

AGREEMENT BETWEEN

**HEYWORTH COMMUNITY UNIT SCHOOL DISTRICT #4
MCLEAN COUNTY, HEYWORTH, ILLINOIS**

AND

HEYWORTH UNITED EDUCATION ASSOCIATION, IEA/NEA

2025-2026

2026-2027

2027-2028

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ARTICLE I RECOGNITION

1.1 Recognition

The Board of Education of Heyworth Community Unit District No. 4, Mclean County, Heyworth, Illinois referred to as the “Board,” recognizes the Heyworth United Education Association, IEA/NEA, hereinafter referred to as the “Association,” as the sole and exclusive negotiating agent for all full-time and regularly employed part-time employees and all non-certified, non-supervisory, non-managerial personnel including certificated teachers, secretaries, cooks, custodians, nurses, groundskeepers, social workers, and teacher aides, except for the Superintendent, principals, substitute employees, confidential employees and those individuals who make recommendations directly to the Administration and/or Board regarding hiring and firing of personnel and are classified as supervisory or managerial. Both parties agree that the position(s) of nurse, groundskeeper, and social worker are specialized positions and may be filled by private contractors or by full-time or regularly employed part-time employees of the Board.

1.2 Part-time Benefits

Regularly employed part-time employees shall be included in the bargaining unit and subject to the terms and conditions of this agreement except that their salaries and benefits shall be based on their fractionalized employment status. For purposes of health insurance benefits only, a full-time employee shall mean an employee regularly required to work thirty (30) hours per week or more.

A part-time employee who works at least ninety (90) consecutive days at the same position on a full-time basis during one (1) calendar year shall receive a full year of seniority and receive insurance benefits as a full-time employee during the period of time the employee works on a full-time basis. A part-time employee who works less than ninety (90) days at the same position on a full-time basis during one (1) calendar year shall receive no seniority for that year of employment.

1.3 Definitions

A. Employee

The term “employee” where used herein, shall mean any individual in the bargaining unit represented by the Heyworth United Education Association, IEA/NEA.

B. Certificated or Certified Employee

The term “certificated or certified employee” where used herein, shall mean any individual in the bargaining unit whose responsibility is teaching and who possesses a teaching certificate.

C. Classified or Non-Certificated Employee

The term “classified or non-certificated employee” where used herein, shall mean any individual in the bargaining unit whose responsibility is not teaching and is employed by the Board of Education in a support staff position.

D. Part-Time Employees

Part-time employees shall be defined as those regularly employed individuals covered by this Agreement who work at least four (4) hours per day, five (5) days per week.

E. Employee

The term “employee” as used in this Agreement includes both male and female employees covered by this Agreement. In addition, wherever in this Agreement the masculine gender is used, it is intended that it will apply to the feminine gender.

1.4 Annual Contract

Each part-time teacher shall be given an annual contract specifying wages and benefits thereof. Any member of the bargaining unit whose responsibilities constitute one-half (1/2) or more of a full contract year shall be moved to the next higher step on the salary schedule the following year. The increment step shall be based on the employee’s fractionalized employment status.

1.5 No Negotiation With Other Organizations

The Board agrees not to negotiate with any other employees’ organization, individual employee, or group of employees regarding items contained in the agreement; but the Board reserves the right to consult with any individual or group of employees provided such consultation does not come in conflict with the terms of this agreement.

**ARTICLE II
EMPLOYEE DISCIPLINE**

2.1 Certificated Employees – Just Cause

The Board shall not discipline tenured teachers without just cause, and shall follow the practice of progressive discipline. Discipline shall be defined as an oral warning, written warning, suspension without pay, or discharge. The sequence and necessity for these steps will be determined by the Superintendent/Board depending upon the circumstances of each case. The parties agree that the proper forum for the discharge or evaluation of tenured teachers are state and federal statutes including Sections 24-12 and 24-A of the School Code and not the Grievance Procedure.

2.2 Right of Representation – All Employees

When an employee is required to appear before the Administration or the Board of Education concerning a disciplinary conference in which an oral or written reprimand will be issued or a conference in which a suspension without pay or dismissal will occur, the employee shall be entitled to have an Association representative present, if one is requested. Prior to such conference, the Administration or Board will inform the employee that a conference will be held concerning an oral or written warning, a suspension without pay, or a dismissal. It shall be the responsibility of the employee to obtain a representative of his/her choice.

2.3 Non-Certificated Employees – Just Cause

The parties agree that the remainder of Article II shall apply to only non-certificated employees and is not applicable to teachers or certificated personnel.

2.4 Termination of Employment

A. Cause for Termination

The employment of a non-probationary employee may be terminated for cause upon action of the Board of Education.

B. Written Reasons

Reasons for termination of employment shall be presented to the Board of Education, in writing, and a copy of such reasons shall be supplied to the employee involved.

C. Notification and Severance Payment

Termination of employment after six (6) months shall be accompanied by at least two (2) weeks' notice, except in cases in which the Board of Education concludes that continued presence of the employee on the premises will be detrimental to the best interests of the school, in which case employment may be terminated immediately upon notice, along with two (2) weeks' pay in lieu thereof providing, however, that if such employment is terminated by reason of gross misconduct, no severance pay shall be granted. At the termination of employment of any employee, falling under the provisions of vacation benefits, for any reason, the employee shall receive a pro rata share of vacation pay for all unused vacation days.

2.5 **Employee Discipline/Discharge Procedures**

A. **Notification of Deficiencies**

It shall be the responsibility of the Building Principal or immediate supervisor to bring to the attention of the Superintendent, employee deficiencies in said employee's work program or performance of assigned work and, in writing, make a record of such conference. One copy of said record is to be provided to said employee.

B. **Just Cause**

The Board of Education will not discipline or discharge any non-probationary employee without just cause and will use a progressive discipline procedure. This will not prevent the Board from taking immediate action for unusual or severe circumstances.

C. **Progressive Discipline**

Disciplinary action will be progressive except for gross misconduct as stipulated in 2.5.3, in accordance to the following schedule. The sequence and necessity for the following steps will be determined by the Superintendent depending upon the circumstances of each case.

1. Verbal Warning
2. Written Warning
3. One to Five Day Suspension
4. Discharge

D. **Examples of Cause**

Examples of cause are not necessarily limited to but could include the following:

1. Dishonesty. *e.g.* falsification of job applications, falsifying work records, stealing or misappropriation of district or employee property.
2. Drinking or intoxication on the job. *e.g.* use and/or possession of alcoholic beverages on the job, inability to perform work due to alcoholic consumption prior to or during work shift.
3. Illegal strike or slowdown. *e.g.* participation in or leadership of a concerted activity which violates the no strike, no lockout provision of the agreement.
4. Fighting. *e.g.* conduct which inevitably provokes a fight, punishment of the aggressor, off-duty fights that are job-related.

5. Illegal use of drugs. *e.g.* use of mind-expanding drugs which are not prescribed treatment of a physician. Possession of illegal drugs on the job.
6. Immoral conduct. *e.g.* improper advances to or activities with employees or students. Off- duty immoral activities which affect the establishment and/or the job adversely.
7. Insubordination. *e.g.* refusal to carry out reasonable and/or proper orders from a designated representative of management.
8. Incompetence.
9. Excessive absenteeism or tardiness.
10. Destruction of District property.

ARTICLE III ASSOCIATION AND EMPLOYEE RIGHTS

3.1 Right of Membership

Employees as defined in Article I shall have the right to organize and join the Association and to participate in negotiations with the Board or its designee through representatives of their own choosing. It is also agreed employees have the right to not join the Association. The Board shall not discriminate against any employee with respect to hours, wages, or terms and conditions of employment for reason of membership or non-membership in the Association, participating in negotiations with the Board, or the institution of any grievance, complaint or proceeding under this Agreement.

3.2 Association Representatives

The Board recognizes the right of the Association to select or elect from its employees who are members of the Association, a representative or committee to handle Association business such as the investigation of grievances, meeting with management, transmittal of messages, and such other duties as may be delegated to them from time to time by the Association. The name of such representative(s) and committee members shall be furnished to the Board in writing, and any change shall be reported in writing. The representatives of the Association shall have reasonable access to each of the buildings represented by this Agreement, provided such activity does not result in interference with any of the related work activities of the grievant or of the District's employees Association. It is understood said representatives will check in at the building office prior to entering the building.

The Board/Administration shall only be responsible for answering questions concerning the interpretation of the Agreement from the Association President or his/her designee.

3.3 Right to Review – Personnel File

A master file of all materials related to an employee shall exist at the Administrative Central Office. Each employee shall have the right to review the contents of said employee's personnel file with the exception of those stated in the Employees' Records Act of Illinois and to attach and place therein written reactions to the contents. Each employee, upon twenty-four (24) hour written notice, shall have the right to review the contents of said employee's personnel file and to attach and place therein written reactions to any of its contents. The written notice must identify what records the employee is requesting, specify whether they want to inspect, copy or receive copies of the records, specify hardcopy or electronic, and specify whether the inspection will be performed by or with an employee representative. Such review shall take place during the regular business hours established by the Central Office or at a time mutually agreeable with the Superintendent and the employee. Material which is derogatory to an employee shall not be placed into the employee's file unless the employee has been made aware of said material. The employee shall affix his/her signature and date on the actual copy filed. The signature does not indicate agreement with the contents of the material. The employee may not remove any material from said file and must review the contents of his/her file in the presence of the Superintendent or designee.

3.4 Use of School Business Equipment

With the approval of the Superintendent or his designee, the local Association shall be allowed reasonable use of school business equipment except for central office equipment, provided that the use of said equipment does not interfere with the instructional and/or extra-curricular programs. The Association shall purchase all supplies and materials used in the business of the Association. No business equipment shall leave the school premises unless prior approval of the Superintendent is given.

3.5 Use of School Buildings

The local Association shall have the right, upon approval of the Superintendent or his designee, to use school buildings for meetings at a time when school is not in session, provided that such meetings do not interfere with instructional and/or extra-curricular programs.

All meeting areas shall be approved by the Superintendent or his designee. Whenever special custodial services are required, the Board may make a reasonable charge for the services.

3.6 Use of Mailboxes and Bulletin Boards

The Association shall have the right to use employee mailboxes and electronic mail for Association communication. A bulletin board shall be provided by the Board in each of the District's buildings for internal Association communication.

3.7 Dues Deduction

Upon receipt of a dues deduction authorization executed by the individual employee, the Board shall deduct bimonthly from each member's pay, the current dues of the Association. Authorization for new members must be executed on or before October 1st. The certification form shall be furnished by the Association. Severance of employment automatically terminates dues deduction arrangements. All dues deducted by the Board shall be remitted to the Association no later than ten (10) days after such deductions are made.

The Association agrees to indemnify and save the Board harmless against any and all claims, demands, suits, or other forms of liability that shall arise out of or by reason of action taken or not taken by the Board for the purpose of complying with any of the provisions of this article in reliance of any assignment furnished under the provision of this article.

3.8 Other Deductions

Any employee may request bimonthly payroll deduction be made for government savings bonds, group life and health insurance, credit union accounts, District approved tax sheltered annuities, and other mutually agreed upon deductions, provided a written authorization is delivered to the Board office not later than ten (10) days prior to any pay quarter and contains the following information:

- A. Type of deduction requested;
- B. Amount of deduction;
- C. Where deduction is to be deposited.

Credit union withholdings shall be mailed within twenty (24) hours of the day regular payroll checks are issued.

Other withholdings shall be paid to the appropriate agency by the end of the month or as the law prescribes in the case of federal, state, etc.

Should an employee exhibit a pattern of excessive deduction changes, the Superintendent may refuse future changes.

3.9 Parental Complaints

Any complaint by a parent toward an employee, which will result in disciplinary action, shall be channeled by the Administration to the involved employee. An effort shall be made to schedule a conference between the employee and the parent. The Board shall not be responsible for a parent who does not follow the proper channels and the parent's failure to follow the proper channels shall not be grievable. All other procedures as outlined in this proposal shall be subject to the Grievance Procedure.

Prior to any disciplinary action in writing against an employee by the Board because of a parent complaint, the Board or Administration shall have a meeting with the employee.

3.10 Physical Assault On A Teacher

An employee shall promptly report to his/her building principal or other person designated by the Superintendent any alleged case of physical assault on such employee while performing his/her assigned duties. If the States Attorney decides to prosecute said person, the employee shall be released from his/her assigned duties while testifying without loss of salary or benefits.

3.11 Document Availability

The Board will provide the Association President a copy of the Board Agenda, Board Minutes, Form 50-35, and Form 50-36 when those documents are available for distribution.

3.12 Channel of Communication

The channel of communications to the Board of Education shall always be through the proper levels of supervision.

3.13 Notice of New Employees

Names and addresses of newly-hired employees shall be provided to the Association within ten (10) days after their employment upon request, providing said employees have no objection.

**ARTICLE IV
EMPLOYMENT CONDITIONS**

4.1 School Calendar

The employment year for all full-time teachers shall not exceed one hundred seventy-six (176) pupil attendance days and four (4) institute days. The salary schedule (Appendix A) shall be based on the maximum calendar of one hundred eighty (180) days. No less than thirty (30) days prior to adoption of the calendar by the Board, the Board shall receive advisory input from the Association. The Superintendent and/or designee(s) will invite the Association to submit its views and comments on the proposed calendar for the next year prior to preparing the calendar and will consider such views and comments in formulating the recommendations for the employer's decisions. This item does not restrict the Board in any way when it adopts the school calendar.

