

**Board Approved 5-19-08**

**Union Contract**

**between the**

**Board of Education School District 156,  
Cook County, Illinois**

**and**

**Lincoln Council**

**Southwest Suburban Federation of Teachers  
Local 943**

**IFT, AFT, AFL-CIO**

**2008 - 2013**

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## **ARTICLE 1 — RECOGNITION**

- 1.1 The Board of Education, School District #156, Cook County, hereinafter referred to as the BOARD, recognizes the Lincoln Council, Local #943, IFT, AFT, AFL-CIO, hereinafter referred to as the UNION, as the exclusive bargaining agent for all regularly contracted certified teaching personnel, with the exception of the Superintendent, Principal, Assistant Principal, and all Management and Supervisory employees as determined by the Illinois Educational Labor Relations Board (IELRB).
- 1.2 The School Board shall not enter into any verbal or written agreements with members of the bargaining unit without involvement of the Union officers.
- 1.3 Definition of the word "day" — all reference to the word "day" shall mean days when school is in session, and calendar days during the summer months.

## ARTICLE 2 — UNION AND TEACHER RIGHTS

### 2.1. Non-discrimination

It is the policy of the Lincoln School District 156 Board that all employees be able to enjoy a work environment free from discrimination and harassment based on race, age, national origin, gender, religion, sexual harassment, or other characteristics covered by Title VII of the Civil Rights Act of 1964 as amended, the Illinois Human Rights Act and the Cook County Human Rights Ordinance. In addition, the Board agrees not to discriminate against anyone for membership in the Union.

### 2.2. Board Information

The Board shall provide the Union president with the following documents:

- A. Board agendas
- B. Official minutes of the Board including all attachments of each school board meeting
- C. Notices of all Board meetings and Board committee meetings must be received by the Union president no later than twenty-four (24) hours before said meetings.

Upon request, the Board shall provide the Union president with the following documents:

- A. Board Policy Manual
- B. Annual auditor's report
- C. Current fiscal year budget
- D. Statistical information (excluding names) pertaining to teachers' placement on the salary schedule, extended service placement and present insurance coverage.

### 2.3. Use of School Equipment

The Union shall have access to teachers' mailboxes and bulletin board in the teachers' lounge to distribute and post authorized Union literature. No person except a Union designee shall add or remove such material from the bulletin board.

### 2.4. Union Release Time

The Union president or designee shall be allowed two (2) days of released time, at no cost to the District, each year to attend conventions, meetings, or workshops without being counted as absent from work.

The person granted the leave must submit a written request to the Principal at least twenty-one (21) days prior to the date of the leave. The Principal shall notify the individual at least fourteen (14) days prior to the date of the leave if approval has been granted.

Released time will not be permitted on the first or last day of the school term, school improvement days, institute days, or during assigned testing periods.

2.5. Dues Authorization

- A. Upon joining the Union, each teacher shall sign a dues authorization. This authorization shall be in effect for the duration of the member's employment unless written notice of revocation is given by the employee to the employer. Revocation shall become effective thirty (30) days after such notice is given.
- B. The dues and a list of employees from whom the dues have been deducted shall be forwarded to the proper Union officer no later than fifteen (15) days after each deduction.

2.6. School Board Summary

All teachers shall receive from the Superintendent's office an unofficial summary of the Board meetings within five (5) working days.

In order to keep teachers informed of existing and new policies that pertain to staff, two (2) copies of each summarized document shall be given to the Union president. The Union president or designee shall see to it that one copy is made available to the staff in a central location.

2.7. Fair Share

- A. Fair Share Payment shall become effective as of September 1, 1986. Fair Share Payment will apply to those teachers hired for the 1986-87 school year and thereafter. Union members hired before the 1986-87 school year shall be excluded from this fair share plan if they chose not to be members before September 1986. If a union member should withdraw from the Union, he/she then becomes subject to Fair Share.
- B. Non-members of the Union shall pay to the Union each month their fair share of the costs of the services rendered by the Union that are chargeable to non-members under state and federal law.

- C. Such fair share payment by non-members shall be deducted by the Board from the earnings of the non-member employees and remitted to the Union, provided, however, that the Union shall submit to the Board an affidavit which specifies the amount constituting said fair share not exceeding the dues uniformly required of members of the Union and which describes the rationale and method by which share was determined, including a description of the expenditures which were excluded in determining fair share.
- D. Upon receipt of said affidavit, the Board shall cooperate with the Union to ascertain the names of all employee non-members of the Union from whose earning the fair share payments shall be deducted and available space to post a notice concerning fair share.
- E. The Union shall cause to be posted a notice containing the fair share fee information specified in Section C above, advising that any non-member may object to the amount of the fee: 1) through the Union's internal appeal procedure by sending a letter to the Union president by certified or registered mail at any time after the notice but within thirty (30) days after the first salary payment of the school year from which his/her fair share has been deducted; 2) by filing a fair share objection with the Illinois Education Labor Relations Board IELRB, or 3) by taking any other action available to them by law.
- F. A copy of the Union internal appeal procedure of any objector's claims shall be supplied to the Board. The Union shall advise the Board of any subsequent changes therein.
- G. Upon receipt of formal notice of an objection and unfair labor practice charge to the Illinois Education Labor Relations Board (IELRB), the Union and the Lincoln Board of Education hereby agree to comply with the IELRB rules. The Lincoln Board of Education shall forward the objector's fee or portion of the objector's fees being contested to the IELRB to be placed in an escrow account pending a decision or mutually agreeable settlement between the Union and the objector(s).
- H. Upon the Union's receipt of notice of an objector's invocation of the internal appeal procedure described above or other action available by law without prescribed escrow procedures, the Union shall deposit in an escrow account, separate from all other Union funds, the amount of fee payments received on behalf of any objector or objectors that is fairly placed at issue by the objection(s). Upon written request, the Union shall furnish objectors and the Lincoln Board of Education with verification of the terms of the escrow arrangement and, upon request, the status of the fund as reported by the bank or trust company.



The escrow fund will be established and maintained by a reputable independent bank or trust company and the agreement therefore shall provide that the escrow accounts be interest-bearing at the highest available rate; that the escrowed funds be outside the Union's control until the final deposition as provided for herein; and that the escrow fund will terminate and the fund therein be distributed only by the terms of an ultimate award, determination or judgment including any appeals or by the terms of a mutually agreeable settlement between the Union and an objector or group of objectors.

- I. If an ultimate decision in any proceeding hereunder directs that the amount of the fair share fee should be lower than the amount fixed by the Union, the Union shall promptly adopt said determination and notify the Lincoln Board of Education to reduce deductions from the earnings on non-members to said prescribed amount.
- J. The Union shall indemnify, defend and hold harmless the Lincoln Board of Education, its members, officers, agents and employees from and against any and all claims, demands, actions, complaints, suits or other forms of liability that shall arise out of or by reason of action taken by the Lincoln Board of Education for the purposes of complying with the above provisions of this Article, or in reliance on any list, notice, certification, affidavit or assignment furnished under such provisions.
- K. If, during the terms of the Agreement, the IELRB of a court of competent jurisdiction rules any part of this Article void or not enforceable, the Union and Lincoln Board of Education agree to convene negotiations on this matter immediately for the sole purpose of bringing the Article into compliance with the standards or rulings of said IELRB or court.

## ARTICLE 3—WORKING CONDITIONS

### 3.1. School Year

The school year for all teachers shall consist of one hundred eighty (180) teacher attendance days. Although the school calendar must provide one hundred eighty-five (185) days, sufficient holidays will be given, or the closing of school adjusted, to insure that one hundred eighty (180) teacher attendance days shall not be exceeded. The Superintendent shall meet with a representative(s) of the Union and the Board to devise the calendar for the following school year. If the representative(s) and the Superintendent cannot reach consensus, the final authority for approving the calendar rests with the Board.

### 3.2. Work Day

The work day for teachers shall be no more than seven (7) hours in length. The work day shall be from 8:15 a.m. to 2:45 p.m. **Work day will be defined as the time in which staff is prepared to perform the duties assigned to them.** This time shall include a duty-free lunch period, equal to that of students, and not less than 30 minutes per day, and any scheduled preparation time. The Principal shall schedule 200 minutes per normal five (5) day work week of preparation time equally for all teachers during the hours the students are in attendance. Every effort shall be made to ensure that a teacher shall have at least 40 continuous minutes of preparation time in one day. Extra duties for which a teacher is compensated are not subject to this provision. Every effort shall be made to schedule staffings so that a teacher's lunch period is not disrupted. Teachers attending staffings during their lunch period shall be compensated at the extra-duty rate.

