

Agreement Between

Board of Education
Belleville Township High School
District No. 201

And

Secretaries Council
Federation of Teachers, Local 434
of The
American Federation of Teachers

2021-2022

2022-2023

2023-2024

2024-2025

2025-2026

OFFICE PERSONNEL AGREEMENT

This agreement is made and entered into by and between Belleville Township High School, District No. 201 (School-Employer), hereinafter known as the "School," and Secretaries Council of the Belleville Township High School Federation Local 434, affiliated with the American Federation of Teachers AFL-CIO, hereinafter referred to as the "Union," for the period from July 1, 2021 through June 30, 2026.

WITNESSETH:

Whereas, the parties hereto mutually recognize their respective obligations and responsibilities to the public in carrying out the orderly and efficient operation of the School in the public interest; and

Whereas, in furtherance of this public responsibility, the parties hereto are desirous of setting forth the terms of agreement mutually agreed upon as hereinafter set out:

I - GENERAL PROVISIONS

A. The School recognizes the Union as the sole collective bargaining agent for its administrative assistant employees.

B. The term "**Employees**" as used in this agreement shall include bookstore managers and all office and administrative assistant employees, as per work descriptions applied to this agreement.

Part-time student help under the "Office Occupation Course" shall not be considered members of the bargaining unit; however, if such student help shall continue employment after graduation, such student help shall become a member of the bargaining unit, and date of employment shall be the date of full-time employment.

Excluded from the bargaining unit shall be the Administrative Assistant to the Superintendent, the Administrative Assistant to the Assistant Superintendent, the Secretary to the Board of Education, and the Administrative Assistant for Finance and Payroll.

No student help shall be used to replace a member of the bargaining unit.

C. The School agrees to notify the Union of the name and address, date of hiring and classification of each newly hired employee covered by this Agreement within ten (10) days of hiring date.

D. Accommodations shall be provided for hanging clothes, and lounge facilities for lunch and breaks.

- E. Employees shall observe all rules made by the employer relative to health and safety and shall be able to participate in appropriate safety committees.
- F. Whenever an employee is unable to complete their days work because of injury in line of duty, they shall receive full scheduled pay for that day.
- G. When an employee is required to go to the doctor or to appear before court, during working hours because of injury arising out of their employment and would thereby lose time, such visits shall be on school time.
- H. It is understood and agreed that the School has all the customary and usual rights, powers, functions and authority of management for the operation of the School and the direction and control of the employees, including the right to hire, layoff, suspend and discharge any employee for just cause. All suspensions, layoffs, and discharges, except discharges of probationary employees, shall be subject to grievance procedures.
- I. If due to technological improvements or new process developments, skills are required not presently found among members of the Union (employees covered by this agreement), the opportunity to acquire the proper knowledge and skill required shall be afforded those who desire and are found to be competent. A training period sufficient to learn the new job shall be mutually agreed to by the employer and the Union.
- J. The employees of this bargaining unit are under the supervision of their immediate supervisor as indicated in Article XVII – Work Loads and Job Descriptions of this contract, and the supervisor in turn is responsible to the associate principal, principal, superintendent or Board of Education.
- K. No employee shall be discriminated against because of membership in the Union.
- L. No employee shall be discharged for doing committee work for the Union provided such committee work shall be done on the employee's own time.
- M. If the committee members shall find it necessary to perform their Union duties to settle a current grievance during their working time, the employee shall be released from work by the Superintendent as soon as practicable without loss of pay.
- N. No representative of the Union may conduct Union business on the School premises without first obtaining permission from the Superintendent or his authorized representative of the School.
- O. All employees covered by this contract have the right of Union representation at any meeting where the employee feels a contractual issue will be raised. Appropriate notice of such representation should be given to the administration prior to the meeting.
- P. The secretaries' council shall have a representative on the school calendar committee and all administrative assistants shall have a vote on the school calendar.

II - UNION PROBATIONARY PERIOD AND UNION DUES

- A. Probationary Period: All employees, except short-term employees, will be hired as probationary employees for the first nine (9) months of employment. During the probationary period an employee may be dismissed at the discretion of the administration, and the dismissal cannot be grieved.
- B. Union Dues: The employer shall honor employees' individually authorized deductions forms, and shall make such deductions in the amounts certified by the union for union dues, assessments, or fees. Authorized deductions shall be irrevocable except in accordance with the terms under which an employee voluntarily authorized said deductions. Dues revocations are processed by the union. In the event that an employee revokes their dues, the Union will notify the employer after the close of the revocation window.

The Union shall indemnify and hold harmless the Board, its members, officers, agents and employees, in both their individual and official capacities, from and against any and all claims, demands, actions, complaints, suits, or other forms of liability that shall arise out of, or by reason of action taken by the Board for the purposes of complying with the above payroll deduction provisions, or in reliance on any list, notice, certifications of deductions or revocations.

III - SENIORITY

- A. The seniority of all employees covered by this Agreement shall date from the employees' continuous employment with the School since the last hiring date, which date shall be shown on each employee's personnel record card. The term "last hiring date" shall mean the date on which the employee was hired and since which date such employee has not quit, retired, or been discharged. No time shall be deducted from an employee's seniority due to absences occasioned by authorized leaves of absence, if granted prior to July 1, 1981, or for layoffs for lack of work.
- B. A seniority list of the employees covered by this Agreement will be given to the Union Representative at the beginning of 1st semester.

Reduction in Force (Lay Offs)

- A. In the case of a reduction in force of employees covered by this Agreement, the employees with the lowest seniority shall be laid off first. Any employee to be laid off shall receive not less than thirty (30) legal school days' notice before such layoff is to take place and the Union shall also be notified. When the work force is again increased, the employees on layoff shall be recalled to work in inverse order of seniority provided that the employee so recalled has the requisite skill and ability to properly and efficiently perform the job that is available.

- B. Employees covered by this agreement in a layoff status or less than full-year employment shall have in accordance with their seniority, the first opportunity to substitute or fill temporary assignments prior to part-time employees or substitutes outside the bargaining unit.

IV - TRANSFERS AND VACANCIES

Transfers

- A. The School shall have the right to transfer the most junior employee from one job to another, providing the employee so transferred shall be the most junior employee in the classification from which the transferee is taken and the transferee is qualified to fill such temporary position. Should any such employee be so transferred to a higher pay rated job than his regular job, the said employee shall receive the higher rate of the job to which transferred for the duration of the transfer. Should any employee be transferred to a lower rated job than his regular job, such employee shall continue to receive the higher rate of pay for his regular job for the duration of the transfer.
- B. When an employee is transferred to a new position, a training period sufficient to learn the new job shall be mutually agreed to by the employer and the Union.
- C. Should an employee be transferred to a higher rated job for the purpose of learning the job, they shall receive the higher rate of pay starting the first (1st) working day of work on such job. Four or more hours in any given day on a higher rated job shall constitute a "day" as herein used.

Vacancies

- A. When a vacancy or new position occurs, such vacancies or new positions shall be sent via a School Reach message and/or e-mailed to the Union president and all bargaining unit members. The position shall be open for bid for a period of five (5) school days. Whenever possible such posting shall be four (4) weeks prior to the effective date of the vacancy. However, temporary vacancies lasting less than six months need not be bid.

All bargaining unit members shall have the right to bid on said vacancy or new position in writing. At the end of five (5) school days, selection for the position shall be determined by the employer with first consideration given to the employees then employed and due consideration shall be given length of service; final selection for the position shall be the applicant with the highest qualifications as determined by the employer.

