

COLLECTIVE BARGAINING AGREEMENT BETWEEN  
LIBERTY COMMUNITY UNIT SCHOOL DISTRICT # 2  
AND  
LIBERTY UNIT TEACHERS ASSOCIATION

**August 1, 2024 - July 31, 2027**

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## **ARTICLE I RECOGNITION**

**1.1** The Board of Education of Liberty Community Unit School District #2, Adams County, Liberty, Illinois hereinafter referred as the “board” hereby recognized the Liberty Unit Teachers Association, hereinafter referred to as the “Association” affiliate with the Illinois Education Association and the National Education Association, as the exclusive and sole negotiation agent for all regularly employed certified full and part-time teaching personnel except the Superintendent, Assistant Superintendent, Principals, Assistant Principals and Dean of Students.

**1.2** Part-time regularly employed certified teachers will receive benefits on a pro-rate basis except where specified.

### **Definitions**

**1.3** Members of the bargaining unit are hereinafter sometimes referred to as “teacher” or “teachers”, “employee” or “employees”, “certified staff”, “bargaining unit members”, or other appropriate references.

**1.4** “Days” shall mean working days, except as otherwise specified in this Agreement.

**1.5** “Superintendent” shall mean the Superintendent of Schools or the Superintendent’s designee.

## **ARTICLE II**

### **EMPLOYEE AND ASSOCIATION RIGHTS**

#### **2.1 Right to Organize**

Teachers shall have the right to form an Association for the purpose of participating in professional negotiations with the Board for wages, hours, and other terms and conditions of employment.

#### **2.2 Personnel File**

- A. No evaluative materials shall be placed in the file unless the teacher has been offered an opportunity to read such materials. The teacher shall acknowledge that he/she has read any materials evaluative in nature, by affixing his/her signature on the copy to be filed.
- B. The teacher shall have the right to respond to any material filed and his/her response shall be attached to the file.
- C. Upon appropriate written request by the teacher, he/she shall be permitted to examine his/her files in the presence of an administrator and a colleague of the teacher's choice.
- D. The teacher shall be permitted to reproduce at his/her own expense any materials in his/her file. Letters of reference for an employee shall be specifically exempt from such a review, as are other such items specified by law.
- E. The files will be kept locked at all times other than regular office hours.
- F. In regards to letters placed in a teacher's file, performance issues will be reflected in the teacher's evaluation. A letter in regards to disciplinary issues shall remain in the teacher's file permanently. The teacher will be made aware of these instances.

#### **2.3 Right to Representation**

When teachers are required to appear before the Board or the Administration concerning any matter which, in their opinion could adversely affect their employment, position, or salary, said teachers are entitled to have a representative of the Association present. Further, when teachers are required to appear before the Board, they shall be advised in writing of the reason for the required appearance.

## **2.4 Dues Deduction**

Any new full-time or part-time teacher may sign and deliver to the Board office the appropriate authorization forms for annual dues deduction. These authorization forms shall be provided by the Association. This annual authorization will be presented to the Board between September 1 and October 1 of each year, from those teachers requesting dues deduction. All dues deducted by the Board shall be remitted to the Association no later than fifteen (15) days after such deductions are made. The first deduction will be made beginning with the October paycheck. Participation in the Teacher's Association (LUTA) is optional for an employee.

Dues will be deducted monthly in eight (8) equal amounts as long as the teacher is still under contractual agreement with said District. Those teachers who are employed after the beginning of the school year may request dues deduction for the remainder of the year, in an amount equivalent to the dues yet to be deducted for the remainder of the year. The Association shall indemnify and hold harmless the Board from and against any and all claims, demands, suits or other forms of liability, monetary or otherwise, and related costs, expenses or attorney fees, that may arise out of, or by reason of, any action taken by the Board or on behalf of the Board pursuant to this paragraph 2.4. This indemnification and hold harmless provision shall not apply to claims made by the Association against the Board regarding distributions of funds to the Association.

## **2.5 Meetings, Notices and General Information**

- A. With the understanding that any and all costs incurred by the Association will be fully reimbursed to the school district, consistent with charges that would be assessed any group or organization, the Association may be allowed the following:
1. The use of school facilities for meetings, before and after school hours, with prior authorization of the building administrator after his/her consideration has been given to other school activity scheduling. In any instance, no Association meeting scheduled after school shall commence until the buses have departed and PLC time is complete.
  2. The use of school equipment and technology.
- B. The Association shall have use of employee mailboxes, inter-school mail, and a designated faculty workroom bulletin board. The bulletin board and the faculty workroom will be designated by the Superintendent or his/her designee.

## **ARTICLE III EMPLOYMENT CONDITIONS**

### **3.1 School Calendar**

The superintendent will provide the Association with a proposed calendar no later than March 1, so that the Association can give suggestions with regard to the configuration of the calendar. Such suggestions will be submitted to and discussed with the Superintendent by April 1 of each year. A school year consists of 176 student attendance days and 180 teacher attendance days. A student school day shall be a maximum of 7 hours.

### **3.2 Regular Teacher School (or Teacher Work) Day**

The regular teacher school day for certified staff, other than part-time employees, will commence fifteen (15) minutes before class periods are scheduled to begin and end fifteen (15) minutes after school is dismissed. The regular teacher school day is or may be subject to variation as follows:

- A. Teachers may be required to attend teachers' meetings to conclude no later than 4:15 p.m. In said instances, teachers will be given at least forty-eight (48) hours notice of such meetings, except where emergency or immediate circumstances do not allow giving such notice. No penalty will be imposed on teachers who need to be excused early so long as prior notification has been given to the administration.