The official school calendar will not exceed one hundred eighty-five (185) days, including emergency days. In addition, the official school calendar shall be determined and published by May 1 of the prior school year.

“Digital learning days” may be utilized during inclement weather. Digital learning days do not need to be made up at a later date for non-certified staff. Those employees (instructional aides, clerical staff, food service staff) have been contracted for a set number of days and the pay for those days will be honored if a digital day is utilized.

4.2 Work Week – Non-Certificated Employees

The normal work week shall be five (5) consecutive workdays as specified in this Article, Monday through Friday inclusively, except for custodians who may work Monday through Saturday inclusively. Employees shall receive one and one-half (1 1/2) times their hourly rate for hours worked that exceed forty (40) hours in a week. The workweek of the groundskeeper shall be as provided in 4.20.

4.3 Work Day – Certificated Staff

The normal teachers’ day shall be from 8:00 a.m. to 3:45 p.m.

The normal work day shall be followed, except the beginning and ending times may be altered for the following:

- A. Faculty Meetings. The Board and Administration shall have no more than one monthly faculty meeting per building not to last any later than 4:00 PM if an afternoon meeting or not to start earlier than 7:30 AM if a morning meeting.
- B. Altered bus services
- C. Curriculum meetings
- D. Scheduled appointments with parents or students by the principal for parent/teacher conferences. If a parent requests a conference with a teacher concerning a student, the teacher shall have the authority to schedule those appointments.
- E. Open House
- F. Emergency situations where employee presence is required by the Superintendent to protect the welfare or safety of the students.
- G. Any teacher required by the Administration to attend a workshop-committee outside the normal work day shall be compensated at the rate of \$20/clock hour.

Teachers required to be on Board or Administration appointed committees shall be paid at the rate of \$20/hour when committee meetings are scheduled outside the regular school day.

- H. In the event that students are dismissed early due to Thanksgiving, Christmas, Easter, or Spring Break, teachers shall be dismissed following the departure of the

last bus from the school unless needed for supervision of students as requested by the administrator.

Should students be dismissed early due to weather-related circumstances, teachers shall be allowed to leave the building following dismissal at the discretion of the Superintendent or his/her designee.

- I. When teachers must return to the building for an evening function, they shall be allowed to leave the building as soon as the last bus has cleared the school grounds, unless professional discretion should dictate otherwise.
- J. Relocation. Teachers who are assigned to a different classroom or location than they previously occupied shall receive \$20/clock hour for packing and unpacking materials. District shall be responsible for moving the packed materials from the old room to the new room. The maximum amount of time a teacher may be paid for relocation is ten (10) hours.
- K. Graduation and promotion ceremonies
- L. Zero Hour. Teacher(s) may teach a “Zero Hour” class which is defined as a regularly scheduled class that is held prior to the regular start of the school day or after the conclusion of the regular school day. If this class is in addition to their regular teaching assignment, they shall be compensated as defined in section 10.13. If the Zero Hour class is part of the teacher’s regular teaching assignment, no additional compensation shall be paid. No teacher shall be required by Administration to teach a Zero Hour class. If a teacher teaches Zero Hour prior to the regular start of the school day, the teacher shall not be assigned to work the final class period of the day. If a teacher teaches Zero Hour after the regular end of the school day, the teacher shall not be assigned to work the first class period of the day.

Note: All required days can be excused without penalty to the employee if approved by the Building Principal.

4.4 Workday – Non-Certificated Staff

Workdays for non-certificated classifications within this Agreement shall be defined below:

A. Teacher Aides

The workday shall consist of no more than seven and one-half (7 1/2) hours including a thirty (30) minute duty-free, non-paid lunch period.

B. Custodians

The workday shall be a shift of not more than eight and one-half (8 1/2) hours in length and shall include a thirty (30) minute duty-free, non-paid lunch period.

C. Cooks

The workday for head cooks shall be no more than eight (8) hours and shall include a thirty (30) minute duty-free, non-paid lunch period. Other cafeteria workers shall work schedules as assigned by their supervisor. The workday shall include a thirty (30) minute duty-free, non-paid lunch period. Cooks will be paid their regular per diem rate and be required to work on early dismissal professional days.

D. Secretaries

The work day will be eight and one-half (8 1/2) hours, which includes a thirty (30) minute duty-free non-paid lunch period. Secretaries will be asked to call substitute teachers and will be compensated at their hourly rate for a minimum of one (1) hour when they are asked to make such calls outside the normal work day.

E. Part-time Employees

Part-time employees shall be scheduled at the convenience of the District.

F. Breaks

In addition, custodians, cooks, teaching assistants and secretaries shall be allowed two (2) fifteen (15) minute breaks daily as scheduled by the Administration.

Should the Administration require a paraprofessional to surrender his/her break time to teach or supervise another teacher's course, he/she shall be compensated at a rate of \$20/clock hour.

G. Workshop Attendance

Non-certificated employees required by the Administration to attend workshop-committee meetings outside the regular work day of the employee shall be compensated at the employee's hourly rate of pay as per the salary schedule.

H. Groundskeeper

The workday of the groundskeeper shall be as provided in 4.20.

On days when school is closed due to an emergency and students are not present, the Superintendent will have the authority to modify the workday in whole or in part of any non-certificated staff member. If the modification of the work day results in a decrease of

an employee's hours, any lost time shall be made up at a later time at the discretion of the Superintendent.

If a cook or a custodian reports to work at his/her regularly scheduled start time and prior to the Superintendent's decision to close school because of an emergency, the employee shall be paid a minimum of two (2) hours of his/her scheduled salary.

Custodians asked to work beyond the normal workday for grounds and maintenance, custodial duties, at co-curricular activities, and general custodial duties will be offered on a rotating basis by building, then on the District level. If no custodian wishes to volunteer for the extra work, the District will offer the work to a temporary or substitute custodian.

4.5 Preparation Period

All full-time High School and Junior High School teachers shall have a daily preparation period equal in length to the students' instruction period.

All full-time Elementary School teachers shall average one hundred fifty (150) minutes per work week of preparation time. The average shall be computed on the basis of one hundred seventy-six (176) work days per year.

Teachers who are assigned duties in both the Elementary School and the Junior-Senior High School buildings shall have a daily preparation period equal in length to the students' instruction period or an average of one hundred fifty (150) minutes per work week, whichever is less.

Traveling teachers shall be entitled to a duty free lunch period and traveling time shall be scheduled so as not to infringe on the lunch and/or class period.

The administration will make a good faith effort to schedule meetings outside of teacher preparation periods and to provide at least ten (10) calendar days advance notice of such meetings.

4.6 Preparation Period – Special Teachers

All full-time teachers of art, physical education, speech therapy, Title I, music, band and all special education teachers employed by the District shall have their preparation periods as computed in 4.5.

4.7 Payment of Preparation Periods

- A. Should the Administration require a teacher to surrender his/her preparation period to teach or supervise another teacher's course, he/she shall be compensated at a rate of an additional \$30 per preparation period surrendered.

- B. The teacher who surrenders the time shall be responsible for completing the appropriate portions of a request for reimbursement form within three (3) school work days.

4.8 **Vacancies**

“Vacancy” for the purposes of this section means an open position resulting from a resignation, retirement, termination, or transfer from a previously existing position or an open position resulting from a newly created bargaining unit position.

A. **Voluntary Transfer**

When a vacancy arises, employees will have five (5) business days to express interest in the position. The Board shall consider interested employees, but shall not be restricted in its hiring practices when filling such vacancies.

B. **Vacancy Notices**

When a vacancy arises, the Superintendent or designee shall email vacancy notices to all employees.

Prior to a public announcement, the Administration shall notify all applicants of the District by mail or e-mail or telephone call or by private meeting the Administration’s decision to recommend or to not recommend the applicant to the Board of Education for a vacant position.

C. **Extra Duty Vacancies**

Whenever a vacancy occurs in any Extra Duty position for which a stipend is paid in Appendix B, except for Optional Extra Duties, notices shall be posted as provided in Section B above. Bargaining unit members may apply for any vacant position. The Board of Education and Administration shall consider such applications, but shall not be restricted in its hiring practices when filling such vacancies.

4.9 **Part-Time/Traveling Teachers**

- A. The hours and assignments of each part-time teacher’s annual contract shall be clearly stipulated in the contract provided to that teacher, but in no instances shall the privileges and benefits outlined in Section 1.2 be abridged.
- B. Part-time teachers shall be allowed to leave the school building upon completion of their last teaching assignment of the day.

4.10 Lunch Break – Non-Certificated Staff

All employees are responsible for keeping an accurate record of hours worked. Each employee is expected to take a duty-free thirty (30) minute lunch break as scheduled by the Administration (lunch breaks will be scheduled during the middle of an employee's work day), without interruption, at the convenience of his/her routine, and which shall not be considered as part of the employed time.

4.11 Administering Medication

Bargaining unit members other than the nurse shall not be required to administer medication to pupils. Pupils shall be referred to proper designated personnel for this function.

4.12 Vacations – Non-Certificated Staff

- A. Vacation leave shall be as follows for full-time, twelve (12) month employees of the District.
- B. Vacations will be scheduled with the immediate supervisor. Employees shall be entitled to ten (10) days of summer vacation during each fiscal year (July 1-June 30). Vacation days shall not accumulate from one (1) fiscal year to the next. Summer vacation days shall not be taken after August 15 or before June 1. Request for vacation must be made in writing to the immediate supervisor. Such vacation is to be taken at the convenience of the employer.
- C. In addition to the ten (10) days of summer vacation, non-certificated employees will be provided an additional five (5) days of vacation time during either the Easter or Christmas period.
- D. A non-certificated employee shall request in writing when he/she wishes to take his/her scheduled vacation. Such request shall be made at least two (2) weeks prior to the intended use. The Superintendent shall respond to the employee's request within seven (7) calendar days of the employee's request.

4.13 Holidays – Non-Certificated Staff

The following days shall be paid holidays for all non-certificated staff if the day falls in their normal work year and school is not in session.

Labor Day	New Year's Day
Columbus Day	Martin Luther King Jr.'s Birthday
Thanksgiving Day	President's Day
Friday After Thanksgiving	Good Friday
Christmas Eve	Memorial Day
Christmas Day	Juneteenth
New Year's Eve	July 4th

Election Day (when designated as a holiday by law)

When any of the above holidays falls on a Saturday, the preceding Friday will be the holiday, if it falls on a Sunday the following Monday shall be granted as a holiday providing that school is not in session.

Whenever any non-certificated employee custodian is directed to work on an observed holiday (school is not in session), he/she shall receive the holiday pay in addition to time and one-half for that day. Whenever a custodian is directed to work on Easter Sunday, he/she shall receive one and one-half times his/her regular rate of pay for any hours worked.

4.14 Resignation – Non-Certificated Staff

- A. An employee who is resigning from his/her position shall give the normal two (2) weeks' notice.
- B. Earned vacation shall be paid according to the proportion of full months worked to the total contract year.

4.15 Call Time – Non-Certificated Staff

Any employee called to return to work outside of his regularly scheduled shift shall be paid a minimum of two (2) hours at the appropriate rate.

4.16 Notification of Assignments

All regularly employed employees shall be given written notice of their tentative assignments for the forthcoming year not later than ninety (90) days preceding the first day of the new school term. In the event changes in such assignments are proposed, the employees affected shall be notified promptly and consulted. In the event changes in the employee's assignments are made, the employee shall be notified and the employee shall be allowed to resign if such change is not acceptable to him.

A. Notification of Extended Assignments – Secretaries

Twenty (20) work days prior to the last day of student attendance, secretaries shall be notified by the Superintendent or designee of the number of extra days of work offered during the summer months beyond the employee's normal work year when school is not in session. Full-time secretaries' normal work year shall begin two (2) weeks prior to the start of the school year and end two (2) weeks after the end of the school year. Secretaries shall notify the Superintendent or designee within seven (7) working days of acceptance or rejection. If appropriate, secretaries shall receive all benefits, including vacation, which are due in accordance with this Contract because of extended assignment.

B. Notification of Extended Assignments – Nurse or Secretary

A full-time nurse or secretary's normal work year may include up to an additional fifteen (15) work hours paid at the appropriate rate, if requested by the Administration.

4.17 Labor Management Meetings

A committee composed of the Superintendent, two (2) Association Executive Team Members, Up to two (2) Board Member(s) and Administrators. The following committee is established for the purpose of quality input, dialogue, and communication among the Association, Administration and Board. The committee will meet quarterly during the contract year at mutually agreeable times. The purpose and frequency of meetings may be changed by unanimous agreement between Association President and the Administration. HUEA will develop a proposed schedule for quarterly meetings by July 1st each year.

4.18 Dual Credit

No class(es) will be taught to students of the Heyworth CUSD #4 by Heartland Community College during the regular school day in a Heyworth school building if the teaching of the class(es) result in a reduction of salary of a bargaining unit member. Exceptions may be made to this contractual item with mutual agreement of the parties. When there are no employees qualified to teach a dual credit class, the District may contract with non-employees for such purposes. The District will provide notice to the Association whenever it contracts with such an individual.

4.19 Probation for Support Staff

A newly-hired employee who has not previously been in the service of the District in that position shall be considered to be a probationary employee for the first year of his/her employment and may be discharged at any time without notice, compensation or assigning any reason whatsoever.

An employee whose job assignment changes by voluntary or involuntary transfer shall be placed on the same step on the salary schedule in the new category of position.

