
**AGREEMENT BETWEEN THE BOARD OF EDUCATION
OF
HOMewood-FLOSSMOOR HIGH SCHOOL DISTRICT 233**

AND

THE HOMewood-FLOSSMOOR EDUCATIONAL ORGANIZATION



September 1, 2021 to August 31, 2024

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AGREEMENT BETWEEN
THE BOARD OF EDUCATION
OF
HOMEWOOD-FLOSSMOOR HIGH SCHOOL DISTRICT 233
AND
THE HOMEWOOD-FLOSSMOOR EDUCATIONAL ORGANIZATION
NEA-IEA AFFILIATE

PREAMBLE

The Board of Education of District 233 and the Homewood-Flossmoor Educational Organization (HFEO) believe that they have a mutual responsibility to provide the best possible educational opportunity for the young people of the District and to make a concerted effort to enhance the teaching profession. Achievement of these goals will require three distinct levels of cooperation:

1. the teaching staff and instructional assistants must responsibly carry out directives which originate with the Board or the Administration acting within their prerogative;
2. the teaching staff and instructional assistants must cooperate and advise in the formulation of policies and practices, and
3. duly authorized representatives of the bargaining unit should enter into negotiations with representatives of the Board on matters as specified in Articles of the Agreement.

The primary aim of this agreement is to promote understanding, cooperation and communication between the teaching staff, instructional assistants, the administration, and the Board of Education. Therefore, the prerogatives of the Administration, the areas of faculty participation, and those items of mutual concern which may require negotiations are to be carefully defined.

ARTICLE 1

RECOGNITION AND DEFINITIONS

1.1 RECOGNITION

- a. The Board of Education of District 233, Cook County, Illinois, hereinafter referred to as the “Board,” recognizes the Homewood-Flossmoor Educational Organization, hereinafter referred to as the “HFEO,” an affiliate of the Illinois Education Association and National Education Association, as the sole and exclusive bargaining representative for all regularly employed full and part-time certified teachers and all regularly employed full and part-time instructional assistants, hereinafter referred to as “Bargaining Unit Member,” “employee,” “teacher,” or “instructional assistant,” excluding all administrative, short-term and substitute employees and all supervisory, managerial and confidential employees as defined by the Illinois Educational Labor Relations Act.”

1.2 DUTY OF FAIR REPRESENTATION

The HFEO agrees to represent equally all members of the bargaining unit, as defined above, without regard to membership in, participation in, association with, or support of the activities of the HFEO, and to continue to admit such staff members to HFEO membership.

ARTICLE 2

FRAMEWORK FOR COLLECTIVE BARGAINING

2.1 BARGAINING NOTIFICATION

- A. The negotiating teams for the Board and the HFEO will meet at a mutually agreeable time at the written request of either party for the purpose of negotiating and establishing an agreement. The first such meeting shall be no later than the first week in December of the final year of the agreement. Date, time, and place of future meetings will be established as necessary by mutual agreement. Once commenced, collective bargaining must continue for at least a sixty (60) day period, unless a contract is ratified in less than sixty (60) days.
- B. Neither party shall have any control over the selection of the members of the negotiating team of the other party. It is mutually agreed that the negotiating team for each party will be comprised of no more than seven (7) members, including observers who will not participate in the proceedings. Both parties pledge that their representatives will be granted all necessary authority to make proposals, consider proposals, and to make tentative agreements in the course of negotiations.
- C. It is the mutual responsibility of the Board-Administration and the HFEO to negotiate in good faith with regards to wages, hours, terms and conditions of employment. “Good faith”

is defined as the mutual responsibility of the Board-Administration and the HFEO to deal with each other openly and fairly and to sincerely endeavor to reach agreement on items being negotiated.

- D. After the negotiating teams have reached a tentative agreement for the new contract, both parties agree to submit the proposed agreement to both the Board of Education and the membership of the HFEO for ratification. The president and secretary of the Board of Education and the president and vice-president for negotiations of the HFEO shall attach their signatures to the ratified agreement.
- E. The Board of Education and the Administration agree not to negotiate with any teachers' organization or group other than the HFEO for the duration of this agreement. In the event a new agent is elected in accordance with the Illinois Educational Labor Relations Act and regulations set forth by the Illinois Educational Labor Relations Board, that agent and the Board-Administration may commence negotiations for a successor agreement prior to the expiration of this agreement.

2.2 MEDIATION

- A. If the parties engaged in collective bargaining have not reached an agreement by ninety (90) days before the scheduled start of the forthcoming school year, the parties shall notify the Illinois Educational Labor Relations Board concerning the status of negotiations.
- B. If after a reasonable period of negotiation and within forty-five (45) days of the scheduled start of the forthcoming school year, and the parties engaged in collective bargaining have not reached a tentative agreement, either party may request mediation services from the Federal Mediation and Conciliation Service (FMCS). Should FMCS be unavailable, the parties shall immediately commence discussion as to a replacement. In the event that the parties cannot agree upon a replacement, the Illinois Educational Labor Relations Board shall be notified.
- C. If the parties engaged in collective bargaining fail to reach an agreement within fifteen (15) days of the scheduled start of the forthcoming school year, and neither party has requested mediation, the Illinois Educational Labor Relations Board will be informed and may invoke mediation.

ARTICLE 3

GRIEVANCE PROCEDURE

3.1 DEFINITIONS

A grievance shall mean any complaint by the HFEO or a bargaining unit member that there has been a violation, misinterpretation, or misapplication of the terms of this agreement.

3.2 PURPOSE

The primary purpose of the grievance procedure set forth in this article is to secure, at the earliest time and at the lowest level possible, equitable solutions to the problems of the parties.

3.3 TIME LIMITS

The time limits in the grievance procedure are included to prevent initiation of grievances after an undue amount of time has elapsed and are not to be used as a technicality for the termination of a grievance when extenuating circumstances require an extension of time. Application for such extension shall be made prior to the expiration of the agreed time limit. By mutual agreement, in writing, any time limit set forth below may be changed. All time limits consist of days when the Central Administrative Office is officially open for business.

3.4 REPRESENTATION

- A. The teacher, instructional assistant or the HFEO and the Board-Administration has the right to whatever representation they may select at a grievance hearing or hearing of a concern under Article 4.1 A and B. The teacher or instructional assistant shall be present at any grievance discussion, if he/she desires, or when the administration and/or HFEO deem it necessary. When the presence of a teacher, instructional assistant or administrator at a grievance hearing is requested by either party, illness or incapacity of the teacher, instructional assistant or administrator shall be grounds for any necessary extension of grievance procedure time limits.
- B. In any instance where the HFEO is not represented in the grievance procedure, the HFEO President and/or Vice President of Administration shall be notified of the final disposition of the grievance. Any grievance disposition shall not be in conflict with any of the terms or conditions of the Agreement.

3.5 GRIEVANCE PROCEDURES

- A. STEP I – After making the grievance known to the HFEO President or Vice President of Administrative Affairs, HFEO will officially inform the supervisor that a grievable event has occurred. Such attempt to resolve any grievance informally shall be initiated in a timely manner no later than fifteen (15) days from the date of the event giving rise to the grievance, or within fifteen (15) days from the date that the event was known or should have been known. At a mutually agreed upon time, an attempt shall be made to resolve any grievance in an informal, verbal discussion between complainant(s) and his/her/their supervisor with optional representation by HFEO executive(s). Any resolution will be communicated with the complainant(s) and the involved HFEO executive(s) within twenty five (25) days from the date giving rise to the grievance, or within twenty five (25) days from the date that the event was known or should have been known.
- B. STEP II - If the grievance is not resolved at Step I, the HFEO or grievant shall present the grievance in writing to the immediately involved supervisor, and the appropriate administrator who has authority to make a decision on the grievance. The written grievance specified in this step must be filed within thirty-five (35) days from the date of

the event giving rise to the grievance, or within twenty-five days from the date that the event was known or should have been known. Within ten (10) working days from the time of filing at Step II, the appropriate administrator who has authority to make a decision on the grievance shall, at a mutually agreeable time, discuss the matter with the aggrieved teacher or instructional assistant in the presence of an HFEO representative, if so desired, with the objective of resolving the matter. The appropriate administrator of authority shall make such decisions and communicate it, including reasons for the decision, in writing, to the teacher or instructional assistant, to the HFEO President and to the Superintendent within ten (10) working days following the conference at Step II.

- C. STEP III – In the event a grievance has not been satisfactorily resolved at Step II, the aggrieved teacher, instructional assistant or the HFEO shall refer the grievance to the Superintendent or the Superintendent's official designee within five (5) days after receipt of the Step II written response. Three copies of the written grievance appeal will be filed: one (1) copy to the Superintendent; one (1) copy to the administrator of authority; one (1) copy to the HFEO President. Within ten (10) days of the Superintendent's receipt of the appeal, the Superintendent, or his/her designee, shall arrange a mutually agreeable time for a meeting to take place. Within ten (10) days following this meeting, the aggrieved bargaining unit member, the HFEO representative, and the administrator of authority shall be provided with a written response from the Superintendent or his/her designee, including the reasons for the decision.
- D. STEP IV - If the aggrieved teacher, instructional assistant and/or the HFEO is not satisfied with the disposition of the grievance at Step III, the HFEO representative may submit the grievance to impartial arbitration. A written request for arbitration must be submitted to the Superintendent and Board of Education within five (5) days of receipt of the Superintendent's written decision.

The arbitration proceeding shall be conducted by an Arbitrator to be selected by the parties within seven (7) days after arbitration notice is given. If the parties fail to reach agreement on an Arbitrator within seven (7) days, the American Arbitration Association will be requested to provide a panel of seven arbitrators. Any arbitrator selected must be a member in good standing of the National Academy of Arbitrators. The arbitrator shall be selected using the selection procedures of the American Arbitration Association.

The decision of the Arbitrator shall be final and binding on the parties. The Arbitrator in his/her opinion, shall not amend, modify, nullify, ignore, or add to the provisions of this Agreement. His/her authority will be strictly limited to deciding only the issue or issues presented to him/her in writing by the Board-Administration and the HFEO. The decision of the Arbitrator must be based solely on his/her interpretation of the meaning or application of the express relevant language of the Agreement.

3.6 COSTS OF ARBITRATION

Expenses for the Arbitrator's services and the expenses which are common to both parties in the arbitration shall be borne equally by the Board and the HFEO. Each party to an arbitration proceeding shall be responsible for compensating its own representatives and witnesses.

ARTICLE 4

EMPLOYEE RIGHTS

4.1 COMPLAINT OF NON-CONTRACTUAL ISSUE

- A. With regard to any alleged violation, misinterpretation, misapplication or claimed inequitable treatment affecting any working condition of a teacher or instructional assistant which cannot appropriately be claimed as a Grievance under this Agreement between the Board-Administration and the HFEO, the Board-Administration agrees to recognize a procedure for processing such concerns precisely equivalent to the first three (3) steps of the Grievance Procedure which appears in the Agreement between the parties.
- B. If, after compliance with the above procedures, an individual or the HFEO is dissatisfied with the decision on the registered concern, the teacher, instructional assistant or the HFEO may request a decision by the Board of Education. The Board of Education will base its decision on a review of the documents generated at Steps 1, 2, and 3 of the Grievance Procedure. Such request shall be made within twenty (20) days in writing to the Superintendent and such review shall take place within thirty (30) days of the request. In those instances where it is permitted in the Illinois School Code, the review shall be conducted in closed meeting and the decision of the Board of Education shall be final. Five (5) written copies of the decision will be furnished to the HFEO within twenty (20) days.

4.2 NON-DISCRIMINATION

The Board and the HFEO agree that they shall not engage in any unlawful discrimination. An appeal of any alleged violation of this section beyond Step III in the Grievance Procedure in Article 3 will be filed with the appropriate governmental/administrative agency.

4.3 AMERICANS WITH DISABILITY ACT

The Board and the HFEO mutually agree that:

- A. Both will provide reasonable accommodation to persons with disabilities;

- B. A bargaining unit member seeking an accommodation has the right to be represented by the HFEO in discussions with the Board-Administration regarding any such accommodation.
- C. The Board-Administration and the HFEO acknowledge that particular accommodations are intended to meet the individual needs of particular persons. Acceptance by the Board-Administration and the HFEO for a given accommodation, shall not obligate either of them to accept the same or similar accommodation for a different individual.

4.4 INSTRUCTIONAL ASSISTANTS: PROBATION AND DISCIPLINE

- A. The probationary period for instructional assistants shall be two full school years. If an instructional assistant begins employment before Oct. 1 of any school year, the probationary period shall be completed at the end of the subsequent school year.
- B. Upon completion of the probationary period, discipline of an instructional assistant shall be progressive and depending upon the severity of the offense, discipline may be initiated at any of the following steps: (1) verbal reprimand; (2) written reprimand; (3) suspension; and (4) discharge. Prior to the issuance of any written reprimand, suspension or discharge, a non-probationary employee shall be given the opportunity to meet with the administrator to discuss the matter. The employee shall have the right to request Association representation at any such meeting.

ARTICLE 5

ASSOCIATION RIGHTS

5.1 PROFESSIONAL STUDY COMMITTEE

In order to facilitate meaningful dialogue between the Board of Education-Administration and the HFEO within the area of working conditions, curriculum, student management, or other non-contractual issues, a Professional Study Committee (PSC) shall be formed. It will be a standing committee appointed by the HFEO Executive Board. The PSC and Administration-Board shall meet at least once in each month on a regularly scheduled basis. Additional meetings may be held when mutually agreeable. At these meetings the PSC may submit HFEO proposals to the Board-Administration regarding the jurisdictional areas of the committee. The PSC may submit to the HFEO all proposals submitted to the committee by the Board-Administration and report back those results. All items which directly affect the educational program and working conditions in the District may be brought to the agenda of the PSC.

As a result of the dialogue and/or interaction of committee with Board-Administration, the following will ensue within a reasonable length of time:

- A. A joint decision with regard to the revision of a written Board Policy; or

- B. An administrative decision with a full explanation to the HFEO Committee in writing. It will be the responsibility of the HFEO Committee to communicate related information to the teachers and instructional assistants.