Each building Principal may call no more than four (4) required attendance teachers' meetings per calendar month. The Superintendent, however, shall have no restrictions placed on the number of meetings the Superintendent may call at which teacher attendance is required. Meetings may involve all or any number of teachers as determined by the person calling the meeting. Every effort shall be made to avoid calling teachers' meetings on Fridays or regular teacher school days prior to a holiday.

- B. In some situations, when guardians' schedules must be accommodated, teachers may be asked to attend 504 meetings, special education meetings, and IEP meetings that last until after 4:15 p.m. No penalty will be imposed on teachers who need to be excused early or cannot attend so long as prior notification has been given to the administration and said teacher has provided necessary documentation pertaining to the student prior to the meeting.
- C. Institute days will not exceed a regular school day, which is 7:45 AM to 3:20 PM. On student early dismissal days not scheduled for teacher meetings, teachers will be permitted to leave as soon as the buses have departed.

- D. Teachers are required to work outside the regular workday (7:45 AM -3:20 PM) for parent-teacher conferences and the following, unless they have extenuating circumstances that are approved by their administrator:

Elementary

- Curriculum Night
- Christmas Music Program

Junior High/High School

- 8th Grade Promotion or Junior High Dance (take a turn)
- Awards Night

Other events hosted by the school outside of the regular workday are considered to be optional attendance.

- E. For regular ed teachers who stay for an entire planning period in an IEP or 504 meeting, that teacher will be compensated at 30 cents per minute for that period. This is not applicable to SPED case managers and other special education.

Teachers, having received the prior permission of the building administrator, may be allowed to leave school early (as soon as the school buses have departed) for reasons including, but not necessarily limited to medical reasons, emergencies, and/or early dismissal days.

- F. Within the first five (5) days of school, teachers will be provided with a minimum of four and one half (4 ½ ) hours of work time in their classrooms with no scheduled meetings or professional development training. A minimum of one (1) of these hours will be provided on the first teachers institute day of the school year.

- G. Teachers may request approval from his/her building administrator to leave school for medical reasons that pertain to themselves or their immediate family, no earlier than 2:50 p.m. without using sick time provided the teacher has obtained a certified person to cover his/her duties at no cost to the district. Except in cases of emergencies, written requests should be made 24 hours prior to the anticipated absence whenever possible.

H. Pay for Extended Hours

1. For those bargaining members who at the administration's request or expectation, teach or present material beyond the normal school term and/or school day, the Board shall pay an hourly wage based upon the current hourly wage formula for certified staff (yearly salary /180 days/7.5 hours). Such an hourly wage shall be based upon the bargaining member's salary.
2. Tasks assigned by administration outside the regular school day which



require professional credentials, including but not limited to teaching homebound students, teaching summer school or other classes, fulfilling special education IEPs (extended school year). and creating and developing curriculum for long-term substitute teachers will be paid at the hourly rate in 3.2H1 for doing so, as agreed upon by the teacher and administrator in advance.

3. If certified staff are asked to attend classes, workshops, and/or trainings, they will be compensated at an hourly rate of \$20 per hour.
  4. This is not to be construed as changing the policy stated in 3.2D.
  5. The rate and hours to be worked pursuant to paragraphs 3.2H.1 and 3.2H.3 above shall be reduced to writing and signed by the staff member and Superintendent prior to the performance of the assignment.
- I. Should any variations be made in the regular teacher school day, other than as stated above, such as dismissing all students and teachers early, this shall not be deemed to establish a precedent or require the Board to continue such variation thereafter.
  - J. The regular teacher school day for part-time employees will be determined by the Board of Education or Superintendent consistent with the employee's term of employment.
  - K. Mandated training modules (ie. GCN) are an expectation of all employees of a school district to perform their job. Therefore, this training will not be compensated. Preparation time during the first few weeks of school will be allowed to complete the training. ISBE will not allow content from mandated training to count towards CPUs.

### **3.3 Changes of Duties or Responsibilities**

With regard to this agreement, wages, hours, and other terms and conditions of employment for any member of the bargaining unit shall not be altered unless mutually agreed to by the parties, except for assignments of subject matter or classroom which are to be made by the district administration.

### **3.4 Planning Period Substitution**

Any teacher requested to perform substitution duties, including RtI, during his/her regularly assigned planning period by an administrator or administrator's representative shall be compensated according to the following: BAO salary (no less than 50 cents / minute) for instructing (i.e. certified teacher required) and 30 cents / minute for

supervising (i.e. lunch room, recess, morning duty, study hall, or any other supervision able to be filled by non-certified staff).

**3.5 Class Size**

The Board agrees to the following class designations:

K-2	25 students
3-5	27 students
6-12	28 students
Lab Courses	Class size should be limited to the number of functioning lab/work stations available in those classrooms.

Class size includes all students listed on the class roster.

Should class size exceed the size limits by June 1, an additional teacher will be hired. If the limits exceed at any other time of the year, the Association will seek to bargain and the Board agrees to negotiate the impact of the increase of the class size.

