

# **AGREEMENT**

**Between**

**The Board of Education**

**Reavis High School District No. 220**

**Burbank, Illinois**

**and**

**The Reavis High School Federation of Teachers, Local 1951**

**American Federation of Teachers, AFL-CIO**

**July 1, 2021 – June 30, 2025**

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## INTRODUCTION

**This Agreement** made and entered into the 15<sup>th</sup> day of June 2021, by and between the Board of Education, William Claude Reavis High School, District 220, Cook County, Burbank, hereinafter referred to as the "Board" and the Reavis High School Federation of Teachers, Local 1951 of the American Federation of Teachers, hereinafter referred to as the "Union" for the purpose of setting wages and rules and regulations covering working conditions of the professional bargaining unit defined herein.

**This Agreement** has the additional purpose of establishing a democratic atmosphere, which will attract creative, dedicated teachers to this School District and encourage such teachers now in the system to remain in the District and in the classroom. Both parties fervently believe this High School District can and should be a dynamic, democratic, flexible and innovative secondary school system.

## ARTICLE I RECOGNITION

- 1.1 Representation.** The Board recognizes the Union as the sole and exclusive bargaining representative for all classroom teachers, guidance counselors, librarians, deans, and school nurse on matters of wages and working conditions.
- 1.2 Definition of Teacher.** When used hereinafter in this Agreement, the term "teacher" shall refer to a member of the bargaining unit described in Section 1.1.
- 1.3 Negotiations Procedures.** Negotiations for a successor contract shall commence no later than April 1 of the last year of this Agreement unless the parties mutually agree to some other date. Ground rules shall be mutually established for negotiation procedures by the negotiating representatives of both parties to the Agreement.
- 1.4 Impasse Procedures.** If an impasse in negotiations is reached, as defined under the Illinois Educational Labor Relations Act, the parties shall request the appointment of a mediator from the Federal Mediation and Conciliation Service (FMCS). If the appointment of a mediator by FMCS cannot be made within three (3) weeks of the parties' request, the parties shall select a mediator from a list provided by the American Arbitration Association. Nothing contained in this Section shall preclude the parties from mutually agreeing to another person to act as a mediator.
- 1.5 School Policy Changes.** Any changes in existing Board or School District policy made during the term of this Agreement and not covered by this Agreement which affect the working conditions of the teachers covered by this Agreement will be communicated to the Union at least fifteen (15) days before final action is to take place, and the Union shall be given a chance to be heard on such changes before final action on such changes is taken by the Board. Mutual agreement over such matters shall not be prerequisite to the Board's acknowledged right to make and implement its final decision on all policy matters. The union shall receive a copy of any policy change adopted by the Board.

**1.6 Printing Costs.** The costs of printing this Agreement shall be borne equally by the Board and the Union.

**ARTICLE II**  
**MANAGEMENT RIGHTS**

- 2.1 Management Prerogatives.** The Union acknowledges that the Board has the responsibility and authority to manage and direct, on behalf of the public, all of the operations and activities of the School District to the full extent provided by law, limited only by the lawful provisions of this Agreement, including, but not limited to, such areas of discretion or inherent managerial policy as the functions of the Board, standards of service, the overall budget, the organizational structure, the selection of new teachers and the direction and assignment of teachers.
- 2.2 Reservation of Rights.** Nothing contained herein is intended to or shall conflict with, contravene, abrogate, diminish, or affect in any way the powers, authority, duties and responsibilities vested in the Board by the statutes and laws of the State of Illinois.

**ARTICLE III**  
**UNION RIGHTS**

- 3.1 Non-Discrimination Assurances.** No teacher shall be discriminated against in evaluation for reappointment or promotion by reason of membership in the Reavis High School Teachers' Union.
- 3.2 Freedom to Organize.** Teachers shall not be encouraged to join or be discouraged from joining any organization representing teachers by supervisors, administrators, or other representatives of the Board. Teachers shall be free to join any organization representing teachers without interference or penalty.
- 3.3 School Financial Information.** The Union shall be furnished upon reasonable request all regularly and routinely prepared information concerning the financial condition of the school including annual financial statement, adopted budget, and other financial reports which may be compiled and issued from time to time. In addition, the Board and the administration will grant reasonable requests for available statistics and other information, which may be relevant to negotiations or necessary for the proper enforcement of this Agreement.
- 3.4 Agreement Implementation.** The Superintendent or designee shall meet periodically (though not more often than once a month except by mutual agreement) at the request of the Union to discuss questions relating to the implementation of this Agreement.

There will be no advisory board, committees, councils, or other organizations composed of teachers and administration with the purpose of discussing and acting on salaries and working conditions and/or the implementation of the Agreement, except as provided in this Agreement.

- 3.5 Visitation by Representatives.** A reasonable number of requests for visits to the school by representatives of IFT and AFT will be granted by the administration, provided that no interference with the instructional program would be occasioned by the granting of such requests and provided all visitors obtain permission from the Superintendent's office before proceeding to their ultimate destinations.
- 3.6 Dues Deduction.**
- A. In with applicable law, the Board will deduct from the pay of members of the bargaining unit, from whom it receives written authorization, the required amount of Union dues and contributions as directed by the Union. The dues payments and the list of members from whose pay the dues have been deducted, along with the amount deducted from each, shall be forwarded to the Union treasurer no later than thirty (30) days after such deductions were made.
  - B. The Employer shall honor employees' individually authorized deduction forms and shall make such deductions in the amounts certified by the Union for union dues, assessments, or fees. Dues revocations are processed by the union in accordance with the terms agreed to between the union and member. In the event that an employee revokes his/her dues in accordance with the terms in which they authorized the dues deductions, the Union will notify the employer within 5 days of the close of the revocations window. Disputes related to an individual member's authorization and revocation of dues deduction are not subject to the grievance procedure.

- C. The Board shall deduct said annual union contributions from such employee's earnings in twenty (20) bi-weekly installments over the course of the school year, each in approximately uniform amounts equal to the annual charge divided by twenty (20).
- D. The Board shall commence such deduction beginning with the first payroll period through the 20th payroll period of the school year. Employees who authorize such deductions after the start of school year shall only have deducted from the earnings the installments remaining due generally during the remainder of the school year, commencing with the first payroll period that begins on or after the receipt of said written authorization.
- E. Indemnify and Hold Harmless: The Union shall indemnify and hold harmless the Board of Education, its members, officers, agents, and employees from and against any and all claims, demands, actions, complaints, suits, or other forms of liability including the costs of defense thereof that shall arise out of complying with the above provisions of this article, or reliance on any list, notice, certification, affidavit or reassignment furnished under any such provisions.

### **3.7 Union Announcements, Meetings and Use of Bulletin Boards and Facilities.**

- A. The Union shall have the right to place a reasonable number of appropriate announcements in teachers' mailboxes, school e-mail or electronic communication system. Notification will be made to the administration when said facilities are to be used for Union announcements. Prior to distribution, a copy of communications will be submitted to the Superintendent or designee.
- B. The Union shall also have the right to hold general membership meetings (not to exceed one (1) per month) on school district property, provided such meetings in no way interfere with any aspect of the instructional program. Any significant additional maintenance or custodial expenses resulting from such meetings will be borne by the Union.
- C. The Union shall be provided with bulletin board space in the teachers' cafeteria readily accessible to all teachers. No teacher, except a Union designee, shall add to or remove Union material from the bulletin board space allotted to the Union.
- D. Only authorized representatives of the Union will use school facilities for Union announcements and all material so disseminated will relate only to the Union's official business as bargaining representative of the teachers for salaries and working conditions.

**ARTICLE IV**  
**TEACHER RIGHTS AND RESPONSIBILITIES**

- 4.1 Copies of Handbook and Collective Bargaining Agreement.** Each teacher shall be provided with an online and/or digital copy of this Agreement and the Teacher Handbook and shall receive any changes as they are made. Each new teacher covered by this Agreement shall receive the Collective Bargaining Agreement and Handbook upon being hired. The language in this Collective Bargaining Agreement supersedes any and all language found in Reavis Handbooks.
- 4.2 Union Representation.** When a teacher is required to appear before the Board or an administrator for a formal discussion of disciplinary action to be taken, or the teacher's employment status as such, including disciplinary or investigatory suspensions, the teacher shall be given reasonable prior written notice (at least 48 hours) of the reason(s) for such meeting and shall be entitled to have a representative of the Union present to advise the teacher during such meeting if the teacher so desires. In an emergency situation as determined at the sole discretion of the Superintendent or designee, or specifically in situations that demand immediate attention due to an imminent threat to a child's welfare, prior written notice of less than 24 hours may be provided to a teacher; however, no meeting shall take place until the next school day. The Board reserves the right to exclude a teacher with pay and with no loss of benefits if necessary. This provision shall not apply to conferences held between administrators and teachers pursuant to the normal, routine evaluation procedure of the District.
- A teacher will be notified immediately upon the filing of a complaint/charge by a student, which is to be investigated and/or otherwise followed up by the administration. A teacher will be given equal opportunity to respond to such charges within 48 hours of being notified. (See also Article VII, Section 7.2-F.)
- 4.3 Meetings During Working Hours.** Should it ever become necessary for a teacher to participate during working hours in mutually scheduled conferences, meetings or negotiations, the teacher shall suffer no loss of pay or loss of time allotted for sickness or personal leave.
- 4.4 Joining Professional Organizations.** The administration shall encourage teachers to join subject matter organizations appropriate to each teacher's particular instructional fields and foster staff development, at the sole expense of the teacher.
- 4.5 Application for Employment Elsewhere.** Any teacher of Reavis High School has the right to make application for a position in another school district while still under contract with this School District. The teacher is free to accept employment elsewhere after the expiration of his/her contract with this School District, or if a tenured teacher, in accordance with State law. An application placed with another prospective employer shall not in any way prejudice such applicant's status in the teacher's present position, it being specifically understood, however, that a teacher in this School District shall honor his/her contract unless terminated in accordance with State law.
- 4.6 Promotions.** All vacancies in promotional positions caused by death, retirement, discharge, resignation, or by the creation of a new position shall be publicized to teachers and applications solicited pursuant to the following procedures:

- A. Such vacancies shall be publicized to teachers by posting a written notice on a bulletin board in the teachers' cafeteria and/or on the District's email, as far in advance of the date of filling such vacancy as possible (under ordinary circumstances, 30 school days of posting in the summer; 10 school days during the school year).
- B. Said notice of vacancy shall clearly set forth the qualifications for the duties of the position and the compensation rate or range thereof.
- C. Teachers who desire to apply for such vacancies shall file their applications in writing or by email with the Superintendent or designee within the time limit specified in the notice.

**4.7 Job Related Injury Cases Arising Out of the Course of Employment.**

- A. Teachers shall report immediately in writing to the administration and to the Business Office all cases of job related injury suffered by them in connection with their employment.
- B. The report shall be forwarded to the Board, which shall comply with any reasonable request from the teacher for information in its possession relating to the incident or the person(s) involved.
- C. The Board shall provide any and all legal support and defense of teachers in cases arising out of the course of employment as may be required by the School Code of the State of Illinois.

**4.8 Notification of Teaching Positions and Opportunities.** All teaching and paid staff positions will be sent to the teachers by posting a notice and list of such positions on the District's email, as soon as determination of opening occurs. If such positions are or become available after the close of school in June and before the opening of the new school year, such positions shall be publicized by mailing a copy of such a list to the Union and posting such list in the teachers' cafeteria, and mailed to all teachers who have submitted an address at which they might be notified.

**4.9 Academic Freedom.** Teachers shall have academic freedom in District 220. Academic freedom shall mean that teachers are free to present instructional materials which are pertinent to the subject and level taught, within the guidelines of appropriate course content and shall present all facts of controversial issues in a scholarly and objective manner within the limits of appropriate pedagogical discretion and propriety. Teachers shall be entitled to freedom of discussion within the classroom on all matters, which are relevant to the subject matter under study, and within their area of professional competence. Notification will be made to the administration whenever a teacher intends to inject into course coverage units, which might reasonably be anticipated to be controversial. Whenever it is alleged that a teacher has abused the right to academic freedom, the Board and administration shall notify both the Union and the teacher and inform them of the specific charges reasonably in advance of any hearing or other action taken.

**4.10 Retention of Extra-Curricular Positions.** Individual teachers who have positions which provide

compensation in addition to the rates provided in the basic salary schedule shall retain such positions from year to year unless notified in writing, with reasons given, prior to May 1. Whenever deemed possible and appropriate by the administration, written notice of dissatisfaction with performance will be given, and opportunity provided for improvement, before dismissal. Teachers to be recommended for termination from their extra-curricular positions shall have a right to appear before the Board with Union representation and discuss fully the merits of the action to be taken.

- 4.11 Teacher Activities.** Neither the Board nor the administration shall make any attempt to regulate or control a teacher's activities or behavior outside of the regular school day, unless such activities or behavior have a deleterious effect or impact on the discharge of the teacher's professional duties for the School District.
- 4.12 Waiver Agreement.** Any of the assignments and/or scheduling requirements contained in this Agreement may be waived or modified by mutual agreement of the administration and the teacher(s) whose program, schedule or assignment will be affected by such waiver or modification.
- 4.13 Classroom Interruptions.** The administration shall endeavor to avoid classroom interruptions except during the first five (5) and last ten (10) minutes of each period and in emergency situations.
- 4.14 Extra-Curricular Activities Sponsors.** Whenever it is necessary to employ persons as coaches of athletic teams or for sponsors of other extra-curricular activities, notice and consideration of positions available will be given first to any interested qualified teacher within the district. Board decisions for hiring within or outside the District will be based upon the qualifications, credentials and experience of the individual making application.
- 4.15 Personal Teaching Materials.** An inventory and value listing of personal materials within the teacher's classroom or school building shall be submitted by the teacher to Division Chairs for approval at the beginning of the school year. Said materials shall be removed from the school premises upon request to the Division Chair.
- 4.16 Student Behavior and Discipline.**
- A. Teachers shall be supported and/or advised by supervisors and administrators in all matters of student behavior. Teachers shall have immediate recourse to the deans and administrators who shall give the teacher effective and consistent support and/or advice in each case.
  - B. When a teacher and the appropriate dean determine that a student is an intractably disturbing influence on a class, the student may be excluded from class until appropriate administrative procedures for discipline and 4.16., Section C have been compiled.
  - C. The teacher, dean, counselor, and parent or guardian shall participate in the conference necessary before the disruptive student may return to class, provided, however, that should an appropriate parent or guardian refuse to attend such conference, the conference will proceed with the results of such to be communicated by the administration to the absent parent or guardian.
  - D. Selection of teachers for supervision of any detention will be determined by district seniority on a day by day basis. With the exception of deans, the supervision of the detention shall be on a voluntary basis. The supervising instructor of the detention shall receive additional compensation for said

period.

**ARTICLE V**  
**WORKING CONDITIONS**

**5.1 School Calendar.** Each year the Board and the administration shall meet by January with the continuing committee to decide on the succeeding school year and school calendar. The Board shall maintain the right to make final decisions, but the Union's position shall be fully heard in an atmosphere of good faith negotiations.

The official school calendar shall, insofar as possible, coincide with the annual calendar of other school districts in Stickney Township, as it relates to the vacation periods.

When disposition is to be made of any emergency days originally scheduled but not used, the Union will be consulted toward the end that the requirements of the State law of 180 days will be met but not exceeded. If the State law raises the minimum number of days during the life of the contract, compensation will be negotiated.

When needed, the Superintendent will use the Board and ROE approved E-Learning Days throughout a school year. The Reavis E-Learning Plan can be found on the District website.

**5.2 Internal Substitution.**

- A. Substitutes shall be notified as far ahead of time as possible.
- B. Substitutes shall be within the teacher's department, whenever possible.
- C. Internal substitutions shall be as equally distributed as possible among teachers desiring substitutions.
- D. Non-voluntary internal substitution will be required of teachers by the administration when necessary to provide adequate coverage of classes or prevent interruption of the instructional program.
- E. Internal substitution will be compensated at the rate listed in the stipend section of this Agreement.
- F. Teachers may substitute during their prep period or lunch period only.
- G. Teachers will not be allowed to substitute during their Release Period(s), unless administrative approval.

**5.3 Teacher Assignments.**

- A. All possible efforts will be made to assign teachers to one (1) room only. When it is necessary to assign teachers more than one (1) room, efforts will be made to keep the multiple assignments as convenient as possible. Whenever convenient and practical for scheduling purposes, and in the best interests of the total school program and administrative efficiency as judged by the Board and/or the administration, tenured teachers will be given preference by seniority in the making of room assignments.
- B. Teacher preferences (including those dictated by medical disabilities) regarding assignment of

classrooms and other building facilities and assignment of courses and subjects to be taught, including number and kind of preparations, should be communicated to Division Chairs and/or other appropriate administrators and will be honored insofar as possible, consistent with the best interests of the students and the total educational program, and the qualifications and length of service of teachers involved. It is recognized that, as a result of the complexity of issues involved, administrative decisions in these matters cannot be subject to arbitration.

- C. Persons who are requested to attend a specific school function by the administration, and who are not serving as coaches or sponsors in the respective activity, will be reimbursed at the existing curriculum development rate of pay.
- D. Any teacher who accepts a sixth (6<sup>th</sup>) teaching assignment shall be paid 18% of the MA starting salary. Assignments will be made by seniority. If there is only 1 overload class in a particular department, the Administration will offer it to a Teacher in that department. If there are 2 or more overload classes in a particular department, the Administration will have the prerogative to offer those overloads to the Teachers in the department or hire a part-time Teacher.

#### **5.4 Librarians, Deans, Counselors.**

- A. Working hours for librarians, deans, and counselors will be established by the administrative staff. Change in working hours will be made as deemed appropriate by the administration not to exceed the normal school day. Activities that have always been scheduled during the normal school day shall be subject to flextime compensation on those occasions when they are scheduled beyond the normal school day.
- B. Assignments and duties previously assumed by the librarians, deans and counselors will not be subject to flextime compensation.
- C. Flextime assignments outside of specific counselor specialties will be made on an alphabetical rotation basis.
- D. A rotation system for deans will be established, if requested, to insure an equitable distribution of flextime activities.
- E. Deans shall be given as complete a job description as possible regarding their responsibilities. Before any significant changes are made in the job description or responsibilities of the deans, notification will be made to the deans and discussions with the deans held on proposed changes before any final action is taken by the Board.

