Mundelein Consolidated High School
District 120
1350 West Hawley Street
Mundelein, Illinois 60060

Agreement

This Agreement is made and entered into by and between the Board of Education of Mundelein Consolidated High School District 120, hereinafter referred to as the "Board" and the Mundelein Education Association, hereinafter referred to as the "Association," for itself and on behalf of District employees covered by this Agreement.

Whenever a school year is referred to, it shall mean to encompass the period beginning July 1 and ending June 30.

The effective date of this Agreement shall be July 1, 2016

The termination date of this Agreement shall be June 30, 2020.

ARTICLE 1: Recognition and Scope

1.1 Recognition

The Board shall recognize the Association as the sole and exclusive negotiation agent for all certificated employees providing the foregoing shall not include administrative personnel (directors, executive administrators), substitute teachers, instructional aides, or clerical aides.

1.2 Scope

Negotiations on behalf of the above employees shall be conducted only between the officially designated representatives of the Association and members of the Board. Nothing in this Agreement shall prohibit the Board from proper and orderly exercise of its responsibilities, privileges, and prerogatives under law.

1.3 Definitions

A. ADMINISTRATION/ADMINISTRATOR - Superintendent, Business Manager, Principal, Department Chair, Directors

B. SUPERINTENDENT OR DESIGNEE - Superintendent, Business Manager or Principal

C. CERTIFICATED EMPLOYEE – Employee who holds a 4-year degree and is certificated by the State of Illinois

D. SCHOOL DISTRICT OFFICIAL – an individual given authority by a Board of Education and recognized by a State Department of Education

E. SUPERINTENDENT - District's Executive Officer responsible for the administration and management of the District's school in accordance with Board of Education policies and directives, and state and federal law.

F. EMPLOYER – Mundelein Consolidated High School District 120

G. DISTRICT - Mundelein Consolidated High School District 120

H. IMMEDIATE SUPERVISOR – Department Chair/Director

I. PRINCIPAL – Employed by the Board of Education as instructional leader of assigned School.

J. PRESIDENT OF THE BOARD OF EDUCATION – Individual Board member appointed as president by Board of Education members

K. BOARD OF EDUCATION – Consists of seven members whose powers and duties include the authority to adopt, enforce, and monitor all policies for the management and governance of the District's schools

L. ASSOCIATION PRESIDENT – Mundelein Education Association President

M. ASSOCIATION PRESIDENT OR DESIGNEE – Mundelein Education Association President or Vice President

N. HIGHLY QUALIFIED TEACHER – as defined by the federal definition of "qualified" per Title 1 of the Elementary and Secondary Education Act

O. ASSOCIATION – Mundelein Education Association (MEA); Chapter of Illinois Education Association (IEA)

ARTICLE 2: Employee, Association, and Management Rights

2.1 Non-Discrimination

The Board shall not discriminate against any certificated employee for reason of race, creed, color, marital status, age, sex, sexual orientation, gender identity, or national origin.

2.2 Right of Representation

When a certificated employee is required to appear before the Administration concerning any matter, that may adversely affect the certificated employee's employment, the certificated employee shall be notified of the purpose of the meeting and the individuals to be in attendance. The certificated employee shall be entitled to have an Association representative present. Any certificated employee can seek the advice of the Superintendent or designee as to the advisability or necessity of having an Association representative present.

When any certificated employee is required to appear before the Board concerning any matter which could adversely affect the certificated employee's employment, the certificated employee's position, or the certificated employee's salary, the certificated employee shall be entitled to have a representative present.

The certificated employee may be represented by the individual of his/her choice, provided the Superintendent or designee is notified at least twenty-four (24) hours in advance of the identity of the employee's representative. The twenty-four (24) hours advance notification may be waived by mutual agreement should circumstances create undue hardship on either party.

2.3 Personnel File

A. **Conditions and Procedures for Placement of Materials in File.**

Only one official personnel file shall be maintained. No material shall be placed in the file unless the certificated employee has had an opportunity to read such material. The certificated employee shall acknowledge that he/she has read any material by affixing his/her signature on the copy to be filed.

However, any material which has not been reduced to writing within thirty (30) calendar days following the event or occurrence may not be added to the file. Only materials contained in the certificated employee's personnel file may be used to evaluate or discipline the certificated employee in any manner.

B. **Right to Respond to Materials in File**

The certificated employee shall have the right to respond to any material which is entered into his/her file and the certificated employee's response shall be attached to the file.

C. **Right to Examine File.**

A certificated employee shall have the right to a) examine his/her personnel file within twenty-four (24) hours of request and b) to have a representative of the Association accompany the certificated employee in such review.

D. **Right to Reproduce Materials in File**

Upon request, the Superintendent or designee will reproduce any materials in the his/her personnel file.

E. **Right to Grieve Materials in File**

In the event any file materials are determined to be inaccurate or unfair as a result of legal or grievance proceedings, such portion of materials will be removed from the certificated employee's personnel file.

F. **Release of Information**

1. A certificated employee or former certificated employee shall not divulge any of the contents of the personnel file including a disciplinary report, letter of reprimand or other disciplinary action to any person or party other than the certificated employee except as follows:

   a. A School District official in a need-to-know capacity.
   b. The certificated employee has specifically waived written notice as part of a written, signed employment application with another employer.
   c. The disclosure is ordered to a party in a legal action or arbitration proceeding.
   d. The information is requested by a government agency as a result of a claim or complaint, or as a result of a criminal investigation.

2. The employer shall review a personnel record before releasing information to any party other than the certificated employee (including School district officials) or except where ordered to a party in a legal action or arbitration proceeding. The Employer shall delete disciplinary reports, letters of reprimand or other records of disciplinary action which are more than two (2) years old.

2.4 Right to Organize

Certificated employees shall have the right to join and assist the Association and to participate in professional negotiations with the Board. The Board shall not discriminate against any certificated employee with respect to hours, wages, terms and conditions of employment for any reason of membership in the Association, participation in negotiations with the Board or the institution of a grievance, complaint, or proceeding under this Agreement.

2.5 Dues Deduction

The Board shall deduct from each certificated employee's pay the current dues of the Association, provided that the certificated employee has executed an annual authorization for continuing dues deduction. The amount of the deduction shall be annually provided by the Association. The employee may revoke automatic dues deduction by a written statement to the Superintendent. The Superintendent shall inform the Association of such revocation within ten (10) days of receipt.

2.6 Meetings, Notices and General Information

The Association shall not be denied the following, provided the Association has written pre-approval from the Superintendent.

A. Use of the school buildings for meetings.
B. Use of the employee mailboxes, inter-school mail, and school bulletin boards for the purpose of internal communication.
C. Use of school equipment, typewriters, and duplicating machines.
D. Use of school computers, email, and internet access, provided that the Association adheres to the Board's computer, email and internet policies.

In all matters pertaining to the use of facilities, notices, and general information, appropriate charges may be assessed to and paid by the Association.

The Association can meet up to four (4) times per year with its membership during the scheduled work day. These meetings may be scheduled on late start days (before school when students are not present), or student early release days (after school). None of these meetings will use more than twenty (20) minutes of the scheduled work day. The specific days and times used will be mutually agreed upon by the Association and the Administration in advance of the meetings.

2.7 Fair Share

A. Each certificated employee, as a condition of employment, on or before thirty (30) days from the date of commencement of duties or the effective date of this Agreement, whichever is later, the certificated employee shall join the Association or pay a fair share fee to the Association. The fair share fee shall be equivalent to the amount of dues uniformly required of members of the Association, including local, state and national dues.

B. In the event that the certificated employee does not pay his/her fair share fee directly to the Association by a specific date as established by the Association, the Board shall deduct the fair share fee from the wages of the non-member.

C. The Fair Share provisions of the Agreement shall be in effect for all certificated employees hired after July 1, 1988. All employees hired before July 1, 1988, who were not Association members as of July 1, 1988, are exempted from this Fair Share provision. Such certificated employees shall be subject to Fair Share if they choose to become Association members or voluntarily elect to pay the fair share.

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

E. In the event of any legal action against the Board brought in a court or administrative agency because of its compliance with this Article, the Association agrees to defend such action, at its own expense and through its own counsel, provided:

1. The Employer gives immediate notice of such action in writing to the Association, and permits the Association intervention as a party if it so desires; and,

2. The Employer gives full and complete cooperation to the Association and its counsel in securing and giving evidence, obtaining witnesses and making relevant information available at both trial and all appellate levels.

F. The Association agrees that in any action so defended, it will indemnify and hold harmless the Employer from any liability for damages and costs imposed by a final judgment of a court or administrative agency as a direct consequence of the Employer's compliance with this Article.

It is expressly understood that this hold harmless provision will not apply to any claim, demand, suit or other form of liability which may arise as a result of any type of willful misconduct by the Board or the Board's imperfect execution of the obligations imposed upon it by this Article.

G. The obligation to pay a fair share fee will not apply to any certificated employee who, on the basis of a bona fide religious tenet or teaching of a church or religious body of which such certificated employee is a member, objects to the payment of a fair share fee to the Association. Upon proper substantiation and collection of the entire fee, the Association will make payment on behalf of the certificated employee to a mutually agreeable non-religious charitable organization as per Association policy and the Rules and Regulations of the Illinois Educational Labor Relations Board.

2.8 Management Rights

The Board hereby retains and reserves unto itself, without limitation, all powers, rights, authority, duties and responsibilities, subject to the terms of the collective bargaining agreement conferred upon and vested in it by the laws and the Constitutions of the State of Illinois and the United States of America, including but without limiting the generality of the foregoing, the rights:

A. To the exclusive management, organization and administrative control of the District and its properties and facilities;

B. To direct the work of its certificated employees, and determine the kinds and levels of services to be provided and the methods and means of providing those services including entering into Agreements with private vendors for services;

C. To hire all certificated employees, and subject to the provisions of law, to determine their qualifications and the condition for the continued employment;

D. To establish educational policies, goals and objectives; to ensure rights and education opportunities of students; to determine staffing patterns, to determine the number, deployment and kinds of personnel required in order to maintain the efficiency of District operations; and

E. To build, move or modify facilities; establish budget procedures and determine budgetary allocations.

ARTICLE 3: Negotiation Procedure

3.1 Good Faith Negotiations

The parties agree that their duly designated representatives shall negotiate in good faith with respect to terms and conditions of employment and shall bargain as per the rules and regulations of the Illinois Educational Labor Relations Act.

3.2 Negotiation Starting Date

Negotiations shall begin no earlier than February 15, of the last year of the contract, unless mutually agreed upon by both parties.

3.3 Ongoing Administration of Contract

Representatives of the Board, Administration and the Association agree to meet during each school year for the purpose of reviewing the administration and content of the contract and to resolve problems that may arise. Should such a meeting result in a mutually acceptable amendment to the Agreement, the amendment shall be reduced to writing, ratified by the Board and the Association, signed, and appended to this Agreement.

Situations might arise which will make it necessary for the Board and Association to re-open negotiations to respond to issues which need to be addressed, such as changes in state law that could result in a reduction in force of 15% of certificated employees. The Board, Administration, and the Association agree to meet to discuss the financial situation.

The MEA and Board negotiating teams agree to meet no later than November of the last year of the contract to discuss the possibility of negotiating the extension of the current contract.

ARTICLE 4: Employment Conditions

4.1 School Calendar

Following advisory consultation with the Association, the Board shall establish a 185 day school calendar, of which four (4) may be institute days and five (5) emergency work days.

4.2 Employee Work Day

The certificated employee workday will be eight (8) hours in length. Certificated employees may be assigned non-consecutive work hours on a voluntary basis only. Certificated employees will be available from the beginning of the working day for student contact. If a certificated employee makes an appointment before or after the school day, or an appointment is made with the certificated employee's approval, that certificated employee will honor the said appointment.

4.3 Teaching Load

The standard four-block schedule consists of four ninety-minute blocks of time. Each block of time may be structured to fit a particular division/department, recognizing that the workday for those certificated employees whose primarily role is not classroom teaching, does include more than 270 minutes of student contact. In a standard four-block schedule, the normal teaching load shall not exceed three (3) teaching assignments of ninety minutes each per day or 270 minutes per day. Unusual teaching loads of more than three (3) teaching assignments might exist in certain departments, but in no case will the certificated employee total teaching load exceed 270 minutes per day. If a certificated employee agrees to work additional minutes per day, those minutes will be considered an extra assignment and will follow the guidelines for extra assignments.

