervention as a party if it so desires, and the Board cooperates with the Association and its counsel in securing and giving evidence, obtaining witnesses and making relevant information available. Such duty to defend, indemnify and save the Board harmless shall not apply to any claim, demand, suit or other form of liability which may arise as a result of the Board's failure to comply with the provisions of this Section.

- (4) The obligation to pay a fair share fee will not apply to any teacher who, on the basis of a bona fide religious tenet or teaching of a church or religious body of which such teacher is a member or a belief sincerely held with the strength of traditional religious views, objects to the payment of a fair share fee to the Association. Upon proper substantiation and collection of the entire fee, the Association will make payment on behalf of the Employee to a mutually agreeable non-religious charitable organization in accordance with the Illinois Educational Labor Relations Act.

3.10 Notice of Change in Board Policy. Any change in Board policy involving working conditions will be given to the President of the Association prior to the first reading for review and comments to the Superintendent.

3.11 Professional Relations Committee. The Board and the Association shall establish a Professional Relations Committee consisting of the Superintendent and one administrator, one Board member, Association President, Vice-President, and one other DEA member. The purpose of this committee is to discuss matters relating to school issues. Meetings shall be held at least once per month during the school year. The Superintendent and Association President shall communicate in regard to the agenda prior to the meeting.

ARTICLE IV NEGOTIATION PROCEDURES

4.1 Commencement of Negotiations. Negotiations for a successor contract shall begin no later than April 1 of the final year of the contract period, unless both parties mutually agree to an alternative date. The first meeting may be called for by either party giving fifteen (15) calendar days written notice.

4.2 Cooperation. Attainment of educational objectives requires mutual understanding and cooperation between the Board of Education, the administrative staff and the professional teaching personnel. To this end, free and open exchange

of views is desirable and necessary, with all parties participating in deliberations leading to the determination of negotiation items. Facts, opinions and proposals will be exchanged freely during the meeting or meetings in an effort to reach mutual understanding.

4.3 Consultants. The participants may call upon competent professional and lay representatives to consider the matter under discussion and to make suggestions. Each party shall have the right to utilize the services of consultants in the deliberations.

4.4 Ratification. When tentative agreement is reached on all matters being negotiated, the newly proposed negotiation agreements will be submitted in writing to the Association membership and to the full Board of Education for ratification. The agreement shall not discriminate against any member of the teaching staff, regardless of membership or non-membership in any teachers' organization.

4.5 Impasse. If agreement is not reached on all items after a reasonable period of negotiations and within forty-five (45) days of the scheduled start of the forthcoming school year, either party thereafter may declare that an impasse exists and call for a mediator. At the end of such time, both parties shall join in a written request for mediation to the Federal Mediation and Conciliation Service, the American Arbitration Association, or the Illinois Educational Labor Relations Board.

4.6 Mediation. When an impasse has been declared, the Federal Mediation and Conciliation Service, the American Arbitration Association, or the Illinois Educational Labor Relations Board shall be requested jointly by the parties to appoint a mediator from its staff who shall be acceptable to both parties. The mediator shall meet with the parties or their representatives either jointly or separately, to assist the parties in resolving their differences and affect a mutually acceptable agreement. The mediator shall not, without consent of both parties, make findings of fact or recommend terms of settlement.

4.7 Release Time. The Association shall provide a substitute teacher, subject to administrative approval, or bear the cost of any substitute teachers required for any mediation meeting held during regular school hours. Individuals working under the provisions of this section of the agreement shall not have access to the internal substitute teacher section of the agreement.

4.8 No Strike. The Association and the teachers hereby agree not to strike, or engage in, or support or encourage any concerted effort or refuse to render full and complete services in the District during the terms of this Agreement.

ARTICLE V GRIEVANCE PROCEDURE

5.1 Definition of Grievance. Any claim by the Association or a teacher that there has been a violation, misinterpretation, or misapplication of the specific terms of this Agreement shall be a grievance.

5.2 Time Limits. All time limits in this Article consist of school days except during summer recess during which time limits shall consist of weekdays when the school district business office is open. School days for purposes of the grievance procedure shall mean those days for which classes in the District generally are in session.

5.3 Failure to Notify of Grievance Decision. An administrator's or Board's failure to give a decision within the prescribed due date shall permit the Association to proceed to the next step. Time limits may be extended by mutual agreement.

5.4 Procedure. The parties acknowledge that it is usually most desirable for an employee and his/her immediately involved supervisor to resolve problems through free and informal communications. When requested by the teacher, the building representative may intervene to assist in this resolution. However, should such informal processes fail to satisfy the teacher or the Association, and then a grievance may be processed as follows:

Step #1: The teacher or the Association may present the grievance in writing, within fifteen (15) days after the action or occurrence of the event which caused the grievance, to the immediately involved supervisor. The written information contained in the filed grievance shall include: 1) a description of the specific grounds; 2) a listing of the provisions of this Agreement which are alleged to have been violated, or misapplied; 3) a listing of specific actions requested by the administration which will remedy the grievance. The immediately involved supervisor will arrange for a meeting to take place within ten (10) days after the receipt of the grievance. The immediately involved supervisor must provide the aggrieved teacher and the Association with a written answer on the grievance within ten (10) days after the meeting. Such answer will include the reasons upon which the decision was based.

Step #2: If the grievance is not resolved at Step #1, then the teacher or Association shall refer the grievance to the Superintendent or his/her official designee within ten (10) days after the due date for the Step #1 answer. The Superintendent shall arrange a meeting with the aggrieved teacher and Association representative to take place within ten (10) days of his/her receipt of appeal. Each party shall have the right to include in its representation such witnesses and counselors as it deems necessary to develop facts pertinent to the grievance. Upon conclusion of the hearing, the Superintendent will have ten (10) days in which to provide his/her written decision to the aggrieved teacher and the Association representative.

Step #3: If the Association is not satisfied with the decision at Step #2, the Association may file an appeal in writing with the Board of Education within ten (10) days after due date for the decision at Step #2. The official grievance record maintained by the Superintendent shall be available for the use of the Board of Education.

Within twenty (20) days after the receipt of an appeal, the Board of Education shall hold a hearing on the grievance. The hearing shall be conducted in executive session. Within ten (10) days after the conclusion of the hearing, the Board of Education shall render a decision, in writing, to all parties involved in the grievance.

Arbitration: If the Association is not satisfied with the disposition of the grievance at Step #3, then the Association may submit the grievance to final and binding arbitration under the Voluntary Labor Arbitration Rules of the American Arbitration Association. If a demand for arbitration is not filed within twenty (20) days of the due date of the Board's Step #3 reply, then the grievance will be deemed withdrawn. Expedited rules of the American Arbitration Association shall prevail if both parties agree. The arbitrator shall not have the power to add to, subtract from, alter, or modify, in any way, any of the terms of this Agreement.

The cost of the arbitration shall be borne equally by the parties. Each party shall bear the full cost for its representation in the arbitration. If one party requests a transcript of the proceedings, then that party will bear the full costs for the transcript.

5.5 Representation. The Board acknowledges the right of the Association's grievance representative to participate in the processing of a grievance at any step. No teacher shall be required to discuss a grievance at any step if the Association's representative is not present. Nothing herein contained will be construed as limiting the right of any teacher having a grievance to discuss the matter informally with his/her supervisor and to have the grievance adjusted without intervention of

the Association, provided such adjustment is not inconsistent with the terms of this Agreement.

5.6 Expedited Grievance. Provided the Association and the Superintendent agree, Step #1 and/or Step #2 of the grievance procedure may be bypassed and the grievance brought directly to the next Step. Class grievances involving more than one supervisor and grievances involving an administrator above the building level may be filed by the Association at Step #2.

5.7 Cooperation. The Board and the Administration will cooperate with the Association in its investigation of any grievance and, further, will furnish the Association with such reasonable information as is requested for the processing of any grievance, as the information pertains to the grievance. Nothing in this section shall mean the Administration shall conduct studies, or surveys or any other retrieval of information that would not be normal or customary.

5.8 Hearing Time. All grievance hearings shall be held outside of regular school hours except by mutual agreement. The Association shall provide a substitute teacher, subject to administrative approval, or bear the cost of any substitute teachers required for any arbitration meeting held during regular school hours. Individuals working under the provisions of this section of the agreement shall not have access to the internal substitute teacher section of the agreement.

5.9 Withdrawal. A grievance may be withdrawn at any step without establishing precedent.

5.10 No Reprisals. No reprisals shall be taken by the Board or Administration against any teacher because of his/her participation in a grievance.

