

**AGREEMENT BETWEEN**

**THE BOARD OF EDUCATION -**  
**EDINBURG UNIT SCHOOL DISTRICT No. 4**

**AND THE**  
**EDINBURG EDUCATION ASSOCIATION,**  
**IEA-NEA**

**CONTRACT YEARS:**

**2009 – 2010**

**2010 – 2011**

**2011 - 2012**

**4/28/2010**

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# ARTICLE I

## RECOGNITION

### A. RECOGNITION

The Board of Education of School District No. 4, Christian County, Edinburg, Illinois, hereinafter referred to as the “Board”, hereby recognizes the Edinburg Education Association – IEA-NEA, hereinafter referred to as the “Association”, as the sole and exclusive negotiating agent for all regularly employed full and part-time teachers and Educational Support Personnel employed by the Employer, including counselors and Media center directors employed by the Employer. Excluded: Superintendent, Principals, Superintendent’s Secretary, District Secretary, Bookkeeper, Head of Maintenance, and other administrative or supervisory personnel having authority to hire, transfer, assign, promote, discharge, and discipline other employees or having the responsibility to make other recommendations; confidential employees, short term employees, managerial and supervisory employees as defined by the Act.

### B. Definitions

1. Teacher or certified employee – all classroom teachers who are legally qualified under the requirements for state certification by the Illinois State Board of Education.
  - a) Full-time teachers are entitled to all rights and benefits as outlined within this agreement.
  - b) Part-time teachers shall be entitled to proration salary, sick leave, and personal leave. Part-time teachers shall be entitled to no other benefits except where specifically provided to the contrary elsewhere in this agreement.
2. Educational Support Personnel (ESP) - A member of the non-certified employee or support whose function is not teaching.
  - a) Unless stated differently, any regular employed part-time employees shall be included in the bargaining unit, except that their benefits shall be based on the fractionalized employment status.
  - b) Part-time employee shall be defined as working thirty (30) hours or less per week.
3. Days – the term “days” shall, except where otherwise indicated, mean working days.
4. Employer – The Board of Education of the Edinburg CUSD #4
5. Association – Association or Union shall indicate the sole and exclusive bargaining representative.
6. Bus Trip – Field trip, athletic event or practice, or activity event.
7. Bus Route – A pick-up and delivery of students to and from school including CACC, Special Ed., and Pre-K.
8. Proof Status – Documentation from the physician upon returning to work.
9. Grandfathered – All Educational Support Personnel hired after July 15, 1997, will not be eligible for paid holidays unless they are 40 hours per week and work 12 month per year. Current employees that are receiving holidays paid will be grandfathered until those positions become vacant.

## **ARTICLE II**

### **EMPLOYEE AND ASSOCIATION RIGHTS**

#### **A. Use of Facilities**

The Association may request use of school buildings for meetings. Reasonable requests as to time and purpose and which do not conflict with other scheduled events or uses shall generally be granted. The Association shall establish a set schedule of meetings and will fill out green sheets requesting meeting dates and times. These green sheets will be submitted to the principal and placed in the black book.

#### **B. Bulletin Boards**

The Association shall be provided a bulletin board in the teacher's lounge for Association announcements.

#### **C. Mailboxes**

The Association shall be permitted use of employee mailboxes for internal communication.

#### **D. Agenda of Board Meetings**

The President of the Association shall be provided with a copy of the agenda of Board meetings and attachments at the time such agendas and attachments are conveyed to Board members and/or the press. Confidential items shall be excluded.

#### **E. Association Meetings**

The Association shall be permitted to hold such meetings, as it may deem necessary during the school day so long as such meetings do not interrupt or disrupt the educational program.

#### **F. Notification of Assignment**

All teachers shall be given written notice of their assignments for the forthcoming year no later than May 25. In the event subsequent changes in assignments are recommended to the Board prior to or during the school year, the employee affected shall be notified promptly. Within ten (10) business days of such notification, the employee shall be allowed to resign in good standing if such change is not acceptable to the employee. Preliminary class budgets will be submitted by the administration to personnel by May 1 each year, realizing full well that state funding and property taxes may not be fully known by July 1. Teachers will turn in preliminary classroom purchase orders no later than July 15<sup>th</sup> of each year. When operating money becomes available, yearly classroom budgets will be recalculated. Final purchase orders for classrooms are due no later than January 15<sup>th</sup> of each school year.

All Educational Support Personnel will receive a written notice of employment, which will state the employee's salary and benefits for his/her particular job by the first day of the school year. It is noted that such notice is not intended to be an employment contract but is only used for information purposes.

## **G. Vacancies, Promotions, Posting**

The Superintendent shall have posted in all school buildings and shall send to the Association President a notice of all vacancies, including vacancies in Administration, as they occur or as they are anticipated. A job description and a statement of minimum qualifications shall accompany such notice. During the summer, vacancy notices shall be mailed to the Association President. Postings during the school year shall be for a period of 10 days. Summer postings shall be for a period of 5 days. At all times, the Superintendent and EEA President can mutually agree to drop the posting period if educational need is demonstrated to move a position forward to hiring. Postings will be in three district locations; District Office, Personnel Lounge, and on the District Website [www.edinburgschools.net](http://www.edinburgschools.net).

## **H. Labor/Management Committee**

A Labor/Management Committee consisting of no more than three (3) members of the Association and no more than three (3) members of the Administration will meet at mutually agreeable times throughout the school year to discuss matters of concern. A regularly set meeting shall be established by the Superintendent and President of the EEA each month to discuss common concerns and issues with the goal of collaboration, cooperation, and a timely process to work toward resolution.

The Labor Management Committee is not a bargaining committee and has no authority to Bind either the Board or the Association to any contract agreement. This statement is intended as an explicit waiver of bargaining with respect to the work and work product of the Labor Management Committee consistent with the requirement to reach that result set forth in *Alton Community Unit School District 11 v Illinois Educational Labor Relations Board*, 209 ILL. App. 3<sup>rd</sup> 15, 567 N.E. 2d 671, 153 ILL. Dec. 713 (4<sup>th</sup> Dist. 1991).