4.20 Groundskeeper

The Board may employ a full-time flexible-hour groundskeeper, whose duties shall primarily be performed between March 1 and November 30 of the calendar year. The groundskeeper's work hours and work days, including any days Sunday through Saturday, shall be determined by the Superintendent or the Superintendent's designee. In the event the groundskeeper works more than forty (40) hours in a workweek, he or she shall be entitled to overtime pay in accordance with Section 4.2.

If the groundskeeper is requested by the Administration to perform custodial duties on a temporary basis, the groundskeeper shall make the appropriate designation on his or her

time card/time sheet, and shall be paid at the custodial rate of pay for the time worked on custodial duties.

4.21 Criminal Background Checks

All certificated and non-certificated employees shall authorize a fingerprint based criminal history records check, a Statewide Sex Offender Database check, an employment history review, and a Statewide Child Murderer and Violent Offender Against Youth Database check as defined by 105 ILCS 5/10-21.9. All costs for these systems and database checks shall be paid by the Board. The information received from the records check will only be given to and accessed by the Superintendent.

4.22 Administrative Coverage

If the Building Principal is off building grounds for a period in excess of three (3) hours, the Superintendent shall assign an individual with an administrative endorsement as Acting Principal. Upon acceptance, a substitute teacher will be hired to cover the classes of the Acting Principal. The duties of the Acting Principal shall be limited to:

- A. Carrying out emergency procedures
- B. Immediate student disciplinary matters
- C. Immediate concerns from parents
- D. Other duties assigned by the Superintendent

4.23 Doubling Up & Subbing

A teacher who “doubles up” (teaches his/her regularly assigned class and that of an absent teacher) shall be paid an additional \$30 per class period (or time equivalent to one high school class period) covered. Teachers shall be assigned to double up only when the administration has attempted to fill the assignment with a substitute teacher and attempted to fill the assignment using other teachers during their planning period. Teachers who surrender their planning period shall continue to be paid as provided in Section 4.7A.

HUEA and the Board agree that compensation should be provided to staff members who fulfill vacant sub positions because of the added duties and responsibilities of the staff member. For such situations:

- Staff will not be required to fulfill vacant sub positions.
- Qualified staff who volunteer to work outside of their position will receive an additional \$20 per class period covered (e.g. paraprofessional qualified to serve as substitute teacher)
- For administration subbing, qualified staff will receive an additional \$40 per class period covered (e.g. teacher qualified to serve as a substitute administrator).

4.24 Change in Job Title and/or Description

The Board shall seek advisory input from the Association concerning the development of job descriptions for teachers and other certified employees. Such input shall be advisory, and the Board retains the final decision concerning the content of job descriptions. Job descriptions shall be made available to all employees. Any employee or the Association may request a review of the job description or evaluation instrument at any time by emailing the Superintendent's office.

ARTICLE V NEGOTIATING PROCEDURES

5.1 Negotiation Teams

Neither party in any negotiations shall have any control over the selection of negotiating team members of the other party.

5.2 Tentative Agreements

When the negotiating teams reach agreement, it will be reduced to writing and submitted to the Association for ratification within a reasonable time. Once the Contract is approved by the Association, it will then be presented in a timely manner at a Board meeting for ratification.

5.3 Written Contract

There shall be two (2) signed copies of any final agreement. One copy shall be retained by the Employer and one by the Association. The District shall provide a tentative draft of the new contract to the Association within twenty (20) workdays from the date of ratification by both parties. The Association will provide feedback within fifteen (15) workdays, and the final copy of the contract shall be made available to the Association President within sixty (60) days from the date of ratification.

5.4 Time for Bargaining

Negotiations regarding a successor agreement shall begin with mutual consent of the parties but no later than sixty (60) days after the Association files a demand to bargain agreement.

5.5 Meetings

Bargaining sessions shall be closed to the public. Dates and lengths of meetings shall be determined by mutual agreement of the parties. The parties may mutually agree to extend a meeting; however, either party may adjourn a session.

5.6 Mediation

If an agreement is not reached within forty-five (45) days of the start of the next school year, either party may declare in writing to the other that an impasse exists, and request the services of a mediator. The Federal Mediation and Conciliation Service (FMCS) shall be used for mediation purposes. However, if the services of FMCS are not available, the Illinois Educational Labor Relations Board shall be contacted for assistance in selecting a mediator.

ARTICLE VI DISTRICT LENGTH OF SERVICE AND SENIORITY

6.1 Certificated Teaching Staff

A. Honorable Dismissal

The Board reserves the right to reduce the number of staff members when, in its judgment, the best interest of the District shall be served by such action. The Board shall honorably dismiss those employees in the order required by Section 24-12 of the Illinois School Code.

B. Continuing Service

Continuing length of service shall be defined as the number of consecutive years of continuous service to the District. The following criteria shall be used in determining District continuing length of service:

1. Continuous service shall begin from the first day the teacher is paid for his/her duties.
2. Teachers who begin employment during the first semester of the school year shall be credited with a full year's service. Teachers who begin employment during the second semester of the school year shall be credited with one-half (1/2) years' service.
3. Approved leaves of absence (paid or unpaid) shall not interrupt the consecutive years of continuous service in the District. However, approved unpaid leaves of absence of ninety (90) consecutive school days or more shall not be counted in determining District service.
4. If the teacher resigns and is subsequently re-employed in the District, consecutive years of service shall occur upon his/her re-earning tenure in the District.

C. Tie Breaker

If the District service is equal between two (2) or more teachers as determined above, the following criteria shall be used in determining which teacher(s) shall be honorably dismissed by the Board, if necessary pursuant to Section 24-12 of the Illinois School Code.

1. Service shall be determined by the total number of years of teaching service to the District regardless of whether or not the service is continuous. In determining total years of service to the District, factors concerning leaves of absence, less than full-time employment, and resignation shall be determined as in the case above.
2. If the total years of service to the District as determined above is equal, then service shall be determined by the teacher's approved position on the salary schedule. The teacher with the highest salary (approved horizontal position) shall have the most District service.
3. If the total years of service to the District, and the approved horizontal position on the salary schedule are equal, District service shall be determined by a random lot selection conducted by the Board.

6.2 Non-Certificated Staff

A. Seniority – Support or Non-Certificated Staff

For non-certificated staff, seniority is the length of an employee's service starting with the date of the employee's first day he/she is paid for his/her employment. In order for the non-certificated employee to claim seniority rights he/she must be placed by the District on a non-probationary status.

1. Seniority is lost upon the following:
 - a. Resignation
 - b. Dismissal for cause
 - c. Retirement
2. Seniority is retained but shall not accrue during the following:
 - a. Unpaid leave of absence
 - b. Unpaid sick leave
 - c. Layoff beyond one (1) calendar year.
3. Seniority continues to accrue during the following:
 - a. Paid leave of absence
 - b. Temporary disability under IMRF

B. Computation of Seniority

1. Employees who begin employment during the first semester of the school year shall be credited with a full year's seniority. Employees who begin employment during the second semester of the school year shall be credited with one-half (1/2) year's seniority.
2. Approved leaves of absence (paid or unpaid) shall not interrupt the consecutive years of continuous service in the District; however, approved unpaid leaves of absence of ninety (90) consecutive work days or more shall not be counted in determining seniority.
3. If an employee resigns and is subsequently re-employed in the District, consecutive years of continuous service shall accrue upon his/her earning non-probationary status.

C. Tie Breaker – Support Staff

If two (2) or more non-certificated staff have equal seniority as determined above, the Employer shall conduct a random lot selection.

D. Notification of Honorable Dismissal of Support Staff

The District shall reduce the number of support staff according to the categories listed in this Agreement with the least senior in the category honorably dismissed first.

6.3 Seniority List and Recall Rights

A Seniority Lists – All Staff

Not later than each February 1, the Board shall publish a seniority list for each of the job categories. Employees shall be responsible for updating the certificates and notifying the Superintendent of any additional certificates the employee has earned. It shall be the responsibility of the employee to show proof (I.S.B.E. endorsement) of additional certificates earned by March 1, annually. After March 1, annually, the seniority list shall be deemed accurate and no additional changes shall be made.

Seniority lists for non-certificated staff shall be published for the following categories:

1. Custodians
2. Instructional Aides (who do possess a teaching certificate)
3. Non-Instructional Aides (who do not possess a teaching certificate)
4. Secretaries
5. Head Cooks

6. Cooks
7. Non-Certificated Nurse
8. Groundskeeper

An employee who changes categories shall retain any previously accrued seniority in his/her job category and will not carry over any previously accrued seniority to the new category. Employees shall accrue seniority in the category in which he/she is currently employed.

For certificated staff, the annual Sequence of Honorable Dismissal List shall be published no later than seventy-five (75) days prior to the end of the school term, consistent with the requirements of Section 24-12 of the Illinois School Code

B. Recall Rights – Certificated Staff

If the Board has any vacancies for the following school term or within one (1) calendar year from the beginning of the following school term, the positions thereby becoming available within a specific category of position shall be tendered to the teachers so removed or dismissed who were in Groupings 3 or 4 of the sequence of dismissal and are qualified to hold such position, 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.

Provided the teacher is offered a position of equal or higher salary, failure of the teacher to respond within ten (10) calendar days after the receipt of the Board’s letter of recall sent by certified mail to the teacher’s address on file with the Board recalling such teacher will result in termination of the teacher’s right to any future position in the District. It shall be the responsibility of the teacher to inform the Superintendent of any change in home address.

If the teacher is offered a position in which the salary is less than his/her current salary:

1. Teachers may waive recall to positions without losing their recall rights.
2. Teachers will be considered in filling substitute positions, leaves of absence, or temporary positions during their recall period.

C. Recall Rights – Non-Certificated Staff

If the Board has any vacancies for the following school term or within one (1) calendar year from the beginning of the following school term, the positions thereby becoming available within a specific category of position shall be tendered to the employees so removed or dismissed from that category of position, so far as they are qualified to hold such position.

Provided the employee is offered a position of equal or higher salary, failure of the employee to respond within ten (10) calendar days after the receipt of the Board's letter of recall sent by certified mail to the employee's address on file with the Board recalling such employee will result in termination of the employee's right to any future position in the District. It shall be the responsibility of the employee to inform the Superintendent of any change in home address.

If the employee is offered a position in which the salary is less than his/her current salary:

1. Employees may waive recall to positions without losing their recall rights.
2. Employees will be considered in filling substitute positions, leaves of absence, or temporary positions during their recall period.

D. Reduction In Force Benefits

The employer shall:

1. Notify IMRF and TRS of the employees' accumulated sick leave.
2. Notify employee of COBRA rights.
3. Pay each employee wages due within three (3) days of their last working day.
4. Not contest the employee's claim for job insurance benefits.
5. Continue to pay contractual insurance benefits through August of the school year in which layoff occurred.
6. Provide one (1) day with pay to employees to seek employment if the employee has used their personal leave day as of the date of this Agreement. Verification of the use of the day will be required by the Administration.
7. Provide copying of employee's resumes free of charge.
8. Notify the employee of his or her right of recall as stated in 6.3.B.

9. Notify the Association of the position(s) being considered for a RIF at least five (5) days prior to the Board meeting at which the potential RIF will be made.

ARTICLE VII EVALUATION

7.1 Frequency

A. Certificated Employees

Non-tenured teachers shall be evaluated at least twice in each school year. Tenured teachers whose performance is rated as “excellent” or “proficient” shall be evaluated at least once every three (3) school years after receipt of the rating and shall be informally observed at least once in the course of the two (2) school years after receipt of the rating.

B. Non-Certificated Employees

Probationary non-certificated employees shall be evaluated at least twice each year. Probationary non-certificated employees shall be evaluated prior to being taken off probation. Non-probationary non-certificated employees shall be evaluated at least once each year.

7.2 Orientation of Employees

The supervisor shall acquaint each employee with the evaluation procedures and evaluation form to be used. No formal evaluations may take place until such orientation has been completed and the employee has been provided a form or his/her signature stating such.

7.3 Evaluation Instrument

A. Certificated Employees

The Administration shall evaluate each teacher in writing using an evaluation instrument designed by the Administration with the cooperation of the Association, and shall provide a copy of said evaluation to each teacher. Each formal evaluation shall include an in-class observation of the teacher’s performance. The Administration and Association may jointly agree to meet as a sub-committee from time to time to revise the evaluation document and process. Any revisions proposed by this sub-committee must be agreed upon and approved by the membership of the Association and the Board.

B. Non-Certificated Employees

The Administration shall seek advisory input from the Association concerning the development of evaluation instrument and job descriptions for non-certificated employees. Such input shall be advisory and the Board retains the final decision concerning the content of job descriptions and evaluation instruments.

7.4 Evaluation Conference

The evaluator shall have a post conference with the teacher within twenty (20) working days following the in-class observation of the teacher.

The evaluator shall have a post-conference with the non-certificated employee within twenty (20) working days of providing him/her with a copy of the evaluation. The employee shall have the right to submit a written explanation or other written statements regarding any evaluation for inclusion in his/her personnel file.

7.5 Evaluation Procedures - Certificated Staff

In all instances evaluation procedures for certificated staff shall be conducted in conformance with the District Evaluation Plan jointly developed by the Association and the Administration.

7.6 Right of Management to Evaluate

Nothing contained herein shall limit the right of the Administration to evaluate an employee's performance of assigned duties during the regular work day. Agreeing to the procedures delineated above does not limit the right of management to utilize informal observations, insubordination, or other evaluative criteria for considering competency of any employee.

