



**COLLECTIVE BARGAINING AGREEMENT BETWEEN
THE BOARD OF EDUCATION OF NORRIDGE SCHOOL
DISTRICT NO. 80
AND THE
NORRIDGE EDUCATION ASSOCIATION OF TEACHERS
(NEAT), IEA-NEA
2025-2028**

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1. RECOGNITION CLAUSE

The Board of Education of Norridge School District No. 80 recognizes that pursuant to the Illinois Educational Labor Relations Act, the Norridge Education Association of Teachers (NEAT), IEA- NEA, is the exclusive representative of all full-time and regular part-time personnel who are employed by Norridge Elementary School District No. 80 as certificated employees for the purpose of collective bargaining in respect to rates of pay, wages, hours of employment or other conditions of employment. Excluded from the bargaining unit are all managerial, supervisory, confidential and temporary employees as defined by the Illinois Educational Labor Relations Act, and any other employees excluded under the Illinois Educational Labor Relations Act.

2. PERSONNEL FILE

A. Personnel Files and Right to Examine

Employee personnel records will be kept in the District office and will usually contain pertinent information about the employee, his or her position, salary and evaluations. Employees have the right to have copies of the materials made for a reasonable expense. An employee shall have the right to examine his or her personnel file by contacting the Administrative Assistant to the Board, in writing, for an appointment. The appointment shall be scheduled within seven (7) calendar days of the request.

3. COMPENSATION AND BENEFITS SUMMARY

An accounting of employee information including: employee name, placement, yearly salary, amount of pays per year, years of service, awarded sick days, health/dental insurance status, FSA amount, accumulated sick leave and personal business leave days shall be delivered to each bargaining unit member by September 10th.

4. ASSIGNMENTS, VACANCIES AND TRANSFERS

Assignments and Transfers

No later than January 15th of each school year, the District will distribute a survey to the bargaining unit members concerning their assignment. Bargaining unit members must return their survey to the District by February 1st (of that same school year) for their preferences to be considered for the next school year.

Bargaining unit members will be notified by May 1st, of their school, grade level, and room assignment or subject matter assignment for the following school term. The District reserves the right to change this assignment based on unexpected bargaining unit members resignations or retirements, unknown changes in student enrollment, an emergency situation, or if mutually agreed upon by the Superintendent, Association President and the affected bargaining unit member.

If a bargaining unit member receives an involuntary change of assignment after May 1st they will meet, if requested, with his/her current building Principal, and any other administrator the District wants present for the meeting, to discuss any concerns, information or questions the bargaining unit member has which could be relevant to the change . The bargaining unit member may request that an Association representative be present at the meeting. The bargaining unit member will be notified, in writing, within 48 hours after the meeting to address the bargaining unit member's concerns regarding the change and the rationale for the change . If a change in assignment is presented to the bargaining unit member as a change only for a specific, limited period of time, this time limitation shall be stated in writing when the bargaining unit member receives their notice of assignment .

Bargaining unit members who are involuntarily transferred after May 1st, will be entitled to be paid for up to six (6) hours of time to prepare for their new assignment. Bargaining unit members will fill out a timesheet for up to six (6) hours; the hours must be outside of the teacher work day. Bargaining unit members who request a transfer shall not qualify for this payment.

Vacancies

A vacancy shall occur upon the occasion of the resignation, retirement, or the dismissal for cause of the person who had previously held a bargaining unit position, or when a new bargaining unit position is created, provided however, no vacancy shall occur unless the Board has determined to fill the bargaining unit position described herein.

The Superintendent and/or designee shall post a notice on the District website for all vacancies as they occur in all schools and send notice to the whole district. Vacancies shall be posted for at least five (5) working days. No vacancies will be filled on a permanent basis until all bargaining unit members who have applied within the five (5) working days and are qualified to fill the vacancy under the Illinois School Code have received an interview for the vacancy and the posting has been completed, unless:

- 1) The vacancy occurs within thirty days of the beginning of a school year;
- 2) In case of emergency.

5. DUTY FREE LUNCH

Each bargaining unit member shall have a duty-free lunch in compliance with the Illinois School Code.

6. TRAVEL BETWEEN SCHOOLS

Bargaining unit members whose assignments require them to travel from one school to another during the regular school day shall be permitted fifteen (15) minutes to do so, and this fifteen (15) minutes shall not be counted toward these bargaining unit members' duty free lunches or preparation time.

7. SAFETY AND SECURITY

The Board of Education shall take steps to provide a reasonably safe and secure environment for its employees.

8. SCHOOL CALENDAR

The Superintendent agrees to consult with the District Leadership Advisory Committee (DLAC) to receive input regarding the school calendar before making his or her final recommendation on the calendar to the Board of Education. The Calendar and Handbook committee will administer a calendar survey to all bargaining unit members on an annual basis by November 1st. The purpose of the survey is to use the input to create a school calendar for the forthcoming school year. A proposed calendar will be shared with DLAC for review before it is submitted to the Board for final approval. The school calendar shall reflect 185 days of which 180 shall be teacher attendance days, 176 student contact days, 4 institute days, and 5 emergency days.

An optional bargaining unit member planning day will be offered to every bargaining unit member in order to prepare for the school year, directly preceding the first scheduled Institute Day of each school year, and attending this optional bargaining unit member planning day is exclusively at the bargaining unit member's discretion. The optional bargaining unit member planning day shall be compensated, up to five (5) hours (not including a duty free lunch) at the hourly rate as described in Appendix B. On this day two (2) hours shall be dedicated for State and Federal Mandated trainings required by ISBE. The remaining time shall be used for curricular activities at the discretion of each bargaining unit member.

The Board shall make every effort to ensure school facilities are available to bargaining unit members ten (10) workdays in advance of the start of the school year. If, for any reason, this is not possible, bargaining unit members will be notified of the date they can have access to the facilities.

9. CLASS SIZE

Classroom composition will be determined in a manner that is as equitable as possible among grade level teachers (preschool-8) based on student learning styles, with the understanding that co-taught classrooms may have a higher concentration of students with Individual Education Plans (IEP). When a teacher has a concern about his/her class size or composition s/he will discuss it with the Principal. If the teacher's concerns are not resolved by meeting with the Principal, the teacher may then address his/her concerns with the Superintendent. If the teacher's concerns are not resolved by the Superintendent, the teacher may then address his/her concerns with the Board not later than the next regularly-scheduled Board meeting. In attempting to resolve class size and/or composition concerns, the Principal, Superintendent and Board will consider among other things, the physical limitations of the classroom and the make-up of the students assigned to the class, including any students with exceptionalities. The Board will continue to support a reasonable licensed staff member to student ratio within its financial abilities. When a class size exceeds 25 students, a representative from the Association and the teacher will meet with the Principal of the building involved, the Superintendent and the Board President (or designee) to discuss the needs of the class, the teacher and the District, and to consider options available to address those needs. Some potential options may include: co-

teaching options with existing staff, securing a grade level or classroom paraprofessional, hiring an additional teacher for the impacted grade level, or exploring alternative service models of instruction. Ultimately the district will have the final say on if any adjustments will be provided. A written summary of the meeting will be provided to the Association and teacher within ten (10) days.

10. CLASSROOM SUPPLIES, PROFESSIONAL DEVELOPMENT AND COURSEWORK

Each bargaining unit member teacher shall receive an allotment of \$500 for classroom supplies, pre-approved University/College coursework, professional development outside of the school day, professional development during the school day and sub payment for such activities if required for the bargaining unit member.

Bargaining unit members may begin purchasing supplies for the upcoming school year on June 1st of the prior school year. Supply checks will be mailed out by July 15th of the current school year with a list of Board/Association approved items which qualify for reimbursement. The intent of the funds is to directly benefit the students; therefore all funds should be spent by April 1st of the current school year. Receipts should be turned in to the district office with the appropriate supply reimbursement form by April 1st. The receipt(s) must be clearly marked, contain only the pre-approved items, and tax will not be reimbursed.

Funds may be used for pre-approved University/College coursework, professional development outside of the school day, or professional development during the school day and sub payment for such activities. If the professional development or workshop is during the school day, the bargaining unit member may take a professional development day if the funds are enough to cover the activity and the substitute. If the funds are not enough to cover the activity and the substitute coverage, the bargaining unit member may use a personal day. Upon completion of coursework, the bargaining member must submit an official transcript earning a grade of "B" or better. Upon completion of a professional development activity the bargaining member must submit a certificate of attendance.

All pre-approved coursework or professional development must be completed by April 1st of each year.

Funds may be used for pre-approved membership in a professional organization. The pre-approval form must be turned in with the fee documentation by April 1 of each year.

If a bargaining unit member resigns within or at the end of the school year, they must reimburse the Board the full amount of supply and/or pre-approved University/College coursework, or professional development funds they received. This option does not apply to bargaining unit members resigning in lieu of termination. If they do not reimburse the Board, the remaining funds will be deducted from their final paycheck.

11. SCHEDULING PLAN TIME

A. Scheduling Committee

On or before February 1 of each year, Building Leadership Teams (BLT) shall meet with the Principal(s) to discuss and equalize whenever practical bargaining unit member plan time, the

bell schedule, courses offered and plan the building schedule. On an annual basis during the development of the building schedule for each forthcoming school year, the Association President(s) and Principals shall meet and agree on a fair and equitable amount of plan time for bargaining unit members. Ultimately, the Principal shall have final authority with respect to plan time.

In general, the Administration will avoid scheduling meetings during Professional Learning Community (PLC) time; however, with prior advance notice, the Administration may use no more than one planning time per week for PLCs.

