

# **Collective Bargaining Agreement**

**By and between**

**The Prairie Central Community Unit School  
District #8  
Board of Education**

**And**

**The Prairie Central Education Association/IEA-NEA**



**Beginning of 2024-25 Term  
Through  
End of 2026-2027 Term**

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## PREAMBLE

The Board of Education of Prairie Central Community Unit School District #8 and the Prairie Central Education Association/IEA-NEA recognizes that the ultimate aim of our public schools is to provide the best education possible for children in the District. Attainment of this educational objective, which is a joint responsibility of the Board of Education, and the administrative and supervisory staff, and certified and non-certified personnel, requires involving all staff in the consideration of matters of mutual concerns herein mentioned.

The parties agree that this Preamble is philosophical in nature and thus difficult to define; therefore, the parties that said Preamble is non-grievable and it is to be ignored by the arbitrator agree it.

## ARTICLE I RECOGNITION

### I.1 Recognition

The Board of Education of Prairie Central Community Unit School District #8 hereinafter referred to as the "Board", recognizes the Prairie Central Education Association IEA/NEA, hereinafter referred to as the "Association", as the sole and exclusive negotiating agent for all full and part-time regularly employed certified and non-certified personnel, hereinafter referred to as "employees" except for the Superintendent, building principals, assistant building principals, athletic director, transportation director, maintenance director, food service director, unit secretary, unit payroll secretary, bookkeeper, and all confidential, managerial, short-term employees and supervisors as defined by the Illinois Educational Labor Relation Act.

### I.2 Restrictions

The Board agrees not to negotiate with any other employee organization, individual employee, or group of employees with regard to hours, wages, and working conditions as outlined in this Agreement.

### I.3 Part Time Employees

Unless stated differently, part-time employees shall be included in the bargaining unit and subject to the terms and conditions of the Agreement but their salaries and benefits shall be based on their fractionalized employment status.

### I.4 Definitions

#### I.4.1 Employee

The term employee refers to both teachers and members of the support staff.

#### I.4.2 Educational Support Employees

The term support staff refers to Educational Support Professionals (ESP) or non-certified personnel who do not teach. Included in this definition are Paraprofessionals, Bus Drivers, Bus Monitors, Head Cooks, Cafeteria Workers, Maintenance Workers, Custodians, Registered Nurses, Licensed Practical Nurses, Secretaries, and Computer Technicians.

#### I.4.3 Teacher

The term teacher refers to an employee who possesses a teaching certificate and who teaches.

#### I.4.4 ESP Work Year

1. Twelve (12)-month ESP: An ESP employed in a position on an annual fiscal or twelve (12)-month basis
2. Extended-year ESP: An ESP employed in a position to work longer than the normal school year calendar (180 days) for students, but less than twelve (12) months.

3. School-year ESP: An ESP employed in a position to work 180 days or fewer and whose employment follows the school calendar (180 days or fewer) for students.
4. Part-time ESP: An ESP employed in a position to work 3 <sup>3</sup>/<sub>4</sub> hours or more and fewer than six (6) hours per day. The part-time ESP shall fall into the following categories: Twelve (12)-month ESP, Extended-year ESP, or School-year ESP.
5. Specialized part-time ESP: An ESP employed in a position to work fewer than 3 <sup>3</sup>/<sub>4</sub> hours per day.

**ARTICLE II  
NEGOTIATIONS PROCEDURE**

**2.1 Initiation of Bargaining**

The parties shall commence bargaining for a successor Agreement no earlier than May 1 of the last year of this Agreement, unless a date is mutually agreed to by both parties. Ground rules will be established at the onset of negotiations and will be agreed to by both parties prior to the first bargaining session.

**2.2 Number of Representatives**

Each party shall select its own representatives with a number to be determined in the aforementioned ground rules.

**2.3 Mediation**

2.3.1 Should either party declare the need of outside mediation assistance both parties shall mutually request to the Federal Mediation and Conciliation Service of its services.

2.3.2 The Illinois Educational Labor Relations Board (IELRB) must be notified if an agreement has not been reached ninety (90) days prior to the scheduled start of school.

2.3.3 Either party may petition the IELRB to initiate mediation if initial impasse has been reached. Impasse is here defined as the parties (a) having committed a “reasonable” period of time to negotiating, and (b) being within ninety (90) days of the scheduled start of school. The IELRB shall invoke mediation if the parties have not reached an agreement within forty-five (45) days of the scheduled start of school.

2.3.4 Either party may declare final impasse after fifteen (15) days of mediation. The mediator may declare final impasse at any time during the mediation process by filing notification of same with the IELRB and notifying both parties on the same day as the filing.

2.3.5 After declaration of final impasse, each party has seven (7) days to submit to the mediator, the IELRB, and the other party its final offer on all unresolved issues and a cost summary of the offer, which the IELRB will retain for seven (7) days. After seven (7) days, the IELRB is required to make public the final offers and each party’s cost summary of the unresolved issues through a subsequent posting on its website. On the same day of publication by the IELRB, at a minimum, Prairie Central must distribute notice of the availability of the final offers and cost summaries on the IELRB’s website to all news media that receive notices pursuant to the Open Meetings Act.

2.3.6 Final offers and each party’s cost summary must remain posted on the IELRB’s website for fourteen (14) days.

2.3.7 The PCEA may strike in accordance with Article 3 of this document, following the issuance of a Notice of Intent to Strike to the District, the Regional Office of Education, and the IELRB, and ten (10) days, which may run concurrently with the aforementioned time frame.

**2.4 Duplication of Agreement**

Within thirty (30) calendar days after ratification by both parties, the Board shall make available a clean copy of the agreement electronically through email. In addition, the agreement will be available on the District’s website.

**ARTICLE III  
NO STRIKE**

**3.1 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.

**3.2 No Lock Out**

During the term of the agreement, the Board shall not lock out employees represented by the Association.

**ARTICLE IV  
ASSOCIATION RIGHTS**

**4.1 Employee Discipline**

- 4.1.1 For the remediable offenses of tenured teachers or permanent ESPs (i.e. ESPs who have cleared the probationary period), the District shall follow the practice of progressive discipline. Except for dismissal of employees or employee evaluation, no tenured teacher or permanent ESP shall be issued a written notice for either remediation or discipline (written warning, suspension) except for cause.
- 4.1.2 Disciplinary action will be progressive and, except for gross misconduct, in accordance to the following schedule. The Superintendent, depending upon the circumstances of each case, will determine the sequence and necessity for the following steps:
1. Verbal Warning
  2. Written Warning
  3. One to Five day suspension (with or without pay)
  4. Discharge for cause

**4.2 Right of Representation**

An employee shall be entitled to have present a representative of the Association during a meeting with the principal, superintendent, or Board in which an oral warning, suspension, or discharge will happen. This does not preclude the administration from holding an exploratory conference with an employee without Association representation. If an employee feels that /their formal evaluation is inaccurate, the employee may request a subsequent meeting with the evaluator. At such meeting, the employee may have a local representative present.

**4.3 Personnel File**

Each employee shall have the right to review the contents of /their own file during the regular business hours. All pre-employment confidential materials are excluded from this right to review. Review of the official file shall be at a time, place, and method designated by the Superintendent. After review of the file, the employee shall have the right to insert into the file written reactions to material therein. The employee shall not remove any material from /their file, and the review of the employee's personnel file shall be in the presence of the Superintendent or designee.

**4.4 Complaints**

- 4.4.1 If there is a complaint to the administration or by the administration concerning an employee, the administration shall inform the employee of the complaint within five (5) workdays after the verification of said complaint. Failure to notify the employee of a complaint during this period will bar the compliant from appearing as part of any evaluation of the employee.
- 4.4.2 Should the employee, administrator, or complainant believe that the allegations in the complaint warrant a meeting, the administrator will attempt to schedule a meeting between the employee, the complainant, and the administrator.

**4.5 Dues Deductions**

- 4.5.1 For those employees who are members of the association, the Board shall deduct from their pay the current dues of the Association, provided that the Board has an employee executed authorization for annual dues deduction, the amount of which shall be certified by the Association. The authorization shall remain in effect throughout the current school year, except

that any employee may revoke it at any time upon written request to the Board by the employee who originally authorized the deduction. Upon receipt of any revocation, the Board shall notify the Association in writing within five (5) business days of said revocation.

4.5.2 The Board shall deduct monthly dues beginning in October and continuing through May for those employees, whose authorization cards have been received, providing that the Board has no responsibility for collecting past or overdue dues.

4.5.3 All dues deducted by the Board shall be remitted to the Treasurer of the Association no later than ten (10) calendar days after such deductions are made.

#### **4.6 Use of School Building**

The local Association shall have the right, upon approval of the Superintendent or their designee to use the school building 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. The Superintendent or their designee shall approve all meeting areas.

#### **4.7 Use of School Business Equipment**

With the approval of the Superintendent or their designee, the Association or an individual employee shall be allowed the use of school business equipment, except for Unit Office Equipment, provided that the use of said equipment does not interfere with instructional and/or extra-curricular programs. The individual requesting such equipment must demonstrate the appropriate skills necessary for running the business equipment. The Association shall purchase all supplies and materials used in the business of the Association. School business equipment shall not be taken from the District's building unless prior approval of the Building Principal is given.

#### **4.8 Use of Bulletin Boards, Mailboxes, and E-Mail**

The Association shall have the right to post notices of activities and matters of Association concern on a designated bulletin board in the employee's lounge/work room. The Association may use the employee's mailboxes if available for communications to bargaining unit members. The Association may use employees' school email for communications to bargaining unit members.

#### **4.9 Board Meeting - Notification**

A copy of the agenda for all regular and special Board meetings will be sent by email to the Association President within forty-eight (48) hours of the scheduled meeting. In the case of a special Board meeting, the Board may orally inform the Association President of the scheduled meeting within twenty-four (24) hours of the meeting. The forty-eight (48) hour parameter may be waived in the case of an emergency. A copy of the agenda for all regular board meetings will be sent by email to the association-building representatives within forty-eight (48) hours of the scheduled meeting.

#### **4.10 Pertinent Information - Association**

The Board shall, upon request, provide the Association with one copy of the following:

The annual Financial Report (on standard ISBE form);  
The annual Budget (on standard ISBE form);  
The annual audit;  
Monthly Treasurer's Report;  
A scattergram of employees, and dollar amount spent on salaries;  
All official open Board of Education minutes.

#### **4.11 Freedom of Information Act Requests Regarding Employees**

An employee shall be notified prior to the release of any information by which the employee may be individually identified as a result of a Freedom of Information Act request.

**ARTICLE V  
EMPLOYMENT CONDITIONS**

**5.1 School Calendar-Teachers**

The school calendar shall consist of no more than one hundred eighty (180) responsibility days. The Board agrees to consult with the Association regarding the calendar before its final adoption. This shall be accomplished with the formation of a Calendar Committee consisting of Association members, administrators, and Board members (optional). It is understood that the Board retains final authority for the approval of the calendar.

5.1.1 Teacher Work Day

On a regular school day, the teacher work day begin/end times will consist of 7 hours and 45 minutes. The administration will announce before/after school arrival and dismissal times for teachers at the beginning institute day of each year.

**5.2 Preparation Periods - Secondary Teachers**

All full-time junior high and senior high school teachers shall be allowed at least one (1) duty-free preparation period per day commensurate with the length of the normal teacher's period, and a duty-free lunch period per day of at least thirty (30) consecutive minutes, exclusive of travel time. On a day of early dismissal, those teachers who lose their preparation period shall not be entitled to such. Prep time must be used for educational activities attendant to the teacher's academic assignment, or other activities with administrative approval.

Special education staff who write IEP's with case management duties of fifteen (15) students or more will receive two (2) full days of release time to complete mandated paperwork. Specialized service personnel who write IEP's with caseloads of forty (40) students or more will receive two (2) full days of release time to complete mandated paperwork. This time may be taken in one-half (1/2) day increments during the school year. Special Education staff who write IEPs with case management duties of less than fifteen (15) students will receive a stipend of \$50 per student with a maximum of \$500. Caseload will be determined using 6th day enrollment data.

**5.3 Preparation Periods - Elementary Teachers**

Elementary teachers, including special needs and "specials" teachers (e.g. fine arts, learning center, and physical education), shall be provided at least one (1) duty-free preparation period daily of at least thirty (30) consecutive minutes and a duty-free lunch period per day of at least thirty (30) consecutive minutes, exclusive of travel time. On a day of early dismissal, those teachers who lose their preparation period shall not be entitled to such. Each elementary teacher shall have at least one hundred eighty-five (185) minutes of preparation time per week. Prep time must be used for educational activities attendant to the teacher's academic assignment, or other activities with administrative approval.

Special education staff who write IEP's with case management duties of fifteen (15) students or more will receive two (2) full days of release time to complete mandated paperwork. Specialized service personnel who write IEP's with caseloads of forty (40) students or more will receive two (2) full days of release time to complete mandated paperwork. This time may be taken in one-half (1/2) day increments during the school year. Special Education staff who write IEPs with case management duties of less than fifteen (15) students will receive a stipend of \$50 per student with a maximum of \$500. Caseload will be determined using 6th day enrollment data.

**5.4 Internal Substitution/Meeting Attendance and Preparation Time Reimbursement**

5.4.1 Teachers

If the administration requires a teacher to forfeit their preparation period or if a teacher loses their preparation period due to an internal substitution or to attend meetings, the teacher shall be

paid at the rate of ten dollars (\$10.00) for every thirty minutes. The teacher will not qualify for reimbursement if: 1) the meeting time is at the request or preference of the teacher and/or 2) attending a full-day meeting for the purpose of professional development or collaboration.

#### 5.4.2 Educational Support Professionals (starting 7-1-99)

An ESP who is assigned to a different classification on a temporary basis shall receive 90% of the hourly rate of the least senior (lowest salary) employee of that classification. In no case shall the employee receive less than \$.40 per hour increase.

For example, a Custodian I employee who is assigned to a head custodian position on a temporary basis shall receive 90% of the hourly rate of the least senior (lowest salary position head custodian).

The Superintendent shall formally approve the temporary assignment of any ESP employee if the temporary assignment is needed. A temporary assignment may also be formally approved by the Board.

All benefits (for example sick leave, personal leave, and insurance) shall be based on the ESP's initial position not on the temporary position. An exception to this policy exists if the temporary position is consecutive for 60 working days. At that time, the ESP employee would be eligible for the same benefits as the regular employee's position.

A temporary assignment is defined as an assignment given the ESP employee for at least ten (10) consecutive working days in the same assignment.

### 5.5 Additional Load Compensation

If a junior high or high school teacher is required to teach during their preparation period for the same position for ten (10) consecutive days or more, the Board shall pay the teacher at a rate of twenty seven dollars (27.00) per hour, in 15-minute increments. Increments will be rounded up for any portion of a 15-minute increment. It is noted that in such case the teacher shall forfeit their daily preparation period.

### 5.6 Class Size

5.6.1 The Board agrees to observe reasonable class size limits subject to space availability, logistics, the availability of teachers and paraprofessionals, and budgetary limitations.

5.6.2 When class size is a concern an affected teacher may request the building principal to review the situation. The teacher shall submit the aforementioned request in writing, to their or her building Principal prior to the first day of student attendance. The responsibility of the Principal is to hold a meeting with the affected teacher and to report, in writing, the results of the meeting to the Superintendent, the Board, and Association President.

5.6.3 While including special education students in regular education classes, the Board will reasonably attempt to limit the number of special education students who are provided services equal to or greater than 300 minutes per week. The Board agrees that, as only a guideline to which it is not bound, no more than one-third (1/3) of a regular education classroom be comprised of special education students with services at or exceeding 300 minutes per week.

### 5.7 Notification of Assignments

All teachers shall be given written notice of their tentative assignments for the forthcoming term as soon as possible but no later than thirty (30) days before the first day of school. This tentative assignment shall not be changed except in case of emergency (determined by the Administration).

## **5.8 Vacancies and Promotions - Employees**

The Superintendent or designee shall post through email to all employees and on the website a notice of all vacancies and/or newly created positions as they occur. Any employee is eligible to apply and their application for the vacant position or newly created position will be considered by the Administration and Board. Denial of application shall be accompanied by written notice. The parties agree that the posting is non-grievable and it is to be ignored by the arbitrator.

For coaching positions, such postings after May 1 shall be limited to the first opening that occurs for each sport and shall include indications that further positions may become available.