### 3.3. Teacher Discipline

- A. Any criticism of a teacher by an administrator shall be made in confidence. All critiques shall be confidential.
- B. No disciplinary action against a teacher shall be taken on the basis of a complaint until such matter is investigated and reported to the teacher in writing. The teacher has the right to respond to the complaint in writing.

3.4. Classroom Visits/Interruptions

- A. A teacher shall not be obligated to meet with a parent or guardian unless an appointment has been scheduled and approved by the teacher. Office personnel shall contact the teacher to confirm a parent appointment before giving a parent a pass.
- B. All visitors shall be issued a visitor's pass from the office before going to the teacher's room.
- C. A sincere effort shall be made to avoid the interruption of classes whether by intercom or entering the classroom.

3.5. Student Placement

- A. The recommendations of the classroom teacher shall be given prime consideration in determining the promotion, retention, or discipline of a pupil.
- B. Whenever the Principal or Superintendent has overridden any teacher's decision on the issues regarding retention, transfer, or promotion, the teacher shall not have to sign any document concerning any of the above documents.
- C. The Administration will make every effort to limit class size to thirty (30) students.
- D. At the discretion of the principal, and in consultation with the classroom teacher, an instructional aide will be assigned to a classroom teacher when the class size exceeds thirty (30) students.

3.6. Supplies

Teachers shall have the opportunity to recommend purchase of supplies and additional materials. Copies of the final grade orders shall be given to the staff.

3.7. New and Revised Instructional Programs

If teachers are required to implement a substantially new instructional program, such as the Teaching Integrated Math and Science Program (TIMS) that has been approved by the Board of Education, they shall be offered an opportunity to do so during released time or during time for which they shall be compensated at the Extra Duty Rate. (*See Appendix A*)

Prior to the Board's considering the purchase of a new instructional program and/or continuance of a current program, teachers, along with Administration, will evaluate and inform the Board of those components that are essential for implementation.

3.8. Compensation for Beginning-of-the-Year Preparation

It is the expectation that teachers will prepare their classrooms for the beginning of the school year. The district will compensate teachers for this preparation at the current extra duty rate, not to exceed eight (8) hours.

3.9. Parent Conferences/Institute Days

The Parent-Teacher Conference shall be held no earlier than one week following the end of the first and second grading periods. Following the second conference, the Superintendent and the Union President shall meet to discuss this conference schedule which shall continue only by mutual agreement. These conferences shall each be preceded by an early dismissal day, which shall take the place of the faculty meeting release time for each of these months. Teachers are expected to participate in two scheduled parent conference days and scheduled institute days. One parent/teacher conference may be scheduled in the afternoon/evening from 1:00 p.m. to 7:00 p.m. with a one hour lunch/dinner break. The Board of Education will provide adequate security for the parent conference.

3.10. Safe Educational Working Environment

In order to provide safe and educational working conditions within the school, a Discipline Committee may be formed. This committee will consist of three volunteers, preferably one from primary, intermediate, and middle levels, and an administrator, will be sought to serve on this committee. The committee members will be responsible for developing guidelines for acceptable submissions.

The committee will meet quarterly to discuss discipline within the building. Teachers and the administrator will develop a written list of concerns to be exchanged between committee members prior to the meeting date.

During the meeting, teachers and the administrator, or administrative designee, will discuss discipline issues and work toward developing consensus on solutions for problems presented to the committee. Mutually agreed upon outside consultants may be invited to attend these meetings to help lead the group toward consensus.

Minutes of each meeting will be distributed to the faculty in a timely fashion.

3.11. Teacher Protection

- A. Any case of assault upon a teacher shall be promptly reported to the designee of the Board of Education. The legal counsel of the Board of Education shall advise the teacher of his/her rights and obligation with respect to such assault.

This consultative legal assistance shall only occur if there is not a conflict of interest with the School Board and its school attorney.

- B. Whenever a teacher is absent from work as a result of personal injury caused by an assault and/or battery on school premises, he/she shall continue to receive his/her regular salary. Such absence shall not be charged, up to thirty (30) days of absence, to his annual sick leave or accumulated sick leave. Thereafter sick leave must be used. Any amount of salary payable pursuant to this section shall be reduced by the amount of any Workmen's Compensation payments for temporary disability due to the said assault and/or battery injury for the period in which such salary is paid by the District.

3.12. Faculty Meeting Release Time

- A. Faculty meetings, for the sole purpose of staff development or grade level meetings. The duration of the meeting shall be no more than forty (40) minutes in length.
- B. Any item not related to staff development shall be placed in the weekly bulletin to be distributed by Friday afternoon of the preceding week.

3.13. Grade Level and Departmental Meetings

Grade level and departmental meetings may be held immediately after school or prior to the school day, and shall be called by the Administrator, who shall develop the agenda for each meeting. Notification and the agenda for the meetings shall be given not less than two school days prior to the meeting date, except under extreme emergency circumstances with the approval of the Union. Teachers shall make every effort to attend such meetings. If a teacher cannot attend, said teacher shall notify the administration and not be reprimanded or penalized. No more than one meeting per grade level or department per week shall be held, and every effort shall be made to limit these meetings to one (1) hour duration

## ARTICLE 4— SENIORITY/REDUCTION-IN-FORCE

### 4.1. Definition

Seniority shall be defined as the number of consecutive years of continuous service to the District. The following criteria shall be used in determining District seniority:

- A. Seniority rights and continuous service shall begin from the first day the teacher is paid for his/her duties.
- B. Approved leaves of absence (paid or unpaid) shall not interrupt the consecutive years of continuous service in the District.
- D. If the teacher resigns and is subsequently re-employed in the District, consecutive years of service shall occur upon his/her re-earning tenure in the District.

### 4.2. Equal Seniority

If the District seniority is equal between two or more teachers as determined above, the date and time indicated on the letter of intent shall be the determining factor, subject to approval by the Board of Education.

### 4.3. Seniority List

By December 15th, the Administration shall furnish the Union with a District seniority list. This list shall be updated monthly as teachers leave the District and/or are hired by the District during the school year.

### 4.4. Credentials Update

The employee bears the responsibility to update his/her credentials and to present proof of additional teaching certificate(s). The employee must notify the Administration by October 15th.

### 4.5. Reduction-in-Force (RIF) Procedures

When all probationary teachers have been removed or dismissed according to School Code, the Board shall then remove tenured teachers on the basis of District seniority. In those instances when two or more tenured teachers are legally qualified to hold a position (23 Illinois Administrative Code/May 1994 or most current update), the Board shall remove those tenured teachers with the least District seniority as defined in Section IV.1.

## ARTICLE 5 — INVOLUNTARY TRANSFER & POSTING OF VACANCIES

### 5.1. Definition

Involuntary transfer occurs when there is relocation of staff personnel due to pupil distribution, certification requirements, or RIF.

### 5.2. Procedures

- A. When it is necessary to transfer employees, all volunteers meeting certification requirements will be considered. Assignments of tenured teachers will be made on the basis of seniority.
- B. If no qualified tenured teachers apply, a non-tenured teacher would be transferred to the available position.
- C. Transfers made prior to the commencement of the new school year are tentative because unforeseen circumstances may make changes necessary. If a tenured teacher must be involuntarily transferred, the Administration shall have the authority to make such involuntary transfer, but only when all other attempts at filling the position have been exhausted. Tenured teachers shall not be involuntarily transferred two consecutive years.
- D. When transfers become necessary, the teacher shall be consulted by June 30 when it becomes apparent a change may be necessary. The Administration must make the final decision and notify the teacher two weeks before school begins. **Every attempt will be made by the administration to provide notification of staff assignments by the end of the current school year or as soon as possible thereafter, but no later than two weeks before school begins.**

### 5.3. Posting of Vacancies

- A. The District shall post positions within three (3) days as they become available. Notices shall be posted electronically as well as in the teachers' lounge and school office. These positions will be held open for at least five (5) working days during the school year.

During the summer months, teachers interested in changing positions for the next school year shall notify the Principal, Superintendent and Union in writing before the end of each current school year. These teachers will be personally notified, within three (3) days of the posting. They must then respond within three (3) days.



- B. New or vacant posted positions shall include a job description and/or a listing of job responsibilities. Any change in pay scale shall also be posted with this position. The Union President will be given a copy of each posting.
- C. The posting of temporary positions created by grant funding, must state the duration of the grant and allow for District personnel to apply without loss of seniority. District teachers moving into such roles shall be able to return to their previous position at the end of the grant period.
- D. Application Procedure — Any employee is eligible to apply for a vacancy or newly created position, and any employee shall have the right to meet with the Principal to discuss his/her qualifications and interest in the position.
- E. Applicants from District 156 shall be notified, in writing, immediately following Board or Administration action to fill such position.

