

**AGREEMENT BETWEEN**

**BOARD OF EDUCATION OF MONROE SCHOOL DISTRICT #70**

**AND**

**THE MONROE FEDERATION OF TEACHERS AND PARAPROFESSIONALS**

**2022-2023**

**2023-2024**

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## **ARTICLE I**

### **RECOGNITION**

The Board of Education of Monroe School District #70, Peoria County, Illinois, hereinafter referred to as the "Board", hereby recognizes the Monroe Federation of Teachers and Paraprofessionals, Local #4215, IFT, AFT, AFL-CIO, hereinafter referred to as the "Federation", as the sole and exclusive bargaining agent for all regularly employed full-time certificated teaching personnel, hereinafter referred to as "Teachers", except for the Superintendent, and any other Type 75 certificated administrative employee or confidential personnel. Part-time teachers shall be included in the bargaining unit, but their benefits shall be pro-rated consistent with their fractional employment status.

In addition, the Board of Education, Monroe District #70, Bartonville, Illinois, hereby recognizes the same Monroe Federation of Teachers and Paraprofessional, Local #4215, IFT-AFT, AFL-CIO, as the exclusive bargaining representative for all regularly scheduled full and part-time non-certified employees including maintenance staff, maintenance manager, clerical staff, cafeteria manager, cafeteria workers, and aides. Excluded are those that are temporary help, students, managerial or supervisory in nature or that are confidential employees.

## **ARTICLE II**

### **NO STRIKE CLAUSE**

The Union agrees that there shall be no strike or withholding of services during the term this Agreement is in full force and effect.

In the event of a strike or withholding of services during the term of this Agreement, the Union and its representatives will take affirmative action to end the work stoppage.

## **ARTICLE III**

### **MANAGEMENT RIGHTS**

It is expressly understood and agreed that the Board retains all functions rights, powers, and authority of the Board, which are not specifically limited by the expressed language of this Agreement.

## ARTICLE IV

### UNION RIGHTS

- A. PERSONAL ARTICLES - The Superintendent shall not remove or have removed any personal article from the teacher's classroom without prior notification to the teacher.
- B. LUNCH - With the knowledge of the Superintendent, teachers and support staff may leave the building during their duty-free portion of the lunch period.
- C. BUILDING USAGE - The Federation shall have the right upon approval of the Superintendent to use the school building, at no charge, for local union meetings at a time when school is not in session provided that such meetings do not interfere with instructional and/or co-curricular programs. All meeting areas shall be approved by the Superintendent. Whenever special custodial service is required, the board may make reasonable charge for this service. If the Federation seeks the use of building space for other purposes, rental shall be charged per established rates. Use of a designated bulletin board for Federation information will also be granted.
- D. PROTOCOL - The Federation and Board/Superintendent agree that neither party nor their agents shall criticize the other in the presence of students.
- E. BOARD INFORMATION. The Board shall provide the Union President with one (1) copy of the following as soon as they are available:
- Board Agenda
  - Minutes of the Board Meetings after they have been officially approved
  - Monthly budget summaries upon request
  - Board policy manual
  - Annual auditor's report and Management letter upon request
  - Current fiscal year budget upon request
  - Board scattergram used for negotiations upon request
  - Current insurance premiums upon request
- F. PUBLIC INFORMATION. Upon one (1) week advanced written notice to the Superintendent, the Union President shall be provided one (1) copy of the readily available, pertinent public information. However, nothing herein shall require the Board and/or Superintendent to research and/or assemble said information.
- G. PERSONNEL FILE. Upon 48 hours advanced written notice to the Superintendent, a teacher shall have the right to examine the contents of his/her personnel file with the exception of those materials exempted by statute. Said review shall take place during the regular hours established for the central office and at a time acceptable to the Superintendent. The Superintendent shall be present during the review. The teacher shall have the right to respond in writing to any materials in the file, and his/her response shall be attached to the file copy. Upon request the teacher may receive a maximum of one (1) copy per year of the non-confidential materials contained in the personnel file.

- H. CLASSROOM ANNOUNCEMENTS. A certain time will be set aside for the necessary and general announcements. It is understood neither the teachers nor the Superintendent will interrupt classroom functions except in an emergency.
- I. FEDERATION ANNOUNCEMENTS. If requested, the Union shall be allowed time to make announcements and give brief reports at all faculty meetings and on institute days at Monroe School. It is understood the Union will be allocated five (5) to ten (10) minutes at the end of said meetings.
- J. SUPERINTENDENT MEETINGS. The Superintendent shall meet as needed with representatives of the Union to discuss matters relating to the implementation of this Agreement.
- K. GRIEVANCE PROCEDURES. See Appendix F.

## ARTICLE V

### NEGOTIATIONS PROCEDURES

- A. Good faith, for the purpose of this Agreement, is defined as the willingness of both parties to meet, discuss the issues, and make proposals and counterproposals in an effort to reach an agreement. It does not imply acquiescence or concession to either party's demands either in whole or in part. Each party shall select its own representatives not to exceed six (6) in number at any given session.
- B. Both parties agree that it is their mutual responsibility to confer upon their respective representatives the necessary power and authority to make proposals, consider proposals, make counterproposals, and to seek tentative agreements. Tentative agreements shall be reduced in writing and initialed by the spokesperson of the respective teams at the meeting the tentative agreement is reached, and upon final agreement the entire contract shall be submitted to the Federation for ratification and subsequently to the Board for adoption.
- C. Negotiations for a successor agreement shall begin no sooner than April 1 and no later than June 1 of the year this contract terminates. All items proposed for negotiations shall be presented in writing by the Federation at the first session and thereafter shall not be expanded.
- D. Bargaining sessions shall be closed. Dates of meetings shall be determined by mutual agreement. Meetings shall generally last two (2) hours, except that either party may adjourn a meeting earlier if no progress is being made toward settlement. The parties may mutually agree to extend a meeting.
- E. If agreement is not reached on all items 45 days prior to the start of the next school year, either party may declare to the other that an impasse exists, and call for the service of a mediator. Services of the Illinois Education Labor Relations Board will be used in cases of impasse.
- F. It is expressly understood and agreed that all functions, rights, powers and authority of the administration of the School District and the Board of Education which are not specifically limited by the expressed language of this Agreement are retained by the Board provided, however, that no such right shall be exercised so as to violate any of the specific provisions of this Agreement.
- G. At the first meeting for negotiations, ground rules shall be established.

## ARTICLE VI

### EFFECT OF AGREEMENT

- A. The parties mutually agree that the terms and conditions set forth in this Agreement represent the full and complete understanding between the parties hereto which may be altered, changed, added to, deleted from, or modified only through written, voluntary, and mutual consent of the parties in an amendment hereto. The Federation agrees that all other negotiable items have been discussed during the bargaining leading to the Agreement, and agrees that negotiations will not have to be re-opened on any items, whether contained in this Agreement or not, nor will negotiations be re-opened on the effect of any permissible management action, during the life of this Agreement. The operation of schools and the direction of staff are vested exclusively in the School Board.
- B. The Federation agrees that during the effective dates of this Agreement, it or its members will not take any concerted activity against the Board, individual Board members, or its representatives.
- C. Should any article, section, or clause of this Agreement be declared illegal by a court of competent jurisdiction, then the article, section, or clause shall be deleted from this Agreement to the extent that it violates the law. The remaining articles, sections and clauses shall remain in full force and effect.
- D. This Agreement shall become effective on July 1, 2022 and shall continue until June 30, 2024. When either party executes written notification to the other party prior to June 1, of the year the contract terminates that it wishes to renegotiate the Agreement, the Board shall meet with the Federation no later than June 1, to receive the Federation's proposal and negotiations shall continue in an effort to reach an Agreement.