7.7 Grievability

Any grievance filed relative to this article shall be limited to violations of the specific procedures as outlined above. All other aspects of evaluation, including but not limited to criteria, instruments, or personalities shall not be grievable.

7.8. Evaluation Appeals- Certificated Staff

Beginning with the 2020-2021 school year, any teacher who receives a summative rating of "Unsatisfactory" may appeal such evaluation by submitting to the Superintendent, within ten (10) school days of the teacher's receipt of the evaluation, the following documents:

- A. A letter identifying the evaluation summative evaluation rating of Unsatisfactory which the teacher wishes to appeal;
- B. A copy of the evaluation;

- C. A copy of any prior evaluation the teacher wishes to be considered; and
- D. A copy of any additional evidence or document the teacher wishes to be considered.

The Superintendent shall promptly convene the Panel of Qualified Evaluators (“the Panel”) agreed to by the PERA Joint Committee and forward to the Panel the appeal and related documents submitted by the teacher. The Panel shall meet at least once, with the first meeting occurring no more than ten (10) school days after its receipt of the appeal. The Panel shall have the power to collect, review and command the provision of additional evidence as it deems necessary.

The Panel shall apply the criteria determined by the PERA Joint Committee for successful appeals and shall have the power to revoke an “Unsatisfactory” rating it deems erroneous. If the Panel revokes an “Unsatisfactory” rating, the rating shall be replaced with a “Needs Improvement” rating unless a majority of the Panel finds that another rating is appropriate.

The Panel shall issue a written decision, which shall be final. A copy of the decision shall be given to the teacher who filed the appeal and to the Superintendent.

The time for the development of a remediation plan shall be tolled from the date the appeal is filed with the Superintendent until the date the Panel issues its written decision.

No later than February 1st of each year, the PERA Joint Committee shall meet and, together with any other business of the Committee, prepare and submit to the Board and the Association 1) the identity of the Panel of Qualified Evaluators and 2) the criteria for successful appeals.

ARTICLE VIII GRIEVANCE PROCEDURE

8.1 Definitions

A. Definition

A grievance is a claim by the Association, an employee, or group of employees that there has been an alleged violation, misinterpretation, or misapplication of the terms of this agreement.

B. Time Limits

All time limits shall consist of school days, except when a grievance is submitted less than ten (10) days before the close of the current school term, time limits shall consist of all weekdays.

C. Informal Adjustments

Nothing contained herein shall be construed as limiting the right of any employee having a grievance to discuss the matter informally with his/her supervisor and having the grievance adjusted, provided an adjustment is not inconsistent with the terms of the Agreement.

8.2 No Reprisals

No reprisals shall be taken by the Board or the Administration against an employee because of participation in a grievance. All records related to a grievance shall be filed separately from the personnel files of the employee.

8.3 Procedures

The parties hereto acknowledge that it is usually most desirable for an employee and immediately involved supervisor to resolve problems through free and informal communications. If, however, such informal processes fail to satisfy the employee, a grievance may be processed as follows:

Step 1

The grievant or Association shall present the grievance in writing within ten (10) days of the occurrence of the event giving rise to the grievance specifying the article and clause alleged to have been violated and stating the remedy sought, to the supervisor immediately involved. The supervisor shall provide a written answer to the grievance of the aggrieved employee within ten (10) days after the receipt of the grievance.

Step 2

If the grievance is not resolved at Step 1, the grievant or Association may refer the grievance to the Superintendent or official designee within ten (10) days after the receipt of the Step 1 answer. The Superintendent shall arrange for a meeting to take place within ten (10) days of his receipt of the appeal, and the grievant shall be provided with the Superintendent's written response.

Step 3

If the Association is not satisfied with the disposition of the grievance at Step 2 or ten (10) days pass without the issuance of the Superintendent's decision, the Association may submit the grievance to final and binding arbitration. The Federal Mediation and Conciliation Service will be requested to provide a list of possible arbitrators. If a demand for arbitration is not filed within thirty (30) days of the date for the Step 2 decision, then the grievance shall be deemed withdrawn.

A. Costs of Arbitration

The fees and expenses of the arbitrator shall be shared equally by the parties. The parties shall each be responsible for the costs of their own representation. If only one (1) party requests a transcript, that party shall bear the costs of the transcript. If both parties request a copy of the transcript, the cost of the transcripts shall be equally divided by the parties. If only one (1) party requests the postponement of an arbitration hearing, that party shall bear the costs of such postponement. If both parties request postponement they shall share equally any per diem costs, if any, assessed by the arbitrator.

B. Final Decision

The decision of the arbitrator shall be final and binding on the parties. The arbitrator, in his opinion, shall not amend, modify, nullify, ignore, or add to the provisions of the Agreement. The arbitrator's decision shall be based on the interpretation or application of the express relevant language of the Agreement. The arbitrator shall be empowered, however, to include financial awards, excluding punitive damages for items contained in this Agreement.

8.4 Association Participation

The Board acknowledges the right of a representative to be in any step of the formal Grievance Procedure. No employee shall be required to discuss any grievance if the Association representative is not present, if one is requested.

8.5 Failure to Act

Failure of an employee or the Association to act on any grievance within the prescribed time limits will bar any further appeal. Also, if the Board or its designee or Superintendent or Principal or supervisor fails to respond to a grievance within the prescribed time limit, the grievance will proceed to the next step.

8.6 Bypass to Arbitration

If the Superintendent and Association mutually agree, a grievance may be submitted directly to arbitration.

8.7 Released Time

Any investigation or other handling or processing of any grievance by the grievant or the Association shall be conducted so as to result in no interference with, or interruption whatsoever of, the instruction program or the related work activities of the grievant or of the District's employee. However, if during arbitration proceedings the arbitrator requires the grievant present during the regular work day, the grievant shall be released without loss of pay or benefits.

8.8 Election of Remedies

If the Association or any employee files any claim or complaint in any forum other than under the Grievance Procedure of this Agreement, then the Board shall not be required to process the said claim or set of facts through the Grievance Procedure.

8.9 Grievance Withdrawal

A grievance may be withdrawn at any level without establishing a precedent.

8.10 Class Grievance

Class grievances involving one (1) or more employees or one (1) or more supervisors and grievances involving an administrator above the building level may be initially filed by the Association at Step 2 of the Grievance Procedure.

8.11 Contract Expiration

A grievance arising under this Contract may be processed through the Grievance Procedure until resolution even after expiration of the Agreement. Any grievance occurring during the period between the termination date of this Agreement and the effective date of a new Agreement shall not be processed if the remedy sought would have an impact on negotiations in progress. Any grievance which arose prior to the effective date of this Agreement shall not be processed.

**ARTICLE IX
LEAVES OF ABSENCE**

9.1 Sick Leave

A. Allotment

Each full-time employee shall be credited yearly with sick leave days as follows:

Year 1 through Year 6	12 days
Year 7 through Year 13	14 days
Year 14 through Year 19	16 days
Year 20 through Year 25	20 days
Year 26 through beyond	25 days

B. Increments

Sick leave may be used in one-half (1/2) day increments, provided the following guidelines are observed.

1. For certificated staff, the leave is taken after the last class period prior to lunch, or the teacher notifies the administrator of his/her desire to return to teach beginning with the first class following lunch.
2. For non-certificated employees, the employee must be present on the job site and work for at least one-half (1/2) the regular work day excluding the lunch break.

C. Definition

Sick leave shall be interpreted to mean personal illness, quarantine at home, or serious illness, or death in the immediate family or household or birth, adoption, or placement for adoption, as the same may be provided and limited in Section 24-6 of the School Code.

D. Immediate Family

For purpose of sick leave, "immediate family" shall include parents, spouse, brothers, sisters, children, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, step-children and legal guardians.

E. Physician's Certificate

After an absence of three (3) days for personal illness, the employee may be required to furnish a physician's certificate of treatment.

Excessive absenteeism or a recurring pattern of absenteeism may be reviewed by the Superintendent and/or his designee. Any employee suspected of recurrent abuse of sick leave may at any time be requested by the Superintendent to furnish a physician's statement.

F. Sick Day Exchange

There are occasions when bargaining unit members have an exceptional opportunity which requires their absence from their normal work assignment. Absences under this provision are extraordinary in nature and may be requested by the employee only under the following circumstances:

The leave shall be requested in writing to the Superintendent as soon as possible, but at least ten (10) days prior to the absence. Specific reasons for the leave request shall be given.

Reasons may include, but shall not be limited to:

1. Trips won as special recognition of the employee or a member of their household.
2. Trips or special meetings involving services of community organizations in

- which the employee or a member of their household holds office.
3. Important business conferences for the employee or a member of their household in which the employee needs to be involved.
 4. Court appearances other than by subpoena.
 5. Educationally related travel, if the applicant provides an itinerary and an explanation of how such travel will improve the educational program.
 6. The absence will have some obvious merit or value to the school or community or the employee at the time or in the immediate future.
 7. Significant family events

The District Administration shall respond, in writing, within five (5) days of the request. The decision of the Administration shall be final and shall not be subject to the Grievance Procedure in Article VIII of the collective bargaining agreement. The leave shall be for the shortest duration possible. The employee shall have to exhaust all accumulated personal leave prior to, or as a part of, the requested leave. The leave shall be taken in exchange for the same number of the employee's accumulated sick days and shall be recorded as "Sick" for any record-keeping purposes. Only Leaves allowed under Article IX of the collective bargaining agreement and as provided in this Memorandum are allowed. The use of unpaid "dock days" is prohibited unless approved by administration.

G. Sick Days Donation

On occasions of a catastrophic illness for individuals or immediate family members defined as a spouse or child of the employee, a member of the bargaining unit may have need of sick leave in excess of their accumulated and annually allotted leave. "Catastrophic illness" shall be defined as an extended critical illness, surgery or injury that requires the services of a licensed medical provider for a prolonged period of time and that requires an extended absence from work or school for treatment or surgery. Routine surgeries and pregnancies without serious complications are not considered to be catastrophic illnesses. Elective procedures or procedures which could be scheduled during a time which would not require the employee to be absent from work without detriment to the employee's health shall not be considered catastrophic illness. Only employees who have been employed by the District for at least one year shall be eligible to request a donation of sick days.

In such cases, the district shall implement the following procedures to allow for other employees to donate days to those bargaining unit members in need.

- A. The bargaining unit member in need of days will make a request, in writing, to the district to begin the process of asking for voluntary donation of sick leave days. Such a request will be made no sooner than within 30 (thirty) days of the exhaustion of requester's paid sick and personal leave. Such a request may also come from the executive committee of the HUEA.

- B. If both the Association President and the Superintendent agree that the request meets the criteria set forth in the second paragraph (immediate family member & catastrophic illness), the President shall notify employees of the request, without identifying the requesting employee by name. A request made by a teacher or other licensed employee shall only be made to other teachers or licensed employees; a request from a non-certified employee shall only be made to other non-certified employees.
- C. The district shall send to all bargaining unit members a form which will allow for the donation of days from their personal sick leave to be given to the requesting employee for their personal use. The list of those that do or do not donate shall be kept confidential and shall only be used for the purposes of record-keeping by the district.
- D. Days donated under these provisions shall be credited to the requesting employee's record for their use during their catastrophic illness and may be used on an intermittent basis.
- E. Donated days shall be treated as any other sick day for the requesting employee and shall entitle the employee to their normal compensation and benefits as outlined in the collectively bargained agreement.
- F. Any donated days that are unused by the requesting employee by the end of the contract year shall be added to a "Bank" maintained by the district for use by requesting employees before another donation request is sent to other employees. The number of days in this "Bank" shall be reported to the HUEA at their request.

Retiring employees, if they have days in excess of their needs for retirement service credit, may donate an unlimited number of days to be used for catastrophic illness prior to the donation of days from active service bargaining unit members.

H. Notification

When an employee is absent due to illness, he must notify the employer immediately. Failure to do so may result in denial of sick leave pay.

I. Accumulation

Unused sick leave shall accumulate without limit.

J. Additional Sick Days Prior to Retirement

In addition to the ordinary annual allotment of sick leave days set forth in this Article, full-time employees of the District may be considered for a grant of

additional sick leave days on an individual basis upon submission of an irrevocable letter of retirement, subject to Board approval.

Upon review and approval, the Board may grant additional sick leave days to increase the employee's total accumulated, unused sick leave days, up to a maximum of 340 days if the employee intends to continue working for at least two (2) more years, or up to 170 days if the employee intends to retire after one (1) additional year of service.

The grant of additional sick leave days must conform to the rules and regulations of the Teachers' Retirement System ("TRS") or the Illinois Municipal Retirement Fund ("IMRF") as the case may be, and in all cases, any additional days granted to the employee under this provision must actually be available for use in the event of illness, accident, or disability. Following such grant of additional sick leave days, employees will continue to receive the ordinary annual allotment of sick leave days under the terms of this Article.

9.2 Bereavement Leave

Up to two (2) days per year may be used for the death of an employee's immediate family as defined in 9.1.D, in addition to aunts and uncles. These days will not be deducted from the employee's accumulated sick leave, nor will they carry over from year to year.

9.3 Appointment Leaves – Certificated Staff

When a dental or physician's appointment cannot be secured after school hours, teachers may leave the building after their classroom and other assigned duties have ended, subject to the following:

- A. The Building Principal must be notified at least twenty-four (24) hours in advance. In cases of an emergency, the principal may waive this restriction.
- B. The Building Principal must approve the request.

For the purposes of this provision, no deduction of sick leave or personal leave will occur.

