

***A contract between the Woodlawn
USD #209 Board of Education and
Woodlawn Education Association***

Contract years 2023-2026

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Article I- Recognition

- 1.1 The School Board of Woodlawn Unit School District #209, Woodlawn, Illinois, hereinafter referred to as the “Board”, recognizes the Woodlawn Education Association, affiliated with the Illinois Education Association, hereinafter referred to as the “Association”, as the negotiating agent for all regularly employed full-time and part-time certified (licensed) staff and non-certificated employees excluding all supervisory, managerial, confidential and short term employees as defined by the Illinois Education Labor Relations Act. Specifically excluded from the bargaining unit are the Superintendent and/or Principal.
- 1.2 Regularly employed part-time personnel shall be included in the bargaining unit and subject to the terms and conditions of the Agreement, but their salaries and benefits shall be based on their fractionalized employment status.

The following provisions of the Agreement shall not apply to non-certified bargaining unit members:

Appendix A: Certified Employee Salary Schedule

- 1.3 The term employee when used hereinafter in this Agreement shall refer to all bargaining unit members.
- 1.4 The Board agrees not to negotiate with any other employees’ organization with regard to items contained in this Agreement unless otherwise provided for in this Agreement or unless mutually agreed to by the parties during the term of this Agreement.

Article II- Negotiations Procedure

- 2.1 The Board and Association agree to participate in good faith negotiations, which shall begin no later than thirty (30) days from demand from one party, but no later than April 15. The parties agree to meet a minimum of two times each month after bargaining begins for no longer than 2 hours per session until an agreement is reached, unless agreed otherwise or the parties are at impasse. If impasse is declared, the parties shall use the Federal Mediation and Conciliation Service. Meetings shall be held at an hour and site agreed to by both parties.

If agreement is not reached twenty (20) calendar days before the commencement of the new school year, either party may declare to the other in writing that an impasse exists and call for mediation services of the Federal Mediation and Conciliation Service.

2.2 Impasse procedures

When impasse has been declared, the Federal Mediation and Conciliation Service shall be requested by the parties to appoint a mediator. The mediator shall meet as soon as possible with the parties or their representatives or both, either jointly or separately, and shall take steps as he may deem appropriate, in accordance with the rules and regulations of the Federal Mediation and Conciliation Service to persuade the parties to resolve their differences and effect a mutually acceptable agreement.

2.3 Negotiations shall be closed meetings.

2.4 Any item tentatively agreed to will be initialed by the Board President and the WEA President and/or WEA bargaining chair at the meeting, which the agreement is reached. Copies will be provided to both parties.

2.5 The Association team will be furnished, on reasonable request, one copy free of charge of information, which is regularly and routinely prepared concerning the financial condition of the district, including annual financial statement and budget.

Article III- Grievance Procedure

3.1 Definitions

- A. A grievance is defined as a complaint by an employee and/or the Association that there has been a violation, misinterpretation or misapplication of the terms and conditions of this agreement.
- B. All time limits consist of school days, except that when a grievance is submitted fewer than ten (10) days before the close of the current school term, time limits shall consist of all weekdays.

3.2 Statement of Principles

- A. The investigation and processing of any grievance by the grieving employee and/or Association shall be conducted so as to result in no interference with the instructional program provided. However, if the processing of the grievance at any of the formal steps requires the grieving employee and/or Association representative be released from his/her work activities, there shall be no loss of pay or benefits.
- B. The failure of an administrator to give a decision within the time limits shall allow the grievant to proceed to the next step. The failure of the teacher/Association to act on any grievance within the prescribed time limits will act as a bar to any further appeal. All time limits, however, may be extended by mutual agreement.

- C. A grievance may be withdrawn at any level without precedent.
- D. If the grievant and/or Association and the Superintendent (at Step 2) or the Board (at Step 3), as the case may be, agree, any level of the grievance may be by-passed and the grievance brought directly to the next level. If a grievant does not report to the principal, the grievance shall be initially filed at Step 2.

3.3 Procedure

Informal Step: An attempt shall be made by the grievant by means of an informal verbal discussion between the grievant and his/her immediate supervisor. If, however, the informal process fails to satisfy the grievant, a grievance may be processed as follows:

1. The grievant shall present the grievance in writing within twenty (20) days of the alleged contract violation or within twenty (20) days of when grievant becoming aware of the event, specifying the article and clause alleged to have been violated and stating the remedy sought to the principal, who will arrange for a meeting to take place with the grievant within five (5) days after the receipt of the grievance. The principal shall render a decision within ten (10) days of receipt.
2. If the grievance is not resolved at Step 1, or the time limits expire with no answer, the aggrieved may refer the grievance to the Superintendent or his/her official designee within ten (10) days after the receipt of Step 1 answer or deadline. The Superintendent shall arrange for a meeting to take place within ten (10) days of his receipt of the appeal. Within ten (10) days of the meeting the grievant shall be provided with the Superintendent's written response.
3. If the grievance is not satisfactorily resolved at Step 2, the Employee/Association shall file the grievance in writing with the Board. The filing of the grievance shall be within five (5) days of receipt of the Superintendent's written decision. After receipt of the grievance, the Board shall meet with the grievant no later than the next regularly scheduled Board meeting or within thirty (30) days, whichever is earlier. Within five (5) days of the meeting, the grievant and the Association shall be provided with the Board's written decision, including the reason for its decision.
4. If the Association is not satisfied with the disposition of the grievance at Step 3 or the time limits expire without the issuance of the Board's written reply, the Association may submit the grievance to final and binding arbitration under the Voluntary Labor Arbitration Rules of the American Arbitration

Association (AAA), Federal Mediation and Conciliation Services (FMCS), or an agreed upon arbitrator which shall act as the administrator of the proceedings. If a demand for arbitration is not filed within thirty (30) days of the date of the Step 3 answer, then the grievance shall be deemed withdrawn.

- a. Neither the Board of Education nor the Association shall be permitted to assert any argument in support or defense of the grievance before the arbitrator, which has not previously been disclosed to the other party.
- b. The arbitrator, in his opinion, shall not amend, modify, nullify, ignore or add to the provisions of this Agreement. His authority shall be strictly limited to deciding only the issues presented to him in writing by the school district and the Association, and his decision must be based only upon his interpretation of the meaning or application of the express relevant language of the Agreement.
- c. Each party shall bear the full costs for its representation in the grievance procedure.
- d. If either party requests a transcript of the proceedings, that party shall bear full costs for that transcript. If both parties order a transcript, the costs of the two (2) transcripts shall be divided equally between the Board and the Association.
- e. Each party shall share equally the cost of the arbitrator and the AAA, FMCS or an agreed upon arbitrator.

3.4 Association Participation

The Board acknowledges the right of the Association's grievance representative, if requested by the employee, to participate in the processing of a grievance beyond the informal step. No employee shall be required to discuss any grievance beyond the informal step if the Association's representative is not present.

