

PROFESSIONAL NEGOTIATION AGREEMENT  
BETWEEN  
THE BOARD OF EDUCATION OF DISTRICT #154  
MARENGO, ILLINOIS  
AND  
THE MARENGO EDUCATION ASSOCIATION

This agreement entered into  
by and between the Board of Education of District #154  
Marengo, Illinois,  
(hereinafter referred to as the School Board),  
and  
the Marengo Education Association  
(hereinafter referred to as the MEA)

**Effective August 15, 2018 through August 14, 2023**

Revision on July 18, 1997 to comply with Office of Civil Rights

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## **ARTICLE I – PREAMBLE**

The School Board and the MEA recognize that the ultimate aim of public schools is to provide the best education for children and youth in the district. Attainment of this educational objective is a joint responsibility of the School Board, the administrative and supervisory staff, and the professional teaching personnel. To this end, free and open (good faith) exchange of view is desirable and necessary.

Good faith negotiations are defined as the mutual responsibility of the School Board and the MEA to deal with each other openly and fairly and sincerely endeavor to reach agreement on items being negotiated. It does not imply that both parties must agree but an effort to reach mutual understanding and agreement should be the goal of both parties.

## **ARTICLE II – RECOGNITION**

The School Board recognizes the MEA, an affiliate of the Illinois Education Association and hence of the National Education Association as the agent for those teachers holding a valid Illinois State Teachers Certificate and/or Special Teacher Certificate (excluding substitutes) of the District in matters defined as negotiable in Article IV, Paragraph 4.5, below except the following classifications: Superintendent, Assistant Superintendents, Directors, Principals, Assistant Principals, Dean of Students, and supervising stipends.

## **ARTICLE III – PRINCIPLES**

- 3.1 As evidence of its acceptance of the professional rights and responsibilities of teachers, the MEA has endorsed the Code of Ethics of the Education Profession. (See Exhibit E)
- 3.2 Professional employees shall have the right to form, join, or assist professional employees' organizations and to participate in professional negotiations with the School Board through representatives of their own choosing. Professional employees shall also have the right to refrain from any or all such activities.
  - 3.2.1 The Superintendent is the chief executive officer of the School Board and the person to whom it looks for educational leadership. In this capacity, the Superintendent shall recommend to the School Board a course of action on all matters relating to negotiations.

## **ARTICLE IV – NEGOTIATION PROCEDURES**

- 4.1 Three representatives designated by the School Board and three representatives designated by the MEA shall constitute a joint negotiating committee. Each member representative group may name one additional member as a substitute. Neither party shall have to notify the other regarding one of the four serving as a replacement representative. No more than three representatives shall be in any one-negotiation session. Each party shall inform the other party 72 hours in advance if they plan to have a professional negotiator represent them at negotiations.

- 4.2 If negotiations are requested by either party on matters specified in Article 4, Paragraph 4.5 below, official written notice must be made on or before April 1<sup>st</sup> of the year the contract expires to the other party of the agreement of its desires to terminate, end or modify this agreement. Negotiation procedures shall begin with the first meeting being no later than April 20<sup>th</sup> of the year in which the current agreement expires with negotiating meetings to be held as necessary at times and places agreed upon by both parties.
- 4.3 The MEA shall be furnished, on request, all regularly and routinely prepared information concerning the financial statement and tentative budget. In addition, the School Board and the administration will grant reasonable requests for any other readily available and pertinent information, which may be relevant to negotiations. Nothing herein shall require the central administrative staff to research and assemble information.
- 4.4 The MEA shall furnish copies of any pertinent information as reasonably requested by the School Board. Nothing herein shall require the MEA to research and assemble information.
- 4.5 The MEA and the School Board agree that negotiations, in good faith, can encompass all or some aspects of policy governing the following items:
- a. Negotiation procedures
  - b. Salaries of all certificated professional employees whose duties have qualified them for or are leading them toward tenure status except the positions excluded in Article II.
  - c. Related economic conditions of employment (fringe benefits)
  - d. Reduction in Force
  - e. Grievance procedure
  - f. Leave of absence
  - g. Teaching load
  - h. Teacher evaluation procedure
  - i. Salaries for listed extra duties
- 4.6 All participants have the right to utilize the services of consultants in the deliberation. All costs of consultants will be paid for by the participants using their services.
- 4.7 (a) When tentative agreement is reached on all matters being negotiated, a written memorandum of understanding embodying tentative negotiation agreements will be submitted to the MEA membership and the full School Board for ratification.
- (b) Such document, if ratified by both parties, will become part of the official minutes of the School Board. When necessary, provisions in the agreement shall be reflected in the individual teacher's contract. The agreement shall not discriminate against any member of the professional teaching staff.
- 4.8 Impasse procedures: If the parties engaged in collective bargaining have not reached an agreement by ninety (90) days before the scheduled start of the forthcoming school year, the parties shall notify the Illinois Educational Labor Relations Board (IELRB) concerning the status of negotiations.

- (a) Upon demand of either party, collective bargaining between the employer and an exclusive bargaining representative must begin within sixty (60) days of the date of certification of the representative by the IELRB, or in the case of an existing exclusive bargaining representative, within sixty (60) days of the receipt by a party of a demand to bargain issued by the other party. Once commenced, collective bargaining must continue for at least a sixty (60) day period, unless a contract is entered into.
- (b) If after a reasonable period of negotiation and within forty-five (45) days of the scheduled start of the forthcoming school year the parties engaged in collective bargaining have reached an impasse, either party may petition the IELRB to initiate mediation. Alternatively, the IELRB on its own motion may initiate mediation during this period. However, the services of the mediators shall continuously be made available to the employer and to the exclusive bargaining representative for purposes of arbitration of grievances and mediation or arbitration of contract disputes. If requested by the parties, the mediator may perform fact-finding and in so doing conduct hearings and make written findings and recommendations for resolution of the dispute. Such mediation shall be provided by the IELRB and shall be held before qualified impartial individuals. Nothing prohibits the use of other individuals or organizations such as the Federal Mediation and Conciliation Service or the American Arbitration Association selected by both the exclusive bargaining representative and the employer.
- (c) If the parties engaged in collective bargaining fail to reach an agreement within fifteen (15) days of the scheduled start of the forthcoming school year the IELRB shall be notified.
- (d) The costs of fact-finding and mediation shall be shared equally between the employer and the exclusive bargaining agent.
- (e) Nothing in this Act prevents an employer and an exclusive bargaining representative from mutually submitting to final and binding impartial arbitration unresolved issues concerning the terms of a new collective bargaining agreement.

## **ARTICLE V – GRIEVANCE PROCEDURE**

### 5.1 Definitions:

A grievance is defined as a written complaint by one or more teachers or the Association that there has been a violation, misinterpretation, or misapplication of a specific provision or provisions of this Agreement.

All time limits shall consist of working days.

### 5.2 The parties hereto acknowledge that it is usually most desirable for teacher and the teacher's immediately involved supervisor to resolve problems through free and informal communications. If, however, the informal process fails to satisfy the teacher, a grievance may be processed as follows:

The failure of a teacher to act within the time limits will act as a bar to any further appeal, and an administrator's failure to render a decision or meet within the time limits set forth shall permit the teacher(s) to proceed to the next step. Time limits may be extended only by mutual agreement.

- 5.3 Step 1. Any employee covered by this agreement shall present his/her grievance to the Principal and MEA president within twenty (20) days of the incident that caused the grievance. The Principal will present his/her written answer within ten (10) days of the initial presentation of the grievance. If the employee finds the answer unsatisfactory then the employee may submit the grievance to the MEA grievance committee within ten (10) days of receiving the Principal's answer in order to continue the grievance.
- Step 2. Within ten (10) days following the receipt of the written grievance by the grievance committee, the Committee shall meet to settle the issue. The grievance will be answered in writing within ten (10) days of the committee meeting. After receiving the committee's answer, supportive or unsupportive of the grievance, the employee may proceed the grievance to Step 3. The employee must submit the following in written form: the committee's answer the Principal's answer and the initial grievance to the Principal within ten (10) days of receiving the committee's answer in order to continue the grievance.
- Step 3. Within ten (10) days following the receipt of the MEA Grievance committee's answer, the Principal's answer, and the initial grievance, the employee and Principal will meet. If the Principal's answer is unsatisfactory, the employee may submit the grievance to the Superintendent within ten (10) days of the meeting with the Principal.
- Step 4. Within ten (10) days following the receipt of the MEA Grievance committee's answer, the Principal's answer, and the initial grievance, the employee and Superintendent will meet. If the Superintendent's answer is unsatisfactory, the employee may submit the grievance to the School Board within ten (10) days of the meeting with the Superintendent. If the employee submits his grievance to the School Board, he/she must notify the Superintendent within three (3) days of the school board meeting of the decision to continue the grievance.
- Step 5. The School Board will meet with the employee at the next regular School Board meeting to discuss the grievance. The School Board shall submit their written answer to the employee within ten (10) days after the School Board meeting.
- Step 6. If the employee is not satisfied with the disposition of the grievance of Step 5, the MEA Grievance committee may submit the grievance to final, binding arbitration. If a written demand for arbitration is not received by the School Board within thirty (30) days of the date of Step 5 answer, then the grievance shall be deemed withdrawn.

