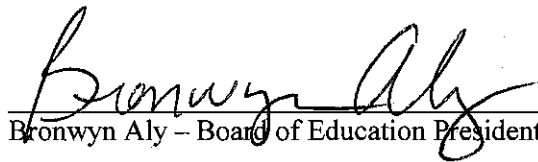



THE ATTACHED CONTRACT OF TWELVE (12) ARTICLES, APPENDIX A, AND APPENDIX B HAS BEEN RATIFIED FOR THE SCHOOL YEAR 2024-2025, BY THE POPE COUNTY COMMUNITY UNIT DISTRICT NO. 1 BOARD OF EDUCATION.

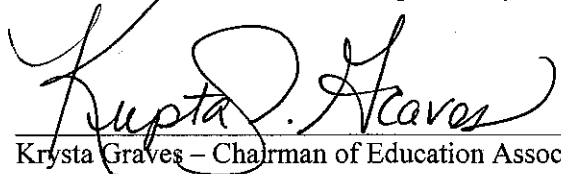
THIS CONTRACT COVERS THE CERTIFIED PERSONNEL SO DESIGNATED AND REPRESENTED BY THE POPE COUNTY EDUCATION ASSOCIATION AS THEIR BARGAINING AGENT.

Dated April 18, 2024

  
Bronwyn Aly – Board of Education President

  
Randall Kizziar – Chairman of Board of Education Bargaining Committee

  
Patricia Ferrell – President of Pope County Education Association

  
Krysta Graves – Chairman of Education Association Bargaining Team

Pope County Community Unit School District No. 1, Golconda, IL

## **ARTICLE 1 – RECOGNITION**

- A. The Board of Education of District #1, Pope County Illinois, hereinafter “Employer” or “District” hereby recognizes the Pope County Education Association, IEA-NEA, hereinafter the “Association” as the sole and exclusive bargaining representative for all certified personnel under contract, either verbal, or written, or on leave, employed or to be employed by the Board. Such representations shall cover all Employees assigned to newly created positions unless the parties agree in advance that such positions are principally supervisory and administrative. Such representation shall exclude superintendent and principals.
- B. Questions of bargaining unit clarification shall be determined in accordance with the Illinois Education Labor Relations Act and the Rules and Regulations of the Illinois Educational Labor Relations Board. The term “bargaining unit member” or Employee(s) when used hereinafter in the agreement shall refer to all Employees who are regular certified personnel who teach a semester or more.
- C. No other written agreement shall be made by the employer with any employee or group of employees represented by the exclusive bargaining agent.

## **ARTICLE 2 – GRIEVANCE PROCEDURE**

A. **DEFINITIONS** – A Grievance shall be:

Any claim by an Employee or Employees that there has been a violation, misrepresentation, misapplication of the terms of this Agreement

All time limits consists of school days except when a grievance is submitted fewer than ten (10) days before the close of the current school term, then time limits shall consist of all weekdays.

B. **PROCEDURES** – The parties hereto acknowledge that it is usually most desirable for an Employee and the Employee’s immediately involved supervisor to resolve problems through free and informal communications. When requested by the Employee, an Association representative may accompany the Employee to assist in the informal resolution of the grievance. If, however, the informal process fails to satisfy the Employee, a grievance may be processed as follows:

Step I – The Employee must present the grievance in writing to the immediately involved supervisor, who will arrange for a meeting to take place within five (5) days after receipt of the grievance. The Association’s representative may be present, but the grievant and the immediately involved supervisor shall be present for the meeting. Within five (5) days of the meeting, the grievant and the Association shall be provided with the supervisor’s written response, including the reasons for the decision.

Step II – If the grievance is not resolved at Step I, then the Employee may refer the grievance to the superintendent or the superintendent's official designee within fifteen (15) days after receipt of the Step I answer. The superintendent shall arrange with the Employee for a meeting to take place within five (5) days of the superintendent's receipt of the appeal. Each party shall have the right to include in its representation such witnesses and counselors as it deems necessary. Within five (5) days of the meeting, the Employee and the Association shall be provided with the superintendent's written response, including the reasons for the decision.

Step III – If the Employee is not satisfied with the disposition of the grievance at Step II, the Employee may submit the grievance to the Employer who shall arrange with the Employee for a meeting to take place at the next regular board meeting. Each party shall have the right to include in its representation such witnesses and counselors as it deems necessary. Within five (5) days of the meeting, the Employee and the Association shall be provided with the Employer's written response, including the reasons for the decision.