# CERTIFIED STAFF

## ARTICLE VII

### TEACHER COMPENSATION

A. SHELTER TEACHER RETIREMENT CONTRIBUTIONS - From the established salary schedule, according to authority granted by the Pension Reform Act of 1974, Section 414 (h)(2) of the Internal Revenue Code, the Board of Education agrees to pay to the Teacher Retirement System on behalf of each teacher, 9.0% of earnings reflected for each teacher and 1.12% of earnings as required effective July 1, 2016, and will shelter said amounts for tax purposes. The Board will continue to pay the TRS from future established compensation schedules, on behalf of each teacher 9.0% of the teacher's respective gross scheduled earnings and 1.12% of earnings as required by TRS. Should any of the above be declared improper by an IRS ruling or opinion, that clause or portion thereof shall be deleted from this Agreement to the extent that it violates the ruling or opinion.

Example:	\$35,000	Gross Salary Schedule Amount
	3,150.00	Board Contribution to TRS (based on 9.0%)
	392.00	Board Contribution to THIS (based on 1.12%)
	31,458.00	Net Taxable Income

- B. INSURANCE - The Board shall provide, upon approval of the insurance carrier the following:
- Full-Time Teacher - The Board agrees to pay insurance premiums for each full-time teacher in accordance with Appendix A. The Board agrees to pay in full the premium for a \$20,000 life insurance for each full-time employee.
  - Part-time Teacher – In order to qualify for insurance benefits, the teacher must meet Board approved and Carrier approved work hours per week for school term.
- C. TUITION REIMBURSEMENT - The Board agrees to pay tuition costs not to exceed \$140 per semester hour for courses/workshops that ARE NOT part of an approved program. The Board agrees to pay tuition costs not to exceed the published ISU rate per semester hour for courses/workshops that ARE part of an approved program. Reimbursement will be granted if the following criteria are met.
1. All courses must first be approved by the Superintendent. It is the policy of the Board to reimburse teachers for courses/workshops which, in the opinion of the Superintendent, will improve their competency in their education field. A "Request for Course/Workshop Approval" form must be submitted within a two-week period from the first scheduled day of the course/workshop.
  2. A grade of "B" or better in undergraduate or graduate level courses/workshops is required for tuition reimbursement. Payment will not be made until the teacher has submitted course grade slip.



3. Payment will not be made until the teacher has submitted tuition payment receipts.
4. A teacher enrolled in a graduate program and requesting reimbursement must teach a full semester after completion of the course before tuition is reimbursed. Other coursework will be reimbursed upon completion of the course and submission of appropriate documents.
5. The Board will pay for no more than twelve (12) semester hours of coursework per calendar year (January – December).
6. Movement across columns on Salary Schedule shall be applied when the teacher presents evidence of earned academic credit. Hours may be applied only one (1) time (at the start of the school year). Only hours earned after last movement across columns will be considered for new movement. Advancement on the pay scale should include a university (including on-line) be accredited by the National Council for the Accreditation of Teacher Education (NCATE) or with administrative approval.

D. MILEAGE - Teachers who are required by the administration to use their vehicles for authorized school activities excluding co-curricular activities will be reimbursed at the current IRS allowable rate per mile for all administrator-approved mileage. Coaches or sponsors will qualify for mileage reimbursement for trips when a bus is not offered and 30 miles or more round trip as determined by the shortest route on google maps. No stipend will be available for coaches or sponsors when round trip bussing is offered. Coaches or sponsors should ride the bus when offered.

E. PAY SCHEDULES - See Appendix B - Teachers shall be paid twice a month on a ten (10) or twelve (12) month basis.

F. INTERNAL SUBSTITUTES - When substitutes cannot be obtained for classes, employees directed to cover classes by an administrator will be paid \$10.00 for every 30 minutes of coverage. The parties understand that the classroom teacher may qualify for the stipend if he/she presents the special teacher's subject matter to the respective students.

G. RETIREMENT INCENTIVE – See Appendix D.

H. A mentor stipend will be applied to all administrator assigned mentors. Stipends will be granted at a rate of \$500.00 for a full mentor and \$250.00 for a shared mentor. Payment will be granted once all administrator-directed mentoring tasks are completed and turned in for approval.

## ARTICLE VIII

### LEAVES

#### A. SICK LEAVE

1. Each teacher shall be granted thirteen (13) days sick leave per year to be used for personal illness, serious illness or death in the immediate family as defined in 105 ILSC 5/24-6. If the teacher does not use the full amount of annual leave allowed, the unused days shall accumulate to a maximum of 360 days.
2. One sick day annually may be used as a “bereavement day” when to mourn the loss of a person who is not recognized as an immediate family member of the employee.
3. Monroe oversees a Sick Leave Bank. Each employee will determine between August 30 and September 15 whether to contribute a day to the bank. Only contributing members will be allowed to withdraw from the bank.
4. A four (4) Member Committee shall be established to oversee the Bank and shall be comprised of two (2) members from the Federation, one Board member and the Superintendent. The Committee shall establish guidelines for the use of the days contributed to the Bank. These guidelines shall be approved by the Board. Sick Bank days shall not be limited in the accumulation of days. Once days are at zero, no new days are to be credited until the start of the next school year or the approval of new contract.
5. Teachers shall be notified in writing not later than the first pay date in September of the current number of sick days they have accumulated.

#### B. LEAVES OF ABSENCE

1. Leaves of absence may be granted without pay to tenured teachers who have rendered satisfactory service to the District and who desire to return to employment in a similar capacity upon termination of said leave. Said leave shall not be counted as teaching experience on the salary schedule. A letter of intent to return from leave of absence must be filed with the Superintendent thirty (30) calendar days prior to the end of said leave. A failure to provide said notification will be considered as having terminated contractual service.
2. Each approved leave of absence shall be of the shortest possible duration required to meet the purpose of the leave consistent with a reasonable continuity of instruction for students. Leaves of absence without pay for not more than one (1) year may be granted to tenured teachers according to the following conditions:

- Written request for leaves of absence without pay should be made at least two (2) months before leave is desired, subject to the approval by the Board.
- Dates of departure and return must be acceptable to the Superintendent and determined prior to initiating the request.
- Leaves of less than one (1) month, if acceptable to and approved by the Board, will not require two (2) months' notice.
- Subject to the approval of the insurance carrier, the teacher may remain in the District's group insurance plans by making timely premium payments to the District's business office.