3.5 Disclaimers

- A. If the Association or any employee files any claim or complaint in any forum other than under the grievance procedure of this Agreement, then the Board shall not be required to process the said claim or set of facts through the grievance procedure.
- B. Any investigation, handling, or processing of any grievance by the grievant shall be conducted so that instructional programs and related work activities of the grievant or the teaching staff are not interrupted.

- C. No reprisal shall be taken by the Board or the administration for an employee's participation in a grievance.
- D. Should the arbitrator require the presence of an employee during an arbitration hearing, the employee shall be allowed to be present at the times specified by the arbitrator without loss of pay.

Article IV- Maintenance of Standards

- 4.1 All terms and conditions of employment addressed in this contract shall be maintained at the same standards until a successor agreement is ratified.

Article V- Certified and Non-Certified Personnel Vacancy Notice

- 5.1 In the event a vacancy occurs in a certified and/or non-certified position or a newly created certified and/or non-certified position occurs in the district during the school year, the Superintendent shall send an email to all certified and non-certified staff. The Superintendent shall give a minimum of five (5) days for qualified personnel to respond before notifying the general public.
- 5.2 Should a vacancy or vacancies exist within the school district during the period one or more employee(s) is legally qualified to fill the position(s) in its entirety, the Board shall recall an employee(s) on layoff before it fills the position(s) with an employee(s) new to the district in accordance with the School Code.
- 5.3 If the vacancy or new position occurs during the summer, the Superintendent shall contact bargaining unit members via their school email address and an automated voice message and give five (5) days from the contact date in which to respond before notifying the general public.

When a vacancy occurs, the vacancy shall be posted. All qualified internal applicants shall receive an interview. The vacancy shall be filled on the basis of certification, qualifications, merit and ability (including performance evaluations, if available), and relevant experience of the applicants. Relevant experience is defined as district wide seniority and any other specific experience requirements established in the position's job description.

- 5.4 Where time is limited, the Superintendent shall notify the Association President by phone and give a reasonable amount of time to respond before notifying the general public.
- 5.5 Vacancies shall be posted only after requests for internal transfers have been considered. Employees desiring a transfer in assignment shall put the request in writing to the district superintendent

Article VI- Reduction in force

- 6.1 All employees employed at Woodlawn Unit School District #209 prior to 2015-2016 school year will be placed on the seniority list according to prior years of service at Woodlawn Community Consolidated School District #4 and/or Woodlawn High School #205.

The District shall by February 1 provide the Association president and post in each building the non-certified seniority list.

The district shall provide to the Association president and post in each building the certified teacher seniority list at least 75 calendar days before the end of the school year.

The parties shall form a Joint Committee for Honorable Dismissals. The Joint Committee shall have equal representation from the Board and the Association. The Association shall have the sole responsibility for appointing its members to the committee. The Joint Committee shall meet in accordance with the Illinois School Code. The Association shall be provided the sequence of honorable dismissal list by groupings (1-4) seventy-five days prior to the end of the school year. Employees who disagree with their assignment to a particular group shall notify the Superintendent and Association president. Employee objections shall be promptly investigated and addressed. If a revision is found necessary, a corrected list shall be created, sent to the Association president. Any teacher subject to honorable dismissal or reduction in force shall be notified in writing by certified mail forty-five days before the end of the school year. A teacher that has been honorably dismissed as a result of a reduction in force may grieve the honorable dismissal through Article III – Grievance Procedure, if the teacher believes his or her placement on the Sequence of Dismissal List was incorrect after having attempted to correct the matter as identified herein. However, no grievance may challenge the teacher's evaluative rating.

The parties shall form a Joint PERA Committee. The Joint PERA Committee shall have equal representation from the Board and the Association. The Board and the Association shall have the sole responsibility for appointing their members to the Joint Committee. The Joint Committee shall meet annually in accordance the Illinois School Code for the purpose of considering revisions to the teacher evaluation plan.

- 6.2 Recall shall be conducted in accordance with the School Code.
- 6.3 In the event multiple employees were hired simultaneously, the employee with the highest level of education shall be considered senior.

Article VII- Leaves

7.1 Sick Leave

All full-time employees shall be granted thirteen (13) days per year sick leave, accumulative to three hundred forty (340) for certified staff and two hundred sixty (260) days for non-certified staff. Teachers who have submitted an irrevocable letter of retirement shall be granted twenty (20) days per year sick leave. Staff may request the exchanging of one (1) sick day per year for one (1) personal day per year. This request can be made only after exhausting all previously available personal days. The requested personal day must be approved by the Superintendent. This one (1) requested personal day, if unused, may be converted back to sick day upon request by the staff member but no later than the last day of the school calendar and then at the discretion of the Superintendent. The one (1) personal day, if unused, will not be accumulated.

Teachers may have five (5) additional sick days per year, not cumulative, at full pay, minus the cost of a substitute teacher.

Sick and personal leave will be recognized in ½ day increments.

The Board may grant unpaid leave of absence for up to one calendar year.

One full day of leave shall be equivalent to the employee's normal workday.

7.2 Personal Leave

Employees will be granted four (4) personal business days per school year at full rate of pay. Requested days will be made in writing to the administration and requests will be granted on a first-come basis. These personal days may be used in full, or employees may choose to not use them and add the unused personal day(s) to his/her accumulated sick day total.

7.3 Maternity/Paternity Leave

Employees may take maternity/paternity leave not to exceed two (2) semesters. The semester in which the leave commences shall be counted as the first semester. This leave is without pay. This leave, including the starting and ending date of such leave should be requested no later than sixty (60) days prior to the date the leave is to commence. All accrued benefits and rights of employment previously gained shall be retained upon return. This leave includes any sick leave days which may be used and any entitled leave rights under the Family and Medical Leave Act. Employees on leave may remain in the insurance program by making his/her own insurance payments. A semester equates to two (2) quarters.

7.4 Bereavement Leave

Employees are entitled to two (2) days of bereavement leave with pay without subtracting such bereavement day from sick leave. Bereavement leave shall be used for the death of those individuals identified in Section 24-6 of *The School Code* 105 ILCS 5/24-6. All employees are entitled to use sick days for bereavement leave.

7.5 Sabbatical Leave

The Board may grant a sabbatical leave of absence without pay, to a teacher performing contractual continued service, for a period of at least two (2) weeks, but not in excess of, one (1) school term; for resident study, research, travel or other purposes designated to improve the school system. The grant of a sabbatical leave by the Board shall constitute a finding that the leave is deemed to benefit the school system by improving the quality and level of experience of the teaching force.

7.6 All other leave shall be approved on an individual basis by the Board without constituting precedent in other employee requests.

Article VIII- Retirement Programs

8.1 The Board will pay up to 9.4% of the employees' contribution on behalf of licensed employees to the State of Illinois Teacher's Retirement System.

8.2 The Board will contribute up to 1.24% of the employee's share of TRS eligible salary to the Teacher Health Insurance System (T.H.I.S.).

