

# ELGIN/NEW LEIPZIG PUBLIC SCHOOL DISTRICT #49 2016 - 2017 COLLABORATIVE BARGAINING AGREEMENT

## Professional Growth

### Guidelines for Graduate Lane Changes

A. To move from the BS lane to the BS + 10 semester hour lane, the course will have to meet the following conditions:

1. Ten (10) semester hours must be graduate courses related to the teacher's general teaching assignment or specific teaching assignment.
2. No course work will be approved that is more than ten (10) years old.

B. To move from the BS + 10 semester hour lane to the BS + 16 semester hour lane, the course work will have to meet the following conditions:

1. Eight (8) of the sixteen (16) semester hours must be taken in the teacher's specific teaching assignment.
2. Five (5) of the sixteen (16) semester hours cannot be more than eight (8) years old at the time of approval.

C. To move from the BS + 16 to the BS + 24 semester hour lane and/or from the BS + 24 to the BS + 32 semester hour lane, the course work will have to meet the following conditions:

1. Twelve (12) of the thirty two (32) semester hours must be taken in the teacher's specific teaching assignment.
2. Ten (10) of the thirty two (32) semester hours cannot be more than eight years old at the time of approval.

D. Other provisions:

1. All course work must be on a graduate level approved through an approved accredited college.
2. The School District grievance procedure will apply to any disagreements.
3. It is understood that employees cannot fall back to the BS + 10 or the BS lane once having progressed to the next horizontal lane.
4. The superintendent, at his discretion, will sign and date a statement of course approval to be kept in the employee's personnel file.
5. A half time to full time teacher shall move no more or no less than one step down on the salary schedule in any one year.
6. One credit with reimbursement of up to \$70.00 will be given to teachers participating in the school's book study. (approved 5-21-14)

## Liquidated Damages Clause

If a teacher asks for a release from a signed contract, he or she will be subject to paying one of the percents in the following table. (Percent that applies would be taken times the contracted amount.) Nothing contained herein shall be construed to mean that the board must release the teacher upon payment of the amount; however, the school board may, in its sole discretion and by reason of extenuating circumstances, waive part or all of such damages.

First 30 days after contracts are signed - 1%

Second 30 days after contracts are signed - 3%

Third 30 days after contracts are signed - 5%

After the third 30 day period or after August 15 (whichever comes first) throughout the current school term - 10%

**Medical Leave:** Three (3) days full pay. Doctor, dental, and optometrist appointments for employee only. Appointment slip must accompany absentee report. Medical leave granted on a 1/7 day basis.

**Sick Leave:** Ten (10) days of sick leave shall be granted annually, accumulative to one hundred twenty (120). After a teacher uses all of the accumulated sick leave, the teacher will be entitled to the difference between the teacher's salary and the substitute teacher's pay for twenty (20) additional school days. Only accumulated sick leave can be used toward pregnancy leave. Sick leave shall be granted for child or spouse illness or medical appointments.

**Sick Leave Buy Back:** If an employee leaves or retires from the school system after completion of their 20<sup>th</sup> year of teaching, the teacher will be able to receive \$50 for up to 60 days of unused sick leave. (approved 5-21-14)

**Pregnancy Leave:** Teachers who become pregnant may use their accumulated sick leave if they so desire. They will not be entitled to the additional 20 (twenty) days benefit under a serious illness (mentioned in sick leave above). The time of pregnancy leave will be left flexible depending on the general health of the teacher and the recommendation of her doctor.

**Maternity/Paternity/Adoption Leave:** Teachers who become pregnant/or parents who choose to adopt will be granted five (5) days of maternity leave over and above any accumulated sick leave. Spouses will be granted 5 days. At the conclusion of the 5 days, teachers can use any accumulated sick leave. Further leave may be taken as per the Family Medical Leave Act guidelines.

**Personal Leave:** Each teacher shall be entitled to personal leave and emergency leave, without loss of pay, upon the following terms and conditions:

- A. Three (3) days of personal leave, accumulative to six (6) days, during the school year to be taken at the discretion of the teacher subject to the following:
  1. Personal leave may be taken in increments of one period.
  2. No personal leave may be taken the first ten (10) days of the school year or the last ten (10) days of the school year.
  3. If personal leave is requested during the time frame of A2, the request will be handled on an individual basis by the administration.
  4. No more than two (2) teachers per site may be granted personal leave on the same day.
- B. When a teacher subs for another teacher, that teacher will accumulate one

period of personal leave for each period subbed. The regular personal leave policy will apply for the use of this personal time.