9.4 Personal Leave

All full-time employees shall have two (2) personal leave days if the following conditions are met:

A. Notification

At least forty-eight (48) hours prior written notice must be given the Building Principal. The employee need not give reasons for such use, but it is understood that personal leave can be used only for personal business that cannot be completed beyond the regular work day. If the Board determines that such abuse takes place,

the Board may dock a teacher 1/180th of his/her salary for each day of abuse or one (1) day's pay for non-certificated employees.

B. Limitation on Usage

Personal leave cannot be used during the first five (5) days and the last five (5) days of school without permission of the Superintendent. However, the approval or denial of such requests shall be at the Superintendent's sole and exclusive discretion and shall not be subject to the Grievance Procedure.

C. Increments

Personal leave cannot be used in increments of less than one-half (1/2) day at a time.

D. Usage Before and After Vacation or Holiday

No more than three (3) employees at the Pre-K through 6th grade building and two (2) employees in the Junior/Senior High School may use personal leave either the day before or after a vacation period or holiday.

E. Accumulation

Unused personal leave days will accumulate and carry over to the following year. At no time will an employee have more than three (3) personal days. Unused personal leave days in excess of three (3) days will be rolled over into sick leave. Unused personal leave days as of June 30th of each year shall accumulate as sick leave.

If an employee desires to have all three (3) banked days rolled over to sick leave, he/she will provide written notice of such to the District prior to the last day of school.

F. Notification of Approval or Denial

The employee shall be notified in writing of the approval or denial of the request at least twenty-four (24) hours before leave.

9.5 Parental Leave

Any District employee is eligible for parental leave, subject to the following conditions:

A. Uncompensated Leave

After the exhaustion of any paid leave as provided for by Section 24-6 of the School Code, parental leave shall be uncompensated.

B. Duration and Application

Any leave related to parental leave shall be for a fixed period of time and is subject to the approval of the Superintendent. Written application for leave shall be made to the Superintendent no later than sixty (60) days prior to the date the leave is to commence. The application shall state the anticipated beginning and ending dates of the leave, and the type or combination (sick and/or unpaid) leave(s) desired. No unpaid leave, sick leave, or combination thereof related to pregnancy shall exceed one (1) calendar year.

C. Termination Date

To ensure minimal disruption of the educational process, the termination of all leaves without pay, or all leaves without pay combined with sick leave, shall coincide with the close of commencement of established grading periods. Subject to the approval of the Superintendent, the termination date of all leaves without pay, or all leaves without pay combined with sick leave, may fall at a time other than the close or commencement of the established grading period. Where possible, any parental-related leave will commence at the close of a grading period.

D. Notification of Intent to Return

No later than seventy-five (75) days prior to termination of parental leave, the employee shall submit to the Superintendent written notice of their intent to return to a similar teaching position for certificated staff and a similar position for non-certificated staff, except that when a leave is scheduled to terminate at the end of the school year or the beginning of the succeeding one, written notice shall be given the Superintendent by March 1 of the current or preceding year. Failure to do so will result in the employee waiving their right to future employment in the District.

E. Board Approval

A tenured teacher or a non-probationary non-certificated employee requesting unpaid leave or combined unpaid/sick leave due to parental leave shall be subject to final approval by the Board of Education.

F. Disability

Pregnant employees are subject to the following:

1. Disability caused or contributed to by pregnancy, childbirth, or related medical conditions shall be considered as any other medical disability and the employee may use sick leave to the extent that it has accumulated.
2. Excessive employee sick leave may indicate an extended disability. Under such circumstances, a physician mutually agreed upon by the Superintendent and the employee shall conduct an examination to

determine the ability of the employee to continue working. The physical examination shall be made at the District's expense.

9.6 Professional Leave – Certificated Staff

A. Allotment

Each teacher may have two (2) professional leave days per year if approved by the Superintendent:

1. To attend a conference, workshop or seminar related to the teacher's field.
2. To visit other schools, view other instructional techniques or programs, view new classroom or teaching related equipment, or to observe exemplary programs related to the teacher's field.

B. Advance Request

Requests for a professional leave day shall be submitted in writing to the Superintendent at least five (5) working days prior to the requested leave. The Superintendent retains the final authority to accept or reject any or all use of professional leave days. The employee shall be notified in writing of the approval or denial of the request at least twenty-four (24) hours before the leave.

C. Limitation on Usage

No more than two (2) employees may use professional leave on the same day. However, the Superintendent may waive this restriction.

D. Reimbursement

If the Superintendent approves such leaves, the District shall reimburse the teacher the cost of registration fees, up to \$50.00 per day for meals, and the mileage rate as per 10.9 of this Agreement. If the conference necessitates an overnight stay, the Superintendent may approve motel fees. The District retains the prerogative to determine the number of vehicles to be used for professional leave. Prior to the reimbursement for expenses, the teacher will be required to furnish receipts.

9.7 Unpaid Leave

Leaves of absence without pay may be granted to tenured teachers or non-probationary non-certificated employees who have rendered satisfactory service to the District. Any employee granted such leave shall be returned to employment in a similar capacity at the termination of such leave provided the employee follows item 9.7.D.

A. Advance Request

Written requests for leaves of absence without pay should be made at least ninety (90) days before the leave is desired, subject to approval by the Board.

B. Departure and Return Dates

Dates of departure and return must be acceptable to the Administration and determined prior to initiating the request.

C. Leaves of Limited Duration

Leave of less than two (2) calendar weeks, if acceptable and approved by the Superintendent, will not require Board approval, nor ninety (90) days advance notice. The Superintendent may approve such requests but the Superintendent's rejection or approval of such leave requests shall be at the Superintendent's sole and exclusive discretion and shall not be subject to the Grievance Procedure.

D. Notification of Intent to Return

The employee shall inform the Superintendent of his/her intent to return to a similar position the following school year not later than February 1. If the employee fails to inform the Superintendent prior to February 1, the employee waives his/her right to future employment in the District.

E. Non-Impairment of Status

Tenured or non-probationary status shall not be impaired by virtue of an unpaid leave.

F. Restriction on Experience Credit

Employees taking an unpaid leave of ninety (90) days or more shall not receive experience credit for the year they are on leave.

G. Medical Insurance

During the unpaid leave, the employee may purchase hospitalization and major medical insurance at the District group rate. The employee shall be responsible for the full amount of each monthly premium. Said payments shall be made fifteen (15) days prior to the District's premium due day to the Unit District Secretary.

9.8 Association Leave

A. Leave Provided

In the event that the Association desires to send representatives to regional, state, or national conferences, or desires release time for other business pertinent to the Association, Association Leave shall be granted in accordance with the following:

1. The Association shall notify the Superintendent in writing at least five (5) days prior to the intended leave day(s). Such request shall state the specific reason for the requested leave, name of the employee(s), and day or days of the leave.
2. The Association shall prepay the employer the current substitute salary at the time of notification.
3. The number of leave days shall be five (5) per school year. No more than two (2) employees may use Association leave on the same day.

B. Request for Additional Leave

If an Association/District problem exists which needs immediate attention, the Association President may request released time at no cost to the Association, provided that the problem cannot be dealt with before school, after school, or during the President's other released time. This request may be approved or denied at the sole discretion of the Superintendent.

9.9 Jury Duty and Subpoena Leave

The Board shall pay regular salary to employees called for jury duty or who are subpoenaed by a court of competent jurisdiction as a third party witness, but shall deduct any compensation received for such duty with the exception of compensation received for travel allowance.

**ARTICLE X
SALARY AND COMPENSATION**

10.1 Salary

The salary schedule shall be set forth in Appendix A, which is attached to and incorporated in this Agreement. The schedule for teachers shall have each step rounded up or down as needed.

10.2 Supplemental Pay

The supplemental pay schedule shall be set forth in Appendix B, which is attached to and incorporated in this Agreement.

10.3 **Health Insurance**

During the 2025-2026 school year, the Board shall pay up to Seven hundred Eighty-five Dollars (\$785.00) per month toward each employee's individual (single) health and medical insurance premium for all employees that access and participate in the Board's health and medical insurance plan. For each additional year of this contract, the board contribution will increase by Seventy-five Dollars (\$75.00) per month.

An insurance committee made up of an equal number of Association and Board-appointed members will participate in the decision-making process for insurance programs. Minutes will be taken at all meetings of the insurance committee. A copy of those minutes and the recommendations of the insurance committee shall be provided by the Superintendent to the Board for their consideration prior to any decision to continue and/or change any portion of current insurance benefits.

Employees who opt out of District health insurance plans shall have the option to receive dental and vision-insurance with no cost to the employee.

The Board shall provide for each employee, at no cost to the employee, a term life insurance policy in the amount of Twenty Thousand Dollars (\$20,000.00). The employee shall designate the beneficiary of the policy.

10.4 **Homebound Instruction**

If the Administration requires a teacher to tutor a student at the student's home, the Board shall reimburse the teacher \$20/clock hour. The District shall pay the IRS rate per mile, as per 10.8 of this Agreement, for the personal use of the teacher's automobile. The \$20/clock hour shall not be included in the traveling time.

10.5 **Pay Dates – All Employees**

Employees shall receive their supplemental (if applicable) and annual wage paychecks on the 5th and 20th days of each month unless they fall on a day when school is not in session. In such cases, the paychecks shall be given to the employees on the last work day prior to the fifth and twentieth.

All employees will receive their paychecks through electronic direct deposit.

A. Payments and Withholdings

All annual payments and supplementary pay percentages and withholdings shall be calculated and presented for verification to employees prior to the initiation of the first check, and they will then be signed and returned within two (2) school days of receipt. TRS will be deducted at the established TRS rate in all pay periods of the pay year. All other pay will be considered extra pay covered under item B below.

B. Extra Pay

Any extra pay for coaching (not represented by percentiles in Appendix B), game supervision, hourly pay, etc., will be paid following the completion of the activity. The teacher will submit a pay request to the principal by the fifth day of the month following the completion of the activity in which work was done and will be paid on the twentieth payroll. All appropriate withholdings will be reflected.

C. Expense Reimbursements

Payment for reimbursements such as conferences, mileage, etc., will be paid by vendor check with no withholdings. Pay requests may be submitted by the first day of the month for reimbursement by the end of the month. This is the same pay schedule as other bills.

D. Non-Certificated Employees

For all non-certificated staff, the district shall compute each employee's yearly salary and distribute that salary in as equal as possible twenty-four (24) payments. Exceptions to the computed salary amount shall be submitted to the payroll clerk by the employee and distributed to the employee in the employee's next scheduled paycheck. For example, if an employee works eight (8) hours of overtime on May 19th, he/she shall receive an adjusted payroll check on June 5th.

10.6 Professional Growth

Teachers who earn credit in graduate courses or other courses as approved by the Superintendent may be advanced horizontally on the salary schedule provided the following requirements have been met:

A. Advance Request

The teacher shall present a request for course subject approval to the Superintendent in advance; however, in situations where a teacher is required to teach a new course or in a new area without prior notice, the "in advance" criterion will be waived, providing the unapproved course is determined pertinent by the Superintendent to the new class or subject area.

B. Criteria for Approval

The Superintendent may accept or reject a course for any or all of the following reasons:

1. Its pertinence to the area of education
2. Its relevance to subject(s) taught
3. Its deemed benefit to students.

Post-Master's degree hours need not be part of a graduate degree program.

C. Notification of Rejection

When a request for course subject approval is submitted to the Superintendent, said request shall be granted or rejected within ten (10) days of its submission. If the request is rejected, the Superintendent shall notify the teacher in writing of the reasons for the rejection.

D. Appeal of Rejection

The acceptance or rejection of a course shall not be subject to the Grievance Procedure. However, if a course is rejected by the Superintendent, that rejection may be appealed to a committee consisting of one (1) administrator, two (2) Board members selected by the Board of Education, and two (2) Association members within ten (10) days of the date the rejection is received. Failure to appeal within ten (10) days shall bar any further appeal.

E. Conditions

Once advance approval for the course is given and the course is completed, the following conditions must be met prior to the teacher receiving the appropriate salary schedule placement:

1. All hours must be earned at an accredited institution of higher learning.
2. Satisfactory completion of a course must be demonstrated by either a grade card or other writing bearing the course instructor's signature submitted to the Superintendent by September 1. An official transcript from the institution demonstrating successful completion must be on file in the District's Administrative Office as soon as it becomes available.

F. Salary Schedule Advancement

Teachers shall be advanced at the appropriate earned step on the salary schedule only at the beginning of the academic year.

G. Superintendent Approval

Courses included in a Superintendent-approved master's degree program will be accepted for advancement on the salary schedule. The Superintendent may accept or reject a program based on the criteria set forth in 10.6.B.

10.7 Tuition Waivers

Teachers who perform duties for which tuition waivers are granted, shall have the first option to use those waivers for courses at a university.

If a teacher does not elect to use the waiver, it will be signed over to the local Association and distributed to another teacher per a procedure deemed appropriate by the Association.

10.8 Mileage Payment

Employees who are required by the Administration to use their own vehicles for school business shall be paid at the IRS rate established at January 1 of each year of the Agreement.