B. Plan Time

In the event an administrator wishes to use a grade level's common planning time for a PLC meeting the follow procedure will be utilized:

- 1) Administration will disseminate a written notice (no less than two (2) school days prior to the proposed meeting) to all requested parties.
- 2) An itemized agenda will be included in the above notice.
- 3) A grade level representative will confirm meeting time and place.
- 4) In the event the grade level or requested parties are unavailable for the requested meeting, a mutually agreed upon meeting time will be scheduled.

C. Collaboration Time

During D80 Collaboration time, all educators are engaged in district approved activities. This time is not intended to default to individual prep time for educators. Annually, BLT shall meet with the Principal to discuss collaboration time and ultimately, the Principal shall have final authority with respect to collaboration time.

Missed individual prep time as a result of attending an IEP, 504 or problem-solving meeting may be made up during D80 Collaboration time on days not designated as collaboration time with prior approval from administration. Every effort will be made by administration to schedule IEP, 504 and problem-solving meetings outside of individual prep time.

D. Wednesday Early Release Days

Annually, BLT shall meet with the Principal(s) to discuss early release days and ultimately, the Principal shall have final authority with respect to early release days meeting purposes.

12. EVENING MEETINGS AND WORK DAY

A. Evening Meetings

The Building Administration in consultation with the Calendar Committee shall establish a schedule of evening meetings, activities, and functions for the school year, of which a

bargaining unit member will be required to attend three (3) events without earning release time or evening meeting pay. The three (3) required attendance events shall be:

- 1) Curriculum Night/Preschool/Kindergarten Night and Supply Drop off
- 2) A community-based evening.
- 3) 8th Grade Graduation, Art Night, Spring Musical, Pre-school/Kindergarten Round-up, Grade Fly-up, or any night mutually agreed to by the Administration and Association.
- 4) For the Band Director, up to two (2) concerts shall fulfill the requirement for two (2) evening meetings. The remaining concerts are supported by the Band Director's stipend.
- 5) For the General Music Teacher, up to two (2) musicals shall fulfill the requirement for two (2) evening meetings.
- 6) For the Art Teacher, up to two (2) Art Shows shall fulfill the requirement for two (2) evening meetings.

To the extent possible, such meetings shall be approved along with the official school calendar but in no case later than September 15 annually.

If a bargaining unit member is absent on a required evening meeting day, the bargaining unit member will work with the building Principal to make-up for the missed evening meeting time. The purpose of the make-up time is to attend an evening event. If a different evening event is not available for that school year, the bargaining unit member and the Principal will agree upon a make-up activity. If a bargaining unit member is on a Board-approved or FMLA leave of absence, they are not expected to make-up the missed event that occurred during the leave of absence.

The Handbook and Calendar Committee shall survey the staff by February 1st each year for feedback or ideas of events for the upcoming school year.

The District may require bargaining unit members to attend additional evening meetings, activities or functions, but will grant to bargaining unit members, commensurate release time for such meetings, activities and functions for the time actually spent at the meeting, activity or function. An additional evening meeting shall be defined as a meeting which begins at least one hour after the normal work day of the bargaining unit member.

Parent teacher conferences shall be held for a total of 16 additional hours. Release time for said conferences shall take the form of an early dismissal at 1:10 pm (Leigh) and 1:20 pm (Giles) on the day before winter break and the day before spring break. In addition, school will not be in session during the week of Thanksgiving. If a bargaining unit member is absent from school on a day of parent teacher conferences, they will work with the Principal to make-up for the missed conference time. The purpose of the make-up time is to communicate with parents regarding student progress. If a bargaining unit member is on a Board-approved leave or FMLA leave of absence, they are not expected to make-up the missed event that occurred during the leave of absence.

The parties understand and acknowledge that meetings, activities, and functions which may arise as a function of the bargaining unit member's assignment or professional responsibilities, including but not limited to, meetings with individual or groups of parents, do not count as evening meetings, activities or functions for which release time or evening meeting pay may be accumulated or earned.

7) Workday

The regular teacher workday, unless otherwise agreed to, will be 440 minutes including a duty-free lunch period. However, it is understood that the actual arrival and departure times for bargaining unit members will be such as to allow sufficient time for the bargaining unit members' professional responsibilities. For sick or personal leave purposes, use of a half-day will be permitted. A bargaining unit member who works continuously at least half of the established workday at either the start or up to the end of the workday will only be charged for a half-day for personal or sick leave, as may be applicable. However, the bargaining unit member taking a half-day must complete or start the period necessary to have continuously worked at least half the workday. A half a regular workday, unless otherwise agreed to, will be 220 minutes.

The school calendar shall include four (4) teacher institute days. Two (2) of the days will follow the regular teacher work day of 440 minutes and two (2) of the days shall be no more than five (5) hours (not including a duty-free lunch) and begin no earlier than 8:00am and end no later than 3:30pm.

Unless authorized by the Superintendent or designee, all bargaining unit members are expected to be engaged with students other than at lunch and during preparation time.

8) E-Learning Day

The district will make every attempt to announce an E-Learning day as early as possible the day before an anticipated E-Learning Day becomes necessary.

9) Mandated Trainings

Teachers will complete all Federal, State and Local mandated trainings by September 15. The training coursework will be shared with the bargaining unit members by July 8 or within 5 days after ISBE releases the approved list, whichever is later. If the bargaining unit members do not have the approved list by July 8th, the Association President and Superintendent shall meet to discuss an alternative timeline. The District shall require bargaining unit members to complete mandated trainings in accordance with all Federal and State laws which are identified by ISBE in their annual published update to ***Illinois Mandated School Training in Public Schools***, and any other Federal or State mandated trainings that may not be included in the list released from ISBE.

13. JOB SHARING

Bargaining unit members who desire to "job share" may submit a job sharing proposal to the Job Share Review Board ("JSRB") composed of the Superintendent, a Principal and the Association

President, by no later than February 1st, of the school year before the job share is to begin. superintendent by no later than February 1st of the school year before the job share is to begin. The proposal shall address bargaining unit member responsibilities, work schedule, communication, attendance at meetings and pay and benefit issues. Both parties to the job share must attend institute days and district training as it relates to their grade level. Appropriate compensation will be provided of attendance at institute days and training.

The parties, including the bargaining unit members involved, administration and the Association may bargain an appropriate job sharing agreement. The length of the job share agreement shall be for one school year and may be extended from year to year if a timely request is received from the job share participants. The JSRB will contact the job share applicants no later than th May 1st, of the school year before the job share is to begin to share its decision to grant or deny the job share request. The grant or denial of a job sharing proposal shall be at the sole and exclusive discretion of the JSRB and no individual grant or denial shall serve as precedent for any subsequent grant or denial. If the JSRB determines that the job share is inappropriate at its inception, the JSRB shall not be obligated to bargain the terms of the share (This is intended to be an explicit waiver of obligation to bargain). Upon conclusion of the job share agreement, the participants, if they remain employees of the District shall return to the same or a comparable position to the one held during or prior to the job share.

14. SUPERVISION

a. Morning/After-School

All bargaining unit members will be assigned responsibilities and should be in their assigned locations at the start of their work day.

A bargaining unit member who engages in morning or after-school supervision, outside of the contracted time, shall be compensated, using a time sheet, at the lunchroom supervisory rate, except in the case of an emergency.

Upon request, the building Principal shall meet with an Association representative to discuss the distribution of before and after-school supervision responsibilities.

b. Lunch

By May 1 of each year, the building Principal shall post notice of the opportunity to apply for lunch supervision duties for the next school term. If an insufficient number of bargaining unit members apply, the Board may employ non-bargaining unit members to provide lunch supervision for the next school term. If more bargaining unit members apply than needed, the lunch supervision duty will be rotated amongst the teachers who apply.

c. Internal Subbing

An adequate list of substitutes is important to the operation of the school district and every effort will be made to provide a substitute when a teacher is absent. When a substitute is not available at the middle school, for a teacher, a Principal may request that another bargaining unit member volunteer to substitute in the uncovered class during the teacher's plan time.

A bargaining unit member will not be required to surrender his/her plan time to serve as a substitute in an uncovered classroom.

A bargaining unit member who surrenders his/her plan time to serve as a substitute will be reimbursed at a prorated (60 minutes) hourly rate. The prorated hourly rate for internal substitution during a teacher's plan time for each school year of the CBA shall be as indicated in Appendix B. The teacher shall complete a timesheet for each internal substitution.

Elementary school teachers or Physical Education teachers may be requested to assume the responsibility of another teacher's students, in the same grade level, simultaneously with their own students when substitute coverage is not available or by agreement between the teacher(s) and administration.

If the teacher accepts the request, compensation shall be paid for such additional responsibilities according to the chart below. The teacher shall complete a timesheet for each internal substitution.

<u>Number of Teachers Who Split a Class</u>	<u>Half Day</u>	<u>Full Day</u>
<u>1 (PE only)</u>	<u>\$50</u>	<u>\$100</u>
<u>2</u>	<u>\$50</u>	<u>\$100</u>
<u>3</u>	<u>\$33</u>	<u>\$66</u>
<u>4</u>	<u>\$25</u>	<u>\$50</u>

15. EVALUATION AND PROFESSIONAL GROWTH OF EMPLOYEES

A. Notification of Evaluation Process

Within the first week after the start of a new school year, the building Principal will identify the bargaining unit members to be evaluated. Bargaining unit members shall receive a list of faculty scheduled for formal evaluation and the deadlines for each step of the process.

Within two (2) weeks after the start of a new school year, the building Principal or designee will conduct an orientation session where they shall acquaint all bargaining unit members under his/her supervision with the evaluation process, procedures, and evaluation instruments to be utilized. No formal evaluation shall take place until such acquaintance with the procedures and instruments has been completed.