## ARTICLE 6 — EXTRA-DUTY ASSIGNMENTS

### 6.1. Professional Obligations

The Board and Union agree that all teachers share certain professional obligations to students, parents and the school which extend beyond the normal school day which includes meetings with building and district-wide committees. Each teacher is expected to actively participate in a reasonable number of functions of this type, including but not limited to, the Ice Cream Social/Open House.

### 6.2. Extra-Duty Compensation

All extra-duty shall be compensated at the rate as stated in Appendix A. All teachers shall be given an equal opportunity for extra-duty. Extra-duty assignments shall be given on the basis of seniority. All extra-duty opportunities shall be posted for a period of five (5) days in the teachers' lounge and school office. Extra duties shall be voluntary. (*see Appendix A*)

### 6.3. Substitution

Prior to teachers with on-going programs being utilized for substituting/assisting, volunteer teachers on prep periods will be used for same and approached on the basis of seniority. In the event a teacher volunteer is unavailable, the teacher with least seniority will be utilized.

Substitute teachers will be hired to accommodate test make-up for state tests.

Teachers shall be compensated at the established extra-duty rate. This shall be pro-rated if the class is less than one (1) hour.

### 6.4. Field Trips

Teachers shall not be required to supervise an approved educational field trip that extends beyond the normal school hours. Teachers shall be compensated at the established extra duty rate for trips that extend beyond the normal workday, if the extension is caused by circumstances beyond the control of the school district.

6.5. Extra-Duty Pay Schedule

- A. All extra duty compensation time sheets must be submitted five (5) working days prior to the end of the semester in which the extra duty was performed in order for compensation to be paid. Time sheets submitted after this date will not be paid.
- B. A copy of the approved extra-duty time sheet shall be given to the teacher within seven (7) days after the sheet has been submitted to the Principal.

## ARTICLE 7 — PERSONNEL FILE

### 7.1. Right to Review File

Each teacher shall have the right, upon request, to review and copy the contents of his/her personnel file. An appointment is to be made with the Administration. The personnel file will not leave the office.

### 7.2. File Contents

Each teacher's personnel file shall contain the following minimum items of information:

- A. required medical information
- B. teacher evaluation forms
- C. copies of annual contracts of notification of re-employment
- D. copies of supplemental duty contracts
- E. college transcripts and records
- F. Any materials relative to a teacher's professional performance or service may be included in the file, providing a copy is given to the teacher. Such material must be originated by an administrator. Any item to be placed in the teacher's file which might negatively affect the teacher's continued employment shall be placed in the file, and the teacher shall be requested to sign and date a copy of the same. A teacher's signature shall not necessarily mean agreement with what has been written, but rather shall only indicate the teacher's awareness of the material to be filed. The teacher may respond in writing and that response shall become part of the personnel file.

Final employment of perspective teachers will be contingent upon (1) the issuance of proper certification from the Illinois State Board of Education; (2) passing the State of Illinois required Basic Skills and/or subject matter examinations; and (3) submitting each item listed on the "certified employee checklist" in the Superintendent's Office. If a candidate for the certified teaching position cannot provide each required document listed above, the candidate will be assigned and paid as a substitute teacher if (s)he has procured Type 39 certification. If no certifications have been procured, the prospective teacher will be assigned and paid as a substitute instructional assistant until the time that proper documentation has been submitted. Substitute personnel do not receive any employee benefits.

7.3. Number of Files

There shall be only one (1) personnel file.

7.4. Anonymous Material

Anonymous material may not be placed in the file.

7.5. Accuracy of Material

At the teacher's request, any material proved to be erroneous shall be removed from the file and no copies of this material shall be kept. Any teacher has the right to place material in his/her personnel file dealing with his/her professional growth.

## ARTICLE 8 — GRIEVANCE PROCEDURE

### 8.1. Definition

A grievance shall mean a complaint that there has been a violation, misrepresentation or inequitable application of any of the provision of this Agreement or inequitably according to established policy or practices governing or affecting teachers.

### 8.2. General Provisions

- A. No teacher at any stage of the Grievance Procedure will be required to meet with any administrator without a Union representative.
- B. If a grievance arises from the action of authority higher than the Principal of a school, the Union may present such grievances at the appropriate steps of the grievance procedure.
- C. A teacher who participates in the grievance procedure shall not be subjected to disciplinary action or reprisal because of such participation.
- D. The administration has the responsibility to consider and take action promptly, within authority delegated to them, on grievances presented to them.
- E. Failure to comply with any steps of this procedure to communicate the decision of the grievance within the specified time limits shall permit lodging an appeal at the next step of this procedure within the time allotted had the decision been given.
- F. Conferences held under this procedure shall be considered at a time and place which will afford a fair and reasonable opportunity for all persons entitled to be present to attend.
- G. All time limits may be extended by mutual agreement between the parties.
- H. Copies of the grievance and any correspondence relating to the grievance shall not be included in a teachers' personnel file.

8.3. Procedure for Adjustment of Grievance

- A. Step 1 — In the event the matter is not resolved informally, the grievant or the Union shall present a written statement within ten (10) days of the alleged violation to the principal or his/her appropriate administrator. The principal shall, within ten (10) days of the receipt of the grievance, confer with the grievant and/or his/her representative to try to resolve the grievance. Within five (5) days after the completion of the conference, the Principal shall give his/her written decision to the grievant with a copy to the Union president.
- B. Step 2 — In the event the grievance has not been resolved in the first step, the Union or the teacher may file an appeal to the Superintendent or designee. The appeal shall be made within five (5) days of the receipt of the Principal's decision. Within five (5) days of the receipt of the appeal, the superintendent or designee shall confer with the Union and the grievant in an effort to resolve the grievance. The superintendent, within five (5) days following the conference, shall file his/her written decision to the grievant and the Union president.
- C. Step 3 — In the event the grievance is not resolved in the second step, the Union or the teacher may submit a written appeal to the Board. Such appeal shall be made within fifteen (15) days. Following the receipt of the appeal, the Board shall meet with the Union and/or grievant. Within fifteen (15) days following the meeting, the Board shall communicate its decision in writing to the Union and the grievant.
- D. Step 4 — Within thirty (30) days following the receipt of the Board's decision, the Union may submit the grievance to the American Arbitration Association (AAA) under the Voluntary Labor Arbitration Rules of the American Arbitration Association. Expenses for the arbitration services shall be borne equally by the Board and the Union. When such hearings and conferences are held during school hours, all bargaining unit members whose presence is required shall be excused, with regular pay, for the purpose of attending. A teacher shall not be required to use either his/her personal or sick days.

## ARTICLE 9 — LEAVES OF ABSENCE

### 9.1. Sick Leave

Teachers shall be granted sick-leave based upon years of service in District 156, as follows:

**A. 0 – 4 years, 12 days**

**An accrual system will be used as follows:**

- **3 sick days available at the beginning of the school year;**
- **3 more sick days available at the end of the 2<sup>nd</sup> pay period;**
- **2 more sick days available at the end of the 4<sup>th</sup> pay period;**
- **2 more sick days available at the end of the 6<sup>th</sup> pay period;**
- **2 more sick days available at the end of the 8<sup>th</sup> pay period.**

**If additional days are needed prior to accrual, these days can be granted based upon approval by Board or its designee. Denial by the Board or its designee for the use of accrual sick leave time also denies the use of the Sick Leave Donation.**

**B. 5 – 15 years, 13 days**

**C. 16 – retirement, 14 days**

Any unused sick days shall be accumulated.

Use of sick-leave days shall be for:

- A. Personal illness, confining injury or quarantine
- B. Illness in the immediate family or household.

The School Board may require a physician's certificate or, if treatment is by prayer or spiritual means, that of a spiritual advisor or practitioner of such person's faith as a basis for pay during an absence of three (3) days of personal illness or as it may deem necessary in other cases.

Employees shall be notified in writing as to the current number of accumulated sick leave days.

Teachers who have accumulated sick leave shall apply all or a portion of those days to TRS as service, or shall be compensated at the rate of \$85.00 per day, or a combination of both, to be payable at retirement, subject to the limitations of the law and this Agreement.



9.2. Personal Business Days

A. Each full-time certified teacher shall be granted Personal Business Days without deduction in pay, for the purpose of transacting or attending to personal business, as follows:

- **0-4 years, 2 days**
- **5-15 years, 3 days**
- **16 – retirement, 3 days**

Unused days shall accumulate as sick days.

B. Request for leave shall be made at least three (3) days before leave is needed (except when time does not permit) and submitted to the Principal for approval. Since leave is of a personal nature, a reason shall not be stated.