- B. A shift of position between employees, agreed to by the involved employees, the District, and the Union, does not create a vacancy.

Summer School Employment

A. In relation to summer employment, each position shall be filled as follows:

1. That campus on which summer school is held shall be known as the “assigned campus” and the other campus known as the “unassigned campus;”
2. The entire assignment(s) shall be offered on a rotational basis by office seniority on the assigned campus. Example: The work is offered to Administrative Assistant A who turns it down and then offered to Administrative Assistant B who takes the assignment. The next offering on that campus would start with Administrative Assistant C. Similarly, Secretaries A, B, C, and D each turn down the offer of the entire assignment, then Administrative Assistant A accepts half of the assignment, Administrative Assistant B passes and Administrative Assistant C takes the other half of the assignment. In this case, the next offering on that campus would start with Administrative Assistant D;
3. If unfilled on the assigned campus, the full assignment shall be next offered on the same rotational basis by office seniority to the employees in the corresponding office on the unassigned campus;
4. If still unfilled, the assignment will be broken into two equal halves and offered again to those in #2 above;
5. If any portion of the assignment remains unfilled, such portion(s) shall be offered again to those in #3 above;
6. If still unfilled, then any unassigned portion(s) shall be offered district wide by seniority to employees outside the effected office; and
7. If still unfilled, then the unassigned work shall be assigned in its entirety in reverse order of district seniority, with, however, no one to be assigned so that work days will be greater than 200 per year.

During the process of filling the Summer School position, a substitute list will be created in the event the Administrative Assistant taking the assignment should need someone to fill in due to an absence. The list should be in seniority order with the person with the most seniority contacted first, the 2nd most seniority called second, and so on.

During summer school assignments, those 10 month employees accepting the extra assignments will have no right to leave of absences with pay except a limited right to use previously accumulated sick leave days, if any. Such use of sick leave days is limited to three (3) days for the entire assignment, and will be further reduced to one and one-half (1 ½) days for employees selecting only half of the summer school assignment. There is no holiday pay for July 4 for 10 month employees.

V - HOURS OF WORK AND OVERTIME

- A. The regular work week shall consist of five (5) consecutive normal workdays, Monday through Friday, except as otherwise specified. The normal workday shall begin one-half hour before the start of the normal school day and end one hour after the end of the normal school day.
 - 1. When it serves the best interest of the District, flexible quitting and starting time may be adopted for an employee. Employer and employee shall mutually agree upon the flexible times.
 - 2. When school is dismissed early because of inclement weather, bomb threat or other dangerous situations in which the teachers are released, employees are free to leave 30 minutes after the students are dismissed or sooner if the situation requires. If the bomb threat or other dangerous situation that requires student and teacher release affects only one campus, administrative assistants at the unaffected campus shall remain at work.
 - 3. Administrative Assistants will be allowed to leave one (1) hour after students are released on Final Exam Days, testing days (including, but not limited to SAT/ACT exams), and half-days. Administrative Assistants will be allowed to leave one (1) hour after teachers are released on Teacher Institute Days.
 - 4. During summer vacation and on the last work day of each week during the school year, the normal workday shall end one-half hour after the end of the normal school day. Summer vacation shall be designated as the first work day after the last day of student attendance up to the first full day of student attendance.
- B. Administrative assistant employees shall have the option to work three (3) hours beyond their normal workday on the Thursday evening of parent/teacher conferences. Administrative assistant employees who work beyond their normal workday on the evening of parent/teacher conferences, will be allowed to leave at 11:30 a.m. on the following Friday morning. The option to work an extended schedule as described above shall be at the sole discretion of the administrative assistant employee. The overtime provisions in Sections A and B under the Overtime Section of this article do not apply when working an extended schedule during parent/teacher conferences as described in this paragraph.
- C. If a change in the number of working hours is made and that change increases the number of hours worked, or if the number of days in the school term increases beyond one hundred-eighty (180), this contract will reopen to negotiate salary only. Any changes in work hours or days must keep the hours and days continuous.
- D. School term employees covered under this contract will begin scheduled work the first day of faculty attendance and will work one hundred-eighty (180) days to follow the school calendar. School term employees may be required to work additional days beyond the one hundred-eighty (180), but those days must be paid in addition to the scheduled salaries listed in this contract.

With the exclusion of Summer School Employment, school-term employees working additional days beyond the one hundred-eighty (180) days, shall have the option of being paid with either extra pay or comparable time off. Comparable Time Off may be accrued at a maximum of 25 hours to be used within 365 days of receipt.

The total number of days school term employees can be required to work during a fiscal year is two hundred (200) days. Twelve month secretaries will work five (5) days per week for the scheduled salaries listed in this contract. Twelve month secretaries will not have a reduction in pay for snow days.

1. Each employee shall be notified of the start of the next work year prior to June 30.
2. Each employee shall be notified of her last day of work at least thirty calendar days prior to the last day of school attendance.
3. No assignment in excess of two hundred (200) days per year may be required of a school term employee. Each employee may accept additional work on a voluntary basis. All such assignments shall be offered on a seniority basis. If no school term employee accepts the assignment, twelve month employees will do the work.

Overtime

- A. All work performed outside the regular hours of work shall be paid for at the rate of time and one-half of the regular rate of wages, except when performed on a Sunday or holiday. Whenever an employee is called to work overtime on Saturday, Sunday, or holiday, the employee shall be given at least four (4) hours of employment or paid for at least four (4) hours at said employee contract rate. Work shall be performed on Sundays and holidays only if required and authorized by the immediate supervisor. If required and authorized by the immediate supervisor, work on Sundays and holidays shall be paid at the rate of two times the regular rate of pay. When work is performed on Sundays or holidays at the request of and for the convenience of the employee, it shall be compensated for at the rate of time and one-half of the regular rate of pay.

The District will compensate for any overtime with either extra pay as per the contract or comparable time off (employee's option) which shall be taken at a time agreed upon by the employee and the supervisor. All accrued time off shall be accumulated or paid for in accordance with prevailing statute. An employee may ask to be paid for accumulated compensation time which has not been used.

- B. Overtime shall be worked only when the employer finds it necessary. No employee shall work overtime without the approval, in advance, of the superintendent or his/her designee. Overtime shall be computed in one-fourth (1/4) hours. All overtime shall be first assigned to the employee to whom the work would normally be assigned during regular work hours. If the employee normally assigned the work during the regular work day declines the overtime or if the work is not normally assigned any specific individual during the regular workday, the work is then offered, first by office, then by campus, then by District seniority list.

Note: For overtime considerations, employees in the Central Office staff are not considered part of either the East or West campus. Overtime will be offered and/or assigned with the following rules as well as other applicable directives within this contract.

1. The overtime may be broken into equal pieces and awarded to all eligible employees (i.e., six hours of overtime on a given day could be given as two hours to the three most senior employees on that campus).
2. The most senior employee could be offered all the overtime from which that employee could choose to work all, none, or some portion (subject to the weekend/holiday rule). The balance could be assigned as per this paragraph or paragraph one of this section.
3. The Saturday/holiday rule requires an employee selecting only part of the available overtime to select in such a way so as to not cause the *District* to have excess "call in" pay.
4. If no employee agrees to work overtime, it can be assigned in reverse order of seniority to the employee capable of completing the assignment; however, it must be awarded in the largest possible number of hours.
5. The daily rate of pay shall be based on two hundred-fifty (250) days divided into the twelve month salary schedule. The hourly rate of pay shall be based on one thousand, eight hundred-fifty (1850) hours divided into the twelve month salary schedule, (two hundred (200) days multiplied by seven and one-half (7 1/2) hours per day plus fifty (50) days multiplied by seven (7) hours per day)

Lunch

Each employee shall have a lunch period of sixty (60) minutes duration which shall be scheduled by the school between 11:00 AM and 1:30 PM. If the beginning and ending of the work day changes, the scheduled times for the lunch period will be adjusted.

