

2013-2017

AGREEMENT BETWEEN

THE BOARD OF EDUCATION

**MONTICELLO COMMUNITY UNIT
SCHOOL DISTRICT NO. 25
PIATT COUNTY, ILLINOIS**

AND

THE MONTICELLO EDUCATION ASSOCIATION

**ILLINOIS EDUCATION ASSOCIATION
NATIONAL EDUCATION ASSOCIATION**

TABLE OF CONTENTS

Activity Cards	4
Agenda - Notice.....	3
Agreement Originals	38
Agreement Printing.....	38
Assignment Changes (Teachers)	6
Assignment Notice (Teachers)	6
Association Leave.....	22
Association Meetings.....	3
Association Representative	4
 Bereavement Leave	 14
Board Meeting - Association Place on Agenda.....	3
Board Meetings - Notice of.....	3
Breaks (Cooks & Custodians)	7
Business Leave	14
 Calendar (Teachers)	 5
Calendar (Cooks & Custodians).....	7
Certification – Cooks.....	34
Class Grievances.....	25
Complete Understanding.....	38
Cook and Custodian Wage Rates	48
Custodians – Early Dismissal	8
Custodians – Seasonal Work Day.....	8
Custodians – Summer Help.....	8
 Death Benefit (Cooks & Custodians).....	 33
Death Benefit (Teachers)	32
Dispensing of Medicine.....	4
Dues Deduction.....	2
Duration	39
Duty Free Lunch (Teachers)	5
Duty Free Lunch (Cooks & Custodians).....	8
 Early Dismissal - Cooks.....	 34
Evaluation Conference (Teachers).....	12
Evaluation Document (Teachers).....	12
Evaluation – Informal (Teachers).....	12
Evaluation Instrument (Teachers)	12
Evaluation Minimum – Nontenured (Teachers)	12

Evaluation Minimum – Tenured (Teachers)	12
Evaluation Request (Teachers)	12
Faculty Meetings – Agenda (Teachers)	6
Faculty Meetings – Generally (Teachers)	5
Faculty Meetings – Schedule of (Teachers)	6
Family and Medical Leave	15
Fair Share	2
First Institute Day of the School Year (Teachers)	6
Freedom of Information	3
Grievance Arbitration	25
Grievance Association Participation/Employee Represented	26
Grievance Association Participation/Employee Not Represented	26
Grievance Bypass	25
Grievance Defined	24
Grievance Fees and Expenses	26
Grievance Filing of Materials	26
Grievance Informal Resolution	24
Grievance Step One	25
Grievance Step Two	25
Grievance Time Limits	24
Grievance Withdrawal	26
Grievance Zipper	25
Hiring of Custodial Subs	8
Individual Contracts	38
In-Service	22
Insurance (Teachers)	31
Insurance (Cooks & Custodians)	33
Internal Substitution (Teachers)	7
Jury Duty	22
Leaves of Absence Without Pay (Teachers)	14
Leaves With Pay (Teachers)	21
Limitation on TRS Nonexempt Creditable Compensation (Teachers)	30
Longevity Increases for Cooks & Custodians	48
Mailboxes	2
Mileage (Teachers)	32
Mileage (Cooks & Custodians)	33
Modification of Agreement	38

New Cooks & Custodians	7
Newly Hired Employees	4
No Reprisals Clause	26
No Written Response	26
Overtime - Cooks	34
Overtime - Custodians	34
Paid Holidays (Cooks & Custodians)	36
Part-Time Employees	1
Pay Days (Teachers)	30
Pay Days (Cooks & Custodians)	32
Payment for Unused Sick Leave (Teachers)	30
Payment for Unused Sick Leave (Cooks & Custodians)	34
Payroll Deductions (Teachers)	31
Payroll Deductions (Cooks & Custodians)	33
Personal Leave	14
Personnel File	4
Post Evaluation Conference (Teachers)	12
Posting of Notices	2
Professional Leave	22
Recognition	1
Reduction in Force (Teachers)	11
Released Time	26
Request for Aides - Pre-Kindergarten through Eighth Grade (Teachers)	6
Resignation (Cooks & Custodians)	8
Retirement Incentive (Cooks & Custodians)	36
Retirement Incentive (Teachers)	27
Retirement Shelter (Teachers)	27
Roster of Employees	3
Sabbatical Leave (Teachers)	21
Salary Schedules (Teachers)	40-47
Salary Schedule Credit for Additional Hours (Teachers)	31
Salary Information Sheet (Teachers)	31
Salary Information Sheet (Cooks & Custodians)	33
Savings Clause	38
Shift Changes (Cooks & Custodians)	7
Sick Leave	13
Sick Leave Bank	22
Sick Leave – Notice	14
Special Certification/Training (Teachers)	32

Subcontracting to District Employees.....	38
Storage of Supplies	3
Substitute Cooks	8
Successor Agreement	38
Summary of Board Meetings	3
Sunday Pay – Custodians	34
Supplementary Salary Schedule	49-54
Teacher’s Health Insurance Security Fund Payment	27
Telephones.....	4
Time Sheets (Cooks & Custodians)	7
Transfer Application.....	10
Transfer - Involuntary	10
Transfer - Involuntary – Conference.....	10
Transfer of Experience (Teachers)	26
Traveling Teachers	6
Use of Facilities	1
Vacancy - Applications	9
Vacancy - Definition and Notice	9
Vacancy - Temporary Appointment.....	9
Vacations – Custodians	35
Vacation Time Paid on Termination (Cooks & Custodians)	36
Work Day (Teachers).....	5

ARTICLE I RECOGNITION

A. Recognition

The Monticello Board of Education of District #25, Piatt County, Illinois, hereinafter "Board", hereby recognizes the Monticello Education Association/Illinois Education Association/National Education Association as the sole and exclusive bargaining agent for all regularly employed certificated teaching personnel (hereinafter "Teachers"), all full and part-time cafeteria workers (excluding head cooks) (hereinafter "Cooks") and custodians (hereinafter "Custodians"), except the unit superintendent, administrative assistant(s), building principals, building assistant principal(s), curriculum coordinator, technology coordinator, transportation director and special education teachers and any other employees properly excluded by the terms of Section 2(g) of the IELRA. The parties recognize that the term "special education teachers" set forth above means current or future special education teachers who are fully or partially employed by the Macon-Piatt Special Education District or other third party, and does not refer to any special education teacher who is regularly and directly employed by the District. The parties further agree that the District shall have the right to, at any time, contract for any and all special education teachers through the Macon-Piatt Special Education District or other third party, and that any such special education teacher shall fall within the term "special education teacher" set forth above regardless of whether the previous holder of that position was directly employed by the District and/or a member of the Association. The term "Employee," when used hereinafter in the Agreement shall refer to the bargaining unit members.

B. Part-Time Employees

Part time employees shall be included in the bargaining unit. Part time employees shall receive sick leave, personal leave and business leave. Part-time employees working twenty-five (25) hours or more per week shall receive insurance benefits.

ARTICLE II EMPLOYEE AND ASSOCIATION RIGHTS

A. Use of Facilities

The Association may request use of school facilities and equipment, provided, however:

1. Request must be made in advance to the Superintendent; and
2. Approval of the Superintendent must be obtained before use will be permitted.

The Association shall be responsible for any damage or liability arising out of use, save for normal wear and tear.

B. Posting of Notices

The Board and the Association shall agree upon a place in each building for the posting of Association notices.

C. Mailboxes

The Association shall be permitted use of employee mailboxes and the inter-district mail system, provided same exists.

D. Dues Deduction

The Board shall deduct from each Employee's pay the current dues of the Association, provided the Employee has delivered to the Board a properly executed authorization form. The appropriate forms shall be provided by the Association and the amount of dues annually established and certified by the Association. The authorization shall be submitted annually. Dues shall be deducted pursuant to the above in substantially equal amounts from the Employee pay check beginning in September or the first pay period after receipt of authorization whichever is later and continuing through May. Revocation may be made from the first day of school to September 10 by written notice to the Board provided, however, upon notification the Board shall notify the Association in writing of the revocation and shall allow the Association ten (10) days thereafter to re-enroll the member before stopping deduction. Nothing herein shall make the Board liable for:

1. dues in arrears;
2. dues when insufficient income is due from which to deduct;
3. dues of Employees on unpaid leaves; or
4. dues of Employees no longer employed by the District;

provided, however, the Board has fully complied with its deduction requirements herein above.

E. Fair Share

Each Employee, 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 to the Association equivalent to the amount of dues uniformly required of members of the Association, including local, state, and national dues.

In the event that the Employee 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 nonmember.

Such fee shall be paid to the Association by the Board no later than ten (10) days following deduction.

The obligation to pay a fair share fee will not apply to any Employee who, on the basis of a bonafide religious tenet or teaching of a church or religious body of which such Employee is a member, 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 Employee to a mutually agreeable nonreligious charitable organization as per Association policy and the rules and regulations of the Illinois Educational Labor Relations Board.

The Association shall hold the Board harmless and shall defend on behalf of the Board any claim arising from or occurring as a result of fair share.

F. Board Meetings - Notice of

The President of the Association or the President's designee will be given the same notice of all regular and special meetings of the Board as are Board members. The President or designee shall also be provided a copy of the public agenda of such meetings. The minutes of each open Board meeting shall be emailed to the Association President as soon as possible after the meeting.

G. Board Meeting - Association Place on Agenda

The Board shall allow the Association a place on the agenda of each regular Board meeting if requested.

H. Agenda - Notice

The President of the Association shall be provided a copy of the public agenda and bills to be paid of each open Board meeting at the same time Board members are provided with such information.

I. Summary of Board Meetings

The minutes of each open Board meeting shall be distributed through e-mail to each Employee as soon as possible after the meeting.

J. Freedom of Information

The Board will comply with the Illinois Freedom of Information Act. Remedy for violation shall be by the terms of the Act and shall not be grievable.

K. Roster of Employees

A roster of Employees shall be prepared and made available to Employees each year. It shall contain the names and address of Employees.

L. Storage of Supplies

Space shall be provided each Teacher within each instructional area for storage of instructional materials and supplies.

M. Association Meetings

The Association may hold meetings, not to exceed one (1) per month, after the pupil attendance day ends but before the Employee work day ends. Such meetings shall not conflict with other regularly scheduled teaching or District Employee responsibilities.

N. Telephones

The Board, at its expense, shall provide in each building a telephone for Employees in an area away from students for the purpose of communicating with parents and conducting school-related business. When in use, this line shall be private. The Board may, at its discretion, institute such regulations for use of the telephone as may be related to controlling the cost of telephone charges. Individual Employees shall be responsible for reimbursing the District for personal long-distance calls.

O. Newly Hired Employees

Names and addresses of newly hired Employees shall be provided the Association within fourteen (14) days after their employment.

P. Personnel File

The School District shall maintain one (1) official personnel file for each Employee. Each Employee shall have the right, during regular business hours, to examine the contents of his/her personnel file. The Employee may have a representative of the Association present during such review. A representative of Employer may be present. Upon request, the Employee shall be provided, at Employer expense, one (1) copy of all materials (excluding any blind references) contained in his/her personnel file. An Employee shall have the right at any time to respond in writing to materials contained in his/her personnel file. Such response shall be attached to the file and made part thereof.

Q. Activity Cards

Each Employee, spouse and dependent of high school age or older (still living at home or who is a full-time student) shall be provided a complimentary ticket pass good for admission to all in-District school athletic activities. Use shall be limited to the Employee, spouse and immediate family, provided, however, the Employee or spouse must accompany any children not yet in high school who seek admission by use of a pass. The District shall provide each Employee with a pass near the beginning of each school year. Additional passes for family members falling under the above guidelines must be requested by the District Employee in writing to the Unit Office and the issuance of said passes is subject to verification by the District.

R. Dispensing of Medicine

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

S. Association Representative

Duly authorized representatives shall be permitted to transact official Association business on school property, provided, however, such representatives shall not interfere with employee job performance in any way.

ARTICLE III

EMPLOYMENT CONDITIONS

(Teachers)

A. Calendar

1. Work Year

The Teacher work year shall not exceed one hundred eighty (180) days. Teachers may submit information or opinion as they may desire to the Board with regard to the calendar. One of the calendar options to be considered for the following year will always designate unused snow days/emergency days being subtracted from the end of the school year calendar.

2. Early Dismissals

On the Friday of homecoming and on the third day of semester exams at the high school, students unit wide will be dismissed after the five (5) clock hour day has been achieved with the normal staggered schedule.

B. Work Day

The Teacher work day shall not exceed seven and three-fourths (7 3/4) clock hours including duty-free lunch, except that Teachers may be required to work a longer day on occasion to accommodate those normal educational and school program activities which occur outside the normal school day. The normal Teacher work day shall be as follows:

High School	7:50 a.m. – 3:35 p.m.
Middle School	8:00 a.m. – 3:45 p.m.
Washington	7:50 a.m. – 3:35 p.m.
White Heath	7:45 a.m. – 3:30 p.m.
Lincoln	8:00 a.m. – 3:45 p.m.

A traveling Teacher's work day will follow the schedule of the school at which he/she begins the day. On Fridays, on days when school is dismissed due to inclement weather, or on days preceding holidays or vacations, the Teacher's day shall end five (5) minutes after the close of the pupils' day. The Principal may allow a Teacher to leave at the end of the pupils' day.

