

AGREEMENT
BETWEEN THE
BOARD OF EDUCATION
OF
LINDOP SCHOOL DISTRICT 92
AND THE
LINDOP TEACHERS' ASSOCIATION, IEA-NEA
2012-2014

INDEX

ARTICLE I	COMPLETE UNDERSTANDING	4
ARTICLE II	RECOGNITION.....	4
ARTICLE III	MANAGEMENT RIGHTS	5
ARTICLE IV	ASSOCIATION RIGHTS	6
1.	Notice of Board Meetings/Copies of Board Minutes	6
2.	Access to Information	6
3.	Communication Rights	6
4.	Administration/LTA Communications Committee	6
5.	Dues Deduction.....	6
6.	Fair Share	7
ARTICLE V	WORKING CONDITIONS	8
1.	Contractual Year	8
2.	Work Day.....	8
3.	Meetings.....	9
4.	Planning and Preparation Time.....	10
5.	Evaluations.....	10
6.	Teacher Assignments	10
ARTICLE VI	GRIEVANCE PROCEDURE.....	11
1.	Definitions.....	11
2.	Informal Procedure	11
3.	Formal Procedure.....	11
4.	General Provisions	12
ARTICLE VII	LEAVES	13
1.	Sick Days	13
2.	Personal Days.....	14
3.	Bereavement Leave.....	14
4.	Leaves of Absence for Court / Jury Duty	14
5.	Conferences and Visitations	15
6.	Religious Observance Leave.....	15
7.	Leaves Without Pay	15
a.	Maternity Leave	15
b.	Other Leaves Without Pay	18
8.	Family and Medical Leave (FMLA).....	19
a.	Leave Benefits	19
b.	Eligibility.....	20
c.	Notice	20
d.	Reporting Requirements During the Leave	21

e. Requirements Prior To Return From Leave.....	21
f. Status of Employee Benefits During Leave of Absence.....	21
g. Reinstatement at the Conclusion of the Leave.....	22
ARTICLE VIII NEGOTIATIONS PROCEDURES	23
ARTICLE IX COMPENSATION / BENEFITS.....	24
1. Tax Shelter Retirement Contribution.....	24
2. Health Insurance	25
3. Life Insurance	26
4. Dental Insurance	26
5. Insurance Committee	26
6. Tuition Reimbursement	26
7. Salary Schedules	27
8. Extra Duty Schedules.....	27
9. Payment of Salaries.....	27
ARTICLE X RETIREMENT	28
A. Retirement Incentive Benefit Plan	28
B. Eligibility and Notice.....	28
C. Retirement Benefit.....	29
D. Limitations on Participation.....	29
E. Continuation of Plan	29
ARTICLE XI DURATION AND EFFECT OF AGREEMENT	30
1. Duration of Agreement	30
2. Effect of Agreement.....	30
3. No Strike	30
2012-2013 Salary Schedule	32
2013-2014 Salary Schedule	33
EXTRA DUTY SALARY SCHEDULE	34
Appendix A – Sick Bank Guidelines.....	35

ARTICLE I - COMPLETE UNDERSTANDING

1. The terms and conditions set forth in this Agreement represent the full and complete understanding and commitment between the parties hereto. The terms and conditions may be altered, changed, added to, deleted from, or modified only through the voluntary, mutual consent of the parties in a written amendment.
2. The parties acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not covered by law or by specific agreement of the parties; and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. Therefore, the Board and the Association for the life of this Agreement each voluntarily and unqualifiedly waive any right which may otherwise exist to negotiate over any matter during the term of this Agreement, and each agrees that the other shall not be obligated to bargain collectively with respect to any subject or matter, whether or not specifically referred to or covered by this Agreement, even though such subject or matter may not have been within the knowledge and contemplation of either or both of the parties at the time they negotiated or signed this Agreement.

ARTICLE II RECOGNITION

The Board of Education of School District No. 92, Cook County, Illinois, hereinafter referred to as the Board, recognizes Lindop Teachers' Association, IEA/NEA, hereinafter referred to as the Association, as the sole negotiating agent for all full-time classroom teaching personnel regularly required to be certified, and all regularly employed part-time teaching personnel regularly required to be certified, expressly including therapists, social workers, nurses, librarians, hereinafter referred to as teachers, but expressly not including the Superintendent, Director of Curriculum and Instruction, Business Coordinator, Principal, Assistant Principal, Dean of Students, substitutes, teacher aides, confidential employees, and short-term employees employed less than the full academic year, and any new position which may be hereinafter created which includes among its responsibilities the making of meaningful recommendations for the employment, evaluation, transferring, assignment, disciplining, or dismissal of teachers.

ARTICLE III — MANAGEMENT RIGHTS

All management rights and functions, except those which are elsewhere expressed clearly and unmistakably abridged by this Agreement, shall remain vested exclusively in the Board. It is recognized that such rights and functions include, but are not limited to:

1. The control of property and the composition, assignment, direction, and determination of the size and type of the faculty and staff;
2. The right to determine the work to be done and the standards to be met by employees covered by this Agreement;
3. The right to change or introduce new programs and courses of instruction, methods, processes, means and facilities;
4. The right to hire, establish work schedules, determine hours of employment, assign, transfer, or release (R.I.F.) District employees;
5. The right to determine the qualifications of employees and to suspend, discipline, and discharge employees and otherwise to maintain an orderly, effective and efficient operation; no such management rights and functions shall be in violation of state or federal law. No teacher shall be removed during the school term without cause.
6. Failing to exercise a right shall not be deemed to prevent the Employer from exercising that right in the future. Subject to other provisions of the Article, exercising a right in a particular manner shall not prevent the Employer from exercising that right in a different manner in the future.

ARTICLE IV – ASSOCIATION RIGHTS

1. Notice of Board Meetings/Copies of Board Minutes

The President of the Association shall be given written notice of all regular and special meetings of the Board, together with a copy of the agenda of each meeting, at least twenty-four (24) hours prior to the scheduled time of the meeting, or in an emergency meeting, when notice is given to the Board. In the event a copy of the approved minutes of the open session is not available on the District's website, the President of the Association may request a copy from the Superintendent. In addition, the President of the Association will be provided a copy of any new policy within thirty (30) days of its adoption.

2. Access to Information

The Board agrees to furnish to the Association, when requested, information and reports which are prepared for public distribution, as well as the current budget, annual financial report, and names, addresses, seniority and salary information for all members of the bargaining unit.

3. Communication Rights

The Association shall have use of employee mailboxes, voice mail and a bulletin board in the staff lounge for the purpose of internal communications. Additionally, the Association may use the District's e-mail system in accordance with the Board policy, as may be modified by the Board from time to time, on acceptable use of the school computers and technology equipment.

4. Administration/LTA Communications Committee

A committee, composed of three (3) LTA members chosen annually by the Association, shall meet with the Administration at mutually agreed upon times to discuss school operations, potential grievances and matters covered by this Agreement.

