

**GLENBARD TOWNSHIP HIGH SCHOOL DISTRICT #87**



# **PROFESSIONAL AGREEMENT**

**BETWEEN THE  
BOARD OF EDUCATION, GLENBARD TOWNSHIP HIGH SCHOOL DISTRICT #87  
AND THE  
GLENBARD EDUCATION ASSOCIATION**

**AUGUST 10, 2007 – AUGUST 9, 2012**

# TABLE OF CONTENTS

<b>ARTICLE 1 RECOGNITION</b> .....	<b>1</b>
<b>ARTICLE 2 DEFINITION OF RESPONSIBILITY AND RIGHTS</b> .....	<b>1</b>
2.01    GOOD FAITH NEGOTIATIONS.....	1
2.02    AUTHORITY .....	1
2.03    RIGHTS.....	1
2.04    COMMUNICATIONS .....	2
2.05    MEETINGS .....	2
2.06    PUBLIC INFORMATION .....	2
2.07    TEACHER PERFORMANCE .....	2
2.08    HUMAN RESOURCE RECORDS .....	3
2.09    SCHOOL PROPERTY .....	3
2.10    EDUCATIONAL ENVIRONMENT.....	4
2.11    PARENT-STUDENT COMPLAINTS PROCEDURE .....	4
<b>ARTICLE 3 MANAGEMENT RIGHTS</b> .....	<b>5</b>
<b>ARTICLE 4 NO-STRIKE CLAUSE</b> .....	<b>5</b>
<b>ARTICLE 5 NEGOTIATION PROCEDURES</b> .....	<b>5</b>
5.01    NEGOTIATING REPRESENTATIVES.....	5
5.02    NEGOTIATIONS TIMELINE .....	5
5.03    TENTATIVE AGREEMENT.....	5
5.04    IMPASSE PROCEDURE.....	6
5.04.01 <i>Mediation</i> .....	6
5.04.02 <i>Attendant Costs</i> .....	6
<b>ARTICLE 6 MAINTENANCE OF STANDARDS</b> .....	<b>6</b>
<b>ARTICLE 7 GRIEVANCE PROCEDURE</b> .....	<b>6</b>
7.01    DEFINITION.....	6
7.02    BASIC PRINCIPLES .....	6
7.03    PROCEDURE .....	8
7.03.01 <i>Step One (1)</i> .....	8
7.03.02 <i>Step Two (2)</i> .....	8
7.03.03 <i>Step Three (3)</i> .....	8
7.03.04 <i>Step Four (4)</i> .....	9
7.03.05 <i>Step Five (5)</i> .....	9
<b>ARTICLE 8 CONDITIONS OF EMPLOYMENT</b> .....	<b>10</b>
8.01    VACANCIES, TRANSFERS AND PROMOTIONS.....	10
8.02    RESPONSIBILITIES AND DUTIES OF TEACHERS .....	13
8.03    WORK SCHEDULE AND TEACHING ASSIGNMENT.....	14
8.04    SUSPENSION .....	18
8.05    SUPERVISION .....	18
8.05.01 <i>Student Teachers</i> .....	18
8.05.02 <i>Part-time Teachers</i> .....	18
8.05.03 <i>Summer School Employment</i> .....	19
8.05.04 <i>Summer Curriculum</i> .....	20

8.06	RETIREMENT PLANS .....	20
8.06.01	Early Retirement Plan .....	20
8.06.05	Retiree Insurance .....	22
8.06.06	Regular Retirement Plan .....	22
8.07	ACTIVITIES .....	24
8.07.01	Professional Growth.....	24
8.07.02	Tutoring .....	24
8.08	COMPENSATION AND RELATED BENEFITS.....	25
8.08.01	<i>Employment Salary Guidelines</i> .....	25
8.08.02	<i>Nurses</i> .....	26
8.08.03	<i>Extended Contracts</i> .....	26
8.08.04	<i>Department Chair</i> .....	26
8.08.06	<i>Special Service Schedule</i> .....	28
8.08.07	<i>Advancement on Salary Schedule</i> .....	29
8.08.08	<i>Direct Deposit</i> .....	31
8.08.09	<i>Payroll Deductions</i> .....	31
8.08.10	<i>Professional Dues</i> .....	32
8.08.11	<i>Glenbard Education Association Release Time</i> .....	32
8.08.12	<i>Travel Expenses</i> .....	33
8.08.13	<i>Insurance</i> .....	34
8.09	ABSENCES AND LEAVES.....	37
8.09.01	<i>General Responsibilities of the Teacher</i> .....	37
8.09.02	<i>Sick Leave</i> .....	37
8.09.03	<i>Personal Leave</i> .....	40
8.09.04	<i>Leaves of Absence</i> .....	41
8.09.05	<i>Maternity and Parental Leave</i> .....	43
8.09.06	<i>Military Leave</i> .....	44
8.09.07	<i>Jury Duty</i> .....	44
8.09.08	<i>Disaster Leave</i> .....	44
8.10	SUBSTITUTE TEACHERS .....	44
<b>ARTICLE 9 REDUCTION OF TENURED TEACHERS .....</b>		<b>45</b>
9.01	GUIDELINES .....	45
<b>ARTICLE 10 CERTIFIED STAFF EVALUATION.....</b>		<b>46</b>
10.01	PHILOSOPHY .....	46
10.02	PORTFOLIO .....	46
10.03	SUPERVISORY EVALUATIONS.....	47
10.03.01	<i>Non-Tenured</i> .....	47
10.03.02	<i>Tenured</i> .....	47
10.03.03	<i>Teachers Assigned to More Than One (1) Building</i> .....	47
10.04	EVALUATION PROCESS.....	47
10.05	CHANGE IN EMPLOYMENT STATUS OF TENURED TEACHERS .....	47
<b>ARTICLE 11 EFFECT OF A AGREEMENT .....</b>		<b>48</b>
11.01	ACKNOWLEDGEMENT.....	48
11.02	BOARD OF EDUCATION POLICIES .....	48
11.03	INDIVIDUAL AGREEMENTS/CONTRACTS .....	48
11.04	PROVISIONS .....	48

<b>ARTICLE 12 FAIR SHARE AGREEMENT .....</b>	<b>48</b>
12.01 FAIR SHARE FEE.....	48
<b>ARTICLE 13 DURATION AND ACCEPTANCE OF AGREEMENT .....</b>	<b>49</b>
13.01 EFFECTIVE DATE .....	49
<b>APPENDIX A – SPECIAL PAYMENT SCHEDULE.....</b>	<b>50</b>
<b>APPENDIX B – EXTRACURRICULAR INCREMENT SCHEDULES .....</b>	<b>51</b>
EXTRACURRICULAR INCREMENT SCHEDULE 2007-2008 .....	52
EXTRACURRICULAR INCREMENT SCHEDULE 2008-2009 .....	53
EXTRACURRICULAR INCREMENT SCHEDULE 2009-2010 .....	54
EXTRACURRICULAR INCREMENT SCHEDULE 2010-2011 .....	55
EXTRACURRICULAR INCREMENT SCHEDULE 2011-2012 .....	56
EXTRACURRICULAR INCREMENT SCHEDULE GROUPS .....	57
<b>APPENDIX C – SALARY SCHEDULE INDEX.....</b>	<b>58</b>
<b>APPENDIX D – SALARY SCHEDULES .....</b>	<b>59</b>
SALARY SCHEDULE 2007-2008 .....	59
SALARY SCHEDULE 2008-2009 .....	60
SALARY SCHEDULE 2009-2010 .....	61
SALARY SCHEDULE 2010-2011 .....	62
SALARY SCHEDULE 2011-2012 .....	63
<b>MEMORANDUMS OF UNDERSTANDING.....</b>	<b>64</b>
RESOURCE PERIOD .....	65
DEPARTMENT CHAIR RELIEF.....	67
SCHOOL IMPROVEMENT EFFORTS .....	68
RELIEF SECTION JOB VACANCY POSTING.....	69
CLASS SIZE .....	70
COMMUNICATION EFFORTS.....	71
ADDITIONAL TEACHER WORKDAY.....	72

## **ARTICLE 1 RECOGNITION**

- 1.01 The Board of Education recognizes the Glenbard Education Association as the exclusive and sole negotiation agent for contractually certified employees, which includes teachers, Nurses, certified guidance and media personnel, of Glenbard Township High School District #87 in matters defined as negotiable, except the following classifications: Superintendent, Assistants to the Superintendent, Building Principals, Assistant Building Principals, Deans, Administrative Assistants, and other non-teaching Administrative personnel. The Board of Education and Glenbard Education Association agree that, while Department Chairs are included with the Glenbard Education Association, their Supervisory and Administrative duties--supervision of the departmental staff and Administration of the department budget--is excluded from the jurisdiction of the Glenbard Education Association. The term "teacher" when used in this Agreement shall refer to all employees represented by the Glenbard Education Association in Article 1.

## **ARTICLE 2 DEFINITION OF RESPONSIBILITY AND RIGHTS**

### 2.01 Good Faith Negotiations

- 2.01.01 Both parties agree to participate in good faith negotiations through duly designated representatives. Good faith requires a sincere and honest effort to reach Agreement, but it does not require one to compromise principle in order to come to Agreement on any terms or at any price. Good faith negotiations cannot require Agreement, but may necessitate compromise on issues rather than on principles.

### 2.02 Authority

- 2.02.01 It is the mutual responsibility of the Board of Education and the Glenbard Education Association to confer upon their respective representatives the necessary power and authority to make proposals, consider proposals and make counter-proposals in the course of negotiations, and to reach tentative Agreement. It is recognized that no final Agreement between the parties may be executed without ratification by the Board of Education and by the Glenbard Education Association.

### 2.03 Rights

- 2.03.01 Teachers shall have the right to form, join and actively participate in all legal functions of teachers' organizations. As members of the Glenbard Education Association, they may participate in professional negotiations with the Board of Education through representatives of their own choosing. Teachers shall also have the right to refrain from any or all such activities.
- 2.03.02 The Board of Education and Glenbard Education Association undertake and agree that each will not directly or indirectly discourage or deprive or coerce any teacher in the enjoyment of any rights conferred by the Laws of Illinois or the Constitutions of Illinois and the United States. The Board of Education

undertakes and agrees that it will continue not to discriminate against any teacher with respect to salaries, economic fringe benefits, grievance adjustment, included in this Agreement, by reason of his/her membership in the Glenbard Education Association.

2.04 Communications

2.04.01 The Glenbard Education Association will be provided with bulletin board space in each Building. The regular Glenbard Township High School District #87 inter-school mail service, the Glenbard Township High School District #87 e-mail system and the teachers' mail boxes shall be made available to the Glenbard Education Association for the purpose of communications. General communications are to be identified by the local Glenbard Education Association and copies of all Glenbard Education Association authorized materials so distributed shall be furnished to the Building Principal. Only Glenbard Education Association officers may authorize and identify these communications.

2.05 Meetings

2.05.01 The Glenbard Education Association shall have the right to hold general membership meetings on Glenbard Township High School District #87 property, provided that the speakers or that the audience shall not include more than three (3) individuals who are not teachers and provided that such meetings in no way interfere with any aspect of the instructional program, and provided that such meetings entail no additional maintenance or custodial expense. Requests to use school facilities shall be made to the Building Principal or his/her designated representative.

2.06 Public Information

2.06.01 The Glenbard Education Association shall be furnished all regularly and routinely prepared public information concerning the financial condition of Glenbard Township High School District #87 including annual financial statement and adopted budget. In addition, the Board of Education and the Administration will grant reasonable requests for any other readily available and pertinent information which may be relevant to negotiations. Nothing herein shall require Glenbard Township High School District #87, Building Administrative Staff, or Glenbard Education Association, to research and assemble information. The Glenbard Education Association will furnish copies of any pertinent information as reasonably requested by the Superintendent or by the Board of Education.

2.07 Teacher Performance

2.07.01 Teacher observation by Supervisors of the work performance of a teacher shall be conducted in a professional manner.

## 2.08 Human Resource Records

- 2.08.01 A master file of all materials relating to a teacher shall exist at the Glenbard Township High School District #87 Human Resources Office. Copies of such materials may be available in the Building Principal's Office.
- 2.08.02 All materials placed in the teacher's file and originating with the school system shall be available to the teacher at his/her request for inspection, except as provided in Section 2.08.04, in the presence of the person(s) responsible for keeping the files.
- 2.08.03 No material critical of the performance of a teacher may be placed in his/her file without first giving a copy to him/her. The teacher shall initial the file copy to show receipt thereof. The teacher shall have the right to answer any material filed, and his/her answer shall be submitted to the Building Principal and forwarded to the Glenbard Township High School District #87 Human Resources Office, where it shall be attached to all file copies. Any such answer shall be submitted to the Building Principal within ten (10) school days of the receipt by the teacher of the material being answered.
- 2.08.04 All references and information originating outside the school system on the basis of confidentiality, and information obtained within the school system in the process of recommending the teacher for employment outside Glenbard Township High School District #87 shall not be subject to this procedure, and therefore, shall not be available for inspection by the teacher.
- 2.08.05 The teacher shall have the right to place pertinent material in his/her file. This material shall be submitted to the Building Principal, forwarded to the Glenbard Township High School District #87 Human Resources Office, where it shall be placed in the teacher's file.
- 2.08.06 All memos and letters which originate with the school system and which are to have a copy placed in the teacher's file shall so indicate on the document. A copy of any such memo or letter shall be given to the teacher.
- 2.08.07 Disciplinary reports, letters of reprimand, or other records of disciplinary action or records of evaluation of performance which are more than four (4) years old shall not be used against the teacher, except to show a pattern of conduct.
- 2.08.08 The Glenbard Township High School District #87 District Office must be notified by December 1<sup>st</sup> of each school year of any new teaching certificates, qualifications, or approvals.

## 2.09 School Property

- 2.09.01 The school maintains ownership of any desk and file cabinet assigned to a teacher. The contents are to be respected as property of the teacher, and only in emergency situations will Supervisors exercise the right to open the desk or file

cabinet. In case of termination of a teacher, contents of the desk or file cabinet must be held for a period of thirty (30) days during which time an attempt shall be made to contact the teacher.

## 2.10 Educational Environment

2.10.01 Teachers have academic freedom to raise issues in the educational environment of Glenbard Township High School District #87. Issues raised in the classroom shall be consistent with the established content and objectives of the course, which are appropriate to the various levels of student ability and maturity. Such issues shall be presented in an objective manner. This does not exclude the right and obligation of the Supervisors to question, consult and advise whenever necessary.

## 2.11 Parent-Student Complaints Procedure

2.11.01 The Building Principal shall attempt to resolve complaints by a parent of a student directed toward a teacher. Before any such complaint is placed in the teacher's file, the complaint shall be investigated by an Administrator who shall attach a statement to the complaint noting the results of the investigation.

2.11.01.A If the complaint is resolved, the Building Principal shall inform the teacher of the complaint and its resolution if the complaint reasonably could be anticipated to affect the teacher-pupil or parent-teacher relationship.

2.11.01.B If the complaint cannot be resolved and, in the judgment of the Building Principal, it is serious, the complaint shall be channeled through the teacher, and no disciplinary action against a teacher shall be initiated by the Administration until a scheduled parent-teacher conference has taken place, except in emergency matters which could result in criminal prosecution or civil complaint. The teacher shall notify the Building Principal in advance of such conference. The teacher or Building Principal may request the presence of members of the Administrative Staff at such conference.

2.11.02 If the parent or the teacher is not satisfied with the results of this conference, or if the parent refuses to have a conference, the following sequence of conferences shall be employed as needed to seek resolution of the problem:

2.11.02.A Parent-teacher-Building Principal,

2.11.02.B Parent-teacher-Superintendent or designee, and

2.11.02.C Parent-teacher-Board of Education.

2.11.03 The teacher, at his/her request, may request a Glenbard Education Association representative at the conference with the Superintendent and/or the Board of

Education. The teacher may not refuse to be present at the initial conference with the parent and/or student, except with the approval of the Building Principal.

### **ARTICLE 3 MANAGEMENT RIGHTS**

- 3.01 Except as expressly provided otherwise in this Agreement, the determination and Administration of school policy, the operation and management of the schools, and the direction of employees are vested exclusively in the Board of Education representing the electors of Glenbard Township High School District #87.

### **ARTICLE 4 NO-STRIKE CLAUSE**

- 4.01 While the terms of this Agreement are in effect, the Glenbard Education Association, the Board of Education, and any Glenbard Education Association member of the teaching staff shall not participate in picketing, strikes, or lockouts against any Glenbard Township High School District #87 school or Administrative Office of the Board of Education.

### **ARTICLE 5 NEGOTIATION PROCEDURES**

- 5.01 Negotiating Representatives
  - 5.01.01 Each party to negotiations shall select its negotiating representatives provided that the Board of Education shall not select a teacher.
- 5.02 Negotiations Timeline
  - 5.02.01 Unless both parties agree to an alternate date, negotiations shall begin no later than the first (1<sup>st</sup>) week of April. If either party chooses to propose changes in the existing contract, such must be presented at the initial negotiating session. In subsequent sessions only items proposed at the initial meeting can be discussed. The parties shall negotiate in good faith thereafter in an attempt to reach a new Agreement by the Friday before the last scheduled day of the spring semester. If Agreement is not reached by the last scheduled day of the spring semester, negotiations shall be recessed and no negotiations shall be held until August 15<sup>th</sup>, whereupon the parties shall resume negotiations.
- 5.03 Tentative Agreement
  - 5.03.01 When the Glenbard Education Association and the Board of Education reach tentative Agreement on all matters being negotiated, they will be reduced to writing and shall be submitted to the membership of the Glenbard Education Association and to the Board of Education for ratification. Upon ratification by both parties, said matters shall become a part of this Agreement and Appendices.