The PSC is an advisory committee. It may not enter into any agreements deleting from, adding to, or altering any articles, sections, or clauses in this agreement. According to law, issues pertaining to matters affecting wages, hours, terms and conditions of employment shall remain subject to collective bargaining and not the domain of the PSC.

Instructional assistants will be represented on the Professional Studies Committee by the representative for the department in which they are assigned.

5.2 MEETINGS WITH SUPERINTENDENT

The Superintendent or his/her designee shall meet with the HFEO Executive Board at the request of the HFEO or the Superintendent to discuss organizational matters relating to the educational program which are beyond the scope of items addressed by the agreement.

5.3 PROFESSIONAL DISCUSSION

In addition to the items mentioned in 5.1 and 5.2 above, it is understood that the Board-Administration retain their rights to engage in such discussions with any professional employee or group of employees in the District at a mutually agreed upon time which is necessary to effectively operate the District but this shall in no way abrogate the exclusive agent relationship between the Board of Education and the HFEO.

5.4 ASSOCIATION USE OF DISTRICT FACILITIES AND EQUIPMENT

- A. The HFEO shall have the right to post notices of its activities and matters of HFEO concern on teacher bulletin boards, at least one of which shall be provided in each building.
- B. The HFEO shall have the right to use teacher and instructional assistant mailboxes and/or e-mail for communications to teachers and instructional assistants.
- C. The HFEO and its representatives shall have the right to use school buildings for meetings, provided that when special custodial service is required, the Board may make a reasonable charge therefore. The HFEO meetings, when requested in advance and approved by the Superintendent, shall have priority over other meetings.

5.5 ASSOCIATION LEAVE

In the event that the Association desires to send representatives to local, state, or national conferences, or on other business pertinent to Association affairs, these representatives shall be excused without loss of salary provided the Association reimburses the District for the cost of the substitutes. Such requests shall be forwarded to the Superintendent through the President of the HFEO. There shall be available to the HFEO ten (10) such days each year provided the frequency of such leave does not impair the quality of classroom instruction and that a written request for such leave has been submitted to the Superintendent.

5.6 ASSOCIATION PRESIDENT RELEASE TIME

The HFEO President shall be granted release time of 2/5 of a regular teacher's assignment with the understanding that the HFEO will reimburse the District for such release time at the compensation rate for a sixth assignment. Assignment of the 2/5 released time is at the discretion of the HFEO President. The Superintendent must be given the teacher's name by June 1st of each year.

ARTICLE 6

WORK DAY AND WORK YEAR

6.1 LENGTH OF WORK DAY

- A. The length of the normal work day for all certified staff shall be from 7:30 am to 3:15 pm including preparation periods and a thirty minute lunch periods.
- B. The length of the normal workday for all instruction assistants shall be from 7:30 am to 3:15 pm including a 30-minute lunch period. Instructional Assistants will be compensated based on 1,341.25 hours per school year. The length of the normal workday for instructional assistants shall not exceed 7.25 hours exclusive of a 30-minute, duty-free unpaid lunch. Instructional assistants will be dismissed at the same time as certified staff on shortened days, with the exception of parent-teacher conferences, and semester one marking day, where they will be dismissed at 11:30 a.m. without proration of pay.

6.2 WORK YEAR AND SCHOOL CALENDAR

The Board-Administration will adopt an official calendar at its earliest convenience. The calendar shall include two (2) weeks of winter recess. The school year calendar shall consist of 185 days which shall include up to 180 student attendance days, up to 4 institute days, and up to 3 teacher work days. The work year for certified staff and instructional assistants shall not exceed 185 days.

In the event that the school is closed due to a school emergency, the first two (2) days will not be made up. All other days will be made up according to the provisions set forth in the School Code.

6.3 TEACHER AND INSTRUCTIONAL ASSISTANT ASSIGNMENTS

All teachers shall be notified in writing two (2) weeks prior to the final workday of the school year of his/her tentative schedule for the following year with the understanding that the schedule may change. Within the same time period, a tentative departmental master schedule shall be emailed to department members. If changes in the assignments become necessary, employees shall be notified in writing as soon as reasonably possible.

By June 15th of each year, Instructional Assistants shall receive notice that they are to return to work at the commencement of the next school year.

6.4 PAST PRACTICES

Except for those areas designated as discretionary powers of the Board by the Illinois School Code, the parties agree that the working conditions currently in practice and not altered by the terms of this Agreement may be altered only by the mutual agreement of the parties.

ARTICLE 7

LEAVES

7.1 SICK LEAVE

A. Sick leave days are provided to be used by bargaining unit members for personal illness, medical needs of their family, and personal medical needs that cannot be attended to outside of school hours.

B. TEACHERS –

At the beginning of each work year, each teacher shall be credited with the appropriate amount of sick days according to the following schedule:

Years of Service to the District

0-10 years 12 sick days

11+ 15 sick days

The unused portion of which shall accumulate from year-to-year without limitation. The Administration shall furnish each employee with a written statement at the beginning of each semester setting forth the total accumulated sick leave credit for said employee.

Upon completing fifteen (15) years of continuous service to the District, each teacher will receive a one-time allotment of one-hundred (100) sick leave days. This accrual will occur at the start of the sixteenth (16) year of continuous service to the District.

C. **INSTRUCTIONAL ASSISTANTS –**

At the beginning of each work year, each instructional assistant shall be credited with the appropriate amount of sick days according to the following schedule:

Years of Service to the District	
0-10 years	12 sick days
11+	15 sick days

The unused portion of which shall accumulate from year-to-year without limitation. The Administration shall furnish each employee with a written statement at the beginning of each semester setting forth the total accumulated sick leave credit for said employee.

7.2 PERSONAL DAYS OF LEAVE

Each bargaining unit member is permitted up to three (3) personal days of leave per year for reasons other than sickness. At the employee's discretion, personal days may be used as bereavement. Any unused personal days at the end of the school year will be converted to accruable sick days applied at the beginning of the following school year.

7.3 BEREAVEMENT LEAVE

The purpose of bereavement leave is to provide time for the planning and attending the wake and funeral of a close family member or associate that does not count against the bargaining unit member's sick leave accumulation. A maximum of two (2) work days will be allowed per school year. Bargaining unit members on extended leaves of absences are not eligible. Additional days of granted bereavement leave will be deducted from either sick leave or personal leave at the discretion of the bargaining unit member.

7.4 EMERGENCY SICK LEAVE PLAN FOR CERTIFIED TEACHERS

- A. The Board of Education agrees to establish an emergency sick leave plan for regularly employed, full-time teachers covered by this Agreement.
- B. If a teacher is classified as disabled under the provisions of the Teachers' Retirement System of the State of Illinois, or the School District's disability insurance carrier, and has exhausted all accrued sick leave days, the Board of Education will extend full sick leave pay for each remaining day during the waiting period of the plan under which the individual is eligible first, up through the last day of the waiting period.
- C. To receive these emergency sick leave days, the teacher who is eligible must also apply for disability under the State program within ninety (90) days from the commencement of the disability. No payment by the Board will be made if the State application for disability is beyond ninety (90) days of the disability. The present insurance carrier for the District stipulates that the waiting period commences on the initial day of total disability provided proof of disability is submitted within six (6) months following the qualifying period. When teachers are eligible under both programs, the first day of total disability must be synonymous.

7.5 SICK BANK

A. Philosophy

The purpose of the H-F Sick Leave Bank is to provide a significant number of sick leave days to be utilized by eligible employees when the employee has exhausted all personally accumulated sick leave and the employee is experiencing a serious medical condition. This is a voluntary program that may only be utilized for the serious medical condition of the employee. A serious medical condition is defined as one that is anticipated to result in the inability to return to work for a period of 10 or more work days.

B. Board of Trustees

The Sick Leave Bank will be managed by a Board of Trustees that will be composed of the following individuals: Superintendent, Director of Human Resources, HFEO President, HFEO Vice-President of Negotiations, HFEO Vice-President of Administrative Affairs, a member from each of the Support Staff and Maintenance Board. Decisions granting the use of sick leave days from the Sick Leave Bank must be approved by the Superintendent and Director of Human Resources. If the request for leave is denied, a simple majority of the Board of Trustees will make the final determination. Both parties are responsible for ensuring consistency in the record keeping of the Board of Trustees and the District.

C. Eligibility

1. Any eligible employee who contributes to the Sick Leave Bank is eligible to be granted days from the Sick Leave Bank. The eligible employee does not have to be in the bargaining unit or a member of HFEO.
2. An eligible employee must have contributed a sick leave day to the Sick Leave Bank in the most recent request from the Board of Trustees to be granted any days from the Sick Leave Bank.
3. The eligible employee must have used all personally accumulated sick leave days and have taken five (5) days unpaid before being granted days from the Sick Leave Bank.
4. Applications for utilizing the Sick Leave Bank will be with the HFEO President the Office of Human Resources. It is strongly recommended that applications be filed as far in advance as possible. Verbal applications can be permitted if the teacher is unable to complete an application.

D. Operational Guidelines

1. The Board of Trustees has the complete and final authority for the operation and granting of sick leave days from the Sick Leave Bank.
2. The eligible employee shall be required to show proof of the serious medical condition in the form of a doctor's note or opinion at his or her own expense. The Board of

Trustees may request a second opinion from a doctor of the Board's choice at Board expense.

3. The Office of Human Resources and the HFEO President shall work in concert to maintain the records of the Sick Leave Bank.
4. At the beginning of the school year, an open enrollment period will occur. The Office of Human Resources will send out a form allowing each eligible employee not currently enrolled to contribute one (1) sick leave day to the Sick Leave Bank. The maximum number of sick leave days in the Sick Leave Bank shall not exceed 180 at any time. If an eligible employee chooses not to enroll during the open enrollment period, the eligible employee will not have the opportunity to enroll again until August of the following academic year, and the eligible employee will not be able to utilize the Sick Leave Bank during the school year.
5. In the event the available days in the Sick Leave Bank falls below ninety (90) total days at the start of a school year, all participating employees will be required to contribute one (1) sick day in order to continue participation in the Sick Leave Bank. By doing so, the faculty member loses a sick leave day from their personal accumulation and therefore has the opportunity to utilize the Sick Leave Bank for that school year. It is possible that there will be more contributions than a total sum of 180 days, but the maximum shall be 180 days available in the Bank. All eligible employees who want to be in the program must donate, even if the accumulation would have been bigger than 180 days.
6. If the total number of days available in the Sick Leave Bank is greater than or equal to ninety (90) days, there will only be a request issued to those eligible employees who did not contribute the previous year and would so choose to enroll for the new school year. Eligible employees who contributed the previous school year would not be required to contribute again; however, these eligible employees are still eligible to utilize the Sick Leave Bank.
7. If at the start of a school year there are ninety (90) or more sick leave days available in the Sick Leave Bank, but withdrawals during the school year bring the total balance below ninety (90) total days, an enrollment period will ensue for all eligible employees currently enrolled in the Sick Leave Bank who did not contribute at the start of the school year. Eligible employees must contribute one (1) sick leave day during this enrollment period to maintain participation in the Sick Leave Bank.
8. The collective participants cannot use more than 180 cumulative sick leave days per year from the Sick Leave Bank.
9. No program participant shall utilize more than thirty (30) sick leave days per year from the Sick Leave Bank.
10. No program participant can donate more than one (1) sick leave day to the Sick Leave Bank per year. It is possible that participants will not have to donate every year to maintain the Bank.

11. The Sick Leave Bank is an emergency plan to assist eligible employees in severe cases. This is not intended to replace the IMRF or TRS disability programs, or the District's disability programs.
12. The operational period of Sick Leave Bank shall be defined as the period beginning September 1 through August 31.

7.6 PARENTAL LEAVE FOR ADOPTION OR BIRTH OF A CHILD

Notice for Parental Leave:

General Conditions for Parental leave: Unless otherwise set forth in this Article, any Parental Leave of absence afforded by the Board is subject to the following general terms and conditions:

- A. A teacher or instructional assistant with four (4) years of full-time continuous service with the District is eligible for Parental Leave.
- B. Timelines for Requesting Parental Leave: Application for an unpaid Parental Leave shall be made in writing to the Director of Human Resources or designee at least one hundred and twenty (120) calendar days prior to the proposed start of the leave. An emergency request for an unpaid leave of absence may be submitted with as much advance notice as possible under the circumstances. The application shall indicate the requested starting and ending date of the leave. The end date of the leave must coincide with either the beginning of the school year or beginning of the semester.
- C. Structuring of Parental Leave: After consultation with the teacher, the Director of Human Resources or designee shall prepare a plan for the commencement and termination of any leave of absence recommended for approval, taking into consideration maintenance of continuity of instruction and medical factors to the maximum possible degree and the pertinent time factors related thereto. An unpaid leave shall not exceed three (3) consecutive semesters commencing with and inclusive of the birth or placement of an adopted child, except as otherwise limited in this Article.

Examples:

1. Parent requests Parental Leave 120 days before the expected birth or adoption of a child. The birth or adoption occurs on September 1, 2018. The Parental Leave would begin on September 1, 2018 and continue for two (2) additional semesters beyond the semester in which the child arrived. The parent would be required to return to work no later than the first day of the second semester of the 2019-2020 school year.
2. Parent requests Parental Leave 120 days before the expected birth or adoption of a child. The birth or adoption occurs on December 15, 2018. The Parental Leave would begin on December 15, 2018 and continue for two (2) additional semesters beyond the semester in which the child arrived. The parent would be required to return to work no later than the first day of the second semester of the 2019-2020 school year.

