

COLLECTIVE BARGAINING AGREEMENT

BETWEEN THE DONGOLA BOARD OF EDUCATION

AND THE

DONGOLA EDUCATION ASSOCIATION (IEA-NEA)

FOR THE SCHOOL YEARS OF:

2020-2024

DATE APPROVED:

August 6, 2020

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COLLECTIVE BARGAINING AGREEMENT 2017-2020

This is the agreement between the Dongola Unit #66 Board of Education and the Dongola Education Association (DEA). The Board of Education members realize that the Board Policy Manual should not contradict or conflict with any information contained in the Collective Bargaining Agreement, and further acknowledges that if there are any contradictions, that the Collective Bargaining Agreement would supersede Board Policy.

Definitions

The term "teacher" as used in this agreement shall refer to all certified personnel engaged in teaching classes or in counseling. The term "staff member" shall refer to all employees regardless if certified or non-certified.

The term "educational support professional" as used in this agreement shall be defined as a person classified as a teacher's aide/paraprofessional, classroom aide, one-on-one aide, or library technician, custodian, cook, bus driver, or any other non-licensed employee.

The term "Board" as used in this agreement shall mean the Board of Education of Dongola Unit School District #66, in Union County, Illinois.

The term "Union" as used in this agreement shall mean all members of the Dongola Education Association.

The term "Superintendent" as used in this agreement shall mean the Superintendent of Schools of Dongola Unit School District #66, or his/her designee.

The term "school year" as used in this agreement shall mean the period of time from the opening of the schools of the district in the fall through the closing of the schools of the district in the spring, as specified by the official Board adopted School Calendar.

The term "parties" as used in this agreement refers to the Board and the Union as participants in this agreement.

The term "extra-curricular activities" as used in this agreement refers to the areas of the total curriculum which are special learning activities not usually provided during regular classes during the regular school day, but are recognized as important experiences to the overall development of students by all professional staff members. Extra-curricular activity sponsors must adhere to the job descriptions that will be provided by the Superintendent.

The term "negotiations" shall be synonymous with the term "bargaining."

The term "contract year" as used in this agreement shall mean the period of time from the opening of the schools of the district in the fall, through the opening of school the following fall, as specified by the official Board adopted School Calendar.

The term "District" as used in this agreement shall mean Dongola Unit School #66.

Article I - Recognition

- 1.1 The Board of Education of Dongola Unit District #66, Union County Illinois, hereinafter referred to as the "Employer", hereby recognize the Dongola Education Association, IEA-NEA, hereinafter referred to as the "Association", as the exclusive bargaining agent for all regularly employed, full-time, certificated teaching personnel, and full and part-time non-certified employees with the exceptions of the superintendent, principal, bookkeeper/superintendent secretary, assistant to the superintendent and the principal's confidential secretary.

Article II - Management Rights

- 2.1 The Employer, on its own behalf and on behalf of the electors of the District, hereby reserves and retains unto itself, without limitation, all powers, rights, authority, duties, and responsibilities conferred upon and vested in it by the laws and Constitution of the State of Illinois and of the United States.

Article III - Association Rights

3.1 Rights to Specified Information

- A. The Employer agrees to furnish, in electronic format, the Association president a copy of the annual budget, annual audit, and annual financial report within ten (10) days of Board approval.

The Employer shall furnish the Association president, in electronic format or paper copy, a copy of the agenda and Board packet for all regular Board of Education meetings as each is made available to the public.

- B. The Employer shall email to the Association president a notice of all regular and special Board of Education meetings.
- C. Within (10) days after the approval of official Board of Education open meetings minutes, a copy of such minutes shall be posted to the District website.
- D. The Employer shall charge the Association ten cents (10 cents) per page for the cost of reproduction of materials in this section except for records provided electronically.

3.2 Use of School Equipment

- A. With the approval of the Superintendent or his/her designee, the Association shall be allowed reasonable use of the photocopier and designated computers, provided that the use of said equipment does not interfere with instructional and/or extra-curricular programs. The Association shall purchase all supplies and materials used for the purpose of this clause. It is expressly understood that such equipment

shall be used only for official business for the benefit of all bargaining unit members.

- B. The Association may use the bulletin board in the teachers' workroom for the posting of official Association business notices.
- C. The Association may list announcements of Association meetings on the daily school announcement sheet.
- D. An authorized local representative of the Association shall have the right to place a reasonable number of official Association announcements in the faculty mailboxes.
- E. The local Association shall have the right, upon the approval of the Superintendent, to use the school building for meetings at a time when school is not in session provided that such meetings do not interfere with instructional and/or extra-curricular programs. Meetings may also be held on the first day of school, and the last teacher in-service day of the school year for the allotted time of one hour or less. Whenever special custodial service is required, the Employer may make a reasonable charge for this service.
- F. Right To Mail

Employees have the right to all mail addressed to them. The District will deliver all mail that comes to the school addressed to the employee and place it in the employee mailboxes in a timely manner.
- G. Employee workroom should be locked and employees be given a key.

3.3 Right to Representation

When an employee is required to attend a conference, which is for the purpose of imposing employee discipline or obtaining facts to be used as the basis for imposition of employee discipline, the employee shall have the right to have an Association representative present. The administration shall meet with an employee to discuss the basis for any discipline prior to and at a meeting separate from the final imposition of any discipline. Employees will be notified of potential discipline within fifteen (15) school days of supervisor/administrator knowledge of the occurrence, provided the employee has been given notice that an investigation is ongoing, unless said notice is prevented by a legal requirement. This clause shall not apply to conferences held between administrators and employees pursuant to the Evaluation Plan.

3.4 Personnel File Review

There shall be only one personnel file for each employee. Employees shall have the right to review their personnel file during times the District Office is

open for business. Employees have the right to place written reactions and artifacts to any document that is entered into his/her file and have his/her response attached to the document in their personnel file. Employees will be notified by the Superintendent when disciplinary materials are added to their personnel file.

At the employee's option a union officer may be present during the review. Employees shall have the right to request single copies of any material at the employees cost at 10 cents per page black and white copies only. The superintendent shall be present at the time of review.

When the District receives a request for a Freedom of Information Act (FOIA, 5 ILCS 140/1), and the District releases any records contained within a teacher's personnel file, prior to releasing the information to a third party, the District shall provide written notice to the teacher of the FOIA request and a list of personnel records that will be released.

Article IV – Dues Deduction

- 4.1 The Board shall deduct from each staff member's pay the current dues of the Association, provided that the Board has been notified by the Association of a staff member-executed authorization for continuing dues deduction, the amount of which shall be certified by the Association.
- 4.2 All dues authorizations or revocations shall be processed solely by the Association.
- 4.3 Such fee shall be paid to the Association by the Board of Education no later than ten (10) days following the deduction.
- 4.4 Board Indemnification and Safe Harmless Provision
In the event of any legal action against the Employer brought in a court or administrative agency because of its compliance with this Article, the Association agrees to defend such action, at its own expense and through its own counsel, provided:

- A. The Employer gives immediate notice of such action in writing to the Association, and permits the Association intervention as a party if it so desires,

AND The Employer gives full and complete cooperation to the Association and its counsel in securing and giving evidence, obtaining witnesses and making relevant information available at both trial and all appellate levels

The Association agrees that in any action so defended, it will indemnify and hold harmless the Employer from any liability for damages and costs imposed by a final judgment of a court or administrative agency as a direct

consequence of the Employer's compliance with this Article.

Article V – Grievance Procedure

5.1 Definition

- A. A “grievance” shall be defined as a claim by an employee that there has been an alleged violation, misinterpretation, or misapplication of the provisions of this Agreement.
- B. The term “day” as used herein shall mean a business day. Nothing contained herein shall be construed as a limitation upon the right of individual employees or a group of employees to present grievances to their employer and have them adjusted without the intervention of the Association as long as the adjustment is not inconsistent with the terms of this Agreement and the Association representatives have been provided the opportunity to be present at such adjustment.
- C. The filing of a grievance shall in no way interfere with the right of the employer to proceed in carrying out its management responsibilities subject to final disposition of the grievance. In the event the alleged grievance involved an order, requirement, or other directive, the grievant shall fulfill or carry out such order, requirement, or other directive, pending the final decision on the grievance.
- D. A written grievance filed under this Article shall contain the following:
 - 1. It shall be signed and dated by the grievant or grievants, and Association designee;
 - 2. It shall contain a synopsis of the facts giving rise to the alleged violation;
 - 3. It shall be specific as to the Article, Section, or Sub-sections of the contract alleged to have been violated;
 - 4. It shall contain the actual or approximate date of the alleged violation;
 - 5. It shall specify the relief requested.
- F. If an employee does not file grievance in writing with his or her immediate supervisor within fifteen (15) days of the alleged occurrence of the event giving rise to the grievance, or within fifteen (15) days of the time the grievant should have known of such event, then the grievance shall be considered as waived and time barred.