C. Duty-Free Lunch

Teachers shall be entitled to a duty-free uninterrupted lunch period as required in Section 24-9 of the School Code.

D. Faculty Meetings - Generally

Faculty meetings shall generally (except in case of unusual circumstance) not last longer than thirty (30) minutes past pupil dismissal.

E. Faculty Meetings - Agenda

The Association shall be permitted a place on the agenda of each faculty meeting provided however, the thirty (30) minute time limit for faculty meetings after the school day be extended the length of the Association presentation.

F. Faculty Meetings - Schedule of

Faculty meeting shall not be called for Fridays or before days preceding or following vacations except in the case of emergency.

G. First Institute Day of the School Year

All Building Principals are directed to schedule the first institute day of the school year (i.e., the first day of Teacher attendance) so that one-half ($\frac{1}{2}$) of the Teacher work day is dedicated exclusively for the staff to prepare for the beginning of the student school year. No meetings will be scheduled for the one-half ($\frac{1}{2}$) day.

H. Request for Aides: Pre-Kindergarten through Eighth Grade

A Teacher, at any time, may request an Aide by submitting a letter of request to a Building Principal with a copy to the Superintendent. The request will be referred to a Committee comprised of a Building Principal from a school not requesting the aide, the Superintendent, a School Board Member, a Pre-K--Eighth Grade Teacher, and a MEA Member. The Committee shall meet within five (5) school days of receiving the request. The Committee will make a recommendation which will be presented to the School Board. The School Board will make the final determination as to the request.

The request can be made regardless of student numbers and/or due to special needs or circumstances. The Teacher has the option of presenting the justification for the request to the Committee. Any supporting material or testimony may be presented to the Committee during the hearing. The Aide will be employed on a semester basis.

I. Traveling Teachers

Teachers will be assigned to the home school at which their office and supplies are located. Teachers assigned to a home school need only attend faculty meetings and special assigned events at that school. Extra duties within the school day can only be assigned when the Teacher is in attendance at that school at that specific time.

J. Assignment Notice (Teachers)

Teachers shall be given notice of their tentative building, class, and/or subject assignments for the forthcoming year not later than the July Board meeting.

K. Assignment Changes (Teachers)

In the event changes in assignment occur after the tentative assignment notification date the Teacher shall have the right to a conference with the Superintendent to discuss the change. The Teacher shall have the right to resign without penalty if dissatisfied with the result of the conference.

L. Internal Substitution

Teachers may not be involuntarily assigned except in an emergency situation. The emergency situation will be determined by the Building Principal. A Teacher administratively assigned to perform internal substitution shall be paid at the appropriate extra-time Teacher rate.

**ARTICLE III
EMPLOYMENT CONDITIONS
(Cooks and Custodians)**

A. Calendar

1. Cook and Custodian Input

Cooks and Custodians may submit information or opinion as they may desire to the Board with regard to calendar. One of the calendar options to be considered for the following year will always designate unused snow days being subtracted from the end of the school year calendar.

2. Early Dismissals

On the Friday of homecoming and on the third day of semester exams at the high school, students unit wide will be dismissed after the five (5) clock hour day has been achieved with the normal staggered schedule.

B. New Cooks and Custodians

The Employer will inform new Cooks and Custodians of their job responsibilities, work hours, and whether or not the job is temporary or full time on the first day the Cook or Custodian reports to work.

C. Shift Changes

Cooks and Custodians desiring shift changes shall request such changes by directing the request to the Superintendent.

D. Time Sheets

All Cooks and Custodians are to keep their own time sheets. All Cook and Custodian time sheets must be signed by both the Cook or Custodian and the immediate supervisor before being sent to the payroll clerk.

E. Breaks

Each full-time Cook or Custodian shall be entitled to two fifteen minute breaks each day or shift of eight hours or more. Part-time Cooks and Custodians or those working shifts less than eight hours shall be entitled one fifteen minute break each day or shift. Break times shall be determined by the Cook's or Custodian's immediate supervisor.

F. Duty-Free Lunch

Each Cook or Custodian who works at least three paid hours in any given day shall be entitled to an unpaid thirty minute meal period. Each Cook or Custodian who works at least eight paid hours in any given day shall be entitled to an unpaid one hour meal period.

G. Substitute Cooks

When a Cook is absent and the absent Cook's regular work schedule on the day of the absence contains a greater number of work hours than another Cook in attendance at the same building on the day of the aforementioned absence, the Cook whose work schedule contains the lesser number of hours shall be assigned the absent Cook's work schedule and a substitute shall be employed to fill the vacancy created by the temporary assignment of the Cook with the shorter work schedule to the absent Cook's longer work schedule.

When a Head Cook is absent and a regular Cook acts in her stead, the regular Cook's wages shall be increased by One and 50/100 Dollars (\$1.50) an hour for those hours worked.

H. Hiring of Custodial Subs

When a Custodian is absent, a substitute shall be employed.

I. Custodians - Summer Help

Part-time Custodians shall be offered full time summer positions at the Custodian's regular rate of pay before summer help is employed.

J. Custodians – Early Dismissal

Custodians shall be permitted to end their shifts one-half (1/2) hour early on the following days:

1. During the school year on student attendance days when students are dismissed early; and
2. During the school year on student attendance days when a snow day has been declared; and
3. On the four (4) Teacher workshop days per year and during Christmas break and Spring break (if scheduled).

K. Custodians – Seasonal Work Day

The summer and Christmas break hours will be as follows:

Monday-Thursday: 6 a.m.-12 p.m. and 1 p.m.-4p.m.

Friday: 6 a.m.-10 a.m.

Custodians on seasonal work hours are required to work a full week.

L. Resignation

A Cook or Custodian desiring to resign shall give two (2) weeks notice.

ARTICLE IV VACANCIES AND TRANSFERS

A. Vacancy - Definition and Notice

1. Vacancy Defined

A vacancy shall be defined as a condition created by:

- a. retirement;
- b. resignation;
- c. dismissal - nonrenewal; or
- d. creation of new position.

2. Vacancy Notice

Whenever a vacancy exists the Superintendent or his/her designee shall post notice of the vacancy within three (3) working days. Posting shall be made in conformity to Posting of Notices herein. Posting shall be made at the unit administrative offices and a copy shall be provided to the Association President.

All vacancies that occur in bargaining unit or non-bargaining unit positions shall be posted in each building for minimum of ten (10) work days before the position is filled on a permanent basis. However, for vacancies occurring between August 1 and June 5 of a school year, the minimum posting period shall be three (3) work days.

B. Vacancy - Applications

Employees shall have the right to make application for positions for which they are qualified within the ten (10) day or three (3) day (whichever is applicable) posting period for such vacant positions.

When a Custodial vacancy is posted, interviews will be given to all qualified Custodial Employees who apply. All Custodial Employees will be given priority consideration over applicants from outside the District. Internal applicants' seniority in the District will be considered.

C. Vacancy - Temporary Appointment

1. Teachers

Nothing herein shall prevent the District from temporarily filling vacancies, except that prior to any permanent appointment, posting and application provisions must be met. Additionally, when a temporary appointment is anticipated to last longer than twenty (20) school days, the Association President will be informed of such occurrence and the reasons for such occurrence. In no instance will a temporary appointment extend beyond one (1) school year, nor as part of any two (2) school years. Temporary

Teachers who are not on contract will be paid according to contract no later than the 21st consecutive work day.

2. Cooks and Custodians

Nothing herein shall prevent the District from temporarily filling vacancies, except that prior to any permanent appointment, posting and application provisions must be met. Temporary appointment may last no longer than twenty (20) days, at which time such appointments must be made permanent and placed on the regular salary schedule.

D. Transfer Application

Employees may make application for transfer to such positions as they may be qualified to fill. Such application shall be in writing, shall contain detailed reasons for the request, and appropriate documentation. The application shall be sent to the District Superintendent.

E. Transfer Involuntary

When it is necessary to involuntarily transfer or reassign Employees in a school, to the extent possible, all volunteers for said transfers will be first to be considered.

If an Employee is involuntarily transferred, every attempt will be made to not involuntarily transfer the same Employee for a period of one (1) school year following the year of transfer.

Written notification of involuntary transfers will be given to both the Employee to be transferred and the Association President as soon as possible. The intent is that, when possible, this notification will be at least forty-five (45) days prior to the end of the current school year.

F. Transfer Involuntary - Conference

Employees who have been notified of involuntary transfer shall have a right to a conference with the Superintendent to discuss the transfer. The Employee shall have a right to resign without penalty if dissatisfied with the result of the transfer.

ARTICLE V

REDUCTION IN FORCE

(Teachers)

A. Reduction in Force

The Board shall abide by the provisions of the Illinois School Code Articles 24-12 and 24-12.1 with regard to reductions in force. In summary, the major provisions of this article are:

1. Notice of such reductions shall be given the Teacher by regular and certified mail at least forty-five (45) days before the end of the school term;
2. Each Teacher must be categorized into one or more positions for which the Teacher is qualified to hold, based upon legal qualifications and any other qualifications established in a job description, on or before May 10 prior to the school year during which the sequence of dismissal is determined. Within each position, the school district must establish 4 Groupings (as established by statute) of Teachers qualified to hold the position;
3. Among Teachers qualified to hold a position, Teachers must be dismissed in the order of their Groupings, with Teachers in Grouping 1 dismissed first and Teachers in Grouping 4 dismissed last. Within each Grouping, the sequence of dismissal is established by statute;
4. If the Board has any vacancies for the following school term or within one (1) calendar year from the beginning of the following school term, the positions thereby becoming available shall be tendered to the Teachers within Grouping 3 or Grouping 4 so removed or dismissed so far as they are legally qualified to hold such positions; and
5. Any Teacher removed or dismissed through the above-mentioned reduction in force procedure and who accepts the tender of a vacancy within one (1) calendar year from the beginning of the following school term shall lose no rights which accrued while in contractual service.

Reductions in force shall not be grievable.

ARTICLE VI

TEACHER EVALUATION

A. Evaluation Instrument

Before any formal evaluation is performed the evaluator shall acquaint the Teacher with the evaluation instrument.

B. Evaluation Minimum - Nontenured

Nontenured Teachers shall be formally evaluated at least two (2) times a year, once before December 1st and once before March 1st.

C. Evaluation Minimum - Tenured

Tenured Teachers shall be formally evaluated at least once before March 1st every two (2) years.

D. Evaluation Request

A tenured Teacher may request a formal evaluation in any given year if one is desired.

E. Evaluation Document

Evaluations shall be in writing.

F. Evaluation Conference

An evaluation conference shall be held in conjunction with each evaluation to discuss the formal document and observation. Such conference shall be held as soon as possible after completion of evaluation.

G. Post Evaluation Conference

Post evaluation conferences shall be scheduled within ten (10) school days after each formal evaluation. If this evaluation conference is to be held after ten (10) school days, the date must be agreed upon by the evaluator and the Teacher being evaluated prior to the end of the ten (10) day period.

H. Evaluation - Informal

Nothing herein shall prevent the Board from conducting such informal evaluations as it may deem necessary.

ARTICLE VII LEAVES

A. Sick Leave

1. Teachers

Each Teacher shall be entitled to fifteen (15) sick leave days per year for purposes of sick leave, and sick leave shall accumulate without limitation. Immediate family shall be interpreted as parents, spouse, brothers, sisters, children, step children, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, and legal guardians. In all other respects and for purposes of interpretation and administration of sick leave the Board shall comply with the School Code.

2. Cooks and Custodians

Each Cook or Custodian shall be entitled to fifteen (15) sick leave days per school year, and sick leave shall accumulate without limitation.

Sick leave shall be interpreted to mean personal illness, quarantine at home, or serious illness or death in the immediate family or household, or birth, adoption or placement for adoption. Immediate family shall be interpreted to include parents, spouse, brothers, sisters, children, step children, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, and legal guardians. The School Board may require a physician's certificate, or, if the treatment is by prayer or spiritual means, that of a spiritual practitioner of such person's faith, as a basis for pay during leave of absence of three (3) days for personal illness, or as it may deem necessary in other cases. In all cases where a Cook or Custodian is absent for as much as ten (10) consecutive days, a statement by a physician or spiritual practitioner shall be required.

Any Cook or Custodian who has acquired accumulated sick leave resulting from said Cook's or Custodian's service in and for the Monticello Community Unit School District No. 25, and who at some date after the accumulation remains a working Cook or Custodian of the School District, but has insufficient yearly service hours in any year or years to meet the minimum set forth above as necessary for yearly sick leave grant, shall retain his/her sick leave previously accumulated and shall have access to prorata draw from accumulation. Nothing herein shall, however, allow such Cook's or Custodian's entitlement to a yearly grant when the six hundred (600) hour minimum is not met.

3. Sick Leave Increments

Sick leave shall be measured in full day or half day increments.

B. Sick Leave - Notice

At the beginning of each school year Employees shall be notified of their accumulated sick leave.

C. Bereavement Leave

Each Employee may use up to two (2) days of sick leave per year in the event of a death not in the immediate family or household.