B. Evaluation of Traveling or Unassigned Employees

The Superintendent shall designate the administrator(s) who will issue the summative evaluation of employees who travel between buildings or who are not assigned to a building.

C. Evaluation Procedures

- 1) A tenured bargaining unit member who received either an "Excellent" or "Proficient" performance rating on his or her last performance evaluation, a minimum of two

observations are required during the cycle in which the current evaluation is conducted, one of which must be a formal observation. Each formal evaluation shall include a pre-conference, an observation and an observation post conference as required by Part 50 Evaluation of Educator Licensed Employees Under Articles 24A and 34 of the Illinois School Code. (Part 50). This evaluation shall be completed by the 1st of May.*

A tenured bargaining unit member who received a “Needs Improvement” or “Unsatisfactory” performance evaluation rating in his or her last performance evaluation, a minimum of three observations shall be required in the school year immediately following the year in which the “Needs Improvement” or “Unsatisfactory” rating was assigned, of which two must be formal observations.

- 2) For each non-tenured bargaining unit member, a minimum of three observations shall be required each school year, of which two must be formal observations.
- 3) Each observation will be based on at least one classroom observation of no less than forty-five (45) minutes or an entire class period or an entire lesson. The formal observation shall allow the qualified evaluator to acquire evidence of the bargaining unit member’s planning, instructional delivery and classroom management skills. Each bargaining unit member to be observed will schedule a pre-observation conference with the administrator conducting the observation. At the pre-observation conference, the bargaining unit member and administrator will discuss the upcoming observation and schedule dates for the observation and post-observation conference. The post-observation conference will be scheduled within seven (7) days of the observation, if at all possible.
- 4) A written copy of the observation write up will be provided to the bargaining unit member at the post-observation conference.
- 5) Non-tenured bargaining unit members shall receive their summative evaluation document by March 1 of each year. An evaluation conference must take place at the time the final evaluation document is presented to the bargaining unit member.
- 6) Tenured bargaining unit members shall receive the completed summative evaluation document by May 1st of each year. An evaluation conference must take place at the time the final evaluation document is presented to the bargaining unit member.
- 7) A copy of the final summative evaluation document, signed by the bargaining unit member solely for the purpose of acknowledging receipt, shall be placed in the bargaining unit member’s personnel file.
- 8) Employee’s Right to Respond to the Final Evaluation Document:
A bargaining unit member may submit a written response to the final summative document within thirty (30) school days after the bargaining unit member’s receipt of the final, summative evaluation document. Any written response submitted shall be attached to the final written summative evaluation and placed in the bargaining unit member’s personnel file.

D. PERA Joint Committee

The Board and the Association will each appoint an equal number of members to the PERA

Joint Committee.

E. Summative Rating of Unsatisfactory Appeal

If a certified staff member receives an UNSATISFACTORY summative rating, s/he can follow the appeal process:

An informal appeal process can occur as a first step within seven (7) school days of the summative rating. The certified staff member may choose an alternative administrator to review the evaluation (i.e. if the staff member believes there has been a miscalculation in their evaluation scores). A meeting between the staff member, his or her evaluator, and the alternative administrator may be able to clarify the Unsatisfactory rating or correct an error.

Within ten (10) school days after receipt of the summative rating, a bargaining unit member can file a formal appeal by providing written notice to the Superintendent or designee. The notice must include a specific explanation of the basis for the appeal:

- alleged errors underlying the rating including, but is not limited to, the bargaining unit member identifying the type of error as: (a) computational error, (b) procedural error, and/or (c) misinterpretation or misapplication of the professional practice rating. (d) improper bias, e) misinterpretation or misapplication of the student growth rating, (f) insufficient evidence to support an unsatisfactory rating (g) improper opinion.
- reference to specific evidence that has been collected through informal and formal observations.
- dates or elements not consistent with the timelines or processes established in this Licensed Staff Evaluation Plan.

When the appeal notice is submitted, the bargaining unit member must provide a copy of the notice to their evaluator.

To maintain confidentiality in this process, the bargaining unit member can remove their name and use an alternative identification on any submitted paperwork. The superintendent or designee will not use the bargaining unit member's name or other personally identifying information in the appeal process.

The Unsatisfactory Rating Appeal Panel ("Panel") will be comprised of 4 members:

- 2- Administrators
- 2- Qualified evaluators selected by the NEAT President(s)

Neither the immediate supervisor of the person rated unsatisfactory nor the person rated unsatisfactory can be a member of the Panel.

The Panel will be provided all evaluation documents for that evaluation cycle and the employee's letter of appeal. They will meet to discuss and deliberate over those documents.

The Evaluation Appeals Panel may ask for additional information from the bargaining unit member or evaluator within one (1) day of the Evaluation Appeals Panel's first meeting. If

they choose to do so, the bargaining unit member or evaluator must submit the additionally requested information from the Evaluation Appeals Committee within two (2) days of the request.

The Panel will vote by secret ballot to either confirm the "Unsatisfactory" rating or to nullify the "Unsatisfactory" rating within twenty-one (21) school days of the start of the appeals process.

If the Panel votes to nullify the rating, the "Unsatisfactory" rating will be replaced as follows:

- 1) If the "Unsatisfactory" rating resulted from a miscalculation of scores, the replacement rating will be the rating resulting from the recalculation.
- 2) If the Panel vote is unanimous, the replacement rating will be "Proficient".
- 3) If the Panel vote is a tie or majority, a revoked "Unsatisfactory" rating will be replaced with a final evaluation rating of "Needs Improvement."

Upon conclusion of the appeals process, a formal letter will be written as an addendum to the summative evaluation that outlines the decision of the appeals process, providing evidence when necessary, and signed by the official designee from both the association and the administration.

The entire appeals process (from the day the appeals process is initiated until a final summative rating is established) will take no more than 30 school days, unless mutually agreed upon between the Association and Administration.

16. SUMMER SCHOOL AND EXTENDED SCHOOL YEAR

In-district employees who apply for summer school or extended school year positions will be considered for summer assignments based on District seniority. However, the administration retains the discretion to determine who should be hired for summer assignments.

17. DISPENSING MEDICATION FOR STUDENTS

Bargaining unit members are not to dispense any medication of any type to students. This includes aspirin, cough drops, etc. Students who need medication should be referred by the bargaining unit member to the School Nurse.

18. RECORDKEEPING

The Illinois School Code requires teachers to keep accurate attendance records and other student-related records. Bargaining unit members are to keep records current, accurate, clear, and relevant. Records may include grades, cumulative records, assessment information, standardized test data, Individual Education Plans/504s, communication data and other records as agreed upon by the Association President and Superintendent. All records are to be completed by bargaining unit members only and are subject to periodic examination by the Principal.

19. ASSOCIATION LEAVE

The Association President or his/her designee shall be granted six (6) days per school year to conduct official Association business, to investigate grievances or conduct other activities related to school or bargaining unit member welfare provided the Association shall, in advance of any such usage, give the Superintendent ten (10) days notice in writing whenever possible and will reimburse the District in an amount equal to the pay of a substitute teacher.

20. PERSONAL LEAVE DAYS

Full-time bargaining unit members will be granted three (3) personal leave days per year. Personal days may not accumulate from year to year. Unused personal leave days will accrue as sick leave. Personal leave may be used as sick leave.

A notification for use of personal leave shall be made to the Principal or designee at least two (2) bargaining unit member employment days prior to the desired onset of such leave, by e-mail. The Principal or designee shall acknowledge the notification within twenty-four (24) hours of receipt.

A request for personal leave in an emergency, with an explanation of the emergency, shall be made to the Superintendent or designee by e-mail or personal contact, as soon as possible.

Granting of the personal day is subject to the discretion of the Superintendent or designee.

At the approval of the Superintendent, whose decision shall be final, personal leave may be granted the day immediately preceding or the day following a school vacation or holiday and may be used on three consecutive days. Personal days may not be used any day that state required assessments are taking place (example: ISA and IAR).

Personal leave may be used in half day increments.

21. SICK LEAVE

Sick leave shall be interpreted to mean personal illness (includes physician's appointment), mental or behavioral health complications, quarantine at home, serious illness or death in the immediate family or household, or birth, adoption, or placement for adoption. "Immediate family" shall include parents, spouse, brothers, sisters, children, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, and legal guardians, and as otherwise provided in the Illinois School Code.

The Board may require a certificate from a physician licensed in Illinois to practice medicine and surgery in all its branches, a mental health professional licensed in Illinois providing ongoing care or treatment to the teacher or employee, a chiropractic physician licensed under the Medical Practice Act of 1987, an advanced practice nurse who has a written collaborative agreement with a collaborating physician that authorizes the advanced practice nurse to perform health examinations, a physician assistant who has been delegated the authority to perform health examinations by his or her supervising physician, or, if the treatment is by prayer or spiritual means, a spiritual adviser or practitioner of the teacher's or employee's faith as a basis for pay during leave after an absence of three (3) days for personal illness or thirty (30) days for

birth, or as the Board may deem necessary in other cases. If the Board does require a certificate as a basis for pay during leave of less than three (3) days for personal illness, the Board shall pay the expense incurred by a teacher in obtaining the certificate. The Board may require a certificate from a mental health professional licensed in Illinois providing ongoing care or treatment to the teacher or employee as a basis for pay during leave after an absence of 3 days for mental or behavioral health complications.