If the Employee is not satisfied with the disposition of the grievance at Step III, the Association may submit the grievance to final and binding arbitration through the Streamlined Labor Arbitration rules of the American Arbitration Association, which shall act as the administrator of the proceedings. If a demand for arbitration is not filed within thirty (30) days of the date for the Step II or Step III answer, then the grievance shall be deemed withdrawn.

Neither the Employer nor the Association shall be permitted to assert any grounds or evidence before the arbitrator, which was not previously disclosed to the other party.

The Arbitrator shall have no power to alter the terms of this agreement.

C. BYPASS TO SUPERINTENDENT – If the grievance is directly with the superintendent and the Employee and the superintendent agree, Step I of the grievance procedure may be submitted directly to Step II.

D. BYPASS TO ARBITRATION – If the Employer and the Employee agree, a grievance may be submitted directly to arbitration.

E. NON SUPPORTED EMPLOYEE GRIEVANCE – When an Employee presents a grievance, which is not supported by the Association, the Association reserves the right to be present at such adjustment and state that fact.

F. BOARD – ADMINISTRATION COOPERATION – The Board and the administration shall cooperate with the Association in the investigation of any grievance.

- G. **NO REPRISALS CLAUSE** – No reprisals shall be taken by the Board or the administration against any Employee because of the Employee's participation in a grievance.
- H. **RELEASED TIME** – Should the arbitrator during the investigation or processing of any grievance require that an Employee or an Association representative be released from his/her regular assignment, the Employee or Association representatives shall be released without loss of pay or benefits.
- I. **FILING OF MATERIALS** – All records related to a grievance shall be filed separately from the individual personnel files of the Employee.
- J. **GRIEVANCE WITHDRAWAL** – A grievance may be withdrawn at any level without establishing precedent.
- K. **NO WRITTEN RESPONSE** – If no written decision has been rendered within the time limits indicated by a step, then the grievance may be processed to the next step except by mutual agreement by both parties to extend time limits.
- L. **AAA RULES** – By mutual agreement of the Employer and Employee, the Expedited Arbitration Rules of the American Arbitration Association shall be used instead of the Voluntary Labor Arbitration Rules.
- M. The fees and the expenses of the arbitrator shall be shared equally by the parties.

### **ARTICLE 3 – WORKING CONDITIONS**

- A. During the days when school is in session, all Employees shall be on school grounds no later than 7:40 a.m. and shall perform their assigned duties until 3:10 p.m. Employees shall be required to attend called faculty meetings. School will be dismissed at 2:00 p.m. on the days preceding Thanksgiving Break, Christmas Break and Easter Break. Employees will be allowed to leave once the buses have left the parking lot, unless a faculty meeting has been called.
- B. All Employees shall receive a preparation time equal to that of the Employee's class periods – not less than thirty-five (35) minutes continuous time per day.
- C. All Employees will receive a duty-free lunch period of at least thirty (30) minutes. Employees may leave school grounds during lunch after properly notifying the office principal or secretary.
- D. Teachers will turn in daily attendance reports to the office. Office personnel will compile and maintain the attendance register.
- E. Employees shall be notified when any derogatory material is placed in his/her personnel file. The employee shall acknowledge placement by signing the document with

the understanding that the signature indicates knowledge of placement and does not indicate agreement with the content.

F. If an employee is called into the office of an administrator for the purpose of discipline in which the intent is to suggest corrective measures, an employee has the option of requesting an association representative be present. The administrator also has the option of having a witness present.

G. Employees shall be notified of any Freedom of Information Act (FOIA) request for documents contained in their personnel file at the time the request is made. Notification shall include the name of the person making the request and a copy of any documents provided.

#### **ARTICLE 4 – EMPLOYEE EVALUATION AND DISCIPLINE**

A. All Employees shall be evaluated by the same evaluation instrument, which will be shown to the Employees prior to evaluation. Employees shall be fully informed ten (10) days prior to the evaluation of the evaluation procedure, standards, and who will observe/evaluate his/her performance. The evaluation/observation should be for no less than thirty (30) consecutive minutes. Non-tenured employees shall be formally evaluated once each year. Tenured employees shall be evaluated a minimum of once every other year.