5.2 Procedure

The parties hereto acknowledge that it is usually most desirable for an employee and the immediately involved supervisor to resolve problems through free and informal communications. If, however, such informal processes fail to satisfy the employee, a formal grievance must be processed as follows:

- Step A: The grievant shall present the grievance in writing to his or her immediate supervisor within fifteen (15) days of the occurrence of the event giving rise to the grievance, or within fifteen (15) days of the time the grievant should have known of such event. The supervisor shall provide a written answer to the grievance within ten (10) days of the receipt of the grievance.
- Step B: If the grievance is not resolved at Step A, the grievant may refer the grievance to the Superintendent or official designee within ten (10) days after the receipt of the Step A answer. The Superintendent shall arrange for a meeting to take place within ten (10) days of his receipt of the appeal. Within ten (10) days of the meeting, the grievant shall be provided with the Superintendent's written response.
- Step C: If the grievance is not resolved at Step B, the Association may submit the grievance to the Board at the next regularly scheduled board meeting within closed session. If an appeal to the board is not filed within thirty (30) days of the Step B answer, then the grievance shall be deemed withdrawn. The board shall render a decision within thirty (30) calendar days of the board grievance hearing.
- Step D: If the Association and grievant are not satisfied with the disposition of the grievance at Step C or the time limits expire without the issuance of the Board's written reply, then the Association and the grievant may submit the grievance to final and binding arbitration under the Voluntary 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 C answer, then the grievance shall be deemed withdrawn.
 - 1. Neither the Employer nor the Association shall be permitted to assert any grounds or evidence before the arbitrator, which has not previously been disclosed to the other party.
 - 2. The arbitrator shall not amend, modify, nullify, ignore, or add to the provisions of this agreement. His authority shall be strictly limited to

deciding only the issue presented to him in writing by the employer and the Association, and his decisions must be based only upon his interpretation of the meaning or application of the express relevant language of the Agreement.

3. Each party shall bear the full costs for its representation in the grievance procedure.
 4. If either party requests a transcript of the proceedings, *that* party shall bear full *costs for* that transcript. If both parties order a transcript, the costs of the two transcripts shall be divided equally between the employer and the employee organization.
 5. Each party shall share equally the cost of the arbitrator and the AAA.
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- A. Failure of an employee or Association to act on any grievance within the prescribed time limits will bar any further appeal. An administrator's failure to give a decision within the time limits shall permit the grievant to proceed to the next step. Time limits may be extended by mutual consent.
 - B. Any investigation, handling, or processing of any grievance by the grievant shall be conducted so that instructional programs and related work activities of the grievant of the teaching staff are not interrupted.
 - C. Step A of the grievance procedure may be bypassed and the grievance brought directly to Step B if mutually agreed upon by the employee and the Superintendent.
 - D. If, in the judgment of the Association, a claim affects a group or class of employees, the Association may submit such grievance in writing to the Superintendent directly and the processing of such grievance shall be commenced at Step B where the immediate supervisor handling grievances at Step A of this procedure does not have the authority to resolve the grievance.
 - E. The employer acknowledges the right of the grievant to have a local employee organization representative present, if the grievant requests one, at Step A, and any employee organization representative, if the grievant requests one at Steps B and C.
 - F. With the Superintendent's approval, the grievant may be released from his/her regular assignment without loss of pay or benefits to attend meetings specified in Article 5.2 A-C.

- G. All records related to a grievance shall be filed separately from the personnel files of the employees.
- H. A grievance may be withdrawn at any level without establishing precedent.
- I. If the Association or any employee files any claim or complaint in any forum other than under the grievance procedure of this Agreement, then the employer shall not be required to process the same claim or set of facts through the grievance procedure.

Article VI - Leave

6.1 Sick Leave

All employees shall be entitled to fifteen (15) sick leave days per year. Unused sick leave shall accumulate.

Sick leave days shall be taken as a full day or a half day.

(All employees shall receive an accounting of total unused sick leave, vacation (if applicable), bereavement and personal leave on each pay stub).

Sick leave shall be interpreted to mean personal illness, quarantine at home, or serious illness.

For the purpose of sick leave, "immediate family" shall include parents, spouse, brothers, sisters, children, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, domestic partner, and legal guardians.

The Superintendent and/or his/her designee shall monitor the use of employees' sick leave. After an absence of three (3) days for personal illness, the employee may, at the Superintendent's discretion, be required to furnish a physician's certificate of treatment.

Excessive absenteeism or a recurring pattern of absenteeism under this clause shall be reviewed by the Superintendent or principal. The Superintendent may, at his/her own discretion, request at any time a physician's statement from an employee suspected of abusing sick leave.

6.2 Personal Leave

Upon request to the Superintendent or principal employees shall be allowed three (3) personal days per school year, subject to the following conditions:

- A. At least three (3) days prior written notice must be given to the Superintendent or Principal, except in case of an emergency;
- B. Personal leave, if available, may be taken for sick leave, if sick

leave benefits are not available;

- C. Unused personal leave shall be added to employee's accumulated sick leave on or before June 30 of each year or may accumulate as personal leave to a maximum of five (5). All employees who plan to use more than two (2) consecutive days must notify the superintendent and principal two (2) weeks in advance, except in case of emergency;
- D. Use of personal days before or after a holiday or on teachers' institute day will not be permitted unless approved by the superintendent or principal.
- E. Personal leave days will not be granted during the first week or last two weeks of school;
- F. All personal leave days granted may be taken in full or half-day increments;
- G. No more than two (2) certified employees and no more than (1) non-certified employee may be granted personal leave days on the same day.
- H. In the case of an emergency, the above listed conditions may be waived at the sole discretion of the Superintendent.

6.3 Leave of Absence

Leaves of absence without pay may be granted to employees upon making application and receiving approval of the Board. Leaves of absence without pay may be granted to employees for up to a maximum of one full year, subject to the following conditions:

- A. Written request for a leave of absence without pay should be made at least sixty (60) days before the leave is desired, and all such leaves are subject to final approval of the Board.
- B. The request must specify the departure and return dates for the desired leave.
- C. An employee granted a leave of absence must inform the Superintendent of his/her desire to return to work, in a position for which he/she is qualified not later than March 1
- D. Leaves of less than one month, if acceptable and approved by the Superintendent, will not require Board approval nor the sixty (60) days prior notice.
- E. Leaves of absence shall be granted only for health and education reasons.

- F. Employees who are granted a leave of absence shall retain all tenure rights and seniority upon return.
- G. During a granted leave of absence, employees can not accrue seniority.

6.4 Leave for Birth of a Child

All employees who wish to apply for leave of absence for the birth of a child without pay shall make written application for the leave with the Superintendent no later than sixty (60) days prior to the date that the leave is to commence. The leave of absence shall be for a fixed period, mutually agreed upon by the employee and the Superintendent, but not to exceed one (1) calendar year in duration. Final disposition of the employee's request shall be determined by the Employer.

Disabilities caused or contributed by pregnancy, childbirth, or related medical conditions shall be considered as any other medical disability and the employee may use sick leave days to the extent accrued. Excessive employee sick leave absence prior to the leave of absence commencing may indicate an extended disability. A physical examination by a physician mutually agreed upon by the Superintendent and the employee and at the District's expense may be required of the employee in order to substantiate their ability to continue to teach or perform her job duties.

Sick leave benefits in relation to leave for the birth of a child shall be subject to the following:

- A. No Leave for Birth of a Child Requested by Employee. An employee who has not applied for a leave of absence without pay for the birth of a child may continue to use sick leave benefits for maternity-based disability to the extent that they have sick leave available. When an employee exhausts available sick leave the employee thereafter shall be docked one (1) day's pay for each day of absence due to maternity-based disability.
- B. Advance Leave for Birth of a Child Requested by Employee. Where an employee has applied for and has been granted a leave of absence without pay for the birth of a child to commence at some future date but who becomes maternity-based disabled prior to the date the leave of absence without pay for the birth of a child is to commence, the employee shall have the following options:
 - 1. They may withdraw their request for leave of absence without pay for the birth of a child in order to use sick leave for maternity-based disability in accordance with "A" above, or

2. They may elect to commence their leave of absence without pay for the birth of a child immediately (the ending date to remain as agreed upon) thereby foregoing her right to sick leave benefits for the duration of the leave.