ARTICLE VI TUITION REIMBURSEMENT

6.1 Tuition Reimbursement. Any teacher is eligible for reimbursement for approved college credit to a maximum of six (6) semester hours per year. Teachers with *less* than a Master's degree will be eligible for reimbursement up to \$1,250 per school year. Teachers *with* a Master's degree will be eligible for up to \$850 per school year. The following criteria must be met:

- A. All courses, graduate or undergraduate, must have prior written approval from the Superintendent or his designee. All teachers who expect college reimbursement must submit two copies of the Request for Approval of

College Courses form (see Appendix C) to the Superintendent at least one week before requesting for the course. The original copy will be returned to the teacher following action by the Superintendent who will retain a copy. This form should also be submitted for workshops for which college credit is granted.

- B. Teachers with less than a Master's degree: Courses must be part of a Master's Degree program which is relevant to the teacher's current instructional area and must be taken from a college or university with an undergraduate teacher preparation program which leads to state teacher certification upon graduation or from a community college whose courses are transferable to such a college or university.

Teachers with a Master's degree: Courses must be taken which are relevant to the teacher's current instructional area from a college or university with an undergraduate teacher preparation program which leads to state teacher certification upon graduation or from a community college whose courses are transferable to such a college or university.

- C. No reimbursement will be provided when grade equals "C", "D", or "F".
- D. An employee must be in active pay status, at least a half-time regularly employed teacher, and not on any type of leave including temporary disability. Eligible part-time employees will be reimbursed proportionally to their percentage of full-time equivalency.
- E. No reimbursement shall be given for a course taken with the use of a tuition waiver unless the waiver was granted to that individual for supervising a student teacher.
- F. Credits earned after earning a Bachelor's degree or Master's degree, but prior to earning state teacher certification, do not count toward movement on the salary schedule.

6.2 Tuition Lottery. If a cooperating teacher does not use a tuition waiver, the steps listed will be followed in descending order:

1. The waiver will be offered to any teacher in the same building with less than a Masters degree. (By Lottery)
2. The waiver will be offered to any District teacher with less than a Masters Degree. (By Lottery)

3. The waiver will be offered to any District teacher in the same building. (By Lottery)
4. The waiver will be offered to any District teacher. (By Lottery)
5. The waiver will be offered to any District administrator. (By Lottery)
6. All requests for tuition waiver use must be in writing.

See Section 13.16 for an explanation of salary/lane movement.

ARTICLE VII SUMMER SCHOOL

7.1 Assignments and Hourly Rate. Teaching positions in the summer school program shall be filled by current District 170 teachers. In the event that a summer school teaching position cannot be filled by a District 170 teacher, that position may be filled by a certified person other than a District 170 teacher. The Association agrees that no other provision of this Agreement shall be construed to apply or pertain to any summer school program, and provided that this shall not imply any obligation or responsibility of the Board to conduct summer school. The hourly rate for will be \$32.50.

7.2 No Denial of Fringe Benefits. Teachers under teaching contract with this District during the preceding school year shall not be excluded from regular fringe benefits because of additional duties performed during the summer school program.

ARTICLE VIII ASSIGNMENTS

8.1 Notice of Assignments. Notice of new assignments for the next school year shall be given to teachers by June 15. If the teacher's assignment is changed after such date, notice shall be given to the teacher as soon as possible prior to the beginning of the school year. Teachers so affected shall be given the opportunity to consult with the principal to whom he or she is assigned concerning his/her new assignment. If the Board is to vote on any assignments, the teacher shall be notified of the proposed assignment prior to Board action. Every reasonable effort

shall be made to ensure that the new or changed assignment be kept confidential until the teacher is notified of the new or changed assignment.

8.2 Special Services Personnel/Traveling Specialists. The assignments of special services personnel are made by the building principals and/or Special Education Director.

The schedule of services shall be posted or available in the principal's office in each building.

Special services personnel and other traveling specialists shall be responsible for checking their mailbox daily at the school(s) served on that day. Courier service is provided daily and important materials and information will be sent to teachers via this service.

Paychecks will be distributed in the building in which they are teaching unless other arrangements are made with the payroll clerk.

8.3 Adding/Deleting/Modifying Differential Positions. When a request is made to add, delete, or modify a sport or extra-curricular activity and/or stipend, the following procedures will be used:

- a. If the request is being made by a building administrator, the administrator will submit the request in writing to the Superintendent. If the request is being made by someone other than an administrator, the employee will submit the request in writing to the DEA President.
- b. The request will be in writing, will specify the sport or extra-curricular activity to be added/deleted/modified, and will include a detailed rationale for the request.
- c. The Superintendent or DEA President will evaluate the request within thirty (30) days of receipt and will determine if such request should be forwarded to the "Sport and Extra-Curricular Review Committee."
- d. The Sport and Extra-Curricular Review Committee, composed of two DEA representatives and two DPS administrators, will evaluate each forwarded request within thirty (30) days of receipt and will render a decision within such time. When evaluating a request, the Stipend Review Committee will consider criteria, agreed to by the committee. Requests must be approved by the majority of the committee.

- e. The Committee's decision will be sent to the DEA for the Association's approval. Within thirty (30) days of receipt, the Association will act on committee's recommendation and will send its recommendation to the Superintendent. Within thirty (30) days of receipt of the Association's approval, the Superintendent will place the addition/deletion/modification on a Board agenda as an action item for the next Board meeting. The Board's action will be final.

8.4 Differential Vacancies. The District shall post a notice of a permanent vacancy in a stipend/differential position on the staff bulletin board at each school and on the District website, and provide a copy to the Association President. Any teacher may apply for a stipend/differential position by submitting a letter of application to the Activities Director at Dixon High School in response to any posted vacancy notice. Any qualified teacher who applies for such vacancies shall be considered and interviewed.

ARTICLE IX WORKING CONDITIONS

9.1 Teacher-Administrator Relations. The teacher has the right to meet with the principal to discuss classroom supplies and/or resources when a request is denied. Such denial is not grievable.

9.2 Personnel File Access. Each teacher shall have the right, upon request, to review the contents of his/her own personnel file, except for any credentials from any placement office or any other employment recommendations. A representative of the Association may, at the teacher's request, accompany the teacher in this review. No part of such file may be removed, destroyed, or copied without permission of the Superintendent. Such review shall be conducted in the presence of a designated District employee during normal business hours.

Materials derogatory to a teacher's conduct, service, character or personality, which are placed in a teacher's personnel file, should consist of contemporaneous recording of such observations. Copies of any such material placed in the teacher's personnel file will promptly be provided to the teacher within two school attendance days. Each teacher shall have the right to place in his/her personnel file letters or statements of rebuttal in response to derogatory material. Teachers also shall have the right to place unsolicited positive or complimentary documents (letters or notes from parents, administrators, Board members, etc.) in this personnel file.

9.3 Length of Workday. The length of the workday for all Elementary Teachers shall not exceed six and one half consecutive hours including preparation periods, lunch periods, and passing periods. Teachers are expected to spend an additional fifty (50) minutes contiguous to regular school hours before or after school. The length of the workday for all Middle School Teachers shall not exceed six and one half consecutive hours including preparation periods, lunch periods, and passing periods. Teachers are expected to spend an additional fifty (50) minutes contiguous to regular school hours before or after school. The length of the workday for all Senior High Teachers shall not exceed six and one half consecutive hours including preparation periods, lunch periods, and passing periods. Teachers are expected to spend an additional fifty (50) minutes contiguous to regular school hours before or after school.

In regard to the above stated fifty (50) minutes, teachers and administrators will mutually determine when these fifty (50) additional minutes will be served: before school, after school, or split before and after school. These minutes are to be used for duties including, but not limited to, the following: record keeping, student conferences, grading, bus duties and playground duties. Teachers must notify their building principal or his designee in the school office in advance of leaving the school building during regular school hours, except in emergencies.

Teachers will be required to attend faculty meetings and staffings, provided those meetings and staffings are conducted in a fifty (50) minute period immediately prior to or immediately following school hours, but not both, and provided the time spent fulfills the fifty (50) minute requirement. Meeting times may be extended based on mutual agreement between teachers and administrators.

Teachers may be required to attend one back-to-school night or one P.T.O. meeting per year. Attendance at additional after-school-hours activities will be voluntary.

Elementary and middle school teachers may be assigned up to twenty (20) morning (playground) and/or afternoon (bus) duties per year, five (5) duties per quarter, without compensation. Additional morning or afternoon duties assigned to and performed by teachers beyond twenty (20) in a given school year will be compensated at a rate of fifteen dollars (\$15) per hour or five dollars (\$5.00) per duty (duty length twenty minutes).