Class sizes for 6-12 Chorus, Band, and Driver’s Education may exceed the class size limit only upon joint administrative and union agreement when schedules are determined.

**3.6 Preparation Time**

The Board shall provide each teacher a period of preparation time per day consistent with a High School class period with a minimum of 30 consecutive minutes.

- A. Any special education teacher whose case load includes ten (10) or more students, will receive 2 days per year of planning time to complete IEP paperwork. These days will be used at the discretion of the SPED teacher. No more than one teacher at a time may utilize a substitute teacher.
- B. Pre-K teachers will work with their Pre-K Coordinator to have ample planning time per day or be allowed one day per quarter for planning, with the Pre-K Coordinator substituting in their classroom.
- C. Teacher will notify the office if they need to leave the building during planning or lunch.
- D. Teachers may leave the building for lunch.

**3.7 Use of School Equipment/Technology to Prepare Educational Materials**

There shall be facilities equipped with properly functioning machines to produce educational materials.

**3.8 Workrooms/Meeting Area**

Two teachers' workrooms shall be provided. One will be located in the elementary area, and another in the junior high/senior high area.

**3.9 Teacher Assignments**

All class lists for teachers will be available two weeks prior to the first day of school for staff before students become aware of their teacher assignments, but may be subject to change due to enrollment changes.

## **ARTICLE IV TEACHER EVALUATION**

### **4.1 Teacher Evaluation/Illinois Law**

Teacher evaluation shall be in accord with the law current as of the time of evaluation. If a teacher disputes the first evaluation, an alternate or additional evaluator may be requested by the teacher. This request must be submitted in writing within two weeks of the post-conference meeting. All evaluations will remain in the personnel file.

All tenured teachers shall be evaluated at least once in the course of three(3) consecutive years. Non-tenured teachers shall be evaluated at least once each school year. Evaluations for tenured teachers and non-tenured teachers shall be conducted pursuant to the Teacher Evaluation Plan, Instrument, and school code. The evaluation instrument and timeline will be agreed upon by administration and union representation prior to the beginning of the school year and distributed to teachers who will be evaluated that school year by September 15th.

### **4.2 Disciplinary/Remediation Procedures**

Employees shall be subject to disciplinary action by the Administration and/or board. Employee misconduct shall result in progressive disciplinary sanctions such as verbal, written, suspension, termination. Sanctions less severe than suspension shall be in accord with procedures established by the superintendent. Suspensions shall be in accord with Board Policy 5:240. Dismissal shall be in accord with the Illinois School Code. At all stages of discipline employees shall have the right to union and/or legal representation.

The Association and Board acknowledge that appropriate disciplinary sanctions for employee misconduct shall be determined by the Administration and/or Board based on the nature of such misconduct and/or the magnitude or severity thereof. The initial disciplinary reprimand shall remain in effect for four years or as per state law.

In respect to any alleged misconduct, an effort will be made through discussions between the employee and the Administration to resolve problems before they reach a degree of seriousness to require further discipline.

If at any time a portion of Board Policy 5:240 is altered, the bargaining unit shall be notified.

### **4.3 Unsatisfactory Appeals of Evaluations**

Association members shall have the right to utilize the appeals process for "unsatisfactory" ratings under Section 24A-5, pursuant to Section 24A-5.5 of the School Code, and in accord with the process developed by the PERA Joint Committee.

This process includes, but is not limited to, an assessment of the original rating by a panel of qualified evaluators, which has been agreed upon by the joint committee referred to in subsection (b) of Section 24A-4.

Said committee has the power to revoke the “unsatisfactory” rating it deems to be erroneous, the criteria for successful appeals, and the rating that may replace the unsatisfactory rating upon a successful appeal.

**ARTICLE V  
GRIEVANCE PROCEDURE**

**5.1 Grievance Procedure**

A grievance shall be defined as any claim by Association or any teacher that there has been a violation, misrepresentation, or misapplication of the terms of this Agreement.

**5.2 Time limits**

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.

**5.3 Procedure**

Informal Step: An attempt shall be made by the grievant to resolve any grievance by means of an informal, verbal discussion between the grievant and his/her immediately involved superior. If, however, the informal process fails to satisfy the grievant, a grievance may be processed as follow:

- Step A**           The teacher or association shall present the grievance in writing within fifteen (15) days of the alleged contract violation, specifying the article and clause alleged to have been violated and stating the remedy sought to the immediate superior involved, who will arrange for a meeting to take place with the grievant within five (5) days after the receipt of the grievance. The immediate superior shall provide a written answer to the grievant within ten (10) days of the receipt of the grievance.
- Step B**           If the grievant is not satisfied with the disposition of the grievance at Step A, the grievant may refer the grievance in writing to the Superintendent within ten (10) days after the receipt of the Step A answer. The Superintendent will arrange for a meeting to take place with the grievant within ten (10) days after his receipt of the grievance. The Superintendent shall provide a written answer to the grievance within ten (10) days after the meeting.
- Step C**           If the grievant is not satisfied with the disposition of the grievance at Step B, or the time expires without the issuance of the Superintendent'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) 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 B answer, the grievance shall be deemed withdrawn.