5.04 Impasse Procedure

5.04.01 Mediation

5.04.01.A A mediator shall be mutually agreed to and requested within five (5) days from the date either party requests mediation, as provided for in the Illinois Educational Labor Relations Board (IELRB).

5.04.01.B If the parties cannot agree upon a mediator, the Federal Mediation and Conciliation Service (FMCS) shall be requested, by both parties, to appoint a mediator from its staff. If the FMCS will not supply a mediator, a joint request shall be submitted to the IELRB.

5.04.01.C The mediator shall meet with the parties or their representatives both, forthwith, either jointly or separately and shall take such other steps as the mediator may deem appropriate in order to persuade parties to resolve their differences and effect a mutually acceptable Agreement; provided that the mediator shall not, without the consent of both parties, make finding of fact or recommend terms of settlement.

5.04.02 Attendant Costs

5.04.02.A Any costs for the mediator shall be shared equally by the Board of Education and the Glenbard Education Association.

**ARTICLE 6 MAINTENANCE OF STANDARDS**

6.01 During the year(s) in which this contract is in effect, all working conditions described in this Professional Agreement will be maintained at not less than the highest minimum standards in effect in Glenbard Township High School District #87 at the time this Agreement is signed.

**ARTICLE 7 GRIEVANCE PROCEDURE**

7.01 Definition

7.01.01 A grievance shall be a claim by the Glenbard Education Association, a teacher or group of teachers that there has been a violation, misinterpretation, or misapplication of any provision of this Agreement.

7.02 Basic Principles

7.02.01 Every teacher covered by this Agreement shall have the right to present grievances in accordance with these procedures.

7.02.02 A teacher who participates in these grievance procedures shall not be subjected to discipline or reprisal because of such participation. In turn, the Administration or immediate Supervisor should not be subjected to reprisal or harassment as a result of a grievance decision or hearing.

- 7.02.03 Hearings and conferences under this procedure shall be conducted at a time and place which will afford a fair and reasonable opportunity for all persons, including witnesses, requested to be present. Hearings and conferences will be held, insofar as possible, after regular school hours or during non-teaching time of personnel involved. When the Administration chooses to hold such hearings and conferences during school hours, all employees whose presence is required, shall be excused, with pay, for that purpose. Investigation or processing of any grievance by the grieving teacher shall be conducted so as to result in no interference with or interruption whatsoever of the instructional program.
- 7.02.04 The failure of either party to act within the prescribed time limits shall be interpreted as concession and forfeiture of the case to the opposing party without prejudice.
- 7.02.05 The grieving teacher shall be present at every grievance hearing. Illness, other incapacity, or professional absence of either party shall be grounds for any necessary extension of grievance procedure time limits.
- 7.02.06 Class grievances involving one (1) or more teachers or one (1) or more Supervisors, and grievances involving an Administrator above the Building level may be initially filed by the Glenbard Education Association at Step Three (3).
- 7.02.07 The Board of Education acknowledges the right of the Glenbard Education Association's grievance representatives to participate in the processing of a grievance after Step One (1) when requested by the teacher, and no teacher shall be required to discuss any grievance if a Glenbard Education Association's representative is not present as requested.
- 7.02.08 When a teacher is not represented by the Glenbard Education Association, the Glenbard Education Association may be present as an observer at all hearings after Step One (1) and shall receive copies of the grievance and decisions.
- 7.02.09 All documents, communications, and records dealing with the processing of a grievance shall be filed in the Office of the Superintendent separately from the personnel files of the participant.
- 7.02.10 A grievance may be withdrawn at any level.
- 7.02.11 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 in order that the matters may be resolved before the close of the school term or as soon thereafter as possible. School days for the purpose of the grievance procedure shall mean teacher employment days.
- 7.02.12 Nothing contained herein shall deny to any teacher his/her rights under State or Federal Constitution and Laws.

7.03 Procedure

7.03.01 Step One (1)

7.03.01.A The parties hereto acknowledge that it is most desirable for a teacher and his/her immediately involved Supervisor to resolve problems through free and informal discussion. Thus, an attempt shall be made to resolve any grievance between grievant and his/her immediate Supervisor of the activity involved. If at any time the grievance is resolved, such resolution shall not be inconsistent with the terms of this Agreement and the Glenbard Education Association will be afforded the opportunity to be present when the resolution is presented.

7.03.02 Step Two (2)

7.03.02.A If a grievance cannot be resolved at the first (1<sup>st</sup>) step, the teacher may present the grievance in writing to the Supervisor involved who shall arrange a meeting that shall take place with the Building Principal within five (5) days after receipt of the grievance. The grieving teacher and the immediate Supervisor involved shall be present at the meeting. When requested by the teacher, a member of the Glenbard Education Association may represent the teacher to assist in the resolution of the grievance.

7.03.02.B The "Statement of Grievance" shall name the teacher involved, shall state the facts giving rise to the grievance, shall identify by appropriate reference all the provisions of this Agreement alleged to be violated, shall state the contention of the teacher with respect to those provisions, and shall indicate the specific relief requested. Copies of the "Statement of Grievance" shall be forwarded to the Office of the Superintendent and to the Glenbard Education Association President.

7.03.02.C The filing of any grievance must be within thirty (30) days after the grievant had knowledge or should have had knowledge of the asserted violation of the Agreement giving rise to the grievance.

7.03.02.D Within five (5) days after the meeting, the Building Principal shall communicate his/her answer, including reasons, in writing to the grievant. Copies of the answer shall be forwarded to the Office of the Superintendent and to the Glenbard Education Association President.

7.03.03 Step Three (3)

7.03.03.A If the grievance is not resolved to the satisfaction of the aggrieved at the second (2<sup>nd</sup>) step, the aggrieved may file an appeal to the

Superintendent within five (5) days of receipt of the Building Principal's decision.

7.03.03.B Within ten (10) days of receiving the appeal, the Superintendent shall arrange and hold a meeting between those present at the previous step and the Superintendent or his/her designee in an attempt to resolve the grievance.

7.03.03.C Within five (5) days of said meeting, the Superintendent shall file a written decision, including reasons, on the grievance and communicate it to the aggrieved, the Building Principal, and the Glenbard Education Association President.

7.03.04 Step Four (4)

7.03.04.A Within ten (10) days after the decision of the Superintendent, an appeal of his/her decision may be made to the Board of Education. It shall be in writing and accompanied by a copy of all previous decisions made at Steps One (1), Two (2), and Three (3).

7.03.04.B Within fifteen (15) days after receiving the appeal, the Board of Education shall hold a hearing on the grievance at a meeting open to the public at the request of either party.

7.03.04.C Within five (5) days of the hearing, the Board of Education shall communicate to the Glenbard Education Association and the aggrieved its decision, in a written statement which shall include reasons for its decision.

7.03.05 Step Five (5)

7.03.05.A If the grievance is not settled at Step Four (4), the Glenbard Education Association (but not the teacher) may submit the grievance to binding arbitration under the Voluntary Labor Arbitration Rules of the American Arbitration Association (AAA), which shall act as the Administrator of the proceedings, provided there is an Illinois statute obligating the Board of Education to make binding arbitration the terminal step of any grievance procedure. If the request for arbitration is not filed within thirty (30) days of the Board of Education's decision, the grievance shall be deemed withdrawn.

7.03.05.B Each party shall bear the full costs for its representation in the arbitration. The cost of the arbitrator and the AAA shall be divided equally between the parties.

7.03.05.C If either party requests a transcript of the proceedings, that party shall bear full costs for the transcript. If both parties order a transcript, the

cost of the two (2) transcripts shall be divided equally between the parties.

7.03.05.D Powers of the Arbitrator: It shall be the function of the arbitrator--and he/she shall be empowered, except as his/her powers are limited by law, after due investigation--to make a recommendation in cases of alleged violations of the specific Articles and Sections of this Agreement.

7.03.05.D.1 Neither the Board of Education nor the Glenbard Education Association shall be permitted to assert any grounds or evidence before the arbitrator which was not previously disclosed to the other party.

7.03.05.D.2 The arbitrator shall have no power to alter or add to the terms of this Agreement. His/her authority shall be strictly limited to deciding only the issue presented to him/her in writing by the Board of Education, the Glenbard Education Association, or the grievant.

## **ARTICLE 8 CONDITIONS OF EMPLOYMENT**

### **8.01 Vacancies, Transfers, and Promotions**

8.01.01 The assignment of teachers to positions in the schools and departments of Glenbard Township High School District #87 shall be made by the Superintendent, assisted by his/her Administrative Staff and Building Principals.

8.01.02 All vacancies in Administrative or Supervisory positions caused by death, retirement, discharge, resignation, or by the creation of a new Administrative or Supervisory position shall be publicized to teachers and applications solicited pursuant to the following procedure:

8.01.02.A Such vacancies shall be publicized to the faculty by posting on the District's website at the District-wide site, the East, West, North, and South school sites and the GEA President or his/her designee for posting on the GEA website within one (1) week after the vacancy has been acted upon by the Board of Education, and at least fifteen (15) days in advance of the date of filling such vacancy. Notice of this vacancy may be withheld upon the request of the resigning teacher until the Board of Education has accepted the resignation. Online postings shall be archived on the District's websites for at least one year after the position has been filled.

8.01.02.B Said notice of vacancy shall set forth the qualifications of the job and the salary range thereof.

- 8.01.02.C Teachers who desire to apply for such vacancies shall file their applications in writing with the Superintendent within the time limits specified in the notice.
  - 8.01.02.D Vacancies shall be filled on the basis of experience, competency and qualifications of the applicant without discrimination with respect to sex, race or creed.
  - 8.01.02.E If any vacancies occur after the close of the regular school year and before the opening of the next regular school year, notice of any vacancies will be mailed to teachers who provide a self-addressed envelope(s) to the Building Principal prior to final teacher checkout for the purpose of receiving such notification.
- 8.01.03 Transfer of teachers from one Building to another shall be made by the Superintendent assisted by his/her Administrative Staff and Building Principals.
- 8.01.03.A Requests for transfer shall be made in writing to the Superintendent by the teacher on or before March 1<sup>st</sup>. Such requests shall indicate the transfer desired. Such requests represent consent only to transfer to the specific Building and subject area requested. Request for transfer must be made each year.
  - 8.01.03.B The Superintendent will give consideration to the preference requested but may deny transfer if, in his/her opinion, it is in the best interest of Glenbard Township High School District #87. The reason for the denial will be made known to the applicant.
  - 8.01.03.C The parties recognize that in order to meet the staffing needs of Glenbard Township High School District #87, it may be necessary to transfer a teacher involuntarily. No involuntary transfer shall be made without immediate notification to the teacher and he/she shall be released from his/her employment contract by the Board of Education if he/she so requests. If the teacher accepts involuntary transfer and requests, as defined in Section 8.01.03.A, transfer in following year, he/she shall receive priority consideration for future vacancies. If Glenbard Township High School District #87 decides that an involuntary transfer is necessary, then:
    - 8.01.03.C.1 The Building Principal of the Building from which the transfer is to occur shall ask for volunteers from the department affected.
    - 8.01.03.C.2 The Building Principal shall transfer a volunteer who meets the needs of Glenbard Township High School District #87 or if there is more than one (1) volunteer, the volunteer who best meets the needs of Glenbard Township High School District #87.

- 8.01.03.C.3 If there are no volunteers, the Building Principal shall select the teacher with the least number of years of service in Glenbard Township High School District #87 to transfer, based on the needs of Glenbard Township High School District #87, where the teacher's ability to fill those needs as evidenced by his/her evaluations, experience, certificates, degrees, major and minor fields of study, subjects taught, areas of responsibility, extracurricular activities or similar criteria is equal.
- 8.01.03.D Vacancies shall be filled from the present staff whenever possible if, in the judgment of the Superintendent, it is in the best educational interest of Glenbard Township High School District #87.
- 8.01.04 All classroom instructional vacancies and extracurricular vacancies (as listed in Appendix B) known by the Board of Education on April 1<sup>st</sup> for the following school term shall be publicized to teachers sixty (60) days prior to the end of the current school term and applications solicited. All vacancies, including those which occur after the initial posting, shall be publicized to teachers by posting on the District's website at the District-wide site, the East, West, North and South school sites and the GEA President or his/her designee for posting on the GEA website for a minimum of ten (10) working days. Notice of a vacancy may be withheld upon request of a resigning teacher until the Board of Education/Administrator has officially accepted the resignation. Also, a notice shall be posted at least sixty (60) days prior to the end of the school term requesting individuals to advise the Building Principal of their desire to be considered for appointment to any extracurricular position for the following school term.
- 8.01.04.A Said notice of vacancy shall set forth the qualifications necessary for the vacancy.
- 8.01.04.B Teachers who desire to apply for such vacancies shall file their applications in writing with the Building Principal within ten (10) days of posting.
- 8.01.04.C Classroom Instructional Vacancies and Extracurricular Vacancies (as listed in Appendix B), which occur on or after August 1<sup>st</sup> through September 10<sup>th</sup> shall be posted on the Glenbard Township High School District #87 website for two (2) work days and may be filled after this two (2) day posting period.
- 8.01.04.D Vacancies shall be filled on the basis of experience, competency and qualifications of the applicant without discrimination with respect to sex, race or creed.

8.01.04.E The Superintendent will give consideration to the preference requested but may deny transfer if, in his/her opinion, it is in the best interest of Glenbard Township High School District #87. The reason for the denial will be made known to the applicant.

## 8.02 Responsibilities and Duties of Teachers

8.02.01 Each teacher shall be under the general direction of the Superintendent and immediately responsible to the Building Principal for carrying out the policies of the Board of Education as they relate to the school system, to the school, to the classroom, and to the immediate contact with students and parents. The teacher's specific responsibility shall be:

8.02.01.A To direct and evaluate the learning experiences of the students, and to encourage and motivate the students in their learning.

8.02.01.B To provide guidance to the student which will promote his/her welfare and his/her proper educational development.

8.02.01.C To be responsible for student accounting.

8.02.01.D To keep parents informed of student progress and/or difficulties.

8.02.01.E To engage in planning through cooperation with the Administrative Staff the continuous improvement of the curriculum, instruction, and evaluation of the school program.

8.02.01.F To attend faculty meetings, department meetings, and institutes during the normal school year. Other in-service educational programs of Glenbard Township High School District #87 shall be optional for teachers, except additional workshops may be required for teachers during their first year of employment.

8.02.01.G Teachers newly hired to Glenbard Township High School District #87 for the next school year:

8.02.01.G.1 Will be required to participate in four (4) induction days.

8.02.01.H To provide for the care and protection of school property.

8.02.01.I To maintain cordial working relationships with colleagues.

8.02.01.J To participate in professional organizations, professional study committees, and attend professional meetings.

8.02.01.K To perform other educational duties as designated in Section 8.03.

### 8.03 Work Schedule and Teaching Assignment

- 8.03.01 The daily full-time teaching assignment in a Glenbard Township High School District #87 high school will be a maximum of five (5) student teaching periods/two hundred fifty five (255) minutes and a minimum of one (1) preparation period and one (1) resource period. The preparation period and resource period each shall be no less than a full class period in length. No teacher shall be assigned to teach more than three (3) consecutive classes or be assigned a split preparation period for two (2) consecutive years without consultation with, and approval of, the teacher involved for the second (2<sup>nd</sup>) year. A teacher who is assigned to two (2) attendance centers shall be provided adequate daily travel time other than his/her preparation period. Any allegation that there has not been provided adequate travel time to any said teacher shall be resolved by the Superintendent or his designee.
- 8.03.02 If the State Superintendent of Education mandates an energy emergency as set forth in the Illinois School Code, teachers will not be required to make up classroom contact time, preparation time, resource period or daily one-half (½) period assignment time lost due to abbreviated schedules used during the emergency period, except to the extent the daily schedules have been lengthened as a result thereof.
- 8.03.03 All teachers whose duties require attendance at a school for four (4) or more clock hours shall be entitled to a duty-free lunch period not less than thirty (30) minutes in length.
- 8.03.04 The Board of Education and the Glenbard Education Association agree that teachers will assume the responsibility for a one-half (½) period daily assignment as determined by the Building Principal. This assignment may include, but not be limited to, the following: supervision; preparation; student conferences; club sponsorship; participation on curriculum, personnel, in-service, or other professional studies committees necessary to the educational program of Glenbard Township High School District #87. This assignment may not include supervision of the cafeteria during student lunch periods. On a voluntary basis, instead of being assigned a Supervisory post during the twenty five (25) minute time before or after school, at the request of the tenured teacher and upon the approval of the Building Principal, a tenured teacher could have a twenty five (25) minute assignment during his/her Resource Period. The Building Principal will determine appropriate Resource Period assignment needs.
- 8.03.05 No teacher shall be required to take more than three (3) different preparations per semester without notification and consultation with the teacher before the previous semester ends. If a teacher is assigned more than three (3) preparations, upon request, the teacher may be assigned as a resource teacher for that teacher's one-half (½) period daily Supervisory assignment.