Procedure for designation of the impartial arbitrator shall be as follows:

- (a) The Board of Education and the MEA shall jointly request the Federal Mediation and Conciliation Service to submit the names of five (5) arbitrators.
- (b) The Board of Education shall have the right to strike two names from the list, and the MEA shall strike two names from the list with MEA making the first deletion in the first arbitration case following the effective date of this agreement, and alternately thereafter. The names will be struck from the list one at a time by each party to the arbitration. The remaining shall conduct the arbitration proceedings, which shall commence as soon as possible.
- (c) If after appeal to arbitration the grievance is withdrawn, the grievance shall be considered settled on the basis of the last answer given and shall not be eligible for further appeal.
- (d) The decision of the arbitrator in matters over which he/she has jurisdiction shall be final and binding upon the parties.
- (e) Each of the parties to the arbitration proceedings shall bear the fees and expenses of its own witnesses, and the fees and expenses of the impartial arbitrator shall be divided equally between the parties.

5.4 The employee, at his request may have the grievance committee attend the meeting set forth in Steps 3, 4, and 5 of the grievance procedure. However, the employee must be present at all grievance meetings.

5.5 No reprisals shall be taken by the district against any employee because of the employee's participation in a grievance.

#### **ARTICLE VI – BOARD OF EDUCATION & MEA RELATIONS**

6.1 The School Board shall not refuse reasonable requests for access by Association representatives to work areas of professionals represented by the MEA, provided that no interference with the instructional program would be occasioned by granting of such requests, and provided all visitors obtain permission from the Superintendent before proceeding to their ultimate destination.

6.2 The MEA shall have the right to use faculty mailboxes for a reasonable volume of appropriate announcements relating to the conduct of the negotiating agent's business on behalf of the members of the negotiating unit. Materials shall not be disseminated through students.

6.3 The MEA shall be provided with bulletin board space. Only authorized representatives of the MEA will use bulletin boards for MEA announcements, and all material posted will relate only to the MEA's official business as negotiating agent of the teaching staff.

- 6.4 The MEA or any of its members shall not engage in any activity in violation of Illinois Laws respecting strike, slowdown, or other concerted refusal to render full and complete services in District #154.
- 6.5 This agreement supersedes and cancels all previous agreements, verbal or written or based on alleged past practices, between the School Board and the MEA and constitutes the entire agreement between the parties. Any amendment or agreement supplemental hereto shall not be binding upon either party unless executed in writing by the parties hereto.
- 6.6 If any section, paragraph, sentence, or clause of this agreement is held invalid or unconstitutional by the State of Illinois statutes or the Illinois School Code such decision shall not affect the remaining portion of this agreement or any section or part thereof. The State of Illinois Statutes and the Illinois School Code shall prevail otherwise the parties mutually agree that the terms and conditions set forth in this agreement may be altered, changed, added to, deleted, or modified only through the voluntary consent of both parties by way of an amendment.
- 6.7 Communications with the School Board shall be through the Superintendent or his/her designated representative, and the requests to the MEA shall be made through the Superintendent or his/her designated representative to the President of the MEA or his/her designated representative.

#### **ARTICLE VII – LEAVE**

##### 7.1 Sick Leave

All full-time certified personnel are granted sick leave provisions in the amount of ten (10) days for each of the first five (5) years in this district, fifteen (15) days each year of the next twenty (20) years, and twenty (20) days each year thereafter. This will be prorated for part-time employees equivalent to employees regular working hours of one day. Sick days are to be used for purposes of illnesses or for medical reasons pertaining to the immediate family as well as birth, adoption or placement for adoption. Immediate family shall be inclusive of the following: self, spouse, domestic partner, siblings, spouse's or domestic partner's siblings, children, stepchildren, parents, grandparents and parental in-laws. Sick days may be used for loss of immediate family members to attend or to make arrangements for appropriate services. The unused sick and/or personal days shall accumulate to a maximum of 347 days. In the event of an extended illness, the district may require proof of a current physical exam by a physician of their choice. Domestic partner shall be defined as in Exhibit F - Blue Cross Blue Shield of Illinois definition.

##### 7.2 Catastrophic Sick Bank

The MEA shall manage the sick bank and report all action to the Superintendent to be recorded in each employees personnel file. The MEA shall be solely responsible for determining which employees may receive sick bank benefits.



At the beginning of each year each bargaining unit member may designate one (1) sick day to be used in a sick bank. The sick bank will be audited annually (more often if necessary) by a representative of the MEA and the results will be reported to the Board of Education for verification of the number of days available. The MEA will defend and indemnify the Board of Education members of the administration in any action brought as a result of the administration of the sick bank.

The sick bank will follow these procedures:

- (a) A member may not use the sick bank during his/her first year of contribution.
- (b) New members must contribute for three (3) years.
- (c) A member may use days from the sick bank only after all of his/her accumulated sick days have been used.
- (d) A member may use two (2) days from the bank for every year of participation in the sick bank with a maximum of twenty-five (25) work days per year.
- (e) A member may then use up to fifteen (15) additional sick bank days with a catastrophic illness or injury, but never to exceed twenty-five (25) in total per year. An individual may never use more than 100 days in total. Any day used under section (e), days will be repaid to the sick bank at a minimum rate of two sick per year.
- (f) Once a member contributes to the sick bank he/she must contribute as required in letter "h" below in order to use the bank. If a member fails to contribute, all personally donated days will be counted as days used by the member and therefore lost, and may not rejoin the sick bank.
- (g) A member leaving the district may not add or withdraw sick bank days or count any of the donated days for retirement credit.
- (h) When the number of days drop below two times the current membership of the sick bank each member will contribute (1) sick day at the beginning of the next school year.
- (i) Part time employee's sick bank member days will be prorated equal to employment status.

### 7.3 Personal Leave

All full-time certified personnel may substitute three (3) days personal leave in lieu of three (3) sick leave. All requests for personal leave shall be made to the Superintendent or his designee.

The decision to grant a personal leave shall rest with the Superintendent. All personal leaves must be requested as soon as possible and at least twenty-four hours before the

absence is to begin, except in extreme emergencies. Personal days cannot be used the day before or the day after a holiday, scheduled vacation, during the first or last week of school or in conjunction with sick days. This will be pro-rated for part-time employees.

#### 7.4 MEA Leave

Days off will be granted for elected and designated MEA members to attend Association business meeting. However, not more than five (5) days per year will be granted and no more than one member will be gone from school at any one time. Expenses incurred by the MEA member (including substitute pay) shall be paid by the MEA.

#### 7.5 Military Leave

The School Board will follow military leave regulations provided by Federal and State Law.

#### 7.6 Maternity/Paternity Leave

- (a) All tenure certified personnel shall be granted a maternity/paternity leave not to exceed one year. When desiring a maternity/paternity leave she/he shall advise the Superintendent of the pregnancy no later than the fourth month of pregnancy or as soon thereafter as practical.
- (b) No salary shall be paid during the maternity/paternity leave nor shall the leave time be counted on the salary schedule or seniority list.
- (c) When granted a maternity/paternity leave hereunder they may continue group insurance benefits by paying each monthly required premium by the 15<sup>th</sup> day of the previous month for which it covers.
- (d) After the maternity/paternity leave, the employee shall return to a position for which she/he is legally qualified.
- (e) Anything in this article to the contrary notwithstanding, a teacher shall not be entitled to a maternity/paternity leave if she/he has been previously granted a maternity/paternity leave and has not returned to full-time employment for at least one (1) full school term since the termination of such prior leave.
- (f) The Superintendent and/or Board may waive the above listed time requirements under appropriate circumstances and shall not be precedential with respect to any other maternity/paternity leave.

### **ARTICLE VIII – REDUCTION IN FORCE**

- 8.1 The MEA shall be consulted about staff reduction in advance of any public announcement when the School Board is considering reducing the number of teachers in the District because of decreased enrollment, lack of funds, or any other reason. An MEA Committee (3) shall meet with the School Board Committee (3), the Superintendent, and the Principal, to discuss the number of teachers not to be employed

and the teaching positions to be eliminated. This meeting shall occur not fewer than five (5) working days prior to the board meeting at which the school board acts to reduce staff. The MEA Committee shall submit to the School Board Committee in writing, within ten (10) days, any recommendations or alternatives to the proposed reductions. The final staff reduction decision shall rest with the School Board.

- 8.2 If after Step 1 it is still imminent that the reduction of teacher personnel is the only recourse, written notice shall be given to the teacher by registered mail at least sixty (60) days before the end of the school term together with a statement of honorable dismissal and the reasons therefore. This paragraph only applies to those teachers who would otherwise have been offered a contract.
- 8.3 In all such cases, the school board shall follow the guidelines set forth in SB.7 School Reform Act for staff reductions.
- 8.4 If after 8.3, two (2) or more teachers have had equal length of service in this District and are legally qualified to hold the position; those teachers with longer previous teaching experience in a public school will be retained over those teachers with shorter previous teaching experience in a public school. Previous teaching experience in a non-public school will be counted for those teachers employed by this District prior to June 1, 1984.
- 8.5 If after 8.4 two (2) or more teachers have equal experience and are legally qualified to hold the position, those teachers who are presently being paid on the greater educational position on the salary schedule, at the time of the decision, will be retained over those teachers who are presently being paid on the lesser educational position on the salary schedule at the time of decision.
- 8.6 If after 8.5 two (2) or more teachers are equal, department seniority will prevail. Department seniority shall be determined by adding the total number of periods taught in a department.
- 8.7 If the School Board within one (1) calendar year thereafter increases the number of teachers or reinstates the position so discontinued, the positions thereby becoming available shall be tendered to the teachers so removed or dismissed if they are legally qualified to hold such positions.

#### **ARTICLE IX – TEACHER EVALUATION PROCEDURES**

- 9.1 The Superintendent shall convene a committee comprised of a minimum of five (5) certified teachers selected by the Association and an equal number of representatives selected by the Board to cooperatively re-evaluate the current Evaluation Plan document and recommend appropriate changes. The committee shall be convened and meet to review the Evaluation plan document commencing every 5<sup>th</sup> year starting in the 2005 fall semester.
- 9.2 The certified “Evaluation Plan” developed and amended will be used.