10.9 Payment for Graduate Hours

The Board will reimburse up to Seventy-five and 00/100 Dollars (\$75.00) per semester hour of approved graduate course work taken and completed, up to an aggregate total of Ten Thousand Dollars (\$10,000.00) per fiscal year (July 1 - June 30). Courses must have the Superintendent's approval (as per 10.6 of this Agreement) and teachers must earn a grade of "A" or "B" or "pass." The Board shall only pay for class work which is part of a Master's Program plan or a Professional Development plan approved in advance by the Superintendent. In the event a course(s) is taken at the request of the district to attain an additional endorsement, the board will reimburse 100%. In the event of an approved Master's program, the teacher's limit of the number of semester hours of approved course work shall be forty (40) semester hours of approved class work during their employment in Heyworth C.U.S.D. #4. The Superintendent may waive the forty (40) semester hour limitation if the class work is necessary for the teacher to teach a dual credit class, as provided in Section 4.18.

10.10 Retirement Bonus – Certificated Staff

A. Certificated Staff Eligibility

To be eligible for any of the following Plans, an employee must meet the following requirements:

1. Full-time teaching personnel who have at least twenty (20) years of full-time experience in the Heyworth C.U.S.D. #4 and will be at least fifty-five (55) years of age by the last day of service in the District.

The District may require proof of eligibility.

B. Definitions

For purposes of this Article, TRS creditable compensation (earnings) includes (but is not limited to):

- Salary for regular contractual teaching duties
- Wages for substitute teaching
- Wages for homebound teaching or tutoring

- Earnings for extra duties performed that relate to teaching or supervision of students, and other assignments related to the academic program
- Earnings for summer school
- Bonuses
- Contributions to qualified plans eligible for tax-deferral under the Internal Revenue Code, Sections 401(a), 403(b), and 457(b)
- Contributions to flexible benefit plans
- Salary or back wage payments resulting from contract buy-outs, labor litigation, and settlement agreements

C. Plans

1. One Year Plan

If an eligible employee gives the Board an irrevocable letter of retirement prior to February 1 stating that he/she shall retire at the end of the next school year, the employee will be removed from the salary schedule and for the final year of employment the employee's TRS creditable earnings shall be increased by five and one-half percent (5.5%) over the employee's TRS creditable earnings for the prior year of employment.

Example: The employee's prior year TRS creditable earnings were \$80,000.00. The employee's final year TRS creditable earnings will be \$84,400 (*i.e.*, $\$80,000.00 \times 1.055 = \$84,400.00$).

2. Two Year Plan

If an eligible employee gives the Board an irrevocable letter of retirement prior to February 1 two (2) years prior to the year of retirement, the employee will be removed from the salary schedule and for the final two (2) years of employment the employee's TRS creditable earnings shall be increased by five and one-half percent (5.5%) over the employee's TRS creditable earnings for the prior year of employment respectively.

Example: An employee gives his/her irrevocable letter of retirement prior to February 1, 2026, stating he/she will retire on June 30, 2028. The employee's TRS creditable earnings for the 2025-2026 school year were \$80,000.00. The employee's TRS creditable earnings for the 2026-2027 school year will be \$84,400.00 (*i.e.*, $\$80,000.00 \times 1.055 = \$84,400.00$). The employee's TRS creditable earnings for the 2027-2028 school year will be \$89,042.00 (*i.e.*, $\$84,400.00 \times 1.055 = \$89,042.00$).

3. Three Year Plan

If an eligible employee gives the Board an irrevocable letter of retirement prior to February 1 three (3) years prior to the year of retirement, the

employee will be removed from the salary schedule and for the employee's final three (3) years of employment the employee's TRS creditable earnings shall be increased by five and one-half percent (5.5%) over the employee's TRS creditable earnings for the prior year of employment respectively.

Example: An employee gives his/her irrevocable letter of retirement prior to February 1, 2026, stating he/she will retire on June 30, 2029. The employee's TRS creditable earnings for the 2025-2026 school year were \$80,000.00. The employee's TRS creditable earnings for the 2026-2027 school year will be \$84,400.00 (*i.e.*, $\$80,000.00 \times 1.055 = \$84,400.00$). The employee's TRS creditable earnings for the 2027-2028 school year will be \$89,042.00 (*i.e.*, $\$84,400.00 \times 1.055 = \$89,042.00$). The employee's TRS creditable earnings for the 2028-2029 school year will be \$93,939.31 (*i.e.*, $\$89,042.00 \times 1.055 = \$93,939.31$).

4. Four Year Plan

If an eligible employee gives the Board an irrevocable letter of retirement prior to February 1 four (4) years prior to the year of retirement, the employee will be removed from the salary schedule and for the employee's final four (4) years of employment the employee's TRS creditable earnings shall be increased by five and one-half percent (5.5%) over the employee's TRS creditable earnings for the prior year of employment respectively.

Example: An employee gives his/her irrevocable letter of retirement prior to February 1, 2026, stating he/she will retire on June 30, 2030. The employee's TRS creditable earnings for the 2025-2026 school year were \$80,000.00. The employee's TRS creditable earnings for the 2026-2027 school year will be \$84,400.00 (*i.e.*, $\$80,000.00 \times 1.055 = \$84,400.00$). The employee's TRS creditable earnings for the 2027-2028 school year will be \$89,042.00 (*i.e.*, $\$84,400.00 \times 1.055 = \$89,042.00$). The employee's TRS creditable earnings for the 2028-2029 school year will be \$93,939.31 (*i.e.*, $\$89,042.00 \times 1.055 = \$93,939.31$). The employee's TRS creditable earnings for the 2029-2030 school year will be \$99,105.97 (*i.e.*, $\$93,939.31 \times 1.055 = \$99,105.97$).

D. Miscellaneous

1. Once an irrevocable letter of retirement is submitted, the employee will not be assigned any additional extra-duties or TRS reportable duties not currently being performed without the consent of the employee.
2. If, after submitting an irrevocable letter of retirement, the employee resigns from or is removed from duties for which the employee was compensated

the previous year (*i.e.*, Appendix B, extended contract and/or stipends), the employee's TRS creditable earnings will be adjusted accordingly.

Example: The employee's TRS creditable earnings from the 2025-2026 school year were \$88,000.00, of which \$8,000.00 was compensation for coaching basketball in 2025-2026. Under the employee's retirement plan, he/she would be scheduled to receive \$92,840.00 TRS creditable earnings for the 2026-2027 school year (*i.e.*, $\$88,000.00 \times 1.055 = \$92,840.00$). However, the employee resigns from his/her coaching position before the start of the 2026-2027 school year. The employee's TRS creditable earnings for the 2026-2027 school year will be \$84,400.00 (*i.e.*, $\$80,000.00 \times 1.055 = \$84,400.00$) rather than \$92,840.00.

10.11 Retirement Bonus – Non-Certificated Staff

A. IMRF Staff Eligibility

Full-time non-certificated employees who have at least fifteen (15) years' experience in the Heyworth C.U.S.D. #4 shall have their salary increased in one of the Plans as provided below.

In order for an employee to qualify for the retirement bonus, the following conditions must be met:

1. The employee must provide verification of the number of years of service acceptable to the Illinois Municipal Retirement Fund and any other reciprocal systems;
2. The one (1) time retirement bonus will be given in the employee's last pay check in each of the applicable years, as described below.
3. No more than three (3) non-certificated employees will be given the retirement bonus in any fiscal year.

The District will not be responsible for this retirement bonus if the District is responsible for any payment to the Illinois Municipal Retirement Fund.

B. Plans

1. One Year Plan

If an eligible employee gives the Board an irrevocable letter of retirement prior to February 1 stating that he/she shall retire at the end of the next school year, the employee will receive a bonus equal to five and one-half

percent (5.5%) over the employee's non-overtime, non-extra duty wages for the prior year of employment.

Example: The employee's prior year non-overtime, non-extra duty wages were \$50,000.00. The employee's bonus will be \$2,750.00 (i.e., $\$50,000.00 \times 0.055 = \$2,750.00$)

2. Two Year Plan

If an eligible employee gives the Board an irrevocable letter of retirement prior to February 1 two (2) years prior to the year of retirement, the employee will receive a bonus equal to five and one-half percent (5.5%) over the employee's non-overtime, non-extra duty wages in each of the final two (2) years of employment.

Example: An employee gives his/her irrevocable letter of retirement prior to February 1, 2026, stating he/she will retire on June 30, 2028. The employee's non-overtime, non-extra duty wages for the 2025-2026 school year were \$50,000.00. The employee's bonus for the 2026-2027 and for the 2027-2028 school years will be \$2,750.00 each year (i.e., $\$50,000.00 \times 0.055 = \$2,750.00$). Any negotiated increase in non-overtime, non-extra duty wages will result in a bonus equal to the relevant percentage times the agreed upon wages for that year.

3. Three Year Plan

If an eligible employee gives the Board an irrevocable letter of retirement prior to February 1 three (3) years prior to the year of retirement, the employee will receive a bonus equal to five and one-half (1/2) percent (5.5%) over the employee's non-overtime, non-extra duty wages in each of the employee's final three (3) years of employment.

Example: An employee gives his/her irrevocable letter of retirement prior to February 1, 2026, stating he/she will retire on June 30, 2029. The employee's non-overtime, non-extra duty wages for the 2025-2026 school year were \$50,000.00. The employee's bonus for the 2026-2027, for the 2027-2028 and for the 2028-2029 school years will be \$2,750.00 each year (i.e., $\$50,000.00 \times 0.055 = \$2,750.00$). Any negotiated increase in non-overtime, non-extra duty wages will result in a bonus equal to the relevant percentage times the agreed upon wages for that year.

4. Four Year Plan

If an eligible employee gives the Board an irrevocable letter of retirement

prior to February 1 four (4) years prior to the year of retirement, the employee will receive a bonus equal to five and one-half (1/2) percent (5.5%) over the employee's non-overtime, non-extra duty wages in each of the employee's final four (4) years of employment.

Example: An employee gives his/her irrevocable letter of retirement prior to February 1, 2026, stating he/she will retire on June 30, 2030. The employee's non-overtime, non-extra duty wages for the 2025-2026 school year were \$50,000.00. The employee's bonus for the 2026-2027, for the 2027-2028, for the 2028-2029, and for the 2028-2029 school years will be \$2750.00 each year (*i.e.*, $\$50,000.00 \times 0.055 = \$2,750.00$). Any negotiated increase in non-overtime, non-extra duty wages will result in a bonus equal to the relevant percentage times the agreed upon wages for that year.

10.12 Teacher Mentor Program

If a formal teacher mentor program is maintained by the District, teachers who have completed a mentor training program can be selected to act as mentors and will be paid \$250.00 for each mentee to which they are assigned by the district.

10.13 Teaching an Additional Class Period

Teachers at the Junior and Senior High school may teach an additional class period beyond their regular work day. No teacher shall be required to teach an additional class period beyond their regular work day. If a teacher is teaching an additional class period beyond their regular work day, they shall be compensated at the rate of one sixth (1/6) of their salary schedule earnings as defined on Appendix A.

10.14 Non-Certificated Work Year

Those in the position of secretary that are covered by the Collective Bargaining Agreement shall be paid as if they are working an annual total of two hundred-twenty-six (226) days. This includes paid vacation during the days that school is not in session during Christmas break and Spring break.

Those in the position of custodian that are covered by the Collective Bargaining Agreement shall be paid as if they are working an annual total of two hundred-sixty-one (261) days.

Those in the position of cook that are covered by the Collective Bargaining Agreement shall be paid as if they are working an annual total of one hundred ninety-five (195) days. This includes five (5) vacation days during Christmas break.

Those in the position of nurse that are covered by the Collective Bargaining Agreement shall be paid as if they are working an annual total of two hundred four (214) days. This includes two (2) paid vacation days during Christmas break.

Those in the position of teaching aide that are covered by the Collective Bargaining Agreement shall be paid as if they are working an annual total of one hundred ninety-four (194) days. This includes two (2) paid vacation days during Christmas break.

ARTICLE XI SUMMER SCHOOL INSTRUCTIONAL RESPONSIBILITIES

11.1 Posting

Any summer school positions or vacancies must be posted within the buildings of the District.

11.2 Applications

Applications of currently employed, qualified teachers shall be reviewed first for available summer school positions on the basis of qualifications as determined by and at the sole discretion of the Board.

11.3 Right of Refusal

Teachers may refuse any assignment for summer school employment for which they do not feel qualified.

11.4 Length of Day

The teaching day for summer school shall be three and one-half (3 ½) or four (4) hours in the classroom with students and one (1) hour preparation time to be used at the discretion of the teacher, unless otherwise specified by the Administration.

11.5 Compensation

Compensation shall be \$35/clock hour for each classroom teacher, such as music, STEM, and art camp instructors.

11.6 Responsibilities

Summer school responsibilities shall be limited to instructional responsibilities, and teachers shall not be asked to assume managerial and/or supervisory responsibilities.

ARTICLE XII ROUTINE TASK REDUCTION PLAN

12.1 Reduction Plan

The Community Unit District #4 Board of Education and Heyworth United Education Association is cognizant of the value of protecting instructional time and reducing unnecessary routine tasks of the instructional staff. Efforts to meet this goal have been initiated and include the use of in-house computers for scheduling and grade reporting, use of a test scoring computer for classroom objective tests, restriction of class interruptions, and other efforts by staff and administrative personnel.

The staff and Administration shall continue to initiate means whereby routine tasks performed by certificated personnel may be reduced in the future. To this end, representatives from the Association will meet with the Administration as the need arises to discuss suggestions to reduce routine tasks or other interruptions which impact instructional time.

ARTICLE XIII EFFECT OF THE AGREEMENT

13.1 No Strike

During the terms of the Agreement, employees represented by the Association agree not to strike, or engage in or support or encourage any concerted refusal to render full and complete services in the School District or to engage in or support any activity whatsoever which would disrupt in any manner the operation of the schools.