Sick leave shall also be interpreted to mean birth, adoption, placement for adoption, and the acceptance of a child in need of foster care. Teachers and other employees to which this Section applies are entitled to use up to 30 days of paid sick leave because of the birth of a child that is not dependent on the need to recover from childbirth. Paid sick leave because of the birth of a child may be used absent medical certification for up to 30 working school days, which days may be used at any time within the 12-month period following the birth of the child. The use of up to 30 working school days of paid sick leave because of the birth of a child may not be diminished as a result of any intervening period of nonworking days or school not being in session, such as for summer, winter, or spring break or holidays, that may occur during the use of the paid sick leave. For paid sick leave for adoption, placement for adoption, or the acceptance of a child in need of foster care, the school Board may require that the teacher or other employee to which this Section applies provide evidence that the formal adoption process or the formal foster care process is underway, and such sick leave is limited to 30 Paid sick leave for adoption, placement for adoption, or the acceptance of a child in need of foster care need not be used consecutively once the formal adoption process or the formal foster care process is underway, and such sick leave may be used for reasons related to the formal adoption process or the formal foster care process prior to taking custody of the child or accepting the child in need of foster care, in addition to using such sick leave upon taking custody of the child or accepting the child in need of foster care. Full time teachers who have been employed by the Board shall receive sick leave days annually based on the following schedule:

Years of Employment	Sick Leave
0 - 5	10
6 - 15	15
16 - 25	20
26 +	25

Sick leave shall accumulate without limitation.

Full time bargaining unit members who complete a trimester, as defined on the District calendar, without using either a sick, or personal day, shall receive an attendance bonus equal to \$75 per trimester not to exceed \$225 per year.

In order to receive the attendance bonus, the bargaining unit member may not have any dock days during the trimester and the bonus cannot cause the bargaining unit member's creditable earnings to exceed 106% of the bargaining unit member's creditable earnings for the prior year.*

* Bargaining unit member receiving increases under the district Retirement Incentive Program for the applicable year may qualify for the attendance incentive; however, any such payment will be made after the bargaining unit member's last day of work and after the bargaining unit member's receipt of their final regular paycheck, so that the payment will not constitute TRS creditable earnings.

Sick leave may be used for funeral/bereavement per Section 5/24-6 of the Illinois School Code.

At the approval of the Superintendent, one (1) sick leave day may be used by employees for attending the funeral or bereavement of other close family members and close friends not within the definition of 'immediate family' in Section 5/24-6 of the Illinois School Code. The Superintendent's decision shall be final .

FAMILY MEDICAL LEAVE ACT & SHORT-TERM PARENTAL LEAVE:

Eligible employees shall be entitled to leave in accordance with the Family Medical Leave Act provided by law.

Eligible bargaining unit members are entitled to use up to thirty (30) days of their accumulated sick leave or unpaid leave for birth, adoption, placement for adoption, and the acceptance of a child in need of foster care, as provided by law. Leave time exercised under this section shall run concurrently with FMLA leave, if eligible.

22. SICK LEAVE BANK

- a. Catastrophic illness. Catastrophic Illness – A “catastrophic illness” is a non-elective medical condition experienced by the bargaining unit member (not a member of immediate family), which requires the bargaining unit member to be absent from work for at least thirty-four (34) work days.
- b. Eligibility to join. All bargaining unit members who have at least fourteen (14) sick leave days from the prior school year shall be eligible to join the Bank during the month of September.
- c. Governing Committee. The Governing Committee for the Sick Leave Bank will consist of the Norridge Education Association’s Executive Committee Members.
- d. Donation of Days. A sick leave bank started in September of the 2011 – 2012 school year with a one-time donation of fifty (50) days from the Norridge School District 80 Board of Education. Eligible bargaining unit members may join the bank with a donation of two sick days during the month of September. Upon being determined to be eligible by the committee, such employee shall have two (2) sick days deducted from his/her personal accumulation and irrevocably transferred to the bank. Membership in the bank shall remain in effect until a member resigns or until such time as a member refuses to contribute additional sick days as may be required by the Committee.

Any bargaining unit member who is deemed eligible and chooses to join the Bank after initial date of inception must donate two (2) to the Sick Leave Bank. New members will not be permitted to withdraw from the Bank until one year after donating his/her days.

A Sick Leave Bank member who is on an authorized, unpaid leave from the district shall be an inactive member in good standing who will not be eligible to withdraw days or benefits from the Sick Leave Bank. Such employees shall be required to contribute to the Sick Leave Bank any days assessed on members during the time of the unpaid leave at the

time of return to active membership.

- e. Eligibility to Use. Any bargaining unit member who has exhausted their accumulated sick and personal leave, who has been absent without pay for three (3) days, who has donated the required days to the sick leave bank, and who is suffering from a catastrophic illness, as defined above, shall be eligible for the per incident sick leave donation. Certified staff members who request sick bank days, shall notify the Executive Committee 31 days in advance of the need for donated sick bank days, or as soon as practicable after the need for donated days occurs.
- f. Usage of Donated Days. Members of the Bank may draw on the accumulation of the Bank as follows:
 - 1. A Bank member who has first exhausted his/her personal accumulation of sick and personal leave days and who has been absent without pay for three (3) consecutive days due to personal catastrophic illness shall be eligible to apply to the Committee for a grant of days from the bank.
 - 2. Application shall be made by such Bank member in writing to the Committee and shall be accompanied by written verification of the illness from a licensed physician.
 - 3. Authority to withdraw sick days from the Bank shall be made only upon the approval of a majority of the members of the Committee. If the Committee grants authority to withdraw, it shall notify the Superintendent in writing as to the number of days authorized for withdrawal. Upon receipt of such authority, granted in accordance with this Section, the accumulation of the Bank shall be reduced by the number of authorized sick days withdrawn which shall then be credited to said member's personal accumulation. The decision of the committee is final and not subject to challenge in any forum including the collective bargaining agreement's Grievance and Arbitration procedure. No withdrawals may be authorized and made if there is not a sufficient accumulation in the Bank to cover the sick leave requested.
- g. Annual Review, Accumulation and Additional Donations. At the beginning of each school year, the Committee and the Superintendent shall review and confirm the number of days in the bank.

The maximum number of sick days which may be accumulated in the Sick Leave Bank is two hundred fifty (250) days. If the number of sick days in the Bank is depleted below one hundred (100) days, the Committee will request each member to donate enough days to bring the balance in the bank to at least one hundred (100) days. If a member refuses to donate said additional sick day, his/her membership in the Bank shall be cancelled. Any member who is unable to contribute said additional sick day because he/she has exhausted his/her personal accumulation shall be required to make such contribution at such time as he/she is credited with additional sick leave days. Failure to make such a contribution shall result in cancellation of membership in the Bank.

- h. Limitations on Withdrawals of Days. The maximum number of Bank sick days which a member may withdraw is fifty (50) during one school year and per one illness. Once a Bank member has received a grant from the Sick Leave Bank that member is not eligible

for another grant from the Bank until they have worked one calendar year after the completion of the leave that was afforded due to the receipt of Bank days.

Any Bank member who is receiving benefits under the Teachers' Retirement System or Worker's Compensation Act may not avail himself/herself of any benefits of the Bank.

- i. Costs of Operation. Any costs and labor necessary for the operation of the Bank shall be the exclusive responsibility of the NEAT.
- j. Resignation from Sick Leave Bank. Resignation must be made in writing and directed to the chairperson of the Sick Leave Bank. A person who cancels his/her membership must, to again become a member in good standing, contribute to the Bank the number of days assessed on the members for contribution to the Sick Leave Bank during the period of time of the cancellation plus the normal contribution
- k. Dissolution of the Sick Leave Bank. If the sick leave bank is dissolved, any days remaining in the bank will be returned to the Board.

23. JURY DUTY

Upon receipt of a summons for jury duty, a bargaining unit member shall forward a copy of the summons to the District Office and building Principal. The bargaining unit member shall be allowed leave without loss of pay to perform the jury duty. Payment of salary during jury duty shall be limited to the actual work days which the bargaining unit member must be absent for jury duty. In order to be paid for work days missed for jury duty, the bargaining unit member must provide the district office with evidence for each day jury duty was served.

24. LEAVE OF ABSENCE WITHOUT PAY

Leaves 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 leave of absence shall be of the shortest possible duration to meet the purpose of the leave. Leaves of absence without pay for not more than one (1) year at a time may be granted to tenured bargaining unit members pursuant to the following conditions:

1. Written requests for leave of absence without pay should be made at least three (3) months before the leave is desired whenever possible, are subject to approval or denial by the Board;
2. Dates of departure and return must be mutually acceptable to the bargaining unit member 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. educationally related travel if the applicant provides an itinerary and an explanation of how such travel will improve the educational program;
 - c. military service;

- d. childcare;
 - e. health related reasons (this leave is distinguished from FMLA leave in that no insurance benefits are paid by the employer, and FMLA restrictions regarding length of leave, frequency of leave and exhaustion of benefits do not apply); or
 - f. other reasons acceptable to the Board;
4. Employees on such leave may continue insurance benefits if they reimburse prorate costs of benefits for which they apply, provided the carrier permits same; and
 5. Employees granted leaves of absence must notify the Superintendent in writing by February 1st in the year of their leave of their intent to return or resign from the District. Failure to notify the Superintendent in writing of their decision to return or resign by February 1 will constitute an automatic resignation of the employee, and each leave of absence is predicated upon this resignation condition.
 6. The Board may waive the above restrictions at its discretion.

25. SEQUENCE OF HONORABLE DISMISSAL LIST PROCEDURE

The District will annually provide the Association President with a copy of the Sequence of Honorable Dismissal (“SOHD”) list. The Association President or designee may post the list in each building. As soon as feasible thereafter, the District shall provide each bargaining unit member with a statement including the following based on information contained in the District’s records:

- Professional educator licenses and endorsements;
- Each District teaching position for which the bargaining unit member is qualified;
- The bargaining unit member’s overall ratings from the two to three most recent evaluations;
- The bargaining unit member’s seniority date used by the District;
- The employee identification number used by the District to identify the bargaining unit member on the SOHD list.