## ARTICLE X – PROFESSIONAL GROWTH

- 10.1 At the request of the Superintendent or School Board, certified personnel attending professional seminars, workshops, required courses for instructional improvement of similar undertakings shall be entitled to reimbursement for tuition, fees, necessary materials, travel and housing expenditures. Personnel attending the above mentioned professional improvement programs must make arrangement with the Superintendent.
- 10.2 Certified personnel requesting to attend professional seminars, workshops, or coaching clinics, will make their desires known in writing to the principal as soon as possible. Final approval to attend will be left up to the Superintendent.
- (a) Approval for coaches shall be determined by the Superintendent.
  - (b) Approvals for certified personnel for seminars or workshops shall be determined by the Superintendent. The number of attending will be at the discretion of the Superintendent.
  - (c) Certified personnel not returning to coaching the forthcoming year shall reimburse the District for all previously reimbursed expenses plus cost of substitute, and department certified personnel electing not to return to the District the forthcoming year shall reimburse the District for seminars/workshop expenses plus cost of substitute during the final year.
  - (d) Reimbursement of Expenses for clinics, seminars/workshops will be as follows:
    - 1. The District will cover the cost of the registration exclusive of member fees.
    - 2. The need for lodging will be determined by the Superintendent, reimbursement shall not exceed \$100.00 per room. Occupancy per room is based upon no more than two adults of the same gender.
    - 3. Meal reimbursement is based upon verifiable receipts with an allowance up to \$15.00 per meal, not to exceed \$40.00 Per Diem.
    - 4. If available, school transportation shall be the first option, absence of availability of school transportation, the Superintendent may approve use of one (1) personal vehicle for expense reimbursement. The District is not responsible for any damages or repairs to the owner's vehicle. The owner will be reimbursed the lesser amount for either the cost of fuel by receipt or mileage at a rate allowable under Federal Internal Revenue Service. Tolls and parking costs, not to exceed \$15.00 per day, will be reimbursed with receipts.
- 10.3 Certified personnel who are working toward a Masters degree and/or above a Masters will receive reimbursement for 6 credit hours of tuition per year with a maximum of one (1) lane movement per year. Reimbursement will be 100 percent of the program tuition cost up to a maximum of \$600 per credit hour within a teacher's instructional area or as approved by the district and will include one required textbook per course if the book is given to MCHS on completion of the course. The reimbursement will be 50 percent of the program tuition cost up to a maximum of \$300 per credit hour outside a teacher's

instructional area or as approved by the district. The Superintendent must be given information, which demonstrates that the individual is following a planned course of study leading to a Masters degree.

- a) An employee must complete a minimum of three years of service with the district after receiving reimbursement for coursework. This shall include certified personnel on leave who do not return to a certified position following the termination of the leave.
  1. An employee who completes only one year of service after receiving reimbursement for coursework will reimburse the district 100% of the total cost.
  2. An employee who completes only two years of service after receiving reimbursement for coursework will reimburse the district 50% of the total cost.
- b) Courses eligible for reimbursement and movement on the salary schedule shall be limited to:
  - i. Courses in a degree program of study in the teachers assigned content area or subject matter.
  - ii. Courses in a degree program of study in their area of professional practice.
  - iii. Courses in a degree program of study in an area of need identified by the district.
  - iv. Courses in a degree program of study that is related to the district's current school improvement plan.
  - v. Courses must be completed with a grade of "B" or better.
  - vi. Courses related to areas of growth noted in the teacher's performance evaluation.
  - vii. Courses related to a newly assigned content or subject area.
  - viii. All course reimbursement is subject to pre-approval by the superintendent.

10.4 However, the Superintendent can allow individuals to be reimbursed for hours towards a master's degree outside their field or course work below the masters in areas of responsibility as approved by the Superintendent. A written approval form shall be completed in advance by the employee. To move on the salary schedule, course work must be in a degree program or teaching field unless approved by the Superintendent in advance.

10.5 Non-college credit professional growth incentive:

- (a) Formal education approved by the Superintendent offered at MCHS or any other location beyond the regular school year/day should be considered for advancing on the present salary schedule to Columns B+8, B+16, B+24 if the procedures are followed as stated in 10.3 of the P.N. Agreement. Advancing to the M+8, M+16, M+24, and M+32 should be considered under the same conditions after a master's degree is received.

- (b) Formal education referred to in (a) above could earn credit on the number of hours the class would meet as follows:

Class hours from 5 to 11 = 0.5 semester credit  
Class hours from 12 to 18 = 1.0 semester credit  
Class hours from 19 to 25 = 1.5 semester credit  
Class hours from 26 to 32 = 2.0 semester credit  
Class hours from 33 to 39 = 2.5 semester credit  
Class hours from 40 to 46 = 3.0 semester credit

- 10.6 It is the employee's responsibility to provide the Superintendent with the proper bills, statements, written approval form, and program charges for the items contained in 10.1.
- 10.7 Teachers/counselors obtaining National Board Certification will be allowed two days of professional development leave for work directly related to the completion of the program and reimbursement of fees paid for the National Board Certification program. Upon a passing score of the certification assessment, the teacher/counselor receives a stipend of \$1000 and an annual stipend of \$500 for the duration of the master certificate (Maximum of 10 years).

#### **ARTICLE XI – INSURANCE**

- 11.1 Each full-time employee will be included in a comprehensive medical, dental, and life group insurance plan.
- a) Employees hired prior to 8-15-2018 the School Board will pay for 100% of the full-time employee's individual comprehensive medical, dental, and life insurance premiums for the first four years of employment, the district will pay 95% of the premiums thereafter.
  - b) Employees hired on or after 8-15-2018, the School Board will pay for 100% of the full-time employee's individual comprehensive medical, dental, and life insurance premiums for the first two years of employment, the district will pay 95% of the premiums thereafter.
- 11.2 Each full-time employee may elect to insure his/her dependents by paying through payroll deductions using the following insurance formula:
- Employees placed at 1-5 years will pay 25% of the cost of the dependent insurance coverage
  - Employees placed at 6-11 years will pay 35% of the cost of the dependent insurance coverage
  - Employees placed at 12-17 years will pay 45% of the cost of the dependent insurance coverage
  - Employees placed at 18 or more years will pay 55% of the cost of the dependent insurance coverage

The dependent insurance coverage “cost” is the plan’s dependent premium minus the plan’s single premium.

Part-time employees working at least 30 hours per week may request to be included in the plan, provided they meet policy requirements. The School Board will pay a percentage equal to the part-time employee's employment for single coverage. The part-time employee will pay the remainder of the premium for single coverage. Part-time employees who elect dependent coverage will pay a percentage of the plan's premium plus the same percentage of the insurance formula based upon time employed. The District will pay the remaining premium cost.

- 11.3 The School Board and the MEA will agree upon any change such as a change in deductible or coverage to the employee. In no event shall the insurance premium result in the Board being required to pay a penalty or tax to the state or federal government. In the event that a penalty or tax will/would occur due to increasing premium costs then the School Board and the MEA will agree upon a change that avoids the district paying a tax or penalty.

All certified employees will participate in the HSA health insurance plan. Funding of the HSA will be as follows:

Single- \$2,000  
Employee and Spouse - \$4,000  
Employee and Children- \$4,000  
Family - \$4,000

NOTE: New employees to the district will receive a pro-rated (4 month) contribution to their HSA in September and will receive the full HSA contribution in January. Ex.) If the HSA contribution is \$4,000 the employee would receive \$1,333 in September and \$4,000 into their HSA account in January.

- 11.4 Any increase/decrease in insurance premiums for the teachers up to 5% shall continue to be paid per 11.1 and 11.3. If an increase/decrease exceeds 5%, parties agree to reopen the contract to negotiate the financial impact of that change.
- 11.5 Upon retirement from Community High School District #154, a full time employee is eligible to continue the coverage under the existing life and dental insurance in force. The employee may also continue dependent coverage, but upon death of the former employee in retirement the spouse must secure dental insurance coverage on an individual basis after Illinois State Law provisions have expired. To be entitled to these benefits the employee must be fifty-five (55) years of age with fifteen (15) consecutive years experience in Community High School District #154 and the retired employee shall pay each months required premium by the 15<sup>th</sup> day of the previous month for which it covers. In the case that a TRS insurance program is unavailable, the retiree may continue or reinstate health insurance coverage under district's plan. The retiree may continue dental and life insurance coverage at his/her own expense. Individuals who retired prior to July 1, 2008 may choose to continue on the districts medical, dental and life insurance coverage.
- 11.6 Upon Marengo Community High School Retirement Program Option (MCHS – RPO) and/or early retirement, as set forth in this program, the district will provide a maximum insurance benefit for retirees per eligibility by years of service at MCHS, as listed below,

toward medical premium of teacher's health insurance coverage until the teacher reaches age 65 or until eligible for other insurance or Medicare, whichever is sooner for a maximum of five years. Such payments will be made directly to the TRS Insurance programs, or the district's group life-insurance on behalf of the participant. Any additional funding to be paid by the retiree.

15 years = \$1,800    25 years = \$2,100    30 years = \$2,500

- 11.7 At age 65, the teacher may elect to remain in the TRS Health Option at his/her own expense. The teacher must elect or reject insurance coverage in the TRS Health option upon entering the MCHS – RPO. Should the retiree elect to terminate the TRS Health option, coverage will not be reinstated at a future date.
- 11.8 The School Board will provide \$25,000 of term life insurance for full-time employees.
- 11.9 The Board of Education will pay for the cost of two annual wellness screenings for each employee. The Board shall select the medical group to provide the screening and shall directly pay the provider.
- 11.10 The Board shall annually reimburse each employee up to ½ of the monthly cost for membership in a fitness facility or sessions with a certified trainer provided the employee provides documentation of attendance or participation of at least twice per week each month. The maximum benefit will be \$20 per month per employee payable in January and June each year.