Given a situation in which a bargaining unit member and non-bargaining unit member apply for a bargaining unit position in the District, the bargaining unit member shall be interviewed for the position. If the bargaining unit member has been previously interviewed for the same or similar position, an interview may be omitted if agreed upon by the bargaining unit member and the interviewer. The interviewer will, in writing, ask the bargaining unit member if they wish to be interviewed. Omission of an interview does not remove the bargaining unit member from consideration for the position. Consideration shall be given to a bargaining unit member over a non-bargaining unit member when both are equally qualified.

## **5.9 Involuntary Transfer Procedures – Teachers and ESPs**

5.9.1 "Involuntary transfer" occurs for teachers when there is relocation of staff personnel to another building or classroom teaching position due to pupil distribution, instructional requirements, or for other reasons. The District's selection of a candidate for a new or vacant teaching position not otherwise required to be filled pursuant to Section 24-12 of the School Code must be based upon the consideration of factors that include without limitation certifications, qualifications, merit and ability (including performance evaluations, if available), and relevant experience, provided that the length of continuing service with the District must not be considered as a factor, unless all other factors are determined by the District to be equal. Nothing herein shall exclude the consideration of volunteers. (Ref. Article 24-1.5 of The School Code of Illinois)

5.9.2 "Involuntary transfer" occurs for ESPs when there is relocation of staff personnel to another building or position due to pupil distribution, instructional requirements, or other reasons.

1. When it is necessary to involuntarily transfer or reassign ESPs, to the extent possible, all volunteers, if acceptable to the administration, shall first be considered. If no volunteers emerge, seniority should be given next consideration, but will not be the only consideration.
2. Within two (2) weeks of notice the Superintendent will post a master list of vacancies for each involuntarily transferred ESP to review. This master list of vacancies shall indicate building and assignment. It will be the responsibility of the involuntarily transferred ESP to list three (3) choices in order of priority for building and/or assignment desired.
3. If any involuntarily transferred ESP does not receive an assignment from the above procedures, the Superintendent will inform said employee such positions as they become available.
4. If more than one (1) ESP who has been involuntarily transferred requests the same position, then such position will be assigned by the Administration.
5. Involuntarily transferred staff members will have the right to an interview for the previously held position if/when that position again becomes available.
6. An ESP's compensation shall not be reduced due to an involuntary transfer during that said school year.

## **5.10 Transfer Procedures - ESP**

- 5.10.1 Vacancy notices, which include vacancies due to transfers, which occur during the student school year, will be posted in accordance with the procedures listed above. The district cannot guarantee to post vacancies due to transfers that occur during the summer months. Prior to filling the vacancy, the District will post a vacancy notice for five (5) calendar days. The five (5) day posting requirement is only applicable for vacancies that occur during the student school year.

Special Education Drivers and Monitors who during the school year are assigned Special Education routes that travel outside the District will be offered summer Special Education routes prior to the positions being posted. Failure to respond within five (5) calendar days after notification of the Board will result in the drivers or monitors waiving their right to summer driving, and monitor position.

- 5.10.2 Any employee desiring to apply for a vacant position may meet with the Principal or Superintendent to discuss their qualifications, and interest in a vacant position.
- 5.10.3 Transfers – No Experience. ESP employees who have at least four (4) years of experience in the Prairie Central CUSD #8 who are transferred to a category of employment in which they have no previous experience shall be given one (1) year of experience and placed on step 2 of the new salary schedule. An ESP who is transferred to a category in which he/she had previously been employed by the District will be restored to the step previously earned.
- 5.10.4 Transfers – Previous Experience. Placement granted on the ESP wage schedule for a current employee transferring categories will be equal to the number of years of experience in a previous position (outside the district) similar to the job the employee will perform in the new position with Step 5 the maximum allowable. An ESP who is transferred to a long-term sub position and then back will continue to accrue experience on the salary schedule. If the Board is unable to fill a vacant position with a suitable candidate after posting a vacancy notice as required in Section 5.8 for no less than two (2) weeks, the Superintendent may place a transferred employee on the wage schedule at their discretion, taking into consideration prior similar experience.
- 5.10.5 Cafeteria workers who are transferred or accept a position as a head cook will be placed at step 2 of the head cook salary schedule in Appendix C. Should the transfer result in a decrease on the head cook salary schedule the employee will be placed at a step resulting in no less than a \$.20 increase of that of the current salary.

If a head cook wishes to move into a cafeteria workers position the new salary would reflect the placement into the corresponding step experience. At no time should the change lead to an increase in salary.

- 5.10.6 Custodians who are transferred or accept a position as a head custodian will be placed at step 2 of the head custodian salary schedule in Appendix C. Should the transfer result in a decrease on the head custodian salary schedule the employee will be placed at a step resulting in no less than a \$.20 increase of that of the current salary.

If a head custodian wishes to move into a custodian position the new salary would reflect the placement into the corresponding step experience. At no time should the change lead to an increase in salary.

- 5.10.7 Employees who transfer job categories shall retain their district longevity. i.e. A paraprofessional with ten (10) years of experience who accepts a position as secretary would retain ten (10) years of district longevity. This ESP employee would be placed at step 2 (see 5.10.3) on the salary schedule (Appendix A) in the category of secretary, but at year 10 of the longevity schedule, recognizing ten (10) years of longevity that followed him/her into the new job. After three (3) years as a secretary, the employee would then have accrued 13 years of longevity, ten (10) years of seniority as a paraprofessional and three (3) years of seniority as a secretary.

## **5.11 District Seniority - Teachers**

### 5.11.1 Definition

Seniority is the length of a certified employee's continuous full time service within the District. Said service shall be computed from the first day of tenured service within the District or as defined in the Illinois School Code.

### 5.11.2 Seniority is lost upon the following:

1. Resignation
2. Dismissal for Cause
3. Retirement
4. Being on layoff for a period established by law.

### 5.11.3 Seniority continues to accrue during the following:

1. Paid leave of absence
2. Temporary disability under the Teacher Retirement System (TRS)

### 5.11.4 Seniority is retained but shall not accrue during the following:

1. Unpaid Leave of Absence
2. Unpaid sick leave

### 5.11.5 Seniority/Sequence of Honorable Dismissal (SHD) Lists - Initial Posting

By February 1, annually the employer shall publish a Seniority list. Also, at least 75 calendar days before the end of the school term, the Board, in consultation with the Association, shall establish a Sequence of Honorable Dismissal (SHD) list for teachers, categorized by positions and groupings defined in the The School Code of Illinois. (Ref. Article 24-12 of The School Code of Illinois)

### 5.11.6 Seniority/SHD - Final Posting

Each teacher shall have until February 15 or the first school day thereafter to file written objections to the Board. A final seniority list will be posted on or before March 1 of the school year. Any objections to the SHD list must be filed with the Superintendent within ten (10) calendar days of receipt.

### 5.11.7 Tie Breakers

In the event district seniority is equal between employees, the procedures listed (5.11.7.1 through 5.11.7.3) are to be utilized in the following order as a tiebreaker:

1. Approved horizontal placement on the salary schedule.
2. Previous accredited experience inside Illinois
3. Any further ties to be determined by drawing of lots with Association representation.

## **5.12 Reduction in Force - Teachers**

Reduction-in-force and recall shall be as provided in Article 24-12 of The School Code of Illinois. (Ref. Article 24-12 of The School Code of Illinois)

## **5.13 ESP District Seniority**

Seniority is the length of an employee's service starting with the first day on which duties are performed.

5.13.1 Seniority is lost upon the following:

1. Resignation
2. Dismissal for cause
3. Retirement

5.13.2 Seniority is retained but shall not accrue during the following:

1. Unpaid leave of absence
2. Unpaid sick leave
3. Period of layoff as established by this Agreement

5.13.3 Seniority Continues to Accrue during the Following:

1. Paid leave of absence.
2. Temporary disability under IMRF

5.13.4 Seniority Lists

By February 1, annually, the Employer shall publish a seniority list for each of the job categories. Seniority lists shall be published for the following job categories:

1. Bus Drivers
2. Bus Monitors
3. Head Cooks
4. Cafeteria Workers
5. District Maintenance Employees/Head Custodians/Lead Custodians/Custodian I
6. Building Secretaries
7. Paraprofessionals
8. Registered Nurse
9. Computer Technician

5.13.5 Posting of Seniority Lists

The Board will post the seniority list by categories in all buildings with support staff working in them, and give one copy to the Association President. The Association or employee will have until March 1 to justify any changes to the list. After March 1, the list shall be deemed accurate and no changes will be made during the school year.

**5.14 Accruing Seniority - ESP**

Immediately upon Board of Education appointment, an ESP shall receive full salary and benefits retroactive to their starting date. ESPs shall be employed on a probationary basis until successful completion of one (1) year of continuous employment. Upon successful completion of the probationary period, the employee shall be entitled to seniority retroactive to their starting date.

Starting on July 1, 1998 the following shall apply:

Employees regularly scheduled to work over four (4) hours per day shall gain one (1) full year of seniority for each 180 days worked in a fiscal year. Employees regularly scheduled to work four (4) hours or less per day shall gain one-half (1/2) year of seniority for each 180 days worked in a fiscal year.

Bus drivers/van/car drivers and bus monitors regularly scheduled to work a full route or two (2) runs per day shall gain one (1) full year of seniority for each 180 days worked in a fiscal year.

A route for bus drivers is a regularly scheduled morning and afternoon pick-up and delivery of students. A run is one-half (1/2) of a route. For example, the Kindergarten regular a.m. or p.m. run picks up children and delivers them to school. The kindergarten run does not accrue seniority.

A full-time employee who works nine (9) months or more in the school year shall accrue one (1) year of seniority. No employee shall accrue more than one (1) year of seniority in any year.

5.14.1 Changing Job Categories

Employees shall accrue seniority as listed in the category he/she is currently employed and shall retain any previous accumulated seniority in any other category the employee has worked. However, seniority shall accumulate in only the category in which the employee is presently employed.

Custodial staff and Cafeteria staff shall accrue seniority and maintain seniority as long as the change in positions is within the same job type or category.

Example:

A Custodian I with five (5) years experience accepts a Head Custodian position shall carry the five years experience with him/her.

**5.15 Reduction in Force - ESP's**

5.15.1 Procedure

If an educational support employee is removed or dismissed or has their hours decreased during the school year (for 12-month employee, the 30 day notification requirement is applicable at any time during the calendar year) as a result of the board action to decrease the number of educational support personnel employees employed by the Board or to discontinue some particular type of educational support service, written notice shall be mailed to the employee and also given the employee either by certified mail, return receipt request or personal delivery with receipt at least 30 days before the employee is removed or dismissed. The employee with the shorter length of continuing service with the district, within the respective category of position, shall be dismissed first. Please note: For bus drivers, only the reduction or elimination of a regular a.m. or p.m. routes will require the 30-day notice.

5.15.2 Recall

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.

5.15.3 Waiver of Recall Rights

Failure of the employee to respond within seven (7) 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 of recall hereunder. It shall be the responsibility of the employee to inform the Superintendent of any change in home address.

5.15.4 Rights of Recalled Employees

Any employee honorably dismissed who accepts the tender of a vacancy during the recall period shall retain any accumulated sick leave, seniority, or position on the salary schedule. If an employee has seniority in more than one category, he/she shall retain recall rights to vacant positions in categories in which he/she has greater seniority than another employee with recall rights.

#### **5.15.5 Reduction in Bus Driver/Monitor Benefits**

- I. For drivers or bus monitors who, at the beginning of a school year, work at least four (4) but less than five (5) hours per day, the following shall apply when hours are reduced by the employer:
  - a. In the event hours are reduced below four (4) hours per day during a school year, the driver's or bus monitor's benefits shall be maintained at the level provided to a four (4) hour per day employee through June 30<sup>th</sup>.
  - b. In the event hours are reduced below four (4) hours per day, the District shall provide the driver or bus monitor with thirty (30) calendar days written notice by the Superintendent prior to the effective date of such reduction.
2. For drivers or bus monitors who, at the beginning of a school year, work at least five (5) hours per day, the following shall apply when hours are reduced by the employer:
  - a. In the event hours are reduced below five (5) hours per day during a school year, the driver's benefits shall be maintained at the level provided to a five (5) hour per day employee through June 30<sup>th</sup>.
  - b. In the event hours are reduced below five (5) hours per day, the District shall provide the driver or monitor with thirty (30) calendar days written notice by the Superintendent prior to the effective date of such reduction.
3. A driver or bus monitor who begins a school year working less than four (4) hours per day and who subsequently has their hours increased to at least four (4) hours per day shall be eligible for benefits at the level provided to a four (4) hour per day employee only after regularly working four (4) or more hours per day for twenty (20) days.
4. A driver or bus monitor who begins a school year working less than five (5) hours per day and who subsequently has their hours increased to at least five (5) hours per day shall be eligible for benefits at the level provided to a five (5) hour per day employee only after regularly working five (5) or more hours per day for twenty (20) days.

#### **5.16 Emergency School Closing**

When the administration decides to close school, the Superintendent or their designee will endeavor to release the announcement through the current automated mass calling system, currently used social media sources, and the website in order to notify employees.

#### **5.17 Inclement Weather and Other Employee-Related Emergencies**

Employees who are unable to report to work as scheduled because of inclement weather or other employee-related emergencies shall be charged a personal day, vacation day or floating holiday if available. If the employee chooses not to use a personal, vacation day, or floating holiday, or if none is available to the employee, the day will be charged as unpaid leave. With Supervisor approval, employees may delay reporting to work until weather conditions improve, and either use a partial leave day or adjust their day's schedule to work a full day.

#### **5.18 Cancellation of School Day**

Should an employee arrive at work before notification of a school-day cancellation, the employee cannot expect pay for the time incurred.

#### **5.19 Administering Medications**

Under no circumstances shall teachers or other non-administrative school employees, except certified school nurses and non-certified registered professional nurses (which includes registered and licensed

practical nurses), be asked to or required to administer medication to students. This shall not prohibit the school district from adopting guidelines for self-administration of medication by students. This should not prohibit employees from providing emergency assistance to students.

**5.20 Re-Employment**

District employees who resign and are re-appointed may be granted full credit on the salary schedule for previous contract experience with the district, but there will be no restoration of seniority or longevity.

**5.21 Early Dismissal Days**

On days in which students are dismissed early due to emergency circumstances (e.g. inclement weather), teachers, paraprofessionals, cafeteria workers, nurses, and secretaries (less-than 12-month employees); and day-time custodians (12-month employees) may also leave once their duties and responsibilities have been met, as determined by administration. A 12-month ESP employee who earns paid vacation and personal day benefits may use a paid vacation or personal leave day, or unpaid leave, if the dismissal time is earlier than ½ of the ESP scheduled work day.

Example: A custodian’s work day is 6AM - 2:30 PM and an early dismissal occurs at 10:00 AM. The dismissal time did not occur earlier than ½ of the scheduled work day which is 10AM. No use of leave time is required. If the early dismissal occurred before 10AM, a half day of leave time would be used.

On days in which students are dismissed early for Homecoming and one (1)-hour early before Thanksgiving break, Christmas break, Spring break, Easter weekend, and the last day of student attendance, teachers, paraprofessionals, café workers, nurses, and secretaries may leave no sooner than twenty (20) minutes following their building’s designated dismissal time. Twelve (12)-month employees (full- and part-time) will work their normal (regular) hours.

**5.22 Delayed Start Days**

On days when the start of school is delayed, the staff’s reporting time will be delayed commensurately. Example (one (1)-hour delay):

<u>Group</u>	<u>Normal Start</u>	<u>Delayed Start</u>
Students	8:00 AM	9:00 AM
Staff	7:40 AM	8:40 AM

**5.23 New ESP Hires – Wage Schedule Placement**

Placement granted on the ESP wage schedule will be equal to the number of years of experience in a previous position (similar to the job the new hire will perform in the district) in the respective ESP category with Step 5 the maximum allowable. If the Board is unable to fill a vacant position with a suitable candidate after posting a vacancy notice as required in Section 5.8 for no less than two (2) weeks, the Superintendent may place a new employee on the wage schedule at their discretion, taking into consideration prior similar experience.

**5.24 Parent/Teacher Conferences**

Parent/Teacher Conferences are a contractual attendance day for certified staff. Each parent/teacher conference day counts as 1.5 certified employee attendance days, consisting of the regular work day plus one half of a workday (P/T Conference time). If leave is taken on parent/teacher conference days, the employee required to be in attendance will be charged 1.5 leave days if absent for the school day plus assigned conference times. ESP’s that work 175-205 days will not work parent/teacher conference times unless specifically requested to do so by their administrator. These hours, if they choose to work them, will be scheduled by their supervisor during a non-student attendance day.

