

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

Contract years 2015-2019

## Table of Contents

Article I- Recognition	3
Article II- Negotiations Procedure	3-4
Article III- Grievance Procedure	4-7
Article IV- Maintenance of Standards	7
Article V- Certified and Non-Certified Personnel Vacancy Notice	7-8
Article VI- Reduction in force	8
Article VII- Leaves	8-10
Article VIII- Retirement Programs	10
Article IX- Retirement Incentive Programs/Awards	10-13
Article X- Additional Education Pay	13
Article XI- Employee Health Insurance	13-14
Article XII- ESP Holidays, Vacations and 12 Month Employees	14-15
Article XIII- Fair Share	15-16
Article XIV- Pay Period	16
Article XV- Association and Employee Rights	16-18
Article XVI- Work Year and Work Day	18-20
Article XVII- Management Rights	20
Article XVIII- Wages and Compensation	20-21
Article XIX- Effect of Agreement/No Strike Clause	21-22
Appendix A: Certified Employee Salary Schedule 2015-2019	23
Appendix A-1: Certified Employee Payment Schedule	24
Appendix B: Educational Support Salary Schedule 2015-2019	25
Appendix C: WGS Athletic Salaries Schedule	26
Appendix D: WHS Athletic Salaries Schedule	27
Appendix E: WGS Extra Duty Schedule	28
Appendix F: WHS Extra Pay for Sponsorships	29

## **Article I- Recognition**

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

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

Article X: Additional Education Pay  
Appendix A: Certified Employee Salary Schedule  
Appendix A-1: Certified Employee Payment Schedule

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

## **Article II- Negotiations Procedure**

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

If agreement is not reached twenty (20) calendar days before the

commencement of the new school year, either party may declare to the other in writing that an impasse exists and call for mediation services of the Federal Mediation and Conciliation Service.

## 2.2 Impasse procedures

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

2.3 Negotiations shall be closed meetings.

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

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

## **Article III- Grievance Procedure**

### 3.1 Definitions

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

### 3.2 Statement of Principles

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

will act as a bar to any further appeal. All time limits, however, may be extended by mutual agreement.

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

### 3.3 Procedure

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

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

issuance of the Board's written reply, the Association may submit the grievance to final and binding arbitration under the Voluntary Labor Arbitration Rules of the American Arbitration Association (AAA), Federal Mediation and Conciliation Services (FMCS), or an agreed upon arbitrator which shall act as the administrator of the proceedings. If a demand for arbitration is not filed within thirty (30) days of the date of the Step 3 answer, then the grievance shall be deemed withdrawn.

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

### 3.4 Association Participation

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

### 3.5 Disclaimers

- A. If the Association or any employee files any claim or complaint in any forum other than under the grievance procedure of this Agreement, then the Board shall not be required to process the said claim or set of facts through the grievance procedure.

- B. Any investigation, handling, or processing of any grievance by the grievant shall be conducted so that instructional programs and related work activities of the grievant or the teaching staff are not interrupted.
- C. No reprisal shall be taken by the Board or the administration for a employee's participation in a grievance.
- D. Should the arbitrator require the presence of an employee during an arbitration hearing, the employee shall be allowed to be present at the times specified by the arbitrator without loss of pay.

#### **Article IV- Maintenance of Standards**

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

#### **Article V- Certified and Non-Certified Personnel Vacancy Notice**

- 5.1 In the event a vacancy occurs in a certified and/or non-certified position or a newly created certified and/or non-certified position occurs in the district during the school year, the Superintendent shall post a notice on a bulletin board in the teacher's workroom of each building. The Superintendent shall give a minimum of ten (10) days for qualified personnel to respond before notifying the general public.
- 5.2 Should a vacancy or vacancies exist within the school district during the period one or more employee(s) is legally qualified to fill the position(s) in its entirety, the Board shall recall an employee(s) on layoff before it fills the position(s) with an employee(s) new to the district in accordance with the School Code.
- 5.3 If the vacancy or new position occurs during the summer, the Superintendent shall contact bargaining unit members via their school email address and an automated voice message and give ten (10) days from the contact date in which to respond before notifying the general public.

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

- 5.4 Where time is limited, the Superintendent shall notify the Association President by

phone and give a reasonable amount of time to respond before notifying the general public.

- 5.5 Vacancies shall be posted only after requests for internal transfers have been exhausted. Employees desiring a transfer in assignment shall put the request in writing to the district superintendent

## **Article VI- Reduction in force**

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

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

The district shall by February 1 provide to the Association president and post in each building the certified teacher seniority list.

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

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

## **Article VII- Leaves**



## 7.1 Sick Leave

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

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

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

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

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

## 7.2 Personal Leave

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

## 7.3 Maternity/Paternity Leave

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

## 7.4 Bereavement Leave

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

#### 7.5 Sabbatical Leave

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

7.6 All other leave shall be dealt with on an individual basis by the Board.

### **Article VIII- Retirement Programs**

- 8.1 The Board will pay up to 9.4% of the employees' contribution on behalf to the State of Illinois Teacher's Retirement System.
- 8.2 The Board will contribute up to 1.12% of the employee's share of TRS eligible salary to the Teacher Health Insurance System (T.H.I.S.).
- 8.3 The Board will pay up to 4.5% of the employees' contribution to the Illinois Municipal Retirement Fund (IMRF) for non-certified employees for the duration of this contract.

### **Article IX- Retirement Incentive Programs/Awards**

#### 9.1 Non-Certified Retirement Incentive Program

The Board shall recognize the service of full-time non-certified staff members who have completed at least fifteen (15) years of full time creditable service by the end their final school term to Woodlawn Community Consolidated School District No. 4, Woodlawn High School District #205 and/or Woodlawn Unit School District #209 and who are eligible to receive regular retirement pension benefits through the Illinois Municipal Retirement Fund (IMRF).