D. Personal Leave

Each Employee shall be entitled to two (2) personal days per year. To assist in the acquisition of substitutes, employees will make every effort to provide twenty-four (24) hour advance notification to the Superintendent's office. Notification can be in writing or by telephone. Personal leave shall accumulate to a maximum of three (3) days. If an Employee has two (2) or more personal days accumulated at the end of the school year, the following year's entitlement of two (2) personal days will first be used to renew personal day accumulation to three (3) days; any days unused in entitlement to accomplish a full three (3) day accumulation will then be credited to that Employee's accumulated sick leave.

E. Business Leave

Each Employee shall be entitled to up to one (1) business leave day per year provided:

1. Business leave requests shall be submitted in writing five (5) work days in advance of the date requested with reasons for use listed and made to the Superintendent. In extenuating circumstances or emergencies as determined by the Superintendent, the Superintendent may reduce or eliminate this time-line submission restriction.
2. The Superintendent shall have sole discretion and authority to grant or deny business leave.

F. Leaves of Absence Without Pay - Teachers Only

Leaves of absence may be granted without pay to tenured Teachers who desire to return to employment in a similar capacity at a time mutually agreed upon.

Each approved leave of absence shall be of the shortest possible duration required to meet the purpose of the leave. Leaves of absence without pay for not more than one (1) year may be granted to tenured Teachers according to the following conditions:

1. Written requests for leave of absence without pay should 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 mutually acceptable to the Teacher and administration and determined prior to any final action on the request.

3. Leaves may be granted 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. prolonged illness;
 - e. needed rest;
 - f. necessities of the home and allied reasons; and
 - g. other reasons acceptable to the Board.
4. Teachers on such leave may continue insurance benefits if they reimburse prorata costs of benefits for which they apply and providing the then current carrier permits.
5. Teachers will not advance on the salary schedule while on the approved leave of absence without pay unless working at least eighty-eight (88) days during the school year in which the leave was taken.
6. The Board may waive the above restrictions at its discretion.

G. Family and Medical Leave

1. Findings and Intent

The purpose of this section is to fully implement the provisions of the Family and Medical Leave Act of 1993 in the School District and to set forth the procedures governing requests for family and medical leave.

2. Terms of Family and Medical Leave

a. Employees Eligible for Leave

All Employees of the School District who have been employed by the District for at least twelve (12) months prior to the commencement of the leave and who have worked for the School District for at least one thousand fifty (1,250) hours in the twelve (12) months prior to the commencement of the leave are eligible for leave under this section. The twelve (12) months such Employees must have been employed need not be consecutive months.

b. Entitlement to Leave

Subject to the provision set forth in Paragraph d. below, an eligible Employee shall be entitled to a combined total of up to twelve (12) calendar weeks of unpaid leave each year, beginning September 1 and ending August 31 of the next year, for the following reasons:

- 1) The birth of a son or daughter of the Employee and the care of such newborn child;

- 2) The placement of a son or daughter with the Employee for adoption or foster care;
- 3) The care of a spouse, son, daughter or parent of the Employee, if such spouse, son, daughter or parent has a serious health condition; or
- 4) The serious health condition of the Employee which makes the Employee unable to perform the functions of the position of such Employee.

When a husband and wife are both employed by the School District, the aggregate number of workweeks of leave to which both may be entitled is limited to twelve (12) workweeks for leave for the birth of a child or the placement of a child for adoption or foster care.

The entitlement to leave for the birth or placement of a child shall expire at the end of the twelve (12) month period beginning on the date of such birth or placement.

c. Definitions

“Son or daughter” means a biological, adopted or foster child, a step child, a legal ward or a child of a person standing *in loco parentis* and who is either under age eighteen (18), or eighteen (18) years of age or older but incapable of self-care because of a mental or physical disability.

“Parent” means a biological parent or an individual who stands or stood *in loco parentis* to the Employee when the Employee was a child. It does not include parents-on-law.

“Serious health condition” shall mean an illness, injury, impairment or physical or mental condition that involves:

- 1) Inpatient care (i.e., an overnight stay) in a hospital, hospice or residential medical facility, including any period of incapacity or any subsequent treatment in connection with such care;
- 2) Continuing treatment by a health care provider that includes one (1) or more of the following:
 - a) a period of incapacity of more than three (3) consecutive calendar days and any subsequent treatment or period of incapacity relating to the same condition that also involves treatment two (2) or more times by a health care provider or treatment by a health care provider on at least one (1) occasion which results in a

regimen of continuing treatment under the supervision of the health care provider;

- b) any period of incapacity due to pregnancy or for prenatal care;
- c) any period of incapacity or treatment therefor due to a chronic serious health condition;
- d) a period of incapacity which is long-term or permanent due to a condition for which treatment may not be effective, provided the Employee or family member remains under the supervision of a health care provider even if not receiving active treatment (such as Alzheimer's, a severe stroke, or terminal stages of a disease); and
- e) any period of absence to receive multiple treatments by a health care provider, and any recovery therefrom, either for a restorative surgery after an accident or other injury or for a condition that would likely result in a period of incapacity of more than three (3) consecutive calendar days without treatment (such as radiation or chemotherapy treatments for cancer).

"Incapacity" means inability to work, attend school or perform other regular daily activities due to the serious health condition, treatment therefor or recovery therefrom.

"A chronic serious health condition" is one which requires periodic visits for treatment by a health care provider, continues over an extended period of time and may cause periodic rather than a continuing period of incapacity (such as asthma, diabetes, or epilepsy).

"Treatment" includes examinations to determine if a serious health condition exists and to evaluate the condition, but does not include routine physical eye or dental exams.

"Health care providers" are licensed doctors of medicine or osteopathy, podiatrists, optometrists and chiropractors, nurse practitioners, nurse-midwives and clinical social workers; Christian Science practitioners listed by the First Church of Christian Science; any health care provider from whom an employer (or its group health plan benefits manager) will accept certification of the existence of a serious health condition, and any such health care provider practicing in a foreign country who is authorized to practice in the United States.

d. Relationship to Paid Leave

Family and medical leave granted pursuant to this section shall be unpaid. The total amount of such unpaid leave to which an eligible Employee shall be entitled in a twelve (12) month period shall be twelve (12) weeks less the paid leave already provided by the School District. Such paid leave shall be substituted for the unpaid leave required by the Act as provided below:

- 1) Prior to eligibility for unpaid leave for purposes of the birth or placement of a child, the Employee may utilize all accumulated paid vacation leave, adoption leave (if applicable), personal leave and emergency leave; and
- 2) Prior to eligibility for unpaid leave for purposes of the serious health condition of the Employee or the Employee's spouse, son, daughter, or parent, the Employee may utilize all accumulated paid sick leave, vacation leave, personal leave and emergency leave.

The effect of this provision shall be that if an Employee uses at least twelve (12) weeks of paid leave in a twelve (12) month period, as provided in Subparagraphs 1) and 2), then the Employee shall be entitled to no unpaid leave pursuant to this section.

This section shall not be interpreted to diminish or decrease the number of accumulated sick leave days or any other paid leave to which an employee is entitled pursuant to any collective bargaining agreement, Board policy and/or relevant law.

e. Notification by Employee of Necessity for Leave

In any case in which the necessity for leave is foreseeable based upon an expected birth or placement, the Employee must provide the Superintendent of Schools with at least thirty (30) calendar days of advance written notification of the Employee's intention to take leave, the reason for taking such leave, the date the leave is to commence, and, if known, the date the Employee expects to return to work. If the date of the birth or placement requires leave to begin in less than thirty (30) days, the Employee shall provide such notice as soon as reasonably possible.

In any case in which the necessity for leave is foreseeable based on planned medical treatment, the Employee:

- 1) Shall make a reasonable effort to schedule the treatment so as not to unduly disrupt the operations of the School District, subject to the approval of the health care provider of the Employee or the health care provider of the son, daughter, spouse or parent of the Employee, as appropriate; and

- 2) Shall provide the School District with notice of the Employee's intention to take leave at least thirty (30) days before the date the leave is to begin except that if the date of the treatment requires leave to begin in less than thirty (30) days, the Employee shall provide such notice as soon as reasonably possible.

The District may, in its discretion, waive the notice requirements.

Any request for a leave because of the serious health condition of the Employee or the Employee's spouse, son, daughter or parent shall be accompanied by a certification signed by the health care provider stating the date on which the serious health condition commenced, the probable duration of the condition; the appropriate medical facts within the knowledge of the health care provider regarding the condition; and either (1) statement that the Employee is unable to perform the functions of the position of the Employee or (2) a statement that the Employee is needed to care for the son, daughter, spouse or parent, and an estimate of the amount of time that the Employee is needed to care for the son, daughter, spouse or parent. Failure to provide the certification may result in denial of the leave request.

The School District may require, at its expense, that the Employee obtain the opinion of a second health care provider designated by the School District concerning any required information certified by the first, the School District may, at its expense obtain a third opinion from a health care provider jointly approved by the District and Employee. Such third health care provider's opinion is final and binding.

3. Benefits Protected During Leave

During any period of leave granted pursuant to this section, the District shall maintain coverage under and pay the Employer contribution for any group health plan for the duration of such leave at the level and under the same conditions coverage would have been provided to the Employee if the Employee had remained continuously employed for the duration of the leave. The Employee shall be solely responsible for the cost of any Employee share due under such group health plan.

If the leave taken under this policy is substituted paid leave, the Employee's share of premiums shall be paid by payroll deduction in accordance with the regular payroll practices of the District. If the leave taken under this policy is unpaid the Employee shall pay his or her share of the premium to the District bookkeeping office no later than the day the payment would be made if by payroll deduction.

4. Restoration of Position Following Leave

Upon conclusion of a leave granted pursuant to this section, an Employee shall be entitled to reinstatement to the same or an equivalent position with equivalent employment benefits, pay and other terms and conditions of employment.

5. Special Provisions for Teachers

A Teacher taking leave pursuant to this section may be required to continue taking leave until the end of the current semester under the following circumstances:

- a. The Teacher begins leave more than five (5) weeks before the end of the semester. The leave requested will last at least three (3) weeks, and under the leave proposal the Teacher would otherwise return to work during the three (3) week period before the end of the semester;
- b. The Teacher begins leave for a purpose other than the Teacher's own serious health condition during the five (5) week period prior to the end of the semester, the leave requested will last at least two (2) weeks, and under the leave proposal the Teacher would otherwise return to work during the two (2) week period before the end of the semester; or
- c. The Teacher begins leave for a purpose other than the Teacher's own serious health condition during the three (3) week period before the end of the semester and the leave requested will last more than five (5) working days.

In the event a Teacher chooses, or is required, to take leaves for periods of a particular duration, in case of intermittent or reduced schedule leave, as provided in Paragraph 6 hereinbelow; or is required to continue taking leave until the end of a school term in the case of Teachers; the entire leave period is family or medical leave and shall count against the twelve (12) weeks of unpaid leave permitted herein.

In the event that a Teacher is directed to continue the leave by decision of the Employer, given that the Teacher has indicated a willingness to return to full-time duty, then the length of the leave so directed shall become paid leave provided by the Employer.

6. Intermittent Leave and Reduced Leave Schedule

Intermittent leave is leave taken in separate blocks of time due to a single illness or injury, rather than for one (1) continuous period of time, and may include leave periods from one (1) hour or more to several weeks. It includes leave taken on an occasional basis for medical appointments, or leave taken several days at a time spread over a period of six (6) months, such as for chemotherapy.

A reduced leave schedule is a leave schedule that reduces an Employee's usual number of working hours per work week or hours per work day. It includes a reduction of an Employee's schedule from full time to part time.

The Employee may elect to substitute paid leave benefits to which he or she is entitled for the leave required by the Act in cases of intermittent or reduced scheduled leave.

Employees shall be eligible for intermittent leave and reduced leave schedule subject to the following:

- a. Where leave is taken because of a birth or placement of a child for adoption or foster care, Employees may take such leave only if the School District agrees;
- b. Where leave is taken to care for a sick family member or for an Employee's own serious health condition, Employees may take such leave only when medically necessary;
- c. Employees shall comply with the notice procedures set forth in Section G.2.e. hereinabove in seeking such leave;
- d. If an eligible Cook or Custodian requests intermittent leave or leave on a reduced leave schedule to care for a family member or for the Cook's or Custodian's own serious health condition, that is foreseeable and based upon planned medical treatment, the School District, in its discretion, may require such Cook or Custodian to transfer temporarily to an available alternative position for which the Cook or Custodian is qualified and that has equivalent pay and benefits and better accommodates recurrent periods of leave than does the Cook's or Custodian's regular position; and
- e. If an eligible Teacher requests intermittent leave or leave on a reduced leave schedule to care for a family member, or for the Teacher's own serious health condition, which is foreseeable based on planned medical treatment, and the Teacher would be on leave for more than twenty percent (20%) of the total number of working days over the period the leave would extend, the Teacher must choose either to:
 - 1) Take leave for a period or periods of a particular duration, not greater than the duration of the planned treatment; or
 - 2) Transfer temporarily to an available position for which the Teacher is qualified, which has equivalent pay and benefits and which better accommodates recurring periods of leave than does the Teacher's regular position.

H. Sabbatical Leave (Teachers)

The Board shall abide by the provision of the Illinois School Code, Section 24-6.1 with regard to Sabbatical Leave. This section shall not be grievable.