3. Parent requests Parental Leave 120 days before the expected birth or adoption of a child. The birth or adoption occurs on February 14, 2019. The Parental Leave would begin on February 14, 2019 and continue for two (2) additional semesters beyond the semester in which the child arrived. The parent would be required to return to work no later than the first day of the 2020-2021 academic school year.
 4. Parent requests Parental Leave 120 days before the expected birth or adoption of a child. The birth or adoption occurs on June 15, 2019. The Parental Leave would begin on June 15, 2019 and continue for three (3) semesters beyond the summer in which the child arrived. The parent would be required to return to work no later than the first day of the second semester of the 2020-2021 school year.
- D. **Salary and Insurance:** No salary, benefits or other compensation will be paid to the faculty member or Instructional Assistant on Parental Leave. Medical, dental, vision, life insurance, accidental death and dismemberment benefits, and long-term disability insurance are not provided for teachers or instructional assistants on a Parental Leave of Absence. *Upon approval of the insurance companies*, members are eligible to retain medical, dental and vision at the fully insured equivalent rate provided they pay the fully insured equivalent amount on a monthly basis. Members returning from a Parental Leave shall retain all previously earned and accumulated benefits and rights of employment.
- E. **Seniority Effect and Tenure:** The tenure and/or seniority status of the teacher or instructional assistant shall not be affected by the terms of the Parental Leave. Seniority will not be accrued during a Parental Leave which may affect the seniority ranking of the employee.
- F. **Salary Schedule Advancement:** A teacher or instructional assistant shall not receive credit towards salary schedule advancement during the time in which the member is on Parental Leave. During the school year in which a leave commences or terminates, a teacher or instructional assistant shall be entitled to advancement on the salary schedule, provided the member has worked at least one hundred (100) days of the school year.
- G. **Notice of Intent to Return:** Any teacher or instructional assistant on Parental Leave shall advise the Director of Human Resources or designee in writing no later than one hundred and twenty days (120) prior to the termination of such leave that the member intends to return to employment. Failure to advise the Director of Human Resources or designee of intent to return as required by this Section shall be treated as an election not to return to employment and as a resignation from the District.
- H. **Position Upon Return:** A teacher or instructional assistant returning from an approved leave of absence shall be assigned to a position for which the teacher or instructional assistant is legally qualified, as determined by the District.
- I. **Eligibility for Further Parental Leaves:** A teacher or instructional assistant who has been granted an unpaid Parental Leave shall not become eligible for a subsequent Parental

Leave unless and until such member has returned to full-time service for at least two (2) complete and consecutive semesters.

ARTICLE 8

EMPLOYEE EVALUATION

8.1 PURPOSE OF TEACHER EVALUATIONS

As a teaching and learning institution, Homewood-Flossmoor High School is committed to the professional growth of its entire staff. The Board-Administration and the HFEO believe that providing teachers with the opportunity to examine objective data and discuss this feedback with their supervisors results in improved instructional performance and student learning. As we believe that students can improve their performance on a daily basis, we model this tenet through this professional growth process with our faculty.

8.2 BASIS FOR EVALUATION OF TEACHER PERFORMANCE

- A. Classroom Teachers - Performance Rubrics of the Homewood-Flossmoor Framework of Professional Practice shall be given to each classroom teacher during the pre-school workshop. The framework is applicable equally and without discrimination to every classroom teacher and will include specifics in the areas of Planning and Preparation, Instructional Management, Instructional Delivery and Professional Responsibilities.
- B. Certified Non-Classroom Teachers including social worker, dean, counselor, speech pathologist, psychologist, library media services and instructional specialists. Performance Rubrics of the Homewood-Flossmoor Framework of Professional Practice shall be given to each certified non-classroom teacher during the pre-school workshop. The framework is applicable equally and without discrimination to every certified non-classroom teacher and will include specifics in the areas of Planning and Preparation, Environment, Delivery of Services and Professional Responsibilities.
- C. Any Board of Education Policy, procedure or administrative regulation or procedure printed in the Faculty Handbook or printed and distributed to the faculty after the start of the school year and after consultation by the appropriate HFEO officer(s).
- D. Additional written directives issued to the teacher by the administration.

8.3 TEACHER EVALUATION CYCLE

Teachers in the following categories shall be evaluated annually:

- A. Non-Tenured Teachers shall be evaluated annually. In special instances, administrators may use their discretion to differentiate the evaluation process for selected non-tenure teachers.
- B. Teachers rated “Unsatisfactory” and “Needs Improvement” shall be evaluated annually.

C. Tenured teachers shall be evaluated every other year; however, the Administration reserves the right to evaluate as needed.

8.4 TEACHER EVALUATION BASED ON RESEARCH: PLAN A

A. Purpose: Through the objective collection of data, supervisors will utilize the applicable Performance Rubrics of the Homewood-Flossmoor Framework of Professional Practice to identify strengths and areas for growth related to professional practice. This approach to evaluation emphasizes communication between supervisor and teacher before and after the observation.

B. For teachers utilizing a Plan “A”, the process is detailed in the table below:

	Tenured Plan A	Tenured Off-Cycle	Non-Tenured Plan A Years 1-2	Non-Tenured Plan A Years 3-4
Formal Observations *may be requested by teacher or administration through Jan. 30	2 Department Chair 1 Administrator *1 optional At-Large		3 Department Chair 1 Administrator	2 Department Chair 2 Administrator
Walk-Throughs	1 minimum by Department Chair and/or Administrator	2 minimum by Department Chair and/or Administrator	2 minimum by Department Chair and/or Administrator	2 minimum by Department Chair and/or Administrator Admin
8.8 Meetings	1 Fall Meeting prior to October 15. Optional Mid-year meeting held prior to February 1. (includes individual growth plan (IGP) and ongoing 8.8 conversations)	If deemed necessary, 8.8 meetings may take place.	1 Fall Meeting prior to October 15. Optional Mid-year meeting held prior to February 1. (includes individual growth plan (IGP) and ongoing 8.8 conversations)	1 Fall Meeting prior to October 15. Optional Mid-year meeting held prior to February 1. (includes individual growth plan (IGP) and ongoing 8.8 conversations)
8.6 Meeting	1 Spring meeting held prior to May 7.		1 Spring meeting held prior to May 7.	1 Spring meeting held prior to May 7.
Other		After the conclusion of walk-throughs and the completion of IGP (due by March 1, a meeting is held with the DC to review and discuss.		

- C. Faculty members required to participate in the evaluation process are notified on the first day of the school year. Formal Observations are scheduled between September 1 and March 1 of each year for non-tenured teachers and between September 1 and May 1 for tenured teachers.
- D. Each Formal Observation is preceded by a pre-conference between the teacher and the evaluating supervisor. The pre-conference is arranged at a mutually agreed time, but optimally, not more than one (1) school day before the observation.
- E. The Formal Observation period is at least thirty (45) minutes.
- F. Each Formal Observation will be followed by a post-conference to be scheduled at a mutually agreeable time, but not more than two (2) school days after the Formal Observation.
- G. Each Walk-Through, which will be unannounced, will be at least 15 minutes in duration. During this time, the evaluator will be recording evidence of the teacher's implementation of the H-F Framework of Professional Practice. After each Walk-Through, the evaluator will complete the Walk-Through Form. The teacher will receive a copy of the form and be provided the opportunity to add comments. The teacher or evaluator may also choose to schedule a follow-up meeting to review the observation record.
- H. 8.8 Meetings: The first 8.8 meeting will occur before October 15 of each academic year. A second 8.8 meeting may be scheduled before February 1 of each year at the request of the teacher or department chair. At each meeting, the evaluator will review the H-F Framework for Professional Practice and discuss and document teacher strengths, concerns and/or areas for growth. The teacher will receive a copy of the form and be provided the opportunity to add comments.
- I. 8.6 Meeting: At the end of the academic year, prior to May 7, an 8.6 meeting will take place to review and discuss the summative teacher evaluation and rating. The evaluator will review the applicable H-F Framework for Professional Practice, assign proficiency ratings for each component, domain and review the final summative rating. The teacher will receive a copy of the form and be provided the opportunity to add comments.
- J. Individual Growth Plan (IGP) – The purpose of the IGP is to encourage participation in self-reflection and professional growth activities over a two year period of time. This plan includes a goal(s) that may address one or more professional practice domains or other areas related to the faculty member's professional responsibilities. The evaluator may develop and include a goal(s) for a component(s) previously rated in the most recent summative evaluation as Needs Improvement or Unsatisfactory. The IGP will include action steps and a tentative timeline. At the end of the two year process, the faculty member will complete a reflection regarding the process, progress and/or completion of the plan goals. This plan will be reviewed by the teacher and evaluator during each 8.8 and 8.6 meeting and near the end of the school year during the off-cycle year (tenured teachers).

Schedule for 8.8, IGP and 8.6 meetings - On Cycle Year – Tenured Teachers

Fall – A meeting will occur prior to October 15, with the teacher and the evaluator to review the applicable Performance Rubrics for the H-F Framework for Professional Practice. The evaluator will discuss with the teacher and document teacher strengths, concerns and/or areas for growth. During this same meeting, the faculty member and the evaluator will review and complete the goal(s) for the Individual Growth Plan and develop tentative action steps.

Mid-year - At the request of the teacher or evaluator, a meeting will occur prior to February 1, with the teacher and the evaluator to review and update any strengths, concerns and/or areas for growth related to the Performance Rubrics for the HF Framework for Professional Practice. During this same meeting, the faculty member and the evaluator will discuss the progress of the IGP.

8.6 Meeting - A meeting will occur prior to May 7, during which the evaluator will review with the teacher, the completed Summative H-F Framework of Professional Practice Performance Rubric. During this same meeting, the faculty member and the evaluator will review and discuss the completed summative rating. The teacher will receive a copy of all forms and be provided the opportunity to add comments.

Off-Cycle Year – Tenured Teacher

A meeting will take place sometime between March 1 and May 7 to discuss the walk-throughs that occurred during the school year and to reflect on the culmination of the IGP if applicable.

Non-Tenured Teacher

Fall – A meeting will occur prior to October 15, with the teacher and the evaluator to review the applicable Performance Rubrics for the H-F Framework for Professional Practice. The evaluator will discuss with the teacher and document teacher strengths, concerns and/or areas for growth. During this same meeting, the faculty member and the evaluator will review and complete the goal(s) for the Individual Growth Plan and develop tentative action steps.

Mid-year - At the request of the teacher or department chair, a meeting will occur prior to February 1, with the teacher and the evaluator to review and update any strengths, concerns and/or areas for growth related to the Performance Rubrics for the HF Framework for Professional Practice. During this same meeting, the faculty member and the evaluator will discuss the progress of the IGP.

8.6 Meeting – A meeting will occur prior to May 7, during which the evaluator will review with the teacher the completed Summative H-F Framework of Professional Practice Performance Rubric. During this same meeting, the faculty member and the evaluator will review and discuss the completed summative rating. The teacher will receive a copy of all forms and be provided the opportunity to add comments.

8.5 TEACHER: FORMAL OBSERVATION PROCEDURES

A. Pre-observation Conference

1. Each Formal Observation shall be initiated by a pre-observation conference between the evaluator and the teacher to be evaluated that will include a review of the expectations and an agreement on the date and specific time for the observation.
2. The Supervisor will discuss with the teacher the plan for the lesson and complete a pre-observation conference report. The faculty member, the supervisor, and the District Office will retain a copy of this document.

B. Formal Observation

1. The observation period will be at least forty-five (45) minutes.
2. During the observation period, the department chairperson, or designated administrator, will collect data regarding evidence of teacher implementation of the Homewood-Flossmoor Framework of Professional Practice.
3. Copies of the data collected during the observation will be given to the teacher.

C. Post-Evaluation Conference

1. Supervisors complete a post-observation rubric which will include evidence that was observed during the formal observation.
2. During the process, the evaluator reviews the evidence collected during the formal observation with the teacher. Discussion regarding proficiency levels of professional practice will take place with the teacher and the evaluator.
3. The faculty member, the supervisor, and the District Office will retain a copy of this document.

8.6 DOCUMENTATION OF EVALUATION FOR TEACHERS

A. In addition to the documentation specified in Section 8.4 through Section 8.8, for the evaluation of teachers, immediate supervisors of teachers on the evaluation cycle will complete a Summative HF Framework of Professional Practice Performance Rubric.

B. The qualified evaluator in consultation with the Superintendent and other members of the Administrative Team will specify the rating and status for each faculty member. One of the following four ratings will be used:

1. Excellent designation shall mean the evaluation process reveals performance of an exceptional quality. The teacher contributes significantly in each of the performance criteria in each evaluation category. The teacher, as a result of self-direction,

consistently impacts very positively upon students, parents, colleagues and the Homewood-Flossmoor Community High School setting. To achieve a summative rating of excellent, a teacher must obtain a rating of excellent in three out of the four domains, with the fourth being proficient.

2. Proficient designation shall mean the evaluation process reveals performance of an acceptable quality. The teacher consistently meets the performance criteria in the evaluation categories. The teacher proficiently performs assigned responsibilities and consistently impacts positively upon students, parents, colleagues and the Homewood-Flossmoor Community High School setting. To achieve a summative rating of proficient, no more than one (1) domain can be designated as needs improvement, with remaining domains designated as proficient or excellent.
3. Needs Improvement designation shall mean the evaluation process reveals performance of an unacceptable quality. The teacher does not consistently meet the performance criteria in the evaluation categories or has a severe deficiency in at least one category. The teacher does not proficiently perform assigned responsibilities and oftentimes does not positively impact students, parents, colleagues and the Homewood-Flossmoor Community High School setting. To achieve a summative rating of needs improvement, two (2) more domains must be designated as needs improvement with the remaining domains designated as proficient or excellent.
4. Unsatisfactory designation shall mean that the degree of non-conformance to Section 8.2 of the Agreement, or the gravity of violation to policy, public law, procedure or regulation is so severe that lack of remediation will result in further sanctions or dismissal. If any domain is designated as unsatisfactory, the resulting summative rating will be unsatisfactory.

8.7 TEACHER PROFESSIONAL GROWTH OPTION: PLAN B

- A. Eligibility – If a tenured teacher in their last rating received an excellent or proficient, they can choose to participate in the professional growth option Plan B with the agreement of the Department Chair and Principal or Principal’s designee. A Professional Growth plan affords teachers the opportunity to design their own improvement plans in collaboration with their Department Chair and approval by the Principal or Principal’s designee. In addition to the Plan B Project, the teacher will be observed following the evaluation schedule listed below:

B. PLAN B Requirements

	Tenured Plan B	Tenured Off-Cycle
Formal Observations	1 DC *1 Optional At-Large Observation that may be requested by the teacher or administration through Jan. 30.	
Walk-Throughs	1 minimum by Department Chair and/or Administrator	2 minimum by Department Chair and/or Administrator
8.8 Meetings	1 Fall Meeting prior to October 15. Optional mid-year meeting held prior to February 1. (includes individual growth plan (IGP) and ongoing 8.8 conversations)	If deemed necessary, 8.8 meetings may take place.
8.6 Meeting	1 spring meeting held prior to May 7	
Other	Plan B Project Due: April 10 *Some projects may need end of the year data, this will be considered on an individual basis during the approval process.	After the conclusion walk-throughs and completion of IGP (due by March 1, a meeting with the DC to review and discuss.