## **ARTICLE III**

### **LEAVES**

#### **A. Sick Leave**

Each full-time teacher shall be entitled to twelve (12) sick leave days per school year without loss of pay. Ten month employees will receive (13) sick days, eleven month employees will receive fourteen (14) sick days, and twelve month employees will receive fifteen (15) sick days. Sick leave shall accumulate to any total. Each full time employee who works a full school calendar year without using any sick time shall be granted an additional sick day at the end of that school calendar year. Sick leave shall be interpreted to mean personal illness, serious illness, or death in the immediate household and/or immediate family. The immediate family for the purposes of this Article shall include: parents, spouse, brothers, sisters, children, step-children, foster children, fiancé, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, grandparents-in-law, aunts, uncles, and legal guardians. Approval or denial of such request shall be at the sole discretion of the Superintendent. The Board shall retain the right to administer sick leave as per Section 24-6 of the School Code. The Board may grant additional sick leave as its sole discretion upon a showing of hardship by a teacher who has exhausted his/her otherwise available sick leave. Proof status may be required by the superintendent in accordance with School Code 24-6.

#### **B. Personal Leave**

Each teacher shall be entitled to three (3) personal leave days per year. An employee planning to use a personal leave day or days shall notify the Superintendent in writing at least forty-eight (48) hours in advance. In the case of an emergency that necessitates an employee from not providing at least 48 hours prior to the intended date, the employee will be required to state a reason in

writing for the use of personal leave. Unused personal days shall accumulate as sick leave. No more than two (2) teachers per level (K-6, 7-12 & ESP) may use personal leave on the same day. At the discretion of the Superintendent, the 2 per level stipulation may be waived. (PreK-6 and 7-12) Personal days may not be used in the first two or last two weeks of school unless the personnel petitions the Superintendent for a waiver which may or may not be granted at the discretion of the Superintendent.

## **C. Professional Leave**

Employees may request use of up to two (2) days for the purpose of attending workshops and conferences or for visiting schools without loss of pay and are directly related to their classroom assignment. As per policy, personnel will be required to present a written report of their conference for the benefit of all personnel continuing education. Requests must be made five (5) days in advance of the date requested. Approval shall be at the discretion of the Superintendent. (POLICY NUMBER 5:100 AP)

## **D. Association Leave**

If the Association desires to send representation to the State or National meetings, the Board will grant up to four (4) days per year to the association.

Association for such activities provided the Association reimburses the District the cost of the substitutes. No more than two (2) Association members may use Association leave on the same day.

## **E. Leave of Absence, Without Pay**

Leave of absence may be granted without pay to tenured employees who desire to return to employment in a similar capacity at a time mutually agreed upon. Each approved leave of absence shall be of the shortest possible duration required to meet the purpose of the leave. Employees will not advance on the salary schedule while on the approved leave of absence without pay unless working at least eighty-eight (88) days during the school year in which the leave was taken. All pay starts at the beginning of each school year. Employees will be paid according to the salary schedule of the current contract year. Employees can only move on the salary schedule at the start of each year. Employees do not increase horizontally or vertically any time during the school year in terms of education or longevity.

Leaves of absence without pay, for not more than one twelve month period, may be granted to tenured teachers according to the following conditions:

1. Written requests for leave of absence without pay shall be made at least three (3) months before the leave is desired, subject to the approval by the Board.
2. Dates of departure and return must be mutually acceptable to the teacher and administration and determined prior to any final action on the request.
3. Leaves may be granted for:
  - a) Advanced study leading to a degree in an approved university
  - b) Educational related travel if the applicant provides an itinerary and explanation of how such travel will improve the education program.
  - c) Military service
  - d) Other reasons acceptable to the Board
  - e) Maternity/parental

4. Employees on such leave may continue insurance benefits if they reimburse pro-rata costs of benefits for which they apply.
5. Employees will not advance on the salary schedule while on the approved leave of absence without pay unless working at least eighty-eight (88) days during the school year in which the leave was taken.
6. The Board may waive the above restrictions at its discretion.
7. A teacher who is granted a leave must inform the Board of Education of his/her intent to return to a similar position by March 1.

## **F. Jury Duty**

Full or part-time employees called for jury duty shall suffer no loss of wages or cumulative leave. Pay received by full or part-time employees for jury duties or witness fees shall be turned over to ECUSD 4. The employee may not waive a fee set by law and is responsible for remitting the full amount of the fee to ECUSD 4. The employee may keep any pay received for jury duty or witness service if performed on personal business leave. The employee may retain any portion of such pay that covers mileage or parking reimbursement. This provision is not applicable if the employee is a witness against the school district, Board of Education, or its representative as a result of any legal action by/or on behalf of the employee, the employees representative, association, or associations.

# **ARTICLE IV EVALUATION**

## **A. Evaluation Procedure**

Each employee shall be informed as soon as possible by the Superintendent his or her designee of the established evaluation procedure before any given evaluation takes place.

## **B. Evaluation Meetings**

The evaluator shall meet with the non-tenured employee at least once each year to discuss the evaluation of that employee. The evaluator shall meet with the tenured employee at least once every other year to discuss the evaluation of that employee.

## **C. Evaluation Response**

All evaluations will be done in writing in a timely manner (within 30 calendar days). Employees should be notified should schedules create an untimely delay in this process. Each employee shall have the right to attach a signed written explanation to any evaluation. Each employee will be the first to see his or her evaluation after it is completed by the administration.

## **D. Personnel File**

Each employee shall have the right to review the contents of said employee's personnel file during regular business hours in the presence of an administrator or designee and provided advance notice is given. The employee shall have the right to place therein written reactions to any of its contents. A representative of the employee's choice may accompany the employee to the review. Copies of items contained in the teacher's personnel file shall be provided to the teacher on request within 5 working days when an administrator is present.

## **E. Complaints**

Any complaint lodged with the Administration or Board, which could reasonably lead to dismissal or discipline of the employee, shall be made known to the employee along with the name of the person making the complaint and the circumstances of the complaint.

## **F. Appearances**

When an administrator requires an employee to appear before the administration or Board of Education concerning any matter, which could reasonably lead to the employee's discipline or dismissal as an employee in and for the District, the employee shall be entitled to have a representative present. When the employee is required by an administrator to appear before the Board of Education under the above circumstances, the employee shall be advised in writing at least twenty-four (24) hours in advance with the reason for the meeting stated. Employees may have a representative present when required to appear.