- 8.03.06 If a teacher shall teach more than the normal teaching assignment, the teacher shall receive additional compensation as follows:
- 8.03.06.A One (1) additional class for a semester-ten percent (10%) of the teacher's base salary.
  - 8.03.06.B One (1) additional class for a school term-twenty percent (20%) of the teacher's base salary.
- 8.03.07 All teachers shall be available to the students fifteen (15) minutes prior to and fifteen (15) minutes subsequent to the teacher's class schedule.
- 8.03.08 The Glenbard Education Association and the Board of Education agree that the assignments beyond regular classroom duties and departmental service are essential to the successful operation of a total school program. Individuals will be sought for these extracurricular duties. If there is no volunteer for any one (1) of these necessary duties, teachers on a rotating basis will be appointed by the Building Principal or his/her designee to fill the position.
- 8.03.09 During the preparation period, a teacher will have no other assignment except in an emergency situation. It is recognized that the preparation period is a scheduled part of the teacher's work day and the teacher is expected to be in his/her respective Building. If the teacher must leave the Building during his/her preparation and/or lunch period, he/she must notify the Building switchboard operator.
- 8.03.10 The Board of Education agrees to observe reasonable class size limits subject to space availability, budgetary limitations, and availability of teachers or necessary funds. Classes of the same subject in a given Building during the same period should be of substantially the same size. All decisions on class size will be made in the best interests of pupils, teachers, and community-at-large.
- 8.03.10.A The Guidelines, Department Class Size, February, 1989, as adopted by the Board of Education will not be changed in any way which affects the work load of teachers without prior consultation with the Glenbard Education Association. Effective October 1<sup>st</sup>, and February 15<sup>th</sup>, of any year, any teacher may request in writing relief from his or her Building Principal, if on either of those dates, or thereafter until the end of the semester, the Superintendent had determined that:
    - 8.03.10.A.1 It was necessary to exceed said Guidelines, and
    - 8.03.10.A.2 As a result thereof, the teacher affected has had a substantial increase in student load, and
    - 8.03.10.A.3 The teacher affected has not been afforded relief from said increase.

- 8.03.10.B The Building Principal, in consultation with the Superintendent, shall attempt to afford relief to said teacher within the Board of Education's then current ability to do so, such as by providing the assistance of a special education aide; relief from Supervisory duties; creation of additional possible relief in the event the above relief does not resolve the teacher's request.
- 8.03.10.C In addition, the Board of Education shall create up to thirty two (32) additional semester sections per year to be available as additional possible relief. These sections may be used to provide relief in classes where student load is at the maximum in available sections or in instances where an unavoidable imbalance has resulted in excessive teacher load.
- 8.03.10.C.1 The teacher shall present his/her showing of need for an additional section to the Building Principal. If the Building Principal denies said request, his/her decision may be appealed within five (5) school days to the Superintendent or designee for his/her final decision. The Superintendent will issue a decision within ten (10) school days of the appeal.
- 8.03.10.C.2 However, the final decisions in connection with the interpretation of this Section shall be within the discretion of the Board of Education and claimed violations of this Section shall be subject only to the first four (4) steps of Article 7, Grievance Procedure.
- 8.03.10.C.3 The Superintendent shall notify the Glenbard Education Association of the creation of any relief section granted and shall provide the reasons for doing so. He/she shall also report to the Glenbard Education Association any denials of such relief and shall provide the reasons for doing so.
- 8.03.11 Each teacher will be notified of his/her first (1<sup>st</sup>) semester class and extracurricular assignments by the Building Principal prior to the last day of school in June. In general, the class and extracurricular assignments of any teacher in Glenbard Township High School District #87 will not be altered after the last day of school in June, except in the case of emergencies caused by resignation, illness, death, or course enrollment fluctuations. In such cases when it becomes necessary to change these assignments, the Building Principal and/or Department Chair will consult with any teacher involved. If this contact is not possible, the teacher will be notified by certified mail, using the teacher's summer mailing address. Notifications will also be sent to the Building Glenbard Education Association President.

- 8.03.12 A teacher's preparation period is considered to be a part of the normal school workday, and as such, a teacher should be able to devote this time to lesson preparation, professional conferences and other functions leading to more effective teaching. Therefore, no regularly assigned teacher shall be used as a substitute teacher unless it is a scheduled part of the total teaching hours, except when a failure of a substitute to arrive on schedule or the inability of the Administration to secure a substitute occurs. In such cases when a regular teacher has been assigned to substitute during a preparation period, the teacher shall be compensated as specified in Appendix A. Each teacher will substitute during his/her preparation period on the first two (2) occasions requested without compensation.
- 8.03.13 Evening Meetings
- 8.03.13.A Each Building will have a Parents' Open House evening meeting during the first (1<sup>st</sup>) semester of the school year.
- 8.03.13.B When all teachers in a particular Building are required to return to the Building for an evening meeting, release time will be granted. The Building Administration, with input from the teachers, will choose a method for teacher release time from the following options:
- 8.03.13.B.1 Option One (1) - There will be an early dismissal of students after five (5) instructional clock hours and release time will be granted on the same day as the evening meeting.
- 8.03.13.B.2 Option 2 - On another day during the same week as the evening meeting, there will be an early dismissal of students after five (5) instructional clock hours and release time will be granted. There will not be an early dismissal of students or release time granted on the day of the evening meeting.
- 8.03.13.B.3 Option 3 - A late arrival day for students and teachers will be scheduled for the day after the evening meeting. There will not be an early dismissal of students or release time granted on the day of the evening meeting. There will be five (5) clock hours of instruction on the day of the late arrival.
- 8.03.13.C No teacher shall be required to attend an evening meeting called by the Administration on any day preceding a school holiday or school recess.

- 8.03.14 Teachers who are assigned by the Building Principal for instruction in driver education beyond the normal working hours for teachers shall be compensated as specified in Appendix A.
- 8.04 Suspension
  - 8.04.01 No teacher shall be suspended without just cause.
- 8.05 Supervision
  - 8.05.01 Student Teachers
    - 8.05.01.A No teacher will be required to accept the responsibility of supervising student teachers; it is believed that professionally interested teachers will volunteer to do so from time to time.
    - 8.05.01.B No more than one (1) full-time student teacher or two (2) part-time student teachers will be the responsibility of any teacher in one (1) school year.
    - 8.05.01.C Applications for the supervision and training of student teachers will be accepted if, in the judgment of the Superintendent, such supervision and training will not be detrimental to Glenbard Township High School District #87's educational program. Glenbard Township High School District #87 will accept qualified student teachers without regard to race, color, creed, national origin, or sex.
    - 8.05.01.D Any payments or tuition waivers accruing for the services of the supervising teacher shall be paid or assigned to that teacher.
  - 8.05.02 Part-time Teachers
    - 8.05.02.A Part-time teachers will be hired as needed with the approval of the Board of Education. Recommendations for this employment will only be made when it is deemed to be in the best interest, educationally, for Glenbard Township High School District #87.
    - 8.05.02.B Group insurance programs and other economic fringe benefits shall apply only to teachers who are employed no less than a fifty five percent (55%) multiplier for part-time employees. If a teacher drops below the fifty five percent (55%) multiplier for the second (2<sup>nd</sup>) semester, group insurance programs and economic fringe benefits shall continue to apply during the second (2<sup>nd</sup>) semester.

8.05.02.C The following schedule will be used to determine salary multiplier.

Multiplier	Classes-Prep Periods	# Periods at School
12.5%	1 Class	1
20%	2 Classes	2
30%	3 Classes	3
32.5%	3 Classes + Preparation	4
35%	3 Classes + Resource	4
37.5%	3 Classes + Preparation + Resource	5
40%	4 Classes	4
42.5%	4 Classes + Preparation	5
45%	4 Classes +Resource	5
47.5%	4 Classes +Preparation + Resource	6

8.05.02.D Part-time teachers hired to teach a year-long, two (2) semesters, course or courses shall be offered two (2) consecutive one (1)-semester contracts at the time of their employment, provided that the second (2<sup>nd</sup>) consecutive semester contract may be made contingent upon necessary student enrollment.

8.05.02.E The parties agree that by amending Section 8.05.02, there is no intent by the Board of Education to give tenure to part-time teachers and no admission by the Glenbard Education Association that the Board of Education may refuse to give tenure to part-time teachers.

8.05.02.F All part-time staff must report a minimum of fifteen (15) minutes prior to their first instructional period and be available fifteen (15) minutes after their last instructional period.

### 8.05.03 Summer School Employment

8.05.03.A Summer school employment is recognized as separate and independent from the one hundred and eighty five (185) day regular school term.

8.05.03.B Priority for employment shall be given to Glenbard Township High School District #87 teachers when the applicants have equal qualifications and ability in the judgment of the Administration. Qualifications shall be based upon educational training and teaching experience in the subject area. Teacher selection for summer school courses shall be made by the Superintendent based upon the recommendations of the Department Chair after consultation with department members.

8.05.03.C All anticipated summer term teaching vacancies shall be posted no later than May 1<sup>st</sup> of each applicable year.

- 8.05.03.D Reasonable effort will be made by the Board of Education to issue a "letter of intent to employ" as early as possible, and no later than May 20<sup>th</sup> of the applicable year of employment. No letter of intent will be canceled.
- 8.05.03.E Summer school teaching compensation shall be as specified in Appendix A.
- 8.05.03.F The Board of Education shall grant teachers sick leave during the summer session in the amount of two (2) days at full pay. Interpretation of sick leave will be the same as defined for the regular school term, with the exception of accumulation of sick leave days.
- 8.05.03.G The Board of Education shall notify the Glenbard Education Association prior to its elimination of the summer school program and shall give the Glenbard Education Association, upon request, an opportunity to discuss with the Board of Education alternatives to the elimination of the program.

#### 8.05.04 Summer Curriculum

- 8.05.04.A The summer curriculum project salary schedule for all teachers shall be as specified in Appendix A.
- 8.05.04.B Any teacher applying for a summer curriculum project shall receive notice of action taken on the application by May 20<sup>th</sup> of each school year.
- 8.05.04.C The Building Principal or designee will determine where teacher will perform summer curriculum work.

### 8.06 Retirement Plans

#### 8.06.01 Early Retirement Plan

- 8.06.01.A Prior to reaching age sixty (60), teachers may elect to participate in the Early Retirement Plan. The Board of Education may limit the number of teachers retiring under the Teachers' Retirement System's Early Retirement Option to 10% of ERO eligible teachers. If there are more than 10% of ERO eligible teachers who wish to retire under the ERO, the opportunity to retire will be awarded to teachers with the greatest total continuous years of service in Glenbard Township High School District #87. For the purposes of determining ERO eligibility, sabbatical leaves and medical leaves shall be counted in determining years of employment but other leaves shall not be counted. To be eligible, an individual must have completed at least ten (10) consecutive years of teaching full-time or part-time in District #87 immediately preceding his/her retirement under the

provisions of the Illinois Teachers' Retirement Act, the Teachers' Retirement System and this section.

- 8.06.01.B Should this Early Retirement Plan be terminated, individuals already on the Early Retirement Plan and those who, during the year, have been approved for the Plan will be allowed to continue despite the termination of the Plan with respect to all other individuals.
- 8.06.01.C Should the requirements for retirement as established by the Illinois Legislature and/or Board of the Illinois Teachers' Retirement System change to allow for full retirement benefits without discount as early as age fifty-five (55), Section 8.06 of the Agreement shall be deleted.
- 8.06.01.D If a teacher retires under the state's ERO program, he/she will have options based on whether a penalty incurs. If no penalty incurs, the teacher may participate in the District's group insurance programs as delineated in 8.06.05. If a teacher retires under the state's ERO program and a penalty incurs, the teachers may, at his/her option receive the 6% severance increases as described in 8.06.06.A.1 or participate in the District's group insurance programs as delineated in 8.06.05.
- 8.06.01.E Calculation of part-time teaching used toward the ten (10) year eligibility will be as follows:
  - 8.06.01.E.1 Only time served on a teaching contract initially approved by the School Board of Education on or before the first (1<sup>st</sup>) day of teacher attendance for that school year. Substitute or non-contractual teaching will not be counted.
  - 8.06.01.E.2 All part-time, full-year teaching that is substantiated by a contract in the School District's files counted as one-third (1/3<sup>rd</sup>) of an equivalent year.
  - 8.06.01.E.3 Part-year teaching whether on a full-time or part-time schedule will not be counted towards the ten (10) consecutive eligibility years. Starting to teach after the first (1<sup>st</sup>) teacher attendance day of the school year or failing to teach through the last attendance day of the school year is part-year teaching.
- 8.06.02 July 1<sup>st</sup> through June 30<sup>th</sup> shall be considered to be the Early Retirement Plan year.
- 8.06.03 Individuals desiring to participate in the Plan shall complete the Irrevocable Notice of Retirement Application which must be completed in the Human

Resources Office between April 1<sup>st</sup> and June 1<sup>st</sup> with appropriate notice. Those applicants who were approved for early retirement shall be bound by their decision to participate in the Plan. All retirements end at the completion of a semester or at the completion of the school year.

8.06.04 Individuals desiring to retire at the end of first (1<sup>st</sup>) semester during their final year of employment, under the Early Retirement Plan, shall have completed the Irrevocable Notice of Retirement Application between April 1<sup>st</sup> and June 1<sup>st</sup>. Individuals who retire at the end of the first (1st) semester are required to give 1<sup>1/2</sup>, 2<sup>1/2</sup> or 3<sup>1/2</sup> years of notice as appropriate.

8.06.05 Retiree Insurance

8.06.05.A While on the Illinois Teachers' Retirement System Early Retirement Plan or the Illinois Teachers' Retirement Plan, the participants may continue to participate in the District 87 group insurance programs subject to the insurance carrier's provisions. The Board of Education shall pay the same cost of the group insurance programs which provides the same level of benefits for single or family coverage as it provides for active teachers in Glenbard Township High School District #87 until the individual becomes eligible for Medicare. Teachers who submit their Irrevocable Notice of Retirement on June 1, 2010 or before will be eligible to participate in the District's group health insurance program once they retire. These retired teachers shall, at their option, be able to stay on the District 87 plan until they are Medicare eligible. Teachers who submit their Irrevocable Notice of Retirement on June 2, 2010 or after shall not have the option of continuing coverage on the District 87 group insurance programs. They will only have the option of participating in the State of Illinois Teachers' Retirement Insurance Program (TRIP)/Teachers' Choice Health Plan (THCP) instead of participating in the Glenbard Township High School District #87 Group Insurance Program. For retirees who elect to participate in TRIP/TCHP Insurance the Board of Education shall pay the full cost of the TRIP/TCHP Insurance program for the retired teacher and half of the cost of the same program for the eligible dependents of the retired teacher until the individual becomes eligible for Medicare.

If the State of Illinois TRIP/TCHP program ceases to exist and no comparable plan replaces it, retirees will go back to the district insurance plan.

8.06.06 Regular Retirement Plan

8.06.06.A To be eligible, an individual must have completed at least ten (10) consecutive years of teaching full-time or part-time in Glenbard Township High School District #87 immediately preceding his/her

retirement under the provisions of the Illinois Teachers' Retirement Act, the Teachers' Retirement System and this section. The individual must also have 35 years in Teachers' Retirement System or be 60 years old within six months of the last day of school so that there is no retirement penalty for the Board.

8.06.06.A.1 Retirement Benefit: An eligible teacher who submits a timely letter of resignation will be paid a salary increase in each of his/her last year(s) of service equal to but never to exceed six percent (6%) of the amount otherwise due and owing to the teacher above the previous year's TRS creditable earnings (defined as all compensation paid to the teacher, including payment of extracurricular activities, stipends and retirement benefits), inclusive of step and lane movement, for a maximum of four (4) years prior to retirement, as the case may be. To be eligible for continued payment for extracurricular activities or stipends during this period, the teacher must continue to work such activity or stipend.

8.06.06.A.2 Limitations on Participation: The District will not, under any circumstances, be responsible for any employee penalties or costs associated with retirement benefits granted under this Agreement. The parties agree that if legislation is enacted or administrative rules adopted during the life of this agreement that adversely affects the Board's obligations or employee rights under any of the benefits set forth in this Article, then the provisions relating to such benefits are null and void, and the parties agree to meet within thirty days of the passage of the legislation to renegotiate the provision and the impact on any and all employees. The parties further agree that if legislation is enacted or administrative rules adopted during the life of this agreement to amend Section 16-158(f) of the Illinois Pension Code [40 ILCS 5/16-158(f)] (i.e., "6% penalty" provision), the parties agree to meet within thirty (30) days of the passage of the legislation to negotiate the impact of such legislation.

8.06.06.A.3 Calculation of part-time teaching used toward the ten (10) year eligibility will be as follows:

8.06.06.A.3.a Only time served on a teaching contract initially approved by the School Board

of Education on or before the first (1<sup>st</sup>) day of teacher attendance for that school year. Substitute and/or non-contractual teaching will not be counted.

8.06.06.A.3.b All full-time, full-year teaching that is substantiated by a contract in the Glenbard Township High School District #87's files counted as one (1) equivalent year without regard to whether the time was consecutive.

