



Professional Agreement

***Genoa-Kingston Community Unit School
District 424***

Effective July 1, 2007 until June 30, 2012

Genoa-Kingston Education Association, Ratification: May 24, 2007
Genoa-Kingston Board of Education, Ratification: May 29, 2007

TABLE OF CONTENTS

Page No.

ARTICLE I	Recognition and Definitions	1 - 2
ARTICLE II	Negotiations Procedures	2
ARTICLE III	Grievance Procedure.....	3 - 7
	1. Access.....	3
	2. Definition	3
	3. Procedure.....	3-4
	4. Guidelines.....	5-6
	5. Arbitrator's Powers.....	6-7
ARTICLE IV	Seniority (Classified Employees).....	7 - 8
ARTICLE V	Withholding of Salary Increments.....	8
ARTICLE VI	Leaves	9 - 14
	1. Sick Leave	9-10
	2. Personal Leave	11
	3. Leave of Absence	11-12
	4. Sabbatical Leave	12
	5. Released Time	12
	6. Disability Leave	13
	7. Adoption and Child Care Leave.....	13
	8. Association Leave	13-14
	9. Bereavement Leave	14
ARTICLE VII	Reduction-In-Force	14 - 17
	1. Certified Staff	14-16
	2. Classified Employees	16-17
	3. Mid-School Term Reduction-In-Force.....	17
ARTICLE VIII	Working Conditions.....	17 - 23
	1. Duty Free Lunch.....	17-18
	2. Planning Time	18
	3. Time for Parent Conferences.....	18
	4. District Wide Committees	18
	5. Additional Teaching Assignment Compensation.....	18-19

6.	Physical, T.B. Tests.....	19
7.	Transportation Procedures.....	19
8.-9.	Work Year	
	Certified Employee	19
	Classified Employees	19-20
	Work Hours	20
10.	Probationary Period.....	20
11.	Vacations for Full-Time 12-Month Classified Staff	20
12.-16.	Holidays – (Classified Staff).....	20-22
17.	Just Cause Dismissal	22
18.	Length of school day (certified employees).....	22
19.	Assignments	22
20.	Vacancies (certified & classified employees	22
21.	Labor Management Committee.....	23
22.	Cancellation Pay.....	23
23.	Commercial Drivers License.....	23
24.	Outsourcing	23

ARTICLE IX Compensation and Benefits23 - 35

1.	Employee Salary Statements.....	23
2.	Compensation for Extra-curricular Positions.....	23
3.	Compensation for Tutors – (Certified Staff).....	23
4.	Compensation for Two (2) Grades in One Classroom-(Certified Staff).....	24
5.	Credit for Prior Experience Outside the System-Certified	24
6.	Credit for Prior Experience Outside the System-Classified	24
7.	Credit for Approved Educational Hours-Certified.....	24
8.	Horizontal Movement on the Salary Schedule-Certified ..	24
9.	Horizontal Movement for Educational Support Team	25
10.	Movement on the Salary Schedule (Certified).....	25-26
11.	Movement on the Salary Schedule (Classified)	26-27
12.	Salary Schedule (Classified)	
	Categories of Position	27
	End of Schedule and Off Schedule Placement.....	27
13.	Compensation for Part-time Teachers.....	27
14.	Illinois Teachers’ Retirement System	27-28
15.	Reimbursement for School Expenses and Mileage.....	28
16.	Board Contribution to Hospital-Medical Insurance	28-29
17.	Salary Reduction Plan	29
18.	Pay Periods.....	29
19.	Overtime Pay for full time classified employees	30
20.	Payroll Deductions	30
21.	Fair Share	30-31

22.	Hold Harmless.....	31
23.	Retirement Incentive Program	31-33
24.	Unused Sick Leave-Classified	33
25.	Internal Substitution	
	Certified Staff.....	33
	Classified Staff.....	34
26.	Compensation, Extra Duty and Athletic Schedules	34
27.	Certified Staff Mentor Program	34
28.	EST Compensation	
	Extraordinary Work Duties	35
	Bi-lingual and In-School Suspension EST's.....	35
29.	Department Heads	35
30.	Head Custodians.....	35

ARTICLE X Terms of Agreement.....35 - 38

1.	No Strike	35
2.	Savings Clause	36
3.	Complete Understanding.....	36
4.	Management Rights.....	36-37
5.	Duration.....	38

Certified Salary Schedules	39 - 43
Classified Salary Categories	44
Classified Salary Schedules	45 – 49
Extra Duty Stipend Categories	50
Extra Duty Compensation Schedule	51 – 52
Athletic Schedule Categories	53
Athletic Stipend Schedule	54 – 55
Athletic Schedules	56 – 57
Grandparented Bus Drivers	58

ARTICLE I

RECOGNITION and DEFINITIONS

1. This Agreement is entered into on the date hereinafter set forth by and between the Board of Education of Genoa-Kingston District 424, DeKalb County, Illinois, hereinafter referred to as the "Board" and the Genoa-Kingston Education Association, IEA-NEA, hereinafter referred to as the "Association," which is hereby recognized as the sole and exclusive bargaining agent for all full and part time regularly employed, certified classroom personnel, hereinafter referred to as "teachers", and all regularly employed full and part time [as determined by the definitions section of this Agreement] classified employees, hereby referred to as classified employees, with regard to wages, hours and terms and conditions of employment, but not with regard to matters of inherent managerial policies, except for the Superintendent, Assistant Superintendent(s), Building Principal(s), Assistant Principal(s), Superintendent's Administrative Assistant, Human Resources Assistant, Payroll Assistant, Technology/Network Specialist, substitute teachers, as well as any other employee certified or classified who is supervisory, managerial and/or confidential as defined by Public Act 83-1014, its amendments, or its rules, as well as those teachers and other personnel who are employed and/or supervised by any co-operative agency whose duty is to serve the Board.

All part-time teaching personnel classified as teachers shall receive a pro rata share of fringe benefits based on their fractionalized employment status and health and other insurances are subject to the conditions and parameters as set forth by the insurance carrier.

2. The School Board agrees to make available to the Association, or President designee, in response to reasonable requests from time to time, information concerning the financial resources of the District including, but not limited to, the annual financial statements, adopted budget, and other financial reports which may be compiled and issued from time to time. Such information provided is information that is available under the Freedom of Information Act and is subject to the District policy on that Act.

In addition, the Board and the Administration will grant reasonable requests for available statistics and other information which may be relevant to negotiations or necessary for proper enforcement of this Agreement. The Association will furnish copies of any pertinent information as reasonably requested by the Board or its representative.

3. Definitions to determine classified employee's full and part-time status and therefore coverage under this Agreement.

A. Education Support Team ("EST"). (Formerly known as "aide.") Full-time are those individuals who are regularly employed for thirty hours or more per week and part-time are those individuals who are regularly employed for ten (10) to twenty-nine (29) hours per week, for all student attendance days.

B. Custodians. Full-time are those individuals who are regularly employed for forty hours per week and part-time are those individuals who are regularly employed for fifteen (15) to thirty-nine (39) hours per week, for 12 months.

C. Secretaries. Full-time are those individuals who are regularly employed for a minimum of 180-days, for thirty-five (35) hours or more per week. Part-time are those individuals who are regularly employed for fifteen (15) to thirty-four (34) hours per week.

D. Food Service. Full-time are those individuals who are regularly employed for thirty (30) hours per week. Part-time are those individuals who are regularly employed for ten (10) to twenty-nine (29) hours per week.

E. Bus Driver. Full-time are those individuals who are regularly employed for two (2) routes, or more than three (3) hours per day, and part-time are those individuals who are regularly employed for one (1) route per day. Shuttle and extra-curricular assignments are not considered to be a route.

Employees working less than the minimums described above are not subject to the terms and conditions of this Agreement.

ARTICLE II

NEGOTIATIONS PROCEDURES

1. The parties shall commence bargaining for a successor agreement on or about May 1 of the year the Agreement expires or earlier upon agreement of both parties.
2. When negotiations are conducted during regular work hours, released time shall be provided for the Association's negotiating committee members.
3. It is agreed that the parties will jointly request the Federal Mediation and Conciliation Service (FMCS) if either party to this Agreement declares impasse. Should FMCS be unavailable, the parties shall immediately commence discussions as to a replacement. In the event that the parties cannot agree upon a replacement, the Illinois Educational Labor Relations Board shall be notified.
4. Within thirty (30) days after the Agreement is signed, copies of the Agreement shall be printed at the expense of the Employer and presented to each bargaining unit member now employed or hereafter employed.

ARTICLE III

GRIEVANCE PROCEDURE

1. Access

Only full-time and part-time certified and non-probationary classified employees shall have access to the grievance procedure. No grievance shall be allowed to be filed by a probationary employee if it occurs during the probationary period.

2. Definition

A. Any claim made by an employee, or group of employees, or the Association that there has been a violation, misinterpretation, or misapplication of the terms of this Agreement, shall constitute a grievance.

1. The grievant shall mean the person or persons making the claim.

2. The written information contained in the filed grievance shall include:
1) a description of the specific grounds of the grievance, including data necessary for an understanding of the grievance; 2) a listing of the provisions of this Agreement which are alleged to have been violated; 3) a listing of specific actions requested of the administration which will remedy the grievance.

3. Procedure

A. Before a grievance is filed, an attempt should be made to resolve any difference informally between the aggrieved and whomever the grievance is against.

B. All time limits consist of school days, except that when a grievance is submitted less than ten (10) days before the close of the current school term, it will be processed as soon thereafter as possible. School days for the purpose of the grievance procedure shall mean days of scheduled attendance for all pupils.

C. All matters which are or may be presented for settlement under the provisions of this Article shall be presented by the grievant basing a claim thereon or as soon as practical but in no event later than fifteen (15) days after the occurrence complained of. Any matter not so presented shall be deemed to have been abandoned and shall not be entitled to consideration.

D. The time limits specified may, however, be extended by mutual agreement.

- E.** No question of a change in the structure or compensatory arrangements of the Salary Administration Policy set forth in the Appendix of this Agreement shall be subject to the provisions herein defined.
- F.** All claims for back wages shall be limited to the amount of wages that an employee would have otherwise earned, less any unemployment or other compensation that he may have received from any source during the period of back pay.
- G.** Any grievance occurring during the period between the termination date of the present contract and the effective date of a new Agreement shall not be subject to the provisions herein defined.
- H.** Any grievance of personnel covered by this Agreement which arose prior to the ratification of this Agreement shall not be processed.
- I.** Any full-time and part-time non-probationary employee may at any time present grievances to the administration without the intervention of the Association, provided that the Association has been given the opportunity to be present at all meetings.
- J.** The failure of a non-probationary employee or the Association to act within the time limits will act as a bar to the next step and an administrator's failure to render a decision or meet within the time limits set forth shall permit the non-probationary employee or Association to proceed to the next step.
- K.** Hearings and conferences held under this procedure shall be conducted by mutual agreement.
- L.** If the grievant and the Association and the Superintendent agree, Step 1 and/or Step 2 of the grievance may be brought directly to the next step.
- M.** Class grievances involving one or more employees may be initially filed by the Association at Step 2 with the employee's consent.
- N.** No employee shall be required to discuss any grievance if the Association's representative is not present, provided the grievant has requested his/her presence.
- O.** The Board, the Association and the grievant shall cooperate in their investigation of any grievance, and further, they shall furnish each other with such information requested for the processing of any grievance.
- P.** A grievance may be withdrawn at any level without establishing precedent.

4. Guidelines

The parties hereto acknowledge that it is usually most desirable for an employee and his/her immediately involved supervisor to resolve problems through free and informal communications. When requested by an employee, the building representative shall accompany the employee to assist in the informal resolution of the grievance. If, however, such informal processes fail to satisfy the employee or the Association, a grievance may be processed as follows:

Step I

The employee or the Association may present the grievance in writing to the supervisor immediately involved, who will arrange for a meeting to take place within four (4) days after receipt of the grievance. The Association's representative, if any, the aggrieved employee and the immediately involved supervisor shall be present for the meeting. The supervisor shall provide to the aggrieved employee and the Association a written answer to the grievance within two (2) days after the meeting. The answer shall include the reasons for the decision.