**Personal Leave Buy Back:** Unused personal leave, over and above the three (3) days that can be carried forward to the next school year, may be “sold back” to the school district at the rate of current substitute pay. (Example: A teacher that has four (4) days of personal leave at the end of one school year, may sell one (1) day back to the district and must carry three (3) days forward to the next school year.)

**Emergency Leave:** Three (3) days of non-accumulative emergency leave may be granted during the school year for accident, damage to residence, surgery, serious illness, death, or funeral of friend or relative, subject to the following:

1. All requests for emergency leave shall be made to the Superintendent; and
2. The granting or denial of emergency leave shall be determined by the Superintendent’s direction.
3. Two (2) additional days may be granted for death of spouse or children.
4. Emergencies not listed will be approved or disapproved on an individual basis by the Board of Education if requested by the teacher.

**Professional Leave:** Teachers will receive two (2) days of professional leave, one of which may be used for in-house personal professional development technology time, to be approved by the administration, or to be used for attending workshops to benefit the teacher in classroom and extra-curricular activities. If there is a joint session on the subject of negotiations, this would be counted as professional leave for the teacher attending it along with the administrator. Three (3) days notice shall be given and no more than two (2) teachers may be gone at one time. This leave is non-accumulative and not to be taken during the first week of school or the last two weeks of school. Any leave required by the administrator should not be considered professional leave. One vehicle will be paid up to 180 miles (round trip) for attending these workshops. Registration fee will be paid by the school with a maximum of \$50.00 per individual. If workshop credit is received, the teacher will have the option of applying for reimbursement under the professional growth policy, or this professional leave section, but not both.

**Leave of Absence:** To be used at the discretion of the board. Teachers must notify the board by April 15 of the current school year if they are taking a leave of absence, and also by the following April 15 if they intend to return in the fall. The board will respond to the request within 30 days of receiving it.

**Teachers may be hired above the salary schedule.** Teacher’s Association will be notified if a teacher is hired above the salary schedule.

**Part-time teachers** shall receive a proportionate share of salary schedule and all benefits according to the negotiated agreement.

**All teachers** will receive noon lunches at no cost to the teacher when the teacher is supervising their respective class during lunch. If the teacher elects not to eat lunch, no cash reimbursement will be permitted.

**Any teacher who completes 10 years of service** with the school district will be allowed to take their computer with them upon retiring or resigning. (approved 5-27-15)

**Any teacher** (not an administrator) who provides 15 hours per year of mentoring services shall receive \$300.00. (approved 5-27-15)



	A	B	C	D	E
1	<b>EXTRA-CURRICULAR ACTIVITIES SCHEDULE -- 2016-2017</b>				May 23, 2016
2	The percentages listed on the Elgin/New Leipzig extra-curricular activities schedule are applicable to people who are placed on the Elgin/New Leipzig salary schedule. (approved 5-21-14)				
3	<b>POSITION</b>	<b>PERCENTAGE</b>			
4	Head Football Coach	10.0%	** If an assistant coach is not found and the head coach		
5	Assistant Football Coach	8.0%	assumes the responsibilities of the assistant coach also,		
6	Junior High Football Coach	6.0%	the head coach will receive 1/2 of the percent assigned		
7	Head Girls' Basketball Coach	10.0%	to the assistant coach.		
8	Assistant Girls' Basketball Coach	8.0%			
9	C Team Girls' Basketball Coach	2.0%	(in addition to assistant coach pay when the same person)		
10	Junior High Girls' Basketball Coach	6.0%			
11	Elementary Girls' Basketball Coach	4.0%			
12	Head Cross Country Coach	6.0%			
13	Head Boys' Basketball Coach	10.0%			
14	Assistant Boys' Basketball Coach	8.0%			
15	C Team Boys' Basketball Coach	2.0%	(in addition to assistant coach pay when the same person)		
16	Junior High Boys' Basketball Coach	6.0%			
17	Elementary Boys' Basketball Coach	4.0%			
18	Head Volleyball Coach	10.0%			
19	Assistant Volleyball Coach	8.0%			
20	C Team Volleyball Coach	2.0%	(in addition to assistant coach pay when the same person)		
21	Junior High Volleyball Coach	6.0%			
22	Elementary Volleyball Coach	4.0%			
23	Head Track Coach	10.0%			
24	J V Track Coach	8.0%			
25	Junior High Track, Boys' and Girls'	6.0%			
26	Head Golf Coach	6.0%			
27	Assistant Golf Coach	4.0%			
28	Junior High Golf Coach	2.0%			
29	Cheerleading	3.0%			
30	Junior High Cheerleading	3.0%			
31	Drill Team	3.0%			
32	Pep Club	2.0%			
33	FFA	5.0%			
34	FCCLA	5.0%			
35	FBLA	5.0%			
36	Drama Club Plays (each play)	2.5%			
37	Second Drama Club Plays (each play)	2.5%			
38	District X Speech	4.0%			
39	Music	8.0%			
40	Technology Coordinator	10.0%			
41	National Honor Society	2.0%			
42	Annual Staff	5.0%			
43	Concessions Advisor	8.0%	(Goes to the person doing the ordering, setup, etc.)		
44	Academic Team	1.0%			
45	Marketplace for Kids	0.5%			
46	Math Meet	0.5%			
47	Science Fair	0.5%			
48	Envirothon	1.0%			
49	Science Olympiad	1.0%			
50	Prom Advisor	2.5%	(For one person. If 2 people, dollar amount is split.		
51			% of District's base salary.)		
52	Payments for the above positions will be made on one of the following options and option must be chosen at the beginning				
53	of the year or when contract is signed:				
54	1. The full amount is paid at the end of the season for each respective activity.				
55	2. One-half of the total amount at the mid-point of the season and one-half of the total amount at the end of the season.				
56	3. The total amount divided equally in monthly amounts and included with the regular paycheck.				
57	(This option for regular contracted professional staff members.)				
58	No prepayments will be made under any circumstances.				