#### 5.4 **Rules**

- A. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level will be considered as maximum and every effort shall be made to expedite the process. However, when mutually agreed upon, the time limits may be extended.
- B. The term “days” when used in this procedure shall mean teacher employee days, except that when a grievance is submitted less than ten (10) days before the close of the current school term, the “days” shall be calendar days.
- C. A teacher who participates in these grievance procedures shall not be subject to reprisals because of such participation.
- D. An administrator’s failure to give a decision within the prescribed time limits shall permit the grievant to proceed to the next step. The time limits, however, may be extended by mutual agreement.
- E. Any teacher has a right to be represented in the grievance procedure. When the presence of said teacher at a grievance hearing is requested by either party, illness or other incapacity of the teacher shall be grounds for any necessary extension of grievance procedure time limits.
- F. Nothing contained herein shall be construed as limiting the right of any teacher having a grievance to discuss the matter informally with any appropriate member of the administration and having it adjusted, provided they use the prescribed channels. In any instance where the Association is not represented in the grievance procedure, the Association shall be notified of the final disposition of the grievance.
- G. Hearings and conferences under this procedure shall be conducted at a time and place which will afford an opportunity for all persons, including witnesses entitled to be present, to attend and will be held in so far as possible, after regular school hours, or during non-teaching time of personnel involved. If it becomes necessary that such hearings and conferences must be held during school hours, all employees whose presence is required shall be excused, with pay, for that purpose.
- H. All documents dealing with the processing of a grievance shall be filed separately from the personnel files of the employees in an envelope marked “CONFIDENTIAL”.

- I. A grievance may be withdrawn at any level without establishing a precedence.
- J. If the Association and the Superintendent agree, Steps A and B of the grievance procedure may be bypassed and the grievance brought directly to Step C.
- K. Class grievances involving one or more teachers may be initially filed and prepared by the Superintendent and the Association.
- L. Forms for filing grievances and other necessary documents shall be prepared by the Superintendent and the Association.
- M. Neither the Board of Education nor the grievant shall be permitted to assert any grounds or evidence before the arbitrator which has not been previously disclosed to the other party.
- N. The arbitrator, in his/her opinion, shall not amend, modify, nullify, ignore or add to the provisions of the agreement. His/her authority shall be strictly limited to deciding only the issues presented to him/her in writing by the School District and the grievant and his/her decision must be based only upon his/her interpretation of the meaning or application of the express relevant language of the Agreement.
- O. Each party shall bear the full costs for its representation in the grievance procedure.
- P. 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 cost of the two transcripts shall be divided equally between the Board and the Association.
- Q. The Board and the Association shall share equally the cost of the arbitrator and the AAA.



## **ARTICLE VI EMPLOYEE COMPENSATION AND FRINGE BENEFITS**

### **6.1 Salary Schedule**

The salary schedules for the 2024-2027 school year shall be set forth in the Appendix which is attached to and incorporated into this Agreement.

- **2024-2025- 2.75% + step (or CPI for this contract)**
- **2025-2026- 3% + step**
- **2026-2027- 3% + step**
- 4.5% for 1 through 5 years and 5% for 6+ years for longevity teachers with a Bachelor's and Master's Degree
- Grandfathering in for Longevity
  - Laura Ohnemus
  - Tennille Gimm
  - Krista Tenhouse
  - Marilyn Motley
  - Jackie Steckler
  - Sara Reichert
  - Andrea Akers
  - Amy Allen
  - Kristy Klingele
  - Tamra Longlett
- The longevity applies to Jeff Kasparie, Frank Mayfield, and Lori Pool

Stipend pay shall be disbursed according to a predetermined payment schedule (see stipend schedule which is included in the Appendix of this Agreement).

### **6.2 Payroll Installments**

Teachers will have the option of being paid in twelve (12) equal payments or in monthly payments equal to the number of months they work. All such teachers must inform the Superintendent in writing on or before their first work day of the school year as to which option they have selected. Said teachers who do not inform the Superintendent on or before the first day of the school year will be paid on the same basis as the prior year.

### **6.3 Supplemental Jobs - (Added to Salary Schedule)**

The academic/certified and extracurricular stipends shall be set forth in the Appendix, which is attached to and incorporated into this Agreement.

### **6.4 Life Insurance**

Full-time bargaining unit members shall be provided with \$10,000 term life insurance.

**6.5 Hospitalization and Major Medical**

- A. For those full-time bargaining unit members who participate in the Board's hospitalization and major medical plan, the Board shall pay on a monthly basis \$800.00 of a single member premium for the 2024-2025 school year, \$830.00 for the 2025-2026 school year, and \$865.00 for the 2026-2027. If the monthly premium is less than the above stated Board's payment, the board shall pay only the full premium amount. (Dental and vision coverage is optional and therefore it is not covered by Board payment.) Increases in the Board's payment will be effective commencing with September of each school year.
  
- B. Married employees (who are both employed by Liberty C.U.S.D. #2) shall have the option of either receiving a single insurance contribution for each employee or applying each individual's board paid portion toward the cost of a family policy.
  
- C. Prior to August 1, 2002, the Board has provided a cash option of \$110.00 per month (\$1,320.00 maximum per year) for all bargaining unit members who chose not to participate in the District hospitalization and major medical plan. This \$110.00 is inclusive of Board payments to TRS and THIS. Except as herein provided, that option is eliminated for all persons. No newly hired employee whose first date of compensated employment is on or after August 1, 2002 may elect the cash option payment. No current participants in the hospitalization and major medical plan may, subsequent to December 31, 2002, elect such a cash option. Full-time bargaining unit members who previously elected the cash option, and subsequent to that date, elect to participate in the District's hospitalization plan, but may not thereafter elect return to the cash option payment.

