

Agreement

Between the

Jacksonville Education Association

And the

Jacksonville Board of Education

2023-2026

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ARTICLE I
RECOGNITION

- 1.1** The Board of Education of School District 117, Morgan County, Jacksonville, Illinois hereinafter referred to as the "Board," hereby recognizes the Jacksonville Education Association, IEA/NEA, hereinafter referred to as the "Association," as the exclusive and sole negotiation agent for the regular full-time and regular part-time pre-K, elementary and secondary teaching employees, including specialists (deans, counselors, school psychologists, speech pathologists and social workers), employed and paid on the teachers' salary schedule excepting: superintendent, assistant superintendents, principals, assistant principals, assistant director of curriculum, instruction & assessment, nurses, substitutes and other administrative and supervisory personnel.

ARTICLE II
NEGOTIATIONS

2.1 PROCEDURES

- A. The Board agrees not to negotiate with any teachers' organization other than the Association for the duration of this Agreement.
- B. Each party in any negotiations shall select its own negotiating representatives provided that the Board shall not select a currently employed District 117 teacher.
- C. By March 15th preceding the Agreement expiration date, the Association shall submit to the Board notification of its desire to amend, modify, or continue the provisions of the Agreement.
- D. The first meeting between the Negotiating Committees must be within thirty (30) days after receipt of the above notification.
- E. This meeting shall be used to discuss ground rules for negotiations between the Board and the Association and establish a mutually agreeable schedule and place for future meetings.
- F. Upon reaching tentative agreement on all items, the package shall then be presented to the Association for its approval, after which it shall be presented to the Board for its approval.
- G. Both parties agree to negotiate in good faith via an interest-based bargaining approach.

2.2 AREAS TO BE NEGOTIATED

- A. Areas to be negotiated under this Agreement shall be negotiations and grievance procedures, wages, hours, and conditions of employment and the impact thereon; but will not include matters of inherent managerial policy.
- B. If during this Agreement, the Board or building administrator desires to lengthen the normal instructional day at a specific school attendance center this may be done in one of two ways.
 - 1. First, the Board may notify the Association of the desire to negotiate a change, and the parties will engage in good faith interim bargaining on this issue.
 - 2. In the alternative, the parties may, after collaboration between the building administrator and Association, agree to hold an election on the proposed change. The parties shall mutually agree on the wording on the ballot that teachers will cast on the proposed change. Teachers shall vote by secret ballot on the proposed change. The ballots shall be counted jointly by the building administrator and two (2) Association representatives. If a super majority of two-thirds of the licensed teachers at the specific school attendance center involved vote in favor of change as proposed, the said change shall be accepted by the Association without further bargaining. This provision does not apply to administrative decisions to alter times in the schedule which do not lengthen the normal instructional day.
- C. If during the term of this Agreement a net three percent (3%) change in predicted expenditures or revenues occurs during a fiscal year, both parties pledge to renegotiate a bargaining agreement to take effect in the following school year.

2.3 MEDIATION

If agreement cannot be reached during negotiations, either party may request mediation as a means of attempting resolution of the item or items in dispute. Such request must be honored by the other party. The Board and the Association shall stipulate in writing the points of disagreement.

The services of the Illinois Educational Labor Relations Board's mediation roster shall be used. Nothing prohibits the use of individuals or organizations such as the Federal Mediation and Conciliation Services (FMCS) or the American Arbitration Association (AAA), if mutually agreeable to both parties. The mediator shall have the responsibility to confer separately or jointly with the parties to persuade the parties to resolve their differences and effect an agreement.

The costs of mediation shall be equally shared by the Board and the Association.

ARTICLE III

GRIEVANCE PROCEDURE

3.1 DEFINITIONS

- A. A grievance is a claim by the Association, employee, or group of employees involving an alleged violation, misinterpretation, or misapplication of the terms of this Agreement.
- B. All time limits shall consist of school days, except that when a grievance is submitted less than ten (10) days before the close of the current school term, time limits shall consist of all weekdays.
- C. Nothing contained herein shall be construed as limiting the right of an employee having a grievance to discuss the matter informally with his/her supervisor and having the grievance adjusted, provided the adjustment is not inconsistent with the terms of the Agreement.

3.2 PROCESS

The parties hereto acknowledge that it is usually most desirable for an employee and the immediately involved supervisor to resolve problems through free and informal communication; if however, such informal processes fail to satisfy the employee, a grievance may be processed in the following stages.

A. **Stage One (Immediate Supervisor)**

The grievant or Association shall present the grievance in writing within twenty (20) days of the occurrence of the event giving rise to the grievance specifying the article and paragraph alleged to have been violated and stating the remedy sought, to the supervisor immediately involved. Refer to Appendix A. The immediate supervisor shall arrange a meeting to take place within ten (10) days after the receipt of the grievance. The supervisor shall provide a written answer to the grievance of the aggrieved employee within ten (10) days after the meeting.

B. **Stage Two (Superintendent)**

If the grievance is not resolved at Stage One, the aggrieved or Association may refer the grievance to the Superintendent or official designee within seven (7) days after the receipt of the Stage One answer. The Superintendent or designee shall arrange for a meeting to take place within seven (7) days of his/her receipt of the appeal. Within seven (7) days of the meeting, the grievant shall be provided with the Superintendent's written response.

C. **Stage Three (Arbitration)**

If the Association is not satisfied with the disposition of the grievance at Stage Two or the time limits expire without the issuance of the Superintendent's written reply, the Association may submit the grievance to final and binding arbitration under the Voluntary Labor Arbitration Rules of the American Arbitration Association, which shall act as the administration of the proceedings.

If a demand for arbitration is not filed within thirty (30) days of the date of the Stage Two answer, then the grievance shall be deemed withdrawn.

3.3 ARBITRATION

- A.** The arbitrator, in his/her opinion, shall not amend, modify, nullify, ignore, or add to the provisions of this Agreement. His/her authority shall be strictly limited to deciding only the issues presented to him/her in writing by the School District and the Association, and his/her decision must be based only upon his/her interpretation of the meaning or application of the express relevant language of the Agreement.
- B.** Each party shall bear the full costs for its representation in the grievance procedure.
- C.** If either party requests a transcript of the proceedings, that party shall bear full costs for that transcript. If both parties order a transcript, the costs of the two (2) transcripts shall be divided equally between the Board and the Association.
- D.** Each party shall share equally the cost of the arbitrator and the AAA.

3.4 PROCEDURAL ITEMS

- A.** Failure of the employee or Association to act on any grievance within the prescribed time limits will bar any further appeal. An administrator's failure to give a decision within the time limits shall permit the grievant to proceed to the next step. Time limits shall be extended by mutual consent.
- B.** A grievance form mutually acceptable to both the Board and the Association shall accompany the stages of the grievance process. Refer to Appendix A.
- C.** Any investigation, handling, or processing of any grievance by the grievant shall be conducted so that the related work activities of the grievant or the work staff is not interrupted. With the Superintendent or designee's approval, the grievant may be released from his/her regular assignment without loss of pay or benefits to attend the meetings specified in Stages One through Three.
- D.** Stage One of the grievance procedure may be bypassed and the grievance taken directly to Stage Two if mutually agreed upon by the employee and the Superintendent or designee.
- E.** If the Superintendent or designee and the Association mutually agree, a grievance may be submitted directly to arbitration.
- F.** Class grievances involving one (1) or more employees and grievances involving an administrator above the building level may be initially filed by the Association at Stage Two.
- G.** The Board acknowledges the right of the employee to have an Association representative present, if the grievant requests one, at any stage of the grievance process. No employee shall be required to discuss any grievance if the Association representative is not present, if one is requested.
- H.** No reprisals shall be taken by the Board or the administration against an employee because of his/her participation in a grievance.
- I.** All records related to a grievance shall be filed separately from the personnel files of the employees.
- J.** A grievance may be withdrawn at any level without establishing precedent.
- K.** If the Association or any employee files any claim or complaint in any forum other than under the grievance procedure of this Agreement, then the Board shall not be required to process the said claim or set of facts through the grievance procedure.
- L.** If both the Superintendent or designee and the Association mutually agree, the expedited Arbitration Rules of the American Arbitration Association may be used instead of the voluntary Labor Arbitration Rules.

ARTICLE IV

PERSONNEL ISSUES

4.1 COMPLAINTS

If the principal receives a complaint about a teacher, and the complaint is deemed significant by the principal, the principal shall give every effort to notify the teacher of the complaint within two (2) school days. All notifications must be in written form and a copy provided to the teacher.

4.2 PERSONNEL FILE

- A. Each employee shall have the right to review the contents of said employee's personnel file with the exception of those stated in the Personnel Records Review Act of Illinois and to attach and place therein written reactions to the contents. The employee may review his/her file upon forty-eight (48) hour written advance notice submitted to the Superintendent or designee during the regular business hours established by the Central Office or at a time mutually agreeable with the Superintendent and the employee. The employee shall affix his/her signature and date on the actual copy filed. The signature does not indicate agreement with the contents of the material. The employee may not remove any material from said file and must review the contents of his/her file in the presence of the Superintendent or designee. The employee may have a representative of his/her choice at the time the file is reviewed. A copy of any material that is disciplinary in nature relevant to a specific employee will be given to said employee subsequent to it being placed in his/her file.
- B. The District shall be responsible for securing that all personnel files contain the current and past evaluations.
- C. An employee may request a copy of his/her personnel file except for the material as stated above. If an employee requests in writing a copy of his/her file, the Board shall have within seven (7) days to meet such request. For each page of material copied, the Board shall charge the standard fee for copying.
- D. An employee may attach a written response to any material contained in his/her file.

4.3 TEACHER PROTECTION

A. **Student Assault, Sexual Harassment, and/or Battery on Staff**

The teacher has the right to notify the proper authorities (police or sheriff) and the obligation to report the incident to the Building Principal and/or Superintendent.

Any student(s) allegedly committing an assault, sexual harassment, and/or battery on a teacher shall be immediately removed from the classroom by the administrator in charge until completion of the District investigation. All allegations shall result in an investigation performed by the District. The results of the investigation shall be presented to the Superintendent along with his/her recommendation for final action. The student shall not be returned to the class until the Superintendent or his/her designee has acted upon the administrator's recommendation.

- B.** If a teacher is assaulted while on duty and operating under Board policy and/or established procedure, and if the teacher notifies the police and/or files charges in accordance with Board policy and/or established procedures, the teacher shall suffer no reprisals. The teacher shall be allowed to consult with the Board's attorney providing there is no conflict of interest. Any lost time in this post-assault action such as police or court appearances shall not be charged to the teacher's allotted sick leave or personal leave.

If, as the result of a physical assault as above, an employee suffers actual loss of personal property upon his/her person, the employee shall be reimbursed up to \$500 replacement cost/or similar new item for the loss upon providing a receipt.

A loss in excess of \$500 generally shall be pursued through the Illinois Parental Responsibility Law. The Board's attorney may be used upon approval by the Superintendent.

Employees whose glasses are accidentally broken or damaged beyond repair while on duty and through no fault of their own shall be reimbursed the cost of repairs or replacement. This paragraph shall only apply to accidental breakage due to incidental or actual student involvement.

- C.** If a teacher's personal property is used to assist in the instructional program of the school and the property is stolen or destroyed through no fault or negligence of the teacher, the District will reimburse the teacher for the loss. The maximum reimbursement for one (1) item will be equivalent to the District's insurance reimbursement.
- D.** At the beginning of the school year, each employee shall submit a list of personal property he/she is using to assist in the instructional program to the building principal who will remit a copy to Central Office to keep on file for insurance claim purposes. Failure by the teacher to submit/update this list will nullify any claims the teacher might have. The building principal shall retain authority to determine the appropriateness of the personal property to be used to assist in the instructional program. The list of personal property shall be included on the District inventory sheet.
- E.** If a teacher does not have a lockable space in his/her regularly assigned classroom and requests such lockable space, the teacher shall be provided a locker, file cabinet, or other comparable lockable space in his/her building. Itinerant teachers, who perform regularly assigned duties in any school building, shall be provided a secure place for personal belongings in the central office for that building.
- F.** Within three (3) weeks of the beginning of the school year, the administration will review with staff those sections of the School Code pertaining to the administration of medication, AED, and narcan, and will provide in- service training for specific medical concerns on an as-needed basis.
- G.** Teachers will be provided keys and/or access to a locking mechanism for each classroom that they are assigned to in any building. This would provide protection to students and staff in case of a building lockdown.

4.4 VACANCY POSTINGS

- A.** All vacancies shall be posted on the District's website for a minimum of five (5) days prior to being filled. Nothing herein prevents a position from being filled on a temporary basis.
- B.** Any employee may apply for a vacant position in the District for which he/she is qualified. Such application shall be completed through the District's online application system.
- C.** Coaching and extracurricular sponsorships are filled by the Board on an annual basis. Vacancies will be posted for a minimum of five (5) days prior to being filled when a vacancy is created by a resignation or nonrenewal.

4.5 PROFESSIONAL STAFF ASSIGNMENTS AND TRANSFERS

- A.** Teaching vacancies occurring during the school year shall be filled for the remainder of the school year so that the least interruption to the District's educational program will result.
- B.** When it is necessary to reassign teachers to a different building, subject area, or grade level for the next school year, that assignment should be made as soon as possible and prior to August 1st of any calendar year. Exceptions shall be made for reassignments which become necessary after that date, but administrators will continue to provide as much lead time as possible. Refer to section 11.1 of this Agreement for terms of relative compensation. The employee shall be notified and allowed to resign if the change is unacceptable.
- C.** The Board, after consultation with the Association, may declare certain positions as being ones that are hard-to-fill due to the lack of acceptable and legally qualified applicants for those positions. After such a declaration, the Board may place a new hire for such a hard-to-fill position on the salary schedule at a level that would not exceed the salary schedule placement of the least senior employee hired for a hard-to-fill position in the same classification or at their earned experience. The agreement between the Association and the Board of hard-to-fill positions may not exceed two (2) school years without being renewed with a subsequent consultation and agreement with the Association. This provision shall not apply to part-time or retired District employees in these positions.
- D.** Extra Duty for Staff in Departments with Long-Term Subs

When the district finds it necessary to hire a long-term sub, a teacher in that department will be assigned after discussion by the building administrator, union representative, and department chair/representative teacher to assist with any and all instructional duties for the sub, if necessary. The assigned teacher shall be paid \$1000/semester, and an additional \$500/semester for lab/vocational/art classes pro-rated depending on duration of assignment while the sub is employed.