- a. **Plan B Project** - The teacher will submit a written Plan B Project Proposal to the Department Chairperson by September 15 of the appropriate school year. The Department Chairperson, will review the plan and provide final approval by September 30 of the appropriate school year. This plan must include, but is not limited to:
 - a. Project statement, including the purpose.
 - b. Objectives.
 - c. Resources needed to achieve the objectives.
 - d. Accountability – measurement of achievement.

2. **An interim conference** - The Department Chairperson or designated Administrative Team member will have at least one (1) conference with the teacher to discuss interim evaluation/progress of the Plan B Project no later than January 30 of the appropriate school year. The final assessment will take place on or before May 7 during that year. At that time, the project may be continued the following year if mutually approved. This conference may take place during the 8.8 or 8.6 meeting.
3. **Observation Evaluation** – The Illinois State Evaluation Article 24A mandates that a tenured teacher be observed once within a two (2) year period of time and that observation leads to a summative evaluation rating as defined in Section 8.6 of this Agreement. Regardless of Evaluation by Plan A or Plan B, all tenured teachers on evaluation in a specific school year will complete a minimum of one (1) classroom observations and 1 Walk-Through by a qualified evaluator during their evaluation year. The observation procedure will be in accordance with Sections 8.4, 8.5 and 8.6 of this Agreement. The teacher shall be rated in accord with the performance criteria listed in Section 8.8.
4. **Final assessment conference** of the Plan B will take place between the Evaluator and teacher prior to May 7 of the evaluation year. This conference may take place during the final 8.6 meeting.

C. Possible Categories or Activities for Plan B Project

Curriculum development	Critical thinking
Individual Professional Growth Project	Assessment, evaluation, feedback
Styles, strategies	Peer coaching
Cooperative learning (student to student)	Interdisciplinary cooperation
Team teaching; team projects	Knowledge of content
Levels of thinking, development	Understanding of individual differences
Research	Other
Technology	

D. Possible Outcomes

Portfolio	Videotape analysis
Seminars	Work plan
Bibliography	Statistical data
Position paper	Log
Lesson plans	Discussion
Slide/video presentation	Article
Developed educational materials	Diary
New strategy implementation	Other
Demonstration	

8.8 TEACHER PERFORMANCE CRITERIA CATEGORIES

A. Classroom Teacher Professional Practice

1. **Domain 1: Planning and Preparation**
 - a. Demonstrating Knowledge of Content and Pedagogy
 - b. Demonstrating Knowledge of Students
 - c. Selecting Instructional Outcomes
 - d. Demonstrating Knowledge of Resources
 - e. Designing Coherent Instruction
 - f. Designing Student Assessment
2. **Domain 2: Instructional Management**
 - a. Creating an Environment of Respect and Rapport
 - b. Establishing a Culture for Learning
 - c. Managing Classroom Procedures
 - d. Managing Student Behavior
 - e. Organizing Physical Space
3. **Domain 3: Instructional Delivery**
 - a. Communicating with Students
 - b. Using Questioning and Discussion Techniques
 - c. Engaging Students in Learning
 - d. Using Assessment in Instruction
 - e. Demonstrating Flexibility and Responsiveness
4. **Domain 4: Professional Responsibilities**
 - a. Reflecting on Teaching
 - b. Maintaining Accurate Records
 - c. Communicating with Students and Families
 - d. Participating in a Professional Community
 - e. Growing and Developing Professionally
 - f. Demonstrating Professionalism
 - g. Support for the Total School Program

B. Non-Classroom Teacher Professional Practice

The domains and categories vary slightly from the Classroom Teacher listed above and are dependent upon the specific position being evaluated. They are posted on the H-F website under staff/evaluation and are provided to staff members.

C. Student Performance

1. By the implementation date for the District (September 1, 2016) as provided for in Article 24A of the Illinois School Code, data and indicators of student growth shall be utilized as a significant factor in rating teacher performance.

2. To incorporate herein the use of data and indicators of student growth as a significant factor in rating teacher performance, a joint committee composed of equal representation selected by the Superintendent for the District and the Teacher's Association for the teachers shall be established. In the event that the committee does not reach agreement within 180 days of the implementation date September 1, 2016, the District shall, with respect to the use of data and indicators on student growth as a significant factor in rating teacher performance, implement the model plan for doing so established by the State Board of Education under Section 24A-7 of the School Code.

D. Evaluation Plan Changes

Any change to the procedural elements of the evaluation model that are contained within this negotiated agreement must be agreed to by the joint negotiations committee and approved via a memorandum of understanding.

8.9 CERTIFIED NON-INSTRUCTIONAL EVALUATION PROCESS

The non-instructional evaluation process is a continuous process of observation, collaboration and formative and summative feedback that is facilitated by the cooperative participation and completion of the on-going summative evaluation form by the department chair and certified non-instructional faculty. This process recognizes the unique role certified non-instructional faculty play within our school and provides an evaluation model that respects these contributions and provides a framework for professional development.

The process will contain the following components for on-cycle personnel:

1. Fall 8.8 meeting
2. Optional semester 8.8 meeting
3. Spring 8.6 meeting
4. At least 2 walk-throughs by the Department Chair or other Administrator
5. At least 2 Formal Observations by the Department Chair or other Administrator
6. Individual Growth Plan (IGP)

During the off-cycle year, each faculty member will receive a minimum of two walk-throughs.

8.10 PROFESSIONAL DEVELOPMENT PLAN FOR TENURED CLASSROOM TEACHERS AND CERTIFIED NON-CLASSROOM TEACHERS

1. Within 30 school days after a tenured teacher receives an evaluation rating of "needs improvement," the evaluator, in consultation with the teacher and an HFEO representative, if requested, shall develop a professional development plan for the teacher. The plan shall be approved by the Principal.

2. Taking into consideration the teacher's on-going responsibilities, including the teacher's assignments, the plan shall be directed to the areas that need improvement and any support that the District will provide to address the areas identified as needing improvement.

8.11 REMEDIATION PLAN FOR TENURED CLASSROOM TEACHERS AND CERTIFIED NON-CLASSROOM TEACHERS

A. Notice to the Bargaining Unit Member and the HFEO

1. When an observation of the teacher results in a designation of unsatisfactory, written notice of the unsatisfactory rating and a copy of the evaluation report shall be given to the teacher and the HFEO. The parties shall then comply with the provisions of Section 8.11B, "Remediation Procedures."

B. Remediation Procedures

1. If an unsatisfactory designation was made because of violations pursuant to Section 8.2, but the violations deal with issues outside the normal classroom functions, additional observations need not be made.
2. Within thirty (30) school days of the evaluation rating wherein the teacher is rated unsatisfactory, a qualified evaluator and a consulting teacher selected by the qualified evaluator and the teacher rated unsatisfactory will develop and commence a remediation plan designed to correct the teacher's specific deficiencies as noted. The term "remediation plan" shall have the same meaning as the term may be defined by the State Board of Education in lawfully adopted rules and regulations. At a minimum, it shall contain specific suggestions that will help the teacher remedy deficiencies and shall list expectations to be achieved by the teacher. This provision will follow the procedures and policies relating to remediation in accordance with Article 24A of the Illinois School Code.
3. The Executive Board of HFEO shall submit annually a roster of consulting teachers to assist the teacher and the administrator in the goal of aiding the teacher to meet the terms of the remediation plan. When a teacher is designated unsatisfactory, the consulting teacher will be selected by the participating administrator or the principal and must meet the legal qualifications of the law.
4. The teacher shall receive evaluations and ratings as designated within the timelines allowed by the Illinois School Code, immediately following receipt of an unsatisfactory rating. The qualified evaluator shall conduct and be responsible for the evaluations and ratings, while the consulting teacher provided for by law shall participate in developing the remediation plan and provide advice to the teacher on how to improve teaching skills and to successfully complete the remediation plan.

5. At the end of the remediation plan, the teacher will be rated as “proficient” (or better), or “unsatisfactory.” Any teacher receiving an “unsatisfactory” rating shall be dismissed in accordance with the law.
 6. Nothing in this process shall be construed as to prevent the immediate dismissal of a teacher for deficiencies which are considered irremediable.
 7. A teacher given notice of dismissal shall be given notice of his/her rights to a hearing.
- C. Time limits in Article 8 are intended to expedite the evaluation. They are not to be construed as technicalities to circumvent the evaluation plan and may be mutually extended when circumstances require their extension. Failure to strictly comply with the time requirements provided for in this evaluation plan shall not invalidate the results of the evaluations, ratings or any remediation period.

8.12 SUMMER SCHOOL/SUMMER ACADEMY TEACHER OBSERVATION: PLAN C

- A. Teachers may be selected for observation, with notification in writing, as follows:
1. All teachers not normally employed by the District and all teachers teaching summer school for the first time.
 2. All other staff members at the discretion of the administration.
 3. Teachers shall be observed in accordance with Section 8.5.

8.13 STUDENT SURVEYS FOR TEACHERS

The Board of Education and HFEO believe that teachers may benefit from student input. Accordingly, the parties agree that from time to time and on a regular basis teachers are to solicit and obtain input from their students regarding the instruction they receive through teacher designed questionnaires appropriate to the class and circumstances. Student responses to a teacher’s request for input shall be for use by the teacher only and shall be confidential.

8.14 INSTRUCTIONAL ASSISTANT EVALUATION

The primary purpose of employee evaluations shall be to evaluate the employee’s performance of his or her job skills during the evaluation period. As a teaching and learning institution, Homewood-Flossmoor High School is committed to the professional growth of its entire staff. The Board/Administration and the HFEO believe that providing instructional assistants with the opportunity to examine objective data and discuss this feedback with their supervisors results in improved instructional performance and student learning.

Each instructional assistant shall receive a summative evaluation in writing by his/her Department Chair and/or assigned Administrator at least once each school year, to be completed not less than 60 days before the end of their work year. The evaluation shall rate the employee “satisfactory”

or “unsatisfactory.” An employee who is rated unsatisfactory shall not be reemployed at the end of his/her work year. Such non-renewal shall not be grievable or subject to arbitration.

Certified staff assigned to work with the employee may provide written or verbal input to the evaluator regarding the performance of the employee.

Following the completion of a summative evaluation, the evaluator shall arrange a conference with the instructional assistant within the instructional assistant’s workday to discuss the evaluation. The instructional assistant shall be provided with a written copy of the evaluation at the conference. The instructional assistant shall have the right to attach written comments to his/her evaluation.

During each academic school year and prior to completing the summative evaluation, the Department Chair or assigned Administrator will complete one formal observation.

Formal Observation –

1. Each observation shall be arranged at a mutually agreed upon time.
2. The observation period is at least thirty (30) minutes.
3. Each observation will be followed by a post-conference to be scheduled at a mutually agreeable time, but not more than two (2) school days after the observation.

Walk-Through –

Each walk-through will be unannounced and will be at least 15 minutes in duration. During this time, the observer will record evidence. After each Walk-Through, the observer will complete the Walk-Through Form. The IA will receive a copy of the form and be provided the opportunity to add comments. The IA or observer may also choose to schedule a follow-up meeting to review the walk-through record.

TYPE	INSTRUCTIONAL ASSISTANT
Formal Observations	1 Department Chair or assigned Administrator
Walk-Throughs	Optional - Department Chairs and/or Administrators
Summative Evaluation Meeting	1 spring meeting held prior 60 days before the end of the school year.

8.15 EVALUATION OF EXTRA-RESPONSIBILITY CATEGORIES

Placement of positions in extra responsibility categories shall be made according to the following guidelines listed in rank order of importance.

1. Job characteristics determined by:
 - A. Press attention and public exposure.
 - B. Public relations responsibilities.
 - C. Spectator crowd attendance annually.
 - D. Probability of dismissal for performance by the group.
2. Length of season.
3. Number of student contact sessions and hours worked outside the normal school day.
4. Number of students in the program.
5. Number of non-school days worked on weekends, holidays, and vacations.
6. Quantity of equipment managed.
7. Number of staff members in the program.
8. Amount of responsibility to handle student injuries.

8.16 COACHING EXPECTATIONS

A pre-season meeting will be conducted by the athletic administration with each Head Coach. At this meeting, the Head Coach will submit his/her program expectations for the upcoming season. These expectations will be monitored by the athletic administration. At the conclusion of the season, there will be a post- season meeting held to review the accomplishments of his/her program.

At the post-season meeting, the Head Coach will submit a written self-evaluation of his/her program, list three or four areas of improvement for next year, and discuss the prospects (individual and team) for the succeeding year.

There will be periodic meetings held with the athletic administration and the Head Coach during the off-season to evaluate the growth in the areas of improvement that were mentioned in the post-season conference.

8.17 COACHING EVALUATION

- A. To provide the best experiences for the athletes/participants in the programs, the Athletic Director shall meet with a coach/sponsor at the earliest possible and mutually convenient time to discuss any problems that could lead to the coach/sponsor not having the contract renewed for the next season. The Board-Administration and the HFEO agree that there shall be documented reasons for a coach/sponsor to not have a contract renewed for the following season.
- B. Coaches will be formally evaluated by the Director of Athletics and Activities or his/her designee. Any change to the formal evaluation instrument must be brought to the attention of the HFEO President by the Director of Athletics and Activities before the instrument is used. Both parties shall discuss any items on the instrument.
- C. Any surveys conducted by the Athletic Department shall be made available to the respective coaches and the HFEO President by request for viewing in full. The surveys are to be used proactively to enhance the program through constructive feedback.

8.18 ACTIVITIES EXPECTATIONS

At the conclusion of the school year, there will be a meeting held with each sponsor by the Director of Athletics and Activities or his/her designee to review the accomplishments of his/her program. In addition, the Sponsor will submit his/her program expectations and calendar for the upcoming school year. These will be monitored by the Director of Athletics and Activities or his/her designee.