**6.6 Professional Growth Tuition Reimbursement**

- A. Generally: To assist teachers in achieving and to encourage professional growth, a tuition reimbursement program is established.
  
- B. Eligible Teachers: All teachers are eligible for tuition reimbursements. Reimbursement is available to newly employed teachers the summer before services are to commence. Reimbursement will not be available beyond the effective date of termination for any teacher who is non-renewed, dismissed or otherwise discharged, except for courses then being taken by the teacher.
  
- C. Amount
  - 1. The Board of Education will reimburse tuition costs of each eligible course up to the amount of \$200.00 for each eligible semester credit hour (or the equivalent if a quarter system applies) for up to 12 semester hours

each year. For this purpose, a year is a school year and the preceding summer vacation period.

2. The amount of reimbursement is subject to a maximum yearly limit for all eligible credit hour reimbursement for all eligible teachers of \$15,000.00 or more when other funding sources are available. Once the maximum has been met, further courses will be subject to availability of funds, which availability shall be determined by the Board of Education. To assist teachers for planning purposes, teachers are encouraged to submit courses to be taken in a year for approval by the Superintendent as soon as possible.

D. Eligible Hours

1. Tuition reimbursement is available only for college or university credit courses taken at an accredited educational institution that directly relates to the teacher's current or anticipated teaching assignment, or that are graduate-level courses in education or related fields.
2. In order to be eligible to receive reimbursement, the course must be approved by the Superintendent prior to enrollment. A group of prospective courses may be tentatively approved, but reimbursement will be subject to this paragraph when actually taken as then in effect.
3. A teacher will receive reimbursement only where the course is satisfactorily completed and college or university credit received from the college or university attended. Within thirty (30) days after satisfactory completion of a course, proof thereof acceptable to the Superintendent (e.g., transcript) must be submitted to the Superintendent to obtain reimbursement.

E. Salary Schedule

1. No changes in a teacher's placement on the salary schedule for the school year will be made based on courses completed by the teacher unless completed and proof thereof submitted to the Superintendent prior to September 1st of a school year. Where final proof is not reasonably available to the teacher by such date (e.g. an educational institution's delay in issuing a transcript), provisional proof will be accepted but unless final proof is submitted by December 31st, the adjustment made in salary shall be withheld from compensation payable over the balance of salary payment due the teacher during the school year.
2. Only those courses directly related to classroom instruction or administration are acceptable for movement on the salary schedule. Such

courses require written approval in advance by the Superintendent to insure such schedule movement.

3. Any licensed staff member who receives a Master's Degree in a program that requires more than 40 hours will receive credit for the hours over 40 and be placed on the salary schedule accordingly. For example, for a 60-hour Master's program, the staff member will be placed MA +16. The placement on the salary schedule will be applied to the 2024-2025 school year. There will be no retroactive pay for current employees affected. This does not apply to people who have a non-educational bachelor's degree and go back to get an education masters

**6.7 Payments To State Teachers Retirement System and Teacher's Health Insurance Security.**

- A. The Board of Education agrees that it will pay contributions due on account of a participating teacher to the Teachers' Retirement System of the State of Illinois as provided in this section. These payments are in addition to salary as set forth in the salary schedule.
- B. The contribution paid on account of a teacher for each school year of this contract shall be all of the contributions due on salary toward the cost of the retirement annuity paid for such year, but shall in no event exceed 10.3753% of salary.
- C. The contributions paid on account of a teacher for each school year of this contract shall be .5% of the contributions due on salary toward the cost of the Teachers' Health Insurance Security (THIS) paid for such year, plus contributions due on contributions made in accordance with subparagraph B above, toward the cost of the Teachers' Health Insurance Security paid for each year, but shall in no event exceed .5% of the total of salary and contributions made in accordance with subparagraph B for such year.
- D. "Salary" for purposes of this section is the salary as shown on the salary schedules without regard to contributions made under this section and not salary or compensation as calculated for the Teachers' Retirement System purposes. It is recognized that if the TRS contribution rate increases, the Board of Education has not agreed to pay that increase in addition to the attached salary schedules.

**6.8 Retirement Savings Plan**

The Board will allow the employees to voluntarily participate in a retirement plan. The employees utilizing the program will bear the cost of participation and contribution.

**6.9 TRS Law**

The parties agree that it will comply with TRS rules during the terms of this agreement.