9.4 Student Discipline. Each school in the District shall have a written pupil discipline policy. The administration will provide to the teacher documented administrative action in compliance with the Illinois School Code in regards to student discipline referrals within two school days of the action taken by

administration. The teacher will be subject to disciplinary action if it is not kept confidential.

9.5 Number of Assignments. For the duration of this contract high school teachers shall be scheduled for six (6) assignments per semester and middle school teachers shall be scheduled for six (6) assignments per day per semester plus homeroom. Guidance counselors are exempt from the previously stated conditions. Half-time teachers shall be scheduled for three assignments each semester. The Board shall determine the length of a class period.

9.6 Parent-Teacher Conferences. The two (2) days authorized in the Illinois School Code for teacher in-service days shall be used for four (4) half-day parent-teacher conferences in grades kindergarten through twelve provided these days are approved by the Illinois State Board of Education.

9.7 District Calendar. The maximum number of scheduled school days may be 185. The Board reserves the right to adjust the calendar and the number of student attendance days and the number of teacher work days. In no event shall there be more than 185 teacher work days. The school calendar shall be determined by the Board after the Superintendent has consulted with the Association and surveyed teachers concerning any matters on which the Association and Superintendent wish to obtain the teachers' view. Teachers shall not be required by DPS administration to attend staff development activities on days not included in the annual school calendar, which the District submits to ISBE.

9.8 Preparation Time. The Board of Education shall provide a contiguous 40-45 minute preparation time daily within a school day for all teachers except for early release days.

9.9 Parent-Teacher Conference Early Dismissal. The Board will provide a one hour early dismissal on the day prior to parent-teacher conferences in grades K-12, to work on records and reports for conferences.

9.10 Evaluations. The Board of Education agrees to continue the Manatt evaluation program in all buildings. Evaluations will be completed by a building principal with possible input from other administrators. Part-time teachers who have taught a minimum of four consecutive years in District 170 will be on the same evaluation schedule as are tenured teachers.

9.11 Mentor Teachers. The building principal or immediate supervisor will make a concerted attempt to assign a mentor teacher to every probationary teacher for one year after entrance of the probationary teacher into the school

system. Participation by mentors will be voluntary; assignment will be based on availability of mentors. The mentor teacher, insofar as possible, shall be a tenured teacher, engaged in teaching within the same grade, building or subject area as the probationary teacher. The mentor teacher shall assist the probationary teacher in becoming acquainted with the teaching profession and the school system. The mentor teacher shall not be involved in the evaluation of the probationary teacher.

The mentor teacher's duties are as follows:

- Explain to the new teacher the climate and culture (communication, norms, cultures and expectations) of the building.
- Review the "To-Do-List" for new teachers with the new teacher.
- Encourage at least two team-teaching experiences during the year.
- Encourage the probationary teacher to observe mentor or other experienced teacher.
- Check to see that new teacher has the necessary instructional resources or the means to get them, including classroom furniture, texts/teacher editions, curriculum guides, student supplies, etc.
- Meet with new teacher, formally or informally, at least once a week for the first quarter to reduce social/emotional isolation and fear of being perceived as less than competent and to create professional support.
- Answer questions for new teacher, including those related to curriculum guides for courses taught by the new teacher.
- Observe the new teacher teaching at least three times during the first semester and meet before or after school to discuss strengths and areas for improvement.

Mentor teachers will be paid \$1,000 for their service for the mentoring year, and building committee membership will be optional for mentors during this year. The first-year probationary teacher will be paid \$250 for participating in this mentor program. The District may require a probationary teacher to participate in the mentor program for a second year. Mentor teachers will be paid \$500 for their services during the second mentor year and building committee membership will be optional during this year. The second-year probationary teacher will be paid \$100 for participating for a second year in this mentoring program. If a second year probationary teacher enters the mentor program for the first time, the mentor teacher shall be paid \$1,000 and the probationary teacher will be paid \$250.

9.12 Detention Duty. All teachers shall be responsible for detention duty only for detentions issued by that teacher.

9.13 Involuntary Classroom Transfer. Teachers who have been involuntarily transferred from one room to another shall be paid \$100 for packing the room, unpacking the room, and setting up the new classroom if the transfer is made after June 1st of any year, and if the administration requests that the teacher pack and unpack the room. The “physical” moving of materials and equipment will be the responsibility of the district.

9.14 Special Education Teacher Duties. Special Education teachers will be given adequate time to complete their required duties relating to preparation, implementation, and reevaluation of students’ IEP’s, provided the teachers faithfully perform all of their duties required by District policy and law. Teachers who feel they need additional time to perform such duties shall apply to their building principal who shall make a decision in consultation with the Special Education Director.

ARTICLE X LEAVES OF ABSENCE

10.1 Sick Leave. Each teacher shall be granted fifteen (15) sick leave days with full pay for the school year. Unused Sick Leave shall accumulate to 360 days. Sick leave shall be interpreted to mean personal illness, quarantine at home, or serious illness or death in the immediate family or household. Members of the “immediate family or household” shall include: parents; spouse; brothers; sisters; children; grandparents; grandchildren; parents-in-law; brothers-in-law; sisters-in-law; and legal guardians. The Board may require a certificate from a physician licensed in Illinois to practice medicine and surgery in all its branches, an advanced practice nurse who has a written collaborative agreement with a collaborating physician that authorizes the advanced practice nurse to perform health examinations, or a physician assistant who has been delegated the authority to perform health examinations by his or her supervising physician, or if the treatment is by prayer or spiritual means, that of a spiritual adviser or practitioner of such person's faith, as a basis for pay during leave after an absence of three (3) days for personal illness, or as it may deem necessary in other cases. If the Board does require a certificate as a basis for pay during leave of less than three (3) days, the school board shall pay, from school funds, the expenses incurred by the teacher in obtaining the certificate.

Sick leave shall include maternity directly related to birth and medical reasons associated with birth. Unused personal days shall accumulate as sick leave days at the end of each school year. Sick leave may be used only in half-day or full-day increments.

10.2 Family Leave. Family and Medical leave may be available as provided in the District's Family and Medical Leave Act policy. Please see the reference section for more information.

10.3 Sick Leave Bank. The Board shall establish a Sick Leave Bank for the teachers in the District to be used solely for a teacher's own personal illness. The Board agrees to add two hundred-forty (240) days each year.

Any teacher employed in the District shall be entitled to draw sick leave days from the Bank for his/her own personal illness, provided the teacher has used all his/her accumulated sick leave days and has been absent from school for at least thirty (30) school days for the same illness. The maximum number of any days that can be granted to a teacher is one hundred (100) days per illness. In no case will the granting of leave from the Bank cause a member to receive more than his or her annual salary. Sick Leave may not be granted for the period of disability when monies are paid to the teacher under the Worker's Compensation Law. Time spent on such sick leave days shall be considered as continuous service.

A Sick Leave Committee will be established to act as the governing body for the administration of the sick leave bank. The Committee shall consist of two (2) teachers named by the Association, and an administrator named by the Board. The Sick Leave Bank Committee shall have the responsibility of reviewing member applications, initially verifying the validity of applications, recommending approval or denial of the applications, and communicating its recommendation to the teacher and the Superintendent's office. The Committee shall also maintain the records of all applications and use of the Sick Leave Bank. The Committee shall develop rules of procedure for administration of the Sick Leave Bank and annually review the guidelines.

The Superintendent shall have the responsibility to maintain records of the status of the bank to verify information regarding the personal illness of the teacher and to make the final decision on the application. The Superintendent shall report the status of the Sick Leave Bank and any decision upon the request of the Committee. The Superintendent shall provide to the Committee, upon its request, any data the District has maintained in its file with regard to the usage of the Sick Leave Bank.

Application for use of the bank shall be submitted in writing to the Sick Leave Bank Committee. The application must be accompanied by a physician's statement confirming the application. If an application is for other than consecutive days of illness, a separate application including a physician's statement should be submitted for each separate period of illness. If a member does not use all of the days granted, the unused days will be returned to the bank.

All requests to draw upon the Sick Leave Bank must be made in writing and submitted to the Committee at least thirty (30) calendar days prior to the teacher's anticipated use of the Bank. (Note: In extreme and unusual cases, exceptions may be approved.) Granting of leave shall be made in units of no more than thirty (30) consecutive days. After a member has drawn and used thirty (30) consecutive sick days the member may apply for more days and shall be required to have a physician's report.

A member submitting an application may be required to undergo a medical review by a physician. The physician's report is to be sent directly to the Superintendent before he or she may approve the member's application for an additional grant from the Sick Leave Bank.

The existence of the Sick Leave Bank does not negate or eliminate any other sick leave policies of District #170 nor does it in any way negate a member's right to other sick leave benefits included in this Agreement.

