

**RIVERDALE COMMUNITY SCHOOL DISTRICT #100**

**MASTER CONTRACT**

**BETWEEN THE**

**BOARD OF EDUCATION**

**AND THE**

**RIVERDALE TEACHERS' ASSOCIATION**

**No. 21**

**2008 – 2011**

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## **PREAMBLE**

This agreement, between the Board of Education of District #100, Rock Island County, Port Byron, Illinois, and the Riverdale Teachers' Association, incorporates a number of understandings which derive from the parties mutual beliefs that each child is entitled to an education of the highest quality and that the attainment of this objective is affected by the quality and morale of the employee (as well as their interest in and willingness to serve the youth of this District).

## **RECOGNITION**

The Board of Education of School District #100, Rock Island County, Port Byron, Illinois, hereinafter referred to as the "Board", recognizes the Riverdale Teachers' Association as the sole and exclusive negotiating agent for all regularly employed certified personnel, hereinafter referred to as "employee", except for the superintendent, assistant superintendent, directors, coordinators, and principals.

The Board agrees not to negotiate or to consult with any other certified employees' organization, individual employee, or group of employees with regard to negotiable items as defined in Negotiations Procedure, unless otherwise provided for in this agreement. This agreement does not negate the right of any employee to speak to the Board as an individual, however.

## **NEGOTIATIONS PROCEDURES**

The parties agree that their duly designated representatives shall negotiate wages, hours, terms and conditions of employment, fringe benefits, and grievance procedures. The representatives of both negotiations teams shall be given the necessary power and authority to make and consider proposals, counter proposals, and make tentative agreements. All tentative agreements shall be written and signed by the spokesmen of their respective teams at the end of the meeting the tentative agreement is reached or at the opening of the following meeting. Signed copies shall be given to each negotiating team. The date, time, place, and agenda (whenever possible) of the next meeting shall be established before adjournment of any meetings. Negotiating meetings shall be limited to the negotiating agents, their resource people and committee members. Each party shall select its own representatives. Negotiations shall commence no earlier than March 1 unless mutually agreed to by both parties. Said procedures do not bind either party to such agreement or proposal until ratified by both parties. After ratification by both parties, the Board shall make available to each teacher a copy of the agreement.

## **EMPLOYEE AND ASSOCIATION RIGHTS**

Non-discrimination - The Board shall not discriminate against any employee for reasons of race, color, creed, marital status, sex, or national origin.

Right of Representation - When an employee is required to appear before the Board or the administration 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 advised in writing twenty-four hours in advance by the Superintendent of the reasons for the requirement.

### Personnel File

- A. There shall be only one centralized personnel file for each employee which will contain all evaluations, disciplinary measures, performance reports, and any other information making reference to an employee's job performance or qualifications as a teacher. Any material meeting the criteria for inclusion in a personnel file as defined in the Personnel Records Act must be a part of said file so as to be in compliance with Illinois statutes.
- B. Copies of materials in the personnel file may be kept by district administrators for their convenience and use, but the original copy of any and all materials that meet the criteria for inclusion in the centralized personnel file must be in that personnel file. Any material that should be included in the personnel file may not be retained in the files of a district administrator or their designee unless the original is in the centralized personnel file.
- C. Whenever any original material is placed in the employee's personnel file, a copy of that material shall be provided to the employee at the time of its inclusion in the personnel file.
- D. Any material which is evaluative and/or disciplinary in nature must be placed in the personnel file in a timely fashion from the date of such event or occurrence, or as soon as possible from the date that the initiator of the written action becomes aware of such occurrence. The employee shall have the right to respond within seven (7) working days after receipt by the employee of evaluative and/or disciplinary material which has been placed in the employee's official personnel file.
- E. An employee shall have the right to have a representative of the Association accompany him/her when reviewing his/her personnel file. Each file shall contain a record indicating who has reviewed it, the date reviewed, and the reason for such review.
- F. A teacher shall have the right to a copy of any existing material in his/her official file other than pre-employment confidential materials. The employee may not remove any materials from the official file.

Right to Organize - Employees shall have the right to organize, join, and assist the Association and to participate in professional negotiations with the Board. The Board shall not discriminate against any employee with respect to hours, wages, and conditions of employment for reasons of membership in the Association, participation in negotiations with the Board, or the institution of any grievance, complaint, or proceeding under this Agreement.

Dues Deduction - All employees may utilize payroll deduction to satisfy Association dues or Fair Share requirements. All such fees shall be deducted from paychecks in equal amounts during the months of September through June. The Association shall provide authorization statements for all employees electing payroll deductions. The Association shall also provide an employee waiver allowing the Board to deduct final payments in the event the employee leaves the district prior to the start of the next contract year, and the total annual payment has not been met. All dues deducted by the Board shall be remitted to the Association no later than ten (10) days after such deductions are made.

Meetings - Utilization of the District's buildings for regular scheduled meetings shall be permitted. Use of District buildings and equipment shall be scheduled with the building administrator two (2) working days in advance unless an emergency exists. The R.T.A., shall take full responsibility for any building space or equipment used. Should the R.T.A. wish to

sponsor any activity beyond the scope of regular meetings for R.T.A. members, the Association will be treated as any other organization under the Building Utilization Policy.

Use of Equipment - The Association designee shall be allowed use of computers, printers, typewriters and copying equipment, upon advance reasonable request to the appropriate administrator, provided that such use shall not interfere with the District's use thereof, and provided further that the Association shall reimburse the District for actual cost of consumable materials. No school equipment shall be removed from the premises without approval of the building principals. No school equipment shall be used for political purposes.

Association Notices - The Association shall be permitted to use teacher school mailboxes, teacher lounge bulletin boards, and inter-school mail for Association matters.

Notices of Vacancy - As each certified vacancy arises, the Superintendent or designee shall cause to be posted in each building and on each certified staff e-mail address a notice stating the requirements of the position and a date for making application.

While the notice form or format may change from time to time, in all cases it shall contain:

- A. A heading or title, prominently displayed indicating that the notice is a Notice of Vacancy.
- B. A definition of the position including any special requirements or certification.
- C. A statement indicating a posting and closing date. In no event shall this window period be less than five (5) calendar days.
- D. A statement indicating who the applicant should contact and how contact should be made.

District employees seeking notification during the summer months should file the appropriate form with the Superintendent along with self-addressed/stamped envelopes. Appropriate forms will be made available in each Principal's office and the office of the Superintendent. This procedure will replace the provision to notify using paycheck envelopes.

General Information - Non-confidential Board materials will be sent to designated R.T.A. Representatives at the same time these materials are sent to Board members. Materials shall be sent to the R.T.A. President and one R.T.A. representative from each building as designated by the R.T.A.

Association Days - Ten (10) contract days shall be granted to the R.T.A. to send a representative of their choice to conduct IEA/RTA business. Beginning with the 1991-1992 school year R.T.A. shall be entitled to accumulate unused Association Days to a maximum of sixteen (16) days. The RTA agrees to pay the salary of a substitute teacher for any days used. This Article shall not include days provided under School Code Chapter 122, 24-6.2.