## ARTICLE VII LEAVES

### 7.1 Sick Leave/Bereavement Leave

#### A. Sick Leave

Each teacher shall be entitled to the following for the 2024-2027 school year with accumulation to three hundred forty (340) days, including Bereavement Leave:

- At the beginning of employment through the beginning of the 10th year of consecutive employment at Liberty CUSD #2= annual allotment of 12 days. Note: First year is prorated if starting after the first day of school.
- At the beginning of the 11<sup>th</sup> year and above of consecutive employment at Liberty CUSD and used more than 6 sick days in the prior school year = annual allotment of 15 days
- At the beginning of the 11th year through the beginning of the 20th year of consecutive employment at Liberty CUSD and used 6 sick days or fewer in the prior school year = annual allotment of 20 days
- At the beginning of the 21st year through the beginning of the 30th year of consecutive employment at Liberty CUSD and used 6 sick days or fewer in the prior school year = annual allotment of 22 days
- At the beginning of the 31st year and above of consecutive employment at Liberty CUSD and used 6 sick days or fewer in the prior school year = annual allotment of 27 days

**Note: None of which include personal days or personal bereavement. No retroactive days will be applied from previous years.**

Sick leave shall be interpreted to mean personal illness, quarantine at home, serious illness or death in the immediate family or household, or birth, adoption, or placement for adoption. "Immediate family" shall include parents, spouse/domestic partner, brothers, sisters, children, grandparents, grandchildren, parents-in-law, sons-in-law, daughters-in-law, brothers-in-law, sisters-in-law, and legal guardians. Note: Relationships include natural, step and foster. Sick leave encompasses medical and dental appointments.

Leave for medical, maternity or child care are unpaid, except as provided above. To the extent a teacher has accrued sick leave credit, however, sick leave benefits will be paid for periods of medical, maternity or child care leave where absence is due to physician-certified disability of the teacher consistent with the applicable requirements for sick leave.

Serious illness is defined as being an illness which an attending physician would designate. Serious or personal illness may require written verification from the

attending physician as a basis for pay during leave after an absence of three (3) days for personal illness or as the Board may deem necessary in other cases. If the Board does require a certificate as a basis for pay during leave of less than three (3) days, the Board shall pay, from school funds, the expenses incurred by the certified staff in obtaining the certificate. (Illinois School Code 105 ILCS 5/24-5).

Upon the birth or adoption of a child, the mother, father, or both may use up to five (5) of their accumulated sick days as district family leave days. District family leave days shall be fully paid. Sick leave can be used while in the hospital upon birth of the baby. The five day family leave begins the first school day the baby is home from the hospital. District family leave days must be taken within the first 15 work days of the birth, or acquisition of physical custody of a child and shall not be contingent upon sickness or medical considerations.

B. *Bereavement Leave*

Bereavement leave is available to an employee in order to attend visitations/ funerals/memorial services. Bereavement leave for persons not included in 7.1C, will be deducted from the employees available sick leave.

C. *Personal Bereavement*

Should an employee require leave because of the death of a parent, parent-in-law, legal guardian, spouse/domestic partner, or child the district will provide five (5) paid bereavement days. For a sibling, grandparent, grandchild, aunt/uncle, niece/nephew, sibling-in-law, son/daughter-in-law, grandparent-in-law the district will provide (2) paid bereavement leave days. This shall not be deducted from the employee's sick leave. Personal bereavement leave is paid leave which is available to an employee at the time of death and funeral of a member of the employee's immediate family as defined above, in order to plan and attend the visitation/funeral/memorial service.

**7.2 Personal Leave:**

All full-time certified teachers are entitled to three (3) days leave for personal use per year. At the end of each year, if one day, or part of a day, was unused, one day, or part of a day, will convert to future personal days to a maximum accumulation of 4 days. The other unused personal days, or partial day, will convert to sick leave.

A. *Procedures for Approval and Use*

1. Personal leave days must be approved by the Building Principal and Superintendent.
2. Skyward requests for a personal leave day must be submitted at least

three (3) full working days prior to the requested date to the Building Principal; and Superintendent. However, where a teacher is unable to be present at school due to a bona fide emergency beyond the teacher's control and which could not have been anticipated earlier, a request for personal leave may be made and approved less than three (3) full working days prior to or on the requested day by the Principal, or, if unavailable, the Superintendent, provided the request shall be verified by the teacher in Skyward promptly upon return to school.

3. Personal leave days may not be used in increments of less than one-fourth (1/4) days at a time.
4. No more than three (3) staff members may take personal leave the same day. Notification must be given to the building Principal and Superintendent three (3) full working days prior to the requested day. If more than three (3) staff members request personal leave for the same day, leave will be granted in the order of requests. The Superintendent may waive this limitation on the number of teachers permitted leave at the Superintendent's discretion and permit an additional teacher to be absent.
5. Personal leave days will be subject to the availability of substitutes.

B. Dock Day

1. Where a teacher requests a personal leave day and the sole reason for denial is that three (3) teachers have already requested and received a personal leave day, the Superintendent may approve a dock day in lieu of a personal leave day, provided all the requirements for a personal leave day are otherwise met and, in the Superintendent's discretion, it is determined that the educational standards for the schools will not be adversely affected by the additional absence or absences of teachers.
2. A teacher who utilizes a dock day will not be paid for that day.
3. The number of personal days will be unaffected by the use of a dock day.

C. Denial

Abuse or violation of leave is subject to investigation and action by the Board.

**7.3 Unpaid Leave for Selected Purposes**

A. Maternity Leave

New parents may use up to 8 consecutive calendar weeks of sick leave for maternity leave from the date of birth or adoption. This would include any school



breaks during which students are not in session. These “break days”, however, would not deplete any sick days. Additional sick leave may be used as maternity leave with a doctor’s note. Accumulated sick leave can be used for this entire period of time. If a teacher does not have accumulated sick leave to cover the entire length of the absence, the days will be unpaid leave. Teachers desiring maternity leave should contact the Superintendent in writing as far in advance of such leave as possible indicating an approximate start date and end date of the leave. This maternity leave must be requested in writing and approved by the school board. Unpaid days may be utilized under the Family Medical Leave Act (FMLA), which allows for twelve (12) weeks or sixty (60) work days to be used within a calendar year of the child’s birth. The time taken for maternity leave is counted as part of the twelve (12) weeks or sixty (60) work days under FMLA. Days used under FMLA do not have to be consecutive, per the law.