B. A copy of the formal summative evaluation shall be given to the employee and a conference shall be held between the employee and the evaluator within ten (10) work days following the formal observation. A copy signed by both parties shall be given to the employee. In no case shall the employee's signature be construed to mean that he/she agrees with the contents of the evaluation but only that the evaluation has been discussed.

C. If the employee feels the formal summative evaluation is incomplete, inaccurate or unjust, the employee may put any objection or explanation in writing and have them attached to the evaluation report to be placed in the employee's personnel file. A copy signed by both parties shall be given to the employee.

D. The evaluator will provide the employee with professional written assistance to help improve the quality of teaching to eliminate any difficulties noted in the evaluation.

#### **ARTICLE 5 – BENEFITS**

##### **INSURANCE:**

A. The Board will pay 80% of Employee health insurance and life insurance premiums for the duration of this contract. The board will pay an amount equal to the individual board contribution of health insurance, per employee, towards a family plan if both members are employed by the district. This insurance provision shall be reopened for mid-term negotiations if at any time during the term of this agreement there is a proposed change to the current health insurance provider, or in the event of a proposed increase of greater than 10% by the insurance provider.

B. The employer will arrange for availability of a Section 125 Plan to tax-shelter Employee paid premiums for employer selected health and life insurance only. The Section 125 is completely optional for each employee.

LEAVES:

C. At the beginning of each school year, each Employee shall be credited with twelve (12) days of sick leave and three (3) personal days, the unused portion of which shall accumulate without limit.

1. Sick leave may be used in accordance with 105 ILCS 5/24-6.
2. Personal days will be allocated on a first come, first served basis. No more than three (3) individuals from Elementary and two (2) from High School can be absent for personal leave on the same date. Employees may elect to roll unused personal days into their sick bank or may choose to be paid at a per diem rate, equal to the rate of the daily substitute pay rate, at the end of the school year.

D. Employees shall be granted two (2) days per school year for bereavement leave.

E. Each employee who uses less than three (3) days of sick leave per year shall be allowed to bank an additional day above his/her remaining total at the end of the year. Each employee who uses Zero (0) sick days shall receive \$1000 bonus at the end of the year, one-half (½) day shall receive \$750 bonus at the end of the year, and one (1) day shall receive \$500 bonus at the end of the year. The Employer shall furnish each Employee with a written statement at the beginning of each work year setting forth his/her total sick leave credit accrued.

F. The Employer and the Association accept provisions mandated in the "Family and Medical Leave Act of 1993" as the minimal benefit and that its provisions will not reduce or limit any other benefit in this contract.

G. Employees may be required to produce medical certification from a physician if more than two (2) consecutive sick days are used.

SABBATICAL LEAVE:

H. Leaves shall be granted for a period of at least four (4) months, but not in excess of one (1) year, for resident study, travel, or other purposes designed to improve the employee's effectiveness in the school system. Such leave shall be subject to the following conditions:

1. An applicant must have completed 6 consecutive school terms of full-time service in the district. Any leaves of absence granted by the Board shall not be considered as an interruption of the consecutive years of service.

2. Sabbatical leave shall be treated as a regular service to the district.
3. An employee taking a sabbatical shall have their TRS contributions paid by the district as stated in the school code.

OTHER:

- I. Employees shall be paid mileage at the same rate approved by the State of Illinois for all approved mileage to perform their assigned duties.

RETIREMENT PROGRAM

- A. An employee who submits an irrevocable letter of resignation in conformance with the following conditions shall be eligible for a retirement incentive during his/her final four (4) years of teaching. To be eligible, the employee must:
  1. Must be eligible to retire with TRS on the effective date of retirement. The District may require the employee to submit evidence of eligibility to retire from TRS; and
  2. Completed twenty years of continuous full-time employment in Pope County School District (be in the 20<sup>st</sup> year) at time he/she submits an irrevocable letter of resignation on or before April 1 of the year the incentive is to commence; and
  3. Must have received a performance rating of proficient or better on his/her most recent performance evaluation prior to entering the retirement program; and
  4. Must receive at least a proficient or better performance rating during the retirement program or the teacher will be removed from the program.
- B. The irrevocable letter of resignation for retirement must be filed on or before April 1 in the year in which the pre-retirement benefit is to commence. 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 indicating retirement in 2025 will have a pre-retirement period of 1 year. Employees indicating retirement in 2026 will have a pre-retirement period of 2 years. Employees indicating retirement in 2027 will have a pre-retirement period of 3 years. Employees indicating retirement in 2028 will have a pre-retirement period of 4 years. Nothing in this program is intended to limit an employee's contractual ability to earn more than 6.0% above the previous year's TRS creditable earnings.
- C. Aspects of the Plan