8.19 ACTIVITIES EVALUATION

- A. To provide the best experiences for the participants in the programs, the Director of Athletics and Activities or his/her designee shall meet with a sponsor at the earliest possible, mutually convenient time to discuss any problems that could lead to the sponsor not having the contract renewed for the next school year. The Board-Administration and the HFEO agree that there shall be documented reasons for a sponsor to not have a contract renewed for the following school year.
- B. Sponsors will be formally evaluated by the Director of Athletics and Activities or his/her designee. Any change to the formal evaluation instrument must be brought to the attention of the HFEO President by the Director of Athletics and Activities or his/her designee before the instrument is used. Both parties shall discuss any items on the instrument.
- C. Any surveys conducted by the Director of Athletics and Activities or his/her designee shall be made available to the respective sponsors and the HFEO President by request for viewing in full. The surveys are to be used proactively to enhance the program through constructive feedback.

ARTICLE 9

REDUCTION IN FORCE

9.1 HONORABLE DISMISSALS FOR TEACHERS

In the event that the Board determines it to be necessary to reduce the number of certificated employees in the school system or to discontinue some particular type of teaching service, written notice is to be mailed to the teacher and also given to the teacher either by certified mail, return receipt requested, or personal delivery with receipt at least 45 days before the end of the school term together with a statement of honorable dismissal and the reasons therefore. The sequence of dismissal shall be as provided in 9.2 below.

9.2 SEQUENCE OF DISMISSAL FOR TEACHERS

- A. The sequence of dismissal shall be established each year by not less than 75 days before the end of the school term. Each teacher will be categorized into one or more positions for which the teacher is qualified to hold based upon legal qualifications and any other qualifications established by the District in a job description in place no later than May 10 of the prior school year.
- B. Within each position the District shall establish four groupings of teachers qualified to hold the position as follows:
 - 1. Grouping 1 shall consist of each teacher not in contractual continued service who has not received a performance evaluation.
 - 2. Grouping 2 shall consist of each teacher with a Needs Improvement or Unsatisfactory performance evaluation rating on either of the teacher's last 2 performance evaluation ratings.
 - 3. Grouping 3 shall consist of each teacher with a performance evaluation rating of at least Satisfactory or Proficient on both of the teacher's last 2 performance evaluation ratings, if 2 ratings are available, or on the teacher's last performance evaluation rating, if only one rating is available, unless the teacher qualifies for placement into grouping 4.
 - 4. Grouping 4 shall consist of each teacher whose last 2 performance evaluation ratings are Excellent and each teacher with 2 Excellent performance evaluation ratings out of the teacher's last 3 performance evaluation ratings with a third rating of Satisfactory or Proficient.
- C. Among teachers qualified to hold a position, teachers must be dismissed in the order of their groupings, with teachers in grouping one dismissed first and teachers in grouping four dismissed last.
- D. Within grouping 1, the sequence of dismissal is at the discretion of the school district. Within grouping 2, the sequence of dismissal must be based upon average performance evaluation ratings, with the teacher or teachers with the lowest average performance

evaluation rating dismissed first. A teacher's average performance evaluation rating must be calculated using the average of the teacher's last 2 performance evaluation ratings, if 2 ratings are available, or the teacher's last performance evaluation rating, if only one rating is available, using the following numerical values: 4 for Excellent; 3 for Proficient or Satisfactory; 2 for Needs Improvement; and 1 for Unsatisfactory. As between or among teachers in grouping 2 with the same average performance evaluation rating and within each of groupings 3 and 4, the teacher or teachers with the shorter length of continuing service with the school district or joint agreement must be dismissed first.

- E. By no later than November 1 of the current year, the parties shall establish a joint committee of equal representation selected by the Superintendent for the District and the Teachers' Association for the teachers to address matters related to B above as provided for in Section 24-12(c) of the School Code. Agreement by the joint committee as to a matter requires the majority vote of all committee members and in the event of no agreement on a matter by February 1, of the current year, the provisions of B above shall apply.

9.3 DEFINITION AND RELEASE PROCEDURE: INSTRUCTIONAL ASSISTANTS

In the event that the Board/Administration determines it to be necessary to reduce the number of instructional assistants, work year, or work hours, the following procedure will be followed:

- A. Written notice shall be given to the employee by certified mail or personal delivery at least thirty (30) days before the reduction in force. The HFEO president shall also receive a copy of the notice.
- B. Employees shall be laid off in reverse seniority order. Ties in seniority shall be broken by lot.
- C. While on lay-off, the acceptance of a temporary or part-time position outside the school district shall not affect recall rights.

9.4 RECALL OF INSTRUCTIONAL ASSISTANTS

If the Board/Administration has vacancies for the following school term or within one (1) calendar year from the beginning of the following school term, the positions thereby becoming available shall be tendered to the employees honorably dismissed so far as they are qualified to hold such positions on the date of recall.

ARTICLE 10

VACANCIES, PROMOTIONS, AND TRANSFERS

10.1 NOTIFICATION OF OPENINGS

The Administration must post through District e-mail, in a timely fashion, all positions in the District that become vacant. This includes, but is not limited to, other teaching assignments, instructional assistant assignments, extra-responsibility positions, and other supplemental duties regardless if the HFEO bargains their wage, and administrative/leadership positions. All applicants shall receive serious consideration in that a uniform process will be used to select candidates. The HFEO agrees that not all applicants need to be interviewed.

10.2 HIRING GUIDELINES FOR EXTRA RESPONSIBILITY POSITIONS

- A. The Board-Administration shall make every reasonable effort possible to hire an H-F full-time teacher on contractual status for all positions that appear in Appendix III and V of this agreement.
- B. Any H-F full-time teacher on contractual status who applies for an extra-curricular position shall be given serious consideration in that a uniform process will be used to select candidates. The HFEO agrees that not all applicants need to be interviewed.
- C. In the event that there is no qualified candidate for a certain position and a non-H-F full-time teacher on contractual status is hired for that position, the Board shall make every reasonable effort possible to hire H-F full-time teachers on contractual status for any assistant position.
- D. The Board-Administration and the HFEO agree that all extra-responsibility positions and auxiliary positions are renewed on a year-to-year basis. The Illinois School Code does not grant tenure for extra-responsibility and auxiliary positions.
- E. Qualified Instructional Assistants may apply for positions that appear in Appendix III and V of this agreement.

ARTICLE 11

INSURANCE AND FRINGE BENEFITS

11.1 LIFE INSURANCE

- A. The Board shall provide teachers double indemnity term life insurance in an amount equal to twice the Employee's annual salary rounded to the nearest \$1,000.
- B. The Board shall provide instructional assistants term life insurance in an amount equal to \$50,000.

11.2 HEALTH INSURANCE: DISTRICT PPO PLAN

- A. Each teacher shall pay 15% of the premium cost for single coverage. This percentage will be based on the fully insured equivalent rate.

Each instructional assistant shall pay 10% of the premium cost for single coverage. This percentage will be based on the fully insured equivalent rate.

Each teacher enrolled in the District PPO insurance program and elects dependent medical coverage shall pay 25% of the cost of the premium for dependent coverage. This percentage will be based on the fully insured equivalent rate.

Each instructional assistant enrolled in the District PPO insurance program and elects dependent medical coverage shall pay 20% of the cost of the premium for dependent coverage. This percentage will be based on the fully insured equivalent rate.

- B. Major medical expense is unlimited, with the out-of-pocket expense limit per calendar year not to exceed:

Out of Pocket Expense	In Network	Out of Network
Single	\$2,000	\$4,000
Family	\$4,000	\$8,000

- C. The deductibles per calendar year shall not exceed:

In Network Single	In Network Family	Out of Network Single	Out of Network Family
\$750	\$1,500	\$1,500	\$3,000

11.3 HEALTH INSURANCE: HMO PLAN

The Board shall pay no more than 45% of the coverage premium for teachers, instructional assistants, and dependents, if applicable, enrolled in the HMO insurance program. The individual must assume responsibility for the remaining 55% of the HMO premium.

11.4 PRESCRIPTION CARD: TEACHERS

A. The District shall provide each teacher enrolled in the District PPO Health Insurance Plan, single or single with dependent coverage, with a Discount Prescription Card. The Prescription Card Plan will follow a 4-tier program that includes:

1. Tier 1 - Generic drug prescriptions will pay a \$25.00 co-payment.
2. Tier 2 - Formulary brand drugs will pay \$50.00 co-payment.
3. Tier 3 - Non-Formulary brand drugs will pay \$75.00 co-payment.
4. Tier 4 - Specialty drugs will pay \$100.00 co-payment.

B. Recurrent prescriptions, contraceptives, or after the second retail refill of a prescription, the prescription must be filled through a mail order prescription company. Through mail order for a 3 month supply, the Discount Prescription Card Plan will follow a 3-tier program as follows:

1. Generic Drug prescriptions will pay a \$50.00 co-payment.
2. Formulary Drug will pay \$100.00 co-payment.
3. Non-Formulary Drugs and/or high cost name brand drugs will pay \$150.00 co-payment.

11.5 PRESCRIPTION CARD: INSTRUCTIONAL ASSISTANTS

A. The District shall provide each instructional assistant member enrolled in the District PPO Health Insurance Plan, single or single with dependent coverage, with a Discount Prescription Card. The Prescription Card Plan will follow a 3-tier program that includes:

1. Tier 1 - Generic drug prescriptions will pay a \$10.00 co-payment.
2. Tier 2 - Formulary brand drugs will pay \$40.00 co-payment.
3. Tier 3 - Non-Formulary brand drugs will pay \$55.00 co-payment.
4. Tier 4 - Specialty drugs will pay \$75.00 co-payment.

- B. Recurrent prescriptions, contraceptives, or after the second retail refill of a prescription, the prescription must be filled through a mail order prescription company. Through mail order for a 3-month supply, the Discount Prescription Card Plan will follow a 3-tier program as follows:
 - 1. Generic Drug prescriptions will pay a \$20.00 co-payment.
 - 2. Formulary brand drugs will pay \$70.00 co-payment.
 - 3. Non-Formulary brand drugs and/or high cost name brand drugs will pay \$100.00 co-payment.
 - 4.

11.6 DENTAL INSURANCE

- A. Each teacher and instructional assistant shall pay 50% of the premium cost for single coverage. This percentage will be based on the fully insured equivalent rate.
- B. Each teacher and instructional assistant shall pay 25% of the premium cost for dependent coverage. This percentage will be based on the fully insured equivalent rate.

11.7 TWELVE-MONTH COVERAGE

- A. The Board-provided insurance shall be for twelve (12) consecutive months for all currently employed teachers and instructional assistants.
- B. For Board-provided insurance, an individual ceases to be an employee of the school district on the effective date of a resignation or termination. If the date of resignation or termination occurs prior to the close of the school year, the effective date is the date of resignation or termination. Board-provided insurance coverage ends the 1st of the month following the effective date of resignation or termination as defined above.
- C. If the date of resignation or termination occurs after the close of the school year, the effective date is the commencement of the next school year.

11.8 NEW EMPLOYEE COVERAGE

Employees new to the District will be covered by all Board-provided insurances as of the first day of work performed in the school term.

11.9 PHYSICAL EXAMINATION

The Board shall allow up to \$150 per employee for an initial physical examination required by the Board-Administration. This amount shall be over and above any amount, which is paid by the insurance carrier. The employee shall retain the right to select their own physician.

11.10 EMPLOYEE ASSISTANCE PROGRAM

The Board-Administration shall provide an Employee Assistance Program to each teacher and instructional assistant at no cost. Program details will be provided to each teacher and instructional assistant during the in-service at the beginning of each school year.

11.11 DISABILITY BENEFITS

Teacher Benefits

- A. The Board shall provide a supplementary long-term disability insurance program which, in conjunction with benefits available from the Teachers' Retirement System, shall provide the teacher with at least 70% of the last gross salary earned from the District (to a maximum benefit of \$5000 per month) under the terms and conditions of the existing policy. A sixty (60) day waiting period is applicable. The long-term disability insurance program will be provided until the age of 65.
- B. An employee who has exhausted all available sick leave and any available FMLA leave, and who is then unable to return to work due to any illness or disability, shall, upon written request, be granted an extended unpaid medical leave of absence for a period of up to eighteen (18) months from the date of commencement of the extended unpaid leave.
- C. During the unpaid leave an employee will be responsible to pay the monthly fully insured equivalent rate of Board-provided health insurance.

Should there be an elimination of the State health insurance exchange system, then during the unpaid leave the employee and district will equally split the cost of the monthly fully insured equivalent rate. All other employee benefits, as provided in Article eleven (11) shall remain in effect during the extended unpaid leave.
- D. In the event that the employee is unable to return to work at the end of the extended unpaid medical leave, the illness or disability shall be deemed permanent and the employee will be subject to termination.
- E. An employee who returns to work after receipt of an extended unpaid medical leave must work for no less than one (1) full semester to be eligible for another extended unpaid medical leave. The return to work of any employee on extended unpaid medical leave shall, at the discretion of the Board, be limited to the first day of a new semester.

Instructional Assistant Benefits

Disability benefits are available solely through the Illinois Municipal Retirement Fund (IMRF). Per IMRF regulations, these benefits are considered a "salary protection plan" which was established by Illinois State Statute, and is administered under the direction of the IMRF Board of Trustees. Eligibility and facilitation are implemented at the discretion of IMRF and Illinois State Statutes.

11.12 LIABILITY INSURANCE

For cases in defense of possible claims of negligence in the performance of school-connected duties, an individual is covered up to \$500,000 per incident, up to a total of \$2,000,000 for all persons involved. Coverage is also provided for property damage liability in amounts up to \$25,000 per individual to a total of \$50,000 per incident.

11.13 VISION

All participants enrolled in the PPO insurance plan have the option to enroll in a Board of Education sponsored vision plan. Participants are responsible for 100% of the premium.

11.14 JOINT HEALTH INSURANCE COMMITTEE

A Joint Health Insurance Committee will be established for the purpose of reviewing all aspects of current and future health insurance programs and to recommend changes as appropriate. The committee shall consider all options which are in the best interests of plan participants, taking into account, without limitation, benefit design and coverage options, cost savings and containment options, managed care, preventative care and wellness programs. The committee will consist of the Business Manager and the Human Resources Director, who represent the board of education and administration, two (2) members of the HFEO Negotiation Committee (or its designees), and one (1) member from each of the non-certificated groups. Upon mutual agreement of the insurance committee, the committee can be expanded as necessary. The work of the Joint Health Insurance Committee is to be collaborative in order to promote a wide range of views and opinions on the subjects discussed. The committee will meet at minimum annually.