10.4 Unpaid Extended Sick Leave or Personal Leave. If a leave is desired, the teacher shall arrange for a meeting with the building principal, the Superintendent or his/her designee, and a representative of the Association if said representative is requested by the teacher. The purpose of the conference will be to determine a reasonable period of leave, and said leave must then be submitted to the Board for its approval. Written notification of intent to return to the system, accompanied with a physician's written statement in case of extended sick leave, shall be made to the Superintendent by the teacher at least thirty (30) calendar days before the end of the first semester and sixty-five (65) calendar days before the end of the second semester in which the leave terminates. No fringe benefits shall accrue to such teacher during the leave of absence; however, any teacher granted leave who has completed one (1) semester of the school year of the leave shall be considered to have completed a full year for purposes of advancement on the salary schedule. Teachers granted such leave may make arrangements during the leave to continue at their own expense the hospital-surgical, optical and dental, and life insurance coverage provided in this Agreement.

10.5 Military Leave. Leave of absence for military service shall be granted by the Board in accordance with applicable provisions of state and federal laws.

10.6 National Guard/Military Reserve Leave. If a teacher must attend National Guard or Military Reserve encampment, or participate in National Guard emergency duty, after making his best efforts to reschedule any such requirements, the teacher will be granted a leave of absence and paid the difference between his

regular salary less that amount which he received from the government for each school day spent in required government service, up to a period of two (2) weeks in any one school year. If a teacher is required to serve for more than two (2) weeks during a school year, the teacher may request the Board to make up the same difference in pay for the additional period.

10.7 Professional Leave. A leave of absence of up to four (4) consecutive semesters within two (2) school years shall be granted any teacher, upon application, for the purpose of serving as an officer of the Association, or as a staff member of the Illinois Education Association or the National Education Association. The affected teacher and Superintendent will meet to establish a reasonable time for the commencement and termination of the leave. The leave will then be submitted to the Board for its approval not later than March 1st of that school year. At least thirty (30) calendar days before the end of the semester in which the leave terminates, the teacher shall inform the Superintendent of his intent to return to the system. The teacher will receive no salary or fringe benefits while on such leave, and the leave time will not be counted for purposes of advancement on the salary schedule. The Board shall not allow more than two staff members to utilize this leave.

10.8 Advance Study Leave. A leave of absence for the purpose of advance study of up to four (4) consecutive semesters within two (2) school years shall be granted, upon application, to any teacher, provided the teacher states his intention to return to the school system. The teacher will meet with the Superintendent for the purpose of determining the period of the leave and to discuss the proposed course of study. The proposed plan will then be submitted to the Board for its approval not later than March 1st of that school year. The teacher will receive no salary or fringe benefits while on such leave, but upon return from such leave the teacher shall be placed at the same position on the salary schedule as he would have been had he taught in the District during such leave. Written notification of intent to return to the system shall be made to the Superintendent by the teacher at least thirty (30) calendar days before the end of the semester in which the leave terminates. There shall not be more than three (3) leaves every four (4) semesters to no more than three (3) teachers unless the Board chooses to grant more.

10.9 Insurance - Leaves of Absence. In the case of a Board-approved sabbatical leave, the Board will provide insurance, on the terms and conditions that exist at the time the leave is granted.

10.10 Reinstatement. Reinstatement shall be effective on the first teacher work day following the end of the leave approved by the Board of Education.

10.11 Personal Leave. A full-time teacher will receive two (2) days of personal leave per year. A half-time teacher is eligible for one (1) day of personal leave per year. Such personal leave days shall be used only for business or family matters that require the teacher's presence during the school day and are of such nature that they cannot be transacted at another time, such as on the weekend, after school hours or during vacation periods. Notification of such leaves shall be submitted to the Superintendent at least two (2) calendar days in advance of the absence, except in cases of emergency when the explanation may be submitted after the absence. The day immediately preceding or immediately following a legal holiday and a school vacation period, or the first and last day of each semester, shall not be recognized as a personal leave day, except in cases of emergency or extenuating circumstances of a personal nature which the Superintendent determines to be legitimate and require such absence. Unused personal days shall accumulate as unused sick days at the end of each school year.

10.12 Bereavement Leave. Absences due to the death of a person who does not fit into the definition of allowable categories of immediate family shall be considered on a case by case basis upon presentation to the Superintendent. No one case shall be precedent setting and said decision shall be excluded from the grievance and arbitration procedure.

Absences due to the death of persons other than immediate family members shall be considered as regular sick leave if approved by the Superintendent.

ARTICLE XI REDUCTION IN TEACHERS

11.1 Reduction-In-Force. If the Board determines that a reduction in the number of tenured teachers employed is necessary, or that a particular type of teaching service should be discontinued, the Board shall provide the Association and the affected tenured teachers a written statement of the reasons for the Board's action together with a statement of honorable dismissal not later than sixty (60) days before the end of the preceding school year. In selecting any tenured teachers to be removed, the Board shall terminate the employment of no tenured faculty member while any probationary faculty member, or any other employee with less seniority, is retained to render a service which the tenured employee is competent to render.

In selecting tenured teachers to be removed, the Board shall remove such tenured teachers with the least seniority, provided the teachers who remain with the District after such removal are certificated to perform the particular teaching services to be

provided by the Board. In so doing, the Board shall transfer a less senior teacher employed in a particular type of teaching service to create a position in which a more senior tenured teacher is certificated to teach but shall not transfer a more senior tenured teacher to create a position in which a less senior teacher is certificated to teach. A tenured teacher so transferred shall replace the least senior teacher in a position in which the tenured teacher is certificated to teach. If tenured teachers employed by the Lee County Special Education Association become eligible for positions in the District, pursuant to the provisions of the Illinois School Code and the Special Education Association's policies, such tenured teachers shall first be placed in the District and then removed or retained. Any tenured teacher who has been released through a reduction in force or a non-tenured teacher who has been honorably dismissed shall have his/her health and life insurance coverage paid through August 31 or the first day of the ensuing school year, whichever comes first, on the same terms and conditions as existed when the teacher was employed.

11.2 Seniority Definition. Commencing in the 1983-84 school year, seniority shall be defined as years of continuous service, with one year of full-time teaching constituting one year of service, and one-half year of full-time teaching or one year of part-time teaching, constituting one-half year of service. Commencing with the 1983-84 school year, seniority also shall be based solely on active service, without service being accumulated for time spent on unpaid leaves of absence or as a result of a reduction in force. Prior to the 1983-84 school year, seniority shall be computed in accordance with the practices theretofore existing.

11.3 Seniority Tie Breakers. If, between two or more tenured teachers legally qualified to perform the desired teaching service, their seniority is equal, the tenured teacher with the earliest date of employment by Board action will be considered to be more senior and shall be given the teaching position that is available. If the date of hiring is the same, the tenured teacher with the most prior teaching experience shall be given the teaching position which is available; and if prior teaching experience is equal, the tenured teacher with the highest educational position on the salary schedule at the time of removal shall be given the teaching position which is available.

11.4 Recall Procedures. If the Board subsequently increases the number of teachers employed by the District, or decides to fill a vacancy that occurs, the Board shall recall tenured teachers laid off in the reverse order of layoff so far as they are legally qualified to hold such positions. Prior to any such recall, the Board may transfer other teachers provided a person on the recall list fills the eventual vacancy. A vacancy shall be any position open for a semester or more. A tenured teacher who is laid off and later becomes certificated and qualified in other areas

shall become eligible for recall to such other areas when vacancies occur therein after the District is notified of the additional certification and qualifications. A tenured teacher heretofore laid off shall have the right to re-employment pursuant to the provisions of the Illinois School Code. When a tenured teacher who has been recalled refuses the assignment, that tenured teacher waives his or her right to any future recall. Prior to August 1st of the new school year, a tenured teacher's failure to respond within fifteen (15) calendar days after mailing of the Board's letter of recall sent by registered or certified mail to the tenured teacher's address on file with the Board shall result in termination of the tenured teacher's right of recall. After August 1st of the new school year, a tenured teacher's failure to respond within three (3) calendar days after receipt of the Board's letter of recall sent by registered or certified mail to the tenured teacher's address on file with the Board shall result in termination of the tenured teacher's right of recall. A recalled tenured teacher shall return with the seniority, sick leave and position on the salary schedule held prior to layoff, with no accumulation for the period of the absence.

11.5 Seniority List. On or before February 1st of each year the Board shall prepare and provide the Association with a seniority list of teachers, including their name, assignment, seniority, employment date, type(s) of certification, prior teaching experience, educational position on the salary schedule, tenure and full or part-time status. This same list will be posted in all schools. A teacher or the Association may contest the posted information until February 15th of any school year, and thereafter the information shall be considered conclusively established until the next annual posting. The posted seniority for years prior to February 15, 1984, and thereafter will be considered to have been conclusively determined.