8.3 The Board will pay up to 4.5% of the employees' contribution to the Illinois Municipal Retirement Fund (IMRF) for non-certified employees for the duration of this contract.

Article IX- Retirement Incentive Programs/Awards

9.1 Non-Certified Retirement Incentive Program

The Board shall recognize the service of full-time non-certified staff members who have completed at least ten (10) years of full time creditable service by the end their final school term to Woodlawn Community Consolidated School District No. 4, Woodlawn High School District #205 and/or Woodlawn Unit School District #209 and who are eligible to receive regular retirement pension benefits through the Illinois Municipal Retirement Fund (IMRF).

A. Requirement to Qualify – To be eligible for this benefit a non-certified employee must comply with all of the following requirements.

1. Be hired before September 1, 2019 and have a minimum of ten (10) years full-time non-certified employment at Woodlawn Community Consolidated School District No. 4, Woodlawn High School District #205 and/or Woodlawn Unit School District #209.
2. Must submit an irrevocable letter of resignation of retirement. As many as the last four (4) years of an employee's career may be included in the pre-retirement period. An irrevocable letter of resignation establishing the date of retirement will create and determine the length of the pre-retirement period. During the pre-retirement period, the employee shall be removed from the salary schedule and will receive a 6% increase in IMRF creditable earnings in each year of the pre-retirement period and be paid 106% of the previous year's IMRF creditable earnings, which will be paid in equal installments over 12 months.
3. The irrevocable letter of resignations for retirement must be filed on or before September 1 of the first year of the specified pre-retirement period. The pre-retirement period may be 1 to 4 years in duration depending upon when the irrevocable letter of resignation is received and the specified effective date of retirement.
4. Beginning June 1, 2018, the non-certified employee's retirement must be effective the first year that the employee is eligible to retire with a full annuity not subject to reduction. This would be at age 60 for a Tier 1 employee and age 67 for a Tier 2 employee.

9.2 Certified Retirement Incentive Program

The Board shall recognize the service of full-time teachers who have completed at least ten (10) years of full-time creditable service by the end their final school term to Woodlawn Community Consolidated School District No. 4, Woodlawn High School District #205 and/or Woodlawn Unit School District #209 and who are eligible to receive regular retirement pension benefits through the Illinois Teachers' Retirement System.

- A. Requirement to Qualify – To be eligible for this benefit a teacher must comply with all of the following requirements and limitations:
1. Must be at least sixty (60) years of age by December 31 of the year of retirement; or
 2. Must be at least fifty-five (55) years of age by December 31 of the year of retirement with thirty-five (35) or more years of creditable service with the Illinois Teacher's Retirement System; and
 3. Have a minimum of fifteen (15) years full-time teaching employment

in Woodlawn Community Consolidated School District No. 4, Woodlawn High School District #205 and/or Woodlawn Unit School District #209. For the purpose of this section year is defined as calendar year; and

4. Beginning June 1, 2018, the teacher's retirement must be effective the first year that the teacher is eligible to retire with a seventy-five 75% annuity not subject to reduction and without causing the District and the teacher to have to pay a penalty or other monies constituting a contribution or surcharge to the Teachers' Retirement System; and
 5. Must submit an irrevocable letter of resignation for retirement. As many as the last four (4) years of an employee's career may be included in the pre-retirement period. An irrevocable letter of resignation establishing the date of retirement will create and determine the length of the pre-retirement period. During the pre-retirement period, the employee shall be removed from the salary schedule and will receive a 6% increase in TRS creditable earnings in each year of the pre-retirement period and be paid 106% of the previous year's TRS creditable earnings, which will be paid in equal installments over 12 months.
- B. The irrevocable letter of resignations for retirement must be filed on or before September 1 of the first year of the specified pre-retirement period. The pre-retirement period may be from 1 to 4 years in duration depending upon when the irrevocable letter of resignation is received and the specified effective date of retirement. For example, employees who file by September 1, 2019 may indicate a retirement date of June 30, 2020, June 30, 2021, June 30, 2022, or June 30, 2023. Employees indicating retirement on June 30, 2020 will have a pre-retirement period of 1 year. Employees indicating retirement on June 30, 2021 will have pre-retirement period of 2 years. Employees indicating retirement on June 30, 2022 will have a pre-retirement period of 3 years. Employees indicating retirement on June 30, 2023 will have a pre-retirement period of 4 years.
- C. No teacher may participate in this retirement program unless they have sufficient service credit with the Illinois Teacher's Retirement System to exempt the employer from the payment of any penalty or other additional amount, to the Teacher's Retirement System.
- D. If a teacher has an extra duty obligation at the commencement of the retirement incentive program and ceases to perform those services during the retirement incentive program period, the calculation of the teacher's six percent (6%) increase shall be reduced by the amount of the extra duty compensation. Once an irrevocable letter of retirement is submitted, the employee will not be assigned any additional extra duties or TRS reportable duties not currently being performed without the consent of the employee.
- E. Teachers in the retirement program may get one hour of comp time for each hour they substitute.

9.3 Rescission Allowed

The Board, in its sole discretion, may allow the employee to rescind his/her notice of intent to retire because of serious illness or life changing circumstances, provided the teacher reimburses the District an amount equal to the retirement award payment received by the teacher, including tax and retirement holdings. Upon complete reimbursement, the employee shall be entitled to any general wage increase which would have been applicable during the pre-retirement period.

9.4 In the event the retirement award provided for in this article would cause the District to have to pay a penalty or other monies constituting a surcharge to the Teacher's Retirement System, or would conflict with any state statute or final rule or regulation promulgated by the Teachers' Retirement System, the provisions of this section shall become void and the parties agree to reopen the agreement and attempt to midterm bargain changes necessary to correct any defect created by this incentive.

9.5 In no event will a teacher who has submitted a letter of resignation for retirement receive an increase in total reportable TRS creditable earnings in excess of six percent (6%) of the prior year's total, reportable TRS creditable earnings, unless any of the statutory exceptions enacted by P.A. 094-1057 or other temporary statutory exemptions become applicable.

Article X- Additional Education Pay

10.1 The Board agrees to reimburse tuition payments up to \$175 per semester hour credit for education credits earned at graduate level up to a maximum of nine (9) hours per teacher per contract year. Classes must be in a field of study related to the teacher's teaching assignment, classes leading to additional certifications or administrative certificate. Classes must be from a university or college approved by the Superintendent. Full-time non-certified employees pursuing a teaching license shall also qualify for tuition reimbursement. Classes taken at the request of the district will be reimbursed in full.

Article XI- Employee Health Insurance

11.1 The Board shall provide employees with the option of enrolling in District health insurance plan and the ability to apply the health insurance stipend to that policy. Employees who do participate in the District sponsored health insurance plan will be automatically enrolled in the District's Section 125 Cafeteria Plan so that premiums can be withheld on a pre-tax basis.

