

**CONTRACT BETWEEN**

**FREEPORT SCHOOL DISTRICT NO. 145  
BOARD OF EDUCATION**

**and the**

**FREEPORT  
EDUCATION ASSOCIATION**

**for the**

**2023-2028**

**SCHOOL TERMS**

## TABLE OF CONTENTS

|  |    |
|--|----|
| <b>ARTICLE I. RECOGNITION</b>                                  | 1  |
| A. Recognition   | 1  |
| <b>ARTICLE II. PROCEDURES FOR FUTURE NEGOTIATIONS</b>          | 1  |
| A. Negotiable Items  | 1  |
| B. Negotiation Representatives                                 | 1  |
| C. Commencement of Negotiations                                | 1  |
| D. Impasse Procedure   | 2  |
| E. Cost of Document Preparation                                | 2  |
| F. Agreement/Board Policy Conflict                             | 2  |
| <b>ARTICLE III. BOARD-ASSOCIATION AND BOARD-TEACHER</b>        | 2  |
| A. Right to Organize   | 2  |
| B. Non-discrimination Clause                                   | 2  |
| C. Board-Association Communication                             | 2  |
| D. Association/Regularly Scheduled Board of Education Meetings | 3  |
| E. Notification of Meetings                                    | 3  |
| F. Board of Education Minutes                                  | 3  |
| G. FEA President Release Time                                  | 3  |
| H. Association Use of School Facilities                        | 3  |
| I. Association Use of Bulletin Boards                          | 4  |
| J. Teacher Appearance Before Board or Designee                 | 4  |
| K. Furnishing of Information                                   | 4  |
| L. Association Announcements                                   | 4  |
| M. Association Use of Equipment                                | 4  |
| N. Employee Discipline   | 5  |
| O. Vacancies and Transfers                                     | 5  |
| P. Seniority, Reduction in Force, Recall                       | 9  |
| Q. Teacher Evaluation  | 10 |
| R. Payroll Deductions  | 13 |
| S. Association Leave   | 14 |
| T. Notification of Budget Planning Meetings                    | 14 |
| U. Class Size  | 14 |
| V. Planning Time   | 15 |
| W. Parent - Teacher Conferences                                | 17 |
| X. No Strike   | 17 |
| Y. Teacher Workday   | 17 |
| Z. Teachers' Academy/Mentoring Program                         | 18 |
| AA. Support Staff Interns                                      | 19 |
| BB. Teacher Assault  | 19 |
| CC. Classroom Discipline                                       | 19 |

|   |    |
|---|----|
| <b>ARTICLE IV. SALARY AND FRINGE BENEFITS</b>   | 19 |
| A. Salary and Teacher Retirement System Contribution Base   | 19 |
| B. Differentials  | 21 |
| C. Creditable Previous Experience   | 21 |
| D. Insurance  | 22 |
| E. Educational Assistance   | 25 |
| F. Sick Leave   | 26 |
| G. Personal Business Leave  | 27 |
| H. Jury Duty  | 28 |
| I. Leave of Absence   | 28 |
| J. Family and Medical Leave   | 28 |
| K. Retirement Program   | 29 |
| L. Local Education Units  | 31 |
| M. Internal Substitution and Overload   | 32 |
| N. Mileage Reimbursement  | 33 |
| O. Summer School  | 33 |
| <br>  |    |
| <b>ARTICLE V. ADMINISTRATIVE-FACULTY ADVISORY COUNCIL</b>   | 33 |
| <br>  |    |
| <b>ARTICLE VI. PERSONNEL FILE</b>   | 34 |
| <br>  |    |
| <b>ARTICLE VII. GRIEVANCE PROCEDURES</b>  | 34 |
| A. Grievance Definition   | 34 |
| B. Grievance Principles   | 34 |
| C. Grievance Procedures   | 36 |
| <br>  |    |
| <b>ARTICLE VIII. DURATION AND RELATED PROVISION</b>   | 39 |
| A. Understanding  | 39 |
| B. Savings Clause   | 39 |
| C. Duration   | 39 |
| <br>  |    |
| DIFFERENTIAL SCHEDULE   | 41 |
| TEACHER STIPENDS  | 42 |
| MEMORANDUM OF UNDERSTANDING – SPEECH AND LANGUAGE<br>PATHOLOGISTS   | 43 |
| MEMORANDUM OF UNDERSTANDING – EMPLOYEE DISCIPLINE   | 44 |
| MEMORANDUM OF UNDERSTANDING – VIDEO RECORDING EQUIPMENT   | 47 |
| MEMORANDUM OF UNDERSTANDING – STUDENT DISCIPLINE  | 49 |
| 2023-2024, 2024-2025, 2025-2026 SALARY AND TEACHER RETIREMENT<br>SYSTEM CONTRIBUTION SCHEDULE--Appendix A | 50 |

**ARTICLE I  
RECOGNITION**

- A. The Board of Education of School District No. 145, hereinafter referred to as "the Board," recognizes the Freeport Education Association, affiliated with the Illinois Education Association and the National Education Association, hereinafter referred to as "the Association," as the sole negotiation agent for all employed contracted certified professional personnel and school nurses, both hereinafter referred to as "teacher," except the following classifications: central office administrators, building principals and assistant principals, substitutes, teacher aides, supervisors, managerial employees, confidential employees, and short term employees as such excluded employees as defined in Section 2 of the Illinois Education Labor Relations Act.

**ARTICLE II  
PROCEDURES FOR FUTURE NEGOTIATIONS**

- A. The Board and the Association agree to negotiate in good faith, the following items:
1. Salaries/Hours
  2. Economic Fringe Benefits
  3. Board-Association and Board-Teacher Relationships
  4. Procedures for Future Negotiations
  5. Grievance Procedures
- B. Both the Association and the Board have the right to designate representatives for negotiations. The Association and the Board shall each be limited to seven (7) Association or Board representatives at any meeting. Such representatives shall be empowered to make proposals, consider proposals, make counter-proposals in the course of negotiations, and to reach tentative agreements.
- C. Negotiations shall begin by April 1 of the last year of the agreement, unless otherwise agreed to by both the Association and the Board, with meetings to be held as necessary at times and places also to be agreed upon by the parties.

Prior to adjournment of each negotiation session, an agenda for the next session shall be mutually determined by the Board and the Association representatives and shall include possible items to be negotiated and the date and time of the next meeting.

- D. If no agreement is reached on all items within sixty (60) days of the commencement of negotiations, or within 45 days of the schedule of the start of the forthcoming school year, either party may request the assistance of a Mediator from the Federal Mediation and Conciliation Service. Both parties must agree to mediation prior to mediation commencing. The costs of the mediation process, if any, shall be shared equally by the parties.
- E. When an agreement is reached on all matters being negotiated, it shall then be presented in writing for ratification to the Association and then the Board of Education. When approved by both parties, it shall then be signed by their respective presidents or designated officials. The contract, signed by both parties, shall be typed and duplicated by the Board of Education for distribution of the document within twenty-one (21) calendar days following the ratification by the Board of Education. The Association shall be responsible for collating the pages into the completed contracts.

The Board and Association shall share equally the cost of contract preparation for the number of copies required for bargaining unit members, administrators, and board members, plus fifty (50) additional copies. The cost of copies above the number provided herein shall be shared in proportion to the number of additional copies required by each party.

- F. When there is a conflict between the agreement and the Board Policy and/or administrative procedures, the agreement shall prevail.

### **ARTICLE III BOARD-ASSOCIATION AND BOARD-TEACHER RELATIONSHIPS**

- A. Teachers shall have the right to organize, join, and assist the Association, to participate in professional negotiations and discussions with the Board through representatives of their own choosing, for the purpose of establishing, maintaining, protecting or improving conditions of professional service. Individual teachers shall also have the right to refrain from any or all such activities.
- B. The Board and the Association will not discriminate against any individual for participation or non-participation in activities under the terms of this agreement.
- C. Generally, people are free to communicate with each other on an informal basis. Official communications to the Board shall be made through the superintendent; official communications to the Association shall be made through the Association president.

The Board shall meet quarterly with members of the FEA to discuss issues of mutual concern. The purpose of such meetings shall not be to negotiate those matters which are covered by the parties' collective bargaining agreement or to negotiate new provisions or additions to the same.

- D. The Association may address the Board at a regularly scheduled meeting on a topic of interest to the Association at that part of the agenda labeled "Communications."
- E. The president of the Association or his/her designee shall be given notice of any regular or special meeting of the Board in the same time and manner as Board members together with a copy of the agenda or statement of purpose of such meeting.
- F. One copy of all Board minutes, agenda and public packet shall be emailed to the president of the Association at the same time they are furnished to Board members and prior to their approval.
- G. The elected President of the FEA shall be released pursuant to the schedule below for the purpose of contract administration, collaboration with the Administration concerning issues of mutual concern involving the Board and the FEA, and issues requiring Association attention relative to the School District's Equity Plan. The exercise of this release time by the FEA President shall be without loss or effect on tenure, insurance benefits, or accumulated sick leave.
1. In the event the elected FEA President is a middle school or high school faculty member, release time equal to two (2) periods per day shall be provided. This release time shall be scheduled when the elected President is otherwise scheduled for planning time or student supervision.
  2. In the event the elected FEA President is an elementary school teacher (grades K-4), release time will be provided in an amount equal to 50 days per year. The equivalent amount of release time will be scheduled by mutual agreement of the FEA President, the Superintendent, and the appropriate building principal. The scheduling of this time will take into consideration the needs of students, the implementation of the educational program, and minimizing the loss of student contact time. Where possible, release time will be scheduled as a block of time at either the beginning or end of the work day, in accordance with the needs of the FEA and the District.
- Any cost attributable to the provision of this release time shall be shared equally by the Board and the FEA.
- H. The Association shall have the right to use school buildings to conduct local Association meetings, providing a notice of twenty-four (24) hours is given the building principal. When special custodial service is required, the Board may make a reasonable charge for this service. Use of the school buildings shall not interfere with or interrupt normal school operation or other use previously committed by the Board of Education.

The Association shall have the right to transact official Association business on school property provided that such business does not interfere with or interrupt normal school operation.

- I. An existing bulletin board or reasonable portion thereof shall be provided in each building in the district for the exclusive use of the Association. The location of said bulletin board shall be at the discretion of the administrator in charge. The regular district delivery service shall be made available to the Association. The regular district delivery service shall not be used for general distribution by the Association.
- J. When any teacher is required to appear in person before the Board or before any Board designee(s) other than the teacher's immediate supervisor concerning the continuation of the teacher in his/her employment, the teacher shall be given prior written notice indicating the major reasons for the meeting. The written notice shall be received by the teacher at least 72 hours prior to the scheduled meeting date, and the teacher will be entitled to have a representative of the Association present to advise and represent him/her during such meeting or interview.
- K. The Board agrees to furnish to the Association upon request in writing to the Superintendent the following items:
  - 1. Proposed policy after it has been approved by the Board on first reading.
  - 2. Meeting dates for Board Committees.
  - 3. Approved tentative budget.
  - 4. Approved and adopted final budget.
  - 5. Monthly financial statement after approval by the Board.
  - 6. Any other information approved by the Board and made part of the public record, provided that the Association shall pay a fee in the event that a copy is not freely available for reproduction.

All such copies shall be furnished within a reasonable time after the receipt of the request.
- L. Announcements of Association business may be placed in the school bulletin.
- M. The Association shall have the right to use, on site, district office equipment and audio-visual equipment if it is not otherwise in use. Approval shall be granted by the administrator responsible for such equipment. The Association shall pay the cost of all consumable materials and consumable supplies and cost of any repairs incident to such use.

- N. The Board believes in the tenets of progressive discipline, including verbal and written reprimands, docking, suspension without pay, and termination, provided, however, that nothing contained herein shall require the Board or the administration to exhaust any or all of the foregoing disciplinary techniques in the event a decision is made to discipline a teacher. Teacher discipline shall not be arbitrary or capricious.

Prior to taking any disciplinary action against a teacher, the administrator shall meet with the teacher to discuss the nature of the complaint, such meeting to be held, whenever possible, within seventy-two hours (excluding weekends and school holiday or vacation periods) of the administrator's knowledge of the incident. The teacher may have a representative at any conference called to discuss the complaint.

For purposes of this provision, the term discipline shall not include statements included in a teacher's evaluation documentation or informal comments made to a teacher regarding the regular performance of duties.

O. Vacancies and Transfers

1. All professional vacancies shall be publicized to teachers and applications solicited pursuant to the following procedure:

- a. Such vacancies shall be publicized to the faculty by posting a written notice on the District's website. A copy of the posting will be sent to the FEA President via email. Additionally, a hard copy will be posted at the District Office for review by interested teachers. The posting of such vacancies shall occur as far in advance of the date of filling such vacancies as possible, under ordinary fourteen (14) calendar days. No posting shall be required for external applicants unless no internal candidate is selected to fill the vacancy. In the event only one (1) internal applicant exists, and such applicant is not appointed to the vacancy, the FEA President may request that the Superintendent review the circumstances surrounding the decision and report the results of such investigation to the FEA President. In such situations, the unsuccessful internal candidate may refer the situation to the District Transfer Council for review and recommendation under the procedure found in Section 3 (d), hereafter.

Under extraordinary circumstances, the requirement to post vacancies may be waived at the discretion of the Superintendent with the consent of the Association President or his or her authorized designee who shall be advised of his responsibility to be available. If the contact cannot be made within a twenty-four hour period, the Superintendent shall have the authority to act without Association approval.



- b. Such notice of vacancy shall set forth the qualifications of the job and the salary range when known.
  - c. Teachers who desire to apply for such vacancies shall file their applications in writing with the Director of Human Resources within the time limit specified in the notices and shall be given an interview for the vacancy.
  - d. Vacancies may be filled by teachers who are currently on staff or who are not on staff but have a right to be recalled provided such openings are posted in accordance with paragraph 1(a) and 1(b).
  - e. If more than one applicant has applied for the same vacancy, the applicant *most* qualified (based upon relevant certification/licensure *and qualification*, education, training, and evidence of successful teaching) for that vacancy shall be appointed, and qualifications being substantially equal\*, seniority in the district shall prevail.
  - f. \*The term “substantially equal” is intended to apply to differences which are not meaningfully relevant to the position being filled (i.e., “education” differences due to organizational differences such as semester credit hour calculations v. trimester credit hour calculations, etc.)
2. Requests for Voluntary transfers shall be processed as follows:
- a. Any teacher wishing to transfer to another building must complete an electronic application form, to be supplied by the Director of Human Resources. The application must be signed by the teacher. The signed form must be submitted to the Director of Human Resources no later than 30 days before the start of the teacher work year. The Director of Human Resources will submit all applications to the affected principals.
  - b. The affected principals shall have the choice of concurring in the transfer or requesting a conference with both principals, the teacher, and the superintendent to resolve the difference. If a building principal denies the request, he/she shall notify the teacher in writing. Upon receipt of notice of such denial, the teacher may request that the denial decision be reviewed by the District Transfer Committee, which shall process the review request pursuant to the procedures found in subparagraphs 3(d) and 3(e) of this Section. No teacher requesting such transfer shall be denied a transfer opportunity more than twice. The final decision for recommendation to the Board of Education shall rest with the superintendent. Upon approval of the transfer, the teacher will be

required to remain in the new assignment for at least one full year.