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

- 1. Have a minimum of fifteen (15) years full-time non-certified employment at Woodlawn Community Consolidated School District No. 4, Woodlawn

High School District #205 and/or Woodlawn Unit School District #209.

2. Must submit an irrevocable letter of resignation of retirement. As many as the last four (4) years of an employee's career may be included in the pre-retirement period. An irrevocable letter of resignation establishing the date of retirement will create and determine the length of the pre-retirement period. During the pre-retirement period, the employee shall be removed from the salary schedule and will receive a 6% increase in IMRF creditable earnings in each year of the pre-retirement period and be paid 106% of the previous year's IMRF creditable earnings, which will be paid in equal installments over 12 months.
3. The irrevocable letter of resignations for retirement must be filed on or before September 1 of the year prior to the year of retirement. The pre-retirement period may be 1 to 4 years in duration depending upon when the irrevocable letter of resignation is received and the specified effective date of retirement.
4. Beginning June 1, 2018, the non-certified employee's retirement must be effective the first year that the employee is eligible to retire with a full annuity not subject to reduction. This would be at age 60 for a Tier 1 employee and age 67 for a Tier 2 employee.

## 9.2 Certified Retirement Incentive Program

The Board shall recognize the service of full-time teachers who have completed at least fifteen (15) years of full time creditable service by the end their final school term to Woodlawn Community Consolidated School District No. 4, Woodlawn High School District #205 and/or Woodlawn Unit School District #209 and who are eligible to receive regular retirement pension benefits through the Illinois Teachers' Retirement System.

A. Requirement to Qualify – To be eligible for this benefit a teacher must comply with all of the following requirements and limitations:

1. Must be at least sixty (60) years of age by December 31 of the year of retirement; or
2. Must be at least fifty-five (55) years of age by December 31 of the year of retirement with thirty-five (35) or more years of creditable service with the Illinois Teacher's Retirement System; and
3. Have a minimum of fifteen (15) years full-time teaching employment in Woodlawn Community Consolidated School District No. 4, Woodlawn High School District #205 and/or Woodlawn Unit School District #209. For the purpose of this section year is defined as calendar year; and
4. Beginning June 1, 2018, the teacher's retirement must be effective the first

year that the teacher is eligible to retire with a seventy-five 75% annuity not subject to reduction and without causing the District and the teacher to have to pay a penalty or other monies constituting a contribution or surcharge to the Teachers' Retirement System; and

5. Must submit an irrevocable letter of resignation for retirement. As many as the last four (4) years of an employee's career may be included in the pre-retirement period. An irrevocable letter of resignation establishing the date of retirement will create and determine the length of the pre-retirement period. During the pre-retirement period, the employee shall be removed from the salary schedule and will receive a 6% increase in TRS creditable earnings in each year of the pre-retirement period and be paid 106% of the previous year's TRS creditable earnings, which will be paid in equal installments over 12 months.
- B. The irrevocable letter of resignations for retirement must be filed on or before September 1 of the year prior to the year of retirement. The pre-retirement period may be from 1 to 4 years in duration depending upon when the irrevocable letter of resignation is received and the specified effective date of retirement. For example, employees who file by September 1, 2012 may indicate a retirement date of 2013, 2014, 2015, or 2016. Employees indicating retirement in 2013 will have a pre-retirement period of 1 year. Employees indicating retirement in 2014 will have pre-retirement period of 2 years. Employees indicating retirement in 2015 will have a pre-retirement period of 3 years. Employees indicating retirement in 2016 will have a pre-retirement period of 4 years.
  - C. No teacher may participate in this retirement program unless they have sufficient service credit with the Illinois Teacher's Retirement System to exempt the employer from the payment of any penalty or other additional amount, to the Teacher's Retirement System.
  - D. If a teacher has an extra duty obligation at the commencement of the retirement incentive program and ceases to perform those services during the retirement incentive program period, the calculation of the teacher's six percent (6%) increase shall be reduced by the amount of the extra duty compensation. Once an irrevocable letter of retirement is submitted, the employee will not be assigned any additional extra duties or TRS reportable duties not currently being performed without the consent of the employee.

### 9.3 Rescission Allowed

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

the pre-retirement period.

- 9.5 In the event the retirement award provided for in this article would cause the District to have to pay a penalty or other monies constituting a surcharge to the Teacher's Retirement System, or would conflict with any state statute or final rule or regulation promulgated by the Teachers' Retirement System, the provisions of this section shall become void and the parties agree to reopen the agreement and attempt to midterm bargain changes necessary to correct any defect created by this incentive.
- 9.6 In no event will a teacher who is less than four (4) years from retirement eligibility receive an increase in total reportable TRS creditable earnings in excess of six percent (6%) of the prior year's total, reportable TRS creditable earnings, unless any of the statutory exceptions enacted by P.A. 94f-1057 to the Illinois Pension Code become applicable.

#### **Article X- Additional Education Pay**

- 10.1 The Board agrees to reimburse tuition payments at \$150.00 per semester hour credit for education credits earned at graduate level up to a maximum of nine (9) hours per teacher per contract year. Classes must be in a field of study related to the teacher's teaching assignment or administrative certificate, and must be from a university or college approved by the Superintendent.

#### **Article XI- Employee Health Insurance**

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

##### **11.2 Certified Employees**

The Board shall contribute \$400 per month for each employee toward the cost of the sole District Approved Health Insurance. Any employee who chooses not to participate in the District Approved Health Insurance Plan will have the option of applying the unused portion of the contribution to salary. Employees may sign up for this benefit to be applied to their salary in the enrollment period of August 15 through September 5 each school year, and the employee may not change the amount applied until this enrollment period the following year.