It is the responsibility of the bargaining unit member to provide the district with documentation of any new educator license or endorsement.

If a bargaining unit member wants to challenge the accuracy of the information on the statement provided by the District, s/he will have seven (7) calendar days following its receipt to bring evidence to the Human Resources Office to correct the alleged inaccuracy.

Within ten (10) calendar days of the receipt of a bargaining unit member’s challenge, the District will notify the bargaining unit member and the Association whether the District has determined the challenge without merit or as presenting sufficient evidence to correct an inaccuracy. If the District determines that the challenge presents sufficient evidence to correct an inaccuracy, the District will make appropriate changes to the SOHD list. A revised SOHD list will be provided to the

Association after bargaining unit member challenges have been resolved.

In the event of a RIF, the Association will receive notification of which positions and/or programs are being eliminated by April 15.

26. ADDITIONAL SALARY FOR ACADEMIC ATTAINMENT

For additional salary as a result of academic attainment by a bargaining unit member, courses taken for credit must meet the following criteria:

A bargaining unit member may qualify for additional salary for educational attainment by successfully completing the appropriate amount of graduate coursework earned at a fully accredited institution approved by the administration. A “fully accredited” institution shall be defined as:

The National Council of Accreditation of Teacher Education
North Central Association of School and Colleges
Middle States, Association of Colleges and Schools New England Association of Colleges and Schools Northwest Association of Schools and Colleges Southern Association of Colleges and Schools, Western Association of Schools and Colleges

Online course or degree programs must:

- a. Meet the standards for salary schedule advancement that are applied to a traditional course offering,
- b. Be recognized on the approved university’s official transcript,
- c. Be interactive through email, audio/video conferencing, and /or face-to-face interaction with the instructor and class members.

Audio or video courses cannot be accepted.

Successful completion shall be defined as a grade of "B" or better. Audited and "Pass/Fail" coursework will not be considered for salary schedule placement or advancement.

Credit for coursework will not be carried beyond receipt of an earned degree. Credit hours must be earned after additional salary attainment is applied to count toward advancement toward the next level of additional salary for academic attainment.

To ensure the approval of coursework counting toward additional salary for academic attainment, written “pre-approval” from the Superintendent must be received. Graduate coursework shall be approved if (a) the coursework applies to a Master’s Degree program or Advanced Certificate/Specialist Degree program in which the bargaining unit member is enrolled and is in the area of instruction in which the teacher is presently teaching, or (b) is in an area of instruction the teacher is qualified or attempting to qualify to teach in the district. Other coursework may be approved at the discretion of the superintendent.

Transcripts or grade reports showing the credit earned to be applied to additional salary for academic attainment, must be submitted to the Superintendent no later than August 25th. If a

bargaining unit member fails to submit the correct documentation by the August 25th due date, including transcripts and pre-approval forms, they will not be eligible to receive the additional salary for that school year. If the required documents are received by the following August 25th, they will be eligible for the additional salary for attainment the next year, if the coursework is approved. If the documentation is turned in longer than one school year from the completion date, they will not be eligible for the additional salary for attainment.

Employees will not qualify for additional salary for academic attainment, while on an approved leave of absence without pay unless they have worked at least half of the workdays plus one shown on the official school calendar for the year in which the leave was taken.

27. BARGAINING UNIT MEMBER SALARIES

A. Bargaining unit member salaries shall be determined as follows:

- For the 2025-2026 school year, bargaining unit members shall receive 4% increase over their 2024-2025 base salary if the base salary was \$75,000 or less, or
- 3% increase over their 2024-2025 base salary if the salary was \$75,001 or more, or
- placed on the new placement schedule, whichever is higher.

For the 2026-2027 school year, bargaining unit members shall receive a

- 3.25% increase over their 2025-2026 base salary if the base salary was \$100,000 or less, or
- 2.9% increase over their 2025-2026 base salary if the salary was \$100,001 or more.

For the 2027-2028 school year bargaining unit members shall receive

- 3.25% increase over their 2026-2027 base salary if the base salary was \$100,000 or less, or
- 2.5% increase over their 2026-2027 base salary if the salary was \$100,001 or more.

B. For the duration of this contract, all initial new bargaining unit member salaries shall be in accordance with the guidelines in Appendix A. After a bargaining unit member's first full year of service, their base salary increase shall be determined by Section 27(A).

Under the new hire salary schedule, no newly hired bargaining unit member will be paid a salary that is higher than the salary paid to a currently employed teacher at the same level of experience and educational attainment except for "hard to fill" positions. Hard to fill positions shall be determined annually through mutual agreement by the Association President(s) and Superintendent by September 1st for the 2025-2026 school year and by February 1st for the remaining years of the Agreement. Hard to fill positions may be hired at up to a maximum of 5 steps beyond their current level of experience and educational attainment. No newly hired bargaining unit member shall be placed at a salary higher than Step 10 on the Hiring Schedule.

In addition to their base salary, bargaining unit members shall be entitled to receive additional salary for completing pre-approved graduate classes described in Section 26. Such additional salary shall be paid in the amounts and the qualifying intervals set forth below, added to the bargaining unit member's "base salary," prior to the application of the yearly increase. Bargaining unit members shall be entitled to no more than one interval change in

any school year.

Additional Salary for Academic Attainment

BA to BA+15	1,600
BA+15 to MA	2,700
MA to MA+15	2,300
MA+15 to MA+30	2,300
MA+30 to MA+45	2,300

28. INSURANCE

A. Health Insurance

For each full-time bargaining unit member who desires to participate, the Board shall contribute the following amounts each month toward a group health plan for coverage.

2025-2026 school year = up to \$905 per month

2026-2027 school year = up to \$930 per month

2027-2028 school year = up to \$955 per month

Participating bargaining unit members will pay any premiums in excess of these amounts. Regular part-time bargaining unit members shall receive pro rata benefits. All employees are subject to any eligibility requirements.

B. Dental Insurance and Vision Insurance

For each full-time bargaining unit member who desires to participate, the Board shall contribute an amount each month toward a group dental plan for coverage in the up to \$37.50 per month. For each full-time bargaining unit member who desires to participate, the Board shall contribute an amount each month toward a group vision plan for coverage up to \$6.00 per month.

Participating bargaining unit members will pay any premiums in excess of these amounts. Regular part-time bargaining unit members shall receive pro rata benefits. All employees are subject to any eligibility requirements.

C. Section 125 Flexible Benefit Plan

The Board shall offer and maintain a cafeteria (flexible benefit) plan which meets the requirements of Section 125 and other applicable provisions of the Internal Revenue Code. If, at any time, such Section 125 and/or the other applicable provisions of the Internal Revenue Code are amended in a manner that materially affects plan benefits, the parties shall promptly meet to agree upon modifications to the cafeteria plan. Any bargaining unit member who does not turn in their election form by the Open Enrollment due date will not be eligible to participate in the forthcoming school year.

The Board shall contribute \$250.00 annually to a Section 125 Flexible Benefit Plan for each bargaining unit member.

A bargaining unit member may annually elect to participate in the salary redirect component of the cafeteria plan by choosing to receive benefits not to exceed the amount allowed under the plan and/or the Internal Revenue Code in any plan year. The amount elected shall be deducted from the bargaining unit member's compensation. The bargaining unit member shall designate the dollar amount(s) elected for that year for each of the following benefits:

- 1) Premiums for single or dependent coverage for medical, dental, disability, and/or other qualified insurances, to the extent such premiums are not paid by the Board.
- 2) Reimbursement for the cost of human medical care, as defined in Section 213(d) of the Internal Revenue Code, to the extent not covered by insurance and incurred by the bargaining unit member, their spouse, and/or the their dependents.
- 3) Reimbursement for qualified dependent care assistance as defined and allowed in Section 129 (e)(1) of the Internal Revenue Code.

D. Life Insurance

The Board will pay the premium on a life insurance policy in an amount equal to the bargaining unit member's annual salary.

E. Wellness Committee

A medical insurance cost containment Wellness Committee will be established to consider ways to reduce premiums and contain insurance costs and to provide input to the Board regarding health insurance coverage. It is the goal of the committee to make all insurance recommendations on a consensus basis by which all committee members are able to acknowledge the reasonableness of the recommendations. The committee's recommendations will be presented to the Board for consideration. The Board shall retain the final approval to determine medical plans, coverage and premiums.

29. EXTRA CURRICULARS AND STIPENDS DUTY PAY

The Board will pay bargaining unit members for extra-duty and extra-curricular assignments that bargaining unit members perform. A list of said assignments and rates is included in this contract in Appendix B. If a stipend activity is cancelled due to a lack of student participation, the stipend will not be paid.

Beginning with the 2026-2027 school year, all extra duty positions will be available annually. A list of all extra duty positions will be shared via email with the teachers in April for the following school year. Interested bargaining unit members will need to apply for the position within five (5) school days of the posting. All interested teachers will be interviewed. It is understood that the Board shall continue to determine extra-duty stipend assignments. If suitable bargaining unit members do not apply for an extra duty assignments, the Board or Superintendent may, in their discretion, hire non-bargaining unit members for such assignments.

A calendar/schedule of games, events, and practices will be agreed to by the coach/sponsor and the building administrator for approval at least one (1) week prior to beginning of the activity or

season start.

If games, events or practices are cancelled or changed, the coach/sponsor will notify the building administrator of such changes.