Supervision time shall be passing periods and washroom supervisions. During homeroom period, certificated employees will facilitate activities.

The certificated employee shall be in the building for the first and last 45 minutes of the school day. During preparation periods in which a certificated employee has no supervisory responsibilities, the certificated employee may leave the school building without loss of pay or leave time. The certificated employee must notify his/her direct supervisor of the leave before exiting the building. As professionals, certificated

employees agree to not use preparation periods away from the building for business that could routinely occur during non-school hours.

In an early/late bird class of less than ninety minutes is offered, the total teaching periods may exceed three teaching periods during a term, without additional compensation, if during another term, the total teaching periods are reduced an equal amount. Over two terms, the total teaching periods may not exceed six (6) teaching periods, for any individual certificated employee. A teaching load cannot exceed 315 minutes a term, nor can the average teaching minutes for a certificated employee exceed 270 minutes over four terms, in a given school year.

The MEA and administration recognize that the Music Department teaching schedules do not meet the parameters of the previous paragraph regarding teaching load. The administration and MEA will meet annually to verify that the Music Department schedules meet the spirit of the language regarding teaching load.

In an eight period schedule, the normal teaching load shall be five (5) teaching periods and one (1) supervisory period. Supervision time shall not include homeroom assignment, passing periods and washroom supervision.

Certificated employees may be assigned teaching periods and supervisory periods less than these maximums without being considered part-time certificated employees, provided they are assigned to other duties, not to exceed three hundred (300) minutes per day.

If there is a need, in any department, for an additional teaching assignment, the staffing of such teaching assignment shall be made as follows:

A. The Board of Education shall approve the additional teaching assignment.

B. The Superintendent, or designee, shall notify the affected department in writing at least three (3) days in advance of the assignment of the additional teaching assignment.

C. After three (3) days, the Superintendent, or designee, shall develop a list of eligible faculty members.

D. The Superintendent or designee shall select a certificated employee from this list, considering each certificated employee's experience, qualifications, current teaching assignments and past classroom evaluations. This consideration will occur prior to recommending an appointment for the additional teaching assignment to the Board of Education.

E. The certificated employee selected for the additional assignment shall be notified of his/her selection by the Superintendent, or designee.

   If the selected certificated employee accepts the additional teaching assignment, as defined above, he/she shall have the following options in an eight period day:

   1. Payment of a stipend of 10% of the employee's base salary each term, paid during the affected term. If the teacher elects to accept the additional compensation, he/she will be expected to assume all supervisory assignments as outlined in the Agreement.

   2. Relieved of all normal daily student supervisory assignments as outlined in this Agreement and paid at the rate of 2.5% of that employee's base salary each term, paid during the affected term.

If the selected certificated employee accepts the additional teaching assignment, as defined above, in a four-block day, he/she shall receive the following compensation, during the term of the additional teaching assignment.

1. Teaching one additional ninety minute period, he/she will be compensated at the rate of 10% of the employee's base salary each term.

2. Teaching one additional forty-five minute period, he/she will be compensated at the rate of 5% of the employee's base salary each term.

Additional teaching assignments are considered to be an exception and should not become the standard for any department or employee. Such assignments shall be made only upon necessity or to save program enrollment and where practicable and in sound fiscal judgment. Whenever more than two (2) sections of a sixth teaching assignment, in an eight period day, or more than two (2) sections of a fourth teaching assignment in a block schedule, are assigned within a department, the Board shall endeavor, if financially feasible, to hire additional certificated employees.

4.4 Consecutive Teaching Periods

To maintain the best possible teaching environment, the Board and the Association recognize that certificated employees should be assigned no more than three (3) consecutive teaching assignments in an eight period day, or no more than two and one-half (2.5) consecutive teaching assignments or 225 consecutive teaching minutes, in a block schedule.

Both parties understand that this goal is not always attainable, but it is one that must be actively pursued. The Board shall make every effort to restrict the assignment of each certificated employee to no more than three (3) consecutive teaching assignments in an eight period day, or no more than two and one-half (2.5) consecutive teaching assignments or 225 consecutive teaching minutes in a block schedule.

The Superintendent, or designee, shall retain the right to adjust the daily schedule of each certificated employee to retain curricular offerings and/or prevent the elimination of course offerings. When an employee is assigned more than three (3) consecutive teaching assignments in an eight period day, such certificated employee's supervisory assignment shall not exceed one half (1/2) of a supervisory period.

4.5 Academic Subject Preparations

The Board and the Association recognize the educational benefits of limiting the normal certificated employee academic subject preparation load to no more than three (3) different subject preparations, in an eight (8) period day per year, and two (2) different subject preparations, in a four block schedule per term.

Both parties agree that this is an attainable goal, but one that might not always be met, due to the individual department needs and course offerings. The Administration will make every effort to limit teachers to three (3) academic subject preparations in an eight period schedule per year, or two (2) academic subject preparations in a four-block schedule per term. If a reduction in the supervisory assignment is deemed appropriate, the Superintendent, or designee, shall adjust the certificated employee's total supervisory assignment to a total not to exceed one-half (1/2) of a normal supervisory period.

4.6 Full-Time and Part-Time Status

A full-time certificated employee is defined as one who a) averages 270 minutes of assigned teaching over four terms in a given school year, and b) one who has a minimum two-thirds (2/3) class load per term over a full year (8/12), plus any assignment/supervision time per day, which will not be less than 270 minutes.

4.7 Faculty Meetings

Required faculty meetings, which shall not exceed one hour in length beyond the regular eight-hour certificated employee workday, will be periodically scheduled. All certificated employees, unless previously excused by the Superintendent or his designee, shall be required to attend such meetings in their entirety.

4.8 Pay Periods

The Board of Education will pay certificated employees twice a month, on the 15th and 30th of the month. The first pay date shall be August 30. This date is predicated upon two conditions:

A. Salaries for extra duty, substitutes, etc., will be paid only once per month.

B. Coaching and Extracurricular activities will be paid according to the following chart.

Fall Season	Sept. 15 (50%)	Oct. 30 (50%)
Winter Season	Dec. 15 (50%)	Feb. 28 (50%)
Spring Season	Mar. 30 (50%)	May 30 (50%)
Full Year	Dec. 15 (50%)	May 30 (50%)

The second payment for coaching will be preceded by a check out with the Athletic Director.

4.9 Days Worked Beyond Contract

A. Required Activities

For non-stipend positions, any additional required days beyond the normal teaching contract will be paid on a per diem basis with compensatory time as an option. The number of additional days and dates will be determined by district need and will not exceed six days. These dates will be worked at the following times: the two weeks before the beginning of school, during the school year, or the two weeks after the last school term. Any days beyond the six that occur within the aforementioned time periods, will be staffed on a voluntary basis and paid at the applicable per diem rate.

B. Voluntary Activities

Voluntary additional certificated employee participation not otherwise covered by the contract shall be paid by a stipend determined prior to the beginning of the activity.

4.10 Paychecks

A certificated employee may elect to spread his/her last four paychecks out over the summer recess. If he/she so chooses, the certificated employee will notify the business office by May 1 of their desire to be paid on June 15, June 30, July 15, and July 30.

ARTICLE 5: Employee Evaluation

See **EVALUATION INSTRUMENT**, as it pertains to the non-tenured and tenured certificated employee covered by this Agreement.

ARTICLE 6: Employee Termination

6.1 Tenured Staff

Tenured certificated employees covered under this Agreement shall not be dismissed or otherwise disciplined except for just cause. At the time such action is taken, written notice of the specific

grounds forming the basis for disciplinary action will be delivered to the certificated employee and the Association.

6.2 Non-Tenured Staff

A. Non-tenured certificated employees covered under this Agreement shall not be dismissed or otherwise disciplined except as set forth by the Illinois School Code.

B. Non-tenured certificated employees shall receive written notice from the Board of Education at least forty-five (45) days before the end of any school term as to whether or not he/she will be re-employed for the following school term.

ARTICLE 7: Reduction and Reinstatement of Employees

7.1 Causes for Reducing Employees

The number of certificated employees covered under this Agreement may be reduced as the result of a decision of the Board to:

A. Decrease the number of teachers employed by the Board; and/or

B. Discontinue some particular type of teaching service;

The Board of Education reserves the right to make all decisions regarding the reduction of certificated employees.

7.2 Procedures for the Reduction in Force of Certificated Employees

If the Board of Education decides to reduce the number of certificated employees covered by this Agreement, such reduction will comply with the School Code.

7.3 Notice of Dismissal

Honorably dismissed certificated employees will receive notice and a statement of honorable dismissal, which will include the reason for the dismissal, by mail and by either certified mail, return receipt requested, or personal delivery with receipt at least forty-five (45) days before the end of the school year.

The Board of Education will publish and post a seniority list each year by February 1.

The Board of Education will provide to the President of the Association a copy of the sequence of honorable dismissal list each year at least 75 days before the end of the school year.

7.4 Recall of Certificated Employees

If the Board has any vacancies for the school year following the reduction in force or within one calendar year from the date of the beginning of the school year following the reduction in force, certificated employees in Group Three and Group Four, who were honorably dismissed in the reduction in force, will be recalled to any position for which they are qualified to hold. Whether an employee is qualified to hold a position is based on the legal qualifications and the job description in effect for the position on the May 10 before the position became available. Recall will be in the reverse order of the reduction in force/dismissal.

If the number of honorable dismissal notices exceeds fifteen percent (15%) of the number of full-time equivalent positions filled by certificated employees covered by this Agreement, the recall period will be extended to two (2) years.

The offer of re-employment shall be made by certified mail, return receipt requested to the former certificated employee's last known mailing address on file with the Board. Failure to accept the offer within ten (10) days of receipt of the certified letter will result in the termination of the certificated employee's right of recall.

ARTICLE 8: Grievance Procedure

8.1 Definitions

A. The term "grievance" shall be defined as any claim by the Association, individual certificated employee, or group of certificated employees, covered under this Agreement, that their rights have been impaired, or that there was a violation, misinterpretation, or misapplication of this Agreement.

B. Time limits mentioned throughout the procedures shall consist of days which the Superintendent's Office is officially open for business.

C. The parties acknowledge that a certificated employee and the employer may resolve problems through free and informal communications. Nothing contained in the procedure shall limit the individual from informally discussing the complaint with the administration.

D. The filing of a written grievance shall be within thirty (30) calendar days from the date of actual occurrence, or when the grievant might have had reasonable knowledge thereof, unless the violation is of a continuing nature.

8.2 Procedure

A. Step One

The certificated employee shall present the written grievance, detailing what the grievance is and what action has been taken to his/her immediate supervisor. The supervisor shall arrange for a meeting to take place within seven (7) days of receipt of the written grievance. The supervisor shall provide a written answer to the aggrieved certificated employee within seven (7) days after the meeting. The immediate supervisor's written response shall include the reasons for the decision. A copy of the grievance and a copy of the written response shall be filed in the Superintendent's office.

B. Step Two

If the grievance is not resolved in Step One, the certificated employee may refer the grievance to the Principal, within seven (7) days after receipt of the immediate supervisor's written response in Step One. The Principal shall schedule a meeting with the aggrieved certificated employee within seven (7) days to review the grievance. Each party shall have the right to include in its representation such witnesses, as it deems necessary to develop the facts pertinent to the grievance. Upon conclusion of the hearing, the Principal shall have seven (7) days in which to provide his/her written decision and the reasons for that decision to the aggrieved certificated employee.

C. Step Three

If the grievance is not resolved in Step Two, the certificated employee may refer the grievance to the Superintendent, within seven (7) days after receipt of the Principal's written response in

Step Two. The Superintendent shall schedule a meeting with the aggrieved certificated employee within seven (7) days to review the grievance. Each party shall have the right to include in its representation such witnesses, as it deems necessary to develop the facts pertinent to the grievance. Upon conclusion of the hearing, the Superintendent shall have seven (7) days in which to provide his/her written decision and the reasons for that decision to the aggrieved certificated employee.