5. Dues Deduction

The Board shall deduct from each Association member's pay the current dues of the Association, provided the Board has received an authorization from bearing the signature of the teacher.

6. Fair Share

- a. Each teacher, as a condition of his/her employment, on or before thirty (30) days from the date of commencement of duties or the effective date of this Agreement, whichever is later, shall join the Association or pay a fair share fee to the Association equivalent to the amount of dues uniformly required of members of the Association, including local, state, and national dues.
- b. In the event that the teacher does not pay his/her fair share fee directly to the Association by a certain date as established by the Association, the Board shall deduct the fair share fee from the wages of the non-member in accordance with Section 5 above and the applicable rules of the Illinois Educational Labor Relations Board.
- c. In the event of any legal action against the Board brought in a court or administrative agency because of its compliance with this provision, the Association agrees to defend such action, at its own expense and through its own counsel, provided the Board gives timely notice of such action in writing to the Association and permits the Association intervention as a party if it so desires, and the Board gives full and complete cooperation to the Association and its counsel in securing and giving evidence, obtaining witnesses and making relevant information available at both trial and all appellate levels.
- d. The Association agrees that in any action so defended, it will indemnify and hold harmless the Board, its members, officers and agents from any liability for damages and costs imposed by a court or administrative agency as a direct consequence of the Board's non-negligent compliance with this provision.
- e. The obligation to pay a fair share fee will not apply to any teacher who, on the basis of a bonafide religious tenet or teaching of a church or religious body of which such teacher is a member or a belief sincerely held with the strength of traditional religious views, objects to the payment of a fair share fee to the Association. Upon proper substantiation and collection of the entire fee, the Association will make payment on behalf of the teacher to a mutually agreeable non-religious charitable organization as per Association policy and the rules and regulations of the Illinois Educational Labor Relations Board. Additionally, non-member teachers who object to the amount of the fair share fee have the right to file objections with the Illinois Educational Labor Relations Board pursuant to its rules and regulations, and the Board shall adhere to fee objection procedures established by the Board.

ARTICLE V - WORKING CONDITIONS

1. Contractual Year

- a. The contractual year for regular teaching contract shall include the days in the 2012-2013 and 2013-2014 school calendars as adopted and/or amended by the Board of Education. Prior to adoption of the calendar, the L.T.A. may submit suggestions to the Board of Education.
- b. The school calendar shall consist of 185 days, of which 176 will be student attendance days, 4 will be institute days, and 5 will be reserved as emergency days. Unused emergency days shall not become workdays for teachers.. The institute days will consist of a combination of training, team planning and individual planning time.

The school calendar for new teachers to the District will be 188 days for their initial year at Lindop only. New teachers to the District will be required to attend three (3) days of new teacher orientation in addition to the days specified above. These days are to be provided before other teachers start the new school term for the purposes of orientation to District expectations and standards, as well as providing an opportunity to review District benefits and complete enrollment forms for life and hospitalization insurance and the state retirement program. These days will be planned in cooperation with the Executive Board members of the Association. Should the Superintendent wish to include volunteer experienced teachers as part of the overall agenda, the volunteers shall be compensated at the extra duty rate.

- c. Certified personnel shall maintain a workday schedule as required by the Board of Education with recommendation by the Superintendent.
- d. Any change in the teachers' starting time and ending time will be bargained.

2. Work Day

- a. Teachers will work a 7 hour, 10 minute work day, and students will have a 6 hour, 35 minute school day. The teachers' day will begin at 8:15 a.m. and end at 3:25 p.m. Students will enter the building at 8:30 a.m. Instruction will begin at 8:40 a.m. The students' day will end at 3:15 p.m.
- b. Teachers shall have a duty-free lunch period of forty (40) minutes.

c. Normally, no more than five (5) teachers will be assigned to assist with the supervision of students while on the playground ten (10) minutes before students enter the building and ten (10) minutes after the student school day. The administration will assign additional teachers, as needed, based on unexpected circumstances or emergencies. Teachers will be assigned door duties fifteen (15) minutes before the morning tardy bell and ten (10) minutes after student dismissal. Schedules will be determined by the administration.

d. All teachers are expected to attend the following evening events:

Open House

Parent Teacher Conferences (Report card)

Additionally, teachers are encouraged to participate in up to three additional evening events in order to help forge a strong bond between the school, community and families. Examples of such events include student performances, curriculum nights and parent nights.

3. Meetings

Teachers may be required to attend no more than three (3) faculty meetings per month on Fridays beginning twenty minutes prior to the start of the regular work day. In addition, teachers may be required to attend up to six (6) hours of curriculum training/activities lasting no more than one and one-half (1/2) hours each, bimonthly omitting December.

A list of regularly scheduled faculty and curriculum meetings will be posted no later than September 15th for the first semester and January 15th for the second semester. In the event a scheduled meeting is cancelled, teachers will be given at least forty-eight (48) hours' notice of the new meeting date whenever possible. A teacher who has a previously scheduled commitment on the new meeting date will be excused from the meeting. The administration reserves the right to require written documentation concerning the reason for the absence.

During the regular school year, each teacher shall be an active participant on at least one (1) committee. Teachers will receive a list of committees during the professional development days prior to student attendance at the beginning of the school term. Committee opportunities may change to align with school and District priorities. The meetings generally will last no more than ninety (90) minutes per month. However, they will not last more than two (2) hours per month. Teachers will be given an opportunity to request a committee assignment and will be notified of their committee assignment when committees are established. If additional committee time is needed per month to accomplish District goals, teachers will be compensated at the extra duty rate; an administrator will be present at each committee meeting to facilitate decision-making. If an administrator cannot be present, the committee meeting will be rescheduled.

4. Planning and Preparation Time

During the student attendance day, planning and preparation time for teachers will be no less than 150 minutes per week. Planning and preparation time will not be less than 30 minutes duration on any given day. In the event a teacher's planning and preparation time is repeatedly impacted, the teacher, an LTA representative, and an administrator may meet to discuss ways to alleviate the situation.

5. Evaluations

Teachers shall be evaluated in accordance with the Lindop Teacher Evaluation Instrument. This instrument shall be created through the cooperation of the LTA and the Administration. The instrument shall comport with the requirement of Article 24A of the Illinois School Code. Evaluations shall be in writing and will be shared with the teacher by the evaluator. The evaluation shall be signed by both the teacher and the evaluator. The employee may add comments as an addendum to the evaluation within 10 school days after receipt of the evaluation by the teacher. The evaluation and addendum, if any, shall be placed in the employee's personnel file.

The Teacher Evaluation Instrument (TEI) will be subject to review and change during the years of this contract. No changes will be made to the TEI without negotiations between the Association and the District.