### C. PERSONAL LEAVE

1. Three days of personal leave per school year is allowed without loss of pay, provided that no personal leave be granted at the following times:
  - The day before or after a school holiday, vacation period or institute day unless given prior approval from the Superintendent.
  - Parent/Teacher conference days.
2. The following will be used to determine the number of teachers which can request personal leave throughout the school year. The days below exclude institute days and refer to student attendance days.
  - No teachers will be allowed to use personal leave on the first five or last five days of school.
  - Only one teacher in the building will be allowed to take personal leave within the last 6-10 days of school.
  - Only two teachers will be allowed to take personal leave the last 11-20 days of school.
  - No more than three teachers will be granted personal leave on the remaining school days.
3. No reason for personal leave need be given.
4. Unused personal leave days will be accumulated as sick leave.
5. Requests for personal leave day shall be presented in writing to the Superintendent at least two (2) working days prior to the requested personal day, unless an emergency arises.
6. If an additional personal day is needed for emergency reasons, as approved by the Superintendent, the teacher will automatically pay for the additional day at the sub pay rate. This circumstance is not to exceed once per school year.

#### D. CHILD REARING LEAVE

1. A tenured teacher shall be granted a child rearing leave without pay and not to exceed one (1) calendar year in duration.
2. The teacher shall notify the Superintendent in writing of the date that the leave will begin at least two (2) months prior to such date. The leave shall terminate immediately prior to the beginning of a new school term or semester. Dates of departure and return must be specified in writing at the time the request is initiated. The Superintendent may waive any of the above conditions and such waiver shall be non-precedent setting.
3. Nothing in this section shall prohibit a teacher from utilizing accrued sick leave during any period of disability prior to the beginning of such leave.
4. Credit on the salary schedule for a full year of service shall be granted if the teacher has been employed at least ninety (90) days during the school term the leave began. Subject to the approval of the insurance carrier, the teacher may remain in the District's group insurance plan by making timely premium payments to the District's business office.

#### E. PROFESSIONAL COURTESY LEAVE

1. Professional Courtesy Leave is defined as permission to leave the school as soon as his/her students are dismissed.
2. If the need arises, a teacher shall notify the Administration that he/she will be using a professional courtesy leave by signing the sign out sheet located in the office area.
3. It is further understood said leave will not be allowed on those days that faculty meetings are scheduled or Parent/Teacher conferences are held.
4. Professional courtesy leave shall be limited to a maximum of 8x per school year.

## ARTICLE IX

### WORKING CONDITIONS

A. SCHOOL YEAR - The teacher contract shall consist of not more than a maximum of one hundred eighty (180) teacher responsibility days.

B. SCHOOL DAY - The beginning and ending times of the school day shall be established by the Board. The normal school day shall not exceed (7 1/2 hours including lunch period) except that teacher shall be required to remain for:

1. Parent/Teacher and/or Student/Teacher conferences, open houses, or meetings.
2. Teacher meetings.
3. Cases of emergency that affect the health, safety, or well being of students.

### C. ASSIGNMENT

1. A job assignment is defined as one's teaching responsibility, with regard to a grade level and/or subject area of certification.
2. A teacher may request in writing to be assigned or not to be assigned to any position. Such applications shall be submitted to the Superintendent or his/her designee, stating the reasons therefore.
3. The Superintendent will first attempt to fill co-curricular positions by assigning present certified staff on a voluntary basis and then on an involuntary basis if no other individual can be obtained. A list of openings will be posted in the staff lounge. If the Superintendent is unable to fill the position with certified personnel from District #70 who have applied, the Superintendent may then recommend for employment individuals from outside the bargaining unit. If outside-qualified individuals are unavailable, involuntary assignments may be made by the Superintendent. See Appendix C for co-curricular pay rates.

### D. TRANSFERS

1. A transfer is defined as a change in position from one subject of certification to another or from one grade level to another.
2. Teachers shall be notified in writing, by the last day of school, of any change in assignment from the current year. The Superintendent shall also communicate to the union President the estimated sections at each grade level for the upcoming year. If, over the course of the summer, the increase or decrease in enrollment at a grade level or multiple grade levels causes the number of sections at a grade level to change, the Superintendent may rearrange a teacher's assignment to meet the educational needs of the new enrollment projections. In such situations, any changes in the teacher's assignment shall be communicated to the teacher by the first Monday in August.

3. Involuntary transfers will be made on the basis of qualifications, best educational interest of the District, and seniority will be used as a tie breaker when individuals are considered equally qualified.

E. SENIORITY - For the purpose of determining the ranking of years of service with the district, the Board will establish a seniority list. Teachers will automatically be placed on the list. A clarification of seniority follows:

- A part-time teacher will accumulate seniority at the fractional part of a year as determined by the fractional part of the teaching day.
- In the case of a teacher who resigns and comes back, seniority will accumulate from the date of the latest employment.
- The ranking of seniority on the seniority list will be from the teacher with the highest number of years of service in the school district to the teacher with the lowest; with the teacher with the highest amount of service having the greatest seniority and the teacher with the lowest number of years of service having the least seniority.
- The board will update the seniority list to reflect any additions or deletions of personnel caused by retirement, death, resignation or other cessation of services, or new employees.
- The Board will update the seniority list on or before February 1 of each year. Upon request, a copy of each seniority list and a subsequent undated list will be given to the Union President, and a copy will be posted in the Superintendent's office.
- In all cases of bumping or reduction of staff (honorable dismissals) the District will strictly abide by the procedures required by law at 105 ILCS 5/24-12b. Seniority will only play a part in honorable dismissals in the event that two teachers have the same average performance rating in the affected "grouping" as described in the statute. When seniority is used to determine an honorable dismissal, seniority on the list overrides seniority in a specific teaching position. If two employees have equal seniority, the Superintendent will make the final decision.
- A teacher on an unpaid leave of absence will receive a full year's seniority, if he/she worked at least 120 days during the school year. If a teacher works at least 80 days or one semester but less than 120 days in a school year, the teacher will earn one-half (1/2) year of seniority. Part-time teachers on an unpaid leave are subject to provisions above.

#### F. VACANCIES

1. A vacancy is defined as an open position resulting from a resignation, termination from employment, or a new job classification for a position within the bargaining unit.

2. The Superintendent will post a notice of vacancies as they occur, as well as provide the Federation President with a copy of the vacancy notices. Except in the case of an emergency, no vacancy shall be filled until such vacancy shall have been posted for at least five (5) calendar days. During summer vacation, any vacancy notices will be sent to teachers. A teacher applying for a vacancy shall be interviewed for the position. Teachers applying for such vacancies, and not appointed, shall be notified in writing.

G. CLASSROOM ALLOWANCE - Teachers shall receive a yearly classroom allowance of \$75 per room.

H. PROFESSIONAL DEVELOPMENT – Teachers shall receive an amount of \$35 per hour or \$17.50 for 30 minutes per professional development and instructional time offered by administration outside of contract hours. Some examples of professional development might include: summer school, enrichment camps, textbook or technology training, or other PD offered by administration.

I. E-Learning Days - In the event the district takes an E-learning Day, all certified staff will be able to work from home.

J. Prep Time – During five day work week with all regular dismissal times, certified staff members will be given a minimum of 100 minutes per week of prep time considered duty free unless a stipend (Article VII – F) is paid.