Step 2

If the grievance is not resolved at Step 1, the grievant shall refer the grievance to the Superintendent or his/her official designee within six (6) days after the receipt of the Step 1 answer or within eight (8) days after Step 1 meeting, whichever is later. The Superintendent shall arrange for a meeting with the grievant and the representative of the Association, if any, to take place within five (5) days of his/her receipt of the appeal. Each party shall have the right to call such witnesses as it deems necessary to develop facts pertinent to the grievance. Upon conclusion of the meeting, the Superintendent shall have four (4) days in which to provide his/her written decision with reasons to the grievant.

Step 3

If the grievance is not resolved at Step 2 within the time limits provided, the grievance may be heard by the Board at its option. The President of the Board shall arrange for a meeting to take place with the grievant and representative of the Association within seven (7) days of his/her receipt of the appeal. Each party shall have the right to call such witnesses as it deems necessary to develop pertinent facts to the grievance. Upon conclusion of the meeting, the President of the Board shall have five (5) days in which to provide a written decision with reasons to the grievant.

Step 4

If the grievant is not satisfied with the disposition of the grievance at Steps 2 and 3, or the time limits expire without the issuance of the Superintendent's and the Board President's written reply, or if the Board elects not to hear the grievance, the grievant 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 2 reply, the grievance shall be deemed withdrawn.

5. Arbitrator's Powers

Insofar as such arbitration is limited solely and simply to interpretation and implementation of the terms of this Agreement, both parties agree to abide by the results of the findings of the arbitrator. The arbitrator shall not have the power to add to, subtract from, alter, or modify in any way, any of the terms or conditions of this Agreement. It shall be the function of the arbitrator, and he/she shall be empowered, except as his/her powers are limited below, after due investigation, to make a decision in cases of alleged violation of the specific Articles and Sections of this Agreement.

- A.** He/She shall have no power to rule on any of the following:
 - (1)** The termination of services or failure to re-employ any probationary employee.
 - (2)** Placing of non-tenured teachers on a fifth year of probation.
 - (3)** The termination of services, or failure to re-employ any employee to a position on the Extra Duty Compensation Schedule or Athletic Compensation Schedule.
 - (4)** Any claim, or complaint, to which there is another remedial procedure, or forth-established law or regulation.
 - (5)** Any matter involving the results of employee evaluation.
- B.** He/She shall have no power to change any practice, policy, or rule of the Board nor to substitute his/her judgment for that of the Board as to the reasonableness of any such practice, policy, rule or any action taken by the Board. His/Her powers shall be limited to deciding whether the Board has violated the expressed Articles or Sections of the Agreement; it being understood that any matter not specifically set forth herein remains in the reserved rights of the Board.
- C.** He/She shall have no power to decide on any questions which under this Agreement are within the responsibility of management to decide.

- D.** In the event that a case is appealed to an arbitrator, on which he/she has no power to rule, it shall be referred back to parties without decision or recommendation on its merits.
- E.** The arbitrator is empowered to include in any award such financial reimbursements or any remedies he/she judges to be proper, if provided for by the terms of this Agreement.
- F.** Each party shall bear the full costs for its representation in the arbitration. The cost of the arbitrator and the AAA shall be divided equally between the parties.
- G.** If either party requests a transcript of the proceedings, that party shall bear the full costs for that transcript. If both parties order a transcript, the cost of the two (2) transcripts shall be divided equally between the parties.

ARTICLE IV

SENIORITY (CLASSIFIED EMPLOYEES)

- 1.** "**Seniority,**" as defined only, is determined by the length of an employee's continuous full-time service in his/her classification with the Employer since his/her last day of hire. An employee not completing the entry probationary period shall not be considered to have seniority and shall not be considered a regular employee.
- 2.** The Employer shall post a copy of the seniority list not later than November 1 of each school term.
- 3.** An employee shall lose all seniority credit in the event of the following:
 - A.** Voluntary or involuntary termination.
 - B.** Transfer to a non-bargaining unit position.
 - C.** An employee fails to give a written notice of an intent to return to work within 5 days after receipt of a notice for recall.
 - D.** An employee is absent from work for 3 days without advising the Employer.
 - E.** The employee is retired.
 - F.** The employee falsified records.
 - G.** The employee engages in an illegal work stoppage or other illegal concerted job actions against the Employer.

4. No seniority shall accrue during a leave of absence or layoff.
5. An employee's seniority shall entitle such employee only to such rights as are specifically provided for in this Agreement.
6. Seniority of classified personnel shall be done in their classification as determined by their last date of hire.

ARTICLE V

WITHHOLDING OF SALARY INCREMENTS

While the adoption of a Salary Schedule shall not serve to lower the basic salary of any employee, neither does it imply an automatic increase to members of the staff. An increase may be withheld when the professional contribution of a staff member is unsatisfactory.

To withhold an increase shall be interpreted as freezing the employee at his/her previous year's salary. Such withholding of an increase shall be taken only upon a specific determination by the Board that the employee's performance during the current school year was less than satisfactory, as determined by the criteria developed in the District's staff evaluation instruments. Such determination by the Board that the employee's performance was less than satisfactory may be made only after the employee has been evaluated under the jointly agreed upon evaluation instrument, following all procedures and criteria therein established, and has been found to have demonstrated a less than satisfactory performance.

The employee shall be given written notice by the Superintendent or his/her designee of the intention to make the recommendation to withhold an automatic salary increment, together with the reasons therefore, in writing. Such notice shall also include recommendations that could lead to the corrections of unsatisfactory performance. The employee may appear before the Board at a closed meeting to discuss this recommendation.

The employee will be given from the time of notification to the end of the school year or other mutually agreed upon time to remediate the reasons for the recommendations. If satisfactory progress has not been made by the end of the mutually agreed upon time the Board may elect to withhold an automatic salary increment. Employees frozen on their salary schedule for reasons of unsatisfactory performance shall be advanced only one step in the salary schedule upon showing evidence of satisfactory performance.

Adoption by the Board of an evaluation instrument into formal Board policy will not be done until an evaluation instrument is properly developed, jointly reviewed and approved by both the Association and the Board. The policy, when written, will include criteria not only designed to provide effective evaluation but also prescribe procedures and schedules for execution.

ARTICLE VI

LEAVES

1. Sick Leave

- A. The Board shall grant all regularly employed full-time teachers' sick leave in the amount of twelve (12) days at each teacher's respective contracted rate of pay during the school term in each school year.

The Board shall grant all full-time classified employees twelve (12) days per year.

Part-time teachers and part-time classified employees, except as limited by these Sections and by this Agreement, shall receive a pro-rated share based on their fractional work time.

Sick leave days will be added at the beginning of the school year for certified and non-probationary classified staff.

Sick leave shall be interpreted to mean personal illness, quarantine at home, or serious illness, or death in the immediate family. The Superintendent and/or his/her designee shall monitor the use of employees' sick leave.

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

Excessive absenteeism or a recurring pattern of absenteeism shall be reviewed by the Superintendent and/or his/her designee. The Superintendent at any time may request a physician's statement from an employee suspected of abusing sick leave. A classified employee found abusing sick leave may have those days of paid sick leave deducted from his/her pay.

Sick leave may accumulate up to 350 days for certified employees. This is not retroactive.

An employee may choose to use one (1) of his/her sick days as a "flex day". Such day may be utilized by the employee as in the case of, and subject to the same restrictions and/or limitations to, personal leave.

Flex Day: A day that is classified as a sick day, however, an employee may choose to use it as a personal day if all other personal days have been utilized. If the flex day is unused it becomes a sick day in the following year.

- B.** Once a teacher attains tenure, the teacher shall accumulate an additional four (4) days of leave for each complete year of the teacher's active service to the District which, after exhaustion of the teacher's accumulated sick leave and personal leave, may be used only in the case of a personal accident or illness requiring an extended absence. Prior to the teacher's use of such additional days, the teacher shall submit a physician's statement specifying the nature and extent of the accident or illness which requires the extended absence for approval by the Superintendent. In no case shall the total amount of additional leave earned and/or used over a teacher's lifetime employment by the Board exceed one hundred twenty (120) days. Any additional leave used under this paragraph shall be paid to the teacher at the teacher's rate of pay at the time of the use of the leave. This paragraph shall be retroactive in effect.
- C.** Each employee shall receive a regular accounting of the number of sick leave days accumulated within the district. The total number of sick days accumulated to date shall be reported on the Statement of Salary Assignments Form used at the beginning of each contract year.
- D.** The following shall apply to classified staff only:
- 1.** No compensation for accrued sick leave shall be paid at the termination of employment.
 - 2.** Sick leave shall not accrue during leaves of absences without pay or layoffs.
 - 3.** When an employee is absent due to illness, he/she must notify the employer prior to the time he/she is to report to work. Failure to do so may result in denial of sick leave pay. The employee may be required to provide the employer at board expense with satisfactory proof of illness as per Section 24-6 of the Illinois School Code.
 - 4.** Absence for part of a day for reasons in accordance with the sick leave provisions shall be charged against accrued sick leave in an amount not less than one-half day. Holidays and other regular days off shall not be charged against sick leave.
 - 5.** Probationary employees shall not be eligible for paid sick leave. However, upon successful completion of probation, they shall be credited for sick leave from the date they began probation.
 - 6.** A maximum of 5 days may be used from sick leave, after completion of the probationary period, per occurrence, for bereavement purposes.

2. Personal Leave

Full-time employees will be granted two (2) personal leave days, at full salary, during a legal school year. As a general rule, personal leave days may not be taken on a day directly preceding or directly following holidays and/or scheduled vacation days, except in an emergency. Prior notice of one (1) week will be required, except in cases of an emergency. The validity of an emergency is at the discretion of the Superintendent or designee. A personal leave day may be taken on a day directly preceding or directly following a holiday or scheduled vacation if a substitute is available and up to a maximum of two such employees per building on a first-come, first-serve basis. For purposes of this section, transportation employees shall be considered a building and district office employees shall be considered a building.

Personal leave may be used for personal business, religious and immediate family obligations which cannot be met outside of the school day.

Employees will complete a Personal Leave Request form and will not be required to state the specific reason for the request of personal leave.

Up to two unused Personal Leave days may be carried forward to the following school year (i.e., may begin the year with a total of four (4) days). Otherwise, unused Personal Leave days will be credited to sick leave at the end of the school year. All personal leave days must be exhausted before using a “flex day.”

3. Leave of Absence

Leave may be granted to teachers at the discretion of the Board as a period of rest from teaching duties for the purpose of participation in:

- A.** Exchange teaching programs in other states, territories, or countries.
- B.** Foreign teaching programs.
- C.** Cultural travel or work programs related to his/her professional responsibilities.
- D.** Formal study.
- E.** Medical reasons.

For such leave of absence, the teacher is not eligible for pay. However, a teacher granted a leave of absence may make arrangements during his/her leave to continue hospitalization insurance coverage as provided by the Board for teachers employed by the District. Such coverage shall be at his/her own expense. Credited years of service shall be restored at the level earned at the time the leave of absence began.

The teacher shall notify the employer by March 15th of the year the leave is being taken of the teacher's intent to return. If the teacher fails to notify the employer by certified mail of his/her return then such lack of notification as prescribed herein shall be understood as a resignation from the District.

Eligibility - No leave of absence shall be granted during a staff member's first full year of employment.

4. Sabbatical Leave

A full-time teacher who has rendered at least six (6) consecutive years of satisfactory service to the District may be eligible for a sabbatical leave of one full year to further education in a specific area. Such leave shall be spent wholly in study or educational pursuits as approved by the Superintendent and the Board and may be granted to allow the applicant to accept scholarships for study or research. Before leave is granted, the applicant must sign a declaration of intent to return to service in the District for at least two (2) years. If after the expiration of such leave, the teacher does not return, all sums of money received will be refunded to the Board unless return is prevented by illness or incapacity.

While on leave, the applicant will receive a salary of one-half of his/her current pay in equal monthly installments. The Board shall pay to the Teacher's Retirement System the contribution required of the person on leave. This shall be computed on the annual full-time salary rate under which the member last received earnings immediately prior to the leave.

A leave granted for a period of one year shall bar a further sabbatical leave until the completion of six (6) years additional satisfactory service. Credited years service shall be restored at the level earned at the time the sabbatical began.

5. Released Time

Released time may be granted to any employee, if advance written approval is given to the employee by the employee's immediate supervisor for training to improve support services or professional services concerning the improvement or revision of the educational, extra- or co-curricular programs.