The employee will remain on the salary schedule and will be paid according to the negotiated contract. In June, at the end of each year an employee is in the retirement plan, the District will compare the teacher's

TRS creditable earnings to his/her previous year's creditable earnings. The District will pay all the employee receiving a retirement benefit an amount to ensure the employee's TRS creditable earnings increases 6.0% over his/her previous year's TRS creditable earnings, based on the number of days the employee worked or received paid leave from one year to the next year (periods of unpaid leave will be removed from the calculation when determining the retirement benefit).

For example, a teacher enters the retirement plan for two years with a retirement date at the end of the 2025-2026 school year. In June 2025, the District will compare the teacher's previous year's TRS creditable earnings to his/her current TRS creditable earnings. The District will increase the teacher's creditable earnings in an amount to ensure it increases 6.0% above his/her previous year's creditable earnings.

**EXAMPLE:**

TRS Creditable Earnings in the year prior to entering:

Salary:	\$50,000
Coaching Stipend:	\$3,000
Total TRS Earnings:	\$53,000

TRS Creditable Earning First Year:

Salary:	\$51,000
Coaching Stipend:	\$3,100
Retirement Benefit:	\$2,080
Total TRS Earnings:	\$56,180

(Reflects 6.0% increase over previous year's earnings)

TRS Creditable Earning Second Year:

Salary:	\$52,000
Coaching Stipend:	\$3,200
Retirement Benefit:	\$4,351
Total TRS Earnings:	\$59,551

If an employee 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 employee's 6.0% increase shall be reduced by the amount of the extra duty compensation.

TRS Creditable Earnings in the year prior to entering:

Salary:	\$50,000
Coaching Stipend:	\$3,000
Total TRS Earnings:	\$53,000



TRS Creditable Earning First Year:

Salary:	\$51,000
Coaching Stipend:	\$0
Retirement Benefit:	\$2,180
Total TRS Earnings:	\$53,180

(Reflects 6.0% increase over previous year's earnings after removing the stipend work that is no longer performed. The 6.0% calculation is based on \$50,000 and not \$53,000.)

TRS Creditable Earnings Second Year:

Salary:	\$52,000
Coaching Stipend:	\$0
Retirement Benefit:	\$4,370
Total TRS Earnings:	\$56,370

D. MISCELLANEOUS

The parties agree that if the legislature lowers the 6.0% allowable rate to a lower rate and this contract is not grandfathered and exempt from that change; the allowable rate for the retirement benefit under this contract shall be reduced from 6.0% to the allowable rate that is permissible which does not result in the District paying any additional pension costs to TRS.

**ARTICLE 6 – REDUCTION IN FORCE**

The Employer agrees to abide by State Statutes regarding reduction in force.

**ARTICLE 7 – PAID AND UNPAID LEAVE**

The Employer shall grant maternity or paternity leave to Employees. The Employee shall notify the Employer regarding the request for this leave.

OPTIONS:

- A. The Employee can use part or all accumulated sick leave days.
- B. The Employee can use part or all accumulated sick leave days plus take unpaid leave.
- C. The Employee can request one semester or one full year maternity leave pursuant to board approval.
- D. The Employee can request up to 90 consecutive days of maternity leave. This time may overlap from one semester to the next pursuant to board approval.

OTHER UNPAID LEAVES

In case of sustained illness in one's immediate family, an Employee can request one semester or one year unpaid leave and be guaranteed a return to the same position or a

like and similar position, unless the Employee was dismissed under a Reduction-In-Force prior to his/her return.

#### **PAID AND UNPAID LEAVES**

The Employee shall be guaranteed a return to the same position of a like and similar position, upon termination or any leave granted by the District, unless the Employee was dismissed under a Reduction-In-Force prior to his/her return.