I. Leaves With Pay (Teachers)

Teachers elected or otherwise selected to serve on the Governing Board of an area teacher center, State Board of Education/Department of Education Committee or Task Force, North

Central Evaluation Team, or IHSA/IESA shall be allowed adequate leave time to attend related meetings and activities.

J. Association Leave

The Association President or his/her designee shall be provided ten (10) days per year off without loss of pay or benefit to attend to Association business.

K. Professional Leave

At the beginning of each school year, each Employee shall be credited with three (3) days of professional leave. The Employee desiring to use professional leave shall make a written request to the Superintendent at least one (1) week in advance of the proposed absence. As part of this request, the Employee will include approximate costs for such leave. The administration reserves the right to deny use where the proposed absence would unduly disrupt the educational program or when the benefit derived from the use cannot be justified in light of cost. The Board shall reimburse reasonable vouchered expenses incurred to three (3) days/two (2) nights including registration fees, lodging and Thirty and 00/100 Dollars (\$30.00) per day meal stipend. The Board will pay mileage for up to four hundred (400) miles round trip. Out-of-state and in-state professional leaves will be handled the same way. The Board shall reimburse Teachers for up to \$500 of tuition cost for enrollment and completion of the National Board Certification Program (NBCT) in lieu of using Professional Leave Days in the first year of enrollment. Teachers may use Professional Leave Days for NBCT activities while enrolled in the program.

L. In-Service

When an Employee is required to attend an institute, training session, or in-service program during work time, the Employee shall suffer no loss of pay or benefits for said time.

M. Jury Duty

Any Employee called for jury duty shall suffer no loss of pay or benefit by reason of such service. The Employee will return jury pay and the jury pay statement to the District less reasonable vouchered expenses.

N. Sick Leave Bank

1. The basic purpose of this Sick Leave Bank is to alleviate the effects of serious illness upon Employees who elect participation in the Bank. In accordance with this purpose, the Sick Leave Bank shall not be used for single-day occurrences.

Withdrawal of days from the Sick Leave Bank shall be for serious illness on the part of the Employee only. It shall not be applicable to illness on the part of the Employee's family or any disability of the Employee related to maternity leave (with the exception of serious complications that threaten the safety of the mother and/or child), or medical procedures which could safely be deferred until a vacation, recess, or other non-work day(s) or hour(s).

2. Participation in the Sick Leave Bank is strictly voluntary.
3. Those Employees who desire to participate shall submit written notice of such intent by September 15 of each year. Individuals who begin employment after September 15 will have two (2) weeks from the beginning of their employment to elect participation.
4. Each Employee who elects to participate in the Sick Leave Bank shall contribute one (1) day of accumulated sick leave to the Bank each fiscal year to remain a participating member. All days contributed to the Sick Leave Bank are non-refundable.
5. Every member who has had the opportunity in their employment with Unit 25 to donate days to the Sick Leave Bank and has done so shall be entitled to apply for benefits from the Sick Leave Bank after previously exhausting all of their individual sick, personal and business leave accumulations.
6. A "Sick Leave Bank Committee" will be established to oversee operations of the Sick Leave Bank. The purpose of the Committee will be to determine if individual members' requests for withdrawal from the Sick Leave Bank meet the guidelines set forth herein. Representation on the Committee will be voluntary and shall consist of one (1) faculty member from White Heath School, Lincoln School, Washington School, Monticello Middle School and Monticello High School. The Vice-President of the Monticello Education Association will serve as the Chairman of said Committee. The Committee reserves the right to require sufficient medical evidence and/or documentation to substantiate an illness or injury requiring the use of days from the Sick Leave Bank.
7. Any participating member who is absent for illness due to a work related injury (which is compensable under the Illinois Workman's Compensation Act) may not avail himself/herself of the benefits of the Bank.
8. When a participant in the Sick Leave Bank requests and is approved for benefits under this auspices, the Committee shall forward the name and all appropriate information to the Monticello Unit 25 Superintendent's Office.
9. No one person will be approved for the use of more than twenty-five percent (25%) of the total sick days available in the Bank at the time of his/her request, and this number may never exceed one hundred eighty (180) total days for any single occurrence or condition related to that occurrence. Any granted Sick Leave Bank days requested but not used/needed during that school year will revert back to the Sick Leave Bank.
10. The Sick Leave Bank shall not accumulate to more than one thousand (1,000) days total, except in the case of new staff (three (3) years or less employment in Unit 25) who are hired at a time when the Bank is already at the maximum. These additional days will not be lost from the Bank and will be used for Sick Leave Bank requests. The new members will have until October 1 of a school year to opt for participation in the Sick Leave Bank

regardless of the number of days in the Bank at the time of their employment.

11. If and/or when the Sick Leave Bank has reached its maximum, no additional days (other than in the case of 10 above) will be added to it until it drops below a total of eight hundred (800) days.
12. Any Employee who participates in the Sick Leave Bank program and does not use any of his/her accumulated sick days for the period of one (1) semester will receive incentive money equivalent to one-half of one (1) day's individual salary payable after the completion of each semester. However, the incentive money payment to a Teacher is subject to the limitation on TRS nonexempt creditable compensation provided for in Article IX, Paragraph D, of this Agreement. For a Teacher whose TRS non-exempt creditable compensation is limited to six percent (6%), the incentive money will be paid as a post-retirement bonus. The post-retirement bonus shall not be due or paid until after the Teacher's receipt of his/her final paycheck and after his/her last day of work.

Note: Bereavement is charged as sick leave under the present contract and use of such leave will constitute disqualification for bonus incentive.

13. In the event that the number of days in the Bank reaches the top of one thousand (1,000), those members who contributed days in the year of the most recent opportunity will remain eligible for the "bonus" (see item 12 above) if they do not use a sick day during the ongoing school year.

ARTICLE VIII

GRIEVANCE PROCEDURE

A. Grievance Defined

Grievance shall be any claim by the Association or any Employee that there has been a violation, misinterpretation, or misapplication of terms of this Agreement.

B. Grievance Time Limits

All time limits consist of Employee work days, except when a grievance is submitted fewer than ten (10) days before the close of the current school term, then time limits shall be double and shall consist of all week days.

C. Grievance Informal Resolution

The parties hereto acknowledge that it is usually most desirable for an Employee and the Employee's immediately involved supervisor to resolve problems through free and informal communications. Nothing contained herein shall be construed as limiting the right of any Employee having grievance to discuss the matter informally with any appropriate member of the administration and having it adjusted, provided the Employee used prescribed channels.

When requested by the Employee, an Association representative may accompany the Employee to assist in the informal resolution of the grievance. If, however, the informal process fails to satisfy the Employee or the Association, a grievance may be processed as follows:

D. Grievance Step One

The Employee or the Association may present the grievance in writing to the immediately involved Principal within thirty (30) days of the event giving rise to the grievance or the Employee's knowledge of same whichever is later, who will arrange for a meeting to take place within ten (10) days of receipt of the grievance. The grievant and the Principal shall be present for the meeting. The Association representative may be present. Within five (5) days of the meeting, the grievant and the Association shall be provided with the Principal's written response. Reason shall be given for the decision.

E. Grievance Step Two

If the grievance is not resolved at the previous level, then the grievant may refer the grievance to the Superintendent or the Superintendent's official designee within ten (10) days after receipt of the first step answer. The Superintendent shall arrange with the grievant for a meeting to take place within ten (10) days of the Superintendent's receipt of the appeal. Each party shall have the right to include in its representation such witnesses and counselors as it deems necessary. Within five (5) days of the meeting, the Association and the grievant shall be provided with the Superintendent's written response. Reasons shall be given for the decision.

F. Grievance Arbitration

If the Association is not satisfied with the disposition of the grievance at the previous level, the Association may submit the grievance to final and binding arbitration through 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 after receipt of the second step answer, then the grievance shall be deemed withdrawn.

G. Grievance Zipper

The arbitrator shall have no power to alter the terms of this Agreement.

H. Grievance Bypass

If the Association and the Superintendent agree, any step of the grievance procedure may be bypassed and the grievance brought directly to the next step.

I. Class Grievances

Class grievances involving one (1) or more Employees or one (1) or more supervisors, and grievances involving an administrator above the building level may be initially filed by the Association at the Superintendent level.

J. Grievance Association Participation/Employee Represented

The Board acknowledges the right of the Association's grievance representative to participate in the processing of a grievance at any level.

K. Grievance Association Participation/Employee Not Represented

When an Employee is not represented by the Association, the Association shall reserve the right to have its representative present to state its views at any stage of the grievance procedure.

L. No Reprisals Clause

No reprisals shall be taken by the Board or the administration against any Employee's participation in a grievance.

M. Released Time

Should the Board require that an Employee or an Association representative be released from his/her regular assignment, the Employee or Association representative shall be released without loss of pay or benefits.

N. Grievance Filing of Materials

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

O. Grievance Withdrawal

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

P. No Written Response

If no written decision has been rendered within the time limits indicated by a step, then the grievance may be processed to the next step.

Q. Grievance Fees and Expenses

The fees and the expenses of the arbitrator, if any, shall be shared equally by the parties.

ARTICLE IX SALARY AND FRINGE BENEFITS (Teachers)

A. Transfer of Experience

At the time of his/her initial employment, a Teacher shall be given credit for prior teaching experience as agreed upon by the Teacher and the administration, subject to the notification of the Association, but in no case will the Teacher be given more credit than he/she actually has. The Association shall be provided all pertinent information regarding negotiations and placement.

B. Retirement Shelter

The Board shall pay to TRS for and on behalf of each Teacher the Teacher's retirement contribution equal to nine and four-tenths percent (9.4%) of the teacher's total creditable earnings (base pay and extra duty pay/coaching stipend).

Example:

Salary schedule and extra-duty/coaching stipend amount	\$10,000.00
Add on factor	x <u>1.103753</u>
Creditable earnings	\$11,037.53
9.4% contribution	x <u>.094</u>
Contribution amount to be remitted to TRS	\$1,037.53
Contribution to be paid by the Board	\$1,037.53

C. Teacher's Health Insurance Security Fund Payment

The Board shall pay to TRS for and on behalf of each Teacher a portion of the Teacher's T.H.I.S. contribution equal to .84 percent (.84%) of the Teacher's total creditable earnings.

D. Retirement Incentive

1. Retirement

a. Retirement Plan

The Board shall recognize the service of full-time Teachers who have rendered at least twenty (20) years of creditable service to District #25 immediately preceding retirement, and who are eligible to receive regular retirement pension benefits through the Teacher Retirement System of the State of Illinois.

2. Retirement Bonus

An eligible Teacher may access any one of the following four (4) Plans. Accessing one (1) Plan will preclude access to any of the other three (3) Plans.

a. To be eligible the Teacher:

- 1) Must be at least sixty (60) years of age at the time of retirement; or
- 2) Must be at least fifty-five (55) years of age by December 31 of the year of retirement, with thirty-five (35) years of service with the Illinois Teacher Retirement System; and
- 3) Must have served satisfactorily in the District for a minimum of twenty (20) full-time years immediately preceding his or her retirement.

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

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

3. Plans

One Year Plan

If an eligible Teacher gives the Board an irrevocable letter of retirement prior to May 1 stating that he/she shall retire at the end of the next school year, the Teacher will be removed from the salary schedule and for the final year of employment the Teacher's nonexempt TRS creditable earnings shall be increased by six percent (6%) over the Teacher's nonexempt TRS creditable earnings for the prior year of employment.

Example: The Teacher's prior year nonexempt TRS creditable earnings were \$40,000.00. The Teacher's final year nonexempt TRS creditable earnings will be \$42,400.00 (i.e., $\$40,000.00 \times 1.06 = \$42,400.00$).

Two Year Plan

If an eligible Teacher gives the Board an irrevocable letter of retirement prior to May 1 two (2) years prior to the year of retirement, the Teacher will be removed from the salary schedule and for the final two (2) years of employment the Teacher's nonexempt TRS creditable earnings shall be increased by six percent (6%) over the Teacher's nonexempt TRS creditable earnings for the prior years of employment respectively.

Example: A Teacher gives his/her irrevocable letter of retirement prior to May 1, 2014, stating he/she will retire on June 30, 2016. The Teacher's nonexempt TRS creditable earnings for the 2013-14 school year were \$40,000.00. The Teacher's nonexempt TRS creditable earnings for the 2014-15 school year will be \$42,400.00 (i.e., $\$40,000.00 \times 1.06 = \$42,400.00$). The Teacher's nonexempt TRS creditable earnings for the 2015-16 school year will be \$44,944.00 (i.e., $\$42,400 \times 1.06 = \$44,944.00$).

Three Year Plan

If an eligible Teacher gives the Board an irrevocable letter of retirement prior to May 1 three (3) years prior to the year of retirement, the Teacher will be removed from the salary schedule and for the final three (3) years of employment the Teacher's nonexempt TRS creditable earnings shall be increased by six percent (6%) over the Teacher's nonexempt TRS creditable earnings for the prior years of employment respectively.

