Agreement Between the
GENEVA EDUCATION ASSOCIATION
and the
BOARD OF EDUCATION

GENEVA COMMUNITY UNIT
SCHOOL DISTRICT 304

2026-2027
2027-2028
2028-2029

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PREAMBLE

The Board of Education of District 304, (hereinafter referred to as "Board,") and the Geneva Education Association, (hereinafter referred to as "Association,") recognize that the ultimate aim of public schools is to provide the best education possible for children and youth in the District. Attainment of these educational objectives is a joint responsibility of the Board, the administrative and supervisory staff, and the professional teaching personnel.

Attainment of educational objectives requires mutual understanding and cooperation between the Board, the administrative and supervisory staff, and the professional teaching personnel. To this end, free and open exchange of views between the parties is desirable and necessary.

It is recognized that teaching is a profession requiring specialized educational qualifications and that the success of the educational program in the District depends upon the maximum utilization of the abilities of educators who are reasonably well satisfied with the conditions under which their services are rendered.

The administrative staff constitutes the agency by means of which the Board administers its policies throughout the District, and the Superintendent of Schools is the chief administrative officer of the Board. Board Policy administration is the responsibility of the Superintendent and the administrative staff and cannot be delegated to others.

ARTICLE I – RECOGNITION

A. The Board hereby recognizes the Association and its affiliates [Illinois Education Association (IEA), National Education Association (NEA)] as the exclusive and sole negotiation agent for the bargaining unit that includes all regularly employed certificated teaching personnel:

> INCLUDED: All regularly employed licensed (certificated) personnel employed by the Geneva Community Unit School District 304 in the following job titles/categories: Classroom Teachers, Speech Language Pathologist, Health/Student Services, Counselor, Social Worker, Student Support Coordinator, Library/Media Specialist, Psychologist, Certified School Nurse, Instructional Facilitator, Long-term Substitutes, and Department Chairs.
>
> EXCLUDED: Personnel employed by the Geneva Community Unit School District 304 in the following job titles/categories: Superintendent, Principal, and all supervisory, managerial, confidential, or short-term employees as defined in Section 2 of the Illinois Educational Labor Relations Act, 115 ILCS 5/1, et seq.

B. The term "educator," when used hereinafter in this Agreement, shall refer to all employees represented by the Association in the negotiating unit defined above.

C. The Board agrees not to negotiate with any educators' organization other than the Association or with any individual educator for the duration of this Agreement

ARTICLE II - MANAGEMENT RIGHTS

The parties to this Agreement reaffirm their understanding and agreement that the Board is, by direct delegation of the Legislature, an actual portion of the sovereign government of the State of Illinois. As such, it is recognized that the Board has the power and the obligation to provide for all aspects of the local operation of the District, including the terms and conditions of employment. As the legal representative of the citizens of the District, including District employees, the Board may enact an adequate system of rules, but none of the power vested in the Board may be delegated or abrogated. Policy adoption is the prerogative of the Board and cannot be legally delegated to any group or individual.

ARTICLE III - EMPLOYEE AND ASSOCIATION RIGHTS

A. Professional employees shall have the right to form, join or assist professional employees' organizations, and to participate in professional negotiations with the Board**.** Professional employees shall also have the right to refrain from any or all of such activities. Article III, Section A shall not be interpreted in any way to abrogate Article I, Section A.

B. As a duly elected body exercising governmental power under the laws of the State of Illinois, the Board undertakes and agrees that it will continue not to directly or indirectly discourage or deprive or coerce any educator(s) in the enjoyment of any rights conferred by the laws of Illinois or the Constitution of Illinois and the United States; that it will continue not to discriminate against any educator(s) with respect to hours, wages, terms, or conditions of employment by reason of membership in the Association, participation in any legally permissible activities of the Association or collective professional negotiations with the Board, or institution of any grievance, complaint, or proceeding under this Agreement.

C. The Association shall have the right to post notices of its activities and matters of Association concern on educator bulletin boards, at least one of which shall be provided and located in a faculty room in each school building.

D. The Association shall have the right to reasonable use of the District interdepartmental mail delivery service, educator mailboxes, and the District email service for communications to educators.

E. The Association and its members shall have the right to use school buildings for meetings, provided that when special custodial service is required, the Board may make a reasonable charge therefore. Such use is subject to clearance from the Building Principal or Director of Facility Operations or their designee(s). The Association and its members shall have the right to use school equipment such as computers and copiers for business of the local membership only, providing that such use shall not interfere with normal school operations.

F. Duly authorized representatives of the Association and its respective affiliates shall have the right to transact official Association business on school property at reasonable times, provided that this shall not interfere with or interrupt normal school operations. Access to professionals during the educators' workday shall be requested through the Building Principal, who may grant the request or propose a more convenient time. It is further provided that no Association views on matters relating to supervisor-educator or Board-educator relationships will be discussed in the presence of students.

G. The Board agrees to furnish to the Association, in response to reasonable requests from time to time, all regularly and routinely prepared information concerning the financial resources of the District including but not limited to annual financial reports and audits, register of certificated personnel, tentative budgetary requirements and allocations, agenda and minutes of all board meetings, treasurer's reports, sixth day enrollment data, second semester enrollment updates, census and membership data, names and addresses of all educators, and such other information as will assist the Association in developing intelligent, accurate, informed and constructive programs on behalf of the educators,

together with information which may be necessary for the Association to process any grievance or complaint. As appropriate, and in a timely manner, the District will advise the Association President or their designee, of any emergency or environmental conditions which may disrupt the educational process or impact the working conditions of any educator. Nothing herein shall require the Central Office administrative staff to research and assemble information for the Association.

H. The Association will furnish copies of all regularly and routinely prepared information as reasonably requested by the Board or its representative.

I. No employee covered by this Agreement, nor the Association, shall engage in, authorize, or instigate any strike of the District during the term of this Agreement. Likewise, the Board shall agree not to engage in a lockout during the term of this Agreement.

ARTICLE IV - NEGOTIATION

In connection with contract negotiations, it is the right and responsibility of both the Board and the Association to do the following:

A. Make a written request to commence negotiations, if negotiations are desired by either party, for a subsequent Agreement to take effect at the expiration of this current Agreement. Such request must be made before April 30 of the year in which this current Agreement expires. Negotiations shall begin before May 15 of the year in which the current Agreement expires, unless both parties agree to an alternate date.

B. Select its own negotiating representatives, provided that the Board shall not select an educator as herein defined as its representative.

C. Confer upon their respective representatives the necessary power and authority to make proposals, consider proposals, and make counterproposals in the course of negotiations, and to reach tentative agreements.

D. Meet at reasonable, mutually agreeable times.

E. During negotiations, each party shall be responsible for keeping its own minutes and records of the proceedings.

F. When the Association and Board reach tentative agreement on matters being negotiated, these matters will be reduced to writing. Once all matters are agreed to and reduced to writing, the final agreement shall be submitted to the membership of the Association for ratification and then to the Board for official approval. Upon ratification by both parties, the final agreement shall take effect by the date specified in the agreement.

G. Each party has the right to be represented by counsel, legal or otherwise, during all meetings. Cost for said counsel shall be paid by that party.

H. Mediation

1. Mediation may be initiated in the event that:
    a. both parties agree that mediation is necessary;
    b. one party declares impasse and requests mediation; provided, however, such declaration shall only be made after a reasonable period of negotiations and no sooner than ninety (90) days before the scheduled start of the forthcoming school year; or
    c. the Illinois Educational Labor Relations Board (IELRB), on its own motion, initiates mediation.
2. Process
    a. A mediator shall be secured from the Federal Mediation and Conciliation Service (FMCS), provided that such mediator shall not be a resident of the School District.
    b. If the FMCS cannot supply a mediator, the American Arbitration Association (AAA) will be asked to supply a mediator selected according to current

selection procedures of the AAA. A resident of the School District will not be eligible as mediator. If the AAA is utilized, a mediator shall be selected within seven days (7) from the date that the parties are notified that FMCS cannot supply a mediator.

c. The mediator shall meet with the parties or their representatives, or both, forthwith, either jointly or separately, and shall take such other steps as may be deemed appropriate by the mediator in order to persuade the parties to resolve their differences and effect a mutually acceptable agreement. The mediator shall not make public any recommended terms of settlement. If expressly agreed to and requested by both parties, the mediator may perform fact-finding, and in so doing, conduct hearings and make written findings and recommendations for resolution of the dispute; provided, however, said findings and recommendations shall be kept confidential.

d. Once mediation is initiated, as set forth herein, it shall be governed by the provisions of the Illinois Educational Labor Relations Act ("IELRA"), as amended.

e. Any expenses associated with mediation and/or fact-finding shall be shared equally by the parties.

ARTICLE V - GRIEVANCE PROCEDURES

A. DEFINITION

A grievance is any claim or complaint by an employee, a group of employees or the Association, hereafter referred to as the "grievant", that there has been an alleged violation, misinterpretation, or misapplication of any provisions of the Agreement or Board Policy.

B. CLASS GRIEVANCE

Class grievances regarding the same circumstances and involving two (2) or more employees will be filed at Step I, unless the circumstances giving rise to the grievance occur at more than one building, in which case the grievance will be filed at Step II.

C. ASSOCIATION REPRESENTATION

A grievant can be represented at all stages of the grievance process by an Association representative selected by the Association. Should the grievant choose self-representation, the Association may be present at all meetings and hearings. The Association shall receive a copy of the grievance and decisions.

D. TIME LIMITS

All time limits consist of working days. A working day is defined as a day when the District Office is open.

The failure of the grievant(s) or the Association to act on any grievance within the prescribed time limits will act as a bar to any further appeal. An administrator's failure to act on any grievance within the prescribed time limits shall permit the grievant(s) to automatically proceed to the next step. The time limits, however, may be extended by mutual agreement, in writing, signed by both parties.

E. HEARING AND CONFERENCES

The hearing or conference will be held, whenever possible, after regular school hours or during non-teaching time of the grievant(s). However, an administrator may wish to discuss a grievance during school hours, in which case all employees whose presence is required shall be excused, with pay, for that purpose. Investigation or processing of any grievance shall be conducted without interference or interruption of instructional programs.

F. DOCUMENTS

All documents, communications, and records dealing with the processing of a grievance shall be maintained separately from the personnel file of the grievant(s).

G. BYPASS STEP

The parties may bypass a grievance step by mutual agreement and proceed directly to the next step in the grievance process.

H. WITHDRAWAL

At any point in the proceedings the grievance may be withdrawn by written notice by the

grievant(s) without establishing a precedent.

I. SETTLING

At any point in the proceedings, the grievance may be settled by agreement of the parties.

J. STEPS

Optional individual reconciliation

It is most desirable for the parties directly involved to attempt to resolve any issue through informal discussion. If an informal discussion fails to satisfy either party or fails to timely resolve the issue, a grievance may be filed and processed as follows:

STEP I – PRINCIPAL

The grievant shall file the grievance, in writing, with the Principal within twenty (20) days from the date of the occurrence of the event giving rise to the grievance. The written grievance shall state the basis of the complaint, the specific provisions of the Agreement or Board Policy allegedly violated, misinterpreted, or misapplied, and the remedy requested. Within ten (10) days of receipt of the grievance, the Principal shall schedule and conduct a meeting to discuss the matter with the grievant(s) and, if requested, an Association representative. The Principal shall make a decision and communicate it in writing to the grievant(s), the Association, and the Superintendent within five (5) days after the meeting.

STEP II – SUPERINTENDENT

In the event a grievance has not been satisfactorily resolved at Step I, the grievant(s) may appeal the grievance, in writing, to the Superintendent within five (5) days of receipt of the Step I decision. The Superintendent shall, within ten (10) days after receipt of the written appeal, schedule and conduct a meeting with the grievant(s), and, if requested, an Association representative. The Superintendent shall make a decision and communicate it in writing to the grievant(s), the Principal, and the Association within five (5) days after the meeting.