### **ARTICLE 8 – TEACHING ASSIGNMENTS**

- A. Employees who are assigned to more than one school shall have their schedule arranged so that travel time does not infringe upon the traveling Employees' lunch or preparation period.
- B. All bargaining unit members will be notified of any vacancies or position by posting on teacher's bulletin board. If school is not in session the president of the association will be notified within 3 days of the vacancy occurring.
- C. If an Employee position becomes available in the District, current employees may apply for that position.
- D. Employees shall be notified of their assignment for the following school year at least five (5) days before the last day of school. Such notice shall include the tentative class/course schedule for grades 6-12 and class assignments for grades K-5. A teacher's tentative assignment may be changed at a later date based on the district's needs.

### **ARTICLE 9 – EXTRA-CURRICULAR / EXTRA DUTY**

Any certified Employee or other person who is hired to coach, sponsor, direct, or supervise any school sponsored activity outside the normal school work day shall be deemed as having an extra duty assignment. Extra duty assignment shall be governed by the following:

- A. All extra duty assignments shall be made to whom the employer determines to be best qualified for the assignment.
- B. Extra duty activities shall be coordinated by building level administrator or his or her designee.
- C. Extra duty evaluation shall be performed by the building level administrator or his or her designee.
- D. Salary for extra duty activities shall be as Appendix A which is attached to and is part of this agreement.

## **ARTICLE 10 – SALARY**

- A. An Employee is placed on the salary schedule based on his/her years of experience and the number of hours of education completed.
- B. Fractional work years of one semester or more will count as one full year on the salary schedule.
- C. Employees will turn in a copy of an official grade notice and/or transcript in order to be eligible for advancement to another educational lane on the salary schedule. Employees shall submit written notice to the Superintendent on or before September 1 each school year indicating the courses that the teacher anticipates he/she will complete between the start of the school year and the end of December. An Employee may advance to a new salary lane in January only if he/she provided written notice to the Superintendent on or before September 1, of the courses that the teacher anticipated and the needed class hours have been completed by the end of December.
- D. The salary schedule lists the gross pay of Employees. Taxes, and other individually approved withholdings will be withdrawn by the employer before paychecks are written. Employees will be paid on the tenth and twenty-fifth of each month in 24 nearly equal payments.
- E. If an Administrator is unable to secure a substitute teacher or volunteer teacher to fill in for a teacher who is absent, the Administrator may solicit certified volunteers to take a class during his/her planning period. A teacher who volunteers to monitor a class during his/her planning period will be paid \$25.00 for the planning period in which the teacher monitors the class.
- F. The salary schedule for the school year 2024-2025, are attached to and is part of this agreement as Appendix B.

## **ARTICLE 11 – RIGHTS OF ASSOCIATION MEMBERS**

- A. Any member of the bargaining unit who is a member or has applied for membership in the Association may sign and deliver to the Board an authorization for continuous or annual dues deduction. The appropriate authorization forms shall be provided by the Association. The authorization is continuous and shall remain in effect from year to year unless the employee revokes this authorization between August 26 and October 10 of any year.
- B. The Board shall deduct from each Employee's pay the current dues of the Association provided the Board has received an authorization form.
- C. Pursuant to such authorization, the Board shall deduct one-eighth of such dues from the regular salary check of the bargaining unit member each month for eight months, beginning in October and ending in May of each school year.

D. Up to five (5) days total time will be allowed for members to attend professional IEA/NEA association meetings or workshops without loss of pay, sick days, or personal days. A maximum of three (3) people may attend a given session. Such participants will be chosen by the Association.

E. A copy of the monthly financial report to School Board members and the Annual Financial Report will be given to the Pope County Education Association President as they become available.

F. Board Policy Manual- The Board will provide one (1) paper copy and one (1) electronic copy of the Board Policy Manual and updates thereof, to the Association President. The Board Policy Manual will be available to all Association members electronically. All Board Policy and Procedural changes will be made available to the Association President within 30 days of the approved change and the electronic copy will be updated within 30 days of the approved change.

G. If any provision of this agreement or any application of this agreement to any bargaining unit member or to any group of bargaining unit members is held to be contrary to law, then such provision or application shall not be deemed valid and subsisting, except to the extent permitted by law; but all other provisions or applications shall continue in full force and effect.

H. This agreement is effective on the first day of the 2024-2025 school year and shall remain in full force and effect until midnight before the first day of the 2025-2026 school year.

