

**OLYMPIA COMMUNITY  
UNIT SCHOOL DISTRICT NO. 16**

**CONTRACT AGREEMENT**

between

**OLYMPIA EDUCATION ASSOCIATION**

and

**BOARD OF EDUCATION**

**2022-2025**

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# ARTICLE I

## Association

### 1.1 Recognition

The Board of Education of Olympia Community Unit School District #16 hereinafter referred to as the "Board," recognizes the Olympia Education Association hereinafter referred to as the "Association," as the sole and exclusive bargaining agent for all regularly employed certified personnel, hereinafter referred to as "Teachers," except for the Superintendent, Assistant Superintendent, Directors, Building Principals and Assistant or Associate Principals, Substitute Teachers and Short-Term Teachers, and all other supervisory, managerial, confidential and short-term employees as defined in the Illinois Educational Labor Relations Act.

### 1.2 Round Table Discussions

The Superintendent of Schools or his/her designee and Superintendent-invited Administrators will meet at least two (2) times annually on mutually agreed upon dates, with the President/Co-President of the Association and Association-invited building representatives of each school for a round table discussion of current district/school affairs. Association agenda items will be provided to the Superintendent at least one week in advance. The Superintendent may recommend agenda items at the time the Association agenda items are presented. The Superintendent and the Association President/Co-President shall mutually agree on the agenda items to be addressed at the round table meeting.

Monthly building based OEA / Administration roundtables will be scheduled with the OEA representatives and building administrations. Building-specific issues will be addressed with the building Administrator prior to submitting the agenda item to the round table for discussion. The individual contributing an agenda item will be present at the round table discussion or convey details of the agenda item to the Association President/Co-President or building representative.

### 1.3 Association Release Time

The Association shall be guaranteed eight (8) full day release time days each school year. This release time is guaranteed per school year to be used by the Association for official business. This release time may be used by the Association President/Co-President or his/her designee for Association business or conferences and may be used as half days if needed. In the event the Association President/Co-President determines that a designee will use the Association release time, he/she shall notify the Superintendent and/or Principal to make arrangements for substitution, in advance of the release time. The Association shall

reimburse the District for the cost of substitutes for all days of Association leave. If no cost is incurred to the District, the Association will not be charged.

Example: A high school teacher who has prep leaves the building for the last block, but no substitute is needed, there would be no substitute costs incurred. The Association will still request a half day Association Day.

# **ARTICLE II**

## **Bargaining**

### **2.1 Additional Bargaining**

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

### **2.2 No Strike Provision**

During the term of this agreement and any extension thereof:

2.2.1 The Board shall not lock out its employees, and

2.2.2 No employee covered by this agreement, nor the Association, nor any person acting on behalf of the Association shall ever or at any time engage in, authorize, or instigate any picketing, any recognition of any picket line at the School District's premises, any strike, slowdown, or other refusal to render full and complete services to the Board, or any activity whatsoever which would disrupt in any manner in whole or in part the operation of the School District.

### **2.3 Negotiations Procedure**

The Board and Association agree to bargain under and abide by the provisions of the Illinois Educational Labor Relations Act. The parties shall determine a date(s) to bargain for a successor agreement on or before April 1. The parties shall agree to ground rules at least three (3) weeks prior to the first date of bargaining.

Should either party declare impasse, the parties shall jointly request the Federal Mediations Conciliation Service (FMCS) to provide the services of a mediator. Should the FMCS be unavailable, the parties shall immediately commence discussions about how to secure another mediator.

### **2.4 Scope of Bargaining**

The Board and Association agree to bargain in good faith with respect to wages, hours, and other terms and conditions of employment.

# ARTICLE III

## Compensation and Benefits

### 3.1 Conflict With School Code

All agreements in this salary schedule will not be in conflict with Illinois laws and regulations as specified in The School Code of Illinois.

### 3.2 Salary

#### 3.2.1 – Licensed Employee Compensation Plan

Teachers new to the Olympia School District in the 2022-2023, 2023-2024, and 2024-2025 school years, with no prior teaching experience, and no additional education, will have an individual base salary of \$40,000. Teachers new to the Olympia School District, with previous experience and/or additional education beyond a BS/BA degree, will be placed at an individual base salary aligned with the New Teacher Hire Chart.

Administration will have the authority to place a new hire up to 2 steps above the corresponding placement cell, based on years of experience and coursework completed. Administration will consult with OEA should there be a need to deviate by more than two steps from this schedule. These discussions shall take place prior to Board approval.

The individual base salary will be increased each year by a set of factors (below) to arrive at the individual total salary for the year. The individual base salary will be the individual total salary from the previous year, and then will be eligible for increase based upon the following factors:

Factors	2022 - 2023	2023 - 2024	2024 - 2025
Performance	3.5 %	4.0%	4.0%
Activities	0.50%	0.50%	0.50%
College Coursework (Per 3 hour course)	1.0%	1.0%	1.0%
15 year longevity	1.75 %	1.75%	1.75%
22 year longevity	2.75 %	2.75%	2.75%

Factors	2022 - 2023	2023 - 2024	2024 - 2025
Performance	3.5 %	4.0%	4.0%
National Board	5.0 %	5.0%	5.0%
Advanced Degree	5.0 %	5.0%	5.0%

The total increase may not exceed 6.0 % for the Performance and College Coursework factors combined.

1. Performance - achieved a “Proficient” or “Excellent” as a summative rating on the most recent evaluation.
2. Activities - In addition to the stipend paid to coaches and sponsors as outlined in Appendix A of the negotiated agreement, teachers will receive an additional increase during the year they coach or sponsor the activity. Split stipends will be prorated. For example, a teacher who is a half-time coach or sponsor will receive an increase of 0.25%.
3. College Coursework – Each teacher who successfully passes a three-hour pre-approved university or college course in the teacher’s area of assignment, or that fulfills the requirements of an additional endorsement, or for a Master’s, Specialist, or Doctoral Degree in the teacher’s area of assignment shall receive the increase per 3-hour course. Courses that are not 3 hours will be prorated on a per hour basis, which shall be determined at the time of pre-approval. The Administration has final authority on the percent increase per course, which shall be determined at the time of pre-approval.

Bargaining members are limited to 6 hours of pre-approved credit per year with the exception of District required graduate program coursework. All courses must be pre-approved as provided for in article 3.6 of the negotiated agreement. The increase will be paid for the entire school year based upon the summer, spring, and fall prior to the current school year.

Should new courses be offered to students, all current Olympia teachers shall be offered the opportunity to apply for said positions. If the District approves a teacher to take coursework for these new courses or to expand their endorsements to meet the needs of the District (ex. Driver’s Education, technology course), the District shall either

- a) provide the incentive inside the schedule and remove the 6 hour course limit and factor cap, or



b) reimburse teachers for 50% of the coursework costs. If the teacher selects option b), as a condition of reimbursement from the District, the teacher agrees to work in that position for four (4) years or the teacher will repay, at a prorated amount, the District's cost if the teacher vacates the position early.

Any teacher currently enrolled in a graduate degree seeking program as of January 1, 2022, will be honored under the previous contract language and will not be subject to the coursework caps above if the degree seeking program has an imposed / required course schedule that exceeds the cap. \*Approved graduate hours earned during 2021-2022 (up to 12) will be applied in the 2022-2023 school year.

4. 15 Year Longevity – Any teacher who completes 15 years of cumulative service to the Olympia School District shall receive this one time increase in the year following the completion of their 15th year.
  
5. 22 Year Longevity – Any teacher who completes 22 years of cumulative service to the Olympia School District shall receive this one time increase in the year following the completion of their 22nd year.

### 3.2.2 One Time Salary Adjustment

Any current teacher with a base salary under \$40,000 (new base salary) will receive a one time salary adjustment and will be placed at step two of the New Teacher Hire Chart for the 2022-2023 school year.

## **3.3 Hourly Rate**

### 3.3.1 District Sponsored Workshops and District Level Committee Work

District level sponsored in-service workshops and district level committee work which is designated by the Superintendent to be paid will be paid at the rate of \$30 per hour unless the teacher opts for authorized in-district salary credit. This provision is applicable only to work which occurs outside the normal school day or normal school year.

### 3.3.2 Driver Education and Saturday School

The Board will pay \$30 per hour for Driver Education and Saturday School Supervision outside of the normal school day or normal school year.

### 3.3.3 Tutoring Instruction and Supervision

The Board will pay \$30 per hour for tutoring, homebound instruction, or any other instruction or supervision that occurs after the regular school day by agreement of the teacher and administration. Ongoing supervision assignments will be posted following Article 6.2.3 Extra-Duty Vacancies. Supervision activities include, but are not limited to:

- Elementary Music Program
- Homework Club
- Success Club
- Detention

#### 3.3.4 Activities

Required District level sponsored in-service workshops for coaches and sponsors will be paid at the hourly rate. This provision is applicable only to work which occurs outside the normal school day or normal school year. Paid professional development opportunities will be communicated in writing to coaches and sponsors.

### **3.4 Payroll**

Payroll will be twice a month.

The district will transfer the deducted amount for tax sheltered annuity (403B) to the designated investment company on a timely basis twice monthly.

A written request for electronic transfer of salary to a financial institution that utilizes ACH direct deposit shall be required. The teacher can designate only one financial institution for ACH direct deposit. No paper checks will be issued.

#### 3.4.1 Initial Hire Reimbursement

Any new bargaining unit member hired for the 2022-2023 school year and beyond shall receive a one-time reimbursement for expenses up to \$1,000. To be eligible, the new teacher will be required to turn in receipts to the Unit Office within the first fiscal year of employment.

### **3.5 Extra Duty Assignments**

Teachers are expected to fulfill extra duty assignments, cafeteria duty, and other assignments made by the Principal or Superintendent. Any extra duty assignments that develop into significant extra work above and beyond the regular school day and beyond the duties and responsibilities expected of all teachers, will be reimbursed proportionately to the amounts paid for the most comparable duty. The District will provide a report at the end of each semester for reimbursements paid to bargaining unit members. In the event changes are

made in extra duty assignments, the employee affected will be notified by the Principal or Superintendent. If a teacher requests to be relieved from an extra duty assignment, every effort shall be made to find a qualified replacement.