13.2 Complete Understanding

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

13.3 Savings Clause

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

13.4 Management Rights

The Board shall not be required to bargain over inherent managerial policy which shall include the following areas of discretion or policy.

- A. The Functions of the Board
- B. Standards of Service

- C. The Board's Overall Budget
- D. Selection of New Employees
- E. Direction of All Employees

13.5 Duration

This Agreement shall be effective July 1, 2025 and shall remain in effect through June 30, 2028.

This agreement is signed this ____ day of _____, 2025.

**FOR THE HEYWORTH UNITED
EDUCATION ASSOCIATION IEA/NEA**

**FOR THE BOARD OF EDUCATION
HEYWORTH C.U.S.D. #4**

Co-President
Heyworth United Education Assoc.- IEA/NEA

President, Board of Education
Heyworth C.U.S.D. #4

Co-President
Heyworth United Education Assoc. -IEA/NEA

Secretary, Board of Education
Heyworth C.U.S.D. #4

APPENDIX A
2025-2026
SALARY SCHEDULE

Step		BS	BS + 8	BS + 16	BS + 24	BS + 32 or MS	MS + 8	MS + 16	MS + 24	MS + 32
1	TRS Pay	47,180	49,491	51,803	54,115	56,427	58,739	61,050	63,362	65,674
	Gross Pay	42,933	45,037	47,141	49,245	51,348	53,452	55,556	57,660	59,763
2	TRS Pay	48,644	50,956	53,268	55,580	57,892	60,203	62,515	64,827	67,139
	Gross Pay	44,266	46,370	48,474	50,578	52,681	54,785	56,889	58,993	61,096
3	TRS Pay	50,109	52,421	54,733	57,045	59,356	61,668	63,980	66,292	68,604
	Gross Pay	45,599	47,703	49,807	51,911	54,014	56,118	58,222	60,326	62,429
4	TRS Pay	51,574	53,886	56,198	58,510	60,821	63,133	65,445	67,757	70,069
	Gross Pay	46,932	49,036	51,140	53,244	55,347	57,451	59,555	61,659	63,762
5	TRS Pay	53,039	55,351	57,663	59,974	62,286	64,598	66,910	69,222	71,533
	Gross Pay	48,265	50,369	52,473	54,577	56,680	58,784	60,888	62,992	65,095
6	TRS Pay	54,504	56,816	59,127	61,439	63,751	66,063	68,375	70,686	72,998
	Gross Pay	49,598	51,702	53,806	55,910	58,013	60,117	62,221	64,325	66,428
7	TRS Pay	55,969	58,280	60,592	62,904	65,216	67,528	69,839	72,151	74,463
	Gross Pay	50,931	53,035	55,139	57,243	59,346	61,450	63,554	65,658	67,761
8	TRS Pay	57,433	59,745	62,057	64,369	66,681	68,992	71,304	73,616	75,928
	Gross Pay	52,264	54,368	56,472	58,576	60,679	62,783	64,887	66,991	69,094
9	TRS Pay	58,898	61,210	63,522	65,834	68,145	70,457	72,769	75,081	77,393
	Gross Pay	53,597	55,701	57,805	59,909	62,012	64,116	66,220	68,324	70,427
10	TRS Pay	60,363	62,675	64,987	67,299	69,610	71,922	74,234	76,546	78,858
	Gross Pay	54,930	57,034	59,138	61,242	63,345	65,449	67,553	69,657	71,760
11	TRS Pay	60,913	64,140	66,452	68,763	71,075	73,387	75,699	78,011	80,322
	Gross Pay	55,430	58,367	60,471	62,575	64,678	66,782	68,886	70,990	73,093

12	TRS Pay	62,011	64,689	67,916	70,228	72,540	74,852	77,164	79,475	81,787
	Gross Pay	56,430	58,867	61,804	63,908	66,011	68,115	70,219	72,323	74,426
13	TRS Pay	62,011	65,788	69,381	71,693	74,005	76,317	78,628	80,940	83,252
	Gross Pay	56,430	59,867	63,137	65,241	67,344	69,448	71,552	73,656	75,759
14	TRS Pay	62,011	65,788	70,846	73,158	75,470	77,781	80,093	82,405	84,717
	Gross Pay	56,430	59,867	64,470	66,574	68,677	70,781	72,885	74,989	77,092
15	TRS Pay	62,011	65,788	71,396	74,623	76,935	79,246	81,558	83,870	86,182
	Gross Pay	56,430	59,867	64,970	67,907	70,010	72,114	74,218	76,322	78,425
16	TRS Pay	62,011	65,788	72,494	76,088	78,399	80,711	83,023	85,335	87,647
	Gross Pay	56,430	59,867	65,970	69,240	71,343	73,447	75,551	77,655	79,758
17	TRS Pay	62,011	65,788	72,494	76,637	79,864	82,176	84,488	86,800	89,111
	Gross Pay	56,430	59,867	65,970	69,740	72,676	74,780	76,884	78,988	81,091
18	TRS Pay	62,011	65,788	72,494	77,736	81,329	83,641	85,953	88,264	90,576
	Gross Pay	56,430	59,867	65,970	70,740	74,009	76,113	78,217	80,321	82,424
19	TRS Pay	62,011	65,788	72,494	77,736	81,878	84,190	87,417	89,729	92,041
	Gross Pay	56,430	59,867	65,970	70,740	74,509	76,613	79,550	81,654	83,757
20	TRS Pay	62,011	65,788	72,494	77,736	82,977	85,289	87,967	90,279	92,590
	Gross Pay	56,430	59,867	65,970	70,740	75,509	77,613	80,050	82,154	84,257
21	TRS Pay	62,011	65,788	72,494	77,736	82,977	85,289	89,066	91,378	93,689
	Gross Pay	56,430	59,867	65,970	70,740	75,509	77,613	81,050	83,154	85,257

An additional \$750 is added to Steps 14-21 in columns BS+24 and beyond.

An additional \$500 is added to Step 21 for anyone who has been on Step 21 for more than one year.

APPENDIX A
2026-2027
SALARY SCHEDULE

Step		BS	BS + 8	BS + 16	BS + 24	BS + 32 or MS	MS + 8	MS + 16	MS + 24	MS + 32
1	TRS Pay	49,303	51,719	54,134	56,550	58,966	61,382	63,798	66,214	68,629
	Gross Pay	44,865	47,064	49,262	51,461	53,659	55,857	58,056	60,254	62,453
2	TRS Pay	50,768	53,183	55,599	58,015	60,431	62,847	65,263	67,678	70,094
	Gross Pay	46,198	48,397	50,595	52,794	54,992	57,190	59,389	61,587	63,786
3	TRS Pay	52,232	54,648	57,064	59,480	61,896	64,312	66,727	69,143	71,559
	Gross Pay	47,531	49,730	51,928	54,127	56,325	58,523	60,722	62,920	65,119
4	TRS Pay	53,697	56,113	58,529	60,945	63,361	65,776	68,192	70,608	73,024
	Gross Pay	48,864	51,063	53,261	55,460	57,658	59,856	62,055	64,253	66,452
5	TRS Pay	55,162	57,578	59,994	62,410	64,825	67,241	69,657	72,073	74,489
	Gross Pay	50,197	52,396	54,594	56,793	58,991	61,189	63,388	65,586	67,785
6	TRS Pay	56,627	59,043	61,459	63,874	66,290	68,706	71,122	73,538	75,954
	Gross Pay	51,530	53,729	55,927	58,126	60,324	62,522	64,721	66,919	69,118
7	TRS Pay	58,092	60,508	62,923	65,339	67,755	70,171	72,587	75,003	77,418
	Gross Pay	52,863	55,062	57,260	59,459	61,657	63,855	66,054	68,252	70,451
8	TRS Pay	59,557	61,972	64,388	66,804	69,220	71,636	74,052	76,467	78,883
	Gross Pay	54,196	56,395	58,593	60,792	62,990	65,188	67,387	69,585	71,784
9	TRS Pay	61,021	63,437	65,853	68,269	70,685	73,101	75,516	77,932	80,348
	Gross Pay	55,529	57,728	59,926	62,125	64,323	66,521	68,720	70,918	73,117
10	TRS Pay	62,486	64,902	67,318	69,734	72,150	74,565	76,981	79,397	81,813
	Gross Pay	56,862	59,061	61,259	63,458	65,656	67,854	70,053	72,251	74,450
11	TRS Pay	63,036	66,367	68,783	71,199	73,614	76,030	78,446	80,862	83,278
	Gross Pay	57,362	60,394	62,592	64,791	66,989	69,187	71,386	73,584	75,783

12	TRS Pay	64,135	66,916	70,248	72,663	75,079	77,495	79,911	82,327	84,743
	Gross Pay	58,362	60,894	63,925	66,124	68,322	70,520	72,719	74,917	77,116
13	TRS Pay	64,135	68,015	71,712	74,128	76,544	78,960	81,376	83,792	86,207
	Gross Pay	58,362	61,894	65,258	67,457	69,655	71,853	74,052	76,250	78,449
14	TRS Pay	64,135	68,015	73,177	75,593	78,009	80,425	82,841	85,256	87,672
	Gross Pay	58,362	61,894	66,591	68,790	70,988	73,186	75,385	77,583	79,782
15	TRS Pay	64,135	68,015	73,727	77,058	79,474	81,890	84,305	86,721	89,137
	Gross Pay	58,362	61,894	67,091	70,123	72,321	74,519	76,718	78,916	81,115
16	TRS Pay	64,135	68,015	74,826	78,523	80,939	83,354	85,770	88,186	90,602
	Gross Pay	58,362	61,894	68,091	71,456	73,654	75,852	78,051	80,249	82,448
17	TRS Pay	64,135	68,015	74,826	79,072	82,403	84,819	87,235	89,651	92,067
	Gross Pay	58,362	61,894	68,091	71,956	74,987	77,185	79,384	81,582	83,781
18	TRS Pay	64,135	68,015	74,826	80,171	83,868	86,284	88,700	91,116	93,532
	Gross Pay	58,362	61,894	68,091	72,956	76,320	78,518	80,717	82,915	85,114
19	TRS Pay	64,135	68,015	74,826	80,171	84,418	86,833	90,165	92,581	94,996
	Gross Pay	58,362	61,894	68,091	72,956	76,820	79,018	82,050	84,248	86,447
20	TRS Pay	64,135	68,015	74,826	80,171	85,517	87,932	90,714	93,130	95,546
	Gross Pay	58,362	61,894	68,091	72,956	77,820	80,018	82,550	84,748	86,947
21	TRS Pay	64,135	68,015	74,826	80,171	85,517	87,932	91,813	94,229	96,645
	Gross Pay	58,362	61,894	68,091	72,956	77,820	80,018	83,550	85,748	87,947

An additional \$750 is added to Steps 14-21 in columns BS+24 and beyond.
An additional \$500 is added to Step 21 for anyone who has been on Step 21 for more than one year.

APPENDIX A
2027-2028
SALARY SCHEDULE

Step		BS	BS + 8	BS + 16	BS + 24	BS + 32 or MS	MS + 8	MS + 16	MS + 24	MS + 32
1	TRS Pay	51,275	53,787	56,300	58,812	61,325	63,837	66,350	68,862	71,375
	Gross Pay	46,660	48,946	51,233	53,519	55,805	58,092	60,378	62,664	64,951
2	TRS Pay	52,740	55,252	57,765	60,277	62,789	65,302	67,814	70,327	72,839
	Gross Pay	47,993	50,279	52,566	54,852	57,138	59,425	61,711	63,997	66,284
3	TRS Pay	54,204	56,717	59,229	61,742	64,254	66,767	69,279	71,792	74,304
	Gross Pay	49,326	51,612	53,899	56,185	58,471	60,758	63,044	65,330	67,617
4	TRS Pay	55,669	58,182	60,694	63,207	65,719	68,232	70,744	73,257	75,769
	Gross Pay	50,659	52,945	55,232	57,518	59,804	62,091	64,377	66,663	68,950
5	TRS Pay	57,134	59,647	62,159	64,672	67,184	69,696	72,209	74,721	77,234
	Gross Pay	51,992	54,278	56,565	58,851	61,137	63,424	65,710	67,996	70,283
6	TRS Pay	58,599	61,111	63,624	66,136	68,649	71,161	73,674	76,186	78,699
	Gross Pay	53,325	55,611	57,898	60,184	62,470	64,757	67,043	69,329	71,616
7	TRS Pay	60,064	62,576	65,089	67,601	70,114	72,626	75,139	77,651	80,164
	Gross Pay	54,658	56,944	59,231	61,517	63,803	66,090	68,376	70,662	72,949
8	TRS Pay	61,529	64,041	66,554	69,066	71,579	74,091	76,603	79,116	81,628
	Gross Pay	55,991	58,277	60,564	62,850	65,136	67,423	69,709	71,995	74,282
9	TRS Pay	62,993	65,506	68,018	70,531	73,043	75,556	78,068	80,581	83,093
	Gross Pay	57,324	59,610	61,897	64,183	66,469	68,756	71,042	73,328	75,615
10	TRS Pay	64,458	66,971	69,483	71,996	74,508	77,021	79,533	82,046	84,558
	Gross Pay	58,657	60,943	63,230	65,516	67,802	70,089	72,375	74,661	76,948
11	TRS Pay	65,008	68,436	70,948	73,461	75,973	78,485	80,998	83,510	86,023
	Gross Pay	59,157	62,276	64,563	66,849	69,135	71,422	73,708	75,994	78,281

