

Tri-Point CUSD 6J

**TRI-POINT BOARD OF EDUCATION
TRI-POINT EDUCATION ASSOCIATION
MASTER CONTRACT
SCHOOL YEAR
2016-2018**

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PART I
ALL BARGAINING UNIT MEMBERS

ARTICLE I
RECOGNITION

- I.1.1 The Board of Education of Tri-Point Unit #6J hereinafter referred to as the “Board”, recognizes the Tri-Point Education Association/IEA/NEA, hereinafter referred to as the “Association”, as the sole and exclusive negotiating agent for all regularly employed full-time and part-time certificated and non-certificated personnel, hereinafter referred to as “Employees”, except for the Superintendent, other central office certificated staff, the Building Principals, the Maintenance Supervisor, the Unit Secretary and the Unit Bookkeeper.
- I.1.2 The Board agrees not to negotiate or to consult with any other Employees’ organization, individual or group with regard to hours, wages, and working conditions unless otherwise provided for in this Agreement or unless mutually agreed to by the parties during the term of this Agreement.

ARTICLE II
NEGOTIATIONS PROCEDURE

- I.2.1 The parties agree to negotiate under and abide by provisions of the IELRA (Illinois Educational Labor Relations Act). The parties shall commence bargaining for a successor agreement no later than May 15th, provided the Board has received from the Association no later than March 15th, a written intent to begin the bargaining process. Meetings shall be held as necessary at times and places agreed to by both parties.
- I.2.2 Should either party declare impasse, the parties shall jointly request the Federal Mediation and Conciliation Service (FMCS) to provide the services of a mediator. Should FMCS be unavailable, the parties shall immediately commence discussions as to a replacement. In the event that the parties cannot agree upon a replacement, the Illinois Educational Labor Relations Board shall be notified. The costs for the mediator or replacement shall be equally shared by the Board and Association.

ARTICLE III
NO STRIKE PROVISION

- I.3.1 During the term of this Agreement, or any extension thereof, Employees shall not participate in a strike in whole or in part, nor shall the Employer lock out Employees.

ARTICLE IV EMPLOYEE AND ASSOCIATION RIGHTS

- I.4.1 Non-Discrimination: The Board shall not discriminate against any Employee for reason of race, creed, color, marital status, handicap, age, sex, national origin, or membership in the Association.
- I.4.2 Right of Representation: When an Employee is required to appear before the Board and/or Administration concerning any matter which could adversely affect the employment, position, or salary, the Employee shall be entitled to have a representative of the Association present. Further, when an Employee is required to appear before the Board, the Employee shall be advised in writing of the reasons for the requirement. It shall be the responsibility of the Employee to obtain a representative of his/her choice.
- I.4.3 Personnel Files: Each Employee shall have the right to review the contents of his/her personnel file, during normal office business hours in the presence of a designated employee of the Board, and if so desired, have an Association representative present during such a review. When material is placed in the Employee's personnel file, it will be dated and the Employee will receive a copy within forty-eight (48) hours of the item being placed therein. The Employee shall have the right to place therein written reaction to any of its contents.
- I.4.4 Dues Deduction: The Board shall deduct from each employee's pay the current dues of the Association, provided that the Board has a teacher-executed authorization for the continuing dues deduction, the amount of which shall annually be certified by the Association. The Authorization shall remain in effect from year to year, except that the teacher may revoke it upon written request to the President of the Association and Superintendent or Board between September 1st and September 15th of any year. Upon receipt of any revocation, the Board shall notify the Association in writing of same. Authorization for new members must be executed on or before October 1st. The Association shall supply the authorization form. The Association shall indemnify and hold the Board harmless against any and all claims, demands, suits, or other forms of liability that may arise out of or by reason of action taken or not taken by the Board for the purpose of complying with any of the provisions of this Article or in reliance on any assignment furnished under the provisions of this Article. All dues deducted by the Board shall be remitted to the Association no later than ten (10) calendar days after such deductions are made.
- I.4.5 Meetings, Notices and General Information: The Association may, with the permission of the Superintendent, use the school building for meetings, use computers and copiers for the purpose of internal communication, and use Employee mail boxes for Association news. A section of each school's faculty bulletin board as determined by the principal of the school may be set aside for Association use.

ARTICLE V GRIEVANCE PROCEDURE

- I.5.1 Definitions: Any claim by the Employee or the Association that there has been a violation, misinterpretation, or misapplication of the terms of this Agreement shall be a grievance.
- I.5.1a All time limits consist of school days, except where noted or when a grievance is submitted fewer than ten (10) days before the close of the current school term, then time limits shall consist of all calendar days. During the summer months, it shall mean Monday through Friday, excluding legal holidays observed by the district's administrative office or when the central office is closed.
- I.5.2 Prompt Filing of Grievance: No Grievance shall be filed more than fifteen (15) school days after the occurrence which gave rise thereto, or the Employee's knowledge and/or the Association's knowledge thereof, whichever is later. Failure to file a grievance within the specified time limit shall act as a bar to any and all matters which could have been raised thereby.
- I.5.3 Procedures: The parties hereto acknowledge that it is usually most desirable for an Employee and the Employee's immediately involved supervisor to resolve problems through informal and free communications. If, however, the informal process fails to satisfy the Employee or the Association, a grievance may be processed as follows:
- A. Step 1: The Employee or the Association may present the grievance in writing to the immediate supervisor, who will arrange for a meeting to take place within ten (10) days after receipt of the grievance. Within five (5) days of the meeting, the grievant and the Association shall be provided with the supervisor's written response, including the reasons for the decision.
 - B. Step 2: If the grievance is not resolved at Step 1, then the Employee or Association may present the grievance within ten (10) days to the Superintendent who will follow the same provisions found in Step 1. Within five (5) days of the meeting, the Association shall be provided with the Superintendent's written response, including the reasons for the decision.
 - C. Step 3: If the grievance is not resolved at the previous steps, then the Association may refer the grievance to the Board within fifteen (15) days after the receipt of the Step 2 answer. The Board shall arrange a meeting to take place within thirty (30) calendar days of the receipt of the appeal. Each party shall have the right to completely present its case. Within five (5) days of the meeting, the Association shall be provided with the Board's written responses, including the reasons for the decision.
 - D. Step 4: If the Association is not satisfied with the disposition of the grievance at Step 3, the Association may submit the grievance to final and binding arbitration through the Federal Mediation and Conciliation Service (FMCS), which shall act as the administrator of the proceedings. If a demand for arbitration is not filed within thirty (30) days of the date for the Step 3 response, then the grievance shall be deemed withdrawn.
 - E. The arbitrator shall have no power to alter the terms of this Agreement.
- I.5.4 Bypass to Arbitration: If the Superintendent and the Association agree, a grievance may be submitted directly to arbitration.
- I.5.5 Association Participation-Employee Represented: The Board acknowledges the right of a representative of the Association to participate in the grievance process at all steps, and no Employee shall be required to discuss any grievance if the Association's representative is not present.
- I.5.6 Board-Administration Cooperation: Upon request by either the Board or the Association, the parties shall meet prior to the Step 1 formal grievance step to discuss the pending grievance in question.

- I.5.7 Released Time: Should the processing of any grievance require that an Employee or an Association representative be released from his or her regular assignment, the Employee and an Association representative shall be released without loss of pay or benefits.
- I.5.8 Filing of Materials: All records related to a grievance shall be filed separately from the personnel files of the Employee.
- I.5.9 Bar to Appeal: District failure to adhere to this negotiated procedure shall not act as a bar to continued processing of the grievance or prohibit receiving final resolution through arbitration.
- I.5.10 Costs: Costs for the arbitrator and Federal Mediation and Conciliation Service (FMCS) fees shall be shared equally by the parties. Each party shall bear the cost of its representation. If either party requests a transcript of the proceedings, that party shall bear the full cost for that transcript. If both parties order a transcript, the cost shall be divided equally between the Board and the Association.
- I.5.11 No Reprisals Clause: No reprisals shall be taken by the Board or the Administration against any Employee because of the Employee's participation in a grievance. Docking shall not be deemed a reprisal.
- I.5.12 Grievance Withdrawal: A grievance may be withdrawn at any level without establishing a precedent.
- I.5.13 Expiration of the Contract: Any claim or grievance arising under this contract may be processed through the grievance procedure until resolution, even upon expiration of this contract.
- I.5.14 Rules: The arbitration shall be conducted under the Voluntary Labor Arbitration Rules of the Federal Mediation and Conciliation Service (FMCS). Each Party has the right to reject one (1) list of Arbitrators.

ARTICLE VI LEAVES

I.6.1 Paid Leaves:

- I.6.1a Sick Leave: Each certified and non-certified employee working at least 600 hours a year shall be entitled to twelve (12) sick leave days per school term without loss of pay. Part-time employees will receive twelve (12) pro-rated sick days (i.e. a part-time teacher at the high school works 4 class periods per day, that employee would receive twelve (12) sick days of 4 class periods in duration). An employee with at least ten (10) years of service to the district shall be granted fifteen (15) sick leave days per school term without loss of pay. Sick leave shall accumulate up to a maximum of 340 days. Sick leave shall be interpreted to mean personal illness, or death or illness in the immediate family or household or for birth, adoption, or placement for adoption by the employee. The immediate family for the purposes of the Article shall include: parents, spouse, brothers, sisters, children, stepchildren, aunts, uncles, grandparents, grandparents-in-law, grandchildren, brothers-in-law, sisters-in-law, parents-in-law, and legal guardians. The Board or appropriate Administrator shall furnish each Employee with a written statement at the beginning of each employee work year setting forth the total sick leave credit. Sick leave shall not be available for the purpose of a work stoppage of any kind.

The Board of Education may require a physician's certificate as a basis for pay during leave after an absence of three (3) consecutive days for personal illness or as it may deem necessary in other cases.