- c. Teachers who desire to apply for mid-year transfers must file their electronic application with the Director of Human Resources by mid-year, unless extenuating circumstances, as determined by the Superintendent or designee provide otherwise.
- d. If more than one applicant has applied for the same vacancy, the applicant *most* qualified (based upon relevant certification *and* *qualification*, education, training, and evidence of successful teaching) licensure, qualifications, merit and ability, including performance evaluations, if available, and relevant experience) for that vacancy shall be appointed, and qualifications being substantially equal\*, seniority in the district shall be strongly considered.

*\*The term "substantially equal" is intended to apply to differences which are not meaningfully relevant to the position being filled (i.e., "education" differences due to organizational differences such as semester credit hour calculations v. trimester credit hour calculations, etc.)*

### 3. Involuntary Transfers

- a. Involuntary transfers may be made only in those instances which the administration feels are most advantageous to the educational program.  
The filling of vacancies by involuntary transfers will occur as follows:
  - 1. The Administration will first solicit volunteers.
  - 2. In the event there are no volunteers or the volunteers are not selected by the Administration, a meeting will be held to explain the decision and the vacancy will be filled based upon licensure, qualifications, merit and ability (including performance evaluations if available) and relevant experience. Seniority with the District will only be considered when the Administration determines that all such other factors are equal.
- b. All reasons and conditions for involuntary transfers shall be made known in writing to the teacher affected and the FEA President.
- c. Teachers selected for involuntary transfer will be notified of the new assignment at least two (2) weeks before the end of the school year. If the decision for involuntary transfer is made during the summer months, the teacher will be notified, whenever possible, at least

thirty (30) days before the new assignment is to commence. If a change in assignment occurs after the start of the school year, the affected teacher(s) shall, whenever possible, receive notice of such change at least two (2) weeks prior to the effective date of the change, provided, however, that the teacher may waive such notice.

- d. The affected teacher(s) may request a meeting with the Director of Human Resources or designee to discuss the transfer decision. If the teacher(s) desire, they may request a meeting with the District Transfer Council to review the circumstances surrounding the transfer. The Council shall consist of six (6) members who shall be appointed annually. Two (2) members shall be appointed by the FEA President, two (2) members shall be appointed by the Superintendent, and the remaining members shall be the Superintendent or designee and the FEA President or designee. Working in an unpaid, advisory capacity, the Council shall review the transfer decision and report its recommendations, if any, to the Superintendent, who shall share them with the Board of Education, if requested by the Council. Nothing contained herein shall prevent the implementation of the transfer while the Council reviews the circumstances surrounding the same.
- e. If the teacher is not satisfied with the resolution of the issue at such meeting, the FEA may discuss the issue with the Board in closed session. If the teacher is still not satisfied, he or she shall have the right to resign.
- f. Teachers so transferred shall be given first consideration for future openings and assignments for which they apply.

#### 4. Change in Teaching Assignment

- a. If the Board changes a teacher's teaching assignment, and the new assignment is in an area in which the teacher is legally qualified but has not taught in the seven years prior to the change in assignment, the Board may require the teacher to complete six (6) semester hours of coursework in the area of the new assignment, which coursework shall be completed by the start of the third school year. The teacher must present proof of having completed the coursework prior to the first teacher work day of the third school year. If the coursework has not been completed by the start of the third school year, the teacher shall not advance vertically on the salary schedule and shall be frozen at the step and the annual salary in affect at the end of the above two (2) year period until such time as the necessary course work is completed. Upon completion of the course work the teacher

shall proceed on the salary schedule from the last placement (“frozen step”) where the teacher was placed at the time the freeze was imposed. In cases of emergency or conditions beyond the control of the teacher, the deadline for completing the required coursework may be extended by the Board for up to one (1) additional year, provided, however, that the decision to grant or deny such extension shall be within the sole and non-reviewable discretion of the Board. Any such decision by the Board to grant or deny such extension shall not be precedential with respect to other such requests.

b. For the purposes of this section, “change in assignment” shall be defined as follows:

(1) Pre-Kindergarten through Grade Four: a change in assignment involving a move of three (3) or more grade levels.

(2) Grades Five through Twelve: a majority of the teaching assignment is in an area in which the teacher has not taught in the seven previous years.

c. Tuition Reimbursement

A teacher affected by this provision may elect to use available educational assistance under Section IV. (E) of this Agreement. However, the teacher may, alternatively, elect not to use such available educational assistance but will still receive the same reimbursement funding level as provided and available to the teacher under Section IV. (E) for coursework required hereunder.

d. Horizontal Salary Schedule Advancement

Coursework completed under this Section may be used for horizontal advancement on the Salary Schedule.

P. The superintendent shall meet periodically with the president of the Association to review the financial condition of the district. Such meetings shall be held, following the school day, at the request of either party.

The superintendent shall advise the president of the Association of any intended plan or proposal to reduce staff for financial reasons (other than decrease in student enrollment) and shall then meet with the president of the Association to review said intended plan or proposal. The president of the Association shall have a reasonable time in which to submit to the superintendent any recommendations or proposals, either orally or in writing, concerning staff reduction.

Prior to final action by the Board, the president of the Association (including the Executive Committee of the Association) may again meet with the superintendent to consult on the proposed plans for staff reduction.

1. Seniority, Reduction-In-Force, Recall

When a reduction in staff results from a decision of the Board to decrease the number of teachers employed or to discontinue some particular type of teaching service, such reduction in staff shall be governed by the provisions of the Illinois *School Code*.

In the event two or more teachers are tied with respect to which teacher(s) will be the subject of such reduction in force, the tie shall be resolved in the following priority order:

1. District seniority;
2. Continuous district service;
3. Date of district employment application;
4. Date of issuance of initial Illinois teaching license/certificate.

Q. Teacher Evaluation

The primary objective of the process of supervision and evaluation is the continuous improvement of the instructional program. The purposes of the evaluation instrument are to improve the quality of teaching and service to students, to assist the teacher in developing as an educator, and to establish a record of the teacher's progress. The evaluation recognizes commendable performance, provides teachers with assistance to improve the quality of teaching and works toward elimination of any difficulties that might be noted.

1. The Board shall develop the evaluation plan in consultation with the Association. Either party may annually reestablish the committee for the purpose of reviewing the evaluation plan by serving written notice to the other party.
2. The building principal, assistant principal or the supervisor of a teacher not assigned to a specific school, shall be responsible for evaluation of all teachers assigned to the building or to the program. The superintendent and his/her assistants may provide additional observations. In all instances, the evaluator must be certified and qualified to evaluate as per the criteria established by the State of Illinois.
3. Within fifteen (15) school days of the start of each school year (or upon initial employment) the principal, assistant principal, or the teacher's immediate supervisor, shall notify each teacher to be evaluated during that

school year of the current evaluation procedures. Each teacher shall be provided a copy of the evaluation plan and any evaluation instruments to be used and shall have the opportunity to discuss the plan with his or her evaluator.

4. Teachers shall be given the opportunity to discuss their written observations and evaluations with the evaluator within ten (10) school days of the observations and evaluation. The teacher may have a representative attend this meeting at his/her request. The teacher shall sign the written evaluation indicating that he/she has reviewed the written evaluation, but this does not imply that he/she agrees with the contents.
5. A copy of any written evaluation shall be signed by the evaluator and given to the teacher evaluated at the time of the signing. A copy shall be forwarded to the central administration office and placed in the teacher's personnel file. Teachers may file a response to any written evaluation. The teacher shall give one copy of this response to the evaluator, and one copy shall be submitted to the Personnel Office and be attached to the challenged evaluation placed in the central office files.
6. Teachers may examine any district evaluation of their own work which may be in their files. This examination may be shared (insofar as it is related to his/her own evaluation) with any person(s) he/she may elect. This is with the provision that the teacher does not remove any documents from the files or from the central office.
7. The final formal written evaluation will be based upon classroom observations made as follows:
  - a. Observations and feedback of first and second year probationary teachers will be made three (3) times yearly as follows: October 28, December 31, First Friday in March.
  - b. Observations and feedback of third and fourth year probationary teachers will be made two (2) times yearly as follows: by November 1 and by March 31. The formal written evaluation will be completed by March 31. The Danielson model will be used.
  - c. Tenured teachers whose performance is rated as either "excellent" or "proficient" will be formally evaluated at least once every three (3) years by May 15th. Tenured teachers being evaluated on a three (3) year cycle will be informally evaluated at least once in the course of the two (2) school years after receipt of the rating.

- d. The three (3) year evaluation cycle will begin after all tenured staff have been formally evaluated in 2022-2023 or 2023-2024.
- e. The first three year cycle will require equal division of tenured staff for evaluation as follows:
  - Tenured staff will be divided into thirds and assigned to an evaluation year by:
    - asking for volunteers then
    - seniority by rating.
  - Newly tenured staff will be evaluated three years after receiving tenure.
  - Tenured staff will be notified of their new evaluation cycle placement by June 15, 2024.
  - Human Resources will communicate with the FEA President if an extension is necessary.
  - Building administrators may ask tenured volunteers to adjust their evaluation cycle if an evaluation schedule is unbalanced. If the schedule remains unbalanced the building administrator may contact JTEC for further guidance.
- f. Part-time teachers who have not previously been employed by the District will be evaluated on the same schedule as probationary teachers through the part-time teacher's fourth year with the district. All part-time teachers who have been employed for more than four years, and those part-time teachers who have previously been employed by the District, will be evaluated annually.
- g. The teacher may file a written rebuttal to the final evaluation within ten (10) school days after the date of the summative evaluation conference. Any such rebuttal will be attached in the final evaluation document.
- h. Where relevant, teachers will collect data every year for Student Learning Objective (SLO) goals.

Given that tenured teachers have a three year evaluation cycle in which to collect data, tenured teachers who take an extended Board-

approved leave may use the student growth data for the quarters/semesters/year during which they were present in the classroom.

Given that pre-tenured teachers have a one year evaluation cycle, pre-tenured teachers may use the data for the quarters/semesters during which they were present in the classroom.

If the leave can be planned for in advance the teacher should make every attempt to adjust their SLO goals and assessments to accommodate their leave. Emergency leaves will be dealt with on a case by case basis by the teacher and their administrator. If an adequate solution cannot be agreed upon the decision can be appealed to the JTEC committee.

If a tenured teacher will be mentoring a student teacher during their evaluation cycle, their student growth data will be handled as if they were on an extended, Board-approved leave as stated above.

8. When approved by the Board of Education, the Superintendent will send letters to teachers affected, advising the following:
    - a. Notification of being placed on tenure.
    - b. Notification and reasons for withholding increments based upon formal and other evaluations of classroom performance.
  9. Procedures for remediation of any formal evaluation less than satisfactory will be part of the evaluation plan.
  10. Observations and feedback from those observations are part of the normal evaluation process in which standard evaluation forms are used but without a designated rating.
- R. The Board shall provide upon request for the deduction of Association dues for any staff member employed before or after the start of the school term. The above will be prorated and deducted from the remaining regular paychecks.

The Board shall provide upon request payroll deduction for tax sheltered annuities for District approved vendors. The following guidelines shall apply to payroll deductions for annuities:

1. New payroll deductions for annuities will only be accepted during the month of September or January annually.
2. Employees participating in District approved annuities will be allowed to change the amount of the deduction in September and January.



3. Payroll deductions are made starting with the first payroll in October for twenty (20) consecutive paydays or twenty-six (26) consecutive paydays as elected by the teacher. A teacher's first deduction will be made in the first paycheck following the election, or 15 days after election, whichever is longer.
  4. Annuities offered upon execution of this Agreement shall continue in effect unless there are no longer participants in such annuity or at such time as it is determined that the provider(s) cannot or will not comply with IRS regulations.
- S. In the event that the Association desires to send representatives to local, state, or national conferences of the Illinois Education Association or its affiliates, these representatives shall be excused without loss of salary for any aggregate number of days up to twenty (20) days in any school term used for such purposes providing the Association reimburses the district for the cost of qualified substitutes for any aggregate number of days up to twenty (20) in any school term used for such purposes and, further providing, that there shall be a limitation of no more than three (3) from a single elementary school building and no more than two (2) from any department in a secondary building and that a written request for leave has been submitted at least five (5) days in advance to the superintendent.

The Association may accumulate and carry over from year to year up to ten (10) of such days which are not so utilized in any given year, provided that the maximum allotment of Association leave days available in any given year shall not exceed thirty (30). All provisions of this Section shall be equally applicable to use of accumulated days after twenty (20) days have been utilized.

- T. Association representatives will be notified of all Board subcommittee meetings for discussion of budgetary planning for new educational programs and building renovations or additions. The Association may express its views on the subjects being discussed at the committee meetings.

U. Class Size

The Board agrees to maintain an average building grade level class pupil-teacher equivalency ratio as follows:

|                           |                                |
|---------------------------|--------------------------------|
| Pre-Kindergarten          | Pursuant to State requirements |
| Kindergarten              | 23                             |
| Kindergarten-Jones Farrar | 25                             |
| 1-6                       | 25                             |
| 7-12                      | 27*                            |
| Physical Education (5-12) | 33                             |

\*This amount is based on the average class size per team member at the middle school level.

\*\*At the high school level, this amount is based on the teacher's average class size in the following curriculum areas:

English  
Mathematics  
Science  
Social Studies

The determination of average building grade level class size will be determined annually not later than September 15, of each school year.

For the purpose of computing such ratios the following shall be excluded in the determination: Title I teachers, special education teachers, nurses, instrumental music teachers, and elementary art, music, and physical education teachers; counselors; librarians; deans; reading specialists; psychologists; speech therapists, non-regular classroom teachers and social workers.

Irrespective of the average class size ratios noted above, any teacher who believes that the assigned class size or class composition may adversely impact the educational program offered to student shall have the right to a meeting with the principal to discuss their concerns. For purposes of this section the term "class composition" is intended to review the number of students in the class who have an IEP, Section 504 plan, ELL status, Behavior Management Plan, Safety Plan, Health Plan, etc. The teacher may have a representative of the FEA at any such meeting.

The principal will make a determination as to whether any relief or change in assignment is necessary. In the event the teacher is dissatisfied with the response of the principal, the teacher may appeal the issue to the Superintendent or designee(s) who will decide. The decision of the Assistant Superintendent shall be final, non-appealable and non-grievable.

#### V. Planning Time

Each full-time elementary school teacher (including special education teachers) will be provided with a minimum of 350 minutes of planning time each regular work week. At least 225 of these minutes will be self-directed by the teacher. The Administration will use their best efforts to attempt to provide additional scheduled plan time where possible. For those teachers who are not assigned to a regular education classroom, the principal and, if needed, the School Improvement Team will meet to attempt to address the planning time needs of these teachers.

All such planning time will be scheduled in increments of not less than 20 minutes each day. The scheduling of this time will be determined by the building principal, the building FEA representative and the building SIT and/or MTSS group.

In the event a teacher is required to give up a scheduled planning period in order to participate in a student Section 504 meeting or IEP meeting, the teacher and the principal will collaborate to reschedule such lost time during the same work week or another mutually agreed time. In the event rescheduling is not feasible, the teacher will be paid for the lost time at the internal sub rate, prorated to the amount of actual time lost.

Planning time during the regular workday may be required for team activities involving data review, professional learning, and curriculum development (e.g. instructional design and assessment), implementation and review.

Those non-classroom teachers whose schedule allows them to self-schedule required lunch periods, plan time, appointments, etc. may be called upon to substitute for absent teachers. Such required substitution assignments may occur up to nine (9) times during the school year without compensation. For purposes of determining a "substitute assignment", at the middle and high school levels, an "assignment" is defined as a class period. At the elementary level, an assignment is measured in 30-minute segments. Once these non-classroom teachers have been required to substitute nine (9) times hereunder, any further required assignments will be compensated at the relevant internal substitution amounts found in Section M of Article IV of this Contract.