STEP III - BOARD OF EDUCATION

If the grievance has not been satisfactorily resolved at Step II, the grievant(s) may appeal the grievance, within five (5) days of delivery to the grievant(s) of the Superintendent's written decision, in writing to the Board President. The appeal may include a written request for an oral hearing on the grievance that may be granted at the discretion of the Board President. If the oral hearing is granted, the hearing will be conducted by the full Board or by a subcommittee of the Board, as the Board President may designate. Such hearing shall be held within twenty (20) days after the request for an oral hearing has been filed. The Board shall make a decision on the grievance and communicate it in writing to the grievant(s), the Association, the Superintendent, and the Principal, within five (5) days after completion of the oral hearing, or in the event no oral hearing is granted, within fifteen (15) days after the appeal is filed.

ARBITRATION

If the grievance has not been satisfactorily resolved at Step III, the Association may submit the grievance to final and binding arbitration through an arbitrator, which shall act as the administrator of such further proceedings. If a demand for arbitration is not filed within twenty (20) days of delivery to the grievant(s) of the Board's decision, then the grievance shall be deemed withdrawn. In no case will the Arbitrator selected be a resident of School District 304. Expenses for the Arbitrator's services and the expenses that are common to both parties to the arbitration shall be borne equally by the Board and the Association. Each party to an arbitration proceeding shall be responsible for compensating its own representatives and witnesses. The Arbitrator shall not amend, modify, nullify, ignore, or add to the provisions of the Agreement. The Arbitrator's authority shall be strictly limited to deciding only the issue or issues presented to the Arbitrator in writing by the Board and the Association and the decision rendered must be based solely upon the Arbitrator's interpretation of the meaning or application of the express relevant language of the Agreement.

ARTICLE VI – PROGRESSIVE DISCIPLINE

A. Definition

Progressive discipline shall be defined as verbal warnings, written warnings, suspension, with or without pay, and discharge for cause.

B. Statement of Basic Principles

1. The Board and the Association recognize the importance of protecting the due process and human rights of all educators. The Board and the Association also recognize the desirability of establishing and utilizing a system of progressive discipline.
2. The Board shall have the right and duty to discipline members of the bargaining unit for acts of insubordination, misconduct, cruelty, negligence, immorality, and other sufficient cause per Section 105 ILCS 5/10-22.4 of the School Code.
3. Insubordination shall include any willful refusal to follow an order, direction, regulation, or policy of the Board or directive of any person who has the responsibility to supervise the member of the bargaining unit.
4. Misconduct shall include any act, which reasonably relates to any of the employee's duties that jeopardizes the health, safety, and welfare of any student, parent, or school employee.
5. Any member of the bargaining unit who is disciplined shall, other than in the case of discharge for cause, have the right to appeal such discipline by filing a grievance in accordance with the Grievance and Arbitration Procedure set forth in this Agreement. Any member of the bargaining unit who is disciplined may write a response to any disciplinary documentation placed in the employee's file.
6. The administrator will notify the educator within four (4) working days from the date that the administrator becomes aware that a disciplinary offense has likely occurred. Fact-finding will be done as expeditiously as possible by the administrator. The administrator will inform the educator of the results of the fact finding within ten (10) working days from the day that the educator is informed of the potential disciplinary offense. A working day is defined as a day when the District Office is open.
7. The educator has the right to be accompanied by an Association representative or someone else of their choice at any meeting or hearing involving potential disciplinary action. If the Association representative cannot attend the meeting or hearing, the meeting or hearing will be postponed until such time that an Association representative can attend.
8. Nothing herein shall limit the authority of the Board to issue a notice to remedy, suspend in connection with a dismissal proceeding, or dismiss an educator. The parties understand and agree that any challenge to the termination of a tenured educator for cause shall be solely in accordance with the applicable provisions of the School Code.

C. Disciplinary Steps

1. Except for serious offenses where the Superintendent of Schools recommends to the Board immediate suspension or termination, the Board and the Association agree to the concept of progressive discipline following a disciplinary conference when dealing with matters of insubordination, misconduct, cruelty, negligence, immorality, and other sufficient cause per the School Code. When in the judgment of the Superintendent, the circumstances of a particular case and/or seriousness of the particular offense make the application of progressive discipline inappropriate, the disciplinary steps outlined below may be bypassed. The Association President or their designee and the Assistant Superintendent of Human Resources will be informed of any situation resulting in progressive discipline. The steps for employee discipline are outlined below:

    a. Verbal Warning: This warning, issued by the educator's immediate supervisor, will be summarized in writing and given to the educator within two (2) working days after the meeting to document the verbal warning. This written summary will not be placed in the educator's personnel file. A copy will be sent to the Association President and the Assistant Superintendent of Human Resources.

    b. Written Warning: This warning, issued by the Superintendent or their designee, will be summarized in writing and given to the educator within two (2) working days after a meeting where the educator has had the opportunity to respond to the information presented at the meeting. This written summary will be placed in the educator's personnel file. Upon the educator's written request, and if approved by the Superintendent following their review, the document will be removed from the educator's personnel file after four (4) years from the date of the written warning assuming no similar disciplinary infraction has occurred during this time.

    c. Suspension: The decision to suspend, with or without pay, will be made by the Superintendent or their designee. Except in circumstances warranting suspension pending a meeting/hearing pursuant to a Discharge for Cause, as set forth below, the Superintendent or their designee shall have the authority to suspend for up to ten (10) working days. In the event of disciplinary action involving possible suspension, the educator shall be informed in writing twenty-four (24) hours in advance of the meeting with the Superintendent or their designee. A suspension letter if warranted will be given to the educator within two (2) working days after a meeting where the educator has had the opportunity to respond to the information presented. This suspension letter will be placed permanently in the educator’s personnel file.

    d. Discharge for Cause: When an administrator calls for a meeting with an educator which might lead directly to dismissal, the following provisions shall apply:

        i. Except in circumstances warranting immediate action (including but not limited to actions resulting in criminal charges; physical threats against

other personnel, students, or parents; or sexual conduct with or harassment of a minor), the educator shall be informed twenty-four (24) hours in advance, in writing, as to the purpose of the conference.

ii. The educator has the right to be accompanied by an Association representative and/or someone else of their choice at the conference.

iii. If the educator will have an attorney present, the educator must make that known to the administrator prior to the meeting. If the administrator determines that a District attorney should also be present, the hearing may be postponed to a date and time when legal counsel for the educator and the District are available.

iv. Except in circumstances warranting immediate action (including but not limited to actions resulting in criminal charges; physical threats against other personnel, students or parents; or sexual conduct with or harassment of a minor), the administrator will not take disciplinary action against the educator without first affording the educator the opportunity to respond to the matter being discussed.

v. If, after a disciplinary hearing, an administrator takes disciplinary action against the educator, the administrator shall provide the educator with written notification of the reason for the action within two (2) working days after the date of the action.

vi. The discharge of an educator for cause shall be in accordance with all appropriate provisions of the Illinois School Code 105 ILCS 5/10-22.4.

ARTICLE VII - UNDERSTANDINGS

A. Payment Schedule for Mileage, Convention Expenses and Meals

When educators travel on pre-approved professional business, they will be reimbursed as follows:

1. Mileage for use of any personal vehicle will be reimbursed at the current rate established by the Internal Revenue Service. Parking fees and tolls will be reimbursed when accompanied by a receipt.
2. Reimbursement for transfers will be approved if receipted.
3. Meal allowances will be based on the standard per diem rate for Naperville / Aurora, Illinois established annually by the Federal General Services Administration (http://www.gsa.gov) For individual meals, the rate will be based on the per diem rate according to the following percentages: Breakfast - 20%, Lunch - 30%, and Dinner - 50%.
4. Lodging will be reimbursed as approved in advance based on the cost of a single room.
5. Registration fees for professional meetings will be shared equally between the District and the educator. Membership dues, if part of registration costs, are the responsibility of the educator.
6. When an educator represents the District at the request of the District, that educator will be reimbursed for the full cost of any program meal and the full cost of registration, rather than the flat meal allowance and half registration.

B. Professional Standards

1. It is the responsibility of each educator to contribute to the ongoing improvement of the District's schools. When committees are established at the building level to facilitate improvement of the school, the time commitment will not exceed ten (10) hours of meeting time on an annual basis (not including meetings referenced in Article VII, W.1, of this Agreement).
2. In order to advance horizontally on the salary schedule an educator will typically complete graduate coursework in a course of study leading to an advanced degree or leading to improved expertise. All graduate coursework used to advance horizontally on the salary schedule must be approved by the Assistant Superintendent of Human Resources using the pre-approval process for graduate coursework. The Office of Human Resources will maintain a list of approved post baccalaureate degree programs. Generally, only degree programs from accredited college/universities in the State of Illinois will be placed on the approved degree program list. Online degree programs will be reviewed by the administration on a case-by-case basis.

   Educators who receive approval for, complete, and submit official transcripts for graduate coursework prior to the first day of the school year will be eligible to move horizontally to the relevant lane on the salary chart.

Educators who are unable to submit official transcripts for graduate coursework prior to the first day of school should submit official transcripts "to date" before the summer classes have ended and submit a letter from the university or professor confirming a.) enrollment in the summer classes; b.) a current passing grade in the classes; and c.) the educator is currently on track to complete the classes. Educators will then be awarded lane advancement if the official transcript is submitted by September 1.

For educators starting at the District in the 2026-2027 school year, to be eligible for placement in the DMA lane of the salary schedule, one of their two Master's degrees must be in an area of need identified by the Committee (e.g., a content-specific area, Learning Behavioral Specialist, English Language Learners (Multilingual Learners)/Bilingual, Reading Specialist).

Local workshops, seminars or courses may qualify for horizontal advancement. Local workshops, seminars or courses qualifying for horizontal advancement will be indicated in advance to the teaching staff by the Superintendent or designee.

3. Educators will not be advanced horizontally on the salary schedule for credits earned to remove deficiencies for Illinois certification.
4. Educators who attend professional conferences may be required by their Principal or immediate administrative supervisor to share their professional experiences and/or acquired skills and knowledge with other faculty members during faculty meetings, department meetings, team or grade level meetings, educator in-service days, or school improvement days. Presentations will not exceed one half (1/2) hour in length and preparation time should be limited to approximately one (1) hour. Preparation for such a presentation or the time required to present will not be compensated.

C. School Calendar

1. The school calendar shall comply with the laws of the State of Illinois.
2. The school calendar for the next succeeding school year shall be established as early as possible in the current school year by the Superintendent with the approval of the Board. In setting the calendar, the Superintendent shall consult with the Association President or designee. The salary agreement with the Association shall be based on the calendar so established.
3. Days added at the end of the school year because of emergency closings of the school during the year shall not be deemed to change the calendar.
4. The school calendar shall not exceed one hundred and seventy-seven (177) pupil attendance days and one hundred and eighty-one (181) educator attendance days.

D. Substitute Teachers

When an educator is absent, the building Principal will secure a qualified substitute whenever possible. A substitute from the District's list of currently qualified substitute teachers is the preferred method of providing for educator absence. After all avenues to secure a substitute have been exhausted, any educator may be required by the Principal or

designee to serve as a substitute for one period two times per school year. When a full-time educator or for the first hour that a part-time educator serves as a substitute for an absent educator, the educator shall be paid at the rate of $40 per hour. When an educator who does not have students rostered to them as the teacher of record is redirected from their regular responsibilities to substitute for a classroom teacher, or when an educator absorbs students from another class due the absence of another educator, the substituting educator shall be paid at the rate of $20 per hour for such substitution work. When an elementary classroom teacher provides scheduled instruction when an art, music, or physical education teacher is absent from school, the educator shall be paid at the rate of $20.00 for a class period of thirty (30) minutes or less and $40 for a class period of thirty-one (31) to sixty (60) minutes.