## ARTICLE X

### EVALUATION

- A. An instrument developed by the Board in agreement with the Federation will be used for evaluation of the Teachers in District #70. Until such instrument is completed, the current procedure will remain in effect. A committee of teachers, working with the Superintendent, will revise the current instrument.
  
- B. Teacher evaluations and related processes will be conducted in accordance with provisions of the Illinois School Code and ISBE regulations in effect. In cases of follow-up evaluation conferences that include reprimand and/or remediation, the teacher may request to have a local Union representative present at said evaluation meetings.



# SUPPORT STAFF

## ARTICLE XI

### WORKING CONDITIONS/BENEFITS

#### A. GENERAL CONDITIONS

1. All full-time positions (Clerical, Maintenance Worker, Lead Maintenance Worker) within each classification shall have the job described by:
  - a. Days worked per year
  - b. Hours worked per day
  - c. Wage rates
  - d. Insurance benefits, if any
  - e. Special conditions, i.e. vacations and holidays
2. Part-time positions will be filled as needed; however, wage rates will be prorated and work day and work year will be bargained in good faith prior to employment. Other benefits will be provided only if specified in this Agreement.
3. The creation of any additional job classifications shall not be imposed during the term of this Agreement unless bargained in good faith with the Union.
4. Holidays – 260-day employees (Maintenance Manager, Second Shift Maintenance Worker, Clerical) receive the paid holidays listed below when the day is celebrated as a school holiday in Monroe's approved calendar (school is not in session). Other support staff employees receive the holidays listed below when the day falls within the employee's regular work year. When a listed holiday falls on a weekend (Jan. 1, July 4 or Dec. 25), an alternate holiday date will be designated or a vacation day (260-day employee) will be granted for a mutually agreeable date.
  - a. July 4 (or an alternate date when falling on weekend)
  - b. Labor Day
  - c. Columbus Day
  - d. Veteran's Day (if celebrated in Monroe's calendar)
  - e. Thanksgiving Day
  - f. Day after Thanksgiving
  - g. December 25 (or an alternate date when falling on weekend)
  - h. January 1 (or an alternate date when falling on weekend)
  - i. Martin Luther King's Birthday (if celebrated in Monroe's calendar)
  - j. Lincoln's Birthday or Presidents' Day (if celebrated in Monroe's calendar)
  - k. Casimir Pulaski Day (if celebrated in Monroe's calendar)
  - l. Good Friday
  - m. Memorial Day
  - n. Juneteenth (if on a weekend the closest work day will be granted paid leave)

5. Reimbursement for approved school-related travel will be paid at prevailing Internal Revenue Service rates.
6. In order to qualify for Board paid insurance benefits, the employee must meet Board approved and Carrier approved work hours per week for a minimum of 160 days a year. The Board agrees to pay insurance premiums for full-time employees in accordance with Appendix A.
7. In addition, the Board agrees to pay in full the premium for a \$20,000 life insurance for each employee who meets Board approved and Carrier approved work hours per week for a minimum of 160 days a year.
8. Benefits for permanent employees across work classifications will be pro-rated based on proportionate hours worked using 8 hours as work base hours.
9. Each support staff employee will be allocated \$150 per year for continuing education/professional development for attendance at a workshop or other professional development activity. In the case of a support staff employee who wishes to take coursework for college credit, the Board agrees to pay tuition costs, not to exceed 3 semester hours per calendar year, at the published ICC rate per semester hour for courses.

Reimbursement for course/workshops will be granted if the following criteria are met.

- A "Request for Course/Workshop Approval" form must be submitted within a two-week period from the first scheduled day of the course.
- A grade of "B" or better in the course is required for tuition reimbursement. Payment will not be made until the support staff employee has submitted course grade slip.
- Payment will not be made until the support staff employee has submitted tuition payment receipts.

10. RETIREMENT INCENTIVE - See Appendix D.

#### B. MAINTENANCE MANAGER AND SECOND SHIFT MAINTENANCE WORKER

1. Days per year - 260 days
2. Hours per day - 8 hours per day for Maintenance Manager excluding lunch. Second Shift Maintenance Worker shall work a minimum of 7 hours per day on school days (176 days) and 8 hours per day on non-school days (84 days) excluding lunch.
3. Wage rates - See Appendix E.

4. Insurance - See Article XI, A, 6 & 7 and Appendix A.
5. Vacation - Full-time employees will be credited vacation days on the anniversary of their hire date.
  - a. Less than one year - none
  - b. 1 year but less than 5 years - 10 days
  - c. 5 years or more - 15 days
  - d. 10 years – 17 days
  - e. 15 years – 20 days

Holidays – As listed in Article XI, A, 4.

#### C. MAINTENANCE WORKER

1. Days per year - 176 days
2. Hours per day - 3.5
3. Wage rates - See Appendix E.
4. Insurance - See Article XI, A, 6 & 7 and Appendix A.
5. Holidays – As listed in Article XI, A, 4 (except July 4)

#### D. CLERICAL

1. Days per year - 260 days
2. Hours per day - 8 hours per day excluding lunch during the school year (176 days) and 6 hours per day excluding lunch on non-school days (84 days)
3. Wage rates - See Appendix E.
4. Insurance - See Article XI, A, 6 & 7 and Appendix A..
5. Vacation - Full-time employees will be credited vacation days on the anniversary of their hire date.
  - a. Less than one year - none
  - b. 1 year but less than 5 years - 10 days
  - c. 5 years or more - 15 days
  - d. 10 years – 17 days
  - e. 15 years – 20 days

Holidays – As listed in Article XI, A, 4.

#### E. CAFETERIA

1. Days per year - Regular serving days plus four (4) days to be designated prior to and/or following regular serving days. In addition, the Cafeteria manager may request workers to participate in activities on days designated as School Improvement Days.
2. Hours per day -

- Cafeteria Manager/Head Cook	8 hours
- Cafeteria Manager	6.5 hours
- Head Cook	5.5 hours
- General Cook	5 hours
- Kitchen Helper	2.5 hours
- Kitchen Helper II	2 hours
3. Wage rates - See Appendix E.
4. Insurance - See Article XI, A, 6 & 7 and Appendix A.
5. Holidays – As listed in Article XI, A, 4.

#### F. LIBRARY ASSISTANT

1. Days per year - regular school days plus three (3) days to be used at the discretion of the Superintendent prior to first day of attendance and/or following the last day of attendance.
2. Hours per day – 6.25 hours per day of attendance
3. Wage rates - See Appendix E.
4. Insurance - See Article XI, A, 6 & 7 and Appendix A.
5. Holidays – As listed in Article XI, A, 4.

#### G. AIDE

1. Days per year – Same attendance days as teachers (180 days)
2. Hours per day - 7.5 hours per day of attendance (including lunch)
3. Wage rates - See Appendix E.