Example: A Teacher gives his/her irrevocable letter of retirement prior to May 1, 2014, stating he/she will retire on June 30, 2017. The Teacher's nonexempt TRS creditable earnings for the 2013-14 school year were \$40,000.00. The Teacher's nonexempt TRS creditable earnings for the 2014-15 school year will be \$42,400.00 (i.e., $\$40,000.00 \times 1.06 = \$42,400.00$). The Teacher's nonexempt TRS creditable earnings for the 2015-

2016 school year will be \$44,944.00 (i.e., $\$42,400 \times 1.06 = \$44,944.00$). The Teacher's nonexempt TRS creditable earnings for the 2016-17 school year will be \$47,640.64 (i.e., $\$44,944.00 \times 1.06 = \$47,640.64$).

Four Year Plan

If an eligible Teacher gives the Board an irrevocable letter of retirement prior to May 1 four (4) years prior to the year of retirement, the Teacher will be removed from the salary schedule and for the final four (4) years of employment the Teacher's nonexempt TRS creditable earnings shall be increased by six percent (6%) over the Teacher's nonexempt TRS creditable earnings for the prior years of employment respectively.

Example: An Teacher gives his/her irrevocable letter of retirement prior to May 1, 2014, stating he/she will retire on June 30, 2018. The Teacher's nonexempt TRS creditable earnings for the 2013-14 school year were \$40,000.00. The Teacher's nonexempt TRS creditable earnings for the 2014-15 school year will be \$42,400.00 (i.e., $\$40,000.00 \times 1.06 = \$42,400.00$). The Teacher's nonexempt TRS creditable earnings for the 2015-16 school year will be \$44,944.00 (i.e., $\$42,400 \times 1.06 = \$44,944.00$). The Teacher's nonexempt TRS creditable earnings for the 2016-17 school year will be \$47,640.64 (i.e., $\$44,944.00 \times 1.06 = \$47,640.64$). The Teacher's nonexempt TRS creditable earnings for the 2017-18 school year will be \$50,499.78 (i.e., $47,640.64 \times 1.06 = \$50,499.08$).

4. Miscellaneous

- a. Once a retirement letter is submitted, the Teacher will not be assigned an additional extra duty not currently being performed without the consent of the Teacher.
- b. If after submitting an irrevocable letter of retirement, the Teacher resigns from or is removed from duties for which the Teacher was compensated the previous year (i.e., Supplemental Salary Schedule, extended contract and/or stipends), the Teacher's nonexempt TRS creditable earnings will be adjusted accordingly.

Example: The Teacher's nonexempt TRS creditable earnings from the 2013-14 school year were \$43,000.00, of which \$3,000.00 was compensation for coaching basketball in 2013-14. Under the Teacher's retirement plan, he/she would be scheduled to receive \$45,580.00 nonexempt TRS creditable earnings for the 2014-15 school year (i.e., $\$43,000.00 \times 1.06 = \$45,580.00$). However, the Teacher resigns from his/her coaching position before the start of the 2014-15 school year. The Teacher's nonexempt TRS creditable earnings for the 2014-15 school year will be \$42,400.00 (i.e., $\$40,000.00 \times 1.06 = \$42,400.00$) rather than \$45,580.00.

- c. The Board, in its sole discretion, may allow a Teacher to rescind the letter or retirement because of serious illness or life changing circumstances, provided the Teacher returns to the Board any nonexempt TRS creditable earnings paid in excess of the amount the Teacher would otherwise have received under the

salary schedule for such year(s) in which the creditable earnings were paid.

- d. If legislation is enacted and/or TRS rules and regulations are adopted during the life of this agreement that result in a greater cost to the District than the costs generated by this agreement, the provisions relating to such benefits shall be reopened for negotiations.

E. Limitation on TRS Nonexempt Creditable Compensation

When a Teacher has at least twenty-five (25) years of TRS creditable service and is five (5) or less years from retirement eligibility under Section 16-132 of the Illinois Pension Code, the Teacher's nonexempt creditable TRS earnings from employment in the School District, irrespective of form and no matter how arising, and whether or not arising under this collective bargaining agreement, shall not exceed the amounts specified hereinafter.

No Teacher's nonexempt creditable TRS earnings from employment in this School District shall increase from one school year to the next by more than six percent (6%) or be otherwise increased so as to create liability on the part of the Board or District for any portion of a Teacher's retirement annuity, or result in any District or Board-paid penalty or fee to TRS.

F. Payment for Unused Sick Leave

In the event a full-time Teacher with a minimum of five (5) years of service in the District honorably retires, the Teacher shall be paid a post-retirement bonus based on his/her unused sick leave not allocated to TRS for additional creditable service. Such payment shall be computed by multiplying the number of unused sick leave days times Twenty-Five and 00/100 Dollars (\$25.00). Maximum payment (\$5,125.00 = 205 days x \$25.00). This post-retirement bonus shall not be due or paid until after the Teacher's receipt of his/her final paycheck and after his/her last day of work.

G. Pay Days

Each Teacher shall be paid twice per month on the 4th and 18th of the month. Teachers shall have the option of receiving a ten (10) or twelve (12) month paycheck. This option must be declared by August 1 of each school year. If the 4th or 18th fall on Saturday, Sunday, holiday, or during a vacation other than summer vacation, pay day shall be the first workday before the 4th or 18th. All Teachers will be paid by electronic direct deposit at a bank of their choice. A Teacher may make changes to the electronic direct deposit routing when necessary, not to exceed one (1) change per month. Paycheck stubs shall be printed with Unit District information on them. During the school year, paystubs will be delivered to mailboxes and during the summer, paystubs will be mailed to the Teacher at the address designated by the Teacher. Notwithstanding the foregoing, if the District implements a billing, human resources or similar management system that allows Teachers to access their paystubs or paystub information through individually password protected electronic means, the District shall no longer be under any obligation to print, deliver or mail paystubs to Teachers. Paper copies of the electronically available paystubs and/or paystub information shall be available at the Unit Office upon request.

H. Payroll Deductions

Teachers may deliver to the Board written authorization for payroll deduction. Upon receipt of properly executed authorization, the Board shall deduct for insurance plans, credit unions or annuities.

I. Salary Information Sheet

The Board agrees to provide "Salary Information Sheets" for each Teacher, outlining his/her entire pay structure and number of accumulated sick leave days in a computer generated format. They are to be distributed to the Teachers no later than the second paycheck in September each year. If the Salary Schedule Sheets are not signed and returned within a thirty (30) day period, the information provided will be assumed to be correct.

J. Salary Schedule Credit for Additional Hours

Any Teacher desiring to take coursework or earn credit hours that qualify for movement on the salary schedule lane(s) shall complete and submit the Course Approval Form to the Unit Office in order to receive prior approval of coursework from the Superintendent. Upon completion of the approved coursework, the Teacher needs to have an official copy of his/her transcript, or other necessary documents(s), mailed directly from the university and received by the Unit Office by the close of business on the second to last Monday in August. Any documents(s) received after that date will qualify the Teacher for the appropriate position on the salary schedule, but will not be reflected on his/her salary information sheets or his/her paychecks. The Teacher will, however, receive a lump sum payment reflecting the difference of his/her corrected position on the salary schedule and the level posted on the salary information sheet no later than thirty (30) calendar days after the Unit Office receives the necessary documents.

K. Insurance

For the length of the negotiated agreement, the Board shall offer two choices of health insurance plans unless the insurance committee decides that one plan would be in the best interests of the district. The Board shall pay the premium of each qualifying Teacher's portion of the least expensive health and major medical insurance plan up to \$472 per month for 2013-14, up to \$505 per month for 2014-15, up to \$540 for 2015-16 and up to \$575 for 2016-17. If the monthly premium for the least expensive health insurance plan exceeds the listed maximum in the given year, an insurance committee consisting of the Superintendent, at least one District Principal, up to two School Board Members, and at least three but not more than seven Association Members will meet to consider plan alterations. After the insurance committee has met and if the premium for the least expensive health insurance plan exceeds the listed maximum in the given year the Board and the Teacher will split the excess evenly (50%-50%).

Example: The monthly premium for the least expensive plan in 2014-15 is determined to be \$525 and no changes to the plan are approved by the insurance committee. The Board would pay \$505 plus \$10 equals \$515 per month and the Teacher would pay \$10 per month for 2014-15 for a total of \$525.

L. Mileage

Teachers who are required to use their own transportation in the performance of their duties, and who are assigned to more than one (1) school per day, shall be reimbursed at the current maximum rate allowed for reimbursement by the Internal Revenue Service. The reimbursement anticipated herein shall not be applicable where travel is between in-town schools.

M. Death Benefit

In the event of the death of a Teacher, an unused sick leave benefit shall be paid in a lump sum to the survivor named by the Teacher. Such payment shall be computed by multiplying the number of unused sick leave days times Ten and 00/100 Dollars (\$10.00). Maximum payment Two Thousand and Fifty and 00/100 Dollars (\$2,050.00).

N. Special Certification/Training

When a Teacher is required to teach a course or class requiring special and/or additional certification and/or training as determined by the administration and/or State Board of Education, the Board shall pay tuition/fees/books and credit the employee on the salary schedule.

**ARTICLE X
SALARY AND FRINGE BENEFITS
(Cooks and Custodians)**

A. Pay Days

Each Cook and Custodian shall be paid twice per month on the 4th and 18th of the month. Cooks and Custodians shall have the option of receiving a ten (10) or twelve (12) month paycheck. This option must be declared by August 1 of each school year. If the 4th or 18th fall on Saturday, Sunday, holiday, or during a vacation other than summer vacation, pay day shall be the first workday before the 4th or 18th. All Cooks and Custodians will be paid by electronic direct deposit at a bank of their choice. A Cook or Custodian may make changes to the electronic direct deposit routing when necessary, not to exceed one (1) change per month. Paycheck stubs shall be printed with Unit District information on them. For Cooks during the school year, paystubs will be delivered to mailboxes and during the summer, paystubs will be mailed to the employee at the address designated by the Cook. All Custodian paystubs will be delivered to mailboxes. Notwithstanding the foregoing, if the District implements a billing, human resources or similar management system that allows Cooks and Custodians to access their paystubs or paystub information through individually password protected electronic means, the District shall no longer be under any obligation to print, deliver or mail paystubs to Cooks or Custodians. Paper copies of the electronically available paystubs and/or paystub information shall be available at the Unit Office upon request.

B. Payroll Deductions

Cooks and Custodians may deliver to the Board written authorization for payroll deduction. Upon receipt of properly executed authorization, the Board shall deduct for insurance plans, credit unions or annuities.

C. Salary Information Sheet

The Board agrees to provide "Salary Information Sheets" for each Cook or Custodian, outlining his/her entire pay structure and number of accumulated sick leave days in a computer generated format. They are to be distributed to the Cooks and Custodians no later than the second paycheck in September each year. If the Salary Schedule Sheets are not signed and returned within a thirty (30) day period, the information provided will be assumed to be correct.

D. Insurance

For the length of the negotiated agreement, the Board shall offer two choices of health insurance plans unless the insurance committee decides that one plan would be in the best interests of the district. The Board shall pay the premium of each qualifying Teacher's portion of the least expensive health and major medical insurance plan up to \$472 per month for 2013-14, up to \$505 per month for 2014-15, up to \$540 for 2015-16 and up to \$575 for 2016-17. If the monthly premium for the least expensive health insurance plan exceeds the listed maximum in the given year, an insurance committee consisting of the Superintendent, at least one District Principal, up to two School Board Members, and at least three but not more than seven Association Members will meet to consider plan alterations. After the insurance committee has met and if the premium for the least expensive health insurance plan exceeds the listed maximum in the given year the Board and the Cook/Custodian will split the excess evenly (50%-50%).

Example: The monthly premium for the least expensive plan in 2014-15 is determined to be \$525 and no changes to the plan are approved by the insurance committee. The Board would pay \$505 plus \$10 equals \$515 per month and the Cook/Custodian would pay \$10 per month for 2014-15 for a total of \$525.

E. Mileage

Cooks or Custodians who are required to use their own transportation in the performance of their duties, and who are assigned to more than one (1) school per day, shall be reimbursed at the current maximum rate allowed for reimbursement by the Internal Revenue Service. The reimbursement anticipated herein shall not be applicable where travel is between in-town schools.

F. Death Benefit

In the event of the death of a Cook or Custodian, an unused sick leave benefit shall be paid in a lump sum to the survivor named by the Cook or Custodian. Such payment shall be computed by multiplying the number of unused sick leave days times Ten and 00/100 Dollars (\$10.00). Maximum payment Two Thousand and Fifty and 00/100 Dollars (\$2,050.00).

G. Payment for Unused Sick Leave

In the event a full-time, Cook or Custodian with a minimum of five (5) years of service in the District honorably retires, the Cook or Custodian shall receive a lump sum benefit based on his/her unused sick leave. Such payment shall be computed by multiplying the number of unused sick leave days times Twenty-Five and 00/100 Dollars (\$25.00). Maximum payment (\$5,125.00 = 205 days x \$25.00).

H. Overtime - Cooks

Any Cook with full certification is eligible to work extra hours that require the use of the kitchen and a Certified Cook. Every effort will be made to provide all those eligible an equal opportunity to work these extra hours. When additional Cooks are needed (in addition to a Certified Cook), those additional Cooks need not be certified and would be eligible to work in these circumstances.