ARTICLE XII PAYROLL DEDUCTIONS

12.1 Voluntary Payroll Deductions. The Board of Education shall make available volunteer payroll deductions for the savings portion of the credit union. The employee member may have a stated amount deducted from his check each month; however, only two adjustments may be made in the amount of the deduction in addition to termination during a fiscal year.

12.2 Deductions Allowed. The District is authorized through payroll deduction to withhold professional dues (including Fair Share fees) from teachers' salaries in pro rata installments, commencing after a teacher's written request for payroll deductions. In addition, the following items may be deducted from a teacher's paycheck: employee and dependent health, vision, dental, and flex plan contributions, or anything else required by this Agreement. Teachers who

terminate employment with the district after September 15 of the current school year will have the balance of professional dues (including Fair Share fees) deducted from the final paycheck.

12.3 Tax Sheltered Annuity. The Board shall make available, through payroll deduction, tax sheltered annuity programs to all teachers in the district. Any teacher may apply to the Board for authorization of any such program not currently authorized.

12.4 Paycheck Distribution. Paychecks shall be distributed on or before the 25th day of the month, except when the pay period occurs during a school holiday or weekend. At that time, it shall be distributed on the last school day of the month.

ARTICLE XIII SALARY AND COMPENSATION ITEMS

13.1 Salary Schedules. The salary schedule for the 2010-11 and 2011-12 school years is contained in Appendix A attached hereto. For the 2010-11 and 2011-12 school years only, teachers at the last step on the lane who did not move a vertical step (i.e. teachers frozen on the lane) shall have their salaries increased by \$300.00 per year (for teachers on the B.S. lanes) or \$500.00 per year (for teachers on the M.S. lanes).

13.2 TRS and THIS Contributions. The Board agrees to pay the State of Illinois Teachers' Retirement System ("TRS") 10.3753% of the teacher's compensation as set forth in Appendices A and B. Teachers currently receiving the 0.8% for Teacher Health Insurance Security ("THIS") shall continue to receive such benefit under each year of the new contract and beginning with 2007-08, all teachers who have started their 20th year of District creditable service or more shall also receive such benefit.

13.3 Differentials. The differential schedules are attached as Appendix B. The number of positions in each sport or extracurricular activity shall be determined by the Board.

13.4 Teaching Experience Credit. Teaching experience will be granted under the following conditions:

- A. Teaching experience credit shall be granted on the salary schedule for complete semesters of teaching experience, which required a state

teaching certificate, outside or in Dixon District #170 in units of one year. Such teaching experience must be contractual; credit is not granted for long term substituting without a contract.

- B. Beginning with teachers first employed by the District for the 1994-95 school year, the maximum experience allowable on the salary schedule for teaching experience outside the District is twelve (12) years.
- C. The Board upon the recommendation of the Superintendent may make exceptions to the rule of complete semesters for experience within the District by granting teacher experience credit for less than a complete semester.
- D. One year of teaching experience shall be given for two (2) semesters teaching experience regardless of the time lapsed between the semesters.
- E. A teacher who teaches one-half (1/2) days or half-time on a full year contract shall be moved to the next highest level on the salary schedule for the following year for teaching one-half (1/2) days, half-time or full-time.
- F. No additional experience credit shall be allowed for teaching on a twelve month contract.
- G. "Semester" shall be determined by the District in which the teacher taught.

13.5 Tutor Rate. A tutor shall be paid an hourly rate of \$27.00. The Board shall pay TRS contributions in addition to this amount.

13.6 Event-Related Duties. When teachers are used to perform event-related duties, they shall be paid \$17.50 per hour. Any teacher who is scheduled to work, shows up to work, and is told he or she is not needed for the duty, shall receive two hours of pay for showing up. All extra duty assignments by teachers shall be voluntary. Teachers will be asked before non-DPS employees. Non-DPS employees currently performing event-related duties shall be allowed to continue to perform such duties in accordance with past practice. Any teacher who submits a false time record in support of a request for payment for an extra duty assignment shall waive his or her right to payment for such assignment and shall be ineligible for future extra duty assignments.

13.7 Health Insurance. Effective the first day of the school year, the Board shall offer a group health insurance plan. The employee will have the option to purchase health insurance coverage at the following monthly rates:

| <u>Single</u> | <u>Family</u> |
|---|--|
| 10% of COBRA rate not to exceed \$50 | 12% of COBRA rate not to exceed \$150 |

The plan will contain a \$500 deductible per family. The Board shall pay 80 percent of the first \$3,000 per individual excluding the deductible and 100% of the balance to a maximum lifetime benefit of \$2,000,000. The health insurance plan shall contain cost containment features concerning weekend (Friday-Saturday) admissions and second opinions for non-emergency surgeries, provided the patient has his choice of doctors and the additional opinions are paid for under the health insurance plan. The Board shall also provide a life insurance and accidental death and dismemberment plan of \$20,000 for all certified personnel.

Pre-Certification Program: Beginning with the 1991-92 contract year, when a covered employee or his/her dependent is admitted to a hospital, he/she must comply with pre-admission procedures. Failure to meet the pre-admission requirements for a hospital admission will cause benefits to be reduced by the application of a \$200 penalty deductible. The resulting co-payment will not be applied toward the employee's out-of-pocket expense minimum.

The Board may provide for all or any such insurance coverage through a self-insurance plan. The types of claims covered with the prior insurance carrier will be identical to those types of claims covered under the self insurance plan or any future carrier.

The employee who has worked the full contract year and is dismissed for reduction in force will have his/her health/life insurance coverage paid by the Board through August 31 or the first day of the ensuing school year whichever comes first.

The Board and the Association, for the duration of this contract, agree there shall be no change for said period of time in the health/hospitalization plan. Life insurance coverage shall be maintained at \$20,000.

13.8 Optical and Dental Insurance. The Board will offer an optical and dental insurance program to the employees at the employees' expense.

13.9 Insurance Committee. The parties shall participate in an insurance committee with one board member, one administrator, and at least two DEA members and representatives from DESPA and non-certified employees; the number which shall be established by agreement of all groups. The committee will meet at least once every quarter with the purpose to: obtain and review documents necessary to monitor the health plan such as renewal rate projections; explore additional types of insurance coverage; and make recommendations to the Board regarding health insurance plans and coverage.

13.10 Work-Related Injury. Absence due to a duty-connected injury shall not be deducted from the teacher's sick leave for the first thirty (30) working days following such injury. Payment during said thirty (30) day period shall be based upon full salary less a credit to the District for any payments received by the employee for income benefits under the Illinois Workers' Compensation Act.

13.11 Travel Reimbursement.

- a. Any teacher who must use his personal automobile or otherwise provide his own transportation when on school business which has been approved by the Superintendent or his designee shall be reimbursed by the Board at the rate established by the Internal Revenue Service. Such mileage reimbursement shall not include routine travel from the teacher's home to the school to which he is assigned. The actual cost of other reasonable expenses incidental to travel such as meals and lodging, when on school business, shall also be reimbursed by the Board.
- b. A school district employee whose job responsibilities require travel to more than one school within the school district on a regular basis shall be paid the current business rate per mile established by the IRS by receiving prior approval of the Superintendent and sending a

completed "Employee Expense Claim" to the Superintendent's Office at the end of each month.

13.12 Internal Substitution Rate. A teacher who substitutes for another teacher shall be paid \$40.00 per period.

13.13 Internal Substitution Rate When Assignment Limit is Exceeded. A teacher shall be paid one-twelfth (1/12th) times the instructor's base teaching salary for each semester class assignment that exceeds the limits established in Section 9.5.

13.14 Professional Meetings.

- a. Any certificated person may attend conferences, workshops, and other meetings when the Superintendent believes such attendance could be of value to the staff member, the District, or the community. The hourly rate for attendance at said meetings during the school year but outside the school day and during the summer shall be \$25.00 for each year of the Agreement.
- b. A "Request for Absence" form (see Appendix D) will be completed by every employee requesting permission to be absent from his/her job for a conference, workshop or other activities even though no travel expenses are requested or no funds are available at the time of the request. All employees must have these requests approved by the principal and the Superintendent or his/her designee in order to attend.

13.15 Benefit Flex Plan. The mutually agreed upon flex 125 plan that went into effect in the 1992-93 school year will continue for the duration of this contract with the participating employees and the Board each paying 50% of the monthly administrative cost. The dependent care is capped at \$5,000 for 2006-2007 according to federal law. This may increase if the federal law changes. The parties have agreed to cap the medical care at \$5,000 beginning with the 2007-2008 school year.