- I.6.1a.2 Employees may, at their option, receive \$65 per day for certified and \$50 per day for non-certified for unused sick days accumulated beyond the total of one hundred eighty (180). Employees may request payment for these days at retirement. Claims must be made to the administration thirty (30) days prior to the end of the school year. Payment for these days will be made after the last day of employee service and post-retirement in a single lump sum.
- I.6.1b Sick Leave Bank: Any Employee receiving sick leave as specified in Article 6.01.1 above and currently employed in the District may be entitled to draw from the bank provided the Employee has contributed at least one day of his/her accumulated sick leave to the bank and all the following conditions are met by the Employee:
1. The Employee or representative must make written application to sick bank governing committee in order to utilize the sick bank.
 2. Eligibility will not be reviewed by the governing committee until the Employee has exhausted all of his/her sick leave and personal leave days.
 3. The Employee or representative must produce a physician's statement of proof that that said employee, child, or spouse is seriously ill. The physician's statement must state the specific illness of the Employee and the approximate length of recovery time.
- I.6.1b.1 Sick Bank Governing Committee: Utilization of the sick leave bank will be subject to approval of the sick bank governing committee. Said committee shall consist of two (2) Employees and two (2) representatives of the Board/Administration.
- I.6.1b.2 Maximum Benefit: The maximum number of days any Employee may draw from the Bank is a total of fifty (50) days during the Employee's employment in the Tri-Point CUSD #6J.
- I.6.1b.3 Depletion of Sick Bank: After all sick days contributed by the Employees are depleted, participating Employees will be asked to contribute an additional day of accumulated sick leave to the bank to remain active.
- I.6.1b.4 Access to Grievance Procedure: The parties agree that Article 6.01.2, Sick Leave Bank, is not subject to the grievance procedure.
- I.6.1b.5 Enrollment Period: Employees wishing to participate in the sick leave bank must contribute one (1) day of their accumulated sick leave within ten (10) school days of the beginning of the school year.
- I.6.1c Personal Business Leave: Each school year the Board shall grant each full-time Employee three (3) days of personal business leave without loss of pay. An employee with at least 15 years of service to the district shall be granted four (4) days of personal business leave without loss of pay. If possible, written notification shall be submitted to the Superintendent at least forty-eight (48) hours before commencement of said leave. Unused personal business leave days shall accumulate to a maximum of five (5). Additional personal days shall accumulate as sick days. On institute days or days immediately before or after a vacation or holiday no more than three (3) teachers and three (3) non-certified employees will be allowed to use a personal business leave day. Use of these days must be due to conditions beyond the Employee's control or be due to unique circumstances. Employees may only take three (3) personal days on consecutive school days. These provisions may be waived by the Superintendent in cases of emergencies.
- I.6.1d Bereavement Leave: An Employee may be granted one day of leave per incident to attend the funeral of immediate family, friend, and/or relative who is not within the definition of immediate family under section 6.01.1. Any one day that the employee is absent due to a death of an immediate family member, friend or relative, that day will be charged as a Bereavement Day. If more than one day of absence is necessary, then additional days will be charged as sick leave. Employees will be granted two bereavement days per year to attend the funeral of a friend and/or a relative who is not within the definition of immediate family under section 6.01.1. Additional days may be used and counted as sick days.

I.6.1e Association Leave: Association leave shall be granted to an Employee for Association business such as state conferences and grievance investigations in accordance with the following.

1. The Association shall submit a written request for such leave at least five (5) days in advance of commencement of leave. Such request shall state the specific reason for the requested leave, name of the Employee, and the day or days of the leave.
2. There shall not be an aggregate number of Association leave days in any school term in excess of five (5) school days for all Employees.
3. No more than two (2) Employees may be absent pursuant to this section on any one school day, and no more than two (2) Employees may be absent from any one school building on any one school day.
4. The Association shall reimburse the employer the current substitute salary.

I.6.1f Professional Leave:

I.6.1f.1 Certified Employee Conferences: Any Certified Employee will be granted, with written approval of the building Principal and Superintendent, and without loss of pay, five (5) days to be used for professional conferences, meetings, and workshops. This leave must be used for professional growth within the realm of the Certified Employee's job description. The Board shall pay substitutes. The Board shall pay up to \$625 annually for registration, mileage, conference meals, and lodging. A daily dollar amount of \$30 will be set for any meals not included in the conference fee. At the Certified Employee's request and with advance notice, arrangements will be made to have registration fees and lodging charges billed directly to the district. Certified Employees are to apply in writing for any known conferences they plan to attend. Any requests will be subject to available funds budgeted for that year. Superintendent may grant additional days if it is determined to be in the best interest of the district.

I.6.1f.2 Non-Certified Employees Conferences: Each Non-Certified Employee will be granted, with written approval of the building Principal and Superintendent, and without loss of pay, leave to be used for professional conferences, meetings, and workshops as follows: Teacher Assistants, four (4) days; Cooks, two (2) days; Custodians, two (2) days, and Secretaries, two (2) days. This leave must be used for professional growth within the realm of the Non-Certified Employee's job description. The Board shall pay substitutes. The Board shall pay up to \$500 annually for the Teacher Assistants and up to \$250 for Custodians, Cooks, and Secretaries for registration, mileage, conference meals, and lodging. A daily dollar amount of \$30 will be set for any meals not included in the conference fee. At the Non-Certified Employee's request and with advance notice, arrangements will be made to have registration fees and lodging charges billed directly to the district. Non-Certified Employees are to apply in writing for any known conferences they plan to attend. Any requests will be subject to available funds budgeted for that year.

I.6.1f.3 Required Meetings: If the Board requires an Employee to attend a professional meeting, all expenses will be paid by the Board.

I.6.1g Sick Leave/Personal Leave Bonus:

I.6.1g.1 Certified Employees: The Board of Education shall issue to each individual, \$500 for the year, if the Certified Employee does not use any of his or her sick days and personal days. Said bonus is to be paid on the June 15th check.

I.6.1g.2 Non-Certified Employee: The Board of Education shall issue to each individual \$250 for the year, if the Non-Certified Employee does not use any of his or her sick days and personal days. Use of compensatory time by the Employer shall not affect a Non-Certified Employee's eligibility for the \$250 bonus. Said bonus is to be paid on the June 15th check.

I.6.2 Unpaid Leaves:

I.6.2a Child Care Leaves: A leave of absence shall be granted to any male or female full-time Employee for the purpose of child care. If the requested leave qualifies as Family Medical Leave Act (FMLA) time then the requested unpaid leave time and the FMLA time will run concurrently. Said leave shall commence upon request of the Employee.

1. The reinstatement shall be to the Employee's former position.
2. The initial leave period may be for the duration of the school semester when leave was granted, plus two consecutive school semesters excluding summer. The leave may be extended by written request of the Employee served upon the Board for approval not less than thirty (30) days before the leave expires or before March 1st, whichever is earliest.
3. A pregnant Employee may commence said child care leave at her option. She may terminate the leave anytime after the birth of the child, provided that she is physically able to perform her work responsibilities.
4. In the event of death of the object child of the leave, the leave of absence may be terminated upon request of the Employee.
5. Said leave terminations must be mutually agreed upon by the Administration and the Employee.
6. The granting of such leave will in no way interrupt seniority and rights attendant thereto.

I.6.2b Unpaid Medical Leave: An unpaid leave of up to twelve (12) weeks shall be granted for care due to a serious medical condition of the Employee, spouse, child or parent. If the requested leave qualifies as Family Medical Leave Act (FMLA) time the requested unpaid leave time and the FMLA time will run concurrently. Said leave shall commence upon request of the Employee and subject to proper documentation from a treating physician. When a condition satisfies both sick leave and unpaid leave criteria, the Employee shall have the option of the form of leave applied. The Employee shall notify the Board in writing of the time said leave will commence and terminate.

I.6.2c Leave of Absence: Providing that a suitable replacement can be employed, up to a one (1) year leave of absence shall be granted to an Employee who requests the leave in writing by directing such request to the Secretary of the Board of Education of the Unit 6J School District. Any Employee granted such leave shall be returned to employment in a similar capacity at the termination of such leave provided the Employee makes the written request at least ninety (90) days before the leave is desired and the dates of departure and return are acceptable to the Administration and determined prior to commencement of the leave. In the event the leave requested is for the full school year, the Employee must notify the Board in writing of his/her intent to return to the position by February 1st. Failure to notify within the above prescribed time period shall be deemed a resignation from employment and will terminate further employment in the Unit 6J School District.

I.6.2d Continuation of insurance benefits will be provided during the leave period at the Employee's expense.

I.6.2e Sabbatical Leave: All sabbatical leave provisions are as found in Section 24-6.1 of the Illinois School Code.