6. Teacher Assignments

- a. Teachers who desire a change in grade and/or subject assignment for which they are qualified may file a written statement of such desire with the Principal. Such written statement shall include the grade and/or subject to which the teacher desires to be transferred, in order of preference. When a vacancy occurs in the desired position, such written statements shall be considered in making teacher assignments, but with no guarantee of reassignment.
- b. A teacher shall be notified in writing of his/her tentative teaching assignment no later than the last day of the school year. Thereafter shall be communicated in writing to the teacher as soon as possible any changes in a teacher's tentative assignment shall be communicated in writing to the teacher as soon as possible.

ARTICLE VI — GRIEVANCE PROCEDURE

1. Definitions

- a. Any claim by the Association, an employee, or group of employees, that there has been a violation of the terms of this Agreement shall be a grievance.
- b. As used herein, the term "days" shall mean days on which the school business office is open.

2. Informal Procedure

The parties hereto acknowledge that it is usually most desirable for an employee and the employee's appropriate administrator to resolve problems through free and normal communications. If, however, the informal process fails to satisfy the employee or the Association, a grievance shall be processed as follows:

3. Formal Procedure

- a. Step One: The employee or the Association may present the grievance in writing to the appropriate administrator, who will arrange for a meeting to take place within ten (10) days from the date of the occurrence/issue. Within ten (10) days of the meeting, the teacher and the Association shall be provided with the administrator's written response.
- b. Step Two: If the grievance is not resolved at Step One, then the Association may refer the grievance in writing to the Superintendent or designee within ten (10) days after receipt of the Step One answer. The Superintendent or designee shall arrange for a meeting to take place within ten (10) days of receipt of the appeal. Within ten (10) days of the meeting, the Association shall be provided with the written response of the Superintendent or designee.
- c. Step Three: If the Association is not satisfied with the disposition of the grievance at Step Two or the time limits expire without the issuance of the Superintendent's written reply, the Association may submit the grievance to binding arbitration. The American Arbitration Association shall act as the administrator of the proceedings. If a written demand for arbitration is not filed within twenty (20) days of the date for the Step Two answer, then the grievance shall be deemed withdrawn. Each party shall have the right to present in the arbitration hearing such witnesses and documents as deemed necessary to develop facts pertinent to the grievance.

The arbitrator shall consider and decide only the specific issues submitted to him/her in writing and shall be based solely upon his/her interpretation

of the meaning or application of the specific terms of this Agreement to the facts of the grievance presented.

4. General Provisions

- a. If either party requests a transcript of the proceedings, that party shall bear the full costs for this transcript. If both parties order a transcript, the cost of the transcripts shall be divided equally between the Board and the Association.
- b. The grievant is allowed representation of his choosing at any step of the process.
- c. If an employee is required by the arbitrator and/or the Board to be present at the arbitration hearing during school hours, he/she shall be excused for such purpose without loss of pay. When an employee is not represented by the Association, the Association may be present as an observer in all hearings and shall receive copies of the grievance and decisions.
- d. The time limits specified in this procedure may be extended in any specific instance by mutual agreement in writing.
- e. A grievance may be withdrawn at any level without establishing precedent and if withdrawn shall be treated as though never having been filed.
- f. The failure of the employee or Association to act within the time limits set forth shall preclude further appeal of the grievance. Upon failure of the Superintendent or Principal to meet the time limits prescribed in this Article, the grievance may be advanced to the next highest step.
- g. If the Association and Superintendent agree in writing, Step One of the grievance procedure may be bypassed and the grievance brought directly to Step Two.
- h. No reprisals will be taken for the processing or participation in any grievance.
- i. Relevant materials needed to process a grievance, which are reasonably available, and which are not privileged or otherwise prohibited from disclosure by law shall be provided by the Board or Administration upon request. The Board shall have the same right to relevant materials from the Association.

ARTICLE VII — LEAVES

1. Sick Days

Teachers shall be entitled to eleven (11) days sick leave per year. After completing fourteen (14) years of service, teachers shall be entitled to twelve (12) days sick leave per year. Unused sick leave shall accumulate with no maximum imposed. In conjunction with the first paycheck of each school year, each teacher shall be provided with an accounting of the total number of his/her accumulated unused sick leave days as of the beginning of the school year.

Sick leave shall be interpreted to mean personal illness, quarantine at home, serious illness or death in the immediate family or household, or birth, adoption, or placement for adoption. The immediate family shall include parents, spouse, civil union partner, brothers, sisters, children, step-children, sons-in-law, daughters-in-law, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, and legal guardians. The Superintendent and/or his designee shall monitor the use of employees' sick leave.

The school board may require a physician's certificate, or if the treatment is by prayer or spiritual means, that of a spiritual advisor or practitioner of such person's faith, as a basis for pay during leave after an absence or 3 days for personal illness, or thirty (30) days for birth, adoption or placement for adoption, or as it may deem necessary in other cases. If the school board does require a physician's certificate or a certificate from a spiritual healer as a basis for pay during leave of less than 3 days, the school board shall pay, from school funds, the expenses incurred by the teachers or other employees in obtaining the certificate. The Board may require the teacher to see a physician of its choosing.

Guidelines for the development and implementation of a sick leave bank are included as an Appendix A at the end of this Agreement. Decisions regarding the use and implementation of the sick leave bank will not be made on a discriminatory basis. All sick bank decisions on any application made by the Association shall be reported to the Superintendent. The Superintendent may appeal to the Board to reverse any Association sick bank decision that the Superintendent believes was made on a discriminatory basis or does not follow the provisions in Appendix A. A teacher may appeal all decisions by the Association regarding the use and implementation of the sick leave bank to the Superintendent. The teacher may also request a final review of the Superintendent's decision by the School Board. The Board will make a final decision on appeals and reviews.

2. Personal Days

The personal leave day is defined as a day established by the Board of Education for the purpose of allowing professional school personnel time to conduct personal business. A personal day cannot be used in conjunction with another personal day or a school holiday, unless prior approval of the Superintendent or designee is obtained.

Professional staff of the District shall be given three (3) personal leave days per year by the Board of Education.

If a professional staff member uses fewer than 3 personal days during the year, unused days will carryover to the next school year to a maximum of four (4) days, including the current year's allotment. Days in excess of four (4) shall be credited as sick days.

It is the practice to allow teachers to use personal leave days to attend professional, personal, or family business.

The use of a personal day is subject to the following conditions:

- a. Except in cases of emergency or unavoidable situations, a personal leave request is to be submitted to the Principal five (5) days before the requested date.
- b. No personal leave day may be used immediately before or immediately after a holiday, or during the first fifteen (15) days or last fifteen (15) days of the school year, nor on an institute/in-service day unless prior approval is granted by the Superintendent or designee.
- c. Personal leave may not be used in increments of less than one-half day.

3. Bereavement Leave

All teachers may use up to three (3) days leave with pay each school year in order to attend a funeral for the immediate family or household as defined in Article 7.1, as non-accumulating bereavement leave.