4.6 EMPLOYING RETIRED TEACHERS

When a retired, licensed teacher is hired to work in District 117 as a part-time employee, said employee will be paid in the following manner:

- A.** Said employee will be placed on his/her last educational column on the contracted year's salary schedule.
- B.** A minimum of five (5) years of experience will be credited on the contracted year's salary schedule.
- C.** An hourly rate will be calculated by taking the last cell of their educational level shown in the current collective bargaining agreement and dividing the amount by 180 days, then dividing that figure by eight (8).
- D.** Said employee is not eligible to receive any contracted stipends if there is a qualified, licensed full-time employee available for said position.
- E.** Prior to a retired person being hired for a position, or a fraction thereof, said position must be posted as per the Collective Bargaining Agreement, refer to section 4.4, Professional Staff Assignments and Transfers.
- F.** Said employee will be required to become a member or fair-share fee payer of the Jacksonville Education Association prorated as per Agreement.
- G.** Refer to section 12.7 for Individual Contracts.

4.7 RIGHT OF REPRESENTATION

Whenever an employee is required to appear before any administrator and/or the Board of Education concerning a warning, reprimand, disciplinary action, and/or dismissal, the employee shall be entitled to have Association representation present, if requested. An employee may not have a representative present during pre-observation and/or post-observation evaluation conferences.

Administration has the right to conduct exploratory conferences or meetings with the employee for gathering information without association representation. If the meeting becomes potentially disciplinary toward the employee, the employee shall have the right to union representation.

4.8 STUDENT TRANSFERS FOR TEACHERS' CHILDREN

Teachers shall have the right to transfer their children to the attendance center in which they are primarily assigned for employment, provided the attendance center has appropriate grade levels for the student and is an appropriate placement if the student has an IEP.

ARTICLE V

ASSOCIATION ISSUES

5.1 MAIL FACILITIES AND BULLETIN BOARDS

The Association shall have the right to use the school mailboxes and to use inter-school mail for purposes of communicating through a reasonable amount of material. The Association may use school e-mail before and after school, during passing periods when a teacher is not assigned supervisory duties, during a teacher's Thirty (30) minute duty-free lunch, during planning periods, or at times when the teacher is not in contact with students during the normal student attendance day for reasonable purposes to communicate with its members. The parties recognize that there is no right of privacy in any school e-mail communication or message. School e-mails are subject to disclosure to administration, Freedom of Information Act (FOIA) requests, and court required discovery requests. The Association shall be provided access to create e-mail groups for Executive Board and Representative Council.

The Association shall also have adequate space on existing bulletin boards as designated by the principal for posting Association business bulletins and/or announcements.

5.2 BOARD MEETING INFORMATION

The Board of Education agenda, agenda summary, and financial statements will be available on the District's website at least forty-eight (48) hours prior to meetings. A copy of all personnel action items will be available to the Association's representative at the Board meeting and on the District website within forty-eight (48) hours of adjournment of the meeting when the action was taken.

5.3 ASSOCIATION MEETINGS

- A. On or before May 31st of each year, the Association shall deliver to the Superintendent a written list of its scheduled Executive Board, Representative Council, and the regular General Association membership meetings for the next school year. Association representatives, after securing permission from their building principal or designee, shall be allowed to leave their respective buildings to attend any such regularly scheduled meetings after student dismissal. Administrators will not schedule conflicting meetings for Association members for the times of the regular monthly Representative Council meetings or the annual General Association membership meetings as listed on the Association schedule delivered to the Superintendent by May 31st. These meetings shall be published on the District's online calendar.
- B. The Association will be allowed to use District facilities/business equipment for local Association business upon prior approval of the building principal. If the use requires added cost to the District, the Association shall reimburse the District for said cost. At least three (3) days advance request for use of the facility shall be made to the principal.
- C. Unless allowed by section 5.3 A, it is generally agreed that Association meetings shall not be held during regular working hours. Teachers shall notify principals at least two (2) days in advance if they plan to attend Association meetings during regular working hours.

Teachers shall not neglect professional responsibilities to attend Association meetings and shall notify the building office when they leave before regular working hours are completed.

5.4 ILLINOIS EDUCATORS CREDIT UNION

The Association will provide authorization cards for payroll deductions for Illinois Educators Credit Union, or its successor, as follows:

- A.** Authorizations are to be received in the District's Business Office by October 1st, January 1st, or by April 1st of each school year. This will allow three (3) enrollment/change dates for the member per year.
- B.** The first deduction (or change) will be made respectively on the October 15th, January 15th, or April 15th paycheck.
- C.** Authorizations must note the amount per pay to be deducted for each person.
- D.** Requests to stop an individual's deduction must be received in the District's Business Office by the first day of the month preceding the next paycheck.
- E.** Equal deductions will be made each paycheck until a request is received to stop deductions as per section 5.4 D or a request is received to change deductions on October 1st, January 1st, or April 1st.
- F.** A District check will be issued payable to the Illinois Educators Credit Union, or its successor, for the total credit union deductions made semi-monthly. This check will be mailed by the District Payroll Officer directly to the Illinois Educators Credit Union, or its successor, within one (1) banking day of the date that the employees receive their paychecks.

5.5 ASSOCIATION DUES

- A.** The Board of Education shall deduct dues in equal installments as authorized by each teacher on or before October 1st annually. Membership status and form of payment shall continue from year to year unless revoked and/or changed by the employee.
- B.** Deductions will be made beginning with the October paycheck and ending with the following June paycheck for a total of seventeen (17) installments. All dues deducted shall be remitted to the assigned representative of the Association no later than ten (10) calendar days after such deductions are made.

ARTICLE VI

JUST CAUSE DISCIPLINE PROCEDURE

6.1 No employee shall be disciplined without just cause. Disciplinary action will be progressive, except for gross misconduct, which the Superintendent or official designee may elect to proceed to the level of discipline, as shown below, the Superintendent or official designee believes is appropriate given the circumstances of a specific case, including going directly to recommendation to the Board for dismissal. Prior to this recommendation an investigation shall include a pre-disciplinary meeting. At least forty-eight (48) hours prior to the meeting, a written notice shall be delivered to the employee. The notice shall state the specific grounds forming the basis for disciplinary action. A disciplinary meeting after the investigation is complete shall be conducted wherein the employee shall be informed of the outcome of the investigation. Gross misconduct shall not include being late for work, insubordination, or use of profanity shall be addressed on a progressive basis according to the schedule below. Gross misconduct shall include such conduct as violating safety standards that threaten the safety of children, child abuse or neglect, discriminatory language, theft, fraud, or felony convictions.

1. Verbal warning in writing (date, infraction) (employee signature confirming receipt)
2. Written Warning
3. One to five (1-5) day suspension without pay
4. Discharge

During any investigation, if necessary, an employee may be suspended with pay, fringe benefits and all other benefits provided by the contract, pending determination of any disciplinary action.

In the event an employee must be present at a meeting that could lead to any type of discipline, loss of pay, change of employment status, or dismissal, the employee, upon request, may have an Association representative of their choosing present.

Any instance not previously recorded in the employee's personnel file prior to the notification of the disciplinary action shall not be used by the Board as a basis for its action.

6.2 REVIEW OF DISCIPLINARY FILE

- A. After two years from the date of a Verbal Warning, if there have been no further disciplinary actions an employee may ask to meet with their supervisor and discuss removal of the warning.
- B. After three years from the date of a Written Warning, if there have been no further disciplinary actions an employee may ask to meet with their supervisor and discuss removal of the warning.

ARTICLE VII

CONDITIONS OF EMPLOYMENT

7.1 TEACHER WORK DAY

- A. All licensed personnel shall be present in their assigned buildings to conduct classes and perform other assigned duties for eight (8) hours daily.
- B. Except for 7.1D and 7.1F of this Agreement, all licensed personnel will receive compensation when the eight (8) hour time limit is exceeded for staffings, parent conferences, school functions, and other professional responsibilities as assigned by the principal and for which the administration requires their attendance. Personnel who must stay past the end of the scheduled day, shall be allowed input on the scheduling of such meetings at least forty-eight (48) hours in advance when possible.
- C. Beginning and ending times for the workday will be established by the building principal with consultation of his/her staff and with appropriate adjustments for special assignments. Permission must be granted by the principal before any deviation from the established workday.
- D. One (1) faculty meeting per quarter may exceed the work day by a maximum of thirty (30) minutes. When a faculty meeting needs to exceed the work day, advanced notice will be given when possible. All other faculty meetings shall begin and end during the teacher work day.
- E. When teachers in the District are required to work on the School Improvement Plan (SIP) on regular student attendance days, the District will furnish substitutes and release time for those teachers.
- F. As a professional duty licensed staff may be required to work no more than three (3) nights per school year, not including parent-teacher conferences. These nights may include open house, high school graduation, elementary concerts, or other events assigned by the administrator.
- G. **Flex-Time for Early Years Teachers**

Definition of Flex Time: Any time that has been preapproved by the superintendent or his/her designee that falls outside of the required work hours of Early Years teachers.

Flex time shall be taken during the 180 or 220 contractual days during weeks that contain, but are not limited to, district snow days, district scheduled days off, sick and personal days.

When pre-kindergarten teachers perform approved home visits with families of Early Years' students, the pre-K teachers shall flex their schedules for up to two (2) evenings per semester.

When a pre-k teacher has received pre-approval from the Early Years' Principal for home visits, that teacher shall earn compensatory time-off at the rate of one (1) hour, or fraction thereof, of compensatory time for each one (1) hour, or fraction thereof, actually worked conducting home visits. The Early Years' Principal and each pre-k teacher with compensatory time earned shall schedule the time-off at a mutually agreed time during the same school year the compensatory time is earned. Compensatory time shall not accrue from year-to-year.

7.2 DUTY-FREE LUNCH

Teachers will be scheduled for a daily minimum of thirty (30) minutes of duty-free lunch period during the normal instructional day. Teacher participation in a class field trip shall be exempt.

7.3 WORK WEEK

- A. The regular work week is defined as Monday through Friday with normal instructional days.
- B. Irregular work weeks are defined as regular work weeks or normal instructional days that are shortened by planned, District scheduled holidays or breaks, institute days, SIP days, or early release times. Irregular work weeks are not caused by weather conditions or emergencies.
- C. During irregular work weeks, the building principal, after consulting with the Association's building representative or designee, shall in good faith, reschedule planning times so that classroom teachers, including special education teachers, receive substantially the same minutes of planning time, given the circumstances causing the irregular work week.
- D. A normal instructional day is defined as the time the student day is regularly scheduled to begin until the regularly scheduled dismissal at each respective attendance center.
- E. A normal work day is eight (8) consecutive hours as defined in section 7.1 A. The work day will be scheduled either as a normal instructional day, as defined in section 7.3 D, or as an early bird or late bird schedule. An early bird schedule begins not more than one (1) hour before the start time of the normal instructional day at the middle and high school. A late bird schedule begins not more than one (1) hour after the start time of the normal instructional day at the middle and high school. A teacher who requests, agrees to, and is assigned to an early bird or late bird schedule shall work from the start time of the designated schedule for eight (8) consecutive hours thereafter. Teaching assignments will be made in accordance with this provision. An administrator or Dean shall be required to be present in the building during all scheduled Early Bird classes.
- F. If a teacher agrees to teach a class before or after the teacher's regular eight (8) hour day (i.e., extended day), the teacher shall be paid one-eighth (1/8) of his/her daily rate for the additional class per semester. No teacher shall teach more than one (1) additional class before or after his/her regular eight (8) hour day per semester. The extended day class shall be in addition to the teacher's instructional periods taught during his/her regular eight (8) hour day. In a unique situation, the District shall provide support to the teacher impacted.
- G. A teacher who teaches on the *early bird* or *late bird* schedule and who is required to attend a faculty meeting that is scheduled outside the teacher's eight (8) hour work day shall be paid \$20 per hour for a minimum of one (1) hour to attend the faculty meeting. If the faculty meeting extends beyond one (1) hour and the teacher's attendance is required, the teacher shall be paid at the rate of \$20 per hour and prorated on the time actually spent by the teacher beyond the one (1) hour minimum.

7.4 PLANNING PERIODS

A. Part-time Teachers and Planning Periods

Part-time employees are those who work less than the scheduled contractual day.

Certified staff who teach only 1-2 periods shall not be given a paid planning period.

Certified staff who teach 3 periods or more shall be compensated for a planning period, unless the employee is a retired teacher and the work time exceeds state code.

B. Pre-K/Elementary Planning Periods

1. All elementary classroom teachers, including special education teachers and pre-k teachers, will be scheduled a minimum of two hundred twenty-five (225) minutes per regular work week of duty-free lesson planning during the normal instructional day, in addition to

the minimum thirty (30) minute duty-free lunch period.

2. Employee participation in a district initiated class field trip that overlaps with prior scheduled planning time shall be the basis for claiming denial of the required weekly planning time.
3. Elementary/pre-k teachers shall not be required to supervise art, physical education, or music classes when a licensed art, physical education, or music teacher is present and teaching those subjects.
4. If an elementary/pre-k teacher cannot be scheduled for the two-hundred twenty-five (225) planning minutes each week for a semester, the teacher should be given the option to be paid an additional \$2,500 for that semester. If the teacher denies the option, the minutes must be scheduled.
5. Elementary classroom teachers, including elementary special education teachers and pre-K teachers, will be eligible for a \$150 stipend to prepare classrooms for the beginning of the school year/open house each year.

