

PROFESSIONAL AGREEMENT

2024 - 2025

2025 - 2026

2026 - 2027

2027 - 2028

**BOARD OF EDUCATION
NEOGA COMMUNITY UNIT SCHOOL
DISTRICT #3**

and

**NEOGA TEACHERS ASSOCIATION
IEA/NEA**

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ARTICLE I

RECOGNITION

- 1.1 This Agreement is between the Board of Education of Neoga Community Unit School District #3, Counties of Coles, Cumberland and Shelby, Neoga, Illinois, hereinafter referred to as the "Board," and the Neoga Teachers Association-IEA/NEA, hereinafter referred to as the "Association." The Board recognizes the Association as the sole negotiating agent for all regularly employed certified teaching employees, hereinafter referred to as employees, except the following classifications: Superintendent, Assistant Superintendent, Principals, and Assistant Principals, and other administrative or supervisory personnel having the authority to hire, transfer, assign, promote, discharge or discipline other employees.

ARTICLE II

EMPLOYEE AND ASSOCIATION RIGHTS

- 2.1 **Employee Discipline.** Employees shall be informed of rules and regulations governing employee conduct.
- 2.2 **Right of Representation.** When an employee is required to appear before the Board concerning any matter which could adversely affect employment, position, or salary, the employee shall be entitled to have representation of his/her choice. Further, when said employee is required to appear before the Board, he/she shall be advised in writing of the reasons for the requirement. The employee may waive the right of the written request.
- 2.3 **Personnel File.** Each employee shall have the right, upon request, to review the contents of his/her personnel file, excepting confidential materials such as letters of recommendation, and to place therein written reactions to any of its contents.
- 2.4 **Right to Organize.** Employees shall have the right to organize, join and assist the Association and to participate in professional negotiations with the Board. The Board shall not discriminate against any employee with respect to hours, wages, terms and conditions of employment for reasons of his/her membership in the Association, participation in negotiations with the Board, or the institution of any grievance, complaint or proceeding under this Agreement.
- 2.5 **Salary Deductions.**
- a) **Association Dues.** The Board shall deduct from an employee's pay the dues of the Association, in nine (9) equal amounts commencing with the month of October and continuing through the month of June, providing, the Board receives no later than September 30 an employee-executed authorization stating the amount to be deducted. The form shall be furnished by the Association complying with the Board's guidelines. No later than September 15 of each year, the Association shall provide a list of all current members and the amount of any authorized deduction for each member. All dues deducted by the Board shall be remitted to the Association in one (1) check no later than ten (10) days after such deductions are made. The Board shall not be responsible for collecting any unpaid dues of an employee if the employee leaves the employment of the Board prior to the end of the current school year, or if the employee does not receive a check in an amount sufficient to cover the deduction due in any month unless the employee provides the Board with an employee executed authorization to deduct remaining amount and providing there is sufficient amount in the last check to cover the total unpaid dues. Any additions shall be properly certified and submitted to the Board no later than the 5th day of the month in which deductions are to begin.

In the event of any legal action against the employer brought in a court or administrative agency because of its compliance with this Section, the Association agrees to defend such action, at its own expense and through its own counsel, provided:

- 1) The employer gives immediate notice of such action in writing to the Association, and permits the Association intervention as a party if it so desires; and,
- 2) The employer gives full and complete cooperation to the Association and its counsel in securing and giving evidence, obtaining witnesses and making relevant information available at both trial and all appellate levels.

The Association agrees that in any action so defended, it will indemnify and hold harmless the employer from any liability for damages and costs imposed by a final judgment of a court or administrative agency as a direct consequence of the employer's compliance with this Article.

It is expressly understood that this save harmless provision will not apply to any claim, demand, suit or other form of liability which may arise as a result of any type of willful misconduct by the Board or the Board's imperfect execution of the obligations imposed upon it by this Article.

- b) **Credit Union Deductions.** The Board shall deduct from an employee's pay, monies for a Credit Union, providing an employee-executed authorization is received by the Board no later than the 5th day of the month in which the change is to occur. The Board shall not be responsible for collecting any monies from an employee if the employee leaves the employment of the Board or does not receive a check in an amount sufficient to cover the deduction due in any month.
- c) **Insurance.** The Board shall deduct from any employee's pay, monies for insurance providing the employee completes and returns to the Board the forms furnished by the Board. It shall be the responsibility of each employee to submit to the Board completed forms furnished by the Board for each individual employee's insurance. Any additions or deletions of insurance coverage shall be the responsibility of the employee.
- d) **Annuities.** The Board shall deduct from an employee's pay, monies for annuities providing an employee-executed authorization is received by the Board no later than the 5th day of the month in which deductions are to begin, stating the amount of the deduction. The forms shall be furnished by the insurance company complying with the Board's guidelines. The deduction shall remain in effect until an employee executive authorization is presented to the Board stating a change in the amount of the deduction or that the deduction shall be deleted. The Board shall not be responsible for collection of any monies from an employee if the employee leaves the employment of the Board or does not receive a check sufficient to cover the deduction due in any month.