13.16 Lane Movement. Teachers who wish to move from one lane to another as a result of previously approved graduate or undergraduate hours attained must notify the District office with the appropriate written notice and documentation prior to September 1st. In no event will movement occur other than the first semester.

13.17 Replacement Teachers. Any regular teacher (not a substitute teacher) replacing another teacher on a leave of absence shall accrue all the benefits of this

Agreement. A regular teacher shall be defined as a teacher that has been hired by official Board action.

ARTICLE XIV RETIREMENT

14.1 Retirement.

If a teacher meets all of the six eligibility requirements contained in paragraph 1 of this Section, the teacher shall be paid a retirement benefit in accordance with paragraph 2 of this Section.

1. Requirements for Eligibility:

- a. The teacher must have at least 10 years of full-time service as a certified employee in the School District.
- b. The teacher must submit an irrevocable letter of retirement to the Superintendent by March 1, prior to the school year in which benefits will begin under this program. At the submission of the letter of retirement, the teacher shall submit a TRS statement of benefits or documentation confirming the teacher's total years of service and creditable earnings.
- c. The employee must be at least 54 ½ years old and be eligible to receive a TRS retirement benefit at the time of the effective date listed in the irrevocable letter of retirement.
- d. The Board is not required by statute for any financial AERO obligations resulting from the teacher's retirement imposed by TRS. For example, a teacher who will be 55 years old with 20 years of creditable service on the date of the teacher's indicated date of retirement and has invoked his/her AERO, will not be eligible for the retirement benefits. However, a teacher who is 55 years old with 35 years of creditable service on the date of the teacher's indicated date of retirement will be eligible for the retirement benefits.
- e. The Board will not be obligated to pay a penalty imposed by TRS due to the teacher's salary exceeding the TRS cap if the teacher retires anytime after submitting his/her letter of retirement. For example, a

teacher who received a salary increase greater than 6% in the three years prior to the year the retirement benefits provided under this Section would begin would not be eligible for the retirement benefits.

- f. The teacher shall not have received a retirement benefit pursuant to a prior collective bargaining agreement.

2. Retirement Benefits

In each year that benefits are received under this program, the teacher shall not be paid in accordance with the salary and extra duty schedule and, in exchange, shall receive a six percent (6%) increase in creditable earnings over the prior year's total TRS creditable earnings from the teachers' salary as set forth on the salary schedule (hereinafter referred to as "Program Creditable Earnings") for a period up to a maximum of four years.

- a. The teacher will remain "off schedule" and receive a six percent (6%) increase in Program Creditable Earnings for each year up to four (4) years (i.e., three year notice, six percent (6%) for three years, two year notice, six percent (6%) for two years, one year notice, six percent (6%) for one year).
- b. The teacher shall perform all extra duties that are used in determining Program Creditable Earnings in the years in which program benefits are received. A teacher who does not perform such extra duties shall have his/her compensation reduced accordingly.
- c. A teacher under this retirement program will not be able to earn more than six percent (6%) of the previous year's Program Creditable Earnings, regardless of assignment or possible movement on either the salary schedule or extra duty schedule.

To the extent that the retirement benefits described under this Section shall cause the Board to pay additional penalties to TRS, the Board shall have the right to reduce the payment of such benefits so that the Board will not incur such penalties.

14.2 Retiree Insurance. The Board pays the employee's group insurance costs through June of the year the employee retires, if the retirement is effective the last day of the school year. If Board approval is secured for a mid-year resignation, coverages will be paid by the Board through and including the last day of the month during which the resignation becomes effective.

Under certain conditions, District employees taking retirement may retain the health and/or life insurance coverages of the district's group insurance program up to age 65. In order to be eligible to continue these coverages, an employee must meet both of the following qualifications:

1. Be eligible to retire under TRS guidelines or be at least 55 years of age at the time of retirement.
2. Have completed at least ten (10) full years of continuous full-time equivalent employment in the District immediately prior to taking retirement (the definition of a full year of work shall be that an employee has fulfilled terms of a contract issued for work required between July 1st and June 30th, of a fiscal year). Full-time employment status requires that the employee work twenty (20) hours or more per week.

Retirees choosing to retain insurance coverages must pay the total premium for such coverage. The premium(s) must be paid to the school district one week in advance of the month for which the insurance payment is made. Further, the retiree must assume responsibility for paying the initial premium(s) during the month when retirement becomes effective. Failure to comply with this latter requirement will mean that the employee has forfeited his/her right to continue the school district insurance coverage at his/her expense. The request to continue carrying the District insurance should be made in writing and sent to the Superintendent's office prior to the date the first premium is due.

The retiree may carry this insurance under these conditions until age 65. At that time the retiree is eligible for Medicare coverage and should file an application for benefits through the Social Security office. In a similar fashion, dependent coverage is terminated when a dependent achieves the age of 65 even though the insured retiree's coverage is still in effect.

**ARTICLE XV
DURATION AND EFFECT OF AGREEMENT**

15.1 Complete Understanding. The terms and conditions set forth in this Agreement represent the complete understanding and commitment between the parties. The terms and conditions of this Agreement may be modified by alteration, addition or deletion only through the mutual consent of the parties in a written amendment.

15.2 Binding Effect. This Agreement shall benefit and be obligatory upon the parties hereto and the teachers employed by the Board during the term of this Agreement.

15.3 Consistency. Individual contracts or employment agreements shall be consistent with the terms and conditions of this Agreement.

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

15.5 Agreement Distribution. Within seven (7) calendar days following ratification of the Agreement, the Board shall have sufficient copies of the Agreement prepared and delivered to the Association for its distribution to each teacher in the District. The cost of preparing the Agreement shall be borne by the Board and the Association equally.

15.6 Headings. The headings used in this Agreement are for the convenience of the Parties only and shall not affect the interpretation thereof.

15.7 Effective Date. This agreement shall go into effect on the first day of the 2010-11 school year and shall expire on the day prior to the first day of the 2012-2013 school year.

For the Dixon Education
Association IEA/NEA

For the Board of Education
Dixon Unit School
District #170

By: *Shirley Soukup Baer*
President

6-1-10
Date

By: *Aaron C. Essey*
Vice President

6-1-10
Date

By: *Thomas Baker*
President

June 1, 2010
Date

By: *Carilyn L. Breckon*
Secretary

6-1-10
Date

APPENDIX A

SALARY SCHEDULE FOR 2010-11 and 2011-12 (TRS Not Included)

| Steps | BS | BS+15 | MS | MS+15 | MS+30 |
|-------|--------------|--------------|-------|-------|-------|
| 1 | 32000 | 33000 | 35500 | 37000 | 38500 |
| 2 | 32650 | 33961 | 36122 | 37695 | 39267 |
| 3 | 33228 | 34539 | 37290 | 38862 | 40436 |
| 4 | 33757 | 35068 | 38408 | 39981 | 41553 |
| 5 | 34290 | 35600 | 39531 | 41103 | 42676 |
| 6 | 35600 | 36910 | 41103 | 42676 | 44248 |
| 7 | 36910 | 38221 | 42676 | 44264 | 45868 |
| 8 | 38221 | 39531 | 44264 | 45868 | 47472 |
| 9 | 39531 | 40842 | 45868 | 47472 | 49075 |
| 10 | 40842 | 42152 | 47472 | 49075 | 50679 |
| *11 | <u>42152</u> | <u>43462</u> | 49075 | 50679 | 52283 |
| 12 | 45898 | 47289 | 50679 | 52283 | 53886 |
| 13 | 45898 | 47289 | 52283 | 53886 | 55490 |
| 14 | 45898 | 47289 | 53886 | 55490 | 57094 |
| 15 | 45898 | 47289 | 55409 | 57013 | 58667 |
| 16 | 45898 | 47289 | 56931 | 58535 | 60240 |
| 17 | 45898 | 47289 | 58454 | 60058 | 61814 |
| 18 | 45898 | 47289 | 59976 | 61835 | 63387 |
| 19 | 45898 | 47289 | 61694 | 63146 | 64960 |
| 20 | 45898 | 47289 | 63292 | 64240 | 66603 |
| 21 | 45898 | 47289 | 64692 | 65119 | 67553 |
| 22 | | | | 66559 | 69046 |

***Teachers will not be allowed to advance past Step #11 in the BS and BS+15 lanes.**

For the 2010-11 and 2011-12 school years only, teachers at the last step on the lane who did not move a vertical step (i.e. teachers frozen on the lane) shall have their salaries increased by \$300.00 per year (for teachers on the B.S. lanes) or \$500.00 per year (for teachers on the M.S. lanes).