11.15 DEATH OF A PARTICIPATING MEMBER

In the event of a Teacher or Instructional Assistant death while insured, the insurance for the dependents of the Teacher or Instructional Assistant shall be continued for a period of ninety (90) days and the total cost (100%) of the premium will be paid by the Board of Education.

ARTICLE 12

COMPENSATION

12.1 PAY PERIODS

Each teacher and instructional assistant shall choose to be paid on the basis of twenty (20) or twenty-four (24) equal installments. This election must be submitted to the business office by the first school calendar day.

12.2 SALARY SCHEDULE

- A. The salary schedule for teachers shall be set forth in Appendix I which is attached to and incorporated in this agreement. The salary schedules for instructional assistants shall be as set forth in Appendix II. Such schedules shall be based on a 185-day school calendar as negotiated by the Board/Administration and the HFEO. Lane change movement as a result of approved educational credit shall be limited to one step and one lane per rolling calendar year beginning either in August or January. For example, an individual that makes a lane change in January will not be eligible for another lane change until at least January of the following school year. Also, an individual that makes a lane change in August will not be eligible for another lane change until at least August of the following school year.
- B. The parties acknowledge that at the time the salary schedules set forth in Appendix I were agreed upon, the Illinois legislature was considering a number of proposals to amend the Illinois pension Code as related to the Teachers' Retirement System or otherwise amend provisions of taxing statutes so as to increase the Board of Education's contributions to the TRS or direct tax revenue previously received by the School District to fund teacher pensions. *The parties agree that in the event that at any time during the life of this agreement the Board of Education should be required by law to increase its employer contribution to the TRS, lose tax revenue previously received by it to fund pension reform or in any manner be required to increase its contribution for teachers' pension beyond that current amount, then the salary schedules set forth in Appendix I in effect at that time shall be reopened and subject to renegotiation.*

C. SALARY SCHEDULE PLACEMENT & ADVANCEMENT

Movement beyond the MA lane will include the following lane headings and requirements:

MA 15 2nd MA 2nd MA +15

Individuals who have obtained the MA 15 Lane or greater by September 1, 2018, through the completion of approved credits, will be allowed to continue with the previous contractual salary movement to MA 30 though MA 45.

Faculty interested in pursuing a doctoral degree should consult with the Director of Human Resources and the HFEO president before enrolling in a program.

D. Off-Schedule Compensation

1. A teacher who was on Step 9 or greater in the Bachelor's or Bachelor's +15 column, during the 2020-2021 school year shall be paid "off-schedule," as follows. For the 2021-2022, 2022-2023 and the 2023-2024 school year, the teacher will receive a base salary that is 2.00%, 2.15%, 2.25% respectively more than he/she received for the previous school year.

2. A teacher who was on Step 18 or greater in the Masters or Masters +15 column, during the 2020-2021 school year shall be paid “off-schedule,” as follows. For the 2021-2022, 2022-2023 and the 2023-2024 school year, the teacher will receive a base salary that is 2.00%, 2.15%, 2.25% respectively more than he/she received for the previous school year.
3. A teacher who was on Step 18 or greater in the 2nd MA or on Step 19 or greater in the 2nd MA +15 column, during the 2020-2021 school year shall be paid “off-schedule,” as follows. For the 2021-2022, 2022-2023 and the 2023-2024 school year, the teacher will receive a base salary that is 2.00%, 2.15%, 2.25% respectively more than he/she received for the previous school year.

E. Off-Schedule Lane Movement:

1. A teacher who is off-schedule in the Bachelor’s +15 lane and completes sufficient graduate hours to move to the Master’s lane and thus return to the schedule, shall be placed on step 10 of the Master’s lane.
2. A teacher in the BA, MA, MA+15 or 2nd MA lane (reference 12.2 C for exceptions) who is “off-schedule” and who completes sufficient graduate hours to move to the next lane shall receive an increase equal to the vertical increment of the lane to which the teacher has moved and the percentage raise given to off-schedule teachers in that lane or the value on the salary guide of the lane and step the teacher would be moving to, whichever is greater.

As to overtime for instructional assistants, the salary schedule for instructional assistants attached as Appendix II shall be annotated with the following:

“Overtime is any hours of work beyond the normal contractual work day as defined in Section 6.1 of this document. Instructional assistants shall be paid one and one-half (1½) times their regular hourly rate as determined by the salary schedule. It is recognized that it may be necessary for instructional assistants to work overtime within their instructional assistant job responsibilities so that the school can function in the most efficient manner.”

The provisions of the following Sections apply to teachers and do not apply to instructional assistants: “12.3, Summer school and academy compensation;” 12.4, Sixth assignment compensation; “12.10, Model teacher compensation;” 12.11, “Contractual activities.” Instructional Assistants will be compensated at their normal hourly rate for attendance of H-F University courses, limited to the equivalent of three (3) full-day courses per school year.

12.3 SUMMER SCHOOL AND ACADEMY COMPENSATION - TEACHERS

- A. Summer School and Academy salary shall be per full summer session and Teachers' Retirement contributions will be deducted from the Summer School and Academy salary.

SUMMER SCHOOL

1. Year 2021-2022 - \$7,575
2. Year 2022-2023 - \$7,700
3. Year 2023-2024 - \$7,825

ACADEMY

1. Year 2021-2022 - \$6,550
2. Year 2022-2023 - \$6,600
3. Year 2023-2024 - \$6,650

- B. Guidelines for the Employment of Teachers for Summer School

In deciding, which are the best qualified teachers, the summer school principal will consider the following factors:

1. The length and quality of experience of teaching to be considered in the order listed below:
 - a. at Homewood-Flossmoor High School
 - b. the number of summer sessions taught at H-F
 - c. in the particular subject being offered
 - d. the level of the subject being offered
 - e. at other schools
 - f. other subjects and levels
2. Preference will be given to tenured teachers, if all factors in #1, above, are equal.
3. The above factors will be considered, but the final decision is made by the Summer School Principal.

12.4 SIXTH ASSIGNMENT COMPENSATION - TEACHERS

- A. Any teacher with more than the normal teaching load as set forth in this agreement shall receive additional compensation at the rate of one-fifth (20%) of the MA lane, Step 3. Assignments of a lesser duration shall be prorated based on this schedule.
- B. If an employee is unable to complete the obligations of the 6th assignment contract due to, but not limited to, a medical, workman's compensation or FMLA leave, he/she will receive a prorated portion of the individual contract.
- C. If an employee receives a contract for a 6th assignment and the section is collapsed, he/she will receive a prorated portion of the individual contract.
- D. Guidelines for the Selection of Teachers for Sixth Assignments

In deciding, which are the best qualified teachers, the principal will consider the following factors:

1. Teacher availability during the class period of the 6th assignment.
2. Teaching experience in the particular subject area.
3. Preference will be given to tenured teachers, if all factors in number 1 and 2 above, are equal.
4. The above factors will be considered, but the final decision is made by the principal.

12.5 TAX-SHELTERED ANNUITY PAYMENTS

Any teacher or instructional assistant may elect to have payments made to annuity programs approved by the District. These payments are tax-sheltered.

12.6 COACHING ASSIGNMENTS

Teachers and instructional assistants shall be placed on the appropriate step of the extra-curricular salary schedule according to the following guidelines:

- A. Head Coaches shall be placed according to the number of years they have worked in the sport as a head or assistant coach in that sport. This experience need not be at Homewood-Flossmoor School District and is at the discretion of the Athletic Director, the Administration, and/or Board.
- B. Assistant Coaches shall be placed according to the number of years they have worked in the sport. This experience need not be at Homewood-Flossmoor School District and is at the discretion of the Athletic Director, Administration, and/or Board.

- C. Coaches who have general coaching experience and move into coaching a different sport shall be placed at the step equal to one-half (1/2) the total years of athletic coaching experience.

12.7 PROCEDURE FOR ASSIGNMENT OF ASSOCIATE COACH POSITIONS

- A. The purpose of the Associate Coach positions is to facilitate the involvement of new staff members into extra-curricular positions when all paid positions are filled. By getting new staff members involved early in their H-F careers, the possibility of future employment in extra-curricular areas is enhanced. Associate Coach positions may be utilized in Category AAA, AA, A, or B. There may be exceptions where programs would benefit from the expertise of experienced faculty members. Therefore, these individuals may be considered for the associate coaching positions.
- B. The following criteria will be followed in regards to Associate Coaches:
 1. All other paid coaching positions in the sport must first be filled.
 2. The Head Coach may recommend Associate Coaches to the Director of Athletics and Activities.
 3. The Director of Athletic and Activities must approve all Associate Coaching positions.
 4. Programs that employ Associate Coaches may change from year to year at the discretion of the Head Coach, the Director of Athletics and Activities , the Administration and/or the Board.
 5. Associate Coaching positions are approved on a one-year (1) basis only.
 6. No additional monies from outside sources may be used to pay Associate Coaches.

12.8 PROCEDURE FOR ASSIGNMENT OF ASSOCIATE ACTIVITY SPONSOR

- A. The purpose of the Associate Activity Sponsor positions is to facilitate the involvement of new staff members into extra-curricular positions when all paid positions are filled. By getting new staff members involved early in their H-F careers, the possibility of future employment in extra-curricular areas is enhanced. Associate Activity Sponsor positions may be utilized in Category AAA, AA, A, B, C, D, E, and F. There may be exceptions where programs would benefit from the expertise of experienced faculty members. Therefore, these individuals may be considered for the associate activity sponsor positions.
- B. The following criteria will be followed in regards to Associate Activity Sponsors:
 1. All other paid activity sponsor positions in the activity must first be filled.

2. The Head Sponsor may recommend Associate Sponsors to the Director of Athletics and Activities.
3. The Director of Athletics and Activities must approve all Associate Activity Sponsors
4. Programs that employ Associate Activity Sponsors may change from year to year at the discretion of the Head Sponsor, the Director of Athletics and Activities, the Administration and/or the Board.
5. Associate Activity Sponsor positions are approved on a one-year (1) basis only.
6. No additional monies from outside sources may be used to pay Associate Activity Sponsors.

12.9 EXTRA-RESPONSIBILITY CATEGORY ASSIGNMENT

- A. The extra-responsibility category assignment list, Appendix III, is attached to and incorporated within this agreement.
- B. Category placement will be negotiated between the appropriate HFEO officers, Human Resources, and Business Manager.
- C. In the event the Illinois High School Association (IHSA) sanctions a new sport and/or activity, the new sport/activity is eligible for placement on the Extra-Responsibility Compensation Guide. Recommendations for placement on the Extra Responsibility Compensation Guide will be subject to final approval by the Superintendent.
- D. In the event that a non-sanctioned IHSA sport or activity requests placement on the Extra Responsibility Compensation Guide, the sport or activity must first follow club establishment procedures. Recommendations for placement on the Extra Responsibility Compensation Guide will be subject to final approval by the Superintendent.

12.10 EXTRA-RESPONSIBILITY COMPENSATION GUIDE

- A. The extra-responsibility compensation guide, Appendix IV, is attached to and incorporated within this agreement.
- B. If an employee is unable to complete the obligations of the extra responsibility contract due to, but not limited to, a medical, workman's compensation or FMLA leave, he/she will receive a prorated portion of the individual contract.
- C. A coach or sponsor who has completed step-12 or greater shall be paid the step-12 rate plus the longevity stipend listed according to Appendix IV.

12.11 MODEL TEACHER COMPENSATION - TEACHERS

- A. Model teachers will be compensated \$2,250 a year for work pursuant to provisions established by the Homewood-Flossmoor Model Teacher Program. The mentor/mentee ratio is one-to-one.
- B. Model Instructional Assistants will be compensated at a rate of \$25.00 per hour for participation in the Model IA program during the summer. Model IA's and their mentees may meet up to one time per month during the school year and the rate of pay will be the employees hourly rate as determined by the negotiated agreement. The mentor/mentee ratio is one-to-one.

12.12 CONTRACTUAL ACTIVITIES

As part of the responsibilities included in the base salary, all teachers, counselors, and deans are required to attend the following evening activities; Back-to-School Night and Parent-Teacher Conferences. All other requests from the administration will be considered voluntary and not required.

Art Department - As part of the responsibilities included in the base salary, the Art Department will design and prepare display cases and bulletin boards throughout the school as is past practice.

Case Manager – To support students and general education teachers in the completion of their case manager responsibilities, they will be compensated in accordance with Appendix IV of this agreement.

Counselor - All counselors are expected to attend events outside of the work day that are necessary to support the objectives of a comprehensive Guidance and Counseling Department. Attendance at these events shall be mutually agreed upon. Reasonable effort will be made to ensure an equitable distribution of events as per the needs of the Administration and the Department Chairperson. Counselors shall be compensated in accordance with Appendix IV of this agreement.

Deans - All deans are expected to attend events outside of the work day that are necessary to support the objectives of a comprehensive Dean's Department. Attendance at these events shall be mutually agreed upon. Reasonable effort will be made to ensure an equitable distribution of events as per the needs of the Administration. Deans shall be compensated in accordance with Appendix IV of this agreement.

Special Educators - Should a special educator believe their workload to be in excess of an established guideline, the following steps will occur:

- A. The special educator will schedule a meeting with his/her special education supervisor to discuss the concern.
- B. The special educator must bring data, including documentation of time requirements that make the workload unmanageable to that meeting.
- C. In discussion between the special educator and the direct supervisor, a written plan shall be developed to address each area of concern and establish a process to evaluate the plan to determine the plan's effectiveness.
- D. Within six weeks of the above-referenced plan's implementation, the staff and supervisors

will meet to review the evaluation data and determine further action, if needed.

- E. Any and all concerns will be communicated in writing to the Homewood-Flossmoor Community High School District 233 principal.

Any additional activities requiring any Teacher/Instructional Assistant participation will be jointly discussed prior to implementation. The HFEO President or designee(s), the Superintendent or designee(s) and affected department chairs will meet on an as needed basis for the purpose of discussing the nature and scope of the proposed activity, teacher responsibilities and a recommendation for compensation, if any.