##### **11.3 Non-certified Employees**

- A. For employees first employed before May 1, 2016, the Board agrees to pay up

to \$9,300 per full time employees towards the cost of an "Individual" hospitalization insurance plan, or up to \$10,200 per full time employees towards the cost of a "Family' hospitalization insurance plan. This plan shall be from Egyptian Area Employees Benefit Trust Plan, Gold, Silver, or Copper Plan, or a comparable benefit plan. An employee may opt to receive this benefit in the form of an annuity rather than in the form of insurance.

The monthly annuity shall be up to \$500 dollars per month. If a change in benefit plans is required, no change will be made without negotiations with the bargaining unit.

- B. For employees first employed on or after May 1, 2016, the Board shall contribute \$500 per month for each employee toward the cost of the sole District Approved Health Insurance. Any employee who chooses not to participate in the District Approved Health Insurance Plan will have the option of applying the unused portion of the contribution to salary. Employees may sign up for this benefit to be applied to their salary in the enrollment period of August 15 through September 5 each school year, and the employee may not change the amount applied until this enrollment period the following year. The monthly annuity shall be up to \$500 dollars per month. If a change in benefit plans is required, no change will be made without negotiations with the bargaining unit.

**Article XII- ESP Holidays, Vacations and 12 Month Employees**

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

Labor day Christmas Day Veteran’s Day President’s Day	Thanksgiving Day New Year’s Day Independence Day Christmas Eve	Memorial Day Friday of Spring Break Columbus Day Martin Luther King Day New Year’s Eve
--	---	--

12.1B All full-time, non-certified staff members shall receive 3 paid holidays.

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

12.3 The following vacation schedule for custodians provides:

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

0 to 1 year	Seven (7) days
1 through 9	Twelve (12) days
10 through 19 years	Seventeen (17) days

- 12.4 Vacation time may be taken in increments of not less than one half (1/2) day at a time, and any time after it is earned, which shall be calculated on the employee's date of hire.
- 12.5 Vacation not used during the year shall be lost, unless the District Superintendent approves due to workload and need.
- 12.6 If an employee desires to take more than five (5) consecutive days of vacation a written request shall be submitted to the Superintendent for his/her approval. No vacation days will be allowed in the two weeks prior to the scheduled start of school or two weeks prior to the end of school without the approval of the Superintendent.
- 12.7 Compensation time for custodians is authorized with approval of the Superintendent.

### **Article XIII- Fair Share**

- 13.1 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.
- 13.2 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 from the wages of the non-member.
- 13.3 Such fee shall be paid to the Association by the Board no later than ten (10) days following deduction.
- 13.4 In the event of any legal action against the Employer brought in a court or administrative agency because of its compliance with this Article, the Association agrees to defend such action, at its own expense and through its own counsel, provided:
- A) The Employer gives immediate notice of such action in writing to the Association and permits the Association intervention as a party if it so desires, and
  - B) The Employer gives full and complete cooperation to the Association and its counsel in securing and giving evidence, obtaining witnesses and making relevant information available at both trial and all appellate levels.
- 13.5 The Association agrees that in any action so defended, it will indemnify and hold harmless the Employer from any liability for any damages and costs imposed by a final judgment of a court or administrative agency as a direct consequence of the Employer's non-negligent compliance with this Article.

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

- 13.6 The obligation to pay a fair share fee will not apply to any Employee who, on the basis of bonafide religious tenet or teaching of a church or religious body which such Employee is a member or a belief sincerely held with the strength of traditional religious views, objects to the payment of a fair share fee to the Association. Upon proper substantiation and collection of the entire fee, the Association will make payment, on behalf of the Employee, to a mutually agreeable non-religious charitable organization as per Association policy and the Rules and Regulations of the Illinois Educational Labor Relations Board.
- 13.7 The Board shall deduct from each employee's pay the current dues of the Association, provided that the Board has an employee-executed authorization for continuing dues deduction, the amount of which shall annually be certified by the Association. Upon receipt of any revocation, the Board shall notify the Association in writing of same. All dues deducted by the Board shall be remitted to the Association's designee no later than thirty (30) days after such deduction are made.

#### **Article XIV- Pay Period**

- 14.1 Employees shall be paid annual salary in twenty-four (24) payments on the 10<sup>th</sup> and 25<sup>th</sup> of each month, beginning September 10<sup>th</sup>, 2015. If the 10<sup>th</sup> or 25<sup>th</sup> day of a month falls on a weekend or holiday, payments shall be paid on the last work day preceding the 10<sup>th</sup> or 25<sup>th</sup>. Wages shall be paid via direct deposit to an institution directed by each employee with the evidence of a pay stub provided to each employee by electronic delivery.

#### **Article XV- Association and Employee Rights**

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



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

#### 15.11 Evaluation Procedures

##### Review of Procedures

At the commencement of each school year, the superintendent, the building principal and/or supervisor shall advise employees in the building of the evaluation

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

### Formal Evaluation

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

#### A. Certified

1. Tenured employees not subject to a remediation plan or a professional development plan shall be formally evaluated at least once every two (2) years.
2. Non-tenured probationary employees shall be formally evaluated at least once each year.

#### B. Non-Certified

1. Employees shall be formally evaluated each year.

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

## **Article XVI- Work Year and Work Day**

16.1 The work year for teachers shall consist of 180 days. The position of certified guidance counselor shall work 185 days.

16.2 The normal teacher workday shall constitute a 7-hour workday, with the beginning and ending times of student attendance to be established by the administration. In cases of early dismissal, but excluding scheduled school improvement days and half-day in-services, the employee's regular workday shall be shortened to allow teachers to leave immediately after students are dismissed. A teacher may leave the school earlier with permission of the building Principal.