D. Step Four

If the grievance is not satisfied as in Step Three, the certificated employee may submit the grievance to the Board of Education within fifteen (15) days of receipt of the Superintendent's written response. The Board of Education will review the grievance. Upon conclusion of the proceedings concerning the grievance, the President of the Board of Education shall have fifteen (15) days to provide the Board's written decision and the reasons for that decision, to the aggrieved certificated employee.

8.2.5 Bypass

By mutual agreement, any step of the grievance procedure may be bypassed.

8.3 Arbitration

If the aggrieved certificated employee is not satisfied with the disposition in Step Four, the grievance may be submitted to binding arbitration. The Federal Mediation and Conciliation Service (FMCS) may act as the Administration of the proceedings. If the aggrieved certificated employee fails to file a demand for arbitration within twenty (20) calendar days of the receipt of the Board's written decision, the grievance shall be deemed withdrawn. Each party shall bear the full costs for its representation in the arbitration. Both parties shall share the arbitration fee equally.

8.4 Class Grievance

A grievance impacting one or more certificated employees, involving one or more administrators or supervisors may be initially filed as in Step One.

8.5 No Reprisals

No reprisals of any kind shall be taken by the Board against any certificated employee because of his/her participation in a grievance.

8.6 Filing of Materials

All recommendations dealing with procedures of a grievance shall be filed separately from the personnel file of the participant.

8.7 Informal Grievance Procedures

The informal grievance procedure is that procedure by which the Superintendent, the Association President, and the aggrieved certificated employee meet to discuss the proposed grievance, shall not be limited to the time before the actual grievance has been filed but may continue throughout each step of the grievance procedure. The intent of the informal grievance procedure is to resolve grievances or possible grievances through cooperation and open communications. The informal grievance procedure is voluntarily entered into by all parties. Records and proceedings of the informal grievance procedure shall not be kept nor shall reference to such activities be made during any formal grievance process.

8.8 Grievance Withdrawals

A grievance may be withdrawn at any level. If a grievance is withdrawn, such grievance shall be treated as not having been filed.

8.9 Grievance Forms.

Such forms will be developed jointly by the Board and the Association.

8.10 No Written Response

If the aggrieved certificated employee or the Association does not issue a written request to move the grievance to the next step within the time limits indicated in any step, the grievance shall be deemed to be resolved in favor of the Board or Administration.

If the Board or the Administration does not issue a written decision within the time limits indicated in any step, the grievance shall be deemed resolved in favor of the grievant.

ARTICLE 9: Salary Differential

9.1 Payment of a Salary Differential

The Board of Education, upon recommendation of the Superintendent, or designee, may pay a salary differential above the established salary guide under the following conditions.

A. Any certificated employee who performs his/her duty in an unusual and outstanding manner during the current contractual year, may be granted a year end salary bonus. Such bonus shall be paid in one check and shall be paid prior to June 30 of the existing contractual year.

   1. Such bonus is for one year and is not part of the certificated employee's continued contractual agreement.

   2. Such bonus shall be subject to Board of Education certificated employee's retirement contributions.

B. A certificated candidate with highly desirable qualifications may be employed at a salary above schedule when the salary is inadequate to attract certificated candidates for a specific requirement.

C. If any salary differential occurs, a memorandum will be generated by June 30th, listing the amounts awarded, the reasons for awarding a salary differential, and the number of employees earning such salary differential. This report will be shared with the Association President or designee.

9.2 Withholding Salary Increment or Step Increase

The Board of Education, upon recommendation of the Superintendent, or designee, may withhold increment or salary step increase from any certificated employee covered in this Agreement under the following conditions.

A. When the performance of the primary role of any certificated employee does not warrant an increase in pay.

B. Withholding an increase shall follow these guidelines.

1. Certificated employees shall be given reasonable written warning of unacceptable behavior.

2. Prior to the issuance of a written notice of the withholding of the salary step increase or increment, the Superintendent shall have a conference with the certificated employee stating the reason or reasons for withholding increment salary step. The certificated employee shall be notified at least two (2) days in advance of such meeting and shall have the right to have representation at such meeting.

3. Reasonable efforts by the Superintendent or designee shall be made to provide assistance to the certificated employee in question. Such assistance will follow the steps put forth in Article 5, Evaluation, of this Agreement.

C. If any reduction in salary occurs, a memorandum will be generated by June 30th listing the certificated employees affected and the reasons for the reduction. This report will be shared with the Association President or designee.

ARTICLE 10: Professional Growth / Tuition Reimbursement

10.1 Professional Growth

The Board of Education recognizes the value of employee participation in professional growth activities, and it delegates to the Superintendent or designee the authority to review and approve such opportunities. Such professional growth may be achieved by means of the successful completion of graduate course credits, educational conferences, workshops, and non-credit courses.

A. College or university graduate course credits will continue to be the major basis upon which advancement on the salary schedule will be granted. The Superintendent or designee has the authority to pre-approve graduate course credits subject, but not limited to, the following general criteria:

1. All courses must be offered by a United States accredited college or university.

2. The course content must align with secondary education, the educator's area(s) of certification, or to an endorsement and/or certificate program.

3. Graduate course credit will be awarded to certificated employees for courses that are a part of an approved master's degree program in which the certificated employee is enrolled.

4. A certificated employee who has a master's degree may take only graduate level courses, except as noted in #5 below.

5. A certificated employee may take non-graduate level courses under the following conditions:

a. Courses leading to an endorsement and/or certificate
b. Courses leading to a change in teaching assignment
c. Courses relating to attaining or maintaining certification as required by regulations and/or rules of the state or federal governments which defines "highly qualified" teacher. These courses may not include courses which previously have been granted credit via proficiency testing.
d. Courses that enhance content knowledge or professional growth/development as approved by the principal.

B. The University of Mundelein
The creation of a local professional development school will allow for greater application of research based, "best practice" strategies and pedagogical approaches. District Administration will be in full

control over both the breadth and depth of the curriculum, ensuring a high quality professional experience for staff members.

The Association and Administration will convene by October 1, 2012, a committee of equal numbers that will be tasked to create the University of Mundelein starting with the concepts found in the Association's document furnished at bargaining on March 16, 2012.

This committee will be charged with proposing how courses are created and provided, as well as, how instructors will be compensated and how attendees will get salary schedule credit for course completion. The committee's work is subject to approval by the Board and Association. Final agreements will become an appendix to this Agreement.

C. Each Department will receive annually a proportionate allocation for educational conferences and workshops. The departmental use of these allocations for professional development will be decided by consensus within the department.

10.2 Semester Hour Payment

The Board of Education will reimburse a certificated employee a maximum of 12 pre-approved credit hours in one school year. The school year is considered to be September 1 through August 30.

Tenured Employee Reimbursement

The Board of Education will reimburse a tenured certificated employee a maximum of $215 per semester hour, for pre-approved graduate courses from an accredited institution of higher learning. (Reference Article 10.1 – Professional Growth)

Non-tenured Employee Reimbursement

The Board of Education will reimburse non-tenured certificated employees for a maximum of 12 pre-approved graduate semester hours per school year from an accredited institution of higher learning according to the schedule below. (Reference Article10.1 – Professional Growth)

- in year 1, $0 per semester hour;
- in year 2, $75 per semester hour;
- in year 3, $100 per semester hour;
- in year 4, $150 per semester hour;

At such time the certificated employee obtains tenure status in District 120, the Board will reimburse the certificated employee an amount equal to the difference between the amount paid during non-tenured status and the amount specified for tenured employees. This amount will be paid in one sum following the first Board meeting in September after the granting of tenure.

10.3. Pre-Approval

A pre-approval application form must be submitted to the Superintendent, or designee, prior to the individual course enrollment.

10.4. Reimbursement

Reimbursement is contingent upon an approved pre-approval form, successful completion of the course, minimum graduate grade of "C," and submission of an original copy of the transcript to the Superintendent. The transcript must be submitted no later than one year from the date of the pre-approval form or reimbursement is forfeited. Graduate courses taken during the summer prior to beginning employment do not qualify for tuition reimbursement.

Determination for granting of graduate credit for reimbursement shall be the sole discretion of the Superintendent or designee.

10.5. Schedule Advancement and Tuition Reimbursement

To receive simultaneous advancement on the salary schedule and tuition reimbursement is contingent upon the individual course and its relationship to the certificated individual's assignment for the current year.

ARTICLE 11: In-Service Education

Upon recommendation of the Superintendent and consultation with the Mundelein Education Association, the Board of Education shall institute an annual in-service program for all certificated employees under the conditions listed below.

11.1 Attendance

Each certificated employee shall be in attendance for a period not to exceed eight clock hours.

11.2 Requirements

Each certificated employee shall be expected to complete all requirements for the in-service program.

11.3 Content

The in-service program shall deal with an aspect of classroom performance and/or educational importance, relevant to all certificated employees. The program shall be approved by the Administration in consultation with the Mundelein Education Association.

11.4 Schedules

During the school year, the professional development program shall be conducted so that it does not extend beyond the current contractual eight hour limit for certificated employees. The professional development program may be extended beyond the eight hour limit only by mutual agreement between the Association and the Administration.

ARTICLE 12: Salary Schedule

12.1 Base Salary

A.	2016-2017	the base salary shall be $46,511
B.	2017-2018	the base salary shall be $47,115
C.	2018-2019	the base salary shall be $47,728
D.	2019-2020	the base salary shall be $48,324

The Board will agree to shelter the maximum dollar amount allotted by TRS during the duration of this Agreement.

Placement in the salary lanes following the MA degree (i.e., "MA+15," "MA+30," and "MA+45") is based upon earning graduate credit after the awarding of the Master's degree. Graduate credit earned after receipt of the Bachelor's degree and before beginning a Master's program or graduate credit earned in an incomplete Master's degree program, cannot be applied to the "MA" columns.

The Ph.D./Ed.D. lane will be 3% more than respective cells on the MA+45 lane. Pre-approval for a Ph.D./Ed.D. program will be required by the superintendent or designee and the Association President or

designee. Individuals seeking an appeal will be provided a closed session hearing with the Board of Education.

12.2 Salary Indexes – 2016-2020

See Appendix 1.

12.3 Salary Schedule – 2016-2020

See Appendix 2.

12.4 Movement

Lane advancement, movement to the right on the salary schedule will occur on the first day of each school year upon receipt by the superintendent of certified transcripts of completed course work.

The only exceptions to the timing of a lane change will be upon the awarding of the Master's degree or the Ph.D. or Ed.D. degree. A lane change to the "MA" or "Ph.D./Ed.D." columns will be applied as of the official date of graduation as indicated on a certified transcript.

ARTICLE 13: Employee Compensation and Fringe Benefits

13.1 Teachers' Retirement System

The Board of Education shall withhold and pay on behalf of the certificated employee the maximum percent allowed by the State of Illinois Teachers' Retirement System deduction for each certificated employee during the length of this Agreement, in accordance with Illinois statutes.

13.2 Hold-Harmless Agreement

Each certificated employee shall agree in writing not to hold the District responsible for unpaid taxes on the Teacher's Retirement System portion paid by the Board of Education during the length of this Agreement; and subsequent Agreements, while the certificated employee is in continuous employment in District 120. This written agreement need only be signed once by the certificated employee. (See Appendix 4)

13.3. Longevity Pay – FY2016 – FY2020

A. Eligibility

If a certified employee is employed a minimum of twenty (20) years with Mundelein High School District 120, and if such certified employee is not electing to retire under the early retirement without discount option (ERO) under Section 133.2 of the Illinois Pension Code or the Modified Early Retirement Option (MERO), he/she will be eligible for the four-year Longevity Pay.

Certified employees enrolling in the Longevity Pay will be required to provide a Letter of Retirement. Included with the Letter of Retirement must be proof of TRS years of service credit as of the date of enrolling in the program. In order to enroll, certified employees must be able to retire without an ERO penalty to the Board of Education. To demonstrate that there will be no penalty, certified employees must meet one of the following criteria:

1. be 60 years old at the time of retirement, or
2. have 35 years of credible service in TRS at the time of retirement using any combination of years worked as of the time of retirement plus, at the time of enrollment in the program,
the number of sick days from teaching in other districts banked with TRS and/or the number of sick days accumulated in District 120.