Before assigning a teacher to substitution duties, the administration will first seek volunteers. In the event there are not sufficient volunteers to fill the assignment(s), teachers will be assigned on a rotational basis from a list created in each building and made available to the building staff annually prior to the first student attendance day. Voluntarily substituting does not count toward the nine (9) assignment limit.

In scheduling planning time for special education teachers, the time will be scheduled by considering and/or altering the building schedule, relief from meeting attendance and supervisory assignments, soliciting support from colleagues and the teacher's ability to self-schedule the time.

Each 5-12 teacher will be provided with the equivalent of one standard class period to be used as planning time each regular school work day.

Pre-K-12 Special Education teachers will be annually provided with work days, where a substitute will be provided. The days must be used for recordkeeping, IEP review and development, and other required clerical tasks. The scheduling of this time must be approved by the Director of Pupil Personnel Services.

W. The following provisions will be made for parent-teacher conferences.

The school day on designated parent-teacher conference days shall not exceed three (3) pupil attendance hours, the remainder of the day to be used for parent-teacher conferences.

X. No Strike

The Association and each employee covered by this agreement agree not to instigate, call, sponsor, aid or engage in any strike or walk-out, pursuant to the conditions set forth in Section 13 of the Illinois Educational Labor Relations Act against the school district during the terms of this agreement.

Y. Teacher Workday

1. On teacher calendar days, full-time teachers will be in attendance and engaged according to assignment not to exceed seven (7) hours and fifty (50) minutes per day.
2. It is understood that nothing in this definition shall be construed as a limiting factor for teachers to be available for a sufficient period beyond the teacher workday for activities such as: staff meetings, inservice meetings, parent/teacher conferences, teacher/student conferences, open house, district meetings, and such other matters which properly require attention at the time.
3. At the regular Board meeting where the proposed school calendar is presented as an informational item, the FEA President, if desired, may make a presentation to the Board regarding the Association's views on the school calendar.
4. Nurses shall work 185 days at their per diem annually, with duties and schedules set by the Director of Pupil Personnel Services.
5. Teachers who attend seminars, conferences, or workshops during the regular workday shall receive, prior to approval of attendance at such activities, reasonable prior notice from the administration if the teacher is expected to present information about the experience to other staff members.
6. The Superintendent shall direct the principals that while parental building and classroom visits are encouraged, the purpose of such visits is not for parental selection of a student's teacher. In the event a parent desires a change in his/her child's assigned teacher, the parent will first discuss the request with the teacher and the building principal. In the event the parent is not satisfied with the disposition of the request, the parent will then be directed to discuss the matter with the Superintendent, who will resolve the

matter in a manner he/she feels is most appropriate.

Z. The Board shall provide a program to provide mentoring services to all first-year teachers. The purpose of the mentoring program is to improve the quality of the instruction in the District by ensuring that first-year teachers are provided with adequate technology of the teaching profession and to acquaint them with the culture of their school. The program will also provide leadership opportunities for experienced teachers.

1. All first-year teachers, including experienced teachers new to Freeport School District No. 145, shall be required to attend the equivalent of five (5) days of inservice training during the initial employment year.
2. All first-year teachers, (including experienced teachers new to Freeport School District No. 145), with less than 6 years of total teaching experience or who have not acquired tenure status prior to employment by the District, shall be required to complete two (2) classroom visitations. First-year teachers may request a particular classroom to observe, however, all classroom visitations shall be made as assigned and approved by the building principal. Following each classroom visitation, the first-year teacher shall draft a report summarizing his/her observations and submit the report to the building principal and the Director of Human Resources.

For those first year teachers with six or more years of total teaching experience or who have acquired tenure status elsewhere prior to employment by the District, this classroom visitation requirement shall be optional unless initiated by the teacher, the teacher's mentor, or the teacher's immediate supervisor. In such case, the number of classroom visitations shall be determined by mutual agreement of the teacher and immediate supervisor, with input from the mentor.

3. When possible, first-year teachers shall be assigned a mentor teacher. Participation as a mentor teacher shall be voluntary and limited to tenured teachers who have successfully completed the District's Teachers' Academy. Annually, from the volunteers identified in each school building, mentor teachers will be picked by the Administration with input from the first-year teachers, volunteers, and the current Mentors.
4. Mentor teachers will keep and report time, as directed by the District, spent as a mentor and will be paid at the then applicable District sub rate, prorated as appropriate. Mentor teachers will also be eligible to receive credit for the activity to be counted towards renewing the teacher's standard or master teaching certificate.
5. The Teachers' Academy and Mentoring program will be reviewed on an annual basis by the Administration and the Academy Facilitators.

AA. In the event the Board determines to hire interns in the Pupil Personnel Services support staff area, the Board and the Association will negotiate the impact of such decision on the assigned supervisor.

BB. Assault and Battery Upon an Employee

In the event of an assault/battery upon an employee, the first concern shall be the immediate medical needs of those involved. The employee shall complete an accident report. The Administration will provide necessary information regarding the appropriate local law enforcement agency if the employee wishes to file a report/charges with the police. The Administration will also provide any additional assistance it deems necessary and appropriate. An assaulted/battered teacher required to participate in a law enforcement investigation or to give testimony relative to the incident shall experience no loss in pay or benefits.

CC. Staff members recognize their responsibility for the maintenance of discipline within the classroom. When the behavior of a student in the classroom makes the continued presence of the student in the classroom a cause of disruption of the educational processes of the entire class, a staff member may exclude a student from a classroom to the principal's office with written notice of the offense.

The principal or designee will take whatever action is considered necessary to solve the problem. Absent circumstances beyond the control of the principal or designee, the principal or designee will consult with the teacher before the student is readmitted to class, at which time the teacher may suggest conditions for the student to be readmitted to class. In the event such prior consultation cannot occur before readmission of the student, the principal or designee will consult with the teacher as soon as practicable.

**ARTICLE IV  
SALARY AND FRINGE BENEFITS**

**A. Salary and Teacher Retirement System Contribution Base**

The base salary for each year of this Agreement shall be as follows:

|           |                    |     |           |
|-----------|--------------------|-----|-----------|
| 2023-2024 | \$42,000           | TRS | (\$3,780) |
| 2024-2025 | \$44,100           | TRS | (\$3,969) |
| 2025-2026 | \$46,305           | TRS | (\$4,167) |
| 2026-2027 | (to be negotiated) |     |           |
| 2027-2028 | (to be negotiated) |     |           |

Salaries are rounded to the nearest dollar. The Teacher Retirement System contribution is in parentheses and shall be 9% of the combined salary and TRS.

For the first three (3) years of this Agreement the following shall apply:

1. Teachers shall be paid the relevant salary listed in Appendix A of this Agreement.
2. Teachers who attain a salary schedule lane change will be moved to their new lane and paid accordingly.
3. Teachers entitled to a vertical “step” on the salary schedule will be advanced one step annually and paid accordingly.
4. Teachers who in 2017-2018 were paid \$1,000 due to the fact that they were not eligible for vertical step movement will continue to receive this \$1,000 payment annually.

Beginning with the 2023-24 school year, individuals with five (5) or more years of service to the District and who have reached the last salary schedule step in any Bachelor’s or Master’s lane will receive an annual \$1,000 longevity payment.

Beginning with the 2023-24 school year, individuals with a Doctorate Degree, have five (5) or more years of service to the District have reached the last salary schedule step in their salary schedule lane, will receive an annual \$2,000 longevity payment.

5. In addition to the salary(ies) listed in Appendix A, the board will match a teacher contribution to a District deferred compensation plan (i.e. 403b or 457), up to a maximum Board contribution of \$500 annually.
6. The Board, its members, agents, and employees shall be held harmless and indemnified by the Association and each teacher from any and all claims, demands, actions, complaints, suits or other liability by reason of a faithful payment of contributions to the Illinois Teacher Retirement System pursuant to the provisions of this Agreement.
7. Salary Schedule Group – No later than the end of the 2025-26 school year, the Board and FEA will convene a study group to review the structure and cost of the then-current salary schedule model. The number and selection of group participants will be determined by the Superintendent or designee and the FEA President. Among topics to be considered is the investigation of a new salary model. The group may avail itself of additional resource people to assist the group in performing its work. Group recommendations, if any, will be submitted to the Board and FEA bargaining teams for consideration in the scheduled compensation re-opener for the 2026-2027 and 2027-28 contract years.

B. Differentials

Differentials will be paid in accordance with the Schedule on Page 41. The amount to be paid will be calculated by applying the index for the differential to a base salary. The calculated salary includes the teacher retirement contribution.

The Board and the FEA shall create a joint committee to review proposals for changes in job descriptions, position category placements, and/or new positions on the differential schedule. Serving in an unpaid, advisory capacity, this committee shall be composed of individuals appointed by the Superintendent and the FEA President, each of whom shall appoint one-half (1/2) of the agreed upon number of participants.

The committee will determine the process by which requests for review of job description modifications, position category placement modifications, and/or the addition of new positions will be processed. Requests for such changes will be submitted to this committee on a form developed by the committee. The committee shall review such proposals, which review may require meeting with the individual(s) submitting the proposal. The committee will conclude its review and formulate a recommendation on the proposal within fifteen (15) calendar days of the review meeting. Committee recommendations will be sent to the Board of Education and the FEA executive committee for review and a determination as to the final action, if any.

C. Creditable Previous Experience

Credit given for experience shall be granted at the discretion of the Superintendent within the bounds noted below:

1. For teachers whose prior experience was in a position requiring an Illinois Professional Educator License, full credit for experience shall be granted up to the maximum experience recognized on the District salary structure.
2. For teachers whose prior experience did not require an Illinois Professional Educator License, one (1) year of experience will be granted for every two (2) years of prior experience, up to the maximum experience recognized on the District salary structure.
3. Credit may be granted individuals who have worked in closely allied fields and/or have a unique background which would be of great benefit to the educational program of our schools. In such cases, one (1) year of experience will be granted for every two (2) years of prior experience, up



to the maximum experience recognized on the District salary structure. Cases which fall under this category must receive Board approval.

4. In the event that the prior experience analysis is not covered by any of subparagraphs 1, 2 and 3, above, the matter will be resolved by the Assistant Superintendent of Human Resources and the FEA President or designee.
5. Experience credit for teachers in School District No. 145 whose career is temporarily interrupted by active military service will be granted on a year-to-year basis. Not less than six (6) months of service under the Universal Military Training Act will be equated to one (1) year of experience.
6. Recognizing the shortage existing in the area of speech and language pathology, and psychologists, individuals hired to perform such services shall initially be placed on Step 1 of the "MA+30" lane, unless their actual experience and educational attainment would require more advanced placement.
7. Additionally, these speech and language pathologists who possess ASHA certification ("CCC") and/or licensure through the Illinois Department of Financial and Professional Regulation (IDFPR) will receive a \$5,000 stipend as part of their base salary. Individuals performing these services and not possessing a Master's degree shall be placed based upon the provisions of subparagraphs 1 through 3, above.

This section is not to be interpreted so as to remove the four (4) year probationary requirement of all newly-hired teachers.

#### D. Insurance

1. Group hospital and major medical insurance
  - a. The Association will have representation on the district insurance committee. The purpose of the insurance committee is to provide input regarding employee insurance programs. The committee shall meet at least quarterly.
  - b. The Board of Education shall make available hospital and major medical insurance coverage, individual or family coverage, at the teacher's request. "Family coverage" will extend to those partners in civil unions as defined by the Illinois Religious Freedom Protection and Civil Union Act, Public Act 96-1513. The board shall contribute toward the cost of such coverage 85% percent of the premium cost of the individual "Gold Plan" or its equivalent.

For those teachers electing family coverage, the Board contributes an amount equal to 60% of the premium cost of the family "Gold Plan" or its equivalent.

Annually, the Assistant Superintendent for Business Services will notify all teachers as to the Board's and the teachers' monthly contribution.

- c. Those married couples or partners in a civil union as defined above who are both members of the bargaining unit and both employed by the Board may elect either: (1) individual coverage for each spouse with the Board making its monthly contribution toward the individual premium for each spouse; or (2) one spouse may elect family coverage, in which case the Board will pay toward the premium for such coverage the equivalent of its monthly contribution for individual coverage multiplied by two (2). If the product of such multiplication is greater than the monthly premium for family coverage, the Board's obligation will be limited to the actual monthly premium for family coverage.
- d. Each teacher who annually participates fully in the District Wellness plan, will receive a 5% increase in the Board premium contribution established above in subparagraph "b".
- e. Retiring teachers shall not be allowed to remain in the District group hospital and major medical insurance plan.
- f. Part-time teachers employed .40 time or more and qualifying for TRS participation, may participate in the Group Hospital and Major Medical Benefit Plan.
  - 1. The district shall contribute an amount equal to the part-time teacher's full-time equivalency times the district's contribution for full-time employees.

Part-time teachers employed less than .40 time and qualifying for TRS participation may have access to the Group Hospital and Major Medical Benefit Plan, provided such teachers pay the full cost of the premium for the coverage chosen without any contribution from the Board.

2. Term life insurance

The Board shall provide \$10,000 term life for all full and part-time teachers as

defined in Article I.A. Upon the death of the teacher, the Board shall provide to each designated beneficiary notice of the existence of such insurance coverage provided the teacher has provided the Business Office with the name, address and phone number of each named beneficiary.

3. Dental and vision insurance

The Board shall provide dental and vision coverage, individual or family coverage, at the teacher's request. "Family coverage" will extend to those partners in civil unions as defined above. The Board shall contribute toward the cost of such coverage the amount equal to 80% of the cost of this coverage.

4. Disability Insurance

Disability insurance shall be offered by the Board at teacher expense.

5. Flexible Benefit Plan

- a. The Board shall maintain a cafeteria plan and flexible spending account which meets the requirements of Section 125 of the Internal Revenue Code. If, at any time, such Section 125 or related regulations are amended, the parties shall promptly revise the plan to comply with the amendment.
- b. A teacher may annually elect to participate by choosing to receive benefits in any plan year. The amount elected shall be deducted from the teacher's compensation. The initial plan year shall commence on January 1, 1993 and end on December 31, 1993. Prior to the beginning day of the plan year, each teacher shall, in writing, designate the dollar amount(s) elected for that year for each of the following benefits:
  - i. Premiums for group medical, dental or other insurance, single or dependent coverage, to the extent such premiums are not paid by the Board.
  - ii. Reimbursement for the amount of the deductibles on the group insurance and for any other qualified unreimbursed medical care as defined in the Internal Revenue Code.
  - iii. Reimbursement for qualified dependent care assistance as defined and allowed in the Internal Revenue Code.
- c. The amounts designated may not be changed during the plan year except if there is a change in family status or other circumstance provided in the regulations issued by the Internal Revenue Service. Any amounts designated for which valid reimbursement claims are not made on a timely basis will be forfeited and not otherwise paid to the teacher during that year or carried over to a succeeding plan year, and such amount shall become the

property of the plan.

- d. The dollar total of the designate benefits elected pursuant to the plan will be deducted in equal amounts from the Teacher's salary payments during the plan year.
- e. Claims for reimbursement may be submitted no more often than once per month, in minimum amounts of not less than \$50 (except for the final month in a plan year), unless an Agreement with a plan administrator provides otherwise. Claims for reimbursement must be for services received during the plan year.
- f. The Board does not guarantee or, in any way, warrant that the salary reductions are non-taxable, said determination to be made by each individual teacher.