3.5.1 Additional / New Extra Duty Assignments

During the term of this agreement, if the Board decides to add additional positions or new assignments to the extra duty assignments stated in this agreement, the Board will consult with the Association for the purpose of determining the appropriate pay levels for such assignments.

3.5.2 Pay For Extended Contracts and Other Leadership Roles

Pay is a % of the Base Salary (see section 3.2.1). These positions will be evaluated under the Teacher Evaluation Instrument. Vacancies for any of these positions will be posted per the conditions of section 6.2.

<b>Positions</b>	<b>% of Base (see section 3.2.1)</b>
OHS Agriculture Teacher	*22.0%
Instrumental Music Teacher	20.0%
Vocal Music Teacher	18.0%
Counselor	10.0%
Instructional Coach	6.0%
Elementary Music Teacher	3.0%
Department Chair	3.0%
All HS Departments	
Elementary and Middle Grade Level Chair	3.0%
MS Encore	
Elementary PE	
Head Teacher	3.0%
Mentoring	0.5%

No extra compensation will be granted to these positions due to a percentage increase on the base without prior approval by the Administration. For any position listed in 3.5.2 that starts prior to the school year, in the first year of employment in the District, an employee may request reimbursement for summer work expected by the District.

In addition to the positions listed above, the Agriculture teacher will receive additional pay each year that satisfies the district’s responsibility under the 3 Circles Agriculture matching grant. The minimum extended contract will be 22%.

The extended contract for counselors is primarily for summer work. This % of base salary represents up to 15 days of work for a counselor. These staff members will work with building administration to document summer work time.

Mentoring may include hosting a student teacher or mentoring a new teacher. Teachers will be capped at receiving one student teacher mentoring stipend and one new teacher mentoring stipend per year.

### **3.6 College Credit**

A teacher shall be compensated upon completion of pre-approved university or college coursework in the teacher's teaching field, or that fulfills the requirements for an additional endorsement, or a Master's, Specialist, or Doctoral Degree. Pre-approved workshops may also be accepted if within the area of teaching assignment, for which university or college credit is received, or if it fulfills a degree, or endorsement requirement. The district may approve coursework that is deemed by the administration to be beneficial to the students the staff person instructs, and from institutions that are accredited and rigorous. The District will grant credit for a Master's Degree upon hiring if there is a direct connection to the position the new staff member is filling. The District may require a teacher to provide evidence of the accreditation and rigor of the course(s), such as course syllabus.

Pre-approval of all coursework or workshops to be applied to the salary requires the written approval of the Superintendent or his/her designee prior to enrolling in the course or workshop.

The college course salary increase will be added to the individual base salary of the employee in the year following completion of the courses. Each fall, the district will review the coursework from the previous summer, spring, and fall to determine the number of courses completed. Transcripts documenting the completion of approved coursework must be turned in no later than September 10 annually.

### **3.7 Credit For Teaching Experience**

In determining the amount of teaching experience, either within or outside the district, less than one-half year of experience will be given no credit while one-half year or more will be considered a full year. Only ECE-12th grade private and/or public school experience will be given credit.

### **3.8 Health Insurance**

The employer shall pay 100% of the cost of the individual medical/dental/vision insurance through the district group health insurance plan. The employee, at their cost for the additional premium, may add eligible spouse or dependents to the plan, consistent with the laws, rules, and regulations for such eligibility and addition. Dual-employed spouses will be required to pay premiums for their dependents.

If an Employee elects not to be in the District Group Health Insurance Plan, that Employee shall be granted an amount equal to the maximum allowable by IRS rules annually as an allocated sum to be applied to other health care costs as defined in the District's Flexible Benefit Plan.

The Association shall designate four (4) representatives as members of the Olympia Health Insurance Committee to meet as needed. This committee shall also act as a review committee to review complaints concerning coverage alleged to have not been provided in accordance with the insurance plan.

The committee shall not engage in collective bargaining but rather consensus-building. The work of the committee is to be collaborative in order to promote a wide range of views and opinions on the subjects to be dealt with. The recommendations, if any, reported out by the committee will be provided to both the Board and the Association. The Board and Association will be free to use the recommendations in the formulation of their respective collective bargaining proposals for negotiations of amendments to the existing Collective Bargaining Agreement or successor agreement as the case may be.

The committee shall have access to all master policies, documents describing benefit coverage or claim procedures and experience, and other documents generated by the Plan Administrator which have been customarily provided to the Board. The district Business Manager will supply these materials to the committee as they become available from the Plan Administrator. However, the Business Manager shall take whatever steps are necessary to protect the confidentiality of the individual Plan participants as required by the Americans With Disabilities Act and HIPAA.

The committee may utilize the services of consultants who may attend meetings and who shall inform the committee as to recommendations in modification of the Plan design, interpret data generated from the various reports and bidding carriers, and provide projections of future Plan performance.

The committee shall consider all options which are in the best interests of the Plan, taking into account, without limitation, benefit designs and options, cost savings, cost containment options, managed care, preventative and wellness programs. The committee shall consider, but not by way of limitation, the following:

- additions to and modifications of the benefits currently in effect;
- selection of insurance and stop-loss reinsurance carriers;
- selection of third party Administrators;
- selection of managed care networks and brokers;
- management of accumulated reserves;
- selection of the funding mechanism for coverage (i.e. fully funded conventional, self funded, etc.); and
- establishment of premium levels for employee, employee plus spouse, employee plus children, and family coverage.

### 3.9 Retirement Incentive

A teacher is eligible for any one of the following Plans when the teacher has completed ten (10) years or more of TRS creditable service to the district, and submits an irrevocable letter of retirement, to be effective at the time the teacher first becomes eligible for retirement with full benefit.

AND

1. Becomes sixty (60) years of age by July 1 of a school year and has five (5) years of TRS creditable service

OR

2. Qualifies to receive a full pension annuity by reason of being at least fifty-five (55) years of age and having attained thirty-five (35) years of upgraded TRS creditable service

OR

3. Qualifies to receive a full pension annuity by reason of being at least fifty-five (55) years of age and having attained thirty-eight (38) years of non-upgraded TRS creditable service.

Nonexempt TRS creditable compensation (earnings) is defined by TRS rules and regulations.

Eligibility requirements are for the year retirement becomes effective, **NOT** the year the irrevocable letter of retirement is submitted.

#### Option 1 – One Year Plan

If an eligible teacher gives the Board an irrevocable letter of retirement prior to August 1 stating that he/she shall retire at the end of the next school year, for the final year of employment, the teacher's nonexempt TRS creditable earnings shall be increased by six percent (6%) or the maximum amount allowable without the Board incurring a TRS employer contribution, whichever is less, over the teacher's nonexempt TRS creditable earnings for the prior year of employment.

#### Option 2 – Two Year Plan

If an eligible teacher gives the Board an irrevocable letter of retirement prior to August 1 two (2) years prior to the year of retirement, for the final two (2) years of employment, the teacher's nonexempt TRS creditable earnings shall be increased by six percent (6%) or the maximum amount allowable without the Board incurring a TRS employer contribution, whichever is less, over the teacher's nonexempt TRS creditable earnings for the prior year of employment respectively.

### Option 3 – Three Year Plan

If an eligible teacher gives the Board an irrevocable letter of retirement prior to August 1 three (3) years prior to the year of retirement, for the final three (3) years of employment, the teacher's nonexempt TRS creditable earnings shall be increased by six percent (6%) or the maximum amount allowable without the Board incurring a TRS employer contribution, whichever is less, over the teacher's nonexempt TRS creditable earnings for the prior years of employment respectively.

### Option 4 – Four Year Plan

If an eligible teacher gives the Board an irrevocable letter of retirement prior to August 1 four (4) years prior to the year of retirement, for the final four (4) years of employment the teacher's nonexempt TRS creditable earnings shall be increased by six percent (6%) or the maximum amount allowable without the Board incurring a TRS employer contribution, whichever is less, over the teacher's nonexempt TRS creditable earnings for the prior years of employment respectively.

### 3.9.1 Miscellaneous

1. Once a retirement letter is submitted, the teacher will not be assigned an additional extra duty not currently being performed without the consent of the teacher.
2. If after submitting an irrevocable letter of retirement, the teacher resigns from or is removed from duties for which the teacher was compensated the previous year (i.e. Additional Pay Schedule), the teacher's nonexempt TRS creditable earnings will be adjusted accordingly.

Example: The teacher's nonexempt TRS creditable earnings from the 2019-2020 school year were \$43,000.00, of which \$3,000.00 was compensation for coaching basketball in 2019-2020. Under the teacher's retirement plan, he/she would be scheduled to receive \$45,580.00 nonexempt TRS creditable earnings for the 2020-2021 school year (i.e.  $\$43,000.00 \times 1.06 = \$45,580.00$ ). However, the teacher resigns from his/her coaching position before the start of the 2020-2021 school year. The teacher's nonexempt TRS creditable earnings for the 2020-2021 school year will be \$42,580.00 (i.e.  $\$45,580.00 - \$3,000.00$ ) rather than \$45,580.00.

3. The Board, in its sole discretion, may allow the teacher to rescind his/her letter of retirement because of serious illness or life changing circumstances, provided the teacher returns to the Board any nonexempt TRS creditable earnings paid to the teacher in excess of the amount the teacher would otherwise have received under the salary schedule for such year(s) in which the creditable earnings were paid.
4. If legislation is enacted and/or TRS rules and regulations are adopted during the life of this agreement that result in a greater cost to the district than the costs generated by this agreement, the provisions relating to such benefits shall be reopened for negotiations.