C. Leave for the Birth of a Child as Scheduled

The employee begins leave of absence without pay for the birth of a child on the mutually agreed upon date. All sick leave benefits shall cease during the maternity leave of absence without pay and shall be available again only when the employee returns to active employment.

All employees who are granted leave of absence without pay for the birth of a child shall retain all tenure rights and seniority upon return. At the conclusion of the leave of absence, the employee may be required to provide a physician's statement indicating her fitness to resume employment.

6.5 Conferences and Workshops

Upon administrative approval when an employee attends a workshop or conference, the District agrees to pay or reimburse the employee for the cost of the workshop or conference. Fixed costs such as registration fees and lodging shall be paid in advance by the District. Upon verification of cost, meals shall be reimbursed and mileage shall be paid at the rate paid by the State of Illinois.

6.6 Association Leaves

In the event the Association desires to send a representative to a conference, the representative will be excused without loss of salary providing the Association reimburses the District for the cost of the substitute or provides "internal" substitution at no cost to the district. The Association shall be limited to a maximum of four (4) days per school year. Notification of such leave shall be submitted in writing to the Superintendent at least ten (10) school days in advance of the date of the leave. Association leave may be used in full or half day increments, provided that no more than two (2) employees shall be absent on such leave at the same time.

6.7 Bereavement Leave

All employees shall be entitled to up to three (3) days off for bereavement. A maximum of five (5) sick leave days per year may be used for bereavement, although more than five (5) sick leave days may be approved by the Superintendent.

Bereavement days may be used for any family member or close friend.

6.8 Paid Vacation

Twelve month non-certified employees shall be entitled *to paid vacation* as follows:

July 1st after 1st year of employment = 5 days
July 1st 2-5 years of employment = 10 days
July 1st 6-10 years of employment = 15 days
July 1st 11-15 years of employment = 17 days
July 1st 16-19 years of employment = 19 days
July 1st 20+ years of employment = 20 days

A conscious effort will be made by the employee in choosing his/her vacation time to avoid particular problem periods in his/her respective position. All vacation must be approved at least two (2) weeks in advance by the superintendent before any vacation may be used.

6.9 Paid Holidays

Nine and twelve month non-certified employees shall be entitled to paid holidays as listed. Twelve-month employees shall be paid *for* all listed holidays. Nine-month employees shall receive payment for those designated with an asterisk. The double asterisk indicates that the paid holiday is granted to nine-month employees only when school is in session. So long as Casimir Pulaski day is waived as a district holiday, then the day after Easter will be recognized as a paid holiday.

*New Year's Day *President's Day **Memorial Day *Labor Day *Christmas Day *Veteran's Day	*Martin Luther's King B-Day **July 4 th *Columbus Day *Thanksgiving Day *The Day After Thanksgiving Day
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Paid holidays which fall on Saturday shall be observed on the preceding Friday and those falling on Sunday shall be observed on the following Monday.

6.10 Sick Leave Transfer

Employees shall have the right to voluntarily donate sick days to another employee, provided that the recipient has already exhausted his or her sick, personal and vacation days.

The Association shall administer the sick leave transfers in the following manner:

1. The Association shall be responsible for creating a form to be used by

- employees who wish to transfer sick days to another employee.
2. The Association shall make the form available to all employees upon request.
 3. Following completion of the form, the Association shall deliver the form to the Superintendent's Secretary for processing.
 4. A doctor must certify that sick leave transfer days are for a catastrophic illness. Sick leave transfer days may not be substituted for maternity leave.

Article VII - Teacher Assignments

- 7.1 Teachers and non-certified employees shall be notified of their tentative teaching/working assignments for the forthcoming school year no later than July 1. In the event that the Employer and/or administration chooses to change such assignments, the teacher(s) affected shall be notified and he/she may resign without penalty if the change is unacceptable.
- 7.2 High school class sponsorship will be handled by one sponsor or may share sponsorship at the teacher's request. Sponsors must adhere to the job descriptions provided.
- 7.3 Teachers who are assigned extra-curricular duties will be paid in one lump sum payment upon completion of assignments. In the case of the senior sponsor, if the senior sponsor is unable to attend the senior trip, he/she will have their stipend reduced in half (unless there is documented evidence of sickness). The teacher/administrator who attends the trip would then receive the ½ of the senior sponsor stipend.
- 7.4 Expense incurred by the sponsor as a result of his/her assigned supervision will be reimbursed by the District, based upon prior approval. The sponsor shall make request for approval in advance of the event. The Superintendent's decision is final. Meals will be reimbursed at actual cost up to \$30.00 per day. Lodging will be paid at the single room rate in advance upon verification of cost.
- 7.5 When teaching assignments must be changed, teachers will be consulted as to their teaching assignment preference. Teachers with the most experience in the District will be given preference when possible.
- 7.6 The Board of Education retains the sole and exclusive right to appoint a teacher, administrator, or other person to the position of Athletic Director. In the event a teacher is assigned as Athletic Director, that teacher will be given an additional period to do the Athletic Director duties beyond their planning period as well as up to one half (1/2) of the supervised athletic events.

- 7.7 All teachers shall be required to attend junior high and high school graduations. All elementary teachers shall be required to attend the Christmas and Spring Concerts to supervise his or her classes. All junior high and high school teachers shall attend homecoming and the Honors Banquet. Those teachers who work in both elementary, junior high, and high school such as art, band, and special education teachers will be given preference on which two events to attend, provided that they give notice to the Superintendent no later than the end of the first quarter. Personal days may not be taken on the day of mandatory events, unless given prior approval of the Superintendent. If a sick day is used on the day of a mandatory event, the Administration may require a physician's statement of illness from the employee. If an employee has a regularly-scheduled doctor's appointment on the day of the event, he or she will still attend and supervise the event.

Article VIII - Working Conditions

8.1 School Calendar

The employer shall establish a school calendar of one hundred eighty (180) teacher responsibility days and seven (7) emergency days beginning 2020-2021 school year. Prior to the presentation of the school calendar to the Board for final approval, the Superintendent shall provide the DEA President with a copy of the proposed calendar. Following receipt, the DEA President may request have a meeting with the Superintendent to discuss the proposed calendar. School days worked by full time nine (9) month educational support personnel will be all student attendance days plus the beginning and end of year institute days (up to three (3)). Part time association members will be required to attend the first and last in-service days of the school year. On half and early dismissal days, the teacher aides will remain and work until the teachers are dismissed. On the regional institute day as well as the parent/teacher conferences Aides are not required to attend the in-service or work at school.

After the seven (7) emergency days are utilized, noncertified staff shall be paid for Act of God days.

8.2 Work Day

Teachers (unless assigned student supervision) shall be required to report to work at 7:40 and shall remain in their classroom or assigned areas until 3:10 pm; and teacher aides shall be required to report to work at 7:30 am and work until 3:00 pm, with the following exceptions:

- A. Parent-teacher or student-teacher scheduled conferences or meetings.

- B. Faculty meetings may be scheduled upon reasonable notice by the administration. Exceptions may be made to accommodate emergencies arising, which must be dealt with immediately.
- C. Detention supervision, if required by the administration. After school detention will be scheduled every Wednesday from 3:00 – 4:00 with supervision rotating among certified staff unless there are volunteers.
- D. By mutual agreement of the teacher and administration.
- E. Extra-curricular assignments.
- F. Bus supervision on a rotating basis, when required by the administration.
- G. Emergencies, which in the judgment of the Employer and/or administration, affect the safety or well-being of the students
- H. The Board of Education, realizing the importance of planning time, shall provide blocks of time for certified employees to plan, make instructional preparation, make parent contacts, schedule and hold parent conferences, and grade papers. On a regular school day, planning time will be equal to one instructional period.
- I. Employees required by the Superintendent or principal to attend IEP, annual review, re-evaluation, or manifestation determination meetings held outside the contractual work day shall be compensated at the hourly rate of \$25.
- J. Breakfast, Lunch and Milk Monies will not be collected by the teachers.
- K. The last four (4) days of student attendance shall be early dismissal days (i.e. 2:00), as well as the day before Thanksgiving break, two (2) days before Christmas break, the day before Easter break, and the four (4) parent-teacher conference days. Each parent-teacher conference day shall be early release. Nothing in this Paragraph L restricts the practice under Paragraph B of this section.
- L. If educational support professionals are required to supervise the winter and spring music concerts they shall be compensated at \$25.00 per concert.