E. Educational Assistance

For the duration of the 2023-2028 Contract, and except as noted below in subparagraph "g", the Board shall provide teachers with educational assistance reimbursement in an amount not to exceed \$5,000 for coursework, professional organization membership (excluding union dues and expenses) workshop and conference attendance. This amount does not include the cost of any substitute teacher required due to the teacher's absence. Whenever possible, the payment required for workshop or conference attendance will be paid by the Board prior to attendance by the teacher(s).

In order to secure such reimbursement, the teacher must meet the following criteria:

- a. The coursework taken must be at least graduate school level and related to the teacher's professional assignment, or other educational area as approved. Vocational and/or undergraduate coursework may be taken with the prior written approval of the Superintendent or designee; and
- b. The workshops/conferences attended must relate to the teacher's professional assignment or other educational area as approved; and
- c. The coursework must have been pre-approved by the Superintendent or designee; and
- d. The teacher must present evidence of successful completion of the coursework or workshop/conference; and
- e. The teacher must return to District employment for a period of two (2) years immediately following the last educational assistance reimbursement payment. Failure to return as noted above will

require repayment of any educational assistance reimbursement amount(s) paid under this provision.

- f. Annually, each teacher shall be provided written notification, as part of the teacher's salary notification, of the amount of educational assistance money available.
- g. For purposes of this Section, teachers who have given their notice of intent to retire shall be entitled to receive the educational assistance amount noted above (or their remaining available portion thereof) or \$1,500, whichever is less. In order to receive this amount, the teacher announcing retirement must return to District employment for a period of at least one (1) semester immediately following the last educational assistance reimbursement payment.

F. Sick Leave

Full-time teachers shall annually receive sick leave as follows:

| <b>Consecutive* Years of District Service</b> | <b>Number of Sick Days**</b> |
|---|------------------------------|
| 1-4   | 10                           |
| 5-10  | 13                           |
| 11+   | 15                           |

*\*An approved leave of absence shall not constitute a break in service. See Page 26, Section I*

*\*\*Those teachers approved to work an extended work year/contract, will be entitled to one additional sick leave day beyond the relevant allocation above.*

- 1. Any unused portion of this sick leave during any school year is added to the sick leave for the following year.

Sick leave accumulation shall be without limit and shall accrue from the individual's accumulation as of the beginning of the 1987-1988 school year.

Sick leave shall be interpreted to mean personal illness, quarantine at home, serious illness or death in the immediate family or household, or birth, adoption, or placement for adoption. The Board may require such evidence as may be deemed necessary by its proper officials in support of claims for sick leave benefits.

Persons regularly employed on a part-time basis shall accumulate pro-rated sick leave benefits based upon the above schedule.

The immediate family for purposes of this section shall include: husband, wife, partner in a civil union as defined by the Illinois Religious Freedom Protection and Civil Union Act, Public Act 96-1513, parents, spouse,

brothers, sisters, children, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, and legal guardians, as per school code. For purposes of accessing this leave, the term "immediate family" shall include close personal friends or members of the extended family.

2. The number of personal sick days left for each teacher at the end of the contract year will be stated on the assignment and salary notice for the following year.
3. When school(s) are officially closed prior to the start of the work day, no leave days previously arranged by a teacher will be deducted for such emergency days.

G. Personal Business Leave

The superintendent, principal or immediate supervisor shall upon proper application, grant two (2) days of leave per year without loss of pay. Teachers who desire leave must submit the request to the office of the superintendent, principal or immediate supervisor no later than five (5) days prior to the date of the leave except in cases of emergency.

Only 5% or 2 (whichever is larger) of the certified staff assigned to a building covered by this agreement shall be granted leave from any one building on any given day except in cases of emergency when the application for leave with the reasons stated may be approved by the superintendent, principal or immediate supervisor. Leave may be granted as emergency leave for teachers unable to report to work because of inclement weather.

Teachers are not required to state the reason for the leave. Personal business leave shall be used to attend to those items of pressing personal business or events which cannot be attended to other than during work hours. Such leave shall not be granted during the first five (5) or the last five (5) teaching employment days or on a teacher employment day immediately preceding or following a school vacation or holiday. However, leave will be granted in cases of emergency or for parental/guardian duties, the scheduling of which is beyond the control of the teacher on the day before or the day after a school vacation or holiday, or during the first five (5) or the last five (5) teacher employment days, or following sick leave days at the discretion of the superintendent, principal or immediate supervisor after application with the reasons stated.

Additionally, for any teacher who has exhausted available personal business leave but who then experiences an emergency or parental/guardian duties, the scheduling of which is beyond the control of the teacher, an additional personal business leave day may be requested from the teacher's unused sick leave. Such additional day may be granted at the discretion of the Superintendent, principal or supervisor after application with the reason(s) stated for the request.

Any unused leave days at the end of the school term will accumulate as sick leave and be credited as of the last day of the school term.

When school(s) are officially closed prior to the start of the work day, no leave days previously arranged by a teacher will be deducted for such emergency days.

#### H. Jury Duty

A teacher shall experience no loss in pay or paid leave benefits because of jury duty or because the teacher, pursuant to a subpoena issued by the clerk of the court and served upon the teacher, attends as a witness upon trial or to have his/her deposition taken in any school related matter pending in court. Teachers required to appear for such jury duty, trial or deposition shall immediately provide the principal with a copy of the jury summons or the subpoena.

#### I. Leave of Absence

A leave of absence of one (1) year, without pay, may be granted to any tenured teacher who has shown need for such a leave, including but not limited to: furthering education, travel, illness, teaching in a foreign country, or work in fields of teaching area, provided, however, the teacher may not take a teaching position in another school district or private school or facility during the term of such leave unless otherwise provided herein. Any tenured teacher on leave shall be upon his/her request, continued under the group hospital and major medical insurance plan at their own expense subject to approval of the insurance carrier. After such leave, the teacher may return to a position of equal rank and to the step and category earned prior to the commencement of the leave. The period of leave shall not be considered for advancement on the salary schedule. As an automatic condition of leave, the teacher must inform the superintendent's office or director of personnel's office in writing of his/her intent to return to teach in District No. 145 upon completion of the leave. Such notification must be in the superintendent's or director of personnel's office by March 1st of the year of absence. Failure to advise the superintendent or director of personnel of intent to return as required by this paragraph shall be treated as an election not to return to employment and as a resignation from the district.

#### J. Family and Medical Leave

In accordance with the Family and Medical Leave Act of 1993 (FMLA), the Board, acting through the Superintendent, will grant eligible teachers unpaid family and medical leave of absence under the terms and conditions found in the "Employee Benefits" section of the district website.

##### 1. Definitions

- a. "Eligible teacher" means a teacher who has been employed in a full-

time capacity with the Board for at least one (1) academic term and has at least 1,000 hours of service with the Board during the previous academic term. Eligible teachers may take such leave for the following purposes;

- (1) for birth of the eligible teacher's son or daughter or to care for the child after birth;
- (2) for placement of a son or daughter with the eligible teacher for adoption or foster care, or to care for the child after placement;
- (3) to care for the eligible teacher's spouse, son, daughter or parent with a serious health condition; and
- (4) because of the eligible employee's own serious health condition which makes him or her unable to perform his/her essential job functions.

If two eligible teachers are spouses employed by the Board, they shall be limited to a combined total of twelve (12) weeks of leave during any twelve month period if the leave is taken for the reasons found above in subparagraphs 1, 2 or to care for the eligible teacher's parent with a serious health condition. However, if the leave is for the birth or adoption of a child with a serious health condition, both parents may each take 12 weeks of leave.

- b. Other terms shall be defined as defined in the Family and Medical Leave Act (P.L. 103-3) and rules and regulations are promulgated by the United States Department of Labor.

## K. Retirement Program

### 1. Eligibility

There shall be available for the duration of this Agreement within the dates and parameters outlined a voluntary retirement program available to tenured teachers who meet all of the following eligibility criteria:

- a. Completed at least ten (10) years of full-time service in the employment of School District 145;
- b. Filed for participation in the retirement program of the Illinois Teacher Retirement System; and



- c. Fulfill one of the following eligibility requirements:
  - i. Attain the age of 55 upon the effective date of retirement; or
  - ii. Are less than 55 years old, cease teaching, and then attain the age of 55 within six (6) months after the last day of service with the School District.

The Board and Association agree that the District will not participate in the Early Retirement Option program of the Illinois Teacher Retirement System.

## 2. Procedures

Teachers wishing to retire during the term of this Contract and take advantage of the benefits of this section of the Contract, must provide an irrevocable written notice to the Superintendent during one of the months of February 2024, 2025, or 2026. Such notice must indicate whether the teacher will retire at the end of any school year during the life of this Agreement. This notice may not indicate a retirement date later than June 30, 2028. For example:

| <u>Notice Given</u> | <u>Retirement Date</u>               |
|---------------------|--------------------------------------|
| February, 2024      | June, 2024, 2025, 2026, 2027 or 2028 |
| February, 2025      | June, 2025, 2026, 2027 or 2028       |
| February, 2026      | June, 2026, 2027 or 2028             |

## 3. Retirement Benefit

Eligible retirees shall receive the benefit for years of service as a teacher in Freeport School District. The benefit for years of service is determined by multiplying one-half of the eligible retiree's creditable TRS earnings, at the time of retirement by one percent. The resulting calculation is multiplied by the number of years of service to determine the benefit for years of service. The payment of the benefit will not be made until the last day of employment. However, the eligible retiree may elect to receive the benefit in the form of additional salary in his or her last year(s) of employment upon the retiree's request, provided however, that the final year's(s') salary(ies) may not exceed the 6% cap established by the legislature for increases in the years immediately preceding retirement. Therefore, the district may elect to provide this retirement compensation to the eligible retiree, or at least the amount this retirement benefit that is in excess of 6%, in a following fiscal or calendar year following the eligible retiree's retirement.

A teacher for whom an extra-duty stipend or additional creditable earnings (e.g., coaching, activities, game worker, or summer curriculum, etc.) was part of the teacher's creditable

earnings in the school year prior to the school year in which notice is given and who chooses not to perform such duty in any year prior to retirement will have the stipend/earnings for that duty subtracted from the creditable earnings increases provided under this program for each remaining year. Under no circumstances may a teacher participating in this program receive a creditable earnings increase exceeding 6% over the teacher's prior year's creditable earnings.

4. In addition to the salary increase noted above, eligible retirees shall be paid the sum of \$25.00 for each unused, accumulated sick leave day in excess of 170 available upon the date of retirement. Such payment will be in a lump sum and shall be due and payable as severance after the teacher's retirement and after the teacher's receipt of his or her final paycheck for regular earnings.

5. Duration of Program

The entire retirement program set forth in this Section K shall be available only for the life of the 2023-2028 Collective Bargaining Agreement and shall sunset at the end of the Agreement. Any retirement elected must be effective at the end of the school year and not later than June 30, 2028. Participating teachers who elect to retire under the provisions of this program effective no later than June 30, 2028, will receive only the benefits of this program, and will not be entitled to receive any benefits under any retirement program negotiated in a successor bargaining agreement.

L. Local Education Units (LEU)

For professional development to be creditable and meaningful, it requires a commitment to and an investment in the program on the part of the teacher and the Board. To this end and in addition to graduate college credits, tenure teachers may be granted one (1) LEU for each sixteen (16) hours of contact time included in advanced training courses and programs which are not accredited by any college or university. Contact time means the time directly involved in the specific activity, class, or workshop. The approval of courses, workshops, etc. for LEU's shall rest with the Superintendent or his/her designee. The Superintendent or his/her designee may grant approval for courses, workshops, etc. as a part of offering and advertising such activity to the staff; or he may grant such credit on an individual application basis. Teachers shall use the standard form provided by the district to request approval for graduate credits and tuition reimbursement.

LEUs may be counted for lane change accumulation in the accompanying salary schedule. LEUs may only be used for half of the number of credits necessary for a lane change. As an example, a tenure teacher with a Bachelor's Degree (BA+0) may use up to five (5) LEUs in combination with graduate credit to move to the BA+10 lane. Likewise, a collection of three (3) LEUs and three (3) hours of graduate credit can be used to move from the MA+0 lane to the MA+6 lane. LEUs cannot count for a Master's Degree. Tuition reimbursement and salary lane change using LEUs shall not be available to those teachers at the BA+20 step.

The tuition reimbursement provision provided above shall apply to LEU course tuition as well, and be included on the request for credit as per usual.

Possible considerations for LEU credit:

1. District sponsored classes or workshops, as maintenance of skills or in the provisions of newly required skills necessary to maintain position.
2. Classes or workshops sponsored by other agencies, which fill the need described above.
3. Special projects which are directly related to a district program, coordinated by the district administrator appointed by the Superintendent, and reasonably related to the LEU time requirement.
4. Other educational experiences, such as the preparation and offering of an employee training class or workshop, etc., with the condition that LEUs earned in this way may only occur once in any five (5) year period.

M. Internal Substitution and Overload

Teachers assigned internal substitution duties in lieu of planning time shall be paid at the following rates:

- a. High School teachers (9-12) - \$45 per period or proration thereof.
- b. Middle School teachers (5-8) - \$25 per period or proration thereof.
- c. Elementary teachers (K-4) — \$16.50 per half hour or proration thereof.
- d. Elementary teacher(s) who temporarily take on additional students to cover for an absent teacher to whom the additional student would normally be assigned will be paid as follows:
  - 1) Full Day – paid at the District substitute teacher daily rate but not less than \$25.00 (when more than one teacher assumes the additional students, i.e., “doubling up” classes.)
  - 2) Half Day – paid at 50% of the District substitute teacher daily rate but not less than \$12.50 (when more than one teacher assumes the additional students, i.e., “doubling up” classes.)

The Administration shall first seek volunteers for filling the position. If no qualified volunteers are available, teachers may be assigned the internal substitution on a rotating basis.

Those teachers who agree to accept an overload assignment (i.e., an additional class in lieu of planning time will be paid a pro rata per diem amount based upon the teacher's per diem salary.

- N. The administration shall publish to the staff the district policy regarding mileage reimbursement for use of a personal vehicle to attend required and approved meetings related to the teacher's assignment.
- O. Summer School Committee

The FEA President may appoint up to three teachers to serve on the District Summer School Committee. Working in an unpaid capacity, these representatives will participate in formulating the recommendations of the committee, including input annually into the amount of the summer school stipend.

#### **ARTICLE V ADMINISTRATIVE-FACULTY ADVISORY COUNCIL**

An Administrative-Faculty Advisory Council shall be formed for the purpose of reviewing and evaluating district-wide matters of educational concern.

- A. Members of the Council shall be the FEA Executive Board and the Superintendent's Leadership Team. Others can/will be invited as necessary.
- B. The Superintendent and FEA President shall serve as co-chairs and a member of FEA will serve as recording secretary.
- C. The Council shall meet every other month of the school year beginning in September and at other times as needed and after the close of the regular school day.
- D. Although the Council is primarily advisory in nature, if required, study committees may be formed to evaluate, investigate and make recommendations relative to matters of educational concern.

Membership on such committees shall be divided equally between administrators and faculty and the membership shall not be limited to the members of the Administrative-Faculty Advisory Council.

- E. The agenda will be created by the co-chairs and sent out in advance of the meeting.
- F. The Administrative-Faculty Advisory Council agenda shall at no time include the subject matter of faculty, administrative or other appointments to the staff of School District No. 145.