### 3.9.2 Limitation on TRS Nonexempt Creditable Compensation

When a teacher is five (5) or less years from retirement eligibility under Section 16-132 of the Illinois Pension Code, the teacher's nonexempt creditable TRS earnings from employment in the school district, irrespective of form and no matter how arising, and whether or not arising under this collective bargaining agreement, shall not exceed the amounts specified hereafter.

No teacher's nonexempt creditable TRS earnings from employment in this school district shall increase from one school year to the next by more than six percent (6%), or the maximum amount which may be paid without the employer incurring an employer contribution to TRS, whichever is less, or be otherwise increased so as to create liability on the part of the Board or district for any portion of a teacher's retirement annuity, or result in any district or Board-paid penalty or fee to TRS.

Certified staff members at the following ages and years of experience fall under this provision:

- 51 years of age that will have 20 years of experience by the time they are 55
- 56 years of age that will have between 10 and 20 years of experience by the time they are 60
- 58 years of age that will have at least five years of experience but less than 10 when they turn 62

### **3.10 Teacher Retirement System (TRS) and Teacher's Health Insurance Security (THIS) Contributions**

The Board shall pay to TRS for and on behalf of each teacher a retirement contribution up to nine and four tenths percent (9.4%) of the teacher's total creditable earnings. The Board shall also deduct and remit to the THIS the total required contribution of each teacher. However, should there be any statutory and/or regulator changes to required TRS contributions during the term of this Agreement, either party may reopen this section (only this section) to bargain the impact of the changes.



# ARTICLE IV

## Leaves

### 4.1 Personal Leave

Each teacher shall be granted two (2) days per year for personal leave (such days may be granted as either full or half-days). Personal leave is for the purpose of handling emergency or pressing personal matters. Unused personal leave days will accumulate and carry over to the following year. At no time will a teacher have more than three (3) personal days. Unused personal days in excess of three (3) roll over into sick days.

Personal leave shall not be granted the day before or after a school holiday, which shall be defined as “a break of two or more consecutive weekdays”, during teacher institute days, during the first and last week of each semester, except the building Principal may waive these restrictions in the case of an extreme emergency. Personal leave shall be specifically prohibited during a work stoppage.

Except in the case of an emergency, the request for personal leave shall be submitted to the building Principal at the earliest possible date or at least five (5) working days before the leave is to be taken.

The granting of personal leave shall be subject to the availability of qualified substitute teachers to cover such leave and the prior approval of the teacher's building Principal or such Principal's designated representative.

### 4.2 Sick Leave

The normal annual allotment of sick leave for each new teacher shall be 13 sick days. The normal annual allotment of sick leave for other teachers will be based on years of service to the district.

The normal annual allotment of sick leave for each teacher will be as follows:

Zero (0) to five (5) years of completed service in the district:	13 days
Six (6) to twelve (12) years of completed service in the district:	18 days
Thirteen (13) to eighteen (18) years of completed service in the district:	20 days
Nineteen (19) to twenty-four (24) years of completed service in the district:	23 days
Twenty-five (25) years of completed service in the district and beyond:	26 days

Sick leave shall be interpreted to mean personal illness, quarantine at home, illness or death in the immediate family or household and disabilities caused or contributed to by pregnancy, childbirth, or related medical conditions or adoption, or placement for adoption. The

immediate family for purposes of this section, shall include: parents, spouse, brothers, sisters, children, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, step-children, step-parents, step brothers/sisters, step-grandchildren, foster children and legal guardians.

The Board and an individual teacher may approach each other to explore retirement incentive possibilities. The Board will notify the Association if either party (Board or teacher) approaches the other prior to substantive discussions between the parties. These discussions can only occur in an attempt to arrive at a mutually acceptable agreement to enhance the number of available sick leave days needed for retirement. Any grant of sick days under this paragraph must be actually made prior to the teacher's last four (4) years of service prior to retirement, must be actually available for use by the teacher, and must not exceed a total of twenty-six (26) sick days. Such additional days may not be donated to the sick bank by the teacher. The Board shall not implement any such agreement unless the Association consents.

#### 4.2.1 Sick Leave Donation Program

Any eligible employee who has exhausted their sick leave, has withdrawn the maximum allowable number of days from the sick leave bank as provided in Section 4.3.8 of the Agreement, and suffers from a serious illness, or whose partner or dependent member of the household suffers from a serious illness, as defined in Section 4.3.5 of the Agreement, may request a donation of sick days.

The request must be accompanied by a statement from a licensed physician verifying the medical necessity of the additional leave days. Only full-time employees who have been employed by the District for at least one full academic year shall be eligible to request a donation of sick days. Employees who are in the last four (4) years of employment prior to retirement are eligible to donate additional sick days.

A request for donation of sick days shall be made jointly to the Co-President(s) of the Association and to the Superintendent. Thereafter, the Association Co-Presidents and the Superintendent shall meet to consider the request. If both the Association Co-Presidents and the Superintendent agree that the request meets the criteria set forth, the Superintendent shall notify other members of the bargaining unit of the request, starting with the building in which the request originated, without identifying the requesting employee by name.

If the building in which the request originates does not donate enough days to meet the approved number of days, the remaining members of the bargaining unit will receive the request. Only full-time employees who have been employed by the District for at least one full academic year shall be eligible to donate days.

Employees who receive a request for donation may donate up to two (2) days of their accumulated sick leave days. Participation is voluntary, and no employee shall be required to donate any days. No more than a total of fifty (50) days may be granted to any employee in one fiscal year. Any days received by an employee must be used for the purposes of the serious illness and may not be carried over to a subsequent school year.

Any days donated by an employee shall be deducted from that employee's sick leave allotment and shall not be available to that employee again. Days shall be used in the order they are donated. Any unused days left at the end of the work year shall be returned to the donating employees. The donation of days will not negatively impact any incentive identified in the Agreement.

### **4.3 Sick Leave Bank**

The Sick Leave Bank is a voluntary bank of teachers' sick leave days administered by the district, which may be used for serious illness only by participating teachers. The information will be shared between parties and the official copy will be housed in the district office.

4.3.1 Each newly hired teacher is automatically a member of the Bank for his/her first year. After the first year, to remain a member of the Bank, the teacher must donate one day. Any teacher may donate one day to the Bank and become a member.

4.3.2 Upon request by the Association to the Superintendent, the number of unused days in the Sick Leave Bank will be reported to the Association.

4.3.3 In the event that the Sick Leave Bank falls below 100 days during the school year, the Association Co-Presidents will be informed by the Superintendent. All teachers will be given the opportunity to donate one or more days to the Bank.

4.3.4 In the event that the Sick Leave Bank falls below 100 days before the school year, all teachers, to remain a member, will donate one or more sick leave days to the Bank.

4.3.5 Days in the Sick Leave Bank shall be for serious illness on the part of the teacher, spouse or dependent member of household. It does not cover elective surgery. Teachers who draw benefits under the Teacher Retirement System will cease to draw from the Sick Leave Bank. It is understood serious illness due to pregnancy is to be treated as any other serious illness which otherwise would qualify a teacher for sick leave use from the Bank. Doctor's verification required.

4.3.6 For participating teachers to withdraw from the bank, a period of two teaching days must pass following the exhaustion of one's sick leave.

4.3.7 Days from the Sick Bank may be used non-consecutively pending approval by the Superintendent and Sick Leave Bank committee.

4.3.8 Tenured full-time teachers, Non-tenured full-time teachers and part-time teachers may withdraw, upon approval of the Sick Leave Bank Committee, days from the Sick Leave Bank for serious personal illness, based upon the following schedule:

Number of Years	Days of Sick Leave (Per Year)
1-4	10
5-10	50
11-15	75
16 or more	100

Sick Leave Bank days used for serious illness of a spouse or dependent member of household shall be limited to a cumulative total of ten (10) days per year.

4.3.9 A committee of the Superintendent and three (3) Association members will review each request and determine if the request qualifies for Sick Leave Bank usage.

4.3.10 A retiring teacher may donate up to ten (10) sick days to the Sick Leave Bank.

#### **4.4 Bereavement Leave**

Employees may use up to two (2) days, per incident, for leave connected with the death of an immediate family member for such reasons, including but not limited to, executing an estate, arranging burial and funeral rites, funeral attendance, travel, selling a decedent's property, etc. These days are not deducted from the employee's sick leave or personal leave and do not accumulate. The building Administrator may approve the use of bereavement leave, up to two days, for non-family members.

#### **4.5 Jury Duty**

A teacher called for jury duty during working hours shall be paid his/her full salary provided the teacher pays to the Board jury fees received.

#### **4.6 Unpaid Leave of Absence Procedures and Duration**

Leaves of absence without pay may be granted to teachers who have rendered satisfactory service to the district and who desire to return to employment in a similar capacity at a time mutually consistent with the needs of the district. Each approved leave of absence shall be of the shortest possible duration required to meet the purpose for the leave consistent with a reasonable continuity of instruction for students, but in no case shall the leave of absence exceed one calendar year. The Administration shall inform the Association of the intent of an employee to take unpaid leave, prior to the approval of leave. Leaves of absence without pay may be granted according to the following conditions:

1. Written requests for leaves of absence without pay should be made at least three months before the leave is desired.
2. Dates of departure and return must be acceptable to the Administration and determined prior to initiating the request.
3. Leaves of less than one month, if acceptable to and approved by the Administration, will not require Board approval nor three months' notice.
4. Leaves may be granted for:
  - a. advanced study leading to a degree in an approved university;
  - b. military service;
  - c. adoption;
  - d. educationally related travel if the applicant provides an itinerary and an explanation of how such travel will improve the educational program;
  - e. extended illness leave;
  - f. other reasons acceptable to the Board or Administration;  
maternity/paternity
5. Teachers on such leave may continue insurance benefits subject to the insurance carrier's approval if they reimburse the district for any costs of premiums for which they apply.
6. Teachers will not advance on the salary schedule while on any approved leave of absence without pay unless working more than ninety (90) days in any given school year in which a leave is effective.
7. Leaves of absence shall not be granted immediately prior to or immediately following holidays or vacation except in an extreme emergency.
8. A teacher shall not be eligible for sick leave pay during the period of leave of absence.