11.2 Certified Employees

The Board shall contribute \$650 per month in the 2023-2024 and 2024-2025 school years and \$700 per month in the 2025-2026 school year for each employee toward the cost of the sole District Approved Health Insurance. Any employee who chooses not to participate in the District Approved Health Insurance Plan will have the option of applying the unused portion of the contribution to salary. Employees may sign up for this benefit to be applied to their salary in the enrollment period of August 15 through September 5 each school year, and the employee may not change the amount applied until this enrollment period the following year.

11.3 Non-certified Employees

- A. For employees first employed before May 1, 2016, the Board agrees to pay up to \$9,300 per full time employees towards the cost of an "Individual" hospitalization insurance plan, or up to \$10,200 per full time employees towards the cost of a "Family" hospitalization insurance plan. This plan shall be from a District Approved Health Insurance Plan. An employee may opt to receive this benefit in the form of an annuity rather than in the form of insurance.

The monthly annuity shall be up to \$650 per month in the 2023-2024 and 2024-2025 school years and \$700 per month in the 2025-2026 school year. If a change in benefit plans is required, no change will be made without negotiations with the bargaining unit.

- B. For employees first employed on or after May 1, 2016, the Board shall contribute \$650 per month in the 2023-2024 and 2024-2025 school years and \$700 per month in the 2025-2026 school year for each employee toward the cost of the sole District Approved Health Insurance. Any employee who chooses not to participate in the District Approved Health Insurance Plan will have the option of applying the unused portion of the contribution to salary. Employees may sign up for this benefit to be applied to their salary in the enrollment period of August 15 through September 5 each school year, and the employee may not change the amount applied until this enrollment period the following year. The monthly annuity shall be up to \$650 per month in the 2023-2024 and 2024-2025 school years and \$700 per month in the 2025-2026 school year. If a change in benefit plans is required, no change will be made without negotiations with the bargaining unit.

Article XII- ESP Holidays, Vacations and 12 Month Employees

12.1A The following shall be recognized as paid holidays for full-time Custodians.

Labor day Christmas Day	Thanksgiving Day New Year's Day	Memorial Day Friday of Spring Break
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Veteran's Day President's Day	Independence Day Christmas Eve	Columbus Day Martin Luther King Day New Year's Eve
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12.1B All full-time, non-certified staff members **not covered by 12.1A** shall receive 4 paid holidays.

12.2 If any of the above holidays are waived or falls on a Saturday or Sunday, the employee and employer will mutually agree to another day off.

12.3 The following vacation schedule for custodians provides:

Eleven (11) and twelve (12) month Custodians who are employed full time shall earn vacation in accordance with the following schedule:

0 to 1 year	Eight (8) days
1 through 9	Fourteen (14) days
10 through 19 years	Nineteen (19) days

12.3B **Probationary employees may not use vacation time until the end of their probationary period.**

12.4 Vacation time may be taken in increments of not less than one half (1/2) day at a time, and any time after it is earned, which shall be calculated on the employee's date of hire.

12.5 **Employees shall be reimbursed for unused vacation days at their daily pay rate.**

12.6 If an employee desires to take more than five (5) consecutive days of vacation a written request shall be submitted to the Superintendent for his/her approval. No vacation days will be allowed in the two weeks prior to the scheduled start of school or two weeks prior to the end of school without the approval of the Superintendent.

12.7 Compensation time for custodians is authorized with approval of the Superintendent **or designee.**

Article XIII- Union Membership

13.1 The Board shall deduct from each employee's pay the current dues of the Association, provided that the Board has an employee-executed authorization for continuing dues deduction, the amount of which shall annually be certified by the Association. Upon receipt of any revocation, the Board shall notify the Association in writing of same. All dues deducted by the Board shall be remitted to the Association's designee no later than thirty (30) days after such deduction are made.

13.2 In the event of any legal action against the Employer brought in a court or administrative agency because of its compliance with this Article, the Association

agrees to defend such action, at its own expense and through its own counsel, provided:

A) The Employer gives immediate notice of such action in writing to the Association and permits the Association intervention as a party if it so desires, and

B) The Employer gives full and complete cooperation to the Association and its counsel in securing and giving evidence, obtaining witnesses and making relevant information available at both trial and all appellate levels.

- 13.3 The Association agrees that in any action so defended, it will indemnify and hold harmless the Employer from any liability for any damages and costs imposed by a final judgment of a court or administrative agency as a direct consequence of the Employer's non-negligent compliance with this Article.

It is expressly understood that this save harmless provision will not apply to any claim, demand, suit or other form of liability which may arise as a result of any type of willful misconduct by the Board or the Board's imperfect execution of the obligations imposed upon it by this Article.

Article XIV- Pay Period

- 14.1 Employees shall be paid annual salary in twenty-four (24) payments on the 10th and 25th of each month, beginning September 10th. If the 10th or 25th day of a month falls on a weekend or holiday, payments shall be paid on the last work day preceding the 10th or 25th. Wages shall be paid via direct deposit to an institution directed by each employee with the evidence of a pay stub provided to each employee by electronic delivery.

Article XV- Association and Employee Rights

- 15.1 The President of the Association or the President's designee shall be given written notice of all regular and special meetings of the Board together with a copy of the agenda, at least twenty-four (24) hours prior to the scheduled time of such meeting.
- 15.2 Requests for Board agenda items by the Association shall be made at least seven (7) days prior to the Board meeting. The President of the Association shall be provided a copy of the agenda of regular board meetings.
- 15.3 One (1) copy of Board meeting official minutes shall be made available to the President of the Association in compliance with the legal statutes of the Illinois Freedom of Information Act. This paragraph shall not apply to official minutes of closed sessions or closed meetings.

- 15.4 Should the Association send representatives to local, state, or national conferences or on other business pertinent to Association affairs, these representatives shall be excused without loss of salary providing that the Association shall reimburse the district for the cost of the substitute. A written notification for leave shall be submitted to the Superintendent by the President of the Association five (5) school days in advance of said leave. No more than three (3) employees will be granted leave, not to exceed three (3) days, for the same business or conference, and no employee may receive more than one (1) such leave per year.
- 15.5 The Association shall have the right to post notices of activities and matters of Association concern on bulletin boards designated by the Superintendent. The Association may use the district mailboxes for communication to bargaining unit members.
- 15.6 The Association shall have the right to hold meetings on school district property after regular student school hours, provided such meetings do not interfere with the instructional program. Any out-of-pocket expenses to the District resulting from such meetings shall be borne by the Association.
- 15.7 Right of Representation. When an employee is required to appear before the Board concerning any matter which could adversely affect the employee's employment, the employee's position, or the employee's salary, the employee shall be entitled to have a representative of the Association present. Further, when an employee is required to appear before the Board, the employee shall be verbally advised of the purpose at least three (3) days prior to the required appearance.
- 15.8 Personnel File. Each employee shall have the right to review the legally disclosable content of said employee's personnel file in accordance with the Personnel Record Review Act. If the teacher disagrees with the information contained, it may be removed upon a mutual agreement between the Board and the teacher.
- 15.9 Probationary Period for Non-Certified Employees. Newly hired employees shall be considered probationary for nine (9) months from their date of hire.
- 15.10 The Board shall not discriminate against any teacher with respect to hours, wages, terms, and conditions of employment for reasons of his/her membership in the Association or because of their participation as a member of the Association's negotiating team.
- 15.11 Evaluation Procedures

Review of Procedures

At the commencement of each school year, the superintendent, the building principal

and/or supervisor shall advise employees in the building of the evaluation procedures and instrument(s). New employees hired during the school year shall also be advised of the evaluation procedures within thirty days of hire date.