## 2016-2017 ELGIN/NEW LEIPZIG SALARY SCHEDULE

BASE SALARY	\$36,500.00					
INCREMENT DN	\$375.00	\$380.00	\$385.00	\$390.00	\$395.00	\$400.00
INCREMENT AC	100.00%	102.50%	105.00%	109.00%	112.00%	115.00%
EXPERIENCE	BS	+10 SEM HRS	+16 SEM HRS	+24 SEM HRS	+32 SEM HRS	MASTERS
0	\$36,500.00	\$37,412.50	\$38,325.00	\$39,785.00	\$40,880.00	\$41,975.00
1	\$36,875.00	\$37,792.50	\$38,710.00	\$40,175.00	\$41,275.00	\$42,375.00
2	\$37,250.00	\$38,172.50	\$39,095.00	\$40,565.00	\$41,670.00	\$42,775.00
3	\$37,625.00	\$38,552.50	\$39,480.00	\$40,955.00	\$42,065.00	\$43,175.00
4	\$38,000.00	\$38,932.50	\$39,865.00	\$41,345.00	\$42,460.00	\$43,575.00
5	\$38,375.00	\$39,312.50	\$40,250.00	\$41,735.00	\$42,855.00	\$43,975.00
6	\$38,750.00	\$39,692.50	\$40,635.00	\$42,125.00	\$43,250.00	\$44,375.00
7	\$39,125.00	\$40,072.50	\$41,020.00	\$42,515.00	\$43,645.00	\$44,775.00
8	\$39,500.00	\$40,452.50	\$41,405.00	\$42,905.00	\$44,040.00	\$45,175.00
9	\$39,875.00	\$40,832.50	\$41,790.00	\$43,295.00	\$44,435.00	\$45,575.00
10	\$40,250.00	\$41,212.50	\$42,175.00	\$43,685.00	\$44,830.00	\$45,975.00
11		\$41,592.50	\$42,560.00	\$44,075.00	\$45,225.00	\$46,375.00
12		\$41,972.50	\$42,945.00	\$44,465.00	\$45,620.00	\$46,775.00
13			\$43,330.00	\$44,855.00	\$46,015.00	\$47,175.00
14			\$43,715.00	\$45,245.00	\$46,410.00	\$47,575.00
15			\$44,100.00	\$45,635.00	\$46,805.00	\$47,975.00
16				\$46,025.00	\$47,200.00	\$48,375.00
17				\$46,415.00	\$47,595.00	\$48,775.00
18				\$46,805.00	\$47,990.00	\$49,175.00
19				\$47,195.00	\$48,385.00	\$49,575.00
20					\$48,780.00	\$49,975.00
21					\$49,175.00	\$50,375.00
22					\$49,570.00	\$50,775.00
23					\$49,965.00	\$51,175.00
24					\$50,360.00	\$51,575.00