Certified employees who also hold Extra Duty Stipend positions may not conduct those duties during parent/teacher conference times. The District will attempt to avoid these dates when scheduling events, however if a district scheduling conflict arises, the employee will consult with their building principal on this matter and, when unavoidable, will not be charged leave time.

**ARTICLE VI  
ESP WORKING CONDITIONS**

**6.1 Attendance at MDC and IEP Meetings**

Except for bus drivers, if ESP's are required by the Administration to attend MDC, IEP, or other meetings to discuss student conduct outside their regularly scheduled work hours, they shall be paid at their hourly rate of compensation for all approved time. Bus drivers who are required by the administration to attend the above meetings will be paid at their extra trip hourly rate.

**6.2 Work Day/Work Year**

The normal employee work day/work year for full-time employees will be based as follows for the following classifications:

**6.2.1 Paraprofessionals**

The workday may vary, but will generally consist of seven and one-half (7½) to eight and one-half (8½) hours including a non-paid duty free lunch period of thirty (30) consecutive minutes in length. Paraprofessionals shall work 175 student attendance days plus two (2) institute days at the beginning of the school year, and may elect to work up to three (3) additional (non-student attendance) days.

Having consulted with their building administrator, the paraprofessional may choose among the following to reach a 180-day schedule:

- 2 institute days.
- 1 additional non-student attendance day

**6.2.2 Custodians and Maintenance**

The workday shall consist of eight and one-half (8½) hours including a non-paid duty free lunch period of thirty (30) consecutive minutes in length. If approved by the Maintenance Director, during days when students are not in attendance (except for day when tournaments or games take place) night shift custodians may work the hours of the day shift custodians. The regular work year shall consist of 260 days.

**6.2.3 Cafeteria and Kitchen Workers**

The workday may vary but for those working seven (7) hours, a thirty- (30) minute paid lunch period is included. The work year shall be 180 days.

**6.2.4 Bus Drivers and Bus Monitors – Work Day and Work Year**

Bus Drivers shall be paid one and one-half (1½) hours for a morning or evening run. The above payment includes pre-trip and post-trip check of the bus. Bus Monitors shall be paid for the number of hours worked. The work year shall consist of 180 days. For bus drivers included in the work year is attendance at the required refresher course.

**6.2.5 Secretaries**

The workday shall be eight and one-half (8½) hours, which includes a duty free non-paid thirty (30) minute lunch period. On approval from the school principal and/or superintendent, secretaries may agree on the time frame of the extended work days before and after the beginning/ending of the school year.

The work year is as follows for the various school buildings:

High School-1	205	Junior High-2	195	PCPE	190
High School-2	200	Upper Elementary	200	PCPW	190
Junior High School-1	197	PCE	195		

#### 6.2.6 Computer Technician

The workday shall consist of eight and one-half (8½) hours including a non-paid duty free lunch period of thirty (30) consecutive minutes in length. The regular work year shall consist of 260 work days.

#### 6.2.7 Breaks

Employees who are regularly scheduled to work eight (8) hours per day shall be entitled to two (2) fifteen (15) minute breaks per workday. Employees who are regularly scheduled to work four (4) hours, but less than eight (8), shall be entitled to one (1) fifteen (15) minute break. On early out days, regarding staff listed in section 5.21 Early Dismissal Days, regularly scheduled eight (8) hour employees shall be entitled to one (1) fifteen (15) minute break. Employees who are regularly scheduled to work four (4) hours, but less than eight (8), shall be entitled to one (1) fifteen (15) minute break. The employee's immediate supervisor will schedule times of the breaks. This paragraph does not apply to bus drivers or monitors. Breaks may not be used to shorten an employee's work day or lengthen an employee's lunch period. Employees shall not be permitted to leave the building or grounds during any break period without the consent of the building principal or supervisor.

#### 6.2.8 Paid Lunches

The following shall receive a paid lunch from the school cafeteria:

All cooks, cafeteria and kitchen employees (dishwashers and computer operators) who work one or more hours per day;

All daytime Custodians and Maintenance staff, who clean the cafeteria, maintain kitchen and cafeteria equipment and who assist the cooks with food storage and retrieval.

All paraprofessionals who are responsible for supervising and assisting students during the noon hour each day.

Only Secretaries for the K-8 grade level that collect and account for lunch monies in their respective schools.

Since the furnishing of the above lunches is for the convenience of the employer, the value of the meals will be excluded from the employee's gross income.

#### 6.2.9 Banquet or Special Events Payments

In the event that the administration determines the necessity to employ cafeteria employees for school sponsored banquet or school sponsored special events, cafeteria employees in the school where the banquet or event is held shall be given the first opportunity to do the banquet or event. If no one volunteers for the banquet or special event, the administration may assign any cook or cafeteria worker to this responsibility. Employees will receive their regular rate of pay for such assignments.

For non-school sponsored banquets or non-school sponsored special events, cafeteria employees shall be paid their regular rate of pay plus an additional \$.25 per hour for each hour worked. Head Cooks will be paid their regular rate of pay plus an additional \$.50 per hour for each hour worked.

#### 6.2.10 Food Service Sanitation Certification

Cooks and cafeteria workers required to possess food sanitation certificates shall be reimbursed the cost of the registration fee of the required course(s). Cost shall include the registration fee and any required textbooks. All persons requesting to certify for the food sanitation certificate must have prior written approval from the Food Services Director. If District transportation is

not provided, employees approved by the Food Services Director will be reimbursed mileage at the approved rate contained in this Agreement. In the case of more than one employee attending the workshop, the District shall be responsible for mileage costs of one automobile.

### **6.3 Holiday Pay**

If an employee is required to work on a holiday that has not been waived by the District, e.g. an emergency situation requiring a custodian to report on Easter Sunday to clean up after a roof collapse, he/she shall receive holiday pay plus one and one-half (1½) times their regular pay rate for all time worked.

### **6.4 Regular Overtime**

Monday shall be the beginning of each workweek for the purpose of calculating overtime. Employees required by their immediate supervisors to work more than forty (40) paid hours per week shall be compensated at the rate of one and one-half (1½) times the employee's regular rate of pay over 40 paid hours in that week.

Employees will be asked if they are willing to accept overtime during their regular work year. It is noted that the overtime provision only applies to the employee's current category of position. For example, a cook will not be asked nor assigned overtime for a custodial position. If a sufficient number of employees do not volunteer for overtime, the District may assign overtime to any employee currently working in a specific category of position.

No overtime shall be allowed or paid by the district without the prior approval of the immediate supervisor; building principal; or superintendent. There is no guarantee of overtime work for any employee. The Administration shall endeavor to assign overtime as equally as possible within each building and respective job category.

#### **6.4.1 Computation of Different rates of Pay for Overtime**

In the event an employee works in more than one category of position with different rates of pay, overtime will be calculated as per the following example (weighted average method)

Example:

An employee works 25 hours in one week at \$8.00 per hour, and an additional 20 hours during the same week at \$11.50 per hour.

25 x \$ 8.00	=	\$200.00
20 x \$11.50	=	<u>\$230.00</u>
45 hours	=	\$430.00

The total dollars earned that week will be divided by the total number of hours worked during that week (\$430/45hours). The average hourly rate will then be multiplied by the number of hours work over forty (40) for that week then multiplied by .5 to determine the amount of overtime pay. For example:  $(\$9.56 \times 5) \times .5 = \$23.90$

The total pay for 45 hours would be:

45 hours at straight time	=	\$430.00
5 hours at premium	=	<u>\$ 23.90</u>
Total salary	=	\$453.90

### **6.5 Relief Time**

Bargaining unit members who work beyond eight (8) hours in a day shall receive an additional fifteen (15) minute break every four hours worked after the initial eight (8) hours. In order for an employee to receive the additional break period, the work must be immediately before or after the employee's workday. This shall not apply to bus drivers.

## **6.6 Call Back Work – Specific examples**

### **6.6.1 Building/Boiler Checks**

If an employee is required to check the building or boiler outside their regular workday, he/she shall receive a minimum of one (1) hour at their regular rate of pay.

## **6.7 Job Descriptions**

The Board shall provide a copy of individual job descriptions to all ESP's at the time of employment and whenever the job description changes.

## **6.8 Notification of Assignment**

ESP's should presume their assignment will be similar to the previous year. If needed changes in assignments arise, notice of such changes in assignments shall be given to employees in writing as soon as possible once these decisions are made.

## **6.9 Hepatitis B Vaccine**

The employer will provide at no cost a Hepatitis B Vaccine for any employee requesting such.

## **6.10 Extra Trip Assignment and Drivers Hours**

At the beginning of the school year, all interested bus drivers shall notify the Transportation Director or their interest to drive extra trips. The Transportation Director will attempt to equally distribute the number of trips assigned to the volunteers. In most cases, a driver will be assigned no more than two (2) trips in a school week. If not enough drivers volunteer, the District may assign the extra trips to substitute drivers.

Drivers will be paid for all layover time at the regular trip rate.

The assignment of such extra trips rests solely and exclusively with the Transportation Director.

A driver who drives an extra trip run during the time of their regular a.m. or p.m. run shall be paid 1.5 hours at their regular rate of pay. Any hours worked beyond 1.5 shall be paid for the extra-trip rate as stated above.

## **6.11 Drivers' Meal and Lodging Reimbursement**

For overnight stays the District will reimburse the driver up to \$50.00/per day for necessary expenses plus the cost of lodging (approved by the District). The \$50.00 per Diem expense reimbursement covers all time spent by the driver at the assigned destination. The District will not be responsible for any other payments for overnight trips. The driver will be paid the hourly rate while driving as specified above and a total of an additional one-quarter (1/4) hour for pre-trip check, refueling, and post-trip check. Additional time may be paid for with prior approval of the Transportation Director.

## **6.12 Drivers' Physicals and Drug Tests**

The District will pay for the cost of the yearly-required physicals and drug tests (not to exceed \$118.00). The District retains the right to specify the physician or other health professional that will conduct the physicals or drug test. If a bus driver chooses a physician other than the District's designated physician or other health professional, the employee will be reimbursed up to \$118.00 for the yearly physical and drug test.

**6.13 Pay for Bus Driver Refresher Course**

The District will pay the registration fees of the refresher courses sponsored by the Regional Office of Education. If the courses are not taken on campus, the District will provide transportation and pay for the cost of one meal, up to the IRS per diem rate.

**6.14 Bus Permit and Renewal of Commercial Drivers' License (CDL)**

The District shall pay for the initial CDL license and bus permit. The District will pay the cost for subsequent bus permits.

**6.15 Vehicle Maintenance and Shuttle of Empty Vehicles**

Drivers required by the Transportation Director to move empty vehicles for inspections, maintenance or moving empty vehicles to another location shall be paid at the extra trip rate. If the Transportation Director requires and approves, the District will pay for cleaning vans and buses at \$15.00 per vehicle. This language does not restrict the District from sub-contracting the washing of vehicles to a third party.

**6.16 Use of Vacation or Personal Leave**

Twelve-month employees may use a paid vacation or personal leave day if unable to get to work.

**6.17 Substitute ESP Calling**

The District will not ask nor require ESP's to arrange for substitute employees outside the regular workday hours. Nothing prevents an employee from volunteering for such duties. Volunteering for such duties is interpreted to mean that the employee offers their services without compensation, monetary or otherwise

**6.18 Resignation**

An employee may resign upon giving two weeks, ten (10) working days, written notice to the Superintendent or to the employee's immediate supervisor. An ESP who resigns or whose employment is terminated shall be entitled on a pro rated basis to compensation for unused vacation unless proper written notice has not been given. If the full two-week's written notice is not given, earned vacation shall be compensated only in the same proportion as the amount of notice actually given.

Example: A custodian that has been hired during the year has accumulated five (5) vacation days. Instead of giving two weeks' notice, only one is given. Therefore, instead of five days vacation it would be pro rated to two and one-half (2.5) days.

**6.19 ESP Licensure**

The district will pay for licensure of all currently employed paraprofessionals, once licensure requirement is implemented by the state of Illinois, and any other currently-employed ESP positions requiring licensure.

**ARTICLE VII  
EVALUATION PROCEDURES  
TEACHERS**

**7.1 Number of Evaluations**

Non-tenured teachers shall be observed at least three times in every school year, with at least two of the observations being formal. Tenured teachers shall be observed at least twice in a three (3) year evaluation cycle, with at least one of the observations being formal. A principal shall not be prohibited from evaluating any teachers within a school during their first year as principal of such school.

Any teacher whose performance is rated as “needs improvement” or “unsatisfactory” shall be evaluated the following school year. This evaluation will include at least three observations, with at least two being formal.

**7.2 Information**

On or before the first day of student attendance, the building principal or immediate supervisor shall acquaint each teacher being evaluated that school year with the evaluation procedures and evaluation form to be used. No formal evaluation may take place until such orientation has been completed.

**7.3 Procedure**

The administrator shall evaluate each teacher in writing, using an evaluation instrument established by the District, in cooperation with the Association, and in accordance with Article 24A of The School Code of Illinois. Teachers will not be observed the day before or the day after an extended break or within the first and last two weeks of student attendance.

**7.4 Conference**

The evaluator shall have a post-observation conference with the teacher within ten (10) school days following the in-class, formal observation to discuss the evaluation. A conference is not required after an informal evaluation; however, teachers may request a conference with the evaluator following such evaluation.

**7.5 Personnel File**

The teacher shall have the right to submit a written explanation or other written statements regarding any evaluation for inclusion in their personnel file.

**7.6 Administrative Rights**

Nothing contained herein shall limit the right of the Administration to evaluate a teacher's performance of assigned duties during the regular school day.

**7.7 Teacher Evaluation Rights**

Licensed staff will be evaluated using the job-specific evaluation instrument developed by the District PERA Committee.

**7.8 Remediation**

In the case of the contemplated dismissal of a tenured teacher for incompetence, the Board and Association shall cooperate in establishing the criteria for such remediation in compliance with the I.S.B.E. and 24A of The School Code of Illinois. Such cooperation and compliance shall not be subject to the grievance procedure.

## **7.9 Extra Duty Personnel**

- 7.9.1 All extra duty personnel will be annually evaluated with a job specific evaluation instrument. Parties agree that, in this section, only the procedure as stated is grievable.
- 7.9.2 An evaluation instrument shall be devised, with input from the Association, but this input shall be advisory only, and not subject to the grievance procedure. The Association will determine which employees will be asked to give input.
- 7.9.3 If there is a complaint to the administration or by the administration concerning a sponsor/coach, the administration shall inform the sponsor/coach of the complaint within five (5) school days after the verification of said complaint. Failure to notify the sponsor/coach of a complaint during this time period will bar the complaint from appearing as part of any evaluation of the sponsor/coach.
- 7.9.4 Should the employee, administrator, or complainant believe that the allegations in the complaint warrant a meeting; the administrator will attempt to schedule a meeting between the employee, the complainant, and the administrator.

## **7.10 Evaluation Instrument Review Procedures – Teachers**

Beginning during the 2018-19 school term, and every five (5) years or as law requires, the teacher evaluation instrument shall be reviewed by the “PERA Joint Committee” formed within the framework provided by Article 24A of The School Code of Illinois. Any changes agreed upon by the committee shall be recommended to the board of education for policy.

## **7.11 Surveillance Cameras**

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

**ARTICLE VIII  
EVALUATION PROCEDURES  
EDUCATIONAL SUPPORT PERSONNEL**

**8.1 Number of Evaluations**

Each non-certified employee shall be evaluated no less than one (1) time every other year if work performance warrants. All employees will receive a copy of their job description on or before their first day of employment.

**8.2 Procedure**

The administrator shall evaluate each ESP in writing, using an evaluation instrument designed by the Administration with input from the Association. Such input shall be advisory only. Each formal evaluation shall include an on site observation of the ESP's performance.

**8.3 Pre-Conference**

The evaluator shall notify the employee ten (10) calendar days prior to the formal evaluation. During the pre-conference, the supervisor will acquaint the employee with the evaluation instrument and procedures that will be used and who will conduct the formal evaluation.

**8.4 Post-Conference**

The evaluator shall have a post-observation conference with the employee within ten (10) workdays following the on site observation. Prior to the post-conference, the employee will be given a copy of the formal evaluation. The evaluator and the employee shall sign the completed evaluation. The employee's signature will note receipt of the form but may not mean agreement with the contents.

**8.5 Informal Observations**

Nothing prevents the evaluator from conducting informal observations at any time without prior notice.