The work day for other educational support personnel shall be as follows, unless

additional duties/hours are assigned:

Food Service	8.0 hours
Bus Drivers	4.0 hours
Custodians	8.0 hours

8.3 Duty Free Lunch

All bargaining unit members shall be entitled to a duty-free lunch period as required under Section 24-9 of the School Code. Notwithstanding the foregoing, all teachers shall be free to volunteer to serve a rotating recess duty of ten minutes per day for one week at a time and during said week shall be entitled to arrive ten minutes later than the regularly scheduled arrival time.

8.4 If a teacher is requested by the administration to teach or supervise during his/her preparation period, then said teacher shall be compensated at a rate of \$25 per class period.

8.5 Upon approval from an administrator, a teacher or non-certified employee who needs to leave school early (10-15) minutes will not be charged accumulated time off if he/she can get another teacher or non-certified employee to cover for him/her (free of charge) during this time period.

8.6 Parent-Teacher Conferences

- A. Where practical, teachers must be given written request detailing the purpose and time at least 24 hours before scheduled conference.
- B. Parent-teacher conferences will be held during the school day whenever possible. Other meeting times must be approved by the teacher.
- C. At the teacher's discretion, an administrator will attend the conference.

8.7 Bus Drivers

The maximum chargeable time that a bus driver may bill the District for preparation time required to prepare the bus for special runs shall be fifteen minutes for the months of August, September, October, March, April, May, June and July. The maximum chargeable time for preparation time required to prepare the bus for special runs shall be thirty minutes for the months of November, December, January and February.

The rotation for special runs among bus drivers shall be determined by the fewest number of hours worked or the fewest hours expected to be worked as determined first, by the regular assignment of an employee during any work

week. The driver selected shall always be the driver with the fewest hours worked or with the lowest expectation of work during any work week and secondly, by the turn sheet. If the selected driver is unable to take the assignment the next person offered the trip shall be the individual with the second fewest actual or expected hours. The turn sheet will be used to determine the next driver if those with the fewest are unable to drive. (see article 11.2) If none of the employees is able to accept the job, the person at the top of the turn sheet must take the job. The overreaching goal is to balance the number of hours worked and opportunities for special trips while avoiding overtime expenses for the District.

The salary for a special run for bus drivers shall be determined in two parts. The portion of the trip that is preparation and driving time shall be calculated using the bus driver's placement on the salary schedule. The time spent waiting, beginning after the bus is parked and ending when the bus is prepared to receive passengers, shall be calculated at minimum wage.

The salary for overnight trips shall be determined by driving time and waiting time minus the eight (8) hours for sleeping.

- 8.8 All non-certified employees who work seven (7) or more hours per day shall receive a one-half hour paid lunch and one fifteen (15) minute break daily.

8.9 Work Outside of Regularly Scheduled Hours

When a non-certified employee is called in to work outside of the employee's regularly scheduled work hours, Saturday, Sunday, or holiday, the employee shall be compensated for a minimum of ONE (1) hour of work paid at the appropriate rate provided in the Fair Labor Standards Act. For purposes of determining eligibility for overtime, only hours actually worked will be used.

- 8.10 If a personal aide to a Special Education student has no student to supervise that day, that aide will be assigned by administration to help all special education teacher(s) as needed.

8.11 Unused Sick Day Bonus

A bonus of \$250 will be given to all full time employees for not claiming any sick days during the school year. This will be added to the last check of the school year. If an employee donates one or more days to sick employees or if an employee uses a sick day to make up an emergency closure day these sick days donated will not be counted against them towards receiving the \$250 bonus.

8.12 Employee Access To School Building

All association members shall be issued a key card to the entrances of the school building. All certified staff shall be issued an individual classroom key as well as a key to both the high school and elementary teacher workrooms.

Article IX – Certified Evaluations

- 9.1 The classroom teaching performance of full-time non-tenured teachers and part-time teachers shall be formally evaluated at least once each school year or as deemed necessary by administration. Evaluations in excess of two may be conducted if deemed necessary by the administration and the teacher. Full time teachers who have received tenure shall be formally evaluated at least every two years by the administration or as deemed necessary by the administration. Evaluation in excess of two during a two-year cycle may be conducted if deemed necessary by the administration and the teacher.
- 9.2 On the first day of each school year teachers shall be given the evaluation tool to be used, as well as a review of the materials required for the pre-evaluation meeting. Under normal circumstances no formal evaluation shall be administered within the first two weeks of school, the day before and after a holiday/break, or the last two weeks of school semester.
- 9.3 Results of the minimum number of formal classroom observations provided for in ISBE regulations, shall be in writing, with a copy to be given to the teacher, and shall be preceded by an in-class observation of the teacher's performance.
- 9.4 The evaluator shall have a meeting with the teacher following the classroom observation. The results of each evaluation will be given to the teacher during the closed post-conference by the administrator within 10 school days following the classroom observation. Any photocopies of each evaluation shall be made only by any confidential employee.
- 9.5 The teacher shall have the right to submit an explanation or other written statement, including any appeals and/or results pursuant to Section 9.10, regarding any formal written evaluation for inclusion in his/her personnel file.
- 9.6 The administration retains sole responsibility for the evaluation and assessment of performance of each teacher; subject only to the above procedural requirements. Any grievances shall be limited to a claim that the above listed procedures have been violated.
- 9.7 The administration reserves the right to evaluate the employee's professional performance in school and school related activities through methods other than formal classroom teaching performance.
- 9.8 Rules and regulations governing Employee conduct shall be reasonable, and enforcement of Employee discipline shall be fair and exercised for just cause.
- 9.9 The evaluation plan shall be reviewed by the evaluation joint committee each year. Any changes to the evaluation plan must be agreed by the evaluation joint committee. The evaluation procedures agreed to by the evaluation joint

committee shall be subject to all of the rights guaranteed in Article V.

- 9.10 The District shall implement an appeals process for “unsatisfactory” ratings consistent with 105 ILCS 5/24A-5.5, which shall include an assessment of the original rating by a panel of qualified evaluators agreed to by the PERA joint committee that has the power to revoke the “unsatisfactory” rating it deems to be erroneous and shall have the authority to issue a rating to replace an “unsatisfactory” rating. The PERA joint committee shall determine the criteria for successful appeals. Teachers must submit a written appeal within fifteen (15) days after the unsatisfactory evaluation. The decision on the appeal must be completed within fifteen (15) days of the appeal.
- 9.11 The parties agree that they will comply with all legally-required elements of the Performance Evaluation Reform Act of 2010 (PERA), the Education Reform Act of 2011 (Senate Bill 7), and the Illinois State Board of Education rules (Title 23 Administrative Code Part 50), and the Illinois School Code (105 ILCS 5/24A).

Article X – Non-certified Evaluations

- 10.1 All non-certified employees who have completed four (4) consecutive years of full time services with the District will be evaluated every two (2) years using an assessment appropriate for the position for which they were hired, provided that employees who have received a Needs Improvement or Unsatisfactory may be evaluated in the subsequent school year. All other non-certified employees will be evaluated once a year using an assessment appropriate for the position for which they were hired.
- 10.2 Within six (6) weeks after the beginning of each school year, all non-certified employees shall meet together with a member of the administrative staff and discuss the evaluation procedures to be observed. The date and time of this meeting will be decided by administration. Those non-certified employees hired after the meeting will meet individually with administration and a representative of their choice from the bargaining unit.
- 10.3 Results of the minimum number of formal classroom/or on-the-job observations provided for in Section 10.1 above, shall be in writing, with a copy to be given to the non-certified employee, and shall be preceded by an observation of the employee’s performance. The results of each evaluation will be given to the non-certified employee in a sealed envelope by the administrator within 10 school days following the observation. Any photocopies of each evaluation shall be made only by any confidential employee.
- 10.4 The non-certified employee shall have the right to submit an explanation or other written statement regarding any formal written evaluation for inclusion in his/her personnel file.
- 10.5 The administration retains sole responsibility for the evaluation and

assessment of performance of each non-certified employee, subject only to the above procedural requirements. Any grievances shall be limited to a claim that the above listed procedures have been violated.