Breaks

During the normal workday, the employee shall be entitled to a fifteen (15) minute relief period during the A.M. and another fifteen (15) minute relief period during the P.M. of each workday.

VI – LEAVES

Leaves of Absences

- A. Employees may be granted leaves of absence without pay up to six (6) months, with the privilege of one renewal, upon approval of the Employer.

Leaves without pay up to six (6) months would have the guarantee that the individual would return to her previous job. Leaves of absence over six (6) months would give the employee the right to return to employment in District 201 to an available position or to replace the lowest individual on the seniority list.

As of July 1, 1981, no employee shall accrue fringe benefits (such as sick leave and vacation) or add to seniority while on an unpaid leave status. Board policy concerning insurance coverage during an unpaid leave will be followed. Any employee who accrued seniority while on leave prior to July 1, 1981, or who initiated a leave prior to the execution of this agreement shall be allowed to accrue seniority as per the past practice and interpretation of the prior agreements.

- B. The Board of Education may grant leaves of absence. Employees' requests for leaves of absence are to be made in writing to the Superintendent for his presentation and recommendation to the Board of Education. Leaves shall be for a period of not more than one year per request, and the maximum duration of leave for an individual shall not exceed two consecutive years. Employees granted leaves of absence shall notify the Board of Education of intent to return to full-time assignment at least sixty (60) days prior to the end of the leave. Employees granted leaves for reasons of health may be required by the Superintendent to present a physician's certificate as evidence of ability to return to work.
- C. Whenever an employee is required to serve on a jury, such employee shall be protected from loss of pay for the time served on a jury at the employee's regular straight time rate for such time as such employee may be absent from work for such jury service. Mileage and food allowances shall belong to the employee.
- D. Sick leave shall accumulate at the rate of sixteen (16) days per year. Beginning in July of each year, sixteen (16) days shall be added to the employee's accumulated sick leave with a maximum accumulation of three hundred (300) days. If an employee reaches the maximum number of accumulated days, he/she may use from his/her sixteen (16) days for the current year, but may not have more than the maximum number of accumulated days at the close of the year to carry forward to the next.
1. An Administrative Assistant who has exhausted his/her accumulated sick leave may borrow up to sixteen (16) extra days, against the next year, with a promissory note. The administration may require a statement as to the illness of the Administrative Assistant from his/her medical practitioner. However, any Administrative Assistant that terminates

his/her employment shall repay the school system the amount owed for sick leave advanced under this plan.

2. Absence resulting from assault while performing any duties, including extra-curricular, are not to be charged against sick leave, although the Administrative Assistant's regular gross earnings will be maintained.
- E. No employee shall be discharged for absence caused by temporary sickness or temporary disability.

Bereavement Leave

- A. In the event of death or serious illness in the immediate family, employees may use their sick leave. The term "immediate family" shall be interpreted to include wife, husband, son, daughter, father, mother, brother, sister, grandfather, grandmother, and corresponding in-laws.
- B. Each employee will be allowed up to three (3) days, deductible from sick leave, for a death outside the immediate family.

Personal Leave

- A. Administrative Assistants may use up to three (3) days of sick leave for personal reasons with pay per year. No reason need be given for the use of personal leave. Except in case of an emergency, the Administrative Assistant must request the use of personal leave from the building principal in writing at least forty-eight (48) hours prior to the intended leave. No more than three (3) administrative assistants per campus may use personal leave on the same day. Personal leave will not be granted before or after a holiday or to extend a vacation period, but the Superintendent may make an exception for unusual or extraordinary circumstances. Personal leave cannot be used in increments of less than one (1) hour.
- B. After the employee has used the three (3) leave days for personal reasons (referred to in Paragraph A above) the Superintendent may, at his/her discretion, grant up to one (1) additional day of excused absence per year for emergencies and/or other business matters that cannot be handled other than during school time. This day shall not be approved for personal pleasure or personal profit. Except in case of emergency, the Administrative Assistant shall give forty-eight (48) hours' notice. The granting or denying of such emergency day is at the sole discretion of the Superintendent. The Administrative Assistant shall be required to give a brief statement regarding the nature of the emergency or business.
- C. After an employee has used the three (3) leave days referred to in Paragraph A on Page 11, and the one (1) leave day referred to in Paragraph B on Page 11, the Superintendent may grant three (3) additional emergency days per year, at his/her discretion, beyond the days outlined above. The three (3) days would be granted from sick leave.

Union Office Leave

Each year, the board will grant three (3) days of paid leave to conduct union business and attend union function. The leave shall require at least seventy-two (72) hours' notice. This leave may be used by one or two union officers.

The district shall provide an annual report to each employee at the start of the new school year detailing the employee's remaining balance of sick hours, school business hours, vacation time, and accumulated comp time.

VII – RETIREMENT

- A. Should the provisions of the Illinois Municipal Retirement Fund (IMRF) change and have a negative impact on the provisions of this article for Administrative Assistants, the School and the Union agree to mid-term bargain to agreement on Article VII only.
- B. Upon retiring from District #201 or death of the individual employee, a retirement bonus shall be paid based on the number of years of service in the Belleville High School District No. 201 and the per diem rate (based on the employee's base salary plus longevity only). Payment upon bona fide retirement or death shall be at the following rate:

Service to the District		Number of Days Paid
At least five years	(5)	22.5 days
At least ten years	(10)	45.0 days
At least twelve years	(12)	54.0 days
At least fourteen years	(14)	63.0 days
At least sixteen years	(16)	75.0 days
At least eighteen years	(18)	84.0 days
Twenty years or more (20+)		93.0 days*

*Maximum payment

Any person leaving the system for reasons other than death or retirement shall be limited to the following schedule:

5 years of service	\$ 500.00
10 years of service	\$1,000.00
15 years of service	\$1,750.00
20 years of service	\$2,500.00

Retirement Benefit Provisions for those Retiring ON or AFTER July 1, 2013

Employees who are five years from being eligible for retirement and have submitted their written notification of an eligible retirement will begin to receive the benefit. Notification must be made by May 1 of the year prior to the start of the benefit.

In the event that an employee's gross earnings for any year exceed the employee's gross earnings for the previous year by the greater of 6% or 1.5 times the annual increase of the Consumer Price Index-U, as established by the United States Department of Labor for the preceding September, then the amount by which the employee's increase in gross earnings over the previous year exceeds the greater of 6% or 1.5 times the aforesaid annual increase in the Consumer Price Index-U shall be paid to him or her in a lump sum within 30 days from the receipt by the employee of his or her last paycheck.

In the event that laws governing IMRF change after the effective date of this contract so that the early retirement benefit would result in the District incurring a financial, actuarial, or other penalty, the Board and the Union will bargain to agreement the terms of this article. It is the intent of the parties that the District not incur a penalty as the result of the implementation of the early retirement benefit program.

Should an employee use sick leave that has been applied and paid to the retirement benefit, he/she will reimburse the District for all costs incurred.