## **G. Reduction in Force**

The Board shall abide by the School Code, Section 24-12 with regard to reduction in force.

# **ARTICLE V**

## **WORKING CONDITIONS**

### **A. Work Day**

The teacher workday shall be seven (7) hours forty-five (45) minutes unless other duties are part of the employee's normal responsibilities in the District. During each workday the employee shall be entitled to a duty free lunch equal to that of the students, but in no case less than thirty (30) minutes. Morning supervision shall begin at 7:45 a.m.

### **B. Calendar**

The Board will seek Association input before it adopts a calendar. Thereafter, the Board shall establish a school calendar to consist of no more or not greater than one hundred eighty (180) teacher workdays.

### **C. Early Dismissal**

Teaching personnel will be released 15 minutes after student dismissal on school days before Thanksgiving, Christmas, Easter Holiday vacations, as well as 15 minutes after student dismissal on Fridays unless a student, parent, and/or administrator requests to meet with said teacher about an issue of concern, given at least an hour's notice prior to the end of the student day (regularly 3:10). However, in an emergency situation, as determined by the personnel involved and administration, faculty members may be required to stay until or even after the regular dismissal time.

### **D. Class Size**

Unless specifically stated, class size guidelines apply K-6 classes.

1. When a class reaches thirty (30) or more students the following procedures will take place.
  - a) The administration will notify the teacher(s) involved.

- b) A meeting will be set to discuss the situation. The meeting will be attended by an Administrator, and the teacher(s) involved. The function of this meeting will be to discuss three possible options.
  1. To keep the class size as is
  2. To split the class
  3. To hire a teacher aide

The Board of Education retains the right to make all final decisions at the conclusion of this meeting.

2. When a class reaches 27 -29 students, the following will take place:
  - a) The Administration will notify the teacher(s) involved.
  - b) A meeting will be set to discuss the situation. The meeting will be attended by an Administrator and the teacher(s) involved. Consideration will be given only for the hiring of a teacher aide.
3. Nothing in the preceding two (2) paragraphs will prevent the Board from splitting a class or hiring an aide if numbers fall below those indicated.

## **ARTICLE VI**

### **GRIEVANCE**

#### **A. Definition**

A grievance shall be any claim by the Association or any employee that there has been a violation, misrepresentation, or misapplication of the terms of this Agreement. Grievance procedures may not start until there has been a formalized, scheduled meeting between and/or among grieving parties and administration. All efforts to resolve conflict(s) should be made before process is started.

#### **B. Time Limits**

All time limits consist of school days except when a grievance is submitted fewer than ten (10) days before the close of the current school year, than time limits shall double and shall consist of all week days.

#### **C. Grievance Procedures**

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

#### **D. Grievance – Step I**

The employee or the Association may present the grievance in writing to the Superintendent within thirty (30) school attendance days of the event giving rise to the grievance or the employee's knowledge of same, whichever is later. The Superintendent will arrange for a meeting to take place within ten (10) school attendance days after receipt of the grievance. The

Association's representative, the grievant, and the Superintendent shall be provided with the Superintendent's written response.

## **E. Grievance – Step II**

If the grievance is not resolved at Step I, then the employee or the Association may refer the grievance to the Board within twenty (20) school attendance days after receipt of the Step I answer. The Board shall arrange with the employee and/or the Association representative for a hearing to take place at the next regular Board meeting. Each party shall have the right to include in its representations such witnesses and counselors as it deems necessary. Within ten (10) school attendance days of the meeting, the Association shall be provided with the Board's written response.

## **F. Grievance – Step III**

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

## **G. Terms Altered**

The arbitrator shall have no power to alter the terms of this Agreement.

## **H. Bypass to Superintendent**

If the Association and the Superintendent agree, any step of the grievance procedure may be bypassed and the grievance brought directly to the next step.

## **I. Bypass to Arbitration**

If the Superintendent and the Association agree, a grievance may be submitted directly to arbitration.

## **J. Grievance Withdrawal**

A grievance may be withdrawn at any level without establishing precedent.

## **K. Written Response**

If no written decision has been rendered within the time limits indicated by a step, then the grievance may be processed to the next step.

## **L. Expedited Arbitration**

Upon mutual agreement of the parties, the Expedited Arbitration Rules of the American Arbitration Association shall be used instead of the Voluntary Arbitration Rules. The fees and the expenses of the arbitrator shall be shared equally by the parties.

## **M. Grievance Zipper**

The arbitrator shall have no right to amend, modify, nullify, ignore, add to or subtract from the provisions of this Agreement. The arbitrator shall consider and decide only specific issues submitted to him/her in writing and his/her decision shall be based solely upon his/her

interpretation of the meaning or application of the specific terms of this Agreement to the facts of the grievance presented.

## **N. Grievance Hearings**

Should the Board require any employee to attend hearings or meetings as an attendant to grievance processing, such employees shall be excused without loss of pay or benefits.

## **O. Class Grievance**

Class grievances involving one (1) or more employees or one (1) or more supervisors, and grievances involving an administrator above the building level may be initially filed by the Association at Step II.

## **P. Association Participation – Employee Represented**

The Board acknowledges the right of the Association's grievance representative to participate in the processing of a grievance at any level, and no employee shall be required to discuss any grievance if the Association's representative is not present.

## **Q. Association Participation – Employee Not Represented**

When an employee is not represented by the Association, the Association shall reserve the right to have its representative present to state its views at any stage of the procedure.

## **R. No Reprisals Clause**

No reprisals shall be taken by the Board or the Administration against any Employee because of the employee's participation in a grievance.

## **S. Filing of Materials**

All records related to a grievance shall be filed separately from the personal files of the employees.

## **T. Arbitration Fees and Expenses**

The fees and the expenses of the arbitrator shall be shared equally by the parties.

# **ARTICLE VII**

## **NEGOTIATIONS PROCEDURE**

### **A. Successor Agreement**

The parties shall commence bargaining for a successor agreement on or before April 1<sup>st</sup> of the year this agreement expires.