Any additional work performed by Cooks outside of their regular duties, in which the Cooks must return to work more than one-half (1/2) hour past their regular work hours, the rate of pay will be Three and 25/100 Dollars (\$3.25) over the Cooks' regular hourly rates.

I. Early Dismissal - Cooks

On days when school is dismissed for any unannounced reason (i.e. inclement weather), Cooks shall be paid for a full day if they are required to be present at the beginning of the work day.

J. Certification - Cooks

The Board agrees to pay for all Cooks to attend the food service sanitation course in order to become state certified. The Board also agrees to pay the renewal fees for the certification and the cost of any classes required to keep the certificate current.

K. Overtime - Custodians

For purposes of computing overtime compensation, the base period shall be forty (40) hours per week. For the first forty (40) hours of service per week, each Custodian shall be paid straight time, and for each hour in excess of forty (40) hours per week, the employee rendering such service shall be paid time and a half. Nothing herein shall preclude the Board from scheduling a standard or special work week to include greater or fewer than forty (40) hours for any given Custodian or class of Custodians. Custodians called back to work and who have worked more than forty (40) hours in the week, will be provided a minimum one (1) hour overtime pay.

L. Sunday Pay - Custodians

Custodians who are required to work on Sundays or legal holidays will be paid double-time for hours worked unless this is part of the custodians regular work week.

M. Vacations - Custodians

Twelve (12) month Custodians shall be entitled to vacation time as follows:

After one (1) year service to Monticello, C.U.S.D. #25, but less than two (2) years of service = 2 Weeks

At least two (2) years service to Monticello C.U.S.D. #25, but less than fifteen (15) years of service = 3 Weeks

At least fifteen (15) years service to Monticello C.U.S.D. #25, but less than twenty (20) years of service = 4 Weeks

At least twenty (20) years of service to Monticello C.U.S.D. #25 = 5 Weeks

Any twelve (12) month Custodian with twenty (20) years of service to Monticello C.U.S.D. #25 shall be granted one (1) additional vacation day per year not to exceed six (6) weeks.

Custodians with at least two (2) years of service to Monticello C.U.S.D. #25 may be paid for up to two (2) weeks of vacation in lieu of taking same annually. Custodians must notify the Unit Office in writing by June 5 if they want to be paid for unused vacation. If no notification is received in the Unit Office by June 5, it is assumed the Custodian will take the vacation.

Upon approval of the Superintendent, which shall be based upon the staffing and service needs of the District, Custodians shall be permitted to take vacation. Approval shall not be unreasonably withheld, except that no more than two (2) Custodians shall be approved for any given day.

The pay rate for vacation time per week shall be determined by utilization of the following formula:

One (1) work week (in hours) for the Custodians for sixteen (16) weeks immediately preceding vacation, times the Custodian's regular time rate for the first forty (40) hours, and time and a half for each hour or fraction thereof thereafter.

Custodians shall be permitted to use vacation days upon approval of the Superintendent. The Superintendent shall not unreasonably deny vacation time requests made for days in the summer when school is not in session.

Any Custodian entitled to four (4) weeks or more vacation time in any calendar year shall be required to use at least one (1) week of vacation entitlement during the school term.

The anniversary date of Custodians for reasons of pay increases and earned vacation will be July 1 of each year. Custodians hired before January 1 will have as their first anniversary date the

July 1 following. Those Custodians hired after January 1 will have their first anniversary date July 1 of the following calendar year. Custodians having two (2) weeks or less of vacation may take their earned vacation either the month before or the two (2) months following the July 1 anniversary date as long as such vacation meets with the approval of the Superintendent as delineated in this section.

N. Vacation Time Paid on Termination

Cooks and Custodians whose service to the District terminates under honorable circumstances shall be paid earned vacation time.

O. Paid Holidays

The following days shall be considered to be paid holidays provided the holiday falls on a scheduled work day:

New Year's Day - King's Birthday - Lincoln's Birthday - Columbus Day - Good Friday - Friday after Thanksgiving - Casimir Pulaski Day - Memorial Day - July 4th - Labor Day - Veterans' Day - Thanksgiving Day - Day before Christmas - Christmas Day

If Christmas Day or Independence Day fall on a weekend, the following Monday shall become a holiday.

If any Cook or Custodian is on sick leave or vacation when an above-listed holiday is observed, that day(s) shall not be counted as sick leave or vacation.

If a paid holiday is waived by the School District, employees are to be given a "floating holiday" in lieu of this holiday. The "floating holiday" may be used at the discretion of the Cook or Custodian at any time during the school year or the month of June. In order to enable the District to obtain appropriate numbers of substitutes, no more than two (2) Cooks or Custodians qualified for this "floating holiday" may take a day at the same time. In addition, the Cook or Custodian shall provide the Superintendent with two (2) days' notice.

P. Retirement Incentive

1. Retirement

a. Retirement Plan

The Board shall recognize the service of full-time Cooks and Custodians who have rendered at least twenty (20) years of creditable service to District #25 immediately preceding retirement, and who are eligible to receive regular retirement pension benefits, through the Illinois Municipal Retirement Fund.

2. Eligibility

To be eligible the Cook or Custodian:

- a. Must be at least fifty-five (55) years of age by December 31 of the year of retirement, with eight (8) years of service with the Illinois Municipal Retirement Fund; and
- c. Must have served satisfactorily in the District for a minimum of twenty (20) full-time years immediately preceding his or her retirement.

3. Retirement Bonus

Eligible Cooks or Custodians who submit a timely irrevocable letter of resignation will be paid a bonus in his/her last year of service equal to twenty-five percent (25%) of the Cook's or Custodian's previous year's gross salary inclusive of any raise provided.

NOTE: The Cook or Custodian may elect to be paid his or her retirement bonus over a period of two (2) years. If the Cook or Custodian elects to be paid the retirement bonus in two (2) years, fifty percent (50%) of the retirement bonus will be paid in the year prior to the year of retirement and the remaining fifty percent (50%) will be paid in the year of retirement.

Example: (Single-year payment) A Cook or Custodian with at least twenty (20) years of full-time service in the District and who is IMRF eligible wants to retire at the end of the 2014-15 school year. Thus, a Cook or Custodian making \$40,000 in 2013-14 and \$42,000 in 2014-15 would be paid an \$8,000 bonus on or before June 30, 2015.

Example: (Two-year payment) A Cook or Custodian with at least twenty (20) years of full-time service in the District and who is IMRF eligible wants to retire at the end of the 2014-15 school year. Thus, a Cook or Custodian making \$40,000 in 2013-14 and \$42,000 in 2014-15 would be paid an \$8,000 bonus as follows: \$4,000 on or before June 30, 2014 and \$4,000 on or before June 30, 2015.

4. Notice

A Cook or Custodian must submit his/her irrevocable letter of resignation on or before July 1 of the Employee's final school year of employment, provided, however, that a Cook or Custodian accessing the two (2) year payment plan and/or the two (2) year sick leave balloon must submit his/her irrevocable letter of resignation on or before July 1 of the Cook's or Custodian's final two (2) school years of employment.

5. Limitations on Participation

The Board reserves the right to limit the number of Cooks and Custodians 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 Cooks and Custodians who shall be approved for this plan in any year to less than thirty percent (30%) of the Cooks or Custodians eligible under this plan. Selection of those retiring shall be established strictly on the basis of seniority in the District.

ARTICLE XI

EFFECT OF AGREEMENT

A. Complete Understanding

This Agreement shall present the full and complete understanding of the parties.

B. Individual Contracts

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

C. Subcontracting to District Employees

Any regularly employed full-time employee of the District hired part-time or for a limited purpose and not as an independent contractor to perform work otherwise normally and regularly performed by members of the bargaining unit shall be paid no more than the greatest wage rate paid bargaining unit members for any duty.

D. Savings Clause

If any provision of this Agreement is found to be illegal or impermissible by a body of competent jurisdiction it shall be stricken from the Agreement to the extent of its illegality or impermissibility. All other provision of the Agreement shall remain in full force and effect.

E. Successor Agreement

The parties shall commence bargaining for a Successor Agreement no later than ninety (90) days before the start of the next school year in which this Agreement expires.

F. Agreement Originals

There shall be two (2) signed copies of any final Agreement. One (1) copy shall be retained by the Board and one (1) by the Association.

G. Agreement Printing

Within thirty (30) days after the Agreement is signed, the Board shall cause to be printed, at Board's expense, sufficient copies of the Agreement to provide each Employee now or hereinafter during the life of the Agreement employed by the Board, with one (1) copy. Such copies shall be transmitted to the Association for delivery to the Employees.

H. Modification of Agreement

This Agreement shall not be modified in whole or in part by the parties except by an instrument duly executed by both parties.

I. Duration

1. Teachers

This Agreement shall be in full force and effect with the first day of the 2013-14 school year and shall continue in full force and effect through the last day before the first day of the 2017-18 school year.

2. Cooks and Custodians

This Agreement shall be in full force and effect beginning at 12:00 a.m., July 1, 2013, and shall continue in full force and effect until 11:59 p.m., June 30, 2017.

This Agreement executed this 15th day of MAY, 2013.

In Witness Whereof:

For the Monticello Education Association, IEA/NEA

Nicholas L. Gladish
Sally A. Olson
Karen L. Leonard
Bradley L. Garrett
Kyle Ness
Doug Fisher

Christy Benedict
Melanie Strupens
Rick Timmer

For the Board of Education Monticello Community Unit School District #25

Christi L. Lave
Melody E. Norvell
Sarah A. Rott
Joan Lave

Dan J. Hulsberg
Kevin Faye

APPENDIX I

Teacher Salary Schedule for 2013-14 (IRS)

	BS	BS+8	BS+16	BS+24	MS	MS+8	MS+16	MS+24	MS+32
1	35100	35700	36300	36900	38400	39400	40400	41400	42400
2	35500	36100	36700	37300	38800	39800	40800	41800	42800
3	35900	36500	37100	37700	39200	40200	41200	42200	43200
4	36300	36900	37500	38100	39600	40600	41600	42600	43600
5	36900	37500	38100	38700	40200	41200	42200	43200	44200
6	37500	38100	38700	39300	40800	41800	42800	43800	44800
7	38100	38700	39300	39900	41400	42400	43400	44400	45400
8	38700	39300	39900	40500	42000	43000	44000	45000	46000
9	39700	40300	40900	41500	43000	44000	45000	46000	47000
10	40700	41300	41900	42500	44000	45000	46000	47000	48000
11	41700	42300	42900	43500	45000	46000	47000	48000	49000
12	42700	43300	43900	44500	46000	47000	48000	49000	50000
13	43700	44300	44900	45500	47000	48000	49000	50000	51000
14	44700	45300	45900	46500	48000	49000	50000	51000	52000
15	45700	46300	46900	47500	49000	50000	51000	52000	53000
16	46700	47300	47900	48500	50000	51000	52000	53000	54000
17	47700	48300	48900	49500	51000	52000	53000	54000	55000
18	48700	49300	49900	50500	52000	53000	54000	55000	56000
19	49700	50300	50900	51500	53000	54000	55000	56000	57000
20	50700	51300	51900	52500	54000	55000	56000	57000	58000
21	51900	52500	53100	53700	55200	56200	57200	58200	59200
22	53100	53700	54300	54900	56400	57400	58400	59400	60400
23	54300	54900	55500	56100	57600	58600	59600	60600	61600
24	55500	56100	56700	57300	58800	59800	60800	61800	62800
25	56700	57300	57900	58500	60000	61000	62000	63000	64000
26	57900	58500	59100	59700	61200	62200	63200	64200	65200
27	59100	59700	60300	60900	62400	63400	64400	65400	66400
28	60300	60900	61500	62100	63600	64600	65600	66600	67600
29	61500	62100	62700	63300	64800	65800	66800	67800	68800
30	62900	63500	64100	64700	66200	67200	68200	69200	70200
31	64300	64900	65500	66100	67600	68600	69600	70600	71600
32	65700	66300	66900	67500	69000	70000	71000	72000	73000
33	67100	67700	68300	68900	70400	71400	72400	73400	74400

Teachers off-schedule will receive a 2.9% increase from the previous year's salary

APPENDIX I

Teachers' Salary Schedule for 2013-14 (TRS creditable)