All requests by the employee under this Section shall be submitted in writing and all approvals or denials by the employer shall be given in writing. Refusal to grant release time shall not constitute grounds for grievance.

Similar professional services requested by the Curriculum Coordinator and Superintendent to be performed outside the regularly scheduled school day, namely evening, and days when school is not in session, may be compensated.

The District will pick up the cost of reasonable traveling expenses, meals, lodging and registration incurred while attending any approved conference, with prior approval.

6. Disability Leave

- A.** Only full time non-probationary classified and all certified employees shall be eligible for this benefit, except as limited by these Sections.

Should a staff member not wish to take advantage of leave as provided for below, that period of time between the day he/she leaves his/her duties at his/her doctor's advice and the day he/she is able to return to his/her duties at his/her doctor's advice, shall be considered sick days and shall be subject to the provisions of Sick Leave.

- B.** A staff member who is employed by the District shall be eligible for leave without pay for a period of up to one and one-half (1 ½) years if the leave begins at the second semester, or two (2) years if the leave begins at the start of a school year, provided said staff member states his/her intent to the Board, in writing, in his/her formal request to return to the District for a minimum of one (1) school year upon completion of the leave. Employees may return at a time that is appropriate to the students' continued education.

- C.** Upon return, a staff member may be restored to his/her former position or to a position of like nature, if possible. Tenure, insurance benefits, credited years service, accumulated sick days, shall be restored at the level earned at the time the leave began.

- D.** After the employee exhausts his/her disability leave, then the staff member may be terminated from his/her duties because he/she is unable to perform his/her duties as determined by a certified practicing physician.

The Board shall have the right to require that a staff member be examined by the Board's Physician with respect to his/her ability to continue his/her duties.

- E.** Eligibility - No leave of absence shall be granted during a staff member's first full year of employment.

7. Adoption and Child Care Leave

In the event a non-probationary employee wishes to adopt a child or for the purpose of a child care leave, the staff member shall have access to the provisions of the Disability Leave for that purpose subject to the provisions of the Disability Leave.

8. Association Leave

In the event that the Association desires to send representatives to local, state or national conferences or on other business pertinent to Association affairs, these representatives may be

excused without loss of pay providing the Association reimburses the District for the cost of the substitutes. In no case will the total number of days used by certified staff exceed five (5) from July 1 to June 30. An additional two (2) days shall also be available for use by noncertified staff in the event that the Association desires to send noncertified staff to local, state or national conferences. Noncertified staff who use such days may be excused without loss of pay providing the Association reimburses the District for the cost of the substitutes. A written notice for such leave will be submitted to the Superintendent.

9. Bereavement Leave

Absences for funerals of persons other than those included in the provisions for sick leave may be approved, by the Superintendent, for classified and certified employees for two (2) days. Such days shall be deducted from sick leave. No more than two (2) people from a building may be on this leave on any one day except for extenuating circumstances as determined by the Superintendent. This leave shall be taken in half day increments.

ARTICLE VII

REDUCTION-IN-FORCE

1. Certified Staff

If the Board of Education determines to decrease the number of teachers employed or to discontinue some particular type of teacher service, the Board will first remove or dismiss all non-tenured teachers before removing or dismissing any tenured teacher who is legally qualified to hold a position currently held by a non-tenured teacher. If the Board's decision to decrease the number of teachers employed or to discontinue some type of teaching service requires the dismissal of tenured teachers, the Board shall first dismiss the tenured teacher or teachers with the least seniority before dismissing any tenured teacher with more seniority who is legally qualified to hold a position currently held by a less senior tenured teacher. Tenured teachers so dismissed shall receive notices of honorable dismissal. Neither this reduction-in-force policy nor a teacher's tenure status shall preclude the Board from assigning or transferring teachers to positions for which they are legally qualified based on administrative recommendations.

If a vacancy occurs within one calendar year from the beginning of the school term following its reduction-in-force, the Board shall tender the vacant position to the honorably dismissed tenured teacher with the greatest seniority who is legally qualified to hold the position. Vacant positions include full-time teaching positions and full year part-time teaching positions, but do not include substitute positions or positions becoming vacant because of leaves, whether paid or unpaid. Any recalled tenured teacher shall retain his/her tenure status and all accumulated seniority; however, the period during which the tenured teacher did not teach shall not be counted towards seniority.

To be eligible for recall, an honorably dismissed tenured teacher must provide the Board of Education in writing, prior to the last day of the school term of dismissal, with the address where the teacher may be reached. The teacher must also notify the Board of Education in writing, within fourteen (14) calendar days of the Board mailing a certified letter or within seven (7) calendar days of receipt of the offer, whichever shall first occur, of the acceptance of any vacant position offered to the teacher during the recall period. Failure to notify the Board of acceptance shall constitute rejection of the offer of employment. If a teacher rejects an offer of a full-time vacant position, the teacher shall be deemed to have waived his/her recall rights to that particular grade level and will be eligible for any other vacant positions that become available within the recall period. The recall period will be as explained in paragraph 4. Prior to November 1 of each school term, the administration shall post a listing of the seniority rank of all tenured teachers in the school district, along with a copy of this policy. Each teacher shall have ten (10) employment days thereafter to file written objections to his/her ranking which shall specify the alleged error in the ranking.

A teacher's failure to make a timely objection shall be deemed an acceptance of the ranking, and the teacher cannot thereafter challenge his/her seniority for the school term.

Seniority shall be defined as follows:

- A.** Years of continuous teaching service with the school district; provided, however, that less than full-time service shall be computed on a pro rata basis and approved unpaid leaves of absence of ninety (90) consecutive days or more shall not be counted in determining seniority.
- B.** If the years of total continuous teaching service with the school district are equal between two or more teachers, then seniority shall be determined by total teaching service with the school district whether or not continuous (such service shall be computed in the manner described in paragraph A above.)
- C.** If the years of total teaching service with the school district are equal between two or more teachers, then seniority shall be determined by prior teaching experience. If prior teaching experience is equal, then horizontal position on the salary scale shall control, i.e. the teacher with more/the most academic hours on the horizontal scale shall remain.

Legal Qualifications or Legally Qualified shall be defined as all statutory prerequisites for teaching a particular subject or grade, including but not limited to, the certification requirements of Article 27 of The School Code of Illinois, the academic experience requirements of State Board of Education Document No. 1 (or its successor or supplementary regulations.)

For purposes of this clause, Teacher shall be defined as an employee who currently holds a teaching position or has been assigned a teaching position for the school year following the

reduction-in-force and Service as a Tenured Teacher or Teaching Service shall be defined as service as a teacher and/or administrator.

Any teacher on the recall list may, at his/her own expense, maintain group insurance coverage for the period of recall, subject to approval of the insurance company.

2. Classified Employees

A. If a classified employee is removed or dismissed as a result of a decision of the school board to decrease the number of classified employees employed by the board or to discontinue some particular type of educational support service, written notice shall be given the employee by certified mail at least 60 days before the end of the school term, together with a statement of honorable dismissal and the reason therefore.

In the event of layoff, for any reason, temporary or permanent full-time employees shall be laid off in the inverse order of their seniority in their classification based on their hiring date as a full-time employee.

Hearing interpreters shall not accrue seniority. In the event that a student to whom a hearing interpreter is assigned leaves the District or no longer requires a hearing interpreter, the Board may dismiss the hearing interpreter with thirty (30) days written notice, together with a statement of honorable dismissal. In the event of a layoff of a full-time interpreter, such interpreter may be called back to a new position, or existing position which becomes vacant, within one (1) calendar year from the beginning of the school term following the effective date of the layoff. If such former full-time interpreter declines the offered re-employment, such interpreter shall be removed from the recall list and the Board shall have no other recall obligation.

- B.** Full-time employees shall be called back from layoff in their classification according to seniority based on their hiring date as a full-time employee and qualifications and so far as they are qualified to hold such a position in the classification from which they were laid off.
- C.** Full-time employees on layoff who have been offered re-employment and have declined shall be removed from the recall list and have no other recall obligation due from the employer.
- D.** Call back from layoff status shall extend for the following school term or within one (1) calendar year from the beginning of the following school term.
- E.** Benefits shall not accrue during layoff.
- F.** Not later than November 1 of each school term, the Administration shall post a listing of the seniority rank of all classified employees in their classification in

the school district. Each classified employee shall have ten (10) employment days thereafter to file written objections to his/her ranking which shall specify the alleged error in the ranking.

A classified employee's failure to make a timely objection shall be deemed an acceptance of the ranking, and the employee cannot thereafter challenge his/her seniority for the school term.

Seniority shall be defined as follows:

1. The length of an employee's continuous full-time service in his/her classification with the employer since his/her last date of hire. An employee not completing the entry probationary period shall not be considered to have seniority and shall not be considered a regular employee.
2. If the years of total continuous service in a category with the school district are equal between two or more classified employees, then seniority shall be determined by total service with the school district whether or not continuous (such service shall be computed in the manner described in (1) above).
3. If the years of total service with the school district are equal between two or more classified employees, then seniority shall be determined by drawing lots.

3. Mid-School Term Reduction-In-Force

Notwithstanding any other provisions of this Agreement or The School Code of Illinois, a classified employee may be dismissed by a reduction-in-force at any time during the school term if the services of a classified employee are no longer necessary, as may be determined by the Board, as a result of the death of a student or a student's withdrawal from the program.

ARTICLE VIII

WORKING CONDITIONS

1. Duty Free Lunch

Teachers shall have a duty-free lunch period equal to the regular student school lunch period in the building to which the teacher is assigned but not less than thirty (30) minutes in each school day.

Classified employees are responsible for keeping an accurate record of hours worked. Each employee is expected to take a thirty (30) minute lunch break, at a time convenient to his/her employer and/or supervisor, and such time shall not be considered as part of the employed time.

2. Planning Time

Middle School and High School teachers shall be allowed one teaching period of planning time each day.

Elementary School teachers shall be allowed a weekly minimum of 210 minutes of planning time.

On days of early dismissal, shortened days, emergency days, or days with assemblies, field trips, or performance practices, this Section shall be inapplicable.

3. Time for Parent Conferences

The Board shall make provisions for early dismissal days for the purpose of Parent Conferences three (3) times during the school year.

At least one (1) time during the school year, teachers will be required to hold Parent Conferences in the evening.

4. District Wide Committees

In an effort to ensure collaboration and open communication in the District, the District will establish District-wide committees. The purpose of the Curriculum Committee, the Evaluation Instrument Review Committee, the Insurance Committee and the Co-Curricular Committee will be to identify, discuss and by consensus of its members, make written recommendations to the Board and the Association.

It is expected that the Committee's work will be conducted on an ongoing basis and will submit annual written recommendations to the Board and the Association each school year. Members of the Committee and its subcommittees shall serve thereon without additional stipend.

5. Additional Teaching Assignment Compensation

All additional teaching assignments will be made through the Superintendent and the Board on a yearly basis and will be determined by what is in the best interest of the District.

A middle or high school teacher who is assigned an additional teaching assignment indicated below shall be compensated therefore based upon the teacher's current base teaching salary, prorated based upon the duration of that teacher's additional assignment:

- A. An Early or Late Bird class which extends beyond the teacher's scheduled 7.5 hour day.

- B.** A class within the teacher's 7.5 hour day which causes the teacher to lose part or all of his/her minimum preparation time for more than ten (10) consecutive workdays, or in the case of a Block 8 schedule, ten (10) consecutive A or B days. In such event, the additional compensation shall be retroactive to the first day of the assignment.

6. Physical, T.B. Tests

All new employees, as a precondition to the commencement of duties and pay, must take and pass to the satisfaction of the employer a physical exam and T.B. Test as well as any other employer pre-employment test. The physical examination required of all new employees shall be at the expense of the employee. The employer will pay for the physical examination of the bus drivers.

7. Transportation Procedures

Procedures within the Transportation Department will be outlined in the Department Handbook. The Handbook will be reviewed on an annual basis with feedback from the transportation employees. Procedures in the Handbook are not subject to the Grievance Process.

8. Work Year.

- A.** Certified Employees.

For each school year of this Agreement, certified employees shall work 183 days. One work day shall be allocated for parent-teacher conferences. The equivalent of two work days will be allocated as additional team planning time to be scheduled at each building.

- B.** Classified Employees.

Classified employees listed in this Section shall work a minimum of the days listed under the appropriate classification except in the case of an emergency or when the pupil(s) attendance day(s) are decreased.