## **ARTICLE 12 – STRIKES**

Educational employees shall not engage in a strike except under the following conditions:

A. They are represented by an exclusive bargaining representative.

B. Mediation has been used without success.

C. At least ten (10) days have elapsed after a notice of intent to strike has been given by the exclusive bargaining representative to the educational employer, the regional superintendent and the Illinois Educational Labor Relations Board. Note: The Illinois Educational Labor Relations Act, 115 ILCS 5/13 (b) (3), requires a ten (10) day notice of intent to strike.

D. The collective bargaining agreement between the educational employer and the educational employees, if any, had expired; and

E. The employer and the exclusive bargaining representative have not mutually submitted the unresolved issues to arbitration.

APPENDIX A

<b>Athletic</b>	
Athletic Director	9.00%
High School Varsity Basketball	9.50%
High School JV Basketball	7.00%
High School Baseball	8.00%
High School Assistant Baseball	4.00%
High School Softball	7.00%
High School Assistant Softball	4.00%
High School Cheerleading	5.00%
High School Volleyball	7.00%
Junior High Volleyball	5.00%
Junior High Baseball	4.00%
Junior High Assistant Baseball	2.00%
Junior High Softball	4.00%
Junior High Assistant Softball	2.00%
Junior High Basketball	7.00%
Junior High Assistant Basketball	3.50%
Junior High Cheerleading	5.00%
High School Cross Country	4.00%
Junior High Cross Country	4.00%
High School Track	4.00%
Junior High Track	4.00%
<b>Academic</b>	
High School Student Council	3.50%
Junior High Student Council	2.50%
High School Yearbook	3.50%
Junior High Yearbook	2.00%
Junior High Newspaper	2.50%
FFA	5.50%
Speech	5.50%
National Honor Society	1.50%
Art Club	1.50%
Drama Club	4.00%
Drama Club Assistant	1.50%
High School Scholastic Bowl	1.50%
Junior High Scholastic Bowl	1.50%
Science Club	1.50%
FBLA	1.50%
Pep Club	1.50%
E-Gaming	1.50%
Junior Class Sponsors (2)	3.00%

The percentages listed in Appendix A will be multiplied by the base salary for the corresponding year in Appendix B to determine the compensation for the sponsor/coach of the extra-curricular activity.

**POPE COUNTY CUSD #1  
CERTIFIED TEACHER SALARY SCHEDULE  
2024-25**

Base 37500  
Step 1040  
Lane 545

STEP	BS	BS+8	BS+16	BS+24	MS	MS+8	MS+16	MS+24	MS+30
0	37500	38045	38590	39135	39680	40225	40770	41315	41860
1	38540	39085	39630	40175	40720	41265	41810	42355	42900
2	39580	40125	40670	41215	41760	42305	42850	43395	43940
3	40620	41165	41710	42255	42800	43345	43890	44435	44980
4	41660	42205	42750	43295	43840	44385	44930	45475	46020
5	42700	43245	43790	44335	44880	45425	45970	46515	47060
6	43740	44285	44830	45375	45920	46465	47010	47555	48100
7	44780	45325	45870	46415	46960	47505	48050	48595	49140
8	45820	46365	46910	47455	48000	48545	49090	49635	50180
9	46860	47405	47950	48495	49040	49585	50130	50675	51220
10	47900	48445	48990	49535	50080	50625	51170	51715	52260
11	48940	49485	50030	50575	51120	51665	52210	52755	53300
12	49980	50525	51070	51615	52160	52705	53250	53795	54340
13	51020	51565	52110	52655	53200	53745	54290	54835	55380
14	52060	52605	53150	53695	54240	54785	55330	55875	56420
15	53100	53645	54190	54735	55280	55825	56370	56915	57460
16	54140	54685	55230	55775	56320	56865	57410	57955	58500
17	55180	55725	56270	56815	57360	57905	58450	58995	59540
18	56220	56765	57310	57855	58400	58945	59490	60035	60580
19	57260	57805	58350	58895	59440	59985	60530	61075	61620
20	58300	58845	59390	59935	60480	61025	61570	62115	62660
21					61520	62065	62610	63155	63700
22					62560	63105	63650	64195	64740
23						64690	65235	65780	

Individuals who are off the schedule in the 2024-25 school year will have their previous year's salary increased by one step and the base increase of \$165.00 and two additional steps if they were employed during the 21-22 an 22-23 school years