## **ARTICLE XII – PAYROLL**

- 12.1 Authorized payroll deductions will be made for MEA, IEA, and NEA dues, approved annuities, insurance, United Way, or other plans or programs jointly negotiated by the MEA and the School Board.
- 12.2 The School Board shall recognize payroll deduction for anyone desiring to join the McHenry County Schools Federal Credit Union. The member shall not make more than one deduction change during a year other than at the beginning of a new individual contract. Dropping the contribution to “0” constitutes a change.
- 12.3 The annual salaries set forth in this Agreement shall be paid in twenty-four (24) installments payable on the monthly dates of the 15<sup>th</sup> and 30<sup>th</sup>. Pay dates falling on a weekend will be issued on the workday prior to the weekend. Payment of annual salaries shall include teaching and stipends for extracurricular contracts prorated over the twenty-four (24) checks. Additional compensation and reimbursements will be paid on the 30<sup>th</sup> of the month. Compensation for extracurricular events will be paid on the 30<sup>th</sup> for the months of November, March and June. Teachers will be paid according to Pay Dates (Exhibit D) which will be agreed upon by the School Board and MEA. Certified personnel must have their checks direct deposited.



**ARTICLE XIII – PROFESSIONAL ASSIGNMENTS:**  
**INSTRUCTIONAL/EXTRA-CURRICULAR**

- 13.1 Certified personnel shall work a continuous 7 hour and 45 minute day with the exception of Parent/Teacher Conferences (1:30-8:00 p.m. & 8:00 a.m.-1:00 p.m.) and a Back to School Fall Conference Night (7-9 p.m.). The work day will not start before 7 a.m. or end after 4 p.m. The specific hours of the workday for the next school year will be published by April 1<sup>st</sup> each year unless agreed upon by a teacher at a later date who is asked to teach outside the normal school day.

The Superintendent may approve a modified schedule to accommodate parent conferences, in-service days, teacher institute days, and early dismissal days, which dates and times shall be set in the regular school calendar. The employment year for all certified teachers shall not exceed 182 days. The additional days will be curriculum work days; the days may be scheduled during the first two weeks following the end of the school year or first two weeks prior to the school year.

The Superintendent will obtain input from the MEA on the development of the school calendar that reflects in addition to attendance days, holidays, designated conference days, in-service, etc., but the final adoption and any amendments or modification to the calendar shall be that of the Board of Education.

- 13.2 Teachers who are assigned to work more than nine months per year are to make a weekly schedule of their work. Said work schedule must be approved by the Superintendent or agent.
- 13.3 Individual teaching assignments and extra duties will be agreed to between the Principal and the Faculty member, but final approval shall rest with the School Board.
- 13.4 Teachers must accept assignments for other extra duty contracts according to the listed stipend. If the teacher desires, the teacher may be released by the administration. If the Principal is unable to find a suitable replacement, the faculty committee, as selected by the MEA, may nominate a teacher for the extra duty work subject to the Principal's approval. However, if neither results in a suitable replacement, the incumbent shall continue in his/her present duties. Certified personnel will not be required to accept more than two activity assignments from Exhibit C, columns "E" through "I" in a school year. A request for a third activity assignment from Exhibit C, columns "E" through "I" within a year shall be made in writing by the certified personnel, and have the final approval of the Superintendent.
- 13.5 A normal teaching load shall be five (5) classes or assignments plus an advisory period and an assignment consisting of a non-instructional duty. Duties shall be supervisory, academic or professional in nature. The non-instructional duty assignment shall not require planning, preparation, or formal assessment of student work. Staff will be given an opportunity to indicate their preference of duty assignments. If the Administration is unable to fill said assignments through a preferential basis, the Administration retains the right to equitably assign such duties. These duty assignments will be rotated when practical within the building. Building Leadership Team members will be released from the duty assignment one day a week. Additional release time may be provided with a

request in writing to the Principal. Annually, a committee will meet to review the Advisory program and recommend changes. The committee will be made up of an equal number of MEA members and administrators.

- 13.6 Each full time teacher's schedule shall include a preparation period. No teacher will be assigned more than a normal teaching load without his/her approval. A request for a teacher to teach more than a normal load should be made annually in writing by the administration. The teacher who decides to teach an additional class and have a duty assignment will be paid proportionally by 1/6 (year), 1/12 (semester), or 1/24 (nine weeks), etc., of the teacher's base pay for the duration of time for actual instruction. The teacher who decides to teach an additional class in place of having a duty assignment will be paid proportionally by 1/8 (year), 1/16 (semester), or 1/32 (nine weeks), etc., of the teachers base pay for the duration of time for instruction. The teacher shall respond in writing to the request within five (5) calendar days.
- 13.7 There will be no need to notify a teacher of his/her teaching assignment unless it is to be changed from the previous year. If it is impossible or highly inconvenient to contact the teacher by ordinary means, the teacher will be sent a certified letter. If the certified letter is returned, the administration is to be held blameless.
- 13.8 Resignations by individuals for extracurricular assignments will be submitted via the district email or in writing to the Athletic/Activity Director.

#### **ARTICLE XIV – RETIREMENT OPTIONS**

##### 14.1 MCHS Retirement Policy Option (MCHS – RPO)

Upon the age of 55, all tenured teachers with at least twenty-five years of total teaching experience of which at least the last 15 years shall be continuous at Marengo Community High School will be eligible to apply for the Marengo Community High School Retirement Policy Option (MCHS – RPO).

##### 14.2 The MCHS Retirement Policy Option program is in addition to the Illinois State Teacher Retirement System's Early Retirement Plan. Marengo Community High School District #154 will, as required by law, abide by the regulations set forth by the Teacher Retirement System (TRS) and applicable State legislation.

##### 14.3 Marengo Community High School will provide the following retirement incentive:

- a. The Board will grant each teacher, with the last 10 years of continuous service in the district, and with 15-24 years of district service a salary increase of 3% for the last year prior to retirement. Salary will be defined under the current definition of TRS "Creditable Earnings" as of the effective date of this contract. The Board will grant each teacher with 25 years of district service, with the last 10 years of continuous in the district, upon retirement notification in writing a salary increase of 3% per year for each of the last two years prior to retirement. Each individual must have 35 years of TRS service, inclusive of accumulated sick leave days, at the time of retirement, and under the MCHS Retirement Policy Option. This salary increase will apply to staff eligible for retirement under the 2.2 benefit

formula at 33 years of TRS service. District service shall not include accumulated sick leave days unless part of the 2.2 benefit formula.

No teacher shall receive a TRS creditable earnings increase in excess of 3% in the last 4 years of employment or any creditable earnings increase that requires the Board to pay an additional contribution or penalty to the TRS. If the Illinois General Assembly enhances or increases the TRS or retirement contribution on the part of the Board of Education, parties agree to reopen the contract to negotiate the financial impact of that legislation. In the event enacted legislation is altered or changed we will work in accordance with that legislation.

- b. The teacher must inform the Superintendent and the Board of Education in writing by February 1<sup>st</sup> of the year before the last year of teaching to be eligible for the one year salary enhancement, and by February 1<sup>st</sup> of the first year of the last two years preceding retirement to receive a two year salary enhancement. Any teacher may revoke his/her election to retire only in the case of death or total disability of a member of the immediate family or at the discretion of the Superintendent. All monies paid as a bonus will be repaid through equal monthly installments.
  - c. The additional percentage increase upon retirement will be paid as a lump sum amount prior to July 1<sup>st</sup>. The sum will not be paid until all necessary forms have been completed.
  - d. In any year, the Board of Education reserves the right to set a maximum number of teachers eligible, but not lower than thirty percent. If the number of teachers requesting this retirement option in a year exceeds the maximum determined by the Board, then the right to participate will be allocated on the basis of seniority of service in the district.
- 14.4 In the event legislation is passed in relation to retirement, the retirement incentive in 14.1 – 14.4 in its entirety shall be reduced or modified to conform to any legislative limits or constraints. In the event legislation is passed that penalizes the District for such retirement incentives, the retirement language in 14.1 and 14.4 shall be renegotiated. If any legislation is passed that changes TRS employer contributions related to retirement or pensions, the MEA and District mutually agree to reopen the contract to negotiate parts of the contract impacted.
- 14.5 The retiree upon retirement shall no longer be a member of the Marengo Education Association.

## **ARTICLE XV – VACANCIES**

### 15.1 Posting of Vacancies

Notification of vacancies covered by this Agreement that the Board intends to fill including extracurricular assignments for which stipends are set forth in this Agreement,

shall be sent to the president/designee of the Association and all staff members via the district email. Such notices shall include the position. If the position is going to be filled, all qualified bargaining unit employees who apply for such posted vacancies by the date specified in the posting will be given consideration.

