

# ELGIN/NEW LEIPZIG PUBLIC SCHOOL DISTRICT #49 2021 - 2022 MASTER AGREEMENT

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## **Contract Information**

**Recognition Clause:** The board shall recognize the majority petitioning group of licensed teachers that have duly executed the proper petition, as required by law, as the exclusive representative bargaining unit for the subsequent contract/school year. The duration of the master agreement shall be for a period of one school/fiscal year.

- **Individual contracts clause:** Individual contracts will be consistent with the terms and conditions of the negotiated agreement. Amendments to the contract can be agreed upon between the teacher and the school district.

**Hours:** Hours teachers are expected to be at school for the school day to cover their teaching assignment, shall be one-half hour prior to the beginning of the school day and one-half hour after the end of the school day. If not going to be there by expected time or leave earlier than expectation, administration must be notified or subject to disciplinary action.

There is an expectation of professional responsibility to carry out the necessary duties related to other curricular and co-curricular assignments and separately contracted extra-curricular assignments.

**Contract Terms:** This agreement, except as otherwise provided, is effective as of July 1, 2020, to June 30, 2021, at which time it shall automatically renew itself for additional periods of one year, unless written notification to the contrary is made by either party no later than July 17, 2021 (no later than 60 days before contract anniversary date). If such notification occurs, the entire agreement must be renegotiated. Changes may be made at any time by mutual consent. (approved 5-18-2020)

**Contract days:** The Teacher agrees to teach in the Elgin-New Leipzig School District during the 2021-22 school year for a period of 175 contact days. Provided further that if school is dismissed for some unforeseen reason, such as, but not limited to, weather, failure of the heating plant, etc., the school year may be extended by the number of days school was not in session for the above stated reasons.

**Management Rights Clause:** All terms and conditions of employment not covered by this agreement are subject to the Board's exclusive direction and control and may not be the subject of negotiations during the terms of this agreement. (approved 6-28-2021)

## **Professional Growth**

### **Guidelines for Graduate Lane Changes**

A. To move from the BS lane to the BS + 10 semester hour lane, the course will have to meet the following conditions:

1. Ten (10) semester hours must be graduate courses related to the teacher's general teaching assignment or specific teaching assignment.

2. No course work will be approved that is more than ten (10) years old.

B. To move from the BS + 10 semester hour lane to the BS + 16 semester hour lane, the course work will have to meet the following conditions:

1. Eight (8) of the sixteen (16) semester hours must be taken in the teacher's specific teaching assignment.

2. Five (5) of the sixteen (16) semester hours cannot be more than eight (8) years old at the time of approval.

C. To move from the BS + 16 to the BS + 24 semester hour lane and/or from the BS + 24 to the BS + 32 semester hour lane, the course work will have to meet the following conditions:

1. Twelve (12) of the thirty-two (32) semester hours must be taken in the teacher's specific teaching assignment.

2. Ten (10) of the thirty-two (32) semester hours cannot be more than eight years old at the time of approval.

D. Other provisions:

1. All course work must be on a graduate level approved through an approved accredited college.

2. The School District grievance procedure will apply to any disagreements.

3. It is understood that employees cannot fall back to the BS + 10 or the BS lane once having progressed to the next horizontal lane.

4. The superintendent, at his discretion, will sign and date a statement of course approval to be kept in the employee's personnel file.

5. A half time to full time teacher shall move no more or no less than one step down on the salary schedule in any one year.

6. One credit with reimbursement of up to \$70.00 will be given to teachers participating in the school's book study. (approved 5-21-14)

**Career Payments:** Those teachers who are frozen on a step at the end of the salary schedule, shall receive an increment payment for every two years of experience. This would apply to step 24 on the B.S. +32 and the M.S. column only. This payment shall be split with one-half (1/2) of the payment paid each of the two years.

**State Teacher's Convention:** Any teacher within the Elgin-New Leipzig School District will be required to attend the State Teacher's Convention once every five years

**Leave Provisions**

- **Paid Leave:** Fifteen (15) days of paid leave shall be granted annually taken on a 1/7<sup>th</sup> basis, accumulative to sixty (60) days. A total of ten (10) days of unused paid leave in a given year can be carried forward to accumulative paid leave. Medical absences longer than three (3) days require a doctor's note or other medical documentation. Paid leave can be taken when the teacher or the immediate family of that teacher are ill. An immediate family member includes a spouse, a child, grandchild, or the parent or parent-in-law of the applicant. Employees with more than 60 days of accumulative sick leave at the end of the 2018-2019 school year will maintain the number of days they have accumulated past 60 days and this will be the cap for the number of days they are able to bank.
  - a. Leave shall be granted for child, parent, grandchild, or spouse illnesses or medical appointments.
  - b. Leave can be used for maternity/paternity, pregnancy, and for the adoption of a child.
  - c. When a teacher has used all their accumulated paid and personal leave, they may elect to take the difference between their salary and the substitute teacher's pay for ten (10) additional school days.
  - d. Paid leave can be used for emergency leave. This can be granted in the event of an accident, damage to residence, surgery, serious illness, death, or funeral of a friend or relative, subject to the following:
    1. All requests for paid leave due to an emergency shall be made to the Superintendent; and
    2. The granting or denial of paid leave in these circumstances shall be determined by the Superintendent's discretion.
    3. Emergencies not listed will be approved or disapproved on an individual basis by the Board of Education if requested by the teacher. (approved 5-22-2019)