E. Excused Absence for Association Business

Representatives of the Association shall be permitted excused absences without loss of salary in accordance with the following conditions:

1. Effective with the 2013/2014 school year and each school year thereafter, aggregate release time of up to .5 FTE will be provided to the President of the Association or designee. A mutually acceptable annual plan for the President's release time shall be developed between the President and the Superintendent in consultation with the Building Principal.
2. A maximum aggregate of fifteen (15) days may be taken during the school year for business of the local Association, provided that the educator to be absent provides the usual plans and aids for use of the substitute. This time may be taken in 1/2 day or whole day units.
3. Written advance notice of the request for excused absence in accordance with this provision shall be provided to the Superintendent at least forty-eight (48) hours prior to the time when the absence will occur.

F. Contracts – Duties and Pay

1. The District will endeavor to inform each educator before the end of the school year of the educator's status for the coming school year in terms of salary, building assignment, teaching assignment and extra duties. The District will continue to inform each educator of that educator's accrued sick leave status through the Human Resources information system.
2. An educator shall be given written notice of any intended change of their assignments for the forthcoming school year no later than the last day of the current school year. Such notice shall include location(s), work schedule, and job assignment. If, subsequent to the current school year, circumstances require any changes in educator instructional assignments, the affected educator(s) shall be notified within two (2) business days via email and U.S. mail.
3. Educators who are asked to perform their regularly assigned professional duties beyond their regular scheduled times shall be compensated at a per diem rate equal to their regular salary.

4. When required staff development is held during the summer months, compensation will be provided at the prevailing summer school rate.
5. All benefits to educators, unless otherwise specified in the contract, will be pro-rated on the basis of the full-time equivalency of the employee's teaching assignment.

G. Personnel File – Review

1. Each educator shall have the right, upon request, and with twenty-four (24) hours advance notice, to review the contents of the educator's official personnel file. A representative of the Association may, at the educator's request, accompany the educator in this review.
2. The educator shall be made aware of, and have the right to respond to, any material placed in the educator's official personnel file. The educator's response shall be submitted to the Principal and forwarded to the District office, where it shall be placed in the file.
3. Any information accumulated or collected by an administrator relating to an educator's performance which is not contained in the educator's official personnel file is not to be used or referenced by a subsequent administrator in the evaluation or discipline of an educator. Unofficial information or notes should not be passed on by an administrator when the administrator leaves the District or the school. Nothing herein shall limit an administrator from discussing the performance or discipline of an educator with another administrator.

H. Evaluation

1. The District Teacher Evaluation Plan, which is incorporated into this agreement by reference, will be the process by which educators are evaluated and all procedures described therein will be followed by educators and administrators. Any deviation of procedure from the Plan that educator believes adversely affects the evaluation may be shared by the educator with the GEA President (or designee) who may then report the irregularity to the Superintendent (or designee). Educators shall not be precluded from exercising any other rights of process available under this agreement.
2. Educators who receive a summative evaluation rating of "unsatisfactory" will be frozen on their current step and lane position for the duration of their remediation plan. After completion of a successful remediation plan, the subsequent school year the educator will advance on the salary schedule, if applicable, as provided for in this Agreement.
3. A standing committee will oversee the implementation of and changes in the District Teacher Evaluation Plan. This committee will consist of the Superintendent or designee as chair, the President of the Association or designee, a Principal from each level, and at least one educator from each school. The educators shall be appointed by the Superintendent and the GEA Association President (or designee). Any changes in the Teacher Evaluation Plan shall be made only after consultation with this committee. Either the Superintendent or the President of the Association

may call for a meeting of the standing committee as needed. The joint committee shall track and document any reported procedural deviations concerning an evaluator. The joint committee shall develop protocols to be used by any evaluator or educator who must reschedule a previously scheduled observation or evaluation-related meeting.

4. The District shall annually share evaluation report data from each building with the GEA President (or designee). The GEA President (or designee) may use the data to address individual member concerns, but may not disclose any data or information that is unique or specific to any one member.

I. Educators' Salaries

1. The appropriate salary charts for years 2026-2027, 2027-2028, and 2028-2029 are attached to and part of this contract. Educators employed prior to November 1 in any academic year will qualify for step advancement, if applicable, for the subsequent year.
2. All educators shall receive the following increase in their salary each year of this Agreement, inclusive of any step advancement:

   - For the 2026-2027 school year, 5.00%
   - For the 2027-2028 school year, 4.75%
   - For the 2028-2029 school year, 4.25%

   Any educators in longevity in their respective lane shall receive the following increase in their salary each year of this Agreement:

   - For the 2026-2027 school year, 3.25%
   - For the 2027-2028 school year, 3.00%
   - For the 2028-2029 school year, 3.00%

3. The Board and Association agree that should any of the following events occur, the parties will convene to negotiate how to deal with the impact of any such legislation impacting District revenues:
   a. Pension shift: any legislatively mandated increase in the Board's required employer contribution to TRS;
   b. Property tax freeze: any freeze or reduction in property tax revenue as a result of newly enacted legislation; or
   c. State aid: any decrease in general state aid of 10% or more than the previous fiscal year's allocation.
4. Under section 105 ILCS 5/21-27 of the School Code, any educator who holds the Master Certificate of the National Board for Professional Teaching Standards (NBCT) shall receive an annual payment of $3,000 through the State of Illinois. If for any reason the State of Illinois is unable to fully fund this annual payment to

educators with valid up-to-date National Board Certification, the District will insure that a qualifying educator will receive this total annual payment of $3,000.

J. Payment Schedule for Out-of-Class Responsibilities

1. The appropriate Payment Schedule for Out-of-Class Responsibilities for each year of this Agreement is below.
2. The District shall annually post a list of out-of-class positions and each position's corresponding payment column on the District's website. Any vacancy in an out-of-class position at the middle and high school levels shall be communicated to staff via email by District-level administration (not building-level administration). Current employees shall receive first right of refusal for vacant out-of-class positions.
3. For each year of this Agreement, the index of the attached Payment Schedule for Out-of-Class Responsibilities shall be placed at Lane 1, Step 1 of the corresponding year's salary schedule.
4. A "stipend committee" composed of equal numbers of Administration and Association representatives shall be a standing committee and meet as needed for the following purposes:
   a. Assess the viability of each activity/coaching/club position and make recommendations to the Board concerning the addition/subtraction of positions;
   b. Analyze the appropriate placement of each position on the compensation chart and make recommendations to the District regarding modifications, if any;
   c. Periodically analyze the District's current market competitiveness and make recommendations to the District concerning compensation; and
   d. Any other objectives as mutually agreed.
5. Extra-class responsibilities may be eliminated and not performed for budget considerations, reduction of student participation, lack of qualified staff, or any other reason.
6. **Payment Schedule for Out-Of-Class Responsibilities**

Index Class	Min	Min+	A	B	C	D	E	F	G	H	I	J	K	O
1-3 yrs.	.020	.030	.040	.050	.060	.070	.080	.090	.100	.110	.120	.130	.140	.180
4-6 yrs.	.022	.033	.044	.056	.068	.080	.092	.104	.116	.128	.140	.152	.164	.212
7-9 yrs.	.024	.036	.048	.062	.076	.090	.104	.118	.132	.146	.160	.174	.188	.244
10-12yrs.	.026	.039	.052	.068	.084	.100	.116	.132	.148	.164	.180	.196	.212	.276
13+ yrs.	.028	.042	.056	.074	.092	.110	.128	.146	.164	.182	.200	.218	.236	.308

7. **Payment Schedule Guidelines**
   a. For educators new to the School District, experience credit is determined using

the following formula: one (1) year of experience equals .5 year on the out-of-class responsibilities payment schedule.

For example: an educator with six (6) years of experience as a coach, sponsor, director, etc., would be placed in year three (3) on the payment schedule. An educator with seven (7) years of experience would be credited with 3.5 years (rounded up to four [4] years) on the payment schedule.

b. Experience will be credited for satisfactory work in the School District in one general classification even though the specific assignment may change.

For example: an educator with three (3) years of experience as an 8th grade volleyball coach in the District will move to year four (4) on the payment schedule if he/she assumes the responsibility of coaching the varsity team at the high school.

c. Experience earned in one general classification cannot be used in another classification.

For example: an educator with five (5) years of experience as a girls' sophomore softball coach will start at year one (1) on the payment schedule if they assume the responsibility of coaching the boys' varsity baseball team.

d. Stipends will be paid in three lump sums on October 15, February 15, and May 15, or nearest available work day.

e. A list of approved out-of-class responsibilities is available from the Building Principal, Association building representative, and on the District's website.

f. Special increases in compensation may be granted at the discretion of the Superintendent of Schools

g. There are no tenure or seniority rights in connection with out-of-class responsibilities. Appointment to an out-of-class responsibility will be reviewed annually.

8. **General Stipend Guidelines**

a. Educators receive additional compensation beyond their annual educator salary for a variety of out-of-class responsibilities. A list of approved out-of-class responsibilities is maintained by the Office of Human Resources and distributed to Building Principals and Association building representatives and posted on its website by October 15 of each year.

b. Compensation for an out-of-class responsibility is determined using a payment schedule maintained by the Office of Human Resources and listed on the stipend contract. Placement on the payment schedule is based on prior experience with an out-of-class responsibility and the index value of the out-of-class responsibility. For each year of this Agreement, the index of the payment schedule shall be placed at Lane 1, Step 1 of the corresponding year's salary schedule.

c. A stipend contract for each out-of-class responsibility (except committee

stipend contracts) is issued to an educator each school year.

d. A stipend contract for a committee assignment, generated by the Office of Human Resources, is issued to an educator in September of each school year. Compensation for committee work will take place following the completion of the work of the committee or not later than the first pay period in June.

e. There are no tenure or seniority rights in connection with any out-of-class assignment. Out-of-class assignments will be reviewed annually. Discussion and evaluation of an educator's performance in an out-of-class assignment may occur during the educator's formal evaluation conference, but will not be included in the educator's formal evaluation report.

f. An educator intending to resign their out-of-class responsibility should notify their building Principal by March 15 of each school year.

g. A list of all extracurricular vacancies throughout the School District will be posted in each building by April 15 of each school year. This list of vacancies will include those extracurricular positions held by individuals who are not teaching in the School District.

9. **Stipend Change Guideline**

a. An educator requesting a stipend change must complete the appropriate form and submit it to their Association building representative by January 15 of each school year. An elementary educator requesting a change in an out-of-class responsibility should complete the appropriate document in consultation with those who hold the same position at other elementary schools prior to January 15. The Association building representative may schedule a meeting with the person initiating the change to clarify/discuss the merits of proposed change. A stipend change may include but is not limited to an increase/decrease in compensation, a change of title or job description, or the addition/deletion of an extracurricular position.

b. The Association building representative and Building Principal (or designee) will meet prior to February 15 of each school year to review proposed stipend changes, including those initiated by a building administrator. An educator who requests a stipend change or who may be directly impacted by a stipend change may request or be invited to the meeting between the Association building representative and the Building Principal (or designee).

c. The role of the Association representative at this meeting is to offer insight regarding the proposed change and answer questions that will assist the Building Principal (or designee) in evaluating each request for a stipend change.

d. The building administrator and the Association building representative will determine if the stipend change request will impact existing equity relationship with other stipends within the same category (i.e. athletic, non-athletic, drama, music, etc.). If other stipends require review, the current staff members receiving those stipends will be required to submit information as requested by

the building administrator. This information will be used to determine if the original stipend change request can stand-alone or if equity issues require all stipends within a category to be reviewed. The building administrator will complete all stipend reviews and prepare a recommendation.

e. Following a review of all proposed stipend changes, the Building Principal (or designee) will make a recommendation regarding each stipend change proposal to the Assistant Superintendent of Business and Assistant Superintendent of Human Resources by April 1. A copy of these recommendations will be provided to the Association building representative in each building. Prior to April 1, all Elementary Principals will meet to review a request for a change in an elementary stipend.

f. The Assistant Superintendent of Business and the Assistant Superintendent of Human Resources will review each Building Principal's stipend recommendations and take final action on each request for a stipend change by May 15. Prior to taking final action regarding stipend modification requests, the Superintendent of Schools will notify the Association President of the priority rank of stipend modifications. Prior to the end of the school year, the Building Principal (or designee) will inform each educator who has submitted a stipend change request form the status of that request. The Association building representative will also receive a status report regarding each proposed stipend change.

g. The Office of Human Resources will update the list of approved out-of-class responsibilities each summer and forward the revised list to each Building Principal and Association building representative by October 15 of each school year.

h. An educator may appeal a decision not to modify an out-of-class responsibility by using the appeal process outlined in the Agreement Between the Geneva Education Association and the Board of Community Unit School District 304.

i. A staff member may appeal a denial of a new stipend or a denial of a change in stipend request in the following steps:

    i. Notify in writing, within five school (5) days the Building Principal, Association representative, and Assistant Superintendent of Human Resources, and the Superintendent of a request for appeal

    ii. A meeting will take place with the Superintendent, the staff member, and the Association representative within 14 calendar days of the receipt of the request of the appeal.

    iii. At the meeting, the Staff member will restate the case for the stipend and add any additional information that may impact the decision(s) since the original request was submitted. The Association representative may support the staff member in the explanation of any new information or a reframing of original information in the request.

    iv. The Superintendent will inform the staff member, Association

representative, Building Principal, and Assistant Superintendent of Human Resources of the decision on the appeal within five (5) days of the meeting.

v. If the decision of denial is upheld, the staff member may reapply in the following school year.

j. Special modifications in compensation for an out-of-class responsibility may be granted at the discretion of the Superintendent of Schools (or designee).