C. Personal Business Days may not normally be granted for the day preceding or following holidays or vacations and the first day and the last day of the school year. Days taken without permission are subject to a deduction of one day's pay.

9.3. Professional Leave

In order to encourage professional growth relating to a teacher's area of education, the Board may pay salary and expenses relating to travel, meals, lodging and registration fees reasonably incurred. Individuals must obtain the Principal's or Superintendent's approval prior to registering for pre or post-conference workshops.

Lodging approved by the convention or conference's housing bureau is to be used. When there is not a housing bureau, rates from the current Illinois State Board of Education Travel Instructions & Guidelines are to be followed. Transportation may be reimbursed for a round trip coach class airline rate, or personal automobile round trip mileage at the IRS approved rate, whichever is less. Also to be reimbursed are mileage costs for travel to and from the airport.

A per diem allowance of \$50.00 will be issued to individuals attending overnight conferences upon written request. Per diem reimbursement for a maximum of two additional travel days may be requested for conferences or conventions in excess of 150 miles from Chicago. The per diem allowance is issued to an individual for reimbursement of out-of-pocket expenses for meals, taxi fares, tips and other items directly related to increasing one's knowledge and ability to act as an employee of District 156.

9.4. Bereavement

Leave and bereavement shall not be cumulative, but based on occurrences. All teachers shall be allowed up to five (5) days absence without loss of pay, for the death of a member of the immediate family (parent or person in loco parentis, spouse, child, brother, sister, mother-in-law, father-in-law), or domestic partner. Up to three (3) days absence, without loss of pay, shall be granted for the death of a grandmother, grandfather, grandchild, niece or nephew. For other relatives not in the immediate family, a teacher shall be granted a one (1) day absence without loss of pay. The use of such leave will not cause any reduction in sick leave days or personal business days. Upon request, proof may be required.

To be eligible for use of bereavement leave for qualified domestic partners, bargaining unit members must file an affidavit with the Superintendent which meets the following conditions:

- They are each other's sole domestic partner, responsible for each other's common welfare;
- Neither party is legally married to another individual;
- The partners are not related by blood or any closer than would bar marriage in the state of Illinois;
- Each partner resides at the same residence;
- Two of the following conditions exist for the partners:
  1. The partners have been residing together for at least twelve (12) months prior to filing the affidavit of domestic partnership;
  2. The partners have common joint ownership of a residence;
  3. The bargaining unit member declares that the domestic partner is identified as a primary beneficiary in the bargaining unit member's will;
  4. The partners have at least two of the following: (a) joint ownership of a vehicle, (b) joint credit account, (c) joint checking account, or (d) lease for a residence identifying both domestic partners as tenants.

9.5

Additional Leaves

Additional leaves of absence without pay or increments may be granted to tenured teachers by the Board, not to exceed a period of one (1) year. Such leaves may be for, but not limited to, extended personal or family illness, or professional growth. A teacher shall notify the Board by March 1st of his/her intention to return for the coming school year. Upon return, a teacher shall resume his/her status with regard to increment, tenure and accumulated sick leave. A teacher may choose to remain in the insurance group, paying his/her family/individual premium. Additional leaves of absence without pay or increments may be granted to tenured teachers by the Board, not to exceed a period of one (1) year, provided, however, that all eligible teachers shall be granted a twelve week period as provided for under the provisions of the Family and Medical Leave Act (FMLA). Leaves granted under the provisions of the FMLA shall be granted under the following terms and conditions:

- A. Leaves shall be for serious health conditions of self and family as defined by the FMLA.
- B. Insurance shall be maintained at the same level and under the same conditions as those of other employees.
- C. The teacher shall return to the position held prior to taking the leave of absence or a similar position.
- D. Leave may be taken on an intermittent basis.
- E. Sick and personal leave shall not be substituted for leave under this provision.
- F. Seniority, salary schedule placement and benefits shall not be affected by such leave.

Leaves of absence granted which are not covered by the FMLA shall be granted under the following provisions:

- A. Leaves shall be for personal or family illness or disability, child care, adoption, guardianship or professional growth.

- B. Teachers shall be allowed to remain in the District group insurance plan provided that the teacher pays the premiums to the District on a monthly basis.
- C. Teachers shall return to the same or similar position held at the time the leave was granted unless such position has been affected by a reduction in staff or change in program.
- D. Teachers shall be given credit on the salary schedule for a full year if the leave does not exceed ninety (90) work days.
- E. Seniority and other benefits shall not be affected.
- F. A teacher shall notify the Superintendent of his/her intentions to return by March 1.

9.6. Child Care Leave

- A. The Board of Education shall grant a child care leave, without pay, to any teacher.
- B. Application shall be in writing to the Superintendent accompanied by proper certification of pregnancy or adoption.
- C. The term of the leave shall not exceed three (3) semesters. A teacher who initially elects a child care leave for one (1) year or less shall be granted an extension not to exceed one (1) year upon written request to the Superintendent prior to March 1.
- D. The leave shall begin following the period of disability or when accumulated sick leave has been exhausted, whichever shall first occur, or when the teacher accepts an adopted child or child in guardianship.
- E. Intent to return shall be filed in writing by March 1. Failure to so notify the District shall be deemed a resignation by the teacher.

- F. A teacher returning following such leave of absence shall return to the position held at the time the leave commenced if the position is still in existence. Otherwise, the teacher shall be placed in a position for which the teacher is qualified.
- G. A teacher shall return at the beginning of the school year or semester unless another date is approved by the Superintendent.

9.7. Jury Duty/Subpoenaed Witness

A teacher required to serve on jury duty or appear as a subpoenaed witness for school legal matters and/or grievance procedure shall receive compensation from the School District as though he/she were present to fulfill his/her contractual agreement. Any compensation received for transportation or meals shall be retained by the teacher; any other compensation shall be returned to the district. Teachers so affected will be required to furnish verification of the days served on jury duty or as a subpoenaed witness. Said absences shall not be deducted from the employees' leave days.

9.8. Sick Leave Donation

If the need arises for a Sick Leave Donation, the Board or its designee and the Union agree to implement donations from the members' accumulated sick days following these guidelines:

- A. Donations of Sick Leave would be open to all staff who have been members of the bargaining unit for one (1) school year.
- B. Donations would be on a voluntary basis.
- C. Use of sick leave donations shall be for personal illness, confining injury or quarantine, or illness in the immediate family or household.

D. Tally will be conducted as follows:

1. Tally will begin in the order of submission.
2. Each teacher submitting a contribution of more than one day will be charged only one day on the first tally.
3. If after the first tally additional days are needed to fulfill the respective member's request, then the tally will again be conducted in the order of submission of multiple day contribution forms charging only one day from each submission. This process will be repeated until the request is fulfilled.

## ARTICLE 10 — RETIREMENT

- 10.1. To be eligible, the teacher must have completed at least fifteen (15) years of continuous full-time employment in District #156 immediately preceding retirement, and must be at least fifty-five (55) years of age by June 30 of the teacher's retirement year.
- 10.2. The Board will pay the full one-time employee and employer contribution to the Illinois Teachers Retirement System. It will be based upon the retiree's last full-time annual total salary and the guidelines established by the Teachers Retirement System.
- 10.3. At the time of retirement at fifty-five (55) or over, or upon total disability, a faculty member or his/her estate shall receive a lump sum payment of the unused portion of his/her accumulated sick leave days computed at the rate of \$85.00 per day. This compensation will be paid to the individual after July 1, of the retirees last year, or a date that will not cause the Board to incur any increased liability.
- 10.4. If requested, District will pay TRS health insurance, basic single policy, for retiree until such time as Medicare applies.
- 10.5. Upon signing a letter of intent to retire, teachers providing the District with one (1)-three (3) years notice shall be taken off the salary schedule and have their salaries increased by 6% each year. It is the intent of the Board and Union to maintain salaries for retiring staff at 6%. Therefore, extra duties may not be assigned to retiring staff that are receiving a 6% salary increase.
- 10.6. A letter of intent should be provided the Union President and Superintendent no later than July 1 of the year(s) when the increased salary option is utilized.

## ARTICLE 11 — TEACHER EVALUATION PROGRAM

### 11.1. Evaluation

The Union and the Board agree that the teacher evaluation instrument(s) that will be in force during the life of this Contract will be a copy of the original Teacher Evaluation Instrument(s) on file in the District office and held by the Union. No alteration to the instrument will occur unless by mutual consent of the Union and the Board. The entire evaluation process will be governed by the language contained in the most recent edition of the Illinois School Code or an updated legislative amendment.