ARTICLE VII EMPLOYEE COMPENSATION AND FRINGE BENEFITS

- I.6.3 Miscellaneous Leaves
- I.6.3a Jury Duty: Any Employee required to serve on a jury shall suffer no loss in salary or benefits, provided that all monies received except for compensation received for travel and lunch shall be turned over to the District.
- I.6.3b Subpoena Leave: If any employee has been issued a subpoena to appear as a witness in any Tri-Point school-related proceeding in which the Employee is not a party of interest against the District, the Employee shall suffer no loss in salary or benefits.
- I.6.3c Military Leave: The district shall grant Paid and Unpaid Military Leaves in accordance with Illinois and Federal Laws.
- I.7.1 Salary Schedule: The salary schedule shall be as set forth in Appendix A, which is attached to and incorporated in the Agreement.
- I.7.1a The Board shall shelter to the extent allowed by law, payments that the teachers must make to the State of Illinois Teachers' Retirement system (TRS). The Board shall contribute on behalf of each teacher up to a maximum of 11% of the teachers' creditable compensation. These contributions are to be paid directly by the Board to TRS on the teacher's behalf. In the event that any law or regulation is passed that causes the teacher's expected contribution to increase above 11%, the teacher shall be responsible for the additional amount.
- I.7.2 Payroll Installments: Each Employee shall be paid on the 15th and 30th of each month. Payroll checks shall be distributed prior to 12:00 PM (noon) of the work day.
- I.7.3 Pay Days -School Not in Session: If a regular pay date during the school term falls on a day when school is not in session, Employees shall receive their checks on the last working day prior thereto. During the summer, Christmas break or spring break, checks shall be mailed two (2) working days preceding the pay date, to the designated address of the employee.
- I.7.4 Supplemental Jobs - - Added to Salary Schedule: The supplemental pay schedule shall be as set forth in Appendix B, which is attached to and incorporated into this Agreement. Supplemental jobs are defined as any assignments that are in addition to the normal work schedule and/or that exceed the normal work day.
- I.7.5 Mileage Compensation:
- I.7.5a Employee compensation for travel using their own vehicles in district and out of district shall be at the current IRS rate on July 1 of the current school year or will be provided a school vehicle to drive.
- I.7.5b Employees that travel between attendance centers using their own vehicles shall be paid the mileage check with the final check in December for the first semester and the final check in May for the second semester.
- I.7.6 Insurance:

- I.7.6a Health Insurance: The Board shall provide up to \$500 of the cost of the Employee health and hospitalization insurance premium for each full-time certified and non-certified Employee working an average of thirty hours or more per week for the entire school term. Eligible employees choosing to participate in the district sponsored health insurance program shall be provided the total cost of single coverage up to \$500.00. Any health and hospitalization insurance premium cost above the \$500.00 per month will be shared equally by the Board and the employee. To participate in this benefit, the Employee shall have a payroll deduction only. The employee will pay the first \$250 of the deductible amount. The Employee will pay the next \$1,250 of deductible amount and be reimbursed \$1,250 by the Board.
- I.7.6b Life Insurance: The Board will provide a \$25,000 life insurance policy for all Employees.
- I.7.6c Insurance at Retirement: The Board shall make medical insurance available to Employees as provided by COBRA legislation.

I.7.7 Retirement Incentive

- I.7.7a Certified Employees: Full time teachers with at least twenty (20) years of service as an employee of Tri-Point Community Unit School District #6J, and who meet the other eligibility criteria enumerated below, may be eligible for a salary enhancement toward retirement. For teachers who qualify, the Board shall increase the teacher's salary over the previous year's salary by 6% for the first year, 6% for the second year, and 6% for the third year prior to retirement. A teacher may declare for 1 year, 2 years or 3 years.

In order to qualify for salary enhancement, the teacher is subject to the following criteria and limitation:

1. The teacher must be eligible to retire on the date of retirement under the Illinois Teacher's Retirement System and receive an immediate retirement benefit.
2. The teacher must have twenty (20) years of teaching service with the Tri-Point District upon commencement of the salary increase provisions.
3. To participate in the benefit, the teacher must submit an irrevocable retirement letter by June 1st of the school year preceding the final three (3) years or final two (2) years or final one (1) prior to the effective retirement date.
4. No teacher may participate in this program unless he/she has sufficient service credit and/or credit under the Illinois Teachers' Retirement System to exempt the employer from the payment of any penalty or other additional amount to the Teachers' Retirement System.

- I.7.7b Non-Certified Employees: Full time Employees with at least twenty (20) years of service as an employee of Tri-Point Community Unit School District #6J, and who meet the other eligibility criteria enumerated below, may be eligible for a salary enhancement toward retirement. For Employees who qualify, the Board shall increase the employee's salary over the previous year's salary by 6% for the first year, 6% for the second year.

In order to qualify for salary enhancement, the Employee is subject to the following criteria and limitation:

1. The Employee must be eligible to retire on the date of retirement under the Illinois Municipal Retirement System and receive an immediate retirement benefit.
2. The Employee must have twenty (20) years of service with the Tri-Point District upon commencement of the salary increase provisions.
3. To participate in the benefit, the Employee must submit an irrevocable retirement letter by June 1st (August 1st for the 2014/2015 school year) of the school year preceding the final two (2) years or final one (1) prior to the effective retirement date.

4. No Employee may participate in this program unless he/she has sufficient service credit and/or credit under the Illinois Municipal Retirement System to exempt the employer from the payment of any penalty or other additional amount to the Municipal Retirement System.

I.7.7c Upon retirement from the district, Employees in good standing, shall be recognized by the school board during the regular June board meeting. If the employee retires after the June meeting, he/she will be recognized at the first regular board meeting after retirement.

I.7.8 Employees transferring between job classification- Non-certified Employees transferring between Non-certification job classification shall retain years of service on the pay scale. Certified Employees transferring to a Non-Certified job classification shall be placed on the Non-Certified salary schedule at a point equal to midpoint of the salary schedule for the classification (i.e. Aide Schedule has 20 steps, midpoint would be Step 10). Employee shall be eligible for annual salary step increases per the salary schedule.

I.8.1 ILCS 5/10-22.21b Administration of Medication provides in part the following:

Under no circumstances shall teachers or other non-administrative school employees, except certified school nurses and non-certificated registered professional nurses, be required to administer medication to students.

If an employee wishes to voluntarily assist with supervising the self-medication of students and/or to dispense medicine to students as provided for in 105 ILCS 5/10-22.21b, then the board will provide a Hold Harmless agreement between the board and the employee. The agreement attached as Appendix C will be signed and dated by the employee, a school board representative and the superintendent. Copies of this agreement will be kept in the employee's personnel file and at the district office. The employee has the right to terminate the agreement at any time by submitting a letter of such to the board.

PART II

CERTIFIED EMPLOYEES

ARTICLE I WORKING CONDITIONS

II.1.1 The Board of Education reserves the right to withhold the increments for one year in case of unsatisfactory service based on formal evaluations. Such action shall be based upon the recommendation of the Superintendent of Schools. In such case, the teacher shall have the right of appearing before the Board of Education for a hearing at the next regular meeting of the Board, or at an earlier special meeting at the discretion of the Board to address this matter.

II.1.2 The working day will begin at 8:00 AM and teachers will be allowed to leave school when the students enter on to the last bus to be transported home. If a teacher establishes a pattern of leaving school before the children leave on their bus routes, the Administrator will have the authority to require that teacher to remain at school until 4:00 PM. Early dismissal for students will occur at 2:10 PM at the end of each quarter. In the event a quarter ends on an institute day, the institute will end at 2:10 PM to allow teachers time to complete grades. Employees and students shall have early release at 2:10 PM on the school day preceding Thanksgiving, Christmas, and Easter breaks. Early release time may be altered to meet state time requirements.

- II.1.3 The Board of Education will reimburse any teacher at the rate of \$100 per credit hour provided the teacher earns a “B” or better or a passing grade in a Pass/Fail course when applicable, subject to the following:
- A. The course(s) taken must receive prior approval, in writing, from the Superintendent.
 - B. The course(s) shall be taken through an accredited college or University.
 - C. The teacher provides an official transcript to the district office following completion of the coursework. In order to process tuition reimbursement, a grade slip and tuition payment receipt from said college or university must be provided to the district office while under contract.
 - D. The teacher must be under contract and teaching in the district in order to access the above.

Tuition reimbursement will be limited to a maximum of sixteen (16) semester credit hours per contract school year per teacher. If the employee’s course request is denied the teacher may bring the request to the Board of Education for review and decision.

- II.1.4 All employees shall have a preparation period each day during the classroom teaching time. Junior High and High School shall receive a minimum of one class period. Elementary teachers will be given preparation time as allowed by special teacher classes and aides to do recess. This will be a minimum of 210 minutes per 5 school-day week. Travel time shall not be part of prep time.
- II.1.5 Credit earned prior to the opening date of the school term shall apply in determining the place of the teacher on the salary schedule for the ensuing year. Each teacher must file in the school office an official record of grades earned prior to the opening of school. Credits apply in determining the place of the teacher on the salary schedule.
- II.1.6 The teacher shall be allowed full credit for public school teaching experience outside the Tri-Point Schools, as per section 24-8 of the Illinois School Code.
- II.1.7 Upon written request, teachers new to the district will receive a \$500 advance on his/her first month’s salary after the completion of the first five (5) school days.
- II.1.8 The Board of Education and Teachers’ Association agree that professional growth is important in the teacher-pupil learning process. Certified staff members are encouraged to take relevant graduate courses to enhance the teacher-pupil learning process. Including:
- A. On advance written application and approval by the Superintendent, seminars, workshops, and travel may be granted salary schedule advancement toward the BS+8, BS+16, BS+24, MS+8, and MS+16 columns horizontally on the salary schedule. For MS+8 and MS+16 schedule, advancement credit must be earned after the MS degree.
 - B. Credit is granted in paragraph 1.08.1 above for seminars and workshops at the rate of one semester hour for each twelve (12) complete hours of classroom activity.
 - C. Credit for traveling will generally be based upon the activity and time compared to university tours. A written report filed with an oral report presented to the Board will be necessary to receive credit recommended by the Superintendent.
- II.1.9 If any class, upon projected enrollment, is to exceed 30 students, the Association may meet with the Board and the affected teacher(s) to discuss the possibility of splitting such a class or the addition of a full-time classroom aide.
- II.1.10 The District shall be responsible for reimbursement of reasonable out-of pocket expenses due to medical treatment and chemical costs for extermination incurred by employees due to school-related contraction of head lice. Days missed by employees because of contraction of head lice shall not be deducted from that employee’s accumulated sick leave or personal leave.

II.1.12 District Committees: When a teacher serves on a district or building committee, said teacher shall be entitled to \$15 per hour for time spent in the meeting.

ARTICLE II EMPLOYMENT CONDITIONS

II.2.1 School Calendar: A joint committee consisting of Association representatives and Administration representatives shall meet yearly to prepare two (2) mutually agreed to calendars for Board approval. Such calendar shall provide the maximum number of Teacher work days as allocated by the State of Illinois. If five (5) emergency days are included in the school calendar for such term, and such days or any proportion thereof are not used for emergencies, they shall not become Teacher workdays.