EST. Regularly employed ESTs shall work all student attendance days.

Custodians. Regularly employed custodians shall work a twelve (12) month year.

Food Service. Regularly employed food service employees shall work a minimum of 174 days.

Bus Drivers. Regularly employed bus drivers shall work all student attendance days

Secretaries. Regularly employed secretaries shall work the minimum number of days as defined by their job classification/job description.

9. Work hours for all classified personnel shall be determined by the Superintendent and provided to the employee prior to the beginning of the new work year.

10. Probationary period

All classified employees shall have an evaluation within the probationary period of sixty (60) calendar days. The probationary period may be extended for an additional thirty (30) days.

11. Vacation For Full-Time 12-Month Classified Staff

Vacations will be scheduled with the Superintendent or designee. Vacations must be taken by August 15. Request for vacations must be made in writing to the Superintendent or designee. Such vacation is to be taken at the convenience of the employer.

Vacation leave shall accrue as follows*:

From end of 1st year of employment to end of 11th year equals ten (10) days;

From beginning of 12th year equals fifteen (15) days.

*Providing that the employee has been in active pay status 15 work days in the month for the accrual.

Accrued vacation leave shall be credited as earned vacation for each full month of service in accordance with the above schedule, except that vacation accrued during the first twelve (12) months of continuous service shall not be credited as earned vacation until and unless the employee completes the first twelve (12) months of continuous service.

An employee shall be compensated for accrued vacation leave upon termination; employees who resign or are discharged during their probationary period shall not be entitled to compensation.

12. Holidays – (Classified Staff)

Employees will be granted the following holidays (days off with pay) provided that they are in “paid” status on both the last work day before, and the first work day following the holiday, as follows:

1. Employees that are within Grades D through I (excluding EST/Hearing Interpreters) will receive the following holidays if they fall within their contracted work year.

New Year's Day
Martin Luther King, Jr. Day
Lincoln's Birthday (or, in the alternative, Presidents' Day)
Casimir Pulaski Day
Friday before Easter
Memorial Day
Independence Day
Labor Day
Columbus Day
Veterans' Day
Thanksgiving Day
Day after Thanksgiving Day
Christmas Day

2. Employees that are in the Grades of A, B, C, EST/Hearing Interpreters and Bus Drivers will receive the following three (3) holidays per year:

Labor Day
Christmas Day
Memorial Day

3. If an employee is required to work on a holiday they will receive additional compensation for that day at their regular rate.

13. Classes of support certified staff (e.g.-special education, specials, etc.) shall not be canceled in order for that teacher to serve in the capacity of a substitute teacher, except in cases of extreme emergency when a reasonable effort has been made to secure a substitute teacher.
14. The Board will have placed in each classified employee's job description the supervisor or supervisors to whom that individual will report. In addition the Board shall provide to the employee a copy of their job description by the first day of each school year or first day of employment. Copies of all Board-approved job descriptions of employees covered by this Agreement shall be given to the Association President.
15. The Administration shall provide a reasonable length of time for the Association President or his/her designee to present Association business at a General Institute if such an Institute is held.
16. The employer will allow the Association to use District facilities for committee, and general or building employee meetings, outside of school attendance hours provided the Association receives pre-approval and that the meeting does not interfere with extra-curricular and other instructional meetings. The Association agrees to pay for any damage, other than reasonable wear and tear, and for any extraordinary expenses associated with such a meeting.

In addition, the Association shall have the right to use equipment, according to past practice, that is not being used for instructional or other District purposes. The Association agrees to

pay for any damage, other than reasonable wear and tear, and for any repair of such item damaged as well as a reasonable cost of all materials, supplies or operator (if necessary) incident to such use. No equipment shall be removed from the building and pre-approval shall be requested prior to usage.

17. Just Cause Dismissal

No non-probationary classified employee shall be discharged without just cause. At the time such action is taken, written notice of the grounds forming the basis for disciplinary action will be delivered to the employee and the Association.

18. Length of school day (certified employees)

The school day for certified employees will be seven and one-half (7.5) continuous hours per day. "Continuous" shall not be deemed to include athletic or extra duty activities. The school day for a certified employee may be scheduled to begin as early as 7:30 a.m. and end as late as 4:00 p.m. If the Board determines that a split schedule/shift becomes necessary, the 7:30 a.m. to 4:00 p.m. range for the school day shall be without force and effect.

19. Assignments

Employees shall be notified of their tentative assignments for the following year by two (2) weeks prior to the last day of the school term.

20. Vacancies (certified and classified employees)

This Section is not subject to the grievance process.

All vacancy notices shall be filed in a binder in the District Office reception area, sent to the Association website master to be posted on the Association website, and during the school term sent to building representatives to be posted in the buildings. The Superintendent or designee shall provide the following information, if applicable, to the Association website master:

- A.** Type of work
- B.** Location of work
- C.** Starting date
- D.** Rate of pay
- E.** Hours to be worked
- F.** Classification
- G.** Minimum requirements
- H.** Application Closing Date

21. Labor Management Committee

A committee of Superintendent, Board member, GKEA President and GKEA member will meet monthly to discuss matters of mutual concern.

22. Cancellation Pay

In the event an extra curricular trip is canceled and the bus driver has reported to work, the driver will receive one (1) hour pay. When weekend trips are canceled with less than six (6) hours notice, two (2) hours pay will be paid to the bus driver. Any bus driver required to attend a refresher course will be paid at his/her hourly pay rate.

23. Commercial Drivers License

The Board of Education will pay for one commercial drivers license test. If the test is to be taken yearly, the Board shall pay for the test yearly, once for each driver.

24. Outsourcing

The Board will notify the Association no less than thirty (30) days before soliciting bids for bargaining unit work. A bid packet will be provided to the Association when made available to bidders.

ARTICLE IX

COMPENSATION AND BENEFITS

1. Employee Salary Statements

A statement of salary and extra-curricular, and extra-duty salary, if applicable, shall be signed by the employee prior to the start of the school year.

2. Compensation for Extra-curricular Positions

Employees compensated for extra-curricular duties shall elect to receive payment for such duties either in monthly installments included in the normal payroll or in a lump sum payment payable on the pay date immediately following the conclusion of the season and/or event. This option shall be elected and specified on the Statement of Salary Assignment agreed to annually at the beginning of each school year.

3. Compensation for Tutors-(Certified Staff)

Rate of pay for tutoring home or hospital-bound physically challenged, mentally impaired, or behavior disordered/emotionally disturbed children, by any regularly employed certified personnel shall be at the rate of \$30.00 per hour.

4. Compensation for Two (2) Grades in One Classroom-(Certified Staff)

Teachers with two (2) homeroom grades in one classroom, applicable to grades kindergarten through sixth only, shall be paid as indicated in the Extra Duty Schedule. This Addendum shall exclude special education classrooms.

5. Credit for Prior Experience Outside the System-(Certified Staff)

- A.** Credit given for prior experience on the Salary Schedule shall be determined by the Board in its discretion upon employment in the District. The Board reserves the right to grant credit on the Salary Schedule based upon the appropriateness of non-teaching experience.
- B.** Experience of value to the District, other than teaching, is to be evaluated for credit by the Superintendent and approved by the Board.

6. Credit for Prior Experience Outside the System-(Classified Staff)

- A..** At the discretion of the Superintendent, prior experience may be given upon employment for related experience both in and out of the District.
- B.** Credit for out of district experience will be capped at 10 years.
- C.** Internal candidates applying for a position outside of their current classification will receive 1 step of credit for every 5 years of continuous, full-time employment.

7. Credit for Approved Educational Hours-(Certified Staff)

All hours to count on the Salary Schedules must be approved by the Superintendent. Such approval must be given prior to course enrollment.

8. Horizontal Movement on the Salary Schedule-(Certified Staff)

The Board will provide teachers with horizontal advancement on the Salary Schedule beyond the BA degree only for course work hours earned following the completion of the BA degree. The Board will provide teachers with horizontal advancement on the Salary Schedule beyond the MA degree only for course work hours earned following the completion of the MA degree. Course work hours earned prior to the completion of a degree shall not be considered for horizontal advancement on the Salary Schedule following the completion of the degrees. Teachers who attain a Master Teacher Certification while in any BA lane will move to the MA/0 lane. Teachers who attain a Master Teacher Certification while in any MA lane will move to the 2MA lane.

9. Horizontal Movement for Educational Support Team (EST)-(Classified Staff)

- A.** EST's may qualify for horizontal lane advancement at the beginning of each school term by obtaining additional training and education in areas that relate to their position.
- B.** All credit hours not provided by the District require approval by the Superintendent/designee prior to beginning the course/training.
- C.** Creditable coursework relates to approved credits beyond the minimum necessary for employment as an EST. (i.e. – 30 hrs. or Paraprofessional Test).
- D.** The following indicates minimum credit obtained to achieve horizontal movement on the Classified Salary Schedule:
 - Category A: (EST I) Passing score on the State Paraprofessional Test or 30 college credit hours.
 - Category B: (EST II) Associate Degree, or 60 college credit hours or equivalent district credit.
 - Category C: (EST III) Bachelors Degree, or 120 college credit hours or equivalent district credit.
- E.** Equivalent district credit may be given for horizontal movement on the Classified Salary Schedule at the following rate:
 - 7 hrs. of in-district training = 1 college credit hour

10. Movement on the Salary Schedule-(Certified Staff)

- A.** Any full-time teacher actively employed for eighty (80) or more consecutive school days shall be entitled to move one step on the Salary Schedule in the following school year except as may be otherwise provided in this Section.
- B.** Any part-time teacher actively employed the equivalent of eighty (80) or more full-time school days shall be entitled to move one step on the Salary Schedule in the following school year. For example, a teacher employed 4/7 time for an entire school year shall be deemed to have worked 105 days in that school year and shall be entitled to move one step on the Salary Schedule in the following school year.
- C.** Any part-time teacher actively employed the equivalent of less than eighty (80) full-time school days in a given school year shall not be entitled to move one step on the Salary Schedule until the year following such time the teacher has worked eighty (80) or more full-time school days. For example, a teacher employed 2/7 time for an entire school year shall be deemed to have worked only 53 school days in that particular school year and shall not be entitled to move one step on the Salary Schedule in the next succeeding school year. However, that teacher shall be deemed at the end of the second

school year to have worked 106 school days and shall at that time be entitled to move one step on the Salary Schedule in the next school year.

D. Any teacher initially employed on a part-time basis prior to their employment as a full-time teacher shall be treated for salary step movement on the Salary Schedule on the basis of the past practice of the school district.

E. A teacher who is on step fifteen (15) or greater as of June 30, 2000, shall not be covered by this Section E.

Beginning with the 2001-2002 school year, vertical step movement for teachers in each of the following vertical lanes on the Teachers' Salary Schedule will end at the step indicated below and the teacher will be frozen at the maximum step for each such lane.

<u>Lane</u>	<u>Maximum Step</u>
BA	12
BA 9	14
BA 18	16

A teacher who is frozen in his/her lane will not make up step movement lost once he/she moves to the next lane.

The Superintendent may grant, at his/her discretion, additional vertical movement on the Teachers' Salary Schedule when extenuating circumstances arising, subsequent to this Agreement, prevent the teacher from obtaining the additional course work credit necessary to move to the next vertical lane. The Superintendent's exercise of discretion under this paragraph shall not be subject to the Grievance Procedures.

F. A teacher who earns an advanced degree (MA, CAS, PHD) or Master Teaching Certificate by January 15 will be afforded lane movement on the Salary Schedule at the start of the second semester of the school year.

11. Movement on the Salary Schedules (Classified Staff)

A. Any full-time classified employee actively employed for eighty (80) or more consecutive school days shall be entitled to move one step on the Salary Schedule in the following school year.

B. Any part-time classified employee actively employed the equivalent of eighty (80) or more full-time school days shall be entitled to move one step on the Salary Schedule in the following school year. For example, a classified employee employed 4/7 time for an entire school year shall be deemed to have worked 105 days in that school year and shall be entitled to move one step on the Salary Schedule in the following school year.

C. Any part-time classified employee actively employed the equivalent of less than eighty (80) full-time school days in a given school year shall not be entitled to move one step on the Salary Schedule until the year following such time the classified employee has worked eighty (80) or more full-time school days. For example, a classified employee employed 2/7 time for an entire school year shall be deemed to have worked only 53 school days in that particular school year and shall not be entitled to move one step on the Salary Schedule in the next succeeding school year. However, that classified employee shall be deemed at the end of the second school year to have worked 106 school days and shall at that time be entitled to move one step on the Salary Schedule in the next school year.