### 11.2. Unsatisfactory Evaluation of Tenured Staff

- A. Within thirty (30) calendar days after an evaluation has been reduced to writing resulting in a rating of unsatisfactory, the responsible evaluator will develop and initiate the district remediation plan designed to correct the areas identified as unsatisfactory, provided the deficiencies are deemed remediable.
1. Follow up Quarterly evaluations and ratings will occur during the year immediately following the teacher's receipt of the remediation plan based upon an unsatisfactory evaluation.
  2. Two follow up evaluations and ratings shall be conducted by a qualified administrator. Follow up evaluations shall be conducted no later than the end of October and February of that school year.
  3. Failure to strictly comply with the time lines for the required evaluations because of events such as summer months, illness, or certain leaves granted teachers under a remediation plan shall not invalidate the results of the remediation plan.
- B. The remediation plan shall provide reinstatement to a schedule of biennial evaluation for any teacher who successfully completes the one year remediation plan by receiving a satisfactory or better rating, unless the district's plan regularly requires more frequent evaluations.
- C. Participants in the remediation plan shall include the evaluatee deemed unsatisfactory, a qualified administrator, and a consulting teacher. The remediation plan may include the participation of other personnel to assist in correcting areas identified as unsatisfactory.
1. The consulting teacher shall be informed, through a conference with the qualified administrator and the teacher under remediation, of the results of the first follow up evaluation in order to continue to provide assistance to the teacher under a remediation plan.
  2. The participation of the consulting teacher shall be voluntary.



3. The qualified consulting teacher shall be one who has received a rating of excellent on his/her most recent evaluation, has a minimum of five (5) years experience in teaching, if available, and has knowledge relevant to the assignment of the teacher under remediation.
  4. The consulting teacher shall be chosen from a list developed by the district or, in districts with an exclusive bargaining agent, the bargaining agent may, if it chooses, supply a roster of qualified teachers from which the consulting teacher is to be selected.
  5. Where no consulting teacher is available in a district, the district shall request the State Board of Education to provide a consulting teacher.
  6. If the consulting teacher becomes unavailable during the course of a remediation plan, a new consulting teacher shall be selected in the same manner as the initial consulting teacher. The remediation plan shall be amended as necessary upon consultation with the new consulting teacher.
  7. The consulting teacher shall provide advice to the teacher rated as unsatisfactory on how to improve teaching skills and to successfully complete the remediation plan.
  8. The consulting teacher shall not participate in any of the required follow up evaluations, nor be engaged to evaluate the performance of the teacher under remediation, unless a collective bargaining agreement provides otherwise.
- D. The plan shall provide that any educator who fails to complete the one year remediation plan with a satisfactory or better rating shall be dismissed in accordance with the School Code.

### 11.3 Documentation

Information included in the written evaluation must reflect direct observations made by the evaluator or by another administrator. This performance must be put into anecdotal form, shared with the teacher verbally and in writing, signed by the evaluator and teacher, and put into the teacher's personnel file within ten (10) working days of the final observation.

A copy of each written evaluation report signed by all parties shall be retained by the staff member prior to submission of the evaluation to the Superintendent. If a staff member wishes to respond in writing to the content of a written evaluation, the staff member must submit the response to the Principal within thirty (30) days of receipt of the evaluation. The written response shall be signed by all parties to the evaluation and a copy shall be retained by the teacher.

A teacher is required to sign the evaluation and his/her signature shall only represent receipt of the evaluation, not necessarily approval.

This formal evaluation of each teacher shall be conducted by an administrator of School District #156.

When more than one evaluator is involved in the evaluation process, separate written evaluations shall be prepared.

## ARTICLE 12 — SALARY

### 12.1. Salary Schedule

- A. See Appendix C.
- B. Salary will be disbursed every two (2) weeks on a twenty-six (26) pay basis.

### 12.2. Previous Experience

Teaching experience elsewhere shall be given full value to total seven (7) years. A total of eight (8) years experience shall be given to those who have completed ten (10) or more years of teaching.

### 12.3. Professional Growth

Approval of formal Masters Degree Programs must pertain to the related subject area(s) or grade level(s) the teacher is presently teaching. Examples of programs which would not be approved: School Administration and programs for which the school district does not provide programs (counselor, etc).

Graduate courses, workshops and seminars not included in a formal masters program, as well as undergraduate courses, shall be approved, as long as they address educational needs or are related to the school population.

Undergraduate course hours shall not be used for lateral advancement on the salary schedule

The superintendent will provide to the Union president copies of the forms submitted by the teacher and acted upon by the superintendent.

An official letter showing completion of course work (with an official transcript showing credit to be filed as soon as possible) should be on file at Lincoln Elementary School by October 1st to receive a full year's increase in salary or by February 1st to receive a half year's increase in salary. Teachers may take up to a maximum of eighteen (18) semester hours per school year (August 1 to July 31st), with approval of the Principal and Superintendent.

#### 12.4. Financial Incentive

To assist teachers in pursuing their professional growth programs, the Board agrees to assist the cost hereof by the following:

Teachers will be reimbursed for coursework, seminars, and workshops, upon proof of completion. Reimbursement shall not apply to hours taken through a program by which a teacher received a subsidy from other sources, i.e., National Science Foundation, National Defense Education Act, etc.

- A. If a university uses a pass/fail system, the teacher must have received a "pass" grade from the university.
- B. If the university uses an "A, B, C" or similar type of system, the teacher must have received no less than a "B" grade from the university.
- C. If a university has a system whereby it uses neither of the above, but instead uses a system whereby it gives grades for the amount of work having been completed and credits earned, the school district will give tuition reimbursement and credit on the salary scale according to that university's requirements and recognized accomplishments.
- D. Tuition reimbursement shall be given at a maximum rate of \$200 per semester hour.
- E. Reimbursement shall apply while on a leave of absence.
- F. Continuing Professional Development Units (CPDUs) shall apply towards horizontal advancement on the salary schedule. One semester hour equals fifteen (15) CPDUs or three (3) CEUs. CPDUs or CEUs can be acquired from a college-affiliated facility or university, or by following state guidelines for allocating CPDUs for professional development. It will be the responsibility of the teacher to keep track of contact hours (hrs. in session) attended. Confirmation from the college/university in the form of a bulletin, registration form, etc. must be saved. After fifteen (15) contact hours are acquired, the teacher shall then submit paperwork to the District.

If the District reimburses a teacher for coursework the teacher must remain teaching in the District for at least two years after the completion of the coursework or reimburse the District a pro-rated cost of the reimbursed tuition.

12.5 Supplementary Fund

Each teacher shall have a supplementary fund of \$100.00 to purchase supplementary classroom materials or supplies based on his/her individual need, with prior approval of the principal, if possible. Each new teacher shall be made aware of the fund by the principal at the beginning of the school year. The closing date for using these funds will be April 29th. The teacher will provide receipts for purchases.

## ARTICLE 13 — INSURANCE

### 13.1 Insurance

The Board agrees to pay for and provide as needed to the teaching faculty full single medical insurance and dental coverage, along with employee accidental death and dismemberment and term life insurance of \$20,000.

An Insurance Committee consisting of all stakeholders will be formed with the intent of making recommendations regarding cost of co-pays, prescriptions, etc. in order to offset the increase in premium costs above 12%.

The District shall contribute forty (40) percent of the premium towards family medical and dental insurance.

### 13.2 Property Liability

The District and the Union will utilize a committee structure, consisting of representation of all stakeholders, with a mandate to address property liability and safety.

## ARTICLE 14 — TERMS OF AGREEMENT

### 14.1. Duration

This agreement will be effective as of August 2008 and shall remain in effect until the day immediately preceding the beginning of the 2013-2014 school year.

### 14.2. Savings Clause

Should any article, section or clause of this agreement be declared illegal, said article, section or clause shall be automatically deleted from this agreement to the extent that it violates the law. The remaining articles, sections and clauses shall remain in full force and effect for the duration of the agreement if not affected by the deleted article, section or clause.

### 14.3. No Strike

The UNION agrees that it will not strike during the term of this Agreement.

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For the Board of Education  
Lincoln School District #156

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For the Lincoln Council  
AFT Local #943, IFT/AFT/AFL-CIO

## APPENDIX A

- I. Teachers will be compensated at the extra duty rate of twenty dollars (\$21.00) per hour for the duration of the contract.