12	TRS Pay	66,107	68,985	72,413	74,925	77,438	79,950	82,463	84,975	87,488
	Gross Pay	60,157	62,776	65,896	68,182	70,468	72,755	75,041	77,327	79,614
13	TRS Pay	66,107	70,084	73,878	76,390	78,903	81,415	83,928	86,440	88,953
	Gross Pay	60,157	63,776	67,229	69,515	71,801	74,088	76,374	78,660	80,947
14	TRS Pay	66,107	70,084	75,343	77,855	80,368	82,880	85,392	87,905	90,417
	Gross Pay	60,157	63,776	68,562	70,848	73,134	75,421	77,707	79,993	82,280
15	TRS Pay	66,107	70,084	75,892	79,320	81,832	84,345	86,857	89,370	91,882
	Gross Pay	60,157	63,776	69,062	72,181	74,467	76,754	79,040	81,326	83,613
16	TRS Pay	66,107	70,084	76,991	80,785	83,297	85,810	88,322	90,835	93,347
	Gross Pay	60,157	63,776	70,062	73,514	75,800	78,087	80,373	82,659	84,946
17	TRS Pay	66,107	70,084	76,991	81,334	84,762	87,274	89,787	92,299	94,812
	Gross Pay	60,157	63,776	70,062	74,014	77,133	79,420	81,706	83,992	86,279
18	TRS Pay	66,107	70,084	76,991	82,433	86,227	88,739	91,252	93,764	96,277
	Gross Pay	60,157	63,776	70,062	75,014	78,466	80,753	83,039	85,325	87,612
19	TRS Pay	66,107	70,084	76,991	82,433	86,776	89,289	92,717	95,229	97,742
	Gross Pay	60,157	63,776	70,062	75,014	78,966	81,253	84,372	86,658	88,945
20	TRS Pay	66,107	70,084	76,991	82,433	87,875	90,388	93,266	95,779	98,291
	Gross Pay	60,157	63,776	70,062	75,014	79,966	82,253	84,872	87,158	89,445
21	TRS Pay	66,107	70,084	76,991	82,433	87,875	90,388	94,365	96,877	99,390
	Gross Pay	60,157	63,776	70,062	75,014	79,966	82,253	85,872	88,158	90,445

An additional \$750 is added to Steps 14-21 in columns BS+24 and beyond.
An additional \$500 is added to Step 21 for anyone who has been on Step 21 for more than one year.

**NON-CERTIFICATED PAY SCHEDULE
2025-2026**

Step	Cook	Head Cook	Secretary	Custodian/ Grounds	Aide	Nurse
1	\$17.99	\$19.45	\$21.46	\$23.80	\$19.18	\$35.44
2	\$18.15	\$19.61	\$21.65	\$24.01	\$19.34	\$36.50
3	\$18.31	\$19.77	\$21.84	\$24.22	\$19.50	\$37.56
4	\$18.47	\$19.93	\$22.03	\$24.43	\$19.66	\$38.62
5	\$18.63	\$20.09	\$22.22	\$24.64	\$19.82	\$39.68
6	\$18.79	\$20.25	\$22.41	\$24.85	\$19.98	\$40.74
7	\$18.95	\$20.41	\$22.60	\$25.06	\$20.14	\$41.80
8	\$19.11	\$20.57	\$22.79	\$25.27	\$20.30	\$42.86
9	\$19.27	\$20.73	\$22.98	\$25.48	\$20.46	\$43.92
10	\$19.43	\$20.89	\$23.17	\$25.69	\$20.62	\$44.98
11	\$19.59	\$21.05	\$23.36	\$25.90	\$20.78	\$46.04
12	\$20.84	\$22.30	\$24.61	\$27.15	\$22.03	\$47.29
13	\$21.00	\$22.46	\$24.80	\$27.36	\$22.19	\$48.35
14	\$21.16	\$22.62	\$24.99	\$27.57	\$22.35	\$49.41
15	\$21.32	\$22.78	\$25.18	\$27.78	\$22.51	\$50.47

\$1.12 per hour longevity bonus is included in step 12.
A \$500 longevity bonus is added for anyone who has been on Step 15 for more than one year.

**NON-CERTIFICATED PAY SCHEDULE
2026-2027**

Step	Cook	Head Cook	Secretary	Custodian/ Grounds	Aide	Nurse
1	\$18.80	\$20.32	\$22.43	\$24.87	\$20.05	\$37.03
2	\$18.96	\$20.48	\$22.62	\$25.08	\$20.21	\$38.09
3	\$19.12	\$20.64	\$22.81	\$25.29	\$20.37	\$39.15
4	\$19.28	\$20.80	\$23.00	\$25.50	\$20.53	\$40.21
5	\$19.44	\$20.96	\$23.19	\$25.71	\$20.69	\$41.27
6	\$19.60	\$21.12	\$23.38	\$25.92	\$20.85	\$42.33
7	\$19.76	\$21.28	\$23.57	\$26.13	\$21.01	\$43.39
8	\$19.92	\$21.44	\$23.76	\$26.34	\$21.17	\$44.45
9	\$20.08	\$21.60	\$23.95	\$26.55	\$21.33	\$45.51
10	\$20.24	\$21.76	\$24.14	\$26.76	\$21.49	\$46.57
11	\$20.40	\$21.92	\$24.33	\$26.97	\$21.65	\$47.63
12	\$21.65	\$23.17	\$25.58	\$28.22	\$22.90	\$48.88
13	\$21.81	\$23.33	\$25.77	\$28.43	\$23.06	\$49.94
14	\$21.97	\$23.49	\$25.96	\$28.64	\$23.22	\$51.00
15	\$22.13	\$23.65	\$26.15	\$28.85	\$23.38	\$52.06

\$1.12 per hour longevity bonus is included in step 12.
A \$500 longevity bonus is added for anyone who has been on Step 15 for more than one year.

**NON-CERTIFICATED PAY SCHEDULE
2027-2028**

Step	Cook	Head Cook	Secretary	Custodian/ Grounds	Aide	Nurse
1	\$19.55	\$21.13	\$23.32	\$25.87	\$20.85	\$38.51
2	\$19.71	\$21.29	\$23.51	\$26.08	\$21.01	\$39.57
3	\$19.87	\$21.45	\$23.70	\$26.29	\$21.17	\$40.63
4	\$20.03	\$21.61	\$23.89	\$26.50	\$21.33	\$41.69
5	\$20.19	\$21.77	\$24.08	\$26.71	\$21.49	\$42.75
6	\$20.35	\$21.93	\$24.27	\$26.92	\$21.65	\$43.81
7	\$20.51	\$22.09	\$24.46	\$27.13	\$21.81	\$44.87
8	\$20.67	\$22.25	\$24.65	\$27.34	\$21.97	\$45.93
9	\$20.83	\$22.41	\$24.84	\$27.55	\$22.13	\$46.99
10	\$20.99	\$22.57	\$25.03	\$27.76	\$22.29	\$48.05
11	\$21.15	\$22.73	\$25.22	\$27.97	\$22.45	\$49.11
12	\$22.40	\$23.98	\$26.47	\$29.22	\$23.70	\$50.36
13	\$22.56	\$24.14	\$26.66	\$29.43	\$23.86	\$51.42
14	\$22.72	\$24.30	\$26.85	\$29.64	\$24.02	\$52.48
15	\$22.88	\$24.46	\$27.04	\$29.85	\$24.18	\$53.54

\$1.12 per hour longevity bonus is included in step 12.
A \$500 longevity bonus is added for anyone who has been on Step 15 for more than one year.

APPENDIX B SUPPLEMENTAL PAY

I. HEYWORTH HIGH SCHOOL

A	Head Coaches	Percentages
	Baseball	10 – 16%
	Basketball - Boys	10 – 16%
	Basketball - Girls	10 – 16%
	Cheerleading – Basketball	10 – 16%
	Cheerleading - Football	10 – 16%
	Cross Country	10 – 16%
	Football	10 – 16%
	Golf	10 – 16%
	Softball	10 – 16%
	Speech	10 – 16%
	Track (2)	10 – 16%
	Volleyball	10 – 16%
	Wrestling	10 – 16%
B.	Assistant Coaches	Percentages
	Baseball (1)	7 – 10%
	Basketball – Boys (2)	7 – 10%
	Basketball – Girls (2)	7 – 10%
	Cheerleading – Basketball (1)	7 – 10%
	Cheerleading – Football (1)	7 – 10%
	Cross Country (1)	7 – 10%
	Football (3)	7 – 10%
	Golf (1)	7 – 10%
	Softball (1)	7 – 10%
	Speech (1)	7 – 10%
	Track (3)	7 – 10%
	Volleyball (2)	7 – 10%
	Wrestling (1)	7 – 10%
C.	Extra-Curricular Activities	Percentages or Amounts
	FFA Sponsor	10 – 16%
	Instrumental Music	8 – 13%
	Student Council	8 – 12%
	Key Club	5 – 7%
	Musical	5 – 7%
	Scholastic Bowl	3 – 6%
	Yearbook	5 – 7%
	Academic Challenge (WYSE)	2 – 4%
	Art Club	2 – 4%
	Assistant Musical (Vocal)	2 – 4%

Assistant Musical (Band)	2 – 4%
Future Teachers Club	2 – 4%
Musical Tech Director	2 – 4%
National Honor Society	2 – 4%
Spanish Club	2 – 4%
Freshman Class	\$250.00
Sophomore Class	\$250.00
Junior Class	\$950.00
Senior Class	\$500.00

D. Optional Extra Duties

Game Supervisor	\$55.00/evening
Ticket Seller	\$30.00/evening
Athletic Announcers	\$25.00/evening
Athletic Scorers	\$25.00/evening
Athletic Timers	\$25.00/evening
Libero Tracker	\$25.00/evening
Speech Judge	\$20/hour (regionals & sectionals); \$25/hour (state)
Summer Sports Camps	\$20/hour (30 hrs max; using activity funds)
Weight Room Supervision	\$20/hour

With the exception of game supervisors, who shall be certificated staff, all optional extra duties shall be solicited from certificated and non-certificated staff first. In the event that the positions are still not filled, the district shall have the right to hire externally.

II. HEYWORTH JUNIOR HIGH SCHOOL

A. Coaches Percentages

Baseball	8 – 12%
Basketball - Boys	8 – 12%
Basketball - Girls	8 – 12%
Cheerleading	8 – 12%
Cross Country	8 – 12%
Softball	8 – 12%
Track (2)	8 – 12%
Volleyball	8 – 12%
Wrestling	8 – 12%

B. Assistant Coaches Percentages

Assistant Baseball (1)	5 – 8%
Assistant Basketball – Boys (1)	5 – 8%
Assistant Basketball – Girls (1)	5 – 8%
Assistant Cheerleading	5 – 8%
Assistant Cross Country	5 – 8%
Assistant Softball	5 – 8%

Assistant Track (3)	5 – 8%
Assistant Volleyball	5 – 8%
Assistant Wrestling	5 – 8%

C. Extra-Curricular Activities Percentages or Amounts

Student Council	3 – 6%
Scholastic Bowl	3 – 6%
Speech	1 – 3%
Math Counts	1 – 2%
Yearbook	1 – 2%

D. Optional Extra Duties Amount

Game Supervisor	\$55.00/evening
Ticket Seller	\$30.00/evening
Athletic Announcers	\$25.00/evening
Athletic Scorers	\$25.00/evening
Athletic Timers	\$25.00/evening
Libero Tracker	\$25.00/evening
Speech Judge	\$20/hour (regionals & sectionals); \$25/hour (state)
Summer Sports Camps	\$20/hour (30 hrs max; using activity funds)
Weight Room Supervision	\$20/hour

With the exception of game supervisors and bus supervisors, who shall be certificated staff, all optional extra duties shall be solicited from certificated and non-certificated staff. In the event that these extra duties are not filled, volunteers shall be solicited. In the event that the positions are still not filled the district shall have the right to assign certificated and non-certificated staff on a rotating basis to these positions at their home base.

III. HEYWORTH GRADE SCHOOL

A. Coaches Amounts

Morning Basketball	\$300.00
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B. Extra-Curricular Percentages

Honor Choir	
Literary Club	1 – 2%
Student Council	1 – 2%
Yearbook	1 – 2%

Percentages as listed are based on beginning teacher's salary. Athletic scouts will be paid mileage at the IRS rate as stated in 10.8 of this Agreement for use of their personal vehicles. The principal retains the authority to determine the necessity of athletic scouts for events requested and to determine the number of vehicles used.

Movement of Coaching

1. Coaches in co-curricular will be moved 1% upon completion of one year of coaching in respective activities.
2. Coaches shall remain at this percentage during breaks in coaching.
3. Coaches shall remain at their last percentage in the event that an activity which is dropped is subsequently reinstated.

IV EXTENDED CONTRACTS

Agricultural Teacher	4 weeks extended contract
Guidance Counselor	4 weeks extended contract
Curriculum & Instruction	4 weeks extended contract
Nurse	4 weeks extended contract
Librarian	4 weeks extended contract

There are occasions when bargaining unit members have educational opportunities that require the extension of their current maximum employment year. This extension of the employment year will be paid for with grant funds when available.

V. ATHLETIC CLINICS

- A. Head coaches will be reimbursed up to \$350.00 for expenses actually incurred for mileage, hotels, meals, and registration to attend one athletic clinic per year. The clinic must be in an area in which he/she is a head coach. Assistant coaches may attend a clinic in place of the head coach if the head coach so designates. This substitution must be approved by the athletic director.