VIII - HOLIDAYS AND VACATIONS

- A. All holidays and vacation days included in the school calendar are granted as paid days. In addition, twelve-month secretaries shall receive, as paid days, all legal holidays observed by the school district that fall outside the school calendar. Salaries listed in the contract are payment for working the number of days specified as well as for the extra paid days identified in this contract. The number of days used for vacations (with the exception of the Christmas/winter vacation) and holidays cannot be fewer than used in the 1999-2000 school year. In order to be eligible for such holiday pay, an employee must be paid for the last day scheduled to work before such holiday and the first day scheduled to work following such holiday. No employee on layoff or leave of absence at the time a designated holiday occurs shall be entitled to the paid holiday pay. Any employee not called to work on a holiday shall be paid at regular rate of wages. When a holiday falls on a Saturday or Sunday, it shall be observed on the legally observed day unless students are present. Note: July 4 is not a holiday for 10-month employees unless the employee is substituting for a 12-month employee.
- B. Employees who are hired after September 1, 1986, and who work for a contractual period of the school term or less, shall accrue no vacation.

- C. Twelve (12) month Administrative Assistants hired after July 1, 2008 shall have their vacation benefits prorated during their first year of employment and shall earn 6 ¼ hours of vacation time per month. If the administrative assistant is hired prior to the 15th of the month he/she shall earn 6 ¼ hours of vacation time for that month. Employees hired after the 15th of each month shall be credited with no vacation time for that month. The District shall use the fiscal year (July 1 – June 30) when computing an Administrative Assistant's vacation time. For example an employee hired September 1, 2008 would receive a total of 62.5 hours of vacation that year.

As of July 1 of each contract year, vacation time for all twelve month employees and for all office employees hired prior to September 1, 1986, shall be determined as stated below:

1. Upon completion of one year of employment--two (2) weeks of vacation with full pay.
2. If an administrative assistant's date of employment falls July 1st to December 31st, he/she would receive 3 weeks (for 5 years of service) or 4 weeks (for 10 years of service) vacation on July 1 of the fiscal year he/she would reach the anniversary of their hire date.

If an administrative assistant's date of employment falls January 1st to June 30th, he/she would receive 3 weeks (for 5 years of service) or 4 weeks (for 10 years of service) vacation on July 1 of the fiscal year following the fiscal year he/she would reach the anniversary of their hire date.

VACATION 3 Weeks for 5 Years 4 Weeks for 10 years	
<i>Fiscal Year July 1 - June 30</i>	
HIRED	VACATION INCREASES
Prior to Jan 1	July 1 in Fiscal Year Of Anniversary
After Jan 1	July 1 in Fiscal Year After Anniversary

EXAMPLE	
HIRED	VACATION INCREASES
8/23/1999 (prior to Jan 1)	July 1, 2004 (3 Weeks Vacation)
	July 1, 2009 (4 Weeks Vacation)
2/14/2012 (after Jan 1)	July 1, 2017 (3 Weeks Vacation)
	July 1, 2022 (4 Weeks Vacation)

3. This vacation shall be taken at a time that is beneficial to the District and the employee and shall be set in consultation with the supervisor.
4. If the employee requests, vacation time can be taken in one week blocks. The time of such one week blocks shall be at a mutually agreed upon time.

- D. If a holiday occurs during vacation time, employee will be given an extra day off at a time agreeable with their immediate supervisor.
- E. Vacation schedule sheets shall be distributed by the administration on or about the first day of the second semester. A time period of not less than two weeks (10 work days) nor longer than four weeks (20 work days) shall be established for completion of form indicating each employee's preference for vacation. Conflicts in vacation schedules shall be determined by the administration in light of assigned duties, seniority and in consultation with the affected employees.
- F. All accumulated vacation days earned in one fiscal year (July 1 through June 30) shall be used in the next fiscal year or be forfeited. If work schedules and /or other conflicts make it difficult to use all accumulated vacation days in a particular fiscal year, the employee may request in writing to the superintendent for permission to carry over no more than three (3) vacation days to the next fiscal year. Approval or denial of the request is the sole discretion of the superintendent. If the request is approved, the days so carried over shall be used by August 15 of the year to which the days were carried over or the unused days will be forfeited. If the days are denied, they must be scheduled by the employee and the supervisor to be taken, regardless of the needs of the district. Once vacation is scheduled and approved by the supervisor, the employer may not revoke the approval of the vacation.

IX - GRIEVANCE AND ARBITRATION

- A. A grievance shall mean a complaint that there has been a violation, misinterpretation or inequitable application of any of the provisions of this agreement.
- B. **GENERAL PROVISIONS:**
 - 1. No employee at any state of the formal grievance procedure will be required to meet with any administrator without a union representative; however, nothing shall prevent the employee from meeting alone if he/she chooses.
 - 2. In all steps of the grievance procedure, when meetings are called during school hours, the individuals involved shall be excused without loss of pay.
 - 3. If the grievance arises from the action of an authority higher than the principal of the school, the Union or individual may present such a grievance at the appropriate steps of the grievance procedure.
 - 4. No reprisal or disciplinary action shall be taken for the processing or participation in any grievance.

5. The employee and his/her union representative have the right to be present at all steps of the formal grievance procedure and all conferences involving the grievant and employer.
6. Each party shall be given copies of all testimony and all materials submitted as a part of the grievance proceedings. If either party requests a transcript of the proceedings, at step three, the costs shall be shared equally.
7. Failure at any step of this procedure to communicate the decision on a grievance within the specified time limits shall permit lodging an appeal at the next step of this procedure within the time allotted had the decision been given. Failure of the Union and/or the grievant to act within the time limits specified shall be considered as having withdrawn the grievance.
8. In any instance where an employee is not represented by the Union in a grievance, the Union shall have the right to be present at all hearings and may appeal any decision or adjustment which is not consistent with the terms of this Agreement.
9. A grievance may be initiated and/or conducted by:
 - a. An employee in his/her own behalf;
 - b. An employee accompanied by a Union representative;
 - c. A Union representative at the employee's request;
 - d. The Union as sole and exclusive bargaining agent.
10. If an individual advances a grievance without the approval of the Union Grievance Committee, that grievance becomes personal, and while allowed, is not endorsed nor supported by the Union. The sentence, "This grievance is supported by the Union Grievance Committee," will occur in the first paragraph of any official grievance. Formal grievance declarations which do not carry this sentence are not sanctioned by the Union.
11. Conferences held under this procedure shall be conducted at a time and a place which will afford a fair and reasonable opportunity for all persons entitled to be present to attend.
12. All references to days shall mean school days, except that between the end of the school year in June and the beginning of the next school year, days shall mean days when the District's business offices are open.
13. All time limits may be extended by mutual agreement between the parties.
14. An employee shall have the right to have his/her response to any materials placed in the personnel file.
15. A grievance may be withdrawn at any level without establishing a precedent and shall be treated as having never been filed.

C. INFORMAL CONFERENCE:

In order for all parties to operate efficiently, it is agreed that the first attempt to resolve the complaint should be done on an informal basis between the employee and the immediate supervisor. The employee may be accompanied by a Union representative at such informal conferences.

STEP ONE:

In the event the matter is not resolved at the informal conference, the grievant or the Union may present a written statement on an official grievance form of the alleged violation of this contract to the principal. Such statement must be filed within 40 days of the date of occurrence. The immediate supervisor shall within ten (10) days of the receipt of a grievance confer with the grievant and/or his/her Union representative to try to resolve the grievance. Within ten (10) days after the completion of the conference, the immediate supervisor shall give his written decision. A copy of the decision shall be given to the Union.