Teachers with the following responsibilities shall be compensated at the extra duty Rate:

- A. Dance Chaperone
  - B. Kindergarten Teas
  - C. Lunch Recess Supervisor
  - D. Science Fair Judges
  - E. Science Fair Supervisor
  - F. Sports Supervisor
  - G. Student Council Supervisor
  - H. Student Council Supply Cart Coordinator
  - I. Substituting During Planning Time/Lunch Time
  - J. Supervising the Detention Room
  - K. Committee Members for approved “Bowls” and “Challenges” not to exceed 50 total hours.
  - L. Administration-directed classroom change, packing and unpacking, not to exceed six (6) hours per year.
  - M. NJHS (National Junior Honor Society) (2)
  - N. Lincoln School Science Fair (2)
  - O. Choral Director
  - P. Other roles approved by the Administration
- II. Teachers shall be approached by the Administration for the purpose of grant writing. This extra assignment will be voluntary and not required as part of a teacher’s regular duties. Release time will be provided for teachers who elect to participate in this process. If it becomes necessary for teachers to work outside the school day to complete their portion of the grant, compensation will be paid at the extra duty rate. The Administration will determine the number of hours allowed for each grant for work outside the school day. No compensation will be paid to any teacher without expressed written approval by the Administration for extra duty compensation.
- III. The Lincoln Board of Education and Union agree that the Board will incur costs of a mentoring program to assist staff with obtaining a standard certificate. The mentoring program will also provide a mentor to all new certified staff.



**APPENDIX B**

**SICK LEAVE DONATION FORM**

I, \_\_\_\_\_, voluntarily contribute \_\_\_\_\_ (\*)  
irredeemable days of my accumulated sick leave days for \_\_\_\_\_'s  
request in accordance with the Master Contract.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

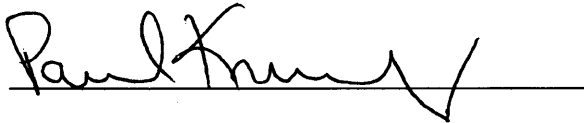
\_\_\_\_\_  
\*Time


(\*) Limited to a maximum of five (5) days.

\_\_\_\_\_ I am willing to add to my sick leave days indicated on this form if the teacher's request is not satisfied. (**NOTE:** Additional days cannot exceed the maximum of five (5) days contributed.)

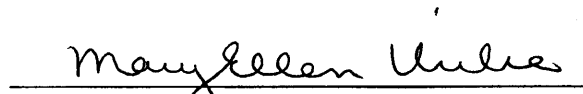
**APPENDIX C  
MEMORANDUM OF UNDERSTANDING  
BETWEEN THE  
BOARD OF EDUCATION DISTRICT #156, COOK COUNTY, and ILLINOIS  
AND  
SOUTHWEST SUBURBAN FEDERATION OF TEACHERS LOCAL #943**

Pursuant to discussion between the Board of Education, District #156, Cook County, Illinois and the Southwest Suburban Federation of Teachers Local #943, concerning Article 12.3 – Professional Growth , it is agreed that if an employee of District #156 covered by this contract and is a classroom teacher in a non ELL position they will be reimbursed for one (1) out of every four (4) classes taken as part of their approved degree program involving curriculum and instruction with a focus on ESL/ELL. A reimbursement will be based upon the same stipulations outlined in Article 12.4 - Financial Incentive of the contract between the Board of Education District #156 and Southwest Suburban Federation of Teachers Local #943.



  
For the Board of Education  
School District #156

\_\_\_\_\_

  
For Local #943  
Southwest Suburban Federation  
of Teachers

Approved at School Board Meeting – February 28, 2011

**APPENDIX C**

**Lincoln School District 156  
Salary Schedule 2008-2009**

**Lincoln School District 156  
Salary Schedule 2008-2009 w/TRS**

Step	BA	BA + 10	BA + 20	BA + 30	MA	MA + 15	MA + 30
1	31,020	31,786	32,548	33,275	38,502	39,858	41,412
2	31,831	32,413	33,207	33,965	39,404	40,921	42,432
3	32,555	33,153	33,914	34,802	40,505	41,907	43,485
4	33,189	33,797	34,572	35,478	41,276	42,704	44,313
5	33,837	34,456	35,247	36,170	42,067	43,522	45,161
6	34,498	35,129	35,936	36,878	42,876	44,359	46,030
7	35,174	35,818	36,641	37,601	43,704	45,216	46,918
8	35,870	36,528	37,366	38,345	44,550	46,091	47,828
9	36,624	37,280	38,117	39,095	45,367	46,908	48,642
10	37,407	38,063	38,897	39,873	46,216	47,755	49,488
11	38,223	38,876	39,711	40,684	47,108	48,645	50,377
12	39,086	39,738	40,571	41,541	48,063	49,597	51,327
13	40,010	40,662	41,491	42,459	49,094	50,626	52,355
14	41,015	41,665	42,493	43,456	50,216	51,745	53,468
15	42,020	42,666	43,495	44,455	51,336	52,862	54,584
16	43,023	43,668	44,494	45,453	52,457	53,981	55,701
17	44,027	44,671	45,495	46,451	53,578	55,099	56,817
18		45,674	46,496	47,449	54,698	56,218	57,934
19		46,677	47,496	48,448	55,818	57,337	59,050
20			48,862	49,808	57,346	58,860	60,571
21			50,227	51,170	58,875	60,385	62,095
22				52,530	60,402	61,911	63,614
23				53,891	61,929	63,435	65,137
24					63,457	64,959	66,661
25						66,486	68,204
26							69,702

Step	BA	BA + 10	BA + 20	BA + 30	MA	MA + 15	MA + 30
1	34,238	35,083	35,925	36,727	42,497	43,993	45,709
2	35,133	35,776	36,653	37,489	43,492	45,167	46,834
3	35,933	36,593	37,432	38,413	44,708	46,255	47,996
4	36,633	37,304	38,159	39,159	45,559	47,135	48,910
5	37,347	38,031	38,904	39,923	46,432	48,037	49,846
6	38,078	38,774	39,664	40,704	47,324	48,961	50,805
7	38,823	39,534	40,443	41,502	48,239	49,908	51,786
8	39,592	40,317	41,243	42,324	49,172	50,873	52,790
9	40,424	41,148	42,072	43,151	50,074	51,775	53,688
10	41,288	42,012	42,933	44,010	51,011	52,710	54,623
11	42,189	42,910	43,831	44,905	51,996	53,692	55,604
12	43,142	43,861	44,780	45,851	53,050	54,742	56,653
13	44,161	44,881	45,796	46,865	54,187	55,878	57,787
14	45,270	45,988	46,901	47,965	55,426	57,114	59,016
15	46,379	47,093	48,008	49,067	56,662	58,347	60,248
16	47,486	48,199	49,110	50,169	57,900	59,582	61,480
17	48,595	49,306	50,215	51,271	59,137	60,816	62,712
18		50,413	51,320	52,372	60,373	62,051	63,945
19		51,520	52,424	53,474	61,610	63,286	65,176
20			53,932	54,976	63,296	64,967	66,855
21			55,438	56,479	64,983	66,650	68,537
22				57,980	66,669	68,334	70,215
23				59,482	68,355	70,016	71,895
24					70,041	71,699	73,577
25						73,384	75,281
26							76,933

**Note: A non-cumulative longevity pay of \$1,500 will be assigned to individuals that are in the MA+30/Step 26 cell after their first year in this cell as long as they have not declared for retirement. The Board agrees to pay 100% of the TRS contribution.**

**APPENDIX C CONTINUED**

**Lincoln School District 156  
Salary Schedule 2009-2010**

<u>Step</u>	<u>BA</u>	<u>BA + 10</u>	<u>BA + 20</u>	<u>BA + 30</u>	<u>MA</u>	<u>MA + 15</u>	<u>MA + 30</u>
1	32,075	32,803	33,524	34,173	39,426	40,735	42,240
2	32,913	33,450	34,203	34,882	40,349	41,821	43,281
3	33,662	34,214	34,931	35,742	41,477	42,829	44,354
4	34,318	34,879	35,609	36,436	42,267	43,644	45,199
5	34,987	35,559	36,304	37,147	43,077	44,479	46,064
6	35,671	36,253	37,014	37,873	43,905	45,335	46,950
7	36,369	36,964	37,740	38,616	44,753	46,211	47,856
8	37,090	37,697	38,487	39,380	45,619	47,105	48,784
9	37,870	38,473	39,261	40,150	46,456	47,940	49,615
10	38,679	39,281	40,064	40,950	47,325	48,806	50,478
11	39,522	40,121	40,902	41,782	48,239	49,715	51,384
12	40,415	41,010	41,788	42,663	49,217	50,688	52,354
13	41,370	41,963	42,736	43,606	50,272	51,740	53,402
14	42,409	42,998	43,767	44,630	51,421	52,883	54,538
15	43,448	44,031	44,800	45,655	52,568	54,025	55,676
16	44,485	45,065	45,829	46,680	53,716	55,169	56,815
17	45,524	46,101	46,860	47,705	54,864	56,311	57,953
18		47,136	47,891	48,731	56,011	57,455	59,093
19		48,171	48,921	49,756	57,158	58,599	60,231
20			50,328	51,153	58,722	60,155	61,782
21			51,734	52,552	60,288	61,713	63,336
22				53,948	61,851	63,273	64,887
23				55,346	63,416	64,830	66,440
24					64,980	66,388	67,994
25						67,949	69,568
26							71,096