**8.6 Objections**

In the event the employee feels that the evaluation is incomplete or inaccurate, he/she may submit an objection in writing to the district administration offices. The objection shall be attached to the completed evaluation.

**8.7 Evaluation Instrument Review Procedures – Educational Support Personnel**

Beginning during the 2004-2005 school term, and every five (5) years thereafter, the ESP evaluation instrument shall be reviewed by a committee consisting of four (4) ESP's , two (2) principals, the superintendent, and one (1) board member. Any changes agreed upon by the committee shall be recommended to the board of education for policy.

**8.8 Surveillance Cameras**

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

**ARTICLE IX  
COMPENSATION AND FRINGE BENEFITS**

**9.1 Salary Schedule**

Salary schedules shall be set forth in Appendices A and B, which are attached to and incorporated into this Agreement.

9.1.1 ESP Salary Schedule Provisions

A paraprofessional who earns college credit towards qualification for a Teacher Aide Certificate (30 hour requirement) or college credit towards a Teaching Certificate shall not lose any seniority or years of experience on the salary schedule when transferring between different teacher aide salary schedules.

9.1.2 Anniversary Date

July 1 shall be the anniversary date for determining placement on the schedule. ESP's employed prior to December 31 shall be given credit for one full year of employment on the schedule. For example, an ESP employed January 1, 1999 would not advance one step until July 1, 2000.

9.1.3 Lead Custodian

Lead custodians designated by the District Maintenance Director who are employed for the second shift shall receive a stipend of \$.20 per hour. It is noted that such payment is only applicable during the school year. 180 are the maximum number of days applicable to such differential pay in any given fiscal year.

9.1.4 Summer Bus Drivers and Summer Bus Monitors

The administration, based on the I.E.P., with input from the summer route driver, would determine whether a monitor is needed for a particular summer route.

If a monitor is needed, assignment of a monitor to a route would be made by a system substantially similar to that for the assignment of summer bus drivers; and

The monitor would be paid the hourly rate established in Appendix A for Bus Monitors multiplied by the number of hours worked per day.

Following a ten-calendar day period of notification, a volunteer list of summer drivers and summer monitors will be established. A copy of this list will be forwarded to the Association President prior to the driver summer assignments. From the list, summer drivers will be assigned based on the seniority list. An exception to this would be a driving specialty, which may be needed due to a unique handicapped situation.

9.1.5 Individual Student Route

An individual student route is the pick-up of a student or students at home and delivery at school or the pick-up of a student or students at school and delivery at home because of a student's special need. An individual student route is separate from any other established route. A driver of an individual student route shall be paid at the hourly rate set for BUS ROUTE DRIVER in APPENDIX A for each route actually driven. Minimum pay is ½ hour for driving within an elementary attendance center and 1 hour for driving between elementary attendance centers.

**9.2 Payroll Installments**

Each employee shall be paid as close as possible one/twenty-fourth (1/24th) or one/twentieth (1/20th) of their annual salary on the first (1st) and fifteenth (15th) day of each month. If the pay date falls on a non-banking day, the employee shall receive their paycheck on the last banking day preceding. The only

exception shall be that the January 1 and July 1 paychecks shall be issued on the first banking day following those dates, respectively. Paychecks shall be negotiable on the date they are issued. Such payment (one/twentieth or one/twenty-fourth) shall be at the option of the employee who will give written notice to the Employer thirty (30) days prior to the first paycheck. ESP's will be given a separate sheet which lists all extra pay for extra hours worked, trips, assigned duties outside the regular work day and overtime pay as per the overtime provision of this agreement. The dates of such work will be included.

#### 9.2.1 ESP Pay for Work Completed

Employees shall be paid after the completion of work.

### 9.3 Supplemental Jobs

The supplemental pay schedule shall be set forth in Appendix B that is attached to and incorporated into this Agreement and in the document entitled "Board Approved Fees and Stipends Schedule". Supplemental jobs are defined as any assignments that are in addition to the normal work schedule and/or that exceed the normal workday.

- 9.3.1 The following stipends in "Appendix B" will be available year-to-year based on Board action: Volleyball-Freshman, Basketball-Boys-Freshman, Basketball-Girls-Freshman, Football-Fresh-Head, Baseball-7<sup>th</sup> and Softball-7<sup>th</sup>.
- 9.3.2 The Board shall decide by its regular meeting each May which of those stipends listed in 9.3.1 will be reinstated for the following academic school year. The Board will then publish its intent in the "Review of Board Meeting" and in the "Board Meeting Minutes".
- 9.3.3 If a stipend for those stipends listed in 9.3.1 is NOT offered, a coach may elect to add additional "JV" or "A/B" games at their discretion without additional compensation.
- 9.3.4 If the Board agrees to pay a stipend for a sport in question for the following year, it reserves the right to revoke the stipend if there are not enough athletes participating in that level/sport up until the official IHSA/IESA start dates of each sport.
- 9.3.5 In the event that a stipend is revoked due to 9.3.4, the Board agrees to pay half of the stipend as listed in "Appendix B" for any work that the coach has already performed.

### 9.4 Other Supervisory Duties

If an employee sells or takes tickets at athletic events or serves as a members of athletic bench crews (scorers and timers), the Board shall pay each employee for each evening at the rate specified on the Board Approved Fees and Stipends Schedule. Tournaments are excluded from the required duties and pay scale of Section 9.4. The Board-approved Fees and Stipends Schedule will be made available on the Prairie Central district website.

### 9.5 Insurance – Teachers & Educational Support Professionals

- 9.5.1 For the term of this Collective Bargaining Agreement, the Board will pay 91.99% toward the cost of the individual premium of the health insurance plan.
- 9.5.2 The insurance carrier shall be selected by the Board of Education, with the input of affected employees.
- 9.5.3 For the term of this Collective Bargaining Agreement, for employees who regularly work at least five (5) or more hours per day and at least thirty-six (36) weeks per school year, the Board shall pay 91.99% toward the cost of the individual premium of the health insurance plan.
- 9.5.4 All questions regarding eligibility in the District's insurance plan rest with the insurance carrier. The employer will not pay any amount of the insurance premium for employees who have exhausted their accumulated sick leave and sick bank (if granted).

**9.6 ESP Vacation Days**

Twelve (12)-month employees shall receive ten (10) days of vacation after one (1) full year of service to the District. During the first year of employment, vacation shall be earned at a rate of two and one-half (2½) days per quarter worked. For example, if a custodian works two quarters during their first year of employment, he/she shall earn five (5) days of vacation.

Vacations shall be scheduled with the immediate supervisor. Requests for vacations must be made in writing to the immediate supervisor. Such vacation is to be taken at the convenience of the employer.

**9.6.1 Accumulation and Annual Allotment**

Vacation time must be used within eighteen (18) months of the date earned. Vacation time shall accrue on the following:

<u>Years employed</u>	<u>Vacation Days</u>
One (1) year through five (5) years	10 days
Six (6) years through ten (10) years	12 days
Eleven (11) years through fifteen (15) years	15 days
After fifteen (15) years	1 day for each year, up to 20 days maximum

**9.7 ESP Paid Holidays**

ESP employees shall earn paid holidays from the following pool: Labor Day, Columbus Day, Thanksgiving Day, Friday following Thanksgiving Day, Christmas Day, New Years Day, Martin Luther King’s Jr. Birthday, Lincoln’s Birthday (President’s Day), Casimir Pulaski Day, Friday before Easter, Monday after Easter, Memorial Day, Juneteenth (when it lands on a weekday), General Election Day when applicable, and Independence Day. The number of paid holidays each employee earns is based on category of position, hours worked per day, and days worked per year. Please see designations below:

<u>Employee Category</u>	<u>Number of Paid Holidays From the Pool</u>
Twelve-month employees	13-15 depending on the year, including Juneteenth when it lands on a weekday and election day when schools must be closed due to elections.
Paraprofessionals, nurses, and secretaries that work seven (7) or more hours per day	8
Bus drivers, head cooks, café workers, and all employees working fewer than seven (7) hours per day	4
When Christmas Day and New Year’s Day are on:	Holidays are taken:
Sunday	Monday
Monday	Monday
Tuesday	Tuesday plus ½ day Monday
Wednesday	Wednesday plus ½ day Tuesday
Thursday	Thursday plus ½ day Wednesday
Friday	Friday plus ½ day Thursday
Saturday	Friday

The District may waive any of the above holidays at its discretion. In such case, twelve-month employees will be required to work on those days without any additional salary. For each day waived by the District, the twelve-month employee shall be granted an additional vacation day.

If the State Legislature abolishes any of the above holidays, the abolished holiday(s) will be deleted from this Agreement. If the State Legislature adds new holidays, those will be included in this Agreement.

### **9.8 ESP District Longevity**

ESP district longevity is defined as the number of uninterrupted years of service by an employee within the Prairie Central School District. Longevity pay is earned as follows:

13-14 Years: 2.5%	19-20 Years: 4.0%	25-26 Years: 5.5%	31-33 Years: 7.5%
15-16 Years: 3.0%	21-22 Years: 4.5%	27-28 Years: 6.0%	34-36 Years: 8.0%
17-18 Years: 3.5%	23-24 Years: 5.0%	29-30 Years: 6.5%	37+ Years: 8.5%

### **9.9 Board Paid Shelterability of Insurance Premiums**

According to the authority granted under section 125 of the Internal Revenue Code, employees who elect to shelter premium contributions of the single or family plan of the major medical/health insurance plan of the District may do so by completing the appropriate election form provided by the District.

The employee agrees to follow all rules and regulations of the Internal Revenue Code regarding the sheltering of such contributions. The Board shall not be responsible for the failure of the above plan to meet the writing, enforceability, etc. as determined by the Internal Revenue Code. Should any of the above be declared improper by the Internal Revenue ruling or opinion, that clause or portion thereof shall be deleted from this Agreement to the extent it violates the ruling or opinion.

Any individual financial liability because of an adverse ruling by the Internal Revenue Service shall be borne by the individual teacher. The Board will pay only the monthly premium for each employee participating in the plan. The Board will pay no start-up fee or administrative fee of any kind as an added cost after an agreement has been reached.

### **9.10 Graduate Hour Credit**

Teachers who earn graduate hour credit will be advanced on the salary schedule provided the following requirements have been met:

9.10.1 The teacher shall present a request for course subject approval to the Superintendent in advance.

9.10.2 The Superintendent accepts or rejects the course based on its pertinence to the area of Education or as the course related to subject(s) taught. \*Courses eligible for advancement include those taken toward an accepted Master's Degree or additional endorsements in the areas of Reading, Curriculum and Instruction, Content-Area (Mathematics, Biology, etc), ESL, or Special Education. Master's Degree programs must be approved in advance by the Superintendent. Teachers will be asked to submit an individual plan of study or sequence of coursework required for the degree, as well as an informational document describing how the degree or coursework will be used in the classroom. Teachers may also be asked for additional documentation to demonstrate rigor of courses and/or programs. Courses MUST apply directly to the teaching assignment of the employee. All courses required in an approved Master's degree or endorsement program will be eligible for reimbursement and movement on the salary schedule. Self-paced Master's degree programs that do not require forums, discussion boards, peer interaction, instructor-student interaction, etc. will not be eligible for movement/reimbursement.

\*At-large classes may be accepted for reimbursement if they are in an area of high need for the District. Areas of high need will be designated each year by the Director of Curriculum, Instruction and Technology by February 1 for the next school year. Some examples of high need

may be poverty, growth mindset, differentiated instruction, assessment, and personalized learning. No more than two at-large courses per school semester will be approved for reimbursement/movement on the salary schedule. Self-paced courses that do not require forums, discussion boards, peer interaction, instructor-student interaction, etc. will not be approved for movement/reimbursement.

- 9.10.3 Once advance approval for the course is given and the course is taken, 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 university.
  2. A copy of a grade card or a transcript from that university demonstrating the teacher earned a grade of “B” or better must be on file in the District’s Administrative Office prior to the beginning of the appropriate school year.
- 9.10.4 Teachers shall advance to the appropriate earned step on the salary schedule at the beginning of the academic year.
- 9.10.5 Teachers will be allowed to take on-line graduate level courses for master’s degree programs. Each course is subject to the approval of the Superintendent.
- 9.10.6 Unless part of a scheduled cohort program, no more than two (2) courses will be approved for movement/reimbursement per school semester, and no more than twenty-one (21) semester hours will be accepted per school year.

**9.11 Retirement/Severance Benefits**

9.11.1 ESPs

An ESP who has completed a minimum of twenty (20) years of full-time employment with the District and is eligible to retire under IMRF, shall be eligible for a salary increase of six percent (6%) of their previous years’ IMRF earnings, provided that written notification of retirement is submitted to the Board of Education prior to February 15th of the year of retirement. Any longevity payment will be paid at a six percent (6%) increase to their previous years’ longevity payment and be included in their IMRF earnings for their last year of employment. Under this Agreement, there would be no additional longevity payment at the end of their last year of employment.

In addition, an eligible ESP retiree shall receive a severance payment due and payable thirty-one (31), but not more than sixty (60) days after receipt of their final regular paycheck or last day of work, whichever is later. This payment shall not be reported as earnings to IMRF. The severance payment shall be calculated on an individual basis at the time of the ESP’s retirement. The severance payment will be equal to fifteen percent (15%) of the total IMRF earnings one (1) year prior to the year of retirement minus the ESP’s total IMRF earnings in the final year of employment.

**Example**

Prior Year IMRF Earnings (not including longevity):	\$24,000
Prior Year Longevity:	\$ 1,000
Prior Year IMRF Earnings x 1.06:	\$25,440
Prior Year Longevity x 1.06 (Longevity payment for year of retirement)	<u>\$ 1,060</u>
Total Creditable Earnings:	\$26,500
Prior Year IMRF Earnings x 1.15:	\$28,750
Total IMRF Earnings in Year of Retirement:	<u>\$26,500</u>
Severance Payment:	\$ 2,250

9.11.2 The Board:

1. Shall retain the right to limit the number of those full-time employees granted an incentive bonus to six (6) ESP's in number per year, provided they have met the requirements above.
2. Shall determine the order of participation among applicants in early-out retirement.  
  
In the event that more employees than designated in Article 9.11.2 (1) apply for the early retirement incentive, the most senior employees as determined by Article V shall be provided the early retirement incentive.
3. Shall notify employees who have applied for early retirement under this section by May 1 if the request is granted.
4. May, notwithstanding the deadline for retirement notification, and at its sole discretion, grant approval of a request for a retirement incentive plan submitted after the established deadline. The decision to approve or deny requests under this provision shall be final and not subject to the grievance procedure.

9.11.3 If, during the term of this contract, any law is enacted or not re-enacted that results in a greater cost to the District for an employee to retire (including cost imposed by legislatively enacted or not re-enacted early retirement program) than the cost in effect as of the date this contract is entered into, the parties shall meet within thirty (30) days of the enactment of such law to negotiate a new retirement incentive provision. Any employee affected by the change in law shall be eligible for early retirement under the subsequent retirement incentive plan agreed to following such negotiations.

**9.12 Retirement/Severance Benefits**

9.12.1 Teachers

I. Eligibility

To be considered for retirement and severance benefits, the teacher must, at the time of actual retirement:

- a. Have completed a minimum of fifteen (15) years of full-time employment with Prairie Central Community Unit School District #8 by the last day of service in the District; and
- b. Be at least sixty (60) years of age by the last day of service in the District, or be at least fifty-five (55) years of age with thirty-five (35) years of creditable service as defined by the Teachers' Retirement System of the State of Illinois by the last day of service in the District.

2. Plans. An eligible teacher shall have the choice of a One-, Two-, or Three-year plan, as described below.

a. One-year plan

For the final year of employment, the teacher's TRS creditable earnings shall be increased by six percent (6%) over the teacher's TRS creditable earnings for the prior year of employment.

In addition, the teacher shall receive a severance payment due and payable thirty-one (31), but not more than sixty (60) days after receipt of their final regular paycheck or last day of work, whichever is later. This payment shall not be reported as creditable earnings to TRS. The severance payment shall be calculated on an individual basis at the time of the teacher's retirement. The severance payment will be equal to twenty percent (20%) of the total TRS

creditable earnings one (1) year prior to the year of retirement minus the teacher's total TRS creditable earnings in the final year of employment.

The teacher must submit their irrevocable letter of resignation/retirement to the Board of Education by February 15<sup>th</sup> of the school year prior to their retirement to be eligible for this plan.