STEP TWO:

In the event the grievance has not been resolved in Step One, the grievant and/or the Union may file a written appeal to the superintendent or his/her designee. The appeal shall be made within ten (10) days after the receipt of the immediate supervisor's decision. Within ten (10) days of receipt of the appeal, the superintendent or his/her designee shall confer with the grievant and/or the Union in an effort to resolve the grievance. The superintendent or his/her designee within ten (10) days shall file his written decision with the grievant and the Union.

STEP THREE:

In the event the grievance has not been resolved in Step Two, the Union may submit the grievance to binding arbitration under the Voluntary Labor Arbitration Rules of the American Arbitration Association (AAA). The request for arbitration shall be made within thirty (30) days after receiving the decision of the superintendent or his/her designee. The arbitrator shall consider and decide only the specific issues submitted to him/her in writing and shall be based solely upon his/her interpretation of the meaning or application of the specific terms of this Agreement to the facts of the grievance presented. The arbitrator shall follow the standard rules of the AAA and his/her decision shall be binding on all parties if not contrary to Illinois statutes and case law. Expenses for the arbitration services shall be borne equally by the Board and the Union.

X - WAGES

- A. The wage rates of the employees covered by this Agreement shall be as set out in the Salary

Schedule, hereto attached for 10-Month, 12-Month and Night School Administrative Assistants. Longevity Bonuses for 10-Month Administrative Assistants is calculated as seventy-five (75) percent of the 12-Month Longevity Bonus. Wages shall be paid semi-monthly.

- B. The district shall provide each employee with a statement of how total gross pay is calculated, including showing what step the employee is on, longevity, if any, their hourly, daily, and annual rates of pay.
- C. The employer shall honor employees' individually authorized dues deductions forms, and shall make such deductions from the employee's weekly payroll in the amounts certified by the union for union dues, assessments, or fees. Employees that have executed a union dues deduction form may only revoke their authorization to withhold union dues between September 1 and October 1 each year. Employees that have not executed a union dues deduction form may only submit a dues deduction authorization form between September 1 and October 1. Newly hired employees will have 30 calendar days from the first day of work to complete a dues deduction authorization form and failure to do so will preclude the employee from authorizing dues deductions until the next open enrollment period (September 1 to October 1).
- D. Tax Sheltered Annuity Program - Employees covered by this agreement may be granted the right to have part of their salaries deducted and placed into a sheltered plan. Before the District adds any tax sheltered annuity programs, at least five (5) employees must elect to participate with a specific vendor.
- E. The individual employee shall have their contribution to the Illinois Municipal Retirement Fund paid in their behalf by the employer. Said payment shall be reported to the Internal Revenue Service as tax-sheltered monies.
- F. All employees shall be paid through direct deposit. Each individual may choose up to two banks. The banks chosen by the individual must be a member of the Automated Clearing House Association. Pay dates shall be the 15th and 30th of each month unless the pay date falls on the weekend or during a board scheduled holiday or vacation period. In such case, the employees will be paid on the last workday preceding the weekend or board scheduled holiday or vacation period.

XI - INSURANCE

- A. The Board agrees to provide comprehensive major medical insurance for each employee and/or dependents. The Board will pay for insurance up to Six Hundred Seventy-One and 00/100 Dollars (\$671.00) per month, and the Board and employee shall share equally in any cost in excess of those amounts. In addition to the payment for health insurance, the Board will pay a maximum of 50% of the cost of the Employee and Family coverage under the

Egyptian Trust or comparable insurance plan/coverage Dental High Plan (or equivalent) voluntary dental insurance plan made available by the Board.

- B. Included in the above coverage shall be a major medical provision with a lifetime maximum benefit in effect by Egyptian Trust or comparable insurance plan/coverage or applicable law. The District shall provide each employee with access to a document outlining coverage under the health insurance plan. (<http://www.egtrust.org/>) Term life insurance in the amount of Ten Thousand and 00/100 Dollars (\$10,000.00) shall be provided for the employee only.
- C. The District's Insurance Committee shall be empowered to review and make recommendations on how the District should vote in the Egyptian Trust or comparable insurance plan/coverage regarding any changes in health coverage. In the event the District leaves the Egyptian Trust or comparable insurance plan/coverage, the District's insurance committee shall be empowered to review and make changes in health coverage at the time for renewal of the District's policy. These changes shall be with approval of the Union.

The District shall provide to each member of the committee and the teachers' Union President the changes recommended by the Egyptian Trust or comparable insurance plan/coverage Executive Board within ten (10) days after final approval of the Trust's Board.

- D. Subject to the approval of the insurance carrier, retired bargaining unit members may participate in the group insurance program, for any insurance coverage they have at the time of retirement, until eligible for Medicare, by paying their own premium at the rate paid by the District.
- E. When an employee experiences damage to his/her personal property in a work related incident involving a student, the District will, at its discretion, reimburse the individual up to a maximum of \$150.00 per incident. Under no circumstances will the employee be reimbursed more than their actual monetary loss. (Example: broken glasses cost \$250.00- other insurance or source pays \$175.00 – the District will pay the balance of \$75.00).

XII - EFFECTIVE DATE, TERMINATION AND VALIDITY

- A. In the event this agreement is not signed by July 1, 2021, all increased wages and all other conditions shall be retroactive to July 1, 2021, to all employees.
- B. This agreement shall be effective from the 1st day of July, 2021, to and including the 30th day of June, 2026. Either party desiring to terminate agreement or to change or modify any provisions thereof shall so notify the other party in writing at least sixty (60) days prior to the expiration date or any yearly expiration date thereafter.

- C. Should any part hereof or any provisions herein contained be rendered or declared illegal or any unfair labor practice by reason of any existing or subsequently enacted legislation or by any decree of a court of competent jurisdiction, such invalidation shall not affect the remaining portions hereof, provided however, in such contingency the parties shall promptly meet and negotiate substitute provisions for those parts or provisions rendered or declared illegal or an unfair labor practice.
- D. Within sixty (60) days of the union request to bargain a new contract, the union and the board will meet to exchange packages of bargaining proposals, unless both sides agree to a different time line.

XIII - SALARY SCHEDULE

For the 2021-2022 Fiscal Year, there shall be a 2.5% increase added to each step on the Salary Schedule and each step of longevity. There shall be one step movement.

For the 2022-2023 Fiscal Year, there shall be a 2.5% increase added to each step on the Salary Schedule and each step of longevity. There shall be one step movement.

For the 2023-2024 Fiscal Year, there shall be a 2.5% increase added to each step on the Salary Schedule and each step of longevity. There shall be one step movement. In addition to the annual salary, administrative assistants with an Associate's Degree shall receive an annual stipend of \$250.00, and administrative assistants with a Bachelor's Degree shall receive an annual stipend of \$500.00.

For the 2024-2025 Fiscal Year, there shall be a 3% increase added to each step on the Salary Schedule and each step of longevity. There shall be one step movement. In addition to the annual salary, administrative assistants with an Associate's Degree shall receive an annual stipend of \$250.00, and administrative assistants with a Bachelor's Degree shall receive an annual stipend of \$500.00.

For the 2025-2026 Fiscal Year, there shall be a 3.25% increase added to each step on the Salary Schedule and each step of longevity. There shall be one step movement. In addition to the annual salary, administrative assistants with an Associate's Degree shall receive an annual stipend of \$250.00, and administrative assistants with a Bachelor's Degree shall receive an annual stipend of \$500.00.

- A. Schedule "A" with full-time twelve month and full-time school term employees covered by this agreement is hereto attached.
- B. Step Movement.
 - 1. All employees shall move an additional Step, if available, on each successive July.