## **ARTICLE VII**

### **EXHIBIT A**

Suggested Negotiation Procedures: Specific ground-rules will be agreed upon at the first bargaining session.

1. Each team may consist of three members with an Alternate. The Superintendent is an additional member to the Board of Education.
2. The committee members from both sides may be authorized to sign-off on tentative agreed upon proposals without conferring with outside members.
3. Each session may be 1-2 hours in length with the option to renew to close and a topic limit of 15 minutes.
4. Observers may be limited to alternate negotiators.
5. All press releases should be joint.
6. Agendas may be set in advance and may include a category of other that will be agreed upon at the onset of the meeting.
7. A recording secretary may be provided by the Board of Education to record and keep minutes.
8. Caucusing may be limited to 15 minutes with an option to extend.
9. The Board of Education will prepare the final agreement.

## **ARTICLE VIII**

### **EMPLOYEE COMPENSATION & BENEFITS**

#### **A. Salary Schedule – (See Appendix III, Pages 20-23)**

#### **B. Retirement Items**

1. The Board of Education agrees to pay 9.4% of the credible earnings to the Teachers Retirement System for all teachers in addition to the salary schedule.
2. The Board of Education agrees to pay the Employer portion of the Teacher's Health Insurance Services (THIS).

#### **C. Extra-Curricular Pay Schedule (See Page 24)**

Salaries listed above are for the totality of the position listed. All calculations are based on full-time service to the Edinburg School District and are based on the current base Bachelors Non TRS salary at step zero. Administration with consultation of the coaches/sponsors involved reserve the right to split duties and thereby split the salaries set for those duties. Longevity steps will be for the total years of service in a particular activity for the Edinburg School District.

#### **D. Game Supervision and Ticket Taking**

Twenty dollars (\$20.00) will be paid to an employee who is required to take tickets or supervise any co-curricular activities not normally part of the employee's assigned duties.

## **E. Play-off Supervision**

Employees who are required by administration to supervise or take tickets at IESA/IHSA events shall be paid in accordance with IESA/IHSA rates.

## **F. Passes**

All district personnel and their spouses shall be admitted to all school functions free of charge. Passes are not applicable for all tournaments.

## **G. Insurance**

The Board of Education will pay the employee amount of the group health insurance plan for full-time teachers. Education Support Personnel insurance benefits are detailed on page 19. If an employee chooses not to use the school coverage, that employee will not be entitled to monetary reimbursement. The group health insurance plan, BPP92313 or comparable, provided through Blue Cross/Blue Shield as follows:

\$1,500/\$2,000 Deductible (in/out)  
90% / 70% Coinsurance - \$15/\$30/\$50 Drug Card  
\$1,000 / \$2,000 OPX (in/out)  
\$10 / \$50 OV / ER

This Plan will be in effect beginning September 1, 2009 for the 2009-2010 school years and will include the 2010-2011 and 2011-2012 school years.

## **H. Pay Option**

Each employee shall be paid on the basis of twenty-four (24) substantially equal installments.

## **I. Pay Days**

Payroll checks will be dated on the first (1<sup>st</sup>) and the fifteenth (15<sup>th</sup>) of each month. If a regular pay date during the school year falls on a day when school is not in session, employees shall receive their checks on the last workday prior thereto. The January 1<sup>st</sup> check will be mailed to the employees on or before December 30. During summer months, teachers may pick up their checks on the designated paydays by notifying the Superintendent of their intent to do so not later than the last day of each school year. If no notification is provided, checks shall be mailed out not later than one day preceding designated pay day if the employee supplies the Superintendent with a summer address. (Direct deposit is an option).

## **J. Dues Deduction**

Any member of the bargaining unit may sign and deliver to the Board an authorization for dues deductions. An authorization shall remain in effect unless the employee revokes said authorization in writing between September 1 and September 15<sup>th</sup> of each year. The Board shall deduct such dues as the Association shall certify each year in substantially equal amounts from each employee paycheck beginning in September and ending in June each year. Employees who request dues deduction after October 1 in any year shall have their dues deducted in substantially equal amounts from such paychecks as may be due them for the remainder of their teaching year. The Board shall remit deducted dues to the Association within ten (10) days following the pay period.

Nothing herein shall make the Board liable or responsible for:

1. Collection of dues in arrears
2. Dues owed after an employee has resigned from the district
3. Dues owed where an employee has insufficient earnings to permit deduction
4. Dues owed by employees on unpaid leaves

## **K. Severance Pay**

1. A teacher leaving the system after five consecutive years of employment with the Edinburg School District shall be paid at the discretion of the employee Ten Dollars (\$10.00) per day of unused sick leave subject to a maximum of 180 days. Teachers are to be reminded that if they receive compensation for unused sick leave days, TRS will not recognize those sick leave days towards retirement credit. Such payment shall be included in the total salary for the employee's last year of employment. Retiring teachers will not be entitled to any severance pay.
2. An ESP employee leaving the system after five (5) consecutive years of employment with the district will receive Fifteen Dollars (\$15.00) per day as severance pay for unused sick and/or personal days upon such a written request given to the Superintendent.

## **L. Tuition Reimbursement**

### **Teachers**

The Board shall pay \$175.00 per semester hour for each graduate level hour approved by the Superintendent. Tuition reimbursement will be paid for state approved courses with a minimum grade of a "B". Approval will be given for courses taken through a state accredited college or university. Only graduate level courses in the teacher's educational subject area will be approved, unless prior permission is granted for another course of study. The Board shall only be responsible for up to sixteen (16) semester hours per teacher of approved credit per year. No more than four (4) semester hours may be taken during each school year semester. The Board shall only be responsible for no more than thirty-nine (39) semester hours of credit during the teacher's employment in the Edinburg School District. Reimbursed tuition will apply to classes taken in any given school year as defined by the school code.

If an employee uses a full tuition waiver that the district received from the college or university, then the employee would not be eligible for the \$175 per credit hour reimbursement. The supervising teacher of a student teacher would have first claim to a tuition waiver. If that supervising teacher does not want the tuition waiver, then the waiver would be pooled into the district for distribution to others that could utilize it.