C. Middle School Planning Periods and Teaching Assignments

1. All licensed employees who have classroom assignments at the middle school level will be scheduled a minimum of one (1) instructional period of duty-free instructional planning per student attendance day during the normal instructional day. This planning period shall be in addition to the employee's minimum thirty (30) minute duty-free lunch period.
2. The normal teaching assignment for teachers at the middle school, including special education and Title I teachers, will be five (5) instructional periods plus one (1) advisory or supervision period per semester for six (6) combined periods. There shall be a maximum limit of six (6) instructional periods per teacher, unless addressed in 7.3F. This excludes the lunch/homeroom period. For each instructional period assigned beyond the normal five (5) periods, the teacher will receive a stipend, and that teacher will not be assigned supervision during the remaining period (excludes the lunch/homeroom). The stipend for one semester shall be \$2,250.

These stipends will be paid in the October 15th and/or January 15th paychecks. If an instructional period does not last for a full semester, the \$2,250 stipend shall be prorated based upon the length of the class.
3. An instructional period is defined as the class periods regularly scheduled at the middle school.
4. Assigned supervisory periods are those periods when direct instruction which requires planning and/or grading outside of the supervisory period are not required.

D. High School Planning Periods and Teaching Assignments

1. All licensed employees who have classroom assignments at the high school level will be scheduled a minimum of one (1) instructional period of duty-free instructional planning per student attendance day during the normal instructional day. This planning period shall be in addition to the employee's minimum thirty (30) minute duty-free lunch period.
2. The normal teaching assignment for classroom teachers at the high school will be five (5) instructional periods and one (1) supervision period per semester for six (6) combined periods. This excludes the lunch/study hall period. For each instructional period assigned beyond the normal five (5) periods, the teacher will receive a stipend, and that teacher will

not be assigned supervision during the remaining period (excludes the lunch/study hall). There shall be a maximum limit of six (6) instructional periods per teacher, unless addressed in 7.3F.

The stipend for one semester shall be \$2,250. The stipend will be paid on the October 15th and/or January 15th paychecks. If an instructional period does not last for a full semester, the \$2,250 stipend shall be prorated based upon the length of the class.

3. An instructional period is defined as the class periods regularly scheduled at the high school.
4. Assigned supervisory periods are those periods when direct instruction which requires planning and/or grading outside of the supervisory period are not required.

E. Special Education Planning Periods

If a special education teacher at the high school or middle school who has a classroom assignment and cannot be scheduled for a daily minimum of one (1) instructional period of duty-free instructional planning per student attendance day during the normal instructional day, the special education teacher shall be paid an additional \$400 per semester for each period of daily duty-free instructional planning that is not scheduled (e.g., no planning every Monday for the entire semester.) No special education teacher shall be paid more than \$2,000 for loss of daily planning periods in a semester. If there is a need to implement the loss of planning during the course of a semester rather than at the start of the semester, the amount will be prorated according to the amount of lost planning time.

- F. A committee of JEA teachers and principals will meet by September 1 and again if either party deems it necessary, to address concerns regarding the established schedule for instructional specialists (e.g., music, physical education, art, media center, interventionists). The purpose of the meeting would be to equalize the instructional or contact times of the specialists.

7.5 CLASS SIZE

The following class size terms and limits are in force for the duration of the Agreement.

In elementary schools with more than one classroom per grade level, a paraprofessional will be assigned to serve in both classes if one classroom at a grade level reaches the class size threshold.

- A. If, on or after the 10th day of enrollment, enrollment in a full-day kindergarten section exceeds twenty-four (24) students, a paraprofessional will be provided for a minimum of three (3) hours of student instruction time with every effort made to ensure they are scheduled during core instructional time. The paraprofessional will be placed in the classroom as soon as possible.
- B. If, on or after the 10th day of enrollment, enrollment in a first (1st) or second (2nd) grade classroom exceeds twenty-five (25) students, a paraprofessional will be provided for a minimum of three (3) hours of student instruction time with every effort made to ensure they are scheduled during core instructional time. The paraprofessional will be placed in the classroom as soon as possible.
- C. If, on or after the 10th day of enrollment, enrollment in a third (3rd) through fifth (5th) grade classroom exceeds twenty-seven (27) students, a paraprofessional will be placed in the classroom for a minimum of three (3) hours of student instruction time with every effort made to ensure they are scheduled during core instructional time. The paraprofessional will be placed in the classroom as soon as possible.
- D. Any class that has second (2nd) grade students shall fall under section 7.5 B above.
- E. The size determination is assigned by the principal and does not reflect departmentalization or other forms of grouping. Special education students mainstreamed fifty percent (50%) or more of the

regular student day shall be counted.

- F. Regular education teachers who have students with Individualized Education Plans (IEP) shall be provided in-service training that relates to educating students and youth with disabilities in the regular classroom setting. This in-service training shall be developed and planned by a committee composed of special education teachers, the Director of Special Services, and the Director of Curriculum and Instruction. The training shall be provided on an annual or as needed basis. This training shall be optional to the teacher.
- G. Nothing in this Agreement prohibits the assignment of paraprofessionals, other than as noted above, and the assignment of these paraprofessionals is not subject to grievance procedure.
- H. The District will develop a plan addressing the workload of special education personnel. The plan will be formulated with input of those educators impacted and with the consent of JEA.
- I. K-5th grade elementary teachers will be paid at the rate of \$20 per day on a pro-rated basis when the classroom size reaches the threshold for a classroom paraprofessional as outlined in this section after the 10th day of enrollment until such time as a paraprofessional is placed in said classroom.

7.6 COMMITTEES

A. Labor Management Committee

A Labor/Management Committee shall be maintained. JEA shall select up to three (3) representatives including the President. The District shall up to select three (3) representatives including the Superintendent. The purpose of the committee is to meet and confer monthly during the school year to discuss topics of mutual interest. A monthly meeting can be cancelled by mutual agreement. Nothing said by any person during a committee meeting may be used adversely against that person or the parties in any other context or proceeding. These meetings shall not constitute collective bargaining sessions. It is in the interest of all parties to provide constructive dialogue to resolve issues in a cooperative effort. Nothing prohibits the attendance of an additional person if both sides agree. Meetings between the Association and the administration may be considered labor management committee meetings.

B. Joint Committee on Performance Evaluation

Pursuant to section 24A-4 of the School Code, a Joint Committee will be formally convened no later than November 1st with equal representation of teachers and administrators, for the purpose of developing the District's teacher evaluation plan.

The Board and Association agree to continue informal discussions to consider development and implementation of changes required by recent reform legislation. These informal discussions shall be construed solely as meet and confer sessions. Nothing herein shall be construed to restrict the right of either party to subsequently engage in bargaining over these changes.

C. Sick Leave Donation Committee

Refer to section 8.9 for Sick Leave Donation Committee.

D. Insurance Provider Review Committee

Refer to section 11.13 D and E for Insurance Provider Review Committee

E. Joint Reduction in Force (RIF) Committee

Refer to section 10.2 for Joint Reduction in Force (RIF) Committee.

F. 403(b) Plan Committee

Refer to section 11.6 F for 403(b) Plan Committee.

G. Co-Teaching Study Committee

A Co-Teaching Study Committee will be convened with equal numbers of representatives from the Association and from administration. The committee will meet and confer by September 15th of each school year. The purpose of the committee is to study the District's current practices relative to its regular and special education co-teaching model. The committee will make recommendations to the administration for implementation of best practices.

7.7 PARENT-TEACHER CONFERENCES

- A.** All Pre-K-5th grade teachers with class sizes in excess of twenty-five (25) students shall receive an extra one-half ($\frac{1}{2}$) day during the first and third quarter to conduct parent conferences. The Board will provide a substitute for said conference days.
- B.** The purpose and format of parent-teacher conferences as well as the formation of any needed committee(s) shall be agreed upon by both parties.
- C.** Parent-teacher conferences are scheduled over a two (2) day time period. As teachers have an eight (8) hour work day, including a thirty (30) minute duty-free lunch, teachers work seven and a half (7.5) hours over the course of a Thursday evening and a Friday morning in addition to a thirty (30) minute duty-free dinner as needed. Parent teacher conferences shall begin one hour after student dismissal.
- D.** All certified staff must actively participate in conferences.

7.8 SCHOOL CALENDAR

Prior to the adoption of the school calendar, the Board shall receive advisory input from the Association. Teachers will work the 180 days of the Board-approved school calendar. Jacksonville High School Guidance Counselors will work 195 days, Jacksonville High School Dean of Students will work 190 days, School Psychologists will work 190 days, and Jacksonville Middle School Guidance Counselors will work 190 days.

In the event that a teacher would agree to work more than 180 days, said teacher would be paid at an hourly rate based on one-eighth ($\frac{1}{8}$) of his/her daily rate for instructional time. Any preparation time approved by administration would be paid at \$20 per hour.

7.9 TRAVEL TIME FOR TEACHERS

The travel time of teachers who are required to travel as part of their assigned duties within the District shall not include minutes needed to fulfill their planning period or duty-free lunch.

ARTICLE VIII

LEAVES OF ABSENCE

8.1 SICK LEAVE

A. Teachers hired during the 2020-2021 school year and prior shall earn sick leave as follows:

Years of Experience	Days Earned/Year
1-19	12
20-24	17
25+	22

Teachers hired for the 2021-2022 school year and after shall earn sick leave as follows:

Years of Experience in <u>District</u>	Days Earned/Year
1-19	12
20-24	17
25+	22

B. Sick leave days may only be used for the following reasons:

1. Personal illness or quarantine.
2. Serious illness or death in the immediate family or household. The immediate family shall include spouse, children, father, mother, parents-in-law, brother, sister, brother-in-law, sister-in-law, grandmother, grandfather, grandchildren, and legal guardian. The household shall mean another person who has regularly resided with the employee during the preceding year.
3. Serious illness or death of secondary relatives when the presence of the employee is desirable. This provision shall not apply when an employee is absent to care for another person who is not seriously ill.

- C. Any charges for sick leave may be in one (1) day; one-half (½) day; or one-quarter (¼) day increments.
- D. Unused sick leave may be accumulated to an unlimited amount for personal illness or quarantine, or serious illness in the immediate family as defined in section 8.1 B.2. Such accumulation will be at the applicable rate of twelve (12), seventeen (17), or twenty-two (22) days per school year, as defined in section 8.1 A, and days used for this purpose shall be charged against the total. The Superintendent may, at his/her discretion, require at District expense a doctor's certificate verifying the cause of absence and/or certifying that the employee is capable of carrying on his/her work.

Upon termination of employment for whatever cause, any sick leave remaining to the credit of the employee is reported to Teachers' Retirement System (TRS) with a copy provided to the teacher.
- E. Sick leave days used for serious illness or death in the immediate family shall be limited to a maximum of ninety (90) days each year, and days used for this purpose shall be charged against the total. Furthermore, sick days used for serious illness or death of secondary relatives shall be limited to a maximum of ten (10) days each year, and days used for this purpose shall be charged against the total.
- F. Sick leave for new employees shall become effective on the first day of employment provided that the employee has reported for duty. If such employee is unable to report on the first day of regular duty because of illness or injury or other reasons, then he/she is not eligible for sick leave, but will become eligible retroactive to the first day of employment upon his/her completion of six (6) weeks on the job.
- G. Each employee shall be informed of the current status of his/her accumulated sick leave days in *Employee Access* via *Skyward*. The official sick leave record for each employee shall be maintained in the District's Business Office.
- H. Any teacher who retires and has a minimum of twenty (20) years of total teaching service will receive compensation for the number of accrued unused sick leave days in excess of one hundred seventy (170) days which are creditable and acceptable to TRS. However, no days earned prior to employment in the Jacksonville School District 117 for retirement purposes acceptable by TRS shall be reimbursed by the District. Compensation for these unused sick days will be at a rate of \$62.50 per day.

For example:

Employee B has accumulated 220 sick leave days of creditable and acceptable by the Illinois Teachers Retirement System in another District and accumulated 50 days of unused sick leave in District 117 which is acceptable to TRS (total 270 creditable days to TRS). The District will compensate the employee for 50 days (\$3,125), the number of days accumulated in Jacksonville School District 117.

8.2 PERSONAL LEAVE

- A. Upon request to the Superintendent or his/her designee, up to three (3) personal leave or excused absence days may be granted for the purpose of handling important business or personal obligations.
- B. Requests for personal leave days off immediately before or after winter, Thanksgiving, and spring breaks or during the first five teacher days or last five teacher days of school will be approved only upon submittal of the cause of absence. Generally, using these days will be discouraged, and employees are expected to make appointments around these days.
- C. If possible, three (3) days prior written notice, via the District's online substitute and attendance system (i.e., Absence Mgmt. System), should be given to the building administrator. If three (3) days prior written notice is not possible, then a written request for personal leave should be submitted on

District provided forms as soon as possible. Personal leave and excused absences requested after the end of the day preceding or on the day of absence require the submission of an electronic request via Absence Mgmt System within three (3) days of the return to work.

- D. Any charges for personal leave and excused absence days shall be in one-quarter (¼) day increments.
- E. At the end of the school year any unused personal leave days shall be converted to the employee's sick leave accumulation.
- F. The Superintendent, or designee, may approve a teacher's request to take up to five (5) school days leave without pay (i.e., dock days) in extraordinary circumstances on the condition that the teacher has used his/her three (3) personal leave days in that school year and the teacher's request is for leave not covered by paragraphs 8.1, 8.3, 8.4, 8.5, 8.7, 8.8, 8.10 of this agreement. The granting of dock days is greatly discouraged, especially on days designated for school improvement planning and/or parent teacher conferences. "Extraordinary" circumstances shall be defined by the Superintendent, or designee. If a request for dock days is denied, that decision is not subject to the Grievance Procedure in Article III in this agreement and is not subject to arbitration.