APPENDIX A1

SALARY SCHEDULE FOR 2010-11 and 2011-12 (10.3753% TRS Included)

| Steps | BS | BS+15 | MS | MS+15 | MS+30 |
|-------|--------------|--------------|-------|-------|-------|
| 1 | 35320 | 36424 | 39183 | 40839 | 42494 |
| 2 | 36038 | 37485 | 39870 | 41606 | 43341 |
| 3 | 36676 | 38123 | 41159 | 42894 | 44631 |
| 4 | 37259 | 38706 | 42393 | 44129 | 45864 |
| 5 | 37848 | 39294 | 43632 | 45368 | 47104 |
| 6 | 39294 | 40740 | 45368 | 47104 | 48839 |
| 7 | 40740 | 42187 | 47104 | 48857 | 50627 |
| 8 | 42187 | 43632 | 48857 | 50627 | 52397 |
| 9 | 43632 | 45079 | 50627 | 52397 | 54167 |
| 10 | 45079 | 46525 | 52397 | 54167 | 55937 |
| *11 | <u>46525</u> | <u>47971</u> | 54167 | 55937 | 57708 |
| 12 | 50660 | 52195 | 55937 | 57708 | 59477 |
| 13 | 50660 | 52195 | 57708 | 59477 | 61247 |
| 14 | 50660 | 52195 | 59477 | 61247 | 63018 |
| 15 | 50660 | 52195 | 61158 | 62928 | 64754 |
| 16 | 50660 | 52195 | 62838 | 64608 | 66490 |
| 17 | 50660 | 52195 | 64519 | 66289 | 68227 |
| 18 | 50660 | 52195 | 66199 | 68251 | 69964 |
| 19 | 50660 | 52195 | 68095 | 69698 | 71700 |
| 20 | 50660 | 52195 | 69859 | 70905 | 73513 |
| 21 | 50660 | 52195 | 71404 | 71875 | 74562 |
| 22 | | | | 73465 | 76210 |

***Teachers will not be allowed to advance past Step #11 in the BS and BS+15 lanes.**

For the 2010-11 and 2011-12 school years only, teachers at the last step on the lane who did not move a vertical step (i.e. teachers frozen on the lane) shall have their salaries increased by \$300.00 per year (for teachers on the B.S. lanes) or \$500.00 per year (for teachers on the M.S. lanes).

APPENDIX B

DIFFERENTIAL SCHEDULE

| <u>Sport/Position</u> | <u># Positions*</u> | |
|-----------------------|---------------------|----------|
| Head Football | 1 | \$ 6,261 |
| Asst. Football | 7 | \$ 4,224 |
| Boys Hd. Basketball | 1 | \$ 6,261 |
| Asst. Basketball | 6 | \$ 4,224 |
| Girls Hd. Basketball | 1 | \$ 6,261 |
| Head Volleyball | 1 | \$ 5,703 |
| Asst. Volleyball | 2 | \$ 4,120 |
| Head Boys Track | 1 | \$ 5,703 |
| Asst. Boys Track | 3 | \$ 4,120 |
| Head Girls Track | 1 | \$ 5,703 |
| Asst. Girls Track | 3 | \$ 4,120 |
| Head Golf | 1 | \$ 4,357 |
| Asst. Golf | 1 | \$ 3,294 |
| Head Wrestling | 1 | \$ 5,703 |
| Asst. Wrestling | 2 | \$ 4,120 |
| Head Boys Tennis | 1 | \$ 4,357 |
| Asst. Boys Tennis | 1 | \$ 3,294 |
| Head Girls Tennis | 1 | \$ 4,357 |
| Asst. Girls Tennis | 1 | \$ 3,294 |
| Head Cross Country | 1 | \$ 4,357 |
| Head Softball | 1 | \$ 4,357 |
| Asst. Softball | 1 | \$ 3,294 |
| Bowling | 1 | \$ 4,357 |
| Head Baseball | 1 | \$ 4,357 |
| Asst. Baseball | 1 | \$ 3,294 |
| Head Boys Soccer | 1 | \$ 4,357 |
| Asst. Boys Soccer | 2 | \$ 3,294 |
| Head Girls Soccer | 1 | \$ 4,357 |
| Asst. Girls Soccer | 1 | \$ 3,294 |
| RMS (B) Basketball | 2 | \$ 3,756 |
| RMS (G) Basketball | 2 | \$ 3,756 |
| RMS Track | 2 | \$ 3,376 |
| RMS Asst. Track | 2 | \$ 2,616 |
| RMS Volleyball | 2 | \$ 3,376 |
| RMS Wrestling | 2 | \$ 3,756 |
| Cheerleading | 1 | \$ 4,357 |
| Asst. Cheerleading | 1 | \$ 2,544 |
| Ticket Manager | 1 | \$ 7,791 |
| Lighting/Sound | 1 | \$ 2,708 |
| Student Council | 1 | \$ 5,703 |
| Band Non-musical | 1 | \$ 4,639 |
| Vocal-Musical | 1 | \$ 3,076 |

| | | |
|----------------------|----|----------|
| Vocal-Non-Musical | 1 | \$ 4,639 |
| Producer/Musical | 1 | \$ 1,273 |
| Class Supervisor | 2 | \$ 3,076 |
| Dixonian | 1 | \$ 4,357 |
| Drama, 1 Play | 1 | \$ 3,076 |
| Drama, Musical | 1 | \$ 3,076 |
| RMS Develop. BB | 2 | \$ 1,445 |
| Pom Pons | 1 | \$ 4,357 |
| RMS Newspaper | 1 | \$ 3,076 |
| RMS Student Council | 1 | \$ 5,703 |
| RMS Yearbook | 1 | \$ 3,076 |
| Band, Musical | 1 | \$ 1,563 |
| Faculty Adv. Musical | 1 | \$ 2,734 |
| Curr. Facilitator | 20 | \$ 2,700 |
| Curr. Developer | 24 | |
| Elementary Band | 1 | \$ 3,505 |
| Dixini | 1 | \$ 3,076 |
| DHS Academic Team | 2 | \$ 4,357 |
| RMS Musical/Choral | 1 | \$ 3,376 |
| Speech Team | 1 | \$ 3,076 |
| Natural Helpers | 1 | \$ 1,445 |
| Weightlifting | 1 | \$ 3,478 |
| DHS Flags | 1 | \$ 1,445 |
| RMS Pep Club | 1 | \$ 3,076 |
| RMS Develop. VB | 1 | \$ 1,445 |
| RMS Intramural Dir | 2 | \$ 5,703 |
| RMS Study Hall | 6 | \$ 337 |
| RMS Academic Bowl | 1 | \$ 4,357 |

*** The number of positions in each sport or extracurricular activity shall be determined by the Board.**

APPENDIX C

REQUEST FOR APPROVAL OF COLLEGE COURSES FORM

INSTRUCTIONAL EXPENSE -- COLLEGE REIMBURSEMENT

Dixon Public Schools
Dixon, Illinois

Date

| Course Name | No. | Dates | University | Local* Corr. Ext. | Semester Hours |
|-------------|-----|-------|------------|----------------------|-------------------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

Local (Sauk Valley or extension taught within School District # 170)

_____ I have not and will not receive any other district funding or reimbursement due to these credits being associated with a workshop, seminar or conference

Correspondence
Extension (On college campus or one Institution using another's facilities, outside School District # 170)

Employee's Signature

Home Building _____

Home Address _____

City, State, Zip _____

Please attach grade card (or transcript) and receipt of payment prior to sending completed form to Superintendent.

OFFICE USE BELOW LINE

DATE _____ AMOUNT OF REIMBURSEMENT \$ _____

Superintendent's Signature

Complete and send to Superintendent. Once approved, a copy will be sent to you in courier.