**ARTICLE VI  
PERSONNEL FILE**

The Board shall maintain a central personnel file for each teacher. Each teacher shall have the right, upon request, to review the contents of his own personnel file. A representative of the Association may, at the teacher's request, accompany the teacher in this review. Such review may be by appointment during normal office business hours (but not including the times when teachers have instructional responsibility) and in the presence of a designated employee of the Board. No teacher shall remove any material from a personnel file; however, a teacher shall have the right to copy any material available to the teacher under this section, or to have such copies made by district office personnel at the usual and customary cost.

Confidential material, such as recommendations by colleges or universities, or evaluations or recommendations of a teacher by a previous employer shall not be deemed to be a part of the teacher personnel file described in this section. Teachers shall be afforded an opportunity to attach a written response to any material placed in his personnel file.

**ARTICLE VII  
GRIEVANCE PROCEDURES**

A. Definition

A grievance shall mean a complaint by the Association and/or an employee(s) covered by this agreement that there has been an alleged violation, misinterpretation, or misapplication of any provision of this agreement. An allegation that there has been a violation, misinterpretation or misapplication from District No. 145 Board of Education policies or administrative procedures and/or rules and regulations as it pertains to the individual(s) or Association shall likewise be deemed a grievance but such grievance shall not be carried beyond the Fourth Step.

B. Statement of Basic Principles

1. The Board and Association acknowledge that it is usually most desirable for an employee and his immediately involved supervisor to resolve problems through free and informal discussions. When requested by the professional employee, an Association representative may intervene to assist in this resolution.

However, should such informal processes fail to satisfy the employee, then a grievance may be processed formally.

2. Nothing herein shall preclude the superintendent from conferring with the faculty regarding any problem or matters of concern involving District No. 145.

3. An employee who participated in these grievance procedures shall not be subjected to discipline or reprisal because of such participation.
4. The failure of an employee or the Association to act on any grievance within the prescribed time limits will act as a bar to any further appeal, and an administrator's failure to give a decision within the time limits shall permit the grievant to proceed to the next step. The time limits, however, may be extended by mutual agreement.
5. Hearings and conferences under this procedure shall be conducted at a time and place which shall afford a fair and reasonable opportunity for all persons to attend, including witnesses entitled to be present. Such meetings will be held, insofar as possible, after regular school hours or during non-teaching time of personnel involved. When such hearings and conferences are held during school hours at the option of the administration, all employees whose presence is required shall be excused, with pay, for that purpose.
6. The Board and the administration shall furnish the Association with such existing, pertinent information as is requested for the processing of any grievance. Information from personnel files shall not be revealed without the express permission of the person(s) involved.
7. It is agreed that any investigation or other handling or processing of any grievance by the grievant or representative of the Association shall be conducted so as to result in no interference with, or interruption of classroom instruction.
8. All time limits consist of school days during the school year except that when a grievance is submitted on or after June 1 and until the opening day of the following school year, time limits shall consist of all week days, Monday through Friday, so that the matter may be resolved before the close of the school term or as soon as possible thereafter.

School days, for purposes of the grievance procedure, shall mean days on which pupils are required to be in attendance.

9. The Board recognizes the right of the Association to participate in Steps 1, 2, 3, 4, 5, and 6 of the grievance procedure at the discretion of the Association. The Association will consider any plea from the grievant for a private grievance discussion without Association participation. However, whenever an employee desires Association representation at any level of the grievance procedure, informal or formal, he may have such representation.

10. A grievance may be withdrawn by the grievant at any level without establishing precedent and shall be considered as never having been filed. In the event a grievant elects to withdraw his grievance during Steps 2, 3 and 4, he shall submit to the superintendent and the Association a written statement indicating whether the resolution of the grievance was satisfactory or unsatisfactory.
11. A grievance shall be filed within fifteen (15) school days of the event giving rise to the grievance. If neither the aggrieved nor the Association had knowledge of the event giving rise to the grievance then the grievance may be filed within fifteen (15) school days of the first such knowledge.

C. Procedures (See process Chart at the end of this section.)

1st Step: An attempt shall be made to resolve any grievance in informal, verbal discussion between grievant and his/her immediate superior.

2nd Step: If the grievance cannot be resolved informally, the grievant may file the grievance in writing with the principal or immediate supervisor who has authority to make decisions on the grievance. The filing of the grievance at the Second Step must be within fifteen (15) school days from the event giving rise to the grievance.

The written grievance shall state the nature of the issue at grievance, and shall state the remedy requested. At a mutually agreeable time within ten (10) school days of the receipt of the written grievance, the principal or immediate supervisor shall discuss the problem with the grievant. The principal or immediate supervisor who has authority to make a decision on the grievance shall respond in writing with reasons to the grievant within ten (10) school days of the date of the meeting between the grievant and the principal or immediate supervisor.

3rd Step: In the event the grievance has not been successfully resolved at the Second Step, the grievant may file a restatement of the grievance with the Director of Human Resources within ten (10) school days of the written response at the Second Step. Within ten (10) school days after such written grievance is filed, the grievant and the Director of Human Resources shall meet to resolve the grievance. The Director of Human Resources shall respond in writing with reasons to the grievant and the Association within ten (10) school days of the 3<sup>rd</sup> Step grievance meeting.

4<sup>th</sup> Step: In the event a grievance has not been satisfactorily resolved at the Third Step, the grievant may file a restatement of the grievance with the superintendent within ten (10) school days of the written response at the Second Step. Within ten (10) school days after such written grievance is filed, the grievant and the principal or immediate supervisor and the superintendent or his designee(s) shall meet to resolve the grievance. The superintendent or his designee(s) shall respond in writing with reasons to the grievant, and the Association within ten (10) school days

of the Fourth Step grievance meeting.

5<sup>th</sup> Step: In the event a grievance has not been satisfactorily resolved at the Fourth Step, the grievant may file a restatement of the grievance with the Board of Education within ten (10) school days of the superintendent's written response. Within ten (10) school days after such written grievance is filed, the grievant and the Board of Education shall meet to attempt to resolve the grievance. The Board of Education shall respond in writing with reasons to the grievant, the Association, the principal, and the superintendent within ten (10) school days of the Fifth Step grievance meeting.

6<sup>th</sup> Step: If the grievance is not settled at the Fifth Step, there shall be available a Sixth Step of impartial binding arbitration. The Association shall submit a request to enter into such arbitration within ten (10) school days following receipt of the response from the Board as specified in Step Five.

The arbitration proceedings shall be conducted by an arbitrator who will be selected by the two parties. Within three days after receipt of the request for arbitration, a list of five (5) arbitrators shall be jointly requested by the two parties to the dispute through the American Arbitration Association.

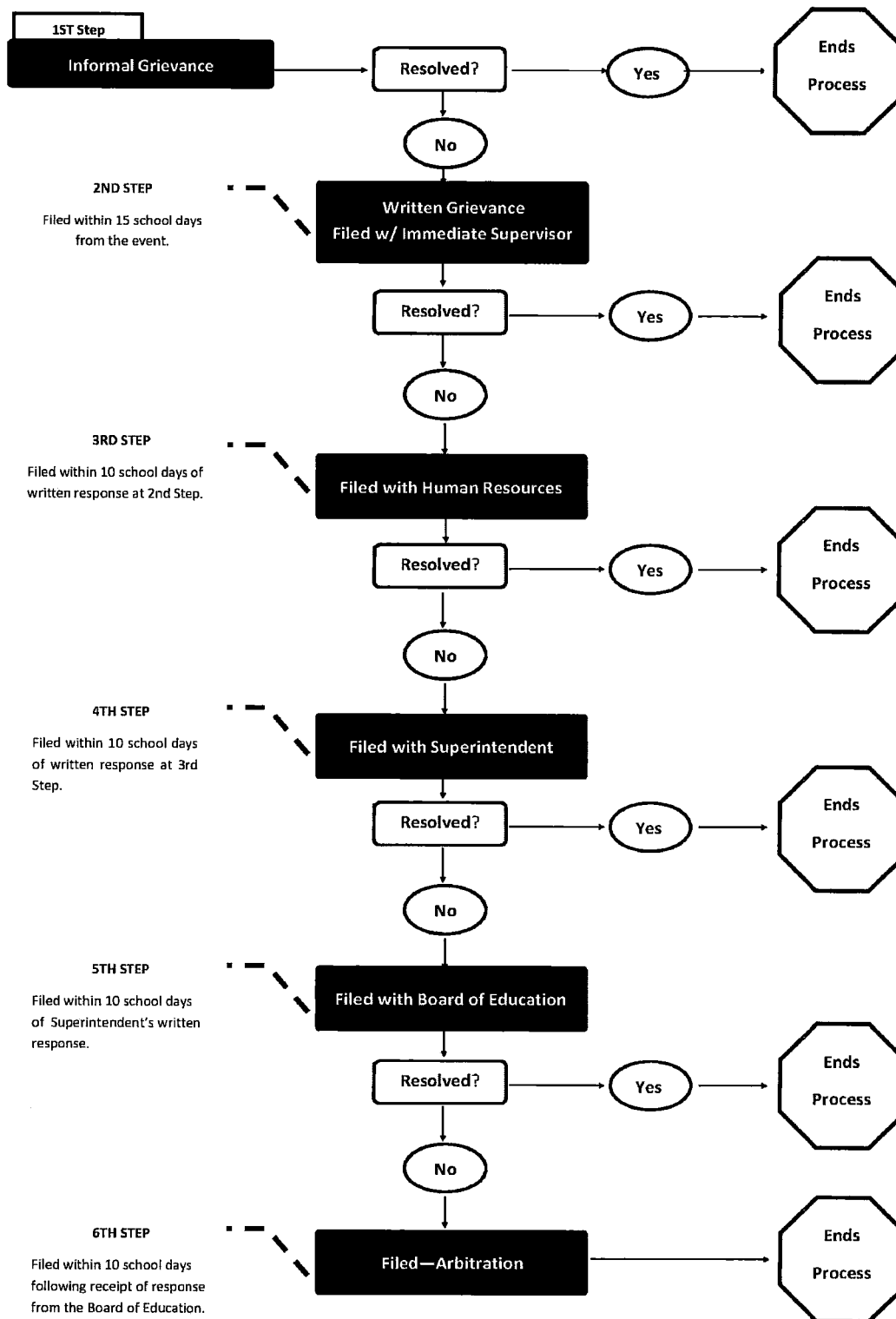
Within ten (10) school days after receipt of the list of names, the two parties to the dispute shall select an arbitrator. Each party shall strike a name from the list of five alternately until one name remains. This person so named shall serve as the arbitrator. The party eligible for the first deletion shall be determined by chance. If the final arbitrator is unable to serve, the last name struck from the list shall be the alternate. The parties shall notify the American Arbitration Association of their decision no later than the next business day. The decision of the arbitrator will be binding.

Expenses for the arbitrator's services and the expenses which are common to both parties to the arbitration shall be borne equally by the Board and the Association or the individual, if he is not represented by the Association. Each party to an arbitration proceeding shall be responsible for compensating its own representatives and witnesses.

If the grievance is withdrawn, any charges assessed by the American Arbitration Association will be borne by the party withdrawing the grievance.

The arbitrator, in his opinion, shall not amend, modify, nullify, ignore or add to the provisions of this agreement. His or her authority shall be strictly limited to decisions relating directly to the issue or issues presented to him in writing by the School Board and the Association. His or her decision must be based solely upon his interpretation of the meaning or application of the express, relevant language of this agreement. The arbitrator shall have access to all previous written or transcribed testimony or evidence pertaining to the issue at grievance.





\*At each level where a response is required (Steps 2, 3, 4, and 5), the response will be given within 10 school days of the grievance meeting at the relevant step.

**ARTICLE VIII  
DURATION AND RELATED PROVISIONS**

A. Understanding

The terms and conditions set forth in this Agreement represent the full and complete understanding and commitment between the parties hereto. The terms and conditions may be altered, changed, added to, deleted from, or modified only through the voluntary, mutual consent of the parties in a written amendment.

B. Savings Clause

Should any article, section, or clause of this Agreement be declared illegal by a court of competent jurisdiction, 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 effective for the duration of the Agreement

C. Duration

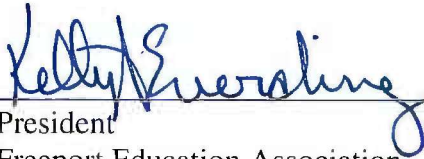
This Agreement shall be effective upon the date of its execution and shall continue in full force, except as provided below, until June 30, 2028. Prior to the start of the 2026-2027 school year, the Board and the Association will negotiate all compensation and economic fringe benefit items for the final two (2) years (2026-2027 and 2027-2028) of this Agreement. In the event the parties are unable to reach agreement on these topics, the final two (2) years of this Agreement shall be declared null and void and the parties will commence negotiations for a successor Agreement.

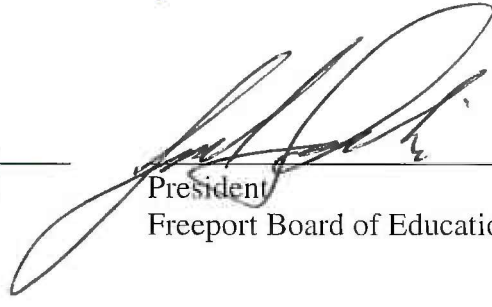
The Board and FEA also agree that if, during the life of this Agreement, legislation is enacted by the Illinois General Assembly and Governor which affects Board revenue or expenditures in one or more of the following areas:

1. Local property tax “freeze”,
2. Pension cost-shift to the Board,
3. Reduction in school funding under the Illinois Evidence-Based Funding model;

the Board and FEA negotiations teams will meet to discuss the impact of such legislation. The teams may agree to modify the terms of this Agreement, provided, however, that any such modification must be by mutual agreement of the Board and FEA. Failing to reach agreement on any such modification, either team may declare the remaining terms of this Agreement null and void and the parties will commence negotiations for a successor Agreement.

This agreement is signed this 27<sup>th</sup> day of June, 2023.