4. Leaves of Absence for Court / Jury Duty

A teacher on court or jury duty or, pursuant to a subpoena, serving as a witness or having a deposition taken in any school-related matter pending in court, will be paid full salary excluding any proceeding in which the teacher is a claimant against the District. The District will deduct the court duty/witness fee remuneration, excluding mileage, lodging and meal expenses, from the teacher's compensation. If the teacher receives compensation for court duty/witness fee only (no additional reimbursable expenses) he/she will sign the check over to the District in exchange for his/her full day's salary. When possible, a teacher should give at least five (5) days' prior notice of pending court or jury duty to the Superintendent.

5. Conferences and Visitations

After application to and with the approval of the Superintendent or designee, staff members shall be released with full pay to attend conventions, professional meetings, workshops, visit exemplary programs, and participate in other professional growth activities. At the time of approval, the Superintendent shall indicate which expenses, if any, shall be provided by the District.

One teacher may be granted a two-day leave annually by the Board to attend the Association conferences.

6. Religious Observance Leave

A teacher who has a religious observance on a regular workday may take up to three (3) days as paid leave by using personal business or sick leave without penalty.

7. Leaves Without Pay

a. Maternity Leave

Employees may take a leave of absence in accordance with the Family and Medical Leave Act ("FMLA" or the "Act") provided the eligibility and other requirements of the Act are met. For purposes of applying the eligibility requirements of the Act, the rolling backward method will be used. Employees taking leave under the Act must apply available paid vacation, personal and sick leave during the leave.

An employee with at least four consecutive years of full-time service in the District at the time of application shall be eligible for maternity/childrearing leave without pay or Board-paid dental insurance subject to the following conditions:

1. Application for such leave shall be made in writing to the Superintendent or designee at least one hundred twenty (120) days prior to the anticipated birth of the child.

2. After consultation with the employee, the Superintendent or designee shall prepare a plan for the commencement and termination of such leave, taking into consideration maintenance of continuity of instruction and medical factors to the maximum possible degree, and the pertinent time factors related thereto. If the leave begins in the first semester, the leave shall not exceed the balance of the school year in which it commences. If the leave begins in the second semester, it shall not exceed the balance of that school year and one (1) additional school year. Every effort shall be made to have such leave terminate immediately prior to the start of a new school term. Such leave shall commence at a reasonable date that is agreeable to the Superintendent and that takes into account the employee's consultation with her doctor and the doctor's recommendation. In the event the employee is required to leave or cease employment because she is unable to perform her duties due to disability related to pregnancy, she may elect to commence the agreed-upon leave immediately or, alternatively, to use any accumulated sick leave until said sick leave is exhausted, or until the commencement date of the agreed-upon leave, whichever shall first occur. To the extent this leave qualifies as leave eligible under the Family and Medical Leave Act (FMLA), the employee must exhaust all sick leave in conjunction with the FMLA leave. The Superintendent or designee may waive any of the provisions of this section in his/her sole discretion, and any such waiver shall not be precedential in any respect.
3. The Board will pay the health and life insurance premiums for an employee for the remainder of the year in which the leave commences. In the event an employee qualifies for an additional period of maternity leave, the employee will be solely responsible for the payment of health and life insurance premiums. The District may recover from the employee the premiums paid by the District during the leave to maintain the employee's group health and life insurance coverage if the employee does not return to the District following the leave.
4. Sick leave shall not be applicable during the period of the maternity/child-rearing leave, except when FMLA is applicable. Any accumulated sick leave available at the commencement of the leave shall be available to the employee upon return to employment in the District.
5. Any employee desiring adoption leave as a result of becoming an adoptive parent shall notify the Superintendent or designee, in writing, upon the initiation of such adoption proceedings. Leave shall be granted upon written notification to the Superintendent or designee of the date the child is expected to be received. It shall be the responsibility of the applying employee to keep the Superintendent or designee informed of the

status of the proceedings, and, as soon as known, the expected date of the delivery of the child. This section shall not be applicable if the adopted child is ten (10) or more years of age at the time the child is received. Except as otherwise stated, adoption leave shall be subject to the same terms and conditions as the maternity leave.

6. If the pregnancy shall not result in a live birth, the employee may apply in writing to the Superintendent or designee for the cancellation of the balance of the leave and the Board shall seek to effect the return of such employee to employment if a position is available for which the employee is qualified in the sole judgment of the Board.
7. Anything in this section to the contrary notwithstanding, an employee who has been granted a maternity/child-rearing or adoptive leave of absence shall not become eligible for a subsequent maternity/child-rearing or adoptive leave unless and until such employee has returned to full-time service for at least two (2) complete school terms, provided under exceptional circumstances the Board may grant such leave in its sole and absolute discretion. The granting or withholding of such leave shall be without precedential effect.
8. Nothing in this section shall be construed as requiring any employee to apply for a maternity/child-rearing or adoption leave. However, all maternity/adoption leave that is eligible leave under the Family and Medical Leave Act (FMLA) will be considered FMLA leave and administered pursuant to the requirements of the SMLA, the District's FMLA policy and related FMLA provisions in this Agreement. An employee not eligible for or not desiring maternity leave may utilize accumulated sick leave during any period of disability related to her pregnancy and/or to the delivery of the child. If such employee shall have exhausted accumulated 'sick leave, she shall be granted a leave of absence without pay or other benefits during such period of disability, not to exceed twelve (12) work weeks. Such employee shall return to employment immediately following the termination of such disability.
9. A male employee who has entered upon contractual continued service shall be entitled to a child-rearing leave of absence. Such leave shall be unpaid and shall be subject to all of the applicable notice and other requirements as set forth in this section. Eligibility for such leave shall arise upon the anticipated birth of a child, which the teacher has fathered, or upon his planned adoption of a child.
10. The Board shall make a reasonable effort to assign the employee

returning from leave to the same or similar position held prior to the onset of the leave.

11. An employee on leave shall be credited with a year of seniority and with vertical advancement on the compensation schedule, provided the employee has worked in the District for one hundred twenty (120) or more employment days during the school year for which such credit is sought and further provided that the employee has complied in all other respects with any other provisions which may be applicable regarding advancement on the compensation schedule as set forth in this Agreement.

b. Other Leaves Without Pay

The Board may grant a leave of absence to any employee for the purposes consistent with the FMLA. The leave will begin after the employee's FMLA leave rights are exhausted and end at the close of the school year in which the leave began. The leave will be without pay and without Board paid medical and life insurance or other benefits.

Leaves of absence without pay may be granted to employees who have rendered satisfactory full-time service to the District for at least one (1) school year and who desire to return to employment in a similar capacity at a time mutually consistent with the needs of the District as determined by the Board.

Each approved leave of absence shall be of the shortest possible duration required to meet the purpose for the leave consistent with a reasonable continuity of employment duties. Such leaves of absence are subject to the following conditions:

1. Written requests for such leaves of absence without pay must be made at least three (3) months before the leave is desired, subject to approval by the Board.
2. Dates of departure and return must be acceptable to the Superintendent and determined prior to initiating the request.
3. Leaves of less than one month, if acceptable to and approved by the Superintendent, will not require Board approval or three months' notice.
4. Leaves may be granted at the discretion of the Superintendent for:
 - a. advanced study leading to a degree in an approved university;
 - b. educationally-related travel if the applicant provides an itinerary and an explanation of how such travel will improve the educational program;
 - c. military service;
 - d. other reasons acceptable to the Board.