### **Education Support Personnel**

If a non-certified employee is interested in attending college courses, workshops, or conferences pertaining to their current employment area, then he/she shall submit a request to the Superintendent. Following the Superintendent's approval, the Board may pay part or all of the expenses.

The following procedures shall apply:

1. Request for tuition reimbursement shall be made in writing to the Superintendent. Such request shall be received by the Superintendent prior to enrollment in the course for which tuition reimbursement is sought except that the Superintendent

shall have authority in his/her sole and exclusive discretion to waive the time requirement.

2. The request shall include a course description and teacher drafted explanation of how the course will be relevant to the employee's duties and how the course will benefit the Edinburg School District.
3. The Superintendent shall have sole and exclusive discretionary authority to grant or deny the request. The decision of the Superintendent shall be rendered in writing to the employee within ten (10) business days after Superintendent's receipt of a fully documented request from the employee.
4. Tuition reimbursement payment shall be made on the next pay period after the employee submits proof of a minimum grade of a "B" for approved course(s) to the Superintendent and also following approval for payment at the next regularly scheduled Board of Education meeting.

## **M. Loss of Planning Period**

A teacher who forfeits their planning period to cover for an absent teacher will be paid \$12.00 per 45- minute period and \$8.00 per 30-minute period.

## **N. New Teacher Orientation**

The day prior to the first teacher reporting day will be called the "New Teacher Orientation Day". New teachers hired by the district during the summer for the first time will be called in to report on this day as part of their first year responsibilities. Two Veteran teachers will also be called in voluntarily by the Administration on that day and will be paid the prevailing daily substitute rate. The Administration will set the working times for this day.

# **ARTICLE IX EDUCATION SUPPORT PERSONNEL PAY SCALE**

## **Cafeteria Workers**

Cafeteria workers are to work three (3) days prior to the first day of school and three (3) days after the last day of school. In addition, cafeteria workers are to work school in-service days (regular hours).

## **Bus Drivers**

1. A route will be defined as:
  - A1: General Student Route AM
  - A2: General Student Route PM
  - B1: Special Route CACC to
  - B2: Special Route CACC from
  - B3: Special Route Chris Mont to
  - B4: Special Route Chris Mont from
  - B5: Special Route Pre K to
  - B6: Special Route Pre K from
  - B7: Special Route Special Education to
  - B8: Special Route Special Education from
2. Pay Scale is Attached

3. All drivers are responsible for gas, oil, tire pressure, light check, etc., as well as keeping the bus clean both inside and out.
4. All extra trips will be paid at a rate of \$10.75 per hour with no benefits for the duration of this contract. Bus drivers already receiving benefits will be grandfathered.
5. Bus drivers are paid for driving days only. Current drivers with holidays are grandfathered.
6. The choice of routes and trips will be given to those drivers with the most seniority. Routes will be assigned based on seniority on a rotating basis and on time constraints of fulfilling routes. Routes may not overlap in time or be close enough in time as to endanger any student or break any law.

Example: Driver A has the oldest consecutive employment date. Driver A may choose one route. Driver B with the 2nd longest consecutive employment date may choose one route. Driver C with the 3rd longest consecutive employment date may choose one route. If only 3 drivers are employed, Driver A may choose a second route, Driver B may choose a second route, and Driver C may choose a second route in that order. This continues until all routes are chosen.

All extra trips will be chosen in the same fashion. This includes field trips, extracurricular trips, and any other trip these buses might run.

## **Vacation** (Any employee who works 40 hours per week for a term of 12 months)

1. Vacation will be capped at three weeks. Employees already receiving four weeks will be grandfathered.
2. Vacation time will be given to full time employees only. Full time is defined as 40 hours per week for twelve months.
3.
  - a. Employees completing one full year of employment will be granted two weeks paid vacation.
  - b. Employees completing ten years of employment will be granted three weeks of vacation.
4. Vacation days are not cumulative.

## **Sick Leave**

Sick leave will be granted at a rate of one day per month with a ten-day minimum.

## **Personal Days**

Personal days will be granted at a rate of three per year.

## Group Insurance

Education Support Personnel will receive insurance benefits according to the following schedule:

<u>Hours Worked Weekly</u>	<u>Months Worked</u>	<u>Board Contribution</u>	<u>Individual Contribution</u>
40	11 or 12	full individual	none
30 - 39	9 – 12	full individual	none
20 - 29	9 or more	half the individual	half the individual

Educational Support Personnel who work less than 20 hours per week or less than nine (9) months per year will receive no Board paid insurance and are not eligible to purchase group coverage.

## Paid Holidays

All Educational Support Personnel hired after July 15, 1997, will not be eligible for paid holidays unless they are 40 hours per week and work 12 months per year. Current employees that are receiving holidays paid will be grandfathered until those positions become vacant.

The following are considered paid holidays:

Labor Day	Columbus Day
Thanksgiving Day	Veteran's Day
Christmas Day	M.L. King's Birthday
New Year's Day	Lincoln's Birthday
Casmir Pulaski	Memorial Day
July 4 <sup>th</sup> (only those working)	

The Board is only responsible for paid holidays that occur during the regular work week of an employee. If the fourth of July falls on Saturday, the employee will get Friday off pending the employee working the Thursday before and the Monday afterwards. If the fourth of July falls on a Sunday, the employee will get Monday off. pending working on Friday and the Tuesday afterwards. In order for an employee to receive the above paid holidays they must work the day before and the day after. The above holidays are not applicable if the Board of Education requests and are granted a waiver from the State Board of Education.

Annually, the board at its discretion may approve special holidays (Good Friday, Monday after Easter, Jan. 2) in addition to those listed as legal holidays. All other time off will be taken as Sick Leave, Personal Leave, and Vacation time or Docked time.

All Education Support Personnel will receive a written notice of employment, which will state all terms and working conditions for their particular job.

Snow days (used or unused) are to be worked by all custodians, bookkeepers, and secretaries. In the event that employees are unable to report to work due to snow day conditions, they may be allowed to use a sick, personal, or vacation day with notification and approval of the Superintendent.

Secretaries, bookkeepers, and custodians will work during Christmas break. Secretaries, bookkeepers, and custodians may work an abbreviated schedule. A member of the office personnel and custodians will be on duty on regular days and during hours set at the discretion of the Superintendent.