School Calendar - In light of the District's need to cooperate with area school districts to provide special services for its pupils, the school calendar must conform as closely as possible to that adopted by the majority of the county school districts. Prior to submitting an annual recommended school calendar to the Board for adoption, the Superintendent, in a timely fashion, shall evaluate and consider input from the Riverdale Teachers Association. The Board shall establish a school calendar, which does not exceed 185 school days. If the five (5)

emergency workdays are not utilized for emergency (make-up) purposes, they shall not become employee work days. (Appendix E)

Employee Work Day - The employee work day shall begin twenty (20) minutes before the (regularly scheduled) student arrival time and shall end twenty (20) minutes after the (regularly scheduled) departure time. The early dismissal schedules shall be applied to the attendance days before the parent-teacher conferences and at the end of the second semester. During each workday an employee shall be entitled to:

1. A duty free, continuous, and uninterrupted lunch period equal to at least thirty (30) minutes as required by the School Code; and
2. A duty free preparation time:
  - A. Thirty (30) minutes per day at the elementary level (K-5)
  - B. One class period at the middle school/senior high level.

The elementary school shall provide a 20 minute team planning time for the elementary faculty in a fair and equitable manner during student lunchtime.

Participation of employees at activities or meetings held before or after school, designated by the building principal or the Superintendent shall be considered part of the teacher's working day. Notice of staff meetings other than the regularly scheduled monthly meetings shall be announced in writing at least twenty-four (24) hours prior to the meeting. Staff meetings shall last no longer than one hour beyond the regularly scheduled school day; i.e., middle school and senior high staff meetings shall not continue beyond 3:45 p.m. and elementary staff meetings shall not continue beyond 4:45 p.m. Such staff meetings shall, as a rule, not occur more than one session per week.

Principals are encouraged to hold such meetings during the aforementioned twenty (20) minutes before the students arrive or after the students depart. Staffing for I.E.P.'s shall not constitute staff meetings in the sense of this paragraph. However, the latter should not be conducted during a teacher's preparation period unless the said teacher agrees to utilize his/her preparation period for such meetings (I.E.P.'s). Before the administrators schedule a parent/teacher conference outside of legal school hours, the teacher will be consulted.

If the Board determines during the term of the contract to make a substantial change in the system of scheduling classes at the Middle School and/or High School, the parties agree that they will renegotiate the provisions for duty free preparation time and class preparation pay at those schools to accommodate changes in scheduling.

District-Wide Curriculum Committee - The District's philosophy is to have a wide variety of input for curricular evaluation, development and change as possible. The purpose of the committee is:

1. To help coordinate all aspects of the curriculum for the District,
2. To help monitor District-wide curriculum development,
3. To help develop changes necessary to keep/make curriculum current,

4. To help make certain the District meets State curriculum requirements,
5. To make suggestions for staff training and development for staff as needed,
6. To advise and/or make recommendations to the administration as needed to ensure quality education.

The Committee shall consist of:

1. Two (2) community members appointed jointly by Board and Association,
2. One (1) school board member,
3. Seven (7) teachers, two (2) from the elementary, two (2) from the middle school, and three (3) from the high school representing a wide range of departments or grade levels to be appointed jointly by the Administration and Association,
4. Two (2) administrators.

The Committee will choose its own Chairperson, who will perform the appropriate functions of the position. There will be no other officers. This will be a volunteer committee.

Committee members shall serve for three-year terms and one-third will be replaced each year, except that the committee initially will decide which members will serve one (1), two (2), and three (3) year terms. A committee member may not serve consecutive terms except with the agreement of the Superintendent and Association President, but may return after a one-year lapse.

The District shall provide release time during the school year as determined by the committee and approved by the Superintendent and \$100 per diem for each of the teachers serving on this committee for any time outside of the school work day.

Class Size/Class Preparations - The Board of Education recognizes the importance of class size to the educational program. The Board of Education will make every effort to keep class sizes in the district at reasonable levels except in traditionally large classes - example: Physical Education, Music, and single section subjects offered at the secondary level or where individual teachers or groups of teachers decide to utilize resources in alternate ways.

When class size at the Elementary level (K-5) exceeds the following student enrollments, an aide shall be provided with a limit of one aide per grade level. The following criteria shall be used: Kindergarten, 24 per classroom load; Grades 1-2, 25 per classroom load; Grades 3-4, 26 per classroom load; Grade 5, 28 per classroom load.

If it becomes advisable at the elementary level to operate a regular education class split between 2 grades, the teacher of the class shall be paid a stipend consisting of one-ninth the District base salary. For this assignment, suitable volunteers will first be considered, but if there are none, the position may be assigned to a suitable teacher.

At the Senior High School and Middle School if a teacher has more than four different preparations, he/she shall receive 1/9 of the base salary per year; semester classes shall receive 1/18 of the base salary. If a teacher at the Middle School or High School has four

different preparations, he/she shall receive 1/14 of the base salary per year, semester classes shall receive 1/23 of the base salary. To qualify for this benefit a teacher must have at least a semester total of 60 students in all academic classes.

Senior High School and Middle School teachers will not be required to teach more than six periods of classes and one assigned duty, or five periods of classes and two assigned duties.

Internal Transfer - Any tenured teacher may apply for transfer to a posted vacancy by submitting a letter of interest to the Superintendent or his/her designee as listed on the notice of vacancy within the time period specified on the notice. Applicants from within the District shall be reasonably informed in writing of acceptance or rejection for the position.

Internal Substitution - The Principal will ordinarily assign regular teachers to serve as internal substitutes on a volunteer basis. If a volunteer internal substitute is not available, however, the Principal may assign a teacher to serve as an internal substitute by rotating schedule, in alphabetical order. When a regular teacher substitutes for one or more periods for a whole period or any part thereof, in addition to or in place of his/her regular class load, he/she shall be reimbursed at the rate of \$20.00 per period. A period shall be defined as the normal class period at the senior high school level, the normal class period at the middle school level, and a normal preparation period at the elementary level.

Should a situation occur where the teacher requests, from the principal, permission to leave the building for a short period of time (less than two clock hours) the teacher may suggest and assist the principal in arranging for an internal substitution. If found to be acceptable by the principal, the teacher shall be allowed to leave the building without loss of sick leave or discretionary leave. In addition, no charge or cost shall be assigned to the district. The principal shall record all such absences to avoid abuse or excessive use. Excessive shall be considered more than three (3) absences in one year.

Notification of Assignment - All employees shall receive written notification of their assignments for the forthcoming year no later than the end of the current school year. In the event changes in such assignments are proposed, the employee affected shall be notified promptly. In no event shall major changes in the employee's assignment be made preceding the commencement of the next school term unless the Superintendent determines that an emergency situation exists. In the event of such an emergency, the employee shall be allowed to resign if such change is not acceptable to the employee. Change of assignment shall be interpreted to mean a change in building and/or grade level. At the grade 6-12 level, a change of assignment shall be interpreted to include subject matter.

Pupil Discipline - The parties agree that the employee has the primary responsibility for the maintenance of discipline within the classroom and school facilities during the normal student day. The Board recognizes its responsibilities in the maintenance of control and discipline in the classroom and to this end shall establish a comprehensive district discipline policy. This policy will be distributed annually to all students, parents and teachers.