- **Personal Leave:** Each teacher shall be entitled to personal leave and emergency leave, without loss of pay, upon the following terms and conditions:
  - a. Three (3) days of personal leave, accumulative to six (6) days, during the school year to be taken at the discretion of the teacher subject to the following:
    1. Personal leave may be taken in increments of one period.
    2. No personal leave may be taken the first ten (10) days of the school year or the last ten (10) days of the school year.
    3. If personal leave is requested during the time frame of A2, the request will be handled on an individual basis by the administration.
    4. No more than two (2) teachers per site may be granted personal leave on the same day.
  - b. When a teacher subs for another teacher, that teacher will accumulate one period of personal leave for each period subbed. The regular personal leave policy will apply for the use of this personal time.
  
- **Personal Leave Buy Back:** Unused personal leave, over and above the three (3) days that can be carried forward to the next school year, may be “sold back” to the school district at the rate of current substitute pay. (Example: A teacher that has four (4) days of personal leave at the end of one school year, may sell one (1) day back to the district and must carry three (3) days forward to the next school year.)
  
- **Professional Leave:** Teachers will receive two (2) days of professional leave, one of which may be used for in-house personal professional development technology time, to be approved by the administration, or to be used for attending workshops to benefit the teacher in classroom and extra-curricular activities. If there is a joint session on the subject of negotiations, this would be counted as professional leave for the teacher attending it along with the administrator. Three (3) days’ notice shall be given and no more than two (2) teachers may be gone at one time. This leave is non-accumulative and not to be taken during the first week of school or the last two weeks of school. Any leave required by the administrator should not be considered professional leave. One vehicle will be paid up to 180 miles (round trip) for attending these workshops. Registration fee will be paid by the school with a maximum of \$50.00 per individual. If workshop credit is received, the teacher will have the option of applying for reimbursement under the professional growth policy, or this professional leave section, but not both.
  
- **Leave of Absence:** The board will determine if a leave of absence is granted to a teacher. Teachers must notify the board by April 15 of the current school year if they are taking a leave of absence, and also by the following April 15 if they intend to return in the fall. The board will respond to the request within 30 days of receiving it.

### **Fringe Benefits**

- **Medical Insurance - Fringe Benefit:** Each licensed, full-time teacher shall receive 100% of a single policy, or 70% of a single plus dependent policy, or 50% of a family policy for the current negotiated agreement school year(s), or the sum of \$2,500 as a cash option. The dollars of this benefit must be used in accordance with the Section 125 Flexible Benefit Plan currently administered by the Horace Mann Insurance Company as a fringe benefit. The district will pay the fees to administer the PayFlex plan for those who choose to participate (direct deposit or flex card). Teachers hired before 2014-2015 may receive the sum of \$6,250 instead of \$2500. Part-time teachers will have this benefit prorated. (approved 5-22-2019)
  
- **District Paid Long-Term Disability Insurance.** Each licensed, full-time teacher shall receive 100% of a Long-Term Disability Insurance.
  
- **Teacher’s Fund For Retirement.** The district will contribute 5.875% of the teacher’s share of TFFR to the fund as a benefit for the teacher.

- **Noon Lunches:** All teachers will receive noon lunches at no cost to the teacher when the teacher is supervising their respective class during lunch. If the teacher elects not to eat lunch, no cash reimbursement will be permitted.
- **Part-time teachers:** shall receive a proportionate share of salary schedule and all benefits according to the negotiated agreement.

**Mentoring:** Any teacher who provides 15 hours per year of mentoring services shall receive \$300.00. (approved 5-27-15)

## End of Tenure

### **Retirement Notification Policy:**

- If any teacher who has taught in the Elgin-New Leipzig School District for at least 10 years wishes to retire at the end of the school year notifies the school board in writing by January 1 of the same year, he/she will be awarded a \$2,000 bonus.
- If any teacher who has taught in the Elgin-New Leipzig School District for at least 10 years wishes to retire at the end of the school year notifies the school board in writing by March 1 of the same year, he/she will be awarded a \$1,000 bonus.
- Limit of one bonus per teacher. (approved 6-28-2021)

**Paid Leave Buy Back:** If an employee leaves or retires after completion of their 20<sup>th</sup> year of teaching at the ENL school system, the teacher will be able to receive \$50 per day for up to 60 days of unused paid leave. (approved 5-22-1019)