**5.5 Support Staff Assistance.** Each department shall be furnished support staff assistance as necessary and desirable and as the administration judges funds and facilities will permit.

#### **5.6 Work Day.**

- A. A continuing committee to consider such items as the daily scheduling, programming of teachers, class size, homerooms, exam schedules, student behavior, and other professional matters such as the majority of the committee may deem appropriate is hereby established. This committee shall meet

periodically as appropriate and shall be composed of three (3) representatives appointed by the Union and three (3) representatives to be designated by the administration and/or Board regarding the above mentioned matters. This committee shall make recommendations regarding the above-mentioned matters to the Board. See Appendix A for the agreed upon daily bell schedule.

- B. The normal workday shall be from 7:55 a.m. to 3:05 p.m. Variances to this schedule will be mutually agreed upon between affected bargaining unit members and the Board.
- C. Teachers shall be in their classrooms ready to receive students promptly at the start of the pupil day. Teachers may be requested to supervise the halls as necessity dictates.

**5.7 Notice of Teaching Assignments.**

- A. The administration shall make every reasonable effort to notify teachers in writing of their programs for the coming year 10 school days before the end of the school year.
- B. Notification shall include the subjects, ability levels, number of assigned periods, and any special or unusual classes or assignments that the teachers will have. Non-tenured teachers shall be notified at a time prior to the required date for the return of their signed contracts. The administration may modify or change the teaching assignment given to a teacher after the initial notification, as any such change may be necessitated by staffing, enrollment, or other changes in conditions not prevailing at the time of initial notification. In such cases, every reasonable effort will be made to consult on anticipated changes with the teacher involved before any necessary modification is made.

**5.8 Summer School/Alternative Education Program.** Summer School/Alternative Education Program notification and recruitment shall be as follows:

Teachers desiring employment in summer school will submit applications on forms supplied by the administration on or before April 15th. Teachers desiring employment in the Alternative Education Program will submit applications on forms supplied by the administration on or before May 15th.

- A. Summer School/Alternative Education contracts shall be issued as soon as enrollment determines the need.
- B. District 220 regular teaching personnel, including teachers on leave of absence who plan to return to the District at the start of the school year, shall be given preference each year to teach in their subject matters over other applicants.
- C. The decision for selecting teachers for Summer School, Credit Recovery, and Alternative Education shall be based upon the rankings of teachers on the current Seniority List. When a teacher is coaching a sport and/or sponsoring a club and that season ends, those teachers can bump the person who is teaching CR or Alt. Ed., as long as they have a higher seniority year. Programs funded by categorical grants shall be exempt from this procedure.

**5.9 Intramural Activities.** Intramural notification and recruitment shall be as follows:

- A. The administrator in charge of intramurals shall post in the teachers' cafeteria a list of activities to be offered during the school year. In addition, an email notification shall be sent.
- B. The following factors shall be considered when selecting teachers for intramural positions:
  - 1. Present or active participation in the activity as a recreational interest or hobby shall be considered.
  - 2. If one (1) teacher has directed or will direct an intramural activity during the school year, the teacher shall not direct a second intramural activity, unless no other equally qualified person is available for that position.
  - 3. Teachers selected to intramural positions shall be knowledgeable in first aid.
  - 4. The teacher chosen shall be knowledgeable in the intramural activity and shall be familiar with the equipment necessary to run the program.
  - 5. Experience with the activity in question shall be considered.
  - 6. When, in the sole and exclusive opinion of the administrator in charge of intramurals, two (2) or more teachers are equally qualified with respect to the above factors, district seniority will be the determining factor in making the selection.

**5.10 Building and Communication Facilities.**

**A. Building Facilities.**

- 1. All quarters and facilities occupied by teachers and/or students shall be kept as clean and free from hazards to health and safety as practical. Special equipment shall be provided to minimize hazards in shops, laboratories, and other places where required. Parking lots and access areas to the school building shall be clean and safe.
- 2. Each department shall have a departmental office of adequate size and condition to meet the needs of the teachers in that department, space permitting.
- 3. The school shall be provided with reasonably clean, attractive and comfortable teachers' areas, cafeteria, etc. Washrooms shall be properly supplied at all times.
- 4. Safe and adequate parking will be available for all teachers.

- B. Telephone Service.** The Board shall provide the teaching staff adequate telephone service for legitimate calls.

**ARTICLE VI**  
**REDUCTION IN FORCE**

**6.1 Seniority.** District seniority is defined as the length of continuous full-time service as a certified teacher in the District.

Should a conflict arise concerning two (2) or more teachers with identical district seniority, the date of appointment to a position in District 220 shall be the determining factor. Effective with the 1995-96 school year and subsequently, the date of signing of the teachers' employment commitment to the District will be the determining factor. If two (2) or more teachers are still tied with identical district seniority, their date of appointment, and the date of signing their contract, a flip of the coin will be the determining factor. Annually, by September 15, the administration shall post in the school and deliver to the Union a District seniority list, showing the names of teachers in order of their continuous service.

**6.2 RIF List.** Annually, by March 1<sup>st</sup>, an endorsement ranking list of all teachers shall be prepared and kept in the Superintendent's and Principal's office in case of a RIF. A copy of this list shall also be provided to the President of the Union. A copy, with no teacher names, but rather ID numbers, will be sent through the District's email.

A teacher shall have fifteen (15) employment days from the date of notification of the tentative department seniority list to file objections with the Superintendent or designee to the information shown on the list, including the teacher's ranking by department. After the period of teacher objections has passed, the Superintendent or designee shall prepare a finalized list by March 10. The failure of a teacher or the Union to make a specific, timely objection shall be deemed an acceptance of the ranking and shall prohibit any subsequent challenges to rankings until the posting of the list in the following school year.

**6.3 RIF Procedures.** In the event that the Board determines it to be necessary to reduce the number of certificated employees in the school system or to discontinue some particular type of teaching service, then written notice is to be mailed to the teacher and also given to the teacher either by certified mail, return receipt requested, or personal delivery with receipt at least 45 days before the end of the school term together with a statement of honorable dismissal and the reasons therefore. The sequence of dismissal shall be provided in Section 24-12 of the Illinois School Code and any agreements negotiated by the parties pursuant to law.

**6.4 Recall Rights.** Teachers have recall rights pursuant to law and agreement of the parties.

**ARTICLE VII**  
**PERSONNEL FILES AND EVALUATION**

**7.1 Personnel Files.**

- A. Only one (1) official Board file shall be kept for every teacher. If any other files contain material that relates to the teacher in any way, a copy of such material shall be placed in the official Board file.
1. Every teacher may have access when requested for examination purposes, at reasonable times, to all of the material in the teacher's official Board file except for confidential material such as recommendations by colleges or universities, or evaluations of a teacher by previous employers.
  2. Every teacher shall have the right:
    - a) to add material to the Board's official file pertaining to such matters relevant to the teacher's service or qualifications in general, and
    - b) to have dissenting or explanatory material attached to any document on file, and
    - c) may at any time petition and/or have a conference with the Superintendent or designee and the Board for the purpose of requesting the removal of adverse material from the teacher's file which the teacher may feel is erroneous or inappropriate.
  3. A teacher shall be notified when any material is added to his/her file, which in any way reflects adversely on the teacher or the conduct of his/her professional duties.
  4. Reasonable requests by teachers for copies of material appearing in their files will be honored by the administration.
  5. No teacher or school officer shall remove any material from the official teacher's file without notification to and acquiescence by both teacher and school officials.
- B. **Privacy of material on file.** Neither a teacher's file nor any of its contents shall be copied or otherwise made known to anyone without the teacher's permission either during or after service in the School District, provided, however, such files will be available to the Board, the Superintendent, or Superintendent designee, or as may be required under State law, or by any court or under a hearing agency order of subpoena.

**7.2 Teacher Evaluation.**

- A. The Board and the Union have developed an evaluation plan for all teachers pursuant to the guidelines of PERA. The substantive criteria and procedural provisions of the plan are contained in the District's plan document. The Board and the Union shall continue to collaborate on any changes to the plan. It is agreed that the plan shall comply with the governing law, as the law may be amended from time to time.
- B. **Joint Committee.** The Board and the Union agree that the committee has been formed and has

conducted business in accordance with the law governing teacher evaluation plans, as the law may be amended from time to time. (The Joint PERA Committee).

- C. If anything in this Article VII conflicts with the law, the law shall govern, subject to the right of the Union to receive notice and an opportunity to bargain.
- D. The Reavis High School District 220 Teacher Evaluation Instrument, as previously adopted, continues in full force and effect as agreed upon by the parties, and may be amended from time to time in accordance with the law.