The teacher on maternity leave and/or FMLA leave is responsible for developing lesson plans during the time of the leave.

Superintendent or designee and parent will sign off in advance of maternity leave on a written explanation of leave benefits/docked pay.

B. Medical Leave

The Board shall grant an unpaid leave of absence to any teacher on contractual continuous service (or Tenure) requesting such leave where a physician acceptable to the Board certifies in writing that such leave is necessary for specified medical reasons (including but not necessarily limited to pregnancy or maternity) and the teacher is unable to work due to such reasons. Such leave may be for up to the remainder of the year in which the leave commences and up to one (1) full school year afterward as approved in advance by the Board.

A teacher seeking a return from an unpaid medical leave may return to a position for which the teacher is properly qualified and certified provided the teacher submits a physician’s statement from a physician acceptable to the Board certifying that the teacher is physically able to resume the duties and responsibilities of the position. Such return from leave, of course, is subject to any considerations or actions by the Board relative to reductions-in-force.

Notice of intention to return from an unpaid leave at the start of any school year must be given by March 1 of the school year preceding the school year in which return is made or other timetable approved by the Board when the leave is granted.

C. Child Care

Any teacher on contractual continued service (or tenure) shall be entitled to child

care leave for the remainder of the year in which the leave commences and up to one full school year afterward as a result of the birth or adoption of a child. An employee requesting child care leave must notify the Superintendent at least ninety (90) days prior to the intended commencement of the leave.

Notice of intention to return from leave at the start of any school year must be given by March 1 of the School year preceding the school year in which return is to be made or other timetable approved by the Board when the leave is granted. Child care leave is granted on the condition that the employee taking such leave will not utilize the leave period to engage in alternate employment which is in any way substantially equivalent in either income or career potential to the employee's teaching position in the district.

#### **7.4 Association Leave**

During any school year, representatives of the Association may be absent without loss of salary for an aggregate total not to exceed five (5) school days for the purpose of attending any state or national meeting of the IEA and/or NEA.

A two (2) week advance notice to the Superintendent shall be given of the intended leave. The Association agrees to reimburse the Board for substitute teacher pay incurred to cover Association Leave related absences.

#### **7.5 Professional/Job Performance Leave**

Each teacher may, with the Superintendent's approval, use two (2) days for professional/job performance business. Additional professional/job performance business leave may be granted to teachers if the Board or Superintendent request that such leave be taken for professional/job performance business purposes. Teachers planning to use such days shall request such leave from the Superintendent at least one (1) week in advance of the anticipated absence.

Professional/Job Performance Business leave shall be used as follows:

- A. Visitation to view other techniques or programs, new equipment, and other observation visitations that relate to the teacher's performance of the teacher's position.
  
- B. Attendance at or participation in conferences, workshops, professional meetings, or seminars.  
Any teacher who is granted leave is expected to share what they have learned with colleagues. Elementary teachers will share with grade level teachers and junior high/high school content area colleagues.

In order to use the budgeted amounts in a cost effective manner, it will be expected that staff persons of the same gender will share a hotel room provided

that each occupant has his/her own bed.

If the distance to the conference is more than 100 miles or there are extenuating circumstances (such as heavy traffic, early registration time, et.) that the administrator has approved, members will be allowed to book a hotel for the night before the conference at the expense of the District.

Reimbursement expenses for travel related to professional leave shall be as follows:

- Lodging - 100%- Reasonable and Customary Rates- Must be pre-approved by the Superintendent
- Meals - \$45.00/day
- Mileage - The rate used by the State of Illinois/mile or conveyance fare
- Registration - All fees

#### **7.6 Special Leave**

The Board of Education or its administrative staff, if and as authorized by the Board of Education, may grant special leave to individual teachers as agreed with individual teachers on a case-by-case basis. Special leave may be granted at the discretion of the Board of Education (or administrative staff).

## **ARTICLE VIII NEGOTIATIONS PROCEDURES**

### **8.1 Responsibility**

Both parties agree that it is their mutual responsibility to meet at reasonable times and negotiate in good faith with respect to salaries, hours of employment, fringe benefits, conditions of employment, grievance procedures, and other matters of mutual concern. Both parties agree that it is their mutual responsibility to confer upon their respective representatives the necessary power and authority to make proposals, consider proposals, make counter proposals, and to seek tentative agreements. Tentative agreements shall be reduced to writing and initialed by the spokesperson of the respective teams at the meeting the tentative agreement is reached, and upon final agreement the entire contract shall be submitted to the Association for ratification and subsequently to the Board for adoption.

### **8.2 Beginning Date**

Unless a later date is agreed to by the Superintendent and Association President, the parties shall commence bargaining for a successor agreement on or before March 15 and shall bargain as per the Illinois Education Labor Relations Act and its Rules and regulations.

All items proposed for negotiations shall be presented in writing by the parties at the second or next formal session if requested by either party at a negotiation session and thereafter shall not be expanded.