Formal Evaluation

The evaluation instrument will be mutually developed by an equal number of representatives from the Association and the Board of Education. The Board of Education shall have final approval of the Evaluation Plan and the Evaluation Instrument, but recognizes its obligation to obtain agreement with the Association over the measurement of student growth and the procedures by which employees are evaluated.

A. Certified

1. Tenured employees not subject to a remediation plan or a professional development plan shall be formally evaluated at least once every three (3) years and shall be informally observed by at least the second year of the three-year cycle.
2. Non-tenured probationary employees shall be formally evaluated at least once each year.

B. Non-Certified

1. Employees shall be formally evaluated each year.

An employee shall not grieve his or her evaluative rating under Article III – Grievance Procedure.

Article XVI- Work Year and Work Day

- 16.1 The work year for teachers shall consist of 180 days. The position of certified guidance counselor shall work 185 days.
- 16.2 The normal teacher workday shall constitute a 7-hour workday, with the beginning and ending times of student attendance to be established by the administration. In cases of early dismissal, but excluding scheduled school improvement days and half-day in-services, the employee's regular workday shall be shortened to allow teachers to leave immediately after students are dismissed. A teacher may leave the school earlier with permission of the building Principal.
- 16.3 The work day for teachers employed in the high school building shall be from fifteen (15) minutes before and until ten (10) minutes after the regularly scheduled school day. There can be early dismissal at 2:10p.m. once a month for teachers' monthly meeting. The work day for teachers employed in the grade school building shall be from five (5) minutes before and five (5) minutes after the regularly scheduled school day. The building of employment will be determined by that teacher's first and last period assignments.

16.4 If any employee is required by the administration to attend a professional conference, workshop/training, or assigned committee work during the summer, the employee shall receive a stipend of thirty-five dollars (\$35) for up to four (4) hours per day and seventy dollars (\$70.00) for four (4) hours or more per day.

16.5 Each full-time teacher shall be entitled to a preparation period of not less than 40 minutes during each regular workday. If a need exists, the administration may ask a teacher volunteer to teach an extra course in lieu of a planning period. If the teacher accepts the teacher shall receive **compensation in the amount of \$25 per hour.** The teacher may refuse this request.

16.6 Notification of Teaching Assignments

Teachers shall be notified in writing of his/her proposed teaching assignment for the next school year by the last day of school. This assignment shall not be changed unless written notice is given, post-marked on or before August 1, If the teaching assignment is changed after August 1, the teacher shall be released from his or contract if the teacher does not agree with the change in assignment. Prior to a transfer/reassignment, the affected teacher has a right to a meeting with the Superintendent or his/her designee and the principal to present his/her views on the proposed transfer/reassignment before it is implemented. The teacher shall be granted three (3) work days free of student supervision to transition and prepare for a new assignment which occurred during the school year.

16.7 Curriculum Changes

Before course offerings are changed, a meeting will be held between the teachers of those courses and the administration, or the administration's representative.

16.8 Class Period Substitution

A. Teachers may substitute for another teacher during their scheduled conference period at administrative request or attend IEP meetings at the rate of **\$25.00** per period.

B. Part-time teachers will be given consideration for substitute teaching during class periods when they are available. Part-time teachers will be given consideration for any other paid positions for which they are qualified (such as tutoring, extra duties, etc.) The consideration should be made on the following basis:

1st – Part-time teachers who have been reduced from full-time on a seniority basis

2nd – Other part-time teachers on a seniority basis

C. Homebound tutors shall be paid at the rate of \$40/hour.

16.9 The work year/day for non-certified employees shall be as follows:

	Title	Days	Hours
A.	Cooks	177	6.5
B.	Head Cook (WGS)	180	8
C.	Head Cook (WHS)	174	7
D.	Paraprofessionals	178	7.5
E.	Head Building Custodian/Maintenance	257*	8
F.	Custodians	257*	8
G.	Part time custodians	No more than 600 hrs per year	
H.	Secretary	200	7.5
I.	Nurse	180	7

* This number includes paid holidays.

16.10 When a cook or custodian is assigned to do the distinguishing work of the head cook or head custodian, the employee shall be compensated using Schedule B (for that day), but shall remain at the current step.

Article XVII- Management Rights

17.1 Except as expressly provided otherwise in this contract, the determination and administration of school policy, the operation and management of the schools, and the directions and supervision of employees are vested exclusively in the Board of Education. The Board, on behalf of the electors of the district, retains and reserves unto itself all powers and duties conferred upon and vested in it by the Educational Labor Relations Act and other statutes of the State of Illinois, and the sole right and authority to manage the affairs of the school district. The Board shall retain unto itself all powers and duties concerning matters of inherent managerial policy, which shall include but are not limited to, such areas of discretion or policy as the function of the employer, standards of services, its overall budget, the organizational structure, selection of new employees, and discretion of employees. Nothing in this section shall be interpreted to abrogate the rights of the Association to collectively bargain issues relating to wages, hours and terms and conditions of employment.

Article XVIII- Wages and compensation

18.1 The salary and step schedule for the 2023-'24 school year and beyond is attached as part of this contract agreement. All certified staff will be placed on

the schedule on Appendix A. All non-certified staff will be placed on the schedule on Appendix B.

- 18.2 Individuals may not receive credit on the salary schedule for training beyond the Master's Degree unless the credits are graduate credits earned after the Master's Degree is conferred. No change in salary status will be made during the regular school year. Only hours related to the teacher's teaching assignment, administrative certificate or classes leading to an additional certification will be recognized for movement on the salary schedule.

Transcripts must be in the principal's office by September 15 in order to grant raise for the current school year.

- 18.3 Employees required to appear in court other than as a witness against the School District due to subpoena or called to jury duty will not be required to pay for substitute, but will agree to return any wage remuneration portions of jury duty or witness fees to the District.
- 18.4 All experience and educational levels previously recognized by Woodlawn Unit School District #209 will continue to be recognized by the district.