All requests must be submitted in writing to the Superintendent not later than two (2) calendar weeks prior to the first requested dock day. The request must include:

1. The reason for the absence;
2. The rationale for why the absence could not be scheduled during off-work time; and
3. Supporting evidence, when available.

8.3 MATERNITY LEAVE

- A. The Board shall grant a maternity/paternity leave of absence without pay or loss of accrued sick leave, tenure, or seniority to any full-time teacher who submits a written request, accompanied by a physician's certificate of pregnancy, for such leave.

The effective date of the leave and the end of the leave, if scheduled to be at the beginning or ending of a semester, shall be established by the teacher in writing and shall be submitted to the Superintendent at least sixty (60) days in advance of the beginning of the leave. Such leave shall not be for more than two (2) complete semesters. Maternity/paternity leave requests for less than one (1) semester and scheduled to end prior to the end or after the beginning of a semester must have prior approval of the Superintendent.

- B. A maternity/paternity leave may be granted for purposes of adoption.
- C. For the purposes of reinstatement, the following shall be met by the teacher:
 1. A physician's statement, stating the teacher is able to assume all duties required of a teacher, shall be submitted to the Superintendent in advance of the return.
 2. A teacher returning from such leave shall give the Superintendent written notice by April 1, of his/her intention to return from a leave scheduled to end as of the beginning of or during the first semester.
 3. If the leave is scheduled to end as of the beginning of or during the second semester, said written notice of the teacher's intention to return shall be given to the Superintendent by the prior November 15th.
 4. See 4.5 D

8.4 GENERAL LEAVES

Upon recommendation of the Superintendent, the Board may grant a teacher a leave of absence for illness, disability, personal reasons, educational or professional purposes, or for a political appointment or election.

The following conditions shall be met:

- A. All leaves of absence shall be for no more than a one (1) year period. All requested leaves shall state a beginning and ending date of the leave.
- B. All leaves of absence shall be without pay, and the teacher shall not be entitled to receive additional experience increments of salary for the time on leave.
- C. Having met the conditions of a leave, the teacher will not lose his/her sick leave accumulation, if a balance exists, placement on the salary schedule, or tenure.
- D. Any change in the reason for a leave of absence prior to or during an approved leave shall be immediately communicated to the Superintendent by the teacher.
- E. At the end of a leave of absence the Board of Education shall return the teacher on leave to a position for which he/she is qualified. Nothing shall prevent the termination of a teacher on leave pursuant to Article IX, Reduction in Staff, of this Agreement.
- F. A teacher on leave shall give the Superintendent written notice of intent to return from a leave of absence as follows:
 - 1. By the prior March 1st if the leave is scheduled to end at the beginning of first semester.
 - 2. By the prior November 15th if the leave is scheduled to end at the beginning of the second semester.
- G. Nothing shall prevent a teacher on leave from requesting reinstatement to a position within the District for which he/she is qualified prior to the approved ending date of the leave.

8.5 BEREAVEMENT LEAVE

- A. The leave granted herein shall be annual and shall not accumulate from year to year. Upon providing documentation of connection to the death, a bereavement day can be approved outside the 30 day window.

Leave connected with the death of:	Number of Bereavement Days granted (these days do not affect sick days)
Spouse	5 days
Children (including miscarriages)	5 days
Parents	5 days
Parents-in-law	3 days
Brother or Sister	3 days
Brother-in-Law or Sister-in-law	3 days
Grandmother or Grandfather	3 days

Grandchildren	3 days
Legal Guardian	3 days
Household (another person who has regularly resided with the employee during the preceding year)	3 days

Employees may use sick days for bereavement as provided in 8.1 E of this Agreement.

8.6 MEDICAL INSURANCE DURING AN APPROVED LEAVE OF ABSENCE

Employees on approved unpaid leave for medical reasons, personal disability, or worker's compensation will continue to receive the District's hospital-medical insurance benefits during their leave, but not to exceed ninety (90) consecutive school days. Thereafter, the employee may remain on the District's plan if the employee makes monthly payments of premiums in advance.

Employees on approved leaves for other purposes may remain in the District's hospital-medical insurance program upon monthly payment, in advance, of the premiums.

8.7 JURY DUTY AND COURT APPEARANCES

Employees shall suffer no loss in salary because of jury duty or because said employee attends as a witness upon trial or to have his/her deposition taken in any school related matter pending in court, except that the Board may make a deduction equal to the amount received for such jury duty, excluding non-duty days, mileage allowance, meal allowance, and parking fees.

8.8 LEAVE DUE TO INJURY ON DUTY

A. If any employee is injured while on duty in his/her regular position, and the employee is operating under Board of Education policy and/or established procedures, there shall be no deduction of sick leave for the fourth (4th), fifth (5th), sixth (6th), and seventh (7th) days of absences due to the injury. Beginning with the eighth (8th) consecutive day of absence, the employee shall be entitled to his/her accumulated sick leave. The injury must be accepted as a duty connected injury under the provisions of the Workers' Compensation Act.

B. Deductions from sick leave shall be computed as a percent (i.e., ratio) of the amount of payment for lost wages as may be provided by the Workers' Compensation Insurance Company.

Example: Off twenty (20) consecutive working days due to job related injury. No charge to sick leave for 4th, 5th, 6th or 7th days. Daily earning rate of \$100. Received compensation from Worker's Compensation for twenty (20) days in the total amount of \$1,000.

- Earnings = 16 days x \$100/day = \$1,600
- Ratio = \$1,000 = 62.5%
- Deductions = 100% - 62.5% = 37.5%
- 16 days x .375 = 6 days charged to sick leave

In addition, the \$1,000 check(s) from Workers' Compensation are to be endorsed to the School District or an amount equal to \$1,000 will be deducted from the next paycheck(s).

- C. If a teacher does not have enough accrued sick leave to provide a transition to temporary disability benefits that are payable by the Teachers Retirement System, then the District shall advance an amount of sick days, with a maximum allocation of twenty-one (21) days, so that the employee will not exhaust sick leave prior to being eligible for temporary disability benefits that the teacher is eligible for at the time of the injury. To be eligible for this advancement of sick leave, TRS must accept the injury as a temporary or permanent disability.
- D. Any advancement of sick leave (i.e., payments) shall be recoverable from the teacher by the District from any settlement(s), award(s), or payment(s) resulting from a lawsuit or Workers' Compensation Insurance action.
- E. In the case of Workers' Compensation weekly payments, the amount recoverable will be limited to that amount paid by the Workers' Compensation Insurance Company for the time up to twenty-one (21) working days that the teacher is off prior to being eligible for TRS disability benefits. This amount is recoverable by the teacher immediately endorsing the Workers' Compensation checks payable to the District.
- F. Other recoverable amounts are due to the District upon actual receipt of the award or payments as noted above.

8.9 SICK LEAVE BANK

- A. Any employee covered under the terms of this contract shall be eligible to participate in a VOLUNTARY district-wide Sick Leave Bank. The intent is to provide extended sick leave benefits to those persons who incur a period of extended illness, injury, or hospitalization. Only those employees who donate the required days to the bank shall be eligible to apply to draw from the bank when needed.
- B. New participants in the voluntary sick leave bank shall submit written notice between August 15 and September 15 of intent to participate on a form created by the Sick Leave Bank Committee and provided by the Jacksonville School District. If a new employee is hired during the school year he/she may take part in the Sick Leave Bank by submitting intent to participate form provided by the JSD. New employees will have two (2) weeks from the first day of employment to decide if he/she wishes to participate in the Sick Leave Bank.
- C. Each employee electing to participate in the bank shall contribute two (2) sick days to the sick bank each year until the sick leave bank reaches the minimum capacity of 600 days. In case of depletion of the sick leave bank below 200 days all employees enrolled will automatically have one (1) sick day deducted and added to the sick bank. HR will notify all members of the sick bank in writing of the depletion of sick bank days and that an automatic one (1) sick day will be taken out of their personal sick days on said date that it will occur.
- D. Membership is automatically renewed each year unless a member submits written notice of cancellation by September 15 of the school year in which cancellation is desired. A participant may cancel membership by indicating in writing directed to the attention of HR. HR shall then transfer the letter of cancellation to the Sick Leave Bank Committee within 5 business days after receipt. Cancellation of sick leave bank membership, regardless of reason, shall mean forfeiture of any claim to their contributed days and benefits of membership.
- E. The intent of the bank is to provide additional financial protection to those employees who incur a period of catastrophic illness, prolonged illness, serious injury, or hospitalization, as verified in writing by a physician, if requested by the Committee. The bank is not applicable to any employee utilizing days for illness in the family except in emergency situations following approval of the Superintendent and the Sick Leave Bank Committee. It remains the intent of both parties to strive to retain good

attendance in the district. It is not the purpose of this bank to provide additional days to employees who have exhausted their accumulated sick leave and are applying for days because of colds, sore throats, flu, or some other non-catastrophic illness.

- F. Beginning with the fourth (4th) unpaid day after the employee has exhausted all of his/her sick, vacation, and personal leave, an employee may be eligible to submit an application to use the Sick Leave Bank. If the employee is eligible, the plan coverage shall be retroactive to include the first (1st) day of eligibility which begins on the fourth (4th) unpaid consecutive day of absence. The consecutive day rule does not apply to intermittent absences due to life threatening occurrences. (See attached Sick Leave Bank Application attached hereto as Appendix G)
- G. Authorized withdrawals by participating employees of the sick leave bank shall be made only upon approval of the sick leave bank committee and their decision shall be final. No one shall draw from the bank until a doctor's certificate of illness is presented to the sick bank leave committee, certifying that the employee is unable to work due to a prolonged illness, injury, or hospitalization.
- H. An employee may be eligible to draw a maximum of sixty (60) days in one (1) school year and a maximum of one hundred eighty (180) days during his/her employment in the District. An employee must notify in writing the Sick Leave Bank Committee and the Superintendent or his/her designee at least five (5) working days before returning to work. Upon returning to work, the employee will pay back 25% of their allotted days each year to reimburse half of the days borrowed from the bank.
- I. The Sick Leave Bank Committee will be composed of 3 from association members (with one always appointed by JEA president) and 2 from district administration. They will act on all matters that concern the policies and decisions of the Sick Leave Bank. District administrators shall work with the associations to create guidelines for this committee; the guidelines will then be adopted in an MOU. Once completed, these guidelines shall be listed in this contract and subsequent contracts. The Sick Leave Bank Committee shall hold an initial meeting prior to October 1 of each school year. The purpose of the initial meeting will be to review the qualifications and procedures of the plan. Subsequent meetings will be held as needed to review applications and determine eligibility. In making decisions, the committee will use the simple majority rule. Following the date of a decision rendered by the Committee, an employee may appeal in writing said decision to the Board of Education within thirty (30) calendar days.
- J. All accrued personal and vacation days shall be used before eligibility to request sick bank days.
- K. Employees requesting days from the sick bank shall first be required to use a maximum of twice their annual sick day allotment earned at the beginning of the current school year. For example, an employee who earns 12 sick days at the beginning of the current school year shall be required to use 24 sick days from those the employee has accrued and saved.
- L. Any retiring member of the sick bank may donate his/her unused sick days to the sick bank.
- M. Any member who is absent for illness or injury due to a work related accident (which is compensational under the Illinois Workers' Compensation Act) will not avail himself/herself to any benefits of the bank.
- N. The voluntary sick leave bank shall not be subject to the grievance procedure contained in this Agreement.
- O. This section of the contract shall not be an open issue for subsequent bargaining unless both parties agree.

8.10 PROFESSIONAL MEETINGS

- A. Teachers may request to attend professional meetings to support their professional growth and performance.
- B. To make a formal request to attend, teachers shall complete the *Request for Permission to Attend a Professional Meeting* form provided by the District and submit it electronically to their immediate supervisor for preliminary approval at least twenty-one (21) days before the date of the meeting. If approved, the immediate supervisor will forward the approved request electronically to the Superintendent or his/her designee for final approval. The Superintendent or his/her designee has the sole discretion to approve or deny any request.
- C. The Superintendent or his/her designee shall notify the teacher of the final approval or denial of the request within seven (7) days of the date of the initial electronic submission. Failure of the Superintendent to respond within seven (7) days after the date of initial submission shall be deemed a denial of the request.

ARTICLE IX

EMPLOYEE EVALUATION

9.1 TEACHER EVALUATION

The District shall maintain an evaluation plan for teachers. Any changes in such plan shall be written in consultation with representatives of the Jacksonville Education Association.

The principal is ultimately responsible for the evaluation of staff. A principal may share the responsibility for the evaluation with other trained supervisory personnel.

This article will be addressed in a Memorandum of Understanding adopted by the Association and Administration.