**ARTICLE VIII**  
**LEAVES OF ABSENCE**

- 8.1 Reporting Absences.** Teachers should report all illness or other cause for absence from work to the assigned Support Staff personnel as soon as they are aware that they will be absent from school. If at all possible, this should be done on the day prior to the absence from school, and in no event after 7:30 a.m. of the day of the absence.
- 8.2 Job-Related Injury.** Teacher absences resulting from job-related injuries shall not be charged against sick leave.
- 8.3 Jury Duty.** Teachers who are required to serve on jury duty during the school year shall receive full salary during the period of such service and shall reimburse the District for all compensation received, other than expenses.
- 8.4 Death in Family.** Three (3) days leave is permitted upon the death of anyone in the immediate family. For purposes of this Section, "immediate family" shall be defined as in Section 8.5-A of this Agreement. One (1) day of leave is permitted upon the death of a relative.
- 8.5 Sick Leave.**
- A. Each teacher with 0 to 16 years of seniority experience shall be entitled to a total of eleven (11) days sick leave per school year without loss of pay. Each teacher with 17 to 24 years of seniority experience shall be entitled to a total of seventeen (17) days sick leave per school year without loss of pay. Each teacher with 25 years or more of seniority experience shall be entitled to a total of twenty-two (22) days of sick leave per school year without loss of pay. Such sick leave shall accumulate without limit. Sick leave shall be interpreted to mean personal illness, quarantine at home or illness or death in the immediate family or household. The immediate family for purposes of this Section shall include the spouse, children, parents, sisters, brothers, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, and legal guardians. The Board may require a teacher who is absent for three (3) consecutive days, or as otherwise necessary, to provide a physician's certificate substantiating the illness, and, further, may direct a teacher, at Board expense, to undergo a physical examination by a physician licensed to practice medicine in all of its branches.
  - B. A teacher who is absent because of disability or incapacity for fewer than ninety (90) consecutive school days, or for fewer than ninety (90) out of one-hundred and twenty (120) school days from the same illness or incapacity, shall be deemed temporarily disabled. If a temporarily disabled teacher does not have sufficient accumulated sick leave days to cover the duration of the absence, the Board shall grant said teacher an unpaid leave of absence for the period of temporary disability, but not to exceed ninety (90) consecutive school days, or ninety (90) out of one-hundred and twenty (120) intermittent days, from the onset of the disability.
  - C. Teachers shall be notified in writing at the beginning of each school year, and periodically thereafter on request, as to the current number of sick leave days they have accumulated.
- 8.6 Personal Business Days.** Three (3) days of leave per school year may be used for personal business if

required by an emergency or other urgent business which cannot be transacted outside of school hours. Application for such leaves shall be submitted to the Superintendent or designee at least forty-eight (48) hours in advance whenever possible. Personal business leave not used in the year of service for which it is granted shall be added to sick leave accumulated days. Personal business leave may not be used on the day immediately preceding or following a school holiday. No more than two (2) personal business days may be used consecutively.

**8.7 General Conditions for Leaves of Absence.** Unless otherwise set forth in this Article, any leave of absence afforded by the Board is subject to the following general terms and conditions:

- A. Timelines for Requesting Leaves.** Application for an unpaid leave shall be made in writing to the Superintendent or designee at least (90) ninety calendar days prior to the proposed start of the leave or, if the leave is for the following school year, by March 1 of the preceding year. An emergency request for an unpaid leave of absence may be submitted with as much advance notice as possible under the circumstances. The application shall indicate the requested starting and ending date of the leave.
- B. Medical Substantiation.** Any request for a leave based upon personal medical reasons shall be accompanied by a physician's statement indicating the nature, anticipated extent, and duration of medical disability. Evidence from a qualified physician indicating the teacher's ability to perform all assigned teaching duties shall be submitted at least thirty (30) calendar days prior to the return of any teacher on an unpaid leave for personal medical reasons.
- C. Structuring of Leave.** After consultation with the teacher, the Superintendent or designee shall prepare a plan for the commencement and termination of any leave of absence recommended for approval, taking into consideration maintenance of continuity of instruction and medical factors to the maximum possible degree and the pertinent time factors related thereto. An unpaid leave shall not exceed the balance of the school year in which it commences and one (1) additional school year, except as otherwise limited in this Article. Every effort shall be made to have such leave terminate immediately prior to the start of a new school year. Leaves, which commence during the summer recess, shall begin no later than July 1.
- D. Insurance Benefits.** With the consent of the carrier, a teacher on an unpaid leave of absence may maintain insurance benefits by making timely payments of all premiums which may be due to the Business Office or elsewhere pursuant to its direction.
- E. Salary Schedule Advancement/Seniority Effect.** A teacher shall not receive seniority credit or experience credit towards salary schedule advancement during the time in which the teacher is on an unpaid leave of absence. During the school year in which a leave commences or terminates, a teacher shall be entitled to advancement on the salary schedule, provided the teacher has at least ninety (90) days of the school year, and shall be afforded seniority credit.
- F. Notice of Intent to Return.** Any teacher granted an unpaid leave of eight (8) calendar months or more, as a condition thereof, shall advise the Superintendent or designee in writing no later than March 1 prior to the termination of such leave that the teacher intends to return to employment. Failure to

advise the Superintendent or designee of intent to return as required by this Section shall be treated as an election not to return to employment and as a resignation from the District.

- G. Position Upon Return.** A teacher returning from an approved leave of absence shall be assigned to a position for which the teacher is legally qualified. Any teacher not assigned to that teacher's former position may request an explanation of the rationale for the assignment.
- H. Eligibility for Further Leaves.** Anything in Section 8.7, to the contrary notwithstanding, a teacher who has been granted an unpaid leave of absence shall not become eligible for a subsequent leave unless and until such teacher has returned to full-time service for at least one (1) complete school term, provided, under exceptional circumstances, the Board may grant such leave in its sole and absolute discretion. The granting or withholding of such leave shall be without precedent trial effect.
- I. Early Return from Leave.** A teacher on an approved leave of absence may request in writing to return to employment prior to the conclusion of the leave if the reason(s) for the leave no longer exist. In such event, the Board shall offer the requesting teacher the first available vacancy for which the teacher is qualified, provided the Board is not under contractual or other obligations to other teachers.

#### **UNPAID LEAVES**

- 8.8 Fellowship, Internship, or Scholarship Leave.** Leave of absence shall be granted subject to Board approval to any tenured teacher who receives a fellowship, internship, or scholarship and shall be subject to the general terms and conditions applicable to all leaves as set forth in Section 8.7. of this Agreement.
- 8.9 Leave for Family Illness.** Leave may be granted for not more than one (1) year to teachers to care for ill members of their immediate family and shall be subject to the general terms and conditions applicable to all leaves as set forth in Section 8.7. of this Agreement.
- 8.10 Professional Self-Improvement.** Every tenured teacher who does not qualify for sabbatical leave may be granted a leave for professional self-improvement. The professional self-improvement leave shall not exceed one (1) year and shall be without pay. Such leave shall be subject to the general terms and conditions applicable to all leaves as set forth in Section 8.7. of this Agreement.
- 8.11 Maternity/Paternity Leave.** A tenured teacher shall be eligible for maternity/paternity leave without pay or other benefits subject to the following conditions and the general conditions for unpaid leaves set forth in Section 8.7. of this Agreement:
  - A.** A teacher who desires a maternity/paternity leave shall request approval for such leave in accordance with Section 8.7. The effective dates of the leave shall be determined pursuant to Section 8.7. except that a maternity/paternity leave may extend for one (1) additional school year beyond the balance of the year in which it commences. A maternity/paternity leave must begin no later than the actual date of delivery of the child.
  - B.** Sick leave shall not be applicable during the period of the maternity/paternity leave, except for that period of disability immediately following (or preceding, if required) the birth of the child. Any accumulated sick leave available at the commencement of the leave shall be available to the teacher upon return to employment in the District.

- C. Nothing in this section shall be construed as requiring any teacher to apply for maternity/paternity leave. A maternity/paternity leave may utilize accumulated sick leave during any period of illness related to a teacher's pregnancy and/or the delivery of the child. If such teacher shall have exhausted accumulated sick leave, that teacher shall be granted a leave of absence without pay or other benefits during such period of disability due to the pregnancy in accordance with Section 8.7. Such teacher shall return to employment immediately following the termination of such disability.

**8:12 Family and Medical Leave Act.**

**The** Family and Medical Leave Act applies to the District. The parties agree and acknowledge that all provisions of the Family and Medical Leave Act (FMLA) shall apply to members of the bargaining unit. To the extent this Article provides for periods of leave in excess of the FMLA requirement members of the bargaining unit shall be entitled to the longer leave however, the initial weeks of any such leave, up to the FMLA maximum, shall be governed by and run concurrently with the provisions of the FMLA. The Act allows certain employees to obtain unpaid leaves of absence for certain family and medical reasons for up to 12 weeks, with District-paid insurance under the same terms and conditions as if the employee had continued to work, with job protection and no loss of service accumulated prior to the commencement of the leave. The District will comply with the Family and Medical Leave Act and its implementing regulations. Make sure language is in line with new laws and school code.