II.2.2 Forfeiture of Preparation Period: If a teacher is required to forfeit their preparation period for internal substitution, to attend an IEP Meeting, or assigned a duty by the building principal, the teacher shall be compensated at the rate of \$20 per class period.

II.2.3 Teaching Assignments: All employees whose teaching assignments will be changed shall be given written notice of their assignments for the forthcoming year no later than May 15th of the current school term, the Board reserves the right to reassign previously made teaching assignments. In the event, changes in such assignments are proposed, the employee affected shall be consulted and notified in writing prior to Board action. In no event shall changes in the teacher's assignments be made later than 30 days preceding the commencement of the next school term unless the Board determines that an emergency situation exists. In the event of such an emergency, the Association shall be notified, and the teacher shall be allowed to resign if such change is not acceptable to the teacher. Teachers who have been reassigned will be considered for any available openings for which they are qualified to teach.

II.2.4 Transfers: Once the District has determined a vacancy exists, notification of all vacancies shall be posted internally via District email one week prior to external posting to allow employees the opportunity to express interest in applying for a transfer to the open position. Vacancies that occur after the end of the school year, may be posted simultaneously.

II.2.4a Voluntary: Any employee presently in good standing may apply for transfer to another position where a vacancy exists. Such application shall be in writing to the building principal where the vacancy exists.

II.2.4b Involuntary: "Involuntary transfer" occurs when there is relocation of staff personnel due to pupil distribution, instructional requirements, or for other reasons. If the possibility exists of an involuntary transfer, the employee should be notified by the Administration prior to Board action.

II.2.4c Procedures:

1. Volunteers: When it is necessary to involuntarily transfer or reassign teachers, the Association will be notified in writing. To the extent possible, all volunteers shall first be considered. Involuntarily transferred staff will have the right to request available positions for which they are qualified.
2. If no volunteers apply, the Administration shall have the authority to make such involuntary transfers.

- II.2.5 Reductions in Force: Reductions in Force will take place in the following manner and as set forth in Section 24-12 of the School Code.
- II.2.5a Dismissal of any teacher shall be in the following sequence: (1) RIF Group 1 teachers at the discretion of the school district; (2) Group 2 teachers by average summative evaluation rating of the last two evaluations, and if tied, by seniority; (3) Group 3 teachers by seniority; (4) Group 4 teachers by seniority.
- II.2.5b If a teacher is removed or dismissed as a result of a decision of the Board to decrease the number of teachers employee or to discontinue some particular type of teaching service, written notice must be received by the affected teacher at least 45 days prior to the end of the school term, by regular U.S. mail and by personal delivery with receipt or by certified mail, return receipt requested.
- II.2.5c In the event of a tie in length of continuing service in the district in group 3 or group 4, or in the event teachers in group 2 have equal average performance evaluation ratings as set forth in Section 24-12 of the School Code and there is a tie in length of continuing service in the district, the ties should be broken in the following order:
1. Academic and professional preparation beyond minimum certification requirements.
 2. Grade level and subject area experience.
 3. Experience in Illinois.
 4. If a tie remains after considering the above criteria, lots will be drawn with an Association member present.
- II.2.5d Notification of Reductions in Force: Employees who are being considered for reductions in force shall be notified by the Administration prior to Board action.

ARTICLE III TEACHER EVALUATION

- II.3.1 By the end of the first day of student attendance, the qualified evaluator shall acquaint each teacher under said supervisor's supervision with the evaluation procedures. No evaluation may take place until such orientation has been completed.
- II.3.2 Using an evaluation instrument developed by the Association and the Administration, the qualified evaluator shall formally evaluate in writing each non-tenured teacher at least once each school year. Each tenured teacher shall be formally evaluated in writing at least once every two school years. In the event a tenured teacher receives a needs improvement or an unsatisfactory performance evaluation rating in a school year, the teacher shall be evaluated in the school year following receipt of such rating.
- II.3.3 Evaluation Procedure:
- A. A pre-observation meeting shall take place between the qualified evaluator and the teacher at least forty-eight (48) hours prior to the formal observation unless a shorter time was mutually agreed upon.
 - B. There will be a minimum of thirty days between formal observations.
 - C. The qualified shall have a post-evaluation conference with the teacher within ten (10) school days following the in-class observation(s) to discuss the observation.

D. The qualified evaluator shall have a summative rating conference with the teacher within ten (10) school days following the final observation conference to discuss the summative evaluation. In the event that this conference does not take place within the allotted timeframe, the summative evaluation shall be deemed excellent.

II.3.4 The building principal shall provide the teacher with assistance to improve the quality of teaching. It is understood that the ultimate responsibility for successfully implementing any such suggestions remains with the teacher.

II.3.5 Concurrent with the addition of any evaluative material to a teacher's personnel file, the teacher shall be given a copy of such material. The teacher shall acknowledge receipt of such copy on the material being inserted into the file, but such acknowledgement shall not infer agreement with such material. Teachers shall be afforded an opportunity to attach a written response to any evaluation material placed in his/her personnel file provided such is submitted within fifteen (15) teacher employment days of receipt by the teacher of such material.

ARTICLE IV TEACHER TERMINATION

II.4.1 Tenured teachers shall be given reasonable written warning, specifically identifying the behavior(s) which, if not remedied, could be the basis for termination.

II.4.2 Prior to the issuance of a written notice of termination, the appropriate Administrator will have a conference with the tenured teacher, including therein a review of the teacher's personnel file. If requested by the tenured teacher, an Association representative will be present at the conference.

II.4.3 Nothing herein shall limit the right of the Board to terminate a tenured teacher for unsatisfactory conduct as outlined in Section 10-22.4 of the Illinois School Code.

II.4.4 Non-tenure teachers will be informed by the building principal in advance of Board action if they will not be recommended for reemployment.

II.4.5 Should the Board of Education not accept the Administrators' recommendations for the reemployment or tenure of a non-tenure teacher, the Board of Education will make every effort to notify the affected teacher by phone call or in person as soon as possible.

PART III **NON-CERTIFIED EMPLOYEES**

ARTICLE I WORKING CONDITIONS

III.1.1 Work Year, Work Week, Work Day

III.1.1a Full-Time Custodians: The regular work year for full-time custodians shall be twelve (12) months. The regular work week for full-time custodians shall be forty (40) hours (Monday-Friday). The work day for full-time custodians shall consist of eight and one-half (8 1/2) consecutive hours including a non-paid duty free lunch. Full-time custodians who are regularly scheduled to work eight (8) hours per day shall be entitled to two (2) fifteen (15) minute breaks per shift.

III.1.1b Part-Time Custodians: Part-time custodians are Employees who work less than the standard work day, work week or work year. Part-time custodians shall receive one (1) fifteen (15) minute break for every four (4) consecutive hours worked and a non-paid duty free lunch and/or dinner break of no less than thirty (30) minutes for six (6) or more consecutive hours worked.

III.1.1c Cooks: Full-time cooks shall have a work year in accordance with the student attendance calendar plus the beginning of the year institute day and the end of the year institute day. The regular work day shall be seven (7) consecutive hours inclusive of two (2) fifteen (15) minute breaks and a paid working thirty (30) minute lunch period.

III.1.1d Secretaries: Full-time secretaries shall have a work year in accordance with the school calendar plus eight (8) work days before and five (5) work days after said calendar. The work day shall be eight (8) consecutive hours inclusive of two (2) fifteen (15) minute breaks and a thirty (30) minute non-paid duty free lunch.

III.1.1e Teaching Assistants: The full-time teaching assistants' work year shall consist of one hundred eighty (180) days equal to that of the teachers' calendar. The work day shall be eight (8) consecutive hours inclusive of two (2) fifteen (15) minute breaks and a thirty (30) minute non-paid duty free lunch. The regular work day hours for each employee shall be determined prior to the first day of student attendance.

III.1.2 Paid Holidays: The following are paid holidays for all full-time custodians, if the holiday falls on a work day.

Independence Day	New Year's Eve Day
Labor Day	New Year's Day
Columbus Day	Martin Luther King Jr. Birthday
Veteran's Day	President's Day
Thanksgiving Day	Casimir Pulaski Day
Thanksgiving Friday	Good Friday
Christmas Eve Day	Memorial Day
Christmas Day	Easter Monday (if students are not in attendance.)

III.1.2a In the event the district seeks a waiver of an above named holiday, fulltime custodians will be granted one additional vacation day for each day waived and school is in session.

III.1.3 Overtime/Compensatory Time Off

III.1.3a Any full-time non-certified employee who works in excess of his or her work week as defined in Article 1.01a-e above shall be paid at the rate of one and one-half times his/her normal hourly rate of pay or may request compensatory time at the rate of one and one-half times the amount of time worked. Only time actually worked will count toward the overtime or compensatory time. Overtime will not be allowed without prior authorization from the Employee's immediate supervisor. If an Employee is working overtime and the Employee has worked his/her regular work day, that Employee may take one (1) additional fifteen (15) minute break for each two (2) hours worked over his/her work day. If an Employee is working overtime and does not work over their regular work day that day, the Employee shall be entitled to take one (1) fifteen (15) minute break for each four (4) hours of work that day.

III.1.3b The Employee must inform the District of his/her choice to receive overtime payment or to accumulate compensatory time before the close of the payroll period in which the overtime was worked. Compensatory time may be taken at a time convenient to the Employee and shall not be unreasonably denied unless the use would interfere with the District's operational need. Except in cases of emergency, the Employee must give at least three (3) days notice to his/her supervisor when he/she desires to take compensatory time.

III.1.3c Compensatory time may accumulate to a maximum of one hundred (100) hours with the approval of the Superintendent. Overtime in excess of one hundred (100) hours shall be paid at the full overtime rate at the time of payment. Unused compensatory time shall be paid at the full overtime rate at the time of termination.