**Lincoln School District 156  
Salary Schedule 2009-2010 w/TRS**

<u>Step</u>	<u>BA</u>	<u>BA + 10</u>	<u>BA + 20</u>	<u>BA + 30</u>	<u>MA</u>	<u>MA + 15</u>	<u>MA + 30</u>
1	35,403	36,206	37,003	37,719	43,517	44,961	46,623
2	36,328	36,921	37,752	38,501	44,536	46,160	47,771
3	37,155	37,764	38,555	39,450	45,781	47,273	48,956
4	37,878	38,497	39,304	40,216	46,652	48,172	49,889
5	38,617	39,248	40,071	41,001	47,546	49,094	50,843
6	39,372	40,015	40,854	41,803	48,460	50,038	51,821
7	40,143	40,799	41,656	42,622	49,397	51,006	52,822
8	40,938	41,608	42,481	43,466	50,352	51,992	53,846
9	41,799	42,465	43,334	44,316	51,276	52,914	54,762
10	42,692	43,357	44,221	45,199	52,236	53,869	55,715
11	43,623	44,283	45,146	46,117	53,244	54,873	56,716
12	44,608	45,265	46,123	47,089	54,323	55,947	57,786
13	45,662	46,317	47,170	48,130	55,488	57,108	58,942
14	46,809	47,459	48,308	49,260	56,756	58,370	60,196
15	47,956	48,600	49,448	50,392	58,022	59,630	61,453
16	49,101	49,741	50,584	51,523	59,290	60,893	62,710
17	50,247	50,884	51,722	52,655	60,556	62,154	63,966
18		52,026	52,860	53,787	61,822	63,416	65,224
19		53,169	53,997	54,918	63,088	64,678	66,480
20			55,550	56,461	64,815	66,396	68,192
21			57,101	58,004	66,543	68,116	69,908
22				59,546	68,269	69,837	71,619
23				61,088	69,995	71,556	73,333
24					71,722	73,276	75,049
25						74,999	76,786
26							78,472

**Note: A non-cumulative longevity pay of \$1,500 will be assigned to individuals that are in the MA+30/Step 26 cell after their first year in this cell as long as they have not declared for retirement. The Board agrees to pay 100% of the TRS contribution.**

**APPENDIX C CONTINUED**

**Lincoln School District 156  
Salary Schedule 2010-2011**

**Lincoln School District 156  
Salary Schedule 2010-2011 w/TRS**

<u>Step</u>	<u>BA</u>	<u>BA + 10</u>	<u>BA + 20</u>	<u>BA + 30</u>	<u>MA</u>	<u>MA + 15</u>	<u>MA + 30</u>
1	33,037	33,787	34,530	35,198	40,412	41,753	43,296
2	33,900	34,454	35,230	35,928	41,358	42,867	44,363
3	34,672	35,240	35,979	36,814	42,514	43,900	45,463
4	35,347	35,925	36,677	37,529	43,324	44,735	46,329
5	36,037	36,626	37,393	38,261	44,153	45,591	47,215
6	36,741	37,341	38,124	39,009	45,003	46,468	48,124
7	37,461	38,073	38,873	39,774	45,872	47,366	49,053
8	38,203	38,827	39,642	40,562	46,760	48,283	50,004
9	39,006	39,627	40,439	41,355	47,618	49,138	50,855
10	39,839	40,460	41,266	42,178	48,509	50,026	51,740
11	40,708	41,324	42,129	43,035	49,445	50,958	52,669
12	41,628	42,240	43,041	43,943	50,447	51,955	53,663
13	42,611	43,222	44,018	44,914	51,529	53,033	54,737
14	43,681	44,288	45,080	45,969	52,707	54,205	55,901
15	44,752	45,352	46,144	47,025	53,882	55,376	57,068
16	45,820	46,417	47,204	48,081	55,059	56,548	58,236
17	46,889	47,484	48,266	49,137	56,235	57,719	59,402
18		48,550	49,328	50,193	57,411	58,891	60,570
19		49,616	50,389	51,248	58,587	60,064	61,737
20			51,838	52,688	60,190	61,659	63,327
21			53,286	54,128	61,795	63,256	64,920
22				55,567	63,398	64,855	66,509
23				57,006	65,001	66,451	68,101
24					66,605	68,048	69,694
25						69,648	71,308
26							72,873

<u>Step</u>	<u>BA</u>	<u>BA + 10</u>	<u>BA + 20</u>	<u>BA + 30</u>	<u>MA</u>	<u>MA + 15</u>	<u>MA + 30</u>
1	36,465	37,292	38,113	38,850	44,605	46,085	47,788
2	37,418	38,028	38,885	39,656	45,649	47,314	48,965
3	38,270	38,897	39,712	40,633	46,925	48,455	50,180
4	39,015	39,652	40,483	41,422	47,819	49,376	51,136
5	39,776	40,426	41,273	42,231	48,735	50,322	52,114
6	40,553	41,215	42,080	43,057	49,672	51,289	53,117
7	41,347	42,023	42,906	43,901	50,631	52,281	54,142
8	42,166	42,856	43,755	44,770	51,611	53,292	55,192
9	43,053	43,739	44,634	45,646	52,558	54,236	56,131
10	43,973	44,658	45,547	46,554	53,541	55,216	57,108
11	44,932	45,612	46,500	47,501	54,575	56,245	58,133
12	45,947	46,623	47,507	48,502	55,682	57,345	59,230
13	47,032	47,706	48,585	49,574	56,875	58,535	60,416
14	48,213	48,883	49,758	50,738	58,175	59,829	61,701
15	49,395	50,058	50,931	51,904	59,473	61,121	62,989
16	50,574	51,233	52,101	53,069	60,772	62,415	64,278
17	51,754	52,410	53,273	54,235	62,070	63,708	65,565
18		53,587	54,446	55,400	63,368	65,002	66,854
19		54,764	55,616	56,566	64,665	66,295	68,142
20			57,216	58,154	66,435	68,056	69,897
21			58,814	59,744	68,206	69,819	71,655
22				61,332	69,975	71,583	73,409
23				62,921	71,745	73,345	75,167
24					73,515	75,108	76,925
25						76,874	78,706
26							80,434

**Note: A non-cumulative longevity pay of \$1,500 will be assigned to individuals that are in the MA+30/Step 26 cell after their first year in this cell as long as they have not declared for retirement. The Board agrees to pay 100% of the TRS contribution.**

**APPENDIX C CONTINUED**

**Lincoln School District 156  
Salary Schedule 2011-2012**

**Lincoln School District 156  
Salary Schedule 2011-2012 w/TRS**

<u>Step</u>	<u>BA</u>	<u>BA + 10</u>	<u>BA + 20</u>	<u>BA + 30</u>	<u>MA</u>	<u>MA + 15</u>	<u>MA + 30</u>
1	34,028	34,800	35,566	36,254	41,624	43,006	44,595
2	34,917	35,487	36,286	37,006	42,599	44,153	45,694
3	35,712	36,298	37,059	37,918	43,790	45,217	46,827
4	36,408	37,003	37,778	38,655	44,623	46,077	47,719
5	37,118	37,725	38,515	39,409	45,478	46,959	48,632
6	37,844	38,461	39,268	40,180	46,353	47,862	49,568
7	38,584	39,215	40,039	40,967	47,248	48,787	50,524
8	39,349	39,992	40,831	41,779	48,163	49,731	51,504
9	40,176	40,816	41,652	42,596	49,046	50,612	52,381
10	41,034	41,674	42,504	43,444	49,964	51,527	53,292
11	41,929	42,564	43,393	44,327	50,928	52,487	54,249
12	42,876	43,507	44,333	45,261	51,961	53,514	55,273
13	43,889	44,519	45,339	46,261	53,075	54,624	56,379
14	44,992	45,617	46,433	47,348	54,288	55,832	57,578
15	46,094	46,713	47,528	48,435	55,499	57,037	58,780
16	47,195	47,810	48,620	49,523	56,711	58,244	59,983
17	48,296	48,908	49,714	50,611	57,922	59,451	61,184
18		50,006	50,808	51,698	59,133	60,658	62,387
19		51,105	51,900	52,786	60,344	61,866	63,589
20			53,393	54,269	61,996	63,509	65,226
21			54,884	55,752	63,649	65,154	66,867
22				57,234	65,300	66,800	68,504
23				58,716	66,951	68,444	70,144
24					68,603	70,090	71,785
25						71,737	73,447
26							75,059