Teachers and instructional assistants participating in events voluntarily may submit School Business Form for reimbursement of expenses.

12.13 TUITION REIMBURSEMENT: INSTRUCTIONAL ASSISTANTS

Instructional Assistants will be reimbursed up to one-thousand dollars (\$1500.00) for tuition cost at an accredited college through the completion of a master's degree each year. Notification of enrollment course information and syllabus/course description must be submitted and approved by the Superintendent and the Director of Human Resources prior to the start of the course. At the completion of the course, the instructional assistant must submit a transcript and have received no grade lower than a B- for the reimbursement to be granted. Courses may not be taken on a pass/fail basis.

Each Instructional Assistant will be allowed up to three (3) online graduate credit hours per year. These courses must follow the following guidelines for approval:

1. Credits must be obtained from a 4-year teaching degree granting institution, in which the majority of the student population attends class on-campus.
2. The Superintendent shall determine final approval for all online course credit. The Superintendent reserves the right to make exceptions for courses outside these guidelines if courses have a direct benefit to the function of the district.

12.14 ONLINE COURSE CREDIT FOR SALARY SCHEDULE: TEACHERS

Each teacher will be allowed up to three (3) online graduate credit hours per year. These courses must follow the following guidelines for approval:

1. Credits must be obtained from a 4-year teaching degree granting institution, in which the majority of the student population attends class on-campus.
2. The course must be directly related to the content area in which the teacher is currently assigned or directly related to the implementation of instruction.

3. The Superintendent shall determine final approval for all online course credit. The Superintendent reserves the right to make exceptions for courses outside these guidelines if courses have a direct benefit to the function of the district.

12.16 JOINT SALARY GUIDE AND COMPENSATION COMMITTEE

A Joint Salary Guide and Compensation Committee will be established for the purpose of reviewing all aspects of current and future salary guides and other compensation to recommend changes as appropriate. The Committee shall consider all options which are in the best interests of the Board of Education and the HFEO, taking into account, without limitation, future guide design, salary and compensation options to ensure long-term sustainability. The Committee will be comprised of The Business Manager and the Human Resources Director, who represent the board of education and administration, two (2) members of the HFEO Negotiation Committee (or its designees), and up to four (4) at large members from the HFEO membership; including at least one (1) instructional assistant. Upon mutual agreement of the Joint Salary Guide and Compensation Committee; the committee can be expanded as necessary. The work of the Committee is to be collaborative in order to promote a wide range of views and opinions on the subjects discussed. The Committee will meet at minimum annually.

ARTICLE 13

EMPLOYEE RETIREMENT

13.1 RETIREMENT INCENTIVE PROGRAM: TEACHERS

The District's Retirement Incentive Program shall be available to full-time teachers who currently qualify for retirement under the Illinois Teacher Retirement System without cost or penalty to the Board of Education. The retirement benefits of Article 13 shall be available to teachers for a maximum of one (1) school year following the expiration date of this Agreement. Retirement benefits beyond the one (1) school year following the expiration date of this Agreement are subject to, and will be determined through future negotiations with no guarantee of future benefits under this agreement .

A. Employee Eligibility

To be eligible for the District Retirement Incentive Program, the full-time certified employee:

1. Must retire within four (4) years of the notice in which the retirement is submitted. Notice letters submitted to retire beyond four (4) years shall be rejected.
2. Have served satisfactorily as a full-time certified employee with District #233 immediately preceding retirement. The employee must be a participant in the Illinois Teacher Retirement System.
3. To be eligible for a period of less than four (4) years, the teacher must not have received an increase of greater than 6% in TRS creditable earnings in the school year(s) immediately

preceding the proposed start of the Retirement Incentive Program by the following “look back period” schedule:

- Three (3) year Retirement Incentive Program or Three (3) years of 5.5%’s = A one (1) year look back
- Two (2) year Retirement Incentive Program or Two (2) years of 5.5%’s = A two (2) year look back
- One (1) year Retirement Incentive Program or One (1) year of 5.5% = A three (3) year look back

Notice Deadlines and any required “look back periods” are illustrated in the chart below:

	Retire in June 2022	Retire in June 2023	Retire in June 2024	Retire in June 2025	Retire in June 2026, 2027 or 2028
Notice: 1/15/22	One year of 5.5% - Look back three years	Two years of 5.5% - Look back two years	Three years of 5.5% - Look back one year	4 years of 5.5% - No look back required	Benefit to be determined through future negotiations
Notice: 1/15/23	N/A	One year of 5.5% - Look back three years	Two years of 5.5% - Look back two years	Three years of 5.5% - Look back one year	Benefit to be determined through future negotiations
Notice: 1/15/24	N/A	N/A	One year of 5.5% - Look back three years	Two years of 5.5% - Look back two years	Benefit to be determined through future negotiations
Notice: 1/15/25	N/A	N/A	N/A	One year of 5.5% - Look back three years	Benefit to be determined through future negotiations

4. Give retirement notice to the Superintendent of his/her desire to participate in the plan by January 15th of the school year during which the teacher elects to begin the 5.5% retirement benefit.

5. The January 15th notice date may be waived by the Board of Education under extenuating circumstances. The employee's retirement notice must be in writing, irrevocable, and must stipulate the final date of employment.

B. Retirement Plan

1. In the event an employee can retire without any additional payment by the Board to TRS for early retirement, the employee shall receive the following benefit:

If the employee gives a written irrevocable notice of retirement and resignation no later than January 15th of the first year the 5.5% pay increase is to be applicable, the employee shall receive salary increases for each of their last school terms of employment such that the teacher's TRS creditable earnings for each of the last years of employment is increased by five and one half percent (5.5%) over the teachers prior year TRS creditable earnings.

2. Retirement Incentive Program Notes

All contractual duties performed in the base year (the school year prior to the year the employee receives his/her first 5.5% increase) will be performed in the final years of employment (e.g. all contracts in Appendix III and IV, 6th assignments, summer school, summer academy, that were counted as TRS creditable earnings along with the scheduled salary).

A teacher may voluntarily resign from a contractual extra duty assignment; however the teacher's compensation would be reduced accordingly.

A teacher who takes courses or would otherwise "move" on the salary schedule, or move on an extra duty/stipend schedule, would receive no additional compensation beyond the 5.5% incentive.

The Association agrees that the teacher under this retirement incentive would not be able to earn more than 6% of the previous year's creditable earnings, regardless of assignment.

The term "Base Year" shall be defined as the school prior to the year the employee receives his/her first 5.5% increase.

The term "Look Back" shall be defined as the period(s) used prior to the date of retirement to determine if the District is subject to a penalty due to the 6% limitation as defined by TRS.

13.2 MEDICAL INSURANCE AFTER RETIREMENT: TEACHERS

For each teacher electing to retire, the Board-Administration shall pay a maximum of \$300 per month toward the cost of the TRS Health Insurance premium for a maximum of five (5) years or

until eligible for Medicare, whichever comes first. The beginning date of this benefit may be, at the option of the teacher, delayed for a period of up to two years from the date of retirement. If a teacher wishes to delay the beginning date of this benefit, the teacher must give written, irrevocable notice of this election prior to the date of retirement. The notice of this statement must state the date upon which the teacher wishes the benefit shall begin.

13.3 MILITARY SERVICE CREDIT: TEACHERS

The Board-Administration may agree to pay for up to two (2) years of military service credit if the ERO employer penalty is reduced by such payment.

13.4 OTHER SERVICE CREDIT: TEACHERS

The Board-Administration may agree to pay for up to two (2) years of other service credit if the ERO employer penalty is reduced by such payment.

13.5 RETIREMENT: INSTRUCTIONAL ASSISTANTS

Instructional assistants who plan to retire from the district must give the District a minimum of two weeks written notice. Information related to initiating retirement is available in the Office of Human Resources. Employees who contemplate retirement should also call the Illinois Municipal Retirement Fund (I.M.R.F.) office to obtain a statement of estimated retirement annuity, preferably at least 2-3 months prior to expected date of retirement.

Upon retirement, the employee shall receive a post-retirement bonus of \$400 for each year of consecutive service at Homewood-Flossmoor High School. This bonus will be paid 2 calendar months from the date of retirement. In order to receive the retirement bonus, employees are required to provide a one-year irrevocable notice of retirement. The retiring instructional assistant must have eight (8) years of continuous service at Homewood-Flossmoor High School.

As per 215 ILCS 5-367J, all I.M.R.F. retirees, disabled members and surviving spouses are entitled to continue health insurance at their own expense. These members will be responsible for payment of the district's entire fully insured equivalent rate. Termination of this coverage can occur when the retiree fails to pay the premium or becomes eligible for health coverage from another source.

If an instructional assistant notifies the Director of Human Resources in writing at least 12 months before he/she intends to retire, the instructional assistant will be credited the number of sick leave days necessary to bring the total to 180. The instructional assistant will be credited these sick leave days 12 months before his/her effective retirement date and these days will be available for use.

ARTICLE 14

CONTINUITY OF OPERATIONS

The HFEO agrees that no teacher or instructional assistant nor any employee group shall at any time engage in a strike slowdown, or other concerted refusal to render full and complete services to the school district during the term of this Agreement. The Board agrees that it will not lockout any Bargaining Unit Member during the term of this Agreement.

ARTICLE 15

EFFECT OF AGREEMENT

15.1 CONTRACTUAL AMENDMENTS

This Agreement may be altered, changed, added to, deleted from, or modified through the voluntary, mutual consent of these parties in a written and signed amendment to this Agreement.

15.2 SAVINGS CLAUSE

If any provision of this Agreement or any application of this Agreement to any Bargaining Unit Member or Employee or group of Bargaining Unit Members or Employees is held to be contrary to law, then such provision or application shall not be deemed valid and subsisting, except to the extent permitted by law; but all other provisions or applications shall be continued in full force and effect.

15.3 BINDING AGREEMENT

This Agreement shall be binding upon the parties and their respective successors during its existence provided that the parties recognize that the Board-Administration cannot and does not commit the expenditures of funds not available. Accordingly the obligations of the Board and the District to negotiate are subject to and conditioned upon availability of public funds.

ARTICLE 16
DURATION

16.1 DURATION

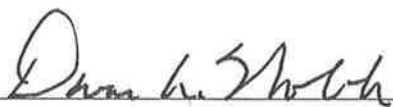
This agreement shall be effective from September 1, 2021 and shall continue in effect through the end of the day on August 31, 2024. Negotiations will commence within two (2) weeks of December 1, 2024.

June 15, 2021

Date

**HOMEWOOD-FLOSSMOOR
EDUCATION ORGANIZATION**


By:



President


Vice President of Negotiations

**BOARD OF EDUCATION
DISTRICT 233**

By:


President


Secretary

APPENDIX I

Teacher Salary Guide 2021-2022

Step	BA Rate	BA+15 Rate	MA Rate	MA+15 Rate	2nd MA Rate	2nd MA+15 Rate
1	54,000	54,250	54,978	57,477	59,976	62,475
2	55,589	56,019	57,317	59,991	62,670	65,369
3	57,179	57,789	59,656	62,505	65,364	68,262
4	58,768	59,558	61,995	65,019	68,057	71,156
5	60,357	61,327	64,334	67,533	70,751	74,050
6	61,947	63,096	66,673	70,047	73,445	76,944
7	63,536	64,866	69,012	72,561	76,139	79,838
8	65,125	66,635	71,351	75,075	78,833	82,731
9	66,715	68,404	73,690	77,589	81,527	85,625
10			76,029	80,103	84,221	88,519
11			78,368	82,617	86,915	91,413
12			80,707	85,131	89,609	94,307
13			83,046	87,645	92,303	97,201
14			85,385	90,158	94,997	100,094
15			87,724	92,672	97,690	102,988
16			90,064	95,186	100,384	105,882
17			92,403	97,700	103,078	108,776
18			94,742	100,214	105,772	111,670
19						114,564

Stipend for Doctorate - \$2,500

Off Schedule Salary - Refer to Article 12, Section 12.2D

Teacher Salary Guide 2022-2023

Step	BA Rate	BA+15 Rate	MA Rate	MA+15 Rate	2nd MA Rate	2nd MA+15 Rate
1	54,250	54,500	55,088	57,592	60,096	62,600
2	55,843	56,273	57,426	60,111	62,795	65,499
3	57,435	58,046	59,765	62,630	65,494	68,399
4	59,028	59,818	62,104	65,149	68,194	71,298
5	60,620	61,591	64,443	67,668	70,893	74,198
6	62,213	63,364	66,781	70,187	73,592	77,098
7	63,805	65,137	69,120	72,706	76,291	79,997
8	65,398	66,910	71,459	75,225	78,991	82,897
9	66,990	68,683	73,797	77,744	81,690	85,797
10			76,136	80,263	84,389	88,696
11			78,475	82,782	87,089	91,596
12			80,814	85,301	89,788	94,495
13			83,152	87,820	92,487	97,395
14			85,491	90,339	95,187	100,295
15			87,830	92,858	97,886	103,194
16			90,169	95,377	100,585	106,094
17			92,507	97,896	103,284	108,994
18			94,846	100,415	105,984	111,893
19						114,793

Stipend for Doctorate - \$2,500

Off Schedule Salary - Refer to Article 12, Section 12.2D

Teacher Salary Guide 2023-2024

Step	BA Rate	BA+15 Rate	MA Rate	MA+15 Rate	2nd MA Rate	2nd MA+15 Rate
1	54,500	54,750	55,198	57,707	60,216	62,725
2	56,096	56,526	57,539	60,231	62,921	65,630
3	57,691	58,303	59,881	62,755	65,625	68,536
4	59,287	60,079	62,222	65,279	68,330	71,441
5	60,883	61,855	64,563	67,803	71,035	74,347
6	62,479	63,632	66,905	70,327	73,739	77,252
7	64,074	65,408	69,246	72,851	76,444	80,157
8	65,670	67,185	71,588	75,375	79,149	83,063
9	67,266	68,961	73,929	77,899	81,853	85,968
10			76,270	80,423	84,558	88,874
11			78,612	82,947	87,263	91,779
12			80,953	85,471	89,968	94,684
13			83,295	87,995	92,672	97,590
14			85,636	90,519	95,377	100,495
15			87,977	93,044	98,082	103,401
16			90,319	95,568	100,786	106,306
17			92,660	98,092	103,491	109,211
18			95,002	100,616	106,196	112,117
19						115,022

Stipend for Doctorate - \$2,500

Off Schedule Salary - Refer to Article 12, Section 12.2D

APPENDIX II

Instructional Assistant Salary Guide 2021-2022

Step	I		II		III	
	Test/0-59hrs. Rate	Hourly Rate	60+ hrs. Rate	Hourly Rate	Degree Rate	Hourly Rate
1	21,460	\$16.00	23,325	\$17.39	24,726	\$18.44
2	21,830	\$16.28	23,695	\$17.67	25,096	\$18.71
3	22,200	\$16.55	24,065	\$17.94	25,466	\$18.99
4	22,570	\$16.83	24,435	\$18.22	25,836	\$19.26
5	22,940	\$17.10	24,805	\$18.49	26,206	\$19.54
6	23,310	\$17.38	25,175	\$18.77	26,576	\$19.81
7	23,680	\$17.66	25,545	\$19.05	26,946	\$20.09
8			25,915	\$19.32	27,316	\$20.37
9			26,285	\$19.60	27,686	\$20.64
10					28,056	\$20.92
11					28,426	\$21.19
12					28,796	\$21.47
L1						

L1 - Shall be defined as a longevity step. Instructional Assistants on Step L1 shall receive an annual increase of 2.35%.