16.3 The work day for teachers employed in the high school building shall be from fifteen (15) minutes before and until ten (10) minutes after the regularly scheduled school day. There can be early dismissal at 2:10p.m. once a month for teachers' monthly meeting. The work day for teachers employed in the grade school building shall be from five (5) minutes before and five (5) minutes after the regularly scheduled school day. The building of employment will be determined by that teacher's first and last period assignments.

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

hours per day and seventy dollars (\$70.00) for four (4) hours or more per day.

16.5 Each full-time teacher shall be entitled to a preparation period of not less than 40 minutes during each regular workday. If a need exists, the administration may ask a teacher volunteer to teach an extra course in lieu of a planning period. If the teacher accepts the teacher shall receive compensation equal to 1/8 of their base salary. The teacher may refuse this request.

16.6 Notification of Teaching Assignments

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

16.7 Curriculum Changes

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

16.8 Class Period Substitution

A. Teachers may substitute for another teacher during their scheduled conference period at administrative request or attend IEP meetings at the rate of \$15.00 per period.

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

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

2<sup>nd</sup> – Other part-time teachers on a seniority basis

C. Homebound tutors shall be paid at the rate of \$30/hour.

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

- |  |                                  |
|--|----------------------------------|
| A. Cooks                               | 177 days; 6.5 hrs                |
| B. Head Cook (E.S.)                    | 180 days; 8 hrs                  |
| C. Head Cook (H.S.)                    | 172 days; 7.0 hrs                |
| D. Paraprofessionals                   | 178 days; 7.5 hrs                |
| E. Head Building Custodian/Maintenance | 253 days; 8 hrs                  |
| E. Custodians                          | 253 days; 8 hrs                  |
| F. Part time custodians                | No more than 600 hours per year. |
| G. Secretary (H.S.)                    | 200 days; 7.5 hrs                |
| H. Secretary (E.S.)                    | 120 days; 7.5 hrs                |
| I. Nurse                               | 175 days; 7 hrs                  |

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

### **Article XVII- Management Rights**

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

### **Article XVIII- Wages and Compensation**

- 18.1 The salary schedule for the 2015-'16 school year and beyond is attached as part of this contract agreement. Beginning with the 2015-'16 school year all certified staff will be placed on the schedule on Appendix A and paid according to schedule A-1. All non-certified staff will be placed on the schedule on Appendix B. Beginning with the 2018-'19 school year, and thereafter, all employees shall be placed on the salary schedule according to appropriate years of experience and appropriate academic preparation.
- 18.2 Individuals may not receive credit on the salary schedule for training beyond the Master's Degree unless the credits are graduate credits earned after the Master's Degree is conferred. No change in salary status will be made during the regular school year.
- Transcripts must be in the principal's office by September 15 in order to grant raise for the current school year.
- 18.3 Employees required to appear in court other than as a witness against the School District due to subpoena or called to jury duty will not be required to pay for substitute, but will agree to return any wage remuneration portions of jury duty or witness fees to the District.
- 18.4 All experience and educational levels previously recognized by Woodlawn High School District #205 and Woodlawn Community Consolidated District #4 to employees will be recognized by Woodlawn Unit School District #209.

### **Article XVIII- Effect of Agreement, No Strike Clause**

- 19.1 This agreement shall become effective on August 16, 2015 and shall continue in effect until the first scheduled school date of August/September, 2019. When either party executes written notification to the other party, prior to March 1st of the year the contract terminates, that it wishes to renegotiate the Agreement, the Board shall meet with the Association at the first regular School Board meeting in April to receive the Association proposal and negotiations will continue in an effort to reach an agreement. The agreement may be continued by mutual consent.
- 19.2 During the terms of this agreement and while negotiations are in progress, including impasse procedures, the employees and the Association agree not to strike.
- 19.3 The terms and conditions set forth in this Agreement represent the full and complete understanding between the parties and may be modified only through written mutual consent of the parties. It is understood that all rights, powers, and authority of the Board not specifically limited by the language of this Agreement are retained by the Board. The parties shall take no action which will violate any of the provisions of this Agreement.

19.4 Should any article, section or clause in this Agreement be declared illegal by a court of competent jurisdiction, said article, section or clause, as the case may be, shall be automatically deleted from this Agreement to the extent that it violated the law. The remaining articles, sections and clauses shall remain in full force and effect for the duration of the Agreement, if not affected by the deleted article, section or clause.

19.5 This Agreement is signed this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

In witness thereof:

**For the Woodlawn Education Association:**

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

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

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

## Appendix A

### Certified Employee Salary Schedule 2015-2019

Yrs.							
Exp.	BS	BS + 12	BS + 24	MS	MS + 12	MS + 24	MS + 36
0	34,163	34,931	35,472	36,596	37,500	38,279	39,511
1	35,056	35,823	36,366	37,626	38,531	39,309	40,541
2	35,950	36,719	37,259	38,658	39,562	40,338	41,569
3	36,845	37,610	38,153	39,686	40,591	41,370	42,601
4	37,737	38,505	39,047	40,716	41,624	42,402	43,631
5	38,634	39,399	39,940	41,747	42,656	43,433	44,662
6	39,525	40,294	40,833	42,777	43,686	44,466	45,691
7	40,419	41,186	41,728	43,806	44,719	45,496	46,720
8	41,313	42,079	42,621	44,836	45,749	46,527	47,749
9	42,206	42,976	43,515	45,867	46,780	47,559	48,782
10	43,100	43,867	44,408	46,897	47,811	48,591	49,812
11	43,996	44,763	45,302	47,928	48,845	49,624	50,841
12	44,890	45,656	46,196	48,957	49,876	50,653	51,871
13	45,782	46,551	47,091	49,986	50,907	51,684	52,718
14	46,676	47,443	47,985	51,018	51,939	52,716	53,930
15	47,571	48,337	48,878	52,048	52,969	53,748	54,962
16	48,461	49,231	49,773	53,077	54,002	54,777	55,991
17	49,358	50,123	50,665	54,109	55,032	55,811	57,021
18	50,250	51,018	51,558	55,138	56,065	56,843	58,054
19	51,146	51,913	52,451	56,169	57,098	57,874	59,086
20-24	51,988	52,755	53,294	57,117	58,045	58,821	60,033
25-29	52,488	53,255	53,794	57,617	58,545	59,321	60,533
30+	52,988	53,755	54,294	58,117	59,045	59,821	61,033