The administration, however, recognizes its responsibility within board policy to assist the employee in maintenance of control and discipline. "Assist" is to be interpreted as follows: Extreme cases shall be taken to the Building Principal and mutual follow-up shall be made between teacher, Building Principal, and the pupil. If student-teacher conferences, parent-teacher conferences, or student-teacher-administrator conferences have been unsuccessful in controlling student behavior, certificated personnel may request the dropping of student from a

class. Final action regarding the dropping of a student from a class due to disruptive behavior shall be left with the Building Principal and/or the Superintendent. This decision of the Administration will not be subject to the grievance procedure.

A District-wide Joint Discipline Committee will be constituted with administrative and teacher representation at all three levels to be jointly appointed by the Board and Association. The Committee will coordinate the work of Discipline Committees in each building with an emphasis on discipline guidelines being developed at the grade, then building, then District-wide levels.

### Teacher Protection

- A. Threatened or actual criminal or civil action against a teacher acting within the scope of his or her employment shall be reported to the Superintendent. The Board will review the matter and take steps appropriate to its obligation under Section 10-20.20 of the Illinois School Code.
- B. In the event a teacher is physically assaulted while performing his or her assigned duties, a supervisor shall be notified immediately and the supervisor shall notify the Superintendent. If requested by the teacher, the Board shall provide an initial legal consultation to advise the teacher of his or her rights and responsibilities under the law. A teacher injured in such an assault will be eligible for worker's compensation to the full extent provided in state law and medical and disability benefits in accordance with the terms of applicable insurance policies.
- C. Teachers shall have Board assistance in any physical assault cases that occur while the teacher is performing his or her assigned duties. The Board assistance shall consist of:
  - (1) Notifying the proper authorities (police) once the incident has been reported to the building principal and Superintendent;
  - (2) A consultation by the Board's attorney with the teacher in outlining the teacher's legal rights and alternative courses of action, and;
  - (3) The Superintendent will be the only administrator permitted to talk to the press regarding teacher assaults. In issuing any statements to the press, the Superintendent will consult with the teacher and his or her Association Representative if desired by the teacher and shall make every effort to respect the privacy and rights of the teacher.
- D. No formal action against a teacher shall be taken on the basis of a complaint by a parent or student, nor shall any notice thereof be included in the teacher's personnel file unless the matter is first reported to the teacher in writing and he or she is allowed to attach a reply.

Hours Requirement - To advance horizontally on salary schedule (BA/0/0 to BA/8/0), teachers will receive hours of credit for graduate course work and undergraduate course work that relates to their teaching assignment and has had the prior approval of the Superintendent. Documentation of graduate credit earned shall be submitted to the Superintendent by September 10 to insure horizontal advancement for the current contract year.

In-Service - In addition to regularly scheduled in-service activities, the district will provide in-service activities that fall outside of the regular calendar. These activities, scheduled for evenings or Saturdays, will be at no cost to the teacher. During the year, sufficient activities will be provided so that a teacher may gain one hour credit. Teachers will not receive daily pay for these extra activities.

Instructor Credit - Pending approval by the Superintendent, these in-service activities may be designed and taught by a certified employee. In such cases, the instructor shall have the choice of receiving credit at a rate of 1 1/2 times that of the participant or of receiving a stipend of \$25.00 per hour of instruction time.

### Fair Share Agreement

1. Each bargaining unit member, as a condition of his/her employment, on or before thirty (30) days from the date of commencement of duties or the effective date of this Agreement, whichever is later, shall join the Association or pay a fair share fee to the Association equivalent to the amount of dues uniformly required of members of the Association, including local, state and national dues.
2. In the event that the bargaining unit member does not pay his/her fair share fee directly to the Association by a certain date as established by the Association, the Board shall deduct the fair share fee from the wages of the non-member. Prior to any collection of a fair share fee, the Association shall certify the amount of the fair share fee to the Board. All matters relating to the fair share collections, notifications, objections, and processing shall be in compliance with the current rules and regulations of the Illinois Educational Labor Relations Board.
3. Such fee shall be paid to the Association by the Board no later than ten (10) days following deduction.
4. The Association recognizes the right of non-members to dissent for reasons based upon bona fide religious tenets or teaching of a church or religious body to which such non-members belong. Such teachers shall be required to pay an amount equal to their proportionate share, determined under a proportionate share agreement, to a non-religious charitable organization mutually agreed upon by the teachers affected and the Association. If the affected teachers and the Association are unable to reach an agreement on the matter, the Illinois Educational Labor Relations Board ("IELRB") shall provide an approved list of charitable organizations to which such payments may be made.
5. 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 to intervene 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.

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

#### EXCEPTION

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.

### **EMPLOYEE COMPENSATION**

#### **AND FRINGE BENEFITS**

School Year & Salary Schedule - The agreed upon salary schedule shall be attached and incorporated into the next annual or multi-year contract. Newly hired teachers with no prior experience will be paid in accordance with Row 1 of the salary schedule and will remain at Row 1 for the second year of their employment. Thereafter, employees shall advance one vertical step for each year of employment within the district until the maximum step of the educational lane is reached. In no event shall any employee advance more than one vertical step in any year. Teachers who have reached the bump step on the salary schedule shall receive the following longevity payments in addition to the annual increase in the base salary provided for in the contract: (1) teachers who have been on the bump step for two full years shall receive .5 % more than the base salary in each subsequent year until the next longevity step is reached; (2) teachers who have been on the bump step for five full years shall receive .75% more than the base salary in each subsequent year until the final longevity step is reached; (3) teachers who have been on the bump step for ten full years shall receive 1.0% over their base salary for each subsequent year of teaching. The bump longevity provision will be applied to BA+8 or greater educational lanes on the salary schedule.

Pay Days - Employees shall receive their paychecks on alternate Fridays or the nearest school day prior thereto. The first check will be given on the second Friday of teacher attendance. During the summer, checks shall be mailed to reach the employee (or his/her designated summer mailing address) on or before the appropriate payday. The Board shall supply the needed postage and envelopes.

Tuition Reimbursement - Each teacher shall be reimbursed at a rate up to \$700 per contract year for qualified college courses.

In order to qualify for tuition reimbursement the college course shall meet with the approval of the superintendent so that the course shall either improve the teaching ability of the employee or be directly related to the employee's teaching assignment or be part of a college qualified degree program in education. Each teacher must obtain the Superintendent's approval prior to beginning the college course.

An official transcript must be received by the Superintendent prior to the Board authorizing payment at its next regular meeting.

Should a course overlap contract years (i.e., a fall course that begins in August and ends in December) the reimbursement shall be made at the rate in effect on the first day of class attendance for that course.

### Insurance Benefits

Each employee shall be offered individual hospitalization and major medical insurance. Annually, during the opening institute days, each employee shall receive a basic list of all coverages. At no time shall existing coverages or benefits be modified without mutual agreement of the RTA and the Board. Also, plan specifications and/or carrier selection shall be made by the Board of Education after seeking input from the RTA.

Teachers shall be covered beginning with the first day of the month following their first contract day, subject to limitations on pre-existing conditions as presently stated in the Plan/Policy, continuing until the first contract day of the following school year. If the employee's employment terminates prior to the completion of the school year, coverage will terminate on the last day of employment. To be eligible for insurance benefits, the teacher must be working under contract for 50% or more of the contract year, or 50% or more of the contract day.