<u>Step</u>	<u>BA</u>	<u>BA + 10</u>	<u>BA + 20</u>	<u>BA + 30</u>	<u>MA</u>	<u>MA + 15</u>	<u>MA + 30</u>
1	37,559	38,411	39,256	40,016	45,943	47,468	49,222
2	38,540	39,169	40,051	40,846	47,018	48,734	50,434
3	39,418	40,063	40,903	41,852	48,333	49,908	51,686
4	40,185	40,842	41,697	42,665	49,253	50,858	52,670
5	40,969	41,639	42,511	43,497	50,197	51,831	53,677
6	41,770	42,452	43,342	44,348	51,162	52,828	54,710
7	42,588	43,284	44,193	45,218	52,150	53,849	55,766
8	43,431	44,142	45,068	46,113	53,160	54,891	56,848
9	44,344	45,051	45,973	47,015	54,135	55,864	57,815
10	45,292	45,997	46,914	47,951	55,148	56,873	58,822
11	46,280	46,980	47,895	48,926	56,212	57,933	59,877
12	47,325	48,021	48,932	49,957	57,352	59,066	61,007
13	48,443	49,137	50,043	51,061	58,581	60,291	62,228
14	49,660	50,350	51,250	52,260	59,920	61,624	63,552
15	50,877	51,559	52,459	53,461	61,257	62,955	64,878
16	52,091	52,770	53,664	54,661	62,595	64,287	66,206
17	53,307	53,983	54,872	55,862	63,932	65,619	67,532
18		55,195	56,079	57,062	65,269	66,952	68,860
19		56,407	57,285	58,263	66,605	68,284	70,186
20			58,933	59,899	68,428	70,098	71,994
21			60,579	61,537	70,253	71,914	73,805
22				63,172	72,075	73,731	75,612
23				64,808	73,898	75,546	77,422
24					75,721	77,362	79,233
25						79,180	81,067
26							82,847

**Note: A non-cumulative longevity pay of \$1,500 will be assigned to individuals that are in the MA+30/Step 26 cell after their first year in this cell as long as they have not declared for retirement. The Board agrees to pay 100% of the TRS contribution.**

**APPENDIX C CONTINUED**

**Lincoln School District 156  
Salary Schedule 2012-2013**

<u>Step</u>	<u>BA</u>	<u>BA + 10</u>	<u>BA + 20</u>	<u>BA + 30</u>	<u>MA</u>	<u>MA + 15</u>	<u>MA + 30</u>
1	35,049	35,844	36,633	37,342	42,873	44,296	45,933
2	35,965	36,552	37,375	38,117	43,877	45,477	47,064
3	36,784	37,386	38,170	39,056	45,104	46,573	48,232
4	37,500	38,113	38,911	39,814	45,962	47,459	49,151
5	38,231	38,856	39,670	40,591	46,842	48,368	50,091
6	38,979	39,615	40,446	41,385	47,743	49,298	51,055
7	39,742	40,391	41,240	42,196	48,666	50,251	52,040
8	40,529	41,192	42,056	43,032	49,608	51,223	53,049
9	41,381	42,040	42,901	43,873	50,517	52,131	53,952
10	42,265	42,924	43,779	44,747	51,463	53,072	54,891
11	43,187	43,841	44,695	45,656	52,456	54,062	55,876
12	44,163	44,813	45,663	46,619	53,520	55,119	56,931
13	45,206	45,854	46,699	47,649	54,667	56,263	58,070
14	46,342	46,985	47,826	48,768	55,916	57,506	59,306
15	47,477	48,114	48,954	49,888	57,164	58,748	60,543
16	48,610	49,244	50,078	51,009	58,412	59,992	61,782
17	49,745	50,375	51,205	52,129	59,660	61,234	63,020
18		51,507	52,332	53,249	60,907	62,478	64,259
19		52,638	53,457	54,369	62,155	63,722	65,496
20			54,995	55,897	63,856	65,414	67,183
21			56,531	57,425	65,558	67,108	68,873
22				58,951	67,258	68,804	70,559
23				60,478	68,960	70,498	72,248
24					70,661	72,192	73,939
25						73,889	75,650
26							77,311

**Lincoln School District 156  
Salary Schedule 2012-2013 w/TRS**

<u>Step</u>	<u>BA</u>	<u>BA + 10</u>	<u>BA + 20</u>	<u>BA + 30</u>	<u>MA</u>	<u>MA + 15</u>	<u>MA + 30</u>
1	38,685	39,563	40,434	41,216	47,321	48,892	50,699
2	39,696	40,344	41,253	42,071	48,429	50,196	51,947
3	40,600	41,265	42,131	43,108	49,783	51,405	53,236
4	41,391	42,067	42,948	43,945	50,731	52,383	54,250
5	42,198	42,888	43,786	44,802	51,702	53,386	55,288
6	43,023	43,725	44,642	45,679	52,697	54,413	56,352
7	43,865	44,582	45,519	46,574	53,715	55,465	57,439
8	44,734	45,466	46,420	47,497	54,754	56,538	58,553
9	45,674	46,402	47,352	48,425	55,759	57,539	59,550
10	46,651	47,377	48,321	49,390	56,802	58,579	60,586
11	47,668	48,389	49,332	50,393	57,898	59,671	61,674
12	48,745	49,462	50,400	51,456	59,073	60,838	62,838
13	49,896	50,612	51,544	52,593	60,339	62,100	64,095
14	51,150	51,860	52,788	53,828	61,718	63,473	65,459
15	52,403	53,106	54,033	55,065	63,095	64,843	66,825
16	53,654	54,353	55,274	56,301	64,473	66,216	68,192
17	54,906	55,602	56,518	57,538	65,850	67,587	69,558
18		56,851	57,762	58,774	67,227	68,960	70,926
19		58,099	59,004	60,010	68,604	70,333	72,292
20			60,701	61,696	70,481	72,201	74,154
21			62,396	63,383	72,360	74,071	76,019
22				65,067	74,237	75,943	77,880
23				66,753	76,115	77,812	79,744
24					77,992	79,682	81,610
25						81,555	83,499
26							85,332

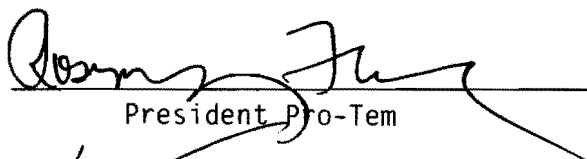
**Note: A non-cumulative longevity pay of \$1,500 will be assigned to individuals that are in the MA+30/Step 26 cell after their first year in this cell as long as they have not declared for retirement. The Board agrees to pay 100% of the TRS contribution.**

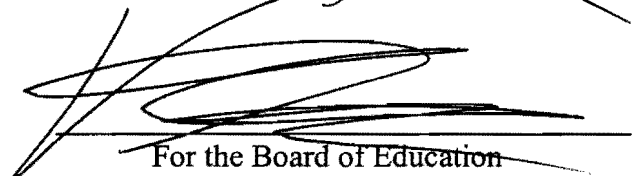
**APPENDIX E**  
**MEMORANDUM OF UNDERSTANDING**  
**BETWEEN THE**  
**BOARD OF EDUCATION DISTRICT #156, COOK COUNTY, and ILLINOIS**  
**AND**  
**SOUTHWEST SUBURBAN FEDERATION OF TEACHERS LOCAL #943**

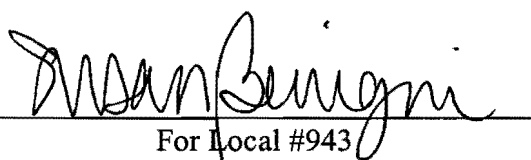
Pursuant to discussion between the Board of Education, District #156, Cook County, Illinois and the Southwest Suburban Federation of Teachers Local #943, concerning Article 11.1: Teacher Evaluation Program – Evaluation, it is agreed that:

- 1). Two (2) non-tenured teacher evaluation ratings for the 2011-2012 school year will be merged into one (1) overall evaluation rating; and
- 2). Two (2) formative evaluations and one (1) summative evaluation will be completed for all certified staff starting in the 2012-2013 school year.

The Board of Education District #156 and Southwest Suburban Federation of Teachers Local #943 are in mutual agreement to items as indicated above.

  
\_\_\_\_\_  
President Pro-Tem

  
\_\_\_\_\_  
For the Board of Education  
School District #156  
Secretary

\_\_\_\_\_  
  
\_\_\_\_\_  
For Local #943  
Southwest Suburban Federation  
of Teachers

Adopted: May 21, 2012