- 10.6 The administration reserves the right to evaluate the non-certified employee's professional performance in school and school-related activities through methods other than formal observations of their performance.
- 10.7 Rules and regulations governing employee conduct shall be reasonable, and enforcement of employee discipline shall be fair and exercised for just cause.
- 10.8 The evaluation plan shall be reviewed by the ESP evaluation joint committee each year. Any changes to the evaluation plan must be agreed by the ESP evaluation joint committee. The evaluation procedures agreed to by the ESP evaluation joint committee shall be subject to all of the rights guaranteed in Article V.

Article XI - Salary and Fringe Benefits

11.1 Salary Schedule

2020-2021	Step + 5%
2021-2022	Step + 5%
2022-2023	Step + 5%
2023-2024	Step + 4%

The Board agrees to pick up and pay the following contributions to the downstate Teacher Retirement System (TRS) on behalf of each teacher: up to a maximum of 9.0%. The purpose of such contribution shall be to shelter such pay from federal income tax consistent with tax rulings 414H(2), 81-36. Should such shelter be subsequently declared illegal by a court of competent jurisdiction or superseded by a later tax ruling, such payment shall become gross income to the teacher. The teachers, individually and/or collectively, at the Board's discretion, shall indemnify the District and hold it harmless against any tax liability or penalty if such shelter should be declared illegal by a court of competent jurisdiction or found improper by subsequent tax ruling or audit.

The Board of Education will pay 100% of the retirement to the Illinois Municipal Retirement Fund (IMRF) for those employees covered by IMRF.

The Certified and Non-certified Salary Schedules and Extra-Curricular schedule are attached to and incorporated into this agreement. See Appendices A, B, and C. No percentage increase in current extra-curricular

increments. See Appendix C.

11.2 Paychecks

- A. All employees shall be paid on a twelve month basis. Employees shall be paid in twenty-four (24) installments. Payments shall be made on the 10th and 25th of each month. When the 10th or the 25th lands on a Saturday, Sunday or a holiday, the payday will occur on the closest previous workday.
- B. The District shall provide a "direct deposit" payment system mandatory for all employees. It is the obligation of the employees to keep the Board advised of any relevant changes to the employee's direct deposit information.
- C. Employees will receive a copy of the stipend sheet or in-house sub list in their paycheck envelope to indicate for which extra duty they are being paid. Internal sub pay will be paid to the employee on the 10th of the following month, so long as the employee turns in an internal sub form to the bookkeeper no later than the first of the month.
- D. Payroll: The employer will notify employees of any deduction changes in paychecks as soon as possible.

11.3 Insurance

The employer shall pay sixty (60%) percent of the monthly premium of the individual health insurance plan regardless of whether the member participates in the individual or family health insurance plan. DEA members, regardless of participation in the health insurance plan, and all employees who participate in the health insurance plan, will have a vote in determining changes to any existing health insurance plan. There will be a 3 person committee (1 certified employee, 1 non-certified employee, and an administrator) that meets as needed to evaluate the insurance plan used by the District. The certified and non-certified employees on the committee shall be chosen by the DEA. Notwithstanding the foregoing, the employer shall have the ultimate authority to select the plan.

11.4 Mileage

Employees who attend conferences or meetings off campus must get permission from the building principal to drive a school vehicle to and from such events. If a school vehicle is not available, employees should get permission from the superintendent to use their own vehicles. Employees who are approved by the Superintendent who use their own vehicles for official District business shall be reimbursed at the State of Illinois mileage rate. All mileage requests must be turned in to the superintendent within seven (7) days of return

of the conference/meeting. Failure to turn the mileage request in within the seven (7) days will forfeit the reimbursement.

11.5 Professional Growth Reimbursement

A. The Board of Education agrees to reimburse, upon verified completion, fifty percent (50) of the tuition and books cost for one (1) college course of instruction per year for each teacher. In order to be eligible for the professional growth reimbursement, the course must have the prior written approval of the superintendent.

B. The District shall distribute credit evidence to all certified staff who have completed professional development assigned by the District.

11.6 Longevity Bonus

A \$300 longevity bonus will be awarded to all full-time non-certified staff who have completed 16 years of service within the district. This will be paid in the last check of the school year.

11.7 Retirement (Certified and Non-Certified Employees)

For the employee to be eligible to receive the retirement benefit, the employee must submit an irrevocable letter of intent to retire two (2) years prior to his or her retirement date.

Pursuant to TRS and IMRF, the District will report to TRS/IMRF the total number of unused leave days accumulated by the employee on his/her last day of employment. The employee will receive a retirement payment for any leave days reported to TRS/IMRF that are not subsequently used for service credit. The retirement payment will be calculated and paid as follows:

Days awarded to the employee will be paid at \$55.00 per leave day, up to a maximum of fifty (50) leave days, that are not used for service credit.

The retirement payment will be paid to a certified employee after TRS determines how many leave days are not used for service credit. Additionally, the payment cannot be issued to the certified employee until after the certified employee's last day of work and after the certified employee receives his/her last regular payroll check, whichever occurs last.

The retirement payment will be paid to a non-certified employee after IMFR determines how many leave days are not used for service credit.

Article XII - Vacancies and Transfers

12.1 Vacancies and Transfers

Definition of Vacancy - A vacancy shall be defined as a position within the bargaining unit presently unfilled including newly created positions, as well as positions currently filled but anticipated to be open in the future.

Definition of Transfer - Transfers shall be defined as either a voluntary or involuntary move from one position to another within the bargaining unit.

Posting of Vacancies - Vacancies occurring within the bargaining unit including newly created positions shall be posted on the Association bulletin board located in the teacher mail room and a copy of such posting sent to the Association president. Positions shall be posted and emailed at least 10 school days prior to being filled. Such posting shall contain the following: 1. Type of Work, 2. Start date, 3. Job Description, 4. Minimum Requirements.

Summer Notification - The Employer shall continue to post and email vacancies occurring within the bargaining unit during summer vacation as well as sending a copy to the Association president. Summer postings shall be for a period of 10 days if applicable.

Voluntary Transfer - Interested employees may apply in writing to the Superintendent within the 10 day posting period.

If the District is unable to find an employee for a vacant educational support professional position, resulting in another educational support professional employee having to take over the duties of the vacant position, the employee shall be paid at the higher rate of either of the positions.

Summer-employment considered work of the non-certified employees shall first be offered to a non-certified member of the bargaining unit who is qualified to perform the work. If no qualified non-certified bargaining unit employees apply, the District may then consider applicants from outside the bargaining unit.

Employer reserves the right in its sole discretion to fill any position with the most qualified candidate.

Nothing in this Article shall limit the RIF process as outlined by the Illinois School Code.

12.2 Seniority

Non-certified Employees shall be placed on the seniority list in each of the following categories of employment:

- The category of the position held by the employee at the time the list

is compiled.

- Any and all categories that the employee has held while employed by the District.
- Any position for which the employee has served as a substitute, temporarily, or part-time for a period of not less than 200 hours since January 1, 2006. The burden of proof is on the employee to show the 200 hours of service.
- When extra duty work is needed from custodians or bus drivers, administration will start at the top of the seniority list for the category of work needed. If the person at the top of the list is unable to accept this job, the next person on the list will be asked. The process continues until someone is able to accept the job. If none of the employees is able to accept the job, the person at the top of the turn sheet must take the job as further explained in Article 8.8.

12.3 Extracurricular Position Vacancies

The Board will when appropriate attempt to fill vacancies in extracurricular positions from within the bargaining unit, however, the Board shall retain the right to fill the position with the person that the Board in its sole discretion determines is best suited for the position.

Article XIII -- Experience Credit

13.1 Upon appropriate documentation, a newly hired certified employee shall be awarded up to a maximum of ten (10) years full credit for all prior full-time teaching experience outside of the District. Upon appropriate documentation, newly hired educational support professional shall be awarded up to a maximum of ten (10) years of full credit for all prior equivalent experience in another school district or other equivalent experience acceptable to the Board. In order to qualify for full-time credit on the salary schedule, the employee must have been employed full-time no later than November 1 of the year in question. This section shall become effective, and will apply to, all certified personnel with out-of-district experience who are first hired for the beginning of the 2009-2010 school year, and will have no effect upon the salary placement of those hired prior to that time.

Article XIV - Effect of Agreement

14.1 Zipper Clause

The terms- and conditions set forth in this Agreement represent the full and complete understanding between the parties. The terms and conditions may be modified only through the written mutual consent of the parties.