12. Salary Schedule (Classified Staff)

A. Categories of Position

1. Each classified position is placed within a category on the Classified Salary Schedule to determine the rate of pay for that specific position.
2. Specific benefits are also attached to positions within a category (e.g. – access to insurance, holidays, vacations, etc.).

B. End of Schedule and Off Schedule Placement:

1. Employees placed on step 13-15 during the 2007-2008 school term will have 3 years of schedule increases (Base and Step) followed by 2 years of Repeating Bottom Step (“RBS”) increase (Base increase only).
2. Employees placed beyond step 15 during the 2007-2008 school term will have 3 years of schedule increases (Base and Step) followed by 2 years of RBS increase (Base increase only).

13. Compensation for Part-time Teachers

Part-time teachers shall be compensated for the exact percentage of the work day to which they have been assigned.

14. Illinois Teachers' Retirement System

From each teacher's salary reflected on the Salary Schedule or off-schedule, as may apply, the Board shall deduct and remit the required amount to the Illinois Teachers' Retirement System. To the extent permitted by law, it is the intention of the parties to qualify such deduction and payments to TRS as picked up and paid by the Board, on the teachers' behalf, as employer payments pursuant to Section 414(h) of the *Internal*

Revenue Code. The Board does not warrant that the deduction made from teachers' salaries pursuant to this Section are excludable from teachers' gross wages.

15. Reimbursement for School Expenses and Mileage

If it is necessary for any employee to use his/her own vehicle in pursuit of school business or duties, including changing school at any time during the day, reimbursement shall be paid at the current I.R.S. rate. Travel from home to school or school to home shall not be included for reimbursement.

16. Board Contribution to Hospital-Medical Insurance

For each of the years of this Agreement, the Board shall pay eighty-three percent (83%) of the monthly cost of the single premium rate for hospital-medical insurance for each full-time teacher, twelve month custodian and full-time employees that are within Grades E through I on the classified salary schedule (excluding EST/Hearing Interpreter) until the employee's last work day; and said employees shall be responsible for the remaining cost of the premium. In no case shall reimbursement of this benefit exceed the cost of full family coverage, even in such cases where both members of a family are employed by the District.

This contribution is to be used exclusively for a Health and Major Medical Group Insurance Plan approved by the Board unless a teacher can show that he/she is already covered by a major medical plan.

The Board and the GKEA shall establish a joint committee to review the District's group health insurance plan and consider options to obtain alternative health insurance coverage at the lowest available premium cost. The Board and the GKEA shall each designate four (4) representatives to serve on the committee and shall each be responsible for the attendance and participation of their respective representatives. The committee will meet annually, with the first meeting occurring not later than November 15 of each school year. The committee's written recommendation, if any, shall be presented to the Board by March 1 of each school year.

The Board reserves the right to select insurance carriers, or elect self-insurance, and to determine the coverage and benefits for the District's insurance plan.

The Board shall allow access for such other full and part-time classified personnel to the Hospital and Medical coverage plan as may be agreed by the Board and the Association provided the employee pays the entire premium.

Effective September 1, 2003, only the following classified personnel may participate in the Board's Health and Major Medical Group Insurance Plan:

1. Classified personnel who were participating in the Board's Health and Major Medical Group Insurance Plan on August 31, 2003. Such classified personnel who withdraw from participation in the Plan shall not be permitted to re-enroll therein.
2. Classified personnel employed by the Board for whom the Board makes a contribution towards the monthly cost of the single premium.

17. Salary Reduction Plan

An employee who elects to participate in hospital-medical insurance coverage as per the terms and conditions of the group insurance plan and this Agreement on or before the first day of each school year may at that time elect that the Board remit for him/her during said school year to the insurance carrier a sum equal to the employee's share of the premium for the coverage elected. Said election shall be made on an annual basis. This provision is intended to constitute a salary reduction plan under Section 125 of the Internal Revenue Code and the Treasury Regulations promulgated thereunder.

The amount of gross wages due such employee in the form of salary shall be the sum specified on the salary schedule less the payment by the Board, paid in installments as otherwise provided herein, provided the Board shall deduct from said gross wages all sums as required by law or as authorized by the employee pursuant to this Agreement. The employee shall have no right or claim to the funds so remitted. Once the election is made as provided above, it may not be rescinded unless there is a change in family status or other circumstances as provided in Section 125 of the Internal Revenue Code and the Treasury Regulations promulgated thereunder.

The Board does not warrant that the deduction made in the amounts as listed on the compensation schedule by the Board for the employees as set forth above are deemed excludable from the employee's gross wages, and as such, the Association and each individual employee shall and do hereby indemnify and hold harmless the Board, its members, its agents, and its employees from any and all claims, demands, actions, complaints, suits, assessments or deficiencies or other liability by reason of the payments of insurance premiums pursuant to the provision of this section and the lack of tax withholding thereon.

18. Pay Periods

Pay periods shall occur for employees covered by this Agreement on the 10th and 25th of each month. Pay periods which fall on holidays or on vacation days shall be disbursed on the last day worked. During months when it is necessary to mail paychecks, they will be postmarked two (2) business days prior to the actual date of pay.

19. Overtime pay for full time classified employees

Full time classified employees shall be paid at the rate of one and one half (1½) times their base hourly rate schedule for their classification, for hours worked over forty (40) hours in a work week.

20. Payroll Deductions

A. Procedures for Membership Authorization

Proper authorization for membership payroll deductions shall be the signature of the employee on an authorization form prepared by the Association and submitted to the Superintendent or his/her designee. Such authorization shall remain effective for one year.

B. Payment to the Association

Authorizations submitted to the Superintendent or his/her designee by the 15th of any month shall become effective by the first pay period of the following month.

Such payroll deductions shall be equally deducted over the remaining pay periods and remitted to the Association within thirty (30) working days following each pay period.

C. Annuities and Specific Contributions

All existing annuities and participants, and contributions, such as United Way and the Genoa-Kingston Education Association Scholarship Fund, shall be grandfathered. There must be a minimum of five (5) participants for an annuity company or contribution prior to the authorization of utilizing that annuity company or for the payroll deduction for said contribution.

21. Fair Share

Employees covered by this Agreement who are not members of the Association shall, commencing 60 days after their employment, or 60 days after the effective date of this Agreement or ratification of this Agreement, whichever is later, pay a fair share fee to the Association, as determined by the Illinois Educational Labor Relations Board on an annual basis, for collective bargaining and contract administration services rendered by the Association as the exclusive representative of the employees covered by this Agreement. Such fair share fees shall be deducted by the Board from the earnings of non-members and remitted to the Association. The Association shall annually submit to the Board a list of the employees covered by the Agreement who are not members of the Association and an affidavit which specifies the amount of the fair share fee which is

required of the members of the Association. Non-members who object to this fair share fee based upon bona fide religious tenets or teachings of a church or religious body shall pay an amount equal to such fair share fee to a non-religious charitable organization mutually agreed upon by the teacher and the Association and as established by the Illinois Educational Labor Relations Board and its subsequent rulings. If the affected non-member and the Association are unable to reach agreement on the organization, the organization shall be selected by the affected non-member from an approved list of charitable organizations established by the Illinois Educational Labor Relations Board and the payment shall be made to said organization. A notice will be posted on all available employee bulletin boards specifying the amount of fair share fee to be deducted, and advising that any non-member may object to the amount of the fee, and further describing the process for filing objections.

22. Hold Harmless

The Association agrees to indemnify and hold the Board, its members, officers, agents and employees harmless from and against any and all claims, demands, actions, suits, orders, judgments or other forms of liability "monetary or otherwise" brought or issued against the Board and for all legal costs that may arise out of or by reason of any action taken or not taken by the Board for the purpose of complying with the above provisions of this Section or in reliance on any list, notice, certification, affidavit or assignment furnished under such provisions.

23. Retirement Incentive Program

- A. Eligibility.** To be eligible to participate in the Retirement Incentive Program, a teacher must meet all of the following criteria:
1. Must apply and be eligible for a retirement annuity within six (6) months of the last day of teaching for which retirement contributions were required (per P.A. 94-0004, amendments thereto, or TRS rules);
 2. Must have completed at least five (5) consecutive years of full-time employment in District 424, including final year;
 3. Must have completed the years of creditable service and satisfied all other requirements of the Illinois Teachers' Retirement System necessary to receive a retirement annuity from TRS;
 4. Must retire by June 30, 2016 (e.g., for notice given by May 1, 2012 [last year of the contract] for retirement on June 30, 2016);

5. Following the 2006-07 school year, must not have received an increase in total creditable earnings in the any of last four (4) years of District employment that exceeds six percent (6%); and
6. Except for retirement at the end of June 2008 (one-year plan), June 2009 (two-year plan) or June 2010 (three-year plan), must submit in writing an irrevocable statement of intent to retire under the Illinois Teachers' Retirement System to the Superintendent by May 1 of the fifth school year prior to the effective date of retirement. For retirement at the end of June 2008 (one-year plan), June 2009 (two-year plan) or June 2010 (three-year plan), the teacher must submit in writing an irrevocable statement of intent to retire to the Superintendent within sixty (60) calendar days of ratification of the Agreement by the Board.

B. Limitation on Retirements Under Modified ERO. At the discretion of the Board, the number of teachers under age 60 who may elect to participate in the TRS Modified Early Retirement Option may be limited to ten percent (10%) of the teachers under age 60 who are eligible for participation with the right to participate to be allocated among those applying on the basis of seniority in service to the District.

C. Teachers who participate in the Retirement Incentive Program shall be entitled to the following benefits:

- 1 For each school year of the teacher's plan until the teacher's retirement, the Board shall provide the teacher with a 6% increase in total TRS creditable earnings over the previous school year. In order for the annual increase to include an increase in creditable earnings not paid under the Salary Schedule (e.g., extra duty schedule), the teacher must continue to perform all of such duties for each of the years following the written notice of the election to participate. If the teacher does not continue to perform duties not compensated on the Salary Schedule, the amount paid for such duties in the previous school year will be deducted from the total creditable earnings for that year before the 6% increase is applied.
- 2 Following the school year during which the teacher's retirement becomes effective, the Board shall pay to the teacher, as a severance payment, by September 1:
 - a \$250.00 for each year taught in District 424. The maximum benefit a teacher may receive under this

subsection will be for forty (40) years of teaching in District 424; and

- b a lump sum payment of \$50.00 per day, not to exceed a total amount of \$1,000.00, for unused accumulated sick leave days that are not used towards creditable service with TRS.

3 Severance Payment

The Board will contribute \$2,400 to the employee for the first 5 years of continuous service to the District. Each year of continuous service beyond the first five (5), the employee will receive \$480 per year. The severance payment will be paid the first payroll after January 1 of the year following the retirement.

- D. Notwithstanding any of the provisions of this Section, the Board shall not be required to (1) pay any benefit that would subject the Board to any additional payment to TRS under P.A. 94-0004, subsequent amendments to the Pension Code or TRS rules; or (2) pay any benefit if the employee has received an increase in TRS creditable earnings in excess of 6% for any school year used to calculate the teacher's TRS pension.
- E. In the event that there are further amendments to Pension Code or TRS Rules following the parties' agreement to this Section, either the Union or the Board may request to bargain regarding the changes.

24. Unused Sick Leave - Classified

A classified employee who has worked at least five (5) years in District 424 and who retires from working for District 424 shall be entitled to \$25.00 per day for unused and uncompensated accumulated sick leave days.

25. Internal Substitution

A. Certified Staff

Any teacher who is required to substitute in another class during his/her preparation period shall be compensated at the rate of \$24.00 per hour (\$0.40 per minute) prorated to the minute.

Any employee who is not a teacher but is certified and who substitutes for a teacher or an EST will be paid the substitute rate for a teacher or EST, prorated to an hourly basis.

B. Classified Staff

If a classified staff member is required to substitute he/she will be paid the higher of the substitute rate or his/her regular rate.

26. Compensation, Extra Duty and Athletic Schedules

Compensation, Extra Duty and Athletic Schedules **for each school year** are appended hereto.