#### 4.6.1 Days Without Pay / Unpaid Days

Leave without pay for individual days may be granted for reasons and under conditions determined and approved by the Superintendent. Prior to requesting any unpaid days, all personal days must be expended / used. At least 72 hours in advance, employees should submit a written request for unpaid days to the Superintendent or designee. The request should include the reason for the leave and the proposed number of days. In the event of an emergency, a verbal request can be made initially with a written request to follow at the earliest possible date.

#### **4.7 Family Medical Leave**

The district shall provide family leave pursuant to the Family and Medical Leave Policy (5:185). Use of the Sick Leave Bank is not a requirement for receiving Family and Medical Leave.

Employees who are on an approved leave of absence may not perform work for another educational employer during that leave, except when the leave is for military or public service or when the employment has been approved by the company under its Outside Employment policy and the employee's reason for leave does not preclude the outside employment. Employees who take employment with another employer may be subject to discipline, up to and including termination from their position.

#### **4.8 Teacher Responsibilities During Leave**

Prior to a planned leave, a teacher shall be responsible for providing two (2) weeks of lesson plans for the individual completing the leave. The teacher shall not be responsible for planning beyond two (2) weeks, grading, completing assignments, or entering grades while on leave.

# ARTICLE V

## Working Conditions

### 5.1 Length of Work Day

The length of the teacher work day shall be seven (7) hours and forty (40) minutes except on days of faculty meetings, parent-teacher conferences, and one open house. The teacher work day may end with the completion of professional duties and departure of buses the day before Thanksgiving, Winter Vacation, and Spring Break.

During the employee workday, employees may be allowed to flex time provided that the request has been made in advance and approved by the building Principal and no substitute is needed.

For the teaching of 5th Grade Band, the workday may be modified to be more than the normal workday on some days and shorter than the normal workday on other days. In no event shall the average workday for the week be more than the normal teacher workday. Any additional required hours shall be paid at the employee's hourly rate.

### 5.2 Preparation Time

Each full time teacher shall have a minimum of three hundred (300) minutes of preparation time during the work day for each five (5) day school week. A proportional amount of time shall be provided in shorter weeks. Part-time teachers shall receive a proportional amount of prep time. Additional prep time or compensation will be provided for additional responsibilities when agreed upon. Additional responsibilities may include, but shall not be limited to, meeting with cooperating teachers, modification of curriculum due to standards, implementation of new curriculum or textbook, etc.

#### 5.2.1 Definition of Preparation Time

Preparation time is to be for teacher planning and preparation as well as student, parent, and staff conferencing.

Weekly team meetings at OMS shall not exceed one hundred and sixty (160) minutes during a 5 day week. Weekly team meeting schedules will be shared with building administration if the team is not meeting for at least four of the five days a week.

Elementary prep time, that occurs during the student attendance day, will only accumulate toward the 300 minutes if the time block is at least 25 minutes.

### 5.2.2 Professional Meetings

The Association and Administration recognize the need for having professional staff meetings. Meetings outside the contractual work day may be compensated at the hourly rate set forth in section 3.3 of this agreement with approval of the Superintendent. Meetings required for all teachers to attend outside of regular contract attendance times shall be limited to one (1) per month, unless there are extenuating circumstances. Any teacher receiving a stipend defined in Section 3.5.2 may be required to attend additional meetings as part of their duties.

### 5.2.3 Advisory/Supervisory Duty

The secondary teachers will be assigned a thirty (30) minute advisory period or thirty (30) minutes of duty. Each teacher will continue to have a thirty (30) minute duty-free lunch. The assigned duty or duties equal to thirty (30) minutes may be assigned at any time during the teacher's workday.

The OMS & OHS Administration will collaborate with the School Instructional Learning Team (SILT) and Department/Grade Level Chairs to monitor the advisory program. Teachers shall not be expected to prepare curriculum for advisory time but may be required to deliver a created curriculum.

## **5.3 Overload and/or Extended Contract Provision**

A teacher who voluntarily accepts an additional teaching assignment beyond the typical class/prep load will be compensated each semester at the rate of the individual teacher's salary x 0.16625. In addition, TRS shall be added to this amount. Overload class openings shall be posted according to the vacancy postings in section 6.2.1 and 6.2.2. The Principal shall make the hiring decision.

A teacher who voluntarily accepts an extended contract teaching assignment outside of the normal school day Monday through Friday, or the normal school year, will be compensated at the teacher's per diem rate, or for teaching an "early bird" class, they shall receive the rate of the individual teacher's salary x 0.16625 for a full semester. In addition, TRS shall be added to this amount. An extended teaching assignment shall be posted according to the vacancy posting in section 6.2.1 and 6.2.2. The Principal shall make the hiring decision.

Prior to posting the proposed new courses, Administration will inform the Association of necessity and posting. Teachers will be compensated for preparing new courses. Regular teaching positions shall not be reduced by this provision.



## 5.4 Dual Credit / Advanced Placement

A teacher who applies to teach college-level courses for dual credit must meet the same academic credential requirements as faculty employed by that college and must be selected and appointed as an adjunct instructor by the college according to the college's criteria for instructors. Any new dual credit or new advanced placement course teaching option will be posted annually pursuant to section 6.2.2 and 6.2.3 of this agreement. The dual credit course must meet both High School graduation requirements and college course credit requirements. In addition, the dual credit course, curriculum and text, and teacher must be approved by both the college and the Superintendent or his designee. If there are no qualified Olympia teachers on staff, any instructor will be hired by the District. A full-time teacher interested in teaching college-level courses for dual credit or advanced placement will receive compensation for additional planning, preparation, and reporting which is above and beyond traditional high school course coursework. The full-time teacher will be compensated at the rate of one percent (1%) of the base salary per section for teaching the dual credit or advanced placement course. Any dual credit teacher co-teaching with a college-level instructor will not be eligible for compensation under this article. Any dual credit teacher receiving compensation from the college or university for teaching the dual credit course, will not be eligible for compensation under this article.

## 5.5 Part-time Teachers

5.5.1 A part-time teacher is any teacher who works less than four hundred thirty (430) minutes per day. Part-time teachers in Grades Pre-K – 12 shall receive prorated pay per instructional minutes (including prep time) based on the contract defined workday.

The following formula will be used to determine and calculate the % FTE: Total minutes of instructional time / 430 minutes = % FTE

The following formula will be used to determine and calculate the part-time teachers' salary per year: % FTE multiplied by step on the New Teacher Hire Chart (or for former teachers, their most recent individual base salary).

Example:

The teacher workday (8 a.m. to 3:40 p.m.) equals four hundred thirty (430) minutes per day. If a teacher is hired for half time that would mean the teacher would have a total of two hundred fifteen (215) minutes/day and would be paid fifty percent (50%) of the eligible salary of the negotiated contract.

If a teacher is hired for two (2) hours per day (teaching and planning), the salary would be calculated as follows:

One hundred twenty (120) minutes divided by four hundred thirty (430) minutes = % FTE Percent FTE multiplied by step on the New Teacher Hire Chart (or for former teachers, their most recent individual base salary) = part-time teacher's salary per year.

5.5.2 Part-time teachers shall receive a proportionate amount of preparation time based on % FTE.

% FTE	Proportionate amount of preparation time based on %FTE
0.25	75 minutes (0.25 *300)
0.50	150 minutes (0.5 *300)
0.75	225 minutes (0.75*300)

5.5.3 Part-time teachers shall not be assigned noon supervisory duty but may be assigned an advisory as part of their paid work day.

5.5.4 Substitute teacher (in-house)

Teachers who accept substitute teaching assignments during preparation time will be compensated the compensation rate in Section 3.3 (hourly rate). Substitute teaching time will be rounded up to the quarter hour.

**5.6 Teacher Aides**

The Board of Education will provide teacher aides under the following circumstances:

Kindergarten – Second Grade,  
5.5hrs/day  
25 or more pupils

Third – Fifth Grade,  
4hrs/day  
29 or more pupils

When special circumstances arise (i.e., diverse student population in a classroom or ½ day Kindergarten scheduled for 2 hours and 40 minutes) the teacher may request the Superintendent or his/her designee review the need for a teacher aide. The Superintendent or his/her designee will acknowledge the receipt of such request in writing. A decision will be tendered within fifteen (15) working days of receipt of request. If the teacher and administration jointly agree that a teacher aide is not needed, even when the number of pupils requiring one has been reached, there will be no aide assigned.

### 5.6.1 Class Equity

The Association and Administration will jointly monitor class size in each building.

## **5.7 Multi-Tiered Systems of Support**

Each building will be allotted monies, on a yearly basis to be used to support services for students.

PBIS Tier I and Tier II coaches (one Tier I and one Tier II) will be compensated for work completed outside their teaching duties per the agreed upon rate (3.3).

Problem Solving Team Case Managers (maximum of two per building) will be compensated for Problem Solving Work outside of their teaching duties per the agreed upon rate (3.3). On-going submission of hours will be required to ensure monthly payments are received for impacted staff.

## **5.8 Assigned Duties**

Teachers are expected to fulfill duties as assigned by the Principal or Superintendent. Elementary teachers shall not be assigned noon supervisory duties.

## **5.9 Miscellaneous Duties**

No teacher will be required to keep score, sell or take tickets, time, or announce at, or ride a pep bus to an interscholastic event.

## **5.10 Medications**

Under no circumstances shall teachers except certified school nurses be required to administer medication to students. This section shall not prohibit any teacher from providing emergency assistance to students.

## **5.11 Surveillance Cameras**

The primary purpose of the use of surveillance cameras is to secure the buildings and not to evaluate the performance of employees, or to monitor their behavior or conduct. Should an incident involving employee misconduct be observed during review of security camera video, discipline resulting from the incident shall be consistent with any applicable provisions of this agreement.