B. Benefit:

1. Starting the fiscal year after enrollment in the program, the certified employee's lane and step will be frozen, and the certified employee will be salaried according to the following percents in the table below.

Declare Date	Retire On
3/31/2017	6/30/2021
3/31/2018	6/30/2022
3/31/2019	6/30/2023
3/31/2020	6/30/2024

Service	Yr 1	Yr 2	Yr 3	Yr 4
60 years old or 35 yrs creditable TRS	6%	6%	6%	6%

All certified employees who have submitted their request to retire will receive official notification from the District at the start of each school year stating both their base salary and their maximum earning potential for that school year. In addition, certified employees in the retirement track will be provided a monthly report that indicates the amount of money that has been paid for all extra duty and extracurricular assignments as well as the amount of money that they may still earn for these duties.

The creditable earnings limit shall be computed as 106% of the certified employee's prior year creditable earnings as reported to the Teachers' Retirement System. A certified employee may elect to perform a duty for less than the full stipend amount to stay within the annual creditable earnings limit. Such agreement shall be implemented in writing after consultation with the Administration, the Association and the certified employee.

Each certificated educator without vertical step movement available and in MA+30, MA+45, or Ph.D/Ed.D lanes, shall receive an increase of 2.00% of the multiplier used for their current salary calculation each year of the contract. The longevity multiplier increase will cap after 10 years on all lanes.

Within the duration of this contract, any certificated employee regardless of lane placement, wishing to declare for retirement and meeting the criteria stated within the 2012-2016 contract will be eligible for the 2012-2016 longevity plan (6% salary increases in their final four years of service).

No certified educator shall receive both longevity and a 6% salary increase.

At the conclusion of this contract, the 6% salary increases will sunset.

C. Request to Withdraw Letter of Retirement

A certified employee receiving the benefit of this Longevity Pay section may request to withdraw the letter of retirement under the guidelines listed below:

- The withdrawal request is received in the Superintendent's Office not later than January 15 of the second school year in which the certified employee is to receive incentive payment under the Plan;
- Sufficient reason for the withdrawal is provided by the certified employee;
- A meeting between the Board of Education and the certified employee will be held to review the circumstances of the withdrawal request;
- Should the Board of Education deny the certified employee's withdrawal request, the certified employee will be provided with a written response citing the reason(s) for the denial.

If the Board of Education accepts the certified employee's request to withdrawal the letter, the certified employee shall be required to pay back, by means of payroll adjustment, the cumulative difference between, a) the Longevity Pay salary(ies) and b) the applicable lane(s)/step(s) salary to which the certified employee would have been assigned if he/she had not participated in the Longevity Program. The difference, or amount of adjustment, will be divided equally over 24 pay periods. The adjustment will begin to be deducted on the first monthly paycheck following the date of the Board of Education's approval of the certified employee's withdrawal request. The deduction will then continue to be deducted over the following 24 pay periods.

Upon approval of the withdrawal by the Board of Education, the certified employee will then return to the lane/step that he/she would have been assigned had this benefit not been used. The certified employee may not elect to re-enter the Longevity Program until the salary adjustment has been paid back in full.

D. ERO Option

Certified employees who do not qualify for the stated longevity benefits above have the option of participating in the Early Retirement Option (ERO) as defined by TRS. A certified employee who is between the ages of 55 and 60 with at least 20 but less than 35 years of service may use the ERO option to avoid an otherwise discounted annuity. Under the guidelines of the ERO, the certified employee and the Board of Education must make a one-time nonrefundable contribution to TRS, which is determined by a TRS formula.

13.4 Unused Sick Leave

Certificated employees may elect to send up to 340 days to the State for service credit at retirement; these days so elected may not be claimed for payment by the District.

13.5 District's 403(b) Plan

The Board of Education shall make available to all employees of the District the opportunity to participate in the District's 403(b) Plan. The payment of annuity premiums for an employee shall substitute for the compensation otherwise payable directly to the employee so that the employee may obtain the benefits of Section 403(b) of the Internal Revenue Code of 1986, as amended.

The business office shall maintain a list of approved vendors who have complied with IRS and District requirements and are currently being used by the District. A minimum of two employees will be required before a new approved vendor will be added to the list. Any vendor who does not comply with IRS and District requirements shall be dropped from the approved list, and no further 403(b) contributions may be made to that unapproved plan. No employee will be forced to drop or change an existing annuity with a company that is in compliance. If a vendor ceases to provide service to Mundelein High School employees at any time, that vendor at later application shall be deemed a new vendor.

No vendor will qualify as a Mundelein High School approved vendor until it is selected by a minimum of two District #120 employees. The Board of Education of Mundelein Consolidated High School District 120 shall, however, deal directly with only one representative from each company. All contracts with a particular company must clear through and be submitted by a single representative. The district manager in charge of the Mundelein area for each company or an agent designated by the district manager will be the only recognized representatives. Only investment products complying with all applicable laws, regulations and Plan provisions will be offered under the Plan. Contracts containing life insurance provisions are not acceptable.

13.6 Jury Duty

The Board of Education shall pay the regular salary to certificated employees called to serve as jurors or subpoenaed to appear before legal and quasi-legal review panels as witness.

13.7 Insurance

A. The Board will pay the following percentage, by type, for Health and Dental Insurance.

	PPO Health	HMO Health	Dental
Single	91%	100%	100%
Single + 1	76%	79%	80%
Family	75%	77%	80%

B. Part-time employees who are eligible for benefits will pay a pro-rated share of the total premium that applies to their FTE assignment value. However, the pro-rated Board contribution will be no greater than the Board's contribution to full-time employees. See schedule below:

Prorated Insurance Contribution Percentages

Annual FTE	Contribution Prorations	Medical Insurance							Dental Insurance		
		HMO Single	HMO Plus 1	HMO Family	PPO Single	PPO Plus 1	PPO Family		PPO Single	PPO Plus 1	PPO Family
92% or 11/12	Board Share	92%	79%	77%	91%	76%	75%		92%	80%	80%
	Employee Share	8%	21%	23%	9%	24%	25%		8%	20%	20%
83% or 10/12	Board Share	83%	79%	77%	83%	76%	75%		83%	80%	80%
	Employee Share	17%	21%	23%	17%	24%	25%		17%	20%	20%
75% or 9/12	Board Share	75%	75%	75%	75%	75%	75%		75%	75%	75%
	Employee Share	25%	25%	25%	25%	25%	25%		25%	25%	25%
67% or 8/12	Board Share	67%	67%	67%	67%	67%	67%		67%	67%	67%
	Employee Share	33%	33%	33%	33%	33%	33%		33%	33%	33%
58% or 7/12	Board Share	58%	58%	58%	58%	58%	58%		58%	58%	58%
	Employee Share	42%	42%	42%	42%	42%	42%		42%	42%	42%
50% or 6/12	Board Share	50%	50%	50%	50%	50%	50%		50%	50%	50%
	Employee Share	50%	50%	50%	50%	50%	50%		50%	50%	50%

C. Upon retirement (interpreted as leaving teaching after twenty (20) years of service to Mundelein High School District 120), any certificated employee covered under this agreement will be entitled to have the Board reimburse (upon presentation of a paid receipt) the cost of PPO TRS (TRIP) medical insurance for that employee up to a maximum of $2750 per year for two (2) consecutive years upon retirement or immediately after termination of COBRA benefits.

D. The Board of Education shall provide each certificated employee Term Life Insurance and Accidental Death and Dismemberment Insurance in the amount of 1.5 times his/her current base salary, rounded to the nearest thousand. The policy shall pay according to the terms of the summary plan description.

Article 13.8 Insurance Study Committee

For the duration of the Agreement, the Insurance Study Committee shall:

A. Consist of the following members:
   1. The Superintendent or designee of District 120.
   2. One Mundelein Education Association member.
   3. One Board of Education member at the Board's discretion.
   4. One Mundelein Educational Support Association member.
   5. The Chief School Business Official

B. The purpose of the Study Committee shall be to study a program and coverage for employees covered under this Agreement.

C. The Study Committee shall report to the Board of Education and the Mundelein Education Association with their recommendations.

D. The Administration and Association shall form a Working Committee to investigate alternative plans and companies for the Health and Dental coverage as outlined in this Article.

E. The Board will pay up to a maximum of $3,000 for insurance proposal studies.

ARTICLE 14: Leaves

14.1 Sick Leave

A. Sick leave shall be granted according to the following schedule. On the first day of the year for:

Year 1 – 6	16 days
Year 7 – 15	18 days
Year 16 and up	20 days

Sick leave shall be "front loaded" with the certificated employee receiving the applicable number of sick days on the first day of school.

Included in the applicable number of sick days are four (4) days for personal flex leave (see 14.2). Sick leave may be used in 2 hour increments.

B. Sick leave days shall be cumulative. All sick leave days will be reported annually to the certificated employee. Accumulated sick days shall be reported to the certificated employee monthly.

Sick leave shall be interpreted to mean personal illness, quarantine at home, or illness or death in the immediate family or household, or religious observances. For purposes of this section, "immediate family" shall include parents, spouse, brothers, sisters, children, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, and legal guardians. Misuse of sick leave shall be subject to certificated employee discipline, pursuant to Article 6.

C. Sick Leave Bank

The Board in cooperation with the Association shall establish a Sick Leave bank on a voluntary basis.

The intent of this plan is to provide extended sick leave to those certificated employee participants who incur a major disability or major illness, of self or family member, as defined in Section 14.1 B, which requires continuous and prolonged absence from work.

A certificated employee may enroll in the bank by signing an authorization form agreeing to contribute one (1) day of his/her sick leave to the Bank at the beginning of each year. When the total number of days in the bank equals twice the number of certificated employee participants, no yearly contribution will be required until the bank is depleted to the number of days equal to the number of certificated employee participants.

Pending approval from the advisory board, the certificated employee shall be able to utilize days from the Bank after his/her own accrued sick leave days have been depleted and a five (5) day salary deduction period has transpired for each such disability or illness. The maximum number of days allowed for any single illness shall be sixty (60) days. Certificated employee participants utilizing sick leave days from the Bank will not be required to replace those days.

A certificated employee participant withdrawing from the Bank or the bargaining unit for whatever reason will not be allowed to withdraw previously contributed sick leave days.

A committee, comprised of two Association officers and two Administrators, and a member of the Board of Education, shall serve as an Advisory Board for the implementation and administration of the bank. This Advisory board may, upon emergency, request that contributing certificated employees donate an additional day to the Sick Bank if its reserves become depleted or grant an extension of days beyond the maximum limit referred to above. If a certificated participant does not have a sick day to contribute during the current school year, the sick leave day will be contributed at the beginning of the next school year without a lapse in Sick Leave Bank eligibility.

A certificated employee participant who has filed an intent to retire, will have access to the Sick Leave bank, if otherwise eligible, upon depleting his/her accumulated sick leave in excess of those days to be used for retirement.

Upon separation from the District, sick days that are neither submitted to TRS nor purchased by the District will be donated to the Sick Bank.

14.2 Personal Leave

A. Personal leave with pay can be taken by any certificated employee for personal business, which cannot be conducted on any other day than a school day. With the exception of emergency situations, the certificated employee shall give notice to the Superintendent or designee, no later than ten (10) school days in advance of the requested absence. The following categories are suggested guidelines.

1. Legal business that cannot be conducted outside of school hours including court appearance.

2. Wedding of self, son, daughter, brother, sister, family, and friends.

3. Moving - one day for each occurrence.

4. Graduation of self, son, daughter, spouse, brother, sister, family.

5. Other categories (Such as family or household emergency).

B. Personal leave is to be used only in those instances not covered by some other type of leave.

C. Personal leave days may not be used for the purpose of extending vacations.

D. Personal Leave (or Sick Leave Days) can be used in the event of an unknown/unexpected absence following a vacation period or weekend, provided the certificated employee can provide documentation that the absence was not due to his/her lack of planning.

Personal leave is computed in two (2) hour increments.

14.3. Bereavement Leave

Sick leave can be used for bereavement regardless of relationship to the employee.