	BS	BS+8	BS+16	BS+24	MS	MS+8	MS+16	MS+24	MS+32
1	38742	39404	40066	40728	42384	43488	44592	45695	46799
2	39183	39845	40508	41170	42826	43929	45033	46137	47241
3	39625	40287	40949	41611	43267	44371	45475	46578	47682
4	40066	40728	41391	42053	43709	44812	45916	47020	48124
5	40728	41391	42053	42715	44371	45475	46578	47682	48786
6	41391	42053	42715	43377	45033	46137	47241	48344	49448
7	42053	42715	43377	44040	45695	46799	47903	49007	50110
8	42715	43377	44040	44702	46358	47461	48565	49669	50773
9	43819	44481	45143	45806	47461	48565	49669	50773	51876
10	44923	45585	46247	46910	48565	49669	50773	51876	52980
11	46027	46689	47351	48013	49669	50773	51876	52980	54084
12	47130	47793	48455	49117	50773	51876	52980	54084	55188
13	48234	48896	49559	50221	51876	52980	54084	55188	56291
14	49338	50000	50662	51325	52980	54084	55188	56291	57395
15	50442	51104	51766	52428	54084	55188	56291	57395	58499
16	51545	52208	52870	53532	55188	56291	57395	58499	59603
17	52649	53311	53974	54636	56291	57395	58499	59603	60706
18	53753	54415	55077	55740	57395	58499	59603	60706	61810
19	54857	55519	56181	56843	58499	59603	60706	61810	62914
20	55960	56623	57285	57947	59603	60706	61810	62914	64018
21	57285	57947	58609	59272	60927	62031	63135	64238	65342
22	58609	59272	59934	60596	62252	63355	64459	65563	66667
23	59934	60596	61258	61921	63576	64680	65784	66887	67991
24	61258	61921	62583	63245	64901	66004	67108	68212	69316
25	62583	63245	63907	64570	66225	67329	68433	69536	70640
26	63907	64570	65232	65894	67550	68653	69757	70861	71965
27	65232	65894	66556	67219	68874	69978	71082	72185	73289
28	66556	67219	67881	68543	70199	71302	72406	73510	74614
29	67881	68543	69205	69868	71523	72627	73731	74834	75938
30	69426	70088	70751	71413	73068	74172	75276	76380	77483
31	70971	71634	72296	72958	74614	75717	76821	77925	79029
32	72517	73179	73841	74503	76159	77263	78366	79470	80574
33	74062	74724	75386	76049	77704	78808	79912	81015	82119

APPENDIX I

Teachers' Salary Schedule for 2014-15 (IRS)

	BS	BS+8	BS+16	BS+24	MS	MS+8	MS+16	MS+24	MS+32
1	35700	36300	36900	37500	39000	40000	41000	42000	43000
2	36100	36700	37300	37900	39400	40400	41400	42400	43400
3	36500	37100	37700	38300	39800	40800	41800	42800	43800
4	36900	37500	38100	38700	40200	41200	42200	43200	44200
5	37500	38100	38700	39300	40800	41800	42800	43800	44800
6	38100	38700	39300	39900	41400	42400	43400	44400	45400
7	38700	39300	39900	40500	42000	43000	44000	45000	46000
8	39300	39900	40500	41100	42600	43600	44600	45600	46600
9	40300	40900	41500	42100	43600	44600	45600	46600	47600
10	41300	41900	42500	43100	44600	45600	46600	47600	48600
11	42300	42900	43500	44100	45600	46600	47600	48600	49600
12	43300	43900	44500	45100	46600	47600	48600	49600	50600
13	44300	44900	45500	46100	47600	48600	49600	50600	51600
14	45300	45900	46500	47100	48600	49600	50600	51600	52600
15	46300	46900	47500	48100	49600	50600	51600	52600	53600
16	47300	47900	48500	49100	50600	51600	52600	53600	54600
17	48300	48900	49500	50100	51600	52600	53600	54600	55600
18	49300	49900	50500	51100	52600	53600	54600	55600	56600
19	50300	50900	51500	52100	53600	54600	55600	56600	57600
20	51300	51900	52500	53100	54600	55600	56600	57600	58600
21	52500	53100	53700	54300	55800	56800	57800	58800	59800
22	53700	54300	54900	55500	57000	58000	59000	60000	61000
23	54900	55500	56100	56700	58200	59200	60200	61200	62200
24	56100	56700	57300	57900	59400	60400	61400	62400	63400
25	57300	57900	58500	59100	60600	61600	62600	63600	64600
26	58500	59100	59700	60300	61800	62800	63800	64800	65800
27	59700	60300	60900	61500	63000	64000	65000	66000	67000
28	60900	61500	62100	62700	64200	65200	66200	67200	68200
29	62100	62700	63300	63900	65400	66400	67400	68400	69400
30	63500	64100	64700	65300	66800	67800	68800	69800	70800
31	64900	65500	66100	66700	68200	69200	70200	71200	72200
32	66300	66900	67500	68100	69600	70600	71600	72600	73600
33	67700	68300	68900	69500	71000	72000	73000	74000	75000

Teachers off-schedule will receive a 2.9% increase from the previous year's salary

APPENDIX I

Teacher Salary Schedule for 2014-15 (TRS creditable)

	BS	BS+8	BS+16	BS+24	MS	MS+8	MS+16	MS+24	MS+32
1	39404	40066	40728	41391	43046	44150	45254	46358	47461
2	39845	40508	41170	41832	43488	44592	45695	46799	47903
3	40287	40949	41611	42274	43929	45033	46137	47241	48344
4	40728	41391	42053	42715	44371	45475	46578	47682	48786
5	41391	42053	42715	43377	45033	46137	47241	48344	49448
6	42053	42715	43377	44040	45695	46799	47903	49007	50110
7	42715	43377	44040	44702	46358	47461	48565	49669	50773
8	43377	44040	44702	45364	47020	48124	49227	50331	51435
9	44481	45143	45806	46468	48124	49227	50331	51435	52539
10	45585	46247	46910	47572	49227	50331	51435	52539	53642
11	46689	47351	48013	48676	50331	51435	52539	53642	54746
12	47793	48455	49117	49779	51435	52539	53642	54746	55850
13	48896	49559	50221	50883	52539	53642	54746	55850	56954
14	50000	50662	51325	51987	53642	54746	55850	56954	58057
15	51104	51766	52428	53091	54746	55850	56954	58057	59161
16	52208	52870	53532	54194	55850	56954	58057	59161	60265
17	53311	53974	54636	55298	56954	58057	59161	60265	61369
18	54415	55077	55740	56402	58057	59161	60265	61369	62472
19	55519	56181	56843	57506	59161	60265	61369	62472	63576
20	56623	57285	57947	58609	60265	61369	62472	63576	64680
21	57947	58609	59272	59934	61589	62693	63797	64901	66004
22	59272	59934	60596	61258	62914	64018	65121	66225	67329
23	60596	61258	61921	62583	64238	65342	66446	67550	68653
24	61921	62583	63245	63907	65563	66667	67770	68874	69978
25	63245	63907	64570	65232	66887	67991	69095	70199	71302
26	64570	65232	65894	66556	68212	69316	70419	71523	72627
27	65894	66556	67219	67881	69536	70640	71744	72848	73951
28	67219	67881	68543	69205	70861	71965	73068	74172	75276
29	68543	69205	69868	70530	72185	73289	74393	75497	76600
30	70088	70751	71413	72075	73731	74834	75938	77042	78146
31	71634	72296	72958	73620	75276	76380	77483	78587	79691
32	73179	73841	74503	75166	76821	77925	79029	80132	81236
33	74724	75386	76049	76711	78366	79470	80574	81678	82781

APPENDIX I

Teacher Salary Schedule for 2015-16 (IRS)

	BS	BS+8	BS+16	BS+24	MS	MS+8	MS+16	MS+24	MS+32
1	36300	36900	37500	38100	39600	40600	41600	42600	43600
2	36700	37300	37900	38500	40000	41000	42000	43000	44000
3	37100	37700	38300	38900	40400	41400	42400	43400	44400
4	37500	38100	38700	39300	40800	41800	42800	43800	44800
5	38100	38700	39300	39900	41400	42400	43400	44400	45400
6	38700	39300	39900	40500	42000	43000	44000	45000	46000
7	39300	39900	40500	41100	42600	43600	44600	45600	46600
8	39900	40500	41100	41700	43200	44200	45200	46200	47200
9	40900	41500	42100	42700	44200	45200	46200	47200	48200
10	41900	42500	43100	43700	45200	46200	47200	48200	49200
11	42900	43500	44100	44700	46200	47200	48200	49200	50200
12	43900	44500	45100	45700	47200	48200	49200	50200	51200
13	44900	45500	46100	46700	48200	49200	50200	51200	52200
14	45900	46500	47100	47700	49200	50200	51200	52200	53200
15	46900	47500	48100	48700	50200	51200	52200	53200	54200
16	47900	48500	49100	49700	51200	52200	53200	54200	55200
17	48900	49500	50100	50700	52200	53200	54200	55200	56200
18	49900	50500	51100	51700	53200	54200	55200	56200	57200
19	50900	51500	52100	52700	54200	55200	56200	57200	58200
20	51900	52500	53100	53700	55200	56200	57200	58200	59200
21	53100	53700	54300	54900	56400	57400	58400	59400	60400
22	54300	54900	55500	56100	57600	58600	59600	60600	61600
23	55500	56100	56700	57300	58800	59800	60800	61800	62800
24	56700	57300	57900	58500	60000	61000	62000	63000	64000
25	57900	58500	59100	59700	61200	62200	63200	64200	65200
26	59100	59700	60300	60900	62400	63400	64400	65400	66400
27	60300	60900	61500	62100	63600	64600	65600	66600	67600
28	61500	62100	62700	63300	64800	65800	66800	67800	68800
29	62700	63300	63900	64500	66000	67000	68000	69000	70000
30	64100	64700	65300	65900	67400	68400	69400	70400	71400
31	65500	66100	66700	67300	68800	69800	70800	71800	72800
32	66900	67500	68100	68700	70200	71200	72200	73200	74200
33	68300	68900	69500	70100	71600	72600	73600	74600	75600

Teachers off-schedule will receive a 2.9% increase from the previous year's salary

APPENDIX I

Teacher Salary Schedule for 2015-16 (TRS creditable)

	BS	BS+8	BS+16	BS+24	MS	MS+8	MS+16	MS+24	MS+32
1	40066	40728	41391	42053	43709	44812	45916	47020	48124
2	40508	41170	41832	42494	44150	45254	46358	47461	48565
3	40949	41611	42274	42936	44592	45695	46799	47903	49007
4	41391	42053	42715	43377	45033	46137	47241	48344	49448
5	42053	42715	43377	44040	45695	46799	47903	49007	50110
6	42715	43377	44040	44702	46358	47461	48565	49669	50773
7	43377	44040	44702	45364	47020	48124	49227	50331	51435
8	44040	44702	45364	46027	47682	48786	49890	50993	52097
9	45143	45806	46468	47130	48786	49890	50993	52097	53201
10	46247	46910	47572	48234	49890	50993	52097	53201	54305
11	47351	48013	48676	49338	50993	52097	53201	54305	55408
12	48455	49117	49779	50442	52097	53201	54305	55408	56512
13	49559	50221	50883	51545	53201	54305	55408	56512	57616
14	50662	51325	51987	52649	54305	55408	56512	57616	58720
15	51766	52428	53091	53753	55408	56512	57616	58720	59823
16	52870	53532	54194	54857	56512	57616	58720	59823	60927
17	53974	54636	55298	55960	57616	58720	59823	60927	62031
18	55077	55740	56402	57064	58720	59823	60927	62031	63135
19	56181	56843	57506	58168	59823	60927	62031	63135	64238
20	57285	57947	58609	59272	60927	62031	63135	64238	65342
21	58609	59272	59934	60596	62252	63355	64459	65563	66667
22	59934	60596	61258	61921	63576	64680	65784	66887	67991
23	61258	61921	62583	63245	64901	66004	67108	68212	69316
24	62583	63245	63907	64570	66225	67329	68433	69536	70640
25	63907	64570	65232	65894	67550	68653	69757	70861	71965
26	65232	65894	66556	67219	68874	69978	71082	72185	73289
27	66556	67219	67881	68543	70199	71302	72406	73510	74614
28	67881	68543	69205	69868	71523	72627	73731	74834	75938
29	69205	69868	70530	71192	72848	73951	75055	76159	77263
30	70751	71413	72075	72737	74393	75497	76600	77704	78808
31	72296	72958	73620	74283	75938	77042	78146	79249	80353
32	73841	74503	75166	75828	77483	78587	79691	80795	81898
33	75386	76049	76711	77373	79029	80132	81236	82340	83444

APPENDIX I

Teacher Salary Schedule for 2016-17 (IRS)

	BS	BS+8	BS+16	BS+24	MS	MS+8	MS+16	MS+24	MS+32
1	37000	37600	38200	38800	40300	41300	42300	43300	44300
2	37400	38000	38600	39200	40700	41700	42700	43700	44700
3	37800	38400	39000	39600	41100	42100	43100	44100	45100
4	38200	38800	39400	40000	41500	42500	43500	44500	45500
5	38800	39400	40000	40600	42100	43100	44100	45100	46100
6	39400	40000	40600	41200	42700	43700	44700	45700	46700
7	40000	40600	41200	41800	43300	44300	45300	46300	47300
8	40600	41200	41800	42400	43900	44900	45900	46900	47900
9	41600	42200	42800	43400	44900	45900	46900	47900	48900
10	42600	43200	43800	44400	45900	46900	47900	48900	49900
11	43600	44200	44800	45400	46900	47900	48900	49900	50900
12	44600	45200	45800	46400	47900	48900	49900	50900	51900
13	45600	46200	46800	47400	48900	49900	50900	51900	52900
14	46600	47200	47800	48400	49900	50900	51900	52900	53900
15	47600	48200	48800	49400	50900	51900	52900	53900	54900
16	48600	49200	49800	50400	51900	52900	53900	54900	55900
17	49600	50200	50800	51400	52900	53900	54900	55900	56900
18	50600	51200	51800	52400	53900	54900	55900	56900	57900
19	51600	52200	52800	53400	54900	55900	56900	57900	58900
20	52600	53200	53800	54400	55900	56900	57900	58900	59900
21	53800	54400	55000	55600	57100	58100	59100	60100	61100
22	55000	55600	56200	56800	58300	59300	60300	61300	62300
23	56200	56800	57400	58000	59500	60500	61500	62500	63500
24	57400	58000	58600	59200	60700	61700	62700	63700	64700
25	58600	59200	59800	60400	61900	62900	63900	64900	65900
26	59800	60400	61000	61600	63100	64100	65100	66100	67100
27	61000	61600	62200	62800	64300	65300	66300	67300	68300
28	62200	62800	63400	64000	65500	66500	67500	68500	69500
29	63400	64000	64600	65200	66700	67700	68700	69700	70700
30	64800	65400	66000	66600	68100	69100	70100	71100	72100
31	66200	66800	67400	68000	69500	70500	71500	72500	73500
32	67600	68200	68800	69400	70900	71900	72900	73900	74900
33	69000	69600	70200	70800	72300	73300	74300	75300	76300