III.1.4 Vacations/Twelve (12) Month Full-Time Employees: All vacation time must be used within eighteen (18) months of the date earned or it shall be forfeited. However, if due to operational need, the Employer is unable to grant a vacation request within this time period, employees will be permitted to accumulate vacation time beyond eighteen (18) months with approval of the Board. The Employee shall submit the request to accumulate vacation time beyond eighteen (18) months to the Superintendent who will make a recommendation to the Board. Any accumulated vacation time beyond eighteen (18) months must be used within six (6) months of the date of Board approval and shall not be unreasonably denied. Vacation must be requested two weeks in advance. Superintendent may waive two week advance notice in cases of emergency.

All twelve (12) month, full time Employees shall earn vacation according to the following schedule:

<u>Years Employed</u>	<u>Vacation Days</u>
After one (1) year	Ten (10) days
After five (5) years	Fifteen (15) days
After fifteen (15) years or more	Twenty (20) days

- III.1.5 Food Orders/Head Cooks: The Head Cooks of each building shall meet twice a year, once each semester, to determine food supplies needed including, but not limited to government food orders.
- III.1.6 If a substitute teacher is not available, the Administration may assign any class or portion of a class to a qualified staff member. The staff member would be compensated at their overtime rate for one hour for every class period covered.
- III.1.7 Twelve month employees may be permitted to use a full day or ½ day of vacation, personal, or compensatory time off when school is cancelled/dismissed due to emergency situations. On days in which school was cancelled for inclement weather and weather conditions improve, the employees may be required to work ½ day or an alternate work schedule for snow removal, building checks, or other operations required for the safe resumption of school.

ARTICLE II EMPLOYMENT CONDITIONS

- III.2.1 New Hire Orientation: New hires shall receive an appropriate paid orientation period prior to assuming the job responsibilities alone.
- III.2.2 Safe Working Conditions:
- A. Employees shall not be required to work under unsafe or hazardous conditions or to perform tasks which endanger their health, safety, or well-being.
 - B. If the Employee becomes aware of a potentially unsafe or hazardous condition, the Employee shall report this situation to his/her immediately involved supervisor who shall promptly take steps to correct any unsafe or hazardous condition.
 - C. The Employer will provide Chemical Workshop training, during the regular work day, for all Employees who handle, store, take delivery of, or otherwise come into contact with chemicals. This workshop shall include proper handling, use or storing, and disposal of chemicals. This workshop shall also include cleanup from spills or contact with chemicals, as well as an understanding of the MSDS (Materials Safety Data Sheet) information. The Employer shall prominently post copies of the MSDS in each building.

ARTICLE III SENIORITY

- III.3.1 Seniority:
- A. Seniority shall be defined as the length of full-time continuous service within the Employee's position of employment for the district. Position of employment shall be defined as the Employee's job classification as listed in Article III.3.4, Classifications within the Bargaining Unit. Accumulation of seniority shall begin from the first working day.
 - B. In the event that more than one Employee has the same starting date of work, position on the seniority list shall be determined after readjusting continuous service by the actual number of workdays missed for any unpaid leave of absence, reduction-in-force, or disciplinary suspension.

III.3.2 Maintaining and Posting of Seniority

- A. The Board shall prepare, maintain, and post the seniority list by 75 days prior to the end of each year. The initial seniority list shall be prepared and posted conspicuously in all buildings of the district within thirty (30) work days after the effective date of this agreement with revisions and updates prepared and posted annually thereafter.
- B. A copy of the seniority list and subsequent revisions shall be furnished to the Association. Any Employee disagreeing with their seniority placement shall respond, in writing, to the Superintendent and the Association president within thirty (30) days after the effective date of the posting. Failure to object within this time frame shall signify that the seniority placement is correct.

III.3.3 Loss of Seniority/Continuous Service shall be broken by any of the Following:

- A. Resignation
- B. Dismissal
- C. Retirement
- D. Employment in a position excluded from the bargaining unit
- E. Failure to return to work at the expiration of an approved leave of absence, except for a child care leave under Part I, Article 6.02.1 and a Family and Medical Leave Act leave, or failure to return following recall to work after a reduction-in-force when a notice of twenty (20) or more calendar days has been delivered to the Employee by certified or registered mail at the last address filed by the Employee with the Employer.

III.3.4 Full-Time Classifications within the Bargaining Unit

- A. Secretary
- B. Custodial
- C. Teacher Assistants
- D. Cooks

ARTICLE IV EMPLOYEE EVALUATION

III.4.1 New Employees: Upon hire, Employees shall be informed of their duties/job descriptions, the evaluation process, and who will evaluate their performance.

III.4.2 Frequency of Evaluation: Employees shall be evaluated at least once annually.

III.4.3 Observations: Any observation(s) which is evaluative in nature must be reduced to writing, submitted and discussed with the Employee within ten (10) work days of the observation. If this is not done, said observation may not be used in the evaluation.

III.4.4 Improvement of Work: If a supervisor believes that an Employee is doing unacceptable work, the reason(s) therefore shall be reduced to writing in specific terms and the supervisor will provide written suggestions regarding the way the employee could improve.

III.4.5 Post-Evaluation Conference and Procedure: A copy of the written evaluation shall be given to the Employee within ten (10) working days of the evaluation. If the Employee disagrees with the evaluation he/she may submit a written response which shall be attached to the filed copy of the evaluation in question. The Employee and the supervisor shall mutually agree to a conference to discuss the evaluation within five (5) working days after the Employee has received the evaluation. Following the post-evaluation conference, the Employee shall sign the evaluation prepared by the evaluator. In no case shall this signature be construed to mean that he/she necessarily agrees with the contents of the evaluation, only that they have been discussed. An Employee may submit additional comments to the written evaluation if he/she so desires. The immediate supervisor will sign the response acknowledging that he/she read the material. All written evaluations and Employee comments are to be placed in the Employee's personnel file.

PART V
ALL BARGAINING UNIT MEMBERS

ARTICLE I
EFFECT OF AGREEMENT

- V.1.1 **Management Rights**: It is expressly understood and agreed that all functions, rights, powers or authority of the Administration of the School District and the Board of Education which are not specifically limited by the express language of this Agreement are retained by the Board provided, however, that no such right shall be exercised so as to violate any of the specific provisions of this Agreement.
- V.1.2 **Complete Understanding**: The terms and conditions set forth in this agreement represent the full and complete understanding between the parties. The terms and conditions may be modified only through the written mutual consent of the school district and the Association. The parties acknowledge that during the negotiations which resulted in the Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law or by specific agreement of the parties from the area of collective bargaining, and that the understanding and agreement arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement.
- V.1.3 **Individual Contracts**: The terms and conditions of this agreement may be reflected in individual contracts or employment agreements. All individual contracts or employee agreements are subject to the terms and conditions of the Agreement.
- V.1.4 **Savings Clause**: Should any article, section or clause of the Agreement be declared illegal by a court of competent jurisdiction, that article, section or clause shall be deleted from this Agreement to the extent that it violates the law. The remaining articles, sections and clauses shall remain in full force and effect.
- V.1.5 **Duplication of Agreement**: There shall be two (2) signed copies of any final agreement. One copy shall be retained by the employer and one copy shall be retained by the Association. Within forty-five (45) days after the agreement is signed, copies of the ratified agreement shall be printed in sufficient numbers to make one copy available for each Employee, administrator and Board member.
- V.1.6 **Terms of Agreement**: Following ratification of the Agreement by the members of the Association and final approval by the Board, this Agreement shall be effective July 1, 2014 and shall continue in effect through June 30, 2016.
- V.1.7 **Applicability of the School Code**: No provision of the Agreement shall in any way limit the parties' authority to use provisions and definitions contained in The School Code as they apply to this Agreement.