K. Per Diem Days: High School Department Chairs

There are times when the hiring process and placement testing must occur during a break period (such as spring break or summer break). As such, High School Department Chairs shall be allotted up to five (5) per diem days each year. These per diem days will be used on an "as needed" basis when a Department Chair needs to complete work of this nature during a break period, pre-approved by the Building Principal.

L. Payroll Conveniences

1. Salaries shall be paid in twenty-six (26) installments over the course of twelve (12) calendar months. The administration shall publish a list of pay dates for each pay year before the opening of each school year.
2. Stipends will be paid in three lump sums on October 15, February 15, and May 15.
3. Educators must authorize direct deposit of their entire paycheck to an account in a banking institution. Direct deposit authorization forms are available in the Business Office.
4. Upon written request of the educator, the Board shall, in accordance with state and federal law, withhold a fixed amount as designated by the educator, from their salary throughout the year and transfer said amount to: 1) a credit union account of the educator's selection; and or 2) a Board-approved tax-sheltered annuity program of the educator's selection.
5. Any educator who is a member of the Association, or who has applied for membership, may sign and deliver to the Business Office an initial assignment authorizing deduction of membership dues in the Association. Once an initial authorization has been made, the Business Office will continue the deduction of membership dues until such time that the educator notifies the Business Office, in writing, that membership dues should no longer be deducted. All such authorizations and notifications shall be provided no later than September 15. Pursuant to such authorization, the Business Office shall deduct such sum as authorized in the ten (10) months, September –June, inclusive, in equal installments on a bi-weekly basis. The deductions shall be remitted each pay period to the Association, in care of the Association Treasurer. Upon termination of an educator's employment, the Business Office shall deduct all unpaid Association dues from the remaining paycheck(s). The Association shall defend the District and hold it harmless from any claim(s) or liability(ies) arising out of the administration of this portion of the Agreement.

6. The Board shall, in accordance with state and federal law, withhold all of the educators' required contributions to the Teachers' Retirement System of the State of Illinois ("TRS") and the educators' required contributions to the Teachers Health Insurance Security Fund ("THIS") from each educator's salary and remit the same to TRS and THIS (collectively referred to, for purposes of this paragraph only, as "employee contributions"). It is expressly understood between the Parties that the employee is responsible for his or her employee contributions. It is the intention of the parties to qualify these employee contributions as "pick-up" payments pursuant to Sections 414(h) of the Internal Revenue Code of 1986, as amended.
7. Any possible future costs resulting from decisions that may be made by the Internal Revenue Service or TRS arising from the designation of the employee contributions as "pick-up" payments shall not result in claims against the District. The Association and individual educators shall hold the District harmless from any claim(s) or liability(ies) arising from the designation of the employee contributions as "pick-up" payments.
8. Educator contributions to medical/dental insurance shall be deducted from salary prior to the calculation of income taxes and after deduction for employee contributions to TRS and THIS.

M. Personal Leave

1. The purpose of leave for personal reasons is to attend to:
   a. personal matters that cannot be addressed outside of the workday;
   b. emergencies; or
   c. matters requiring the employee's attention that are outside of the employee's control.
2. Non-tenured educators may request leave for paid absence of not more than two (2) days per year in order to attend to personal matters.
3. Tenured educators may request leave for paid absence of not more than three (3) days per year to attend to personal matters as defined above. After nine (9) years of continuous service, educators may request leave for paid absence of not more than four (4) days per year to attend to personal matters as defined above.
4. Personal leave shall not be used for the purpose of secondary employment, recreational (extended) weekends or for recreational purposes in general, or for the purpose of extending vacation or holiday periods. Personal leave can be used to conduct legal or business matters, observe religious holidays, attend funerals not covered by sick leave, or attend to family matters (e.g., weddings, graduations, taking a child to college, accompanying a child on a field trip). The foregoing permissible reasons are for illustration purposes only and are not intended to be exhaustive. Personal leave need not be used when an educator is called to jury duty.
5. Educators are not required to disclose the reason for requesting personal leave *except in the following situations*: when the request is for more than two (2) consecutive days, or when it is adjacent to Thanksgiving Break, Winter Break,

Spring Break, or Summer Break.

6. Except in emergency situations, the request for personal leave shall be submitted two (2) days in advance of the absence to the Building Principal/Supervisor using the system provided by the Office of Human Resources for this purpose. Personal leave requests are subject to review by the Building Principal and review and final approval by the Assistant Superintendent of Human Resources.
7. Unused personal days will convert to sick leave days at the close of the contract year.
8. Whenever possible, an educator will be informed of the status of a personal leave request within seven (7) work days of the request being filed with the Building Principal. In the event that an educator requires a response to a personal leave request in less than seven (7) work days, a direct request should be made to the Assistant Superintendent of Human Resources.

N. Bereavement Leave

All educators shall be entitled to use up to (3) paid days of bereavement leave for each death of any family member with evidence provided to Human Resources of the reason for the leave. Bereavement days are not allotted, nor do they accrue. This provision shall be applied in accordance with the Illinois Family Bereavement Leave Act.

O. New or Vacant Teaching Positions

1. When a vacancy occurs within the District, the Superintendent or designee shall post a vacancy notice in all school buildings and provide a copy to the Association President. This posting shall occur prior to the public announcement of and recruitment for such openings. A position shall be considered a vacancy when an outside person could be hired to fill an opening created through resignation, retirement, promotion, or changing District needs.
2. Educator(s) shall have an opportunity to state a preference as to a new assignment and present their qualifications for the assignment. Educator(s) who apply for such vacancies shall submit their applications to the Superintendent or designee within the time limit specified in the notice, and the Superintendent or designee shall acknowledge promptly in writing the receipt of all such applications. When the administrative recommendation on filling the assignment is confirmed by the Board, the educator shall be promptly informed. If not given the preferred assignment, the educator shall receive an explanation from the Superintendent or an administrator designated by the Superintendent.
3. Whenever vacancies occur when the regular school year is not in session, the following procedures shall be followed:
    a. Educators with specific interest in possible vacancies will notify the Superintendent or designee of such interest, in writing, and provide an address where they can be reached during the summer.
    b. Should a vacancy occur, educators who have expressed an interest in said positions shall be contacted in writing by the Superintendent or designee and

notified of the vacancy.

c. The educators so notified have the responsibility of contacting the administration indicating their interest in said position within three (3) days of receipt of such notice.

P. Involuntary Transfer of Educators

1. To best address staffing needs at all levels, building administrators and supervisors will give a preference questionnaire, standardized within each building level, to their certified staff. The questionnaire will be given annually before the end of December.
2. Whenever building administration deems a transfer necessary, they will first work informally to discuss options with members of the staff. The transfer may be implemented without further process if the affected educator(s) consent(s). In the absence of an educator's consent to transfer, the Board reserves the right to make involuntary transfers for the general welfare of the District. An involuntary transfer is the assignment of an educator, without their consent, to
   a. A preschool, elementary, or middle school grade level or a home school different from that educator's present assignment.
   b. A middle school or high school department change in assignment.
3. In the event that this process is initiated, the educator(s) shall have the right to be accompanied by an Association representative or someone else of their choosing throughout the process. All administrators and supervisors shall have the right to be accompanied by one person at any meeting regarding involuntary transfers.
4. Involuntary transfer criteria to be used by the Board include but are not limited to the following:
   - certification;
   - teaching experience;
   - leadership ability;
   - working relationships with colleagues;
   - established retirement date;
   - prior involuntary transfers;
   - seniority.
5. When an involuntary transfer is being considered for performance-related reasons, the building administrator or supervisor will advise the educator that such transfer is possible, and provide the opportunity for both the administrator or supervisor and the educator to address these performance concerns before a decision is made to transfer the educator.
6. When an involuntary transfer is determined necessary by the Board, the following process will apply:

Step 1 The building administrator or supervisor will meet with the educator(s) selected to inform them that an involuntary transfer is likely and allow the educator(s) to give input and ask questions. Additionally, the educator will have three (3) school days after that initial meeting to submit written input and/or express concerns or objections.

Step 2 If it is determined that the educator is to be transferred involuntarily, the building administrator or supervisor will discuss the transfer with the educator and provide notice in writing. Written notice will be delivered to the educator prior to the end of the school year barring unforeseen circumstances or a change in preschool or elementary section numbers after the school year has concluded.

Step 3 If the educator objects to the determination of the building administrator or supervisor, they may request a meeting, in writing, with the Superintendent or their designee. At the time of the request, the building administrator or supervisor will provide the preference questionnaire results to Human Resources. The Superintendent or their designee shall conduct that meeting within three (3) school days of the request.

Step 4 The Superintendent or their designee shall provide written notification to the educator of their final decision regarding the involuntary transfer of the educator within three (3) school days of the meeting conducted in step 3.

Step 5 If a vacancy the affected educator may request to be transferred back to the building or grade level, pending administrative approval.

7. In the event of an involuntary transfer, the affected educator(s) may request assistance for this transition from administration. GEA leadership and Building Leadership Teams will collaborate to develop a living guidance document identifying potential transition supports. This document is not a guarantee of or a limit to the supports that might be provided to the educator(s).

8. It is expressly agreed that, while the Administration's failure to participate in any step of the involuntary transfer process, as set forth above, may be subject to the grievance/arbitration process, in no event shall any decision made by an administrator or Superintendent regarding the disposition of the involuntary transfer be subject to the grievance/arbitration procedure unless the decision was arbitrary or capricious.

Q. Dismissal of Educators

1. Honorable Dismissal of Educators

   When an educator, whether or not in contractual continued service, is removed or dismissed as a result of a decision of the School Board to decrease the number of educators employed by the School Board or a decision of the School Board to discontinue some particular type of teaching service, an affected educator shall be dismissed according to the provisions of the Illinois School Code and entitled to all of the rights set forth therein.

2. Length of Continuing Service

   a. For the purpose of establishing "length of continuing service with the School District", as used in Section 24-12 of the School Code, the first date of service will be determined as follows:

      i. For educators employed before January 1, 2001, the hire date will be the first day of service or September 1.

      ii. For educators employed after January 1, 2001, the hire date will be considered the date that the educator signed their contract or the date that the Board signed the contract, or the first day of service, whichever date is earliest.

         (1) In the event that two or more educators possess the same first date of service with the School District, the last four digits of the educator's social security number will be used to determine the greater length of continuing service with the District. The educator possessing the lower number will be deemed to have the greater length of continuing service with the District over the educator possessing the higher number. (i.e., 0000 is low, 9999 is high. Thus, an educator with the last four digits of 1982 will be deemed to have the greater length of continuing service with the District over the educator with the last four digits of 2003.)

         (2) Any remaining ties will be broken by a toss of a coin or lot.