2. Longevity bonuses will be given every two years after reaching Step 12 of the Salary Schedule. In the 14th, 16th, 18th, etc. year. Example: A longevity bonus would be paid in the amount of \$675 for the 14th year, \$1350 for the 16th year, \$2025 for the 18th year, etc. The longevity bonus shall become a permanent part of his/her salary. The starting longevity bonus is \$675 for 2019-2020, and will increase by the same percentage as applied to steps for remainder of the contract years.
- C. The District will maintain a district substitute list to provide replacements for absent staff during the school year. Substitutes will be used whenever possible. The administration shall advertise for substitute secretaries at least annually. This advertising stipulation may be waived, upon mutual agreement between the Union president and the superintendent or his/her designee, that the current substitute list is adequate. Individuals on the substitute list will be given one day of training prior to becoming a working substitute.
- Employees retired from District #201 shall receive an hourly rate equivalent to the last placement on the Salary Schedule when substituting on either campus in a position held at retirement. If substituting in any other position, the retiree will receive an hourly rate equivalent to Step 1 on the Salary Schedule.
- D. Short term employees (see Article II, Section A) shall be paid as follows:
- For a period of less than (30) days but more than five (5), the administration will set the short term employee salary rate. In no case will the maximum hourly rate exceed the beginning salary of a Class II Administrative Assistant or fall below minimum wage.
- For a period of thirty (30) days or more in accordance with Schedule "A".
- A short term employee continuously employed in the same job and changed to regular status shall have the date of hire as a short term employee used as "the last hiring date" for seniority.
- E. Administrative Assistants who begin work in Belleville Township High School District 201 on or after September 1, 2021 shall receive credit for relevant school or like experience at a rate of one step for every two years of school or like experience, with a maximum of ten (10) years.

XIV - TUITION REIMBURSEMENT

The District will reimburse tuition, after administrative pre-approval and successful course completion, and upon the submission of a signed receipt showing the tuition paid, at the rate of \$60 per semester hour. A maximum of nine (9) semester hours per year shall be eligible for reimbursement.

XV - CATASTROPHIC ILLNESS

In addition to the days of sick leave accumulated in accordance with Section VI, leave days that may be used only in case of catastrophic illness of the employee or a member of the employee's immediate family may be accumulated by the employee who has at least 135 days of sick leave on or after June 30, 1977. Catastrophic illness or injury is defined as one which has totally incapacitated a person's ability to work. Chronic conditions including but not limited to cancer, AIDS, and residual effects of a stroke may be considered catastrophic even if the condition results in only intermittent absences. Conditions which are short-term in nature (i.e. flu, measles, common illnesses or injuries or normal pregnancies are not considered catastrophic) The days may be accumulated up to eighteen days under this section.

XVI - NO STRIKE

The Union agrees that there shall be no strike or withholding of services during the term the Agreement is in full force and effect.

XVII - WORK LOADS AND JOB DESCRIPTIONS

- A. The employer shall determine the distribution of work, number of months of work and classifications of all clerical jobs in a reasonable and equitable manner within the provisions of this Agreement. The Union shall be notified of changes at least thirty (30) days prior to implementation.
- B. If an employee believes he/she has a work overload, the affected employee may request and will be granted a review of the workload of that clerical job. The request, made to the immediate administrative supervisor, and the review response, will be in writing. Within thirty (30) days of receiving the review request, the District shall respond. The administration will determine whether any action needs to be taken. Further, the administration will, within thirty (30) days of the issuance of the review response, take positive steps, within its financial and logistical capabilities, to remedy the overload situation.

- b. The employee requests a reduction of the work months to the level in Modified Item C.; or
 - c. The employee successfully bids into a new position, then Modified Item C. shall control.
- 2. All "grandfathered" employees shall receive an individual notice of such with a copy filed in the individual employee's official personnel file.
- C. Descriptions of core responsibilities for all union positions will be written. The Union shall offer its suggested descriptions to the administration for consideration. The administration's proposed job descriptions will be provided to the union for final suggestions. The administration will then prepare the core job descriptions to be used for the positions covered by this contract.
- D. New employees, whenever possible, will be given at least five (5) working days for training prior to assuming job responsibilities. The Union president can waive this stipulation.

- C. In accordance with this Agreement, all clerical jobs in District #201 shall be included but not limited to the following work descriptions (listed by work site):


BOARD OFFICE:	Immediate Supervisor:	Months:
Assistant Bookkeeper-Accounts Payable	Asst. Superintendent	12
Assistant Bookkeeper-General	Director of Human Resources	12
Special Education Director Administrative Assistant/Receptionist	District Special Education Director	12
District Receptionist, Transportation Mgr, Alumni Transcript Admin Asst	Director of Human Resources	12
EAST CAMPUS:		
Principal Administrative Assistant	Building Principal	12
Principal Administrative Assistant	Building Principal	12
Assistant Principal Administrative Assistant	Respective Assistant Principal	10
Assistant Principal Administrative Assistant	Respective Assistant Principal	10
Assistant Principal Administrative Assistant	Respective Assistant Principal	10
Assistant Principal Administrative Assistant	Respective Assistant Principal	10
Assistant Principal Administrative Assistant	Respective Assistant Principal	10
Athletic Administrative Assistant	Athletic Director	12
Guidance Administrative Assistant	Guidance Director	12
Switchboard	Building Principal	12
Library	Head Librarian	10
Faculty Typist	Building Principal	10
Registrar	Building Principal	12
Bookstore Manager	Associate Principal	12
WEST CAMPUS:		
Principal Administrative Assistant	Building Principal	12
Principal Administrative Assistant	Building Principal	12
Assistant Principal Administrative Assistant	Respective Assistant Principal	10
Assistant Principal Administrative Assistant	Respective Assistant Principal	10
Assistant Principal Administrative Assistant	Respective Assistant Principal	10
Assistant Principal Administrative Assistant	Respective Assistant Principal	10
Assistant Principal Administrative Assistant	Respective Assistant Principal	10
Athletic Administrative Assistant	Athletic Director	12
Guidance Administrative Assistant	Guidance Director	12
Switchboard	Building Principal	12
Library	Head Librarian	10
Faculty Typist	Building Principal	10
Registrar	Building Principal	12
Bookstore Manager	Associate Principal	12
Night School Administrative Assistant	Night School Director	10

It is further agreed to and understood by both parties that...

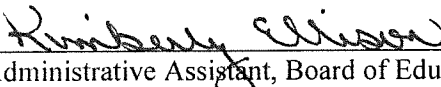
1. All employees whose current position is modified shall be "grandfathered" or remain in the same class and number of work months as their regular position as of May 1, 1982 unless one of the following exists...
 - a. Modified Item C. increases the Class of the employee's regular position; or

IN WITNESS WHEREOF, the parties hereto executed this Agreement this 20th day of September, 2021.