#### **One-year plan example**

The teacher's prior year TRS creditable earnings are \$65,000. The teacher's final year TRS creditable earnings will be \$68,900 ( $\$65,000 \times 1.06 = \$68,900$ ). A twenty percent (20%) increase of the prior year's TRS creditable earnings will result in creditable earnings of \$78,000 ( $\$65,000 \times 1.20 = \$78,000$ ). The severance payment is, therefore, the difference between \$78,000 and \$68,900, which is \$9,100.

#### b. Two-year plan

For the final two (2) years of employment, the teacher's TRS creditable earnings shall be increased each year by six percent (6%) over the teacher's TRS creditable earnings for the prior year of employment respectively.

In addition, the teacher shall receive a severance payment due and payable thirty-one (31), but not more than sixty (60) days after receipt of their final regular paycheck or last day of work, whichever is later. This payment shall not be reported as creditable earnings to TRS. The severance payment shall be calculated on an individual basis at the time of the teacher's retirement. The severance payment will be equal to twenty percent (20%) of the total TRS creditable earnings two (2) years prior to the teacher's year of retirement minus the teacher's cumulative TRS creditable earnings increases in the teacher's last two (2) years of employment.

The teacher must submit their irrevocable letter of resignation/retirement to the Board of Education by March 15<sup>th</sup>, two (2) years prior to their retirement to be eligible for the two (2) year plan.

#### **Two-year plan example**

The teacher's TRS creditable earnings for the second year of the two (2) year plan will be \$73,034 ( $\$68,900 \times 1.06 = \$73,034$ ). A twenty percent (20%) increase will result in creditable earnings of \$78,000 ( $\$65,000 \times 1.20 = \$78,000$ ). The severance payment is, therefore, the difference between \$78,000 and \$73,034, which is \$4,966.

#### c. Three-year plan

For the final three (3) years of employment, the teacher's TRS creditable earnings shall be increased each year by six percent (6%) over the teacher's TRS creditable earnings for the prior year of employment respectively.

In addition, the teacher shall receive a severance payment due and payable thirty-one (31), but not more than sixty (60) days after receipt of their final regular paycheck or last day of work, whichever is later. This payment shall not be reported as creditable earnings to TRS. The severance payment shall be calculated on an individual basis at the time of the teacher's retirement. The severance payment will be equal to twenty percent (20%) of the total TRS creditable earnings three (3) years prior to the teacher's year of retirement

minus the teacher's cumulative TRS creditable earnings increases in the teacher's last two (2) years of employment.

The teacher must submit their irrevocable letter of resignation/retirement to the Board of Education by March 15<sup>th</sup>, three (3) years prior to their retirement to be eligible for the three (3) year plan.

### **Three-year plan example**

The teacher's TRS creditable earnings for the third year of the three (3) year plan will be \$77,416 ( $\$73,034 \times 1.06 = \$77,416$ ). A twenty percent (20%) increase will result in creditable earnings of \$78,000 ( $\$65,000 \times 1.20 = \$78,000$ ). The severance payment is, therefore, the difference between \$78,000 and \$77,416, which is \$584.

### **9.13 Mileage**

If the administration requires an employee to use their privately owned automobile for job related travel it shall be reimbursed. The Superintendent shall establish a list at the beginning of each school year, which will determine those individuals who will be required to use their automobiles. A copy of this list will be forwarded to the Association President. The rate of reimbursement shall be:

For the term of this Collective Bargaining Agreement: Current IRS Rate

### **9.14 Reimbursement for Education**

The Board shall reimburse teachers for eligible\* graduate level college coursework in an amount equivalent to that of tuition. The established rate shall be no greater than \$285 per credit hour for pre-master's hours and no greater than \$225 per credit hour for post-master's hours for the duration of this contract. The maximum amount the district will pay per teacher during the teacher's employment at Prairie Central C.U.S.D #8 shall be \$7,200.

A request for course approval must be submitted thirty (30) days prior to the start of the approved program (please see 9.10.2). The Superintendent's decision to accept or reject the course shall be final. Courses approved for completion will be approved for reimbursement, unless otherwise noted by the Superintendent. A "Graduate Course Reimbursement Form" must be completed before an employee is reimbursed.

A copy of the grade card or transcript from the university demonstrating the teacher earned a grade of "B" or better must be on file in the District's Administrative Office. Approved reimbursement shall occur, after the fact, through the District's regular bill payment schedule. If all necessary verifications are received by the first (1<sup>st</sup>) day of the month, the payment for approved tuition expenses shall be received within sixty (60) calendar days after being submitted.

\*Refer to 9.10.2 for eligible courses/programs.

### **9.15 M+40, M**

A teacher who achieves the M + 40 column on the salary schedule after September 1, 2004 may, from time-to-time, be required to make presentations on topics in their area of expertise at institutes or workshops, or to otherwise share information in a formal or informal setting that may be beneficial to other staff members. In addition, a teacher who achieves the M column on the salary schedule after July 1, 2018 may, from time-to-time, be required to make presentations as described above.

### **9.16 Hiring Bonus**

If the Board is unable to fill a vacant position with a suitable candidate after posting a vacancy notice as required in Section 5.8 for no less than two (2) weeks, the Board may, in its discretion, pay a one-time hiring bonus of up to five thousand dollars (\$5000.00) to assist in employing a qualified applicant. The time

requirement may be waived for “emergency” situations, and when a position becomes available after the last student attendance day of the year. The Board shall notify the Association whenever it deems it necessary to implement this provision.

Teachers accepting a hiring bonus will be required to commit to teaching in the Prairie Central District for a minimum of three (3) years. If the teacher chooses to leave before three (3) years, the hiring bonus must be paid back to the District in full. In the event the teacher is asked to resign before the three (3) year period, the teacher will not be required to return the bonus pay.

**9.17 Granting Experience and/or Education Levels to New Hires**

Full credit may be given for public school teaching experience outside of Prairie Central CUSD #8 for new hires. Partial credit may be given for teaching experience at a private school. A maximum of twelve (12) years of experience may be disregarded for a new employee, with the opportunity for that employee to earn two years of experience for every year they are employed by the District until they reach their appropriate years of experience. Education levels may be granted for education related or teaching assignment specialty (ex: Social Work) Graduate Level courses taken, once verified through college transcripts. If courses do not meet the graduate level requirement, the new hire will be notified in writing within one (1) week of the verification.

## **ARTICLE X GRIEVANCE**

### **10.1 Definitions**

- 10.1.1 A grievance is a claim by the Association, an employee, or group of employees involving an alleged violation, misinterpretation, or misapplication of the terms of this agreement.
- 10.1.2 All time limits shall consist of school days, except that 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.
- 10.1.3 Nothing contained herein shall be construed as to limit the right of any employee having a grievance to discuss the matter informally with their supervisor and having the grievance adjusted, provided the adjustment is not inconsistent with the terms of the agreement.

### **10.2 Procedure**

The parties agree that, before a grievance is filed, an employee and the immediately-involved supervisor shall attempt to resolve problems through free and informal communications. If, however, such informal processes fail to satisfy the employee, a grievance shall be processed as follows:

- 10.2.1 Step One - Unless the grievance is of a continuing nature, 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 or within twenty-one (21) days of the knowledge thereof, specifying the article and clause alleged to have been violated and stating the remedy sought, to the supervisor immediately involved. In the case of a continuing grievance, the arbitrator shall be restricted in their decision to no more than six (6) months of retroactive award. The supervisor shall arrange for a meeting to take place within ten (10) days of their receipt of the written grievance. The supervisor shall provide a written response to the grievance within ten (10) days after the meeting.
- 10.2.2 Step Two - If the grievance is not resolved at Step One, the aggrieved or Association may refer the grievance to the Superintendent or official designee within fifteen (15) days after the receipt of the Step One answer. The Superintendent shall arrange for a meeting to take place within fifteen (15) days of their receipt of the appeal. Within ten (10) days of the meeting, the grievant shall be provided with the Superintendent's written response.
- 10.2.3 Step Three - If the Association is not satisfied with the disposition of the grievance at Step Two or the time limits expire without the issuance of the Superintendent's written reply, the Association may submit the grievance to final and binding arbitration under the Voluntary Labor Arbitration Rules of the American Arbitration Association, which shall act as the administrator of the proceedings.

If a demand for arbitration is not filed within thirty (30) days of the date for the Step Two answer, then the grievance shall be deemed withdrawn. If both parties agree, the Expedited Arbitrator Rules of the American Arbitration Association shall be used. If either party disagrees to use the Expedited Arbitration Rules, the grievance shall be processed using the Voluntary Labor Arbitration Rules.

- 1. The arbitrator, in their opinion, shall not amend, modify, nullify, ignore or add to the provisions of this Agreement. Their authority shall be strictly limited to deciding only the issues presented to him in writing by the School Board and the Association, and their decision must be based only upon their interpretation of the meaning or application of the express relevant language of the Agreement.
- 2. Each party shall bear the full costs for its representation in the grievance procedure.

3. If either party requests a transcript of the proceedings, that party shall bear full costs for that transcript. If both parties order a transcript, the costs of the two transcripts shall be divided equally between the Board and the Association.
4. Each party shall share equally the cost of the arbitrator and the AAA.

### **10.3 Time Limits**

Failure of an employee or Association to act on any grievance within the prescribed time limits will bar any further appeal. An administrator's failure to give a decision within the time limits shall permit the grievant to proceed to the next step. Time limits shall be extended by mutual consent.

### **10.4 No Interruption**

Any investigation, handling, or processing of any grievance by the grievant shall be conducted so that instructional programs and related work activities of the grievant or the teaching staff are not interrupted.

### **10.5 By-Pass**

Step One of the grievance procedure may be bypassed and the grievance brought directly to Step Two if mutually agreed upon by the employee and the Superintendent.

### **10.6 Class Grievances**

The Association at Step Two may initially file class grievances involving one or more employees or one or more supervisors and grievances involving an administrator above the building level.

### **10.7 Right of Representation**

The Board acknowledges the right of the employee to have an Association representative present, if the grievant requests one, at steps 2 and 3. No employee shall be required to discuss any grievance if the Association representative is not present, if one is requested. The grievant and the Association have the right to representation in the grievance procedure. The grievant shall be present at all grievance discussions unless the Board, Association, and the grievant mutually agree that the grievant's presence is not desirable or necessary. When the presence of the grievant at a grievance hearing is required by either party, illness or incapacity of the grievant shall be grounds for any necessary extension of grievance procedure time limits.

### **10.8 No Reprisals**

No reprisals shall be taken by the Board or the Administration against an employee because of their participation in a grievance.

### **10.9 Release from Assignments**

With the Superintendent's approval, the grievant may be released from their regular assignment without loss of pay or benefits to attend the meetings specified in Section 8.2 of steps A, B, C. In addition, the Association designee shall be released from their regular assignment, but the Association shall reimburse the District for the cost of the substitute if one is hired. Other staff members may volunteer to cover the classes of the Association representative, and this, if allowed, will result in no reimbursement.

### **10.10 Filing of Records**

All records related to a grievance shall be filed separately from the personnel files of the employees.

### **10.11 Grievance Withdrawal**

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

## **10.12 Postponement**

If only one party requests the postponement of an arbitration hearing, that party shall bear the cost of the Arbitrator's cancellation fee.

## ARTICLE XI LEAVES

### 11.1 Paid Leaves

#### 11.1.1 Sick Leave

Regular employed teachers and non-certified staff shall be entitled to sick leave according to the following schedule:

Bus drivers with both AM & PM routes and employees who work:

	<u>3 ¾ hours or more</u>	<u>Specialized part-time</u>
Certified and school-year ESPs	twelve (12) days	five (5) days
Extended year ESPs	thirteen (13) days	five (5) days
Twelve-month employees	fourteen (14) days	five (5) days

Unused sick leave shall accumulate to a maximum of 380 days, including the leave of the current year.

1. Sick leave shall be interpreted to mean personal illness, mental or behavioral health complications, quarantine at home, or serious illness, or death in the immediate family or household.
2. For the purpose of sick leave, "immediate family" shall include parents, spouse, domestic partner, mother (step-mother, mother-in-law), father (step-father, father-in-law), daughter (step-daughter, daughter-in-law), son (step-son, son-in-law), grandmother, grandfather, granddaughter, grandson, sister (step-sister, sister-in-law), brother (step-brother, brother-in-law), niece, nephew, aunt, uncle, anyone of whom the employee is a legal guardian, and any person living in the household of the bargaining unit member.
3. Bereavement Leave. Employees may use up to three (3) days, per incident, for leave connected with the death of a spouse, domestic partner, parent, or child (including both biological and legal). These days are not deducted from the employee's sick leave or personal leave and do not accumulate.
4. A maximum of two days of sick leave may be used to attend the funeral of loved ones not included in 11.1.1.2.
5. The Board may require a physician's certificate as a basis of pay after an absence of three (3) consecutive days for personal or family illness, or as it may deem necessary.
6. Prior to the issuance of the first paycheck, the Superintendent or their designee shall issue to each employee a statement of the employee's accumulated sick leave.

#### 11.1.2 Personal Leave – Employees

Each non-certified employee who regularly works at least five (5) hours or more per day and all full-time teachers shall be entitled to two (2) personal leave days per year subject to the following restrictions:

1. The employee shall notify the principal or immediate supervisor prior to taking personal leave; subject to approval by the administration and the availability of substitutes. No reason shall be given. The employee will notify the principal or immediate supervisor five (5) working days in advance of taking the personal leave so a qualified substitute may be found.
2. No days may be used on institute days. No days may be used during the first five (5) days or the last five (5) days of student attendance. Employees may use personal leave

during this time for the funeral of a non-immediate family member, military events, graduation events, college move-in/move-out/orientation, or a wedding of an immediate family member. Employees may use personal leave days during the last five (5) days of student attendance to chaperone a Prairie Central approved field trip for a child or grandchild, subject to the restrictions of 11.1.2.4. Employees may request personal leave days beyond the parameters described above during the aforementioned period at the discretion of the Superintendent.

3. Such personal leave may not be used in increments of less than one-half (1/2) day at a time.
4. Personal leave days shall be granted to no more than fourteen (14) employees on any given day. Additional employees may be granted leave at the discretion of the superintendent. If personal days are used immediately before or after a holiday or vacation period, the fourteen (14)-employee maximum on such days shall be expanded to sixteen (16), but be stratified by building/work area as follows (unused allotment is not transferable to another building or area):

Prairie Central High School	4
Prairie Central Elementary School	3
Prairie Central Junior High School	2
Prairie Central Upper Elementary School	2
Prairie Central Primary West Elementary School	2
Prairie Central Primary East Elementary School	1
Non-Building-Affiliated (Bus Drivers & Monitors, Computer Technicians, Maintenance Assistant)	2
	16

If the District changes the school calendar after the start of the school year, staff may use personal days beyond the numbers above for the affected days.

5. Employees may accumulate a maximum of four (4) personal days.
6. A maximum of four (4) unused personal days at the end of a school year may be added to accumulated sick leave at a ratio of two (2) sick leave days for each unused personal day for ESP employees.

A maximum of four (4) unused personal days at the end of a school year may be added to accumulated sick leave at a ratio of one (1) sick leave day for each unused personal day for teachers.

#### 11.1.3 Personal Leave Reimbursement

An employee may be reimbursed for one (1) unused personal leave day per year, provided the day has not been converted to accumulated sick time. The rates of reimbursement are as follows:

Full-time certified staff	\$90.00
Full-time non certified staff	\$45.00 or 75% of daily rate, whichever is less

The employee shall notify the Superintendent by the last day of school whether he/she wishes reimbursement or conversion to accumulated sick leave.

#### 11.1.4 Professional Leave

Each teacher may use two (2) professional days per year to attend a workshop, conference, or professional meeting in the teacher's field. Written request must be given to the building principal at last five (5) days prior to the scheduled workshop. The District shall reimburse the

teacher for any fees for attending the workshop and mileage at the current district rate to and from the workshop. If the meeting requires an overnight stay, the District will reimburse the teacher for lodging, not to exceed the state reimbursement rate. The Board shall reimburse the teacher for meals at a rate of: \$7.00 for breakfast, \$9.00 for lunch, \$11.00 for dinner. In the case of more than one teacher attending the workshop, the District shall be responsible for mileage costs of one automobile. The following conditions are established for the granting of professional leave:

1. The granting of requests for professional leave is at the discretion of the building administrator and superintendent and shall be driven by:
  - a. The District's or building's school improvement process.
  - b. The specific needs of the staff member.
2. The District agrees to provide substitute teachers for approved professional days.
3. Fees, mileage, lodging, and meals incurred by a teacher as a result of an approved conference/ workshop are reimbursable by the District at a rate of \$200 per staff member per school year, vouchered only according to the District's available resources. Each building shall, each year, be assigned a line-item for purposes of teacher workshops, conferences, or professional meetings. The item shall be divided equally among the building's professional staff (taking into consideration traveling and special teachers). Each teacher may then put the allotted amount toward approved workshops, conferences, or professional meetings.
4. The use of grant monies for a teacher's attendance at workshops, conferences, or professional meetings is exempt from the provisions of this article.
5. Teachers may be reasonably asked to share information from workshops, conferences, or professional meetings with colleagues (in a medium decided by the administrator and teacher).
6. Only one (1) representative from a building may attend the same conference. Additional teachers may attend the same conference at administrative discretion.