### **ARTICLE XVI – SALARIES**

- 16.1 Full time certified personnel, when first employed will be placed at such step (Exhibit A) in the appropriate column as the School Board may in its discretion determine.
- 16.2 At the beginning of the 2018-2019 school year, a single step vertical advancement will be made for each teacher over the previous year's step unless:
  - a. The teacher is already on the top step in the column.
  - b. The top step in the column is reduced, resulting in a reduction in step placement for that teacher to the new maximum step in the column.
- 16.3 No step advancement can ever exceed one step above the previous year's step placement for the teacher.
- 16.4 For 2018-2019 if a teacher transfers laterally to an advanced educational achievement column, the placement shall be at one step above the teacher's previous year's step, but not to exceed the maximum step in the new column.
- 16.5 Part-time (part of a day and or part of a year) certified personnel will advance in 2018-2019 on the salary schedules (Exhibit A) according to the placement when they are employed and then one step each time their accumulated part time equals or exceeds one full time equivalent position. Those teachers will advance as in Article 16.1 – 16.4 above.
- 16.6 In 2018-2019 a teacher on the B.A. (beginning column) may move to the B.A. plus 8, 16, and 24 semester hours whenever the teacher files an official transcript or request for transcript with the Superintendent from an accredited College or University showing the accumulation of 8, 16, or 24 semester hours (in teaching field) above B.A. or when the teacher's accumulated non-college credit as described in section 10.8 of this agreement entitles the teacher to this column. Starting 2019-2020 educational advancement will be limited to one level per year. Example: BA can move to BA+8 but could not move to BA+16 until the following year. Advancements will only be made at the beginning of a school year.
- 16.7 Eligible graduate courses will be counted for advancement on the MA+ column of the salary schedule. Starting 2019-2020 educational advancement will be limited to one level per year.
  - a) Courses eligible for reimbursement and advancement on the salary schedule after completion of a master's degree will be limited to the same as in Section 10.3.
- 16.8 It is the responsibility of the teacher to request an evaluation for educational advancement. This evaluation shall include a statement of the teacher's accumulated

non-college credit as described in Section 10.8 of this agreement. A transcript or a request for transcript of credits must be filed with the Superintendent before September 1<sup>st</sup> each year if the teacher wishes to advance. The Superintendent should be notified by April 1<sup>st</sup> of the teacher's intent for educational. No educational advancement shall be made if the teacher fails to meet the deadline of April 1<sup>st</sup>. If the teacher fails to meet the educational level as stated in the April 1<sup>st</sup> deadline, then the educational advancement will not occur. The MEA may grant an extension due to unforeseen circumstances regarding failure to meet the educational level as stated.

- 16.9 Personnel, when first assigned an extra duty, will be placed at such step in the appropriate column as the School Board may in its discretion determine. Personnel who have had previous experience in the same duty position to which they are reassigned shall be placed in the appropriate column on a step which reflects their experience in the position. An assistant coach accepting a head coach's position in the same sport will receive a vertical advancement of one 1 step for every four 4 years of in district assistant coaching experience. A former head coach accepting an assistant coaching position in the same sport will receive a vertical advancement of four 4 steps of assistant coaching for every one 1 year of in district head coaching experience. At the beginning of each school year, a single vertical advancement will be made for each employee over the previous year's step unless:
- a. The employee is already on the top step in the column.
  - b. The top step in the column is reduced, resulting in a reduction in step placement for the employee to the new maximum step in the column.
- 16.10 The School Board reserves the right not to advance a teacher in salary and also to withhold any increase, but must notify the teacher with a written statement of reasons. If and when the teacher has eliminated the complaint stated by the School Board, then the teacher must again be advanced.
- 16.11 The 2018-2019 base salary will be \$43,296, per the Salary Schedule Exhibit A. After 2018-2019, the Salary Schedule Exhibit A is suspended from the collective bargaining agreement, and will only be used for initial placement of new teachers to the district to determine starting salary. New teachers hired after 2018-2019 who have the same years of experience and education as a teacher currently employed will receive a teaching salary equivalent to the current teacher.
- 16.12 During the 2018-2019 school year, teachers beyond step 20 in the Masters 32 lane will be paid a salary that is 3% higher than their previous year's salary, with the exception of step 21. Step 21 is adjusted to an amount not to exceed that of employees with higher step placement.
- 16.13 Beginning with the 2019-2020 school year and for the duration of the contract, certified staff employed on August 15, 2018 will be paid as follows:
- Staff with a Masters degree or higher will receive an annual increase of \$2,800.
  - Staff with less than a Masters degree will receive an annual increase of \$1,800.
  - Staff who were beyond step 20 in the 2018-2019 school year will receive an annual increase of \$2,800, but not to exceed 3% of their previous year's salary.

- 16.14 In addition, beginning with the 2019-2020 school year and for the duration of the contract, compensation for advanced education movement within the Bachelors levels shall be \$1,500 per advancement (one advancement per year). Movement from the Bachelors level to Masters level shall be \$5,000 (one advancement per year). All other advancement within the Masters levels shall be \$3,000 (one advancement per year).
- 16.15 Compensation for Extra-Duty activities will be calculated using \$43,296 as the base on the Extra Duty Schedule (Exhibit C). Exhibit C shall be in effect for Extra-Duty activities for the duration of the contract.

### **ARTICLE XVII – OTHER SALARY RESOURCES**

- 17.1 The administration will attempt to provide substitutes for absent teachers. If this cannot be accomplished, teachers will be asked to teach during their preparation period. The pay per class period will be at a rate of \$4.00 per period above the substitute salary rate divided by one-sixth (1/6). Exceptions will be arranged between the Staff and Administration (i.e. sports events, department or staff meetings).
- 17.2 Teachers will be reimbursed at the hourly rate set by the collective bargaining agreement for professional development, curriculum work or school improvement work outside the regular work day. Teachers requesting compensation for such extra work shall submit a proposal to the principal for consideration. Proposals shall deal with curriculum, the School Improvement Plan and current teaching discipline. Credit may be awarded in lieu of stipend shall be in agreement with 10.8(b). A final document demonstrating successful completion of the work shall be submitted to the principal before issuing of the stipend.

### **ARTICLE XVIII – MISCELLANEOUS**

- 18.1 The school calendar will be discussed by the MEA committee and the Superintendent, and a recommendation will be made by the Superintendent to the School Board, but the final approval shall rest with the School Board.
- 18.2 A tenured teacher requesting part-time status will make the request in writing to the Superintendent. The teacher will not retain continual contractual service status unless agreed to by the Board and the individual teacher.
- 18.3 The School Board shall provide legal counsel and shall render all necessary assistance to the teacher in his or her defense as a result of action taken by the teacher within the scope of his or her employment.

### **ARTICLE XIX – SCHOOL BOARD**

- 19.1 It is recognized and agreed to that that legal responsibility for education is vested in the local School Board and that this responsibility of final decision-making cannot be delegated. The management of the school, including the determination, direction and control of school operations and the working force, is vested to the School Board except as otherwise provided in this agreement.

**ARTICLE XX – DURATION OF AGREEMENT**

20.1 This agreement shall be effective as of August 15, 2018 and shall continue in effect through August 14, 2023.

This agreement is signed and adopted this \_\_\_\_\_ day of \_\_\_\_\_.

In witness thereof:

For the Marengo Education  
Association

For the Board of Education  
District #154

\_\_\_\_\_  
President, Kim Hoffmeister

\_\_\_\_\_  
President, Elizabeth Henning

\_\_\_\_\_  
Secretary, Sarah Shanks

\_\_\_\_\_  
Secretary, Linda J. Dujmovich

## Exhibit A – Salary Schedule 2018-2019

### EXHIBIT A - SALARY SCHEDULE FOR 2018-19

A=BASIC SALARY, B=BOARD SHELTERED TO TRS TEACHER PAID, C-TOTAL COMPENSATION  
 SUMMER INSTRUCTIONAL WORK \$35.50 PER HOUR TRS=9%

Year		B	B+8	B+16	B+24	M	M+8	M+16	M+24	M+32
	A	39,399	40,187	41,192	42,222	43,911	45,228	46,585	48,215	50,144
	B	3,897	3,975	4,074	4,176	4,343	4,473	4,607	4,769	4,959
<b>1</b>	<b>C</b>	43,296	44,162	45,266	46,398	48,254	49,701	51,192	52,984	55,103
	A	40,109	40,911	41,934	42,982	45,096	46,540	47,936	49,614	51,648
	B	3,967	4,046	4,147	4,251	4,460	4,603	4,741	4,907	5,108
<b>2</b>	<b>C</b>	44,075	44,957	46,081	47,233	49,556	51,143	52,677	54,520	56,756
	A	40,831	41,647	42,688	43,756	46,314	47,889	49,326	51,052	53,198
	B	4,038	4,119	4,222	4,327	4,581	4,736	4,878	5,049	5,261
<b>3</b>	<b>C</b>	44,869	45,766	46,910	48,083	50,894	52,626	54,204	56,102	58,459
	A	41,566	42,397	43,457	44,543	47,564	49,278	50,756	52,533	54,794
	B	4,111	4,193	4,298	4,405	4,704	4,874	5,020	5,196	5,419
<b>4</b>	<b>C</b>	45,676	46,590	47,755	48,949	52,269	54,152	55,776	57,729	60,213
	A	42,314	43,160	44,239	45,345	48,849	50,707	52,228	54,056	56,438
	B	4,185	4,269	4,375	4,485	4,831	5,015	5,165	5,346	5,582
<b>5</b>	<b>C</b>	46,499	47,429	48,614	49,830	53,680	55,722	57,394	59,403	62,019
	A	43,075	43,937	45,035	46,161	50,168	52,178	53,743	55,624	58,131
	B	4,260	4,345	4,454	4,565	4,962	5,160	5,315	5,501	5,749
<b>6</b>	<b>C</b>	47,336	48,282	49,489	50,727	55,129	57,338	59,058	61,125	63,880
	A	43,851	44,728	45,846	46,992	51,522	53,691	55,302	57,237	59,875
	B	4,337	4,424	4,534	4,648	5,096	5,310	5,469	5,661	5,922
<b>7</b>	<b>C</b>	48,188	49,151	50,380	51,640	56,618	59,001	60,771	62,898	65,796
	A	44,640	45,533	46,671	47,838	52,913	55,248	56,905	58,897	61,671
	B	4,415	4,503	4,616	4,731	5,233	5,464	5,628	5,825	6,099
<b>8</b>	<b>C</b>	49,055	50,036	51,287	52,569	58,146	60,712	62,533	64,722	67,770
	A		46,352	47,511	48,699	54,342	56,850	58,556	60,605	63,521
	B		4,584	4,699	4,816	5,374	5,623	5,791	5,994	6,282
<b>9</b>	<b>C</b>		50,937	52,210	53,515	59,716	62,473	64,347	66,599	69,803
	A		47,187	48,366	49,576	55,809	58,499	60,254	62,363	65,427
	B		4,667	4,783	4,903	5,520	5,786	5,959	6,168	6,471
<b>10</b>	<b>C</b>		51,854	53,150	54,479	61,329	64,284	66,213	68,530	71,897
	A			49,237	50,468	57,316	60,195	62,001	64,171	67,389
	B			4,870	4,991	5,669	5,953	6,132	6,347	6,665
<b>11</b>	<b>C</b>			54,107	55,459	62,985	66,149	68,133	70,518	74,054
	A			50,123	51,376	58,863	61,941	63,799	66,032	69,411
	B			4,957	5,081	5,822	6,126	6,310	6,531	6,865
<b>12</b>	<b>C</b>			55,081	56,458	64,685	68,067	70,109	72,563	76,276
	A				52,301	60,453	63,737	65,649	67,947	71,493
	B				5,173	5,979	6,304	6,493	6,720	7,071
<b>13</b>	<b>C</b>				57,474	66,432	70,041	72,142	74,667	78,564
	A				53,243	62,085	65,586	67,553	69,917	73,638
	B				5,266	6,140	6,486	6,681	6,915	7,283
<b>14</b>	<b>C</b>				58,508	68,225	72,072	74,234	76,832	80,921