Appendix A

Base	\$ 30,250.00	Certified Staff Salary Schedule						
H Step	\$ 750.00	School Year 2016-17						
V Step	\$ 800.00							
TRS Multiplier	1.103753							
Years of Service	BS	BS + 8	BS + 16	BS + 24	MS	MS + 8	MS + 16	
1	\$ 30,250.00	\$ 31,000.00	\$ 31,750.00	\$ 32,500.00	\$ 33,250.00	\$ 34,000.00	\$ 34,750.00	
w/ Board pd TRS	\$ 33,388.53	\$ 34,216.34	\$ 35,044.16	\$ 35,871.97	\$ 36,699.79	\$ 37,527.60	\$ 38,355.42	
2	\$ 31,050.00	\$ 31,800.00	\$ 32,550.00	\$ 33,300.00	\$ 34,050.00	\$ 34,800.00	\$ 35,550.00	
w/ Board pd TRS	\$ 34,271.53	\$ 35,099.35	\$ 35,927.16	\$ 36,754.97	\$ 37,582.79	\$ 38,410.60	\$ 39,238.42	
3	\$ 31,850.00	\$ 32,600.00	\$ 33,350.00	\$ 34,100.00	\$ 34,850.00	\$ 35,600.00	\$ 36,350.00	
w/ Board pd TRS	\$ 35,154.53	\$ 35,982.35	\$ 36,810.16	\$ 37,637.98	\$ 38,465.79	\$ 39,293.61	\$ 40,121.42	
4	\$ 32,650.00	\$ 33,400.00	\$ 34,150.00	\$ 34,900.00	\$ 35,650.00	\$ 36,400.00	\$ 37,150.00	
w/ Board pd TRS	\$ 36,037.54	\$ 36,865.35	\$ 37,693.16	\$ 38,520.98	\$ 39,348.79	\$ 40,176.61	\$ 41,004.42	
5	\$ 33,450.00	\$ 34,200.00	\$ 34,950.00	\$ 35,700.00	\$ 36,450.00	\$ 37,200.00	\$ 37,950.00	
w/ Board pd TRS	\$ 36,920.54	\$ 37,748.35	\$ 38,576.17	\$ 39,403.98	\$ 40,231.80	\$ 41,059.61	\$ 41,887.43	
6	\$ 34,250.00	\$ 35,000.00	\$ 35,750.00	\$ 36,500.00	\$ 37,250.00	\$ 38,000.00	\$ 38,750.00	
w/ Board pd TRS	\$ 37,803.54	\$ 38,631.36	\$ 39,459.17	\$ 40,286.98	\$ 41,114.80	\$ 41,942.61	\$ 42,770.43	
7	\$ 35,050.00	\$ 35,800.00	\$ 36,550.00	\$ 37,300.00	\$ 38,050.00	\$ 38,800.00	\$ 39,550.00	
w/ Board pd TRS	\$ 38,686.54	\$ 39,514.36	\$ 40,342.17	\$ 41,169.99	\$ 41,997.80	\$ 42,825.62	\$ 43,653.43	
8	\$ 35,850.00	\$ 36,600.00	\$ 37,350.00	\$ 38,100.00	\$ 38,850.00	\$ 39,600.00	\$ 40,350.00	
w/ Board pd TRS	\$ 39,569.55	\$ 40,397.36	\$ 41,225.17	\$ 42,052.99	\$ 42,880.80	\$ 43,708.62	\$ 44,536.43	
9	\$ 36,650.00	\$ 37,400.00	\$ 38,150.00	\$ 38,900.00	\$ 39,650.00	\$ 40,400.00	\$ 41,150.00	
w/ Board pd TRS	\$ 40,452.55	\$ 41,280.36	\$ 42,108.18	\$ 42,935.99	\$ 43,763.81	\$ 44,591.62	\$ 45,419.44	
10	\$ 37,450.00	\$ 38,200.00	\$ 38,950.00	\$ 39,700.00	\$ 40,450.00	\$ 41,200.00	\$ 41,950.00	
w/ Board pd TRS	\$ 41,335.55	\$ 42,163.36	\$ 42,991.18	\$ 43,818.99	\$ 44,646.81	\$ 45,474.62	\$ 46,302.44	
11	\$ 38,250.00	\$ 39,000.00	\$ 39,750.00	\$ 40,500.00	\$ 41,250.00	\$ 42,000.00	\$ 42,750.00	
w/ Board pd TRS	\$ 42,218.55	\$ 43,046.37	\$ 43,874.18	\$ 44,702.00	\$ 45,529.81	\$ 46,357.63	\$ 47,185.44	
12	\$ 39,050.00	\$ 39,800.00	\$ 40,550.00	\$ 41,300.00	\$ 42,050.00	\$ 42,800.00	\$ 43,550.00	
w/ Board pd TRS	\$ 43,101.55	\$ 43,929.37	\$ 44,757.18	\$ 45,585.00	\$ 46,412.81	\$ 47,240.63	\$ 48,068.44	
13	\$ 39,850.00	\$ 40,600.00	\$ 41,350.00	\$ 42,100.00	\$ 42,850.00	\$ 43,600.00	\$ 44,350.00	
w/ Board pd TRS	\$ 43,984.56	\$ 44,812.37	\$ 45,640.19	\$ 46,468.00	\$ 47,295.82	\$ 48,123.63	\$ 48,951.45	
14	\$ 40,650.00	\$ 41,400.00	\$ 42,150.00	\$ 42,900.00	\$ 43,650.00	\$ 44,400.00	\$ 45,150.00	
w/ Board pd TRS	\$ 44,867.56	\$ 45,695.37	\$ 46,523.19	\$ 47,351.00	\$ 48,178.82	\$ 49,006.63	\$ 49,834.45	
15	\$ 41,450.00	\$ 42,200.00	\$ 42,950.00	\$ 43,700.00	\$ 44,450.00	\$ 45,200.00	\$ 45,950.00	
w/ Board pd TRS	\$ 45,750.56	\$ 46,578.38	\$ 47,406.19	\$ 48,234.01	\$ 49,061.82	\$ 49,889.64	\$ 50,717.45	
16	\$ 42,250.00	\$ 43,000.00	\$ 43,750.00	\$ 44,500.00	\$ 45,250.00	\$ 46,000.00	\$ 46,750.00	
w/ Board pd TRS	\$ 46,633.56	\$ 47,461.38	\$ 48,289.19	\$ 49,117.01	\$ 49,944.82	\$ 50,772.64	\$ 51,600.45	
17	\$ 42,250.00	\$ 43,800.00	\$ 44,550.00	\$ 45,300.00	\$ 46,050.00	\$ 46,800.00	\$ 47,550.00	
w/ Board pd TRS	\$ 46,633.56	\$ 48,344.38	\$ 49,172.20	\$ 50,000.01	\$ 50,827.83	\$ 51,655.64	\$ 52,483.46	
18	\$ 42,250.00	\$ 43,800.00	\$ 45,350.00	\$ 46,100.00	\$ 46,850.00	\$ 47,600.00	\$ 48,350.00	
w/ Board pd TRS	\$ 46,633.56	\$ 48,344.38	\$ 50,055.20	\$ 50,883.01	\$ 51,710.83	\$ 52,538.64	\$ 53,366.46	
19	\$ 42,250.00	\$ 43,800.00	\$ 45,350.00	\$ 46,900.00	\$ 47,650.00	\$ 48,400.00	\$ 49,150.00	
w/ Board pd TRS	\$ 46,633.56	\$ 48,344.38	\$ 50,055.20	\$ 51,766.02	\$ 52,593.83	\$ 53,421.65	\$ 54,249.46	
20	\$ 43,050.00	\$ 44,600.00	\$ 46,150.00	\$ 47,700.00	\$ 48,450.00	\$ 49,200.00	\$ 49,950.00	
w/ Board pd TRS	\$ 47,516.57	\$ 49,227.38	\$ 50,938.20	\$ 52,649.02	\$ 53,476.83	\$ 54,304.65	\$ 55,132.46	
21	\$ 43,050.00	\$ 44,600.00	\$ 46,150.00	\$ 47,700.00	\$ 49,250.00	\$ 50,000.00	\$ 50,750.00	
w/ Board pd TRS	\$ 47,516.57	\$ 49,227.38	\$ 50,938.20	\$ 52,649.02	\$ 54,359.84	\$ 55,187.65	\$ 56,015.46	
22	\$ 43,050.00	\$ 44,600.00	\$ 46,150.00	\$ 47,700.00	\$ 49,250.00	\$ 50,800.00	\$ 51,550.00	
w/ Board pd TRS	\$ 47,516.57	\$ 49,227.38	\$ 50,938.20	\$ 52,649.02	\$ 54,359.84	\$ 56,070.65	\$ 56,898.47	
23	\$ 43,050.00	\$ 44,600.00	\$ 46,150.00	\$ 47,700.00	\$ 49,250.00	\$ 50,800.00	\$ 51,550.00	
w/ Board pd TRS	\$ 47,516.57	\$ 49,227.38	\$ 50,938.20	\$ 52,649.02	\$ 54,359.84	\$ 56,070.65	\$ 56,898.47	
24	\$ 43,850.00	\$ 45,400.00	\$ 46,950.00	\$ 48,500.00	\$ 50,050.00	\$ 51,600.00	\$ 52,350.00	
w/ Board pd TRS	\$ 48,399.57	\$ 50,110.39	\$ 51,821.20	\$ 53,532.02	\$ 55,242.84	\$ 56,953.65	\$ 57,781.47	
25+	\$ 43,850.00	\$ 45,400.00	\$ 46,950.00	\$ 48,500.00	\$ 50,050.00	\$ 51,600.00	\$ 52,350.00	
w/ Board pd TRS	\$ 48,399.57	\$ 50,110.39	\$ 51,821.20	\$ 53,532.02	\$ 55,242.84	\$ 56,953.65	\$ 57,781.47	