In addition:

1. Annually, representatives from the employee health committee shall meet at least quarterly with representatives of the Board of Education, the Superintendent, and an insurance consultant to review health benefit coverage and discuss and implement mutually agreed upon changes in benefits and costs for the coming year.
2. The certified staff shall comprise no less than two-thirds of Riverdale's Employee Health Benefit Board.

For employees hired prior to September 1, 2006, the Board of Education shall pay 95% of the premium for each individual employee and 75% of the additional cost for each employee electing employee/spouse, employee/dependent, and family coverage. For employees hired on or after September 1, 2006, the Board of Education shall pay 75% of the premium for each individual employee and 50% of the additional cost for each employee electing employee/spouse, employee/dependent, and family coverage. In each year the employee will pay the balance of the expense for employee/spouse, employee/dependent, and family, if such election is taken.

Where health insurance premium costs increase by more than 10%, all employees shall contribute 50% of the increased health insurance premium cost over that 10%.

Married couples, both of whom are employed as teachers in the Riverdale School District, shall pay the employee portion of the premium for one single coverage in order to receive dependent coverage. For all employees hired on or after September 1, 2006, a spouse who is not employed as a teacher in the Riverdale School District but is employed elsewhere must elect coverage through his/her employer's health insurance plans if such coverage is available.

For teachers on an approved leave of absence, the teacher may elect to continue such coverage provided the teacher pays the premium.

#### Flexible Spending Account

The Board agrees to implement separate flexible spending accounts (FSA) for medical care and dependent care. The expense of developing and installing the plan will be the Board's responsibility. Those Employees who wish to participate in the plan shall pay the monthly administrative fee. The FSA year shall begin on January 1 and end on the following December 31.

#### Term Life Insurance

The Board shall provide, at no cost to the employee, fifty thousand dollars (\$50,000) term life insurance for each employee.

Insurance Claims - Health insurance claim forms shall be made available in each building office.

#### Other Payroll Benefits and Deductions -

1. Deductions for family health insurance premiums can be made from the payroll.
2. Deductions can be made for professional dues such as NEA, IEA, and RTA. These dues will be submitted to the organization ten days after deduction.
3. Payroll deductions may be made for the United Community Services Fund Drive.
4. Employee tax sheltered annuity program deductions may be made from payroll checks. Arrangements can be made in October, February and/or May.
5. Credit Union Savings deductions shall be made in equal amounts from each paycheck and deposited in the Credit Union so as to be credited to the employee's account the same day as other employees receive their payroll checks. Arrangements on amount can be made in October, February or May. This arrangement can be dropped at any time, but it cannot be altered. The RTA shall select and notify the District Treasurer as to which credit union shall be utilized. This election may also be made in October, February or May.
6. A copy of pay requests for extra duty assignments will be included in teachers' pay envelope.
7. Employees may enter into a salary reduction agreement for the purpose of making deposits into their flexible spending account(s).

Mileage - Teachers traveling from school to school in performance of their duty (contractual assignment) or traveling on approval for school business will be allowed two cents (\$0.02) per mile below the maximum IRS allowance (IRS rate minus two pennies for car expenses. An itemized statement of expenses should be presented (for reimbursement) to the Business Office by the end of each month, quarterly, or bi-annually, per stipulation with the Superintendent/Business Office.

### Early Retirement

1. Any teacher reaching age 55 or older, as defined by TRS, shall be eligible for one of the retirement incentives listed below.
2. Teachers wishing to apply for retirement incentives one (1) through three (3) must do so by January 15 of their last full year of teaching. Teachers wishing to apply for retirement incentive four (4) see requirements below.
3. The Board of Education shall provide the current statutory provisions regarding early retirement.

### Incentives

1. Teachers at ages 55, 56, 57, 58, or 59, as defined by TRS, who wish to receive an undiscounted annuity may apply for early retirement. Those who become eligible for this provision in the 2008-2009 school year only shall have an employee contribution paid by Board at the rate of 85%. In addition, the Board will pay its share as provided by TRS regulations.
2. Teachers at age 55 or older, as defined by TRS, who elect to retire on the discounted annuity plan shall receive a one time post-retirement stipend from the Board of Education of \$5,000.
3. Teachers having earned 35, 36 or 37 years of creditable experience, at least five years of which have been consecutive years of experience in the District immediately prior to retirement, and who are 55 years of age as defined by TRS may elect to retire with the Board paying a one time post-retirement stipend of \$5,000.
4. Teachers reaching age 60 with 10 or more years of experience or age 62 with five or more years may elect to retire with the Board paying a one time post-retirement stipend of \$5,000.
5. Early Retirement Option:

A teacher who has 20 or more years of service with the District at the time of retirement, has 35 years or less of creditable service, and whose retirement will cost the District no ERO contribution or penalties may elect to receive the following benefit:

If a teacher notifies the District by June 1 of the fourth year before retirement of an irrevocable intent to retire at the end of the school year four years later (e.g. if the teacher provides notice by June 1, 2009 of retirement in 2013), the teacher shall receive a total increase of 6% per year over his/her salary in the previous year for the final four years of employment prior to retirement. If a teacher provides notification by the above date of an irrevocable intent to retire less than four years in the future, the teacher shall receive a total increase of six percent (6%) in each of the remaining years before he or she retires.

For purposes of this provision, the term "salary" shall include stipends and all other payments considered by TRS to be part of creditable earnings.

Activity Pass - Upon employment by the Riverdale Board of Education, a teacher and his/her guest shall be admitted to all school sponsored activities at no charge. Any retiring teacher shall be issued an activity pass at his/her request. A teacher shall be issued an activity pass upon request for his/her family. This pass will be issued no later than one day before the first extra-curricular activity.

Extended Work Year Option - The Extended Work Year Option will not be offered unless grant money specifically written for the purpose of offering an Extended Work Year Option becomes available.

Saturday School Supervision - A voluntary sign-up for Saturday School supervision will be held at the start of each school year. Saturday School supervision begins at 7:45 a.m., and ends at 12:15 p.m. Pay for this duty will be \$110 per Saturday School.

Detention Hall Supervision - A voluntary sign-up for Detention Hall supervision at the High School and Middle School will be held at the start of each school year. Detention Hall will last for 30 minutes either before or after school according to the buildings time schedule. Pay for this duty will be \$20 per session. In the case that there are not enough teacher volunteers to cover all sessions, teachers in the specific building will share equally in supervising the remaining detention halls.

Claims for Credit - Any pay, benefit, reimbursement, or stipend must be claimed in the year that it was earned. The deadline for claims or corrections to a teacher's contract is June 30<sup>th</sup> of the current school year. Teachers are responsible for checking for proper financial and personal information on all payroll and other office information. Employees will not be penalized for any office or administrative error.

### **EMPLOYEE LEAVES**

Sick Leave - Sick leave will be governed by the Illinois School Code, Sec. 24-6 which reads, "Sick leave shall be interpreted to mean personal illness, quarantine at home, or serious illness or death in the immediate family or household." The Board may require a physician's certificate, or if treatment is by prayer or spiritual means, that of a spiritual advisor or practitioner of such person's faith, as a basis for pay during a leave after an absence of three (3) days for personal illness, or as it may deem necessary (after one day) in other and/or unusual circumstances. Pregnancy related disability will be treated as sick leave.