         (3) The School District will provide the Association a copy of the list of length of continuing service by December 1 of each school year. An educator wishing to appeal their placement on that list must contact the Assistant Superintendent of Human Resources by January 15.

3. Full and part-time educators will be treated uniformly.

4. An educator on a Board-approved leave of absence will not disrupt the educator's continuing service with the School District.

5. An educator who is removed or dismissed but then rehired within fifteen (15) months of the date that the Board took action regarding the removal or dismissal will not be deemed to have his or her "continuing service with the School District" disrupted during said period.

R. Retirement Incentive Program

1. Eligibility

   The Board will offer a retirement incentive program to educators who meet the following eligibility criteria:

   a. Will have at least fifteen (15) continuous years of full-time service with the District as a licensed educator at the time of retirement; and

   b. Will be eligible for a retirement annuity from the Illinois Teachers' Retirement System (TRS) within a maximum of five (5) school years following delivery of

the required notice of retirement and resignation.

c. Will retire without the Board of Education incurring an "excess salary payment" (i.e. TRS penalty) in any of the four years of employment used by TRS to determine the retirement annuity.

d. Retirement must occur at the end of a school year but no later than June 30, 2034.

2. TRS creditable earnings are defined solely by TRS and include, but are not limited to, salary for regular contractual teaching duties, extra-duty earnings, substitute teaching, teaching that is completed after school hours, and homebound teaching.

3. Notice of Retirement and Conditions

a. The educator must submit a written notice of retirement and irrevocable resignation to the Superintendent or designee no later than June 30 of the year prior to the year in which the educator wishes to first participate in this Incentive Program.

b. The educator's notice of retirement is irrevocable but may only be rescinded if the educator experiences a "major life event" as defined by the Consolidated Omnibus Budget Reconciliation Act (COBRA). Provided, however, that such rescission shall be conditioned upon the educator's timely repayment of any compensation previously received under this Program. Any such required repayment will be in a mutually acceptable and timely manner.

c. Under no circumstances shall the educator's total TRS creditable earnings in any school year in which notice is given, or in any subsequent school year of employment, increase by more than six percent (6%) from one year to the next.

d. No educator shall be allowed to participate in the retirement incentive benefit in this Agreement if the Board will incur an "excess salary payment" (i.e., a TRS penalty) as a result of the educator's retirement.

e. The educator will not be required or allowed to perform any paid extra-duty not performed in the year prior to the first year the incentive is paid for the duration of the retirement notice period.

f. Prior to submitting the retirement notice, the educator must meet with the Assistant Superintendent of Human Resources to review the retirement program and conditions of retirement.

g. An educator who has submitted their irrevocable notice of intent to retire and who subsequently decides to retire earlier than stated in the notice of intent to retire and resignation letter, shall give notice to the Board by February 15 in the school year in which retirement will occur, will be allowed to retire early provided the early retirement will not cause the Board to incur an "excess salary payment" (i.e., TRS penalty) in any of the four years of employment used by TRS to determine the retirement annuity. For notice given after February 15, the Board may grant the request at its discretion.

4. Benefit

   a. Educators who meet the eligibility and notice requirements set forth above shall be removed from the salary schedule and extra duty pay schedule, and:

      i. If a notice of retirement is submitted by June 30 five years prior to the retirement, the educator shall have their next school year (year immediately following the June 30 notice deadline) earnings increased, where necessary, so that they receive a 6% increase in total creditable earnings over the prior school year; the educator shall receive a 6% increase in their total creditable earnings for each of their five remaining years of service; or

      ii. If a notice of retirement is submitted by June 30 four years prior to the retirement, the educator shall have their next school year (year immediately following the June 30 notice deadline) earnings increased, where necessary, so that they receive a 6% increase in total creditable earnings over the prior school year; the educator shall receive a 6% increase in their total creditable earnings for each of their four remaining years of service; or

      iii. If a notice of retirement is submitted by June 30 three years prior to the retirement, the educator shall have their next school year (year immediately following the June 30 notice deadline) earnings increased, where necessary, so that they receive a 6% increase in total creditable earnings over the prior school year; the educator shall receive a 6% increase in their total creditable earnings for each of their three remaining years of service; or

      iv. If a notice of retirement is submitted by June 30 two years prior to the retirement, the educator shall have their next school year (year immediately following the June 30 notice deadline) earnings increased, where necessary, so that they receive a 6% increase in total creditable earnings over the prior school year; the educator shall receive a 6% increase in their total creditable earnings for each of their two remaining years of service; or

      v. If a notice of retirement is submitted by June 30 one year prior to the retirement, the educator shall have their next school year (year immediately following the June 30 notice deadline) earnings increased, where necessary, so that they receive a 6% increase in total creditable earnings over the prior school year; the educator shall receive a 6% increase in their total creditable earnings in their final year of service.

   b. The educator shall continue to perform all duties performed in the year prior to the first year the incentive is paid for the duration of the retirement notice period. If an educator voluntarily resigns or is removed by the Board from any extra duty assignment following notice of retirement, the calculation of the educator's six percent (6%) increase shall be reduced by the amount of the extra duty compensation that was being paid to the educator. However, in the event the Board eliminates an extra duty position, the parties will agree on a mutually acceptable substitute assignment; and

   c. An educator who completes coursework or who otherwise would be entitled to

movement on the salary schedule or extra duty pay schedule shall not receive additional compensation beyond the six percent (6%) increase provided by this retirement provision excluding earnings that are expressly exempt under state law from the 6% calculation. Notwithstanding any other provision of this agreement or otherwise, an educator approved for the retirement incentive shall not receive more than a six percent (6%) total increase in their total creditable earnings in any year during their participation in the retirement incentive excluding earnings that are expressly exempt under state law from the 6% calculation.

S. Insurance

1. Educators must be employed a minimum of .5 time, to be entitled to participate in the insurance programs described herein on a pro rata basis.
2. The District will offer health insurance plans and dental plan including PPO and Managed Care Plan options, subject to the limitations and requirements of any benefit cooperative in which the District may be a member.
3. Specific information, including each plan's out of pocket limit, deductible and co-payment schedule is available on the District's website.
4. The following schedule represents the percentage of total premium costs which will be paid by the District on behalf of the educator should insurance coverage be requested through the term of this Agreement.
    a. **Single Coverage:**

        95% Health/Medical

        100% Dental

    b. **Dependent (Family) Coverage:**

        75% Health/Medical

        50% Dental
5. PPO High Deductible Plan. For the life of this Agreement, any educator who enrolls in the PPO 1500 plan during the term of this Agreement shall be entitled to a yearly contribution by the Board in the amount of $750 to the educator's healthcare savings account (HSA).
6. The Board and the Association agree that there exists a mutual, beneficial need to contain increasing medical insurance costs. To this end, a District Health Insurance Committee will be established to consider the following:
    a. Review data regarding the current benefit costs and utilization rates
    b. Research and consider cost-saving measures
    c. Explore activities and options to promote employee wellness
    d. Review current prescription drug plan costs and utilization rates
    e. Review procedures for establishing District insurance premiums

f. Consider necessary changes to plan design

g. Other ideas which may contain or reduce health insurance costs for the District and bargaining unit members

In performing its work, the Committee may have access to the District broker/consultant, as well as other outside resources as may be needed.

In conducting its work, the Committee will be governed by a consensus decisional model. Committee recommendations must be made to the Superintendent and GEA President no later than the end of the month following the NIHIP preliminary renewal. Implementation of any Committee recommendations shall require the approval of the Board and the GEA.

The composition of this Committee will be as follows:

a. The GEA President

b. Five (5) educators selected by the GEA President

c. Two (2) members of the Board of Education

d. The Assistant Superintendent for Business Services

e. The Assistant Superintendent for Human Resources

f. Representatives from other employee groups including non-union support staff, union support staff and representation from the Operation and Maintenance staff. The permissible number of these representatives will be determined by the GEA President and Superintendent or designees.

7. The District will provide group term life insurance for educators equivalent to the amount of their annual salary as found on the educator salary schedule rounded up to the following increments: $50,000, $75,000, $100,000 and $125,000. Additional coverage may be purchased by individuals, subject to the limits of the policy.

8. Educators electing not to participate in the health/medical/dental benefit program offered by the District may be reimbursed, on a calendar year basis, for costs incurred for routine dental and vision/eye care. Such reimbursement will be limited to an amount not to exceed $500 per calendar year and is available for an eligible spouse, all dependent children, and other dependents as defined by the School District family insurance plan.

T. Security Cameras

1. The purpose and use of security cameras is to monitor illegal activity or activity that violates the student handbook, unauthorized access to restricted areas, and unauthorized removal of personal and/or District property or damage to property.

2. The purpose of security cameras is not to observe or evaluate the performance of an educator or monitor their behavior or conduct.

3. Security cameras will only be used in school common areas and athletic areas, including but not limited to hallways, building entrances, administrative offices, parking lots, grounds, and cafeterias. Security cameras will not be placed in

classrooms. Security cameras will not be used to observe an educator's performance or be used in the teacher evaluation process.

4. Access to the data from security cameras may be viewed by appropriate District personnel in connection with investigations of suspected illegal activity or for security violations. Access to data involving educators will be limited to appropriate District personnel and school attorneys, police liaison officers, law enforcement officials, and in response to subpoenas or court orders. Review of this data will be done in one of the offices of the parties listed above. If the review of security camera data reveals alleged misconduct by an educator, the educator and the Association President will be notified and may review the data depicting the alleged educator misconduct. The imposing of any discipline against an educator as a result of an investigation using security camera data shall be in accordance with the Progressive Discipline section of this Agreement.
5. At the time any new security camera is activated in any school building, all educators of the building shall be notified of the use of security camera, where it is located, and when it shall be used. All new employees shall be notified of the use and placement of security cameras as a part of the New Educator Induction Program.

U. Pupil Discipline

1. The educator has the primary responsibility for the maintenance of discipline within the classroom and shares responsibility with the Board and the administration for discipline throughout the school. The Board recognizes the responsibility of the District to provide reasonable support and assistance to the educator through its policies and the administration and organization of the schools with respect to the maintenance of discipline in the classroom and throughout the school.
2. Since both the Board and the Association realize that little can be done to improve discipline in a School District without the active involvement of educators, it is agreed that the District program of in-service development will regularly include programs to reduce discipline problems.
3. Appearances in court as witnesses in cases that are school-connected and similar activities will continue to be treated as regular duty for pay and pay-related matters.

V. Sick Leave

1. Each educator will receive at least 15 days of sick leave per year at full pay. 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. For purposes of this paragraph, immediate family shall include parents, spouse, brothers, sisters, children (including step children), grandparents, grandchildren, parent-in-law, brother/sister-in-law and legal guardians. Educators may accumulate an unlimited amount of unused sick days.

2. Educators will receive sick days each year as follows:

In-District Years of Service	Sick Leave Allotment
Non-Tenured	15 days / year
Tenured	20 days / year

3. The Parties expressly agree that the Board reserves the right to require any necessary certification and/or other documentation, as provided for in Section 24-6 of the Illinois School Code.

4. During core hours, any absence from the building during unassigned time (not including duty free lunch periods) will require notification to the Principal or other administrator as assigned through an established procedure at each building and may not be of a routine nature. Absence during assigned contact or supervision time will be accounted for on a pro-rata basis using hour increments for preschool and elementary educators (one hour = 1/5 day) and period increments for middle school (one period = 1/6 day) and high school educators (one period = 1/5 day) as either a sick or personal day consistent with the purpose of the absence. Certified staff (including, but not limited to, counselors, psychologists, social workers, and student support coordinators) without regularly scheduled student contact time will be allowed absence from the building during core hours equal to the planning period scheduled for other educators in their building.

W. Leave of Absence

Various leaves of absence are available to educators. These include Family and Medical Leave, Job-Sharing Leave, Sabbatical Leave, and Unpaid Leave. Educators desiring to apply for these leaves should reference application procedures described in or attached to Board Policies #5:250 and #5:185. A brief summary of application procedures for Unpaid Leave and Family and Medical Leave is provided below.