4. Insurance - See Article XII, A, 6 & 7 and Appendix A.
5. Holidays – No paid holidays provided as a salaried employee.

## ARTICLE XII

### LEAVES OF ABSENCE

#### A. SICK LEAVE

1. The Board will grant (13) sick days per year to each full-time employee.
2. One sick day annually may be used as a “bereavement day” when to mourn the loss of a person who is not recognized as an immediate family member of the employee.
3. Monroe oversees a Sick Leave Bank. Each employee will determine between August 30 and September 15 whether to contribute a day to the bank. Only contributing members will be allowed to withdraw from the bank.
4. A four (4) Member Committee shall be established to oversee the Bank and shall be comprised of two (2) members from the Federation, one Board member and the Superintendent. The Committee shall establish guidelines for the use of the days contributed to the Bank. These guidelines shall be approved by the Board. Sick Bank days shall not be limited in the accumulation of days. Once days are at zero, no new days are to be credited until the start of the next school year or the approval of new contract.
5. Unused sick leave shall accumulate to a maximum of 230 days.
6. Sick leave shall be granted for personal illness, illness or death in the immediate family or household. Immediate family shall include parent, spouse, brothers, sisters, children, grandparents, grandchildren, parents/brothers/sisters-in-law, and legal guardians.

#### B. PERSONAL LEAVE

1. Three (3) days personal leave per year shall be granted to each full-time employee. Employees scheduled to work 260 days shall be granted an additional personal leave day. No more than two employees per day with no more than one employee per work classification (cafeteria, clerical, maintenance) may take personal leave on a given day.
2. Personal leave shall not be used on days before or after holidays, or during the first or last week of school except in an emergency or in extenuating circumstances with the Superintendent's approval.
3. Application for personal leave shall be made to the Superintendent at least two (2) working days prior to commencing the leave except in an emergency or in extenuating circumstances with the Superintendent's approval.
4. Unused personal leave days shall be added to unused sick leave days cumulative to 230 days.

### C. CHILD REARING LEAVE

1. Upon written request from full-time employees with at least two (2) years of continuous service the Board shall grant an unpaid leave of absence. Such leave shall not be for more than one (1) calendar year in accordance with the following conditions:
  - Written requests for child-rearing leaves of absence without pay shall be made at least two (2) months before the leave is desired, subject to approval by the Board.
  - Dates of departure and return must be acceptable to the Superintendent and determined prior to initiating the request.
  - Subject to approval by the insurance carrier, employees on such leave may continue insurance benefits if they reimburse the District on a monthly basis for the costs of benefit they desire to maintain during approved leave.
  - The length of the child rearing leave shall not exceed one (1) calendar year, including the usage of sick leave days, if any.
  - Person(s) hired to fill any position created by an approved leave of absence are considered temporary employees of the district. Subcontracting may be used to fill such temporary positions.
  - Additional seniority will not accrue during such leave nor will present seniority be lost.

## ARTICLE XIII

### JOB SECURITY

- A. EMPLOYEE RIGHT TO TRANSFER - A request to transfer to another assignment shall be considered when the requested position becomes available.
- B. POSTING OF JOB OPENING - The Superintendent shall post and shall send to the Union a notice of all position vacancies in the bargaining unit once a vacancy occurs. Such vacancy notices shall be accompanied by a statement of minimum qualifications and salary range. No vacancy except in case of emergency shall be filled until such vacancy has been posted for at least five (5) days.
- C. SENIORITY AND LAYOFF

1. District seniority in a job classification is defined as the length of continuous non-probationary service in the job classification.
2. NOTIFICATION
  - After January 15 of each school year, the Superintendent shall furnish a District seniority list to the Union upon request.
  - A District seniority list shall show the names of all employees in the District in order of their continuous service in their classification.
  - Seniority lists shall be posted by February 1 and employees will have thirty (30) days to show proof of additional qualifications.
3. If the Board decreases the number of positions in a classification by layoff, probationary employees will be laid off first. If it is necessary to reduce non-probationary employees in any job classification, then non-probationary employees will be laid off on the basis of seniority within the classification. Recall shall be made in the reverse order of layoff. This section does exclude paraprofessionals (see section 5 below).
4. The order of layoff with respect to bargaining unit employees within each job classification shall be as follows:

#### Paraprofessionals

- A. Paraprofessionals shall be subject to RIF and recall based on overall evaluation rating with seniority serving as the tie-breaker.
- B. The Superintendent shall submit a RIF list of paraprofessionals to the Association at least 75 days prior to the end of the school term.
- C. Paraprofessionals shall be subject to RIF starting with the person with the lowest overall evaluation rating. Recall shall be in reverse order of the RIF



Maintenance worker

- 1st : Maintenance worker with least seniority, etc.
- 2nd: Maintenance worker with next least seniority, etc.
- Last: Maintenance Manager

Clerical - In order of seniority

Cafeteria

- 1st: Kitchen Helper II with least seniority, etc.
- 2<sup>nd</sup>: Kitchen Helper with least seniority, etc.
- 3rd: General Cook with least seniority, etc.
- 4th: Head Cook
- 5th: Cafeteria Manager
- Last: Cafeteria Manager/Head Cook

5. PROBATION - Employees will be considered as probationary until forty-five (45) days from the date of employment. Upon successful completion of the probationary period, seniority shall be retroactive to date of employment.
6. DISCIPLINE - No non-probationary employees may be dismissed except for just cause.
7. JOB CLASSIFICATION - For the purposes of this Agreement, the following job classifications will be utilized: Aide, Clerical, Library Assistant, Cafeteria Manager/Head Cook, Cafeteria Manager, Head Cook, General Cook, Kitchen Helper, Kitchen Helper II, Maintenance Manager, Lead Maintenance Worker, and Maintenance Worker.
8. PROMOTION
  - a. Permanent - Should a position become vacant, qualified employees will be given first consideration. If employees are relatively equal in qualifications, then seniority will govern.
  - b. Temporary - When filling a short-term vacancy, if an employee works at a higher classification, for fifteen (15) continuous working days, the hourly rate for that higher classification will take effect on the 16th day.

## **ARTICLE XIV**

### **SUBCONTRACTING**

LIMITATIONS - The Board agrees that during the term of this Agreement no work being performed by bargaining unit employees as of the date of this Agreement will be subcontracted to a private vendor/contractor providing the same or similar services performed by bargaining unit members, i.e. food service, custodial service, etc. This Agreement does not prevent the employer from contracting for the administration and management of services, nor from investigating, researching, or soliciting bids from vendors/contractors providing such services. Subcontracting does not mean work performed by other District employees not in the bargaining unit.

## **ARTICLE XV**

### **OVERTIME**

- A. For purposes of overtime, the normal workweek shall be forty (40) hours. Any overtime requires the approval of the Superintendent.
- B. Overtime shall be paid at one and one-half times the employee's regular hourly rate of pay or one and one-half times compensatory time may be granted.
- C. Approved overtime performed at a time not immediately following or preceding a regular work shift shall be no less than two (2) hours in paid length.
- D. Any employee on overtime shall be entitled to a paid fifteen (15) minute break within each two (2) hours of overtime worked.