5. Employees on such leave may continue insurance benefits if they reimburse the District for any pro-rata costs of benefits for which they apply,
6. An employee on leave shall be credited with a year of seniority and with vertical advancement on the compensation schedule, provided the employee has worked in the District for one hundred twenty (120) or more employment days during the school year for which such credit is sought and further provided that the employee has complied in all other respects with any other provisions which may be applicable regarding advancement on the compensation schedule as set forth in this Agreement.
7. The granting or withholding of any leave pursuant to this section is within the sole discretion of the Board and any granting or withholding of leave pursuant to this section is non-precedential with regard to any future applications for leave pursuant to this section.

8. Family and Medical Leave (FMLA)

a. Leave Benefits

An eligible employee shall be entitled to a total of 12 workweeks of unpaid leave (leave without pay) for certain family and medical reasons listed in 1-4 below, provided that the employee returns to work, during a rolling 12-month period measured backward from the date an employee uses FMLA leave.

1. the birth and first-year care of a son or daughter;
2. the adoption or foster placement of a child;
3. to care for a spouse, child (who is under 18 years of age or incapable of self-care due to a disability) or parent (not parent-in-law) with a serious health condition; and
4. the employee's own serious health condition which renders the employee unable to perform his or her job.
5. because of any qualifying exigency arising out of the fact that the Teacher's spouse, son, daughter, or parent is a covered military member on active duty (or has been notified of an impending call or order to active duty) in support of a contingency operation; or
6. to care for a covered service member with a serious injury or illness if the employee is the spouse, son, daughter, parent, or next of kin of the service member.

Any leave taken for the birth or care of a child or the placement of a child for adoption or

foster care must be completed within one year after the date of birth or placement.

An employee must use accrued sick leave or other paid time off until he/she has used a total of thirty (30) days or until he/she has exhausted all but ten (10) days, whichever occurs first. An employee may utilize any additional accumulated sick leave as part of any FMLA leave, at the employee's option. In addition, if the requested leave is due to the serious health condition of the employee, any salary continuation benefits for which the employee is otherwise eligible pursuant to a disability benefit plan or workers' compensation law, may be used in conjunction with other paid personal time, provided that total payments do not exceed 100% of normal base pay. Any paid leave will run concurrently with the employee's FMLA leave entitlement. The employee must comply with all requirements of the policy or plan providing for paid leave.

Eligible employees may take intermittent leave or a reduced leave schedule when the reason for the leave is 3, 4, 5 or 6 above, with certain limitations provided by law. "Intermittent leave" is leave of one hour or more that is taken during any nonconsecutive time period (i.e., one week on, one week off.) "Reduced leave" is leave that is taken by reducing the employee's normal working hours (i.e., from eight hours to four hours per day.) A request for either intermittent or reduced leave will be granted only where medically necessary, as established by information requested by the District's FMLA medical certification form. If such intermittent or reduced leave is foreseeable, the District may alter the employee's existing job (while maintaining existing pay and benefits), or may temporarily transfer the employee to a different position with equivalent pay and benefits, in order to best serve the District's operational needs during leave.

If both husband and wife are employed by the District and eligible for FMLA leave, they may together take only a combined 12 weeks of FMLA leave during a 12 month period when the reason is 1 or 2 above, or the care of a parent (not parent-in-law) with a serious health condition.

b. Eligibility

To be eligible for leave under the FMLA, an employee must have been employed by the District for at least 12 months (the 12 months need not be consecutive) and have worked for at least 1250 hours of service during the 12-month period immediately before the beginning of the leave.

c. Notice

An eligible employee must direct his/her request to take FMLA leave to the Superintendent or designee and will be required to complete a "Request for Family/Medical Leave" form at that time.

If the need for leave is foreseeable, the employee must provide at least 30 calendar days'

advance notice, prior to the expected start of the leave, to the District of the date when the leave is to begin. If 30 days' notice is not practicable, the employee must provide the District with as much advanced notice as possible. Ordinarily the notice must be given within one or two business days of when the need for the leave becomes known to the employee.

If the employee is physically or mentally unable to notify the District, a member of the employee's family or other representative must do so on the employee's behalf.

If leave is due to the serious health condition of the employee or the employee's family member, and is for planned medical treatment, the employee must attempt to schedule treatment so as not to unduly disrupt the District's operations.

In addition, if leave is due to the serious health condition of the employee or the employee's family member, the employee is required in all cases to provide a health care provider's certification of the serious health condition on a form that will be provided by the District at the time the request for leave is made. If leave is due to another reason, appropriate certification may be required. In any case, the completed certification must be submitted by the employee to the District within 15 calendar days after the District requests it.

d. Reporting Requirements During the Leave

During FMLA leave, the employee is required to maintain contact with the Superintendent or designee to verify their status and their intent to return to work.

e. Requirements Prior To Return From Leave

Where the leave is based upon the employee's own serious health condition, the employee must provide medical certification that the employee is able to return to work before the employee will be permitted to return to work.

f. Status of Employee Benefits During Leave of Absence

The employee must make arrangements with the District for payment of the employee's share of the health insurance premium, if any, during the leave period (which in any event cannot exceed the amount the employee would have paid for coverage if the employee had continued to work.) The District will maintain and pay for an eligible employee's group health insurance coverage (including dependent coverage) during the period of an FMLA leave, under the same terms and conditions as if the employee had continued to work, unless and until the employee declares an intent not to return to work

following the leave. Employees who do not comply with premium payment obligations during the leave period may be dropped from plan coverage until such time as the leave period terminates and they return to work.

The District is not obligated to maintain life insurance or other benefits during the leave period. In order to continue such benefits during the leave, the employee may be required, through the same procedure utilized for the continuation of group health insurance, to make arrangements with the District for timely payment of the entire cost of such benefits.

In the event an employee informs the District of an intent not to return to work from the leave, or otherwise fails to return to work upon completion of the leave, the District may recover from the employee the premiums paid by the District during the leave to maintain the employee's group health insurance coverage, unless the failure to return to work was due to the recurrence or onset of a serious health condition, or was otherwise beyond the employee's control.

g. Reinstatement at the Conclusion of the Leave

An employee who timely returns from FMLA leave and who used the leave for the stated purpose will be reinstated to the same position that the employee would have had had the employee not taken leave, or to an equivalent position with equivalent benefits, pay and other terms and conditions of employment, unless the employee would no longer be employed had the employee not taken leave. In addition, an employee's use of FMLA leave will not result in the loss of any employment benefit that the employee earned or was entitled to before using FMLA leave.

Eligible employees are subject to and must adhere to the District's policies and procedures regarding FMLA leave.