8.06.06.A.3.c All part-time, full-year teaching that is substantiated by a contract in the Glenbard Township High School District #87's files counted as one third (1/3<sup>rd</sup>) of an equivalent year.

8.06.06.A.4 The Regular Retirement Plan shall be available to an eligible teacher upon completion of the Irrevocable Notice of Retirement which must be completed in the Human Resources Office between April 1<sup>st</sup> and June 1<sup>st</sup> at least one year prior to retirement.

8.06.07 Upon the death of the individual during the Agreement year, the unpaid portion of the Agreement shall be due and payable to the individual's designated beneficiary.

## 8.07 Activities

### 8.07.01 Professional Growth

8.07.01.A Teachers are expected to follow a plan, formal or informal, for professional growth. This may be accomplished through additional formal training, travel experience relating to their teaching field, volunteer service or work related to their teaching field, or other activities which improve their job effectiveness.

### 8.07.02 Tutoring

8.07.02.A No teacher may tutor, for compensation, a student enrolled in his/her classes. (The only exception would be when a teacher assumes, at the request of the Building Principal or his/her assistant, the instruction of a student on homebound teaching.)

8.07.02.B No tutoring for which a teacher receives a fee will be conducted in a Glenbard Township High School District #87 school Building.

8.07.02.C Modifications of the above paragraphs may be made only in unusual circumstances with the express approval of the Building Principal of the school.

8.08 Compensation and Related Benefits

8.08.01 Employment Salary Guidelines

8.08.01.A Teachers entering the Glenbard High School system with equivalent experience in other school systems will be given credit for outside teaching experiences as follows:

8.08.01.A.1 B.A. Degree 6<sup>th</sup> Step

8.08.01.A.2 B.A. + 15 Degree 7<sup>th</sup> Step

8.08.01.A.3 M.A. or above 10<sup>th</sup> Step

8.08.01.B Teachers with a Bachelor's Degree who join the staff of Glenbard High School for the first time beginning 1966-1967 contract year and any year thereafter may not advance on the salary schedule beyond the sixth (6<sup>th</sup>) step of the B.A. degree column or the seventh (7<sup>th</sup>) step of the B.A.+15 column.

8.08.01.C When a teacher, as described above, has been frozen at a particular step on the salary schedule and earns sufficient graduate credit hours to advance to the next salary lane, the teacher will recover the year(s) experience that he/she was held back on the salary schedule, but he/she may not recover the money withheld.

8.08.01.D In the event the Board of Education experiences a scarcity of candidates for certain teaching positions, it reserves the right to pay a salary above the basic schedule. The schedule is a minimum salary Agreement with teachers. The Glenbard Education Association shall be informed of each instance where a teacher is paid above the basic schedule.

8.08.01.E Teachers who have a Bachelor's Degree in non-teaching areas and re-enroll in a Master's Degree Program for teaching, will be placed at the Master's Degree level upon providing the Human Resources Office an official transcript showing the awarding of a Master's Degree. All teachers are required to have a teaching certificate prior to employment.

8.08.02 Nurses

- 8.08.02.A Work day for Nurses shall be established by the Building Principal and shall not exceed eight and one-half (8.5) hours including lunch.
- 8.08.02.B Each Nurse shall work a prescribed number of hours prior to fall registration plus fall registration. The Building Principal and the Nurse will determine when the summer hours will be worked.
- 8.08.02.C Each Building will have a bank of hours which shall be used by the Nurse to complete necessary paperwork (check in physicals, medical records and immunization records) prior to fall registration. Clerical assistance may be provided during this time, at the discretion of the Building Principal. If clerical time is provided, the Nurse's hours shall be reduced by the number of clerical hours used.
- 8.08.02.D Each Building's bank of hours will be determined by dividing the number of incoming students by one hundred (100). The quotient will then be multiplied by eight (8) hours (100 students=8 hours).
- 8.08.02.E Nurses will be compensated for their summer work at the current summer curriculum rate of pay, (\$30.00 per hour).

8.08.03 Extended Contracts

- 8.08.03.A Each Building will have a bank of days which shall be used for extended contracts for Counselors, Head Librarians, and Department Chairs.
- 8.08.03.B The total number of days in each Building's bank will be determined by multiplying the number of full-time equivalent Counselors in each Building by five (5), plus ten (10) for each Head Librarian, and two (2) days for each Department Chair. The Building Principal and Guidance Department Chair will jointly determine extended contract allotment for Counselors based upon need and priority.
- 8.08.03.C Each teacher may be called upon to work up to five (5) extra days each year for special projects. Teachers will be called in appropriate departmental groups or subgroups only. Prior notification will be given (January 20<sup>th</sup> notification for both June and August extended days). The first two (2) days will be paid at the base salary per diem rate. The next three (3) days will be paid at the teacher's personal per diem rate.

8.08.04 Department Chair

- 8.08.05 A bank of release time from full-time teaching will be provided in each Building for instructional supervision and development. The total minimum number of

each Building's release periods will be eighteen (18) or determined by the following formula, whichever is greater:

8.08.05.A	# F.T.E. in Department	# Release Periods
	0.5 - 10.0	1.0
	10.1 - 15.0	2.0
	15.1 - 20.0	3.0
	20.1 +	4.0

8.08.05.B The Building Principal shall assign release periods based on this formula.

8.08.05.C Each Assistant Athletic Director shall be guaranteed a minimum of one (1) release period. The actual assignment of the release periods shall be determined by the Building Principal after collaboration with the Assistant Principal for Athletics and Assistant Athletic Director.

8.08.05.D Department Chairs shall be given at least one (1) full release period per year.

8.08.05.E Department Chairs and Assistant Athletic Directors shall not be assigned a one-half period daily assignment.

8.08.05.F An increment will be paid a Department Chair based upon the number of full-time equivalent teachers in the department in line with the following schedule:

# of FTE Teachers In Department	Number of Years in Position				
	1	2-3	4-5	6-8	9 or more
1.0 -- 5.0	7.5%	9.5%	12.0%	13.0%	14.0%
5.1 -- 10.0	8.5	10.5	13.0	14.0	15.0
10.1 -- 15.0	10.0	12.0	14.0	15.0	16.0
15.1 or more	11.5	13.5	15.0	16.5	17.5

This index is based upon the BA-1 step of the respective salary schedules.

8.08.05.G All Department Chairs will have release periods as determined by the Building Principal. All Department Chairs will receive at least one (1) full release period per year. In addition to the release time, a bank of substitute time has been provided for each Department Chair to be used in attending articulation activities, meetings called by the Administration, and the supervision of teachers. It is expected that the Department Chair will plan the use of this time in such a way as to have a minimal effect upon the classes he/she is teaching. The amount of substitute time allocated is dependent upon the size of the department as follows:

- 8.08.05.G.1 One (1) to seven (7) Teachers: thirty (30) periods plus two (2) periods per new teacher, and one (1) period per second (2<sup>nd</sup>) year teacher.
- 8.08.05.G.2 Eight (8) to fifteen (15) Teachers: thirty five (35) periods plus two (2) periods per new teacher, and one (1) period per second (2<sup>nd</sup>) year teacher.
- 8.08.05.G.3 Sixteen (16) or more Teachers: forty (40) periods plus two (2) periods per new teacher, and one (1) period per second (2<sup>nd</sup>) year teacher.
- 8.08.05.H When a teacher is appointed a Department Chair one (1) semester or more prior to the opening of a new school, the teacher will be given a reduced teaching assignment and/or a stipend equivalent to two point thirty six percent (2.36%) of the first (1<sup>st</sup>) step of the B.A. column of the teachers' Salary Schedule plus credit for one (1) year's experience for placement on the Department Chair's increment scale in the following year.
- 8.08.05.I When a teacher is appointed a Department Chair as a replacement for a resigning Department Chair and assumes full responsibility for that department, then the new Department Chair shall be:
  - 8.08.05.I.1 Released from any one-half (½) hour supervision assignment;
  - 8.08.05.I.2 Given a reduced teaching assignment;
  - 8.08.05.I.3 Given a special service contract that prorates the amount of Department Chair stipend paid the individual.
- 8.08.06 Special Service Schedule
  - 8.08.06.A Members of the Glenbard Township High School District #87 faculty, in addition to basic salaries provided in the regular salary schedule, may be entitled to additional increments as detailed below, subject to the following regulations:
    - 8.08.06.A.1 If release time is granted for any of the special service duties, this time must be included in the total number of periods that has been allotted for the entire operation of a school.
    - 8.08.06.A.2 Increments shall be in specified amounts set forth in Appendix B, "Extracurricular Increment Schedule".

8.08.06.A.3 Special service contracts will be given for all extra assignments listed. These appointments are made on an annual basis upon the written evaluation and recommendation of the Building Principal.

8.08.07 Advancement on Salary Schedule

8.08.07.A Horizontal Advancement

8.08.07.A.1 Teachers who have earned or expect to earn graduate College credits or degrees from an accredited University/College which will qualify them for salary increase according to the salary schedule must submit their official transcripts to the Human Resources Office.

8.08.07.A.2 Credits earned during an academic year apply only to the salary schedule of the following year. The only exception to this regulation applies to the teacher who has completed a Master's degree or advanced certificate from an accredited University/College by the end of the first (1<sup>st</sup>) semester. This teacher will be placed on the appropriate salary lane for the second (2<sup>nd</sup>) semester. The teacher must submit a University/College transcript as soon as possible.

8.08.07.A.3 In order to qualify for a salary lane above the Master's degree, a teacher must acquire the semester hours after the Master's degree has been granted, and if credits are not graduate hours, they must be approved by the Superintendent before they are earned.

8.08.07.A.4 In order to qualify for a salary lane above the Bachelor's degree, a teacher must acquire the semester hours after the Bachelor's degree has been granted and if credits are not graduate hours, they must be approved by the Superintendent before they are earned.

8.08.07.A.5 In-service educational programs may be offered by Glenbard Township High School District #87 and may include opportunities for educational advancement which may be applied to salary schedule advancement.

8.08.07.A.6 Courses and workshops not taken for academic credit which qualify under the following will enable a teacher to receive credit toward additional

advancement on the salary schedule up to a maximum of five (5) semester hours in any five (5) year period.

8.08.07.A.6.a A teacher shall make timely application in writing on forms provided by Glenbard Township High School District #87 to his/her Building Supervisors showing how the course or workshop is directly related to the teacher's then current teaching assignment. To qualify, there must be a minimum of twelve (12) contact hours in any course or workshop. Only full semester hours will be eligible for qualification. Fractions or portions of a semester hour will not be granted. One (1) semester hour shall equal twelve (12) contact hours.

8.08.07.A.6.b If the application is approved by the Building Supervisor, it shall be promptly forwarded to the Superintendent for final approval. Said approval must be given prior to the start of the course or workshop.

8.08.07.A.6.c At the completion of the course or workshop, the teacher shall submit, in writing, how the course or workshop will be used in his/her then current teaching assignment.

8.08.07.B Vertical Advancement

8.08.07.B.1 The basic salary schedule is designed to recognize the levels of the academic professional preparation and years of successful teaching experience which will benefit the students in Glenbard Township High School District #87.

8.08.07.B.2 Each of the several scales of the salary schedule shall be graduated upward to a definite maximum, and each step of graduation shall correspond, in general, to a year of creditable teaching service.

8.08.07.B.3 An increment may be withheld from a teacher because of chronic violation of the rules and

regulations or because of unacceptable performance as determined by formal evaluation. It should be understood that all teachers advance on a salary scale only upon the recommendation of the Building Principal and the Superintendent, and with the approval of the Board of Education. A teacher who is not to be recommended for a vertical advancement on the salary scale shall have at least one (1) meeting with his/her Building Principal and will be notified by registered mail sixty (60) days prior to the end of the second (2<sup>nd</sup>) semester by the Building Principal specifying the nature of the unacceptable teaching performance and the specific area or areas in need of improvement.

8.08.07.B.4 Failure to receive an increment as outlined above shall place a teacher on probation for one (1) year. If during that time the teacher makes satisfactory improvement, the following year he/she may recover the year he/she was held back on the salary schedule, but he/she may not recover the money which was withheld the one (1) year.

8.08.08 Direct Deposit

8.08.08.A We agree that the salaries for all teachers will be paid by direct deposit. All teachers will have completed the required Glenbard Township High School District #87 direct deposit form by January 1, 2004.

8.08.08.B Participation in direct deposit may be affected by documents required in the Human Resources Office.

8.08.08.C Teachers will be paid twice a month over twelve months.

8.08.09 Payroll Deductions

8.08.09.A Upon receipt of a lawfully executed written authorization form from a teacher prior to October 1<sup>st</sup>, the Board of Education shall deduct from his/her paycheck the dues for annual membership in the unified organization (National Education Association, Illinois Education Association, and Glenbard Education Association) in accordance with the provisions contained on the form. The amount specified by the employee and/or the Glenbard Education Association will be prorated and deducted from the next seventeen (17) semi-monthly payrolls beginning with the October 20<sup>th</sup> payroll and to be completed with the June 20<sup>th</sup> payroll.

- 8.08.09.A.1 The authorizations provided for by this Section shall conform to all applicable Federal and State laws. The Glenbard Education Association shall refund to the Board of Education or to the employee any overpayment of dues which may have been erroneously deducted.
  - 8.08.09.B All dues deducted by the Board of Education shall be remitted to the treasurer of the Glenbard Education Association monthly beginning with the month of November and all deducted monies shall be remitted no later than June 30<sup>th</sup>.
  - 8.08.09.C The Glenbard Education Association agrees to indemnify and hold the Board of Education harmless against any and all claims, suits, orders, or judgments against the Board of Education resulting from any action taken or not taken by the Board of Education pursuant to any written communication from the Glenbard Education Association under provisions of this Section.
  - 8.08.09.D Any required fees for renewal of Illinois State Board of Education teaching certificates will be handled as a payroll deduction. Glenbard Township High School District #87 will give as much advanced notice as practical to Glenbard Education Association for any required deductions under this section. Original teaching certificates will be filed with the Glenbard Township High School District #87 Human Resources Office for the duration of employment.
- 8.08.10 Professional Dues
  - 8.08.10.A The Board of Education will make available annually to each full-time teacher an amount equal to fifty dollars (\$50.00). This money shall be used by the teacher to join professional organizations and/or subscribe to professional periodicals in his/her teaching area or field. NEA, IEA, AFT, IFT, IPE, and local association dues and/or periodicals will not be paid by the Board of Education. Payment for qualified organizations' dues and/or professional periodicals will be made after presentation to the Glenbard Township High School District #87 District Office for verification of expenses. In order to be eligible to receive payment hereunder, all said requests must be received by the Glenbard Township High School District #87 District Office before May 1<sup>st</sup> of each school year.
- 8.08.11 Glenbard Education Association Release Time
  - 8.08.11.A The Board of Education will grant Glenbard Education Association representatives requested by the President of the Glenbard Education Association release time to attend State and/or National Association workshops, conferences, conventions, and other Glenbard Education

Association business up to a total of twenty (20) days per school year. The Glenbard Education Association shall be required to reimburse the Board of Education the cost of a substitute at the prevailing rate for days in excess of eight (8). No one individual may be released for more than three (3) days during any school year.

8.08.11.B The Board of Education will grant both the Glenbard Education Association President (annually) and the Chair of the Professional Negotiations Committee (during the years in which bargaining occurs), at a minimum, an equivalent of two-fifths (2/5) of his/her teaching duties in release time. The Glenbard Education Association President shall receive one (1) additional release period during non-negotiating years. The determination of distribution of release time shall be made by the Glenbard Education Association President and Chair of the Professional Negotiations Committee prior to March 15<sup>th</sup> preceding the school year in which each shall execute his/her position. Both shall be encouraged, but not required, to attend faculty meetings, workshops, conferences or institutes held during such release time. Both shall be paid according to the salary schedule as full-time teachers and shall be considered full-time teachers with respect to the Illinois Teachers' Retirement System, all fringe benefits, tenure and salary schedule advancement. If a person serves in the capacity of Glenbard Education Association President or Chair of the Professional Negotiations Committee for more than one (1) year, he/she shall be assured of the above provision on a yearly basis.

8.08.11.C Release time necessary for the fulfillment of his/her office, up to five (5) days per contract year, shall be granted to any teacher holding elected office as a National Education Association Director from Illinois or as a member of the Board of Directors of the Illinois Education Association; provided the employee gives the Building Principal at least two (2) school days' notice in advance of said day(s), and the Building Principal approves a satisfactory substitute. The Glenbard Education Association shall reimburse the Board of Education for the actual cost of substitutes.

#### 8.08.12 Travel Expenses

8.08.12.A All teachers who must use their automobile or otherwise provide their own transportation when on school business as approved by the Building Principal or who must use their automobile to travel from one (1) school to another school within Glenbard Township High School District #87 because they have a regular teaching assignment in two different schools shall be reimbursed by the Board of Education at a rate per mile equal to the then current rate approved by the Internal Revenue Service. Such reimbursement shall not include routine travel to and from the teacher's home and the school.

8.08.12.B Itinerant teachers who travel between Buildings will be paid mileage once (1) per academic year, in the month of October. The computation will be based upon the mileage between the Buildings served, times one hundred eighty five (185) days, times the current Internal Revenue Service mileage rate.