The Board shall grant its full time teachers sick leave provisions not less in amount than fourteen (14) days at full pay in each school year until a teacher has completed 20 years teaching in the District. Thereafter, the Board shall grant twenty (20) days at full pay in each school year. If any employee does not use the full amount of the annual leave thus allowed, the unused amount shall be accumulated to a maximum available leave of four hundred (400) days at full pay. Sick leave shall be pro-rated by the Board for personnel employed less than full time or full days.

The Employer shall furnish each Employee with a written statement at the beginning of each school year setting forth the total accumulated sick leave credit for said Employee.

House Bill 254 defines "immediate family" for teachers' sick leave purposes as: parents, spouse, brothers, sisters, children, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, and guardians. In addition, sons-in-law and daughters-in-law shall be included as part of the immediate family.

Each teacher shall be allowed up to three (3) days per year deductible from allowable sick leave for a death outside of the immediate family.

#### Sick Leave Bank

1. The necessity for further employee contributions will be reviewed annually. Contributions to the Bank must be made no later than September 15. This stipulation does not affect the Bank's depletion request clause.
2. Teachers new to the District (Riverdale Community Unit School), or those teachers who have no accumulative sick leave, may donate one sick leave day from their current year to be eligible for coverage by the Bank. Teachers who join the District staff later in the school term will be given an opportunity to join the Bank on an equal basis, after two (2) weeks of employment.
3. A Professional Council composed of two (2) Board members, one (1) administrator and two (2) teachers will be formed.
  - a. Board Professional Council members shall be appointed by the Board (annually).
  - b. Administrative Professional Council member shall be the Superintendent or designee.
  - c. The Teachers Professional Council shall be designated as the current RTA President and the RTA Building Representative from the applicants building.

The Professional Council will be responsible for determining teacher eligibility to benefit from the Sick Leave Bank in accordance with the sole purpose for which it is established, which is to provide insurance against excessive loss of pay because of catastrophic illness or injury (excluding normal pregnancy).

4. In order to be eligible to draw from the Sick Leave Bank, a teacher shall:
  - a. Be a current contributor to the Bank.
  - b. Present a doctor's certification of continuing illness.
  - c. Have used all his/her accumulated sick leave.
  - d. Have already had deducted from his/her pay two (2) consecutive full days of teaching salary.

5. The Riverdale Teachers' Association may request the contributing members donate an additional sick leave day to the Sick Leave Bank if the reserve becomes depleted to less than ninety (90) days.
6. A person who has contributed to the Bank shall be allowed to withdraw a maximum number of ten (10) days for each extended illness of the number approved by the Professional Council. The original application, which should be made to the Building Administrator, must be made no later than fourteen (14) days after the employee becomes eligible for the benefits of the Sick Leave Bank. Successive applications for extensions must be made to the same administrator within seven (7) calendar days of eligibility. The Building Administrator shall be notified by the Superintendent's office when a member has used all of his/her sick leave. The Building Administrator who has received the request for Sick Leave Bank use will be responsible for notifying the Professional Council of the application. The appropriate building principal will call and chair the meeting of the Professional Council.
7. A maximum of five (5) days will be allowed for catastrophic illness within the immediate family. Immediate family is defined earlier.
8. The Professional Council may grant an extension of sick leave days beyond the maximum limit only for catastrophic illness of the member or in the immediate family upon review of the circumstances.
9. The Sick Leave Bank shall have an accumulative ceiling of one hundred eighty (180) days. New teachers may each contribute one day to the Sick Leave Bank at the start of their first year even if their contributions cause the number of days in the Bank temporarily to exceed its maximum.
10. Reports on the status of the Sick Leave Bank, including number of days remaining, will be provided to the RTA President within five (5) days of his/her request for this information.

Personal Leave - Each teacher may elect to use two (2) days of personal leave during the school year, subject to the following stipulations and limitations:

1. Said days shall not be used for recreational purposes.
2. A request for the use of personal days must be presented to the building administrator not less than three (3) days prior to the start of such leave. The teacher shall not be required to give a reason for such request. Appropriate response will be given by the administrator in 24 hours.
3. Should an emergency situation arise, the administrator may grant a leave request with less than three (3) days prior notice. In such circumstances, the teacher shall state verbally the reason for the request.
4. Personal leaves are subject to the administrator's approval and may be denied if unusual staffing problems are found to exist.

5. Leave days may not be taken on the first or last day of the school term or the day before or after Thanksgiving, Winter and Spring Recess, or, in the case of teachers teaching in the high school, on semester exam days. Should an emergency arise on any of these days, the teacher may apply for leave to the Superintendent stating the nature of the emergency.
6. Should leave requests exceed 10% of the building staff on a given day, the administrator may deny any further leave for that day.
7. Leave days shall not be used in units of less than 1/2 day.
8. Unused personal leaves shall be added to accumulated sick leave at the start of the next school year.

Other circumstances not mentioned above may be directed to the Superintendent for consideration. In the event that a teacher uses both of his/her days, the Superintendent can consider transferring up to one additional day. This day would then be deducted from a teacher's sick day total. Should a grievance arise concerning the application of personal leave, said grievance will be initiated at Step 3 of the grievance process.

Military Leave - Teachers employed by the District who are granted a leave of absence for military service will receive credit equal to their length of duty, not to exceed three (3) years as defined in the Illinois School Code, 24.13.

Child Adoption Leave - Ten (10) working days with full pay shall be granted to an employee for the purpose of child adoption if the child to be adopted has not reached his/her first (1st) birthday at the time physical custody is granted. If the child to be adopted is between ages one (1) and six (6), five (5) working days with full pay shall be granted, to an employee for the purpose of child adoption. To the degree this provision is inconsistent with 105 ILCS 5/24-6, the statute shall control.

Unpaid Leave of Absence - The Board shall grant leave in compliance with the Family and Medical Leave Act. The Board may grant leaves for other reasons at its discretion. The beginning date and ending date of leave for medically related reasons shall be determined by the employee and physician. The beginning and ending dates for all other leaves shall be determined by the Board, but in no case shall extend beyond a twenty-four (24) month period. An employee who returns from leave shall be reinstated to the employee's former position or its equivalent.

### **EMPLOYEE DISCIPLINE**

The employer shall take no disciplinary action against any employee without just cause, provided however, that the Board retains all of its statutory rights with respect to the termination of non-tenured teachers.

### **EMPLOYEE APPRAISAL**

- A. Full Knowledge Of Observations - All monitoring of the work of each teacher shall be conducted in person and with the full knowledge of the teacher.

- B. Notification of the Appraisal Process - Within two (2) weeks after the beginning of each school term, the building principal or immediate Supervisor shall conduct a workshop so as to fully inform each teacher under his/her supervision of the appraisal procedures, standards, and instruments to be used as well as who will observe and appraise his/her performance. The school administration will develop one appraisal instrument that shall be used throughout the district for the formal appraisal of certified employees. It is agreed and understood that the Board may change the appraisal instrument between school years in cooperation, and after consultation, with the Association; however, the appraisal instrument shall not be changed during the school year except by mutual agreement between the Board and Association.