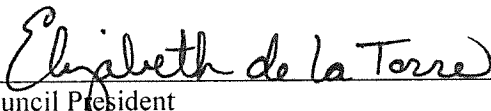
BELLEVILLE TOWNSHIP HIGH SCHOOL DISTRICT 201
SCHOOL-EMPLOYER
ST. CLAIR COUNTY, ILLINOIS

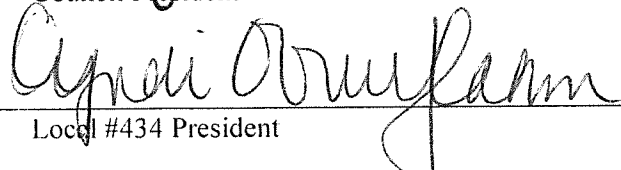
BY 
President, Board of Education

ATTEST

BY 
Administrative Assistant, Board of Education

SECRETARIES COUNCIL OF AFT LOCAL #434

BY 
Council President

BY 
Local #434 President

SALARY SCHEDULE 2021/2022

Without 0.04712 IMRF

	12 MO	10 MO	10 MO Nt Schl
1	\$ 31,622	\$ 23,397	\$ 23,849
2	\$ 33,361	\$ 24,566	\$ 25,089
3	\$ 35,030	\$ 25,795	\$ 26,343
4	\$ 36,781	\$ 27,085	\$ 27,660
5	\$ 38,620	\$ 28,439	\$ 29,043
6	\$ 40,551	\$ 29,861	\$ 30,496
7	\$ 42,579	\$ 31,354	\$ 32,020
8	\$ 44,708	\$ 32,921	\$ 33,621
9	\$ 46,943	\$ 34,568	\$ 35,302
10	\$ 49,290	\$ 36,296	\$ 37,068
11	\$ 51,755	\$ 38,111	\$ 38,921
12	\$ 54,342	\$ 40,016	\$ 40,867

With 0.04712 IMRF

	12 MO	10 MO	10 MO Nt Schl
1	\$ 33,112	\$ 24,499	\$ 24,972
2	\$ 34,933	\$ 25,724	\$ 26,271
3	\$ 36,680	\$ 27,010	\$ 27,585
4	\$ 38,514	\$ 28,361	\$ 28,964
5	\$ 40,440	\$ 29,779	\$ 30,412
6	\$ 42,462	\$ 31,268	\$ 31,933
7	\$ 44,585	\$ 32,831	\$ 33,529
8	\$ 46,814	\$ 34,473	\$ 35,206
9	\$ 49,155	\$ 36,196	\$ 36,966
10	\$ 51,613	\$ 38,006	\$ 38,814
11	\$ 54,193	\$ 39,906	\$ 40,755
12	\$ 56,903	\$ 41,902	\$ 42,793

Longevity: Above Step 12, Add \$707 every two (2) Years

Longevity Without IMRF

Steps 14-42

Step 14	\$707
Step 16	\$1,414
Step 18	\$2,121
Step 20	\$2,828
Step 22	\$3,535
Step 24	\$4,242
Step 26	\$4,949
Step 28	\$5,656
Step 30	\$6,363
Step 32	\$7,070
Step 34	\$7,777
Step 36	\$8,484
Step 38	\$9,191
Step 40	\$9,898
Step 42	\$10,605

Longevity With IMRF

	12 Month	10 Month
	\$ 741	\$ 555
	\$ 1,481	\$ 1,111
	\$ 2,221	\$ 1,666
	\$ 2,962	\$ 2,221
	\$ 3,702	\$ 2,776
	\$ 4,442	\$ 3,332
	\$ 5,182	\$ 3,887
	\$ 5,923	\$ 4,442
	\$ 6,663	\$ 4,997
	\$ 7,403	\$ 5,553
	\$ 8,144	\$ 6,108
	\$ 8,884	\$ 6,663
	\$ 9,624	\$ 7,218
	\$ 10,365	\$ 7,773
	\$ 11,105	\$ 8,329

SALARY SCHEDULE 2022/2023

Without 0.04712 IMRF

	12 MO	10 MO	10 MO Nt Schl
1	\$ 36,622	\$ 27,467	\$ 28,016
2	\$ 38,361	\$ 28,771	\$ 29,346
3	\$ 40,030	\$ 30,023	\$ 31,429
4	\$ 41,781	\$ 31,336	\$ 31,962
5	\$ 43,620	\$ 32,715	\$ 33,369
6	\$ 45,551	\$ 34,163	\$ 34,846
7	\$ 47,579	\$ 35,684	\$ 36,398
8	\$ 49,708	\$ 37,281	\$ 38,027
9	\$ 51,943	\$ 38,957	\$ 39,736
10	\$ 54,290	\$ 40,718	\$ 41,532
11	\$ 56,755	\$ 42,566	\$ 43,417
12	\$ 59,342	\$ 44,507	\$ 45,397

With 0.04712 IMRF

	12 MO	10 MO	10 MO Nt Schl
1	\$ 38,348	\$ 28,761	\$ 29,336
2	\$ 40,169	\$ 30,127	\$ 30,729
3	\$ 41,916	\$ 31,438	\$ 32,910
4	\$ 43,750	\$ 32,813	\$ 33,468
5	\$ 45,675	\$ 34,257	\$ 34,941
6	\$ 47,697	\$ 35,773	\$ 36,488
7	\$ 49,821	\$ 37,365	\$ 38,113
8	\$ 52,050	\$ 39,038	\$ 39,819
9	\$ 54,391	\$ 40,793	\$ 41,608
10	\$ 56,848	\$ 42,637	\$ 43,489
11	\$ 59,429	\$ 44,572	\$ 45,463
12	\$ 62,138	\$ 46,604	\$ 47,536

Longevity: Above Step 12, Add \$707 every two (2) Years

Longevity Without IMRF

Steps 14-42

Step 14	\$707
Step 16	\$1,414
Step 18	\$2,121
Step 20	\$2,828
Step 22	\$3,535
Step 24	\$4,242
Step 26	\$4,949
Step 28	\$5,656
Step 30	\$6,363
Step 32	\$7,070
Step 34	\$7,777
Step 36	\$8,484
Step 38	\$9,191
Step 40	\$9,898
Step 42	\$10,605

Longevity With IMRF

12 Month 10 Month

\$	741	\$	555
\$	1,481	\$	1,111
\$	2,221	\$	1,666
\$	2,962	\$	2,221
\$	3,702	\$	2,776
\$	4,442	\$	3,332
\$	5,182	\$	3,887
\$	5,923	\$	4,442
\$	6,663	\$	4,997
\$	7,403	\$	5,553
\$	8,144	\$	6,108
\$	8,884	\$	6,663
\$	9,624	\$	7,218
\$	10,365	\$	7,773
\$	11,105	\$	8,329

APPENDIX C

SALARY SCHEDULE 2023/2024

Without 0.04712 IMRF

	12 MO	10 MO	10 MO Nt Schl
1	\$ 37,538	\$ 28,153	\$ 28,716
2	\$ 39,321	\$ 29,490	\$ 30,080
3	\$ 41,030	\$ 30,773	\$ 32,215
4	\$ 42,826	\$ 32,119	\$ 32,761
5	\$ 44,711	\$ 33,533	\$ 34,203
6	\$ 46,690	\$ 35,017	\$ 35,717
7	\$ 48,768	\$ 36,576	\$ 37,308
8	\$ 50,950	\$ 38,213	\$ 38,978
9	\$ 53,242	\$ 39,931	\$ 40,729
10	\$ 55,647	\$ 41,736	\$ 42,570
11	\$ 58,173	\$ 43,630	\$ 44,502
12	\$ 60,826	\$ 45,619	\$ 46,532

With 0.04712 IMRF

	12 MO	10 MO	10 MO Nt Schl
1	\$ 39,307	\$ 29,480	\$ 30,070
2	\$ 41,173	\$ 30,880	\$ 31,497
3	\$ 42,964	\$ 32,223	\$ 33,733
4	\$ 44,844	\$ 33,633	\$ 34,305
5	\$ 46,817	\$ 35,113	\$ 35,815
6	\$ 48,890	\$ 36,667	\$ 37,400
7	\$ 51,066	\$ 38,300	\$ 39,066
8	\$ 53,351	\$ 40,013	\$ 40,814
9	\$ 55,750	\$ 41,813	\$ 42,649
10	\$ 58,269	\$ 43,702	\$ 44,576
11	\$ 60,915	\$ 45,686	\$ 46,599
12	\$ 63,692	\$ 47,769	\$ 48,725