2009/2010 Salary Schedule for Certified Staff

STEP	BA	BA +8	BA +16	BA +24	MA	MA +8	MA +16	MA +24	EDS & PHD
0	27510	27991	28481	28980	29487	30003	30528	31062	31606
	30364	30896	31436	31986	32546	33116	33695	34285	34885
1	28060	28551	29051	29559	30077	30603	31138	31683	32238
	30972	31514	32065	32626	33197	33778	34369	34971	35583
2	28621	29122	29632	30150	30678	31215	31761	32317	32883
	31591	32144	32706	33279	33861	34454	35057	35670	36294
3	29194	29705	30225	30753	31292	31839	32396	32963	33540
	32223	32787	33360	33944	34538	35143	35758	36383	37020
4	29778	30299	30829	31369	31918	32476	33044	33623	34211
	32867	33442	34028	34623	35229	35846	36473	37111	37761
5	30373	30905	31446	31996	32556	33126	33705	34295	34895
	33525	34111	34708	35316	35934	36562	37202	37853	38516
6	30981	31523	32075	32636	33207	33788	34379	34981	35593
	34195	34793	35402	36022	36652	37294	37946	38610	39286
7	31600	32153	32716	33289	33871	34464	35067	35681	36305
	34879	35489	36110	36742	37385	38040	38705	39383	40072
8	32232	32796	33370	33954	34549	35153	35768	36394	37031
	35577	36199	36833	37477	38133	38800	39479	40170	40873
9	32877	33452	34038	34633	35240	35856	36484	37122	37772
	36288	36923	37569	38227	38896	39576	40269	40974	41691
10	33535	34121	34719	35326	35944	36573	37213	37865	38527
	37014	37662	38321	38991	39674	40368	41074	41793	42525
11	34205	34804	35413	36033	36663	37305	37958	38622	39298
	37754	38415	39087	39771	40467	41175	41896	42629	43375
12	34889	35500	36121	36753	37396	38051	38717	39394	40084
	38509	39183	39869	40567	41276	41999	42734	43482	44243
13	35587	36210	36844	37488	38144	38812	39491	40182	40885
	39279	39967	40666	41378	42102	42839	43588	44351	45127
14	36299	36934	37580	38238	38907	39588	40281	40986	41703
	40065	40766	41480	42205	42944	43696	44460	45238	46030
15	37025	37673	38332	39003	39685	40380	41087	41806	42537
	40866	41581	42309	43050	43803	44569	45349	46143	46951
16	37765	38426	39099	39783	40479	41187	41908	42642	43388
	41684	42413	43155	43911	44679	45461	46256	47066	47890
17	38521	39195	39881	40579	41289	42011	42746	43495	44256
	42517	43261	44018	44789	45573	46370	47182	48007	48847
18	39291	39979	40678	41390	42114	42851	43601	44364	45141
	43368	44127	44899	45684	46484	47297	48125	48967	49824
19	40077	40778	41492	42218	42957	43709	44473	45252	46044
	44235	45009	45797	46598	47414	48243	49088	49947	50821
20	40878	41594	42322	43062	43816	44583	45363	46157	46964
	45120	45909	46713	47530	48362	49208	50069	50946	51837
21	41696	42426	43168	43924	44692	45474	46270	47080	47904
	46022	46827	47647	48481	49329	50192	51071	51965	52874
22	42530	43274	44031	44802	45586	46384	47196	48021	48862
	46943	47764	48600	49450	50316	51196	52092	53004	53931
23	43380	44140	44912	45182	46498	47311	48139	48982	49839
	47881	48719	49572	50439	51322	52220	53134	54064	55010

2010/2011 Salary Schedule for Certified Staff

STEP	BA	BA +8	BA +16	BA +24	MA	MA +8	MA +16	MA +24	EDS & PHD
0	27923	28412	28909	29415	29930	30453	30986	31528	32080
	30820	31359	31908	32467	33035	33613	34201	34800	35409
1	28481	28980	29487	30003	30528	31062	31606	32159	32722
	31436	31987	32546	33116	33695	34285	34885	35496	36117
2	29051	29559	30077	30603	31189	31684	32238	32802	33376
	32065	32626	33197	33778	34369	34971	35583	36206	36839
3	29632	30151	30678	31215	31761	32317	32883	33458	34044
	32707	33279	33861	34454	35057	35670	36295	36930	37576
4	30225	30754	31292	31839	32397	32964	33540	34127	34725
	33361	33944	34539	35143	35758	36384	37020	37668	38327
5	30829	31369	31918	32476	33045	33623	34211	34810	35419
	34028	34623	35229	35846	36473	37111	37761	38422	39094
6	31446	31996	32556	33126	33706	34295	34896	35506	36128
	34708	35316	35934	36563	37203	37854	38516	39190	39876
7	32075	32636	33207	33788	34380	34981	35593	36216	36850
	35403	36022	36653	37294	37947	38611	39286	39974	40673
8	32716	33289	33871	34464	35067	35681	36305	36941	37587
	36111	36743	37386	38040	38706	39383	40072	40773	41487
9	33371	33955	34549	35153	35769	36394	37031	37679	38339
	36833	37477	38133	38801	39480	40171	40874	41589	42317
10	34038	34634	35240	35856	36484	37122	37772	38433	39106
	37570	38227	38896	39577	40269	40974	41691	42421	43163
11	34719	35326	35945	36574	37214	37865	38527	39202	39888
	38321	38992	39674	40368	41075	41793	42525	43269	44026
12	35413	36033	36663	37305	37958	38622	39298	39986	40685
	39087	39771	40467	41176	41896	42629	43375	44134	44907
13	36121	36754	37397	38051	38717	39395	40084	40785	41499
	39869	40567	41277	41999	42734	43482	44243	45017	45805
14	36844	37489	38145	38812	39491	40182	40886	41601	42329
	40666	41378	42102	42839	43589	44352	45128	45917	46721
15	37581	38238	38908	39588	40281	40986	41703	42433	43176
	41480	42206	42944	43696	44460	45239	46030	46836	47655
16	38332	39003	39686	40380	41087	41806	42537	43282	44039
	42309	43050	43803	44570	45350	46143	46951	47772	48608
17	39099	39783	40479	41188	41909	42642	43388	44147	44920
	43156	43911	44679	45461	46257	47066	47890	48728	49581
18	39881	40579	41289	42012	42747	43495	44256	45030	45818
	44019	44789	45573	46370	47182	48008	48848	49702	50572
19	40679	41390	42115	42852	43602	44365	45141	45931	46735
	44899	45685	46484	47298	48125	48968	49825	50697	51584
20	41492	42218	42957	43709	44474	45252	46044	46850	47670
	45797	46598	47414	48244	49088	49947	50821	51710	52615
21	42322	43063	43816	44583	45363	46157	46965	47787	48623
	46713	47530	48362	49209	50070	50946	51838	52745	53668
22	43168	43924	44693	45475	46270	47080	47904	48742	49595
	47647	48481	49329	50193	51071	51965	52874	53800	54741
23	44032	44802	45586	46384	47196	48022	48862	49717	50587
	48600	49451	50316	51197	52093	53004	53932	54876	55836
24	44912	45698	46498	47312	48140	48982	49839	50712	51599
	49572	50440	51322	52221	53134	54064	55010	55973	56953