A new teacher or a teacher reassigned after the beginning of the school term shall be notified by the building principal or immediate supervisor of the appraisal procedures in effect. Such notification shall be within two (2) weeks of the first day in the new assignment.

- C. Appraisal of Traveling or Unassigned Employees - The Superintendent shall designate a building principal or immediate supervisor of a teacher not assigned to one building to be responsible for the notification and appraisal of those teachers even on a part-time or temporary basis.
- D. Procedural Bar to Appraisals - No formal (summative) appraisals shall take place until the above orientations have taken place.

E. Appraisal Process -

1. A probationary employee shall receive a first formal appraisal by December 1 and the second by March 1, not less than once per semester.
2. A tenured employee or a part-time employee who has been employed by the District for two (2) consecutive years shall receive a formal (summative) appraisal not less than once every two years or on a yearly basis at the teacher's request. Administration may initiate additional appraisals as deemed necessary.
3. Each appraisal cycle (formative) or formal (summative) appraisal may be initiated by a pre-appraisal conference between the appraiser and the teacher to be appraised, that shall include a review of the expectations of the parties.

- F. Post Appraisal Summative Review Conference and Procedure - Within ten (10) school days following the completion of the written (summative) appraisal, the administrator shall provide for an individual conference and shall provide the teacher with a copy of the summative appraisal. Summative appraisals, including post-conference, shall be completed no later than ten (10) school days before the last full official day of student attendance for the school year. Following the conference, the teacher shall sign the original document and be given a copy of the signed appraisal. In no case shall the teacher's signature be construed to mean that he/she necessarily agrees with the contents of the appraisal. Each written summative appraisal shall contain specific statements indicating strengths and/or weaknesses to support the overall rating.

- G. Teacher's Right to Respond - A teacher may submit, within ten (10) school days of the conference, additional comments to the written appraisal if he/she so desires. The

written comments shall be attached to the summative appraisal and placed in the teacher's personnel file. The immediate supervisor will sign the response acknowledging that he/she read the material. A copy of the response will be provided to the immediate supervisor.

- H. Consulting Teacher - Any bargaining unit employee, who voluntarily accepts the role of consulting teacher, shall be provided with released time or a stipend based upon the per diem salary of the consulting teacher, and clerical assistance necessary to perform in this function without loss of preparation period. The amount of released time or stipend involved in each consulting teacher assignment shall be stated in writing and given to the bargaining unit employee prior to his/her acceptance of the role of consulting teacher.
- I. Appraisal Process Committee - A Joint Committee will be constituted with equal representation of the Association (appointed by the President) and the Administration/Board to review the appraisal process and ensure that it functions effectively. The first meeting will occur within one month of the start of school in the fall. The members will elect joint chairs with responsibility for calling subsequent meetings. The Committee will determine its own agenda and the frequency of meetings.

### **GRIEVANCE PROCEDURE**

A grievance is a claim by the Association, employee, or group of employees that:

- A. There has been an alleged violation, misinterpretation, or misapplication of the terms and conditions of this Agreement;
- B. An employee has been treated inconsistently under the terms and conditions of this Agreement;
- C. There exists a condition which seriously affects the health and safety of any employee.

### **EXCEPTIONS**

- 1. A grievance arising from that misapplication of the personal leave clause shall be initiated at either Step 2 or Step 3.
- 2. Any grievance that involves an administrator above the building level may be initially filed by the Association at either Step 2 or Step 3, whichever is applicable.

### **TIMELINES**

Absence of a response by the designated administrator or the Board to a grievance within specified time period shall be deemed a denial of the grievance at that level and shall begin the time period for the next step. Absence of an appeal by the Association within the designated time period shall be deemed a decision not to appeal.

#### **Step 1:**

- A. A staff member with a grievance has ten (10) working days from the date of the alleged grievance to make his/her initial verbal presentation. All timelines shall be

counted from the date of the verbal presentation. For this Article, working days shall be defined as contractual days when teachers are present, excluding snow days as they occur.

- B. The grievance is made directly by the staff member involved to the immediate administrative superior and superintendent. Staff member affected shall have the right to representation on this or any succeeding steps. (Limit 2)
- C. The decision rendered must be given within three working days to the staff member. The time limit may be extended for persuasive reasons with the consent of the parties concerned.

Step 2:

If no satisfactory settlement is made after the designated time above, the staff member may make a written appeal (Appendix A) of the decision (or lack thereof), to the same administrators as Step 1, within the next ten working days.

- A. Notify the administrative officer in Step 1 above of the employee's decision to appeal.
- B. This appeal must be a brief, written statement of the facts concerning the grievance.
- C. The administrative officer must render a decision within three working days to the staff member.

Step 3:

If there is not mutual agreement at Step 2, the employee may appeal his/her grievance to the Board of Education.

The procedure to be followed is:

- A. After mutual agreement, the Superintendent shall set aside time at the next regular or special Board meeting for the appeal to be heard.
- B. All parties involved and their representatives (not to exceed two) must meet with the Board in executive session on all personnel grievances.
- C. The Board of Education will render, no later than the next regularly scheduled meeting, a decision in writing to the parties involved.

Step 4:

The employee, through the Association, may submit the grievance to final and binding arbitration. Should arbitration become necessary, a list of seven (7) qualified arbitrators will be requested from the Federal Mediation and Conciliation Service. From such list, the party initially requesting the arbitration shall strike three (3) names and the other party shall then strike three (3) names. The person whose name remains shall be the arbitrator. If the demand

for arbitration is not filed within twenty-one (21) days of the date for the Step 3 answer, then the grievance shall be deemed withdrawn.

- A. The arbitrator shall set the time and place of the hearing and shall have the authority to conduct the hearing.
- B. The cost of arbitration will be shared equally by the Board and Association.
- C. Neither the Board of Education nor the Association shall be permitted to assert any grounds or evidence before the arbitrator which has not previously been disclosed to the other party.
- D. The arbitrator shall not have the power to add to, subtract from, alter or modify any of the terms or conditions of the Agreement.

### **EMPLOYEE TERMINATION**

Tenured employees shall be given written warning, specifically identifying the behavior(s) or action(s) which, if not remediated, could be the basis for termination. Such warning shall be given, whenever possible, at least one semester prior to the recommendation for termination.

Prior to the issuance of a written notice of termination, the appropriate administrator will have had a conference with the employee, including therein a review of the employee's personnel file. If requested by the employee, an Association representative may be present at the conference. The Board shall provide tenured employees and the Association (if desired by the employee) a written notice of the specific charge(s) against the employee. The Board must approve a motion containing specific charge(s) against the teacher by a majority vote of all its members. The notice shall include a bill of particulars and be served upon the teacher within five (5) days of the Board's adoption of the motion.

No hearing upon the charge(s) is required unless the teacher within ten (10) days after receiving the notice requests in writing of the board that a hearing be scheduled, in which case the board shall schedule a hearing on the charge(s) before a disinterested hearing officer on a date no less than fifteen (15) and no more than thirty (30) days after the enactment of the motion. If the teacher requests a hearing, the procedure of Chapter 122, section 24-12 of the Illinois School Code shall be followed.

No part of this article which is mandated by the School Code shall be grievable.