**Longevity: \$1200**

The position of certified guidance counselor will receive extra pay for the 5 extra days worked calculated by dividing his/her salary by 180 and multiplying by 5. (5 x salary/180)

# Appendix A-1

## 2015-'19 Certified Employee Payment Schedule

	2015-16					2016-17					2017-18					2018-19							
	Base	Bonus	Insurance	TRS	Total	Base	Insurance	TRS	Total	step	step	Base	Insurance	TRS	Total	step	Base	Insurance	TRS	Total			
m20	<b>Berry</b>	57,117	1000	4800	6528	69,445	<b>Berry</b>	57,117	4800	6424	68,341		<b>Berry</b>	57,117	4800	6424	68,341	m23	<b>Berry</b>	57,117	4800	6424	68,341
bs+24/6	<b>Coalson</b>	40,833	1000	4800	4838	51,471	<b>Coalson</b>	41,728	4800	4827	51,355		<b>Coalson</b>	42,621	4800	4920	52,341	bs+24/9	<b>Coalson</b>	43,515	4800	5013	53,328
b24	<b>DeBoar</b>	51,988	1000	4800	5996	63,784	<b>DeBoar</b>	52,488	4800	5944	63,232		<b>DeBoar</b>	52,488	4800	5944	63,232	b27	<b>DeBoar</b>	52,488	4800	5944	63,232
bs+24/24	<b>DeHoyo</b>	53,294	1000	4800	6131	65,225	<b>DeHoyo</b>	53,794	4800	6079	64,673		<b>DeHoyo</b>	53,794	4800	6079	64,673	bs+24/27	<b>DeHoyo</b>	53,794	4800	6079	64,673
b3	<b>Gamber</b>	36,845	1000	4800	4425	47,070	<b>Gamber</b>	37,737	4800	4413	46,950		<b>Gamber</b>	38,634	4800	4506	47,940	b6	<b>Gamber</b>	39,525	4800	4599	48,924
m18	<b>Helbig</b>	55,138	1000	4800	6323	67,261	<b>Helbig</b>	56,169	4800	6326	67,295		<b>Helbig</b>	57,117	4800	6424	68,341	m21	<b>Helbig</b>	57,117	4800	6424	68,341
b5	<b>Hodge</b>	38,624	1000	4800	4609	49,033	<b>Hodge</b>	39,525	4800	4599	48,924		<b>Hodge</b>	40,419	4800	4692	49,911	b8	<b>Hodge</b>	41,313	4800	4784	50,897
b8	<b>Lamczyk</b>	41,313	1000	4800	4888	52,001	<b>Lamczyk</b>	42,406	4800	4898	52,104		<b>Lamczyk</b>	43,100	4800	4970	52,870	b11	<b>Lamczyk</b>	43,996	4800	5063	53,859
m14	<b>Morgan</b>	51,018	1000	4800	5895	62,713	<b>Morgan</b>	52,048	4800	5898	62,746		<b>Morgan</b>	53,077	4800	6005	63,882	m17	<b>Morgan</b>	54,109	4800	6112	65,021
m17	<b>Owens</b>	54,109	1000	4800	6216	66,125	<b>Owens</b>	55,138	4800	6219	66,157		<b>Owens</b>	56,169	4800	6326	67,295	m20	<b>Owens</b>	57,117	4800	6424	68,341
m1	<b>Rapp</b>	37,626	1000	4800	4506	47,932	<b>Rapp</b>	38,658	4800	4509	47,967		<b>Rapp</b>	39,686	4800	4616	49,102	m4	<b>Rapp</b>	40,716	4800	4722	50,238
b4	<b>Smith</b>	37,737	1000	4800	4517	48,054	<b>Smith</b>	38,634	4800	4506	47,940		<b>Smith</b>	39,525	4800	4599	48,924	b7	<b>Smith</b>	40,419	4800	4692	49,911
bs+24/8	<b>Stritzel</b>	42,621	1000	4800	5024	53,445	<b>Stritzel</b>	43,515	4800	5013	53,328		<b>Stritzel</b>	44,408	4800	5105	54,313	bs+24/11	<b>Stritzel</b>	45,302	4800	5198	55,300
ms+12/2	<b>Witzel, L</b>	58,045	1000	4800	6624	70,469	<b>Witzel, L</b>	58,045	4800	6520	69,365		<b>Witzel, L</b>	58,545	4800	6572	69,917	ms+12/2	<b>Witzel, L</b>	58,545	4800	6572	69,917
m23	<b>Witzel, S</b>	57,117	1000	4800	6528	69,445	<b>Witzel, S</b>	57,117	4800	6424	68,341		<b>Witzel, S</b>	57,617	4800	6476	68,893	m26	<b>Witzel, S</b>	57,617	4800	6476	68,893
m8	<b>Braden</b>	37,693		6,000	4533	48,226	<b>Braden</b>	43,806	4800	5043	53,649	MS 7	<b>Braden</b>	45,867	4800	5257	55,924	m 11	<b>Braden</b>	47,928	4800	5471	58,199
ms+8/16	<b>Chaunce</b>	43,093		10,200	5529	58,822	<b>Chaunce</b>	52,048	4800	5898	62,746	MS 15	<b>Chaunce</b>	55,138	4800	6219	66,157	m+8/19	<b>Chaunce</b>	56,169	4800	6326	67,295
M14	<b>Czerwin</b>	41,293		7,896	5104	54,293	<b>Czerwin</b>	46,897	4800	5364	57,061	MS 10	<b>Czerwin</b>	49,986	4800	5684	60,470	M17	<b>Czerwin</b>	54,109	4800	6112	65,021