Teachers off-schedule will receive a 2.9% increase from the previous year's salary

APPENDIX I

Teacher Salary Schedule for 2016-17 (TRS creditable)

	BS	BS+8	BS+16	BS+24	MS	MS+8	MS+16	MS+24	MS+32
1	40839	41501	42163	42826	44481	45585	46689	47793	48896
2	41280	41943	42605	43267	44923	46027	47130	48234	49338
3	41722	42384	43046	43709	45364	46468	47572	48676	49779
4	42163	42826	43488	44150	45806	46910	48013	49117	50221
5	42826	43488	44150	44812	46468	47572	48676	49779	50883
6	43488	44150	44812	45475	47130	48234	49338	50442	51545
7	44150	44812	45475	46137	47793	48896	50000	51104	52208
8	44812	45475	46137	46799	48455	49559	50662	51766	52870
9	45916	46578	47241	47903	49559	50662	51766	52870	53974
10	47020	47682	48344	49007	50662	51766	52870	53974	55077
11	48124	48786	49448	50110	51766	52870	53974	55077	56181
12	49227	49890	50552	51214	52870	53974	55077	56181	57285
13	50331	50993	51656	52318	53974	55077	56181	57285	58389
14	51435	52097	52759	53422	55077	56181	57285	58389	59492
15	52539	53201	53863	54525	56181	57285	58389	59492	60596
16	53642	54305	54967	55629	57285	58389	59492	60596	61700
17	54746	55408	56071	56733	58389	59492	60596	61700	62804
18	55850	56512	57174	57837	59492	60596	61700	62804	63907
19	56954	57616	58278	58940	60596	61700	62804	63907	65011
20	58057	58720	59382	60044	61700	62804	63907	65011	66115
21	59382	60044	60706	61369	63024	64128	65232	66336	67439
22	60706	61369	62031	62693	64349	65453	66556	67660	68764
23	62031	62693	63355	64018	65673	66777	67881	68985	70088
24	63355	64018	64680	65342	66998	68102	69205	70309	71413
25	64680	65342	66004	66667	68322	69426	70530	71634	72737
26	66004	66667	67329	67991	69647	70751	71854	72958	74062
27	67329	67991	68653	69316	70971	72075	73179	74283	75386
28	68653	69316	69978	70640	72296	73400	74503	75607	76711
29	69978	70640	71302	71965	73620	74724	75828	76932	78035
30	71523	72185	72848	73510	75166	76269	77373	78477	79581
31	73068	73731	74393	75055	76711	77815	78918	80022	81126
32	74614	75276	75938	76600	78256	79360	80464	81567	82671
33	76159	76821	77483	78146	79801	80905	82009	83113	84216

APPENDIX I

B-1. Cook and Custodian Wage Rates

Starting wage rates for Cooks and Custodians will be based on the Teacher Salary Schedule, IRS BS+1 cell using the following formulas -- Cook equals $\text{BASE} \times 0.00033$, Day Custodian equals $\text{BASE} \times 0.00005$, and Night Custodian equals $\text{BASE} \times 0.000509$. Hourly Rate increases for 2014-15, 2015-16, and 2016-17 will 3% per year.

	2013-14	2014-15	2015-16	2016-17
Cook	\$11.59	\$11.78	\$11.97	\$12.21
Custodian	\$17.87	\$18.17	\$18.47	\$18.83

B-2. Longevity Increases for Cooks and Custodians

After the first twenty (20) years of full-time, twelve (12) month continuous service, a Cook or Custodian is eligible for a longevity wage increase of one percent (1%) over base pay, as a reward for continuous service. After thirty (30) years of full-time, twelve (12) month continuous service, a Cook or Custodian is eligible for another one percent (1%) longevity wage increase, for a total of two percent (2%) over base pay for continuous service.

Longevity pay increases will commence on the first full pay period in July following the Cook's or Custodian's applicable anniversary date.

APPENDIX I

C. Supplementary Salary Schedule

EXTRA DUTY	Years 1-2	Years 3-5	Years 6 - 14	15 Years Longevity
Athletic Director	19%	20%	21%	22%
Baseball – Head HS	10%	11%	12%	13%
Baseball – Assistant HS	7%	8%	9%	10%
Basketball – Head HS Boys	15%	16%	17%	18%
Basketball – Var. Asst. HS Boys	9%	10%	11%	12%
Basketball – Asst. HS Boys	8%	9%	10%	11%
Basketball – Head HS Girls	15%	16%	17%	18%
Basketball – Var. Asst. HS Girls	9%	10%	11%	12%
Basketball – Asst. HS Girls	8%	9%	10%	11%
Basketball – 8 th Boys	9%	10%	11%	12%
Basketball – 7 th Boys	9%	10%	11%	12%
Basketball – 8 th Girls	9%	10%	11%	12%
Basketball – 7 th Girls	9%	10%	11%	12%
Cross Country – Head HS	10%	11%	12%	13%
Cross Country – Asst. HS	6%	7%	8%	9%
Cross Country – Head MS	7%	8%	9%	10%
Cross Country – Asst. MS	4%	4%	6%	7%
Football – Head HS	15%	16%	17%	18%
Football – Var. Asst. HS	9%	10%	11%	12%
Football – Asst. HS	8%	9%	10%	11%
Golf – Head HS	10%	11%	12%	13%
Golf – Asst. HS	6%	7%	8%	9%
Soccer – Head HS Boys	10%	11%	12%	13%
Soccer – Asst. HS Boys	7%	8%	9%	10%
Soccer – Head HS Girls	10%	11%	12%	13%
Soccer – Asst. HS Girls	7%	8%	9%	10%
Softball – Head HS	10%	11%	12%	13%
Softball – Asst. HS	7%	8%	9%	10%
Track – Head HS Boys	10%	11%	12%	13%

APPENDIX I

C. Supplementary Salary Schedule (cont'd)

EXTRA DUTY	Years 1-2	Years 3-5	Years 6 - 14	15 Years Longevity
Track – Asst. HS Boys	7%	8%	9%	10%
Track – Head HS Girls	10%	11%	12%	13%
Track – Asst. HS Girls	7%	8%	9%	10%
Track – Head 7-8 Boys & Girls	8%	9%	10%	11%
Track – Asst. 7-8 Boys & Girls	8%	9%	10%	11%
Volleyball – Head HS	14%	15%	16%	17%
Volleyball – Var. Asst. HS	9%	10%	11%	12%
Volleyball – Asst. HS	9%	10%	11%	12%
Volleyball – 8th	9%	10%	11%	12%
Volleyball – 7th	9%	10%	11%	12%
Wrestling – Head HS	15%	16%	17%	18%
Wrestling – Asst. HS	9%	10%	11%	12%
Wrestling – Head 7-8	9%	10%	11%	12%
Wrestling – Asst. 7-8	5%	6%	7%	8%

APPENDIX I

C. Supplementary Salary Schedule (cont'd)

EXTRA DUTY	Years 1-2	Years 3-5	Years 6 - 14	15 Years Longevity
Annual	10%	11%	12%	13%
Art Club	2%	3%	4%	5%
Art Show/Contest	2%	3%	4%	5%
Band HS/Elem./Head Marching	12%	13%	14%	15%
Band JH/Elem./Asst. Marching	10%	11%	12%	13%
Business Club	5%	6%	7%	8%
Cheerleading – HS	7%	8%	9%	10%
Cheerleading - Elem.	4%	5%	6%	7%
Class Sponsor – Fr.	2%	3%	4%	5%
Class Sponsor – So.	2%	3%	4%	5%
Class Sponsor – Jr.	6%	8%	10%	12%
Class Sponsor – Sr.	2%	3%	4%	5%
Curriculum Committee	2%	3%	4%	5%
Dean of Students	19%	20%	21%	22%
Department Chair	3%	4%	5%	6%
Drama – Head HS per play (2 per yr)	4%	5%	6%	7%
Drama – Asst. HS per play (2 per year)	2%	3%	4%	4%
Drama – Elem per play (1 per year)	4%	5%	6%	7%
Environment Club – HS	2%	3%	4%	5%
FEA	5%	6%	7%	8%
FFA	8%	9%	10%	11%
FCCLA	5%	6%	7%	8%
French Club	3%	4%	5%	6%
Intramurals	4%	5%	6%	7%
Jazz Band – HS	2%	3%	4%	5%
Jazz Band – MS	2%	3%	4%	5%
Lifesaver Director	7%	8%	9%	10%
Lifesaver Assistant	4%	5%	6%	7%

APPENDIX I

C. Supplementary Salary Schedule (cont'd)

EXTRA DUTY	Years 1-2	Years 3-5	Years 6 - 14	15 Years Longevity
Madrigals	4%	5%	6%	7%
Math Club	2%	3%	4%	5%
National Honor Society	2%	3%	4%	5%
Pep Band – H.S.	2%	3%	4%	5%
Pep Club - H.S.	2%	3%	4%	5%
Pep Club - Elem.	2%	3%	4%	5%
Pom Pon – HS	3%	4%	5%	6%
Pom Pon – MS	2%	3%	4%	5%
SADD – MS	2%	3%	4%	5%
Scholastic Bowl- HS	4%	5%	6%	7%
Scholastic Bowl - Asst. HS	2%	3%	4%	5%
Scholastic Bowl – MS	4%	5%	6%	7%
Scholastic Bowl - Asst. MS	2%	3%	4%	5%
Show Choir	2%	3%	4%	5%
Spanish Club	3%	4%	5%	6%
Speech – HS	4%	5%	6%	7%
Speech – HS Asst.	3%	4%	5%	6%
Speech – 7-8	4%	5%	6%	7%
Speech – 5-6	3%	4%	5%	6%
Stage Show	2%	3%	4%	5%
Student Council – HS	8%	9%	10%	11%
Student Council – MS	6%	7%	8%	9%
Talent Show – MS	2%	3%	4%	5%
Technology Director	15%	16%	17%	18%
Tech Prep	5%	6%	7%	8%
Vocal – HS	10%	11%	12%	13%
Vocal - Elem.	3%	4%	5%	6%
Vocational Director	10%	11%	12%	13%
WYSE	2%	3%	4%	5%

APPENDIX I

C. Supplementary Salary Schedule (cont'd)

Extra Duty Base:	BS+1 Cell =	\$35,100 for 2013-14 \$35,700 for 2014-15 \$36,300 for 2015-16 \$37,000 for 2016-17
------------------	-------------	--

Teacher Mentor First Year - \$500 Teacher Mentor Second Year - \$250
 Playground Supervisor - \$1,150 per position
 Lunchroom Supervisor - \$1,150 per position
 Athletic Supervision - \$2,650 per year, based upon 50 supervisions

Extra Time Staff (summer school teaching, adult education, summer work, and kindergarten screening) will be paid by the hourly rates listed below:

Bachelor's Degree - \$27 per hour

Master's Degree - \$29 per hour

HS Guidance Counselor shall receive 1/180 of their base pay for each work day assigned outside of the Teacher work year.

Pay per session as below. Morning, afternoon, and evening are each defined as separate sessions.

Selling, taking tickets _____	\$25 per session
Concession stands _____	\$25 per session*
Scorekeepers, timer, etc. _____	\$30 per session
Track Workers _____	\$15 per meet
Dance chaperones _____	\$30 per session

When the junior class sponsor works concession stands as a part of his/her duties, he/she will receive the stipend above for concession stands.

For placement on the extra duty schedule, credit for previous experience in that specific activity outside of Unit 25 will be granted up to a maximum of ten (10) years. The experience must be documented.

With the exception of high school head coaching positions, previous experience with a particular sport or activity will be counted toward placement on the extra duty schedule.

No Teacher shall be involuntarily assigned an extra duty other than at the Teacher's home school.

The longevity step is based on service within the Monticello School District only. Beginning with the 15th year of extra duty within the School District in a specific activity, a one percent (1%) increase in the differential will be granted. For longevity purposes only, all years of experience in that particular sport or activity at Monticello will be counted.

Differentials may be split between or among individuals in a given position only with their consent. If the differential is split, salary will be based on the person with the most years of experience on the extra duty schedule.

Extra duty sponsors/coaches will have the option of being paid in one (1) lump sum at the end of the season, or over the course of the school year. This option must be declared by August 1 of each school year.