ARTICLE X

REDUCTION IN FORCE

10.1 REDUCTION IN FORCE PROCEDURES

- A.** If there is a decision to decrease the number of teachers employed or to discontinue in a particular type of teaching service (i.e., a reduction in force (RIF), and normal, annual attrition of faculty does not produce the required decrease in positions, written notice of dismissal is to be given to those faculty members to be dismissed by registered mail at least sixty (60) days before the end of the school term. If the faculty member has performed satisfactorily, the notice to dismiss will include a statement of honorable dismissal.
- B.** Reduction in Force processes and procedures shall be consistent with all laws relating to such reductions and consistent with all decisions and guidelines established by the Joint RIF Committee operating within the parameters of its legal authority. Pursuant to Public Act 097-0008, teachers whose summative evaluation ratings result in placements into designated Groups 3 and 4, seniority shall determine respectively the order of dismissal.
- C.** When District seniority is equal between two (2) or more teachers, the following criteria shall be used in determining which teacher(s) shall be honorably dismissed by the Board.
 - 1.** Seniority shall be determined by the teacher's approved horizontal position on the salary schedule. The teacher with the highest salary (i.e., approved horizontal position) shall have the most District seniority.
 - 2.** If the approved horizontal position on the salary schedule is equal, District seniority shall be determined by a random lot selection conducted by the Board.
- D.** Honorably dismissed teachers shall be given first priority for the vacant position in the reverse order they were dismissed if positions become available within fourteen (14) months from their dismissals. Recalls shall occur first in Group 4 by seniority and then in Group 3 by seniority. Group 1 and Group 2 teachers do not have recall rights. The fourteen (14) months is defined as being within fourteen (14) months, commencing three (3) business days from the last day of the school term in which teachers were honorably dismissed.

10.2 JOINT REDUCTION IN FORCE (RIF) COMMITTEE

By October 1st of each year the Board and the Association shall each appoint three (3) representatives to a Joint RIF Committee as required by 105 ILCS 5/24-12(c). The committee shall complete its deliberations by the following February 1st of each school year and submit a report of the committee's decisions in writing to the Board and Association on or before February 1st.

ARTICLE XI

COMPENSATION RELATED PROVISIONS

11.1 SALARY SCHEDULES

- A. Salary schedules are included in Appendix D-1 2023-2024, 2024-2025, and 2025-2026. All employees employed by the District for the 2022-2023 school year and placed on the schedule will move one step down on the schedule for the 2023-2024 school year.
- B. For each year of this Agreement, stipends for extracurricular activities, including; athletics and special assignments, shall be calculated on the base of \$43,081. Designated stipend positions and respective compensation percentages are presented in Appendix E.
- C. The following salary bases will be in effect for the duration of this Agreement.

School Year	Increase to the Base	Salary Base Amount
2023-2024	4.5%	\$43,081
2024-2025	3.5%	\$44,937
2025-2026	3.0%	\$46,285

- D. Coursework which is to be used for educational credit must be pre-approved and in accordance with the procedures outlined in Appendix D-2. Coursework must be completed by August 15th and proof of completion (i.e., official transcript or grade slips) must be received in the Department of Curriculum no later than October 1st in order to receive compensation for the current school year. When requesting approval to take courses to move beyond the Master's degree, requests will be reviewed by the Superintendent and/or designee along with the union designee. The Superintendent or designee will have the final decision on approved programs beyond Master's degree.
- E. If an employee is employed on an extended contract, the additional sum for the extended period shall be calculated by multiplying the number of days of the extension by 1/180th of the employee's base salary. The JEA shall be notified of any extended contracts within seven (7) days prior to the Board posting the position. If an extended contract is paid on a basis other than as provided herein, the Board and JEA shall negotiate any alternative pay arrangement.
- F. In the event an assignment change is made within five (5) days prior to or any time after the first teacher institute day, said teacher shall be entitled to compensation for time to make the change. Teachers shall be compensated for no fewer than four (4) hours at the non-instructional hourly rate of \$24 per hour.
- G. **Dean of Students Substituting for Building Administrator**
Teachers who are assigned by the Superintendent, or designee, to substitute for a building administrator, who is on an approved leave of absence that exceeds five (5) consecutive student attendance days, will be compensated at \$40 per full day of work above their regular per diem salary rate for every consecutive day of duty. The teacher is eligible for compensation beginning the first day of service and for every consecutive day thereafter until the administrator returns from leave of absence to full-time work. Intermittent visits to the building by the administrator prior to a full return to work will not break the cycle of consecutive days of duty. The definition of "leave of absence" is at the discretion of the Superintendent, or designee, and is not subject to grievance. The decision to hire an interim administrator from outside the JEA bargaining unit is solely at the discretion of the

Superintendent.

11.2 TERMS OF COMPENSATION

The following terms for compensation are in effect for the duration of this Agreement.

- A.** All teachers, except for those who have surpassed the last step in each column of the salary schedule (i.e., longevity), will advance one (1) step on the salary schedule for each year of this Agreement.
- B.** Teachers first employed by the District for the 2023-2024 school year will remain in said year at the salary amount authorized and approved by the Board of Education at the time of hire. Said teachers are not eligible for salary reconciliations to the new amounts during the 2023-2024 school year.
- C.** Teachers who have earned approved salary schedule credit will be compensated at the amount indicated in the corresponding salary schedule cell for each year of this Agreement.
- D.** Only teachers who are employed for a minimum of 120 days of a school year are eligible to advance a step on the salary schedule in the subsequent year. Approved leave of absence days are included in the total count for days employed.

11.3 SUPPLEMENTAL SALARY FOR SPEECH & LANGUAGE PATHOLOGISTS & SCHOOL PSYCHOLOGISTS

Speech and language pathologists and school psychologists hired before the 2023-2024 school year will be paid a supplemental amount of \$6,000 to their base per year for the duration of this Agreement.

11.4 SUPPLEMENTAL SALARY FOR AGRICULTURE TEACHER

Agriculture Teacher at Jacksonville High School will be paid an additional thirty (30) days' pay at the teachers' current per diem rate. This additional pay is directly related to building the FFA program and covers work above and beyond the teacher's classroom instructional duties.

11.5 METHOD OF PAYMENT

- A.** Regular paydays will occur semi-monthly on the 15th and the last calendar day of each month for all months of the year.
- B.** All scheduled salary payments shall be made over a twelve (12) month period consistent with the requirements of Illinois Revenue Code (IRC) 409A. Except for first year probationary employees, all other employees shall have their gross salary divided into twenty-four (24) equal installments before any salary deductions, and the first paycheck of each school year will be issued on September 15th.
- C.** First year, full-time, probationary teachers hired by the Board on or before August 15th whose duties commence at the beginning of the upcoming school year shall receive his/her first paycheck in the last regular District payroll for August. This, in effect, will divide said employee's salary into twenty five (25) payments for the first year of employment for those teachers whose contracts are renewed for the following school year. First year teachers whose contracts are not renewed will receive a maximum of twenty four (24) pays.
- D.** Persons being laid off at the end of the school term shall be eligible to receive their final paycheck on the third (3rd) business day following the last day of the school term.
- E.** Persons resigning from the District for retirement purposes shall be eligible to receive their final paychecks on June 15th.

- F. To receive payments as noted in sections 11.5 D or E above, at least a two (2) week advance written request shall be made to the Business Office.
- G. All salary payments will be made by direct deposit to a bank account designated by the employee.
- H. The Superintendent will cause to be published annually a calendar listing the pay dates for the year.
- I. The District will process JEA officer pay amounts through District payrolls. JEA will provide the funds to the District for deposit into an activity account. JEA will provide sufficient funds to cover the employers' share of pension and Medicare taxes plus any other applicable taxes and deductions. JEA will provide the funds at least ten (10) days in advance of the payroll dates along with a list of the persons and amounts to be paid.
- J. Differentials for special assignments and coaching salaries shall be added to the individual teacher's yearly salary.

11.6 SALARY DEDUCTIONS

Salary deductions shall be made semi-monthly for state and federal income taxes and other deductions as may be required by law. Other optional deductions to be made available to teachers are:

- A. Association dues pursuant to section 5.5 A of this Agreement.
- B. United Way contributions to be deducted November/December through June 15th.
- C. Illinois Educators Credit Union or its successor.
- D. Employee's dependent medical insurance coverage to be deducted a month in advance (e.g., deducted September 15th and 30th for coverage in October).
- E. Optional dental plan, vision plan, and life insurance.
- F. Contributions to tax sheltered annuities expressly authorized and permitted in the District's 403(b) Plan effective on or before January 1, 2009. Eligibility and contribution limits are governed by the Plan document. At least annually the Administration shall notify employees of the option to participate, the time period during which election may be made, and a summary of the Plan's essential features. The options offered under the 403(b) Plan shall be developed in cooperation with the JEA on a District committee in which the JEA shall be represented by one (1) member each from the pre-k/elementary, middle, and high schools.

11.7 COMPENSATION CAP

- A. Notwithstanding any other provision in this Agreement, no employee, who is within five (5) years of first becoming eligible to receive a retirement annuity under TRS rules and regulations, shall either receive and/or be paid by the District an increase in creditable earnings that would constitute an increase of more than allowable by the law in the TRS creditable earnings the teacher earned in the immediately preceding fiscal year.
- B. Creditable earnings include all earnings of whatsoever kind or nature paid to an employee by the District which TRS credits under its rules and regulations toward a retirement annuity for the employee. Any such creditable earnings in a percent that exceeds the amount allowed by law this percent reflected by law cap on increases from one (1) fiscal year to another shall not be considered as due and owing to any employee within this five (5) year period.
- C. If an employee earns compensation that TRS considers exempt from the cap percent reflected by law under PA 94-1057, the employee shall be paid such exempt earnings provided the payment does not require an additional employer contribution to TRS because of a payment to the employee exceeding the percent reflected by law.

- D. On an annual basis, the District shall offer educational opportunities to each employee on how to determine his/her TRS creditable earnings from the previous year.

11.8 COMPENSATION FOR CLASS COVERAGE AND PLANNING PERIOD SUBSTITUTION

Every attempt will be made to hire substitutes to replace absent classroom teachers; however, when not possible, teachers shall be obligated to cover classes when requested by the Principal or his/her designee.

- A. Teachers who lose their planning periods, excluding evaluation meetings, during the regular school day will be compensated at the following rates.

Pre-K/Elementary teachers shall be paid \$16.25 per period. An elementary period shall be defined as twenty-five (25) minutes.

- B. Middle and high school teachers shall be paid \$28.00 per period.
- C. Teachers should submit requests for payment under this subsection using the form provided in Appendix F. Payment for class coverage shall be included in the regular monthly payroll within the next two (2) pay periods.

11.9 COMPENSATION FOR HOURLY WORK

- A. Teachers will be compensated as follows for hourly work taught outside the regular, eight (8) hour contract day.

Types of Duties	Hourly Rates	Examples
Instructional Pay	\$30.00	<ul style="list-style-type: none"> ➤ Drivers' education classroom ➤ Summer school ➤ Special education extended school year program ➤ Homebound instruction ➤ Teaching professional development and in-service sessions ➤ Preparation to teach staff development
Instructional Pay	\$28.00	<ul style="list-style-type: none"> ➤ Driver's education (Behind the Wheel)
Non-Instructional Pay	\$24.00	<ul style="list-style-type: none"> ➤ Participation in professional development and in-service sessions ➤ School improvement work ➤ Grade level meetings ➤ Classroom/program moves ➤ Committee work ➤ Teacher mentoring activities ➤ Late change of assignment work

Non-Instructional Pay	\$27.00	➤ Jacksonville High School after school detention
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- B. One (1) hour of preparation time will be paid for each session of professional development or in-service taught.
- C. The specific work to be done and the number of teachers needed to complete the work will be determined by the Superintendent or his/her designee.
- D. Narrow focus committees that do not exceed three (3) one (1) hour meetings will not be paid.
- E. Teachers should submit requests for payment under this subsection using the forms provided by the District. Payment under this subsection shall be included in the regular monthly payroll within the next two (2) pay periods.

11.10 DIFFERENTIALS AND PAYMENT SCHEDULES

A. Stipend Positions

1. Refer to Appendix E for stipend positions and relative payment schedules.
2. Coaches and/or sponsors, who wish to split their stipends, must request in writing from the Superintendent or his/her designee, the split in pay and responsibilities for that position. A written notification of the split pay must be on file with the Administrative Office and a copy sent to the JEA.
3. All requests must be submitted prior to the start of the sponsored activity.
4. An IESA or IHSA coach or a sponsor of an extracurricular activity who resigns prior to the beginning of the sport's season as defined by the start and end dates established by IESA and/or IHSA or an activities' season will repay the District any portion of the stipend for that coaching or activity position paid to the coach or sponsor prior to the Board's acceptance of the coach's or sponsor's resignation.
5. A coach or sponsor of an extracurricular sport or activity who resigns before the conclusion of the sport's season (as defined above) or an activities' season will be paid and/or retain the portion of the stipend for that coaching or sponsorship position based upon the percentage of the sport's or activity's season that has taken place at the time of the Board's acceptance of the coach's or sponsor's resignation. Any repayment deemed appropriate shall be made by payroll deduction in equal installments for the remaining payroll periods of that current school year.
6. A coach or sponsor of an extracurricular sport or activity which encompasses the entire school year who resigns before the end of the school year will be paid and/or retain the portion of the stipend for that coaching or sponsorship position based upon the percentage of the school year that has expired. Any repayment deemed appropriate shall be made by payroll deduction in equal installments for the remaining payroll periods of that current school year.
7. Repayment of any partially paid stipend shall not be required if the employee submits a

physician's certification, at the employee's expense, that the employee is physically unable to perform the extracurricular or coaching duties.

B. Athletic Game Workers

Effective for the duration of the Agreement, game workers at JMS and JHS sporting events shall be paid \$15 per hour. The following workers are on an as needed basis:

Ticket Seller, Scorekeeper, Clock, Timer, Announcer, Moderator

Sign-up for workers shall be open to In-district employees for a minimum of 5 days before being opened and filled by an individual outside the district.

High school and middle school track starters will be paid according to the Central State 8 schedule of payment.

- C.** Teachers are responsible for payment of TRS contributions for extra-duty assignments including committee assignments.

11.11 TRAVEL AND EXPENSE REIMBURSEMENTS

- A.** Approval from the proper administrative level must be obtained prior to expenditure.
- B.** There will be no reimbursement for any expenses for which receipts or canceled checks are not provided with the exception of private car mileage.
- C.** Tips and gratuities are not reimbursable expenses.
- D.** Amounts for total reimbursements may be prorated by principals on the *Request for Permission to Attend a Professional Meeting* form.
- E.** The established payment rates for various expenses incurred by employees while on District business are listed below.