**PAID LEAVES**

**8.13 Sabbatical Leave.**

- A. Six (6) years of continuous service at Reavis High School entitles a teacher to request a sabbatical leave for purposes specified in appropriate sections of the School Code. As provided in the School Code, the final decision on granting of sabbatical leaves will be made by the Board of Education.
- B. Sabbatical leaves may be granted to no more than two (2) teachers during any one (1) calendar year.
- C. Applications must be made, in writing, to the Superintendent no less than ninety (90) days before the end of the current school year.
- D. A sabbatical leave committee composed of the Superintendent, two (2) other members to be appointed by the administration, and three (3) members to be appointed by the Union shall make recommendations to the Board on sabbatical leave.
- E. The following factors (in no order of preference) and any others deemed appropriate by the committee will be considered by the sabbatical leave committee in making recommendations for sabbatical leaves: District seniority, previous leaves, departmental distribution, purpose and merit of leave, previous record of diligence in seeking extra credit hours and advanced degrees without sabbatical, benefit to educational program at Reavis (including evidence of intention to return).
- F. Upon being granted a sabbatical leave, the teacher is required to sign a letter of intent to return to Reavis High School for two (2) years following the year of leave or to reimburse the Board for monies received during the sabbatical leave period.

- G. Payment for sabbatical leaves will be made as provided by the School Code.
- H. A teacher shall accrue seniority while on a sabbatical leave.

**ARTICLE IX**  
**GRIEVANCE PROCEDURE**

**9.1 Definition.** A grievance shall mean a complaint that there has been an alleged violation, misinterpretation, or misapplication of any provision of this Agreement, or a problem arising out of other conditions of employment.

**9.2 Statement of Basic Principles.**

- A. Every teacher or group of teachers shall have the right to present grievances in accordance with these procedures.
- B. A teacher who participates in these grievance procedures shall not be subject to discipline or reprisal, including and especially in teacher evaluations, because of such participation.
- C. Any teacher has a right to be represented in the grievance procedure. The teacher (or representative of teachers in a group grievance) shall be present at any grievance discussion when the administration and/or the Union deems it necessary. When the presence of a teacher at a grievance hearing is requested by either party, illness or other incapacity of the teacher shall be grounds for any necessary extension of grievance procedure time limits.
- D. When a teacher chooses to be represented in the grievance procedure by other than a Union designee, such representative may not be an officer or employee of any other teacher organization.
- E. In any instance where the Union is not the representative in the grievance procedure, the Union will be notified of the final disposition of the grievance, which disposition shall not be in conflict with any of the terms or conditions of this Agreement. In this instance, when the Union is not the representative in the grievance, the Union is absolved of any legal or financial assistance. Any final disposition of a grievance by the Union to be in conflict with this Agreement shall be grievable by the Union.
- F. Hearing and conferences under this procedure shall be conducted at a time and place which will afford a fair and reasonable opportunity for all persons, including witnesses entitled to be present, to attend and will be held, insofar as possible, after regular school hours or during non-teaching time of personnel involved. When such hearings and conferences are held, at the option of the administration, during school hours, all teachers whose presence is required shall be excused, with pay, for that purpose.
- G. The administration has the responsibility to consider and take action promptly within authority

delegated to them on grievances presented to them.

- H. The failure of a teacher or the Union to act within the time limits will act as a bar to any further appeal, and an administrator's failure to give a decision within the time limits shall permit the grievant to proceed to the next step. The time limits, however, may be extended by mutual agreement.
- I. All discussions shall be kept confidential during the procedural stages of a grievance.
- J. For purposes of this Article, "days" shall refer to school days, except that, during the summer recess, "days" shall refer to days on which the District Business Office is open.

### 9.3 Procedures.

- A. **Informal.** An attempt shall be made to resolve any grievance in informal, verbal discussion between the complainant and the appropriate administrator to which the grievance is directed.
- B. **First Step.** If a grievance cannot be resolved informally, the aggrieved teacher shall file the grievance in writing within fifteen (15) days from the occurrence or within fifteen (15) days from the date a reasonably alert person should have been aware of the event giving rise to the grievance. Within ten (10) days of the filing of the grievance, the Superintendent or designee shall meet with the aggrieved and a Union representative with the objective of resolving that grievance. The Superintendent or designee will communicate his/her decision in writing to the teacher, the Union, and the Superintendent or a designee within ten (10) days of the grievance meeting.
- C. **Second Step.** If the grievance is not satisfactorily resolved at the first step, the aggrieved teacher may file the grievance in writing with the Principal within ten (10) days of the Superintendent's or designee's written decision. Within ten (10) days of the filing of the grievance, the Principal shall meet with the aggrieved and a Union representative with the objective of resolving the grievance. The Principal will communicate his/her decision in writing to the teacher, the Union, and the Superintendent or designee within ten (10) days of the grievance meeting.
- D. **Third Step.** If the grievance is not satisfactorily resolved at the second step, the aggrieved teacher may file the grievance in writing with the Superintendent or a designee within ten (10) days of the Principal's written decision. One (1) copy shall be filed with the Superintendent or a designee and one (1) copy with the Principal. Within ten (10) days of the filing of the grievance, the aggrieved, the Union representative of the aggrieved, the Principal, and the Superintendent or designee shall meet to resolve the grievance. The Superintendent or designee will communicate his decision in writing to the teacher, the Union, and the Principal within ten (10) days of the grievance meeting.
- E. **Fourth Step.** If the grievance is not satisfactorily resolved at the third step, the grievance shall be submitted to the Board of Education to be considered in as timely a fashion as the schedule of Board meetings and the agendas therefore permit. The aggrieved and the grievance committee may present a written brief to the Board and Superintendent and may request an oral hearing on the grievance, which will be granted at the discretion of the Board.

**F. Fifth Step.** If the grievance is not resolved satisfactorily to the Union within ten (10) days after consideration by the Board or if the Board denies the grievance, there shall be available a fifth step of impartial arbitration. The Union will notify in writing, the Superintendent or a designee and the Board of Education within ten (10) days of the Board's denial, that the Union is requesting a list of arbitrator's from the Federal Mediation & Conciliation Service. The decision of the arbitrator, if made in accordance with his jurisdiction and authority under this Agreement, will be accepted as final by the parties and both will abide by it.

Expenses for the arbitrator's services and the expenses, which are common to both parties to the arbitration, shall be borne equally by the Board and the Union. Each party to an arbitration proceeding shall be responsible for compensating its own representatives and witnesses.

The arbitrator, in submission of the opinion, shall not amend, modify, nullify, ignore, or add to the provisions of this Agreement. The arbitrator's authority will be strictly limited to deciding only the issue or issues presented to him in writing by the Board and the Union, and the decision must be based solely upon the arbitrator's interpretation of the meaning or application of the express relevant language of this Agreement.

**ARTICLE X**  
**COMPENSATION AND BENEFITS**

**10.1 Salary Structure and Advancement.**

- A. For the duration of this Agreement, teachers shall be compensated in accordance with the salary that is presented to them on the official Reavis High School Salary Documentation Sheet. This document will serve as notification of the teacher's salary each of the next 4 years. All raises to a teacher's salary will be directly multiplied by said teacher's previous year's salary. The Board shall deduct and remit on behalf of each teacher the pension contribution required under the State of Illinois Teachers' Retirement System.
- B. For the duration of this Agreement, there will be four educational categories used to place current teachers, as well as all new teacher hires. They are as follows:
- BA
  - MA
  - 2<sup>nd</sup> MA
  - Ed.D./Ph.D.
- C. Beginning salaries, defined as the minimum salary the Board can provide to any teacher when they secure employment at Reavis High School, for each of these educational categories are as follows:
- BA - \$53,250
  - MA - \$61,250
  - 2<sup>nd</sup> MA - \$64,000
  - Ed.D./Ph.D. - \$68,000
  - All starting/beginning salaries will be increased by 1% each school year
- D. Salary Increases Years 2021/22, 2022/23, 2023/24, & 2024/25
- a. All Teachers will be categorized by their Reavis Seniority Year
- i. 2021/22 SY – Year 1
1. Teacher Seniority Group with 1-7 Years:
    - a. \$4000 Lump Sum for Each Teacher
  2. Teacher Seniority Group with 8-22 Years:
    - a. 3.50%
  3. Teacher Seniority Group with 23 Years until Retirement Letter is submitted:
    - a. 2.25%
  4. There is a group of Teachers that we will need to talk to and figure out what Group they will be in.
- ii. 2022/23 SY – Year 2
1. Teacher Seniority Group with 1-22 Years:
    - a. 3.35%
  2. Teacher Seniority Group with 23 Years until Retirement Letter is submitted:
    - a. 2%
- iii. 2023/24 SY – Year 3
1. Teacher Seniority Group with 1-22 Years:
    - a. 3.25%
  2. Teacher Seniority Group with 23 Years until Retirement Letter is submitted:
    - a. CPI w/Floor of 1.75% and Ceiling of 2.25%