8.08.13 Insurance

8.08.13.A Group Insurance Programs

8.08.13.A.1 Hospitalization and major Medical Programs shall be provided by the Board of Education for all teachers. The Board of Education shall pay eighty nine percent (89%) of the cost of the Health Insurance program for all teachers in the 2007-2008 school year, and eighty eight percent (88%) of the cost of the Health Insurance program for all teachers in the 2008-2009 school year, and eighty seven percent (87%) of the cost of the Health Insurance program for all teachers in the 2009-2010 school year, and eighty six percent (86%) of the cost of the Health Insurance program for all teachers in the 2010-2011 school year, and eighty five percent (85%) of the cost of the Health Insurance program for all teachers in 2011-2012 school year and the Board of Education will pay half (50%) the cost of the same program for the eligible dependents of all teachers. The remaining cost of Health Insurance for eligible dependents shall be funded by salary reduction elections made by each teacher. These elections must be made on an annual basis on election forms provided by the Board of Education, which are consistent with the health plan adopted by the Board of Education to give effect to this provision in compliance with Section Eighty Nine (89) of the Internal Revenue Code. The benefits of the Health Insurance program in effect during the term of this Agreement will not be changed during the term of this Agreement without the mutual written consent of the Board of Education and Glenbard Education Association, except as may be required by law.

8.08.13.A.2 The Board of Education and the GEA shall participate in an Insurance Committee. The insurance committee is an advisory committee of the Board of Education. The GEA will have representatives on the committee and will meet quarterly to make recommendations to the Board.

The Board of Education of Glenbard Township High School District and the GEA agree that the District will provide quarterly reports regarding claims experience to the Insurance committee that document what has been projected for insurance purposes. This accounting will track projected versus actual costs including employer and employee contributions. Plan year savings from good years will be used to mitigate plan losses from bad years, or to mitigate the premiums of all members for the following insurance year.

8.08.13.A.3 A dental program, including basic preventive care, will be provided by the Board of Education for all teachers. The Board of Education will pay the single premium for each teacher. The dental insurance program will have no less quality of coverage than the present program, as follows:

Benefits	Coverage
Annual Maximum	\$1,500
Deductible	None
Preventive Treatment	100%
Basic Treatment	80%
Major Treatment	80%
Orthodontal/Periodontal	80%

8.08.13.A.4 So long as the members of the Glenbard Education Association are willing to fund the costs of the program, a voluntary vision insurance program will be provided to Glenbard Education Association members as recommended by the Medical Insurance Committee.

8.08.13.A.5 A group term life insurance program shall be provided by the Board of Education for all teachers. The Board of Education will pay the premium on sixty thousand dollars (\$60,000.00) of term insurance for each teacher.

8.08.13.A.6 An IRS Section one hundred twenty five (125) Flexible Spending Account Program will be made available to the signatories of this Agreement. The program will provide up to two (2) accounts from which health care services and supplies may be purchased, and two (2) accounts from which dependent care services and supplies may be

purchased by using the money deposited into the account at pre-tax levels.

8.08.13.A.7 The Glenbard Education Association will protect, indemnify and save harmless the Board of Education, its members, and all of its agents and employees from any and all claims, demands, suits and other forms of liability (including, but not limited to, the cost of the defense thereof) by reason of the payment of any family coverage premiums in excess of premiums for single family coverage. No claim, demand, action, or suit shall assert liability of the Board of Education and/or the Glenbard Education Association or shall be settled or compromised in any manner without the express written consent of both parties.

8.08.13.A.8 The usual and customary procedures shall be used to communicate changes in insurance coverage or procedure, originated by the insurance carrier, to the teachers covered by the carrier by November 1<sup>st</sup> of each school year.

8.08.13.A.9 The Board will offer domestic partner benefits when the State of Illinois recognizes same-sex civil unions.

#### 8.08.13.B Liability Insurance

8.08.13.B.1 The Board of Education shall provide liability insurance to protect and indemnify all teachers in accordance with provisions of Section 10-22.3 of the School Code.

8.08.13.B.2 In case of an accident, the teacher shall report the accident to the School Nurse immediately in detail on forms to be provided by the school health office. The School Nurse, in turn, shall report the accident to the Building Principal and the Glenbard Township High School District #87 Business Office.

#### 8.08.13.C Staff Tax Sheltered Accounts

8.08.13.C.1 The Board of Education approves the participation of teachers in tax-sheltered accounts.

8.08.13.C.2 The Board of Education accepts the responsibility for making payroll deductions, as authorized by the individual teacher by November 1<sup>st</sup> of each year, for

any company that has five (5) or more teachers participating.

8.09 Absences and Leaves

8.09.01 General Responsibilities of the Teacher

- 8.09.01.A Personal leave or professional leave must be arranged through the proper Building Administrator with the latter informing Central Calling of the need for a substitute.
- 8.09.01.B In case of illness or other unexpected absence--the teacher should call his/her Department Chair, who will inform Central Calling of the need for a substitute. The teacher must keep his/her Department Chair informed as to how long a substitute will be needed.
- 8.09.01.C Each teacher shall make provisions to see that the substitute is furnished with detailed directions for carrying forward class instruction and other duties.

8.09.02 Sick Leave

- 8.09.02.A The Board of Education shall grant each teacher sick leave in the amount of fifteen (15) days at full pay in each school year. Teachers with twenty (20) or more years of experience will receive eighteen (18) sick days per year for the duration of the contract and this will sunset at the end this contract. If any such teacher does not use the full amount of annual leave thus allowed, the unused amount shall accumulate to a maximum available leave of three hundred seventy (370) days at full pay, including the leave of the current year.
- 8.09.02.B Sick leave shall be interpreted to mean personal illness, quarantine at home, pregnancy related disability as required by Federal law, or serious illness or death in the immediate family or household. The immediate family for purposes of this section shall include: parents, spouse, brothers, sisters, children, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, and legal guardians. The Board of Education may require a physician's certificate or if the treatment is by prayer or spiritual means, that of a spiritual advisor or practitioner of such person's faith, as a basis for pay during leave after an absence of five (5) days for personal illness or as it may deem necessary in other cases of absence caused by physical or emotional illness.
- 8.09.02.C Sick leave may be used for the adoption process only after an employee's personal leave has been exhausted.

- 8.09.02.C.1 Foreign adoption – An employee may use up to a grand total of ten (10) days of personal and sick days combined when adopting a child from a foreign country. If the employee has no personal days available at the commencement of the absence, ten (10) days of sick time may be used. The start time of such leave shall be the first day of consecutive absence from work.
- 8.09.02.C.2 Domestic adoption – An employee may use up to a grand total of three (3) days of personal and sick days combined when adopting a child within the United States. If the employee has no personal days available at the commencement of the absence, three (3) days of sick time may be used. The start time of such leave shall be the first day of consecutive absence from work.
- 8.09.02.D The sick leave bank plan will be established and will be subject to the following guidelines:
  - 8.09.02.D.1 All teachers will participate in the sick leave bank.
  - 8.09.02.D.2 The Superintendent or his/her designee will administer the sick leave bank.
  - 8.09.02.D.3 Each teacher covered by the Agreement shall contribute yearly two (2) irredeemable days to the sick leave bank. The Board of Education shall contribute two hundred (200) days yearly to the sick leave bank. If the bank contains one thousand five hundred (1,500) or more days at the beginning of the school year, teachers' and the Board of Education's contributions for the year shall not be made.
  - 8.09.02.D.4 Upon depletion of his/her regular accumulated sick leave, a teacher will receive his/her regular salary minus the minimum cost per day for a substitute teacher for a period of a total of ten (10) days prior to eligibility for use of the sick leave bank.
  - 8.09.02.D.5 No teacher will be able to withdraw day(s) from the sick leave bank until his/her own accrued sick leave days have been depleted; the ten (10) days in Section 8.09.02.C.4 have been used; and a request has been presented for sick leave bank withdrawal accompanied by a doctor's written verification of the teacher's illness. Upon approval of the Superintendent, or his/her designee, the granting of sick leave bank withdrawal

will be effective as of the date of eligibility as indicated on the request and verification. Recurring absences due to the same illness or disability, indicated by a doctor's written verification, do not have to be consecutive.

- 8.09.02.D.6 Each teacher will be eligible to withdraw a maximum of fifty (50) working days in any one (1) school year. Summer school employment is excluded.
  - 8.09.02.D.7 Any days remaining in the bank at the end of a school year will be placed in the next school year's bank.
  - 8.09.02.D.8 In the event the sick leave bank is depleted of benefits before the end of the school year, the bank will cease to furnish benefits for the remainder of that school year.
  - 8.09.02.D.9 The bank shall be applicable only to teacher illness or accident and is not to be used for maternity leave, leave of absence, or sabbatical leave. Further, the bank may be used for illness defined as pregnancy as required by Federal law.
  - 8.09.02.D.10 When an employee files an application for disability payments with the Illinois Teacher's Retirement System, Social Security Administration, Veteran's Administration, or from Worker's Compensation, such application shall be deemed notice to the Board of Education of relinquishment of all future participation in the bank with respect to such illness or disability, effective with the implementation of such payments.
  - 8.09.02.D.11 The Board of Education will administratively change the method of calculation for sick leave to enable a teacher to be absent for one (1) or more periods. The rate of 1/7.5 (.1333) per period will be used.
- 8.09.02.E Exceptions to above guidelines: During the last year of employment, a retiring teacher who completes an Irrevocable Notice of Retirement in the Office of the Assistant Superintendent for Human Resources between April 1<sup>st</sup> and June 1<sup>st</sup> of the year prior to retirement will have access to all benefits of the sick leave bank plan when the teacher's accumulated sick leave has fallen to three hundred and forty (340) days. Under this special provision, when the teacher's accumulated sick leave has been depleted to three hundred and forty (340) days, the teacher will receive his/her regular salary minus the minimum cost per day for a substitute teacher for a period of a total of ten (10) days prior to eligibility for use of the sick leave bank. The retiring teacher must have begun the penultimate year of employment with one hundred ninety (190) days of accumulated sick leave in order to be eligible for this

provision. All other provisions for withdrawing sick leave from the bank shall apply.

8.09.03 Personal Leave

8.09.03.A Two (2) days per year will be allowed for personal leave. These may be used for personal business which cannot be conducted on other than a school day according to the following provisions:

8.09.03.A.1 Personal leave, in all cases except unforeseen emergency, requires at least two (2) days advance notice to the Building Principal or his/her designated representative.

8.09.03.A.2 Personal leave is to be used for sound, pressing, and unavoidable reasons only. The teacher taking such leave is not required to state the reason for taking such leave for his/her signature on the notification form shall attest that the leave is being taken under conditions of this policy.

8.09.03.A.3 Personal leave days are not to be used immediately before or after a holiday, vacation period, or during the first or last week of the school year except in an extreme emergency.

8.09.03.A.4 Should personal leave be used improperly, it will result in the loss of salary for the day or days in question.

8.09.03.A.5 Beginning at the end of the 1986-87 school year, up to one (1) unused personal leave day may be carried over into the next school year; however, in no case shall personal leave accumulate to more than three (3). All other unused personal leave days shall be added to the individual's accumulated sick leave.

8.09.03.A.6 A teacher whose religion requires special observances or his/her attendance during school hours at religious services, as specified on the liturgical calendar, may have two (2) additional days of personal leave for this purpose. If the service for the teacher does not require attendance for the entire day, the teacher is expected to report to school for the remainder of the school day.

8.09.03.A.7 The Board of Education will administratively change the method of calculation for personal leave to enable a teacher to be absent for one or more periods for personal leave at the rate of 1/7.5 (.1333) per period.

8.09.04 Leaves of Absence

- 8.09.04.A The number of teachers granted a leave of absence shall not exceed a total of one and one-half percent (1½%) of Glenbard Township High School District #87's total teachers. The number of people per department who may be granted leaves may not exceed one (1) individual from a department whose total number is thirty (30) or less and may not exceed two (2) individuals from a department whose total number is thirty-one (31) or more. To determine the total number in a department, it shall be on a Glenbard Township High School District #87 basis rather than a single attendance center.
- 8.09.04.B A teacher may receive a one (1) year leave of absence for continued study after four (4) years of satisfactory teaching in Glenbard Township High School District #87.
- 8.09.04.B.1 Compensation will not be granted for any leave of absence.
- 8.09.04.B.2 Contribution to the Teachers' Retirement System during such leave of absence will be paid by the teacher on leave and not by the Board of Education. A teacher may gain credit in the retirement system by making the required payment based on a salary for full-time teaching the preceding year.
- 8.09.04.B.3 A teacher, who is on an Unpaid Leave of Absence, will not be granted a Schedule B assignment. If a teacher is, through error, issued a Schedule B assignment, the Board of Education will cancel that assignment by paying that teacher for the portion of the assignment completed to the date the error was detected.
- 8.09.04.C Application: Individuals desiring consideration for a leave of absence must make application, in writing, on forms provided by Glenbard Township High School District #87. The application must be made by March 1<sup>st</sup> of the year prior to the requested leave of absence. This shall specify the purpose of the leave, the plans the teacher has for this leave, and, in general, the manner in which the leave shall be used. A teacher's application must be approved by the Building Principal and Department Chair after which it will be forwarded to the Superintendent.
- 8.09.04.C.1 Priority will be given to teachers requesting leave according to its purpose as follows:
- 8.09.04.C.1.a Medical: Any teacher requesting a medical leave of absence shall have

completed by his/her Illinois licensed physician, and on the Glenbard Township High School District #87 form, certification of the teacher's disability and inability to teach for the duration of the requested leave time, prior to submission to the Board of Education for approval.

8.09.04.C.1.b Program of study toward approved degree

8.09.04.C.1.c General program of study

8.09.04.C.1.d Research and/or writing

8.09.04.C.1.e Travel

8.09.04.C.2 Also taken into consideration will be:

8.09.04.C.2.a Seniority on teaching staff

8.09.04.C.2.b Previous leaves

8.09.04.D Selection: Recommendations for the granting of leaves of absence will be made by the Superintendent to the Board of Education for its action before April 1<sup>st</sup>.

8.09.04.E Individuals approved for a leave of absence may withdraw for a period of fifteen (15) calendar days following Board of Education approval. If a teacher changes his/her plans after this fifteen (15) calendar day period has elapsed, the teacher loses his/her contractual rights for that year and would not be re-employed prior to termination of the leave of absence unless the Board of Education found it possible to employ him/her for a vacancy.

8.09.04.F A teacher granted a leave of absence is assured of a basic teaching position in Glenbard Township High School District #87 if conditions listed in this section are fulfilled. The basic teaching position will not necessarily be at the same attendance center nor for any special service assignment or appointment.

8.09.04.G A teacher granted a leave of absence who has indicated in writing to the Superintendent by March 1<sup>st</sup> (November 1<sup>st</sup> if the leave was only for the first semester) of the year of the leave of absence that he/she desires to return to teaching in a Glenbard Township High School District #87 school the following school year, shall be reinstated. A teacher granted a leave of absence who does not timely indicate in writing to the Superintendent by March 1<sup>st</sup> of the year of the leave of absence whether

he/she plans to return to teach in a Glenbard Township High School District #87 school the following school year, shall be treated as having resigned from Glenbard Township High School District #87; however, at the written request of the teacher before the end of the year of the leave, and at the option of the Board of Education, said teacher may be reinstated if a vacancy exists in a job for which the Board of Education finds the teacher is qualified.

8.09.05 Maternity and Parental Leave

- 8.09.05.A A teacher who is expecting a child shall be granted, upon her request, a leave of absence without pay and with no credit for advancement on the salary schedule. Teachers in their second (2<sup>nd</sup>), third(3<sup>rd</sup>) or fourth(4<sup>th</sup>) probationary years may receive eighteen (18) weeks of leave in addition to twelve (12) weeks of FMLA leave, if available.
- 8.09.05.B A teacher may continue to teach as late into her pregnancy as she is able to perform her required functions and her physician has informed the Human Resources office in writing that her physical condition warrants continued duty.
- 8.09.05.C A teacher may use her available sick leave for any medical disability due to pregnancy prior to the effective date of the maternity leave.
- 8.09.05.D A teacher who is the parent to a newborn or newly adopted child below the age of seven (7) shall be granted, upon his/her request, a leave of absence without pay and with no credit for advancement on the salary schedule.
- 8.09.05.E A teacher must advise in writing the Office of the Superintendent of his/her desire to be granted maternity or parental leave a minimum of sixty (60) days prior to the date leaving the position, except in cases of emergency. The teacher must specify the date on which the maternity leave is to begin.
- 8.09.05.F A teacher who notified the Office of the Superintendent in writing of his/her desire to return to active employment within two (2) months of the termination of pregnancy or the commencement of the leave (whichever is later), but not later than March 1<sup>st</sup> shall, at the beginning of the following fall school term, be assured of a basic teaching position in Glenbard Township High School District #87-- not necessarily at the same attendance center, nor for any special service assignment or appointment, such as Department Chair or coaching. If said notification is received not later than November 1<sup>st</sup>, the teacher shall, at the beginning of the following second (2<sup>nd</sup>) semester, be assured of said same basic teaching position in Glenbard Township High School District #87.

8.09.05.G If a teacher notified the Office of the Superintendent in writing of his/her desire to return to active employment after the expiration of the two (2) month period but within the first year of the child's life, the teacher shall be assigned during the following year to the first available vacant position for which the teacher is qualified.