14. 4. Leaves of Absence

Upon recommendation of the Superintendent, the Board will grant to a full-time employee, an unpaid leave of absence as provided below. For leaves that are not FMLA protected or agreed FMLA extension(s), the employee will neither lose his/her_place nor advance on the salary schedule during that leave. Salary schedule advancement may be recommended by the Superintendent for professional leave of direct benefit to the District. Upon return from leave, the employee shall be assigned to a position within the parameters of his/her certificate. A leave of absence may be requested for the following reasons.

A. Family and Medical Leave

The Board and the Association agree to comply with the provisions of the Federal Family and Medical Leave Act (FMLA), as amended from time to time, subject to the following stipulations:

1. Eligibility

a. "Eligible employee" means an employee who has been employed in a full time capacity with the Board for at least one year and has at least 1,250 hours of service with the Board during the year preceding the leave. To determine hours of service for eligibility purposes, the number of days of service reported to the Illinois Teachers' Retirement System shall be multiplied by seven hours per day. If two eligible teachers are spouses employed by the Board, they shall be limited to a combined total of twelve (12) work weeks of leave during any twelve-month period.

b. A husband and wife who are both employees of the Board and are eligible for FMLA leave may be limited to a combined total of twelve (12) weeks of leave during any 12-month period if the leave is taken for the birth of their child or to care for the child after birth, for placement of a child for adoption or foster care or to care for the child after placement, or to care for the employee's parent with a serious health condition. However, if the leave is for the birth or adoption of a child with a serious health condition, both parents may each take twelve (12) weeks of leave.

c. Other terms shall be as defined in the Family and Medical Leave Act (29 U.S.C. 260, et seq.) and rules and regulations as promulgated by the United States Department of Labor.

2. Availability

Family and Medical Leave shall be limited to a total of twelve (12) weeks in a "rolling" 12-month period. A rolling 12-month period is measured backward from the date an employee starts any FMLA qualifying leave. Under this calculation method, each time

an employee takes FMLA leave, the remaining 12-month leave entitlement is determined to be the unused balance of the annual 12 weeks' entitlement that the employee has not used during the preceding 12 months.

Beginning with the one-year anniversary date of the first day of FMLA leave taken, additional FMLA leave will be accrued on a daily basis to the annual limit of 12 weeks. FMLA leave shall be available to a certificated employee for the following purposes:

(a) for the birth of a child and to care for the newborn child;

(b) for the placement of a child for adoption or foster care and to care for the newly placed child;

(c) to care for an eligible employee's spouse, child, or parent with a serious health condition;

(d) because of a serious health condition that makes an eligible employee unable to perform his or her job functions; and

(e) for certain qualifying exigencies, as defined by FMLA, arising out of a covered military member's active duty status, or notification of an impending call or order to active duty status, in support of a contingency operation.

Family and Medical Leave shall be extended for up to a total of twenty-six (26) weeks per 12-month period to care for a spouse, son, daughter, parent or next of kin who is a covered service member recovering from a serious injury or illness incurred in the line of duty on active duty.

3. Substitution of Paid Leave/Concurrent Leaves

While FMLA leave is normally unpaid, the District will substitute an employee's accrued paid personal leave or sick leave for unpaid FMLA leave. All policies and rules regarding the use of paid leave apply when paid leave is substituted for unpaid FMLA leave. Any substitution of paid leave for unpaid FMLA leave will count against the employee's FMLA leave entitlement. After all available accrued paid personal or sick leave has been expended, the remaining FMLA will be unpaid.

4. Benefits During Leave

a. The Board will maintain health care coverage and pay the Board's share of the employee's health insurance premium and other group benefit premiums for the duration of the 12-weeks of FMLA leave under the same conditions as if the employee had continued to work, unless and until the employee declares an intent not to return to work following the leave. The employee must make arrangements with the Board for the payment of the employee's share of the health insurance premium and other group benefit premiums during the FMLA leave period, and must complete an "election to continue insurance during Family/Medical Leave" form.

b. Other benefits (e.g., sick leave, personal leave, and seniority) will not continue to accrue during Family and Medical Leave. Benefits accrued before the date the leave began will remain intact.

5. Application Procedures

a. In a known circumstance, application should be submitted to the Superintendent for the Board's approval at least 30 calendar days prior to the first day of the leave.

b. In unforeseen situations, employees should provide as much notice to the Superintendent as possible, generally within two (2) business days after the need for Family and Medical Leave becomes known.

c. When the employer acquires knowledge that leave may be for a FMLA purpose, the employer will notify the employee of his/her eligibility to take leave, and inform the employee of his/her rights and responsibilities under the FMLA. When the employer has enough information to determine that leave is being taken for a FMLA-qualifying reason, the employer will notify the employee that the leave is designated and will be counted as FMLA leave.

d. Additional notice of the employee's intention to return to work shall be provided to the Superintendent at least 30 calendar days before the date the leave is to terminate.

6. Return to Active Employment Status

At the end of a Family and Medical Leave, an employee will be reinstated to his or her previous position if it is available. If the employee's previous position is not available, the employee will be reinstated to an equivalent position with equivalent pay, benefits and other terms and conditions. Where the FMLA leave is based upon the employee's own serious health condition, the employee may be required to provide medical certification of his/her ability to perform all essential job functions, with or without reasonable accommodations, before the employee will be permitted to work.

B. Military Leave

The Board shall grant a tenured employee who shall be inducted into the Armed Forces of the United States leave not to exceed four (4) years.

C. Professional Leave

The Board may at its discretion grant leave to a employee for purposes of study or professional growth. Written application for such leave shall be made to the Superintendent at least ninety (90) days in advance. If granted, the leave may be made subject to such conditions as shall be deemed appropriate.

D. Other Leave

The Board may at its discretion grant leave to an employee for other purposes. Written application for such leave shall be made to the Superintendent at least ninety (90) days in advance. If granted, the leave may be made subject to such conditions as shall be deemed appropriate. (Examples: Extended child care leave, medical leave after FMLA). Said leave may utilize accrued sick/personal days or may be unpaid.

14.5 Association Leave

A. The Board agrees to allow up to a total of ten (10) days of leave in the event that the Association desires to send representatives to local, state, or national conferences and other official Association meetings. The Association will give the names of the likely representatives to the Board in advance. The Board shall not assume responsibility for any costs incurred for travel, meals, and miscellaneous expenses for those representatives.

B. These representatives shall be excused without loss of salary, providing the Association reimburses the District at the actual substitute rate and providing that a written request for notice of leave has been submitted and approved by the Superintendent ten (10) days in advance, if possible.

C. The Association President will not be assigned either homeroom or other supervisory duties.

14.6 Job-Sharing Leave

Job sharing as defined in this article is a voluntary program providing two (2) or more employees the opportunity to share one (1) full-time equivalent position. No full-time equivalent positions will be eliminated in order to create job sharing positions. Participants in job sharing positions shall be considered full-time employees and therefore, covered by this Agreement between the Board of Education of Mundelein Consolidated High School District 120 and the Mundelein Education Association. Non-tenured participants in job sharing positions will not be considered full-time employees to fulfill the time required to obtain tenure.

Job sharing participants shall work the number of days agreed upon with the Principal and in addition attend all full day in-service or institute days as listed on the school calendar. Job sharing participants will have costs of insurance pro-rated based on the number of days worked, and will earn sick days on a pro-rated basis based on the number of days worked.

A. Application Procedure

Employees interested in job sharing positions shall submit an application and proposed plan for a job sharing leave to the Superintendent by January 15 of the year preceding the school year for which the leave is requested. It shall be the responsibility of each job sharing applicant to inform his/her immediate supervisor of the intent to apply. The job sharing plan shall include a proposal outlining work responsibilities, schedule of work hours and/or days, attendance at staff meetings and in-service days. Approval of the job share application shall be determined by the Board by May 1 following the request, provided that the plan is consistent with the provision of this Agreement. Further, the parties agree that any inadequacies in the information provided in the application shall not constitute a basis for the rejection of the plan.

B. Salary Credit Allowable

Employees in job sharing positions shall be placed on the employees' salary schedule and salaries shall be prorated according to the time worked. If any participant in a job sharing position should exceed 99 days of employment, he/she will move one year on the salary schedule. Employees in job sharing positions shall receive salary step advancement pursuant to Article XII at the start of the school year following the accumulation of the equivalency of one (1) year of full-time service. After two years of less than 100 days per year in a job sharing position, the employee will receive one full year of service.

C. Length of Leave

The length of a job sharing leave shall be for one (1) school year and may be renewed by the Board if a request to renew is made by the employees.

D. Seniority

Employees participating in the job sharing program as set forth in this section shall accrue seniority in proportion to the time worked.

E. Insurance and Leave Benefits Availability

On a pro-rated basis, the employees in job sharing positions will be responsible for the cost of the remainder of their own fringe benefits.

F. Return From Leave

Employees in a job sharing program shall submit written notice of their intent to return to full-time employment by January 15. Upon return, the employee(s) shall be returned to his/her former position, seniority permitting, if the position still exists or to a mutually agreed upon position.

G. Tenure

A tenured employee will retain tenure while participating in the job sharing program. A non-tenured employee may not count the time on job share toward the four consecutive years of full-time employment required for tenure. A non-tenured employee will obtain tenure only after four consecutive years of full-time employment.

ARTICLE 15: Extra-Pay Stipends

15.1 Extra-Curricular Activities - Procedures

A. Position Appointments

Appointments of all athletic and extracurricular positions and the number of such positions will be reviewed and appointments approved by the Board made on an annual basis, based on the District's needs, with reference to student count and anticipated activities. New activities, approved by the Board, will be assigned to the proper category, based on agreement between the Board and the Association. Refer to guidelines for Creating a New Club/Activity. (Located in the Asst Principal's Office)

15.2 Extra-Curricular Activities – Coaching Positions

See Appendix 3

15.3 Coaching Stipends

Definition of Coaching Experience

A. Out of District Experience:

1. same sport - all experience counted
2. different sport - experience counted at administrative discretion up to a cap of seven (7) years

B. In-District Experience:

1. same sport - all experience counted
2. linked sports - i.e., boys' and girls' tennis, boys' and girls' soccer, all experience counted
3. different sports - experience counted at administrative discretion up to a cap of seven (7) years

C. Coaches' Salaries

See Appendix 3.

15.4 Extra-Curricular Activities – Clubs and Advisors Positions

See Appendix 4.

15.5 Clubs and Advisors' Salaries

See Appendix 4.

15.6 Behind the Wheel Instructors / Procedures

Any certificated employee hired to teach Behind the Wheel Drivers Education for students from our school or any other school, will be paid on an hourly rate as stated in this Agreement and is subject to all the benefits and provisions of this Agreement. Full time certificated employees assigned to teach Behind the Wheel Drivers Education, as part of their normal teaching load, will be paid their regular salary as per this Agreement. A full time certificated employee ~~can~~ may also be hired to teach Behind the Wheel Drivers Education only as an extra duty assignment and paid at the hourly rate as described in 15.8 of this Agreement. Extra duty assignment Behind the Wheel courses must be taught before or after the normal teaching day for the said full time certificated employee.

15.8 Other Extra Pay Stipends

Any and all open positions will be posted in house exclusively for a period of not less than ten (10) workdays.

A. Activity Administrator	$100 per 4 hours, $15 each additional hour
B. After School Detention/Supervision	$25 per hour
C. Before/After School Tutoring	$35 per hour
D. Behind the Wheel Instructor	$41 per hour or (62% of current base/600 hours to nearest $1)
E. Curriculum Development	$35 per hour
F. *Field Trip Outside School Day	$25 per hour $100 maximum
	Unless, prior approval from direct supervisor
G. In-House Substitute	$48 per 90 minute period
H. Parking Lot Supervision	$25 per hour
I. Summer School Teacher	.1% of base salary/hour @BA step 1
J. Dept. Mentor	.5% of base salary of BA step 1 per year
K. Building Mentor	1% of base salary of BA step 1 per year, per mentee
L. Weight Room Supervision	$25 per hour
M. Homeroom Period Sub	$15 per homeroom period
N. Faculty Presentation (after hours)	$70 per hour (includes prep time)
O. Parent Education/Workshop	$70 per hour (includes prep time)
P. PBIS Internal Coach (2)	$35 per hour
Q. STEM Summer Camp	$35 per hour
R. Technology Support Internship	$25 per hour

* (TSI) Supervision

S. Universidad de Padres Presentation $70 per hour – (includes prep time)

T. Universidad de Padres (Planning meeting) $35 per hour

*Activities covered by a stipend are excluded, such as taking a club to a meet or match.