The following procedures will be used when a request for an unpaid leave (full or partial) is received from a certified educator employed in the District. Unpaid leave is provided for in Board Policy #5:250.

1. Full Leave Procedures:

   a. An educator requesting an unpaid full leave of absence must submit the request in writing to the Office of Human Resources by October 15 for the second semester and by February 15 for the first semester of the following year or for both semesters of the following year. The educator shall specify the purpose of the leave, specify the start and end date of the leave. Only tenured educators are permitted to request a full leave of absence. Non-tenured educators (full-time and part-time) are not eligible for a full leave of absence.

   b. Prior to submitting the leave request by the date specified in the above paragraph, the educator must schedule a meeting with the Assistant Superintendent of Human Resources to review the policy and procedural requirements and salary/benefit implications of the leave.

c. Upon receipt of the written leave request and after consultation with the Building Principal who supervises the educator requesting the leave, the Assistant Superintendent of Human Resources will forward the leave of absence request to the Superintendent of Schools. The Superintendent of Schools will then make a final recommendation to the Board.

d. Following Board action, and no later than November 15 (for a second semester leave) and April 15 (for a first semester or full year leave), the Assistant Superintendent of Human Resources will notify the educator in writing of the final disposition of the leave request, and will include when the leave begins, when the leave ends, and the deadlines for application to extend the leave. Also attached to the letter will be the appropriate Board policy and leave of absence guidelines.

e. The deadlines for submitting a leave of absence request may be waived at the discretion of the Superintendent of Schools.

f. If an unpaid leave of absence is granted by the Board in the first semester of a school year and continues through the remainder of the school year, educators may be granted an unpaid leave of absence for all or part of the following school year.

g. If an unpaid leave of absence is granted by the Board in the second semester of a school year, an educator may be granted an unpaid leave of absence for no more than two (2) consecutive years following the school year in which the first unpaid leave of absence was granted.

h. An educator on a full leave will receive a letter on or about January 15 requesting information by February 15 regarding the educator's intentions for returning the following year.

i. The Assistant Superintendent of Human Resources will forward a report to the Superintendent of Schools by May 1 of each school year regarding the status of educators on leave in the School District.

j. In any academic year, an educator must serve one (1) semester or more (or the equivalent number of days) to advance step credit on the salary schedule.

k. An educator returning from a leave of absence will be notified on or about June 1 regarding the specific teaching assignment for the following academic year.

2. Partial Leave Procedures

a. An educator may request an unpaid partial leave of absence (i.e., part-time assignment) depending on the availability of part-time positions in the School District as determined at the sole discretion of the School District. This request should be in writing and submitted to the Assistant Superintendent of Human Resources after the part-time position is posted throughout the School District. Only tenured educators are permitted to request an unpaid partial leave of absence.

b. Prior to submitting the leave request, the educator must schedule a meeting with the Assistant Superintendent of Human Resources to review the policy and procedural requirements and salary/benefit implications of the leave.

c. An educator on partial leave has until February 15 of any academic year to declare their intentions to return to full-time status the following year; to request a full leave of absence if the educator is eligible for such leave; or to resign their full-time position. Requests for a second year of partial leave will be addressed by the administration based on the availability of part-time positions, the qualifications of the educator, and the needs of the District.

d. The length of a partial leave of absence shall not in any event extend beyond the end of the school year commencing after the school year in which the leave first commenced.

e. The combined length of a full leave of absence (semester or full year) followed by a partial leave (or vice versa) shall not in any event extend beyond the end of the school year commencing after the school year in which the leave first commenced.

f. An educator on a partial leave in any academic year will advance on the salary schedule (step credit) if they work the equivalent of at least one (1) semester. An educator on a partial leave will be entitled to salary and benefits, in an amount that is prorated based on the percentage of a full workday they work (e.g., an educator working a .60 full-time equivalent (FTE) schedule would receive 60% of their normal salary and 60% of the Board's health insurance contribution for a full-time educator). An educator must be employed a minimum of .50 FTE to be eligible to participate in the health/dental insurance program.

g. The length of any leave may be extended by the administration at its discretion, based on the availability of a part-time position, the qualifications of the educator, and the needs of the District.

h. If a request by an educator for a partial leave of absence is denied, the Office of Human Resources will provide the applicant with a letter stating the reasons for the denial.

3. FMLA Procedures

The following procedures will be used when a request for Family and Medical Leave is received from a staff member employed in the District. Family and Medical Leave (FMLA) is provided for in Board Policy #5:185

a. FMLA entitles eligible employees up to twelve (12) weeks of unpaid, job-protected leave for specified family and medical reasons.

b. A staff member requesting a FMLA leave must submit the request in writing to the Office of Human Resources at least thirty (30) days before the start of the leave when the need is foreseeable. When possible, it is recommended that a written request for FMLA leave be submitted at least sixty (60) days before the

start of the leave. The staff member shall specify the purpose of the leave, specify the start and date of the leave and, when requested, attach the medical certifications supporting the need for the leave due to a serious health condition affecting the employee, a spouse, a child or a parent. To be eligible for FMLA leave an employee must have worked for the employer for at least a total of twelve (12) months or have worked at least 1000 hours over the prior twelve (12) months.

c. Prior to submitting the leave request, the staff member may schedule a meeting with the Assistant Superintendent of Human Resources or designee to review the policy and procedural requirements and salary/benefit implications of the leave.

d. Upon receipt of the written leave request and after consultation with the Building Principal/Director who supervises the staff member requesting the leave, the Assistant Superintendent of Human Resources will forward the leave of absence request to the Board.

e. Following receipt of a FMLA request, the Assistant Superintendent of Human Resources will notify the staff member in writing of the final disposition of the leave request and will include in the letter when the leave begins, when the leave ends, and what is required to return to work. Also attached to the letter will be the appropriate Board policy and leave guidelines.

f. If a request by a staff member for a leave of absence is denied, the Office of Human Resources will provide the staff member with a letter stating the reasons for the denial.

g. Maximum number of eligible days – childbirth without regard to medical need

   i. The Illinois School Code allows educators to utilize up to 30 days of accrued sick leave in connection with the birth of a child without regard to medical need. These 30 days may be used anytime within 12 months from the date of birth of the child. These 30 days shall be referred to as the "School Code Days."

   ii. In addition to the School Code Days, educators shall be allowed to utilize up to 30 additional accrued sick leave days for non-medical birth-related leave. These 30 days shall be referred to as the "District Days." The District Days must be utilized starting with the first workday immediately following the birth of a child.

   iii. As a result of the School Code Days and District Days, educators may use up to 60 accrued sick leave days for non-medical birth related leave, subject to the time limitations for the use of those days as set forth herein.

   iv. Both the School Code Days and District Days will be applied to any FMLA leave taken by the educator following the birth of the child (if eligible for FMLA).

X. Services to be Made Available for Student Services and Special Education Students

1. Special Education Assistants' Qualifications/Educator Input

   a. Special education assistants will continue to be provided to classrooms in conformity with the direction of the Individualized Educational Program (IEP). The input of the classroom teacher and other appropriate certified staff will be solicited in the interview and placement process, when appropriate, and in the development of the annual evaluation of the special education assistant.

   b. In order to support students within the least restrictive environment, the classroom teacher and special education personnel providing services to students requiring the support of a special education assistant are entitled to the following:

      i. Pre-Academic Year Instructional Planning Time

         Each classroom teacher, resource teacher, and other appropriate student services personnel and the special education assistant will be provided with a maximum of twelve (12) hours of instructional planning time prior to the commencement of the academic year to prepare for the instructional needs of the student. Such time will be developed in cooperation with the Director of Student Services and the building Principal. Certified staff will be compensated for their participation in this instructional planning time at the regular "Summer School" per hour rate.

      ii. Academic Year Instructional Planning Time - Curriculum Modification Time

         One 30-minute period per week of curriculum and/or behavioral modification time between the classroom teacher, resource teacher, and student services personnel (as appropriate) and the special education assistant will be provided as deemed appropriate by the student's IEP team and will be listed in the IEP.

      iii. Special Education Instructional Assistant Preparation Time - Implementation of Curriculum Modification

         Each elementary school will assign special education assistants in order to facilitate planning time for the special education assistant and the classroom teacher. Provision of such a special education assistant will result in at least thirty (30) minutes common planning time per week for the special education assistant and the classroom teacher.

2. Preschool, Elementary, Middle School, and High School Resource FTE Workload Formula

   a. Elementary: A full-time resource teacher (1 FTE) will have a maximum caseload of 20 total IEP students. Since each of those students requires about 10% of their time for meetings, collaboration, and modifying curriculum, and with the additional responsibility of Problem Solving Team meetings requiring another 5%, that number will automatically be reduced by 3 (15% of total)

thereby reducing the total maximum caseload to 17.

b. A Workload Committee including Board/District representatives and Association members (including at least one Learning Behavior Specialist {LBS} from each level and at least one self-contained LBS) shall be established to conduct a study and review of the total workload / hours for LBS to make recommendation(s) to the Board for consideration and possible approval.

3. Annual Review Preparation Time

a. The following educators (at all grade levels, Preschool through High School) shall be paid at the rate of $40 per hour up to 4 days (32 hours) for completion of paperwork for annual reviews with option for educator to request additional time subject to administrator approval:

Social Workers, Psychologists, Speech-Language Pathologists, Counselors, Learning Behavior Specialists, and Certified Nurses

b. Educators participating in the Retirement Incentive Program referenced in this (and the previous) Agreement who had not previously received this extra payment shall receive equivalent release time in lieu of the pay set forth above for annual review preparation time. Educators participating in said Retirement Incentive Program who had previously received this extra payment shall continue to receive the payment.

Educators are expected to complete the paperwork outside of their regularly scheduled duties.

4. Student Services

A Workload Committee shall review the time spent/required for instructional planning time prior to the commencement of the academic year for Student Support Coordinators, Counselors and Certified Nurses and make recommendations to the Board for consideration and possible approval.

Y. Class Size and Section Numbers

1. Class Size

a. The Board and the Association will work cooperatively to develop pupil-educator ratios that promote learning and are possible within the limitations of facilities, finances, and other considerations. An effort shall be made to balance class size and student needs within grade levels. As a desirable goal regarding pupil-educator ratios in the overall School District, the District will strive to maintain a District-wide pupil-teacher ratio of no more than twenty-five (25) students per teacher. Individual conditions such as: the provision of assistants, available student workstations, learner characteristics and the unique nature of specialized programs may make more or fewer students as appropriate.

i. Preschool

(1) Blended classes: Administration will strive for a pupil-educator ratio of no more than fifteen (15) students per educator.

(2) Instructional classes: once class size reaches seven (7) students, Administration will initiate a review process with Preschool educators with the goal of reaching a mutual, agreed upon solution related to classroom composition.

ii. Elementary classes: Administration will strive for the following pupil-educator ratios:

(1) Kindergarten – First Grade: 20–21 students per educator

(2) Second Grade – Third Grade: 22–23 students per educator

(3) Fourth Grade – Fifth Grade: 24–25 students per educator

iii. Co-taught (General Education and Learning Behavior Specialist jointly taught) High School classes: High School Administration will strive for a class size of no more than twenty-five (25) students after schedule adjustments.

b. Enrollment in classrooms with limited workstations (e.g., laboratories, shop class, etc.) shall not exceed the number of workstations in the classroom, unless approved by the educator.

c. The Class Size Committee will meet two (2) times per school year as a whole. Subcommittees may meet as needed by level. The committee shall be comprised of equal numbers of Association and Board/District representatives. The Committee shall include at least one (1) Board member and at least one (1) LBS educator.

2. Section Numbers

a. Elementary specials teachers may initiate a review of their section numbers when the number of sections reaches 44 sections of Music or Physical Education or 21 sections of Art.

b. For elementary specials teachers, when the number of sections exceeds 45 sections of Music or Physical Education or 22 sections of Art, the Principal shall automatically review with the educator the need for additional classroom support.