8.09.05.H While on leave, a teacher shall have the option to remain an active participant in the state teacher retirement system and/or other fringe benefit programs by paying the full cost thereof to Glenbard Township High School District #87 in accordance with the rules for payment promulgated by the Board of Education.

#### 8.09.06 Military Leave

8.09.06.A If a special situation arises which requires active military service during the regular school year, the teacher will receive his/her regular salary, including insurance and other compensation less the amount received from the government for the first sixty (60) days. This period may be extended at the sole discretion of the Board of Education.

8.09.06.B After the period of compensatory benefits described above, the Board of Education shall continue to provide dependent coverage for an additional sixty (60) days.

#### 8.09.07 Jury Duty

8.09.07.A A teacher called for jury duty while school is in session shall be compensated for the difference between the teaching pay for the period of time of such duty and the pay received for the performance of such obligation.

#### 8.09.08 Disaster Leave

8.09.08.A In the event of a major regional disaster such as a tornado, fire, or flood, etc., a teacher's absence from school shall not be counted as sick or personal leave. The teacher shall receive his/her regular pay for this period. The maximum number of days allowed shall be determined by the Superintendent and the teacher in relation to the severity of the disaster.

### 8.10 Substitute Teachers

8.10.01 Substitute teachers employed by Glenbard Township High School District #87 must have a valid registered Illinois teaching certificate.

## ARTICLE 9 REDUCTION OF TENURED TEACHERS

In the event of a Glenbard Township High School District #87 staff reduction, the following guidelines shall be followed.

### 9.01 Guidelines

- 9.01.01 Prior to the Administration making any recommendation for reduction of teachers due to a decrease in enrollment in specific programs or the discontinuance of a specific service or program or a substantial decrease in the Educational Fund revenue from the previous fiscal year they will evaluate the entire educational program offered in Glenbard Township High School District #87. Reductions shall be recommended pursuant to the following guidelines:
- 9.01.01.A The non-instructional and Administrative Staff which are not absolutely necessary to the operation of Glenbard Township High School District #87 be dismissed.
  - 9.01.01.B The extracurricular program of Glenbard Township High School District #87 shall be reviewed and that which is determined to be unnecessary shall be eliminated prior to any reduction in academic areas.
  - 9.01.01.C Any general reduction necessary in teachers will follow the procedures listed in Section 9.01.02.
  - 9.01.01.D The Board of Education shall review the said recommendations of the Administration prior to making its final decision pursuant to Article 3 of this Agreement.
- 9.01.02 When the necessary number of teachers is established, the Office of the Superintendent shall recommend those individuals to be dismissed using the following criteria:
- 9.01.02.A First (1<sup>st</sup>), dismiss all non-tenured, full and part-time teachers who do not possess the legal qualifications in the subjects which will be taught.
  - 9.01.02.B Second (2<sup>nd</sup>), dismiss in order of seniority all tenured teachers who do not possess legal qualifications for teaching the subjects which will be taught.
  - 9.01.02.C Third (3<sup>rd</sup>), dismiss non-tenured teachers who do possess legal qualifications in the subjects which will be taught.
  - 9.01.02.D Fourth (4<sup>th</sup>), dismiss in order of seniority tenured teachers who do possess legal qualifications in the subjects which will be taught.

- 9.01.02.E Seniority shall be interpreted to mean the total paid service beginning with the date the teacher last began uninterrupted professional service in Glenbard Township High School District #87. Part-time service will be counted pro-rata.
- 9.01.02.F The flipping of a coin to break a tie in seniority will only be used when two (2) tenured teachers are involved. When more than two (2) tenured teachers are involved, each teacher's name will be placed on an identical piece of paper and placed in a container. The tie will be broken by selecting one (1) piece of paper from the container. The seniority tie breaker applies to tenured teachers only.
- 9.01.03 Written notice shall be given to tenured teachers by certified mail at least sixty (60) days before the end of the school term together with a statement of honorable dismissal and the reason therefore.
- 9.01.04 In the event the Board of Education dismisses any teacher for reasons of reduction in staff or program, the Board of Education shall immediately notify the Superintendent of the Regional Office of Education of each dismissal. The notice shall include:
  - 9.01.04.A A statement that the teacher(s) was honorably dismissed for reasons of reduction in staff or program;
  - 9.01.04.B The certificate(s) and degree(s) held;
  - 9.01.04.C Major and minor field(s) of study;
  - 9.01.04.D Subject(s) taught and/or areas of responsibility; and
  - 9.01.04.E Residence mailing address and telephone number.

## **ARTICLE 10 CERTIFIED STAFF EVALUATION**

### 10.01 Philosophy

- 10.01.01 The Glenbard Evaluation is based upon the belief that an evaluation of all teachers is beneficial to its educational program. A program of evaluation aids each teacher in a continuous self-appraisal of his/her performance and provides meaningful goals for self-improvement. Simultaneously, it helps maintain, improve, and enhance the quality of instructional and supportive services. Such a program also stimulates a cooperative effort to provide the best possible education which adheres to and complements the philosophy of Glenbard Township High School District #87.

### 10.02 Portfolio

- 10.02.01 All teachers shall create and maintain a portfolio as defined in the Evaluation Plan and contained in the Glenbard Evaluation Handbook.

### 10.03 Supervisory Evaluations

#### 10.03.01 Non-Tenured

10.03.01.A All non-tenured teachers will receive a written evaluation twice during their first year of employment and once each year thereafter, until receiving tenure, or more often as deemed necessary by the teacher or his/her Supervisors. This written evaluation will become part of the permanent file of the teacher.

#### 10.03.02 Tenured

10.03.02.A All tenured teachers will receive a written evaluation at least once (1) every two (2) years or more often as deemed necessary by the teacher or his/her Supervisors. This written evaluation will become part of the permanent file of the teacher.

#### 10.03.03 Teachers Assigned to More Than One (1) Building

10.03.03.A Formal evaluation for non-tenured teachers will be accomplished by one (1) formal evaluation being made by each of the involved Supervisors, minimum of a total of two (2). Tenured teachers will be formally evaluated by their home school Supervisors as indicated in Section 10.03.02. In addition, tenured teachers shall be evaluated upon teacher/Supervisor request in schools other than the home school.

### 10.04 Evaluation Process

10.04.01 All criteria, forms, and procedures for the evaluation process shall be a part of the Glenbard Evaluation Plan. There shall be no procedural changes made to the Glenbard Evaluation Plan except as agreed upon as a result of the negotiation process. All criteria and forms shall not be changed except by mutual Agreement of the Evaluation Committee.

10.04.02 Each teacher will receive at a minimum a written copy of each formal observation within five (5) working days of the formal observation.

10.04.03 Each teacher will receive a written copy of the each formal evaluation including the rating, within thirty (30) working days of the last formal observation.

### 10.05 Change in Employment Status of Tenured Teachers

10.05.01 In all cases in which the Building Principal or his/her designee is considering not recommending a tenured teacher for continued employment or vertical advancement, the teacher involved shall be so advised in a conference with the Building Principal and furnished a written statement of the reasons at least sixty (60) days before the end of the school term.

- 10.05.02 A tenured teacher whose services are being terminated will be terminated in accordance with the regulations as printed in the current School Code.

## **ARTICLE 11 EFFECT OF AGREEMENT**

### 11.01 Acknowledgement

- 11.01.01 The parties acknowledge that during the negotiations which result in this Agreement each has the unlimited right and opportunity to make proposals with respect to any subject or matter not removed by laws from the area of collective bargaining and that the understandings and Agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement.

### 11.02 Board of Education Policies

- 11.02.01 This Agreement shall be incorporated into the Board of Education's Policies.

### 11.03 Individual Agreements/Contracts

- 11.03.01 Any individual Agreement/contract between the Board of Education and a teacher shall conform to the negotiated Professional Agreement.

### 11.04 Provisions

- 11.04.01 If any provision of this Agreement or any application of the Agreement to any teacher or group of teachers should be found contrary to the law/School Code by a court of last resort or court of competent jurisdiction and no appropriate appeal has been made to said law/School Code within the time limits provided for doing so, then such provision or application shall be deemed invalid except to the extent permitted by such law, but all other provisions hereof not affected by said invalidation shall continue in full force and effect.

## **ARTICLE 12 FAIR SHARE AGREEMENT**

### 12.01 Fair Share Fee

- 12.01.01 Each teacher, as a condition for employment, on or before thirty (30) days from the date of commencement of duties or the effective date of this Agreement, whichever is later, shall join the Glenbard Education Association or pay a fair share fee to the Glenbard Education Association to reflect the cost of representation and of negotiation and Administration of this Agreement in accordance with the established procedures of the Glenbard Education Association.

- 12.01.02 In the event that a teacher does not pay the fair share fee directly to the Glenbard Education Association by a certain date as established by the Glenbard Education Association, the Board of Education shall deduct the fair share fee from the wages of that teacher. No teacher shall be disciplined or discharged if a teacher does not pay the fair share fee.

- 12.01.03 Such fee shall be paid to the Glenbard Education Association by the Board of Education no later than ten (10) days following deduction.
- 12.01.04 The Glenbard Education Association shall indemnify and save the Board of Education harmless against any and all claims, demands, suits, or other forms of liability that shall arise out of or by reason of any action taken or not taken by the Board of Education for the purpose of complying with this Article, or in reliance upon any list or notice furnished pursuant to this Article.

**ARTICLE 13 DURATION AND ACCEPTANCE OF AGREEMENT**

13.01 Effective Date

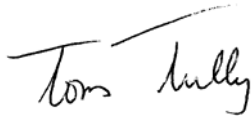
13.01.01 This Agreement shall be effective as of August 10, 2007 and shall continue in effect through August 9, 2012. This Agreement shall remain in force from year to year after August 9, 2012, unless notice is given by the first (1<sup>st</sup>) Tuesday of March of any subsequent year, by either party, of its desire to terminate, modify, or amend this Agreement. Upon receipt of such notice, arrangements shall be made for negotiations to commence promptly per Section 5.02.

13.01.02 This Agreement is signed this the 6th day of August, 2007.

In witness thereof:

For the Glenbard Education Association,

For the Board of Education,  
Glenbard Township High School District #87  
DuPage County, Illinois



---

Thomas Tully, President

---

David C. Brown, President

## APPENDIX A – SPECIAL PAYMENT SCHEDULE

### Athletic Contest Workers

The following positions, appointed by the Building Principal, will be paid for services only at home/host school except as noted. Using the ten dollar (\$10.00) per hour figure, the Assistant Principal for Athletics may use his discretion to arrive at a figure for workers at multiple team events that exceed the amount estimated below.

Basketball Announcer	\$43.00	Gymnastics Ticket Seller	\$31.00
Basketball Crowd Control	\$43.00	Wrestling Crowd Control	\$43.00
Basketball Scorer	\$43.00	Wrestling Scorer	\$43.00
Basketball Ticket Seller	\$36.00	Wrestling Ticket Seller	\$36.00
Basketball Timer	\$43.00	Wrestling Timer	\$43.00
Football Announcer	\$61.00	Volleyball Crowd Control	\$43.00
Football Crowd Control	\$61.00	Volleyball Scorer	\$43.00
Football Sideline Official	\$61.00	Volleyball Ticket Seller	\$36.00
Football Ticket Seller	\$61.00	Soccer Announcer	\$36.00
Football Timer	\$61.00	Soccer Scorer	\$36.00
Gymnastics Announcer	\$36.00	Soccer Ticket Seller	\$36.00
Gymnastics Crowd Control	\$36.00	Soccer Timer	\$36.00
Gymnastics Scorer	\$36.00	Track Worker	\$43.00

Corridor Supervision \$12.50/hour

Driver Education (Based on years in Glenbard Township High School District #87)

0 – 2 years	\$14.00/hour
3 – 5 years	16.00/hour
6 – 8 years	18.00/hour
9 – Beyond years	20.00/hour

Internal Substitution \$30.00/prd

Intramurals \$12.50/hour

Special Supervision

(\*These services may be paid for assignments at locations other than at home/host school.)

Half (½) day	\$40.00
Full day	\$80.00
Overnight	\$120.00

Summer Curriculum/Staff Development \$30.00/hour

Summer School \$42.00/hour

Staff Development Trainer \$32.50/hour

## **APPENDIX B – EXTRACURRICULAR INCREMENT SCHEDULES**

Starting with the 2007-2008 school year, newly hired teachers shall be required to perform extra duty assignments for four (4) of their initial five (5) years of employment. This obligation will commence with the teacher's second year of employment unless the teacher requests to perform an extra duty assignment in his/her first year of employment.

The district will develop a checklist of all available extra duty assignments. Prior to being assigned each newly hired teacher will be given an opportunity to indicate all of the extra duty assignments that they are willing and able to perform. The District will seek to assign the teacher to one of his/her indicated choices.

After successful completion of an extra duty assignment, a teacher may request to be transferred to another extra assignment on his/her checklist. If that work is available, the teacher will be reassigned as soon as a replacement is found for the original assignment.

Teachers who are assigned to the following extra curricular assignments are required to perform these duties for only three (3) years, rather than for the four (4) year commitment required of teachers performing other extra duty assignments.

- Head Yearbook \*\*
- Head Newspaper \*\*
- Tech Director
- Head Cheerleading
- Head Forensics
- Head Poms \*\*

Teachers who are assigned to one of the above extra curricular duties, but then elect to take a different position, will have their work credited as follows:

- a. Complete one (1) year: A teacher must perform three more years of extra duty assignment to fulfill their "four (4) out of the first five (5) years" obligation.
- b. Complete two (2) years: A teacher must perform one (1) more year of extra duty assignment to fulfill their "four (4) out of the first five (5) years" obligation.

\*\*Positions indicated above shall each have assistant coaches starting with the 2007-2008 school year.

STRIVE shall be an extra curricular activity for which teachers will receive credit for extra duty assignment obligation.

Extracurricular Increment Schedule 2007-2008

This index is based upon BA - 1 step of the 2007-2008 salary schedule: **\$44,369**

**GROUP**

# of years in Position	<u>I</u>	<u>II</u>	<u>III</u>	<u>IV</u>	<u>V</u>	<u>VI</u>	<u>VII</u>
1	10.00%	8.00%	6.75%	6.25%	5.50%	4.25%	3.75%
2--5	15.00%	13.00%	10.40%	9.65%	7.65%	6.00%	5.50%
6--10	19.50%	17.50%	14.00%	12.65%	9.65%	7.50%	7.00%
11--15	21.25%	19.00%	15.50%	13.50%	10.35%	8.00%	7.50%

# of years in Position	<u>I</u>	<u>II</u>	<u>III</u>	<u>IV</u>	<u>V</u>	<u>VI</u>	<u>VII</u>
1	\$4,437	\$3,550	\$2,995	\$2,773	\$2,440	\$1,886	\$1,664
2--5	\$6,655	\$5,768	\$4,614	\$4,282	\$3,394	\$2,662	\$2,440
6--10	\$8,652	\$7,765	\$6,212	\$5,613	\$4,282	\$3,328	\$3,106
11--15	\$9,428	\$8,430	\$6,877	\$5,990	\$4,592	\$3,550	\$3,328

**LONGEVITY**

Year 21-24 \$500

Year 25+ \$750

The following shall be the guidelines for placement on the index:

- A. Teachers with no paid experience in a Schedule B activity will be placed on step one (1) of Schedule B.
- B. Teachers with prior paid experience with a Schedule B activity (either at Glenbard or elsewhere) will receive 100% experience credit not to exceed placement at step ten (10) in the same activity.
  - 1. Teachers with Schedule B service in Glenbard will receive experience credit for each year they have sponsored the same activity, whether that sponsorship is continuous or broken.
  - 2. Teachers with Schedule B service in Glenbard and new to an activity:
    - a. Currently coaching or sponsoring another activity. Placement will be at the same step as the activity they are currently coaching.
    - b. Not currently coaching or sponsoring another activity.
      - (1) Less than twelve (12) years Schedule B experience receive fifty percent (50%) of step they were at when they last coached or sponsored an activity
      - (2) Twelve (12) years Schedule B experience, receive one hundred percent (100%) of step they were at when they last coached or sponsored an activity.

The above conditions are in effect only for employees accepting a new Schedule B assignment for the 2007-2008 school year or thereafter.

Paid experience must be with a public or parochial school (K-12) which has a one hundred seventy (170) day minimum calendar and experience that a contract or evidence of a contract is available to substantiate.