## Appendix A

### Monroe School District 70 Medical and Dental Insurance

Category	% Board Paid 2022-2023	% Board Paid 2023-2024
Single	78	78
Family	68	68
Employee & Spouse	68	68
Employee & Children	68	68

**Certified  
Teacher Salary  
Schedule  
2022-2023**

STEP	B.A.	B.A. + 9	B.A. + 18	M.A./B.A. + 45	M.A. + 15	M.A. + 30
1	38379	39223	40086	40969	41872	42796
2	39203	40023	40886	41769	42672	43596
3	40046	40886	41769	42672	43596	44541
4	40909	41769	42672	43596	44541	45508
5	41792	42672	43596	44541	45508	46497
6	42696	43596	44541	45508	46497	47509
7	43621	44541	45508	46497	47509	48544
8	44568	45508	46497	47509	48544	49603
9	45537	46497	47509	48544	49603	50686
10	46529	47509	48544	49603	50686	51795
11	47544	48544	49603	50686	51795	52929
12	48583	49603	50686	51795	52929	54088
13	49646	50686	51795	52929	54088	55275
14	50735	51795	52929	54088	55275	56489
15	51829	52929	54088	55275	56489	57730
16	52988	54088	55275	56489	57730	59001
17	54175	55275	56489	57730	59001	60300
18		56489	57730	59001	60300	61630
19		57730	59001	60300	61630	62990
20			60300	61630	62990	64381
21			61630	62990	64381	65804
22				64381	65804	67260
23				65804	67260	68750

If a qualified teacher reaches the end of their salary column (example: BA plus 18), that teacher shall receive a two percent increase from the previous year.

**Certified  
Teacher Salary  
Schedule  
2023-2024**

STEP	B.A.	B.A. + 9	B.A. + 18	M.A./B.A. + 45	M.A. + 15	M.A. + 30
1	40079	40923	41786	42669	43572	44496
2	40883	41723	42586	43469	44372	45296
3	41706	42523	43386	44269	45172	46096
4	42549	43386	44269	45172	46096	47041
5	43412	44269	45172	46096	47041	48008
6	44296	45172	46096	47041	48008	48997
7	45201	46096	47041	48008	48997	50009
8	46128	47041	48008	48997	50009	51044
9	47077	48008	48997	50009	51044	52103
10	48049	48997	50009	51044	52103	53186
11	49044	50009	51044	52103	53186	54295
12	50063	51044	52103	53186	54295	55429
13	51106	52103	53186	54295	55429	56588
14	52175	53186	54295	55429	56588	57775
15	53229	54295	55429	56588	57775	58989
16	54388	55429	56588	57775	58989	60230
17	55575	56588	57775	58989	60230	61501
18		57775	58989	60230	61501	62800
19		58989	60230	61501	62800	64130
20			61501	62800	64130	65490
21			62800	64130	65490	66881
22				65490	66881	68304
23				66881	68304	69760

If a qualified teacher reaches the end of their salary column (example: BA plus 18), that teacher shall receive a two percent increase from the previous year.

## 2022 -2023 Extra Duty Schedule

2022-2023		Base \$38,379		\$38,379		\$38,379		\$38,379	
		Multiplier	Years 1-2	plus .006	Years 3-4	plus .007	Years 5-6	plus .008	Years 7+
Baseball 1		0.03	\$ 1,151	0.036	\$ 1,382	0.043	\$ 1,650	0.051	\$ 1,957
Baseball 2		0.02	\$ 768	0.026	\$ 998	0.033	\$ 1,267	0.041	\$ 1,574
Softball 1		0.03	\$ 1,151	0.036	\$ 1,382	0.043	\$ 1,650	0.051	\$ 1,957
Softball 2		0.02	\$ 768	0.026	\$ 998	0.033	\$ 1,267	0.041	\$ 1,574
Basketball									
	Boys 8	0.07	\$ 2,687	0.076	\$ 2,917	0.083	\$ 3,185	0.091	\$ 3,492
	Boys 7	0.07	\$ 2,687	0.076	\$ 2,917	0.083	\$ 3,185	0.091	\$ 3,492
	Girls 8	0.07	\$ 2,687	0.076	\$ 2,917	0.083	\$ 3,185	0.091	\$ 3,492
	Girls 7	0.07	\$ 2,687	0.076	\$ 2,917	0.083	\$ 3,185	0.091	\$ 3,492
	Head	0.105	\$ 4,030	0.114	\$ 4,375	0.125	\$ 4,797	0.137	\$ 5,258
	Assistant	0.025	\$ 959	0.031	\$ 1,190	0.028	\$ 1,075	0.046	\$ 1,765
	Boys 5-6	0.03	\$ 1,151	0.036	\$ 1,382	0.043	\$ 1,650	0.051	\$ 1,957
	Girls 5-6	0.02	\$ 768	0.026	\$ 998	0.033	\$ 1,267	0.041	\$ 1,574
Cheerleader									
	Non-Comp.	0.035	\$ 1,343	0.041	\$ 1,574	0.048	\$ 1,842	0.056	\$ 2,149
	Comp.	0.045	\$ 1,727	0.051	\$ 1,957	0.058	\$ 2,226	0.066	\$ 2,533
Scholastic Bowl									
	Advisor 1	0.02	\$ 768	0.026	\$ 998	0.033	\$ 1,267	0.041	\$ 1,574
	Advisor 2	0.02	\$ 768	0.026	\$ 998	0.033	\$ 1,267	0.041	\$ 1,574
Speech/Choral Reading									
	Advisor 1	0.025	\$ 959	0.031	\$ 1,190	0.038	\$ 1,458	0.046	\$ 1,765
	Advisor 2	0.025	\$ 959	0.031	\$ 1,190	0.038	\$ 1,458	0.046	\$ 1,765
	Advisor 3	0.025	\$ 959	0.031	\$ 1,190	0.038	\$ 1,458	0.046	\$ 1,765
Track									
	Boys	0.04	\$ 1,535	0.046	\$ 1,765	0.053	\$ 2,034	0.061	\$ 2,341
	Girls	0.04	\$ 1,535	0.046	\$ 1,765	0.053	\$ 2,034	0.061	\$ 2,341
Volleyball									
	Girls 8	0.05	\$ 1,919	0.056	\$ 2,149	0.063	\$ 2,418	0.071	\$ 2,725
	Girls 7	0.05	\$ 1,919	0.056	\$ 2,149	0.063	\$ 2,418	0.071	\$ 2,725
Student Service Advisor		0.02	\$ 768	0.026	\$ 998	0.033	\$ 1,267	0.041	\$ 1,574
Yearbook Advisor		0.01	\$ 384	0.016	\$ 614	0.023	\$ 883	0.031	\$ 1,190
Athletic Director		0.09	\$ 3,454	0.096	\$ 3,684	0.103	\$ 3,953	0.111	\$ 4,260