3. Class Size/Section Number Review Process

a. At any level, an educator may complete a Class Size/Section Number Review Form made available by the office of the Assistant Superintendent of Human Resources if the educator believes that the pupil-educator ratio in their classroom is not appropriate based on class size and/or social-emotional learning and executive functioning needs of their students.

b. The completed Form is to be submitted to the Principal. If a meeting to discuss

the educator's concern is requested in the Form, the Principal (or designee) shall convene a meeting with the educator and a representative of the Association within 5 school days to discuss the concerns. Should an acceptable resolution not be found at the building level, the educator may advance the issue to the Superintendent or designee for resolution.

c. Additional support includes but is not limited to the following: an instructional or clerical aide; relief from supervision responsibilities; a stipend; additional planning time; class composition change; splitting the class; or reducing a special teacher's load by assigning some sections to other specials teachers.

4. Annually, the GEA President and Superintendent, or their designees, shall meet to review the concerns and information submitted on the submitted Class Size/Section Number Review Forms.

Z. Workday/Work Schedule

1. Professional Workday

a. Every educator must work an eight-hour day, which includes a duty-free lunch. Educators must be present during core hours, which are fifteen (15) minutes before and twenty (20) minutes after the student day. The other minutes required to fulfill an eight-hour day may be added before or after the student day at the educator's discretion. For teacher in-service, teacher institute and school improvement days, educator attendance will be required for a period of time equivalent with the regular core hours on normal instructional days.

b. In the 2026-2027 school year, members from the preschool program, including, but not limited to, 2 classroom educators, 1 related service provider, the preschool coordinator, a member of the GEA Executive Board, and the District Superintendent and/or their designee, will collaborate to plan for the implementation of a 4-day student attendance week for preschool students and build the structure of the non-attendance day each week. The committee shall also establish guidelines relating to teaching load and educator planning time to be brought forward to be included in the next certified collective bargaining agreement during the bargaining process.

c. Standard Educator Workday*

- Preschool educator: 8:00 – 4:00
- Elementary educator: 7:40 – 3:40
- Middle School educator: 8:05 – 4:05
- High School educator: 7:25 – 3:25

*Standard educator workday starting and ending times may be adjusted due to changing transportation needs or other academic scheduling outside of the standard workday (i.e. early bird classes).

d. Exceptions

   i. On the last day of the school calendar, the preschool educators shall be released at 1:15 p.m.

   ii. On the last day of the school calendar, the Elementary student dismissal shall be at 1:00 p.m. and Elementary educators shall be released at 1:15 p.m.

   iii. On the last day of the school calendar, the 6th and 7th grade student dismissal shall be at 1:45 p.m. and Middle School educators shall be released at 2:00 p.m.

   iv. On all full-day Teacher Institute Days, all educators shall be released 30 minutes earlier than the times otherwise listed for the "Standard Educator Workday."

e. Regularly scheduled building level meetings (including, but not limited to, faculty meetings, student instructional support appointments, parent conferences, student service meetings and appointments) will be held within the standard workday and participation in these meetings is not discretionary and will be considered a professional responsibility unless there are extenuating circumstances or upon agreement of the participants. Regularly scheduled meetings (including, but not limited to faculty meetings, grade level meetings, department meetings, team meetings) may be extended fifteen (15) minutes beyond the end of the standard workday if notice is given at least one (1) week in advance.

f. Additional Duties: The following are understood to be part of the educators' regular job duties and shall not be subject to additional compensation via stipend, per diem compensations, or other extra compensation for out-of-class responsibilities.

   - K-12 educators attending Back to School / Curriculum Night;
   - Preschool educators attending two evening events;
   - Elementary educators attending Spring Open House;
   - Elementary educators assisting with supervision of students during evening concerts;
   - 6th Grade educators attending Meet the Teacher Night during Locker Set-up Night;
   - 6th Grade educators attending Spring 5th Grade Parent Night on a biannual rotation;
   - 8th Grade educators attending Promotion Ceremony; and
   - Middle School educators who teach more than one level at the middle schools shall participate in the 6th grade or the 8th grade spring activities. The Middle School Principals will ask their respective staff which

activity is preferred and make assignments by preference when feasible. The Principal shall split up the exploratory and P.E. departments to assign grade levels to half of each department.

g. Attendance by educators at all other activities not listed in part e. above or otherwise expressly addressed in the CBA shall be voluntary or pre-approved for compensation by the Assistant Superintendent of Human Resources.

2. Teaching Load

a. Teaching positions vary in regard to schedules and job descriptions. However, in an attempt to maintain reasonable equity among positions, the criteria below will be applied.

i. Elementary:

An elementary educator shall teach no more than 1,495 minutes per week. For purposes of determining Full Time Equivalency for Elementary Content Specialists (Art, Music, PE) the following standards will be applied:

(1) Physical Education/Music: up to 46 sections – a section is defined as a 30-minute period.

(2) Art: up to 23 sections – a section is defined as a 60-minute period.

(3) If Physical Education/Music sections fall below 46, or if Art sections fall below 23, then the District has the right to fill an Elementary Content Specialist's schedule with additional duties/responsibilities.

ii. Middle School:

Full-time middle school educators will be assigned to five (5) instructional periods and one (1) supervision period, except for band, orchestra and choir educators, who will be assigned to six (6) instructional periods.

iii. High School:

Full-time high school educators will be assigned to five (5) instructional periods and one (1) five minute hallway supervision duty per day (or time equivalent).

b. For itinerant educators, travel time shall be counted as part of their teaching load.

c. For educators in positions not adhering to specific class schedules, (including, but not limited to, counselors, psychologists, social workers, and student support coordinators) student contact time and hallway supervision duty (or time equivalent) is expected to be maintained between the limits specified above.

3. Educator Planning Time

a. Included in the standard educator work day will be time dedicated to educator's classroom preparation, student contact, faculty meetings, parent meetings,

student meetings, and supervision duties.

i. At the elementary level, preparation time includes one (1) daily planning period within the student day totaling 180 minutes weekly and the time before and after school.

ii. At the middle school level, preparation time includes two (2) planning periods, and the time before and after school.

iii. At the high school level, preparation time includes two (2) planning periods minus one (1) 5-minute supervision duty and the time before and after school.

b. At the middle school level, a voluntary ad-hoc committee of up to 10 members including Administration, GEA representatives from each building, and a member from the GEA executive board, will convene to explore ways to encourage and provide opportunities for team collaboration focused on students supports, and to minimize disruptions to regularly scheduled educator plan time.

c. Elementary, middle , and high school levels will reserve Wednesdays after school for building meeting time. Preschool educators will reserve Wednesdays for building meeting time. Any request which may require educators to take on additional responsibilities during their preparation time will be mutually agreed upon by the administration and Association representatives in that building.

4. Supervision

a. Supervision is defined as non-instructional monitoring of students for the purpose of ensuring their safety and proper behavior. All educators are responsible for student supervision in the general vicinity of their classroom. If an educator has students entering their classroom during passing periods, the educator must remain in view of the classroom during those periods, when circumstances permit.

b. A non-precedential exception to this definition of supervision is the Math Lab at the Middle School level. In place of a supervision period, math educators will provide small group remedial instruction for students below grade level in math. The Math Lab will be structured in the following way for the math educator: 50% of the class periods will be reserved for instruction of the math lab and 50% of the class periods will be reserved for plan time to be used at the discretion of the educator to be equally distributed throughout the year.

5. Part-Time Educators

Part-time educators will participate at the same level as full-time educators in required regularly scheduled faculty meetings, back-to-school nights, parent conferences, other co-curricular events involving their students and supervisory duty assignments or rotations with no additional compensation unless there are extenuating circumstances and a written agreement is entered into between the

Principal and the part-time educator and approved by the Assistant Superintendent - Human Resources.

6. Preschool and Elementary Educator Progress Report Preparation Time

   a. To alleviate educator workload outside of the Professional Work Day related to progress report preparation at the preschool and elementary level:

      i. During the first trimester:

         According to the regular District calendar adopted annually by the Board.

      ii. During the second trimester:

         Educators at the preschool and elementary levels with progress report responsibilities shall use any available time during the period allotted for parent-teacher conferences for completing student progress reports. Educators shall schedule only necessary conferences with parents during the designated conference period in such a manner that maximizes available time and shall appropriately limit conference duration without sacrificing the best interests of the student. Educators shall schedule conferences only when requested by the parent or when the educator believes the conference is necessary for the educational development of the student. The educator shall submit to the Building Principal a written record of conference time. If scheduled parent-teacher conferences reduce the time available for progress report preparation and additional time is necessary to complete the reports, the educator shall receive a single block of release time scheduled jointly by the educator and Building Principal to be used exclusively for the purpose of preparing progress reports. The release time shall not exceed the time spent in conference with parents on the designated conference day, up to three hours.

      iii. During the third trimester:

         According to the regular District calendar adopted annually by the Board.

AA. Overload Teaching Assignments

1. Neither the District nor the Association will promote the practice of overload teaching assignments. However, in the event that an overload assignment is required, the following guidelines will be applied:

   a. An overload position will be limited to a single teaching section, no longer than one (1) year in length.

   b. Overload positions will be posted within the building.

   c. Assignment to an overload position must be mutually agreeable to the District and the employee.

   d. Unless the District and the Association agree, an employee will only be eligible to accept an overload assignment once every five (5) years.

   e. Educators who have release time for other duties will generally not be eligible

to accept an overload assignment.

2. When an educator accepts an overload assignment, all benefits will continue to be assigned based upon a 1.0 full-time equivalent teaching assignment.

BB. Professional Relations

1. A constant and meaningful professional relationship between educators and administrators is a critical element of an effective and productive educational climate. Open dialogue regarding school operations, school improvement, and the performance of both educators and administrators is desired. Consistent with Board Policies addressing teacher and administrator evaluation, regular formative input will be invited, valued, and applied by both educators and administrators. All input shall be presented in a manner that is professional and productive and shall be presented primarily during evaluation opportunities established specifically for the exchange of performance related criticism.
2. References to personalities or leadership/teaching styles must be directly related to performance areas specified in employee job descriptions.
3. If an administrator or an educator finds that a specific concern arises regarding the performance of another educator or administrator that needs to be communicated beyond specific evaluation opportunities, the following step-by-step process should be followed* until the concern is resolved:
    a. Informal Procedures:
        i. Bring the issue to the attention of the individual employee,
        ii. Communicate the information to the immediate supervisor of the employee,
    b. Formal Procedures:
        i. Communicate the information in writing and by appointment to the Assistant Superintendent of Human Resources.
        ii. Communicate the information in writing and by appointment to the Superintendent of Schools.
        iii. Communicate the information in writing to the Board and appear before the Board in closed session if requested.

    *A representative(s) of the Association may be included at an educator's request at any step in the process outlined above.
4. This information will be kept confidential and following these steps will be considered professional and have no negative consequences. Unprofessional actions will be processed in accordance with Board policies.

CC. District Level Committee Guidelines

1. All District committees will follow the guidelines below:
    a. Openings for committees will be posted through Geneva304 email before the

first day of school. The postings for committees will include the anticipated number of meetings, total anticipated number of hours required for meetings, any anticipated work required outside of the committee meetings, length of term on this committee, the goals of the committee, and the compensation paid.

b. When appropriate, openings for the co-chair of a committee will also be posted. The co-chair posting will include all of the above posting requirements as well as the listing of any other duties and meetings required of the position.

c. A contract will be provided to each member of a paid committee no later than the first committee meeting and will be signed by the educator and the chair(s) of the committee.

d. If the number of meetings or the total number of hours exceeds the contract guidelines, the committee would automatically be increased to the next level committee.

e. It is a responsibility of committee members to communicate committee work to the educators in their buildings on a regular basis.