## Extracurricular Increment Schedule 2008-2009

This index is based upon BA - 1 step of the 2008-2009 salary schedule: **\$45,478**

### **GROUP**

<b># of years in Position</b>	<b><u>I</u></b>	<b><u>II</u></b>	<b><u>III</u></b>	<b><u>IV</u></b>	<b><u>V</u></b>	<b><u>VI</u></b>	<b><u>VII</u></b>
1	10.00%	8.00%	6.75%	6.25%	5.50%	4.25%	3.75%
2--5	15.00%	13.00%	10.40%	9.65%	7.65%	6.00%	5.50%
6--10	19.50%	17.50%	14.00%	12.65%	9.65%	7.50%	7.00%
11--15	21.25%	19.00%	15.50%	13.50%	10.35%	8.00%	7.50%

<b># of years in Position</b>	<b><u>I</u></b>	<b><u>II</u></b>	<b><u>III</u></b>	<b><u>IV</u></b>	<b><u>V</u></b>	<b><u>VI</u></b>	<b><u>VII</u></b>
1	\$4,548	\$3,638	\$3,070	\$2,842	\$2,501	\$1,933	\$1,705
2--5	\$6,822	\$5,912	\$4,730	\$4,389	\$3,479	\$2,729	\$2,501
6--10	\$8,868	\$7,959	\$6,367	\$5,753	\$4,389	\$3,411	\$3,183
11--15	\$9,664	\$8,641	\$7,049	\$6,140	\$4,707	\$3,638	\$3,411

### **LONGEVITY**

Year 21-24 \$500

Year 25+ \$750

The following shall be the guidelines for placement on the index:

- C. Teachers with no paid experience in a Schedule B activity will be placed on step one (1) of Schedule B.
- D. Teachers with prior paid experience with a Schedule B activity (either at Glenbard or elsewhere) will receive 100% experience credit not to exceed placement at step ten (10) in the same activity.
  - 1. Teachers with Schedule B service in Glenbard will receive experience credit for each year they have sponsored the same activity, whether that sponsorship is continuous or broken.
  - 2. Teachers with Schedule B service in Glenbard and new to an activity:
    - a. Currently coaching or sponsoring another activity. Placement will be at the same step as the activity they are currently coaching.
    - b. Not currently coaching or sponsoring another activity.
      - (1) Less than twelve (12) years Schedule B experience receive fifty percent (50%) of step they were at when they last coached or sponsored an activity
      - (2) Twelve (12) years Schedule B experience, receive one hundred percent (100%) of step they were at when they last coached or sponsored an activity.

The above conditions are in effect only for employees accepting a new Schedule B assignment for the 2008-2009 school year or thereafter.

Paid experience must be with a public or parochial school (K-12) which has a one hundred seventy (170) day minimum calendar and experience that a contract or evidence of a contract is available to substantiate.

## Extracurricular Increment Schedule 2009-2010

This index is based upon BA - 1 step of the 2009-2010 salary schedule: **\$46,615**

### GROUP

# of years in Position	<u>I</u>	<u>II</u>	<u>III</u>	<u>IV</u>	<u>V</u>	<u>VI</u>	<u>VII</u>
1	10.00%	8.00%	6.75%	6.25%	5.50%	4.25%	3.75%
2--5	15.00%	13.00%	10.40%	9.65%	7.65%	6.00%	5.50%
6--10	19.50%	17.50%	14.00%	12.65%	9.65%	7.50%	7.00%
11--15	21.25%	19.00%	15.50%	13.50%	10.35%	8.00%	7.50%

# of years in Position	<u>I</u>	<u>II</u>	<u>III</u>	<u>IV</u>	<u>V</u>	<u>VI</u>	<u>VII</u>
1	\$4,662	\$3,729	\$3,147	\$2,913	\$2,564	\$1,981	\$1,748
2--5	\$6,992	\$6,060	\$4,848	\$4,498	\$3,566	\$2,797	\$2,564
6--10	\$9,090	\$8,158	\$6,526	\$5,897	\$4,498	\$3,496	\$3,263
11--15	\$9,906	\$8,857	\$7,225	\$6,293	\$4,825	\$3,729	\$3,496

### LONGEVITY

Year 21-24 \$500

Year 25+ \$750

The following shall be the guidelines for placement on the index:

- E. Teachers with no paid experience in a Schedule B activity will be placed on step one (1) of Schedule B.
- F. Teachers with prior paid experience with a Schedule B activity (either at Glenbard or elsewhere) will receive 100% experience credit not to exceed placement at step ten (10) in the same activity.
  - 1. Teachers with Schedule B service in Glenbard will receive experience credit for each year they have sponsored the same activity, whether that sponsorship is continuous or broken.
  - 2. Teachers with Schedule B service in Glenbard and new to an activity:
    - a. Currently coaching or sponsoring another activity. Placement will be at the same step as the activity they are currently coaching.
    - b. Not currently coaching or sponsoring another activity.
      - (1) Less than twelve (12) years Schedule B experience receive fifty percent (50%) of step they were at when they last coached or sponsored an activity
      - (2) Twelve (12) years Schedule B experience, receive one hundred percent (100%) of step they were at when they last coached or sponsored an activity.

The above conditions are in effect only for employees accepting a new Schedule B assignment for the 2009-2010 school year or thereafter.

Paid experience must be with a public or parochial school (K-12) which has a one hundred seventy (170) day minimum calendar and experience that a contract or evidence of a contract is available to substantiate.

## Extracurricular Increment Schedule 2010-2011

This index is based upon BA - 1 step of the 2010-2011 salary schedule: **\$48,130**

### **GROUP**

<b># of years in Position</b>	<b><u>I</u></b>	<b><u>II</u></b>	<b><u>III</u></b>	<b><u>IV</u></b>	<b><u>V</u></b>	<b><u>VI</u></b>	<b><u>VII</u></b>
1	10.00%	8.00%	6.75%	6.25%	5.50%	4.25%	3.75%
2--5	15.00%	13.00%	10.40%	9.65%	7.65%	6.00%	5.50%
6--10	19.50%	17.50%	14.00%	12.65%	9.65%	7.50%	7.00%
11--15	21.25%	19.00%	15.50%	13.50%	10.35%	8.00%	7.50%

<b># of years in Position</b>	<b><u>I</u></b>	<b><u>II</u></b>	<b><u>III</u></b>	<b><u>IV</u></b>	<b><u>V</u></b>	<b><u>VI</u></b>	<b><u>VII</u></b>
1	\$4,813	\$3,850	\$3,249	\$3,008	\$2,647	\$2,046	\$1,805
2--5	\$7,220	\$6,257	\$5,006	\$4,645	\$3,682	\$2,888	\$2,647
6--10	\$9,385	\$8,423	\$6,738	\$6,088	\$4,645	\$3,610	\$3,369
11--15	\$10,228	\$9,145	\$7,460	\$6,498	\$4,981	\$3,850	\$3,610

### **LONGEVITY**

Year 21-24 \$500

Year 25+ \$750

The following shall be the guidelines for placement on the index:

- G. Teachers with no paid experience in a Schedule B activity will be placed on step one (1) of Schedule B.
- H. Teachers with prior paid experience with a Schedule B activity (either at Glenbard or elsewhere) will receive 100% experience credit not to exceed placement at step ten (10) in the same activity.
  - 1. Teachers with Schedule B service in Glenbard will receive experience credit for each year they have sponsored the same activity, whether that sponsorship is continuous or broken.
  - 2. Teachers with Schedule B service in Glenbard and new to an activity:
    - a. Currently coaching or sponsoring another activity. Placement will be at the same step as the activity they are currently coaching.
    - b. Not currently coaching or sponsoring another activity.
      - (1) Less than twelve (12) years Schedule B experience receive fifty percent (50%) of step they were at when they last coached or sponsored an activity
      - (2) Twelve (12) years Schedule B experience, receive one hundred percent (100%) of step they were at when they last coached or sponsored an activity.

The above conditions are in effect only for employees accepting a new Schedule B assignment for the 2010-2011 school year or thereafter.

Paid experience must be with a public or parochial school (K-12) which has a one hundred seventy (170) day minimum calendar and experience that a contract or evidence of a contract is available to substantiate.

## Extracurricular Increment Schedule 2011-2012

This index is based upon BA - 1 step of the 2011-2012 salary schedule: **\$49,694**

### **GROUP**

<b># of years in Position</b>	<b><u>I</u></b>	<b><u>II</u></b>	<b><u>III</u></b>	<b><u>IV</u></b>	<b><u>V</u></b>	<b><u>VI</u></b>	<b><u>VII</u></b>
1	10.00%	8.00%	6.75%	6.25%	5.50%	4.25%	3.75%
2--5	15.00%	13.00%	10.40%	9.65%	7.65%	6.00%	5.50%
6--10	19.50%	17.50%	14.00%	12.65%	9.65%	7.50%	7.00%
11--15	21.25%	19.00%	15.50%	13.50%	10.35%	8.00%	7.50%

<b># of years in Position</b>	<b><u>I</u></b>	<b><u>II</u></b>	<b><u>III</u></b>	<b><u>IV</u></b>	<b><u>V</u></b>	<b><u>VI</u></b>	<b><u>VII</u></b>
1	\$4,969	\$3,976	\$3,354	\$3,106	\$2,733	\$2,112	\$1,864
2--5	\$7,454	\$6,460	\$5,168	\$4,795	\$3,802	\$2,982	\$2,733
6--10	\$9,690	\$8,696	\$6,957	\$6,286	\$4,795	\$3,727	\$3,479
11--15	\$10,560	\$9,442	\$7,703	\$6,709	\$5,143	\$3,976	\$3,727

### **LONGEVITY**

Year 21-24 \$500

Year 25+ \$750

The following shall be the guidelines for placement on the index:

- I. Teachers with no paid experience in a Schedule B activity will be placed on step one (1) of Schedule B.
- J. Teachers with prior paid experience with a Schedule B activity (either at Glenbard or elsewhere) will receive 100% experience credit not to exceed placement at step ten (10) in the same activity.
  1. Teachers with Schedule B service in Glenbard will receive experience credit for each year they have sponsored the same activity, whether that sponsorship is continuous or broken.
  2. Teachers with Schedule B service in Glenbard and new to an activity:
    - a. Currently coaching or sponsoring another activity. Placement will be at the same step as the activity they are currently coaching.
    - b. Not currently coaching or sponsoring another activity.
      - (1) Less than twelve (12) years Schedule B experience receive fifty percent (50%) of step they were at when they last coached or sponsored an activity
      - (2) Twelve (12) years Schedule B experience, receive one hundred percent (100%) of step they were at when they last coached or sponsored an activity.

The above conditions are in effect only for employees accepting a new Schedule B assignment for the 2011-2012 school year or thereafter.

Paid experience must be with a public or parochial school (K-12) which has a one hundred seventy (170) day minimum calendar and experience that a contract or evidence of a contract is available to substantiate.

## Extracurricular Increment Schedule Groups

Payment shall be made according to this schedule for any teachers assigned to any of the following positions. These positions shall be filled only through assignment by the Building Principal.

### **GROUP I**

Assistant Athletic Director  
Cheerleading Sponsor  
Dramatics Director  
Head Basketball  
Head Football  
Head Track  
Head Wrestling  
Newspaper Advisor  
Precision Drill Team/Pom Pon Sponsor  
Illinois Licensed Certified Athletic Trainer (fall)  
Illinois Licensed Certified Athletic Trainer (spring)  
Illinois Licensed Certified Athletic Trainer (winter)  
Technical Director  
Yearbook Advisor

### **GROUP II**

Assistant Track  
Band Director  
Director of Forensics & Debate  
Head Baseball  
Head Gymnastics  
Head Soccer  
Head Softball  
Head Volleyball  
Vocal Music Director

### **GROUP III**

Assistant Basketball  
Assistant Football  
Assistant Wrestling  
Dramatics Assistant  
Head Badminton  
Head Cross Country  
Head Golf  
Head Tennis  
Math Team Advisor  
Orchestra Director

### **GROUP IV**

Assistant Baseball  
Assistant Forensics & Debate  
Assistant Gymnastics  
Assistant Soccer  
Assistant Softball  
Assistant Volleyball  
Student Council Advisor  
Assistant Newspaper Advisor  
Assistant Yearbook Advisor

### **GROUP V**

Assistant Badminton  
Assistant Cheerleader Sponsor  
Assistant Precision Drill Team/Pom Pon Sponsor  
Assistant Cross Country  
Assistant Golf  
Assistant Music Director  
Assistant Tennis  
Building Intramural Director  
Chess Team Advisor  
Pep Club Advisor

### **GROUP VI**

G-Teens Advisor  
Scholastic Bowl Advisor

### **GROUP VII**

Events Coordinator (Fall)  
Events Coordinator (Winter)  
Events Coordinator (Spring)

Up to ten (10) positions per Building as determined by the Building Principal, who shall retain the right to divide these slots as he/she feels is appropriate. Does not include events coordinator position.

### **GROUP VIII**

Sixteen (16) positions per Building. No splitting or combining of Group VIII positions. Three hundred fifty dollars (\$350.00) per person.

**APPENDIX C – SALARY SCHEDULE INDEX**

<b>YEARS</b>	<b>BA</b>	<b>BA+15</b>	<b>MA</b>	<b>MA+15</b>	<b>MA+30</b>	<b>MA+45</b>
1	1.00	1.03	1.10	1.11	1.15	1.18
2	1.04	1.07	1.14	1.17	1.21	1.24
3	1.08	1.11	1.21	1.23	1.27	1.30
4	1.13	1.16	1.27	1.30	1.33	1.36
5	1.18	1.21	1.33	1.36	1.40	1.42
6	1.23	1.26	1.39	1.42	1.46	1.49
7		1.31	1.45	1.48	1.52	1.55
8			1.51	1.54	1.58	1.61
9			1.57	1.60	1.64	1.67
10			1.63	1.66	1.70	1.73
11			1.69	1.72	1.76	1.79
12			1.75	1.78	1.82	1.85
13			1.81	1.84	1.88	1.91
14			1.87	1.90	1.94	1.98
15			1.94	1.97	2.01	2.05
16			1.99	2.02	2.06	2.12
17					2.11	2.19
18						2.26
19						2.33
20			2.04	2.17	2.26	2.40

## APPENDIX D – SALARY SCHEDULES

### 2007-2008 Salary Schedule

YEARS	BA	BA+15	MA	MA+15	MA+30	MA+45
1	\$44,369	\$45,700	\$48,806	\$49,250	\$51,024	\$52,355
2	\$46,144	\$47,475	\$50,581	\$51,912	\$53,686	\$55,018
3	\$47,919	\$49,250	\$53,686	\$54,574	\$56,349	\$57,680
4	\$50,137	\$51,468	\$56,349	\$57,680	\$59,011	\$60,342
5	\$52,355	\$53,686	\$59,011	\$60,342	\$62,117	\$63,004
6	\$54,574	\$55,905	\$61,673	\$63,004	\$64,779	\$66,110
7		\$58,123	\$64,335	\$65,666	\$67,441	\$68,772
8			\$66,997	\$68,328	\$70,103	\$71,434
9			\$69,659	\$70,990	\$72,765	\$74,096
10			\$72,321	\$73,653	\$75,427	\$76,758
11			\$74,984	\$76,315	\$78,089	\$79,421
12			\$77,646	\$78,977	\$80,752	\$82,083
13			\$80,308	\$81,639	\$83,414	\$84,745
14			\$82,970	\$84,301	\$86,076	\$87,851
15			\$86,076	\$87,407	\$89,182	\$90,956
16			\$88,294	\$89,625	\$91,400	\$94,062
17			\$88,294	\$89,625	\$93,619	\$97,168
18			\$88,294	\$89,625	\$93,619	\$100,274
19			\$88,294	\$89,625	\$93,619	\$103,380
20			\$90,513	\$96,281	\$100,274	\$106,486

Illinois Teacher's Retirement System contributions are included in the above figures.

2008-2009 Salary Schedule

<b>YEARS</b>	<b>BA</b>	<b>BA+15</b>	<b>MA</b>	<b>MA+15</b>	<b>MA+30</b>	<b>MA+45</b>
1	\$45,478	\$46,843	\$50,026	\$50,481	\$52,300	\$53,664
2	\$47,297	\$48,662	\$51,845	\$53,210	\$55,029	\$56,393
3	\$49,116	\$50,481	\$55,029	\$55,938	\$57,757	\$59,122
4	\$51,390	\$52,755	\$57,757	\$59,122	\$60,486	\$61,850
5	\$53,664	\$55,029	\$60,486	\$61,850	\$63,670	\$64,579
6	\$55,938	\$57,303	\$63,215	\$64,579	\$66,398	\$67,763
7		\$59,576	\$65,943	\$67,308	\$69,127	\$70,491
8			\$68,672	\$70,036	\$71,856	\$73,220
9			\$71,401	\$72,765	\$74,584	\$75,949
10			\$74,130	\$75,494	\$77,313	\$78,677
11			\$76,858	\$78,223	\$80,042	\$81,406
12			\$79,587	\$80,951	\$82,770	\$84,135
13			\$82,316	\$83,680	\$85,499	\$86,863
14			\$85,044	\$86,409	\$88,228	\$90,047
15			\$88,228	\$89,592	\$91,411	\$93,230
16			\$90,502	\$91,866	\$93,685	\$96,414
17			\$90,502	\$91,866	\$95,959	\$99,597
18			\$90,502	\$91,866	\$95,959	\$102,781
19			\$90,502	\$91,866	\$95,959	\$105,964
20			\$92,776	\$98,688	\$102,781	\$109,148

Illinois Teacher's Retirement System contributions are included in the above figures.