TRI-POINT EDUCATION ASSOCIATION AND BOARD OF EDUCATION
MASTER CONTRACT COVERING SCHOOL YEAR 2016 - 2018

Base	\$ 30,500.00	Certified Staff Salary Schedule						
H Step	\$ 750.00	School Year 2017-18						
V Step	\$ 800.00							
TRS Multiplier	1.103753							
	Years of Service	BS	BS + 8	BS + 16	BS + 24	MS	MS + 8	MS + 16
	1	\$ 30,500.00	\$ 31,250.00	\$ 32,000.00	\$ 32,750.00	\$ 33,500.00	\$ 34,250.00	\$ 35,000.00
w/ Board pd TRS		\$ 33,664.47	\$ 34,492.28	\$ 35,320.10	\$ 36,147.91	\$ 36,975.73	\$ 37,803.54	\$ 38,631.36
	2	\$ 31,300.00	\$ 32,050.00	\$ 32,800.00	\$ 33,550.00	\$ 34,300.00	\$ 35,050.00	\$ 35,800.00
w/ Board pd TRS		\$ 34,547.47	\$ 35,375.28	\$ 36,203.10	\$ 37,030.91	\$ 37,858.73	\$ 38,686.54	\$ 39,514.36
	3	\$ 32,100.00	\$ 32,850.00	\$ 33,600.00	\$ 34,350.00	\$ 35,100.00	\$ 35,850.00	\$ 36,600.00
w/ Board pd TRS		\$ 35,430.47	\$ 36,258.29	\$ 37,086.10	\$ 37,913.92	\$ 38,741.73	\$ 39,569.55	\$ 40,397.36
	4	\$ 32,900.00	\$ 33,650.00	\$ 34,400.00	\$ 35,150.00	\$ 35,900.00	\$ 36,650.00	\$ 37,400.00
w/ Board pd TRS		\$ 36,313.47	\$ 37,141.29	\$ 37,969.10	\$ 38,796.92	\$ 39,624.73	\$ 40,452.55	\$ 41,280.36
	5	\$ 33,700.00	\$ 34,450.00	\$ 35,200.00	\$ 35,950.00	\$ 36,700.00	\$ 37,450.00	\$ 38,200.00
w/ Board pd TRS		\$ 37,196.48	\$ 38,024.29	\$ 38,852.11	\$ 39,679.92	\$ 40,507.74	\$ 41,335.55	\$ 42,163.36
	6	\$ 34,500.00	\$ 35,250.00	\$ 36,000.00	\$ 36,750.00	\$ 37,500.00	\$ 38,250.00	\$ 39,000.00
w/ Board pd TRS		\$ 38,079.48	\$ 38,907.29	\$ 39,735.11	\$ 40,562.92	\$ 41,390.74	\$ 42,218.55	\$ 43,046.37
	7	\$ 35,300.00	\$ 36,050.00	\$ 36,800.00	\$ 37,550.00	\$ 38,300.00	\$ 39,050.00	\$ 39,800.00
w/ Board pd TRS		\$ 38,962.48	\$ 39,790.30	\$ 40,618.11	\$ 41,445.93	\$ 42,273.74	\$ 43,101.55	\$ 43,929.37
	8	\$ 36,100.00	\$ 36,850.00	\$ 37,600.00	\$ 38,350.00	\$ 39,100.00	\$ 39,850.00	\$ 40,600.00
w/ Board pd TRS		\$ 39,845.48	\$ 40,673.30	\$ 41,501.11	\$ 42,328.93	\$ 43,156.74	\$ 43,984.56	\$ 44,812.37
	9	\$ 36,900.00	\$ 37,650.00	\$ 38,400.00	\$ 39,150.00	\$ 39,900.00	\$ 40,650.00	\$ 41,400.00
w/ Board pd TRS		\$ 40,728.49	\$ 41,556.30	\$ 42,384.12	\$ 43,211.93	\$ 44,039.74	\$ 44,867.56	\$ 45,695.37
	10	\$ 37,700.00	\$ 38,450.00	\$ 39,200.00	\$ 39,950.00	\$ 40,700.00	\$ 41,450.00	\$ 42,200.00
w/ Board pd TRS		\$ 41,611.49	\$ 42,439.30	\$ 43,267.12	\$ 44,094.93	\$ 44,922.75	\$ 45,750.56	\$ 46,578.38
	11	\$ 38,500.00	\$ 39,250.00	\$ 40,000.00	\$ 40,750.00	\$ 41,500.00	\$ 42,250.00	\$ 43,000.00
w/ Board pd TRS		\$ 42,494.49	\$ 43,322.31	\$ 44,150.12	\$ 44,977.93	\$ 45,805.75	\$ 46,633.56	\$ 47,461.38
	12	\$ 39,300.00	\$ 40,050.00	\$ 40,800.00	\$ 41,550.00	\$ 42,300.00	\$ 43,050.00	\$ 43,800.00
w/ Board pd TRS		\$ 43,377.49	\$ 44,205.31	\$ 45,033.12	\$ 45,860.94	\$ 46,688.75	\$ 47,516.57	\$ 48,344.38
	13	\$ 40,100.00	\$ 40,850.00	\$ 41,600.00	\$ 42,350.00	\$ 43,100.00	\$ 43,850.00	\$ 44,600.00
w/ Board pd TRS		\$ 44,260.50	\$ 45,088.31	\$ 45,916.12	\$ 46,743.94	\$ 47,571.75	\$ 48,399.57	\$ 49,227.38
	14	\$ 40,900.00	\$ 41,650.00	\$ 42,400.00	\$ 43,150.00	\$ 43,900.00	\$ 44,650.00	\$ 45,400.00
w/ Board pd TRS		\$ 45,143.50	\$ 45,971.31	\$ 46,799.13	\$ 47,626.94	\$ 48,454.76	\$ 49,282.57	\$ 50,110.39
	15	\$ 41,700.00	\$ 42,450.00	\$ 43,200.00	\$ 43,950.00	\$ 44,700.00	\$ 45,450.00	\$ 46,200.00
w/ Board pd TRS		\$ 46,026.50	\$ 46,854.31	\$ 47,682.13	\$ 48,509.94	\$ 49,337.76	\$ 50,165.57	\$ 50,993.39
	16	\$ 42,500.00	\$ 43,250.00	\$ 44,000.00	\$ 44,750.00	\$ 45,500.00	\$ 46,250.00	\$ 47,000.00
w/ Board pd TRS		\$ 46,909.50	\$ 47,737.32	\$ 48,565.13	\$ 49,392.95	\$ 50,220.76	\$ 51,048.58	\$ 51,876.39
	17	\$ 42,500.00	\$ 44,050.00	\$ 44,800.00	\$ 45,550.00	\$ 46,300.00	\$ 47,050.00	\$ 47,800.00
w/ Board pd TRS		\$ 46,909.50	\$ 48,620.32	\$ 49,448.13	\$ 50,275.95	\$ 51,103.76	\$ 51,931.58	\$ 52,759.39
	18	\$ 42,500.00	\$ 44,050.00	\$ 45,600.00	\$ 46,350.00	\$ 47,100.00	\$ 47,850.00	\$ 48,600.00
w/ Board pd TRS		\$ 46,909.50	\$ 48,620.32	\$ 50,331.14	\$ 51,158.95	\$ 51,986.77	\$ 52,814.58	\$ 53,642.40
	19	\$ 42,500.00	\$ 44,050.00	\$ 45,600.00	\$ 47,150.00	\$ 47,900.00	\$ 48,650.00	\$ 49,400.00
w/ Board pd TRS		\$ 46,909.50	\$ 48,620.32	\$ 50,331.14	\$ 52,041.95	\$ 52,869.77	\$ 53,697.58	\$ 54,525.40
	20	\$ 43,300.00	\$ 44,850.00	\$ 46,400.00	\$ 47,950.00	\$ 48,700.00	\$ 49,450.00	\$ 50,200.00
w/ Board pd TRS		\$ 47,792.50	\$ 49,503.32	\$ 51,214.14	\$ 52,924.96	\$ 53,752.77	\$ 54,580.59	\$ 55,408.40
	21	\$ 43,300.00	\$ 44,850.00	\$ 46,400.00	\$ 47,950.00	\$ 49,500.00	\$ 50,250.00	\$ 51,000.00
w/ Board pd TRS		\$ 47,792.50	\$ 49,503.32	\$ 51,214.14	\$ 52,924.96	\$ 54,635.77	\$ 55,463.59	\$ 56,291.40
	22	\$ 43,300.00	\$ 44,850.00	\$ 46,400.00	\$ 47,950.00	\$ 49,500.00	\$ 51,050.00	\$ 51,800.00
w/ Board pd TRS		\$ 47,792.50	\$ 49,503.32	\$ 51,214.14	\$ 52,924.96	\$ 54,635.77	\$ 56,346.59	\$ 57,174.41
	23	\$ 43,300.00	\$ 44,850.00	\$ 46,400.00	\$ 47,950.00	\$ 49,500.00	\$ 51,050.00	\$ 51,800.00
w/ Board pd TRS		\$ 47,792.50	\$ 49,503.32	\$ 51,214.14	\$ 52,924.96	\$ 54,635.77	\$ 56,346.59	\$ 57,174.41
	24	\$ 44,100.00	\$ 45,650.00	\$ 47,200.00	\$ 48,750.00	\$ 50,300.00	\$ 51,850.00	\$ 52,600.00
w/ Board pd TRS		\$ 48,675.51	\$ 50,386.32	\$ 52,097.14	\$ 53,807.96	\$ 55,518.78	\$ 57,229.59	\$ 58,057.41
	25+	\$ 44,100.00	\$ 45,650.00	\$ 47,200.00	\$ 48,750.00	\$ 50,300.00	\$ 51,850.00	\$ 52,600.00
w/ Board pd TRS		\$ 48,675.51	\$ 50,386.32	\$ 52,097.14	\$ 53,807.96	\$ 55,518.78	\$ 57,229.59	\$ 58,057.41

Tri-Point Community Unit #6J						
Teacher Aide Salary Schedule						
School Year 2016-2017						
Hours/yr	1350					
Base	\$ 11.85					
H Step	\$ 0.40					
V Step	\$ 0.40					
Year	Hourly	OT Rate	Yearly	Bachelors	OT Rate	Yearly
1	\$ 11.85	\$ 17.78	\$ 15,997.50	\$ 12.25	\$ 18.38	\$ 16,537.50
2	\$ 12.25	\$ 18.38	\$ 16,537.50	\$ 12.65	\$ 18.98	\$ 17,077.50
3	\$ 12.65	\$ 18.98	\$ 17,077.50	\$ 13.05	\$ 19.58	\$ 17,617.50
4	\$ 13.05	\$ 19.58	\$ 17,617.50	\$ 13.45	\$ 20.18	\$ 18,157.50
5	\$ 13.45	\$ 20.18	\$ 18,157.50	\$ 13.85	\$ 20.78	\$ 18,697.50
6	\$ 13.85	\$ 20.78	\$ 18,697.50	\$ 14.25	\$ 21.38	\$ 19,237.50
7	\$ 14.25	\$ 21.38	\$ 19,237.50	\$ 14.65	\$ 21.98	\$ 19,777.50
8	\$ 14.65	\$ 21.98	\$ 19,777.50	\$ 15.05	\$ 22.58	\$ 20,317.50
9	\$ 15.05	\$ 22.58	\$ 20,317.50	\$ 15.45	\$ 23.18	\$ 20,857.50
10	\$ 15.45	\$ 23.18	\$ 20,857.50	\$ 15.85	\$ 23.78	\$ 21,397.50
11	\$ 15.85	\$ 23.78	\$ 21,397.50	\$ 16.25	\$ 24.38	\$ 21,937.50
12	\$ 16.25	\$ 24.38	\$ 21,937.50	\$ 16.65	\$ 24.98	\$ 22,477.50
13	\$ 16.65	\$ 24.98	\$ 22,477.50	\$ 17.05	\$ 25.58	\$ 23,017.50
14	\$ 17.05	\$ 25.58	\$ 23,017.50	\$ 17.45	\$ 26.18	\$ 23,557.50
15	\$ 17.45	\$ 26.18	\$ 23,557.50	\$ 17.85	\$ 26.78	\$ 24,097.50
16	\$ 17.85	\$ 26.78	\$ 24,097.50	\$ 18.25	\$ 27.38	\$ 24,637.50
17	\$ 18.25	\$ 27.38	\$ 24,637.50	\$ 18.65	\$ 27.98	\$ 25,177.50
18	\$ 18.65	\$ 27.98	\$ 25,177.50	\$ 19.05	\$ 28.58	\$ 25,717.50
19	\$ 19.05	\$ 28.58	\$ 25,717.50	\$ 19.45	\$ 29.18	\$ 26,257.50
20	\$ 19.45	\$ 29.18	\$ 26,257.50	\$ 19.85	\$ 29.78	\$ 26,797.50