B16	<b>England</b>	40,093		10,200	5218	55,511	<b>England</b>	47,571	4800	5434	57,805	BS 15	<b>England</b>	48,461	4800	5526	58,787	B19	<b>England</b>	51,146	4800	5805	61,751
B+16/26	<b>Ethridge</b>	47,893		6,000	5592	59,485	<b>Ethridge</b>	51,913	4800	5884	62,597	BS+12 19	<b>Ethridge</b>	53,255	4800	6023	64,078	B+16/29	<b>Ethridge</b>	53,255	4800	6023	64,078
B2	<b>Flick</b>	31,693		4,800	3786	40,279	<b>Flick</b>	35,056	4800	4135	43,991	BS 1	<b>Flick</b>	35,950	4800	4228	44,978	B5	<b>Flick</b>	38,634	4800	4506	47,940
M+16/9	<b>Garrett</b>	39,493		7,896	4917	52,306	<b>Garrett</b>	44,719	4800	5138	54,657	MS+12 7	<b>Garrett</b>	46,780	4800	5352	56,932	M+16/12	<b>Garrett</b>	49,876	4800	5673	60,349
M+16/7	<b>Hayse</b>	38,292		6,000	4596	48,889	<b>Hayse</b>	41,624	4800	4817	51,241	MS+12 4	<b>Hayse</b>	44,719	4800	5138	54,657	M+16/10	<b>Hayse</b>	47,811	4800	5459	58,070
B6	<b>Hefner</b>	34,093		4,800	4035	42,928	<b>Hefner</b>	36,845	4800	4321	45,966	BS 3	<b>Hefner</b>	39,525	4800	4599	48,924	B8	<b>Hefner</b>	42,206	4800	4877	51,883
M+16/28	<b>Herzing</b>	50,893		10,200	6339	67,432	<b>Herzing</b>	58,545	4800	6572	69,917	MS+12 29	<b>Herzing</b>	59,045	4800	6624	70,469	M+16/31	<b>Herzing</b>	60,245	4800	6749	71,794
M+16/26	<b>Leffler</b>	49,693		7,896	5975	63,564	<b>Leffler</b>	55,138	4800	6219	66,157	MS+12 18	<b>Leffler</b>	57,098	4800	6422	68,320	M+16/29	<b>Leffler</b>	58,545	4800	6572	69,917
M10	<b>Little</b>	38,893		6,000	4658	49,551	<b>Little</b>	41,747	4800	4829	51,376	MS 5	<b>Little</b>	46,897	4800	5364	57,061	M13	<b>Little</b>	49,986	4800	5684	60,470
B11	<b>Maharr</b>	37,093		6,000	4471	47,564	<b>Maharr</b>	41,313	4800	4784	50,897	BS 8	<b>Maharr</b>	43,996	4800	5063	53,859	B14	<b>Maharr</b>	46,676	4800	5341	56,817
M+8/9	<b>Neal</b>	38,893		6,000	4658	49,551	<b>Neal</b>	42,777	4800	4936	52,513	MS 6	<b>Neal</b>	45,867	4800	5257	55,924	M+8/12	<b>Neal</b>	48,957	4800	5577	59,334
B+24/15	<b>Newell</b>	41,293		7,896	5104	54,293	<b>Newell</b>	46,196	4800	5291	56,287	BS+24 12	<b>Newell</b>	49,773	4800	5662	60,235	B+24/18	<b>Newell</b>	51,558	4800	5847	62,205
B11	<b>Orrill</b>	37,093		6,000	4471	47,564	<b>Orrill</b>	41,313	4800	4784	50,897	BS 8	<b>Orrill</b>	43,996	4800	5063	53,859	B14	<b>Orrill</b>	46,676	4800	5341	56,817
B+8/10	<b>Page</b>	37,093		6,000	4471	47,564	<b>Page</b>	41,313	4800	4784	50,897	BS 8	<b>Page</b>	43,100	4800	4970	52,870	B+8/13	<b>Page</b>	45,782	4800	5248	55,830
B7	<b>Pierce</b>	34,693		10,200	4658	49,551	<b>Pierce</b>	41,313	4800	4784	50,897	BS 8	<b>Pierce</b>	42,206	4800	4877	51,883	B10	<b>Pierce</b>	43,100	4800	4970	52,870
B+24/30	<b>Richard</b>	50,893		7,896	6100	64,889	<b>Richard</b>	55,494	4800	6256	66,550	BS+24 31	<b>Richard</b>	55,494	4800	6256	66,550	B+24/33	<b>Richard</b>	55,494	4800	6256	66,550
M25	<b>Richard</b>	47,893		7,896	5788	61,577	<b>Richard</b>	53,077	4800	6005	63,882	MS 16	<b>Richard</b>	56,169	4800	6326	67,295	M19	<b>Richard</b>	57,617	4800	6476	68,893
M+16/11	<b>Simer</b>	40,693		7,896	5041	53,630	<b>Simer</b>	46,780	4800	5352	56,932	MS+12 9	<b>Simer</b>	48,845	4800	5566	59,211	M+16/14	<b>Simer</b>	51,939	4800	5887	62,626
B/24	<b>Sodsalk</b>	44,893		6,000	5280	56,173	<b>Sodsalk</b>	49,358	4800	5619	59,777	BS 17	<b>Sodsalk</b>	51,146	4800	5805	61,751	B/27	<b>Sodsalk</b>	52,488	4800	5944	63,232
B7	<b>Thomas</b>	34,693		6,000	4222	44,915	<b>Thomas</b>	38,634	4800	4506	47,940	BS 5	<b>Thomas</b>	40,419	4800	4692	49,911	B10	<b>Thomas</b>	43,100	4800	4970	52,870
M9	<b>Williams</b>	38,293		6,000	4596	48,889	<b>Williams</b>	42,777	4800	4936	52,513	MS 6	<b>Williams</b>	45,867	4800	5257	55,924	M12	<b>Williams</b>	48,957	4800	5577	59,334