ARTICLE VIII — NEGOTIATIONS PROCEDURES

1. Negotiations on a successor contract shall begin not earlier than March 1 and not later than May 1 in the year in which this contract terminates.
2. If agreement is not reached on all items within 45 days of the commencement of the school year and all items sought to be negotiated had been thoroughly explored without reasonable expectation of reaching agreement, either party may declare to the other, in writing, that an impasse exists and call for the appointment of a mediator in accordance with Section 3 of this Article. If the Illinois Educational Labor Relations Board invokes mediation within 1 day of the scheduled start of the school year, the mediator shall be appointed in accordance with Section 3 of this Article.
3. When an impasse is declared or the Illinois Educational Labor Relations Board invokes mediation pursuant to Section 2 of this Article, a mediator shall be appointed by the Federal Mediation and Conciliation Service after being so requested. The parties may seek a mediator from the staff of the American Arbitration Association. The cost of the mediator, if any, shall be shared equally by the Board and the Association.
4. Copies of this Agreement shall be printed and presented to each teacher. Cost of printing shall be shared by the Association and the Board.

ARTICLE IX – COMPENSATION / BENEFITS

1. Tax Shelter Retirement Contribution

The Board shall deduct and remit for each teacher the sum equal to nine point four percent (9.4%) of the amount due such teacher pursuant to the Compensation Schedule and any extra-duty stipends to the State of Illinois Teachers' Retirement System to be applied for the retirement account of such teacher. It is the intent of the parties by this Agreement to qualify these payments as "picked-up" contributions within the meaning of Section 414(h)(2) of the Internal Revenue Code so as to be excusable from the gross income of all teachers. The teachers shall have no right or claim to the funds as remitted except as they may subsequently become available upon retirement or resignation from the State of Illinois Teachers' Retirement System.

No teacher shall have the option of choosing to receive the amounts contributed by the Board directly and the assumption and payment of the teachers; required contribution to the Illinois Teachers' Retirement System is a condition of employment made in order to secure the teachers' future services, knowledge and experience.

The balance of the amount due each teacher pursuant to such Compensation Schedule shall be payable to the teacher as salary installments as otherwise provided herein, provided the Board shall deduct therefrom all monies as required by law or as authorized by the teacher pursuant to this Article, or as otherwise authorized by the Board.

Internal Revenue Service revenue rulings indicate that the amounts paid the State of Illinois Teachers' Retirement System are properly excludable from the gross income of the teacher for income taxation purposes, and the District will not withhold Federal and State income taxes on funds remitted to the State of Illinois Teachers' Retirement System on behalf of teachers.

In the event that the Internal Revenue Service or any court declares that any or all of the amounts remitted for each teacher pursuant to this section of the agreement are not properly excludable from the gross income of the teacher for income taxation purposes, the District shall immediately commence withholding Federal and State income taxes on that portion which has been declared not excludable from his/her gross income.

The Association will hold harmless the Board of Education, its members, its agents and its employees from any and all claims, demands, actions, complaints, suits or other liabilities by reason of faithful payment of the contributions to the Illinois Teachers' Retirement System pursuant to the provisions of this section. No such claim, demand, action, complaint or suit may be settled or compromised by the Association or any teacher without written consent of the Board if such claim, demand, action, complaint or suit adversely affects the Board of Education, its members, its agents and/or its employees.

2. Health Insurance

- a. All teachers will be covered by a health insurance plan. The Board will pay \$200.00 per month toward dependent health coverage for teachers electing to take HMO or PPO dependent health coverage. For the 2012-2013 school year the Board shall pay 100% of the single premium for insurance coverage. Beginning with the 2013-2014 school year, those employees who elect to take PPO coverage shall pay 3% of the monthly insurance premium costs, not to exceed \$20 per month. The Board shall pay the remaining monthly premium costs for employees. The Board shall continue to pay the entire employee cost for those teachers who elect to take HMO coverage. However, in the event the premium cost for the HMO exceeds the cost of the PPO employees who elect the HMO shall pay 3% of the monthly insurance premium costs, not to exceed \$20 per month, with the remainder of the premium cost paid for by the Board. The Board shall pay a pro-rated share of the monthly contribution toward single insurance coverage for all part-time teachers working at least half-time (.5 FTE). For example, a teacher who works .75 of the school day would have the Board pay 75% of the monthly single premium.

The premium and co-payment options of any insurance plan are subject to change, amendment or modification by the insurance carrier. The failure of any insurance carrier(s) or plan administrator(s) to provide any benefit for which it has contracted or is obligated shall result in non liability to the District, nor shall such failure be considered a breach by the District or a unilateral change of any obligation undertaken under this or any other Agreement. The District will provide notice to the Association as soon as it is notified of proposed changes.

- b. Under the Insurance Coverage Compensation Plan of the School District, teachers may elect to pay the cost of premiums for dependent coverage via salary reduction. Such election shall be made annually on or before the first day of the plan year on a form to be provided by the District. Such election shall be binding and shall not be changed except for a change in family status as defined in Internal Revenue Service Regulations. If a teacher elects to receive dependent coverage via salary reduction, the Board shall deduct the cost of the premiums from salary and remit said premiums to the designated insurance carrier.

The Lindop Board does not warrant that the deduction made in the amounts as listed on the compensation schedule by the Board for the teachers as set forth above are deemed excludable from the teacher's gross wages, and as such, the Association and each individual teacher shall and does hereby indemnify and hold harmless the Lindop 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 dependent insurance premiums pursuant to the provision of this section.

- c. Full-time teachers for the entire school term shall receive insurance coverage during summer recess provided the teacher continues employment

with the school district for the next school term. If a teacher resigns on or before June 1st effective at the end of the school term, the Board will provide insurance coverage for the months of July and August under the same terms as stated above. If a teacher's employment is terminated by action of the Board or by resignation after June 1st, the teacher's insurance coverage shall continue under the same terms as stated above through the month in which the teacher resigns, however, such coverage shall not extend beyond July 31st.

3. Life Insurance

All teachers will be covered by \$50,000 term life insurance.

4. Dental Insurance

All teachers will be covered by a dental insurance plan with a \$1,000 per year maximum.

5. Insurance Committee

Each year, a joint insurance committee shall be formed to review the District insurance plan(s) in terms of existing coverage and benefits and to make recommendations for cost containment measures that will be implemented the following year. The committee shall be composed of two (2) representatives selected by the Lindop Teachers' Association, one (1) Administrator, the Business Coordinator, and one (1) representative selected by the Lindop Support Staff Association. The recommendations shall be given in writing to the Superintendent, the Board and both Associations for approval.

6. Tuition Reimbursement

The Board will reimburse teachers for one-half of the tuition cost up to twelve (12) semester hours each year for successfully completed, pre-approved college course work, up to \$347 per credit hour (the average semester hour cost at the beginning of this contract of four local public universities: Chicago State, Northeastern Illinois University, Northern Illinois University and the University of Illinois – Chicago) to a maximum of \$2,079 per year per teacher. The maximum total expenditure by the Board of Education for reimbursement for employees covered by this Agreement will not exceed \$16,000 annually. Money allotted in one year does not roll into the subsequent year. Beginning in the 2010-2011 school year, the tuition rate and maximum per teacher allotment will be readjusted to reflect the average per semester hour rate in effect at that time for the universities listed above.