TRI-POINT EDUCATION ASSOCIATION AND BOARD OF EDUCATION
 MASTER CONTRACT COVERING SCHOOL YEAR 2016 - 2018

Tri-Point Community Unit #6J						
Teacher Aide Salary Schedule						
School Year 2017-2018						
Hours/yr	1350					
Base	\$	12.00				
H Step	\$	0.40				
V Step	\$	0.40				
Year	Hourly	OT Rate	Yearly	Bachelors	OT Rate	Yearly
1	\$ 12.00	\$ 18.00	\$ 16,200.00	\$ 12.40	\$ 18.60	\$ 16,740.00
2	\$ 12.40	\$ 18.60	\$ 16,740.00	\$ 12.80	\$ 19.20	\$ 17,280.00
3	\$ 12.80	\$ 19.20	\$ 17,280.00	\$ 13.20	\$ 19.80	\$ 17,820.00
4	\$ 13.20	\$ 19.80	\$ 17,820.00	\$ 13.60	\$ 20.40	\$ 18,360.00
5	\$ 13.60	\$ 20.40	\$ 18,360.00	\$ 14.00	\$ 21.00	\$ 18,900.00
6	\$ 14.00	\$ 21.00	\$ 18,900.00	\$ 14.40	\$ 21.60	\$ 19,440.00
7	\$ 14.40	\$ 21.60	\$ 19,440.00	\$ 14.80	\$ 22.20	\$ 19,980.00
8	\$ 14.80	\$ 22.20	\$ 19,980.00	\$ 15.20	\$ 22.80	\$ 20,520.00
9	\$ 15.20	\$ 22.80	\$ 20,520.00	\$ 15.60	\$ 23.40	\$ 21,060.00
10	\$ 15.60	\$ 23.40	\$ 21,060.00	\$ 16.00	\$ 24.00	\$ 21,600.00
11	\$ 16.00	\$ 24.00	\$ 21,600.00	\$ 16.40	\$ 24.60	\$ 22,140.00
12	\$ 16.40	\$ 24.60	\$ 22,140.00	\$ 16.80	\$ 25.20	\$ 22,680.00
13	\$ 16.80	\$ 25.20	\$ 22,680.00	\$ 17.20	\$ 25.80	\$ 23,220.00
14	\$ 17.20	\$ 25.80	\$ 23,220.00	\$ 17.60	\$ 26.40	\$ 23,760.00
15	\$ 17.60	\$ 26.40	\$ 23,760.00	\$ 18.00	\$ 27.00	\$ 24,300.00
16	\$ 18.00	\$ 27.00	\$ 24,300.00	\$ 18.40	\$ 27.60	\$ 24,840.00
17	\$ 18.40	\$ 27.60	\$ 24,840.00	\$ 18.80	\$ 28.20	\$ 25,380.00
18	\$ 18.80	\$ 28.20	\$ 25,380.00	\$ 19.20	\$ 28.80	\$ 25,920.00
19	\$ 19.20	\$ 28.80	\$ 25,920.00	\$ 19.60	\$ 29.40	\$ 26,460.00
20	\$ 19.60	\$ 29.40	\$ 26,460.00	\$ 20.00	\$ 30.00	\$ 27,000.00

APPENDIX B

EXTRA DUTY ASSIGNMENTS

- I. The many extra duties shall be distributed as equally as possible among the teachers. When it is necessary to involuntarily transfer or reassign teachers to extra duty assignments, these positions should be posted in District buildings and all volunteers shall first be considered.
- II. All extra duty assignments will be renewed yearly upon review by the building Administrator and the Athletic Director if applicable. All individuals shall have the right to submit a written resignation for any or all of these duties at the end of a season or the school year. Should a problem in the performance of these duties arise, the individual will be notified by the Administrator and the Athletic Director if applicable, in accordance with the chain of command and afforded the opportunity to address or remediate the situation. After a reasonable amount of time, should the Administrator and the Athletic Director, if applicable, determine that the problem has not been remediated, the individual will meet with the Administrator and the Athletic Director, if applicable, to discuss the situation. The individual shall be notified of the impending removal in writing prior to any Board action.
- III. If a coach is acting as both the Head Coach and Assistant Coach during one season, the coach will receive 1 ½ times the head coach percentage.
- IV. Special assignments for which extra salary is paid in case the particular assignment is in addition to a regular teaching load:
 1. Nightly Checks:

a.	Bus Supervisor	\$ 25.00 per event
b.	Athletic Scorer	\$ 25.00 per event
c.	Athletic Timers	\$ 25.00 per event
d.	Track Starters	\$ 25.00 per event
e.	Track Judges/Timers	\$ 25.00 per event
 2. Monthly Checks: (To be requested on Monthly Expense Reimbursement Forms)

a.	Teacher Designee	\$ 50.00 per event
b.	Bus Duty – Certified Staff (Prior to 8:00 AM and After 4:00 PM)	\$ 12.00 per hour
c.	Noon Duty (Actual time spent Supervising students)	\$ 11.00 per hour
d.	Math Contest/WYSE	\$ 40.00 per event
e.	Study Table/PLATO	\$ 25.00 per night
f.	Coaches & Sponsors driving bus to/from event	\$ 20.00 per event
 3. Extended Contract: (Added to Employee Salary)

Librarian	9.5 Months
Agriculture	11.5 Months
Technology Coordinator	10 months
 4. Paid with the Nov. 15 payroll
Sections A, B, C, D

5. Added to Employee Salary
Sections E, F, G, H, I, J, K, L, M

Percentage of Certified Staff Base Salary 2014-2016

Section A 0.5%

6th Grade Sponsor, 7th Grade Sponsor, 8th Grade Sponsor, Pom Pon

Section B 1.0%

Freshman Sponsor, Sophomore Sponsor, FCCLA, Speech Literacy Sponsor, Take Charge

Section C 1.5%

Head Teacher-Kempton, Intramural Coordinator, Play/Musical Director

Section D 2.0%

Junior Class Sponsor(s), Senior Class Sponsor(s), Head Cook, HS Scholastic Bowl, JH Scholastic Bowl, JH Student Council, National Honor Society

Section E 2.5%

HS Choir Director, JH Choir Director, JH Band, HS Student Council

Section F 5.0%

5th / 6th Grade Team Coach, HS Band Directing, JH Cheerleading

Section G 7.0%

JH Dean of Students

Section H 8.0%

HS Dean of Students, HS Cheerleading, HS Asst. Baseball, HS Asst. Softball, HS Yearbook

Section I 9.0%

JH Asst. Volleyball

Section J 10.0%

HS Football Asst. #2, JH Girls Track, JH Boys Track, JH Asst. Girls Basketball, JH Asst. Boys Basketball, JH Baseball, JH Athletic Director, HS Asst. Volleyball

Section K 11.0%

JH Head Volleyball, HS Girls Track, HS Boys Track, HS Head Baseball, HS Head Softball

Section L 12.0%

HS Head Volleyball, HS Athletic Director, HS Asst. Girls Basketball, HS Asst. Boys Basketball, JH Head Girls Basketball, JH Head Boys Basketball, HS Football Asst. #1

Section M 13.0%

HS Head Girls Basketball, HS Head Boys Basketball, HS Head Football

APPENDIX C

HOLD-HARMLESS AGREEMENT FOR
TRI-POINT CUSD 6J SCHOOL EMPLOYEES
WHO VOLUNTARILY AGREE TO DISPENSE MEDICATION OR
SUPERVISE THE SELF-ADMINISTRATON OF MEDICATION

WHEREAS, 105 ILCS 5/10-22.21b Administration of Medication provides as follows:

Administering medication. To provide for the administration of medication to students. It shall be the policy of the State of Illinois that the administration of medication to students during regular school hours and during school-related activities should be discouraged unless absolutely necessary for the critical health and wellbeing of the student.

Under no circumstances shall teachers or other non-administrative school employees, except certified school nurses and non-certificated registered professional nurses, be required to administer medication to students.

This Section shall not prohibit a school district from adopting guidelines for self-administration of medication by students.

This Section shall not prohibit any school employee from providing emergency assistance to students.

WHEREAS, the Tri-Point CUSD 6J employee whose name and signature appears below wishes to voluntarily assist with supervising the self-medication of students and/or to dispense ~~with~~ medicine to students as provided for in 105 ILCS 5/10-22.21b

BE IT

RESOLVED, that the District agrees to defend and hold harmless the employee from any liability for damages and costs, whose name and signature appear below, for any negligent or wrongful acts resulting from the administration of medication and/or supervision of the self-administration of medication by the student.

I hereby volunteer to assist with the administration of medication to students as provided for in 105 ILCS 5/10-22.21b. I understand that I may cease administering medication to students at any time, but must do so in writing to either the Board or Superintendent of Tri-Point CUSD 6J. The District agrees that even if I terminate this Agreement, it will continue to defend and hold harmless for actions arising under the terms of this agreement.

Employee Name – Please Print

School Board Representative

Employee Signature

Board and/or Superintendent Signature

Date

Date