This schedule does not take into account potential moves on Appendix A due to increased education level.



## Appendix B

### Educational Support Salary Schedule 2015-2019

Step	A	B	RN	Cert RN
0	10.45	13.52	17.37	17.68
1	10.70	14.02	17.87	18.18
2	10.95	14.52	18.37	18.68
3	11.20	15.02	18.87	19.18
4	11.45	15.52	19.37	19.68
5	11.70	16.02	19.87	20.18
6	11.95	16.52	20.37	20.68
7	12.20	17.02	20.87	21.18
8	12.45	17.52	21.37	21.68
9	12.70	18.02	21.87	22.18
10	12.95	18.52	22.37	22.68
11	13.20	19.02	22.87	23.18
12	13.45	19.52	23.37	23.68
13	13.70	20.02	23.87	24.18
14	13.95	20.52	24.37	24.68
15	14.20	21.02	24.87	25.18
16	14.45	21.52	25.37	25.68
17	14.70	22.02	25.87	26.18
18	14.95	22.52	26.37	26.68
19	15.20	23.02	26.87	27.18
20	15.45	23.52	27.37	27.68
21-25	15.70	24.02	27.87	28.18
26-30	15.95	24.52	28.37	28.68
30+	16.20	25.02	28.87	29.18

**Longevity = \$125**

**RN/Cert RN Longevity = \$500**

**Schedule A:** Para Professional, Cook, Cook's Assistant Custodian, Secretary

**Schedule B:** head cook, head custodian

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

Custodial Shift Differential (After 5:00 p.m.) = \$0.25

Overtime = 1 1/2

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

## Appendix C WGS Athletic Salaries Schedule

<b>Position</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
Athletic Director	\$ 1,500	\$ 1,600	\$ 1,700	\$ 1,800	\$ 1,900	\$ 2,000	\$ 2,100	\$ 2,200
Baseball/Softball	\$ 1,000	\$ 1,100	\$ 1,200	\$ 1,300	\$ 1,400	\$ 1,500	\$ 1,600	\$ 1,700
Asst. BB/SB	\$ 400	\$ 500	\$ 600	\$ 700	\$ 800	\$ 900	\$ 1,000	\$ 1,100
Boys/Girls Track	\$ 700	\$ 800	\$ 900	\$ 1,000	\$ 1,100	\$ 1,200	\$ 1,300	\$ 1,400
Cross Country	\$ 500	\$ 600	\$ 700	\$ 800	\$ 900	\$ 1,000	\$ 1,100	\$ 1,200
Cheerleading	\$ 1,000	\$ 1,100	\$ 1,200	\$ 1,300	\$ 1,400	\$ 1,500	\$ 1,600	\$ 1,700
Asst. Cheer	\$ 400	\$ 500	\$ 600	\$ 700	\$ 800	\$ 900	\$ 1,000	\$ 1,100
Volleyball	\$ 1,000	\$ 1,100	\$ 1,200	\$ 1,300	\$ 1,400	\$ 1,500	\$ 1,600	\$ 1,700
Asst. Volley	\$ 400	\$ 500	\$ 600	\$ 700	\$ 800	\$ 900	\$ 1,000	\$ 1,100
Dance Team	\$ 400	\$ 500	\$ 600	\$ 700	\$ 800	\$ 900	\$ 1,000	\$ 1,100
Boys/Girls Basketball	\$ 2,000	\$ 2,100	\$ 2,200	\$ 2,300	\$ 2,400	\$ 2,500	\$ 2,600	\$ 2,700
Asst. Boys/Girls BKB	\$ 700	\$ 800	\$ 900	\$ 1,000	\$ 1,100	\$ 1,200	\$ 1,300	\$ 1,400
Bowling	\$ 100	\$ 150	\$ 200	\$ 250	\$ 300	\$ 350	\$ 400	\$ 450

- A. Athletic Director will be entitled to an Athletic Director release time period of not less than 35 minutes during each regular work day.
- B. For purposes of this section the release time will only be granted to individuals who are employed full time by the district