- iv. 2024/25 SY – Year 4
  - 1. Teacher Seniority Group with 1-22 Years:
    - a. 3.25%
  - 2. Teacher Seniority Group with 23 Years until Retirement Letter is submitted:
    - a. CPI w/Floor of 1.75% and Ceiling of 2.25%
- E. When a teacher reaches the following years of seniority, they will receive an extra percentage added to their base salary that year and will be compounded moving forward. This language and extra percentage will be in effect through the 2025/26 school year. It will be up to both the Board and Teacher’s Union to agree if this language continues in the CBA after the 2025/26 school year.
  - Seniority Year 5 - .5%
  - Seniority Year 10 - .5%
  - Seniority Year 15 - .25%
  - Seniority Year 20 - .25%
  - Seniority Year 24 - \$1,000
    - This \$1,000 stipend will not be compounded in the Teacher’s salary.
- F. When a teacher in the BA Educational Category attains a Masters’ Degree, \$8,000 will be added to his/her salary and then compounded in their base salary moving forward.
- G. When a teacher in the MA Educational Category attains a 2<sup>nd</sup> Masters’ Degree, \$4,500 will be added to his/her salary and then compounded on their base salary moving forward. The District will not recognize any Master’s Degree above a Teacher’s 2<sup>nd</sup>, other than those who already started an MA before July 2021.
  - Any teacher pursuing a new 2<sup>nd</sup> Masters’ Degree, must attain it in the following areas:  
Current Teaching Subject / Endorsement Area  
Reading Specialist  
English Language Learner  
Special Education  
Curriculum and Instruction
  - If the teacher’s first Masters’ Degree was in one of these listed areas, the teacher has the right to choose what degree they want to pursue.
  - All courses, degrees and programs, need to be approved by the teacher’s Division Chair and Principal.
- H. When a teacher in the MA or 2<sup>nd</sup> MA Educational Category attains a Doctoral (Ed.D or Ph.D.) Degree, \$5,000 will be added to his/her salary and then compounded in their base salary moving forward.
- I. No teacher may qualify for salary advancement until he/she has earned the advanced degree.
- J. National Board Certification Stipend
  - a. A yearly stipend of \$1750 will be given to those Teachers who have attained, maintained, and/or recertified their NBC Training before July 2021.
  - b. Situations where a teacher would not retain the stipend would be as follows:
    - If the teacher retires

- If the teacher is not retained
  - If the teacher leaves the District
  - If the teacher's NBC is revoked
  - If the teacher's NBC expires
- c. Teachers who attain NBC Training for the first time after July 2021 will receive \$1500. This amount will be added to the Teacher's base salary and compounded moving forward.

**10.3 Teaching Experience and Advancement Credit.**

- A. Degrees and credits earned at foreign universities which meet the State certification requirements shall be given the same recognition as degrees earned in the United States.
- B. The following principles control movements on the salary structure.
1. Courses approved for credit towards salary schedule advancement:
    - a) Only graduate or advance undergraduate courses in one teaching field or related fields.
    - b) Courses in which college credit is granted.
    - c) Applicant must present complete course information and description to Division Chair on forms provided.
    - d) Recommendation may be granted at the discretion of the Division Chair.
    - e) Final approval may be granted at the discretion of the Principal.
  2. A Master's degree granted by an accredited college or university will qualify a teacher for the Master's and/or 2<sup>nd</sup> Master's Educational Category.
- C. A teacher shall be placed in the Educational Category at the time additional credits or an earned higher degree has been certified to the Board by the college or university. Adjustments to salary will be made at the beginning of each semester for any teacher who has an official transcript of credits earned on file with the District Business Office by October 1 and February 15.

**10.4 Salary Computation Sheets.** Teacher salary computation sheets shall be distributed to teachers no later than two (2) weeks after school begins each fall. Teachers are required to verify the information and return it to the Business Office within one (1) week.

**10.5 Pay Days.** Pay days shall be every other Friday.

**10.6 Salary Payments.**

Salary will be paid to teachers in one (1) of three (3) options:

- a) 10 months, or 20 pays;
- b) 12 months, or 26 pays; or
- c) 10 months, following a 26 pay distribution with a lump sum equal to the last 6 checks payable at the conclusion of the school year

Any extra duty payments will be paid according to the Business Office guidelines.

**10.7 Hospital/Medical Coverage.**

Any increase in premium cost in excess of 2% will be shared at a ratio of 50% employee contribution and

50% for District, again provided that at no time during the life of this Agreement will the employee's share exceed 20% of the total premium cost. Any premium cost exceeding 20% of the employee's total premium cost will be borne by the Board.

#### Insurance Committee

- Prior to the annual renewal of the current insurance program, the Union and Administration will form a committee that will research insurance options and will submit a recommendation to the Superintendent for consideration by December 2022.

**10.8 Life Insurance.** Each teacher shall be provided with a group term life insurance policy of \$15,000.00 subject to any and all restrictions of the carrier. A teacher may purchase at his/her own expense additional group term life insurance as permitted by the carrier.

\* See Hospital/Medical Coverage for additional coverage.

**10.9 Extra-Curricular Compensation.** Extra-curricular compensation shall be paid to teachers in accordance with the schedules attached hereto and incorporated as Appendix B. From the amounts set forth on said extra-curricular schedule, the Board shall deduct and remit the teacher's required pension contribution to the Teachers' Retirement System.

**10.10 Credit Union.** Credit union savings and payment on loans shall be deducted from the teacher's monthly paycheck if he/she so wishes.

**10.11 Tutoring.** Eligibility for homebound tutoring for students due to a temporary physical or health impairment shall be determined in accordance with Section 226.535 a. *23 Illinois Administrative Code*. The Director of Student Services or his/her designee shall determine the number of hours of tutoring in compliance with the above citation. The teacher assigned to the student's regular classroom will have the first option for tutoring hours. Teachers will be notified in writing of the number of allowable tutoring hours per content area.

**10.12 Travel Allowance for Professional Meetings.** Within departmental budget constraints, and with prior approval of the administration, a teacher may attend professional meetings and be reimbursed as follows:

- A. Expenses for travel by automobile shall be reimbursed at the IRS rate per mile for all mileage. In addition, toll bridge, toll road, and parking charges shall be reimbursed.
- B. Travel fare for transportation by public carrier for any trip approved by the Board of Education of a professional nature shall be arranged by the school Business Office.
- C. Expenses for meals shall be defrayed at actual cost but shall not exceed one-hundred dollars (\$100) per day per person. Specifically, the meal cost reimbursements will be broken down into 3 categories and limits. Breakfast (5:00AM to 10:30AM) – not to exceed \$20, Lunch (10:31AM to 2:30PM) – not to exceed \$30, and Dinner (2:31PM to 11:30PM) – not to exceed and \$50. Tips on meals should be in the 10-20% range, based on the teacher's discretion. Meal costs will only be reimbursed when timed stamped receipts are provided. When meals are provided at the conference or workshop, the expectation is that the teacher will not put in reimbursement for those said meals.

- D. Hotel expenses shall be at actual cost, but reimbursement shall not exceed two hundred and twenty five (\$225) per person, per night.
- E. Transportation costs will be reimbursed at the IRS per mile rate when driving, actual ride share costs, and/or taxi costs. Every effort will be made to consolidate transportation costs, including taking school vehicles to and from conferences and workshops, as well as transportation to an airport. The District will not reimburse any airport daily/nightly parking fees.
- F. Should the Division Chair in a given field decline to attend the national convention in that field, the Board will give consideration to an application from a teacher in that department to attend said convention at Board expense.
- G. The Board will consider applications for convention and/or meeting attendance at Board expense from teachers chosen to serve on national committees in their teaching field.

**10.13 Dean's Stipend.** A full time Dean's stipend will be as follows:

- 2021/2022 - \$7,400
- 2022/2023 - \$7,500
- 2023/2024 - \$7,500
- 2024/2025 - \$7,600
  - Deans will be assigned twenty (20) supervisions. Any event that a Dean is required to attend beyond 20, that said Dean will be paid as an Athletic Worker B on the Appendix B Schedule.

**10.14 Counselor's Stipend.** A full time Counselor stipend will be as follows:

- 2021/2022 - \$1,100
- 2022/2023 - \$1,200
- 2023/2024 - \$1,200
- 2024/2025 - \$1,300
  - Counselors will be assigned six (6) supervisions. Any event that a Counselor is required to attend beyond 6, that said Counselor will be paid as an Athletic Worker B on the Appendix B Schedule.

**10.15 Longevity Pay.**

- All teachers who received longevity pay during the 2020-21 school year will have the option to keep it and be placed in Seniority Year of 23+. By choosing this option, that longevity pay will be permanently frozen moving forward.
- Alternatively, teachers can choose to give up their current longevity and be placed in Seniority Years 8-22.
- Starting in 2021/22 School Year, when a Teacher reaches 24 years of seniority, the Teacher will receive \$1000 in longevity through and until retirement, that is not compounded year to year.

**10.16 Early Retirement Incentive Plan.** For the duration of this Agreement an Early Retirement Incentive Plan will be available to teachers in accordance with the plan attached hereto and incorporated into contract document, pages 33 and 34.