2011/2012 Salary Schedule for Certified Staff

STEP	BA	BA +8	BA +16	BA +24	MA	MA +8	MA +16	MA +24	EDS & PHD
0	28342	28838	29343	29856	30379	30910	31451	32002	32562
	31283	31830	32387	32954	33531	34117	34714	35322	35940
1	28909	29415	29930	30453	30986	31528	32080	32642	33213
	31908	32467	33035	33613	34201	34800	35409	36028	36659
2	29487	30003	30528	31062	31606	32159	32722	33294	33877
	32546	33116	33695	34285	34885	35496	36117	36749	37392
3	30077	30603	31139	31684	32238	32802	33376	33960	34555
	33197	33778	34369	34971	35583	36206	36839	37484	38140
4	30678	31215	31761	32317	32883	33458	34044	34640	35246
	33861	34454	35057	35670	36294	36930	37576	38233	38903
5	31292	31839	32397	32964	33540	34127	34725	35332	35951
	34538	35143	35758	36384	37020	37668	38327	38998	39681
6	31918	32476	33045	33623	34211	34810	35419	36039	36670
	35229	35846	36473	37111	37761	38422	39094	39778	40474
7	32556	33126	33705	34295	34895	35506	36128	36760	37403
	35934	36563	37203	37854	38516	39190	39876	40574	41284
8	33207	33788	34380	34981	35593	36216	36850	37495	38151
	36653	37294	37947	38611	39286	39974	40673	41385	42109
9	33871	34464	35067	35681	36305	36941	37587	38245	38914
	37386	38040	38706	39383	40072	40773	41487	42213	42952
10	34549	35153	35769	36394	37031	37679	38339	39010	39692
	38133	38801	39480	40171	40873	41589	42317	43057	43811
11	35240	35856	36484	37122	37772	38433	39106	39790	40486
	38896	39577	40269	40974	41691	42421	43163	43918	44687
12	35945	36574	37214	37865	38527	39202	39888	40586	41296
	39674	40368	41075	41793	42525	43269	44026	44797	45581
13	36663	37305	37958	38622	39298	39986	40685	41397	42122
	40467	41176	41896	42629	43375	44134	44907	45693	46492
14	37397	38051	38717	39395	40084	40785	41499	42225	42964
	41277	41999	42734	43482	44243	45017	45805	46606	47422
15	38145	38812	39491	40182	40886	41601	42329	43070	43824
	42102	42839	43589	44351	45128	45917	46721	47539	48370
16	38907	39588	40281	40986	41703	42433	43176	43931	44700
	42944	43696	44460	45239	46030	46836	47655	48489	49338
17	39686	40380	41087	41806	42537	43282	44039	44810	45594
	43803	44570	45350	46143	46951	47772	48608	49459	50325
18	40479	41188	41909	42642	43388	44147	44920	45706	46506
	44679	45461	46257	47066	47890	48728	49581	50448	51331
19	41289	42011	42747	43495	44256	45030	45818	46620	47436
	45573	46370	47182	48007	48848	49702	50572	51457	52358
20	42115	42852	43602	44365	45141	45931	46735	47553	48385
	46484	47298	48125	48968	49825	50696	51584	52486	53405
21	42957	43709	44474	45252	46044	46850	47670	48504	49353
	47414	48244	49088	49947	50821	51710	52615	53536	54473
22	43816	44583	45363	46157	46965	47787	48623	49474	50340
	48362	49209	50070	50946	51837	52745	53668	54607	55562
23	44692	45475	46270	47080	47904	48742	49595	50463	51346
	49329	50193	51071	51965	52874	53800	54741	55699	56674
24	45586	46384	47196	48022	48862	49717	50587	51473	52373
	50316	51197	52093	53004	53932	54876	55836	56813	57807
25	46498	47312	48140	48982	49839	50712	51599	52502	53421
	51322	52221	53134	54064	55010	55973	56953	57949	58963

**All Educational Support Personnel (Receptionist, Building Secretary, Custodians, Nurse, Crossing Guard, and Cafeteria Workers) will receive a .025% pay raise on their current salary each year for three years. Teacher Aides are remaining at yearly minimum wage for the duration of the contract. The other exception is the Bus Drivers which will follow their salary schedule.**

**Full Time Bus Driver General Student Route (AM/PM) Pay Scale**

	<b>Step</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
<b>1st year</b>	09/10	20.65	21.32	21.99	22.66	23.33	24.00	24.67	25.34	26.01	26.68
<b>2nd Year</b>	10/11	20.65	21.32	21.32	22.66	23.33	24.00	24.67	25.34	26.01	26.68
<b>3rd Year</b>	11/12	20.65	21.32	21.32	21.32	23.33	24.00	24.67	25.34	26.01	26.68
		<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>
<b>1st year</b>	09/10	28.01	28.68	29.35	30.02	30.69	31.36	32.03	32.70	33.37	34.04
<b>2nd Year</b>	10/11	28.01	28.68	28.68	30.02	30.02	31.36	32.03	32.70	33.37	34.04
<b>3rd Year</b>	11/12	28.01	28.68	28.68	28.68	30.02	30.02	32.03	32.70	33.37	34.04