Longevity: Above Step 12, Add \$743 every two (2) Years

Longevity Without IMRF
Steps 14-42

Step 14	\$725
Step 16	\$1,450
Step 18	\$2,174
Step 20	\$2,899
Step 22	\$3,624
Step 24	\$4,348
Step 26	\$5,073
Step 28	\$5,798
Step 30	\$6,522
Step 32	\$7,247
Step 34	\$7,972
Step 36	\$8,696
Step 38	\$9,421
Step 40	\$10,146
Step 42	\$10,870

Longevity With IMRF

12 Month	10 Month
\$ 759	\$ 569
\$ 1,518	\$ 1,138
\$ 2,277	\$ 1,708
\$ 3,036	\$ 2,277
\$ 3,794	\$ 2,846
\$ 4,553	\$ 3,415
\$ 5,312	\$ 3,984
\$ 6,071	\$ 4,553
\$ 6,830	\$ 5,122
\$ 7,588	\$ 5,691
\$ 8,347	\$ 6,260
\$ 9,106	\$ 6,830
\$ 9,865	\$ 7,399
\$ 10,624	\$ 7,968
\$ 11,383	\$ 8,537

Annual Stipend

Associate's Degree	\$250
Bachelor's Degree	\$500

APPENDIX D

SALARY SCHEDULE 2024/2025

Without 0.04712 IMRF				With 0.04712 IMRF			
	12 MO	10 MO	10 MO Nt Schl		12 MO	10 MO	10 MO Nt Schl
1	\$ 38,664	\$ 28,998	\$ 29,578		\$ 40,486	\$ 30,364	\$ 30,972
2	\$ 40,500	\$ 30,375	\$ 30,982		\$ 42,409	\$ 31,806	\$ 32,442
3	\$ 42,261	\$ 31,696	\$ 33,181		\$ 44,253	\$ 33,189	\$ 34,745
4	\$ 44,110	\$ 33,083	\$ 33,744		\$ 46,189	\$ 34,642	\$ 35,334
5	\$ 46,052	\$ 34,539	\$ 35,229		\$ 48,222	\$ 36,166	\$ 36,889
6	\$ 48,091	\$ 36,068	\$ 36,789		\$ 50,357	\$ 37,767	\$ 38,522
7	\$ 50,231	\$ 37,673	\$ 38,427		\$ 52,598	\$ 39,449	\$ 40,238
8	\$ 52,479	\$ 39,359	\$ 40,147		\$ 54,952	\$ 41,214	\$ 42,039
9	\$ 54,839	\$ 41,129	\$ 41,951		\$ 57,423	\$ 43,067	\$ 43,928
10	\$ 57,317	\$ 42,988	\$ 43,847		\$ 60,018	\$ 45,013	\$ 45,913
11	\$ 59,919	\$ 44,939	\$ 45,837		\$ 62,742	\$ 47,057	\$ 47,997
12	\$ 62,651	\$ 46,988	\$ 47,928		\$ 65,603	\$ 49,202	\$ 50,186

Longevity: Above Step 12, Add \$765 every two (2) Years

Longevity Without IMRF		Longevity With IMRF	
Steps 14-42		12 Month	10 Month
Step 14	\$747	\$ 782	\$ 586
Step 16	\$1,493	\$ 1,563	\$ 1,173
Step 18	\$2,240	\$ 2,345	\$ 1,759
Step 20	\$2,986	\$ 3,127	\$ 2,345
Step 22	\$3,732	\$ 3,908	\$ 2,931
Step 24	\$4,479	\$ 4,690	\$ 3,517
Step 26	\$5,225	\$ 5,471	\$ 4,104
Step 28	\$5,972	\$ 6,253	\$ 4,690
Step 30	\$6,718	\$ 7,035	\$ 5,276
Step 32	\$7,464	\$ 7,816	\$ 5,862
Step 34	\$8,211	\$ 8,598	\$ 6,448
Step 36	\$8,957	\$ 9,379	\$ 7,034
Step 38	\$9,704	\$ 10,161	\$ 7,621
Step 40	\$10,450	\$ 10,942	\$ 8,207
Step 42	\$11,196	\$ 11,724	\$ 8,793

Annual Stipend

Associate's Degree	\$250
Bachelor's Degree	\$500

APPENDIX E

SALARY SCHEDULE 2025/2026

Without 0.04712 IMRF

	12 MO	10 MO	10 MO Nt Schl
1	\$ 39,921	\$ 29,940	\$ 30,539
2	\$ 41,816	\$ 31,362	\$ 31,989
3	\$ 43,635	\$ 32,726	\$ 34,260
4	\$ 45,544	\$ 34,158	\$ 34,841
5	\$ 47,549	\$ 35,661	\$ 36,374
6	\$ 49,654	\$ 37,240	\$ 37,984
7	\$ 51,864	\$ 38,898	\$ 39,676
8	\$ 54,184	\$ 40,638	\$ 41,452
9	\$ 56,621	\$ 42,466	\$ 43,315
10	\$ 59,180	\$ 44,385	\$ 45,272
11	\$ 61,866	\$ 46,400	\$ 47,327
12	\$ 64,687	\$ 48,515	\$ 49,486

With 0.04712 IMRF

	12 MO	10 MO	10 MO Nt Schl
1	\$ 41,802	\$ 31,351	\$ 31,978
2	\$ 43,787	\$ 32,840	\$ 33,496
3	\$ 45,691	\$ 34,268	\$ 35,874
4	\$ 47,690	\$ 35,767	\$ 36,482
5	\$ 49,789	\$ 37,342	\$ 38,088
6	\$ 51,993	\$ 38,995	\$ 39,774
7	\$ 54,308	\$ 40,731	\$ 41,546
8	\$ 56,738	\$ 42,553	\$ 43,405
9	\$ 59,289	\$ 44,467	\$ 45,356
10	\$ 61,968	\$ 46,476	\$ 47,406
11	\$ 64,781	\$ 48,586	\$ 49,557
12	\$ 67,735	\$ 50,801	\$ 51,817

Longevity: Above Step 12, Add \$790 every two (2) Years

Longevity Without IMRF

Steps 14-42

Step 14	\$771
Step 16	\$1,542
Step 18	\$2,312
Step 20	\$3,083
Step 22	\$3,854
Step 24	\$4,624
Step 26	\$5,395
Step 28	\$6,166
Step 30	\$6,936
Step 32	\$7,707
Step 34	\$8,478
Step 36	\$9,248
Step 38	\$10,019
Step 40	\$10,790
Step 42	\$11,560

Longevity With IMRF

12 Month 10 Month

\$ 807	\$ 605
\$ 1,614	\$ 1,211
\$ 2,421	\$ 1,816
\$ 3,228	\$ 2,421
\$ 4,035	\$ 3,026
\$ 4,842	\$ 3,632
\$ 5,649	\$ 4,237
\$ 6,456	\$ 4,842
\$ 7,263	\$ 5,447
\$ 8,070	\$ 6,053
\$ 8,877	\$ 6,658
\$ 9,684	\$ 7,263
\$ 10,491	\$ 7,868
\$ 11,298	\$ 8,474
\$ 12,105	\$ 9,079

Annual Stipend

Associate's Degree	\$250
Bachelor's Degree	\$500