- A. No bargaining unit member may resign any extracurricular position during the school year without Board approval.
- B. The Association and the Board will form a committee of not more than three (3) representatives from the administration and three (3) representatives from the Association to review the question of whether certain extra duty activities should be discontinued or others added. This committee will provide input to the Board on this issue. Approval will be based on participation level, benefits to students and financial impact to the district.
- C. The Board and Association agree that activity stipend rates may be adjusted by the Board in the event of an increase or decrease in an activity's scheduled events. The Board shall notify the Association and the activity sponsor(s) of any adjustment and the basis therefore.
- D. The Association and the Board will form a committee of not more than three (3) representatives from the administration and three (3) representatives from the Association to create an evaluation system for coaches/sponsors for extracurricular activities and activities descriptions before the beginning of the 2026-2027 school year. The evaluation system may be reviewed by both parties on a yearly basis.

30. RETIREMENT

A. Eligibility

A voluntary retirement incentive program will be available to bargaining unit members who meet the following eligibility requirements:

- 1) have reached or who will reach the age of sixty (60) or who have at least thirty-five (35) years of creditable service in the Teachers' Retirement System as of the date of retirement from the District; and
- 2) have at least fifteen (15) years of continuous full-time service with the District as of the date of retirement from the District. Board approved leaves do not constitute breaks in service; and
- 3) will not have received an increase in creditable earnings in excess of six percent (6%) for a school year used to calculate the bargaining unit member's retirement annuity; and
- 4) retire at the end of her/his first school year of eligibility for the incentive program

B. Benefits, Notice of Intent to Retire

- 5) In each year that benefits are received under this retirement incentive, the bargaining unit member shall not be paid in accordance with the salary and extra duty sections of this CBA, and, in lieu thereof, shall receive an increase of 6% in creditable earnings over the prior year's total TRS creditable earnings.
- 6) This benefit would be for a period up to a maximum of four (4) school years, less any compensation not earned. The bargaining unit member shall receive this increase over the prior year's creditable earnings for three (3) years, if three (3) years notice is provided, two (2) years if two (2) years notice is provided and one (1) year if one (1) year notice is provided.

Notice must be received by June 1st prior to the year the incentive increases are to begin with the exception of the 2025-2026 school year.

During the 2025-2026 school year only, a bargaining unit member may submit notice of their intent to retire and shall include to the Superintendent no later than sixty (60) days after ratification and Board approval of this CBA, and will begin receiving the retirement salary increases during the 2025-2026 school year.

In addition, no later than ninety (90) days after ratification and Board approval, the bargaining unit member shall submit a copy of their latest Personal Statement of Benefits from TRS to the Superintendent or designee.

- 7) It is understood and agreed to that no payment under this retirement incentive program will result in any additional TRS contribution from the District. The parties agree that if any such contribution may occur, the District, the Association President(s), and the bargaining unit member will meet to discuss a resolution that will avoid such contribution. Any bargaining unit member who submits notice of retirement and begins receiving or is scheduled to receive this salary increases shall be exempt from the salary provisions in Article 27 of this CBA, and shall not receive any other creditable earnings. It is understood and agreed by the parties that the compensation increases of such bargaining unit members shall be capped at 6% over the prior year's total creditable earnings. Creditable earnings increases provided for under this Article are conditional on the bargaining unit member's satisfactorily performing all required duties and assigned supplemental activities that were compensated in the base year used to calculate the increases. If during any year in which a bargaining unit member would otherwise be entitled to receive the retirement increases, the bargaining unit member declines to perform any assigned supplemental activities that was compensated the base year, or the bargaining unit member was removed from any such activity for cause the bargaining unit member's compensation shall be reduced proportionally. In no instance will the creditable earnings increases exceed 6% from year to year.
- 8) Participation in the benefits under Section B is dependent on unconditional and irrevocable resignation of the bargaining unit member's employment contract with the Board of Education. Any bargaining unit member who does not fulfill their contract, under Section B, for whatever reason, shall be ineligible for any of the benefits contained in Section B.

C. Miscellaneous

- 1) In the event of changes in the Teachers' Retirement System rules and regulations on the Illinois Pension Code that would require the Board to pay more than the value of the benefits contained above, the Board and the Association will meet and agree on changes necessary to maintain the above benefits without additional cost to the Board. However, in such event, the Board will not pay less than the value of the benefits contained above.
- 2) District 80 Retiree Substitute Rate
The Board shall encourage the employment of retired District 80 educators as daily substitutes who shall be paid at the rate of 20% above the applicable daily substitute rate. Retired District 80 educators who accept a long-term substitute role shall be paid the long term substitute rate after ten (10) consecutive days in the same position in the District.

31. FUTURE PENSION CODE REVISIONS

The parties agree that notwithstanding any other provisions of the CBA, either party may make a demand to bargain at any time after the Pension Code is amended to cause the Board liability for any payment to TRS as a result of the implementation of Section 30 of the CBA. The present intent of the parties is that the Board shall not experience any employer contribution to TRS because of any Board payment to any bargaining unit member or benefit provided to a bargaining unit member by the Board. It is also the present intent of the parties to protect present benefits and retirement income and not to penalize any bargaining unit member if not necessary to protect the Board from payment of an employer contribution to TRS. When bargaining begins pursuant to a demand above there shall be no status quo as to any credible earnings or benefit that would result in an employer contribution by the Board to TRS. The intent of the parties is an explicit waiver of status quo in this matter to the extent necessary to avoid an employer contribution.

32. COMMUNICATION

The Teachers' Association leadership and the Board will meet during November and April (in non-contract negotiation years) in an effort to foster open, transparent communication between the Association, Administration, and the Board of Education. It is understood that both parties will exchange agenda items forty-eight hours in advance of the meeting. It is also understood minutes will be kept and shared both with the Association membership and the full Board of Education. The Superintendent and the two buildings principals shall be invited to these meetings.

In addition to the above, the Association President and a designated Association member, and the Board President and a designated Board Member, shall meet informally once each school quarter, typically over dinner, in an effort to foster communication between the Association and the Board.

33. DISTRICT COMMITTEES

All District Committees will be contained in the District 80 Leadership Handbook.

The Leadership Handbook will be reviewed and mutually agreed upon at the April District Leadership Meeting and shared with all members of the bargaining unit annually by May 1.

DISTRICT LEADERSHIP ADVISORY COMMITTEE (DLAC)

Committee	Number of meetings	Stipend per month	Time Commitment
DLAC	10 months (Aug- May)	\$90.00	As mutually agreed upon

There will be a District Leadership Advisory Committee (DLAC) consisting of the Superintendent, Principals, Assistant Principals, Association President or designee and a representative from each grade level plus one representative from each building for special education and one representative from each building for specials. When a vacancy occurs, the new representative will be determined by a consensus of the group through a meeting with administration and the Association President(s). The Superintendent shall have the final say on DLAC membership.

If the administration or association does not believe a member is fulfilling his/her membership duties, including meeting attendance, it will be brought to the attention of the Superintendent or Association President and member. All parties will mutually agree upon a plan for change. If changes do not occur, the member will be removed from the committee. If a DLAC member is absent more than twice in a school year the district may remove them from the position.

Membership on DLAC is a privilege and not a right. All committee work is cooperative. Since collaboration embraces a drive towards a cooperative effort, it is characterized by a high degree of participation among the committee members. Each DLAC member will serve as the committee lead on one of the district committees. The lead is responsible for creating the agenda, facilitating the committee meeting and all preparation tasks. The committees for the year will be agreed upon yearly and featured in the District Leadership Handbook.

The committee's success ultimately rests with the approach taken when a member serves on DLAC. This shared leadership approach will build capacity among the membership. Input into all district decisions will be collaborative; however, the final decision will be at the discretion of the district administration.

The purpose of DLAC is to thoroughly examine ideas that impact teaching and leading in District 80. Through a shared leadership approach the charge of the committee includes:

- Planning and implementing District curriculum, assessment and professional opportunities
- Collaborating around the analysis of student academic and social and emotional behavioral data
- Creating District processes, procedures and protocols
- Planning evening meeting opportunities for families and communities' members
- Planning and updating the Handbooks and District Calendar

DLAC shall meet monthly from August to May and an agenda and minutes shall be shared with the Board of Education and all staff in the District. The location of the meetings will alternate monthly between the two schools.

Members of DLAC will be compensated \$90.00 per month, which includes preparation tasks, attending a monthly meeting and creating any follow-up notes that are required. Members must attend the monthly meeting to receive compensation for that month.

Building Leadership Team (BLT)

<u>Committee</u>	<u>Number of meetings</u>	<u>Stipend per month</u>	<u>Time Commitment</u>
<u>BLT</u>	<u>11 months</u> <u>(Aug-June)</u>	<u>\$90.00</u>	<u>As mutually agreed upon</u>

Each building shall have a Building Leadership Team (BLT) responsible for leading the school improvement process, including:

- Build consensus for the school's mission, vision and collective commitments
- Establishing, implementing and monitoring the School Improvement Plan
- Utilizing academic and social emotional behavior data to drive school improvement efforts
- Establish and utilize a process to ensure communication between BLT members and Professional Learning Communities (PLCs)
- Ensure the master schedule provides time for team collaboration, core instruction and tiered interventions
- Ensure sufficient effective resources are available to provide Tier II and Tier III interventions for students in need of support
- Fostering positive relationships among staff and grade/subject teams

Membership of BLT shall include the Principals, Assistant Principals, Association President or designee and a representative from each grade level plus one representative from each building for special education and one representative from each building for specials. When a vacancy occurs, the new representative will be determined by a consensus of the group through a meeting with administration and the Association President(s). The Principal shall have the final say on BLT membership. The committee will meet monthly, as mutually agreed upon, to accomplish planned monthly tasks. Input into all school decisions will be collaborative; however, the final decision will be at the discretion of the district administration.

BLTs shall meet monthly from August to June and an agenda and minutes shall be shared with all grade level/subject level staff in the District. The meetings will be held in the respective school buildings.