Article XIX- Effect of Agreement, No Strike Clause-

- 19.1 This agreement shall become effective the first day of teacher attendance of each year. The salary and step increase shall go into effect on September 1 of each year. When either party executes written notification to the other party, prior to March 1st of the year the contract terminates, that it wishes to renegotiate the Agreement, the Board shall meet with the Association at the first regular School Board meeting in April to receive the Association proposal and negotiations will continue in an effort to reach an agreement. The agreement may be continued by mutual consent.
- 19.2 During the terms of this agreement and while negotiations are in progress, including impasse procedures, the employees and the Association agree not to strike
- 19.3 The terms and conditions set forth in this Agreement represent the full and complete understanding between the parties and may be modified only through written mutual consent of the parties. It is understood that all rights, powers, and authority of the Board not specifically limited by the language of this Agreement are retained by the Board. The parties shall take no action which will violate any of the provisions of this Agreement.
- 19.4 Should any article, section or clause in this Agreement be declared illegal by a court of competent jurisdiction, said article, section or clause, as the case may be, shall be automatically deleted from this Agreement to the extent that it violated the law. The remaining articles, sections and clauses shall remain in full

force and the effect for the duration of the Agreement, if not affected by the deleted article, section or clause.

19.5 This Agreement is signed this _____ day of _____, **2023.**

In witness thereof:

For the Woodlawn Education Association:

President

Secretary

For the Board of Education- Woodlawn Unit School District #209

President

Secretary

Appendix A-1: Certified Salary Schedule 2023-2024

Without TRS		%	\$				
	23-24	1.0275	0				
Exp.	BS	BS + 12	BS + 24	MS	MS + 12	MS + 24	MS + 36
0	39,327	40,163	40,753	41,979	42,964	43,813	45,156
1	40,300	41,136	41,728	43,101	44,088	44,936	46,279
2	41,274	42,112	42,701	44,226	45,211	46,058	47,400
3	42,250	43,083	43,676	45,347	46,333	47,182	48,524
4	43,222	44,059	44,650	46,470	47,459	48,307	49,647
5	44,200	45,033	45,623	47,593	48,584	49,431	50,771
6	45,171	46,009	46,597	48,716	49,706	50,557	51,893
7	46,146	46,981	47,572	49,838	50,832	51,680	53,014
8	47,120	47,955	48,546	50,961	51,956	52,803	54,136
9	48,093	48,933	49,520	52,084	53,080	53,928	55,262
10	49,068	49,905	50,493	53,207	54,204	55,053	56,385
11	50,044	50,881	51,469	54,331	55,331	56,180	57,506
12	51,019	51,854	52,443	55,452	56,454	57,302	58,629
13	51,992	52,830	53,419	56,574	57,578	58,426	59,553
14	52,967	53,802	54,393	57,699	58,703	59,550	60,873
15	53,942	54,777	55,367	58,822	59,826	60,675	61,998
16	54,912	55,751	56,342	59,943	60,952	61,797	63,120
17	55,890	56,723	57,314	61,068	62,074	62,924	64,243
18	56,862	57,699	58,288	62,190	63,200	64,049	65,369
19	57,839	58,675	59,261	63,315	64,327	65,173	66,494
20	58,757	59,593	60,181	64,347	65,359	66,205	67,526
21-22	59,029	59,865	60,453	64,621	65,632	66,477	67,799
23-24	59,302	60,138	60,725	64,893	65,904	66,751	68,071
25-26	59,847	60,683	61,271	65,437	66,449	67,295	68,616
27-28	60,155	60,991	61,579	65,746	66,758	67,603	68,925
29-30	60,463	61,300	61,887	66,054	67,066	67,912	69,233
31+	60,771	61,608	62,196	66,362	67,374	68,220	69,541
Longevity = \$1000							

Appendix A-2: Certified Salary Schedule 2024-2025

Without TRS		%	\$				
	24-25	1.035	0				
Exp.	BS	BS + 12	BS + 24	MS	MS + 12	MS + 24	MS + 36
0	40,703	41,569	42,179	43,448	44,468	45,346	46,736
1	41,710	42,576	43,188	44,609	45,631	46,508	47,898
2	42,718	43,586	44,195	45,774	46,793	47,670	49,059
3	43,729	44,591	45,205	46,934	47,955	48,833	50,222
4	44,735	45,601	46,213	48,096	49,120	49,998	51,384
5	45,747	46,609	47,220	49,259	50,285	51,161	52,548
6	46,752	47,620	48,228	50,421	51,446	52,327	53,709
7	47,761	48,626	49,237	51,582	52,612	53,489	54,869
8	48,769	49,634	50,245	52,745	53,774	54,651	56,031
9	49,776	50,645	51,254	53,907	54,937	55,816	57,196
10	50,786	51,651	52,261	55,069	56,101	56,980	58,359
11	51,796	52,662	53,270	56,233	57,267	58,146	59,519
12	52,805	53,669	54,278	57,393	58,430	59,307	60,681
13	53,811	54,679	55,288	58,554	59,593	60,471	61,637
14	54,820	55,685	56,297	59,719	60,758	61,634	63,004
15	55,830	56,694	57,305	60,881	61,920	62,799	64,168
16	56,834	57,702	58,314	62,041	63,086	63,960	65,330
17	57,846	58,708	59,320	63,206	64,247	65,126	66,492
18	58,852	59,719	60,328	64,367	65,413	66,291	67,656
19	59,863	60,729	61,335	65,531	66,578	67,454	68,821
20	60,813	61,679	62,287	66,599	67,647	68,522	69,890
21-22	61,095	61,961	62,569	66,882	67,929	68,804	70,172
23-24	61,378	62,242	62,851	67,164	68,210	69,087	70,453
25-26	61,941	62,807	63,415	67,728	68,775	69,650	71,018
27-28	62,260	63,126	63,734	68,047	69,094	69,969	71,337
29-30	62,579	63,445	64,053	68,366	69,413	70,288	71,656
31+	62,898	63,764	64,372	68,685	69,732	70,608	71,975
Longevity = \$1000							