  
\_\_\_\_\_  
President  
Freeport Education Association

  
\_\_\_\_\_  
President  
Freeport Board of Education

## DIFFERENTIALS

| Level | Index       | 23-24 Gross     | 24-25 Gross     | 25-26 Gross      |
|-------|-------------|-----------------|-----------------|------------------|
|       | <b>BASE</b> | <b>\$42,000</b> | <b>\$44,100</b> | <b>\$46,305</b>  |
| 1     | 0.01        | <b>378.00</b>   | <b>396.90</b>   | <b>416.75</b>    |
| 2     | 0.03        | <b>1,134.00</b> | <b>1,190.70</b> | <b>1,250.24</b>  |
| 3     | 0.04        | <b>1,512.00</b> | <b>1,587.60</b> | <b>1,666.98</b>  |
| 4     | 0.05        | <b>1,890.00</b> | <b>1,984.50</b> | <b>2,083.73</b>  |
| 5     | 0.08        | <b>3,024.00</b> | <b>3,175.20</b> | <b>3,333.96</b>  |
| 6     | 0.09        | <b>3,402.00</b> | <b>3,572.10</b> | <b>3,750.71</b>  |
| 7     | 0.10        | <b>3,780.00</b> | <b>3,969.00</b> | <b>4,167.45</b>  |
| 8     | 0.11        | <b>4,158.00</b> | <b>4,365.90</b> | <b>4,584.20</b>  |
| 9     | 0.12        | <b>4,536.00</b> | <b>4,762.80</b> | <b>5,000.94</b>  |
| 10    | 0.15        | <b>5,670.00</b> | <b>5,953.50</b> | <b>6,251.18</b>  |
| 11    | 0.19        | <b>7,182.00</b> | <b>7,541.10</b> | <b>7,918.16</b>  |
| 12    | 0.20        | <b>7,560.00</b> | <b>7,938.00</b> | <b>8,334.90</b>  |
| 13    | 0.25        | <b>9,450.00</b> | <b>9,922.50</b> | <b>10,418.63</b> |

| Stipends Not Based on Differential Schedule |                 |                 |
|---|-----------------|-----------------|
| Middle Level Lunchroom Supervisors          | <b>1,600.00</b> | <b>1,600.00</b> |

## **TEACHER STIPENDS**

1. Teachers who volunteer for grades PreK-4 lunch/playground supervision shall be paid a stipend of \$1,600.00. In the event more than one teacher shares any such supervision, the stipend shall be split pro rata, between the teachers sharing the duty.
2. Teachers serving as members of District curriculum committees, school or district improvement teams, student assistants teams, task forces, other committees with prior District administrative approval, or as mentors shall have the option of receiving a stipend for any such work performed outside the regular work day (i.e., 7 hours and 50 minutes) and if applicable, take credit for such experiences as part of the state-mandated teacher re-certification requirement, if permitted by law. In the event the teacher elects to receive compensation for such work, the teacher shall be paid at the rate of \$30 per hour (pro-rated) for such work performed.

Teachers may receive both CPDU's and hourly wage.

3. Teachers working in the Social Emotional Learning Focus Program (Special Education/ED) shall be paid \$2,500 in additional to the regular, annual salary.

## **MEMORANDUM OF UNDERSTANDING**

In the event the administration hires any speech and language pathologists under the provisions of Article IV, Section C, subparagraph 4, similarly situated, currently-employed speech and language pathologists will have their salary adjusted consistent with the provisions of subparagraph 4.

## MEMORANDUM OF UNDERSTANDING – EMPLOYEE DISCIPLINE

### Introduction

In early 1999, the Freeport Education Association Grievance Committee (“FEA”) and the Board of Education of Freeport School District No. 145 (the “Board”) held discussions regarding the District’s practices and procedures relating to the discipline of certified employees. The parties adopted a problem solving approach to the topic with the intent of clarifying the District’s practices and procedures and reaching certain understandings relating to certified employee discipline. In order to preserve their understandings, the parties have elected to reduce them to writing and include signature lines for representatives of each group. As part of their understandings, the parties wish to make clear that in no way have they engaged in collective bargaining over the content of this memorandum or any other topic. Furthermore, the parties’ understandings as set forth in this memorandum do not constitute a contract, or an addition to the current collective bargaining agreement, and are not subject to the contractual grievance procedure.

### Memorandum

1. When administrative personnel, typically building principals, area supervisors, or central office administrative personnel, receive a complaint, charge or allegation involving a certified employee, the information received is usually channeled through the Director of Human Resources (DHR). The DHR generally contacts the District’s attorneys to discuss the matter. Typically, the employee is informed of the information received shortly after the District receives the complaint. However, because this stage is the very beginning of an investigation which may or may not lead to disciplinary action, it is possible that, in the discretion of the Principal or area supervisor, the employee may not be informed of the information received.
2. In consultation with the District’s attorneys (hereafter “Counsel”), a decision is made immediately as to whether to proceed further with an investigation. Counsel’s advice is received on the issue of whether there is sufficient cause or reason to proceed further. In many instances, Counsel advises that no further action is necessary and the matter is closed. This analysis is completed as promptly as possible.
3. If Counsel advises that there should be a further investigation, the DHR is instructed to begin interviewing those individuals who have made the complaint or allegation, as well as other individuals who may have knowledge of the incident. Whenever possible, before interviewing, the employee is informed of the complaint and that a further investigation will be pursued. During the investigatory process, the teacher(s) being investigated will be placed on administrative assignment until further notice. It is the responsibility of the employee to inform the FEA or other appropriate representative, if the employee so chooses. Up to this point, no charge has been made against the employee by either the Board or the Administration. This stage is still investigatory in nature. As such, the FEA is free to perform its own investigation and interviews. Provided, however, that at this early stage no person can be compelled against his or her will by the FEA to provide information or be interviewed. Naturally, the parties recognize that any investigation

should be undertaken in such a way as to minimize the disruption of the educational process.

4. Upon completion of the preliminary investigatory steps described above, the DHR, or other administrator performing the investigation, again contacts Counsel and relates the information which has been received. Counsel reviews the information and again makes a recommendation as to whether there is need to proceed further with the matter. Information is provided to Counsel both verbally and in writing, which gives Counsel the opportunity to determine if the information presented verbally is consistent with the written information or statements taken by the investigator. This process allows any discrepancies to be noted as early as possible. Counsel will make a recommendation as to whether the process should continue or be concluded at this stage. If the process is to continue, a formal interview is arranged with the employee.
5. Prior to conducting a formal interview with the employee, the District takes steps to protect the employee's due process rights. The employee is advised immediately of the need to attend the interview by a written notice, which is either hand-delivered or otherwise given with some form of proof that the employee received the notice. The notice includes a statement of the reason for the interview and advice to the employee that he or she is entitled to bring an FEA representative to the interview. The interview is scheduled to allow adequate time for the employee to receive notice, secure a representative and attend the meeting. The interview is arranged as soon as possible after the preliminary investigation to prevent the recall of facts and circumstances from becoming unclear or less certain.
6. At the formal interview, the administrator conducting the interview provides the employee with an explanation of the claims or charges made. The employee then is given a full opportunity to react and respond to the charge or claim, and to provide whatever explanation the employee may desire to give. No witnesses are present at the interview, and no copies of statements are provided at this time as the investigation is still ongoing. At the conclusion of the formal interview, Counsel is again provided the information received and again requested to recommend whether the investigation should proceed further. If the decision is made to proceed further, the employee and his or her representative are notified promptly upon that determination, by written notice, which is either hand-delivered or otherwise given with some form of proof that the employee received the notice.
7. If a determination is made by the Administration to recommend formal discipline, based on all of the facts gathered during the investigation, Counsel comes to the District to review the investigative process described above. Counsel may interview any or all of the witnesses and the employee, with a representative present during the employee's interview. This process allows Counsel to assess the information presented and the demeanor and credibility of the persons interviewed. When Counsel completes this process, a written report is prepared which includes the signed statements from the individuals Counsel interviewed. Copies of the report and statements are given to the employee and his or her representative promptly upon completion. The report and statements are later presented at a formal disciplinary meeting before the Board or designated Administrators. Again, the



educational process is not to be disrupted during this process.

8. At this stage, the employee is given a formal written notice that a hearing will be held on the claims or charges noted, and that a recommendation for discipline will be made at the hearing. The employee is advised of his or her right to attend the hearing with a representative of his or her choice. If the recommended discipline involves an economic sanction, such as suspension without pay or termination, the hearing will be before the Board. If the recommended discipline does not involve an economic sanction, such as a written reprimand, the employee may request, but is not entitled to, a hearing before the Board. Prior to the hearing, the Board is only generally informed of the nature of the charge and the investigation's progress. Actual statements and details are not provided to Board members prior to the hearing. Although not required by law, the Board requires Counsel to be present and present the information obtained in the investigation, including "live testimony" from key witnesses presented by Counsel and/or the employee. This allows the Board to ask questions and determine the witnesses' demeanor and credibility. The employee and his or her representative are allowed to question witnesses at the hearing, make arguments based upon the witnesses' credibility, and make a statement on his or her own behalf. Both Counsel and the employee are allowed to present arguments and closing statements. At the conclusion of the hearing, the Board will make a decision as to what, if any, discipline is to be imposed, and whether to recommend the employee's dismissal.
9. If the employee is a non-tenured teacher, and the Board finds grounds for dismissal, the decision of the Board is final. If the Board recommends the dismissal of a tenured teacher, and if the Board takes steps to effect its recommendation, the provisions of the *Illinois School Code* govern the process. The employee is afforded the opportunity for a full evidentiary hearing before an independent hearing officer jointly selected by the parties, generally through a striking process, from a list provided by the State Board of Education. The date for the hearing is usually set by agreement of the hearing officer and the parties' representatives. In almost all cases, the employee is suspended without pay pending the decision of the hearing officer. If the hearing officer upholds the Board's recommendation, the dismissal stands and the matter is concluded. However, if the hearing officer concludes that the employee's dismissal was improper, the employee is reinstated with full back pay and benefits and the matter is likewise concluded.
10. While employees have an affirmative right to inspect their personnel files in accordance with the *Illinois Personnel Records Review Act*, the District will make reasonable efforts to provide employees with copies of all investigatory or disciplinary records not exempt from review under the Act within five (5) school days of the date the information was placed in the employee's file.

## MEMORANDUM OF UNDERSTANDING

### Scope and Use of Video Recording Equipment in Employee Work Areas

As a result of the decision of the School District Administration to implement electronic video monitoring capability in selected bargaining unit work areas, the parties have entered into bargaining on this subject. As a result, and in an effort to establish and document the parties' agreement on this subject, the parties have agreed to the following terms:

- 1) Electronic surveillance of bargaining unit work areas will be limited to "PACC" classrooms at Center School, Carl Sandburg School, Lincoln Douglas School, Freeport Junior High, and Freeport High School.
- 2) A listing of all locations of devices to be installed, all work areas subject to surveillance, and all times of recording are to be provided to the Union in advance of their use. In addition, specific work areas which are subject to recording will be identified with a sign in an easily viewable area for the purpose of informing all persons of the recording capability in that work area.
- 3) No change in locations of these electronic devices, times of recording, or of all listed work areas subject to surveillance can be made without notice to Union at least 1 week prior to the change.
- 4) A log of all viewings of recorded activity will be maintained, indicating the camera(s) involved, date, time, participants involved in the viewing, and purpose for each viewing. A copy of this log will be forwarded to the Union on a monthly basis. The District will also notify the Union in advance each time a viewing is made which involves part of its membership. The FEA president will be called by the District prior to the viewing at a phone number to be determined.
- 5) Under no circumstances will information acquired by this surveillance capability be used in creating job performance evaluations and/or evaluating workload of bargaining unit employees.
- 6) When an FSD #145 staff member receives a report/complaint, or observes visual/physical evidence of questionable behavior, the staff member completes a "Complaint Form." The Complaint Form is submitted to the building administrator or director and forwarded to the Assistant Superintendent for Business (or the Superintendent's Designee). The Assistant Superintendent for Business (or the Superintendent's Designee) reviews the recording of time period indicated on the Complaint Form. Consistent with applicable state and federal student privacy laws, prior to a disciplinary recommendation or decision being made based upon video recordings, the Union and the employee under investigation will be advised that an investigation is pending, given the location of any recorded device that is intended to cover the involved location, and will be given access upon request to review video/audie recordings that may be used as a basis for employee discipline. The administration will provide convenient scheduling for such review. The Union will also be given access to review video/audie recordings when the Union believes such recording(s) will provide exculpatory evidence tending to disprove an allegation of misconduct. It is understood that

it may be necessary for the images of certain individuals to be partially obscured by electronic means to satisfy applicable state and federal student privacy laws prior to this type of viewing.

- 7) After reviewing the recordings and conducting an investigation, prior to a disciplinary recommendation or decision being made, the Union and the employee under investigation will be provided the opportunity to present the employee's version of events and any arguments as to why the recordings should not be included as support in the administration of discipline.
- 8) The Union maintains and does not waive its right to challenge discipline imposed based upon video recordings of bargaining unit members consistent with the provisions of the collective bargaining agreement between the Board and the Union.
- 9) It is understood that this Memorandum represents the parties' complete agreement on the subject of video recording equipment in the employee work areas identified in Paragraph 1, above. These terms are subject to modification only by mutual agreement.

## **MEMORANDUM OF UNDERSTANDING**

### **STUDENT DISCIPLINE**

During negotiations for a successor agreement to the expiring 2018-2023 agreement, the Board and FEA negotiation teams discussed a mutual concern regarding student discipline. As a result of those discussions, the teams agreed as follows:

1. The Superintendent and FEA President will convene a Joint Student Discipline Committee, made up of an equal number of FEA representatives and administrators. The Superintendent and FEA President will agree on the size of this Committee.
2. This Committee will meet at least twice each school year and will be co-chaired by an administrator and a FEA representative. The Committee will convene no later than July 1, 2023.
3. This Committee will review student discipline data, including discipline incidents and outcomes by school and the District as a whole. The committee will determine other discipline data necessary to perform its work.
4. Upon review of the data, the Committee will develop interventions and procedures to assist teachers and building administrators in dealing with both immediate and chronic discipline issues.
5. The recommended Committee interventions and procedures will be shared with the Superintendent, the FEA, the school district administrator, and the Board of Education. The expectation is that the recommendations will also be shared with members of the bargaining unit.