Unless stated differently in this Agreement, a teacher or ESP required by the administration to attend a workshop, conference, or professional meeting directly related to their current assignment will be reimbursed in full for fees, mileage, lodging, or meal expenses incurred, and not charged with a professional day.

Attendance at coaching workshops, clinics, conferences, and meetings is incorporated into the Article. No employee may use, at their request, more than two (2) total professional days. As per item 3 above, each athletic department shall, each year, be assigned a line-item for purposes of coaching workshops, clinics, conferences, and meetings. The item shall be divided equally among the coaches in each department. Each coach may then put the allotted amount toward approved workshops, conferences, or professional meetings.

#### 11.1.5 Flexible Leave for District Events

Certified and ESP staff may leave work during contractual hours for the length of an event plus travel, not to exceed 90 minutes, two (2) times per year to attend a child's or grandchild's event within the Prairie Central District, provided administrator approval is obtained and the employee finds coverage for their work responsibilities without a cost to the District.

## **11.2 Unpaid Leaves - Teachers and ESPs**

### **11.2.1 Leaves of absence**

1. Leaves of absence without pay may be granted to tenured teachers and permanent ESPs (non-probationary) who desire to return to employment in a similar capacity at a time mutually consistent with the needs of the district as determined by the Board.
2. Each approved leave of absence shall be of the shortest possible duration required to meet the purpose for the leave consistent with a reasonable continuity of instruction for students or building operation. A leave of absence is defined as six (6) or more consecutive working days, but not to exceed one (1) calendar year. Leaves of absence may be granted according to the following conditions:
  - a. 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. The Board may waive the ninety (90) days parameter.
  - b. Dates of departure and return must be acceptable to the Administration and determined prior to initiating the request.
  - c. Leaves of less than one month, if acceptable and approved by the Superintendent, will not require Board approval or the three (3) month's notice.
  - d. Employees will not advance on the salary/wage schedule while on any approved leave of absence without pay unless working at least ninety (90) days in any given school year in which the leave is effective.
  - e. The employee shall inform the Superintendent of their intent to return to a similar position for the following school year not later than February 1.
  - f. A teacher on leave of absence without pay shall not lose tenure. An unpaid leave of absence shall not count when determining District seniority or District longevity.
  - g. Employees on such leave may continue insurance benefits subject to the insurance carrier and if they reimburse the District the costs of the insurance premium at least ten (10) days prior to the insurance due date.
  - h. Employees will retain all accumulated sick and personal leave, and earned vacation time.

11.2.2. Dock days. Tenured teachers and permanent ESPs (non-probationary) may request individual days without pay. Such requests shall be in writing and given to the building principal/supervisor at least forty-eight (48) hours prior to the day of absence. In no case will more than ten (10) dock days be granted an individual employee per work year. The use of more than ten (10) dock days in a work year may be grounds for dismissal. The ten (10) day restriction may be waived at the discretion of the Superintendent. Pay shall be docked at the rate of the regular hourly pay rate/daily rate.

### **11.3 Association Leave**

In the event that the Association desires to send representatives to local, state, or national conferences, these representatives shall be excused without loss of salary provided the Association reimburses the District the cost of the substitutes and the Association submits a written request at least ten (10) days prior to the intended leave. The Association is restricted to nine (9) total days of Association leave per school year.

## **11.4 Family and Medical Leave**

### **11.4.1 Eligibility**

1. All employees covered by the terms of this Agreement who have worked at least 1000 hours during the 12 months preceding the start of the leave and who have been employed by the Board for at least 12 calendar months as of the date of their application for the leave shall be eligible for Family and Medical Leave in accordance with the provisions agreed to and set forth in this Agreement.
2. Nothing in this Agreement shall be construed to deny an employee eligibility for other leaves or benefits provided by the terms of this Agreement or provided by state or federal statutes or administrative rules and regulations.

### **11.4.2 Availability**

Family and Medical Leave shall be limited to a total of 12 weeks in a school year and shall be available to an employee for the following purposes:

1. Birth and care of a child for the first year following birth;
2. Adoption or placement of foster children in the employee's home;
3. The employee's own serious medical condition;
4. The serious medical condition of an employee's spouse, child, or parent; and
5. Any other purpose allowed by the Family and Medical Leave Act (FMLA).

### **11.4.3 Usage**

1. If an employee is entitled to paid leave, the employee may take the paid leave during the term of the family medical leave; however the combination of paid leave and family medical leave shall be limited to 12 weeks as per the FMLA. Reduced, altered, or intermittent work schedules may be accommodated as provided in the Act; an employee shall substantiate, upon request, reasons why leave is necessary and treatment schedule, if applicable. The limitations placed on length of leave by this section shall not in any way affect the length of other leaves which may be available.
2. Spouses who are employed by the District are entitled to a combined total of 12 weeks of leave for the reasons stated in 11.4.2 above and subject to all of the limitations of this section.

### **11.4.4 Notification and Certification Procedure**

1. When the need for leave is foreseeable, such as the birth or adoption of a child, or planned medical treatment, the employee shall provide reasonable prior notice not less than 30 calendar days prior to the leave.
2. An employee shall substantiate their eligibility for leave; the choice of when to utilize the leave shall be at the employee's discretion.
3. For leave taken because of the employee's or a covered individual's serious health condition, the Board may require the employee to have the appropriate health care provider provide certification.
4. The employee shall have at least 15 calendar days to respond.

5. If the Board has reasonable cause to doubt the validity of a medical certification, it may require the employee to obtain a second opinion from an independent health care provider at the Board's expense. If the opinions differ, the Board may require the employee to obtain certification from a third health care provider, at the Board's expense.

#### 11.4.5 Disclosure of Medical Information

All medical information pertaining to an employee or to a covered individual shall be considered confidential and shall not be released to any third party without the employee's or the covered individual's prior written authorization.

#### 11.4.6 Benefits

1. The Family and Medical Leave is an unpaid leave. Nothing herein prohibits an employee from using accumulated sick leave during the Family and Medical Leave.
2. For purpose of this Family and Medical Leave only, an employee on an unpaid portion of a family or medical leave of absence shall continue to receive group insurance benefits for up to a total of 12 weeks.
3. Benefits other than the group health insurance coverage (e.g., sick leave, personal leave, seniority) shall not continue to accrue during Family and Medical Leave. No employee who takes a leave under this provision will lose any employment benefit that accrued before the date the leave began, and such leave shall be considered continued service for participation in the appropriate retirement system.

#### 11.5 Jury Service and Other Related Appearances Leaves

There shall be no loss in salary because of jury duty or because an employee pursuant to subpoena issued by the clerk of a court and served on such employee, attends as a witness upon trial or to have their deposition taken in any school related matter pending in court, except that the board may make a deduction equal to the amount received for such jury duty or for per diem fees which the employee is entitled to receive for complying with such subpoena.

**ARTICLE XII  
SICK BANK  
TEACHERS**

**12.1 Conditions**

Any teacher currently employed in the District shall be entitled to draw from the bank provided the teacher has contributed, upon request, at least one (1) day of their accumulated sick leave to the Bank and all the following conditions are met by the teacher:

- 12.1.1 The teacher must make written application to the sick bank governing committee in order to utilize the sick bank.
- 12.1.2 Eligibility will not be reviewed by the governing committee until the teacher has exhausted all of their sick leave and personal leave days.

Definitions: For the purpose of sick bank usage:

- Immediate family members shall be defined as spouse, domestic partner, and minor children or a dependent child living in the household of the qualifying district employee.
- Catastrophic Illness or Injury refers to a severe, life-threatening, or debilitating medical condition diagnosed by a licensed medical professional.
- "Domestic Partner" shall mean an individual who is in a committed relationship with another individual, living together in a mutual residence, sharing financial responsibilities and intending to remain in a stable, long-term relationship.

To request the use of sick bank days for an immediate family member's catastrophic illness or injury, the eligible employee must:

- Submit a written request to the Sick Bank Governing Committee, detailing the circumstances and providing appropriate documentation from a qualified medical professional verifying the nature and severity of the immediate family member's condition.
- The request will be subject to review and approval by the Sick Bank Governing Committee

Limitations for Sick Bank use for Immediate Family Member:

- The days used for immediate family members will be included in the lifetime usage of sick bank days in section 12.3 (Maximum Benefit)
- Sick bank days may only be used for an immediate family member who is suffering from a catastrophic Illness or Injury.

- 12.1.3 The teacher must produce a physician's statement of proof that he/she is ill. The physician's statement must state the specific illness of the teacher and The approximate length of recovery time. Confidentiality: All medical information and documentation provided by the employee in support of a request for sick bank day(s), shall be treated with strict confidentiality in accordance with applicable privacy laws and district policies.

**12.2 Sick Bank Governing Committee**

Utilization of the sick leave bank will be subject to approval of the sick bank governing committee. Said committee shall consist of the Association President and one building representative and two (2) representatives of the Board/Administration.

### **12.3 Maximum Benefit**

In the first year of employment, a teacher may draw a maximum of ten (10) days. In the second through fourth year of employment, a teacher may draw a maximum of twenty (20) days (including any days taken in previous years.) The maximum number of days any teacher may draw from the Bank is a total of eighty (80) days during the teachers' employment in the Prairie Central C.U.S.D. #8.

### **12.4 Worker's Compensation**

Absences due to injury incurred in the course of the teachers' workday while assigned teaching duties shall be treated as sick leave. However, once the teacher has exhausted all of their sick and personal leave days the teacher may apply for the sick bank benefit. If the governing committee so approves the Bank will supplement the difference between the gross salary of the teacher and the money received by the teacher from Worker's Compensation. In no case shall the teacher receive more than one hundred per cent (100%) of their gross salary for a total as stated above. While a staff member is on workman's compensation leave, the Unit Office will communicate, in writing and within two (2) weeks of approval of workman's compensation, how payroll deductions and benefits will be processed.

### **12.5 Depletion of Sick Bank**

After all sick days contributed by the teachers' are depleted, teachers will be asked to contribute an additional day of accumulated sick leave to the bank.

### **12.6 Access to Grievance Procedure**

The parties agree that Article 12, Sick Bank is not subject to the grievance procedure.

### **12.7 Annual Notification**

The Superintendent will, within ten (10) school days of the beginning of each school year, notify all nonparticipating eligible staff of the Sick Bank, and the opportunity to participate. Eligible staff must sign up for participation within ten (10) school days after notification by the Superintendent. Teachers who were eligible to donate the previous year but did not will be asked again at the start of the new school year.

**ARTICLE XIII  
SICK LEAVE BANK  
EDUCATIONAL SUPPORT PROFESSIONALS**

**13.1 Conditions**

Any ESP employee currently employed in the District shall be entitled to draw from the bank provided the ESP has contributed at least one (1) day of their accumulated sick leave to the Bank and all the following conditions are met by the ESP:

- 13.1.1 The ESP must make written application to the sick bank governing committee in order to utilize the sick bank.
- 13.1.2 Eligibility will not be reviewed by the governing committee until the ESP has exhausted all of their sick leave, vacation days, and personal leave days.

Definitions: For the purpose of sick bank usage:

- Immediate family members shall be defined as spouse, domestic partner, and minor children or a dependent child living in the household of the qualifying district employee.
- Catastrophic Illness or Injury refers to a severe, life-threatening, or debilitating medical condition diagnosed by a licensed medical professional.
- "Domestic Partner" shall mean an individual who is in a committed relationship with another individual, living together in a mutual residence, sharing financial responsibilities and intending to remain in a stable, long-term relationship.

To request the use of sick bank days for an immediate family member's catastrophic illness or injury, the eligible employee must:

- Submit a written request to the Sick Bank Governing Committee, detailing the circumstances and providing appropriate documentation from a qualified medical professional verifying the nature and severity of the immediate family member's condition.
- The request will be subject to review and approval by the Sick Bank Governing Committee

Limitations for Sick Bank use for Immediate Family Member:

- The days used for immediate family members will be included in the lifetime usage of sick bank days in section 13.3 (Maximum Benefit)
- Sick bank days may only be used for an immediate family member who is suffering from a catastrophic Illness or Injury.

- 13.1.3 The ESP must produce a physician's statement of proof that he/she is ill. The physician's statement must state the specific illness of the ESP and the approximate length of recovery time. Confidentiality: All medical information and documentation provided by the employee in support of a request for sick bank day(s), shall be treated with strict confidentiality in accordance with applicable privacy laws and district policies.

**13.2 Sick Bank Governing Committee**

Utilization of the sick leave bank will be subject to approval of the sick bank governing committee. Said committee shall consist of the Association President and one building representative and two (2) representatives of the Board/Administration.

**13.3 Maximum Benefit**

In the first year of employment, an ESP may draw a maximum of ten (10) days. In the second through fourth year of employment, an ESP may draw a maximum of twenty (20) days (including any days taken in

previous years.) The maximum number of days any ESP may draw from the Bank is a total of eighty (80) days during the ESP's employment in the Prairie Central C.U.S.D. #8.

**13.4 Depletion of Sick Bank**

After all sick days contributed by the ESP's' are depleted, ESP's will be asked to contribute an additional day of accumulated sick leave to the bank.

**13.5 Access to Grievance Procedure**

The parties agree that Article 13, Sick Bank is not subject to the grievance procedure.

**13.6 Annual Notification**

The Superintendent will, within ten (10) school days of the beginning of each school year, notify all nonparticipating eligible staff of the Sick Bank, and the opportunity to participate. Eligible staff must sign up for participation within ten (10) school days after notification by the Superintendent. Staff who were eligible to donate the previous year but did not will be asked again at the start of the new school year.

**ARTICLE XIV  
EFFECT OF AGREEMENT**

**14.1 Complete Understanding**

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

**14.2 One Document**

When the Board and the Association reach tentative agreement on all items being negotiated, the same will be reduced to one document and shall be presented to the membership of the Association for ratification and to the full Board for official approval.

**14.3 Individual Contracts**

The terms and conditions of this agreement shall be reflected in individual contracts or employment agreements.

**14.4 Savings Clause**

Should a court of competent jurisdiction declare any article, section, or clause of this agreement illegal, 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.

**14.5 Term of Agreement**

Following ratification of this Agreement by the members of the Association and final approval by the Board, it shall be effective on the 1st day of the 2024-25 school year and until the last day of the 2026-27 school year (three (3) years).

This agreement is signed this 19<sup>th</sup> day of March, 2024.