Appendix A-3: Certified Salary Schedule 2025-2026

Without TRS		%	\$				
	25-26	1.045	0				
Exp.	BS	BS + 12	BS + 24	MS	MS + 12	MS + 24	MS + 36
0	42,535	43,439	44,077	45,403	46,469	47,387	48,839
1	43,587	44,492	45,132	46,616	47,684	48,601	50,054
2	44,641	45,547	46,184	47,833	48,899	49,815	51,266
3	45,696	46,598	47,239	49,046	50,113	51,031	52,482
4	46,748	47,653	48,292	50,260	51,331	52,248	53,697
5	47,806	48,707	49,345	51,475	52,548	53,463	54,912
6	48,856	49,763	50,398	52,690	53,761	54,681	56,126
7	49,910	50,814	51,453	53,903	54,979	55,896	57,338
8	50,964	51,867	52,506	55,118	56,194	57,111	58,552
9	52,016	52,924	53,560	56,333	57,410	58,328	59,770
10	53,071	53,976	54,612	57,547	58,625	59,544	60,985
11	54,127	55,031	55,667	58,763	59,844	60,762	62,197
12	55,181	56,084	56,721	59,976	61,059	61,976	63,412
13	56,233	57,140	57,776	61,189	62,275	63,192	64,411
14	57,287	58,191	58,830	62,406	63,492	64,408	65,839
15	58,342	59,245	59,883	63,621	64,707	65,624	67,056
16	59,391	60,299	60,938	64,833	65,925	66,838	68,269
17	60,449	61,350	61,989	66,050	67,138	68,057	69,484
18	61,500	62,406	63,043	67,264	68,356	69,274	70,701
19	62,557	63,462	64,095	68,479	69,574	70,490	71,918
20	63,550	64,454	65,090	69,596	70,691	71,606	73,035
21-22	63,844	64,749	65,384	69,892	70,985	71,900	73,329
23-24	64,140	65,043	65,679	70,186	71,280	72,196	73,624
25-26	64,729	65,633	66,269	70,775	71,870	72,785	74,214
27-28	65,062	65,967	66,602	71,109	72,203	73,118	74,547
29-30	65,396	66,300	66,936	71,442	72,537	73,451	74,881
31+	65,729	66,634	67,269	71,776	72,870	73,785	75,214
Longevity = \$1000							

Appendix B-1: Non-Certified Pay Schedule 2023-2024 and 2024-2025

2023-24					2024-25				
Step	A	B	RN	Cert RN	Step	A	B	RN	Cert RN
0	15.95	18.26	22.30	22.65	0	17.95	20.26	24.30	24.65
1	16.20	18.84	22.86	23.21	1	18.20	20.84	24.86	25.21
2	16.45	19.41	23.43	23.77	2	18.45	21.41	25.43	25.77
3	16.70	19.98	23.99	24.34	3	18.70	21.98	25.99	26.34
4	16.95	20.56	24.55	24.90	4	18.95	22.56	26.55	26.90
5	17.20	21.13	25.11	25.46	5	19.20	23.13	27.11	27.46
6	17.45	21.71	25.68	26.03	6	19.45	23.71	27.68	28.03
7	17.70	22.28	26.24	26.59	7	19.70	24.28	28.24	28.59
8	17.95	22.85	26.80	27.15	8	19.95	24.85	28.80	29.15
9	18.20	23.43	27.36	27.71	9	20.20	25.43	29.36	29.71
10	18.45	24.00	27.93	28.28	10	20.45	26.00	29.93	30.28
11	18.70	24.57	28.49	28.84	11	20.70	26.57	30.49	30.84
12	18.95	25.15	29.05	29.40	12	20.95	27.15	31.05	31.40
13	19.20	25.72	29.62	29.96	13	21.20	27.72	31.62	31.96
14	19.45	26.30	30.18	30.53	14	21.45	28.30	32.18	32.53
15	19.70	26.87	30.74	31.09	15	21.70	28.87	32.74	33.09
16	19.95	27.44	31.30	31.65	16	21.95	29.44	33.30	33.65
17	20.20	28.02	31.87	32.22	17	22.20	30.02	33.87	34.22
18	20.45	28.59	32.43	32.78	18	22.45	30.59	34.43	34.78
19	20.70	29.16	32.99	33.34	19	22.70	31.16	34.99	35.34
20	20.95	29.74	33.56	33.90	20	22.95	31.74	35.56	35.90
21-22	21.20	30.31	34.12	34.47	21-22	23.20	32.31	36.12	36.47
23-24	21.45	30.89	34.68	35.03	23-24	23.45	32.89	36.68	37.03
25-26	21.70	31.46	35.24	35.59	25-26	23.70	33.46	37.24	37.59
27-28	21.95	32.03	35.81	36.16	27-28	23.95	34.03	37.81	38.16
29-30	22.20	32.60	36.38	36.73	29-30	24.20	34.60	38.38	38.73
31+	22.45	33.17	36.95	37.30	31+	24.45	35.17	38.95	39.30
Longevity	\$125				Longevity	\$125			
RN/Cert RN	\$500	Shift Differential	\$0.25		RN/Cert RN	\$500	Shift Differential	\$0.25	
Longevity					Longevity				

Schedule A: Paraprofessional, Cook, Cook's Asst, Custodian, Secretary

Schedule B: Head Cook, Head Custodian

RN with a Bachelor's degree will be placed on the certified salary schedule

Custodial Shift Differential (After 5pm) = \$0.25

Overtime shall be paid for additional hours worked in excess of forty (40) hours per week

Appendix B-2: Non-Certified Pay Schedule 2025-2026

2025-26				
Step	A	B	RN	Cert RN
0	19.95	22.26	26.30	26.65
1	20.20	22.84	26.86	27.21
2	20.45	23.41	27.43	27.77
3	20.70	23.98	27.99	28.34
4	20.95	24.56	28.55	28.90
5	21.20	25.13	29.11	29.46
6	21.45	25.71	29.68	30.03
7	21.70	26.28	30.24	30.59
8	21.95	26.85	30.80	31.15
9	22.20	27.43	31.36	31.71
10	22.45	28.00	31.93	32.28
11	22.70	28.57	32.49	32.84
12	22.95	29.15	33.05	33.40
13	23.20	29.72	33.62	33.96
14	23.45	30.30	34.18	34.53
15	23.70	30.87	34.74	35.09
16	23.95	31.44	35.30	35.65
17	24.20	32.02	35.87	36.22
18	24.45	32.59	36.43	36.78
19	24.70	33.16	36.99	37.34
20	24.95	33.74	37.56	37.90
21-22	25.20	34.31	38.12	38.47
23-24	25.45	34.89	38.68	39.03
25-26	25.70	35.46	39.24	39.59
27-28	25.95	36.03	39.81	40.16
29-30	26.20	36.60	40.38	40.73
31+	26.45	37.17	40.95	41.30
Longevity	\$125			
RN/Cert RN	\$500	Shift Differential		\$0.25
Longevity				

Schedule A: Paraprofessional, Cook, Cook’s Asst, Custodian, Secretary

Schedule B: Head Cook, Head Custodian

RN with a Bachelor’s degree will be place on the certified salary schedule

Custodial Shift Differential (After 5pm) = \$0.25

Overtime shall be paid for additional hours worked in excess of forty (40) hours per week