Members of BLT will be compensated \$90.00 per month, which includes preparation tasks, attending a monthly meeting and creating any follow-up notes that are required. Members must attend the monthly meeting to receive compensation for that month.

Mentor Program

Committee	Number of meetings	Stipend	Time Commitment
Mentor Program	August meeting 9 months (Sept-May)	\$100.00 (one-time) \$80.00 per month	As outlined in the Mentor Handbook

The purpose of this program is to assist new teachers in learning about the district and school. All educators new to District 80 will be assigned a mentor by district administration. Mentors are required to attend a New Teacher Orientation day in August.

The charge of the Mentor Program includes:

- Formally welcoming new staff to the NSD family
- Supporting new staff to be competent and confident in their new role
- Fostering positive relationships among staff and grade/subject teams
- Providing a safe and nurturing place for questions and concerns
- Following expectation for the mentor and mentee roles:

Expectations of the Mentor:

- Orient the mentee to the district and building procedures.
- Meet monthly with mentee to answer questions and provide training.
- Complete Mentor Program Monthly Check-list
- Be the safe go to person for the mentee to ask questions.
- Support the mentee with planning, curriculum resources, assessments, and schedules.
- Allow mentee to complete two classroom observations for mentor.
- Observe and give feedback to the mentee twice during the school year.
- Complete survey in October to share program feedback for growth.
- Attend two after school meetings (January/April) with mentees to collaborate and celebrate.

Expectations of Mentees:

- Meet monthly with mentor
- Complete Mentor Program Monthly Check-list
- Observe the mentor twice during the school year
- Allow the mentor to observe and give feedback twice during the school year
- Be open and honest about needs
- Complete survey in October to share program feedback for growth.
- Attend two after school meetings (January/April) with mentors to collaborate and celebrate.

Special Education Committee

Committee	Number of meetings	Stipend per month	Time Commitment
Special Education Committee	9 months (Sept-May)	\$80.00	One and a half hour monthly meeting

The purpose of The Special Education Committee (SEC) is to thoroughly examine the procedures, processes and protocols of the district special education department. Through a shared leadership approach the charge of the committee includes:

- Planning and implementing special education handbook
- Training personnel on facilitated IEP meetings
- Create, implement and review procedures for data days
- Support special education case managers with development and training
- Ensures building schedules provide time for co-planning, related service meetings, preschool meeting, and self-contained classroom supports.

Membership on SEC shall include up to three members from the special education department from each school. The committee will meet monthly for one and a half hour to accomplish planned monthly tasks. Input into all district decisions will be collaborative; however, the final decision will be at the discretion of the district administration.

SEC shall meet monthly from Sept to May and an agenda and minutes shall be shared with the special education department. The location of the meetings will be determined by the committee.

Members of SEC will be compensated \$80.00 per month, which includes preparation tasks, attending a monthly meeting and creating any follow-up notes that are required. Members must attend the monthly meeting to receive compensation for that month.

34. GRIEVANCE PROCEDURE

a. Definitions

1. A grievance is defined as any claim by the Association or by an affected bargaining unit member that there has been a violation or misapplication of the terms or conditions of this Agreement.
2. As used in this Article, "days" means business days. Beginning with the first bargaining unit member attendance day of the school year up to and including the last bargaining unit member attendance day of the school year a "business day" will be a day when teachers are required to be in attendance for work. During the summer, a "business day" will be any day when the District office is open for business.

b. Guidelines

1. At least one (1) representative of the local or state association may be present at any meeting, hearing, appeal or other proceeding relating to the grievance which has been formally presented. Nothing contained herein shall be construed as limiting the right of any bargaining unit member having a grievance to discuss the matter informally with his/her supervisor and having a grievance adjusted without intervention of the Association, provided the Association has been notified and the adjustment is not inconsistent with the terms of this Agreement.
2. By mutual agreement of the parties, the parties may skip any of the following steps set forth in this grievance procedure.
3. By mutual agreement of the parties, the parties may extend any of the timelines/deadlines set forth in the steps of this grievance procedure.
4. No bargaining unit member will suffer any reprisals for participating in any part of the grievance process.
5. The District will allow at least one (1) representative of the Association to be present for any meeting, hearing, appeal or other proceeding relating to a grievance, scheduled during the teacher work day, without requiring the Association representative to use sick, personal or Association leave. Additionally, the District will allow the Association President to be present for all mediation sessions and arbitration hearing days without use of sick, personal or Association leave. Association witnesses needed for any arbitration hearing will be excused to attend the hearing when it is time for them to testify, without use of any sick, personal or Association leave.

c. Procedure

Step #1

The parties hereto acknowledge that it is usually most desirable for a bargaining unit member and his/her immediately involved supervisor to resolve problems through free and informal communications. If, however, such informal processes fail to satisfy the bargaining unit member, a grievance may be processed as follows:

Step #2

If the grievance cannot be resolved through free and informal communication at Step #1, the bargaining unit member or the Association may present the grievance in writing to the supervisor immediately involved. Such grievance shall be filed within twenty (20) days of when the bargaining unit member knows or should know of the event giving rise to the grievance. The supervisor shall arrange for a meeting with the bargaining unit member and the Association representative to take place within ten (10) days of the grievance being filed. The immediately involved supervisor shall provide a written answer to the aggrieved bargaining unit member and the Association within ten (10) days after the meeting. If no written decision has been given within ten (10) days, the grievance will be deemed to have been denied on the eleventh (11) day, unless the time for responding has been extended.

Step #3

If the grievance is not resolved at Step #2, then the Association or the bargaining unit member shall have the right to refer the grievance to the superintendent within ten (10) days after the Step #2 decision. The superintendent shall arrange for a meeting with the bargaining unit member and/or the Association to take place within ten (10) days of receipt of the appeal. Upon conclusion of the meeting, the superintendent shall have ten (10) days in which to provide his/her written decision. If no written decision has been given within ten (10) days, the grievance will be deemed to have been denied on the eleventh (11) day, unless the time for responding has been extended.

Step #4

If the Association or the bargaining unit member is not satisfied with the disposition of the grievance at Step #3, the Association may submit the grievance to the Board of Education within ten (10) days after the Step #3 decision. The Board of Education shall arrange to meet with the Association in closed session at its next regularly scheduled Board meeting providing that the Board receives the appeal at least 5 days prior to the date of the Board meeting. Upon conclusion of the meeting, the Board shall have fifteen (15) days in which to provide its decision. If no written decision has been given within fifteen (15) days, the grievance will be deemed to have been denied on the sixteenth (16th) day, unless the time for responding has been extended.

Step #5

If the Association is not satisfied with the disposition of the grievance at Step #4, the Association has ten (10) days to notify the superintendent that it wishes to have the grievance submitted to mediation. The parties will mutually work to schedule a first mediation session with a mediator from the Federal Mediation and Conciliation Service to take place within thirty (30) days of the superintendent's receiving the Association's notification. If no mediation session can be scheduled within the thirty (30) days then either party has the right to decide that the parties will skip Step #5. The parties must mutually agree to continue the mediation process after the first mediation session takes place. If they do not mutually agree to continue the mediation process, the mediation process will be considered concluded and Step #5 will be considered complete.

Step #6

If the Association is not satisfied with the disposition of the grievance at the conclusion of Step #5, the Association has fifteen (15) days from the date of the final mediation session, to notify the District of its intent to submit the grievance to binding arbitration. The American Arbitration Association shall act as the administrator of the proceedings, provided AAA shall be directed to furnish as potential arbitrators only those who have been admitted to the National Academy of Arbitrators.

- a. The arbitrator shall have no power to alter the terms of this Agreement.
- b. Each party shall bear the full costs for its representation in the arbitration. The cost of

the arbitration and the AAA shall be divided equally between the Board and the Association.

- c. If either party requests a transcript of the proceedings, that party shall bear the full cost for that transcript. If both parties order a transcript, the cost of the two (2) transcripts shall be divided equally between the Board and the Association.

35. NO STRIKE CLAUSE

The Association agrees that there will be no strike, withholding of services or other refusal to render full and complete services to the Board during the term of this Agreement.

36. COMPLETE UNDERSTANDING

The parties each voluntarily and unqualifiedly waive any rights which may otherwise exist under law to negotiate over any matter during the term of this agreement, and each agrees that the other shall not be obligated to bargain collectively during the term of this agreement. Subject matters not referred to in this agreement or statutes applicable to matters covered by this agreement shall not be considered as part of the agreement and remain exclusive Board and/or administration prerogatives. The parties' waiver of any right to demand bargaining extends to any subject or matter which should have been known, anticipated or contemplated at the time the negotiators signed the agreement.

37. DURATION

The contract will be effective the first day of the 2025-2026 school year and shall continue until the day before the start of the 2028-2029 school year.

Norridge Education Association of Teachers
NEA

By: [Signature]
Co-President

By: [Signature]
Co-President

Date: 8-18-25

Board of Education, Norridge School District 80, IEA-
Cook County, Illinois

By: [Signature]
President

Attest: [Signature]
Secretary

Date: 08/19/2025

APPENDIX A NORRIDGE SCHOOL DISTRICT 80 INITIAL SALARY PLACEMENT SCHEDULE 2025-2028

1. At the discretion of the Board, an offer of employment and initial placement on the salary schedule will be based on information in the applicant's record at the time the offer is made.
2. A new employee's step placement will not exceed 10 years (but may be less than) the employee's actual years of experience, and the new employee's lane placement will not exceed the degree actually earned by the new employee. In no case, however, shall a new employee be awarded experience credit for less than 120 days in a given school year.
3. In order to receive the initial salary schedule placement offered by the Board, the new employee must submit all requested documentation (including verification of prior employment and all official transcripts) within forty-five (45) days after the date of hire. If the required documentation is received within forty-five (45) days after the date of hire, the salary schedule placement offered by the Board will be retroactive to the date of hire.
4. For new employees, salary will not be considered final until all official documents have been received and verified. If the documents do not support the initial salary schedule placement offered by the Board, the salary schedule placement will be adjusted accordingly.