In Witness thereof:

For Prairie Central Unit #8  
Education Association/IEA-NEA

For the Prairie Central Unit #8  
Board of Education

\_\_\_\_\_  
**President-Caren Appel**

\_\_\_\_\_  
**President-John Wilken**

\_\_\_\_\_  
**Co-Chief Negotiator-Angela Kratochvil**

\_\_\_\_\_  
**Chief Negotiator-Timothy McGreal**

\_\_\_\_\_  
**Co-Chief Negotiator-Kay Shols**

\_\_\_\_\_  
**Negotiator-Ted Bachtold**

\_\_\_\_\_  
**Negotiator-Dave Sharp**

\_\_\_\_\_  
**Negotiator-Brad Duncan**

\_\_\_\_\_  
**Negotiator-Chastity Pick**

\_\_\_\_\_  
**Negotiator-Dana Kafer**

\_\_\_\_\_  
**Negotiator-Debbie Vaughan**

\_\_\_\_\_  
**Negotiator-Brian Plenert**

\_\_\_\_\_  
**Negotiator-Dawn Steidinger**

\_\_\_\_\_  
**Negotiator-Ben Stoller**

\_\_\_\_\_  
**Negotiator-Sarah Morris**

## Appendix A

# Certified Salary Schedule 2024-25

	<b>BS</b>	<b>B+8</b>	<b>B+16</b>	<b>B+24</b>	<b>MS</b>	<b>M+8</b>	<b>M+16</b>	<b>M+24</b>	<b>M+32</b>	<b>M+40</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
<b>0</b>	44,000	45,200	46,400	47,600	48,800	50,000	51,200	52,400	53,600	
<b>1</b>	44,600	45,800	47,000	48,200	49,400	50,600	51,800	53,000	54,200	
<b>2</b>	45,200	46,400	47,600	48,800	50,000	51,200	52,400	53,600	54,800	
<b>3</b>	45,800	47,000	48,200	49,400	50,600	51,800	53,000	54,200	55,400	
<b>4</b>	46,400	47,600	48,800	50,000	51,200	52,400	53,600	54,800	56,000	
<b>5</b>	47,000	48,200	49,400	50,600	51,800	53,000	54,200	55,615	57,065	
<b>6</b>	47,600	48,800	50,000	51,200	52,582	54,032	55,482	56,932	58,382	
<b>7</b>	48,498	49,815	51,132	52,449	53,899	55,349	56,799	58,249	59,699	
<b>8</b>	49,815	51,132	52,449	53,766	55,216	56,666	58,116	59,566	61,016	
<b>9</b>	51,132	52,449	53,766	55,083	56,533	57,983	59,433	60,883	62,333	
<b>10</b>	52,449	53,766	55,083	56,400	57,850	59,300	60,750	62,200	63,650	
<b>11</b>	53,766	55,083	56,400	57,717	59,217	60,667	62,117	63,567	65,017	
<b>12</b>	53,992	56,400	57,717	59,034	60,534	62,034	63,484	64,934	66,384	67,834
<b>13</b>	54,241	56,626	59,034	60,351	61,851	63,351	64,851	66,301	67,751	69,201
<b>14</b>	54,511	56,875	59,260	61,668	63,168	64,668	66,168	67,668	69,118	70,568
<b>15</b>	54,911	57,145	59,509	61,894	64,485	65,985	67,485	68,985	70,485	71,935
<b>16</b>	55,311	57,545	59,779	62,143	65,802	67,302	68,802	70,302	71,802	73,302
<b>17</b>		57,945	60,179	62,413	67,302	68,802	70,302	71,802	73,302	74,802
<b>18</b>			60,579	62,813	68,802	70,302	71,802	73,302	74,802	76,302
<b>19</b>				63,213	69,211	71,802	73,302	74,802	76,302	77,802
<b>20</b>					69,643	72,211	74,802	76,302	77,802	79,302
<b>21</b>					70,096	72,643	75,211	77,802	79,302	80,802
<b>22</b>					70,496	73,096	75,643	78,211	80,802	82,302
<b>23</b>					70,896	73,496	76,096	78,643	81,211	83,802
<b>24</b>						73,896	76,496	79,096	81,643	84,211
<b>25</b>							76,896	79,496	82,096	84,643
<b>26</b>								79,896	82,496	85,096
<b>27</b>									82,896	85,496
<b>28</b>										85,896

Beginning the 2021-22 school year, the M+40 column is reinstated and can be reached after 20 years of service in PreK-12 public education in or out of Illinois. Those grandfathered into the M+40 column remain grandfathered.

## Certified Bonus 2024-25

Teacher must work to end of year to receive bonus. Mid Year Hires receive prorated.

	<b>BS</b>	<b>B+8</b>	<b>B+16</b>	<b>B+24</b>	<b>MS</b>	<b>M+8</b>	<b>M+16</b>	<b>M+24</b>	<b>M+32</b>	<b>M+40</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
<b>0</b>	440	452	464	476	488	500	512	524	536	
<b>1</b>	446	458	470	482	494	506	518	530	542	
<b>2</b>	452	464	476	488	500	512	524	536	548	
<b>3</b>	458	470	482	494	506	518	530	542	554	
<b>4</b>	464	476	488	500	512	524	536	548	560	
<b>5</b>	470	482	494	506	518	530	542	556	571	
<b>6</b>	476	488	500	512	526	540	555	569	584	
<b>7</b>	485	498	511	524	539	553	568	582	597	
<b>8</b>	498	511	524	538	552	567	581	596	610	
<b>9</b>	511	524	538	551	565	580	594	609	623	
<b>10</b>	524	538	551	564	579	593	608	622	637	
<b>11</b>	538	551	564	577	592	607	621	636	650	
<b>12</b>	540	564	577	590	605	620	635	649	664	678
<b>13</b>	542	566	590	604	619	634	649	663	678	692
<b>14</b>	545	569	593	617	632	647	662	677	691	706
<b>15</b>	549	571	595	619	645	660	675	690	705	719
<b>16</b>	553	575	598	621	658	673	688	703	718	733
<b>17</b>		579	602	624	673	688	703	718	733	748
<b>18</b>			606	628	688	703	718	733	748	763
<b>19</b>				632	692	718	733	748	763	778
<b>20</b>					696	722	748	763	778	793
<b>21</b>					701	726	752	778	793	808
<b>22</b>					705	731	756	782	808	823
<b>23</b>						735	761	786	812	838
<b>24</b>						739	765	791	816	842
<b>25</b>							769	795	821	846
<b>26</b>								799	825	851
<b>27</b>									829	855
<b>28</b>										859

## Certified Salary Schedule 2025-26

	<b>BS</b>	<b>B+8</b>	<b>B+16</b>	<b>B+24</b>	<b>MS</b>	<b>M+8</b>	<b>M+16</b>	<b>M+24</b>	<b>M+32</b>	<b>M+40</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
<b>0</b>	45,500	46,700	47,900	49,100	50,300	51,500	52,700	53,900	55,100	
<b>1</b>	46,450	47,650	48,850	50,050	51,250	52,450	53,650	54,850	56,050	
<b>2</b>	47,050	48,250	49,450	50,650	51,850	53,050	54,250	55,450	56,650	
<b>3</b>	47,650	48,850	50,050	51,250	52,450	53,650	54,850	56,050	57,250	
<b>4</b>	48,250	49,450	50,650	51,850	53,050	54,250	55,450	56,650	57,850	
<b>5</b>	48,850	50,050	51,250	52,450	53,650	54,850	56,050	57,250	58,450	
<b>6</b>	49,450	50,650	51,850	53,050	54,250	55,450	56,650	58,065	59,515	
<b>7</b>	50,050	51,250	52,450	53,650	55,032	56,482	57,932	59,382	60,832	
<b>8</b>	50,948	52,265	53,582	54,899	56,349	57,799	59,249	60,699	62,149	
<b>9</b>	52,265	53,582	54,899	56,216	57,666	59,116	60,566	62,016	63,466	
<b>10</b>	53,582	54,899	56,216	57,533	58,983	60,433	61,883	63,333	64,783	
<b>11</b>	54,899	56,216	57,533	58,850	60,300	61,750	63,200	64,650	66,100	
<b>12</b>	56,216	57,533	58,850	60,167	61,667	63,117	64,567	66,017	67,467	
<b>13</b>	56,442	58,850	60,167	61,484	62,984	64,484	65,934	67,384	68,834	70,284
<b>14</b>	56,691	59,076	61,484	62,801	64,301	65,801	67,301	68,751	70,201	71,651
<b>15</b>	56,961	59,325	61,710	64,118	65,618	67,118	68,618	70,118	71,568	73,018
<b>16</b>	57,361	59,595	61,959	64,344	66,935	68,435	69,935	71,435	72,935	74,385
<b>17</b>	57,761	59,995	62,229	64,593	68,252	69,752	71,252	72,752	74,252	75,752
<b>18</b>	58,161	60,395	62,629	64,863	69,752	71,252	72,752	74,252	75,752	77,252
<b>19</b>	58,561	60,795	63,029	65,263	71,252	72,752	74,252	75,752	77,252	78,752
<b>20</b>		61,195	63,429	65,663	71,661	74,252	75,752	77,252	78,752	80,252
<b>21</b>			63,829	66,063	72,093	74,661	77,252	78,752	80,252	81,752
<b>22</b>				66,463	72,546	75,093	77,661	80,252	81,752	83,252
<b>23</b>					72,946	75,546	78,093	80,661	83,252	84,752
<b>24</b>					73,346	75,946	78,546	81,093	83,661	86,252
<b>25</b>					73,746	76,346	78,946	81,546	84,093	86,661
<b>26</b>					74,146	76,746	79,346	81,946	84,546	87,093
<b>27</b>						77,146	79,746	82,346	84,946	87,546
<b>28</b>							80,146	82,746	85,346	87,946
<b>29</b>								83,146	85,746	88,346
<b>30</b>									86,146	88,746
<b>31</b>										89,146

## Certified Bonus 2025-26

Teacher must work to end of year to receive bonus. Mid-Year Hires receive prorated.										
	<b>BS</b>	<b>B+8</b>	<b>B+16</b>	<b>B+24</b>	<b>MS</b>	<b>M+8</b>	<b>M+16</b>	<b>M+24</b>	<b>M+32</b>	<b>M+40</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
<b>0</b>	455	467	479	491	503	515	527	539	551	
<b>1</b>	465	477	489	501	513	525	537	549	561	
<b>2</b>	471	483	495	507	519	531	543	555	567	
<b>3</b>	477	489	501	513	525	537	549	561	573	
<b>4</b>	483	495	507	519	531	543	555	567	579	
<b>5</b>	489	501	513	525	537	549	561	573	585	
<b>6</b>	495	507	519	531	543	555	567	581	595	
<b>7</b>	501	513	525	537	550	565	579	594	608	
<b>8</b>	509	523	536	549	563	578	592	607	621	
<b>9</b>	523	536	549	562	577	591	606	620	635	
<b>10</b>	536	549	562	575	590	604	619	633	648	
<b>11</b>	549	562	575	589	603	618	632	647	661	
<b>12</b>	562	575	589	602	617	631	646	660	675	
<b>13</b>	564	589	602	615	630	645	659	674	688	703
<b>14</b>	567	591	615	628	643	658	673	688	702	717
<b>15</b>	570	593	617	641	656	671	686	701	716	730
<b>16</b>	574	596	620	643	669	684	699	714	729	744
<b>17</b>	578	600	622	646	683	698	713	728	743	758
<b>18</b>	582	604	626	649	698	713	728	743	758	773
<b>19</b>	586	608	630	653	713	728	743	758	773	788
<b>20</b>		612	634	657	717	743	758	773	788	803
<b>21</b>			638	661	721	747	773	788	803	818
<b>22</b>				665	725	751	777	803	818	833
<b>23</b>					729	755	781	807	833	848
<b>24</b>					733	759	785	811	837	863
<b>25</b>					737	763	789	815	841	867
<b>26</b>					741	767	793	819	845	871
<b>27</b>						771	797	823	849	875
<b>28</b>							801	827	853	879
<b>29</b>								831	857	883
<b>30</b>									861	887
<b>31</b>										891

## Certified Salary Schedule 2026-27

	<b>BS</b>	<b>B+8</b>	<b>B+16</b>	<b>B+24</b>	<b>MS</b>	<b>M+8</b>	<b>M+16</b>	<b>M+24</b>	<b>M+32</b>	<b>M+40</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
<b>0</b>	47,000	48,200	49,400	50,600	51,800	53,000	54,200	55,400	56,600	
<b>1</b>	48,100	49,300	50,500	51,700	52,900	54,100	55,300	56,500	57,700	
<b>2</b>	49,050	50,250	51,450	52,650	53,850	55,050	56,250	57,450	58,650	
<b>3</b>	49,650	50,850	52,050	53,250	54,450	55,650	56,850	58,050	59,250	
<b>4</b>	50,250	51,450	52,650	53,850	55,050	56,250	57,450	58,650	59,850	
<b>5</b>	50,850	52,050	53,250	54,450	55,650	56,850	58,050	59,250	60,450	
<b>6</b>	51,450	52,650	53,850	55,050	56,250	57,450	58,650	59,850	61,050	
<b>7</b>	52,050	53,250	54,450	55,650	56,850	58,050	59,250	60,665	62,115	
<b>8</b>	52,650	53,850	55,050	56,250	57,632	59,082	60,532	61,982	63,432	
<b>9</b>	53,548	54,865	56,182	57,499	58,949	60,399	61,849	63,299	64,749	
<b>10</b>	54,865	56,182	57,499	58,816	60,266	61,716	63,166	64,616	66,066	
<b>11</b>	56,182	57,499	58,816	60,133	61,583	63,033	64,483	65,933	67,383	
<b>12</b>	57,499	58,816	60,133	61,450	62,900	64,350	65,800	67,250	68,700	
<b>13</b>	58,816	60,133	61,450	62,767	64,267	65,717	67,167	68,617	70,067	
<b>14</b>	59,042	61,450	62,767	64,084	65,584	67,084	68,534	69,984	71,434	72,884
<b>15</b>	59,291	61,676	64,084	65,401	66,901	68,401	69,901	71,351	72,801	74,251
<b>16</b>	59,561	61,925	64,310	66,718	68,218	69,718	71,218	72,718	74,168	75,618
<b>17</b>	59,961	62,195	64,559	66,944	69,535	71,035	72,535	74,035	75,535	76,985
<b>18</b>	60,361	62,595	64,829	67,193	70,852	72,352	73,852	75,352	76,852	78,352
<b>19</b>	60,761	62,995	65,229	67,463	72,352	73,852	75,352	76,852	78,352	79,852
<b>20</b>	61,161	63,395	65,629	67,863	73,852	75,352	76,852	78,352	79,852	81,352
<b>21</b>	61,561	63,795	66,029	68,263	74,261	76,852	78,352	79,852	81,352	82,852
<b>22</b>	61,961	64,195	66,429	68,663	74,693	77,261	79,852	81,352	82,852	84,352
<b>23</b>		64,595	66,829	69,063	75,146	77,693	80,261	82,852	84,352	85,852
<b>24</b>			67,229	69,463	75,546	78,146	80,693	83,261	85,852	87,352
<b>25</b>				69,863	75,946	78,546	81,146	83,693	86,261	88,852
<b>26</b>					76,346	78,946	81,546	84,146	86,693	89,261
<b>27</b>					76,746	79,346	81,946	84,546	87,146	89,693
<b>28</b>					77,146	79,746	82,346	84,946	87,546	90,146
<b>29</b>					77,546	80,146	82,746	85,346	87,946	90,546
<b>30</b>						80,546	83,146	85,746	88,346	90,946
<b>31</b>							83,546	86,146	88,746	91,346
<b>32</b>								86,546	89,146	91,746
<b>33</b>									89,546	92,146
<b>34</b>										92,546

## Certified Bonus 2026-27

Teacher must work to end of year to receive bonus. Mid Year Hires receive prorated.