**Full Time Bus Driver Special Route Pay Scale**

	<b>Step</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
<b>1st year</b>		15.15	15.82	16.49	17.16	17.83	18.50	19.17	19.84	20.51	21.17
<b>2nd Year</b>		15.52	16.17	16.82	17.47	18.12	18.77	19.42	20.07	20.72	21.37
<b>3rd Year</b>		15.91	16.54	17.17	17.80	18.43	19.06	19.69	20.32	20.95	21.58
		<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>
<b>1st year</b>		21.84	22.51	23.18	23.85	24.52	25.19	25.86			
<b>2nd Year</b>		22.02	22.67	23.32	23.97	24.62	25.27	25.92	26.57		
<b>3rd Year</b>		22.21	22.84	23.47	24.10	24.73	25.36	25.99	26.62	27.25	27.88

## Extracurricular Salary Schedule

Activity	AMT	AMT	AMT	AMT
Fr. Sponsors	\$ 270	For Each Person For Each Person For Each Person For Each Person		
So. Sponsors	\$ 270			
Jr. Sponsors (3-Except Head)	\$ 270			
Sr. Sponsors (3-Except Head)	\$ 270			
8th Grade Head Sponsor	\$ 270			
Sr. Class Head Sponsor	\$ 405			
Jr. Class Head Sponsor	\$ 405			
Art Club	\$ 270	\$ 324	\$ 405	\$ 539
French Club	\$ 270	\$ 324	\$ 405	\$ 539
Honor Society	\$ 270	\$ 324	\$ 405	\$ 539
J.H. Literary	\$ 270	\$ 324	\$ 405	\$ 539
J.H. Student Council	\$ 270	\$ 324	\$ 405	\$ 539
H.S. Science Club	\$ 405	\$ 459	\$ 539	\$ 674
H.S. Speech	\$ 405	\$ 459	\$ 539	\$ 674
J.H. Science Club	\$ 405	\$ 459	\$ 539	\$ 674
Computer Club	\$ 405	\$ 459	\$ 539	\$ 674
*Fall Intramural	\$ 539	\$ 593	\$ 674	\$ 809
H.S. Student Council	\$ 539	\$ 593	\$ 674	\$ 809
Swing Choir	\$ 539	\$ 593	\$ 674	\$ 809
Yearbook	\$ 539	\$ 593	\$ 674	\$ 809
*J.H. Asst. Baseball	\$ 674	\$ 728	\$ 809	\$ 944
*J.H. Asst. Softball	\$ 674	\$ 728	\$ 809	\$ 944
J.H. Asst. Volleyball	\$ 674	\$ 728	\$ 809	\$ 944
FFA	\$ 809	\$ 863	\$ 944	\$ 1,079
FCCLA	\$ 809	\$ 863	\$ 944	\$ 1,079
Play	\$ 809	\$ 863	\$ 944	\$ 1,079
Stage & Pep Band	\$ 809	\$ 863	\$ 944	\$ 1,079
*H.S. Asst. Baseball	\$ 809	\$ 863	\$ 944	\$ 1,079
*H.S. Asst. Softball	\$ 809	\$ 863	\$ 944	\$ 1,079
J.H. Cheerleaders	\$ 809	\$ 863	\$ 944	\$ 1,079
J.H. Scholastic	\$ 809	\$ 863	\$ 944	\$ 1,079
H.S. Scholastic	\$ 944	\$ 998	\$ 1,079	\$ 1,214
H.S. Cheerleaders	\$ 1,079	\$ 1,133	\$ 1,214	\$ 1,349
J.H. Baseball	\$ 1,079	\$ 1,160	\$ 1,295	\$ 1,483
J.H. Softball	\$ 1,079	\$ 1,160	\$ 1,295	\$ 1,483
H.S.J.V. Volleyball	\$ 1,349	\$ 1,429	\$ 1,564	\$ 1,753
J.H. Asst. Basketball	\$ 1,618	\$ 1,699	\$ 1,834	\$ 2,023
J.H. Head Volleyball	\$ 1,618	\$ 1,726	\$ 1,915	\$ 2,158
H.S.J.V. Basketball	\$ 1,618	\$ 1,726	\$ 1,915	\$ 2,158
H.S. Baseball	\$ 1,753	\$ 1,861	\$ 2,050	\$ 2,293
H.S. Softball	\$ 1,753	\$ 1,861	\$ 2,050	\$ 2,293
J.H. Head Basketball	\$ 2,427	\$ 2,535	\$ 2,724	\$ 2,967
H. S. Head Volleyball	\$ 2,427	\$ 2,535	\$ 2,724	\$ 2,967
Unit Athletic Director	\$ 2,697	\$ 2,805	\$ 2,994	\$ 3,237
H. S. Head Basketball	\$ 2,967	\$ 3,075	\$ 3,263	\$ 3,506
<b>Total =</b>	<b>\$ 39,917</b>	<b>\$ 40,618</b>	<b>\$ 44,772</b>	<b>\$ 50,975</b>

**ARTICLE IX**  
**EFFECT OF THE AGREEMENT**

**A. Complete Understanding**

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

**B. Individual Contracts**

The terms and conditions of this Agreement shall be reflected in individual contracts or employment agreements.

**C. Savings Clause**

Should any portion of this Agreement be declared illegal or improper by the Illinois Educational Labor Relations Board, arbitrator or court, provided, however, the above have competent jurisdiction, then that portion shall be deleted from the Agreement to the extent of its illegality or impropriety. The remainder of the Agreement shall remain in full force and effect.

**D. No Strike**

The Association agrees it will not, during the period of this Agreement, engage in any concerted activity which could disrupt the educational activities of the District.

**E. Term of Agreement**

This Agreement shall be effective from the first day of school year 2009-10 and continue in effect through the last day before the first day of the school year 2011-12

This Agreement is signed this \_\_\_\_\_ day of \_\_\_\_\_, 2010.

In witness thereof:

For the Edinburg Education  
Association

For the Board of Education  
Edinburg Community Unit #4

\_\_\_\_\_  
President

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Secretary