15.9 Extra Pay Stipends Not Part of the Agreement

A. Adult Education Classes

15.10 Exceptions in extra-curricular stipends

Anomalies shall be referred back to the negotiations committee for clarification.

ARTICLE 16: Supervision

16.1 School Sponsored Activities

School sponsored activities will be staffed on a voluntary basis. A list of all activities will be sent home with the "Welcome Back Packet". Sign up will be done alphabetically starting with a random draw letter from the alphabet. Each certificated employee covered by this Agreement will be allowed to sign up for a maximum of five (5) assignments.

After all said employees have had a chance to sign up, the remaining openings will be posted one last time for all certificated employees. If any openings remain, non-certificated employees will be allowed to sign up.

Should any supervisory opportunities open up during the school year, certificated employees will have the first opportunity to fill them on a first come, first served basis.

The staffing for all school-sponsored activities will be completed and posted by the end of the second week of school. Types of supervision include but are not limited to, Chaperones (Plays, Dances, etc.), and Athletic Events (Ticket Sellers/Takers, Supervisors, etc.).

Table workers (i.e. announcers, score keepers, and timers) will be assigned by the administration's representative. Certificated employees will have priority. Only individuals with the requisite knowledge or training will be hired.

Year	Level A	Level B	Level C
2016 - 2020	$100	$85	$75

***For athletic events that are only a single contest, the stipend will be 50% of the rate listed above. For athletic events that are three contests, the stipend will be 150% of the rate listed above.**

Level A	Level B	Level C
Graduation	Club Tournaments	All Musicals
Graduation Party	Student Dances	All Plays
Post Prom	Mr. Mustang	Battle of the Bands
Prom	Basketball*	Concerts
Sr. Girls Sleepover	Cross Country*	
	Gymnastics*	
Football*	Lacrosse*	
	Powder Puff	
	Soccer*	

	Swimming*	Orchesis
	Track*	Variety Show
	Volleyball*	
	Water Polo*	
	Wrestling*	

Types of supervision include but are not limited to, Chaperones (Plays, Dances, etc.), and Athletic Events (Ticket Takers, Time Keepers, etc.). Placement of any additional duties not mentioned in this agreement, shall be mutually agreed upon by the Board and the Association.

16.2 Activity Assignments

Unless individuals volunteer, no certificated employees will be assigned supervisory duties during vacation or when school is in recess. A school vacation begins the last day of student attendance at the end of the employee work day.

16.3 Gender Bias

Assignments shall not reflect gender bias.

16.4 Tournament Payment

Payments for any special tournament hosted by District 120 shall be at the rate prescribed by the sponsoring organization and shall be on a volunteer basis only. In no way shall the tournament assignments be constituted as part of the required supervisory assignments.

Article 17: Uninterrupted Service

17.1 Intent

It is the intent of the parties to attain peaceful, orderly relations and efficient, uninterrupted service within the school district. Hence, the parties involved will set forth in this Agreement the certificated employees it represents and the procedures through which the Association and represented certificated employees can secure redress for any grievance arising from this Agreement.

17.2 General Operations

The Association shall not cause nor shall its members cause or take part in any sit-down, stay-in, or slow-down affecting any attendance center operated by the Board or any curtailment of work or any restriction of services or interference with the operations of the Board in any manner in those areas affecting certificated employee responsibility.

17.3 Violation of Agreement

In the event of any action in violation of this Agreement, the Association shall post notices immediately at any or all schools affected and write a registered letter of reproach to the party in violation, advising that such action is in violation of this Agreement and unauthorized by the Association. The Association shall advise such certificated employees to return forthwith to their regular duties. If the Association takes the foregoing steps and has not acted in violation of its obligations under this article, the association shall not be liable in any way for such activities.

17.4 Non-Support of Violation of Agreement

The Association shall not support the action of any certificated employee taken in violation of this article, nor shall it directly or indirectly take reprisals of any kind against a certificated employee who continues or

attempts to continue full, faithful, and proper duties and obligations, or who refuses to participate in any of the activities prohibited by this article.

ARTICLE 18: Understandings, Definitions, and Intents

18.1 Understandings

All items contained in this Agreement are effective July 1, 2016. The effective date of this Agreement upon ratification of both the Mundelein Education Association and the Board of Education shall be July 1, 2016. Upon ratification of the Agreement, both parties agree that all prior contracts and Agreements affected by this Agreement are null and void as of June 30, 2016.

18.2 Complete Understandings

The terms and conditions set forth in this Agreement represent the full and complete understanding and commitment between the parties hereto. The terms and conditions may be altered, changed, added to, deleted from, or modified only through the voluntary, mutual consent of the parties in a written amendment executed according to the provisions of this Agreement. The parties each voluntarily and unqualifiedly waive any right, which might otherwise exist under law to negotiate over any subject not specifically referred to, or covered in this Agreement.

18.3 Association Contract Violations

Should the Board of Education allege a violation of this Agreement, the Superintendent and Association President shall meet to determine if a specific violation of the Agreement did occur and to recommend to the Board of Education a specific action.

The Superintendent and the Association President may submit independent written recommendations regarding alleged Agreement violations to the Board for review and consideration.

18.4 APPROVAL OF CONTRACT

In witness whereof, the parties have caused these present to be signed and

attested this **24th** day of **May**, **2016** .

For the Board of Education
Mundelein Consolidated High School District 120

5/24/16
President

5-24-16
Secretary

For the Mundelein Education Association

5/24/16
President

5/24/16
Secretary

APPENDIX # 1

Year	Step	BA	BA+15	MA	MA+15	MA+30	MA+45	DOC
0	1	1.000	1.050	1.200	1.250	1.300	1.350	1.391
1	2	1.050	1.100	1.250	1.300	1.350	1.400	1.442
2	3	1.100	1.150	1.300	1.350	1.400	1.450	1.494
3	4	1.150	1.200	1.350	1.400	1.450	1.500	1.545
4	5	1.200	1.250	1.400	1.450	1.500	1.550	1.597
5	6	1.250	1.300	1.450	1.500	1.550	1.600	1.648
6	7	1.300	1.350	1.500	1.550	1.600	1.650	1.700
7	8	1.350	1.400	1.550	1.600	1.650	1.700	1.751
8	9		1.450	1.600	1.650	1.700	1.750	1.803
9	10		1.500	1.650	1.700	1.750	1.800	1.854
10	11		1.550	1.700	1.750	1.800	1.850	1.906
11	12		1.600	1.750	1.800	1.850	1.900	1.957
12	13		1.650	1.800	1.850	1.900	1.950	2.009
13	14			1.900	1.950	2.000	2.050	2.112
14	15			1.950	2.000	2.050	2.100	2.163
15	16			2.000	2.050	2.100	2.150	2.215
16	17			2.050	2.100	2.150	2.200	2.266
17	18			2.100	2.150	2.200	2.250	2.318
18	19			2.150	2.200	2.250	2.300	2.369
19	20			2.225	2.275	2.325	2.425	2.498
20	21						2.450	2.524

APPENDIX # 2

2016-17 Salary Schedule

	Base FY2016:	45,891	Base FY2017:	46,511		Base Increase:	1.35%	
Steps	***BA+0***	***BA+15***	***MA+0***	***MA+15***	***MA+30***	***MA+45***	***Doc***	***Steps***
1	46,511	48,836	55,813	58,138	60,464	62,789	64,696	***1***
2	48,836	51,162	58,138	60,464	62,789	65,115	67,068	***2***
3	51,162	53,487	60,464	62,789	65,115	67,440	69,487	***3***
4	53,487	55,813	62,789	65,115	67,440	69,766	71,859	***4***
5	55,813	58,138	65,115	67,440	69,766	72,091	74,277	***5***
6	58,138	60,464	67,440	69,766	72,091	74,417	76,649	***6***
7	60,464	62,789	69,766	72,091	74,417	76,742	79,068	***7***
8	62,789	65,115	72,091	74,417	76,742	79,068	81,440	***8***
9		67,440	74,417	76,742	79,068	81,393	83,858	***9***
10		69,766	76,742	79,068	81,393	83,719	86,231	***10***
11		72,091	79,068	81,393	83,719	86,044	88,649	***11***
12		74,417	81,393	83,719	86,044	88,370	91,021	***12***
13		76,742	83,719	86,044	88,370	90,696	93,440	***13***
14			88,370	90,696	93,021	95,347	98,230	***14***
15			90,696	93,021	95,347	97,672	100,602	***15***
16			93,021	95,347	97,672	99,998	103,021	***16***
17			95,347	97,672	99,998	102,323	105,393	***17***
18			97,672	99,998	102,323	104,649	107,811	***18***
19			99,998	102,323	104,649	106,974	110,183	***19***
20			103,486	105,811	108,137	112,788	116,183	***20***
21						113,951	117,393	***21***

APPENDIX # 2

2017-18 Salary Schedule

	Base FY2017:	46,511	Base FY2018:	47,115		Base Increase:	1.30%	
Steps	***BA+0***	***BA+15***	***MA+0***	***MA+15***	***MA+30***	***MA+45***	***Doc***	***Steps***
1	47,115	49,471	56,538	58,894	61,250	63,605	65,537	***1***
2	49,471	51,827	58,894	61,250	63,605	65,961	67,940	***2***
3	51,827	54,182	61,250	63,605	65,961	68,317	70,390	***3***
4	54,182	56,538	63,605	65,961	68,317	70,673	72,793	***4***
5	56,538	58,894	65,961	68,317	70,673	73,029	75,243	***5***
6	58,894	61,250	68,317	70,673	73,029	75,384	77,646	***6***
7	61,250	63,605	70,673	73,029	75,384	77,740	80,096	***7***
8	63,605	65,961	73,029	75,384	77,740	80,096	82,499	***8***
9		68,317	75,384	77,740	80,096	82,452	84,949	***9***
10		70,673	77,740	80,096	82,452	84,807	87,352	***10***
11		73,029	80,096	82,452	84,807	87,163	89,802	***11***
12		75,384	82,452	84,807	87,163	89,519	92,204	***12***
13		77,740	84,807	87,163	89,519	91,875	94,654	***13***
14			89,519	91,875	94,230	96,586	99,507	***14***
15			91,875	94,230	96,586	98,942	101,910	***15***
16			94,230	96,586	98,942	101,298	104,360	***16***
17			96,586	98,942	101,298	103,653	106,763	***17***
18			98,942	101,298	103,653	106,009	109,213	***18***
19			101,298	103,653	106,009	108,365	111,616	***19***
20			104,831	107,187	109,543	114,254	117,694	***20***
21						115,432	118,919	***21***

APPENDIX # 2

2018-19 Salary Schedule

	Base FY2018:	47,115	Base FY2019:	47,728		Base Increase:	1.30%	
Steps	***BA+0***	***BA+15***	***MA+0***	***MA+15***	***MA+30***	***MA+45***	***Doc***	***Steps***
1	47,728	50,114	57,273	59,660	62,046	64,432	66,389	***1***
2	50,114	52,500	59,660	62,046	64,432	66,819	68,823	***2***
3	52,500	54,887	62,046	64,432	66,819	69,205	71,305	***3***
4	54,887	57,273	64,432	66,819	69,205	71,591	73,739	***4***
5	57,273	59,660	66,819	69,205	71,591	73,978	76,221	***5***
6	59,660	62,046	69,205	71,591	73,978	76,364	78,655	***6***
7	62,046	64,432	71,591	73,978	76,364	78,751	81,137	***7***
8	64,432	66,819	73,978	76,364	78,751	81,137	83,571	***8***
9		69,205	76,364	78,751	81,137	83,523	86,053	***9***
10		71,591	78,751	81,137	83,523	85,910	88,487	***10***
11		73,978	81,137	83,523	85,910	88,296	90,969	***11***
12		76,364	83,523	85,910	88,296	90,683	93,403	***12***
13		78,751	85,910	88,296	90,683	93,069	95,885	***13***
14			90,683	93,069	95,455	97,842	100,801	***14***
15			93,069	95,455	97,842	100,228	103,235	***15***
16			95,455	97,842	100,228	102,614	105,717	***16***
17			97,842	100,228	102,614	105,001	108,151	***17***
18			100,228	102,614	105,001	107,387	110,633	***18***
19			102,614	105,001	107,387	109,774	113,067	***19***
20			106,194	108,580	110,967	115,740	119,224	***20***
21						116,933	120,465	***21***