Appendix C: Coaching Stipends

Coaching Stipends		Base Salary (no TRS)			
			\$39,326.54	\$40,702.96	\$42,534.60
GROUP	DISTRICT ACTIVITY	% from base	2023-'24	2024-'25	2025-'26
I	Athletic Director (HS & Jr. High)	10.00%	\$3,932.65	\$4,070.30	\$4,253.46
II	HS Boys Basketball (Head)	10.00%	\$3,932.65	\$4,070.30	\$4,253.46
	HS Girls Basketball (Head)	10.00%	\$3,932.65	\$4,070.30	\$4,253.46
III	JH Boys Basketball (Head)	8.00%	\$3,146.12	\$3,256.24	\$3,402.77
	JH Girls Basketball (Head)	8.00%	\$3,146.12	\$3,256.24	\$3,402.77
	HS Volleyball (Head)	8.00%	\$3,146.12	\$3,256.24	\$3,402.77
IV	HS Spring Baseball (Head)	6.00%	\$2,359.59	\$2,442.18	\$2,552.08
	HS Girls Softball (Head)	6.00%	\$2,359.59	\$2,442.18	\$2,552.08
V	HS Boys Basketball Asst. Coach	5.25%	\$2,064.64	\$2,136.91	\$2,233.07
	HS Girls Basketball Asst. Coach	5.25%	\$2,064.64	\$2,136.91	\$2,233.07
VI	JH Boys Baseball (Head)	5.00%	\$1,966.33	\$2,035.15	\$2,126.73
	JH Boys Basketball (Asst. & 7th Coach)	5.00%	\$1,966.33	\$2,035.15	\$2,126.73
	JH Girls Basketball (Asst. & 7th Coach)	5.00%	\$1,966.33	\$2,035.15	\$2,126.73
	HS Cheerleading (Head)	5.00%	\$1,966.33	\$2,035.15	\$2,126.73
	JH Girls Softball (Head)	5.00%	\$1,966.33	\$2,035.15	\$2,126.73
	HS Volleyball (Asst.)	5.00%	\$1,966.33	\$2,035.15	\$2,126.73
	JH Volleyball (Head)	5.00%	\$1,966.33	\$2,035.15	\$2,126.73
VII	HS Golf (Head)	4.50%	\$1,769.69	\$1,831.63	\$1,914.06
	HS Golf (Head)	4.50%	\$1,769.69	\$1,831.63	\$1,914.06
VIII	JH Cheerleading (Head)	4.25%	\$1,671.38	\$1,729.88	\$1,807.72
IX	HS Fall Baseball (Head)	4.00%	\$1,573.06	\$1,628.12	\$1,701.38
	HS Spring Baseball (Asst.)	4.00%	\$1,573.06	\$1,628.12	\$1,701.38
	HS Boys Basketball F/S Coach	4.00%	\$1,573.06	\$1,628.12	\$1,701.38
	HS Girls Basketball F/S Coach	4.00%	\$1,573.06	\$1,628.12	\$1,701.38
	JH Cross Country (Head)	4.00%	\$1,573.06	\$1,628.12	\$1,701.38
	HS Girls Softball (Asst.)	4.00%	\$1,573.06	\$1,628.12	\$1,701.38
	JH Track (Head)	4.00%	\$1,573.06	\$1,628.12	\$1,701.38
	JH Track (Head)	4.00%	\$1,573.06	\$1,628.12	\$1,701.38
	HS Track (Head)	4.00%	\$1,573.06	\$1,628.12	\$1,701.38
X	HS Girls Volleyball F/S Coach	3.75%	\$1,474.75	\$1,526.36	\$1,595.05
XI	JH Girls Volleyball (Asst.)	3.25%	\$1,278.11	\$1,322.85	\$1,382.37
XII	HS Girls Cheerleading Asst. Coach	2.75%	\$1,081.48	\$1,119.33	\$1,169.70
	HS Cross Country (Head)	2.75%	\$1,081.48	\$1,119.33	\$1,169.70
XIII	JH Boys Baseball (Asst.)	2.50%	\$983.16	\$1,017.57	\$1,063.36
	JH Girls Softball (Asst.)	2.50%	\$983.16	\$1,017.57	\$1,063.36
	JH Cheerleading (Asst.)	2.50%	\$983.16	\$1,017.57	\$1,063.36
	HS Bowling	2.50%	\$983.16	\$1,017.57	\$1,063.36
	GS Bowling	2.50%	\$983.16	\$1,017.57	\$1,063.36
XIV	HS Fall Baseball (Asst.)	2.00%	\$786.53	\$814.06	\$850.69
	HS Bass Fishing (Head)	2.00%	\$786.53	\$814.06	\$850.69
	GS 5/6 Coach (bball/vball)	2.00%	\$786.53	\$814.06	\$850.69
	GS Golf	2.00%	\$786.53	\$814.06	\$850.69
	HS Track (Asst)	2.00%	\$786.53	\$814.06	\$850.69

if approved as a team by BOE

if approved as a team by BOE

girls

boys

if approved as a team by BOE

if approved as a team by BOE

if approved as a team by BOE

if approved as a team by BOE

Appendix D: Extra Duty Pay

Extra Duty Pay				
Position	Years 1-5	Years 6-10	Years 11+	
8th Grade Sponsor	\$ 600	\$ 700	\$ 800	
After-School Tutor	\$ 25	per hour		
Art Club	\$ 100			
Awards Day Coordinator	\$ 150			
Beta Club Sponsor (WGS)	\$ 100			
Chess Club	\$ 100			
Detention Supervisor	\$ 25	per hour		
Discipline Coordinator	\$ 2,000	per semester		
Dual Credit Instructor	\$ 500	per class per		
Expeditions	\$ 100			
FBLA	\$ 750			
FFA	\$ 1,400	\$ 1,600	\$ 1,800	
Flock	\$ 100			
Freshman Advisors	\$100			
Game/Event Supervisor	\$80	per night		
Guidance counselor (5 extra days)	Salary divided by 180 then multiplied by 5 ((salary/180)x5)			
Head Teacher	\$ 125	per day		
Homebound Tutor	\$ 40	per hour		
Homecoming Sponsor	\$ 750	950	1250	
Honors Sponsor (WGS)	\$ 600	\$ 700	\$ 800	
HS Class Sponsor (8)	\$ 100			
Jr/Sr/ Prom (2)	\$ 250			
National Honor Society (WHS)	\$ 1,200			<i>includes "WHS honors"</i>
Scholar Bowl Sponsor (2)	\$ 1,100	\$ 1,200	\$ 1,300	
Spanish Club	\$ 100			
Spelling Bee Coordinator	\$ 75	\$ 100	\$ 125	
Student Council (WHS)	\$ 250	\$ 350	\$ 450	
Substitute Coordinator (3)	\$ 1,200	per semester		
Summer Scheduling Prep (after 5 work days for guidance counselor and immediate for special education teacher)	\$ 20	per hour		
Summer Tutor	\$ 25	per hour		
Supervision (before school, lunch, prep, after school)	\$ 25			
Tech Bytes	\$ 100			
Testing Accomodations Coordinator (2)	\$ 600	\$ 700	\$ 1,100	
Testing Coordinator (WGS)	\$ 1,100	\$ 1,300	\$ 1,600	
Yearbook Sponsor (if not taught as part of a class)	\$ 600	\$ 700	\$ 800	
Young Author's Sponsor	\$ 300	\$ 350	\$ 400	
Youth and Government	\$ 500			
Any new club added and board approved	\$ 100			