## **5.12 Written Complaints and Discipline Procedures**

Written complaints about a teacher/coach/sponsor shall be signed by the complainant and a copy given to the teacher/coach/sponsor within ten (10) working days. If deemed necessary, a copy with the teacher/coach/sponsor's response shall be placed in the teacher/coach/sponsor's personnel file. No action based on the written complaint will be taken by the Board of Education until after a teacher/coach/sponsor has been notified of the complaint. Written complaints shall be removed after a period of no more than five (5) school years when requested by a Bargaining Unit member, given no additional complaints of the same nature have been filled.

## **5.13 Transportation and Mileage**

Any teacher hired for homebound instruction shall be paid the current federal mileage reimbursement rate for actual miles driven. Reimbursable miles shall include the trip from the primary work site to the student's home and then back to the primary work site or the employee's residence, whichever is less. The Administration and the teacher shall agree on the typical number of miles and inform the Association.

## **5.14 Certified Support Staff and Special Education Teachers**

### 5.14.1 Special Education Teachers

All special education staff who write IEP's may request one (1) full day of release time to complete mandated paperwork.

Special education staff who write IEP's with case management duties of ten (10) students or more may request two (2) full days of release time to complete mandated paperwork.

Special education staff who write IEP's with case management duties of fifteen (15) students or more may request additional time.

This time may be taken in one-half (1/2) day increments during the school year.

### 5.14.2 Caseload for Nurses:

Each year the nurse(s) will have a discussion with Admin about the extent of the current health needs of students.

# ARTICLE VI

## Vacancy and Retention

### 6.1 Notification of Assignment

All teachers shall be notified by the Principal of their tentative assignment for the next school year prior to the end of the current school year. In the event that an assignment is changed during the summer months, the Administrator shall notify the teacher as soon as the assignment change is known. If notice is given in less than sixty (60) days before school begins, the teacher shall be allowed to resign.

### 6.2 Announcement of Vacancies

#### 6.2.1 Definitions

##### 6.2.1.1 Vacancy

“Vacancy” for purposes of Section 5.3 means an open position resulting from a resignation, retirement, death, termination, or an open position resulting from a newly created bargaining unit position.

#### 6.2.2 Procedures

##### 6.2.2.1. Posting of Vacancies

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

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

1. Inform the Association Co-Presidents or designee when a vacancy is available. Reassignments within a school building may occur prior to posting outside the building; and
2. Post the notice through e-mail.
3. Notices shall be posted five (5) working days internally prior to posting externally.

Except in cases of emergency, the vacancy will not be filled by the Board until seven (7) calendar days have elapsed since delivery and posting of the notice as set forth above has occurred.

Reassignments within a school building may occur prior to posting a vacancy.

When a teacher with interest in a particular potential vacancy provides the Superintendent or designee in writing prior to the last teacher attendance day of the school year with an e-mail address, the Administration shall notify the teacher by electronic mail of any vacancy occurring during the summer in which the teacher has expressed an interest. A teacher so notified shall be responsible to contact the Administration within five (5) working days following a good faith effort to give the teacher notice, should the teacher elect to apply for the vacancy.

#### 6.2.2.2 Filling Vacancies

No assignment of a bargaining unit member to a specific position in the District will be made until all pending requests for transfer to that position have been given consideration. Notification to bargaining unit member who are granted or denied a transfer will be made as soon as a position is filled.

#### 6.2.3 Extra Duty Vacancies

When vacancies occur for any extra duty, the following procedures will be followed:

1. The Administration shall post all extra duty vacancies consistent with the procedure set forth in Section 6.2.2.1.
2. All bargaining unit members' written applications shall be acknowledged by the appropriate supervisor. Notification to applicants about the decision to fill the vacancy shall be made in writing as soon as the position has been filled.
3. The Administration shall annually inform the Association President/Co-President of extra duty positions that are filled by non-staff employees.
4. Vacancies occurring during the school year may be filled to avoid undue disruption of the educational program. The procedures in 6.2.2.1 will be followed to post and permanently staff the position for the next school year.

Positions created during the school year will be filled to avoid undue disruption of the educational program.

### **6.3 Reduction in Force (RIF)**

The Board of Education shall fully comply with the provisions of Section 24-12 of the School Code, 105 ILCS 5/24-12, with regard to reductions in force. To the extent any provision in this Article is inconsistent with Section 24-12 of the School Code, the School Code shall control and any inconsistent provision herein shall not apply. The following provision is intended to establish rules by which the Board shall exercise its discretionary authority under the provisions of 24-12.

## 6.4 Seniority

### A. Definition of Seniority

1. Seniority shall accrue according to the length of the employee's continuing service (within the bargaining unit) starting for the first day on which duties are performed.

### B. Maintaining and Posting of Seniority and Sequence of Honorable Dismissal Lists

#### 1. Seniority Lists

The Employer shall prepare, maintain and distribute a seniority list by January 10th of each year. The employer will maintain a seniority list for each classification category and employees will be placed in each category for which they are legally qualified. Each employee shall have until February 1st or the first school day thereafter to file written objections regarding the seniority list to the Administration. A final seniority list will be prepared and furnished to the Association on or before March 1. (Any employee who fails to so notify the Administration by February 1st, waives the right to challenge his/her placement on the list.)

#### 2. Sequence of Honorable Dismissal List

The Employer shall each year, in consultation with the Association, establish a sequence of honorable dismissal list categorized by positions and the groupings defined in the School Code. Copies of the list must be distributed to the Association at least 75 days before the end of the school term, provided that the Employer may, with notice to the Association, move teachers from grouping one into another grouping during the period of time from 75 days until 45 days before the end of the school term.

### C. Seniority Retention

Seniority is retained but shall not accrue during the following.

- a. Unpaid leave of absence
- b. Unpaid sick leave

### D. Loss of Seniority

Accrued Seniority shall be forfeited upon occurrence of the following events:

- a. Resignation
- b. Dismissal for cause
- c. Retirement
- d. Expiration of the recall period after reduction in force

E. Breaking of Ties

In the event district seniority is equal between certified employees, the procedures listed will be used in the following order:

- a. Previous accredited experience inside Illinois
- b. Approved horizontal placement on the salary schedule.
- c. The best interests of the district

**6.5 Recall**

Teachers who are in Groupings 3 or 4 and are dismissed honorably for reasons of reduction in force shall be eligible for recall for a period beginning with their layoff and ending one (1) calendar year after the beginning of the school term following their receipt of a notice of Reduction In Force-Layoff. Teachers who are recalled shall retain seniority and tenure rights and any other accrued benefits.

Should a vacancy or vacancies exist within the school district during the recall period, and one or more teacher(s) in Groupings 3 or 4 is on layoff, and eligible for recall as defined above, and where one or more teacher(s) is legally qualified to fill the position(s) in its entirety, then the Board shall recall a teacher(s) on layoff before it fills the position(s) with an employee(s) new to the district. Where more than one teacher on layoff and eligible for recall is qualified to fill the vacancy, the Board shall tender an offer to the teachers on layoff in the inverse order of dismissal. If the Board has any vacancies within the period from the beginning of the following school term through February 1 of the following school term, and the position(s) has or have not been filled as provided above, then the position(s) thereby becoming available must be offered to a teacher in Grouping 2 if such teacher is qualified to hold the position(s) and was in Grouping 2 due to one "Needs Improvement" rating on either of the teacher's last two performance evaluation ratings, if the other performance evaluation rating is either "Proficient" or "Excellent." Teachers in Grouping 1 shall have no recall rights.

A vacancy shall be defined as a position within the district which the Board has determined to fill, but where there is no person within the active teaching or Administrative employ of the Board qualified to fill the position, or where there is no person within the active teaching or Administrative employ of the Board who the Board wishes to assign to the position. If the Board intends to assign part-time teaching duties to an Administrator, the Board will inform the Association of its intent and bargain its tentative decision with the Association upon demand. Transfers of existing staff from position to position where no permanent vacancies are thereby created shall not create vacancies for the purposes of this provision.

It shall be the responsibility of each teacher subject to recall to apprise the Board in writing of said teacher's mailing address at the time of layoff and of each mailing address change during the recall period. The Board's obligation to recall shall be met where it sends an offer by certified mail to recall to a teacher on layoff, posted to the teacher at the last mailing address the teacher has provided the Board. The teacher shall have twenty (20) days from the postmark date on the recall offer to respond to such offer. If the Board does not receive



such response before the twenty (20) day period has elapsed, the teacher will be presumed to have rejected the offer.

Any Board offer of a full-time position to a teacher on layoff and subject to recall, rejected by the teacher, will discharge all Board obligations to the teacher to offer future recalls from the instant layoff.

## **6.6 Teacher Evaluation Plan**

Purpose: The parties agree that the primary objective of teacher evaluation is to improve the quality of instruction. The parties recognize the importance and value of a procedure for assisting and evaluating the progress and success of all teachers based on an evaluation process that includes constructive dialogue between the teacher and the evaluator.

### 6.6.1 Teacher Evaluation Notification

Within four (4) weeks after the beginning of each school year, the building Principal or immediate supervisor shall acquaint each teacher with the evaluation procedures and evaluation instrument to be used. A new teacher who is a member of the bargaining unit hired after the beginning of the school year will be notified of the evaluation procedures in effect within four (4) weeks after his/her employment. Within two (2) weeks prior to the teacher's initial formal observation, the Administration shall inform the teacher who will conduct the formal observation/evaluation.

### 6.6.2 Uniformity of Evaluation Instrument

The teacher evaluation instrument shall be uniform throughout the district with the exception of instruments for guidance, nurse, speech/language, etc. personnel.

### 6.6.3 Evaluation Procedure

#### A. Number of Evaluations

Non-tenured teachers shall be formally evaluated at least twice per school year. Tenured teachers shall be formally evaluated at least once every three school years. Any tenured teacher whose performance is rated as “needs improvement” or “unsatisfactory” shall be evaluated at least once in the school year following the receipt of such rating. The parties acknowledge that evaluation is an ongoing process, and informal observations may occur at any time, whether or not in a teacher’s year for a formal evaluation.