2023-24

| STEP      | BA-00         | BA-10         | BA-20         | MA-00         | MA-06         | MA-12         | MA-18         | MA-24         | MA-30         | MA-36         | MA-42         |
|-----------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|
| <b>0</b>  | <b>42,000</b> | <b>44,100</b> | <b>46,200</b> | <b>49,560</b> | <b>50,820</b> | <b>51,660</b> | <b>52,920</b> | <b>54,180</b> | <b>55,440</b> | <b>56,280</b> | <b>57,540</b> |
| TRS       | 3,780         | 3,969         | 4,158         | 4,460         | 4,574         | 4,649         | 4,763         | 4,876         | 4,990         | 5,065         | 5,179         |
| NET PAY   | 38,220        | 40,131        | 42,042        | 45,100        | 46,246        | 47,011        | 48,157        | 49,304        | 50,450        | 51,215        | 52,361        |
| <b>1</b>  | <b>43,680</b> | <b>45,780</b> | <b>47,880</b> | <b>51,240</b> | <b>52,500</b> | <b>53,340</b> | <b>55,020</b> | <b>55,860</b> | <b>57,120</b> | <b>57,960</b> | <b>59,220</b> |
| TRS       | 3,931         | 4,120         | 4,309         | 4,612         | 4,725         | 4,801         | 4,952         | 5,027         | 5,141         | 5,216         | 5,330         |
| NET PAY   | 39,749        | 41,660        | 43,571        | 46,628        | 47,775        | 48,539        | 50,068        | 50,833        | 51,979        | 52,744        | 53,890        |
| <b>2</b>  | <b>45,360</b> | <b>47,460</b> | <b>49,560</b> | <b>52,920</b> | <b>54,180</b> | <b>55,020</b> | <b>56,700</b> | <b>57,540</b> | <b>58,800</b> | <b>59,640</b> | <b>61,320</b> |
| TRS       | 4,082         | 4,271         | 4,460         | 4,763         | 4,876         | 4,952         | 5,103         | 5,179         | 5,292         | 5,368         | 5,519         |
| NET PAY   | 41,278        | 43,189        | 45,100        | 48,157        | 49,304        | 50,068        | 51,597        | 52,361        | 53,508        | 54,272        | 55,801        |
| <b>3</b>  | <b>47,040</b> | <b>49,140</b> | <b>51,660</b> | <b>54,600</b> | <b>56,280</b> | <b>57,120</b> | <b>58,380</b> | <b>59,220</b> | <b>60,480</b> | <b>61,740</b> | <b>63,000</b> |
| TRS       | 4,234         | 4,423         | 4,649         | 4,914         | 5,065         | 5,141         | 5,254         | 5,330         | 5,443         | 5,557         | 5,670         |
| NET PAY   | 42,806        | 44,717        | 47,011        | 49,686        | 51,215        | 51,979        | 53,126        | 53,890        | 55,037        | 56,183        | 57,330        |
| <b>4</b>  | <b>48,720</b> | <b>51,240</b> | <b>53,340</b> | <b>57,120</b> | <b>58,380</b> | <b>59,220</b> | <b>60,480</b> | <b>61,740</b> | <b>63,000</b> | <b>63,840</b> | <b>65,100</b> |
| TRS       | 4,385         | 4,612         | 4,801         | 5,141         | 5,254         | 5,330         | 5,443         | 5,557         | 5,670         | 5,746         | 5,859         |
| NET PAY   | 44,335        | 46,628        | 48,539        | 51,979        | 53,126        | 53,890        | 55,037        | 56,183        | 57,330        | 58,094        | 59,241        |
| <b>5</b>  | <b>51,240</b> | <b>53,340</b> | <b>55,860</b> | <b>59,220</b> | <b>60,480</b> | <b>61,740</b> | <b>63,000</b> | <b>63,840</b> | <b>65,100</b> | <b>65,940</b> | <b>67,620</b> |
| TRS       | 4,612         | 4,801         | 5,027         | 5,330         | 5,443         | 5,557         | 5,670         | 5,746         | 5,859         | 5,935         | 6,086         |
| NET PAY   | 46,628        | 48,539        | 50,833        | 53,890        | 55,037        | 56,183        | 57,330        | 58,094        | 59,241        | 60,005        | 61,534        |
| <b>6</b>  | <b>53,340</b> | <b>55,860</b> | <b>57,960</b> | <b>61,740</b> | <b>63,000</b> | <b>63,840</b> | <b>65,100</b> | <b>65,940</b> | <b>67,691</b> | <b>68,599</b> | <b>69,959</b> |
| TRS       | 4,801         | 5,027         | 5,216         | 5,557         | 5,670         | 5,746         | 5,859         | 5,935         | 6,092         | 6,174         | 6,298         |
| NET PAY   | 48,539        | 50,833        | 52,744        | 56,183        | 57,330        | 58,094        | 59,241        | 60,005        | 61,599        | 62,425        | 63,663        |
| <b>7</b>  | <b>55,020</b> | <b>57,540</b> | <b>59,640</b> | <b>63,420</b> | <b>64,680</b> | <b>65,520</b> | <b>67,200</b> | <b>68,040</b> | <b>69,506</b> | <b>70,417</b> | <b>71,778</b> |
| TRS       | 4,952         | 5,179         | 5,368         | 5,708         | 5,821         | 5,897         | 6,048         | 6,124         | 6,256         | 6,338         | 6,460         |
| NET PAY   | 50,068        | 52,361        | 54,272        | 57,712        | 58,859        | 59,623        | 61,152        | 61,916        | 63,250        | 64,080        | 65,318        |
| <b>8</b>  | <b>57,120</b> | <b>59,220</b> | <b>61,740</b> | <b>65,100</b> | <b>66,780</b> | <b>67,620</b> | <b>68,880</b> | <b>69,720</b> | <b>70,980</b> | <b>71,820</b> | <b>73,500</b> |
| TRS       | 5,141         | 5,330         | 5,557         | 5,859         | 6,010         | 6,086         | 6,189         | 6,275         | 6,388         | 6,464         | 6,615         |
| NET PAY   | 51,979        | 53,890        | 56,183        | 59,241        | 60,770        | 61,534        | 62,681        | 63,445        | 64,592        | 65,356        | 66,885        |
| <b>9</b>  | <b>58,800</b> | <b>61,320</b> | <b>63,420</b> | <b>67,200</b> | <b>68,460</b> | <b>69,300</b> | <b>70,560</b> | <b>71,400</b> | <b>73,080</b> | <b>73,920</b> | <b>75,180</b> |
| TRS       | 5,292         | 5,519         | 5,708         | 6,048         | 6,161         | 6,237         | 6,350         | 6,426         | 6,577         | 6,653         | 6,766         |
| NET PAY   | 53,508        | 55,801        | 57,712        | 61,152        | 62,299        | 63,063        | 64,210        | 64,974        | 66,503        | 67,267        | 68,414        |
| <b>10</b> | <b>60,480</b> | <b>63,000</b> | <b>65,100</b> | <b>68,880</b> | <b>70,140</b> | <b>70,980</b> | <b>72,660</b> | <b>73,500</b> | <b>74,760</b> | <b>75,600</b> | <b>76,860</b> |
| TRS       | 5,443         | 5,670         | 5,859         | 6,199         | 6,313         | 6,388         | 6,539         | 6,615         | 6,728         | 6,804         | 6,917         |
| NET PAY   | 55,037        | 57,330        | 59,241        | 62,681        | 63,827        | 64,592        | 66,121        | 66,885        | 68,032        | 68,796        | 69,943        |
| <b>11</b> | <b>62,580</b> | <b>64,680</b> | <b>67,200</b> | <b>70,560</b> | <b>71,820</b> | <b>73,080</b> | <b>74,340</b> | <b>75,180</b> | <b>76,440</b> | <b>77,280</b> | <b>78,960</b> |
| TRS       | 5,632         | 5,821         | 6,048         | 6,350         | 6,464         | 6,577         | 6,691         | 6,766         | 6,880         | 6,955         | 7,106         |
| NET PAY   | 56,948        | 58,859        | 61,152        | 64,210        | 65,356        | 66,503        | 67,649        | 68,414        | 69,560        | 70,325        | 71,854        |
| <b>12</b> | <b>64,260</b> | <b>66,780</b> | <b>68,880</b> | <b>72,660</b> | <b>73,920</b> | <b>74,760</b> | <b>76,020</b> | <b>76,860</b> | <b>78,540</b> | <b>79,380</b> | <b>80,640</b> |
| TRS       | 5,783         | 6,010         | 6,199         | 6,539         | 6,653         | 6,728         | 6,842         | 6,917         | 7,069         | 7,144         | 7,258         |
| NET PAY   | 58,477        | 60,770        | 62,681        | 66,121        | 67,267        | 68,032        | 69,178        | 69,943        | 71,471        | 72,236        | 73,382        |
| <b>13</b> | <b>64,260</b> | <b>66,780</b> | <b>70,560</b> | <b>74,340</b> | <b>75,600</b> | <b>76,440</b> | <b>78,120</b> | <b>78,960</b> | <b>80,220</b> | <b>81,060</b> | <b>82,320</b> |
| TRS       | 5,783         | 6,010         | 6,350         | 6,691         | 6,804         | 6,880         | 7,031         | 7,106         | 7,220         | 7,295         | 7,409         |
| NET PAY   | 58,477        | 60,770        | 64,210        | 67,649        | 68,796        | 69,560        | 71,089        | 71,854        | 73,000        | 73,765        | 74,911        |
| <b>14</b> | <b>64,260</b> | <b>66,780</b> | <b>70,560</b> | <b>76,020</b> | <b>77,280</b> | <b>78,540</b> | <b>79,800</b> | <b>80,640</b> | <b>81,900</b> | <b>82,740</b> | <b>84,420</b> |
| TRS       | 5,783         | 6,010         | 6,350         | 6,842         | 6,955         | 7,069         | 7,182         | 7,258         | 7,371         | 7,447         | 7,598         |
| NET PAY   | 58,477        | 60,770        | 64,210        | 69,178        | 70,325        | 71,471        | 72,618        | 73,382        | 74,529        | 75,293        | 76,822        |
| <b>15</b> | <b>64,260</b> | <b>66,780</b> | <b>70,560</b> | <b>78,120</b> | <b>79,380</b> | <b>80,220</b> | <b>81,480</b> | <b>82,320</b> | <b>84,000</b> | <b>84,840</b> | <b>86,100</b> |
| TRS       | 5,783         | 6,010         | 6,350         | 7,031         | 7,144         | 7,220         | 7,333         | 7,409         | 7,560         | 7,636         | 7,749         |
| NET PAY   | 58,477        | 60,770        | 64,210        | 71,089        | 72,236        | 73,000        | 74,147        | 74,911        | 76,440        | 77,204        | 78,351        |
| <b>16</b> | <b>64,260</b> | <b>66,780</b> | <b>70,560</b> | <b>78,120</b> | <b>79,380</b> | <b>80,220</b> | <b>83,580</b> | <b>84,420</b> | <b>85,680</b> | <b>86,520</b> | <b>87,780</b> |
| TRS       | 5,783         | 6,010         | 6,350         | 7,031         | 7,144         | 7,220         | 7,522         | 7,598         | 7,711         | 7,787         | 7,900         |
| NET PAY   | 58,477        | 60,770        | 64,210        | 71,089        | 72,236        | 73,000        | 76,058        | 76,822        | 77,969        | 78,733        | 79,880        |
| <b>17</b> | <b>64,260</b> | <b>66,780</b> | <b>70,560</b> | <b>78,120</b> | <b>79,380</b> | <b>80,220</b> | <b>85,260</b> | <b>86,100</b> | <b>87,360</b> | <b>88,200</b> | <b>89,880</b> |
| TRS       | 5,783         | 6,010         | 6,350         | 7,031         | 7,144         | 7,220         | 7,673         | 7,749         | 7,862         | 7,938         | 8,089         |
| NET PAY   | 58,477        | 60,770        | 64,210        | 71,089        | 72,236        | 73,000        | 77,587        | 78,351        | 79,498        | 80,262        | 81,791        |
| <b>18</b> | <b>64,260</b> | <b>66,780</b> | <b>70,560</b> | <b>78,120</b> | <b>79,380</b> | <b>80,220</b> | <b>86,940</b> | <b>87,780</b> | <b>89,040</b> | <b>89,880</b> | <b>91,560</b> |
| TRS       | 5,783         | 6,010         | 6,350         | 7,031         | 7,144         | 7,220         | 7,825         | 7,900         | 8,014         | 8,089         | 8,240         |
| NET PAY   | 58,477        | 60,770        | 64,210        | 71,089        | 72,236        | 73,000        | 79,115        | 79,880        | 81,026        | 81,791        | 83,320        |

2024-25

| STEP    | BA-00  | BA-10  | BA-20  | MA-00  | MA-06  | MA-12  | MA-18  | MA-24  | MA-30  | MA-36  | MA-42  |
|---------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| 0       | 44,100 | 46,305 | 48,510 | 52,038 | 53,361 | 54,243 | 55,566 | 56,889 | 58,212 | 59,094 | 60,417 |
| TRS     | 3,969  | 4,167  | 4,366  | 4,683  | 4,802  | 4,882  | 5,001  | 5,120  | 5,239  | 5,318  | 5,438  |
| NET PAY | 40,131 | 42,138 | 44,144 | 47,355 | 48,559 | 49,361 | 50,565 | 51,769 | 52,973 | 53,776 | 54,979 |
| 1       | 45,864 | 48,069 | 50,274 | 53,802 | 55,125 | 56,007 | 57,771 | 58,653 | 59,976 | 60,858 | 62,181 |
| TRS     | 4,128  | 4,326  | 4,525  | 4,842  | 4,961  | 5,041  | 5,199  | 5,279  | 5,398  | 5,477  | 5,596  |
| NET PAY | 41,736 | 43,743 | 45,749 | 48,960 | 50,164 | 50,966 | 52,572 | 53,374 | 54,578 | 55,381 | 56,585 |
| 2       | 47,628 | 49,833 | 52,038 | 55,566 | 56,889 | 57,771 | 59,535 | 60,417 | 61,740 | 62,622 | 64,386 |
| TRS     | 4,287  | 4,485  | 4,683  | 5,001  | 5,120  | 5,199  | 5,358  | 5,438  | 5,557  | 5,636  | 5,795  |
| NET PAY | 43,341 | 45,348 | 47,355 | 50,565 | 51,769 | 52,572 | 54,177 | 54,979 | 56,183 | 56,986 | 58,591 |
| 3       | 49,392 | 51,597 | 54,243 | 57,330 | 59,094 | 59,976 | 61,299 | 62,181 | 63,504 | 64,827 | 66,150 |
| TRS     | 4,445  | 4,644  | 4,882  | 5,160  | 5,318  | 5,398  | 5,517  | 5,596  | 5,715  | 5,834  | 5,954  |
| NET PAY | 44,947 | 46,953 | 49,361 | 52,170 | 53,776 | 54,578 | 55,782 | 56,585 | 57,789 | 58,993 | 60,197 |
| 4       | 51,156 | 53,802 | 56,007 | 59,976 | 61,299 | 62,181 | 63,504 | 64,827 | 66,150 | 67,032 | 68,355 |
| TRS     | 4,604  | 4,842  | 5,041  | 5,398  | 5,517  | 5,596  | 5,715  | 5,834  | 5,954  | 6,033  | 6,152  |
| NET PAY | 46,552 | 48,960 | 50,966 | 54,578 | 55,782 | 56,585 | 57,789 | 58,993 | 60,197 | 60,999 | 62,203 |
| 5       | 53,802 | 56,007 | 58,653 | 62,181 | 63,504 | 64,827 | 66,150 | 67,032 | 68,355 | 69,237 | 71,001 |
| TRS     | 4,842  | 5,041  | 5,279  | 5,596  | 5,715  | 5,834  | 5,954  | 6,033  | 6,152  | 6,231  | 6,390  |
| NET PAY | 48,960 | 50,966 | 53,374 | 58,585 | 57,789 | 58,993 | 60,197 | 60,999 | 62,203 | 63,006 | 64,611 |
| 6       | 56,007 | 58,653 | 60,858 | 64,827 | 66,150 | 67,032 | 68,355 | 69,237 | 71,076 | 72,029 | 73,457 |
| TRS     | 5,041  | 5,279  | 5,477  | 5,834  | 5,954  | 6,033  | 6,152  | 6,231  | 6,397  | 6,483  | 6,611  |
| NET PAY | 50,966 | 53,374 | 55,381 | 58,993 | 60,197 | 60,999 | 62,203 | 63,006 | 64,679 | 65,546 | 66,846 |
| 7       | 57,771 | 60,417 | 62,622 | 66,591 | 67,914 | 68,796 | 70,560 | 71,442 | 72,981 | 73,938 | 75,367 |
| TRS     | 5,199  | 5,438  | 5,636  | 5,993  | 6,112  | 6,192  | 6,350  | 6,430  | 6,588  | 6,654  | 6,783  |
| NET PAY | 52,572 | 54,979 | 56,986 | 60,598 | 61,802 | 62,604 | 64,210 | 65,012 | 66,413 | 67,284 | 68,584 |
| 8       | 59,976 | 62,181 | 64,827 | 68,355 | 70,119 | 71,001 | 72,324 | 73,206 | 74,529 | 75,411 | 77,175 |
| TRS     | 5,398  | 5,596  | 5,834  | 6,152  | 6,311  | 6,390  | 6,509  | 6,589  | 6,708  | 6,787  | 6,946  |
| NET PAY | 54,578 | 56,585 | 58,993 | 62,203 | 63,808 | 64,611 | 65,815 | 66,617 | 67,821 | 68,624 | 70,229 |
| 9       | 61,740 | 64,386 | 66,591 | 70,560 | 71,883 | 72,765 | 74,088 | 74,970 | 76,734 | 77,616 | 78,939 |
| TRS     | 5,557  | 5,795  | 5,993  | 6,350  | 6,469  | 6,549  | 6,668  | 6,747  | 6,906  | 6,985  | 7,105  |
| NET PAY | 56,183 | 58,591 | 60,598 | 64,210 | 65,414 | 66,216 | 67,420 | 68,223 | 69,828 | 70,631 | 71,834 |
| 10      | 63,504 | 66,150 | 68,355 | 72,324 | 73,647 | 74,529 | 76,293 | 77,175 | 78,498 | 79,380 | 80,703 |
| TRS     | 5,715  | 5,954  | 6,152  | 6,509  | 6,628  | 6,708  | 6,866  | 6,946  | 7,065  | 7,144  | 7,263  |
| NET PAY | 57,789 | 60,197 | 62,203 | 65,815 | 67,019 | 67,821 | 69,427 | 70,229 | 71,433 | 72,236 | 73,440 |
| 11      | 65,709 | 67,914 | 70,560 | 74,088 | 75,411 | 76,734 | 78,057 | 78,939 | 80,262 | 81,144 | 82,908 |
| TRS     | 5,914  | 6,112  | 6,350  | 6,668  | 6,787  | 6,906  | 7,025  | 7,105  | 7,224  | 7,303  | 7,462  |
| NET PAY | 59,795 | 61,802 | 64,210 | 67,420 | 68,624 | 69,828 | 71,032 | 71,834 | 73,038 | 73,841 | 75,446 |
| 12      | 67,473 | 70,119 | 72,324 | 76,293 | 77,616 | 78,498 | 79,821 | 80,703 | 82,467 | 83,349 | 84,672 |
| TRS     | 6,073  | 6,311  | 6,509  | 6,866  | 6,985  | 7,065  | 7,184  | 7,263  | 7,422  | 7,501  | 7,620  |
| NET PAY | 61,400 | 63,808 | 65,815 | 69,427 | 70,631 | 71,433 | 72,637 | 73,440 | 75,045 | 75,848 | 77,052 |
| 13      | 67,473 | 70,119 | 74,088 | 78,057 | 79,380 | 80,262 | 82,026 | 82,908 | 84,231 | 85,113 | 86,436 |
| TRS     | 6,073  | 6,311  | 6,668  | 7,025  | 7,144  | 7,224  | 7,382  | 7,462  | 7,581  | 7,660  | 7,779  |
| NET PAY | 61,400 | 63,808 | 67,420 | 71,032 | 72,236 | 73,038 | 74,644 | 75,446 | 76,650 | 77,453 | 78,657 |
| 14      | 67,473 | 70,119 | 74,088 | 79,821 | 81,144 | 82,467 | 83,790 | 84,672 | 85,995 | 86,877 | 88,641 |
| TRS     | 6,073  | 6,311  | 6,668  | 7,184  | 7,303  | 7,422  | 7,541  | 7,620  | 7,740  | 7,819  | 7,978  |
| NET PAY | 61,400 | 63,808 | 67,420 | 72,637 | 73,841 | 75,045 | 76,249 | 77,052 | 78,255 | 79,058 | 80,663 |
| 15      | 67,473 | 70,119 | 74,088 | 82,026 | 83,349 | 84,231 | 85,554 | 86,436 | 88,200 | 89,082 | 90,405 |
| TRS     | 6,073  | 6,311  | 6,668  | 7,382  | 7,501  | 7,581  | 7,700  | 7,779  | 7,938  | 8,017  | 8,136  |
| NET PAY | 61,400 | 63,808 | 67,420 | 74,644 | 75,848 | 76,650 | 77,854 | 78,657 | 80,262 | 81,065 | 82,269 |
| 16      | 67,473 | 70,119 | 74,088 | 82,026 | 83,349 | 84,231 | 87,759 | 88,641 | 89,964 | 90,846 | 92,169 |
| TRS     | 6,073  | 6,311  | 6,668  | 7,382  | 7,501  | 7,581  | 7,898  | 7,978  | 8,097  | 8,176  | 8,295  |
| NET PAY | 61,400 | 63,808 | 67,420 | 74,644 | 75,848 | 76,650 | 79,861 | 80,663 | 81,867 | 82,670 | 83,874 |
| 17      | 67,473 | 70,119 | 74,088 | 82,026 | 83,349 | 84,231 | 89,523 | 90,405 | 91,728 | 92,610 | 94,374 |
| TRS     | 6,073  | 6,311  | 6,668  | 7,382  | 7,501  | 7,581  | 8,057  | 8,136  | 8,256  | 8,335  | 8,494  |
| NET PAY | 61,400 | 63,808 | 67,420 | 74,644 | 75,848 | 76,650 | 81,466 | 82,269 | 83,472 | 84,275 | 85,880 |
| 18      | 67,473 | 70,119 | 74,088 | 82,026 | 83,349 | 84,231 | 91,287 | 92,169 | 93,492 | 94,374 | 96,138 |
| TRS     | 6,073  | 6,311  | 6,668  | 7,382  | 7,501  | 7,581  | 8,216  | 8,295  | 8,414  | 8,494  | 8,652  |
| NET PAY | 61,400 | 63,808 | 67,420 | 74,644 | 75,848 | 76,650 | 83,071 | 83,874 | 85,078 | 85,880 | 87,486 |