### **MANAGEMENT RIGHTS**

Except as limited by the provisions of this Agreement, the Employer retains traditional rights to manage and direct the affairs of the Employer in all of its various aspects and to manage and to direct its Employees including but not limited to the following: to plan, direct, control and determine the operations and services of the Employer; to direct the working forces; to establish the qualifications for employment and to employ Employees; to schedule and assign work; to establish work; to determine methods, means, organization, and number of personnel by which such operations and services shall be made; to make and enforce reasonable rules and regulations; to discipline, suspend, and discharge Employees for just cause; to change or eliminate existing methods, equipment, or facilities; provided, however, that the exercise of any

of the above rights shall not conflict with any of the provisions of this Agreement and shall not abridge or lessen any Employee or Association rights under Illinois law.

**EFFECT OF AGREEMENT**

- 1. Complete Understanding - The terms and conditions set forth in this Agreement represents the full and complete understanding between the parties. The terms and conditions may be modified only through the written mutual consent of the parties.
- 2. Individual Contracts - The terms and conditions of this Agreement shall be reflected in individual contracts or employment agreements.
- 3. Savings Clause - All parts of this agreement must be in compliance with the school code of Illinois. Should any article, section, or clause of this agreement be declared illegal by a court of competent jurisdiction then that 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.
- 4. The Association is prohibited from calling or initiating any strike action during the duration of the contract.
- 5. Terms of Agreement - This Agreement shall be effective September 1, 2008 and shall continue in effect until August 31, 2011.

This agreement is signed this 26th day of August, 2008.

In witness thereof:

For R.T.A.

For the Board of Education  
School District #100

\_\_\_\_\_  
(President)

\_\_\_\_\_  
(President)

\_\_\_\_\_  
(Secretary)

\_\_\_\_\_  
(Secretary)

**GRIEVANCE REPORT**

\_\_\_\_\_  
Date Filed

\_\_\_\_\_ School District Distribution of Form (check if sent to)

\_\_\_\_\_ Building(s)

- \_\_\_\_\_ 1. R.T.A.
- \_\_\_\_\_ 2. Employee
- \_\_\_\_\_ 3. Bldg. Principal
- \_\_\_\_\_ 4. Superintendent
- \_\_\_\_\_ 5. Board of Education

Names of Aggrieved Person(s): \_\_\_\_\_

LEVEL II

A. Date Violation Occurred \_\_\_\_\_

B. Section(s) of Contract Violated \_\_\_\_\_

C. Statement of Grievance\* \_\_\_\_\_

D. Relief Sought\* \_\_\_\_\_

\_\_\_\_\_  
Signature Aggrieved

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of R.T.A. Rep.

\_\_\_\_\_  
Date

\*If additional space is needed, attach additional sheets

**GRIEVANCE REPORT**

E. Disposition by Administrator\* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Administrator

\_\_\_\_\_  
Date

LEVEL III

A. \_\_\_\_\_  
Signature of Aggrieved Person(s)

\_\_\_\_\_  
Signature of R.T.A. Representative

B. \_\_\_\_\_  
Date submitted to Superintendent

\_\_\_\_\_  
Date Received by Superintendent

C. Disposition by Superintendent or Designee\* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of President of the  
Board of Education

\_\_\_\_\_  
Date

\*If additional space is needed, attach additional sheets

**TRS PAYMENT AND ITRS HEALTH INSURANCE SUPPLEMENT**

The Riverdale Board of Education agrees to contribute on behalf of each teacher/certified employee to the Illinois Teachers' Retirement System and Teacher Health Insurance. The TRS factor of 1.098901 (9.8901%) will be applied to each teacher/certified employee's current base salary position as it appears in Schedule A. The ITRS Health Insurance contribution (.5%) will then be applied according to TRS guidelines.

The Riverdale Board of Education and the Riverdale Teachers' Association as well as all certified employees covered by this agreement/salary schedule recognize and agree that the above-entitled "Salary Schedule A" "Illinois Teachers' Retirement System Contribution" and the "Riverdale Differential Schedule" for the current school year represents the total compensation for each teacher's/certified employee's assignment including salaries paid the teacher/certified employee by the Board and contributions paid by the Board to the Illinois Teachers' Retirement System on behalf of the teacher/certified employee.

All certified employees covered by this contract must participate to the above described program for Board contributions to the Illinois Teachers' Retirement System on the basis of the following legal authority:

- A. The Pension Reform Act of 1974 (E.R.I.S.A.) Section 414(h) (2) of the Internal Revenue Code;
- B. The Opinion of the Illinois Attorney General, No. S-1250, issued June 9, 1977; and
- C. The May 31, 1977 opinion of A. D. Fields, Chief, Employee Plans Technical Branch, to Mr. William R. Wallin, Assistant Attorney General, State of Illinois.

Notwithstanding said legal authority, the Board and Association recognize that neither can, nor does, guarantee or assure any eligible teacher/employee that contributions paid by the Board to the Illinois Teachers' Retirement System, in whole or in part, are, or will be considered to be, excludable from the gross income of the individual for federal income tax purposes. It is further agreed that if a court of competent jurisdiction declares that the (Riverdale) Board of Education contributions to the Illinois Teachers' Retirement System are illegal or not excludable for tax purposes, the Computed Annual Salary Rate as shown in Schedule B shall become the Base Salary Rate of the District effective immediately. Such salary rate shall not be retroactive for the period during which the teacher/certified employee was paid under Schedule A.

The Riverdale Teachers' Association agrees to indemnify and hold harmless the Riverdale Board of Education against any claim for back taxes or penalties incurred as a result of compliance with this section, provided the Riverdale Teachers' Association is promptly served notice of any action brought against the Board by virtue of its compliance.



**SALARY NOTIFICATION  
RIVERDALE COMMUNITY UNIT #100**

**TENURED CERTIFICATED PERSONNEL**

**COMMENCING \_\_\_\_\_  
(date)**

**NAME: \_\_\_\_\_**

**SALARY SCHEDULE: \_\_\_\_\_ STEP: \_\_\_\_\_  
(Educational Level) Bump Longevity: \_\_\_\_\_**

**Semester Hours Turned Into Office by Sept. 10 \_\_\_\_\_**

**Total Hours for New Academic Year \_\_\_\_\_**

**A. INSTRUCTIONAL TEACHER SALARY \_\_\_\_\_ T.R.S. \_\_\_\_\_**

**B. STIPEND - Separate from and in addition to the basic contract:**

DUTY	SALARY/LONGEVITY	T.R.S.
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**TOTAL SALARY (TEACHING + STIPEND + T.R.S.) \_\_\_\_\_**