14.2 Savings Clause

Should any specific article, section, or clause of this Agreement be declared illegal by a court of competent jurisdiction, then 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.

14.3 No Strike Provision

The Association and bargaining unit members agree not to engage in a strike for the duration of this Agreement.

14.4 Duration

The terms of this agreement shall become effective August 15, 2020 and shall continue in effect until one (1) day prior to the beginning of the 2024-2025 school year.

- 14.5 Within thirty (30) days after this Agreement is signed, copies of this Agreement shall be printed at the expense of the Employer and presented to the Association for distribution to each Bargaining Unit Member now and hereafter employed. In addition, the Employer shall provide ten (10) extra copies of the Agreement without charge to the Association. Beyond the ten (10) extra copies of the Agreement, the Association shall assume the cost of printing and copying the successor Agreement.

This Agreement is signed this ___ day of _____, 2020. In witness thereof:

For the Dongola Education Association:

Caroline Price: _____

For the Board of Education School District #66

Phillip Miller: _____
President

DONGOLA UNIT SCHOOL DISTRICT NO., 66

Appendix A Salary Schedule Certified Staff

2020-2021

STEP	BS	SAL+TRS	BS + 15	SAL+TRS	MS	SAL+TRS	MS + 30	SAL+TRS
1	\$32,225	\$35,125	\$32,897	\$35,858	\$34,066	\$37,132	\$34,905	\$38,046
2	\$33,007	\$35,978	\$33,693	\$36,726	\$35,057	\$38,212	\$35,923	\$39,156
3	\$33,806	\$36,848	\$34,513	\$37,619	\$36,080	\$39,328	\$36,971	\$40,298
4	\$34,628	\$37,745	\$35,350	\$38,531	\$37,130	\$40,472	\$38,050	\$41,475
5	\$35,469	\$38,661	\$36,209	\$39,468	\$38,214	\$41,654	\$39,160	\$42,685
6	\$36,331	\$39,600	\$37,089	\$40,427	\$39,331	\$42,871	\$40,306	\$43,934
7	\$37,213	\$40,563	\$37,991	\$41,411	\$40,482	\$44,126	\$41,486	\$45,220
8	\$38,118	\$41,549	\$38,917	\$42,419	\$41,668	\$45,418	\$42,700	\$46,543
9	\$39,047	\$42,561	\$39,864	\$43,452	\$42,887	\$46,747	\$43,950	\$47,906
10	\$39,997	\$43,597	\$40,812	\$44,528	\$44,144	\$48,116	\$45,240	\$49,312
11	\$40,973	\$44,661	\$41,832	\$45,597	\$45,438	\$49,528	\$46,568	\$50,759
12	\$41,916	\$45,688	\$42,815	\$46,668	\$46,578	\$50,770	\$47,723	\$52,018
13	\$42,560	\$46,391	\$43,442	\$47,352	\$47,363	\$51,626	\$48,528	\$52,895
14	\$43,183	\$47,070	\$44,075	\$48,041	\$48,159	\$52,493	\$49,340	\$53,780
15	\$43,701	\$47,634	\$44,604	\$48,618	\$48,856	\$53,253	\$50,056	\$54,562
16	\$44,228	\$48,208	\$45,140	\$49,203	\$49,565	\$54,026	\$50,782	\$55,352
17	\$44,759	\$48,787	\$45,684	\$49,796	\$50,283	\$54,808	\$51,518	\$56,155
18	\$45,296	\$49,373	\$46,235	\$50,396	\$51,011	\$55,602	\$52,254	\$56,956
19	\$45,841	\$49,967	\$46,791	\$51,002	\$51,750	\$56,407	\$53,024	\$57,796
20	\$46,392	\$50,567	\$47,343	\$51,603	\$52,502	\$57,227	\$53,795	\$58,637
21	\$46,944	\$51,169	\$47,917	\$52,230	\$53,254	\$58,047	\$54,563	\$59,474
22	\$47,500	\$51,775	\$48,494	\$52,859	\$54,013	\$58,874	\$55,344	\$60,325
23	\$48,068	\$52,394	\$49,062	\$53,478	\$54,581	\$59,493	\$55,913	\$60,945
24	\$48,628	\$53,005	\$49,622	\$54,088	\$55,141	\$60,104	\$56,473	\$61,555
25	\$49,183	\$53,609	\$50,177	\$54,693	\$55,695	\$60,708	\$57,027	\$62,160

Step 1 means the first year of employment.

2021-2022

STEP	BS	SAL+TRS	BS + 15	SAL+TRS	MS	SAL+TRS	MS + 30	SAL+TRS
1	\$33,836	\$36,881	\$34,542	\$37,650	\$35,769	\$38,988	\$36,650	\$39,949
2	\$34,657	\$37,777	\$35,378	\$38,562	\$36,810	\$40,122	\$37,719	\$41,114
3	\$35,496	\$38,691	\$36,238	\$39,500	\$37,885	\$41,294	\$38,819	\$42,313
4	\$36,360	\$39,632	\$37,117	\$40,458	\$38,987	\$42,496	\$39,953	\$43,549
5	\$37,242	\$40,594	\$38,020	\$41,442	\$40,125	\$43,736	\$41,118	\$44,819
6	\$38,147	\$41,580	\$38,943	\$42,448	\$41,297	\$45,014	\$42,322	\$46,131
7	\$39,074	\$42,591	\$39,891	\$43,481	\$42,507	\$46,332	\$43,561	\$47,481
8	\$40,024	\$43,626	\$40,863	\$44,540	\$43,751	\$47,689	\$44,835	\$48,870
9	\$40,999	\$44,689	\$41,857	\$45,624	\$45,031	\$49,084	\$46,148	\$50,301
10	\$41,997	\$45,777	\$42,643	\$46,481	\$46,351	\$50,522	\$47,502	\$51,778
11	\$43,022	\$46,894	\$43,923	\$47,876	\$47,710	\$52,004	\$48,896	\$53,297
12	\$44,012	\$47,973	\$44,956	\$49,002	\$48,907	\$53,308	\$50,109	\$54,619
13	\$44,688	\$48,710	\$45,614	\$49,720	\$49,731	\$54,207	\$50,954	\$55,540
14	\$45,342	\$49,423	\$46,278	\$50,444	\$50,567	\$55,118	\$51,807	\$56,469
15	\$45,886	\$50,016	\$46,834	\$51,049	\$51,299	\$55,915	\$52,559	\$57,290
16	\$46,439	\$50,619	\$47,397	\$51,663	\$52,043	\$56,727	\$53,321	\$58,120
17	\$46,997	\$51,226	\$47,968	\$52,285	\$52,797	\$57,548	\$54,094	\$58,963
18	\$47,561	\$51,841	\$48,546	\$52,916	\$53,562	\$58,382	\$54,866	\$59,804
19	\$48,133	\$52,465	\$49,130	\$53,552	\$54,337	\$59,228	\$55,675	\$60,686
20	\$48,712	\$53,096	\$49,710	\$54,184	\$55,127	\$60,088	\$56,485	\$61,569
21	\$49,291	\$53,727	\$50,313	\$54,841	\$55,917	\$60,950	\$57,291	\$62,448
22	\$49,875	\$54,364	\$50,919	\$55,501	\$56,713	\$61,817	\$58,112	\$63,342
23	\$50,472	\$55,014	\$51,516	\$56,152	\$57,310	\$62,468	\$58,708	\$63,992
24	\$51,060	\$55,655	\$52,103	\$56,793	\$57,898	\$63,109	\$59,296	\$64,633
25	\$51,642	\$56,289	\$52,686	\$57,427	\$58,480	\$63,743	\$59,878	\$65,267