- a. A teacher must complete the Pre-Approval for Teacher Training form and submit it to the Superintendent, who will return one copy to the teacher indicating whether the course has been approved.
- b. When the course has been successfully completed with a grade of "B" or higher, the teacher must provide the district with an official transcript and the receipt for payment of tuition costs.
- c. Teachers who submit transcripts prior to October 15th of each school year shall be reimbursed by November 30th. Teachers who submit transcripts prior to March 15th of each school year shall be reimbursed by April 30th.
- d. Reimbursement for tuition is made upon completion of the pre-approved and successfully completed coursework. To qualify for tuition reimbursement, a teacher must be employed in the District at the time the request for reimbursement is made and must remain employed for the remainder of the school year in which reimbursement is received.
- e. Official transcripts for course work for salary schedule advancement shall be submitted to the superintendent or designee by October 15th or the last work day prior to October 15th each year. Salary schedule movement shall be retroactive to the beginning of the current school year.

7. Salary Schedules

All teachers will be paid according to the attached salary schedules.

Effective with the 2005-06 school year, any employee not currently on the BA+30, BA+45 or BA+60 lane will not be eligible to advance beyond the BA+15 lane without obtaining a Master's Degree.

8. Extra Duty Schedules

Teachers performing extra duties will be paid according to the attached schedules.

9. Payment of Salaries

Teachers will be paid in twenty-four (24) installments. The Board will distribute teachers' paychecks on the 15th and last business day of each month throughout the year.

If a teacher resigns no later than June 1 effective at the end of the school term, he/she will receive his/her six remaining checks in June.

ARTICLE X – RETIREMENT

A. Retirement Incentive Benefit Plan

The Board shall recognize the service of full-time teachers who have rendered at least twenty (20) years of creditable service to District 92 immediately preceding retirement, and who are at least age 60 or have at least 35 years of creditable service, including sick leave service credit, at retirement.

B. Eligibility and Notice

1. The teacher must have received a satisfactory or better rating as identified through the evaluation process in the district for a minimum of twenty (20) years preceding his or her retirement.
2. The teacher shall provide written notice to the Superintendent of his or her intention to retire and participate in the program by September 1st, one or two years prior to his or her final year of active service. A teacher who intends to retire at the end of the 2012-2013 school year with a one year benefit must provide written notice to the Superintendent by September 1, 2012. A teacher who intends to retire at the end of the 2013-2014 school year must provide written notice to the Superintendent by September 1, 2012 for a two-year benefit and by September 1, 2013 for a one-year benefit. The Board shall approve the request and notify the teacher within sixty (60) days of the receipt of this notice of resignation and retirement provided that all conditions of this section are met. All resignations and retirements must be effective at the end of the applicable school term, but in any event no later than the close of the 2013-2014 school year.
3. The teacher's notice to the Board and the Board's subsequent action on the request shall constitute an irrevocable commitment by the parties to the terms stated in the notice. As determined exclusively by the Board, such irrevocable commitment may be modified upon request by the teacher and Association only under emergency circumstances (e.g., catastrophic illness incurred by teacher or spouse, death of spouse, or calamitous event incurred by teacher or spouse.) As a condition for granting any such modification, the teacher shall reimburse the Board for the full cost of the retirement benefit paid to the teacher by the Board under this Section.
4. The teacher must be at least age 60 or have at least 35 years of creditable service, including sick leave service credit, at retirement.

ARTICLE XI — DURATION AND EFFECT OF AGREEMENT

1. Duration of Agreement

This Agreement shall be effective as of August 31, 2012 and shall continue *in effect* until the 31st day of August, 2014. This Agreement shall expire at such expiration date unless it is extended for a specific period or periods by mutual written agreement of the parties or is replaced by a Successor Agreement.

2. Effect of Agreement

Any individual contract between the Board and an individual bargaining unit member heretofore and hereafter executed shall be subject to and consistent with the terms and conditions of this Agreement. If an individual contract contains any language inconsistent with this Agreement, this Agreement, during its duration, shall be controlling.

3. No Strike

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

In the event of any violation or violations of the provision of this Section by the Association, its members or representatives, or by any employee:

- a. Any violating employee shall be subject to discipline or discharge as determined appropriate in the sole and unilateral discretion of the Board.
- b. The Association shall, upon notice from the Board, immediately direct such employees both orally and in writing to resume normal operations immediately and make every other reasonable effort to end any violation(s).

C. Retirement Benefit

Teachers who satisfy the eligibility and notice requirements set forth above will be paid a compensation increase in his/her last year or two years of service equal to six percent (6%) each year of the amount otherwise due and owing to the teacher above the previous year's TRS creditable earnings inclusive of step and lane movement and any other creditable earnings. The teacher moves off the salary schedule upon receiving this compensation and shall not receive any new stipends for the remaining school years before retirement. If the teacher does not perform a stipend activity that was included in the original computation, the retirement benefit will be reduced proportionally.

Example: A teacher with at least 20 years service in the District, and who is TRS eligible, wants to retire at the end of the 2013-2014 school year. By September 1, 2012, the notification deadline, the teacher files a letter with the District Superintendent resigning and retiring at the end of the 2013-2014 school term. The Board approves this request, notifying the Teacher by the required deadline. The teacher's request and the Board's approval are then irrevocable. Thus, a teacher making \$50,000 on the 2011-2012 salary schedule would be paid \$53,000 in 2012-2013, and \$56,180 in 2013-2014. The teacher then retires at the close of the 2013-2014 school term.

D. Limitations on Participation

The Board reserves the right to limit the number of teachers who shall be approved for this plan each year for reasons which are in the best interests of the District. However, in no event shall the Board limit the number of teachers who shall be approved for this plan in any year to less than two when two are eligible and apply or, if more than two, fifty percent (50%) of the teachers eligible for regular retirement or early retirement without a penalty. Eligibility of those retiring shall be established on the basis of seniority in the District.

This benefit may not be used in combination with any other retirement benefit currently offered or legislatively enacted during the term of this Agreement.

E. Continuation of Plan

The plan will not be continued beyond the term of this Agreement. Any further retirement plan must be bargained as part of negotiations for a successor to this Agreement. The Board reserves the right to review and modify the plan upon the expiration of this Agreement subject to the requirement of the Illinois Educational Labor Relations Act in that this plan creates no vested right to benefits. Those eligible teachers who apply no later than September 1st of the final year of this Agreement will be bound by the provisions of this Agreement even if there are changes in the following Agreement.