Norridge School District 80						
Placement 2025-2025 through 2028-2029						
Step	BA	BA +15	MA	MA +15	MA +30	MA +45
1	\$55,000	\$56,600	\$59,300	\$61,600	\$63,900	\$66,200
2	\$55,500	\$57,100	\$60,300	\$62,600	\$64,900	\$67,200
3	\$56,000	\$57,600	\$61,300	\$63,600	\$65,900	\$68,200
4	\$56,500	\$58,100	\$62,300	\$64,600	\$66,900	\$69,200
5	\$57,000	\$58,600	\$63,300	\$65,600	\$67,900	\$70,200
6	\$57,500	\$59,100	\$64,300	\$66,600	\$68,900	\$71,200
7	\$58,000	\$59,600	\$65,300	\$67,600	\$69,900	\$72,200
8	\$58,500	\$60,100	\$66,300	\$68,600	\$70,900	\$73,200
9	\$59,000	\$60,600	\$67,300	\$69,600	\$71,900	\$74,200
10	\$59,500	\$61,100	\$68,300	\$70,600	\$72,900	\$75,200

**APPENDIX B-NORRIDGE SCHOOL DISTRICT 80 STIPEND/HOURLY RATE
SCHEDULE 2025-2028**

* All stipends listed include the number of games and approved practice/event schedule

STIPENDS

Band Director	\$2,550
Basketball - 9 games (Based on 12 on a team)	\$2,635
Battle of the Books	\$1,318
Cheerleading - 9 games	\$2,635
Cross Country - 3 meets	\$1,210
PRIDE	\$659
Scholastic Bowl - 9 matches	\$2,635
Soccer - 9 games (Based on 16 per team)	\$2,635
Softball - 9 games (Based on 16 per team)	\$2,635
Talent Show	\$330
Volleyball - 9 matches (Based on 12 on a team)	\$2,635
Yearbook	\$659

HOURLY RATES

Curriculum/Other	\$43.65
Lunch Supervisors (40 minutes)	\$23.56
Summer School and Extended School Year	\$43.65
Internal Sub Rate	\$43.65

PER MEETING/EVENT

Tournament Pay per Night per Team for Coach	\$80.00
Athletic Supervision per night (including Tournament Nights)	\$40.00

COMMITTEE RATES

District Leadership Advisory Committee (per month)	\$90 (\$45 for meeting/ \$45 for committee leadership)
Building Leadership Team (per month)	\$90
Mentor (per month)	\$80
Special Education Committee (per month)	\$80

NORRIDGE SCHOOL DISTRICT 80 SUPPLY FUNDS DOCUMENTATION FORM

An itemized summary of school purchases, pre-approved coursework, pre-approved Professional Development (must include current rate of a substitute if on a work day), or pre-approved Professional Association fee documentation, with receipt(s) must be submitted to the district office NO LATER than April 1st of each school year. A bargaining unit member who fails to submit an itemized summary with the receipts, or fails to substantiate the expenditure of the entire amount of supplies, may have the unsubstantiated amount added to their W-2 form and be docked the supplies amount for the following year.

A bargaining unit member may begin purchasing supplies for the upcoming school year on June 1st of the prior school year .

All receipts must be numbered, including the date and place of purchase, as well as the total amount spent. RECEIPTS SHOULD ONLY INCLUDE SUPPLY ITEM PURCHASES- receipts including non-supply items will not be accepted.

PLEASE KEEP A COPY OF ALL RECEIPTS FOR PERSONAL RECORDS

NAME: _____

DATE: _____

RECEIPT #	DATE OF PURCHASE	PLACE OF PURCHASE	AMOUNT

Total: _____

Revised August 2025

NORRIDGE SCHOOL DISTRICT 80

REQUEST FOR SALARY SCHEDULE ADVANCEMENT FORM

A bargaining unit member may qualify for horizontal movement on the salary schedule by successfully completing the appropriate amount of graduate coursework earned at a fully accredited institution approved by the administration. A fully accredited institution shall be defined as NCA-HLC, MSCHE, NEASC-CIHE, NWCCU, SACA, WASC-ACSU. Successful completion shall be defined as a grade of "B" or better. Audited and "Pass/Fail" coursework will not be considered for salary schedule placement or advancement. To advance on the salary schedule to the next salary lane, one-half of the coursework taken since the last lane advancement must be taken in a classroom (vs. on-line). Credit for coursework will not be carried beyond receipt of an earned degree. Credit hours must be earned after placement in a salary lane to count toward advancement toward next lane. To ensure the approval of coursework counting toward advancement on the salary schedule, written "pre-approval" from the superintendent must be received. Graduate coursework shall be approved if (a) the coursework applies to a Masters Degree program or Advanced Certificate/Specialist Degree program in which the bargaining unit member is enrolled as in the area of instruction in which the bargaining unit member is presently teaching, or (b) is in an area of instruction the bargaining unit member is qualified or attempting to qualify to teach in the district. Other coursework may be approved at the discretion of the superintendent. **Official transcripts showing the credit earned to be applied to movement on the salary schedule must be submitted to the Superintendent no later than August 25th.**

Bargaining Unit Member Name: _____

University: _____

Course number and title:	Pre-approved • yes • no
Course number and title:	Pre-approved • yes • no
Course number and title:	Pre-approved • yes • no
Course number and title:	Pre-approved • yes • no
Course number and title:	Pre-approved • yes • no
Course number and title:	Pre-approved • yes • no

Total Semester Hours: _____ Date of Submission: _____

Bargaining Unit Member

Signature: _____

NORRIDGE SHOOOL DISTRICT 80
GRADUATE COURSEWORK, PD WORKSHOP & PROFESSIONAL ASSOCIATION
PRE-APPROVAL FORM

Name: _____

Date of Request: _____

Graduate Coursework _____ PD Workshop _____ Professional Association _____

Graduate Coursework: Please attach a photocopy of the course catalog description with the university name and phone number.

University Name: _____

Course Number and Title: _____

Term and Year: _____

Semester Hours: _____

Are you working towards a new license or endorsement? _____ Yes _____ No

If yes, please complete the following:

New license or endorsement: _____

When will you complete the license or endorsement: _____

Professional Development Workshop: Please attach documentation detailing the seminar or workshop along with location and contact information..

Seminar Title: _____

Date and Time: _____

Seminar Location: _____

Requires a Substitute: _____ Amount of Days: _____

Professional Association Fee: Please attach documentation detailing the Professional Association you wish to join/subscribe to.

Name of Professional Association: _____

Dates of membership: _____

Please state how this Professional Development opportunity / Professional Association will improve your effectiveness as an educator:

Bargaining Unit Member's Signature: _____

Principal's Signature: _____ Approved Denied

Superintendent's Signature: _____ Approved Denied

Reason for Denial:

Revised August 2025

Norridge School District 80

**NORRIDGE SCHOOL DISTRICT 80
SICK LEAVE BANK MEMBER REQUEST FORM**

Section I: Employee Information

First Name: _____ Last Name: _____

School: _____

Position: _____

Phone Number: _____

☐ I have read and understand the parameters of the Sick Leave Bank as defined in the Collective Bargaining Agreement

Section II: Sick Leave Bank Request

I am a member of the Norridge District 80 Sick Leave Bank and I am requesting paid sick leave due to a catastrophic illness. I have used (or will have used) all of my accrued sick and personal leave and I have gone at least three days without pay. I am requesting certification from a licensed medical practitioner stating the beginning date of the condition, a description of the catastrophic illness, and the date I expect or return to work. A medical statement of rationale will be required to extend sick leave benefits beyond initial request and allotment to the maximum of fifty days (50).

I am requesting _____ days from the Sick Leave Bank to be credited to my sick leave balance.

Section III: Authorization

Last day of work: _____

Estimated return to work date: _____

Number of days requested: _____

Last day of paid leave: _____

Number of sick days previously approved: _____

Attending Physician: _____

Employee Signature: _____

Date: _____

SICK LEAVE BANK COMMITTEE (Office Use Only):

Date received: _____ Start Date: _____

Request Approved: _____ End Date: _____

Number of Days Approved: _____

Request denied for the following reason(s):

Association President Signature: _____

NORRIDGE SCHOOL DISTRICT 80 LEAVE BANK PARTICIPATION FORM

Eligibility to join: All bargaining unit members who carry forward at least fourteen (14) sick leave days from the prior school year shall be eligible to join the Bank during the month of September

I, _____,
desire to participate in the Sick Leave Bank Program and authorize the District Personnel Office to deduct from my accumulated sick leave, two (2) sick days which shall be deposited in the Norridge District 80 Sick Leave Bank. I understand that my participating will automatically continue from year to year unless I notify the Sick Leave Bank Committee in writing of my intent to withdrawal. In the event I withdrawal, I understand that I will not get back the sick leave days I donated. I also understand that each time the Sick Leave Bank balance falls below 100 days; the Committee will inform participants of the need to donate enough days to bring the balance in the bank to at least 100 days.

☐ I have read and understand the parameters of the Sick Leave Bank as defined in the Collective Bargaining Agreement.

_____ I currently do not have at least fourteen (14) sick leave days and I am not eligible to join.

_____ Yes, I would like to join the Sick Leave Bank.

_____ No, I am not interested in joining the Sick Leave Bank at this time. I understand that if I decide to join in the future; I will have to contribute the number of days assessed on the members for contribution to the Sick Leave Bank since inception date.