2022-2023

STEP	BS	SAL+TRS	BS + 15	SAL+TRS	MS	SAL+TRS	MS + 30	SAL+TRS
1	\$35,528	\$38,725	\$36,269	\$39,533	\$37,558	\$40,938	\$38,483	\$41,946
2	\$36,390	\$39,666	\$37,147	\$40,490	\$38,650	\$42,129	\$39,605	\$43,170
3	\$37,271	\$40,625	\$38,050	\$41,475	\$39,779	\$43,359	\$40,760	\$44,429
4	\$38,178	\$41,614	\$38,973	\$42,480	\$40,936	\$44,621	\$41,951	\$45,726
5	\$39,104	\$42,624	\$39,921	\$43,514	\$42,131	\$45,923	\$43,174	\$47,060
6	\$40,055	\$43,659	\$40,891	\$44,571	\$43,362	\$47,265	\$44,438	\$48,437
7	\$41,028	\$44,720	\$41,885	\$45,655	\$44,632	\$48,649	\$45,739	\$49,855
8	\$42,025	\$45,807	\$42,906	\$46,767	\$45,939	\$50,073	\$47,077	\$51,314
9	\$43,049	\$46,923	\$43,950	\$47,906	\$47,283	\$51,538	\$48,455	\$52,816
10	\$44,097	\$48,066	\$44,775	\$48,805	\$48,668	\$53,048	\$49,878	\$54,367
11	\$45,173	\$49,238	\$46,119	\$50,270	\$50,096	\$54,604	\$51,341	\$55,962
12	\$46,212	\$50,371	\$47,204	\$51,452	\$51,352	\$55,974	\$52,614	\$57,350
13	\$46,923	\$51,146	\$47,895	\$52,205	\$52,218	\$56,918	\$53,502	\$58,317
14	\$47,609	\$51,894	\$48,592	\$52,966	\$53,095	\$57,873	\$54,397	\$59,293
15	\$48,180	\$52,517	\$49,175	\$53,601	\$53,863	\$58,711	\$55,187	\$60,154
16	\$48,761	\$53,149	\$49,767	\$54,246	\$54,645	\$59,563	\$55,987	\$61,026
17	\$49,346	\$53,788	\$50,367	\$54,900	\$55,437	\$60,426	\$56,799	\$61,911
18	\$49,939	\$54,434	\$50,974	\$55,561	\$56,240	\$61,302	\$57,610	\$62,794
19	\$50,540	\$55,089	\$51,587	\$56,230	\$57,054	\$62,189	\$58,459	\$63,720
20	\$51,147	\$55,750	\$52,195	\$56,893	\$57,883	\$63,092	\$59,309	\$64,647
21	\$51,755	\$56,413	\$52,829	\$57,583	\$58,713	\$63,997	\$60,156	\$65,570
22	\$52,369	\$57,082	\$53,465	\$58,277	\$59,549	\$64,908	\$61,017	\$66,509
23	\$52,995	\$57,765	\$54,091	\$58,960	\$60,175	\$65,591	\$61,644	\$67,192
24	\$53,613	\$58,438	\$54,709	\$59,632	\$60,793	\$66,264	\$62,261	\$67,865
25	\$54,224	\$59,104	\$55,320	\$60,299	\$61,404	\$66,930	\$62,872	\$68,531

2023-2024

STEP	BS	SAL+TRS	BS + 15	SAL+TRS	MS	SAL+TRS	MS + 30	SAL+TRS
1	\$36,949	\$40,274	\$37,719	\$41,114	\$39,060	\$42,575	\$40,022	\$43,624
2	\$37,846	\$41,252	\$38,633	\$42,110	\$40,196	\$43,814	\$41,189	\$44,897
3	\$38,762	\$42,250	\$39,572	\$43,134	\$41,370	\$45,093	\$42,391	\$46,206
4	\$39,705	\$43,278	\$40,532	\$44,180	\$42,574	\$46,405	\$43,629	\$47,555
5	\$40,668	\$44,329	\$41,518	\$45,254	\$43,816	\$47,760	\$44,901	\$48,942
6	\$41,657	\$45,406	\$42,526	\$46,354	\$45,097	\$49,155	\$46,215	\$50,375
7	\$42,669	\$46,509	\$43,561	\$47,481	\$46,417	\$50,595	\$47,568	\$51,850
8	\$43,706	\$47,640	\$44,622	\$48,638	\$47,776	\$52,076	\$48,960	\$53,367
9	\$44,771	\$48,800	\$45,708	\$49,822	\$49,174	\$53,600	\$50,393	\$54,929
10	\$45,861	\$49,988	\$46,566	\$50,757	\$50,615	\$55,170	\$51,873	\$56,541
11	\$46,980	\$51,208	\$47,964	\$52,281	\$52,099	\$56,788	\$53,395	\$58,200
12	\$48,061	\$52,386	\$49,092	\$53,510	\$53,406	\$58,213	\$54,719	\$59,644
13	\$48,800	\$53,192	\$49,811	\$54,294	\$54,307	\$59,194	\$55,642	\$60,650
14	\$49,514	\$53,970	\$50,536	\$55,084	\$55,219	\$60,188	\$56,573	\$61,664
15	\$50,108	\$54,617	\$51,142	\$55,745	\$56,018	\$61,060	\$57,395	\$62,560
16	\$50,711	\$55,275	\$51,757	\$56,416	\$56,831	\$61,946	\$58,227	\$63,467
17	\$51,320	\$55,939	\$52,381	\$57,096	\$57,654	\$62,843	\$59,071	\$64,387
18	\$51,937	\$56,611	\$53,013	\$57,784	\$58,490	\$63,754	\$59,914	\$65,306
19	\$52,562	\$57,292	\$53,650	\$58,479	\$59,336	\$64,677	\$60,797	\$66,269
20	\$53,193	\$57,980	\$54,283	\$59,168	\$60,198	\$65,616	\$61,682	\$67,233
21	\$53,826	\$58,670	\$54,942	\$59,887	\$61,061	\$66,557	\$62,562	\$68,193
22	\$54,463	\$59,365	\$55,603	\$60,608	\$61,931	\$67,505	\$63,458	\$69,169
23	\$55,115	\$60,075	\$56,255	\$61,318	\$62,582	\$68,215	\$64,110	\$69,879
24	\$55,757	\$60,775	\$56,897	\$62,018	\$63,225	\$68,915	\$64,752	\$70,579
25	\$56,393	\$61,468	\$57,533	\$62,711	\$63,860	\$69,608	\$65,387	\$71,272

DONGOLA UNIT SCHOOL DISTRICT NO.66

**Appendix B
Non-Certified Staff Salary Schedule**

2020-2021

	Teacher Aide/Lunch	*Teacher Aide W/C	Asst. Cook	Head Cook	Bus Driver	Custodian	Head Custodian
1	\$12.56	\$13.77	\$12.91	\$13.48	\$14.01	\$14.08	\$14.25
2	\$12.89	\$14.12	\$13.20	\$13.86	\$14.30	\$14.52	\$14.83
3	\$13.37	\$14.47	\$13.68	\$14.47	\$14.78	\$15.02	\$15.66
4	\$13.72	\$15.11	\$13.96	\$14.84	\$15.07	\$15.65	\$16.20
5	\$13.98	\$15.49	\$14.26	\$15.22	\$15.33	\$16.05	\$16.83
6	\$14.59	\$16.16	\$14.84	\$15.91	\$15.90	\$16.80	\$17.79
7	\$14.90	\$16.57	\$15.12	\$16.29	\$16.15	\$17.24	\$18.37
8	\$15.25	\$16.99	\$15.41	\$16.73	\$16.45	\$17.69	\$18.98
9	\$15.58	\$17.40	\$15.69	\$17.14	\$16.76	\$18.14	\$19.59
10	\$16.17	\$18.05	\$16.28	\$17.79	\$17.36	\$18.79	\$20.28
11	\$16.62	\$18.50	\$16.72	\$18.22	\$17.81	\$19.23	\$20.73
12	\$16.78	\$18.66	\$16.88	\$18.39	\$17.97	\$19.39	\$20.89
13	\$17.10	\$18.98	\$17.20	\$18.71	\$18.30	\$19.72	\$21.21
14	\$17.42	\$19.30	\$17.52	\$19.03	\$18.61	\$20.03	\$21.53
15	\$17.74	\$19.62	\$17.84	\$19.34	\$18.93	\$20.35	\$21.85