IN WITNESS WHEREOF

FOR THE BOARD OF
EDUCATION

FOR THE LINDOP TEACHERS'
ASSOCIATION, IEA-NEA

Leri Sharp
President

Rosanne Techarok
President Emily Rubenstein

Date 8/21/12

Date 9/14/12

Penny Wall ^{William}
Secretary

[Signature]
Secretary

Date 8-21-12

Date 9/14/12

2012-2013 Salary Schedule

Step	BA	BA + 15	MA	MA + 15	MA + 30
1	40,442	41,514	43,743	44,903	46,092
2	41,514	42,614	44,903	46,092	47,313
3	42,614	43,743	46,092	47,313	48,568
4	43,743	44,903	47,313	48,568	49,855
5	44,903	46,092	48,568	49,855	51,175
6	46,092	47,313	49,855	51,175	52,531
7	47,313	48,568	51,175	52,531	53,924
8	48,568	49,855	52,531	53,924	55,353
9	49,855	51,175	53,924	55,353	56,820
10	51,175	52,531	55,353	56,820	58,325
11		53,924	56,820	58,325	59,871
12		55,353	58,325	59,871	61,457
13		56,820	59,871	61,457	63,086
14		58,325	61,457	63,086	64,758
15		59,871	63,086	64,758	66,474
16			64,758	66,474	68,235
17			66,474	68,235	70,044
18			68,235	70,044	71,900
19			70,044	71,900	73,806
20			71,900	73,806	75,762
21			74,513	76,432	78,439
22			76,767	78,774	80,837
23			79,112	81,173	83,287
24			81,733	83,960	86,132

2013-2014 Salary Schedule

Step	BA	BA + 15	MA	MA + 15	MA + 30
1	41,331	42,427	44,706	45,890	47,106
2	42,427	43,551	45,890	47,106	48,354
3	43,551	44,706	47,106	48,354	49,636
4	44,706	45,890	48,354	49,636	50,952
5	45,890	47,106	49,636	50,952	52,301
6	47,106	48,354	50,952	52,301	53,687
7	48,354	49,636	52,301	53,687	55,110
8	49,636	50,952	53,687	55,110	56,571
9	50,952	52,301	55,110	56,571	58,070
10	52,301	53,687	56,571	58,070	59,608
11		55,110	58,070	59,608	61,188
12		56,571	59,608	61,188	62,809
13		58,070	61,188	62,809	64,474
14		59,608	62,809	64,474	66,183
15		61,188	64,474	66,183	67,937
16			66,183	67,937	69,737
17			67,937	69,737	71,585
18			69,737	71,585	73,481
19			71,585	73,481	75,429
20			73,481	75,429	77,428
21			76,152	78,113	80,165
22			78,456	80,507	82,615
23			80,853	82,958	85,119
24			83,531	85,807	88,027

EXTRA DUTY SALARY SCHEDULE

	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14
Coaching and Teaching	25.18	26.44	27.76	29.15	29.15	29.15
Committee/Non-Teaching	23.29	24.45	25.68	26.96	26.96	26.96
Supervisory	24.74	25.97	27.27	28.64	28.64	28.64

EXTRA DUTY POSITIONS LIST (EXAMPLES) *

Numbers in parentheses represent the maximum number of hours that will be compensated per person per position.

Supervisory Positions

Crossing Guard (outside workday) Lunch and Recess Supervisor

Sports Supervision (15 for each listed below)

- Girls volleyball
- Girls basketball
- Boys basketball
- Track & Field
- Soccer(only if administration is not available, then paid at supervisory rate)

Detention

Non-teaching

Cultural Celebration Program Director (18)

National Junior Honor Society Coordinator (18)

Award/Recognition Ceremony Coordinator ((18)

Scorekeeper (15 for each listed below)

- Girls volleyball
- Girls basketball
- Boys basketball
- Track & Field

Teaching

Academic Study/Homework Help/Tutorial (900 total for program)

Student Council (27)

8th Grade Coordinator (27)

School Yearbook (18)

Weekend Band or Vocal Contests Tutorial

Performance Director (Plays, musicals, etc.) (24)

Band Director (67)

Choral and Strings Director (74)

Robotics Club (74)
Chess (18)
Debate/Speech Coordinator (18)
Poetry Slam Coordinator (18)
Male Mentor Coordinator (37)
Female Mentor Coordinator (37)

Coaching and Athletics

7th Grade Girls Basketball (60)
8th Grade Girls Basketball (60)
7th Grade Boys Basketball (60)
8th Grade Boys Basketball (60)
7th Grade Co-ed Track and Field (49)
8th Grade Co-ed Track and Field (49)
7th Grade Co-Ed Soccer (51)
8th Grade Co-Ed Soccer (51)
7th Grade Girls Volleyball (51)
8th Grade Girls Volleyball (51)
Cheerleading (43)
Athletic Director- \$3,500 per year

* Note: Extra-duty teaching assignments are subject to change based on funding and District needs.

If new assignments become available due to need or new funding sources, the administration will meet with LTA to discuss the positions and time commitments. Any conflicts in scheduling will also be addressed prior to the program beginning.

Appendix A

SICK BANK GUIDELINES:

The Lindop School sick leave bank is open only to full-time certified personnel. To participate, employees must fill out the approved form by October 1st of each year. Employees joining for the first time shall contribute one (1) sick day to the bank from their personal accumulated sick leave. Days donated may not be withdrawn and are recorded as consumed on the individual member's official school record of accumulated sick leave. New and returning staff members may apply during the first month of their employment and shall contribute one (1) day.

PROVISIONS FOR USE:

1. Application for use must be made to the review committee.
2. All personal and sick days must be depleted before sick leave bank days can be used; however, application may be made prior to this time.
3. A waiting period of five consecutive working days without pay must accrue before before

eligibility.

4. A current physician's letter indicating the employee's physical illness/disability will be required by the review committee.
5. Illnesses may be of a long-term major disability in nature.
6. Use of the bank shall only be applicable to full-time certified staff.
7. Full-time certified employees who apply for and receive disability status from the Illinois TRS/SS would not be entitled to further benefits from the sick leave bank relating to that illness and/or disability. Further bank use will be disallowed and bank use will terminate when disability payments begin.
8. Sick leave bank members will be allowed to withdraw up to the maximum allotments listed below:
 - A. Ten (10) days for certified full-time personnel classified as first year employees.
 - B. Fifteen (15) days for certified full-time personnel classified as second year employees
 - C. Twenty (20) days for certified full-time personnel classified as third year employees.
 - D. Twenty-five (25) days for certified full-time personnel classified as fourth year employees.
 - E. Fifty (50) days for certified full-time personnel classified as tenure status employees.
9. Fifty (50) days in one year (for tenured teachers) shall be the maximum allowed.
10. Should the number of days in the sick bank fall below thirty (30) days, each member shall contribute one (1) additional day.
11. After the initial membership contribution of one (1) day, each member will contribute one (1) sick day each September until the bank reaches 300 days.
12. The teacher shall not have to pay back in any manner the number of sick days borrowed from the bank.

Established: 1999

Revised: September 2003 December 2006