Instructional Assistant Salary Guide 2022-2023

Step	I		II		III	
	Test/0-59hrs. Rate	Hourly Rate	60+ hrs. Rate	Hourly Rate	Degree Rate	Hourly Rate
1	21,889	\$16.32	23,792	\$17.74	25,221	\$18.80
2	22,264	\$16.60	24,167	\$18.02	25,596	\$19.08
3	22,639	\$16.88	24,542	\$18.30	25,971	\$19.36
4	23,014	\$17.16	24,917	\$18.58	26,346	\$19.64
5	23,389	\$17.44	25,292	\$18.86	26,721	\$19.92
6	23,764	\$17.72	25,667	\$19.14	27,096	\$20.20
7	24,139	\$18.00	26,042	\$19.42	27,471	\$20.48
8			26,417	\$19.70	27,846	\$20.76
9			26,792	\$19.98	28,221	\$21.04
10					28,596	\$21.32
11					28,971	\$21.60
12					29,346	\$21.88
L1						

L1 - Shall be defined as a longevity step. Instructional Assistants on Step L1 shall receive an annual increase of 2.45%.

Instructional Assistant Salary Guide 2023-2024

Step	I		II		III	
	Test/0-59hrs. Rate	Hourly Rate	60+ hrs. Rate	Hourly Rate	Degree Rate	Hourly Rate
1	22,360	\$16.67	24,304	\$18.12	25,763	\$19.21
2	22,735	\$16.95	24,679	\$18.40	26,138	\$19.49
3	23,110	\$17.23	25,054	\$18.68	26,513	\$19.77
4	23,485	\$17.51	25,429	\$18.96	26,888	\$20.05
5	23,860	\$17.79	25,804	\$19.24	27,263	\$20.33
6	24,235	\$18.07	26,179	\$19.52	27,638	\$20.61
7	24,610	\$18.35	26,554	\$19.80	28,013	\$20.89
8			26,929	\$20.08	28,388	\$21.17
9			27,304	\$20.36	28,763	\$21.44
10					29,138	\$21.72
11					29,513	\$22.00
12					29,888	\$22.28
L1						

L1 - Shall be defined as a longevity step. Instructional Assistants on Step L1 shall receive an annual increase of 2.45%.

APPENDIX III

EXTRA RESPONSIBILITY CATEGORIES: ACTIVITIES

<p><u>Category AAA</u> Head Marching/Pep Band Head Debate</p>	<p><u>Category AA</u> Head Speech</p>	<p><u>Category A</u> Head Broadcasting Voyager Sponsor Yearbook Sponsor Children’s Play (CH) Director Contest Play (CP) Director Group Interp. (GI) Director High School (HS) Play Director Musical Director Intramural Coordinator</p>	<p><u>Category B</u> Asst. Broadcasting Asst. Debate Asst. Speech Choir Director Orchestra Director CP/GI Tech Director CH Play/HS Play Tech Director Auditorium Manager Edda Head Automotive Club Head Fencing Head JLYC/SPOLY Head Op. Snowball – Finance Head Scholastic Bowl Senior Class Sponsor National Honor Society</p>
<p><u>Category C</u> Art Exhibition Coordinator Asst. Fencing Head Friends of Rachel Key Club Head DECA Head Steppers Head Zoobot Junior Class Sponsor Musical Tech Director Op. Snowball – Personnel Op. Snowball – Programming Op. Snowball – Publicity Student Gov. – Exec. Board</p>	<p><u>Category D</u> Asst. JLYC/SPOLY Asst. Marching Band Visual Arts Club Head Chess Head Jazz Band Head Mathletes Inspirational Voices Model United Nations Mock Trial Skills USA</p>	<p><u>Category E</u> Asst. Automotive Club Asst. Friends of Rachel Asst. Intramural Asst. Jazz Band Asst. Mathletes Asst. Steppers Asst. Scholastic Bowl Asst. Zoobot Drumline/Percussion Ensemble French NHS & Club Mu Alpha Theta Honor Society National Art Honor Society Peer Helpers Science Olympiad Spanish NHS & Club Freshman Class Sponsor Sophomore Class Sponsor</p>	<p><u>Category F</u> Anime Asst. DECA Asst. Key Club Chinese Club Environmental Vikings FCCLA Club Asst. Mock Trial Multicultural Club Peer Mediation Poetic Expression speech PIR Director Robotics Thespians</p>

EXTRA RESPONSIBILITY CATEGORIES: ATHLETICS

<p><u>Category AAA</u> Head Varsity Basketball Head Varsity Football Head Varsity Track</p>	<p><u>Category AA</u> Athletic Trainer (per season) Head Varsity Ice Hockey Head Varsity Wrestling</p>	<p><u>Category A</u> Head Varsity Badminton Head Varsity Baseball Head Varsity Cheer (per season) Head Varsity Cross Country Head Varsity Field Hockey Head Varsity Golf Head Varsity Gymnastics Head Varsity Lacrosse Head Varsity Dance (per season) Head Varsity Soccer Head Varsity Softball Head Varsity Swimming Head Varsity Tennis Head Varsity Volleyball Head Varsity Water Polo Head Freshman Basketball Head Sophomore Basketball Head Freshman Football Head Sophomore Football Asst. Varsity Basketball Asst. Varsity Football Asst. Track Asst. Ice Hockey</p>	<p><u>Category B</u> Strength Coach (per season) Head Fresh. Cheer (per season) Head JV Cheer (per season) Asst. Badminton Asst. Basketball Asst. Baseball Asst. Cross Country Asst. Field Hockey Asst. Football Asst. Golf Asst. Gymnastics Asst. Lacrosse Asst. Dance (per season) Asst. Soccer Asst. Softball Asst. Swimming Asst. Tennis Asst. Track (outdoor only) Asst. Volleyball Asst. Water Polo Asst. Wrestling</p>
<p><u>Category C</u> Pool Manager Head Summer Baseball Weight Lifting Coord.</p>	<p><u>Category D</u></p>	<p><u>Category E</u></p>	<p><u>Category F</u></p>

APPENDIX IV

Extra Responsibility Compensation Guide 2021-2022

Step	Lane AAA Rate	Lane AA Rate	Lane A Rate	Lane B Rate	Lane C Rate	Lane D Rate	Lane E Rate	Lane F Rate
1	7,344	6,139	5,648	4,308	3,543	2,790	2,236	1,542
2	7,344	6,139	5,648	4,308	3,543	2,790	2,236	1,542
3	7,775	6,563	6,118	4,663	3,855	3,129	2,377	1,683
4	7,775	6,563	6,118	4,663	3,855	3,129	2,377	1,683
5	8,299	7,080	6,665	5,223	4,347	3,346	2,551	1,857
6	8,299	7,080	6,665	5,223	4,347	3,346	2,551	1,857
7	8,821	7,594	7,166	5,812	4,926	3,560	2,735	2,041
8	8,821	7,594	7,166	5,812	4,926	3,560	2,735	2,041
9	9,325	8,091	7,577	6,364	5,149	3,914	2,906	2,211
10	9,325	8,091	7,577	6,364	5,149	3,914	2,906	2,211
11	9,702	8,462	7,911	6,660	5,752	4,109	3,094	2,400
12	9,702	8,462	7,911	6,660	5,752	4,109	3,094	2,400
Longevity	300	300	250	125	125	125	100	100
Dean		7,700				Cafeteria Supervisor		
Case Manager		1,000				years 1-4	2,350	
Counselor		1,000				years 5-8	2,700	
Athletic Associate		3,150				years 9-12	3,050	
Activity Associate		1,550						
Content Coach		2,175						
Literacy Coach		2,975						
Technology Coach		2,975						
IB Ext. Essay Coord.		2,175						
Model Teacher		2,500						
New Teacher/PD Coord.		2,975						

Extra Responsibility Compensation Guide 2022-2023

Step	Lane AAA Rate	Lane AA Rate	Lane A Rate	Lane B Rate	Lane C Rate	Lane D Rate	Lane E Rate	Lane F Rate
1	7,454	6,231	5,690	4,329	3,552	2,797	2,245	1,548
2	7,454	6,231	5,690	4,329	3,552	2,797	2,245	1,548
3	7,891	6,662	6,164	4,687	3,864	3,137	2,387	1,690
4	7,891	6,662	6,164	4,687	3,864	3,137	2,387	1,690
5	8,423	7,186	6,715	5,249	4,358	3,355	2,561	1,864
6	8,423	7,186	6,715	5,249	4,358	3,355	2,561	1,864
7	8,953	7,708	7,220	5,841	4,938	3,569	2,746	2,049
8	8,953	7,708	7,220	5,841	4,938	3,569	2,746	2,049
9	9,465	8,212	7,634	6,395	5,161	3,923	2,917	2,220
10	9,465	8,212	7,634	6,395	5,161	3,923	2,917	2,220
11	9,847	8,589	7,970	6,693	5,766	4,119	3,107	2,410
12	9,847	8,589	7,970	6,693	5,766	4,119	3,107	2,410
Longevity	300	300	250	125	125	125	100	100
Dean		7,750				Cafeteria Supervisor		
Case Manager		1,000				years 1-4	2,350	
Counselor		1,000				years 5-8	2,700	
Athletic Associate		3,200				years 9-12	3,050	
Activity Associate		1,550						
Content Coach		2,175						
Literacy Coach		2,975						
Technology Coach		2,975						
IB Ext. Essay Coord.		2,175						
Model Teacher		2,500						
New Teacher/PD Coord.		2,975						

Extra Responsibility Compensation Guide 2023-2024

Step	Lane AAA Rate	Lane AA Rate	Lane A Rate	Lane B Rate	Lane C Rate	Lane D Rate	Lane E Rate	Lane F Rate
1	7,566	6,324	5,747	4,351	3,561	2,804	2,253	1,554
2	7,566	6,324	5,747	4,351	3,561	2,804	2,253	1,554
3	8,010	6,761	6,225	4,710	3,874	3,145	2,395	1,696
4	8,010	6,761	6,225	4,710	3,874	3,145	2,395	1,696
5	8,550	7,294	6,782	5,275	4,369	3,363	2,570	1,871
6	8,550	7,294	6,782	5,275	4,369	3,363	2,570	1,871
7	9,088	7,823	7,292	5,870	4,950	3,578	2,756	2,057
8	9,088	7,823	7,292	5,870	4,950	3,578	2,756	2,057
9	9,607	8,335	7,710	6,427	5,174	3,933	2,927	2,228
10	9,607	8,335	7,710	6,427	5,174	3,933	2,927	2,228
11	9,995	8,718	8,050	6,726	5,781	4,130	3,118	2,418
12	9,995	8,718	8,050	6,726	5,781	4,130	3,118	2,418
Longevity	300	300	250	125	125	125	100	100
Dean		7,800				Cafeteria Supervisor		
Counselor		1,000				years 5-8	2,700	
Athletic Associate		3,250				years 9-12	3,050	
Activity Associate		1,550						
Content Coach		2,175						
Literacy Coach		2,975						
Technology Coach		2,975						
IB Ext. Essay Coord.		2,175						
Model Teacher		2,500						
New Teacher/PD Coord.		2,975						

APPENDIX V

NEGOTIATED AUXILIARY RATES

Program	Rate
A/P Review	\$38/hour
Academic Intervention	\$28/hour
Credit Recovery	\$28/hour
Certificated Daily Rate (Based on 7 hour work day): HFU Participants HFU Instructors New Teacher Induction Summer Curriculum Freshman Registration Summer IEP Gen. Ed. Teacher	\$245.00/Day \$35.00/hour
Homebound Tutoring*	\$52/hour
Sub Rates – Certified	
Block Day – In Dept.	\$60/period
Block Day – Out Dept.	\$44/period
50 Minute - In Dept.	\$45/period
50 Minute - Out Dept.	\$34/period
Sub Rates – I.A./period	\$14 above hr. rate
I.A. HFU Presenter Rate	\$25/hour
Summer Student Services Guidance Counselors, School Psychologists, Social Workers, Case Manager, Speech Pathologist, Transitional/Vocational Counselor	\$44/hour
Behavior Intervention	\$110/Session (3)
Tutoring:	
Period 1	\$32/session
After School	\$37/session
Weekend, Final Exam, Evening Tutoring	\$57/hour
Viking Test Prep*	\$57/hour
Summer Recovery Teacher	\$37/hour
Winter Break Recovery Teacher	\$57/hour
Crisis Team – over-break (summer, winter spring and Thanksgiving)	\$44/hour
VBC Mobile Truck Supervisor	\$100 per event
Athletic Event Coordinator	\$100/event
IB Extended Essay Supervisor	\$36/hour
<p>*Preparation for Homebound Tutoring and Test Prep activities will be compensated as follows: one hour of prep time or applicable prorated rate will be granted per three hours of direct instruction.</p>	