	A				63,761	67,488	69,512	71,945	75,847
	B				6,306	6,675	6,875	7,115	7,501
<b>15</b>	<b>C</b>				70,067	74,162	76,387	79,061	83,349
	A				65,483	69,445	71,528	74,031	78,123
	B				6,476	6,868	7,074	7,322	7,726
<b>16</b>	<b>C</b>				71,959	76,313	78,602	81,353	85,849
	A					71,459	73,602	76,178	80,466
	B					7,067	7,279	7,534	7,958
<b>17</b>	<b>C</b>					78,526	80,882	83,713	88,425
	A						75,737	78,388	82,880
	B						7,490	7,753	8,197
<b>18</b>	<b>C</b>						83,227	86,140	91,077
	A							80,661	85,367
	B							7,977	8,443
<b>19</b>	<b>C</b>							88,638	93,810
	A								87,594
	B								8,663
<b>20</b>	<b>C</b>								96,258

**Exhibit B - Extra Duty Key**

<b>Position</b>	<b>Abbreviation</b>	<b>Schedule Placement</b>
<b>Athletics</b>		
<i>Athletic Director</i>	<i>AD</i>	<i>J</i>
<i>Head Boys Baseball</i>	<i>HB-Base</i>	<i>H</i>
<i>Assistant Boys Baseball</i>	<i>AB-Base</i>	<i>F</i>
<i>Head Boys Basketball</i>	<i>HB-BB</i>	<i>I</i>
<i>Assistant Boys Basketball</i>	<i>AB-BB</i>	<i>G</i>
<i>Head Girls Basketball</i>	<i>HG-BB</i>	<i>I</i>
<i>Assistant Girls Basketball</i>	<i>AG-BB</i>	<i>G</i>
<i>Head Boys Bowling</i>	<i>HB-Bowl</i>	<i>F</i>
<i>Head Girls Bowling</i>	<i>HG-Bowl</i>	<i>F</i>
<i>Head Fall Cheerleading</i>	<i>H-Fall Cheer</i>	<i>E</i>
<i>Assistant Fall Cheerleading</i>	<i>A-Fall Cheer</i>	<i>D</i>
<i>Head Winter Cheerleading</i>	<i>H-WCheer</i>	<i>F</i>
<i>Assistant Winter Cheerleading</i>	<i>A-WCheer</i>	<i>E</i>
<i>Head Cross Country</i>	<i>H-CrCo</i>	<i>F</i>
<i>Assistant Cross Country</i>	<i>A-CrCo</i>	<i>E</i>
<i>Head Boys Football</i>	<i>HB-FB</i>	<i>I</i>
<i>Assistant Boys Football</i>	<i>AB-FB</i>	<i>G</i>
<i>Head Boys Golf</i>	<i>HB-Golf</i>	<i>F</i>
<i>Head Girls Golf</i>	<i>HG-Golf</i>	<i>F</i>
<i>Poms</i>	<i>Poms</i>	<i>E</i>
<i>Head Boys Soccer</i>	<i>HB-Soc</i>	<i>H</i>
<i>Assistant Boys Soccer</i>	<i>AB-Soc</i>	<i>F</i>
<i>Head Girls Soccer</i>	<i>HG-Soc</i>	<i>H</i>
<i>Assistant Girls Soccer</i>	<i>AG-Soc</i>	<i>F</i>
<i>Head Girls Softball</i>	<i>HG-SB</i>	<i>H</i>
<i>Assistant Girls Softball</i>	<i>AG-SB</i>	<i>F</i>
<i>Head Boys Tennis</i>	<i>HB-Ten</i>	<i>F</i>
<i>Assistant Boys Tennis</i>	<i>AB-Ten</i>	<i>E</i>
<i>Head Girls Tennis</i>	<i>HG-Ten</i>	<i>F</i>
<i>Assistant Girls Tennis</i>	<i>AG-Ten</i>	<i>E</i>
<i>Head Boys Track</i>	<i>HB-Track</i>	<i>H</i>
<i>Assistant Boys Track</i>	<i>AB-Track</i>	<i>F</i>
<i>Head Girls Track</i>	<i>HG-Track</i>	<i>H</i>
<i>Assistant Girls Track</i>	<i>AG-Track</i>	<i>F</i>
<i>Head Boys Indoor Track</i>	<i>HB-Ind Track</i>	<i>C</i>
<i>Head Girls Indoor Track</i>	<i>HG-Ind Track</i>	<i>C</i>
<i>Head Girls Volleyball</i>	<i>HG-VB</i>	<i>I</i>
<i>Assistant Girls Volleyball</i>	<i>AG-VB</i>	<i>G</i>
<i>Weight Room</i>	<i>Weight Rm</i>	<i>B</i>

<i>Head Boys Wrestling</i>	<i>HB-Wres</i>	<i>I</i>
<i>Assistant Boys Wrestling</i>	<i>AB-Wres</i>	<i>G</i>

**Activities**

<i>Head Scholastic Bowl</i>	<i>H-SchBwl</i>	<i>D</i>
<i>Assistant Scholastic Bowl</i>	<i>A-SchBwl</i>	<i>B</i>
<i>American Field Service</i>	<i>AFS</i>	<i>B</i>
<i>Band Activity</i>	<i>Band Act</i>	<i>I</i>
<i>Math Team Coach</i>	<i>Math Team</i>	<i>A</i>
<i>Chess Coach</i>	<i>Chess</i>	<i>C</i>
<i>Choreographer</i>	<i>Chore</i>	<i>B</i>
<i>Color Guard</i>	<i>Color Guard</i>	<i>E</i>
<i>Costume Director</i>	<i>Costume</i>	<i>A</i>
<i>Freshman Class Sponsor</i>	<i>Fr. Cl</i>	<i>B</i>
<i>Sophomore Class Sponsor</i>	<i>So. Cl</i>	<i>B</i>
<i>Junior Class Sponsor</i>	<i>Jr. Cl</i>	<i>B</i>
<i>Senior Class Sponsor</i>	<i>Sr. Cl</i>	<i>B</i>
<i>Division Chair</i>	<i>Div. Chair</i>	<i>C</i>
<i>Freshman Mentor</i>	<i>Fr Mentor</i>	<i>E</i>
<i>FFA Organization</i>	<i>FFA</i>	<i>I</i>
<i>HOSA</i>	<i>HOSA</i>	<i>C</i>
<i>Musical - Vocal</i>	<i>Musical Vcl</i>	<i>B</i>
<i>National Honor Society</i>	<i>NHS</i>	<i>C</i>
<i>Pit Band</i>	<i>Pit Band</i>	<i>B</i>
<i>PRIDE</i>	<i>PRIDE</i>	<i>B</i>
<i>Reading Club</i>	<i>Reading</i>	<i>B</i>
<i>School Improvement Plan</i>	<i>SIP</i>	<i>B</i>
<i>Skills USA</i>	<i>Skills USA</i>	<i>C</i>
<i>Student Council</i>	<i>StCoun</i>	<i>E</i>
<i>Technical Director</i>	<i>Tech Dir</i>	<i>E</i>
<i>Theatre Director</i>	<i>Theatre Dir</i>	<i>F</i>
<i>WYSE Team Coach</i>	<i>WYSE</i>	<i>B</i>
<i>Yearbook Advisor</i>	<i>Yearbook</i>	<i>D</i>