27. Certified Staff Mentor Program

The Board shall provide a mentor program for certified staff. The program shall be subject to the following:

- A. A full-time certified staff member who is new to District employment will be assigned a mentor, if available, for the first two (2) years of employment. A certified staff member who is assigned a mentor shall be compensated as follows for a year completed with a mentor:
1. Payment of \$250.00 with the first paycheck after return to employment in the second year of service.
 2. Payment of \$250.00 with the first paycheck after return to employment in the third year of service.
 3. Payment of \$500.00 with the first paycheck after return to employment in the fourth year of service.

The certified staff member must collaborate with a mentee for the full year in order to be compensated therefore.

- B. Mentors are subject to selection by and the approval of the Administration. An assignment as a mentor shall be for no less than two (2) years. A mentor shall not serve more than three (3) first-year mentees in any year. A certified staff member who serves as a mentor shall be compensated as follows for a year completed as a mentor:

1. Payment of \$1,000.00 with the first paycheck after return to employment in the second year of service.
2. Payment of \$1,000.00 with the first paycheck after return to employment after the second year of service. However, if the mentor retires after completion of the second year of assignment, the mentor shall receive payment of \$1,000.00 with his/her last paycheck.

The mentor must complete the full year of the assignment in order to be compensated therefore. A mentor will not receive more than \$1,000.00 per year for serving as a mentor.

28. EST Compensation

A. Extraordinary Work Duties

An EST whose regular assignment includes certain extraordinary work duties will be compensated by payment of an hourly rate differential of \$2.00 per hour of such assignment. An "extraordinary work duty" is defined as one that engages an EST in the following activities with children whose regularly-displayed exceptional characteristics require: (1) lifting 40 pounds or more; (2) toileting; (3) diapering; (4) Administratively-approved related services requiring training and supervision by the school nurse; or (5) behavioral modification in cases of physical resistance (e.g., kicking, biting, hitting). The EST will receive the hourly rate differential for only those hours that he/she is performing the extraordinary duty. .

B. Bi-Lingual and In-School Suspension ESTs

An EST whose regular assignment includes duties as a bilingual EST or an In-School Suspension EST will be compensated at an hourly rate differential of \$1.00 per hour of such assignment. The EST will receive the hourly rate differential for only those hours that he/she is performing the extraordinary duty.

29. Department Heads

A stipend in the amount of \$1,000.00 will be paid to High School Department Heads that may be established by the Board in the following subject areas: English; Math; Science; and Social Studies.

30. Head Custodians

The regular work week for head custodians will be 45 hours for 38 weeks during the 2007-2008 school year; for the remainder of the school year, the work week will be 40 hours. Beginning with the 2008-2009 school year, the regular work week for head custodians will be 40 hours.

**ARTICLE X
TERMS OF AGREEMENT**

1. No Strike

During the term of this Agreement, the employees and the Association shall not participate in a strike in whole or in part. Strike means an employee's refusal in concerted action with others to report for duty, or his/her willful absence from his/her position, or his/her stoppage of work.

2. Savings Clause

Should any Article, Section, or clause of this Agreement be declared illegal by a court of competent jurisdiction, then that Article, Section, or clause shall be deleted from this agreement to the extent that it violates the law.

The remaining Articles, Sections, and clauses shall remain in full force and effect for the duration of this Agreement.

3. Complete Understanding

The terms and conditions set forth in this Agreement represent the full and complete understanding between the parties. The terms and conditions may be modified only through the written mutual consent of the parties. This Agreement supersedes and cancels all previous agreements, verbal or written, between the School District and the Association and constitutes the entire Agreement between the parties.

4. Management Rights

The Board shall not be required to bargain over inherent managerial policy, which shall include but is not limited to the following areas of discretion or policy, and, in addition, the Board, on its own behalf and on behalf of the electors of the District, hereby retains and reserves unto itself, without limitation, all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the laws and the Constitution of the State and of the United States, including, but without limiting the generality of the foregoing, the right to:

- A.** The legal, operational, geographical, and organizational structure of the District, including the chain of command, division of authority, organizational divisions and subdivisions, external and internal boundaries of all kinds, and advisory commissions and committees;
- B.** The maintenance of efficiency in governmental operations;
- C.** All services to be rendered to the public and to the District personnel in support of services rendered to the public; the nature, methods, quality, quantity, and standards of service and the personnel, facilities, vendors, supplies, materials, vehicles, equipment, and tools to be used in connection with such services;
- D.** The financial structure of the District, including methods for raising revenue and the establishment and maintenance of the District's overall budget and budgetary allocations;
- E.** The acquisition, disposition, number, location, types, and utilization of all District properties, whether owned, leased, or otherwise controlled;
- F.** The lawful utilization of personnel not covered by this Agreement;

- G.** The job classifications and the content and qualification thereof;
- H.** The dates, times and hours of operation of District facilities, functions, activities, and operations, limited only by the terms of this Agreement;
- I.** Safety and security measures for students, the public, properties, facilities, vehicles, materials, supplies, and equipment, including the various rules and duties for all personnel with respect to such matters;
- J.** The determination of the curriculum, as well as educational policies, procedures, objectives, goals, and programs;
- K.** The executive management of the organization and administrative control of the District and its properties and facilities, and the activities of its employees during work hours;
- L.** Direct the work of its employees, determine the time and hours of operation and determine the kinds and levels of services to be provided and the methods and means of providing those services including entering into contracts with private vendors of services; and
- M.** Hire all employees, and, subject to the provisions of law, to determine their qualifications and the conditions for their continued employment, discipline, dismissal or demotion; and to promote, assign, and transfer all such employees.

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

The District retains its right to amend, modify or rescind policies and practices referred to in this Agreement in case of an emergency.

5. Duration

This Agreement shall be effective July 1, 2007, and shall remain in effect until June 30, 2012.

In Witness Whereof:

For the Genoa-Kingston
Association

For the Board of Education
Genoa-Kingston #424

President

President

Secretary

Secretary

Negotiation Committee

Date: _____

Negotiation Committee

Negotiation Committee

Negotiation Committee

Negotiation Committee

Negotiation Committee

Date: _____

GENOA-KINGSTON CUSD #424
 CERTIFIED SALARY SCHEDULE
 2007-2008

2007-2008	BA	BA9	BA18	BA27	MA	MA9	MA18	MA27	2 MAS CAS,PhD
1	<u>32500</u>	33475	34480	35514	38710	39872	41068	42300	44838
2	32988	33978	34997	36047	39291	40470	41684	42934	45510
3	33483	34487	35522	36587	39880	41077	42309	43578	46193
4	33985	35004	36055	37136	40479	41693	42944	44232	46886
5	34495	35530	36595	37693	41086	42318	43588	44895	47589
6	35012	36062	37144	38259	41702	42953	44242	45569	48303
7	35537	36603	37702	38833	42328	43597	44905	46252	49028
8	36070	37152	38267	39415	42962	44251	45579	46946	49763
9	36611	37710	38841	40006	43607	44915	46263	47650	50509
10	37161	38275	39424	40606	44261	45589	46956	48365	51267
11	37718	38850	40015	41215	44925	46273	47661	49091	52036
12	38284	39432	40615	41834	45599	46967	48376	49827	52817
13		40024	41224	42461	46283	47671	49101	50574	53609
14		40704	41925	43183	47070	48482	49936	51434	54520
15			42638	43917	47870	49306	50785	52309	55447
16			43363	44664	48683	50144	51648	53198	56390
17				45423	49511	50996	52526	54102	57348
18				46195	50353	51863	53419	55022	58323
19				46981	51209	52745	54327	55957	59315
20				47779	52079	53642	55251	56909	60323
Off Schedule				3.6%	6.53%	6.53%	6.53%	6.53%	6.53%

GENOA-KINGSTON CUSD #424
 CERTIFIED SALARY SCHEDULE
 2008-2009

2008-2009	BA	BA9	BA18	BA27	MA	MA9	MA18	MA27	2 MAS CAS,PhD
1	<u>34125</u>	35149	36204	37290	40646	41865	43121	44415	47080
2	34637	35676	36747	37849	41255	42493	43768	45081	47786
3	35157	36212	37298	38417	41874	43131	44424	45757	48503
4	35684	36755	37857	38993	42502	43778	45091	46444	49230
5	36219	37306	38425	39578	43140	44434	45767	47140	49969
6	36763	37866	39002	40172	43787	45101	46454	47847	50718
7	37314	38434	39587	40774	44444	45777	47151	48565	51479
8	37874	39010	40180	41386	45111	46464	47858	49293	52251
9	38442	39595	40783	42007	45787	47161	48576	50033	53035
10	39019	40189	41395	42637	46474	47868	49304	50783	53830
11	39604	40792	42016	43276	47171	48586	50044	51545	54638
12	40198	41404	42646	43925	47879	49315	50794	52318	55457
13		42025	43286	44584	48597	50055	51556	53103	56289
14		42739	44022	45342	49423	50906	52433	54006	57246
15			44770	46113	50263	51771	53324	54924	58219
16			45531	46897	51118	52651	54231	55858	59209
17				47694	51987	53546	55153	56807	60216
18				48505	52870	54457	56090	57773	61239
19				49330	53769	55382	57044	58755	62280
20				50168	54683	56324	58014	59754	63339
Off Schedule				5%	6.78%	6.78%	6.78%	6.78%	6.78%

GENOA-KINGSTON CUSD #424
 CERTIFIED SALARY SCHEDULE
 2009-2010

									2 MAS
2009-2010	BA	BA9	BA18	BA27	MA	MA9	MA18	MA27	CAS,PhD
1	<u>35490</u>	36555	37652	38781	42272	43540	44846	46191	48963
2	36023	37103	38217	39363	42906	44193	45519	46884	49697
3	36563	37660	38790	39953	43549	44856	46201	47587	50443
4	37112	38225	39372	40553	44203	45529	46894	48301	51199
5	37668	38798	39962	41161	44866	46212	47598	49026	51967
6	38233	39380	40562	41778	45539	46905	48312	49761	52747
7	38807	39971	41170	42405	46222	47608	49037	50508	53538
8	39389	40571	41788	43041	46915	48322	49772	51265	54341
9	39980	41179	42414	43687	47619	49047	50519	52034	55156
10	40579	41797	43051	44342	48333	49783	51276	52815	55984
11	41188	42424	43696	45007	49058	50530	52046	53607	56823
12	41806	43060	44352	45682	49794	51288	52826	54411	57676
13		43706	45017	46368	50541	52057	53619	55227	58541
14		44449	45782	47156	51400	52942	54530	56166	59536
15			46561	47958	52274	53842	55457	57121	60548
16			47352	48773	53162	54757	56400	58092	61577
17				49602	54066	55688	57359	59080	62624
18				50445	54985	56635	58334	60084	63689
19				51303	55920	57598	59326	61105	64772
20				52175	56871	58577	60334	62144	65873
Off Schedule				4%	5.77%	5.77%	5.77%	5.77%	5.77%

GENOA-KINGSTON CUSD #424
 CERTIFIED SALARY SCHEDULE
 2010-2011

<i>2010-2011</i>	BA	BA9	BA18	BA27	MA	MA9	MA18	MA27	2 MAS CAS,PhD
1	<u>36910</u>	38017	39158	40333	43962	45281	46640	48039	50921
2	37464	38588	39745	40938	44622	45961	47339	48760	51685
3	38026	39166	40341	41552	45291	46650	48050	49491	52460
4	38596	39754	40946	42175	45971	47350	48770	50233	53247
5	39175	40350	41561	42808	46660	48060	49502	50987	54046
6	39763	40955	42184	43450	47360	48781	50244	51752	54857
7	40359	41570	42817	44101	48070	49513	50998	52528	55680
8	40964	42193	43459	44763	48792	50255	51763	53316	56515
9	41579	42826	44111	45434	49523	51009	52539	54116	57363
10	42203	43469	44773	46116	50266	51774	53327	54927	58223
11	42836	44121	45444	46808	51020	52551	54127	55751	59096
12	43478	44782	46126	47510	51786	53339	54939	56587	59983
13		45454	46818	48222	52562	54139	55763	57436	60882
14		46227	47614	49042	53456	55060	56711	58413	61917
15			48423	49876	54365	55996	57675	59406	62970
16			49246	50724	55289	56948	58656	60416	64041
17				51586	56229	57916	59653	61443	65129
18				52463	57185	58900	60667	62487	66236
19				53355	58157	59902	61699	63550	67362
20				54262	59145	60920	62747	64630	68508
Off Schedule				4%	5.77%	5.77%	5.77%	5.77%	5.77%