**ARTICLE XI**  
**EXTRACURRICULAR**

**11.1 General Provisions.**

- A. Coaches/sponsors shall notify the Athletic Director or Student Activities Director on April 30<sup>th</sup> if they are not going to coach or sponsor the next school year.
- B. When an extra-curricular position opens, qualified Reavis staff will have the first chance to apply for the position (see Article 4.14).
- C. New assistant coaches/assistant sponsors will be recommended by the head coach/sponsor to the Athletic Director/Student Activities Director and to the Principal. New head coaches/sponsors shall be recommended by the Athletic Director/Student Activities Director to the Principal.
- D. All head coaches/sponsors will be able to interview assistants whenever feasible.
- E. All head coaches/sponsors in categories 1-4 with 10 or more years experience have the right to be released from homeroom duty for one (1) semester each school year. All head coaches/sponsors in categories 1-4 with 10+ years for two difference sports/activities, have the right to be released from two homeroom duties. All head coaches/sponsors in categories 1-4 who have 10+ years experience have the right to forfeit their homeroom release in exchange for a \$200 stipend.
- F. When requested, head coaches/sponsors will be given a written copy of a budget for their programs/clinic.
- G. When determining where an assistant or head coach's placement should be on the Extra-Curricular pay schedule, the following will be taken into consideration:
  - 1. When there are sports that have both Boys and Girls teams, the coach's years of service will be considered the same.
  - 2. When a coach/sponsor has a break in service for more than 5 years in any particular sport/activity/club, that person will go back to the 1-3 years pay scale. Administration has the prerogative to change that placement when they deem appropriate.
  - 3. Years of service for sports and/or activities that have head coaches and assistant coaches will be considered the same.
  - 4. It will be administrative prerogative on where to place coaches who are not members of the Reavis' Teachers' Union.
  - 5. It will be administrative prerogative if coaches and/or sponsors will receive "volunteer" years of service when placing them on pay scale.

### **11.2 Convention Attendance:**

- A. All coaches/sponsors are encouraged to attend clinics, contests and/or conventions, as the budget allows.
- B. Attendance at national events will be approved for all head coaches and sponsors in Categories 1-4, only when clinic sessions are included. The Board will not fund any national and/or collegiate events that are solely involved with fan participation. Each head varsity coach/sponsor in Categories 1-4 is allocated up to \$1,250 in school years 2021/22 & 2022/23. The amount will increase to \$1,350 for school years 2023/24 & 2024/25. No individual coach/sponsor may attend more than one (1) national event annually, unless they are the head coach or sponsor of 2 teams/groups in Categories 1-4.
- C. Assistant coaches/sponsors are encouraged to attend as many different clinics/workshops as allocated resources will permit. To that end, each assistant coach/sponsor is allocated up to three hundred (\$300). The respective dollar allocations will be expected to cover all costs related to the travel and trip including transportation, lodging, meals, and registration fees.
- D. Only two (2) school business days will be allocated to each coach/sponsor per year unless the team, or an individual in the sport/activity is participating. If more than two (2) school days are used, the coach/sponsor will pay substitute costs.
- E. Attendance at such events is subject to the approval of the head varsity coach/sponsor, the Athletic Director/Activities Director, the Division Chair, the Principal, and the Superintendent. The "School Business Request" form must be submitted regardless of money allocations and must be received by the Athletic Director/Activities Director at least one (1) week before the event begins.

### **11.3 State Championship Tournament Travel.**

- A. All coaches/sponsors in their respective sport or activity are allowed to attend the state tournament or contest, at their own expense, providing no more than two (2) coaches/sponsors will be absent during any given school day.

**ARTICLE XII**  
**EFFECT OF AGREEMENT**

**12.1 Severability Provision.** The terms of this Agreement shall not apply where inconsistent with constitutions, statutes, court decisions, or rules and regulations having the force and effect of law. If any provision of this Agreement is found to be contrary to law by any court of competent jurisdiction from whose judgment or decree no appeal has been taken within the time provided for doing so, such provision shall be modified forthwith by the parties hereto to the extent necessary to conform thereto. In such case, all other provisions of this Agreement shall remain in effect.

**12.2 Complete Understanding.** The parties hereby acknowledge that this Agreement terminates and supersedes any and all prior agreements and practices, policies, rules, regulations or prior side letters concerning subjects covered herein. It is understood that while this Agreement concludes all obligations to bargain or negotiate during its term, the parties may at any time by mutual consent amend this Agreement.

Any rights and privileges enjoyed by teachers under any provision of this Agreement shall be exercised subject to any legally required implementation or the Americans with Disabilities Act, or any other state or federal laws or regulations, which this Board must legally observe.

**12.3 No Strike Provision.** (Need to make sure language is in line with the new SB 7 Law and School Code) It is hereby recognized that it is the law of the State of Illinois that no teacher, nor any organization of teachers, nor any person acting on behalf of a teacher organization, shall ever or at any time engage in or encourage or support any strike, slowdown, or other concerted refusal to render full and complete services in the School District. The Union hereby agrees not to strike or engage in or support or encourage any concerted refusal to render full and complete services in the School District.

**12.4 Duration.**

A. This Agreement shall be effective on the date of its execution and shall remain in full force and effect until the 30th day of June, 2025.

B. This Agreement shall remain in full force and effect during this period of negotiations. The Union shall notify the Board in writing no later than March 1 of the last year of this Agreement of its intent to commence negotiations for a successor contract. Negotiations shall begin within sixty (60) days of said written notice, unless the parties mutually agree in writing to some other date.

Dated this 15<sup>th</sup> day of June 2021

FOR THE UNION:

FOR THE BOARD:

\_\_\_\_\_  
President

\_\_\_\_\_  
President

ATTEST:

ATTEST:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Secretary

**REAVIS HIGH SCHOOL DISTRICT NO. 220  
RETIREMENT INCENTIVE PLAN**

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During the years and term of the 2021/22 through 2024/25 CBA, the District will provide a Retirement Incentive Plan to teachers. The retirement incentive will consist of pay increases of 5% - 4% - 4% - 4% to the teacher's base salary for up to, but no more than, their last 4 years of service, assuming that all the requirements below are met.

In order to receive the retirement incentive, the following conditions apply:

1. The teacher must have at least twenty (20) years of continuous creditable service to District 220 immediately preceding retirement and be at least age 60 or have at least 35 years of creditable service, including sick leave service credit at retirement.
2. The teacher must give notice to the Superintendent of his/her intention to retire four years prior to the earliest time that the teacher becomes eligible for retirement. That notice must be given by May 1<sup>st</sup> of the school year prior the Teacher's last 4 years of employment before retirement.
3. The teacher's notice to the Board and the Board's subsequent acceptance of the retirement request shall constitute an irrevocable commitment by the parties to the benefits provided in this article. As determined exclusively by the Board, such irrevocable commitment may be modified upon request of the teacher only under emergency circumstances (e.g., catastrophic illness incurred by teacher or spouse, death of spouse or calamitous event incurred by teacher or spouse). As a condition for granting such modification, the teacher shall reimburse the Board for the full cost of the retirement benefit paid to the teacher by the Board.
4. Teachers whose retirements have been approved under this plan will be taken off the salary structure and shall receive increases of 5% - 4% - 4% - 4% based on their prior year's base salary.
5. TRS creditable earnings which are exempt from TRS penalties under 40 ILCS 5/16-158(g) shall not count against this 6% limit. Earnings which are exempt under 40 ILCS 5/16-158 (g) until June 30, 2014 are: 1) overload work performed by a full-time (100%) teacher; 2) summer school teaching performed by a full-load (100%) teacher; 3) salary increases from a promotion for which the teacher is required to hold a certificate or supervisory endorsement that is different than the certificate or supervisory endorsement required for the teacher's previous position; 4) payments made to the teacher from the State of Illinois or the Illinois State Board of Education over which the Reavis Board does not have discretion.
6. Implementation of this commitment must not make the District liable for any penalty payments to the State under TRS laws, rules or regulations or be in violation of any statute or court decision applicable to District 220. If implementation of this commitment makes the Board liable for any penalties, this commitment shall be void.

In addition to the above incentive amounts:

1. Teachers who notify the Board of Education of their intent to retire early by using sick time, can choose the following options:
  - a. A Teacher who redeems 2 years of sick time to retire early, can remain on the District's family insurance program for 2 years after retirement. The Board will pay 80% of the insurance premium and the teacher will pay 20%.
  - b. A Teacher who redeems 1 year of sick time to retire early, can remain on the District's family insurance for 1 year after retirement. The Board will pay 75% of the insurance premium and the teacher will pay 25%.
  - c. When the family insurance expires, the District shall provide individual insurance through the Teacher's Retirement System's health insurance program until said teacher reaches Medicare eligibility.
  - d. If the Teacher does not choose to take the family insurance option, the Board shall pay sixty-five dollars (\$65) per day for any unused accumulated sick days above what they use for TRS credit and retirement. There will be a limit of 125 days that will be paid out to any Teacher. This amount will be paid 30 days after the teacher's last day of employment. The Board shall also provide individual health/medical insurance coverage to the teacher in retirement through the Teacher's Retirement System's health insurance program until the teacher reaches Medicare eligibility.