**Exhibit C - 2018-2023 Extra Duty Schedule**

**Exhibit C - 2018-2023 Extra Duty Schedule**

Step	Factor	A-SchBwl AFS Fr. Cl So. Cl Jr. Cl Sr. Cl Musical Vcl Pit Band PRIDE Reading SIP Weight Rm WYSE Costume Math Team Chore Chess Div. Chair HOSA NHS Skills USA HB-Ind Track HG-Ind Track H-SchBwl A-Fall Cheer Yearbook A-WCheer A-CrCo AB-Ten AG-Ten Color Guard H-Fall Cheer Fr. Mentor Poms StCoun Tech Director HB-Bowl HG-Bowl H-CrCo HB-Golf HG-Golf HB-Ten HG-Ten AB-Base AG-SB AB-Soc AG-Soc AB-Track AG-Track H-WCheer Drama Dir Theatre Dir AB-BB HB-Base HG-SB HB-Track HG-Track HB-Soc HG-Soc HB-BB HG-BB HB-Wres HG-VB HB-FB FFA Band Act AD									
		A - 1.5%	B - 2.5%	C - 4.5%	D - 5%	E - 7.5%	F - 10%	G - 11%	H - 13%	I - 16%	J-35%
1	1	536.26	893.77	1,608.78	1,787.54	2,681.31	3,575.08	3,932.58	4,647.60	5,720.12	12,512.77
		55.64	92.73	166.92	185.46	278.19	370.92	408.02	482.20	593.48	1,298.23
		591.90	986.50	1,775.70	1,973.00	2,959.50	3,946.00	4,340.60	5,129.80	6,313.60	13,811.00
2	1.025	549.67	916.11	1,649.00	1,832.23	2,748.34	3,673.73	4,041.10	4,763.79	5,863.12	12,825.59
		57.03	95.05	171.09	190.10	285.15	370.92	408.02	494.26	608.32	1,330.69
		606.70	1,011.16	1,820.09	2,022.33	3,033.49	4,044.65	4,449.12	5,258.05	6,471.44	14,156.28
3	1.05	563.07	938.46	1,689.22	1,876.91	2,815.37	3,753.83	4,129.21	4,879.98	6,006.13	13,138.40
		58.42	97.37	175.26	194.74	292.10	389.47	428.42	506.31	623.15	1,363.15
		621.50	1,035.83	1,864.49	2,071.65	3,107.48	4,143.30	4,557.63	5,386.29	6,629.28	14,501.55
4	1.1	589.89	983.15	1,769.66	1,966.29	2,949.44	3,932.58	4,325.84	5,112.36	6,292.13	13,764.04
		61.20	102.00	183.61	204.01	306.01	408.02	448.82	530.42	652.83	1,428.06
		651.09	1,085.15	1,953.27	2,170.30	3,255.45	4,340.60	4,774.66	5,642.78	6,944.96	15,192.10
5	1.15	616.70	1,027.83	1,850.10	2,055.67	3,083.50	4,111.34	4,522.47	5,344.74	6,578.14	14,389.68
		63.98	106.64	191.95	213.28	319.92	426.56	469.22	554.53	682.50	1,492.97
		680.69	1,134.48	2,042.06	2,268.95	3,403.43	4,537.90	4,991.69	5,899.27	7,260.64	15,882.65

**Exhibit C - 2018-2023 Extra Duty Schedule**

Step	Factor	Costume Math Team	A-SchBwl AFS Fr. Cl So. Cl Jr. Cl Sr. Cl Musical Vcl Pit Band PRIDE Reading SIP Weight Rm WYSE Chore	Chess Div. Chair HOSA NHS Skills USA HB-Ind Track HG-Ind Track	H-SchBwl A-Fall Cheer Yearbook	A-WCheer A-CrCo AB-Ten AG-Ten Color Guard H-Fall Cheer Fr. Mentor Poms StCoun Tech Director	HB-Bowl HG-Bowl H-CrCo HB-Golf HG-Golf HB-Ten HG-Ten AB-Base AG-SB AB-Soc AG-Soc AB-Track AG-Track H-WCheer Drama Dir Theatre Dir	AB-BB AG-BB AB-Wres	HB-Base HG-SB HB-Track HG-Track HB-Soc HG-Soc	HB-BB HG-BB HB-Wres HG-VB HB-FB FFA Band Act
			<b>A - 1.5%</b>	<b>B - 2.5%</b>	<b>C - 4.5%</b>	<b>D - 5%</b>	<b>E - 7.5%</b>	<b>F - 10%</b>	<b>G - 11%</b>	<b>H - 13%</b>
1	1	536.26	893.77	1,608.78	1,787.54	2,681.31	3,575.08	3,932.58	4,647.60	5,720.12
		55.64	92.73	166.92	185.46	278.19	370.92	408.02	482.20	593.48
		591.90	986.50	1,775.70	1,973.00	2,959.50	3,946.00	4,340.60	5,129.80	6,313.60
2	1.025	549.67	916.11	1,649.00	1,832.23	2,748.34	3,673.73	4,041.10	4,763.79	5,863.12
		57.03	95.05	171.09	190.10	285.15	370.92	408.02	494.26	608.32
		606.70	1,011.16	1,820.09	2,022.33	3,033.49	4,044.65	4,449.12	5,258.05	6,471.44
3	1.05	563.07	938.46	1,689.22	1,876.91	2,815.37	3,753.83	4,129.21	4,879.98	6,006.13
		58.42	97.37	175.26	194.74	292.10	389.47	428.42	506.31	623.15
		621.50	1,035.83	1,864.49	2,071.65	3,107.48	4,143.30	4,557.63	5,386.29	6,629.28
4	1.1	589.89	983.15	1,769.66	1,966.29	2,949.44	3,932.58	4,325.84	5,112.36	6,292.13
		61.20	102.00	183.61	204.01	306.01	408.02	448.82	530.42	652.83
		651.09	1,085.15	1,953.27	2,170.30	3,255.45	4,340.60	4,774.66	5,642.78	6,944.96
5	1.15	616.70	1,027.83	1,850.10	2,055.67	3,083.50	4,111.34	4,522.47	5,344.74	6,578.14
		63.98	106.64	191.95	213.28	319.92	426.56	469.22	554.53	682.50

**Exhibit C - 2018-2023 Extra Duty Schedule**

Step	Factor	Costume Math Team	A-SchBwl AFS Fr. Cl So. Cl Jr. Cl Sr. Cl Musical Vcl Pit Band PRIDE Reading SIP Weight Rm WYSE Chore	Chess Div. Chair HOSA NHS Skills USA HB-Ind Track HG-Ind Track	H-SchBwl A-Fall Cheer Yearbook	A-WCheer A-CrCo AB-Ten AG-Ten Color Guard H-Fall Cheer Fr. Mentor Poms StCoun Tech Director	HB-Bowl HG-Bowl H-CrCo HB-Golf HG-Golf HB-Ten HG-Ten AB-Base AG-SB AB-Soc AG-Soc AB-Track AG-Track H-WCheer Drama Dir Theatre Dir	AB-BB AG-BB AB-Wres AB-FB AG-VB	HB-Base HG-SB HB-Track HG-Track HB-Soc HG-Soc	HB-BB HG-BB HB-Wres HG-VB HB-FB FFA Band Act	AD
			<b>A - 1.5%</b>	<b>B - 2.5%</b>	<b>C - 4.5%</b>	<b>D - 5%</b>	<b>E - 7.5%</b>	<b>F - 10%</b>	<b>G - 11%</b>	<b>H - 13%</b>	<b>I - 16%</b>
6	1.175	630.11	1,050.18	1,890.32	2,100.36	3,150.54	4,200.71	4,620.79	5,460.93	6,721.14	14,702.50
		65.38	108.96	196.13	217.92	326.88	435.84	479.42	566.59	697.34	1,525.42
		695.48	1,159.14	2,086.45	2,318.28	3,477.41	4,636.55	5,100.21	6,027.52	7,418.48	16,227.93
7	1.2	643.51	1,072.52	1,930.54	2,145.05	3,217.57	4,290.09	4,719.10	5,577.12	6,864.15	15,015.32
		66.77	111.28	200.30	222.55	333.83	445.11	489.62	578.64	712.17	1,557.88
		710.28	1,183.80	2,130.84	2,367.60	3,551.40	4,735.20	5,208.72	6,155.76	7,576.32	16,573.20
8	1.25	670.33	1,121.85	2,019.33	2,243.70	3,365.54	4,487.39	4,936.13	5,833.61	7,179.83	15,705.87
		69.55	111.28	200.30	222.55	333.83	445.11	489.62	578.64	712.17	1,557.88
		739.88	1,233.13	2,219.63	2,466.25	3,699.38	4,932.50	5,425.75	6,412.25	7,892.00	17,263.75
9	1.275	683.73	1,139.56	2,051.20	2,279.11	3,418.67	4,558.22	5,014.04	5,925.69	7,293.16	15,953.78
		70.94	118.23	212.82	236.46	354.70	472.93	520.22	614.81	756.68	1,655.25
		754.67	1,257.79	2,264.02	2,515.58	3,773.36	5,031.15	5,534.27	6,540.50	8,049.84	17,609.03
10	1.3	697.14	1,161.90	2,091.42	2,323.80	3,485.70	4,647.60	5,112.36	6,041.88	7,436.16	16,266.60
		72.33	120.55	216.99	241.10	361.65	482.20	530.42	626.86	771.52	1,687.70
		769.47	1,282.45	2,308.41	2,564.90	3,847.35	5,129.80	5,642.78	6,668.74	8,207.68	17,954.30