**GRAND TOTAL: \$ \_\_\_\_\_**

**RIVERDALE COMMUNITY UNIT SCHOOL DISTRICT #100**  
**SALARY SCHEDULE MULTIPLIERS**  
**2008-2009 through 2010-2011**

YEARS IN DISTRICT	BA/BS	BA/BS +8	BA/BS +16	BA/BS +24	MA/MS	MA/MS +8	MA/MS +16	MA/MS +24
0	1.060	1.090	1.120	1.150	1.180	1.210	1.240	1.270
1	1.080	1.110	1.140	1.170	1.200	1.230	1.260	1.290
2	1.100	1.130	1.160	1.190	1.220	1.250	1.280	1.310
3	1.120	1.150	1.180	1.210	1.240	1.270	1.300	1.330
4	1.160	1.190	1.220	1.250	1.280	1.310	1.340	1.370
5	1.200	1.230	1.260	1.290	1.320	1.350	1.380	1.410
6	1.265	1.295	1.325	1.355	1.385	1.415	1.445	1.475
7	1.305	1.335	1.365	1.395	1.425	1.455	1.485	1.515
8	1.345	1.375	1.405	1.435	1.465	1.495	1.525	1.555
9	1.385	1.415	1.445	1.475	1.505	1.535	1.565	1.595
10	1.425	1.455	1.485	1.515	1.545	1.575	1.605	1.635
11	1.465	1.495	1.525	1.555	1.585	1.615	1.645	1.675
12	1.530	1.560	1.590	1.620	1.650	1.680	1.710	1.740
13	1.570	1.600	1.630	1.660	1.690	1.720	1.750	1.780
14		1.640	1.670	1.700	1.730	1.760	1.790	1.820
15			1.710	1.740	1.770	1.800	1.830	1.860
16				1.805	1.835	1.865	1.895	1.925
17					1.875	1.905	1.935	1.965
18						1.945	1.975	2.005
BUMP (Year 1)	1.670	1.740	1.810	1.905	1.975	2.045	2.075	2.105
BUMP (Year 2)	1.670	1.740	1.810	1.905	1.975	2.045	2.075	2.105
BUMP (Year 3)		Bump + .5% of bump						
BUMP (Year 4)		Bump + .5% of bump						
BUMP (Year 5)		Bump + .5% of bump						
BUMP (Year 6)		Bump + .75% of bump						
BUMP (Year 7)		Bump + .75% of bump						
BUMP (Year 8)		Bump + .75% of bump						
BUMP (Year 9)		Bump + .75% of bump						
BUMP (Year 10)		Bump + .75% of bump						
BUMP (Year 11+)		Bump + 1.0% of bump						

**EXTRACURRICULAR ACTIVITIES 2008-2009 through 2010-2011**

The Board of Education may assign Employees to perform duties relating to student activities. Duty stipends shall be paid as a percentage of the base salary or as a fixed dollar amount.

The maximum number of coaches assigned to a sport is set by this Agreement. The Superintendent and the Union President may, however, agree to vary the number of coaches below this maximum number. Should the Superintendent and the Union President fail to agree, the parties will submit the issue to collective bargaining negotiations.

Area of Responsibility

Football

Varsity Head	18%
Varsity Assistant	14%
Assistant	13%
Assistant	13%
9th Grade	11%

Volleyball

Varsity Head	18%
Varsity Assistant	14%
9th Grade	11%
8th Grade	8%
7th Grade	8%

Girls Cross Country

Varsity Head	11%
--------------	-----

Soccer

Varsity Head	11%
Assistant	8%

Basketball

Varsity Head (Boys)	18%
Varsity Head (Girls)	18%
Varsity Assistant (Boys)	14%
Varsity Assistant (Girls)	14%
9th Grade (Boys)	11%
9th Grade (Girls)	11%
8th Grade (Boys)	8%
8th Grade (Girls)	8%
7th Grade (Boys)	8%
7th Grade (Girls)	8%

Wrestling

Varsity Head	18%
Varsity Assistant	14%
8th Grade	8%
7th Grade	8%

Track		
	Varsity Head (Boys)	15%
	Varsity Head (Girls)	15%
	Assistant (Boys)	10%
	Assistant (Girls)	10%
	Middle School (Boys)	5%
	Middle School (Girls)	5%
Golf		
	Varsity Head	11%
	Assistant	8%
Baseball		
	Varsity Head	15%
	Assistant	10%
Softball		
	Varsity Head	15%
	Assistant	10%
Vocal Music Director		8%
Instrumental Music Director		15%
Speech Team Coach		8%
Theater Production		
	Play Director	7%
	Assistant	4%
	Set/Costume Assistant	2%
	Musical Producer/Director	9%
	Assistant	4%
	Set/Costume Assistant	2%
	Accompanist	1%
Senior High Yearbook		6%
Middle School Yearbook		6%
Elementary School Yearbook		4%
National Honor Society		3%
Scholastic Bowl Team		4%
Middle School Scholastic Bowl Team		3%
Pep Club		5%
Cheerleading		
	Football	6%
	Basketball	6%
	Middle School	
	Basketball/Wrestling (Boys)	3%
	Basketball (Girls)	3%
Junior Class (Prom)		1.5%

S.T.A.R.S.	3%
Student Council (Senior High)	8%
Student Council (Junior High)	4%
Ticket-Taking	
Football	\$35.00
.All Other SH Events	\$30.00
MS Events	\$28.00
Scorers, Clock/Timers	\$30.00
Sports Workers (Scorers, clock/timers)	\$90.00 all day activities (more than 8 hours)
Speech Judges	\$75.00/day
Weight Room Supervisors (1% x 12 months)	15%
Job Description to be compiled by Agreement	
3x1% additional weight room open (a.m. & p.m.) for June, July, August	

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\$100 for 8th or better - State Team Competition  
\$100 League Conference Championship (Team)  
\$100 Individual State qualifiers for all sports/activities

\$150 or 7% of the stipend for the position, whichever is greater, after 3 consecutive years at Riverdale within the same activity

\$250 or 10% of the stipend for the position, whichever is greater, after 6 consecutive years at Riverdale within the same activity

\$350 or 15% of the stipend for the position, whichever is greater, after 8 consecutive years at Riverdale within the same activity

\$450 or 20% of the stipend for the position, whichever is greater, after 10 consecutive years at Riverdale within the same activity

Post all ticket taking, scorers, judges, and clock workers' openings in all three buildings via e-mail.

**LETTER OF AGREEMENT**

The Riverdale Board of Education and Teachers' Association agree that when enough information is available regarding 403(b) options and direct deposit options, they will bargain over issues that require bargaining. The Superintendent and Association President shall determine when and how such bargaining shall take place.

For R.T.A.

For the Board of Education  
School District #100

\_\_\_\_\_  
(President)

\_\_\_\_\_  
(President)

**LETTER OF AGREEMENT**

**JOINT STEERING COMMITTEE**

The Board of Education and Teachers' Association of Riverdale Community School District #100 agree at the outset of the 2008-09 school year to establish a Joint Steering Committee. The Committee shall be comprised of the Superintendent, one building Principal, the Board President and one additional member of the Board of Education and three teachers – one from each building. One of the teachers shall be an Association representative. The Committee shall meet for at least five times over the course of the year. The Committee shall operate during the 2008-09 school year on a trial basis. At the end of the year, the parties shall determine whether the Committee shall be continued.

The purpose of the Committee is to coordinate joint committees and projects within the District, including but not limited to determining the priority of projects where time and other resources are limited, to work with other committees to determine agendas.

For R.T.A.

For the Board of Education  
School District #100

\_\_\_\_\_  
(President)

\_\_\_\_\_  
(President)

**LETTER OF AGREEMENT**

**NEW RESIDENCE**

The Riverdale Board of Education and the Teachers Association agree to establish a joint committee to pursue an incentive program to encourage teachers to establish residency within the District.

For R.T.A.

For the Board of Education  
School District #100

\_\_\_\_\_  
(President)

\_\_\_\_\_  
(President)