2. There are two levels of compensation that may apply to educator committee work.

   a. A Level 1 committee will meet outside of the student day, a minimum of five (5) times for at least ten (10) hours. The stipend rate for a Level 1 committee will be .020 of the correlating school year's indexing salary figure. Committee chairpersons will receive an additional .01 rate in compensation for the added responsibility.

   b. A Level 2 committee will meet outside of the student day, a minimum of ten (10) times for at least twenty (20) hours. The stipend rate for a Level 2 committee will be .030 of the correlating school year's indexing salary figure. Committee chairpersons will receive an additional .015 rate in compensation for the added responsibility.

   c. Committees that do not qualify for Level 1 will not be compensated.

   d. When a committee is required to meet predominantly in the evening, the number of required meetings needed to qualify for the above stated levels will be reduced by one-half (1/2). When a committee, upon administrative approval, exceeds the minimum required number of meetings and hours of the next applicable level, the committee stipend will be adjusted.

3. It is the responsibility of the committee chairperson(s) to take attendance at all committee meetings. The expectation for attendance at committee meetings is very high due to the direct impact that attendance has upon the ability of the committee to complete its task. It will be the responsibility of the Assistant Superintendent-Learning and Teaching to monitor the attendance of all committee members and to reduce or cancel committee compensation if attendance expectations are not met.

4. It is also the responsibility of the committee chairperson(s) to review compensation guidelines at the first committee meeting to ensure that all committee members understand the number and length of committee meetings.

5. Compensation for committee work will take place following the completion of the work of the committee or no later than the first pay period in June. A committee member will have their compensation reduced by 10% for each committee meeting absence in excess of one (Level I committee) or in excess of two (Level II committee), excluding those committee absences on a day that an educator is on sick or personal leave.
6. Acceptance of a committee assignment is made with the expectation that it may be a multi-year commitment. Most committee assignments will be limited, however, to three (3) years.
7. In addition to compensation, educators may earn recertification credit for membership on certain committees. The Office of Human Resources maintains a list of committees that qualify for recertification credit.
8. Teacher Administration Communication Team

   A Teacher Administration Communication Team (TACT) will meet at least three (3) times a year to discuss items of mutual concern in a collaborative setting. The makeup of this committee will include district administration relevant to particular agenda topics as well as GEA leadership. This committee shall discuss matters of mutual concern, work to resolve issues, provide input to committees as needed, and discuss the implications of possible future District initiatives. The TACT will be co-chaired by the Superintendent and the President of the Association.

DD. Building Level Committee Guidelines

Building Leadership Teams

Each school will have a Building Leadership Team (BLT) that will resolve issues that arise in the building, plan new initiatives to be undertaken in the building, and carry out any other duties necessary to planning and preparation for the building.

EE. Job Descriptions

A standing committee will oversee a process for development and review of electronically accessible job descriptions for job titles identified in Article I (Recognition) of this Agreement. This committee will consist of the Superintendent or designee, the Assistant Superintendent for Human Resources, and two GEA members as appointed by the GEA President, one of whom serves on the GEA Executive Board. The committee may identify potential changes or updates to existing job descriptions, and the need for new job descriptions. The Board retains its management right to make the final determination of the content of job descriptions for all bargaining unit job titles.

FF. Tuition Reimbursement Program

1. Effective January 1, 2027, the District shall allocate up to $75,000 per year for tuition reimbursement for tenured educators subject to the conditions set forth herein. Tuition reimbursement will be for a two-year period of a program or credits required for new credentials.
2. Approximately 60% of the $75,000 will be allotted to tenured educators obtaining the degree necessary to qualify as a dual credit educator while approximately 40% will be

allotted to other tenured educators.

3. A joint committee comprised of Administration and GEA members will review tenured applicants for tuition reimbursement and, a limited number of tenured applicants, as determined by the Committee, will be approved each year to participate in the Tuition Reimbursement Program. Those approved shall receive reimbursement up to 50% of their tuition costs upon receipt of an official transcript.
4. For educators starting at the District in the 2026-2027 school year, to be eligible for placement in the DMA lane of the salary schedule, one of their two Master's degrees must be in an area of need identified by the Committee (e.g., a content-specific area, Learning Behavioral Specialist, English Language Learners (Multilingual Learners)/Bilingual, Reading Specialist).
5. Any educator teaching a dual credit course for the 2026-2027 school year and beyond will receive a one-time curriculum writing stipend (10 total hours at $40/hour) for each different dual credit course they teach. When a college changes the curriculum or textbook for a dual-credit course, the educator can apply for an additional curriculum writing stipend.

ARTICLE VIII – EFFECT OF AGREEMENT

A. The parties mutually agree that the terms and conditions set forth in this Agreement represent the full and complete understanding and commitment between the parties hereto which may be altered, changed, added to, deleted from or modified only through the voluntary, mutual consent of the parties in an amendment hereto, during the term of this Agreement.

B. This Agreement shall not be modified in whole or in part by the parties except by an amendment in writing duly executed by both parties.

C. The terms and conditions of this Agreement shall be reflected in individual contracts and shall be implemented through Board policy. During the term of this Agreement, contracts and notifications will be consistent with the Agreement.

D. Should any Article, Section, or clause of this Agreement be declared illegal by a court of competent jurisdiction or be found to be in violation of any Illinois or federal statute or any rule or regulation of an Illinois or federal administrative agency, said Article, Section, or clause, as the case may be, shall be automatically deleted from this Agreement to the extent that it violated the law, statute, rule, or regulation, but the remaining Articles, Sections and clauses shall remain in full force and effect for the duration of the agreement, if not affected by the deleted Article, Section or clause. Either the Association or the District may request interim bargaining to resolve the issues related to deleted Articles, Sections and clauses.

ARTICLE IX - DURATION OF AGREEMENT

This Agreement shall be effective beginning August 15, 2026, and expire June 30, 2029.

ARTICLE X – ACCEPTANCE

This Agreement is adopted this 27th of April, 2026.

In witness thereof:

For the Geneva Education Association

PRESIDENT

SECRETARY

For the Board of Education of Community Unit School District 304

PRESIDENT

SECRETARY

Salary Schedule 2026-2027

	BA+0	BA+8	BA+16	BA+24	MA+0	MA+15	MA+30	MA+45	DMA
1	51,742	52,921	54,129	55,367	59,274	62,047	64,960	68,091	71,315
2	53,004	54,212	55,449	56,718	60,720	63,560	66,545	69,752	73,055
3	54,276	55,513	56,780	58,079	62,177	65,086	68,142	71,426	74,808
4	55,579	56,845	58,143	59,473	63,670	66,648	69,777	73,140	76,604
5	56,913	58,209	59,538	60,900	65,198	68,247	71,452	74,896	78,442
6	58,252	59,580	60,940	62,334	66,732	69,854	73,134	76,659	80,289
7	59,581	60,938	62,329	63,755	68,254	71,447	74,802	78,406	82,119
8	60,940	62,331	63,758	65,222	69,836	73,111	76,553	80,173	83,976
9	62,331	63,758	65,222	66,721	71,453	74,810	78,341	82,051	85,951
10	63,758	65,222	66,721	68,260	73,111	76,553	80,173	83,976	87,978
11	65,222	66,721	68,260	69,836	74,810	78,341	82,051	85,951	90,052
12	66,721	68,260	69,836	71,453	76,553	80,173	83,976	87,978	92,182
13	68,260	69,836	71,453	73,111	78,341	82,051	85,951	90,052	94,364
14	69,836	71,453	73,111	74,810	80,173	83,976	87,978	92,182	96,603
15	71,453	73,111	74,810	76,553	82,051	85,951	90,052	94,364	98,896
16	73,111	74,810	76,553	78,341	83,976	87,978	92,182	96,603	101,250
17	74,810	76,553	78,341	80,173	85,951	90,052	94,364	98,896	103,661
18		78,341	80,173	82,051	87,978	92,182	96,603	101,250	106,135
19		80,173	82,051	83,976	90,052	94,364	98,896	103,661	108,669
20		82,051	83,976	85,951	92,182	96,603	101,250	106,135	111,269
21				87,978	94,364	98,896	103,661	108,669	113,935
22					96,603	101,250	106,135	111,269	116,668
23							108,669	113,935	119,471

Salary Schedule 2027-2028

	BA+0	BA+8	BA+16	BA+24	MA+0	MA+15	MA+30	MA+45	DMA
1	52,932	54,138	55,374	56,640	60,637	63,474	66,454	69,657	72,955
2	54,199	55,434	56,700	57,997	62,089	64,994	68,046	71,325	74,702
3	55,522	56,787	58,083	59,412	63,604	66,580	69,706	73,065	76,525
4	56,854	58,150	59,477	60,838	65,131	68,177	71,379	74,819	78,362
5	58,219	59,545	60,905	62,298	66,694	69,814	73,092	76,615	80,242
6	59,616	60,974	62,366	63,793	68,295	71,489	74,846	78,453	82,168
7	61,020	62,410	63,834	65,295	69,902	73,172	76,608	80,300	84,102
8	62,411	63,833	65,290	66,784	71,496	74,840	78,355	82,131	86,020
9	63,835	65,291	66,786	68,320	73,154	76,584	80,189	83,981	87,965
10	65,291	66,786	68,320	69,890	74,847	78,364	82,062	85,948	90,034
11	66,786	68,320	69,890	71,502	76,584	80,189	83,981	87,965	92,157
12	68,320	69,890	71,502	73,154	78,364	82,062	85,948	90,034	94,330
13	69,890	71,502	73,154	74,847	80,189	83,981	87,965	92,157	96,561
14	71,502	73,154	74,847	76,584	82,062	85,948	90,034	94,330	98,846
15	73,154	74,847	76,584	78,364	83,981	87,965	92,157	96,561	101,192
16	74,847	76,584	78,364	80,189	85,948	90,034	94,330	98,846	103,594
17	76,584	78,364	80,189	82,062	87,965	92,157	96,561	101,192	106,059
18		80,189	82,062	83,981	90,034	94,330	98,846	103,594	108,585
19		82,062	83,981	85,948	92,157	96,561	101,192	106,059	111,176
20		83,981	85,948	87,965	94,330	98,846	103,594	108,585	113,831
21				90,034	96,561	101,192	106,059	111,176	116,554
22					98,846	103,594	108,585	113,831	119,347
23							111,176	116,554	122,210

Salary Schedule 2028-2029

	BA+0	BA+8	BA+16	BA+24	MA+0	MA+15	MA+30	MA+45	DMA
1	54,149	55,383	56,647	57,943	62,032	64,933	67,982	71,259	74,633
2	55,183	56,440	57,729	59,050	63,216	66,173	69,281	72,620	76,058
3	56,505	57,792	59,111	60,464	64,730	67,758	70,940	74,359	77,880
4	57,884	59,202	60,554	61,939	66,310	69,412	72,671	76,173	79,780
5	59,273	60,623	62,007	63,426	67,901	71,077	74,415	78,001	81,695
6	60,695	62,078	63,495	64,948	69,531	72,783	76,201	79,873	83,656
7	62,152	63,568	65,019	66,507	71,200	74,530	78,030	81,790	85,663
8	63,615	65,065	66,550	68,072	72,876	76,285	79,867	83,716	87,680
9	65,066	66,548	68,067	69,624	74,538	78,024	81,688	85,625	89,679
10	66,550	68,069	69,627	71,227	76,265	79,841	83,601	87,553	91,707
11	68,069	69,627	71,227	72,863	78,031	81,697	85,553	89,604	93,864
12	69,627	71,227	72,863	74,544	79,841	83,601	87,553	91,707	96,077
13	71,227	72,863	74,544	76,265	81,697	85,553	89,604	93,864	98,342
14	72,863	74,544	76,265	78,031	83,601	87,553	91,707	96,077	100,668
15	74,544	76,265	78,031	79,841	85,553	89,604	93,864	98,342	103,051
16	76,265	78,031	79,841	81,697	87,553	91,707	96,077	100,668	105,496
17	78,031	79,841	81,697	83,601	89,604	93,864	98,342	103,051	108,001
18		81,697	83,601	85,553	91,707	96,077	100,668	105,496	110,570
19		83,601	85,553	87,553	93,864	98,342	103,051	108,001	113,204
20		85,553	87,553	89,604	96,077	100,668	105,496	110,570	115,905
21				91,707	98,342	103,051	108,001	113,204	118,673
22					100,668	105,496	110,570	115,905	121,512
23							113,204	118,673	124,423