**Exhibit C - 2018-2023 Extra Duty Schedule**

Step	Factor	Costume Math Team	A-SchBwl AFS Fr. Cl So. Cl Jr. Cl Sr. Cl Musical Vcl Pit Band PRIDE Reading SIP Weight Rm WYSE Chore	Chess Div. Chair HOSA NHS Skills USA HB-Ind Track HG-Ind Track	H-SchBwl A-Fall Cheer Yearbook	A-WCheer A-CrCo AB-Ten AG-Ten Color Guard H-Fall Cheer Fr. Mentor Poms StCoun Tech Director	HB-Bowl HG-Bowl H-CrCo HB-Golf HG-Golf HB-Ten HG-Ten AB-Base AG-SB AB-Soc AG-Soc AB-Track AG-Track H-WCheer Drama Dir Theatre Dir	AB-BB AG-BB AB-Wres AB-FB AG-VB	HB-Base HG-SB HB-Track HG-Track HB-Soc HG-Soc	HB-BB HG-BB HB-Wres HG-VB HB-FB FFA Band Act	AD
			<b>A - 1.5%</b>	<b>B - 2.5%</b>	<b>C - 4.5%</b>	<b>D - 5%</b>	<b>E - 7.5%</b>	<b>F - 10%</b>	<b>G - 11%</b>	<b>H - 13%</b>	<b>I - 16%</b>
11	1.325	710.55	1,184.24	2,131.64	2,368.49	3,552.73	4,736.98	5,210.67	6,158.07	7,579.16	16,579.41
		73.72	122.87	221.16	245.74	368.61	491.47	540.62	638.92	786.36	1,720.16
		784.27	1,307.11	2,352.80	2,614.23	3,921.34	5,228.45	5,751.30	6,796.99	8,365.52	18,299.58
12	1.375	737.36	1,139.56	2,212.08	2,457.86	3,686.80	4,915.73	5,407.30	6,390.45	7,865.17	17,205.05
		76.50	118.23	229.51	255.01	382.52	510.02	561.02	663.03	816.03	1,785.07
		813.86	1,257.79	2,441.59	2,712.88	4,069.31	5,425.75	5,968.33	7,053.48	8,681.20	18,990.13
13	1.4	750.77	1,251.28	2,252.30	2,502.55	3,753.83	5,005.11	5,505.62	6,506.64	8,008.17	17,517.87
		77.89	129.82	233.68	259.65	389.47	519.29	571.22	675.08	830.87	1,817.53
		828.66	1,381.10	2,485.98	2,762.20	4,143.30	5,524.40	6,076.84	7,181.72	8,839.04	19,335.40

Exhibit C – 2018-2023 Extra Duty Schedule  
Compensation for Extended Season

If an activity or sport participates in the IHSA state tournament, the coach/sponsor(s) will receive a pro-rated stipend for each week their sport or activity advances beyond the automatic participation round. The full stipend received will be divided by the length of the season in weeks (first official practice and the final regular season practice/game prior to the start of the IHSA tournament/playoff week) and then multiplied by the number of weeks the season is extended by advancing in the state tournament series or playoffs. **Only the head coach and assigned assistant varsity coaches who have coached a specific team the entire season that advances will receive the stipend. Sports with an Assistant Varsity Coach are as follows: Football- 3, Basketball- 1; Wrestling-1, Softball- 1, Baseball- 1. The Head Coach would have the discretion to pool the money and to use it at their discretion with prior approval from the superintendent.**

Ex. Sport X- If Sport X has no automatic qualification for the IHSA state tournament series and qualifies for it then the head coach and each varsity assistant would receive an additional stipend equal to  $1/11^{\text{th}}$  of their stipend for each week they play in the state tournament series. Ex.) Lane I, Yr 9 - stipend  $6469.39/11 = \$588/\text{wk}$

Ex. Sport Y- If Sport Y has an automatic entry into the IHSA state tournament series at the regional level, then each week beyond the regional level that the team participates, the head coach and their varsity assistant would receive a stipend equal to  $1/15^{\text{th}}$  of their full stipend. Ex.) Lane I, Yr. 1- $\$5074.03/15 = \$338.27$

Ex. Sport Z- If Sport Z gets an automatic qualification directly into the sectional round of the State Tournament then no coach would receive a stipend unless the entire team or individuals who they directly coach advanced to the state finals.

Ex. Activity X – If an activity automatically qualifies to participate in the State Finals, no stipend would be received for an extended season.



**Exhibit D - Marengo Community High School Dist. 154 Pay Dates**  
2018-2019

MONTH	1st PAY DATE	2nd PAY DATE
July	13th	30th
August	15th	30th
September	14th	28th
October	15th	30th
November	15th	30th
December	14th	28th
January	15th	30th
February	15th	28th
March	15th	29th
April	15th	30th
May	15th	30th
June	14th	28th

## **Exhibit E - Code of Ethics of the Education Profession**

### **Preamble**

*The educator, believing in the worth and dignity of each human being, recognizes the supreme importance of the pursuit of truth, devotion to excellence, and the nurture of the democratic principles. Essential to these goals is the protection of freedom to learn and to teach and the guarantee of equal educational opportunity for all. The educator accepts the responsibility to adhere to the highest ethical standards.*

*The educator recognizes the magnitude of the responsibility inherent in the teaching process. The desire for the respect and confidence of one's colleagues, of students, of parents, and of the members of the community provides the incentive to attain and maintain the highest possible degree of ethical conduct. The Code of Ethics of the Education Profession indicates the aspiration of all educators and provides standards by which to judge conduct.*

*The remedies specified by the NEA and/or its affiliates for the violation of any provision of this Code shall be exclusive and no such provision shall be enforceable in any form other than the one specifically designated by the NEA or its affiliates.*

### **Principle I**

#### **Commitment to the Student**

*The educator strives to help each student realize his or her potential as a worthy and effective member of society. The educator therefore works to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.*

*In fulfillment of the obligation to the student, the educator--*

- 1. Shall not unreasonably restrain the student from independent action in the pursuit of learning.*
- 2. Shall not unreasonably deny the student's access to varying points of view.*
- 3. Shall not deliberately suppress or distort subject matter relevant to the student's progress.*
- 4. Shall make reasonable effort to protect the student from conditions harmful to learning or to health and safety.*
- 5. Shall not intentionally expose the student to embarrassment or disparagement.*
- 6. Shall not on the basis of race, color, creed, sex, national origin, marital status, political or religious beliefs, family, social or cultural background, or sexual orientation, unfairly--*
  - a. Exclude any student from participation in any program*
  - b. Deny benefits to any student*
  - c. Grant any advantage to any student*
- 7. Shall not use professional relationships with students for private advantage.*
- 8. Shall not disclose information about students obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law.*

### **Principle II**

#### **Commitment to the Profession**

*The education profession is vested by the public with a trust and responsibility requiring the highest ideals of professional service.*

*In the belief that the quality of the services of the education profession directly influences the nation and its citizens, the educator shall exert every effort to raise professional standards, to promote a climate that encourages the exercise of professional judgment, to achieve conditions that attract persons worthy of the trust to careers in education, and to assist in preventing the practice of the profession by unqualified persons.*

*In fulfillment of the obligation to the profession, the educator--*

*Shall not in an application for a professional position deliberately make a false statement or fail to disclose a material fact related to competency and qualifications.*

- 1. Shall not misrepresent his/her professional qualifications.*
- 2. Shall not assist any entry into the profession of a person known to be unqualified in respect to character, education, or other relevant attribute.*
- 3. Shall not knowingly make a false statement concerning the qualifications of a candidate for a professional position.*
- 4. Shall not assist a noneducator in the unauthorized practice of teaching.*
- 5. Shall not disclose information about colleagues obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law.*
- 6. Shall not knowingly make false or malicious statements about a colleague.*
- 7. Shall not accept any gratuity, gift, or favor that might impair or appear to influence professional decisions or action.*

*Adopted by the NEA 1975 Representative Assembly*

Exhibit F - Domestic Partnership BCBS IL

Affidavit of Domestic Partnership



DECLARATION

We certify that \_\_\_\_\_ is a Domestic Partner of \_\_\_\_\_ in accordance with the following eligibility criteria. We certify we met the following eligibility criteria for establishing Domestic Partnership as of \_\_\_\_\_

- 1. We have lived together for at least six months.
2. We are not married to anyone else nor have another Domestic Partner.
3. We are at least 18 years of age and mentally competent to consent to contract.
4. We reside together in the same residence and intend to do so indefinitely.
5. We have an exclusive mutual commitment similar to that of marriage.
6. We are jointly responsible for each other's common welfare and share financial obligations. We can provide all or some of the types of documentation indicated below if requested.
- Domestic Partner Affidavit
- Joint mortgage or lease
- Designation of Domestic Partner as beneficiary for life insurance and retirement contract
- Designation of Domestic Partner as primary beneficiary in employee's or insured's will.
- Durable property and health care powers of attorney.
- Joint ownership of motor vehicle, joint checking account or joint credit account.

CHANGE IN DOMESTIC PARTNERSHIP

We agree to notify the Group within thirty (30) days of any change in Domestic Partnership status which would make the Domestic Partner no longer eligible for benefits (e.g., a change in joint residency,) by filing a Statement of Termination of Domestic Partnership. The Statement of Termination shall affirm that the Domestic Partnership status is terminated as of the date of execution specified therein and that a copy has been mailed to the other party by the party authorizing the action.

Upon termination of this Affidavit of Domestic Partnership (evidenced by a Statement of Termination of the Partnership signed by the Insured), I \_\_\_\_\_ agree that another Affidavit of Domestic Partnership cannot be filed for a minimum of six months.

ACKNOWLEDGEMENTS

- 1. We have provided this information in this Affidavit for the sole purpose of determining our eligibility for Domestic Partnership benefits.
2. We further understand that any false or misleading statements made in order to receive benefits for which we do not qualify may subject the Employee/Insured to disciplinary action.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Employee Social Security number \_\_\_\_\_

Employee and Domestic Partner Home Address \_\_\_\_\_

Domestic Partner Signature \_\_\_\_\_ Date \_\_\_\_\_

On this \_\_\_\_\_, day of \_\_\_\_\_, 20\_\_\_\_, before me personally came \_\_\_\_\_, to me known to be the individual described as "Employee/Insured and the individual described as Domestic Partner in the above document entitled "AFFIDAVIT OF DOMESTIC PARTNERSHIP" and who executed same as a free and voluntary act for the uses and purposes stated herein.

Notary Public \_\_\_\_\_ My Commission Expires \_\_\_\_\_

Please provide the original to BCBSIL along with your application. Retain a copy for your records.

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