## Appendix D WHS Athletic Salaries Schedule

	1 Year	3 Year	5 Year	8 Year
<b>Head Basketball</b>	\$ 2,625	\$ 2,888	\$ 3,150	\$ 3,360
<b>Asst BKB</b>	\$ 1,575	\$ 1,838	\$ 2,100	\$ 2,310
<b>Head Baseball (spring)</b>	\$ 1,575	\$ 1,838	\$ 2,100	\$ 2,310
<b>Head Baseball (fall)</b>	\$ 1,208	\$ 1,470	\$ 1,733	\$ 1,943
<b>Asst. Baseball (spring)</b>	\$ 945	\$ 1,208	\$ 1,470	\$ 1,733
<b>Asst. Baseball (fall)</b>	\$ 300	\$ 300	\$ 300	\$ 300
<b>Cross Country</b>	\$ 683	\$ 945	\$ 1,208	\$ 1,418
<b>Head Track</b>	\$ 1,470	\$ 1,733	\$ 1,995	\$ 2,205
<b>Head Softball</b>	\$ 1,575	\$ 1,838	\$ 2,100	\$ 2,310
<b>Asst. Softball</b>	\$ 945	\$ 1,208	\$ 1,470	\$ 1,733
<b>Volleyball</b>	\$ 1,575	\$ 1,838	\$ 2,100	\$ 2,310
<b>Asst. Volleyball</b>	\$ 945	\$ 1,208	\$ 1,470	\$ 1,733
<b>Golf</b>	\$ 1,208	\$ 1,470	\$ 1,733	\$ 1,943
<b>Cheerleading</b>	\$ 1,208	\$ 1,470	\$ 1,733	\$ 1,943
<b>Asst. Cheerleading</b>	\$ 725	\$ 882	\$ 1,040	\$ 1,166
<b>Athletic Director</b>	\$ 1,000	\$ 1,300	\$ 1,600	\$ 1,800

In calculating the salary for each coach, each coach will be paid the salary designated 1 Yr. for his/her 1<sup>st</sup> and 2<sup>nd</sup> year coaching in that particular sport at Woodlawn High School. Each coach will be paid the salary designated 3 Yr. for his/her 3<sup>rd</sup> and 4<sup>th</sup> year coaching in that particular sport at Woodlawn High School. Each coach will be paid the salary designated 5 Yr. for his/her 5<sup>th</sup>, 6<sup>th</sup>, and 7<sup>th</sup> year coaching in that particular sport at Woodlawn High School. Each coach will be paid the salary designated 8 Yr. for his/her 8<sup>th</sup> and subsequent years coaching in that particular sport at Woodlawn High School. Longevity steps will be accrued in each individual sport, but not combined in two different sports to obtain the longevity pay.

Athletic Director will be provided a planning period for performance of Athletic Director duties. The Athletic Director will be given the choice of having this salary paid over twelve months in conjunction with the regular teaching salary, or in two lump sum payments by the following dates: Dec. 10, and May 25

Non-teaching personnel hired for extra-curricular positions will be paid in two lump sum payments – Fall Sports coaching salaries will be paid in two lump sum payments by the following dates: Sept. 25 and Oct. 25. Winter Sports coaching salaries will be paid in two lump sum payments by the following dates: Dec. 10 and Mar. 10. Spring Sports coaching salaries will be paid in two lump sum payments by the following dates: April 25 and May

## Appendix E WGS Extra Duty Schedule

	Year 1-5	Year 6-10	Year 11+
Testing Coordinator	\$1000	\$1200	\$1500
Beta Club Sponsor	\$300	\$350	\$400
Spelling Bee Coordinator	\$50	\$75	\$100
Young Author's Sponsor	\$200	\$250	\$300
8 <sup>th</sup> Grade Sponsor	\$500	\$600	\$700
Gifted Coordinator	\$450	\$600	\$700
Summer Tutor	\$15 per hour		
Show Choir Director	\$1500	\$1600	\$1700
Band Director	\$1000	\$1100	\$1200
Yearbook Sponsor	\$500	\$600	\$700
Head Teacher	\$50 per day		
Scholar Bowl Sponsor	\$1000	\$1100	\$1200
Concessions Coordinator	\$1000	\$1100	\$1200
Basketball and Volleyball game workers			
(ticket sellers, scorekeeper and timekeeper)	\$20 per night		
Noon Playground Supervisor	\$10 per day		
Event Supervisor (1-4 hours)	\$30		
Event Supervisor (over 4 hours)	\$50		

- A. Noon Playground Assignment. In lieu of a "duty free lunch" mandated by law, school personnel will work playground duty for \$10.00 per day. A work log will be presented to the Superintendent at the end of each quarter for reimbursement)
- B. The Board will have a yearly discretion on which of these extra-duty positions to fill.
- C. In the event new extra duty positions are created, the Association shall be consulted as to the payment if the new position does not fit into one of the above classifications.
- D. The selection of school personnel for extra duty activities shall be made in the following order:
  - 1) Volunteer basis
  - 2) Administrative assignment

## Appendix F WHS Extra Pay for Sponsorships

### **BASIS OF SELECTION:**

1. Administrative Assignment
2. Volunteer
3. Seniority

### **CLASS SPONSORS:**

Freshmen (2)	\$55
Sophomore (2)	\$55
Junior (2)	\$55
Senior (2)	\$55

### **ORGANIZATION SPONSORS:**

FFA	\$600
FCCLA	\$225
Spanish Club	\$55
Student Council	\$175
Library Club	\$55
Art Club	\$55
FBLA	\$55
Drama	\$125
Beta Club	\$55
Scholar Bowl	\$650
Homecoming (1)	\$500 if 1 sponsor; \$350 and \$250 if 2 sponsors
Basketball/Volleyball game workers (ticket sellers, scorekeeper and timekeeper)	\$20.00 per night

Before School Supervision \$10.00 per day  
Lunch Supervision \$10.00 per day

If a class is taught wherein a Yearbook is created, then no extra pay will be given for the Yearbook Sponsor. If no class is taught wherein a Yearbook is created, then \$800 of extra pay will be given for the Yearbook Sponsor.

### **SPECIAL PROJECTS:**

Jr.-Sr. Prom (2)	\$100
Band & Chorus Extra Events (1)	\$125

Class and Organizational Sponsors are to be paid in December. Special Project sponsorships are to be paid at the end of the current school year. Basketball games to be paid on a per game basis or at the end of the season as requested.