GENOA-KINGSTON CUSD #424
 CERTIFIED SALARY SCHEDULE
 2011-2012

2011-2012	BA	BA9	BA18	BA27	MA	MA9	MA18	MA27	2 MAS CAS,PhD
1	<u>38386</u>	39538	40724	41946	45721	47093	48505	49961	52958
2	38962	40131	41335	42575	46407	47799	49233	50710	53753
3	39547	40733	41955	43214	47103	48516	49971	51471	54559
4	40140	41344	42584	43862	47809	49244	50721	52243	55377
5	40742	41964	43223	44520	48527	49982	51482	53026	56208
6	41353	42594	43871	45188	49254	50732	52254	53822	57051
7	41973	43233	44530	45865	49993	51493	53038	54629	57907
8	42603	43881	45197	46553	50743	52266	53833	55448	58775
9	43242	44539	45875	47252	51504	53049	54641	56280	59657
10	43891	45207	46564	47960	52277	53845	55461	57124	60552
11	44549	45885	47262	48680	53061	54653	56293	57981	61460
12	45217	46574	47971	49410	53857	55473	57137	58851	62382
13		47272	48691	50151	54665	56305	57994	59734	63318
14		48076	49518	51004	55594	57262	58980	60749	64394
15			50360	51871	56539	58235	59982	61782	65489
16			51216	52753	57500	59225	61002	62832	66602
17				53649	58478	60232	62039	63900	67734
18				54562	59472	61256	63094	64987	68886
19				55489	60483	62298	64167	66091	70057
20				56432	61511	63357	65257	67215	71248
Off Schedule			4%	5.77%	5.77%	5.77%	5.77%	5.77%	5.77%

Classified Salary Category

Grade A

EST I

Cook I

- Admin. Asst. Student Services
- Guidance/Athletic Secretary

Grade B

EST II

Lead Cook

Grade C

EST III

Custodian I

Secretary I

- Part-time Middle School –
Attendance Secretary
- Part-time District Office –
Office Assistant – General
- Part-time Athletic Secretary

Grade D

Custodian II

Grade E

Lead Custodian

Secretary II

- Assistant Principal's Secretary
- Guidance Secretary
- Transportation Coordinator
- Part-time District Office –
Office Assistant – Payroll

Grade F

Grade G

Secretary III

- Principal's Secretary

Grade H

Head Custodian (2007-2008)

Grade I

Head Custodian (2008-2009 and
thereafter)

Hearing Interpreter

Secretary IV

- Accounting Assistant (IV)

Computer Tech I

Maintenance Assistant

Grade J

Computer Tech II

Grade L

Bus Drivers

GENOA-KINGSTON CUSD #424
 CLASSIFIED SALARY SCHEDULE
 2007-2008

2007-2008

	A	B	C	D	E	F	G	H	I	J	K	L
1	9.17	9.72	10.30	10.92	11.57	12.27	13.00	13.78	14.61	15.49	16.42	17.40
2	9.35	9.91	10.51	11.14	11.80	12.51	13.26	14.06	14.90	15.80	16.74	17.75
3	9.54	10.11	10.72	11.36	12.04	12.76	13.53	14.34	15.20	16.11	17.08	18.10
4	9.73	10.31	10.93	11.59	12.28	13.02	13.80	14.63	15.50	16.43	17.42	18.47
5	9.92	10.52	11.15	11.82	12.53	13.28	14.07	14.92	15.81	16.76	17.77	18.84
6	10.12	10.73	11.37	12.05	12.78	13.54	14.36	15.22	16.13	17.10	18.12	19.21
7	10.32	10.94	11.60	12.29	13.03	13.81	14.64	15.52	16.45	17.44	18.49	19.60
8	10.53	11.16	11.83	12.54	13.29	14.09	14.94	15.83	16.78	17.79	18.86	19.99
9	10.74	11.38	12.07	12.79	13.56	14.37	15.23	16.15	17.12	18.15	19.23	20.39
10	10.95	11.61	12.31	13.05	13.83	14.66	15.54	16.47	17.46	18.51	19.62	20.80
11	11.17	11.84	12.56	13.31	14.11	14.95	15.85	16.80	17.81	18.88	20.01	21.21
12	11.40	12.08	12.81	13.57	14.39	15.25	16.17	17.14	18.17	19.26	20.41	21.64
13	11.63	12.32	13.06	13.85	14.68	15.56	16.49	17.48	18.53	19.64	20.82	22.07
14	11.86	12.57	13.32	14.12	14.97	15.87	16.82	17.83	18.90	20.03	21.24	22.51
15	12.10	12.82	13.59	14.41	15.27	16.19	17.16	18.19	19.28	20.43	21.66	22.96

GENOA-KINGSTON CUSD #424
 CLASSIFIED SALARY SCHEDULE
 2008-2009

2008-2009

	A	B	C	D	E	F	G	H	I	J	K	L
1	9.62	10.20	10.81	11.46	12.15	12.88	13.65	14.47	15.34	16.26	17.24	18.27
2	9.82	10.41	11.03	11.69	12.39	13.14	13.93	14.76	15.65	16.59	17.58	18.64
3	10.01	10.61	11.25	11.93	12.64	13.40	14.20	15.06	15.96	16.92	17.93	19.01
4	10.21	10.83	11.48	12.16	12.89	13.67	14.49	15.36	16.28	17.26	18.29	19.39
5	10.42	11.04	11.71	12.41	13.15	13.94	14.78	15.67	16.61	17.60	18.66	19.78
6	10.63	11.26	11.94	12.66	13.42	14.22	15.07	15.98	16.94	17.95	19.03	20.17
7	10.84	11.49	12.18	12.91	13.68	14.51	15.38	16.30	17.28	18.31	19.41	20.58
8	11.06	11.72	12.42	13.17	13.96	14.80	15.68	16.62	17.62	18.68	19.80	20.99
9	11.28	11.95	12.67	13.43	14.24	15.09	16.00	16.96	17.97	19.05	20.20	21.41
10	11.50	12.19	12.92	13.70	14.52	15.39	16.32	17.30	18.33	19.43	20.60	21.84
11	11.73	12.44	13.18	13.97	14.81	15.70	16.64	17.64	18.70	19.82	21.01	22.27
12	11.97	12.69	13.45	14.25	15.11	16.01	16.98	17.99	19.07	20.22	21.43	22.72
13	12.21	12.94	13.72	14.54	15.41	16.34	17.32	18.35	19.46	20.62	21.86	23.17
14	12.45	13.20	13.99	14.83	15.72	16.66	17.66	18.72	19.84	21.04	22.30	23.64
15	12.70	13.46	14.27	15.13	16.03	17.00	18.01	19.10	20.24	21.46	22.74	24.11

GENOA-KINGSTON CUSD #424
 CLASSIFIED SALARY SCHEDULE
 2009-2010

2009-2010

	A	B	C	D	E	F	G	H	I	J	K	K
1	10.01	10.61	11.25	11.92	12.64	13.40	14.20	15.05	15.95	16.91	17.93	19.00
2	10.21	10.82	11.47	12.16	12.89	13.66	14.48	15.35	16.27	17.25	18.28	19.38
3	10.41	11.04	11.70	12.40	13.15	13.94	14.77	15.66	16.60	17.59	18.65	19.77
4	10.62	11.26	11.94	12.65	13.41	14.22	15.07	15.97	16.93	17.95	19.02	20.16
5	10.83	11.49	12.17	12.90	13.68	14.50	15.37	16.29	17.27	18.31	19.40	20.57
6	11.05	11.71	12.42	13.16	13.95	14.79	15.68	16.62	17.61	18.67	19.79	20.98
7	11.27	11.95	12.67	13.43	14.23	15.09	15.99	16.95	17.97	19.04	20.19	21.40
8	11.50	12.19	12.92	13.69	14.52	15.39	16.31	17.29	18.33	19.43	20.59	21.83
9	11.73	12.43	13.18	13.97	14.81	15.69	16.64	17.63	18.69	19.81	21.00	22.26
10	11.96	12.68	13.44	14.25	15.10	16.01	16.97	17.99	19.07	20.21	21.42	22.71
11	12.20	12.93	13.71	14.53	15.40	16.33	17.31	18.35	19.45	20.61	21.85	23.16
12	12.45	13.19	13.98	14.82	15.71	16.66	17.65	18.71	19.84	21.03	22.29	23.63
13	12.69	13.46	14.26	15.12	16.03	16.99	18.01	19.09	20.23	21.45	22.73	24.10
14	12.95	13.73	14.55	15.42	16.35	17.33	18.37	19.47	20.64	21.88	23.19	24.58
15	13.21	14.00	14.84	15.73	16.67	17.67	18.74	19.86	21.05	22.31	23.65	25.07

GENOA-KINGSTON CUSD #424
 CLASSIFIED SALARY SCHEDULE
 2010-2011

2010-2011

	A	B	C	D	E	F	G	H	I	J	K	L
1	10.41	11.03	11.70	12.40	13.14	13.93	14.77	15.65	16.59	17.59	18.64	19.76
2	10.62	11.26	11.93	12.65	13.41	14.21	15.06	15.97	16.92	17.94	19.02	20.16
3	10.83	11.48	12.17	12.90	13.67	14.49	15.36	16.29	17.26	18.30	19.40	20.56
4	11.05	11.71	12.41	13.16	13.95	14.78	15.67	16.61	17.61	18.66	19.78	20.97
5	11.27	11.94	12.66	13.42	14.23	15.08	15.98	16.94	17.96	19.04	20.18	21.39
6	11.49	12.18	12.91	13.69	14.51	15.38	16.30	17.28	18.32	19.42	20.58	21.82
7	11.72	12.43	13.17	13.96	14.80	15.69	16.63	17.63	18.69	19.81	21.00	22.25
8	11.96	12.68	13.44	14.24	15.10	16.00	16.96	17.98	19.06	20.20	21.42	22.70
9	12.20	12.93	13.70	14.53	15.40	16.32	17.30	18.34	19.44	20.61	21.84	23.15
10	12.44	13.19	13.98	14.82	15.71	16.65	17.65	18.71	19.83	21.02	22.28	23.62
11	12.69	13.45	14.26	15.11	16.02	16.98	18.00	19.08	20.23	21.44	22.73	24.09
12	12.94	13.72	14.54	15.42	16.34	17.32	18.36	19.46	20.63	21.87	23.18	24.57
13	13.20	13.99	14.83	15.72	16.67	17.67	18.73	19.85	21.04	22.31	23.64	25.06
14	13.47	14.27	15.13	16.04	17.00	18.02	19.10	20.25	21.46	22.75	24.12	25.56
15	13.74	14.56	15.43	16.36	17.34	18.38	19.48	20.65	21.89	23.21	24.60	26.08

GENOA-KINGSTON CUSD #424
 CLASSIFIED SALARY SCHEDULE
 2011-2012

2011-2012

	A	B	C	D	E	F	G	H	I	J	K	L
1	10.83	11.48	12.16	12.89	13.67	14.49	15.36	16.28	17.26	18.29	19.39	20.55
2	11.04	11.71	12.41	13.15	13.94	14.78	15.66	16.60	17.60	18.66	19.78	20.96
3	11.26	11.94	12.66	13.42	14.22	15.07	15.98	16.94	17.95	19.03	20.17	21.38
4	11.49	12.18	12.91	13.68	14.50	15.38	16.30	17.28	18.31	19.41	20.58	21.81
5	11.72	12.42	13.17	13.96	14.80	15.68	16.62	17.62	18.68	19.80	20.99	22.25
6	11.95	12.67	13.43	14.24	15.09	16.00	16.96	17.97	19.05	20.20	21.41	22.69
7	12.19	12.92	13.70	14.52	15.39	16.32	17.30	18.33	19.43	20.60	21.83	23.15
8	12.44	13.18	13.97	14.81	15.70	16.64	17.64	18.70	19.82	21.01	22.27	23.61
9	12.69	13.45	14.25	15.11	16.01	16.98	17.99	19.07	20.22	21.43	22.72	24.08
10	12.94	13.72	14.54	15.41	16.33	17.32	18.35	19.46	20.62	21.86	23.17	24.56
11	13.20	13.99	14.83	15.72	16.66	17.66	18.72	19.84	21.03	22.30	23.63	25.05
12	13.46	14.27	15.13	16.03	16.99	18.01	19.10	20.24	21.46	22.74	24.11	25.55
13	13.73	14.55	15.43	16.35	17.33	18.37	19.48	20.65	21.88	23.20	24.59	26.07
14	14.01	14.85	15.74	16.68	17.68	18.74	19.87	21.06	22.32	23.66	25.08	26.59
15	14.29	15.14	16.05	17.01	18.04	19.12	20.26	21.48	22.77	24.14	25.58	27.12