2.6 Meetings, Notices and General Information. The Association shall not be denied the following:

- a) The use of school buildings for meetings;
- b) The use of employee mail boxes, inter-school mail, and one (1) school bulletin board per school building for the purpose of internal communication;
- c) The use of school equipment, e.g. typewriters, computers, and duplicating machines, provided the district is reimbursed for expendable supplies.

The Association shall be permitted to meet after students have been dismissed after daily common team planning has been completed and prior approval has been obtained from the administration. A minimum of one (1) hour early dismissal shall be provided for Association-sponsored educational programs and the Superintendent's executive report four (4) times a year.

2.7 a) Professional Development. Teachers are encouraged to keep knowledgeable of current trends and information in education by attending conferences, conventions, meetings and workshops. The Superintendent, to the extent that budgetary resources permit, shall establish procedures and guidelines to fulfill this objective. The Board will make every effort to make funds available each year for this purpose.

b) **Tuition Reimbursement.** The Board shall reimburse a full-time teacher in the amount of Two Hundred fifty and 00/100 (\$250) per semester hour not to exceed the actual cost per semester hour of tuition, not to exceed \$2,250 per calendar year for an individual, and not to exceed an aggregate total of \$15,000 per year, provided:

- 1) Written approval (obtained in advance of the teacher's enrollment in the course(s)) of the course work and institution where it is to be taken shall be obtained from the Superintendent and such approval or denial shall be at the sole discretion of the Superintendent.
- 2) Such course work shall be taken at a fully accredited (as defined by the Superintendent) institution of higher education.
- 3) The course shall be a component of an advanced degree program in which the teacher is enrolled or an undergraduate course the school district has asked the teacher to take for additional licensure.
- 4) A transcript showing successful completion of course work with a grade of "B" or better and a tuition receipt must be received in the District office prior to reimbursement. Reimbursement shall be paid within thirty (30) working days of the transcript and tuition receipt.
- 5) If available, tuition waivers must be utilized prior to reimbursement.

- 6) No tuition will be reimbursed for courses taken during a leave of absence.
- 7) If a teacher who has received reimbursement pursuant to this clause resigns or retires within two (2) years of receipt of such reimbursement, the teacher shall reimburse the employer in the amount of such reimbursement.

2.8 Semester Work Day/End of Year Institute Day. The in-service day between semesters and the end of the school year institute day shall consist of meetings/activities planned by the administration and staff and approved by the regional superintendent of schools, which will be scheduled for no more hours than what is required by ISBE/ROE. After that period of time, teachers will be able to work on exams, grade papers, etc., in their assigned building until the end of the normal workday.

2.9 Activity Van. No Certified employee shall be required to drive the activity van. Certified employees driving the Indian van shall be compensated at Twenty-Five and 00/100 Dollars (\$25.00) per trip.

2.10 Teacher Work Day. The teacher work day and/or the student day shall not be extended without notifying the Association. The Association then has the right to request mid-term bargaining over the change in the work day and/or student day.

ARTICLE III

EMPLOYMENT CONDITIONS

- 3.1 Notification of Assignments.** All Employees shall be given written notice of their specific grade level and/or subject assignment for the forthcoming year no later than seventy-five (75) days preceding the first day of the new school term. In the event changes in such assignments are proposed, the employee affected shall be notified promptly and consulted where reasonably possible. No changes shall be made later than sixty (60) days preceding the first day of the new school term, unless in the judgment of the administration an emergency situation arises, or in the event of unforeseen circumstances such as significant enrollment change or employee resignations. In such event, the employee shall be allowed to resign without fear of reprisal if such change is not acceptable to the employee. Changes in assignments shall not be subject to the grievance procedure.
- 3.2 Teacher Transfers and Vacancies.** When the Board of Education determines that a teacher vacancy exists, the Superintendent will post, within ten (10) school days, said vacancy in each school building. If a vacancy becomes available during the summer, but before August 1, teachers will be notified by email. After August 1, the association president or designee will be notified of vacancies.
- 3.3 Pupil Problems.** The parties agree that the employee has the primary responsibility for the maintenance of control and discipline in the classroom, and at school activities. We further agree that the administrators, as representatives of the Board, recognize their responsibility and will be supportive in the maintenance of control and discipline.
- 3.4 Reduction in Force, Acquisition of Tenure.** The Board shall comply with 105 ILCS 5/24-11 and 5/24-12 with respect to reduction in force and the acquisition of tenure.
- 3.5 Planning Period.** During each student attendance day each full-time bargaining unit member shall be entitled to a planning period. The planning period is reserved for teacher planning as determined by the individual teacher. Any teacher assigned duties by Administration causing the teacher to miss his or her planning period may be compensated at a rate of \$25.00 per missed planning period. Coverage for IEP meetings scheduled during planning time shall be approved by the building principal in advance.
- 3.6 Complaints Against Teachers.** Any complaint regarding an employee, which, in the opinion of the administrator receiving it, could lead to discipline of an employee or could be cited in an employee evaluation shall be reported to the employee. Any complaint not shared with the employee shall not be brought up in any future issue with the employee.
- 3.7 Special Education Teachers IEP Days.** Special education teachers shall work three additional days prior to the first day of school. The three days to be worked shall be mutually agreed to by the special education teacher and the building principal. The days