	<b>BS</b>	<b>B+8</b>	<b>B+16</b>	<b>B+24</b>	<b>MS</b>	<b>M+8</b>	<b>M+16</b>	<b>M+24</b>	<b>M+32</b>	<b>M+40</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
<b>0</b>	470	482	494	506	518	530	542	554	566	
<b>1</b>	481	493	505	517	529	541	553	565	577	
<b>2</b>	491	503	515	527	539	551	563	575	587	
<b>3</b>	497	509	521	533	545	557	569	581	593	
<b>4</b>	503	515	527	539	551	563	575	587	599	
<b>5</b>	509	521	533	545	557	569	581	593	605	
<b>6</b>	515	527	539	551	563	575	587	599	611	
<b>7</b>	521	533	545	557	569	581	593	607	621	
<b>8</b>	527	539	551	563	576	591	605	620	634	
<b>9</b>	535	549	562	575	589	604	618	633	647	
<b>10</b>	549	562	575	588	603	617	632	646	661	
<b>11</b>	562	575	588	601	616	630	645	659	674	
<b>12</b>	575	588	601	615	629	644	658	673	687	
<b>13</b>	588	601	615	628	643	657	672	686	701	
<b>14</b>	590	615	628	641	656	671	685	700	714	729
<b>15</b>	593	617	641	654	669	684	699	714	728	743
<b>16</b>	596	619	643	667	682	697	712	727	742	756
<b>17</b>	600	622	646	669	695	710	725	740	755	770
<b>18</b>	604	626	648	672	709	724	739	754	769	784
<b>19</b>	608	630	652	675	724	739	754	769	784	799
<b>20</b>	612	634	656	679	739	754	769	784	799	814
<b>21</b>	616	638	660	683	743	769	784	799	814	829
<b>22</b>	620	642	664	687	747	773	799	814	829	844
<b>23</b>		646	668	691	751	777	803	829	844	859
<b>24</b>			672	695	755	781	807	833	859	874
<b>25</b>				699	759	785	811	837	863	889
<b>26</b>					763	789	815	841	867	893
<b>27</b>					767	793	819	845	871	897
<b>28</b>					771	797	823	849	875	901
<b>29</b>					775	801	827	853	879	905
<b>30</b>						805	831	857	883	909
<b>31</b>							835	861	887	913
<b>32</b>								865	891	917
<b>33</b>									895	921
<b>34</b>										925

### Educational Support Personnel Wage Schedule

2024-25												
	1	2	3	4	5	6	7	8	9	10	11	12
Paraprofessional (0-30 Hrs)	16.50	17.00	17.49	17.99	18.48	18.98	19.47	19.97	20.46	20.96	21.45	21.95
Paraprofessional (30+ Hrs)	17.00	17.50	17.99	18.49	18.98	19.48	19.97	20.47	20.96	21.46	21.95	22.45
Bus Route Driver	22.60	23.28	23.96	24.63	25.31	25.99	26.67	27.35	28.02	28.70	29.38	30.06
Van Driver	18.50	19.06	19.61	20.17	20.72	21.28	21.83	22.39	22.94	23.50	24.05	24.61
Bus Monitor	16.50	17.00	17.49	17.99	18.48	18.98	19.47	19.97	20.46	20.96	21.45	21.95
Head Cook	18.62	19.18	19.74	20.30	20.85	21.41	21.97	22.53	23.09	23.65	24.21	24.76
Café Worker	16.50	17.00	17.49	17.99	18.48	18.98	19.47	19.97	20.46	20.96	21.45	21.95
Maintenance Assistant	20.32	20.93	21.54	22.15	22.76	23.37	23.98	24.59	25.20	25.81	26.42	27.03
Head Custodian	18.62	19.18	19.74	20.30	20.85	21.41	21.97	22.53	23.09	23.65	24.21	24.76
Lead Custodian	16.70	17.20	17.69	18.19	18.68	19.18	19.67	20.17	20.66	21.16	21.65	22.15
Custodian I	16.50	17.00	17.49	17.99	18.48	18.98	19.47	19.97	20.46	20.96	21.45	21.95
Secretary	17.45	17.97	18.50	19.02	19.54	20.07	20.59	21.11	21.64	22.16	22.69	23.21
Computer Technician	26.42	27.21	28.01	28.80	29.59	30.38	31.18	31.97	32.76	33.55	34.35	35.14
2025-26												
	1	2	3	4	5	6	7	8	9	10	11	12
Paraprofessional (0-30 Hrs)	17.33	17.85	18.37	18.89	19.41	19.93	20.45	20.97	21.49	22.01	22.53	23.05
Paraprofessional (30+ Hrs)	17.83	18.35	18.87	19.39	19.91	20.43	20.95	21.47	21.99	22.51	23.03	23.55
Bus Route Driver	23.73	24.44	25.15	25.87	26.58	27.29	28.00	28.71	29.43	30.14	30.85	31.56
Van Driver	19.43	20.01	20.60	21.18	21.76	22.34	22.93	23.51	24.09	24.68	25.26	25.84
Bus Monitor	17.33	17.85	18.37	18.89	19.41	19.93	20.45	20.97	21.49	22.01	22.53	23.05
Head Cook	19.55	20.14	20.72	21.31	21.90	22.48	23.07	23.66	24.24	24.83	25.42	26.00
Café Worker	17.33	17.85	18.37	18.89	19.41	19.93	20.45	20.97	21.49	22.01	22.53	23.05
Maintenance Assistant	21.34	21.98	22.62	23.26	23.90	24.54	25.18	25.82	26.46	27.10	27.74	28.38
Head Custodian	19.55	20.14	20.72	21.31	21.90	22.48	23.07	23.66	24.24	24.83	25.42	26.00
Lead Custodian	17.53	18.05	18.57	19.09	19.61	20.13	20.65	21.17	21.69	22.21	22.73	23.25
Custodian I	17.33	17.85	18.37	18.89	19.41	19.93	20.45	20.97	21.49	22.01	22.53	23.05
Secretary	18.32	18.87	19.42	19.97	20.52	21.07	21.62	22.17	22.72	23.27	23.82	24.37
Computer Technician	27.74	28.57	29.40	30.24	31.07	31.90	32.73	33.57	34.40	35.23	36.06	36.89
2026-27												
	1	2	3	4	5	6	7	8	9	10	11	12
Paraprofessional (0-30 Hrs)	18.20	18.75	19.29	19.84	20.38	20.93	21.48	22.02	22.57	23.11	23.66	24.21
Paraprofessional (30+ Hrs)	18.70	19.25	19.79	20.34	20.88	21.43	21.98	22.52	23.07	23.61	24.16	24.71
Bus Route Driver	24.92	25.67	26.42	27.16	27.91	28.66	29.41	30.15	30.90	31.65	32.40	33.14
Van Driver	20.40	21.01	21.62	22.24	22.85	23.46	24.07	24.68	25.30	25.91	26.52	27.13
Bus Monitor	18.20	18.75	19.29	19.84	20.38	20.93	21.48	22.02	22.57	23.11	23.66	24.21
Head Cook	20.53	21.15	21.76	22.38	22.99	23.61	24.23	24.84	25.46	26.07	26.69	27.30
Café Worker	18.20	18.75	19.29	19.84	20.38	20.93	21.48	22.02	22.57	23.11	23.66	24.21
Maintenance Assistant	22.41	23.08	23.75	24.43	25.10	25.77	26.44	27.12	27.79	28.46	29.13	29.81
Head Custodian	20.53	21.15	21.76	22.38	22.99	23.61	24.23	24.84	25.46	26.07	26.69	27.30
Lead Custodian	18.40	18.95	19.49	20.04	20.58	21.13	21.68	22.22	22.77	23.31	23.86	24.41
Custodian I	18.20	18.75	19.29	19.84	20.38	20.93	21.48	22.02	22.57	23.11	23.66	24.21
Secretary	19.24	19.82	20.39	20.97	21.55	22.13	22.70	23.28	23.86	24.43	25.01	25.59
Computer Technician	29.13	30.00	30.88	31.75	32.63	33.50	34.37	35.25	36.12	37.00	37.87	38.74

\*A Bilingual ESP will be paid according to the ESP wage scale and will earn a \$2.00 per hour pay differential.

\*Extra Trip Rate will be equal to Step one (I) of Van Driver Pay.

\*Longevity Factors:

13-14 Years: 2.5%	19-20 Years: 4.0%	25-26 Years: 5.5%	31-33 Years: 7.5%
15-16 Years: 3.0%	21-22 Years: 4.5%	27-28 Years: 6.0%	34-36 Years: 8.0%
17-18 Years: 3.5%	23-24 Years: 5.0%	29-30 Years: 6.5%	37+ Years: 8.5%

**Appendix B**

**Extra Duty Stipend Schedule, 2024-2025, 2025-2026, 2026-2027**

<u>Category</u>	<u>% Base*</u>	<u>Category</u>	<u>% Base*</u>	<u>Category</u>	<u>% Base*</u>
<u>NON-ATHLETIC</u>		<u>NON-ATHLETIC (CONT.)</u>		<u>ATHLETIC</u>	
<u>Teacher Leaders</u>		<u>Junior High Activity Sponsor</u>		<u>High School Coach</u>	
Kindergarten	6%	CARES Clowns	1%	Baseball-Varsity	12%
First Grade	6%	FFA	4%	Baseball- Sophmore	10%
Second Grade	6%	Math Team	2%	Basketball-Boys-Varsity	15%
Third Grade	6%	Scholastic Bowl	2%	Basketball-Boys-Sophomore	12%
Fourth Grade	6%	Student Council	3%	Basketball-Boys-Freshman*	12%
Fifth Grade	6%	Speech Team	1%	Basketball-Girls-Varsity	15%
Sixth Grade	6%	Yearbook	1%	Basketball-Girls-Sophomore	12%
CTE (Career/Technical Ed)	6%	<u>Upper Elementary Activity Sponsor</u>		Basketball-Girls-Freshman*	12%
7-12 Math	6%	Math Team	2%	Cheerleading-Fall	6%
7-12 Social Studies	6%	<u>High School Music Director</u>		Cheerleading-Winter	10%
7-12 Science	6%	Instrumental Music	15%	Cross-Country	10%
7-12 ELA/Foreign Language	6%	Instrumental Music-Assistant	4%	Football-Var-Head	15%
Fine Arts	6%	Flags	6%	Football-Soph-Head	12%
PE/Health/Driver Education	6%	Instrumental-Summer	8%	Football-Fresh-Head*	12%
K-6 Special Education	6%	Instrumental-Summer-Assistant	4%	Football-Var-Assist	12%
7-12 Special Education	6%	Drumline	8%	Football-Var-Assist	12%
Interventionists	6%	Vocal Music	9%	Football-Soph-Assist	10%
<u>High School Class Sponsor</u>		Musical	9%	Golf-Boys	8%
Freshman	1%	Musical Pit Band	2%	Golf-Girls	8%
Freshman	1%	Musical Technical	2%	Pom/Dance	12%
Sophomore	1%	<u>Junior High Music Director</u>		Softball-Varsity	12%
Sophomore	1%	Instrumental Music	4%	Softball-Sophomore	10%
Junior	2%	Vocal Music	4%	Track-Var-Boys	12%
Junior	2%	<u>Elementary Music Director</u>		Track-Soph-Boys	10%
Senior	1%	Elementary/UE Programs	8%	Track-Var-Girls	12%
Senior	1%	<u>High School Theatre Director</u>		Track-Soph-Girls	10%
<u>High School Activity Sponsor</u>		Fall Play	4%	Volleyball-Varsity	14%
PC Leadership	2%	Fall Play Technical	2%	Volleyball-Sophomore	11%
FCCLA	12%	Theatre Art Design	2%	Volleyball-Freshman*	9%
FFA	15%			Wrestling	14%
FFA	12%			Wrestling-Assistant	10%
FFA	6%			<u>Junior High Coach</u>	
FFA	6%			Baseball-8th	9%
Math Team	2%			Baseball-7th *	9%
National Honor Society	4%			Basketball-Boys-8th	10%
Scholastic Bowl	5%			Basketball-Boys-7th	10%
Student Senate	2%			Basketball-Girls-8th	10%
Yearbook	10%			Basketball-Girls-7th	10%
T4 Sponsor	5%			Cheerleading	5%
				Softball-8th	9%
				Softball-7th *	9%
				Volleyball-8th	10%
				Volleyball-7th	10%
				Wrestling-Head	10%
<u>*See 9.3 Supplemental Jobs</u>				Wrestling-Assist	10%
				Track	8%
<u>*See 7.9 Extra Duty Personnel</u>				Track	8%
				Track	8%
For each three (3) years of experience in the same position in an extra-curricular sport or activity at Prairie Central Community Unit School District #8, the percentage shall increase one percent (1%) for those individuals at the four percent (4%) or higher levels, and one half percent (.5%) for those individuals under four percent (4%), excluding class sponsorships and teacher leaders.					
When a coach/sponsor changes positions within the same activity, the accumulated years of experience shall be retained.					
No percentage shall increase to more than twice the starting (original) percentage during the coach's or sponsor's employment at Prairie Central					
When a coach/sponsor drives a bus or activity bus with students on board for a regular season contest/event the coach/sponsor will be paid a \$40 stipend.					

## DEFINITION OF BUS DRIVER ROUTES

### Background

It is the intent that the definition of Bus Driver Routes will clarify any question or definitions of the aforementioned bus routes. A copy of the routes will be distributed to the drivers and monitors at the annual bus driver meeting.

### Definition of routes

#### **A.M. ROUTE**

Pre trip and post trip inspection of assigned bus. Pick up students at their rural homes, pick up points in town, and deliver to schools on the assigned route. Drivers are paid 2 hours at BUS ROUTE DRIVER pay rate in APPENDIX A for 180 days.

#### **P.M. ROUTE**

Pre trip and post trip inspection of assigned bus. Pre-trip inspection is only necessary if bus was used by another driver between AM Route and PM Route or if pre trip inspection was completed by another driver or if a different bus is used. Pick up students at their schools on assigned route, deliver students to their rural homes, and drop off points in town. Drivers are paid 2 hours at BUS ROUTE DRIVER pay rate in APPENDIX A for 180 days.

#### **MID-DAY “NOON” ROUTE**

Pre trip and post trip inspection of assigned bus. Pre-trip inspection is only necessary if bus was used by another driver between AM Route and Mid-Day Route or if pre trip inspection was completed by another driver or if a different bus is used. Pick up AM Pre-school and ECE students at assigned schools and deliver to their homes or day care. Pick up PM Pre-school and ECE students at their homes or day care and deliver to their assigned school. Drivers are paid at BUS ROUTE DRIVER pay rate in APPENDIX A for pre-trip inspection, driving, and post trip inspection time.

#### **LACC ROUTE**

Pre trip and post trip inspection of assigned bus. Pre-trip inspection is only necessary if bus was used by another driver between AM Route and LACC Route or if pre trip inspection was completed by another driver or if a different bus is used. Pick up students at High School, deliver to Livingston Area Career Center (LACC) at Pontiac Township High School, and return students to Prairie Central High School. Driver is paid at BUS ROUTE DRIVER pay rate in APPENDIX A for pre-trip inspection, driving, and post trip inspection time.

#### **OUT OF DISTRICT WITH LAYOVER**

Pre trip and post trip inspection of assigned bus. Pick up students at their homes and deliver them to the out-of-district school they attend and return students to their homes. Driver and Monitor stay near the school/in town on an “On Call” status. Monitor is paid at BUS MONITOR rate in APPENDIX A for all riding and layover time. Driver is paid at 70% of the BUS ROUTE DRIVER pay rate in APPENDIX A for pre-trip inspection, driving, layover and post trip inspection time. Driver’s hours are not listed, but are determined at the beginning of the school year. Monitor hours are not listed, but are determined by one-half hour less than the driver. This applies to summer school as well.

#### **OUT OF DISTRICT WITHOUT LAYOVER**

Pre trip and post trip inspection of assigned vehicle. Pick up students at their homes and deliver them to the out-of-district school they attend. Driver and Monitor return to the District and return at the end of the day to pick up students and deliver them to their homes. Driver is paid at BUS ROUTE DRIVER pay rate in APPENDIX A for pre-trip inspection, driving, and post trip inspection time. Monitor is paid at BUS MONITOR rate in APPENDIX A for all riding. This applies to summer school as well.

#### **SUMMER SCHOOL IN DISTRICT**

Pre trip and post trip inspection of assigned bus. Driver picks up students at their homes and delivers them to the school they are attending. Driver returns to school picks up students and drives them to their homes. Driver is paid for pre-trip inspection, driving, and post trip inspection at the BUS ROUTE DRIVER rate listed in Appendix A.

Driver's hours are not listed, but are determined by the number of students and where they reside. Monitor is determined by student needs.

**ACTIVITY TRIP**

A co-curricular or field trip. Driver arrives 10 minutes ahead of departure time to load students. Driver delivers students, teacher and/or chaperone to destination and stays until activity is finished and all students, teacher and/or chaperone are loaded on the bus. Driver delivers students, teachers, and/or chaperones to the school from which they started. Driver is paid for pre-trip inspection, driving, layover, returning the bus, cleaning the interior of the bus and post trip inspection. Pre-trip inspection is only necessary if bus was used by another driver prior to the ACTIVITY TRIP or if pre trip inspection was completed by another driver. The rate of pay is listed as EXTRA TRIP RATE in Appendix A.

**EMPTY BUS**

Driving an empty bus to be serviced at a garage or to the test lane. Driver is paid from time of departure to time of return at the EXTRA TRIP RATE. This also applies to light maintenance on buses, when drivers are asked to perform such duties and required meetings and training outside of contracted time.

**TEMPORARY ROUTE**

A route that has an unknown length of time. An example would be: picking up a student at the Regional Alternate School afternoon classes out of town, who is not old enough to drive, and delivering them home. Another example: picking up a student who is old enough to drive but temporarily unable to drive because of an injury etc., driving them to RAS and returning them home. Driver is paid at BUS ROUTE DRIVER pay rate APPENDIX A for pre-trip inspection, driving, layover and post trip inspection time.

**WORK STUDY RUN**

Driving students in Special Education classes at the High School to work. Driver picks them up at school and delivers them to their job. Driver is paid at BUS ROUTE DRIVER pay rate APPENDIX A for pre-trip inspection, driving, and post trip inspection time.