GENOA-KINGSTON CUSD #424
EXTRA DUTY STIPEND CATEGORIES

CATEGORY

- | | |
|---|---|
| A | Chess Club (MS)
Computer Club (MS) |
| B | Debate/Drama (HS)
Drama (MS) * |
| C | Art Club
Outdoor Club
National Honor Society
Senior Class Sponsor (2)
Sophomore Class Sponsor (2)
Freshman Class Sponsor (2)
Foreign Language Club |
| D | Student Council (MS)
Builders Club MS (Kiwanis) *
Building Club (HS)
DCP / SAFE
Drafting Club
FFA
FHA
Website Advisor (HS)
W.Y.S.E.
Yearbook - Newspaper |
| E | Pit Orchestra Director |
| F | Academic Bowl
Junior Class Sponsor |
| G | Dance Team / Pom Pon
Musical Director
Play Director |
| H | Student Council (HS) |
| I | Extra Music (5.5) (37/18/12/12/12/9)
Outdoor Education (MS) 2 Trips |

* New Activities Pending 2007-2008 Paid Status

GENOA-KINGSTON CUSD #424

EXTRA DUTY COMPENSATION SCHEDULE
2007- 2012

<u>ACTIVITY</u>	<u>CATEGORY</u>	<u>2007- 2008</u>		<u>2008- 2009</u>	<u>2009- 2010</u>	<u>2010- 2011</u>	<u>2011- 2012</u>
		<u>STIPEND</u>	<u>(% OF BASE)</u>	<u>STIPEND</u>	<u>STIPEND</u>	<u>STIPEND</u>	<u>STIPEND</u>
Academic Bowl	F	1,750	5.38%	1,838	1,911	1,987	2,067
Musical Director	G	2,000	6.15%	2,100	2,184	2,271	2,362
Pit Orchestra Director	E	1,500	4.62%	1,575	1,638	1,704	1,772
Play Director	G	2,000	6.15%	2,100	2,184	2,271	2,362
Art Club	C	1,000	3.08%	1,050	1,092	1,136	1,181
Builders Club MS*	D	1,250	3.85%	1,313	1,365	1,420	1,476
Building Club HS	D	1,250	3.85%	1,313	1,365	1,420	1,476
Chess Club (MS)	A	500	1.54%	525	546	568	591
Computer Club (MS)	A	500	1.54%	525	546	568	591
DCP / SAFE	D	1,250	3.85%	1,313	1,365	1,420	1,476
Drafting Club	D	1,250	3.85%	1,313	1,365	1,420	1,476
Debate, Drama: MS & HS	B	750	2.31%	788	819	852	886
Extra Music (5.5) (37/18/12/12/12/9)	I	2,500	7.69%	2,625	2,730	2,839	2,953
FFA or FHA	D	1,250	3.85%	1,313	1,365	1,420	1,476
Foreign Language Club	C	1,000	3.08%	1,050	1,092	1,136	1,181
Freshman Class Sponsor (2)	C	1,000	3.08%	1,050	1,092	1,136	1,181
W.Y.S.E.	D	1,250	3.85%	1,313	1,365	1,420	1,476
Junior Class Sponsor (2)	F	1,750	5.38%	1,838	1,911	1,987	2,067
National Honor Society	C	1,000	3.08%	1,050	1,092	1,136	1,181
Outdoor Club	C	1,000	3.08%	1,050	1,092	1,136	1,181

Outdoor Education (MS) (Total for 2 Trips)	I	2,500	7.69%	2,625	2,730	2,839	2,953
Dance Team / Pom Pon	G	2,000	6.15%	2,100	2,184	2,271	2,362
Senior Class Sponsor (2)	C	1,000	3.08%	1,050	1,092	1,136	1,181
Sophomore Class Sponsor (2)	C	1,000	3.08%	1,050	1,092	1,136	1,181
Student Council (HS)	H	2,250	6.92%	2,361	2,456	2,554	2,656
Student Council (MS)	D	1,250	3.85%	1,313	1,365	1,420	1,476
Website Advisor (HS)	D	1,250	3.85%	1,313	1,365	1,420	1,476
Yearbook - Newspaper	D	1,250	3.85%	1,313	1,365	1,420	1,476
BASE = Certified Staff BA0 Step 1		\$32,500		\$34,125	\$35,490	\$36,910	\$38,386

* New Activities Pending 2007-2008 Paid Status

ATHLETIC SCHEDULE CATEGORIES

Beginning 2008- 2009

CATEGORY:

A

Cheerleading Jr. High
Basketball - Boys 5/6 Grade
Basketball - Girls 6th Grade

B

Track - Boys Jr. High Asst
Track Girls Jr. High Asst
Volleyball Jr. High Asst
Wrestling Jr. High Asst

C

Football Jr. High Asst

D

Cheerleading HS
Softball Jr. High
Track Boys Jr. High
Track Girls Jr. High
Volleyball Jr. High
Wrestling Jr. High

E

Basketball - Boys Jr. High
Basketball - Girls Jr. High
Football Jr. High

F

Baseball Asst
Golf Asst
Softball Asst
Track - Boys Asst
Track - Girls Asst
Volleyball Asst
Soccer - Boys Asst
Soccer - Girls Asst
Wrestling Asst

G

Golf Head

H

Basketball - Boys Asst
Basketball - Girls Asst
Football Asst

I

Baseball Head
Cross Country Head
Softball Head
Track - Boys Head
Track - Girls Head
Volleyball Head
Soccer - Boys Head
Soccer - Girls Head
Wrestling Head

J

Basketball - Boys Head
Basketball - Girls Head
Football Head

2007-2008 ATHLETIC STIPEND SCHEDULE
OFF SCHEDULE INCREASE FOR 2007-2008 = 4.0%

		<u>1st</u>	<u>2nd</u>	<u>3rd</u>	<u>4th</u>	<u>5th</u>
Baseball						
	Head	3,064	3,321	3,600	3,903	4,230
	Asst. (2)	2,145	2,325	2,521		
Basketball - Boys						
	Head	3,986	4,269	4,572	4,898	5,245
	Asst (3)	2,990	3,202	3,429		
	Jr. High (2)	1,993	2,135	2,287		
	5/6 Grade	997	1,067	1,143		
Basketball - Girls						
	Head	3,986	4,269	4,572	4,898	5,245
	Asst (2)	2,990	3,202	3,429		
	Jr. High (2)	1,993	2,135	2,287		
	6th Grade	997	1,067	1,143		
Cheerleading						
	HS	1,838	1,912			
	Jr. High	1,036	1,077			
Cross Country		3,064	3,321	3,600	3,903	4,230
Football						
	Head	3,986	4,269	4,572	4,898	5,245
	Asst (4)	2,990	3,202	3,429		
	Jr High	1,993	2,135	2,287		
	Jr High Asst	1,594	1,707	1,829		
Golf						
	Head	2,493	2,703	2,930	3,176	3,443
	Asst	2,060	2,143	2,228		

Softball

Head	3,064	3,321	3,600	3,903	4,230
Asst (2)	2,145	2,325	2,521		
Jr High	1,838	1,993	2,160		

Track - Boys

Head	3,064	3,321	3,600	3,903	4,230
Asst	2,145	2,325	2,521		
Jr High	1,838	1,993	2,160		
Jr High Asst	1,532	1,661	1,801		

Track - Girls

Head	3,064	3,321	3,600	3,903	4,230
Asst	2,145	2,325	2,521		
Jr High	1,838	1,993	2,160		
Jr High Asst	1,532	1,661	1,801		

Volleyball

Head	3,064	3,321	3,600	3,903	4,230
Asst (2)	2,145	2,325	2,521		
Jr High (2)	1,838	1,993	2,160		
Jr High Asst	1,532	1,661	1,801		

Soccer - Boys

Head	3,064	3,321	3,600	3,903	4,230
Asst	2,145	2,325	2,521		

Soccer - Girls

Head	3,064	3,321	3,600	3,903	4,230
Asst	2,145	2,325	2,521		

Wrestling

Head	3,064	3,321	3,600	3,903	4,230
Asst	2,145	2,325	2,521		
Jr High	1,838	1,993	2,160		
Jr High Asst	1,532	1,661	1,801		

ATHLETIC SCHEDULE

2008-2009 % Increase 5.0%

2008-2009 2007-2008 Salary multiplied by % Increase in Certified Staff Schedule BA0, Step 1

Category Experience	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>	<u>F</u>	<u>G</u>	<u>H</u>	<u>I</u>	<u>J</u>
1 Year	1,047	1,609	1,674	1,930	2,093	2,252	2,618	3,140	3,217	4,185
2-4 Years	1,200	1,891	1,920	2,268	2,401	2,647	3,077	3,600	3,780	4,801
5-7 Years	1,260	1,986	2,016	2,381	2,521	2,779	3,615	3,780	4,442	5,507
8 Years or Greater	1,323	2,085	2,117	2,500	2,647	2,918	3,796	3,969	4,664	5,783

2009-2010 % Increase 4.0%

2009-2010 2008-2009 Salary multiplied by % Increase in Certified Staff Schedule BA0, Step 1

Category Experience	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>	<u>F</u>	<u>G</u>	<u>H</u>	<u>I</u>	<u>J</u>
1 Year	1,089	1,673	1,741	2,007	2,176	2,342	2,722	3,265	3,346	4,353
2-4 Years	1,248	1,967	1,997	2,359	2,497	2,753	3,200	3,744	3,931	4,993
5-7 Years	1,311	2,065	2,097	2,477	2,622	2,891	3,760	3,932	4,619	5,728
8 Years or Greater	1,376	2,168	2,202	2,600	2,753	3,035	3,948	4,128	4,850	6,014

2010-2011 % Increase 4.0%

2010-2011 2009-2010 Salary multiplied by % Increase in Certified Staff Schedule BA0, Step 1

Experience	Category	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>	<u>F</u>	<u>G</u>	<u>H</u>	<u>I</u>	<u>J</u>
1 Year		1,132	1,740	1,810	2,087	2,263	2,436	2,831	3,396	3,480	4,527
2-4 Years		1,298	2,045	2,077	2,453	2,597	2,863	3,328	3,894	4,088	5,192
5-7 Years		1,363	2,148	2,181	2,576	2,727	3,006	3,910	4,089	4,804	5,957
8 Years or Greater		1,431	2,255	2,290	2,705	2,864	3,157	4,106	4,293	5,044	6,254

2011-2012 % Increase 4.0%

2011-2012 2010-2011 Salary multiplied by % Increase in Certified Staff Schedule BA0, Step 1

Experience	Category	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>	<u>F</u>	<u>G</u>	<u>H</u>	<u>I</u>	<u>J</u>
1 Year		1,178	1,809	1,883	2,171	2,354	2,533	2,945	3,532	3,619	4,708
2-4 Years		1,350	2,127	2,160	2,551	2,701	2,978	3,461	4,050	4,252	5,400
5-7 Years		1,418	2,234	2,268	2,679	2,836	3,126	4,067	4,253	4,996	6,195
8 Years or Greater		1,488	2,345	2,382	2,813	2,978	3,283	4,270	4,465	5,246	6,505

Grandparented Bus Drivers

Notwithstanding the classified category for bus drivers, the following bus drivers will continue to be compensated on their current route basis for as long as the driver continues with his/her current route(s):

Wells, Henrietta
Floit, Carol
Johnson, Candy
Lee, Valerie
Scherer, Bob
Kelsey, Dick
Eberly, Sharon

(Above list is subject to review.)

For each year of the contract for which a driver is compensated on a route basis, the driver's route compensation will be increased by the base increase on the classified schedule for the applicable school year.

If a driver elects to change a route, the driver's compensation for the new route will be determined by the classified salary schedule.

A driver for a special education or vocational education route will be compensated on a route basis. A driver for an extra-curricular route will be compensated on an extra-curricular hourly basis. (Rates to be reflected on an appendix.