#### B. Formal and Informal Observations

1. When applicable, each formal observation shall include an in-class observation of at least forty-five (45) minutes at a time, or an observation during a complete lesson, or an observation during a complete class period.

2. All formal observations shall be conducted openly and with full knowledge of the teacher.
3. Following an informal observation, the qualified evaluator shall provide feedback to the teacher either orally or in writing (electronic or paper) and if the feedback is in a written format, also provide the teacher with an opportunity to have an in-person discussion with the evaluator.

C. Pre-Observation Conference

A pre-observation conference shall precede each formal observation. In advance of this conference, the teacher shall submit to the qualified evaluator a written lesson or unit plan and/or other evidence of planning for the instruction that will be conducted during the window of time when the formal observation may occur and make recommendations for areas on which the qualified evaluator should focus during the observation.

D. Post-Observation Conference

A copy of each formal written evaluation shall be given to the teacher and a conference will be held between the teacher and the evaluator within five (5) school days of the observation.

In the event that the teacher feels the formal written evaluation was incomplete or inaccurate, the teacher may put these objections in writing and have them attached to the formal written evaluation report to be placed in the personnel file.

#### 6.6.4 Other Requirements

1. Every four (4) years, beginning in 2019-2020, the evaluation instrument and plan will be reviewed by a committee assigned this responsibility. The committee shall be composed of an equal number of representatives appointed by the Board and by the Association. The Board and Association will each appoint a minimum of three (3) members. No meeting described herein shall be construed as a formal meeting of the PERA Joint Committee as provided in Article 24A of the School Code.
2. Any changes in the evaluation plan will be determined by the Joint Committee. The Committee will recommend any changes to the Superintendent for presentation to the Board of Education.

# ARTICLE VII

## GRIEVANCE

### 7.1 Definition

A grievance is a violation, misinterpretation or misapplication of a specific article or section of this agreement.

### 7.2 Statement of Basic Principles

(a) Every teacher covered by this agreement shall have the right to present grievances in accordance with these procedures, with or without representation. Nothing contained in this article or elsewhere in this Agreement shall be construed to prevent any individual teacher from discussing a problem with the Administration and having it adjusted without intervention or representation of organization representatives.

(b) A teacher who participates in these grievance procedures shall not be subjected to discipline or reprisal because of such participation.

(c) The failure of a teacher to act on any grievance within the prescribed time limits will act as a bar to any further step and an Administrator's failure to give a decision within the time limits shall permit the teacher to proceed to the next step. Any time limit, however, may be extended by mutual agreement.

(d) Any teacher has a right to be represented at any time in the grievance procedure as does the Administration. The teacher shall be present at any grievance discussion when the Administration and/or the Association deems it necessary. When the presence of a teacher at a grievance hearing is requested by either party, illness or other incapacity of the teacher shall be grounds for any necessary extension of grievance procedure time limits.

(e) In any instance where the Association is not represented in the grievance procedure, the Association will be notified of the final disposition of the grievance which disposition shall not be in conflict with any of the terms or conditions of this agreement.

Any final disposition of a grievance alleged by the Association to be in conflict with this agreement shall be grievable by the Association.

(f) Hearings and conferences under this procedure shall be conducted at a time and place which will afford a fair and reasonable opportunity for all persons including witnesses entitled to be present, to attend and will be held, insofar as possible, after regular school hours, or during non-teaching time of personnel involved. Hearings and conferences may be held, at the option of the Administration, during school hours and any employee whose presence is required shall be excused, with pay, for that purpose.

(g) It is agreed that any investigation or other handling or processing of any grievance by the grieving teacher organization representatives shall be conducted so as to result in no interference with or interruption whatsoever of the instructional program and related work activities of the teaching staff.

### 7.3 Procedures

(a) First Step

An attempt shall be made to resolve any grievance in informal, verbal discussion between complainant and his/her immediate supervisor.

(b) Second Step

If the grievance cannot be resolved informally, the aggrieved teacher shall file the grievance in writing, and at a mutually agreeable time, discuss the matter with the Principal. The grievance should state the facts of the grievance and remedy requested. The filing of the grievance with the building Principal at the second step must be within twenty (20) school days from the date of the occurrence of the event giving rise to the grievance. The Principal shall communicate his/her decision in writing and set forth the rationale for such decision to the teacher and the Superintendent within ten (10) school days after receipt of the written grievance.

(c) Third Step

In the event a grievance has not been satisfactorily resolved at the second step, the aggrieved teacher shall file, within five (5) school days after receipt of the Principal's written decision at the second step, a copy of such grievance with the Superintendent. Within ten (10) school days after such written grievance is so filed, the aggrieved and his/her representative, if any, the Principal, and the Superintendent and his/her representative, if any, shall meet to resolve the grievance. The Superintendent shall render his/her decision and set forth the rationale for such decision within ten (10) school days of the third step grievance meeting and communicate it in writing to the teacher, Principal, and the Association.

(d) Fourth Step

If the teacher is not satisfied with the disposition of the grievance at the third step or the time limits expire without the issuance of the Superintendent's written reply, the teacher may submit the grievance to final and binding arbitration under the "Voluntary Labor Arbitration Rules" of the American Arbitration Association, which shall act as the Administrator of the proceedings. If a demand for arbitration is not filed within thirty (30) days of the date for the third step answer, then the grievance shall be deemed withdrawn.

- (1) Neither the Board nor the Association shall be permitted to assert any grounds or evidence before the arbitrator which has not previously been disclosed to the other party.

- (2) The arbitrator shall have no power to alter the terms of this agreement,
- (3) Each party shall bear the full costs for its representation in the arbitration. The cost of the arbitrator and the AAA shall be divided equally between the Board and the Association.
- (4) If either party requests a transcript of the proceedings, that party shall bear the full costs for that transcript. If both parties order a transcript, the cost of the two (2) transcripts shall be divided equally between the Board and the Association.

#### **7.4 Miscellaneous Provisions**

- (a) During the Summer Vacation Period time limits shall double and days shall be considered work days instead of school days. The definition of work days shall be normal working hours Monday through Friday, excluding holidays. School days shall mean teacher work days.
- (b) Any grievance which arose prior to the effective date of this agreement or after the termination date of this agreement shall not be processed.
- (c) By mutual agreement in writing and signed by both parties, Steps Two and Three may be by-passed and the grievance submitted directly to arbitration.
- (d) Class grievances involving one or more teachers or one or more supervisors and grievances involving an Administrator above the building level may be initially filed by the Association at Step Three.

# **ARTICLE VIII**

## **EXTRACURRICULAR ACTIVITIES**

### **8.1 Pay for Extra-Curricular Assignments**

See Extra Duty Salary Schedules in Appendix B. No salary will be reduced unless a duty assignment is reduced. If a duty assignment is increased during the season, salary shall be commensurate. Coaches shall meet with the Athletic Director and the OEA Co-Presidents to determine adequate compensation.

If the need should arise for a substitute coach or sponsor, the substitute shall be compensated at the hourly rate.

### **8.2 Coaching Needs**

Administration will communicate extracurricular needs to the Association at the beginning of each season. Any time a temporary extracurricular position is added, an analysis will be done to determine the necessity of adding it on a temporary basis. Requests for assistant coaches shall be made to the Athletic/Activities Directors. The Association will be informed of any extracurricular position that does not currently have a pay rate or position listed on Appendix B. Positions will be paid at the corresponding pay level.

#### 8.2.1 New Programs

If the Association or the Administration request the addition of new programs to Appendix B, Association or Administration will bring the information and supporting data to the Athletic / Activities Director, Board of Education, and the Association for review. Final decision to add the program will rest with the Board of Education.

### **8.3 Extra-Curricular Roundtable**

The Activities Director and a minimum of three (3) Head Coaches/Sponsors who are licensed, district employees, will meet with the OEA Co-Presidents, or their appointees once in the fall, and once in the spring to discuss current issues and questions. Dates and agenda will be set by the OEA Co-Presidents and the Activities Director.

### **8.4 Extra-Curricular Evaluation Plan**

Coaches and sponsors will be provided feedback annually using the Coach/Sponsor Evaluation Tool discussed in this agreement.

#### 8.4.1 Coach/Sponsor Evaluation Notification

At the beginning of each school year, the Activities Director or designee shall acquaint each coach or sponsor with the evaluation procedures and evaluation instrument to be used. The OHS Activities Director or the OMS Assistant Principal / Activities Director will complete all evaluations.

#### 8.4.2 Uniformity of Evaluation Instrument

The coach and sponsor evaluation instruments shall be uniform throughout the district if the extra-curricular position is listed in Appendix B.

#### 8.4.3 Evaluation Procedure

##### A. Number of Evaluations

Each head coach and assistant coach or sponsor shall be evaluated per activity at the conclusion of the season. Coaches and sponsors who achieve longevity within a program shall be evaluated every other year, or more frequently, if deemed necessary by Administration. Division of evaluations will be determined by the Athletic / Activities Directors and notification will be given to the coaches/ sponsors.

##### B. Pre-Season Conference

A pre-season conference shall precede each evaluation. At this conference, the coach or sponsor shall submit evidence of planning for the season or activity and discuss goals for the season or activity.

##### C. Post-Season Conference

A copy of each evaluation shall be given to the coach or sponsor and a conference will be held between the coach or sponsor and the evaluator within six (6) weeks of the season or activity ending. Head Coaches are responsible for providing feedback on coaches within their program to the evaluating Administrator on an annual basis within two (2) weeks of the season or activity ending.

In the event that the coach or sponsor feels the evaluation was incomplete or inaccurate, the coach or sponsor may put these objections in writing and have them attached to the formal written evaluation report to be placed in the personnel file.

#### 8.4.4 Other Requirements

1. Every four (4) years, beginning in 2019-2020, the coach and sponsor evaluation instruments and plan will be reviewed by a committee assigned this responsibility. The committee shall be composed of an equal number of representatives appointed by the Administration (or Board) and by the Association. The Administration and Association will each appoint a minimum of three (3) members.