## 2023-2024 Extra Duty Salary Schedule

2023-2024		Base \$40,079		\$40,079		\$40,079		\$40,079	
		Multiplier	Years 1-2	plus .006	Years 3-4	plus .007	Years 5-6	plus .008	Years 7+
Baseball 1		0.03	\$ 1,202	0.036	\$ 1,443	0.043	\$ 1,723	0.051	\$ 2,044
Baseball 2		0.02	\$ 802	0.026	\$ 1,042	0.033	\$ 1,323	0.041	\$ 1,643
Softball 1		0.03	\$ 1,202	0.036	\$ 1,443	0.043	\$ 1,723	0.051	\$ 2,044
Softball 2		0.02	\$ 802	0.026	\$ 1,042	0.033	\$ 1,323	0.041	\$ 1,643
Basketball									
	Boys 8	0.07	\$ 2,806	0.076	\$ 3,046	0.083	\$ 3,327	0.091	\$ 3,647
	Boys 7	0.07	\$ 2,806	0.076	\$ 3,046	0.083	\$ 3,327	0.091	\$ 3,647
	Girls 8	0.07	\$ 2,806	0.076	\$ 3,046	0.083	\$ 3,327	0.091	\$ 3,647
	Girls 7	0.07	\$ 2,806	0.076	\$ 3,046	0.083	\$ 3,327	0.091	\$ 3,647
	Head	0.105	\$ 4,208	0.114	\$ 4,569	0.125	\$ 5,010	0.137	\$ 5,491
	Assistant	0.025	\$ 1,002	0.031	\$ 1,242	0.028	\$ 1,122	0.046	\$ 1,844
	Boys 5-6	0.03	\$ 1,202	0.036	\$ 1,443	0.043	\$ 1,723	0.051	\$ 2,044
	Girls 5-6	0.02	\$ 802	0.026	\$ 1,042	0.033	\$ 1,323	0.041	\$ 1,643
Cheerleader									
	Non-Comp.	0.035	\$ 1,403	0.041	\$ 1,643	0.048	\$ 1,924	0.056	\$ 2,244
	Comp.	0.045	\$ 1,804	0.051	\$ 2,044	0.058	\$ 2,325	0.066	\$ 2,645
Scholastic Bowl									
	Advisor 1	0.02	\$ 802	0.026	\$ 1,042	0.033	\$ 1,323	0.041	\$ 1,643
	Advisor 2	0.02	\$ 802	0.026	\$ 1,042	0.033	\$ 1,323	0.041	\$ 1,643
Speech/Choral Reading									
	Advisor 1	0.025	\$ 1,002	0.031	\$ 1,242	0.038	\$ 1,523	0.046	\$ 1,844
	Advisor 2	0.025	\$ 1,002	0.031	\$ 1,242	0.038	\$ 1,523	0.046	\$ 1,844
	Advisor 3	0.025	\$ 1,002	0.031	\$ 1,242	0.038	\$ 1,523	0.046	\$ 1,844
Track									
	Boys	0.04	\$ 1,603	0.046	\$ 1,844	0.053	\$ 2,124	0.061	\$ 2,445
	Girls	0.04	\$ 1,603	0.046	\$ 1,844	0.053	\$ 2,124	0.061	\$ 2,445
Volleyball									
	Girls 8	0.05	\$ 2,004	0.056	\$ 2,244	0.063	\$ 2,525	0.071	\$ 2,846
	Girls 7	0.05	\$ 2,004	0.056	\$ 2,244	0.063	\$ 2,525	0.071	\$ 2,846
Student Service Advisor		0.02	\$ 802	0.026	\$ 1,042	0.033	\$ 1,323	0.041	\$ 1,643
Yearbook Advisor		0.01	\$ 401	0.016	\$ 641	0.023	\$ 922	0.031	\$ 1,242
Athletic Director		0.09	\$ 3,607	0.096	\$ 3,848	0.103	\$ 4,128	0.111	\$ 4,449

## Appendix D(1)

### Retirement Incentive For Certified Employees

#### Early Retirement Incentive

Teachers with ten or more years of consecutive service in the district are eligible to receive additional benefits under the terms of this Early Retirement Incentive (ERI). A teacher may receive this ERI if he or she retires at the end of the school year (July 1 – June 30) during the following window period:

- A. Starting with the end of the school year in which the teacher becomes eligible to receive any retirement pension from TRS; and
- B. Ending at the first of the following to occur:

The end of the school year in which he or she first accumulates at least thirty-five years of creditable service in the Teachers Retirement System (TRS); or

at the end of the school year in which the Teacher reaches age 60.

The incentive is not available unless the teacher can retire without obligating the teacher or the District to pay a penalty or any other payment to TRS. In determining these dates, teachers must consider and utilize all of their available sick leave for credible service purposes in TRS as well as any available service credit obtained from other pension systems.

In order to receive the additional compensation available under this Early Retirement Incentive, eligible employees must deliver a non-revocable letter of resignation without contingency to the Superintendent no later than June 30th of the school year which is either 36, 24 or 12 months prior to retirement. The letter of resignation must reference an intent to retire under this Early Retirement Incentive and be accompanied by the TRS member requested “Personal Statement of Benefits” and a “Benefit Estimate” indicating total years of service.

Teachers who elect to receive this Early Retirement Incentive by submitting a timely resignation as provided above shall be entitled to an increase in salary during the final year(s) of employment. Such Teachers will be removed from the salary schedule and extra-curricular salary schedule during their final year(s) of employment and will be paid according to one of the following three options:

1. If the resignation is received on or before the June 30th which is 36 months prior to retirement, the teacher’s TRS Creditable Salary for the last three years of employment shall increase by 6 percent per year.



2. If the resignation is received on or before the June 30th which is 24 months prior to retirement, the teacher's TRS Creditable Salary for the last two years of employment shall increase by 6 percent per year.
3. If the resignation is received on or before the June 30th which is 12 months prior to retirement, the teacher's TRS Creditable Salary for the last year of employment shall increase by 6 percent.

The District shall endeavor to spread the increase throughout the school year. However, the district retains the right to make necessary adjustments to periodic pay during the years of the retirement incentive to insure that the total received by the Teacher is consistent with this Section. For purposes of this Section, a Teacher's "TRS Creditable Salary" means the Teacher's base salary together with all other amounts from all sources which are creditable earnings under TRS rules.

Teachers who discontinue an extra-duty assignment in either the year preceding the year of retirement or the year of retirement shall have their yearly increase for that year reduced by the amount of pay for the extra duty assignment. Teachers shall not be allowed to begin any extra-duty assignments in any school years in which they receive amounts under this early retirement incentive.

In the event that a teacher's resignation date contemplates use of sick leave benefits for creditable service purposes and the teacher subsequently uses all or a portion of his or her available sick leave days and does not have enough remaining sick leave days available upon the originally selected retirement date to retire without discount, the teacher's resignation shall be automatically revoked and the teacher shall, subject to his or her health condition, continue employment until such time that he or she is eligible to retire at the end of a school year without a discounted annuity.

Further, Teachers who submit a letter of resignation to obtain the retirement incentive and, prior to retirement, subsequently experience an identifiable financial hardship through either a divorce, death of a spouse, or permanent disability of a spouse which affects job performance shall have the right to revoke their letter of resignation.

If a teacher receives benefits under this incentive and subsequently fails to retire when originally contemplated due to any of those reasons outlined above, such teacher shall be obligated to reimburse the district for the amount of the incentive less what the teacher would have received had the teacher not elected the retirement incentive. If the amount is not reimbursed immediately or some mutually acceptable reimbursement schedule cannot be agreed upon, the district is authorized to make deductions from subsequent paychecks in the maximum amount of 5% of the initial deficiency balance until the amount is paid in full. Any amount remaining upon retirement shall be paid to the district within 30 days. Subsequent availability and amount of the any retirement incentive following revocation shall be negotiated between the Board and Association.