1. Transportation

- a.** Private car mileage will be reimbursed at the IRS allowable rate per mile for in-district and out-of-district mileage. Reimbursement requests for in-district and out-of-district travel shall be submitted not later than fourteen (14) calendar days following the end of the semester in which the travel expense is incurred.
- b.** Rail or air travel will be reimbursed at the lesser amount of the actual cost or the standard private car mileage rate computed round trip between the two cities.
- c.** Ride share service will be reimbursed at cost with a per day maximum amount of \$15 for one employee and \$30 for two (2) or more District employees sharing a taxi.
- d.** Parking will be reimbursed at cost with a maximum amount of \$12 per day with submission of dated receipts.

2. Meals

A meal allowance shall be up to \$59 per day or up to \$29.50 for one-half (½) day with a dated receipt, exclusive of any charges for alcoholic beverages or tips. Alcoholic beverages should be removed from the meal receipt to the extent possible.

3. Lodging

District will provide lodging at a regionally comparative establishment.

4. Registration

Registration amounts will be reimbursed at the cost which has been pre-approved.

11.12 ADMISSION TO DISTRICT ACTIVITIES

Teachers, their spouses or guests, and children in the twelfth (12th) grade or under, will be admitted free to all District home athletic events. This does not apply to plays, musicals, activities sponsored by the Illinois High School Association (IHSA) or other outside organizations, or activities sponsored by clubs and organizations of the school. Activity passes shall not be transferable. Children in the twelfth (12) grade and under must be accompanied by their parent to obtain free admission.

11.13 EMPLOYEE INSURANCE PLAN

- A.** The District will pay the full individual premiums for a medical insurance plan and for a vision insurance plan for each teacher employed by the District for at least thirty (30) hours per week.
- B.** The plan will include a \$40,000 term life insurance policy.
- C.** The District will offer a supplemental dental insurance plan for each employee in the bargaining unit at no cost to the District. The cost of the supplemental dental insurance plan will be paid by the employee.
- D.** The Board and the Association agree to maintain an Insurance Provider Review Committee to evaluate as needed the District's insurance provider. This committee shall have the authority to modify the insurance provider and/or the insurance plan, if acceptable to the insurance provider. All recommended modifications are subject to approval by the Association and the Board.
- E.** The District will allow each employee in the bargaining unit to deduct payroll premiums for family coverage, dependent care expenses, dental insurance premiums, vision premiums, term life insurance premiums, and unreimbursed medical and/or dental expenses. Only one company per benefit will be selected by the Insurance Provider Review Committee and approved by the Board of Education and the Association.
- F.** The District will provide employees an IRS section 125 flexible spending account. The account will include payment for medical insurance premiums for family coverage, term life premiums, dependent care expenses, dental insurance premiums, and unreimbursed medical and/or dental expenses. Any administrative cost which may be charged by the company selected by the District to administer the plan will be paid semi-monthly through payroll deduction by the employee. Balances not to exceed \$300 that remain in the section 125 Plan account at the statutory end of each year's activity will become the property of the District. The amount in excess of \$300 shall be set aside to offset future administrative costs of the third party administrator on a prorated basis for persons enrolling for the plan year two years later based on those enrollees with an effective date of February 1st. The flexible spending account will begin February 1st of each year. New employees may enroll within 30 calendar days of initial employment.
- G.** The District will continue to make the above contributions in June, July, and August for teachers who were employed at the end of the school year.

11.14 Retirement Incentive

Employees who tender an irrevocable letter of resignation and retirement to the Board in order for the employee to retire on a date certain in the future under a Teacher Retirement System (TRS) shall be eligible for a retirement incentive in up to each of his/her final four years of teaching service, subject however, to compliance with the following conditions:

1. The employee has submitted an irrevocable letter of retirement before so that the Board has at least one year's notification of intent to retire;
2. The employee must have ten (10) years of TRS creditable service at the time of retirement;
3. This retirement incentive, with all other contractual salary payments in the employee's current year of employment with the District, does not constitute a cumulative six percent (6%) increase from the previous year. The incentive will be reduced by the amount necessary to comply with the six percent (6%) salary cap.*
4. If the employee complies with the above conditions, then the retirement incentive amount, if any, will be included in the employee's salary in the month of June in the year preceding retirement and any balance in June in the year of retirement to stay under the six percent (6%) salary cap.
5. If there is any amount of the \$3,000 yearly amount remaining unpaid because of the six percent (6%) salary cap, that sum will be paid in the next pay period following the last check from that contractual year.
6. If the six percent (6%) TRS cap should be raised in the legislature during the course of this contract, the Association and the District agree to bargain the impact.

If all of the above conditions are met, the employee could be eligible for a retirement incentive of to the following:

\$3000	Year 1 retirement incentive to be paid post retirement*
\$3000	Year 2 retirement incentive to be paid post retirement*
\$3000	Year 3 retirement incentive to be paid post retirement*
\$3000	Year 4 retirement incentive to be paid post retirement*

ARTICLE XII

EFFECT OF AGREEMENT

12.1 POLICIES, RULES, AND REGULATIONS

Any policy, regulation, or rule that is published shall be made available to teachers upon request to the building principal.

12.2 EXTENSION

This Agreement or parts herein may be extended by mutual agreement of the Association and the Board.

12.3 COMPLETE UNDERSTANDING

The parties hereby acknowledge that the terms and conditions included in this Agreement represent the full and complete understanding between the parties. The Board and Association, for the life of this Agreement, each waives any obligation to bargain collectively with respect to any subject or any matter.

12.4 SUPERSEDES PRIOR AGREEMENTS

This Agreement supersedes and nullifies all previous agreements or contractual items between the Board and the Association.

12.5 VALIDITY

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

12.6 CONTRACTUAL AMENDMENTS

This Agreement shall constitute a binding obligation of both the Board and the Association and for the duration of this Agreement may be altered, changed, added to, deleted from, or modified only through the voluntary mutual consent of these parties in written and signed amendment to this Agreement.

12.7 INDIVIDUAL CONTRACTS

This Agreement shall control all terms and conditions in any individual contract between the Board and a teacher. Should such language in an individual contract be inconsistent with this Agreement, this Agreement during its duration shall have precedence.

12.8 MANAGEMENT ISSUES

It is expressly understood and agreed that all functions, rights, powers, authority, and legal responsibilities of the Board which are not specifically limited by the express language of this agreement are retained by the Board.

The Board shall not be required to bargain over matters of inherent managerial policy which shall include such areas of discretion of policy as the functions of the employer, standards of service, its overall budget, the organizational structure, selection of new employees, and the direction of employees.

12.9 NO STRIKE STATEMENT

During the term of this Agreement and any mutual extension thereof, no employee covered by this Agreement,

nor the Association, nor any person acting on behalf of the Association shall ever or at any time engage in, authorize, or instigate any picketing, any recognition of any picket line at the School District's premises, any strike, slowdown, or other refusal to render full and complete services to the Board, or any activity whatsoever which would disrupt in any manner in whole or in part the operation of the School District.

Any violating employee shall be subject to discipline or discharge as determined appropriate in the sole and unilateral discretion of the Board.

12.10 DURATION

This Agreement shall in effect from August 16, 2023 and in effect through August 15, 2026.

In Witness thereof:

For the Jacksonville Education Association

**For the Board of Education
Jacksonville Community Unit District 117**

Co-President

Noel Beard, President

Co-President

Teresa Wilson, Secretary

GRIEVANCE REPORT
JACKSONVILLE EDUCATION ASSOCIATION, IEA/NEA

Date of occurrence giving rise to the grievance: _____

Contract provisions violated: Article _____ Section _____

Article _____ Section _____

Article _____ Section _____

Statement of grievance and explanation of how the contract has been violated:

Remedy sought:

Including but not limited to:

Further, the affected employee(s) be granted any other remedy necessary to make the grievant whole; the Employer cease and desist violating said contract provisions; and, any and all other appropriate remedies.

Date Grievance Filed with Administration

Grievance Chairperson
Jacksonville Education Association, IEA/NEA

2023-2024 Salary Schedule									
4.5% to the base									
Step	B	B+12	B+24	B+36	M	M+12	M+24	M+36	M+48
1	43,081	44,331	45,616	46,939	48,300	49,701	51,142	52,625	54,152
2	43,900	45,173	46,483	47,831	49,218	50,645	52,114	53,625	55,181
3	44,734	46,031	47,366	48,740	50,153	51,608	53,104	54,644	56,229
4	45,584	46,906	48,266	49,666	51,106	52,588	54,113	55,683	57,297
5	46,450	47,797	49,183	50,609	52,077	53,587	55,141	56,740	58,386
6	47,333	48,705	50,118	51,571	53,067	54,605	56,189	57,819	59,495
7	48,232	49,631	51,070	52,551	54,075	55,643	57,257	58,917	60,626
8	49,148	50,574	52,040	53,549	55,102	56,700	58,345	60,037	61,778
9	50,082	51,534	53,029	54,567	56,149	57,778	59,453	61,177	62,951
10	51,034	52,514	54,036	55,604	57,216	58,875	60,583	62,340	64,147
11	52,003	53,511	55,063	56,660	58,303	59,994	61,734	63,524	65,366
12	52,991	54,528	56,109	57,737	59,411	61,134	62,907	64,731	66,608
13	53,998	55,564	57,175	58,834	60,540	62,295	64,102	65,961	67,874
14	55,024	56,620	58,262	59,951	61,690	63,479	65,320	67,214	69,163
15	56,070	57,696	59,369	61,090	62,862	64,685	66,561	68,491	70,477
16	57,135	58,792	60,497	62,251	64,056	65,914	67,826	69,793	71,817
17	58,220	59,909	61,646	63,434	65,274	67,166	69,114	71,119	73,181
18	59,327	61,047	62,817	64,639	66,514	68,443	70,427	72,470	74,571
19	60,454	62,207	64,011	65,867	67,777	69,743	71,766	73,847	75,988
20	61,602	63,389	65,227	67,119	69,065	71,068	73,129	75,250	77,432
21	62,773	64,593	66,467	68,394	70,377	72,418	74,519	76,680	78,903
22	63,966	65,821	67,729	69,694	71,715	73,794	75,934	78,137	80,402
23	65,181	67,071	69,016	71,018	73,077	75,196	77,377	79,621	81,930
24	66,419	68,346	70,328	72,367	74,466	76,625	78,847	81,134	83,487
25	67,681	69,644	71,664	73,742	75,881	78,081	80,345	82,675	85,073
26	68,967	70,689	72,739	74,848	77,019	79,252	81,551	83,916	86,349
27	69,727	71,749	73,830	75,971	78,174	80,441	82,774	85,174	87,644
28	70,773	72,825	74,937	77,110	79,347	81,648	84,015	86,452	88,959
29	71,835	73,918	76,061	78,267	80,537	82,872	85,276	87,749	90,293
30	72,912	75,026	77,202	79,441	81,745	84,116	86,555	89,065	91,648
31	73,131	75,252	77,434	79,679	81,990	84,368	86,815	89,332	91,923
32	73,350	75,477	77,666	79,918	82,236	84,621	87,075	89,600	92,199
33	73,570	75,704	77,899	80,158	82,483	84,875	87,336	89,869	92,475
34	73,791	75,931	78,133	80,399	82,730	85,129	87,598	90,139	92,753
35	74,012	76,159	78,367	80,640	82,978	85,385	87,861	90,409	93,031

2024-2025 Salary Schedule
3.5% to the Base

Step	B	B+12	B+24	B+36	M	M+12	M+24	M+36	M+48
1	44,937	46,196	47,489	48,819	50,186	51,591	53,035	54,520	56,047
2	45,791	47,073	48,391	49,746	51,139	52,571	54,043	55,556	57,112
3	46,661	47,968	49,311	50,691	52,111	53,570	55,070	56,612	58,197
4	47,548	48,879	50,248	51,655	53,101	54,588	56,116	57,687	59,303
5	48,451	49,808	51,202	52,636	54,110	55,625	57,182	58,784	60,429
6	49,372	50,754	52,175	53,636	55,138	56,682	58,269	59,900	61,578
7	50,310	51,718	53,167	54,655	56,186	57,759	59,376	61,039	62,748
8	51,266	52,701	54,177	55,694	57,253	58,856	60,504	62,198	63,940
9	52,240	53,702	55,206	56,752	58,341	59,974	61,654	63,380	65,155
10	53,232	54,723	56,255	57,830	59,449	61,114	62,825	64,584	66,393
11	54,244	55,762	57,324	58,929	60,579	62,275	64,019	65,811	67,654
12	55,274	56,822	58,413	60,049	61,730	63,458	65,235	67,062	68,939
13	56,324	57,902	59,523	61,189	62,903	64,664	66,475	68,336	70,249
14	57,395	59,002	60,654	62,352	64,098	65,893	67,738	69,634	71,584
15	58,485	60,123	61,806	63,537	65,316	67,145	69,025	70,957	72,944
16	59,596	61,265	62,980	64,744	66,557	68,420	70,336	72,306	74,330
17	60,729	62,429	64,177	65,974	67,821	69,720	71,673	73,679	75,742
18	61,883	63,615	65,396	67,228	69,110	71,045	73,034	75,079	77,181
19	63,058	64,824	66,639	68,505	70,423	72,395	74,422	76,506	78,648
20	64,256	66,056	67,905	69,807	71,761	73,770	75,836	77,959	80,142
21	65,477	67,311	69,195	71,133	73,125	75,172	77,277	79,441	81,665
22	66,721	68,590	70,510	72,484	74,514	76,600	78,745	80,950	83,217
23	67,989	69,893	71,850	73,862	75,930	78,056	80,241	82,488	84,798
24	69,281	71,221	73,215	75,265	77,372	79,539	81,766	84,055	86,409
25	70,597	72,574	74,606	76,695	78,842	81,050	83,319	85,652	88,051
26	71,656	73,663	75,725	77,845	80,025	82,266	84,569	86,937	89,371
27	72,731	74,767	76,861	79,013	81,225	83,500	85,838	88,241	90,712
28	73,822	75,889	78,014	80,198	82,444	84,752	87,125	89,565	92,073
29	74,929	77,027	79,184	81,401	83,680	86,024	88,432	90,908	93,454
30	76,053	78,183	80,372	82,622	84,936	87,314	89,759	92,272	94,856
31	76,281	78,417	80,613	82,870	85,190	87,576	90,028	92,549	95,140
32	76,510	78,653	80,855	83,119	85,446	87,839	90,298	92,826	95,425
33	76,740	78,888	81,097	83,368	85,702	88,102	90,569	93,105	95,712
34	76,970	79,125	81,341	83,618	85,959	88,366	90,841	93,384	95,999
35	77,201	79,363	81,585	83,869	86,217	88,631	91,113	93,664	96,287