**Computer:** Any teacher who completes 10 years of service with the school district will be allowed to take a computer scheduled to be rotated out of school use upon retiring or resigning. Priority will be given to computers that the teachers have used previously as long as they are four or more years of age. The computer must have sensitive school information removed by a school official. (approved 5-22-2019)

## Miscellaneous Contract Clauses

- **Teaching Assignment Changes later than August 1.** A 2% increase in the base salary of the affected teacher will be given with the following provisions: (approved 5-22-2019)
  1. Available only for returning staff and effective for one year.
  2. Contracts need to be signed and returned by July 15 or provision is null and void.
  3. The assignment changes consists of a new class or a change of grade assignment.
- **Hiring Above the Salary Schedule:** Teachers may be hired above the salary schedule. Teacher's Association will be notified if a teacher is hired above the salary schedule.
- **Liquidated Damages Clause.** If a teacher asks for a release from a signed contract, he or she will be subject to paying one of the percents in the following table. (Percent that applies would be taken times the contracted amount.) Nothing contained herein shall be construed to mean that the board must release the teacher upon payment of the amount; however, the school board may, in its sole discretion and by reason of extenuating circumstances, waive part or all of such damages.
  - First 30 days after contracts are signed - 1%
  - Second 30 days after contracts are signed - 3%
  - Third 30 days after contracts are signed - 5%
  - After the third 30 day period or after August 15 (whichever comes first) throughout the current school term - 10%
- **Saving Clause:** Should any article, section, or clause 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 contract to the extent that it violates the law. The remaining articles, sections and clauses shall remain in full force and effect for the duration of the contract if not affected by the deleted article, section, or clause.

- **Integration Clause:** The Board and the Association agree that the terms and conditions set forth in this Agreement represent the full and complete understanding and commitment between the parties and that the terms and conditions may not be added to or modified without the consent of the parties, as evidenced by a written amendment attached and made a part of this agreement. (approved 5-18-2020)

**Signatures:**

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Board Team Signature

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Date

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Board Team Signature

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Date

## 2021-2022 ELGIN/NEW LEIPZIG SALARY SCHEDULE

BASE SALARY	\$38,500.00					
INCREMENT DN	\$375.00	\$380.00	\$385.00	\$390.00	\$395.00	\$400.00
INCREMENT AC	100.00%	102.50%	105.00%	109.00%	112.00%	115.00%

EXPERIENCE	BS	+10 SEM HRS	+16 SEM HRS	+24 SEM HRS	+32 SEM HRS	MASTERS
0	\$38,500.00	\$39,462.50	\$40,425.00	\$41,965.00	\$43,120.00	\$44,275.00
1	\$38,875.00	\$39,842.50	\$40,810.00	\$42,355.00	\$43,515.00	\$44,675.00
2	\$39,250.00	\$40,222.50	\$41,195.00	\$42,745.00	\$43,910.00	\$45,075.00
3	\$39,625.00	\$40,602.50	\$41,580.00	\$43,135.00	\$44,305.00	\$45,475.00
4	\$40,000.00	\$40,982.50	\$41,965.00	\$43,525.00	\$44,700.00	\$45,875.00
5	\$40,375.00	\$41,362.50	\$42,350.00	\$43,915.00	\$45,095.00	\$46,275.00
6	\$40,750.00	\$41,742.50	\$42,735.00	\$44,305.00	\$45,490.00	\$46,675.00
7	\$41,125.00	\$42,122.50	\$43,120.00	\$44,695.00	\$45,885.00	\$47,075.00
8	\$41,500.00	\$42,502.50	\$43,505.00	\$45,085.00	\$46,280.00	\$47,475.00
9	\$41,875.00	\$42,882.50	\$43,890.00	\$45,475.00	\$46,675.00	\$47,875.00
10	\$42,250.00	\$43,262.50	\$44,275.00	\$45,865.00	\$47,070.00	\$48,275.00
11		\$43,642.50	\$44,660.00	\$46,255.00	\$47,465.00	\$48,675.00
12		\$44,022.50	\$45,045.00	\$46,645.00	\$47,860.00	\$49,075.00
13			\$45,430.00	\$47,035.00	\$48,255.00	\$49,475.00
14			\$45,815.00	\$47,425.00	\$48,650.00	\$49,875.00
15			\$46,200.00	\$47,815.00	\$49,045.00	\$50,275.00
16				\$48,205.00	\$49,440.00	\$50,675.00
17				\$48,595.00	\$49,835.00	\$51,075.00
18				\$48,985.00	\$50,230.00	\$51,475.00
19				\$49,375.00	\$50,625.00	\$51,875.00
20					\$51,020.00	\$52,275.00
21					\$51,415.00	\$52,675.00
22					\$51,810.00	\$53,075.00
23					\$52,205.00	\$53,475.00
24					\$52,600.00	\$53,875.00