2. The Committee will recommend any changes to the Superintendent for presentation to the Board of Education.

**8.5 Extra-Curricular Driving**

If bus drivers are not available to drive students in any extra-curricular program that has 15 or more participants to and from an event, coaches and sponsors will have the option to drive an activity bus at half of the hourly rate (see section 3.3). Time shall be based on the time to the event and the time from the event.

Coaches and sponsors who are asked or required to practice off-campus or travel to an extracurricular event, without another transportation option provided by the District, may submit mileage for reimbursement at the agreed upon rate.

In the event of extenuating circumstances, such as inclement weather or poor road conditions, the Transportation Department will make every effort to find a bus driver to transport the extra-curricular programs that have 15 or more participants if the activity was originally scheduled to use the White Activity Bus or a Van. If a driver is available and there is inclement weather or poor road conditions, the same effort will be made to transport programs with 14 or fewer participants.

**8.6 Longevity Incentive**

Coaches and sponsors that serve in the same extra curricular program, in a paid position, for a designated period of time will be given a stipend for longevity. For example when an assistant coach achieves longevity and then moves into a head coach position, they will maintain the longevity stipend. The incentive will be based on the base salary. Longevity will be applied after completion of year 5 and/or year 10. The table is as follows:

5 Years	1%
10 Years	2%



# **ARTICLE IX**

## **Effective Date and Duration of Agreement**

This agreement shall become effective August 1, 2022, and shall continue until July 31, 2025.

Signed this day May 9, 2022 by:

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Kate Berry, Co-President  
Olympia Education Association

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Kevin Frazier, President  
Board of Education

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Stacy Goeke, Co-President  
Olympia Education Association

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Steve Matter, Secretary Education  
Board of Education

## **MEMORANDUM OF AGREEMENT**

**This Memorandum of Agreement** made and entered into this 18<sup>th</sup> day of April, 2022, by and between the Board of Education of Olympia Community Unit School District No. 16 (“Board” or “School District”) and the Olympia Education Association, IEA/NEA (“Association”), the exclusive representative for all regularly employed certified (licensed) employees of the School District.

### **WITNESSETH:**

**WHEREAS**, the Board and the Association have tentatively agreed upon the terms for a new collective bargaining agreement covering the 2022-2023, 2023-2024, and 2024-2025 school years (“the Agreement”); and

**WHEREAS**, Section 3.9.2 of the Agreement (“Limitation on TRS Nonexempt Creditable Compensation”) was modified during bargaining to clarify the limitation on earnings by age and years of experience, consistent with TRS requirements; and

**WHEREAS**, the following individuals would otherwise be restricted from an increase of more than six percent (6.0%) in the 2022-2023 school year, but have already received approval for coursework completed or to be completed prior to the beginning of the 2022-2023 school year: Jackie Holmes, Kathy Jackson, Becky Meissner, Chris Embry Mohr and Teri Steffen (“the affected individuals”); and

**WHEREAS**, the parties have agreed during bargaining that the affected individuals shall not be limited by the Limitation on TRS Nonexempt Creditable Earnings as clarified for the 2022-2023 school year; and

**WHEREAS**, the parties have reached agreement to memorialize the matters agreed upon herein.

**NOW, THEREFORE,** in consideration of the premises and the mutual promises, covenants, and agreements contained herein, and for other valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

**Section 1. Incorporation of Preambles.** The parties hereby find that all of the recitals contained in the preambles to this Memorandum are full, true and correct and do incorporate them into this Memorandum by this reference.

**Section 2. Limitation on TRS Creditable Earnings.** For the 2022-2023 school year only, the salary calculations for Jackie Holmes, Kathy Jackson, Becky Meissner, Chris Embry Mohr and Teri Steffen shall include any coursework approved prior to the date of this Memorandum, even if said calculations result in increases of more than six percent (6.0%) for those individuals over the 2021-2022 school year.

**Section 3. Entirety of Agreement.** This Memorandum constitutes the whole and entire agreement between the parties. The Collective Bargaining Agreement in effect during the 2021-2022 school year between the parties shall remain in full force and effect. No prior agreement, negotiations, relationships, understanding, course of dealing, or usage forms any part of this Memorandum.

**IN WITNESS WHEREOF**, the parties hereto have caused this Memorandum to be executed on the date first written above.

**BOARD OF EDUCATION  
OLYMPIA COMMUNITY  
UNIT SCHOOL DISTRICT NO. 16**

**By:** \_\_\_\_\_  
**Its President**

**ATTEST:**

\_\_\_\_\_  
**Secretary**

**OLYMPIA EDUCATION  
ASSOCIATION, IEA/NEA**

**By:** \_\_\_\_\_  
**Its President**

**ATTEST:**

\_\_\_\_\_  
**Secretary**

## Appendix A – New Teacher Hire Chart 2022-2025

Base \$40,000.00						
YEAR	BS/BA	B + 10	B + 20	MS/MA	M + 15	M + 30
1	\$40,000.00	\$40,880.00	\$41,779.36	\$42,698.51	\$43,637.87	\$44,597.91
w/TRS	\$43,956.00	\$44,923.03	\$45,911.34	\$46,921.39	\$47,953.66	\$49,008.64
2	\$40,880.00	\$41,779.36	\$42,698.51	\$43,637.87	\$44,597.91	\$45,579.06
	\$44,923.03	\$45,911.34	\$46,921.39	\$47,953.66	\$49,008.64	\$50,086.83
3	\$41,779.36	\$42,698.51	\$43,637.87	\$44,597.91	\$45,579.06	\$46,581.80
	\$45,911.34	\$46,921.39	\$47,953.66	\$49,008.64	\$50,086.83	\$51,188.74
4	\$42,698.51	\$43,637.87	\$44,597.91	\$45,579.06	\$46,581.80	\$47,606.60
	\$46,921.39	\$47,953.66	\$49,008.64	\$50,086.83	\$51,188.74	\$52,314.89
5	\$43,637.87	\$44,597.91	\$45,579.06	\$46,581.80	\$47,606.60	\$48,653.94
	\$47,953.66	\$49,008.64	\$50,086.83	\$51,188.74	\$52,314.89	\$53,465.82
6	\$44,597.91	\$45,579.06	\$46,581.80	\$47,606.60	\$48,653.94	\$49,724.33
	\$49,008.64	\$50,086.83	\$51,188.74	\$52,314.89	\$53,465.82	\$54,642.07
7	\$45,579.06	\$46,581.80	\$47,606.60	\$48,653.94	\$49,724.33	\$50,818.27
	\$50,086.83	\$51,188.74	\$52,314.89	\$53,465.82	\$54,642.07	\$55,844.19
8	\$46,581.80	\$47,606.60	\$48,653.94	\$49,724.33	\$50,818.27	\$51,936.27
	\$51,188.74	\$52,314.89	\$53,465.82	\$54,642.07	\$55,844.19	\$57,072.77
9	\$47,606.60	\$48,653.94	\$49,724.33	\$50,818.27	\$51,936.27	\$53,078.87
	\$52,314.89	\$53,465.82	\$54,642.07	\$55,844.19	\$57,072.77	\$58,328.37
10	\$48,653.94	\$49,724.33	\$50,818.27	\$51,936.27	\$53,078.87	\$54,246.60
	\$53,465.82	\$54,642.07	\$55,844.19	\$57,072.77	\$58,328.37	\$59,611.59
11	\$49,724.33	\$50,818.27	\$51,936.27	\$53,078.87	\$54,246.60	\$55,440.03
	\$54,642.07	\$55,844.19	\$57,072.77	\$58,328.37	\$59,611.59	\$60,923.04
12	\$50,818.27	\$51,936.27	\$53,078.87	\$54,246.60	\$55,440.03	\$56,659.71
	\$55,844.19	\$57,072.77	\$58,328.37	\$59,611.59	\$60,923.04	\$62,263.35
13	\$51,936.27	\$53,078.87	\$54,246.60	\$55,440.03	\$56,659.71	\$57,906.22
	\$57,072.77	\$58,328.37	\$59,611.59	\$60,923.04	\$62,263.35	\$63,633.15
14	\$53,078.87	\$54,246.60	\$55,440.03	\$56,659.71	\$57,906.22	\$59,180.16
	\$58,328.37	\$59,611.59	\$60,923.04	\$62,263.35	\$63,633.15	\$65,033.07
15	\$54,246.60	\$55,440.03	\$56,659.71	\$57,906.22	\$59,180.16	\$60,482.12
	\$59,611.59	\$60,923.04	\$62,263.35	\$63,633.15	\$65,033.07	\$66,463.80
16	\$55,440.03	\$56,659.71	\$57,906.22	\$59,180.16	\$60,482.12	\$61,812.73
	\$60,923.04	\$62,263.35	\$63,633.15	\$65,033.07	\$66,463.80	\$67,926.01
17	\$56,659.71	\$57,906.22	\$59,180.16	\$60,482.12	\$61,812.73	\$63,172.61