2025-2026 Salary Schedule
3.0% to the Base

Step	B	B+12	B+24	B+36	M	M+12	M+24	M+36	M+48
1	46,285	47,581	48,914	50,283	51,691	53,139	54,626	56,156	57,728
2	47,165	48,485	49,843	51,239	52,673	54,148	55,664	57,223	58,825
3	48,061	49,407	50,790	52,212	53,674	55,177	56,722	58,310	59,943
4	48,974	50,345	51,755	53,204	54,694	56,225	57,800	59,418	61,082
5	49,905	51,302	52,738	54,215	55,733	57,294	58,898	60,547	62,242
6	50,853	52,277	53,740	55,245	56,792	58,382	60,017	61,697	63,425
7	51,819	53,270	54,762	56,295	57,871	59,492	61,157	62,870	64,630
8	52,804	54,282	55,802	57,364	58,971	60,622	62,319	64,064	65,858
9	53,807	55,313	56,862	58,454	60,091	61,774	63,503	65,281	67,109
10	54,829	56,364	57,943	59,565	61,233	62,947	64,710	66,522	68,384
11	55,871	57,435	59,044	60,697	62,396	64,143	65,939	67,786	69,684
12	56,933	58,527	60,165	61,850	63,582	65,362	67,192	69,074	71,008
13	58,014	59,639	61,308	63,025	64,790	66,604	68,469	70,386	72,357
14	59,116	60,772	62,473	64,223	66,021	67,869	69,770	71,723	73,732
15	60,240	61,926	63,660	65,443	67,275	69,159	71,095	73,086	75,132
16	61,384	63,103	64,870	66,686	68,553	70,473	72,446	74,475	76,560
17	62,551	64,302	66,102	67,953	69,856	71,812	73,823	75,890	78,015
18	63,739	65,524	67,358	69,244	71,183	73,176	75,225	77,332	79,497
19	64,950	66,769	68,638	70,560	72,536	74,567	76,655	78,801	81,007
20	66,184	68,037	69,942	71,901	73,914	75,984	78,111	80,298	82,546
21	67,442	69,330	71,271	73,267	75,318	77,427	79,595	81,824	84,115
22	68,723	70,647	72,625	74,659	76,749	78,898	81,107	83,378	85,713
23	70,029	71,990	74,005	76,077	78,208	80,397	82,649	84,963	87,342
24	71,359	73,357	75,411	77,523	79,694	81,925	84,219	86,577	89,001
25	72,715	74,751	76,844	78,996	81,208	83,481	85,819	88,222	90,692
26	73,806	75,872	77,997	80,181	82,426	84,734	87,106	89,545	92,053
27	74,913	77,010	79,167	81,383	83,662	86,005	88,413	90,888	93,433
28	76,037	78,166	80,354	82,604	84,917	87,295	89,739	92,252	94,835
29	77,177	79,338	81,560	83,843	86,191	88,604	91,085	93,636	96,257
30	78,335	80,528	82,783	85,101	87,484	89,933	92,451	95,040	97,701
31	78,570	80,770	83,031	85,356	87,746	90,203	92,729	95,325	97,994
32	78,806	81,012	83,280	85,612	88,009	90,474	93,007	95,611	98,288
33	79,042	81,255	83,530	85,869	88,273	90,745	93,286	95,898	98,583
34	79,279	81,499	83,781	86,127	88,538	91,017	93,566	96,186	98,879
35	79,517	81,743	84,032	86,385	88,804	91,290	93,847	96,474	99,176

**2023-2024 Salary Schedule
Not Including TRS**

Step	B	B+12	B+24	B+36	M	M+12	M+24	M+36	M+48
1	39,204	40,341	41,511	42,715	43,953	45,228	46,540	47,889	49,278
2	39,949	41,107	42,299	43,526	44,788	46,087	47,424	48,799	50,214
3	40,708	41,888	43,103	44,353	45,639	46,963	48,325	49,726	51,168
4	41,481	42,684	43,922	45,196	46,507	47,855	49,243	50,671	52,141
5	42,269	43,495	44,757	46,055	47,390	48,764	50,179	51,634	53,131
6	43,073	44,322	45,607	46,930	48,291	49,691	51,132	52,615	54,141
7	43,891	45,164	46,474	47,821	49,208	50,635	52,104	53,615	55,169
8	44,725	46,022	47,357	48,730	50,143	51,597	53,094	54,633	56,218
9	45,575	46,896	48,256	49,656	51,096	52,578	54,102	55,671	57,286
10	46,441	47,787	49,173	50,599	52,067	53,577	55,130	56,729	58,374
11	47,323	48,695	50,107	51,561	53,056	54,594	56,178	57,807	59,483
12	48,222	49,621	51,060	52,540	54,064	55,632	57,245	58,905	60,613
13	49,138	50,563	52,030	53,539	55,091	56,689	58,333	60,024	61,765
14	50,072	51,524	53,018	54,556	56,138	57,766	59,441	61,165	62,939
15	51,023	52,503	54,026	55,592	57,204	58,863	60,570	62,327	64,134
16	51,993	53,501	55,052	56,649	58,291	59,982	61,721	63,511	65,353
17	52,981	54,517	56,098	57,725	59,399	61,121	62,894	64,718	66,595
18	53,987	55,553	57,164	58,822	60,527	62,283	64,089	65,948	67,860
19	55,013	56,608	58,250	59,939	61,678	63,466	65,307	67,201	69,149
20	56,058	57,684	59,357	61,078	62,849	64,672	66,547	68,477	70,463
21	57,123	58,780	60,485	62,239	64,044	65,901	67,812	69,778	71,802
22	58,209	59,897	61,634	63,421	65,260	67,153	69,100	71,104	73,166
23	59,315	61,035	62,805	64,626	66,500	68,429	70,413	72,455	74,556
24	60,442	62,194	63,998	65,854	67,764	69,729	71,751	73,832	75,973
25	61,590	63,376	65,214	67,105	69,051	71,054	73,114	75,235	77,416
26	62,514	64,327	66,192	68,112	70,087	72,120	74,211	76,363	78,578
27	63,452	65,292	67,185	69,134	71,138	73,201	75,324	77,509	79,756
28	64,403	66,271	68,193	70,171	72,205	74,299	76,454	78,671	80,953
29	65,369	67,265	69,216	71,223	73,289	75,414	77,601	79,851	82,167
30	66,350	68,274	70,254	72,291	74,388	76,545	78,765	81,049	83,400
31	66,549	68,479	70,465	72,508	74,611	76,775	79,001	81,292	83,650
32	66,749	68,684	70,676	72,726	74,835	77,005	79,238	81,536	83,901
33	66,949	68,890	70,888	72,944	75,059	77,236	79,476	81,781	84,152
34	67,150	69,097	71,101	73,163	75,285	77,468	79,714	82,026	84,405
35	67,351	69,304	71,314	73,382	75,510	77,700	79,954	82,272	84,658

- Increase to Base** **4.50%**
- Lane** **2.90%**
- Steps 1-25** **1.90%**
- Steps 26-30** **1.50%**
- Steps 31-35** **0.30%**
- Retirement** **\$3000 for 4 years**

**2024-2025 Salary Schedule
Not Including TRS**

Step	B	B+12	B+24	B+36	M	M+12	M+24	M+36	M+48
1	40,893	42,038	43,215	44,425	45,669	46,948	48,262	49,614	51,003
2	41,670	42,837	44,036	45,269	46,537	47,840	49,179	50,556	51,972
3	42,462	43,651	44,873	46,129	47,421	48,749	50,114	51,517	52,959
4	43,268	44,480	45,725	47,006	48,322	49,675	51,066	52,496	53,965
5	44,091	45,325	46,594	47,899	49,240	50,619	52,036	53,493	54,991
6	44,928	46,186	47,479	48,809	50,176	51,580	53,025	54,509	56,036
7	45,782	47,064	48,382	49,736	51,129	52,560	54,032	55,545	57,100
8	46,652	47,958	49,301	50,681	52,100	53,559	55,059	56,600	58,185
9	47,538	48,869	50,238	51,644	53,090	54,577	56,105	57,676	59,291
10	48,441	49,798	51,192	52,625	54,099	55,614	57,171	58,772	60,417
11	49,362	50,744	52,165	53,625	55,127	56,670	58,257	59,888	61,565
12	50,300	51,708	53,156	54,644	56,174	57,747	59,364	61,026	62,735
13	51,255	52,690	54,166	55,682	57,242	58,844	60,492	62,186	63,927
14	52,229	53,692	55,195	56,740	58,329	59,962	61,641	63,367	65,141
15	53,221	54,712	56,244	57,818	59,437	61,102	62,812	64,571	66,379
16	54,233	55,751	57,312	58,917	60,567	62,263	64,006	65,798	67,640
17	55,263	56,810	58,401	60,036	61,717	63,446	65,222	67,048	68,926
18	56,313	57,890	59,511	61,177	62,890	64,651	66,461	68,322	70,235
19	57,383	58,990	60,642	62,339	64,085	65,879	67,724	69,620	71,570
20	58,473	60,111	61,794	63,524	65,303	67,131	69,011	70,943	72,929
21	59,584	61,253	62,968	64,731	66,543	68,407	70,322	72,291	74,315
22	60,716	62,416	64,164	65,961	67,808	69,706	71,658	73,664	75,727
23	61,870	63,602	65,383	67,214	69,096	71,031	73,020	75,064	77,166
24	63,046	64,811	66,626	68,491	70,409	72,380	74,407	76,490	78,632
25	64,243	66,042	67,891	69,792	71,747	73,755	75,821	77,944	80,126
26	65,207	67,033	68,910	70,839	72,823	74,862	76,958	79,113	81,328
27	66,185	68,038	69,943	71,902	73,915	75,985	78,112	80,299	82,548
28	67,178	69,059	70,993	72,980	75,024	77,125	79,284	81,504	83,786
29	68,186	70,095	72,058	74,075	76,149	78,281	80,473	82,727	85,043
30	69,208	71,146	73,138	75,186	77,291	79,456	81,680	83,967	86,319
31	69,416	71,360	73,358	75,412	77,523	79,694	81,925	84,219	86,577
32	69,624	71,574	73,578	75,638	77,756	79,933	82,171	84,472	86,837
33	69,833	71,789	73,799	75,865	77,989	80,173	82,418	84,725	87,098
34	70,043	72,004	74,020	76,093	78,223	80,413	82,665	84,980	87,359
35	70,253	72,220	74,242	76,321	78,458	80,655	82,913	85,235	87,621

- Increase to Base 3.50%**
- Lane 2.80%**
- Steps 1-25 1.90%**
- Steps 26-30 1.50%**
- Steps 31-35 0.30%**
- Retirement \$3000 for 4 years**

**2025-2026 Salary Schedule
Not Including TRS**

Step	B	B+12	B+24	B+36	M	M+12	M+24	M+36	M+48
1	42,120	43,299	44,511	45,758	47,039	48,356	49,710	51,102	52,533
2	42,920	44,122	45,357	46,627	47,933	49,275	50,655	52,073	53,531
3	43,735	44,960	46,219	47,513	48,843	50,211	51,617	53,062	54,548
4	44,566	45,814	47,097	48,416	49,771	51,165	52,598	54,070	55,584
5	45,413	46,685	47,992	49,336	50,717	52,137	53,597	55,098	56,641
6	46,276	47,572	48,904	50,273	51,681	53,128	54,615	56,145	57,717
7	47,155	48,476	49,833	51,228	52,663	54,137	55,653	57,211	58,813
8	48,051	49,397	50,780	52,202	53,663	55,166	56,711	58,298	59,931
9	48,964	50,335	51,745	53,193	54,683	56,214	57,788	59,406	61,069
10	49,895	51,292	52,728	54,204	55,722	57,282	58,886	60,535	62,230
11	50,843	52,266	53,730	55,234	56,781	58,370	60,005	61,685	63,412
12	51,809	53,259	54,750	56,283	57,859	59,479	61,145	62,857	64,617
13	52,793	54,271	55,791	57,353	58,959	60,610	62,307	64,051	65,845
14	53,796	55,302	56,851	58,443	60,079	61,761	63,490	65,268	67,096
15	54,818	56,353	57,931	59,553	61,220	62,935	64,697	66,508	68,371
16	55,860	57,424	59,032	60,684	62,384	64,130	65,926	67,772	69,670
17	56,921	58,515	60,153	61,838	63,569	65,349	67,179	69,060	70,993
18	58,003	59,627	61,296	63,012	64,777	66,591	68,455	70,372	72,342
19	59,105	60,759	62,461	64,210	66,008	67,856	69,756	71,709	73,717
20	60,228	61,914	63,648	65,430	67,262	69,145	71,081	73,071	75,117
21	61,372	63,090	64,857	66,673	68,540	70,459	72,432	74,460	76,545
22	62,538	64,289	66,089	67,940	69,842	71,797	73,808	75,874	77,999
23	63,726	65,510	67,345	69,230	71,169	73,162	75,210	77,316	79,481
24	64,937	66,755	68,624	70,546	72,521	74,552	76,639	78,785	80,991
25	66,171	68,024	69,928	71,886	73,899	75,968	78,095	80,282	82,530
26	67,163	69,044	70,977	72,964	75,007	77,108	79,267	81,486	83,768
27	68,171	70,080	72,042	74,059	76,133	78,264	80,456	82,708	85,024
28	69,193	71,131	73,122	75,170	77,275	79,438	81,663	83,949	86,300
29	70,231	72,198	74,219	76,297	78,434	80,630	82,887	85,208	87,594
30	71,285	73,281	75,333	77,442	79,610	81,839	84,131	86,486	88,908
31	71,499	73,501	75,559	77,674	79,849	82,085	84,383	86,746	89,175
32	71,713	73,721	75,785	77,907	80,089	82,331	84,636	87,006	89,442
33	71,928	73,942	76,013	78,141	80,329	82,578	84,890	87,267	89,711
34	72,144	74,164	76,241	78,375	80,570	82,826	85,145	87,529	89,980
35	72,360	74,386	76,469	78,610	80,812	83,074	85,400	87,792	90,250