2009-2010 Salary Schedule

<b>YEARS</b>	<b>BA</b>	<b>BA+15</b>	<b>MA</b>	<b>MA+15</b>	<b>MA+30</b>	<b>MA+45</b>
1	\$46,615	\$48,014	\$51,277	\$51,743	\$53,607	\$55,006
2	\$48,480	\$49,878	\$53,141	\$54,540	\$56,404	\$57,803
3	\$50,344	\$51,743	\$56,404	\$57,337	\$59,201	\$60,600
4	\$52,675	\$54,074	\$59,201	\$60,600	\$61,998	\$63,397
5	\$55,006	\$56,404	\$61,998	\$63,397	\$65,261	\$66,194
6	\$57,337	\$58,735	\$64,795	\$66,194	\$68,058	\$69,457
7		\$61,066	\$67,592	\$68,990	\$70,855	\$72,254
8			\$70,389	\$71,787	\$73,652	\$75,050
9			\$73,186	\$74,584	\$76,449	\$77,847
10			\$75,983	\$77,381	\$79,246	\$80,644
11			\$78,780	\$80,178	\$82,043	\$83,441
12			\$81,577	\$82,975	\$84,840	\$86,238
13			\$84,373	\$85,772	\$87,637	\$89,035
14			\$87,170	\$88,569	\$90,433	\$92,298
15			\$90,433	\$91,832	\$93,697	\$95,561
16			\$92,764	\$94,163	\$96,027	\$98,824
17			\$92,764	\$94,163	\$98,358	\$102,087
18			\$92,764	\$94,163	\$98,358	\$105,350
19			\$92,764	\$94,163	\$98,358	\$108,613
20			\$95,095	\$101,155	\$105,350	\$111,876

Illinois Teacher's Retirement System contributions are included in the above figures.

2010-2011 Salary Schedule

<b>YEARS</b>	<b>BA</b>	<b>BA+15</b>	<b>MA</b>	<b>MA+15</b>	<b>MA+30</b>	<b>MA+45</b>
1	\$48,130	\$49,574	\$52,943	\$53,424	\$55,350	\$56,794
2	\$50,055	\$51,499	\$54,868	\$56,312	\$58,238	\$59,681
3	\$51,981	\$53,424	\$58,238	\$59,200	\$61,125	\$62,569
4	\$54,387	\$55,831	\$61,125	\$62,569	\$64,013	\$65,457
5	\$56,794	\$58,238	\$64,013	\$65,457	\$67,382	\$68,345
6	\$59,200	\$60,644	\$66,901	\$68,345	\$70,270	\$71,714
7		\$63,051	\$69,789	\$71,233	\$73,158	\$74,602
8			\$72,677	\$74,120	\$76,046	\$77,490
9			\$75,564	\$77,008	\$78,933	\$80,377
10			\$78,452	\$79,896	\$81,821	\$83,265
11			\$81,340	\$82,784	\$84,709	\$86,153
12			\$84,228	\$85,672	\$87,597	\$89,041
13			\$87,116	\$88,560	\$90,485	\$91,929
14			\$90,003	\$91,447	\$93,373	\$95,298
15			\$93,373	\$94,816	\$96,742	\$98,667
16			\$95,779	\$97,223	\$99,148	\$102,036
17			\$95,779	\$97,223	\$101,555	\$105,405
18			\$95,779	\$97,223	\$101,555	\$108,774
19			\$95,779	\$97,223	\$101,555	\$112,143
20			\$98,186	\$104,442	\$108,774	\$115,512

Illinois Teacher's Retirement System contributions are included in the above figures.

2011-2012 Salary Schedule

<b>YEARS</b>	<b>BA</b>	<b>BA+15</b>	<b>MA</b>	<b>MA+15</b>	<b>MA+30</b>	<b>MA+45</b>
1	\$49,694	\$51,185	\$54,664	\$55,161	\$57,149	\$58,639
2	\$51,682	\$53,173	\$56,652	\$58,142	\$60,130	\$61,621
3	\$53,670	\$55,161	\$60,130	\$61,124	\$63,112	\$64,603
4	\$56,155	\$57,646	\$63,112	\$64,603	\$66,094	\$67,584
5	\$58,639	\$60,130	\$66,094	\$67,584	\$69,572	\$70,566
6	\$61,124	\$62,615	\$69,075	\$70,566	\$72,554	\$74,045
7		\$65,100	\$72,057	\$73,548	\$75,535	\$77,026
8			\$75,039	\$76,529	\$78,517	\$80,008
9			\$78,020	\$79,511	\$81,499	\$82,990
10			\$81,002	\$82,493	\$84,480	\$85,971
11			\$83,984	\$85,474	\$87,462	\$88,953
12			\$86,965	\$88,456	\$90,444	\$91,935
13			\$89,947	\$91,438	\$93,425	\$94,916
14			\$92,929	\$94,419	\$96,407	\$98,395
15			\$96,407	\$97,898	\$99,886	\$101,874
16			\$98,892	\$100,383	\$102,370	\$105,352
17			\$98,892	\$100,383	\$104,855	\$108,831
18			\$98,892	\$100,383	\$104,855	\$112,309
19			\$98,892	\$100,383	\$104,855	\$115,788
20			\$101,377	\$107,837	\$112,309	\$119,267

Illinois Teacher's Retirement System contributions are included in the above figures.

**MEMORANDUMS OF UNDERSTANDING**

**MEMORANDUM OF UNDERSTANDING**  
**Between**  
**BOARD OF EDUCATION OF GLENBARD TOWNSHIP**  
**HIGH SCHOOL DISTRICT 87**  
**And**  
**GLENBARD EDUCATION ASSOCIATION**

By and between the Glenbard District 87 Board of Education and the Glenbard Education Association regarding the Resource Period:

Statement of Purpose

In 1987, the “WIN/WIN” Flexible Schedule Resources Committee was charged with the responsibility of defining the resource period as agreed to in the Memorandum of Understanding between the Board of Education and the Glenbard Education Association. We believe that the resource period will provide an extraordinary opportunity for both students and teachers to create a more complete educational environment in District 87. One fundamental premise was present throughout all discussions and decisions: the resource period will provide the flexibility for teachers to meet many of the specific needs of the Glenbard student body. With this in mind, we developed a list of activities which we feel are appropriate to attain that goal.

The guidelines provide the opportunity for the teacher to determine the location and the activity to pursue during a resource period in order to best meet the needs of District 87 students.

General Guidelines

1. Using existing procedures, students will be able to consult teachers for resource assistance.
2. A student seeking resource assistance should have an agenda of needs which can be provided to the available resource teacher. This agenda could be student or teacher prepared.
3. The Resource Committee will evaluate the functioning of the resource period a minimum of twice a year or more frequently at the discretion of the two chairpersons.
4. Teachers and department chairs will collaborate to determine specific locations for resource period assignments.
5. Teacher availability and location by period will be provided to all staff in order to keep students informed about resource options.

Appropriate Activities for the Resource Period

The resource period is primarily a time for students to consult with a teacher on an informal basis.

PRIMARY (Direct student involvement)

- Student make-up work
- Tutorial work
- Student-teacher conferences
- Extra lab work (on a non-regular basis)
- Parental consultations (progress reports, behavior reports, etc.)
- Observe classes of other teachers
- Staff consultations regarding students
- Professional collaboration (i.e., department, building, district)
- Independent study consultations

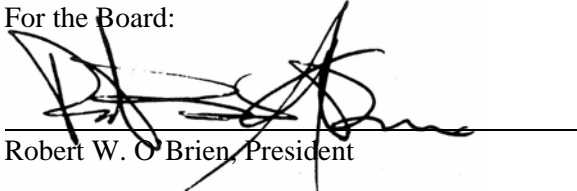
SECONDARY (Indirect student involvement)

- Articulation with feeder schools
- Committee work
- Course review and assessments
- Equipment maintenance
- Publicity work
- Learn to use building and district technology
- Miscellaneous paper work
- Prepare lessons, demonstrations and evaluations
- Review new materials, processes, and/or ideas

ADDITIONAL: Other professional activities that will create a better educational environment for the students of District 87.

The resource period shall not be considered as another preparation for the teacher. Teacher discretion would determine the number of students to be accommodated in any resource period and the extent of activity involved for students.

For the Board:

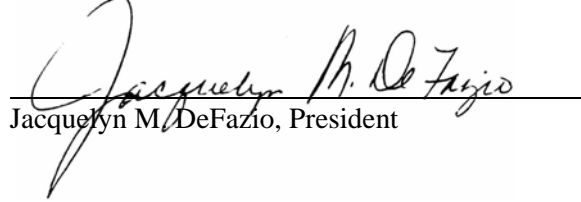


---

Robert W. O'Brien, President

Date: April 13, 1989

For the Association:



---

Jacquelyn M. DeFazio, President

**MEMORANDUM OF UNDERSTANDING**  
**Between**  
**BOARD OF EDUCATION OF GLENBARD TOWNSHIP**  
**HIGH SCHOOL DISTRICT 87**  
**And**  
**GLENBARD EDUCATION ASSOCIATION**

By and between the Glenbard District 87 Board of Education and the Glenbard Education Association regarding Department Chair Relief:

A district total of \$25,000 shall be made available to relieve the workload of department chairs. The dollars shall be divided as follows:

Glenbard East	\$ 7,500
Glenbard West	5,750
Glenbard North	7,250
Glenbard South	4,500

Within each building there will be a division of funds between large departments {ten (10) F.T.E. or more} and smaller departments. Based on the ten (10) F.T.E. guideline, the following division of dollars is proposed:

	Large Departments	Smaller Departments
Glenbard East	\$4,500	\$3,000
Glenbard West	3,450	2,300
Glenbard North	4,350	2,900
Glenbard South	2,700	1,800

The initial written requests and rationale for department relief money shall be due in the Principal's office by September 1. The Principal shall notify the Department Chair if the request is approved, and if approved, the amount of money allocated.

If money remains in either the large or smaller department allowances, the Principal may use that money to meet requests in the other category.

For the Board:

(Signed) \_\_\_\_\_  
 President

For the Association:

(Signed) \_\_\_\_\_  
 President

**MEMORANDUM OF UNDERSTANDING**  
**Between**  
**BOARD OF EDUCATION OF GLENBARD TOWNSHIP**  
**HIGH SCHOOL DISTRICT 87**  
**And**  
**GLENBARD EDUCATION ASSOCIATION**

By and between the Glenbard District 87 Board of Education and the Glenbard Education Association regarding School Improvement Efforts:

Statement of Purpose: The Board of Education and the Glenbard Education Association desire to improve the delivery of education in School District 87 on a school-by-school basis, allowing for the greatest flexibility for innovation throughout the District and also in each school.

School Improvement Efforts: The School Improvement Teams are charged with identifying methods and processes to effect the appropriate plans for a restructured system of education.

Process to Address Contract Issues: It is likely that School Improvement Plans will impact upon subjects currently covered by the Professional Agreement between the Board of Education and the Glenbard Education Association.

Therefore, by this Memorandum of Understanding, the parties agree that it is in their mutual best interests to:

1. Have both the Board and GEA PN Team examine any draft School Improvement Plan to identify contract language that is impacted.
2. Meet in a timely manner to discuss any waivers to impacted contract items.

It is understood that contract language shall remain in full force and effect and shall not be waived without agreement of the Board and GEA PN Team.

For the Board:

(Signed) \_\_\_\_\_  
President

For the Association:

(Signed) \_\_\_\_\_  
President

**MEMORANDUM OF UNDERSTANDING**  
**Between**  
**BOARD OF EDUCATION OF GLENBARD TOWNSHIP**  
**HIGH SCHOOL DISTRICT 87**  
**And**  
**GLENBARD EDUCATION ASSOCIATION**

By and between the Glenbard District 87 Board of Education and the Glenbard Education Association regarding Relief Section Job Vacancy Posting:

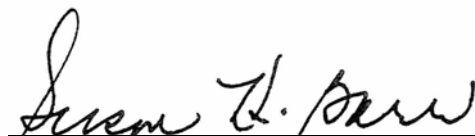
The Glenbard Education Association and the Glenbard Township High Schools' Administration and Board of Education agree that all vacancies created through the use of relief sections shall be posted in all buildings for three (3) working days. This memorandum of understanding creates the only exception to Article IX, Section 9.01.03, Page 14, in the Professional Agreement, "...All vacancies...shall be publicized to teachers...for a minimum of ten (10) working days."

The procedure for posting any opening created by the addition of a relief section shall be as follows:

1. All postings will originate in the District Office and will be electronically sent to all buildings on the same day.
2. All postings will be as specific as possible, i.e., school, period and class.
3. All postings will be in the building mailrooms.

It is further agreed that this memorandum of understanding is merely resolving a point of mutual concern. This agreement neither expands nor limits the rights of either party to mid-term bargaining.

For the Board:

  
\_\_\_\_\_  
Susan H. Barr, Board President

For the Association:

  
\_\_\_\_\_  
Virginia Wilhelm, GEA President

For the District:

  
\_\_\_\_\_  
Robert C. Stevens, Superintendent

Date: April 28, 1992

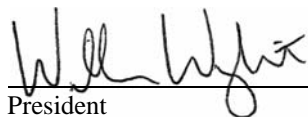
**MEMORANDUM OF UNDERSTANDING**  
**Between**  
**BOARD OF EDUCATION OF GLENBARD TOWNSHIP**  
**HIGH SCHOOL DISTRICT 87**  
**And**  
**GLENBARD EDUCATION ASSOCIATION**

The Board of Education and the Glenbard Education (GEA) realize that many factors are currently constraining the financial resources of the district. They agree that these factors are greatly impacting the district's ability to maintain the educational opportunities recently available to its students.

As the parties continue to strive to provide the maximum educational opportunities for the district's students, the Board and the GEA believe it is vitally important to issue this joint Class Size Statement affirming their commitment to "observe reasonable class size limits subject to space availability, budgetary limitations, and availability of teachers or necessary funds".

Agreed to this the 9<sup>th</sup> day of September, 2004.

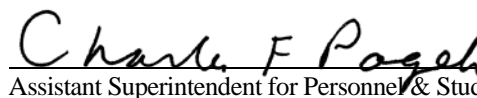
GLENBARD EDUCATION ASSOCIATION  
IEA/NEA



---

President

GLENBARD TOWNSHIP HIGH  
DISTRICT NO. 87, DUPAGE COUNTY,  
ILLINOIS



---

Assistant Superintendent for Personnel & Student Services

**MEMORANDUM OF UNDERSTANDING**  
**Between**  
**BOARD OF EDUCATION OF GLENBARD TOWNSHIP**  
**HIGH SCHOOL DISTRICT 87**  
**And**  
**GLENBARD EDUCATION ASSOCIATION**

The Glenbard District 87 Board of Education (Board) and the Glenbard Education Association (GEA) recently undertook and completed negotiations early for a successor Professional Agreement. This collaborative effort during the second semester of the 2003/2004 school year was strengthened by the parties' continuing efforts to communicate openly and completely.

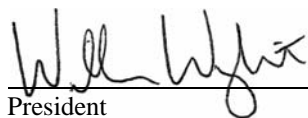
The parties wish to perpetuate collaborative bargaining in the district and, also, wish to build upon the results gained by open and complete communication.

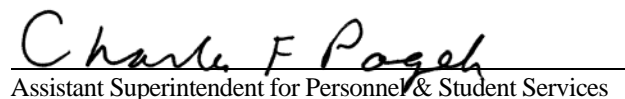
Therefore, the Board and the GEA have agreed to actively seek ongoing collaborative opportunities to discuss issues that might arise during each school year, with a goal of reducing the number of items to be dealt with at future negotiations for successor Professional Agreements. They also have agreed to base their collaborative relationship upon open and complete communications.

Agreed to this the 9<sup>th</sup> day of September, 2004.

GLENBARD EDUCATION ASSOCIATION  
IEA/NEA

GLENBARD TOWNSHIP HIGH  
DISTRICT NO. 87, DUPAGE COUNTY,  
ILLINOIS

  
\_\_\_\_\_  
President

  
\_\_\_\_\_  
Assistant Superintendent for Personnel & Student Services

**MEMORANDUM OF UNDERSTANDING**  
**Between**  
**BOARD OF EDUCATION OF GLENBARD TOWNSHIP**  
**HIGH SCHOOL DISTRICT 87**  
**And**  
**GLENBARD EDUCATION ASSOCIATION**

The Glenbard District 87 Board of Education and the Glenbard Education Association (GEA) have completed negotiations for the 2005-2006 and 2006-2007 Professional Agreement.

During these negotiations the Board and GEA also agreed to add one (1) additional teacher workday in the 2005-2006 school year and this day will remain part of the teacher work year thereafter.

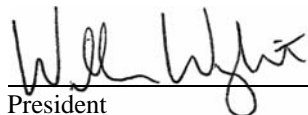
The workday will not be a student attendance day. It will be in addition to the other non-student workdays. The Board will attempt to schedule, but cannot guarantee, the teacher work year to prevent a beginning or ending work week with only one work day. The Board may choose not to schedule this additional workday in any school year. This additional workday will be either the second teacher attendance day or one half of the first teacher attendance day and one half of the second teacher attendance day at the discretion of the administration.

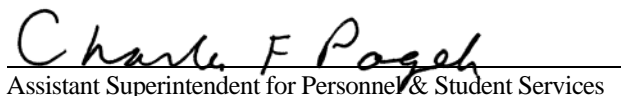
This additional workday will be used, at the teacher's discretion for their preparation, their planning or other activities closely to related their district duties.

Agreed to this the 9<sup>th</sup> day of September, 2004.

GLENBARD EDUCATION ASSOCIATION  
IEA/NEA

GLENBARD TOWNSHIP HIGH  
DISTRICT NO. 87, DUPAGE COUNTY,  
ILLINOIS

  
\_\_\_\_\_  
President

  
\_\_\_\_\_  
Assistant Superintendent for Personnel & Student Services