### **8.3 Members**

Each party shall select its own representatives.

### **8.4 Duration**

Bargaining sessions shall be closed to the public. Dates of meetings shall be determined by mutual agreement. Either party may adjourn a meeting if progress is not being made. The parties may mutually agree to extend a meeting.

## **ARTICLE IX EFFECT OF AGREEMENT**

### **9.1 Complete Understanding**

The terms and conditions set forth in the Agreement represent the full and complete understanding between the parties. Both parties mutually agree that this agreement cannot be modified without written consent from both parties.

### **9.2 Saving Clause**

Should any article, section or clause of this Agreement be declared illegal by a court of competent jurisdiction, that article, section or clause shall be deleted from this Agreement to the extent that it violates the law. The remaining articles, sections and clauses shall remain in full force and effect.

### **9.3 No Strike Clause**

The No Strike Clause will not be in effect for the term of the contract. It will go into effect each year AFTER salaries and benefits have been negotiated and agreed upon. After which time, Employees shall not participate in a strike in whole or part.

### **9.4 Education Reform in the State of Illinois**

The parties acknowledge recent significant changes in Illinois Education law. The impact of these changes is still under review. The parties acknowledge that anything in this agreement to the contrary notwithstanding the parties must be in compliance with the new law.

**ARTICLE X  
TERMS OF AGREEMENT**


The provisions of this Agreement shall become effective as of August 1, 2024 and shall remain in full force and effect through July 31, 2027.

In witness thereof:

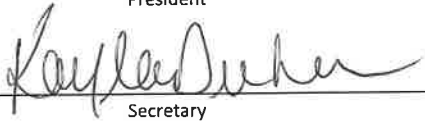
For the Liberty Unit Teachers Association

For the Board of Education,  
Community Unit School District  
No. 2, Adams County, Illinois

By   
President

By   
President

By   
Secretary

By   
Secretary

7/31/24  
Date

7/31/24  
Date

**Appendix A**  
**Salary Schedule**  
**2024-2027**

See attached salary schedules for 2024 - 2027.

Longevity 4.5% for Bachelors and Masters degrees for years 1-5, and 5% for 6+ years off the schedule, each year of the contract (2024-2027).







2026-27 Step	BA	BA+8	BA+16	BA+24	MA	MA+8	MA+16	MA+24
0	40094	40470	40850	41228	42503	42882	43258	43637
1	40595	40974	41352	41731	43069	43446	43827	44206
2	41103	41480	41857	42234	43637	44014	44391	44770
3	41606	41983	42362	42740	44206	44584	44961	45336
4	42109	42486	42863	43242	44770	45148	45526	45905
5	42613	42993	43367	43746	45336	45714	46094	46469
6	43118	43495	43874	44249	45905	46283	46659	47039
7	43619	44001	44378	44756	46433	46852	47227	47605
8	44124	44501	44880	45259	47039	47416	47794	48172
9	44629	45008	45384	45764	47605	47983	48363	48741
10	45255	45631	46010	46390	48420	48798	49177	49554
11	45879	46258	46639	47014	49235	49613	49992	50369
12	46509	46886	47264	47642	50051	50428	50806	51183
13	47133	47510	47888	48267	50862	51244	51622	52000
14	47760	48136	48514	48891	51680	52057	52436	52813
15	48385	48762	49140	49519	52494	52872	53252	53631
16	49008	49391	49770	50145	53311	53687	54065	54444
17	49639	50017	50393	50771	54125	54503	54881	55261
18	50262	50642	51019	51396	54941	55320	55697	56076
19	50890	51267	51644	52022	55756	56132	56512	56890
20	51515	51892	52270	52648	56570	56948	57326	57705
21	52140	52519	52898	53276	57386	57763	58141	58519
22	52766	53145	53521	53901	58199	58578	58955	59335
23	53392	53769	54147	54529	59017	59392	59771	60149
24	54018	54395	54773	55155	59830	60210	60586	60964
25	54644	55022	55400	55782	60645	61025	61401	61779
26	55269	55648	56024	56409	61461	61840	62217	62594
27	55895	56273	56650	57036				
28	56520	56898	57276	57664				
29	57146	57524						
30	57772	58150						

**Appendix B**  
**Academic/Certified Stipend Schedule**  
**2024 - 2027**

<b>Activity</b>	<b>Month Paid</b>	<b>Amount</b>
SpEd Coordinator PreK-6	May	\$2550.00
SpEd Coordinator 7-12	May	\$2550.00
Band (Jazz, Marching, Flags, Pep)	May	\$1800.00
Band (Marching Event Asst.)	November	\$375.00
FFA	May	\$2000.00
National Honor Society	May	\$200.00
Quiz Bowl - JH	April	\$650.00
Quiz Bowl - HS	March	\$650.00
Rtl Coordinator	May	\$2550.00
Science Olympiad - JH	May	\$650.00
Science Olympiad - HS	May	\$650.00
Special Olympics (2 sponsors)	May	\$650.00 each
Freshman Class Sponsor	May	\$525.00
Sophomore Class Sponsor	May	\$525.00
Junior Class Sponsor	May	\$525.00
Senior Class Sponsor	May	\$525.00
Student Council - JH	May	\$475.00
Student Council - HS	May	\$725.00
Quiz Bowl Moderator (per match)	Monthly	\$15.00