2021-2022

	Teacher Aide/Lunch	*Teacher Aide W/C	Asst. Cook	Head Cook	Bus Driver	Custodian	Head Custodian
1	\$13.19	\$14.45	\$13.56	\$14.16	\$14.71	\$14.79	\$14.96
2	\$13.54	\$14.82	\$13.86	\$14.56	\$15.02	\$15.25	\$15.57
3	\$14.04	\$15.19	\$14.36	\$15.19	\$15.52	\$15.77	\$16.44
4	\$14.41	\$15.87	\$14.66	\$15.58	\$15.82	\$16.43	\$17.01
5	\$14.68	\$16.27	\$14.97	\$15.98	\$16.09	\$16.85	\$17.67
6	\$15.31	\$16.97	\$15.58	\$16.70	\$16.69	\$17.64	\$18.68
7	\$15.65	\$17.40	\$15.88	\$17.10	\$16.96	\$18.10	\$19.28
8	\$16.01	\$17.84	\$16.18	\$17.56	\$17.28	\$18.57	\$19.93
9	\$16.36	\$18.27	\$16.47	\$18.00	\$17.60	\$19.04	\$20.57
10	\$16.98	\$18.95	\$17.09	\$18.68	\$18.23	\$19.73	\$21.29
11	\$17.45	\$19.42	\$17.55	\$19.13	\$18.70	\$20.19	\$21.76
12	\$17.62	\$19.59	\$17.72	\$19.31	\$18.87	\$20.36	\$21.93
13	\$17.96	\$19.93	\$18.06	\$19.65	\$19.21	\$20.70	\$22.27
14	\$18.29	\$20.27	\$18.40	\$19.98	\$19.54	\$21.04	\$22.61
15	\$18.62	\$20.60	\$18.73	\$20.31	\$19.88	\$21.37	\$22.94

2022-2023

	Teacher Aide/Lunch	*Teacher Aide W/C	Asst. Cook	Head Cook	Bus Driver	Custodian	Head Custodian
1	\$13.85	\$15.18	\$14.24	\$14.86	\$15.44	\$15.53	\$15.71
2	\$14.21	\$15.56	\$14.55	\$15.29	\$15.77	\$16.01	\$16.35
3	\$14.74	\$15.95	\$15.08	\$15.95	\$16.30	\$16.56	\$17.26
4	\$15.13	\$16.66	\$15.39	\$16.36	\$16.61	\$17.25	\$17.86
5	\$15.42	\$17.08	\$15.72	\$16.78	\$16.90	\$17.69	\$18.55
6	\$16.08	\$17.82	\$16.36	\$17.54	\$17.53	\$18.53	\$19.61
7	\$16.43	\$18.27	\$16.67	\$17.96	\$17.80	\$19.01	\$20.25
8	\$16.82	\$18.73	\$16.98	\$18.44	\$18.14	\$19.50	\$20.92
9	\$17.18	\$19.19	\$17.30	\$18.90	\$18.48	\$20.00	\$21.60
10	\$17.83	\$19.90	\$17.95	\$19.61	\$19.14	\$20.72	\$22.36
11	\$18.32	\$20.39	\$18.43	\$20.09	\$19.63	\$21.20	\$22.85
12	\$18.50	\$20.57	\$18.61	\$20.27	\$19.81	\$21.38	\$23.03
13	\$18.86	\$20.93	\$18.97	\$20.63	\$20.17	\$21.74	\$23.39
14	\$19.21	\$21.28	\$19.32	\$20.98	\$20.52	\$22.09	\$23.74
15	\$19.56	\$21.63	\$19.66	\$21.33	\$20.87	\$22.43	\$24.08

2023-2024

	Teacher Aide/Lunch	*Teacher Aide W/C	Asst. Cook	Head Cook	Bus Driver	Custodian	Head Custodian
1	\$14.41	\$15.78	\$14.81	\$15.46	\$16.06	\$16.15	\$16.34
2	\$14.78	\$16.19	\$15.13	\$15.90	\$16.40	\$16.65	\$17.00
3	\$15.33	\$16.59	\$15.68	\$16.59	\$16.95	\$17.22	\$17.95
4	\$15.73	\$17.33	\$16.01	\$17.01	\$17.28	\$17.94	\$18.58
5	\$16.03	\$17.76	\$16.35	\$17.45	\$17.58	\$18.40	\$19.29
6	\$16.72	\$18.53	\$17.01	\$18.24	\$18.23	\$19.27	\$20.39
7	\$17.09	\$19.00	\$17.34	\$18.68	\$18.52	\$19.77	\$21.06
8	\$17.49	\$18.73	\$16.98	\$19.18	\$18.87	\$19.32	\$21.76
9	\$17.86	\$19.96	\$17.99	\$19.66	\$19.22	\$20.80	\$22.46
10	\$18.54	\$20.69	\$18.67	\$20.39	\$19.91	\$21.55	\$23.25
11	\$19.05	\$21.21	\$19.17	\$20.90	\$20.42	\$22.05	\$23.76
12	\$19.24	\$21.40	\$19.35	\$21.08	\$20.61	\$22.24	\$23.95
13	\$19.61	\$21.77	\$19.72	\$21.45	\$20.98	\$22.61	\$24.32
14	\$19.98	\$22.13	\$20.09	\$21.82	\$21.34	\$22.97	\$24.69
15	\$20.34	\$22.49	\$20.45	\$22.18	\$21.70	\$23.33	\$25.05

***Aide W/C means Aide with Teacher certificate**

Step 1 means the first year of employment.

See Article 11.6 for Longevity Bonus

DONGOLA UNIT SCHOOL DISTRICT NO.66

Appendix C

EXTRA-CURRICULAR INCREMENTS

Activity	%	2020- 2021	2021- 2022	2022- 2023	2023- 2024
Base Salary		\$32,225	\$33,836	\$35,528	\$36,949
1. Athletic Director	13.10%	\$4,221	\$4,433	\$4,654	\$4,840
2. Band	7.90%	\$2,546	\$2,673	\$2,807	\$2,919
3. HS Boys or Girls BB	12.70%	\$4,093	\$4,297	\$4,512	\$4,693
4. HS Cross Country (Fall)	6.40%	\$2,062	\$2,166	\$2,274	\$2,365
5. HS Girls Volleyball (Fall)	6.40%	\$2,062	\$2,166	\$2,274	\$2,365
6. HS Baseball - Fall & Spring	12.70%	\$4,093	\$4,297	\$4,512	\$4,693
7. HS Baseball - Spring	6.40%	\$2,062	\$2,166	\$2,274	\$2,365
8. HS Softball - Fall & Spring	12.70%	\$4,093	\$4,297	\$4,512	\$4,693
9. HS Softball - Spring	6.40%	\$2,062	\$2,166	\$2,274	\$2,365
10. HS Cheerleader	4.80%	\$1,547	\$1,624	\$1,705	\$1,774
11. JH Cheerleader	3.50%	\$1,128	\$1,184	\$1,243	\$1,293
12. JH Boys or Girls BB	7.00%	\$2,256	\$2,369	\$2,487	\$2,586
13. JH Baseball	3.50%	\$1,128	\$1,184	\$1,243	\$1,293
14. JH Softball	3.50%	\$1,128	\$1,184	\$1,243	\$1,293
15. JH Track	3.50%	\$1,128	\$1,184	\$1,243	\$1,293
16. 5/6 Boys or Girls BB	2.50%	\$806	\$846	\$888	\$924
17. 5/6 Cheerleader	1.80%	\$580	\$609	\$640	\$665
18. JH Girls Volleyball	3.50%	\$1,128	\$1,184	\$1,243	\$1,293
19. Student Council	3.50%	\$1,128	\$1,184	\$1,243	\$1,293
20. FFA	3.00%	\$967	\$1,015	\$1,066	\$1,108
21. HS Beta	1.70%	\$548	\$575	\$604	\$628
22. Jr. Beta	0.70%	\$226	\$237	\$249	\$259
23. WYSE	0.70%	\$226	\$237	\$249	\$259
24. Art Club	2.00%	\$645	\$677	\$711	\$739
25. Science Club	0.70%	\$226	\$237	\$249	\$259
26. HS Scholar Bowl	0.70%	\$226	\$237	\$249	\$259

EXTRA DUTIES

1. Senior Class Sponsor	3.50%	\$1,128	\$1,184	\$1,243	\$1,293
2. Junior Class Sponsor	3.50%	\$1,128	\$1,184	\$1,243	\$1,293
3. Sophomore Class Sponsor	1.20%	\$387	\$406	\$426	\$443
4. Freshman Class Sponsor	1.20%	\$387	\$406	\$426	\$443
5. After-School Detention		\$25	\$25	\$25	\$25
6. Ball Game Duty (ticket/clock)		\$30	\$30	\$30	\$30
7. Saturday Detention		\$100	\$100	\$100	\$100
8. After-School Tutoring		\$25	\$25	\$25	\$25
9. MTSS Team (per person, up to 5 people)		\$250	\$250	\$250	\$250
10. Social Media Manager	6.40%	\$2,062	\$2,166	\$2,274	\$2,365
11. Yearbook	3.50%	\$1,128	\$1,184	\$1,243	\$1,293

*This schedule as shown will be implemented as a percentage (%) of the BS base (Step 1) from the respective salary schedules.