APPENDIX # 2

2019-20 Salary Schedule

	Base FY2019:	47,728	Base FY2020:	48,324		Base Increase:	1.25%	
Steps	***BA+0***	***BA+15***	***MA+0***	***MA+15***	***MA+30***	***MA+45***	***Doc***	***Steps***
1	48,324	50,740	57,989	60,405	62,822	65,238	67,219	***1***
2	50,740	53,157	60,405	62,822	65,238	67,654	69,684	***2***
3	53,157	55,573	62,822	65,238	67,654	70,070	72,196	***3***
4	55,573	57,989	65,238	67,654	70,070	72,486	74,661	***4***
5	57,989	60,405	67,654	70,070	72,486	74,903	77,174	***5***
6	60,405	62,822	70,070	72,486	74,903	77,319	79,638	***6***
7	62,822	65,238	72,486	74,903	77,319	79,735	82,151	***7***
8	65,238	67,654	74,903	77,319	79,735	82,151	84,616	***8***
9		70,070	77,319	79,735	82,151	84,567	87,129	***9***
10		72,486	79,735	82,151	84,567	86,984	89,593	***10***
11		74,903	82,151	84,567	86,984	89,400	92,106	***11***
12		77,319	84,567	86,984	89,400	91,816	94,571	***12***
13		79,735	86,984	89,400	91,816	94,232	97,083	***13***
14			91,816	94,232	96,649	99,065	102,061	***14***
15			94,232	96,649	99,065	101,481	104,525	***15***
16			96,649	99,065	101,481	103,897	107,038	***16***
17			99,065	101,481	103,897	106,313	109,503	***17***
18			101,481	103,897	106,313	108,730	112,016	***18***
19			103,897	106,313	108,730	111,146	114,480	***19***
20			107,521	109,938	112,354	117,186	120,714	***20***
21						118,394	121,970	***21***

Appendix 3

Extra-Curricular Stipends - Coaching Positions
2016-17

Base: $ 46,511

Step	Factor		Cat A - Head 16.00%	Cat B - Head 14.18%	Cat C - Head 12.36%	Cat D - Head 10.54%
1	1.00	46,511	$ 7,442	$ 6,595	$ 5,749	$ 4,902
2	1.06	49,302	$ 7,888	$ 6,991	$ 6,094	$ 5,196
3	1.12	52,092	$ 8,335	$ 7,387	$ 6,439	$ 5,491
4	1.18	54,883	$ 8,781	$ 7,782	$ 6,784	$ 5,785
5	1.24	57,674	$ 9,228	$ 8,178	$ 7,128	$ 6,079
6	1.30	60,464	$ 9,674	$ 8,574	$ 7,473	$ 6,373
7	1.36	63,255	$ 10,121	$ 8,970	$ 7,818	$ 6,667
8	1.42	66,046	$ 10,567	$ 9,365	$ 8,163	$ 6,961
9	1.48	68,836	$ 11,014	$ 9,761	$ 8,508	$ 7,255

Step	Factor		Cat A - Asst. 13.00%	Cat B - Asst. 11.18%	Cat C - Asst. 9.36%	Cat D - Asst. 7.54%	Cat E - Asst. 1/3 of Cat D
1	1.00	46,511	$ 6,046	$ 5,200	$ 4,353	$ 3,507	$ 1,157
2	1.04	48,371	$ 6,288	$ 5,408	$ 4,528	$ 3,647	$ 1,204
3	1.08	50,232	$ 6,530	$ 5,616	$ 4,702	$ 3,787	$ 1,250
4	1.12	52,092	$ 6,772	$ 5,824	$ 4,876	$ 3,928	$ 1,296
5	1.16	53,953	$ 7,014	$ 6,032	$ 5,050	$ 4,068	$ 1,342
6	1.20	55,813	$ 7,256	$ 6,240	$ 5,224	$ 4,208	$ 1,389
7	1.24	57,674	$ 7,498	$ 6,448	$ 5,398	$ 4,349	$ 1,435
8	1.28	59,534	$ 7,739	$ 6,656	$ 5,572	$ 4,489	$ 1,481
9	1.32	61,395	$ 7,981	$ 6,864	$ 5,747	$ 4,629	$ 1,528

Category A	Category B	Category C	Category D	Category E
Football	G Soccer	G Waterpolo	Winter Guard	IM Sponsor
Baseball	B Soccer	B Waterpolo		
Softball	G Volleyball	G Golf		
G Basketball	B Volleyball	B Golf		
B Basketball	Wrestling	Cheerleading (Sides)		
Aquatics Dir (Yr.)	G In/Out Track	G Gymnastics		
	B In/Out Track	B Gymnastics		
	B Swimming	G Tennis		
	G Swimming	B Tennis		
	Cheerleading (W)	G X-Country		
	Dance (W)	B X-Country		
		G LaCrosse		
		B LaCrosse		
		Dance (F)		
		G Bowling		
		B Bowling		

Appendix 3

Extra-Curricular Stipends - Coaching Positions
2017-18

Base: $ 47,115

Step	Factor		Cat A - Head 16.00%	Cat B - Head 14.18%	Cat C - Head 12.36%	Cat D - Head 10.54%
1	1.00	47,115	$ 7,538	$ 6,681	$ 5,823	$ 4,966
2	1.06	49,942	$ 7,991	$ 7,082	$ 6,173	$ 5,264
3	1.12	52,769	$ 8,443	$ 7,483	$ 6,522	$ 5,562
4	1.18	55,596	$ 8,895	$ 7,883	$ 6,872	$ 5,860
5	1.24	58,423	$ 9,348	$ 8,284	$ 7,221	$ 6,158
6	1.30	61,250	$ 9,800	$ 8,685	$ 7,570	$ 6,456
7	1.36	64,076	$ 10,252	$ 9,086	$ 7,920	$ 6,754
8	1.42	66,903	$ 10,705	$ 9,487	$ 8,269	$ 7,052
9	1.48	69,730	$ 11,157	$ 9,888	$ 8,619	$ 7,350

Step	Factor		Cat A - Asst. 13.00%	Cat B - Asst. 11.18%	Cat C - Asst. 9.36%	Cat D - Asst. 7.54%	Cat E - Asst. 1/3 of Cat D
1	1.00	47,115	$ 6,125	$ 5,267	$ 4,410	$ 3,552	$ 1,172
2	1.04	49,000	$ 6,370	$ 5,478	$ 4,586	$ 3,695	$ 1,219
3	1.08	50,884	$ 6,615	$ 5,689	$ 4,763	$ 3,837	$ 1,266
4	1.12	52,769	$ 6,860	$ 5,900	$ 4,939	$ 3,979	$ 1,313
5	1.16	54,653	$ 7,105	$ 6,110	$ 5,116	$ 4,121	$ 1,360
6	1.20	56,538	$ 7,350	$ 6,321	$ 5,292	$ 4,263	$ 1,407
7	1.24	58,423	$ 7,595	$ 6,532	$ 5,468	$ 4,405	$ 1,454
8	1.28	60,307	$ 7,840	$ 6,742	$ 5,645	$ 4,547	$ 1,501
9	1.32	62,192	$ 8,085	$ 6,953	$ 5,821	$ 4,689	$ 1,547

Category A	Category B	Category C	Category D	Category E
Football	G Soccer	G Waterpolo	Winter Guard	IM Sponsor
Baseball	B Soccer	B Waterpolo		
Softball	G Volleyball	G Golf		
G Basketball	B Volleyball	B Golf		
B Basketball	Wrestling	Cheerleading (Sides)		
Aquatics Dir (Yr.)	G In/Out Track	G Gymnastics		
	B In/Out Track	B Gymnastics		
	B Swimming	G Tennis		
	G Swimming	B Tennis		
	Cheerleading (W)	G X-Country		
	Dance (W)	B X-Country		
		G LaCrosse		
		B LaCrosse		
		Dance (F)		
		G Bowling		
		B Bowling		

Appendix 3

Extra-Curricular Stipends - Coaching Positions
2018-19

Base: $ 47,728

Step	Factor		Cat A - Head 16.00%	Cat B - Head 14.18%	Cat C - Head 12.36%	Cat D - Head 10.54%
1	1.00	47,728	$ 7,636	$ 6,768	$ 5,899	$ 5,031
2	1.06	50,592	$ 8,095	$ 7,174	$ 6,253	$ 5,332
3	1.12	53,455	$ 8,553	$ 7,580	$ 6,607	$ 5,634
4	1.18	56,319	$ 9,011	$ 7,986	$ 6,961	$ 5,936
5	1.24	59,183	$ 9,469	$ 8,392	$ 7,315	$ 6,238
6	1.30	62,046	$ 9,927	$ 8,798	$ 7,669	$ 6,540
7	1.36	64,910	$ 10,386	$ 9,204	$ 8,023	$ 6,842
8	1.42	67,774	$ 10,844	$ 9,610	$ 8,377	$ 7,143
9	1.48	70,637	$ 11,302	$ 10,016	$ 8,731	$ 7,445

Step	Factor		Cat A - Asst. 13.00%	Cat B - Asst. 11.18%	Cat C - Asst. 9.36%	Cat D - Asst. 7.54%	Cat E - Asst. 1/3 of Cat D
1	1.00	47,728	$ 6,205	$ 5,336	$ 4,467	$ 3,599	$ 1,188
2	1.04	49,637	$ 6,453	$ 5,549	$ 4,646	$ 3,743	$ 1,235
3	1.08	51,546	$ 6,701	$ 5,763	$ 4,825	$ 3,887	$ 1,283
4	1.12	53,455	$ 6,949	$ 5,976	$ 5,003	$ 4,031	$ 1,330
5	1.16	55,364	$ 7,197	$ 6,190	$ 5,182	$ 4,174	$ 1,378
6	1.20	57,274	$ 7,446	$ 6,403	$ 5,361	$ 4,318	$ 1,425
7	1.24	59,183	$ 7,694	$ 6,617	$ 5,540	$ 4,462	$ 1,473
8	1.28	61,092	$ 7,942	$ 6,830	$ 5,718	$ 4,606	$ 1,520
9	1.32	63,001	$ 8,190	$ 7,044	$ 5,897	$ 4,750	$ 1,568

Category A	Category B	Category C	Category D	Category E
Football	G Soccer	G Waterpolo	Winter Guard	IM Sponsor
Baseball	B Soccer	B Waterpolo		
Softball	G Volleyball	G Golf		
G Basketball	B Volleyball	B Golf		
B Basketball	Wrestling	Cheerleading (Sides)		
Aquatics Dir (Yr.)	G In/Out Track	G Gymnastics		
	B In/Out Track	B Gymnastics		
	B Swimming	G Tennis		
	G Swimming	B Tennis		
	Cheerleading (W)	G X-Country		
	Dance (W)	B X-Country		
		G LaCrosse		
		B LaCrosse		
		Dance (F)		
		G Bowling		
		B Bowling		

Appendix 3

Extra-Curricular Stipends - Coaching Positions
2019-20

Base: $ 48,327

Step	Factor		Cat A - Head 16.00%	Cat B - Head 14.18%	Cat C - Head 12.36%	Cat D - Head 10.54%
1	1.00	48,327	$ 7,732	$ 6,853	$ 5,973	$ 5,094
2	1.06	51,227	$ 8,196	$ 7,264	$ 6,332	$ 5,399
3	1.12	54,126	$ 8,660	$ 7,675	$ 6,690	$ 5,705
4	1.18	57,026	$ 9,124	$ 8,086	$ 7,048	$ 6,011
5	1.24	59,925	$ 9,588	$ 8,497	$ 7,407	$ 6,316
6	1.30	62,825	$ 10,052	$ 8,909	$ 7,765	$ 6,622
7	1.36	65,725	$ 10,516	$ 9,320	$ 8,124	$ 6,927
8	1.42	68,624	$ 10,980	$ 9,731	$ 8,482	$ 7,233
9	1.48	71,524	$ 11,444	$ 10,142	$ 8,840	$ 7,539