Increase to Base 3.00%
Lane 2.80%
Steps 1-25 1.90%
Steps 26-30 1.50%
Steps 31-35 0.30%
Retirement \$3000 for 4 years

**COURSE APPROVAL FORM FOR SALARY SCHEDULE CREDIT
JACKSONVILLE SCHOOL DISTRICT 117**

Directions: Complete the following form in entirety to request course approval for salary schedule credit. One form is required per each course. Attach copies of course catalogue descriptions and any other documents necessary to facilitate the approval process. If request is for a course in an accredited university/college graduate degree program, attach copy of institution acceptance letter when submitting request for initial course. Send the original form to the Department of Curriculum no later than fifteen (15) work days before the course registration deadline.

Coursework taken for horizontal movement on the salary schedule must meet the following criteria:

- ✓ Be from an accredited institution of higher education;
- ✓ Relate directly to the employee's current teaching assignment;
- ✓ Occur outside of regular work schedule hours; and
- ✓ Be pre-approved by the Superintendent or his/her designee prior to registering for the course.

<i>Teacher's Name</i>	<i>Institution of Higher Education</i>		
<i>School</i>	<i>Course Title</i>		
<i>Position</i>	<i>Course Number</i>		
<i>Level and/or Subject Area</i>	<i>Number of Credit Hours</i>		
<i>Home/Mobile Phone</i>	<i>School Phone</i>	<i>Date Course Begins</i>	<i>Date Course Ends</i>

The above course meets which of the following criterion: (Check as many as apply)

- Graduate level course from an accredited university/college which is part of a graduate degree program.**
 Graduate degree programs is: _____
 If applicable, expected license endorsement is: _____
- Graduate level course directly related to present teaching assignment.**
 Course relation to present teaching assignment is: _____
 If applicable, expected license endorsement is: _____
- Graduate level course in major area of preparation.**
 Major area of preparation is _____
 If applicable, expected license endorsement is: _____
- Graduate level course in a related field.**
 Related field is _____
 If applicable, expected license endorsement is: _____

APPENDIX D-2 COURSE APPROVAL FORM FOR SALARY SCHEDULE CREDIT (continued)

Signature of Teacher

Date

Signature of Principal

Date

For Office Use Only:

Current Salary Placement: Step _____ Lane _____ = \$ _____

Post Completion Salary Placement: Step _____ Lane _____ = \$ _____

Salary schedule credit for this course is: Approved _____ for _____ hours Disapproved _____

Date received by the Curriculum Office _____

Date staff members notified of approval _____

Date proof of successful completion received by Curriculum Office _____

Signature of Superintendent/Designee

Date

**EXTRACURRICULAR STIPEND SALARY SCHEDULE
JACKSONVILLE SCHOOL DISTRICT 117**

For each year of this Agreement, stipends shall be calculated as a percentage of the base salary stated below. Stipend payments are subject to Teacher Retirement System contributions, and actual payments reflect such deductions.

JHS Extra-Curricular Activity	Percentage of Base	Stipend Amount
Basketball Boys Head Coach	17%	\$7,323.77
Basketball Girls Head Coach	17%	\$7,323.77
Football Head Coach	17%	\$7,323.77
Volleyball Head Coach	13%	\$5,600.53
Cheer Head Coach	13%	\$5,600.53
Band	13%	\$5,600.53
Track Boys Head Coach	13%	\$5,600.53
Track Girls Head Coach	13%	\$5,600.53
Wrestling Head Coach	13%	\$5,600.53
Baseball Head Coach	13%	\$5,600.53
Soccer Boys Head Coach	13%	\$5,600.53
Soccer Girls Head Coach	13%	\$5,600.53
Softball Head Coach	13%	\$5,600.53
Cross Country Head Coach (boys/girls comb.)	13%	\$5,600.53
J'ettes	12%	\$5,169.72
Swimming Boys Head Coach	12%	\$5,169.72
Swimming Girls Head Coach	12%	\$5,169.72
Golf Head Coach	12%	\$5,169.72
Tennis Boys Head Coach	12%	\$5,169.72
Tennis Girls Head Coach	12%	\$5,169.72
Bass Fishing Head Coach	12%	\$5,169.72
Varsity Asst. Boys Basketball--JV Head	12%	\$5,169.72
Varsity Asst. Football--JV Head	12%	\$5,169.72
Varsity Asst. Girls Basketball --JV Head	12%	\$5,169.72
Baseball Asst.--JV Head	12%	\$5,169.72
Wrestling Asst.-JV Head	12%	\$5,169.72
Basketball Boys Asst. 1	9%	\$3,877.29

Basketball Boys Asst. 2	9%	\$3,877.29
Basketball Girls Asst. 1	9%	\$3,877.29
Basketball Girls Asst. 2	9%	\$3,877.29
Football Asst. 1	9%	\$3,877.29
Football Asst. 2	9%	\$3,877.29
Football Asst. 3	9%	\$3,877.29
Football Asst. 4	9%	\$3,877.29
Football Asst. 5	9%	\$3,877.29
Softball Asst.	9%	\$3,877.29
Soccer Boys Asst.	9%	\$3,877.29
Soccer Girls Asst.	9%	\$3,877.29
Track Boys Asst.	9%	\$3,877.29
Track Girls Asst.	9%	\$3,877.29
Volleyball Asst.	9%	\$3,877.29
Wrestling Girls Asst.	9%	\$3,877.29
Baseball Asst. 1	9%	\$3,877.29
J'ettes Asst	9%	\$3,877.29
Cheer Asst.	9%	\$3,877.29
Cross Country Asst.	9%	\$3,877.29
Bass Fishing Asst.	9%	\$3,877.29
Tennis Boys Asst.	9%	\$3,877.29
Tennis Girls Asst.	9%	\$3,877.29
Swimming Boys Asst.	9%	\$3,877.29
Swimming Girls Asst.	9%	\$3,877.29
Vocal/Instrumental Music	9%	\$3,877.29
Fall Play Director	7%	\$3,015.67
Spring Musical Director	7%	\$3,015.67
Golf Asst.	7%	\$3,015.67
Department Chairs	7%	\$3,015.67
Orchestra	7%	\$3,015.67
FFA Land Supervisor--paid by Activity	7%	\$3,015.67
Scholastic Bowl Head Coach Varsity	7%	\$3,015.67
FFA	7%	\$3,015.67
Student Government	6%	\$2,584.86
Vocational Director	6%	\$2,584.86
Yearbook	6%	\$2,584.86

Speech	5%	\$2,154.05
Winter/Color Guard (1)	5%	\$2,154.05
Winter/Color Guard (2)	5%	\$2,154.05
National Honor Society	3%	\$1,292.43
Academic Challenge	3%	\$1,292.43
Scholastic Bowl JV Coach	3%	\$1,292.43
Drumline	3%	\$1,292.43
Class Sponsor Juniors 1	2%	\$861.62
Class Sponsor Juniors 2	2%	\$861.62
Class Sponsor Seniors 1	2%	\$861.62
Class Sponsor Seniors 2	2%	\$861.62
Class Sponsor Sophomore 1	2%	\$861.62
Class Sponsor Sophomore 2	2%	\$861.62
Class Sponsors Freshman 1	2%	\$861.62
Class Sponsors Freshman 2	2%	\$861.62
DECA	2%	\$861.62
Freshman Advisory	2%	\$861.62
Geography Club	2%	\$861.62
National English Honor Society	2%	\$861.62
Post Prom Head	2%	\$861.62
Prom Jr. Class Sponsor 1	2%	\$861.62
Prom Jr. Class Sponsor 2	2%	\$861.62
Science Club	2%	\$861.62
Spring Musical Orchestra Director	2%	\$861.62
Spring Musical Vocal Director	2%	\$861.62
Art Club	2%	\$861.62
German Club	2%	\$861.62
Spanish Club	2%	\$861.62
Pre-Voc	2%	\$861.62
Set Builder Play and Musical	2%	\$861.62
CVE	1%	\$430.81
Homecoming Director	1%	\$430.81
Planetarium	1%	\$430.81

JMS Extra-Curricular Activity	Percentage of Base	Stipend Amount
Football Head Coach--7th	10%	\$4,308.10
Football Head Coach--8th	10%	\$4,308.10
Wrestling Head Coach	10%	\$4,308.10
Track Boys Head Coach	10%	\$4,308.10
Track Girls Head Coach	10%	\$4,308.10
Baseball Head Coach	9%	\$3,877.29
Softball Head Coach	9%	\$3,877.29
Cheer Head Coach	9%	\$3,877.29
Basketball Boys Head Coach 1--7th	9%	\$3,877.29
Basketball Boys Head Coach 2--8th	9%	\$3,877.29
Basketball Girls Head Coach 1--7th	9%	\$3,877.29
Basketball Girls Head Coach 2--8th	9%	\$3,877.29
Cross Country Head Coach	9%	\$3,877.29
Volleyball Head Coach 7th	9%	\$3,877.29
Volleyball Head Coach 8th	9%	\$3,877.29
Basketball Boys Head Coach--6th	7%	\$3,015.67
Basketball Girls Head Coach--6th	7%	\$3,015.67
Volleyball Head Coach 6th	7%	\$3,015.67
Department Chairs	7%	\$3,015.67
Golf Head Coach	7%	\$3,015.67
Poms Head Coach	7%	\$3,015.67
Scholastic Bowl Head Coach	7%	\$3,015.67
Football Asst. Coach --7th	6%	\$2,584.86
Football Asst. Coach --8th	6%	\$2,584.86
Baseball Boys Asst. Coach	6%	\$2,584.86
Softball Girls Asst. Coach	6%	\$2,584.86
Cross Country Asst. Coach	6%	\$2,584.86
Wrestling Asst. Coach	6%	\$2,584.86
Track Assistant 6th	6%	\$2,584.86
Track Assistant 7th	6%	\$2,584.86
Track Assistant 8th	6%	\$2,584.86
Play Director--Fall Play	5%	\$2,154.05
Musical Director--Spring	5%	\$2,154.05
Vocal Music Director	3%	\$1,292.43
Band	3%	\$1,292.43
Jazz Band	3%	\$1,292.43

Orchestra	3%	\$1,292.43
Student Council	3%	\$1,292.43
Yearbook	3%	\$1,292.43
Play Set Builder	2%	\$861.62

Extra-Curricular Activity	Percentage of Base	Stipend Amount
Elementary Music	2%	\$861.62
Geography Bowl (#1 per school)	2%	\$861.62
Geography Bowl (#2 per school)	2%	\$861.62
Elementary Art	1%	\$430.81
Mentor for New Teachers		\$500

*Other clubs to be approved by committee; percentage to be determined.

**JHS Assistant Girls Golf Coach is only available if there are females that participate in golf.

APPENDIX F

**COMPENSATION FOR CLASSROOM COVERAGE AND/OR LOSS OF PLANNING PERIOD
JACKSONVILLE SCHOOL DISTRICT 117**

Directions: In order to receive compensation for covering another class and/or losing a planning period, teachers must submit this completed form to their immediate supervisor after each occurrence. Submission must be within the same or next pay period in which the coverage and/or loss occurred. Supervisors are responsible for forwarding approved forms to the Payroll Department. Payment for class coverage and/or loss of planning period shall be included in the regular monthly payroll within the next two (2) pay periods after received by the Payroll Department.

Teacher's Name

School

Position

Date

Date & Times	Type of Compensation	Number of Periods	Rate of Pay	Building Administrator/ Designee Signature
	<input type="radio"/> Classroom Coverage <input type="radio"/> Loss of Planning Period			
	<input type="radio"/> Classroom Coverage <input type="radio"/> Loss of Planning Period			
	<input type="radio"/> Classroom Coverage <input type="radio"/> Loss of Planning Period			
	<input type="radio"/> Classroom Coverage <input type="radio"/> Loss of Planning Period			
	<input type="radio"/> Classroom Coverage <input type="radio"/> Loss of Planning Period			

Teachers who miss their planning periods as a result of providing class coverage for other teachers during the regular school day will be compensated at the following rates.

- Pre-K/Elementary teachers shall be \$16.25 per period.
- An elementary/pre-k period is defined as a subject covered (e.g., reading would be a period; spelling would be a period, physical education would be a period, library would be a period). An elementary/pre-k period shall be defined as twenty-five (25) minutes.
- Middle and high school teachers shall be paid \$28.00 per period.
- Teachers who cover classes outside the regular work day and beyond their eight (8) hour day will be compensated at the instructional rate \$30.