	<i>\$62,263.35</i>	<i>\$63,633.15</i>	<i>\$65,033.07</i>	<i>\$66,463.80</i>	<i>\$67,926.01</i>	<i>\$69,420.38</i>
18	<i>\$57,906.22</i>	<i>\$59,180.16</i>	<i>\$60,482.12</i>	<i>\$61,812.73</i>	<i>\$63,172.61</i>	<i>\$64,562.40</i>
	<i>\$63,633.15</i>	<i>\$65,033.07</i>	<i>\$66,463.80</i>	<i>\$67,926.01</i>	<i>\$69,420.38</i>	<i>\$70,947.63</i>
19	<i>\$59,180.16</i>	<i>\$60,482.12</i>	<i>\$61,812.73</i>	<i>\$63,172.61</i>	<i>\$64,562.40</i>	<i>\$65,982.78</i>
	<i>\$65,033.07</i>	<i>\$66,463.80</i>	<i>\$67,926.01</i>	<i>\$69,420.38</i>	<i>\$70,947.63</i>	<i>\$72,508.47</i>
20	<i>\$60,482.12</i>	<i>\$61,812.73</i>	<i>\$63,172.61</i>	<i>\$64,562.40</i>	<i>\$65,982.78</i>	<i>\$67,434.40</i>
	<i>\$66,463.80</i>	<i>\$67,926.01</i>	<i>\$69,420.38</i>	<i>\$70,947.63</i>	<i>\$72,508.47</i>	<i>\$74,103.66</i>
21	<i>\$61,812.73</i>	<i>\$63,172.61</i>	<i>\$64,562.40</i>	<i>\$65,982.78</i>	<i>\$67,434.40</i>	<i>\$68,917.96</i>
	<i>\$67,926.01</i>	<i>\$69,420.38</i>	<i>\$70,947.63</i>	<i>\$72,508.47</i>	<i>\$74,103.66</i>	<i>\$75,733.94</i>
22	<i>\$63,172.61</i>	<i>\$64,562.40</i>	<i>\$65,982.78</i>	<i>\$67,434.40</i>	<i>\$68,917.96</i>	<i>\$70,434.15</i>
	<i>\$69,420.38</i>	<i>\$70,947.63</i>	<i>\$72,508.47</i>	<i>\$74,103.66</i>	<i>\$75,733.94</i>	<i>\$77,400.09</i>
23	<i>\$64,562.40</i>	<i>\$65,982.78</i>	<i>\$67,434.40</i>	<i>\$68,917.96</i>	<i>\$70,434.15</i>	<i>\$71,983.70</i>
	<i>\$70,947.63</i>	<i>\$72,508.47</i>	<i>\$74,103.66</i>	<i>\$75,733.94</i>	<i>\$77,400.09</i>	<i>\$79,102.89</i>
24	<i>\$65,982.78</i>	<i>\$67,434.40</i>	<i>\$68,917.96</i>	<i>\$70,434.15</i>	<i>\$71,983.70</i>	<i>\$73,567.34</i>
	<i>\$72,508.47</i>	<i>\$74,103.66</i>	<i>\$75,733.94</i>	<i>\$77,400.09</i>	<i>\$79,102.89</i>	<i>\$80,843.15</i>
25	<i>\$67,434.40</i>	<i>\$68,917.96</i>	<i>\$70,434.15</i>	<i>\$71,983.70</i>	<i>\$73,567.34</i>	<i>\$75,185.82</i>
	<i>\$74,103.66</i>	<i>\$75,733.94</i>	<i>\$77,400.09</i>	<i>\$79,102.89</i>	<i>\$80,843.15</i>	<i>\$82,621.70</i>
26	<i>\$68,917.96</i>	<i>\$70,434.15</i>	<i>\$71,983.70</i>	<i>\$73,567.34</i>	<i>\$75,185.82</i>	<i>\$76,839.91</i>
	<i>\$75,733.94</i>	<i>\$77,400.09</i>	<i>\$79,102.89</i>	<i>\$80,843.15</i>	<i>\$82,621.70</i>	<i>\$84,439.38</i>
27	<i>\$70,434.15</i>	<i>\$71,983.70</i>	<i>\$73,567.34</i>	<i>\$75,185.82</i>	<i>\$76,839.91</i>	<i>\$78,530.39</i>
	<i>\$77,400.09</i>	<i>\$79,102.89</i>	<i>\$80,843.15</i>	<i>\$82,621.70</i>	<i>\$84,439.38</i>	<i>\$86,297.05</i>

## Appendix B – Extra Duty Salary Schedules

2022-2023 through 2024-2025		BASE	\$40,000
Skyward	Extra-Curricular Assignments	Percent	Amount
	Basketball, Boys OHS Head	17.00%	6800.00
	Basketball, Girls OHS Head	17.00%	6800.00
	Football, OHS Head	17.00%	6800.00
	Wrestling, OHS Head	17.00%	6800.00
	Volleyball, OHS Head	17.00%	6800.00
	Soccer, Boys Head	14.00%	5600.00
	Soccer, Girls Head	14.00%	5600.00
	Swimming, Boys OHS Head	14.00%	5600.00
	Swimming, Girls OHS Head	14.00%	5600.00
	Golf, Boys OHS Head	14.00%	5600.00
	Golf, Girls OHS Head	14.00%	5600.00
	Yearbook, OHS	14.00%	5600.00
	Cross Country, Girls OHS Head	14.00%	5600.00
	Cross Country, Boys OHS Head	14.00%	5600.00
	Baseball, Boys OHS Head	14.00%	5600.00
	Softball, Girls OHS Head	14.00%	5600.00
	Speech, OHS Head	14.00%	5600.00
	Track, Boys OHS Head	14.00%	5600.00
	Track, Girls OHS Head	14.00%	5600.00
	Basketball, Boys OHS Asst. 1 - JV Coach	12.50%	5000.00
	Basketball, Boys OHS Asst. 2 - Fresh Coach	12.50%	5000.00
	Basketball, Girls OHS Asst. 1 - JV Coach	12.50%	5000.00
	Basketball, Girls OHS Asst. 2- Fresh Coach	12.50%	5000.00
	Football, OHS Asst. 1	12.50%	5000.00
	Football, OHS Asst. 2	12.50%	5000.00
	Football, OHS Asst. 3	12.50%	5000.00
	Football, OHS Asst. 4	12.50%	5000.00
	Wrestling, OHS Asst. 1	12.50%	5000.00
	Wrestling, OHS Asst. 2	12.50%	5000.00

	Baseball, Boys OHS Asst. 1 - Varsity Assistant Coach	12.50%	5000.00
	Baseball, Boys OHS Asst. 2 - JV Coach	12.50%	5000.00
	Baseball, Boys OHS Asst. 3- Fresh Coach	12.50%	5000.00
	Softball, Girls OHS Asst 1. - Varsity Assistant Coach	12.50%	5000.00
	Softball, Girls OHS Asst 2- JV Coach	12.50%	5000.00
	Softball, Girls OHS Asst 3- Fresh Coach	12.50%	5000.00
	Volleyball, OHS Asst. 1- JV Coach	12.50%	5000.00
	Volleyball, OHS Asst.2- Fresh Coach	12.50%	5000.00
	Speech, OHS Asst. 1	12.50%	5000.00
	Speech, OHS Asst. 2	12.50%	5000.00
	Track, OHS Boys Asst.	12.50%	5000.00
	Track, OHS Girls Asst.	12.50%	5000.00
	Track, OHS Field Boys/Girls Asst.	12.50%	5000.00
	Soccer, OHS Girls Asst. - JV Coach	12.50%	5000.00
	Soccer, OHS Boys Asst. - JV Coach	12.50%	5000.00
	Track, Boys MS Head	12.00%	4800.00
	Track, Girls MS Head	12.00%	4800.00
	Wrestling, Boys MS Head	12.00%	4800.00
	Basketball, Boys 7 MS Head	12.00%	4800.00
	Basketball, Boys 8 MS Head	12.00%	4800.00
	Basketball, Girls 7 MS Head	12.00%	4800.00
	Basketball, Girls 8 MS Head	12.00%	4800.00
	Volleyball, Girls 7 MS Head	12.00%	4800.00
	Volleyball, Girls 8 MS Head	12.00%	4800.00
	Baseball, Boys MS Head	10.50%	4200.00
	Softball, Girls MS Head	10.50%	4200.00
	Cross Country, Boys MS Head	10.50%	4200.00
	Cross Country, Girls MS Head	10.50%	4200.00
	Chess, OHS Head	7.00%	2800.00
	Scholastic Bowl, OHS Head	7.00%	2800.00
	Dance, OHS	7.00%	2800.00
	Flag Sponsor, OHS	7.00%	2800.00
	Group Interp Director, OHS	7.00%	2800.00
	Cheerleading, OHS Basketball	7.00%	2800.00
	Cheerleading, OHS Football	7.00%	2800.00
	Technical Theater Director, Musical	7.00%	2800.00



	Drama Director, Musical	7.00%	2800.00
	Technical Theater Director, Play	7.00%	2800.00
	Drama Director, Play	7.00%	2800.00
	Drama Director, Contest Play	7.00%	2800.00
	Student Council OHS - Head 1	7.00%	2800.00
	Student Council OHS - Head 2	7.00%	2800.00
	National Honor Society - Head 1	7.00%	2800.00
	National Honor Society - Head 2	7.00%	2800.00
	Track, Boys MS Asst.	8.00%	3200.00
	Track, Girls MS Asst.	8.00%	3200.00
	Wrestling, Boys MS Asst.	8.00%	3200.00
	Baseball, MS Asst.	8.00%	3200.00
	Softball, MS Asst	8.00%	3200.00
	Track, MS Asst	8.00%	3200.00
	Speech, MS	7.00%	2800.00
	Cheerleading, MS	7.00%	2800.00
	Scholastic Bowl, MS	7.00%	2800.00
	Drama/Theatre, MS	7.00%	2800.00
	Dance, MS	7.00%	2800.00
	Student Council, MS	7.00%	2800.00
	Chess, MS	7.00%	2800.00
	Class Sponsor1	4.00%	1600.00
	Class Sponsor2	4.00%	1600.00
	Class Sponsor3	4.00%	1600.00
	Class Sponsor4	4.00%	1600.00
	Blue Crew Sponsor	4.00%	1600.00
	Strength/Condition Coach FALL	4.00%	1600.00
	Strength/Condition Coach WINTER	4.00%	1600.00
	Strength/Condition Coach SPRING	4.00%	1600.00
	Junior Class, Prom OHS	4.00%	1600.00
	Group Inter Asst	4.00%	1600.00
	Contest Play Asst	4.00%	1600.00
	Drama/Theatre Asst MS	3.00%	1200.00
	Special Olympics	3.00%	1200.00
	Student Council- OWE	3.00%	1200.00
	Student Council -ONE	3.00%	1200.00
	Student Council - OSE	3.00%	1200.00