Step	Factor		Cat A - Asst. 13.00%	Cat B - Asst. 11.18%	Cat C - Asst. 9.36%	Cat D - Asst. 7.54%	Cat E - Asst. 1/3 of Cat D
1	1.00	48,327	$ 6,283	$ 5,403	$ 4,523	$ 3,644	$ 1,202
2	1.04	50,260	$ 6,534	$ 5,619	$ 4,704	$ 3,790	$ 1,251
3	1.08	52,193	$ 6,785	$ 5,835	$ 4,885	$ 3,935	$ 1,299
4	1.12	54,126	$ 7,036	$ 6,051	$ 5,066	$ 4,081	$ 1,347
5	1.16	56,059	$ 7,288	$ 6,267	$ 5,247	$ 4,227	$ 1,395
6	1.20	57,992	$ 7,539	$ 6,484	$ 5,428	$ 4,373	$ 1,443
7	1.24	59,925	$ 7,790	$ 6,700	$ 5,609	$ 4,518	$ 1,491
8	1.28	61,859	$ 8,042	$ 6,916	$ 5,790	$ 4,664	$ 1,539
9	1.32	63,792	$ 8,293	$ 7,132	$ 5,971	$ 4,810	$ 1,587

Category A	Category B	Category C	Category D	Category E
Football	G Soccer	G Waterpolo	Winter Guard	IM Sponsor
Baseball	B Soccer	B Waterpolo		
Softball	G Volleyball	G Golf		
G Basketball	B Volleyball	B Golf		
B Basketball	Wrestling	Cheerleading (Sides)		
Aquatics Dir (Yr.)	G In/Out Track	G Gymnastics		
	B In/Out Track	B Gymnastics		
	B Swimming	G Tennis		
	G Swimming	B Tennis		
	Cheerleading (W)	G X-Country		
	Dance (W)	B X-Country		
		G LaCrosse		
		B LaCrosse		
		Dance (F)		
		G Bowling		
		B Bowling		

Appendix 4

Extra-Curricular Stipends - Clubs/Advisors
2016-17

Base:	$46,511	
	10.38%	$ 4,828

Years of Experience	Increase Factor	A 100%	B 80%	C 50%	D 25%
0-1	$ -	$ 4,828	$ 3,862	$ 2,414	$ 1,207
2-3	$ 100	$ 4,928	$ 3,962	$ 2,514	$ 1,307
4-5	$ 150	$ 4,978	$ 4,012	$ 2,564	$ 1,357
6-7	$ 200	$ 5,028	$ 4,062	$ 2,614	$ 1,407
8-9	$ 250	$ 5,078	$ 4,112	$ 2,664	$ 1,457
10-11	$ 300	$ 5,128	$ 4,162	$ 2,714	$ 1,507
12-13	$ 350	$ 5,178	$ 4,212	$ 2,764	$ 1,557
14-15	$ 400	$ 5,228	$ 4,262	$ 2,814	$ 1,607
16+	$ 450	$ 5,278	$ 4,312	$ 2,864	$ 1,657

A	B	C	D
Marching Band (2)	Mock Trial Team	Asst. NHS	Interact Club
Choral Director (2)	Math Team	Asst. Speech Team	Outdoor Club
Band Director (2)	Academic Team	Asst. Math Team	Diversity Club
Link Crew (2)	Chess Team	Asst. Robotics Team	Best Buddies Club
Nat'l Honor Society	Orchesis	Asst. Academic Team	Thespians/Drama Club
PEP Band	Show Choir Combo Band	Theater Prod. Dir. (1st)	Spanish Club
FBLA	Art Club	Theater Prod. Dir. (2nd)	French Club
Broadcasting Team	Economics Team	Tech Theater Dir. (1st)	Gaming Club
Student Gov't (2)	Robotics Team	Tech Theater Dir. (2nd)	Pit Band (Musical)
Show Choir Dir. (2)	Musical Director	**Yearbook**	Technology Club
	Assistant FBLA	**Newspaper**	Enviromental Club
	Tech Theater Musical	Choral Director (Musical)	Book Club
	Jazz Band (2)	Freshman Class Adv.	Black Student Union
	Speech Team	Soph. Class Adv.	Pasos Latinos
	Group Interp.	Junior Class Adv.	Temas Latinos
		Senior Class Adv.	SADD
		Color Guard (fall)	Gay/Straight Alliance
		Voices Lit. Magazine	
		Model UN	
		Poetry Slam	
		Triathalon Club	
		Byte Club	
		New Faces Director	
		New Faces Tech Director	
		Percussion Ensemble	

Appendix 4

Extra-Curricular Stipends - Clubs/Advisors
2017-18

Base:	$47,115	
	10.38%	$ 4,891

Years of Experience	Increase Factor	A 100%	B 80%	C 50%	D 25%
0-1	$ -	$ 4,891	$ 3,912	$ 2,445	$ 1,223
2-3	$ 100	$ 4,991	$ 4,012	$ 2,545	$ 1,323
4-5	$ 150	$ 5,041	$ 4,062	$ 2,595	$ 1,373
6-7	$ 200	$ 5,091	$ 4,112	$ 2,645	$ 1,423
8-9	$ 250	$ 5,141	$ 4,162	$ 2,695	$ 1,473
10-11	$ 300	$ 5,191	$ 4,212	$ 2,745	$ 1,523
12-13	$ 350	$ 5,241	$ 4,262	$ 2,795	$ 1,573
14-15	$ 400	$ 5,291	$ 4,312	$ 2,845	$ 1,623
16+	$ 450	$ 5,341	$ 4,362	$ 2,895	$ 1,673

A	B	C	D
Marching Band (2)	Mock Trial Team	Asst. NHS	Interact Club
Choral Director (2)	Math Team	Asst. Speech Team	Outdoor Club
Band Director (2)	Academic Team	Asst. Math Team	Diversity Club
Link Crew (2)	Chess Team	Asst. Robotics Team	Best Buddies Club
Nat'l Honor Society	Orchesis	Asst. Academic Team	Thespians/Drama Club
PEP Band	Show Choir Combo Band	Theater Prod. Dir. (1st)	Spanish Club
FBLA	Art Club	Theater Prod. Dir. (2nd)	French Club
Broadcasting Team	Economics Team	Tech Theater Dir. (1st)	Gaming Club
Student Gov't (2)	Robotics Team	Tech Theater Dir. (2nd)	Pit Band (Musical)
Show Choir Dir. (2)	Musical Director	**Yearbook**	Technology Club
	Assistant FBLA	**Newspaper**	Enviromental Club
	Tech Theater Musical	Choral Director (Musical)	Book Club
	Jazz Band (2)	Freshman Class Adv.	Black Student Union
	Speech Team	Soph. Class Adv.	Pasos Latinos
	Group Interp.	Junior Class Adv.	Temas Latinos
		Senior Class Adv.	SADD
		Color Guard (fall)	Gay/Straight Alliance
		Voices Lit. Magazine	
		Model UN	
		Poetry Slam	
		Triathalon Club	
		Byte Club	
		New Faces Director	
		New Faces Tech Director	
		Percussion Ensemble	

Appendix 4

Extra-Curricular Stipends - Clubs/Advisors
2018-19

Base:	$47,728	
	10.38%	$ 4,954

Years of Experience	Increase Factor	A 100%	B 80%	C 50%	D 25%
0-1	$ -	$ 4,954	$ 3,963	$ 2,477	$ 1,239
2-3	$ 100	$ 5,054	$ 4,063	$ 2,577	$ 1,339
4-5	$ 150	$ 5,104	$ 4,113	$ 2,627	$ 1,389
6-7	$ 200	$ 5,154	$ 4,163	$ 2,677	$ 1,439
8-9	$ 250	$ 5,204	$ 4,213	$ 2,727	$ 1,489
10-11	$ 300	$ 5,254	$ 4,263	$ 2,777	$ 1,539
12-13	$ 350	$ 5,304	$ 4,313	$ 2,827	$ 1,589
14-15	$ 400	$ 5,354	$ 4,363	$ 2,877	$ 1,639
16+	$ 450	$ 5,404	$ 4,413	$ 2,927	$ 1,689

A	B	C	D
Marching Band (2)	Mock Trial Team	Asst. NHS	Interact Club
Choral Director (2)	Math Team	Asst. Speech Team	Outdoor Club
Band Director (2)	Academic Team	Asst. Math Team	Diversity Club
Link Crew (2)	Chess Team	Asst. Robotics Team	Best Buddies Club
Nat'l Honor Society	Orchesis	Asst. Academic Team	Thespians/Drama Club
PEP Band	Show Choir Combo Band	Theater Prod. Dir. (1st)	Spanish Club
FBLA	Art Club	Theater Prod. Dir. (2nd)	French Club
Broadcasting Team	Economics Team	Tech Theater Dir. (1st)	Gaming Club
Student Gov't (2)	Robotics Team	Tech Theater Dir. (2nd)	Pit Band (Musical)
Show Choir Dir. (2)	Musical Director	**Yearbook**	Technology Club
	Assistant FBLA	**Newspaper**	Enviromental Club
	Tech Theater Musical	Choral Director (Musical)	Book Club
	Jazz Band (2)	Freshman Class Adv.	Black Student Union
	Speech Team	Soph. Class Adv.	Pasos Latinos
	Group Interp.	Junior Class Adv.	Temas Latinos
		Senior Class Adv.	SADD
		Color Guard (fall)	Gay/Straight Alliance
		Voices Lit. Magazine	
		Model UN	
		Poetry Slam	
		Triathalon Club	
		Byte Club	
		New Faces Director	
		New Faces Tech Director	
		Percussion Ensemble	

Appendix 4

Extra-Curricular Stipends - Clubs/Advisors
2019-20

Base:	$48,324	
	10.38%	$ 5,016

Years of Experience	Increase Factor	A 100%	B 80%	C 50%	D 25%
0-1	$ -	$ 5,016	$ 4,013	$ 2,508	$ 1,254
2-3	$ 100	$ 5,116	$ 4,113	$ 2,608	$ 1,354
4-5	$ 150	$ 5,166	$ 4,163	$ 2,658	$ 1,404
6-7	$ 200	$ 5,216	$ 4,213	$ 2,708	$ 1,454
8-9	$ 250	$ 5,266	$ 4,263	$ 2,758	$ 1,504
10-11	$ 300	$ 5,316	$ 4,313	$ 2,808	$ 1,554
12-13	$ 350	$ 5,366	$ 4,363	$ 2,858	$ 1,604
14-15	$ 400	$ 5,416	$ 4,413	$ 2,908	$ 1,654
16+	$ 450	$ 5,466	$ 4,463	$ 2,958	$ 1,704

A	B	C	D
Marching Band (2)	Mock Trial Team	Asst. NHS	Interact Club
Choral Director (2)	Math Team	Asst. Speech Team	Outdoor Club
Band Director (2)	Academic Team	Asst. Math Team	Diversity Club
Link Crew (2)	Chess Team	Asst. Robotics Team	Best Buddies Club
Nat'l Honor Society	Orchesis	Asst. Academic Team	Thespians/Drama Club
PEP Band	Show Choir Combo Band	Theater Prod. Dir. (1st)	Spanish Club
FBLA	Art Club	Theater Prod. Dir. (2nd)	French Club
Broadcasting Team	Economics Team	Tech Theater Dir. (1st)	Gaming Club
Student Gov't (2)	Robotics Team	Tech Theater Dir. (2nd)	Pit Band (Musical)
Show Choir Dir. (2)	Musical Director	**Yearbook**	Technology Club
	Assistant FBLA	**Newspaper**	Enviromental Club
	Tech Theater Musical	Choral Director (Musical)	Book Club
	Jazz Band (2)	Freshman Class Adv.	Black Student Union
	Speech Team	Soph. Class Adv.	Pasos Latinos
	Group Interp.	Junior Class Adv.	Temas Latinos
		Senior Class Adv.	SADD
		Color Guard (fall)	Gay/Straight Alliance
		Voices Lit. Magazine	
		Model UN	
		Poetry Slam	
		Triathalon Club	
		Byte Club	
		New Faces Director	
		New Faces Tech Director	
		Percussion Ensemble	