**SIDE LETTER OF UNDERSTANDING BETWEEN THE BOARD OF  
EDUCATION OF REAVIS HIGH SCHOOL DISTRICT NUMBER 220  
AND THE REAVIS HIGH SCHOOL FEDERATION OF TEACHERS,  
LOCAL, 1951, AFT, AFL-CIO**

In addition to the terms expressly set forth in this 2021-2025 Collective Bargaining Agreement, the parties agree:

1. The following class schedule will be observed for the 2021/22 school year:

7:50	Warning Bell	11:40	End 4B Period
7:55	Begin First Period	11:46	Begin 5A Period
8:46	End First Period	12:10	End 5A Period
8:52	Begin Second Period	12:16	Begin 5B Period
9:43	End Second Period	12:40	End 5B Period
9:49	Begin Third Period	12:46	Begin Sixth Period
10:40	End Third Period	1:37	End Sixth Period
10:46	Begin 4A Period	1:43	Begin Seventh Period
11:10	End 4A Period	2:34	End Seventh Period
11:16	Begin 4B Period	2:40	Begin RAM Period
		3:05	End RAM Period

2. The following class/bell schedule will be observed for the 2022/23 school year and beyond:

7:50	Warning Bell	12:10	End 4B Period
7:55	Begin First Period	12:15	Begin 5A Period
8:45	End First Period	12:40	End 5A Period
8:50	Begin Second Period	12:45	Begin 5B Period
9:40	End Second Period	1:10	End 5B Period
9:45	Begin RAM Advisory	1:15	Begin Sixth Period
10:15	End of RAM Advisory	2:05	End Sixth Period
10:20	Begin Third Period	2:10	Begin Seventh Period
11:10	End Third Period	3:00	End Seventh Period
11:15	Begin 4A Period	3:00-3:05	Teacher Office Hours
11:40	End 4A Period		
11:45	Begin 4B Period		

3. The following Late Start Bell/Class Schedule will be observed for the 2022/23 school year and beyond:

7:50	Warning Bell
7:55-9:00	PLC Time
9:05-9:45	1 <sup>st</sup> Period
9:50-10:30	2 <sup>nd</sup> Period
10:35-11:15	3 <sup>rd</sup> Period
11:20-11:45	4A
11:50-12:15	4B
12:20-12:45	5A
12:50-1:15	5B
1:20-2:00	6 <sup>th</sup> Period
2:05-2:45	7 <sup>th</sup> Period
2:45-3:05	Office Hours

## Bell Schedule Committee

- The Union and Administration will form a Bell Schedule Committee to discuss and develop the parameters, conditions, and proposals for the RAM Advisory Period that will begin in the 2022/23 school year. The committee will be co-chaired by a teacher and administrator and have an equal number of teachers and administrators selected through a survey and volunteer process. Each side has the right to choose their own members to serve on the committee. The committee will research best practices for what activities can and should be included in the RAM Advisory Period, with the main goal of serving our students in an academic recovery, advancement, and enhancement environment. It shall be agreed upon that this advisory time will specifically not be another prep period added to a teacher's schedule. The committee will meet minimally on an annual basis to make all recommendations as it pertains to the RAM Advisory Period, the current Bell Schedule, as well as any ideas of alternative Bell Schedules when appropriate, to the Superintendent.
- The customary teaching day includes the following periods:
  - 5/7 Teaching Periods
  - 1/7 Preparation Period
  - 1/14 Lunch Period
  - 1/14 Homeroom Period
  - 1/14 RAM Advisory Period

## 4. The Board agrees to abide by the current class size guidelines as follows:

- a) academic classes – 30
- b) essential level academic classes – 25
- c) science laboratory classes - 24-30
- d) vocational education - 20-26
- e) family consumer sciences - 20-30
- f) art - 18-22
- g) physical education – 40
- h) English language learners – 25
- i) special education - as per state board regulations
- j) alternative education – 10
- k) alternative education p.e. - 20
- l) credit recovery – 15

The parties further acknowledge that none of the provisions of this letter of understanding may be formally grieved under Article IX of the 2021-2025 Agreement. Further, the terms of this Side Letter are in effect only for the duration of the 2021-2025 Collective Bargaining Agreement.

**REAVIS HIGH SCHOOL  
FEDERATION OF TEACHERS,  
LOCAL 1951, AFT, AFL-CIO**

**BOARD OF EDUCATION OF  
REAVIS HIGH SCHOOL  
DISTRICT NUMBER 220,  
COOK COUNTY, ILLINOIS**

**By: \_\_\_\_\_  
President**

**By: \_\_\_\_\_  
President**

**ATTEST:**

**ATTEST:**

\_\_\_\_\_  
**Secretary**

\_\_\_\_\_  
**Secretary**

**2021/2022**

	CAT 1	CAT 2	CAT 3	CAT 4	CAT 5	CAT 6	CAT 7	CAT 8
	A	A	A	A	A	A	A	A
Year 1	\$12,220	\$11,419	\$9,846	\$8,274	\$7,483	\$6,300	\$4,724	\$2,863
	B	B	B	B	B	B	B	B
2 - 4	\$12,583	\$11,758	\$10,139	\$8,520	\$7,705	\$6,487	\$4,864	\$2,933
	C	C	C	C	C	C	C	C
5 - 7	\$12,834	\$11,994	\$10,341	\$8,692	\$7,859	\$6,617	\$4,962	\$2,982
	D	D	D	D	D	D	D	D
8 - 10	\$13,091	\$12,233	\$10,548	\$8,864	\$8,017	\$6,749	\$5,061	\$3,031
	E	E	E	E	E	E	E	E
11 - 15	\$13,484	\$12,601	\$10,865	\$9,130	\$8,257	\$6,952	\$5,213	\$3,106
	F	F	F	F	F	F	F	F
16 + Years	\$13,888	\$12,979	\$11,190	\$9,404	\$8,505	\$7,161	\$5,369	\$3,200

**2022/2023**

	CAT 1	CAT 2	CAT 3	CAT 4	CAT 5	CAT 6	CAT 7	CAT 8
	A	A	A	A	A	A	A	A
Year 1	\$12,342	\$11,533	\$9,945	\$8,357	\$7,558	\$6,363	\$4,771	\$2,892
	B	B	B	B	B	B	B	B
2 - 4	\$13,086	\$12,229	\$10,544	\$8,861	\$8,014	\$6,747	\$5,059	\$3,051
	C	C	C	C	C	C	C	C
5 - 7	\$13,347	\$12,474	\$10,755	\$9,040	\$8,173	\$6,882	\$5,160	\$3,101
	D	D	D	D	D	D	D	D
8 - 10	\$13,615	\$12,723	\$10,969	\$9,219	\$8,338	\$7,019	\$5,264	\$3,152
	E	E	E	E	E	E	E	E
11 - 15	\$14,023	\$13,105	\$11,299	\$9,495	\$8,587	\$7,230	\$5,421	\$3,231
	F	F	F	F	F	F	F	F
16 + Years	\$14,444	\$13,498	\$11,638	\$9,780	\$8,845	\$7,447	\$5,584	\$3,327

### 2023/2024

	CAT 1	CAT 2	CAT 3	CAT 4	CAT 5	CAT 6	CAT 7	CAT 8
	A	A	A	A	A	A	A	A
Year 1	\$12,465	\$11,649	\$10,044	\$8,441	\$7,634	\$6,427	\$4,819	\$2,921
	B	B	B	B	B	B	B	B
2 - 4	\$13,544	\$12,657	\$10,913	\$9,171	\$8,294	\$6,983	\$5,236	\$3,157
	C	C	C	C	C	C	C	C
5 - 7	\$13,814	\$12,910	\$11,131	\$9,356	\$8,459	\$7,123	\$5,341	\$3,210
	D	D	D	D	D	D	D	D
8 - 10	\$14,091	\$13,168	\$11,353	\$9,541	\$8,629	\$7,265	\$5,448	\$3,262
	E	E	E	E	E	E	E	E
11 - 15	\$14,514	\$13,564	\$11,695	\$9,828	\$8,888	\$7,484	\$5,611	\$3,344
	F	F	F	F	F	F	F	F
16 + Years	\$14,949	\$13,971	\$12,045	\$10,123	\$9,155	\$7,708	\$5,779	\$3,444

### 2024/2025

	CAT 1	CAT 2	CAT 3	CAT 4	CAT 5	CAT 6	CAT 7	CAT 8
	A	A	A	A	A	A	A	A
Year 1	\$12,590	\$11,765	\$10,144	\$8,525	\$7,710	\$6,491	\$4,867	\$2,950
	B	B	B	B	B	B	B	B
2 - 4	\$14,018	\$13,100	\$11,295	\$9,492	\$8,584	\$7,227	\$5,419	\$3,268
	C	C	C	C	C	C	C	C
5 - 7	\$14,298	\$13,362	\$11,521	\$9,684	\$8,756	\$7,372	\$5,528	\$3,322
	D	D	D	D	D	D	D	D
8 - 10	\$14,584	\$13,629	\$11,751	\$9,875	\$8,931	\$7,519	\$5,639	\$3,376
	E	E	E	E	E	E	E	E
11 - 15	\$15,022	\$14,038	\$12,104	\$10,172	\$9,199	\$7,745	\$5,807	\$3,461
	F	F	F	F	F	F	F	F
16 + Years	\$15,473	\$14,460	\$12,467	\$10,477	\$9,475	\$7,978	\$5,981	\$3,564