2025-26

| STEP    | BA-00  | BA-10  | BA-20  | MA-00  | MA-06  | MA-12  | MA-18  | MA-24  | MA-30  | MA-36  | MA-42   |
|---------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|---------|
| 0       | 46,305 | 48,620 | 50,936 | 54,640 | 56,029 | 56,955 | 58,344 | 59,733 | 61,123 | 62,049 | 63,438  |
| TRS     | 4,167  | 4,376  | 4,584  | 4,918  | 5,043  | 5,126  | 5,251  | 5,376  | 5,501  | 5,584  | 5,709   |
| NET PAY | 42,138 | 44,244 | 46,351 | 49,722 | 50,986 | 51,829 | 53,093 | 54,357 | 55,622 | 56,464 | 57,728  |
| 1       | 48,157 | 50,472 | 52,788 | 56,492 | 57,881 | 58,807 | 60,660 | 61,586 | 62,975 | 63,901 | 65,290  |
| TRS     | 4,334  | 4,543  | 4,751  | 5,084  | 5,209  | 5,293  | 5,459  | 5,543  | 5,668  | 5,751  | 5,876   |
| NET PAY | 43,823 | 45,930 | 48,037 | 51,408 | 52,672 | 53,515 | 55,200 | 56,043 | 57,307 | 58,150 | 59,414  |
| 2       | 50,009 | 52,325 | 54,640 | 58,344 | 59,733 | 60,660 | 62,512 | 63,438 | 64,827 | 65,753 | 67,605  |
| TRS     | 4,501  | 4,709  | 4,918  | 5,251  | 5,376  | 5,459  | 5,626  | 5,709  | 5,834  | 5,918  | 6,084   |
| NET PAY | 45,509 | 47,615 | 49,722 | 53,093 | 54,357 | 55,200 | 56,886 | 57,728 | 58,993 | 59,835 | 61,521  |
| 3       | 51,862 | 54,177 | 56,955 | 60,197 | 62,049 | 62,975 | 64,364 | 65,290 | 66,679 | 68,068 | 69,458  |
| TRS     | 4,668  | 4,876  | 5,126  | 5,418  | 5,584  | 5,668  | 5,793  | 5,876  | 6,001  | 6,126  | 6,251   |
| NET PAY | 47,194 | 49,301 | 51,829 | 54,779 | 56,464 | 57,307 | 58,571 | 59,414 | 60,678 | 61,942 | 63,206  |
| 4       | 53,714 | 56,492 | 58,807 | 62,975 | 64,364 | 65,290 | 66,679 | 68,068 | 69,458 | 70,384 | 71,773  |
| TRS     | 4,834  | 5,084  | 5,293  | 5,668  | 5,793  | 5,876  | 6,001  | 6,126  | 6,251  | 6,335  | 6,460   |
| NET PAY | 48,880 | 51,408 | 53,515 | 57,307 | 58,571 | 59,414 | 60,678 | 61,942 | 63,206 | 64,049 | 65,313  |
| 5       | 56,492 | 58,807 | 61,586 | 65,290 | 66,679 | 68,068 | 69,458 | 70,384 | 71,773 | 72,699 | 74,551  |
| TRS     | 5,084  | 5,293  | 5,543  | 5,876  | 6,001  | 6,126  | 6,251  | 6,335  | 6,460  | 6,543  | 6,710   |
| NET PAY | 51,408 | 53,515 | 56,043 | 59,414 | 60,678 | 61,942 | 63,206 | 64,049 | 65,313 | 66,156 | 67,841  |
| 6       | 58,807 | 61,586 | 63,901 | 68,068 | 69,458 | 70,384 | 71,773 | 72,699 | 74,630 | 75,630 | 77,130  |
| TRS     | 5,293  | 5,543  | 5,751  | 6,126  | 6,251  | 6,335  | 6,460  | 6,543  | 6,717  | 6,807  | 6,942   |
| NET PAY | 53,515 | 56,043 | 58,150 | 61,942 | 63,206 | 64,049 | 65,313 | 66,156 | 67,913 | 68,823 | 70,189  |
| 7       | 60,660 | 63,438 | 65,753 | 69,921 | 71,310 | 72,236 | 74,088 | 75,014 | 76,630 | 77,635 | 79,135  |
| TRS     | 5,459  | 5,709  | 5,918  | 6,293  | 6,418  | 6,501  | 6,668  | 6,751  | 6,897  | 6,987  | 7,122   |
| NET PAY | 55,200 | 57,728 | 59,835 | 63,628 | 64,892 | 65,735 | 67,420 | 68,263 | 69,733 | 70,648 | 72,013  |
| 8       | 62,975 | 65,290 | 68,068 | 71,773 | 73,625 | 74,551 | 75,940 | 76,866 | 78,255 | 79,182 | 81,034  |
| TRS     | 5,668  | 5,876  | 6,126  | 6,460  | 6,626  | 6,710  | 6,835  | 6,918  | 7,043  | 7,126  | 7,293   |
| NET PAY | 57,307 | 59,414 | 61,942 | 65,313 | 66,999 | 67,841 | 69,106 | 69,948 | 71,212 | 72,055 | 73,741  |
| 9       | 64,827 | 67,605 | 69,921 | 74,088 | 75,477 | 76,403 | 77,792 | 78,719 | 80,571 | 81,497 | 82,886  |
| TRS     | 5,834  | 6,084  | 6,293  | 6,668  | 6,793  | 6,876  | 7,001  | 7,085  | 7,251  | 7,335  | 7,460   |
| NET PAY | 58,993 | 61,521 | 63,628 | 67,420 | 68,684 | 69,527 | 70,791 | 71,634 | 73,319 | 74,162 | 75,426  |
| 10      | 66,679 | 69,458 | 71,773 | 75,940 | 77,329 | 78,255 | 80,108 | 81,034 | 82,423 | 83,349 | 84,738  |
| TRS     | 6,001  | 6,251  | 6,460  | 6,835  | 6,960  | 7,043  | 7,210  | 7,293  | 7,418  | 7,501  | 7,626   |
| NET PAY | 60,678 | 63,206 | 65,313 | 69,106 | 70,370 | 71,212 | 72,898 | 73,741 | 75,005 | 75,848 | 77,112  |
| 11      | 68,994 | 71,310 | 74,088 | 77,792 | 79,182 | 80,571 | 81,960 | 82,886 | 84,275 | 85,201 | 87,053  |
| TRS     | 6,210  | 6,418  | 6,668  | 7,001  | 7,126  | 7,251  | 7,376  | 7,460  | 7,585  | 7,668  | 7,835   |
| NET PAY | 62,785 | 64,892 | 67,420 | 70,791 | 72,055 | 73,319 | 74,583 | 75,426 | 76,690 | 77,533 | 79,219  |
| 12      | 70,847 | 73,625 | 75,940 | 80,108 | 81,497 | 82,423 | 83,812 | 84,738 | 86,590 | 87,516 | 88,906  |
| TRS     | 6,376  | 6,626  | 6,835  | 7,210  | 7,335  | 7,418  | 7,543  | 7,626  | 7,793  | 7,876  | 8,002   |
| NET PAY | 64,470 | 66,999 | 69,106 | 72,898 | 74,162 | 75,005 | 76,269 | 77,112 | 78,797 | 79,640 | 80,904  |
| 13      | 70,847 | 73,625 | 77,792 | 81,960 | 83,349 | 84,275 | 86,127 | 87,053 | 88,443 | 89,369 | 90,758  |
| TRS     | 6,376  | 6,626  | 7,001  | 7,376  | 7,501  | 7,585  | 7,751  | 7,835  | 7,960  | 8,043  | 8,168   |
| NET PAY | 64,470 | 66,999 | 70,791 | 74,583 | 75,848 | 76,690 | 78,376 | 79,219 | 80,483 | 81,325 | 82,590  |
| 14      | 70,847 | 73,625 | 77,792 | 83,812 | 85,201 | 86,590 | 87,980 | 88,906 | 90,295 | 91,221 | 93,073  |
| TRS     | 6,376  | 6,626  | 7,001  | 7,543  | 7,668  | 7,793  | 7,918  | 8,002  | 8,127  | 8,210  | 8,377   |
| NET PAY | 64,470 | 66,999 | 70,791 | 76,269 | 77,533 | 78,797 | 80,061 | 80,904 | 82,168 | 83,011 | 84,696  |
| 15      | 70,847 | 73,625 | 77,792 | 86,127 | 87,516 | 88,443 | 89,832 | 90,758 | 92,610 | 93,536 | 94,925  |
| TRS     | 6,376  | 6,626  | 7,001  | 7,751  | 7,876  | 7,960  | 8,085  | 8,168  | 8,335  | 8,418  | 8,543   |
| NET PAY | 64,470 | 66,999 | 70,791 | 78,376 | 79,640 | 80,483 | 81,747 | 82,590 | 84,275 | 85,118 | 86,382  |
| 16      | 70,847 | 73,625 | 77,792 | 86,127 | 87,516 | 88,443 | 92,147 | 93,073 | 94,462 | 95,388 | 96,777  |
| TRS     | 6,376  | 6,626  | 7,001  | 7,751  | 7,876  | 7,960  | 8,293  | 8,377  | 8,502  | 8,585  | 8,710   |
| NET PAY | 64,470 | 66,999 | 70,791 | 78,376 | 79,640 | 80,483 | 83,854 | 84,696 | 85,961 | 86,803 | 88,067  |
| 17      | 70,847 | 73,625 | 77,792 | 86,127 | 87,516 | 88,443 | 93,999 | 94,925 | 96,314 | 97,241 | 99,093  |
| TRS     | 6,376  | 6,626  | 7,001  | 7,751  | 7,876  | 7,960  | 8,460  | 8,543  | 8,668  | 8,752  | 8,918   |
| NET PAY | 64,470 | 66,999 | 70,791 | 78,376 | 79,640 | 80,483 | 85,539 | 86,382 | 87,846 | 88,489 | 90,174  |
| 18      | 70,847 | 73,625 | 77,792 | 86,127 | 87,516 | 88,443 | 95,851 | 96,777 | 98,167 | 99,093 | 100,945 |
| TRS     | 6,376  | 6,626  | 7,001  | 7,751  | 7,876  | 7,960  | 8,627  | 8,710  | 8,835  | 8,918  | 9,085   |
| NET PAY | 64,470 | 66,999 | 70,791 | 78,376 | 79,640 | 80,483 | 87,225 | 88,067 | 89,332 | 90,174 | 91,860  |