Building Employee Bookkeeping File
 P. File

T-12-2006 (revised)

APPENDIX D

Request for Absence Form

_____ (date)

To Be Completed By Individual Requesting Absence:

Print Name _____ Position _____ School _____

Home Address (include city if other than Dixon) _____

ACTIVITY

Name of Conference/Workshop _____ Location - Include City _____ Date(s) Attended _____

SUBSTITUTE NEEDED: YES NO

ANTICIPATED COSTS

Registration Fee \$ _____

Lodging _____ \$ _____
Name of Hotel/Motel _____ # of Nights _____

Meals _____ \$ _____
of Meals _____

Transportation _____ miles @ .485 \$ _____
Mileage (from and back to Dixon)

Tolls \$ _____

Other Costs _____ \$ _____
(Describe)

TOTAL \$ _____

I will not claim any college course reimbursement or college credit for this activity. _____
requesting approval Signature of individual

TO BE COMPLETED BY PRINCIPAL: _____ APPROVED _____ NOT APPROVED

Amount of funds to be advanced \$ _____

Amount to be reimbursed after subtracting advanced funds \$ _____

TOTAL REIMBURSEMENT \$ _____ SUBSTITUTE COST \$ _____

Charge Reimbursement to _____ Charge Substitute to _____
Principals Approval _____ Date _____
(Signature of Principal)

CENTRAL OFFICE APPROVAL: _____ APPROVED _____ NOT APPROVED

(Signature) Date _____
_____ Building _____ Employee _____ A. Z. _____ Bookkeeping _____ File

Complete and submit to the Principal, who will complete and send to the Central Office. Signed copies will be returned to the Staff Member and to the Principal. Rev. 2/2007

Reference Section

The Reference Section is for informational purposes only. This Section is not part of the enforceable provisions of the Collective Bargaining Agreement and is not subject to the Grievance Procedures contained in Article V or otherwise arbitrable.

Dixon Education Association:

The Dixon Teachers' Association was organized in 1947. It strives to help teachers make a more effective contribution to the welfare of the child, the school, the community and the teaching profession. The D.T.A. became the Dixon Education Association in 1984.

The Association encourages attitudes and activities which enable teachers to meet the needs of the child and his school more fully. It encourages continued study, application, and evaluation of new educational developments. It recommends high qualifications for teachers. It encourages teachers to cooperate with other individuals in the management and solution of school problems and with other teacher organizations and civic bodies, particularly those which have educational objectives.

Another area with which the Dixon Education Association is concerned is that of community citizenship. The association seeks to promote in its members a keener realization of the privileges, duties and responsibilities of citizenship in the community, and willingness to take part in community affairs and to work in and for civic organizations.

The Dixon Education Association also strives to increase the teachers' feeling of pride in, loyalty to, and satisfaction with the teaching profession. It fosters in its members a feeling of pride in a high standard of professional ethics and practice. It also works for teacher welfare in such areas as salary, tenure and retirement.

The Dixon Education Association is affiliated with the National Education Association and the Illinois Education Association. Membership in the organization is voluntary and is open to all professional (certified) personnel of the Dixon Public School System. However, the Board of Education/Dixon Education Association contract does contain a Fair Share provision. (Section 3.9)

Professional Organizations:

The professions, though different in many respects, have the following common characteristics:

1. A long period of formal education is necessary.
2. A license to practice is required.
3. A code of ethics is established by the members of the profession.
4. Organizations are established and maintained to improve the performance and regulate the activities of the members of the profession.

The teaching profession has organizations on the local, state and national levels which deserve the support of each teacher, both as a matter of pride and for the personal and professional advantages derived. The united efforts of these groups have developed greater public appreciation of education; and as a result, teachers have improved salaries, retirement programs, and working conditions.

TRS Contributions for Summer School Earnings:

According to Social Security Administration rules and regulations, beginning with the summer of 2002, summer school teachers are no longer eligible to participate in Social Security and Medicare contribution coverage for summer school earnings.

Effective with the 2002 summer school program all summer school earnings are now reportable only to the Illinois Teachers' Retirement System (TRS). All current year contracts for district teachers who will be serving as summer school teachers must be extended to include summer school prior to the end of the current school term. Summer school salaries will be paid at the summer school rate as established from time to time by the Board of Education.

Because the fiscal year ends on June 30th, the summer school TRS contribution will be split between two reporting years.

The District's business office can provide additional details.

Teacher-Administrator Relations:

Each principal is responsible for the students and all employees in his/her building at all times, for the building itself and for the relationships of the school to the parents and other school patrons. At the same time, the principal of each school has the authority essential for meeting these responsibilities.

Teachers and other school employees should expect leadership to improve the educational program and other services, and they should expect the principal to

support their programs, services and actions. All requests for equipment, building improvements and assistance to solve problems should be made to the building principal. He/she may then submit the request to the central office if action by the superintendent or school board is required.

Certification:

Holders of teaching and supervisory certificates register their certificates with the Regional Office of Education in the county in which the holder of the certificate is engaged to teach.

The Regional Office of Education of Lee/Ogle County Schools is located at 7772 Clinton Street, Dixon, Illinois.

Health Examinations:

The Illinois School Code, 105 ILCS 5/24-5, Physical fitness and professional growth (as amended July 28, 2005):

“School boards shall require of new employees evidence of physical fitness to perform duties assigned and freedom from communicable disease, including tuberculosis. Such evidence shall consist of a physical examination and a tuberculin skin test and, if appropriate, an x-ray, made by a physician licensed in Illinois or any other state to practice medicine and surgery in all its branches, an advanced practice nurse who has a written collaborative agreement with a collaborating physician that authorizes the advanced practice nurse to perform health examinations, or a physician assistant who has been delegated the authority to perform health examinations by his or her supervising physician not more than 90 days preceding time of presentation to the board and cost of such examination shall rest with the employee. The board may from time to time require an examination of any employee by a physician licensed in Illinois to practice medicine and surgery in all its branches, an advanced practice nurse who has a written collaborative agreement with a collaborating physician that authorizes the advanced practice nurse to perform health examinations, or a physician assistant who has been delegated the authority to perform health examinations by his or her supervising physician and shall pay the expenses thereof from school funds.

A memorandum from the Department of Public health dated September 14, 1973 pointed out the most pertinent features of this section of The Illinois School Code are:

1. The new requirements concern all persons employed by the school district, including teachers, janitors, cafeteria workers, etc.

2. All new employees must show evidence of freedom from tuberculosis by a tuberculin skin test and, if appropriate, an x-ray. The cost of this pre-employment certification shall be assumed by the employee.
3. In addition, the school board may require an examination of the employees at other times; but if this is done, the cost will be paid out of school board funds.
4. When the employee is declared non-infectious by his/her doctor and is on treatment for his/her disease, he/she may return to work.

Family & Medical Leave Act:

a) The Family and Medical Leave Act of 1993 (FMLA) allows “eligible” employees of Dixon Public Schools to take job-protected, unpaid leave, or to substitute appropriate paid leave if the employee has earned or accrued it, for up to a total of 12 work weeks in any 12 months because of the birth of a child and to care for the newborn child, because of the placement of a child with the employee for adoption or foster care, because the employee is needed to care for a family member (child, spouse, or parent) with a serious health condition, or because the employee’s own serious health condition makes the employee unable to perform the functions of his or her job. In certain cases, this leave may be taken on an intermittent basis rather than all at once, or the employee may work a part-time schedule.

b) An employee on FMLA leave is also entitled to have health benefits maintained while on leave as if the employee had continued to work instead of taking the leave. If an employee was paying all or part of the premium payments prior to leave, the employee would continue to pay his or her share during the leave period. The employer may recover its share only if the employee does not return to work for a reason other than the serious health condition of the employee or the employee’s immediate family member, or another reason beyond the employee’s control.

c) An employee generally has a right to return to the same position or an equivalent position with equivalent pay, benefits and working conditions at the conclusion of the leave. The taking of FMLA leave cannot result in the loss of any benefit that accrued prior to the start of the leave.

d) The employer has a right to 30 days advance notice from the employee where practicable. In addition, the employer may require an employee to submit certification from a health care provider to substantiate that the leave is due to the serious health condition of the employee or the employee's immediate family member. Failure to comply with these requirements may result in a delay in the start of FMLA leave. Pursuant to a uniformly applied policy, the employer may also require that an employee present a certification of fitness to return to work when the absence was caused by the employee's serious health condition. The employer may delay restoring the employee to employment without such certificate relating to the health condition which caused the employee's absence.

Jury Duty:

Section 105 ILCS 5/10-20.7 of Illinois School Code states, ".....there shall be no loss in salary because of jury duty except that the board may make a deduction equal to the amount received for such jury duty..."

If the employee's daily earnings exceed the amount per day received for jury duty the principal shall make arrangements with the employee to turn the jury duty earnings over to the payroll department. If this arrangement is made there will be no deduction from the employee's salary for this absence.

Pay Procedures:

Change in dependency and marital status or absence for personal reason which will change the amount of money a teacher will be paid must be received in writing by payroll clerk on or before the tenth of the month for the change to be reflected on the next months salary check. New federal and state W-4 forms should be requested from the payroll clerk for reporting a change in dependency status. The "Employee Absence Blank" will serve as written notification of absence for personal reasons.

Non-Discrimination:

The Board of Education shall not discriminate in employment on the basis of race, color, religion, national origin, alien age, sex, age, ancestry, marital status, physical or mental handicap unrelated to ability or unfavorable military discharge.