In the event the Illinois Pension Code, regulations promulgated by TRS, or TRS interpretations are made, changed or modified during the effective period of this Agreement and such interpretations or modifications have the effect of requiring employer or member contributions under this ERI, this incentive shall be null and void and the parties shall engage in mid-term bargaining to amend this ERI in such a way that no

employer or member costs shall be incurred.

## **APPENDIX D(2)**

### **Retirement Incentive For Educational Support Personnel**

#### **Retirement Incentive Benefit Plan:**

The Board will recognize the service of support personnel who have rendered at least ten (10) continuous years of creditable service to the District immediately preceding retirement, and who are eligible to receive regular retirement pension benefits through Illinois Municipal Retirement Fund (IMRF).

#### **Eligibility and Notice:**

1. To be eligible the support personnel employee must have served satisfactorily in the district for a minimum of ten (10) continuous years immediately preceding his/her retirement, and be eligible to receive regular retirement benefits under IMRF.
2. The support personnel employee shall provide written notice by one year prior to the 15th day of the March of their final year of service. The Board shall approve the request and notify the support personnel employee within sixty (60) days of the receipt of the notice to retire provided that all conditions of this section are met.
3. The support personnel employee's notice to the Board and the Board's subsequent action shall constitute an irrevocable commitment by the parties to the terms stated in the notice.

#### **Retirement Benefit:**

For those eligible support personnel employees who submit a timely notice of retirement, they shall have their hourly rate of pay increased by ten (10) percent during their last two years of employment.

#### **Continuation of Plan:**

The Board reserves the right to review and modify or terminate the foregoing incentive upon expiration of this Agreement, subject to the requirements of the Illinois Educational Labor Relations Act and to deny the foregoing benefits to those who have not applied for regular retirement in that this provision creates no vested right to benefits.

## Appendix E

### Support Staff Salary Schedule

Classification	2022-2023	2023-2024
Percent Increase	5.25	5.25
Maintenance Manager	18.98	19.97
Second Shift Maintenance Worker	15.63	16.45
Clerical	18.92	19.92
Cafeteria Manger/Head Cook	21.89	23.04
General Cook	17.60	18.52
Kitchen Helper	13.39	14.10
Kitchen Helper II	12.84	13.51
Library Assistant	16.02	16.86
Aide (salaried)	16,920-23,371	18,270-25,059

Any new employees listed in the classification above will not be paid less than minimum wage requirements  
As indicated: (13.00 as of January 2023, 14.00 as of January 2024, 15.00 as of January 2025).

## Appendix F

### GRIEVANCE PROCEDURE

#### A. DEFINITIONS

1. Any claim by a member of the Federation or by the Federation that there has been an alleged violation, misinterpretation or misapplication of the terms of this Agreement shall be a grievance.
2. All time limits shall consist of calendar days.

#### B. PROCEDURES

1. The parties hereto acknowledge that it is usually most desirable for an employee and the Superintendent/Principal to resolve problems through free and informal communications. An attempt shall be made by the grievant to resolve any grievance by means of an informal verbal communication between the grievant and the Superintendent/Principal. If however, the informal process fails to satisfy the grievant, a grievance may be processed as follows:

STEP A. If the grievance is not resolved informally, then the grievant shall present the grievance in writing to the Superintendent/Principal. The grievance shall specify the article and clause alleged to have been violated and shall state the remedy sought. The grievance must be filed at this step within seven (7) days from the date of occurrence of the event giving rise to the alleged violation. The Superintendent/Principal shall arrange for a meeting to take place with the grievant within seven (7) days after the receipt of the grievance. The Superintendent/Principal shall provide a written answer to the grievant within seven (7) days of the scheduled meeting.

STEP B. If the grievance is not resolved at Step A, the aggrieved may refer in writing the grievance to the Board within seven (7) days after the receipt of the Step A answer. The aggrieved will be allowed to address the Board at its next regularly scheduled School Board Meeting. Within seven (7) days of the meeting, the grievant shall be provided with the Board's written response.

STEP C. If the Federation is not satisfied with the disposition of the grievance at Step B or the time limits expire without a response from the Board, the Federation may submit the grievance to the American Arbitration Association for a binding resolution under the Voluntary Labor Arbitration Rules of American Arbitration Association. If a request for a hearing is not filed within fifteen days of the date of the Step B answer, the grievance shall be deemed withdrawn.

2. Neither the Board nor the Federation shall be permitted to assert any grounds or evidence before the arbitrator which has not previously been disclosed to the other party.
3. The arbitrator, in his/her opinion shall not amend, modify, nullify ignore or add to the provisions of this Agreement. His/Her authority shall be strictly limited to deciding only the issues presented to him/her in writing by the School District and the Federation, and his/her decision must be based upon his/her interpretation of the meaning or application of the expressed relevant language of the Agreement.
4. Each party shall bear the full cost for its representation in the grievance procedure.
5. Each party shall share equally the cost of the arbitrator and the Illinois Education Labor Relations Board. If either party requests a transcript of the proceedings, that party shall bear full cost of the transcript. If both parties order a transcript, the costs of the two transcripts shall be divided equally between the Board and the Federation.
6. Class grievances involving more than one employee or one or more supervisors shall be initially filed by the Federation at Step A.
7. A grievance may be withdrawn at any level without establishing a precedent.
8. Failure of the grievant or the Federation to act on any grievance within the prescribed time limits will bar any further appeal. Failure of an administrator to respond to the grievance with the stated time lines will allow the grievant to appeal to the next step of the grievance procedure.
9. All documents, communications, and records dealing with the processing of a grievance shall be filed separately from the personnel files of the participants.


**AGREEMENT**

This agreement was approved by the Monroe Board of Education and approved by the Monroe Federation of Teachers on/before July 11, 2022.

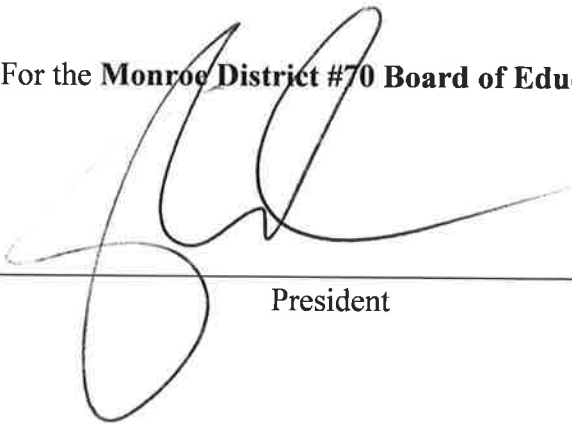
IN WITNESS THEREOF:


For the **Monroe District #70 Federation of Teachers and Paraprofessionals**

  
\_\_\_\_\_  
President

  
\_\_\_\_\_  
Secretary

For the **Monroe District #70 Board of Education**

  
\_\_\_\_\_  
President

  
\_\_\_\_\_  
Secretary