shall be used for IEP related work, such as evaluating student progress toward annual goals and objectives and to help formulate student IEPs for the upcoming school year. As a product of working these three additional days, 1) IEP Snapshots will be finished and provided to regular education teachers by the first day of student attendance; 2) schedules for Jr. and Sr. High School students with IEPs will be finished prior to registration, and schedules for Elementary School Students with IEPs will be finished prior to the first day of student attendance; and 3) special education instruction will begin on the first day of student attendance.

ARTICLE IV

EMPLOYEE EVALUATION

- 4.1 To the extent anything in this article or the evaluation plan conflicts with PERA or the Illinois School Code, PERA and/or the School Code shall control.
- 4.2 **Teacher Evaluation Committee.** A Teacher Evaluation Committee, composed of equal representation will meet annually to review the district's evaluation plan. The committee is charged with reviewing the current plan along with receiving input from teachers and administrators. The committee will then amend the plan as needed, in accordance with the law, to address implementation issues.
- 4.3 Formal evaluations of teachers will not be scheduled during the first two (2) weeks and last two (2) weeks of the school term. Formal evaluations of high school teachers will not be scheduled during Homecoming week.

ARTICLE V

EMPLOYEE COMPENSATION AND FRINGE BENEFITS

5.1 Credit For Experience And Training.

- a) Teachers entering the district for the 1999-2000 school year and thereafter shall be awarded full credit for teaching experience recognized by Teachers Retirement System.
- b) Salary is to be determined on the basis of training received prior to August 31 of the current year. A transcript of such credits must be filed with the Superintendent prior to the first pay date.
- c) Credit for undergraduate courses and non-credit courses may be approved by the Superintendent for credit toward advancement on the salary schedule, provided approval is secured prior to taking the course.
- d) Substitute teaching, in or outside the District, shall not be considered as experience on the schedule.
- e) Upon recommendation of the Superintendent and of any principal or supervisor involved, a teacher who has been employed for at least a full semester shall be awarded credit for a full year on the schedule. Less than one (1) semester shall not be counted.
- f) Each employee shall be awarded full credit for active duty served in the military providing said employee's teaching career was interrupted by same. This shall not be retroactive.

5.2 School Year -- Salary Schedule. The salary schedules shall be as set forth in Article IX which is attached to and incorporated into this Agreement. The schedule shall be based on the officially adopted school calendar.

5.3 Pay Days -- School Not in Session. If a regular pay date during the school term falls on a weekend, employees shall receive their checks on the last work day prior thereto. The final pay in December shall be made on December 30 unless that date happens to fall on a weekend.

5.4 Payroll Installments. Each employee shall be paid through direct deposit on the basis of twenty-four (24) equal payments, and pay dates will be on the 15 and 30 of each month starting on August 30 of each school year. The twenty-second, twenty-third, and twenty-fourth payments shall be paid on or before June 30 of the year in which it is earned. Adjustments (i.e., extra duty pay and stipends, etc.) to payroll amounts will be made on the last pay date of each month.

5.5 Extra Duty Jobs -- Added to Salary Schedule.

- a) The supplemental pay schedule which applies to all staff members is listed in Appendix A and is incorporated into this Agreement. These job assignments may be made only with the consent of the employee; however, the supplemental job assignments for ticket sellers and fan bus chaperones shall be made on a rotating basis of all teachers covered by this Agreement if the number of volunteers is not adequate.

The Board retains the sole authority to assign teachers to these positions. The Board will attempt to give prior notification to teachers of such assignments. Employees will be released from extra duty assignments within two (2) years of submission of a letter of resignation by that employee. The stipends for these positions will be determined after consultation with the individuals involved, and upon request, with Association representatives.

- b) For teachers with an overload, compensation shall be 1/6 of the teacher's individual salary.

5.6 Extra Duty Jobs -- Payroll Procedures. Supplementary pay for contractual extra duty shall be added to the employee's salary and shall be paid in the paycheck each pay period.

5.7 Health Insurance.

- a) The Board shall provide a health insurance program to all employees. The Board shall pay an amount not to exceed Five Hundred and 00/100 (\$500.00) per month of the cost of the individual coverage designated health insurance program for the 2024-2025 school year; Five Hundred Ten and 00/100 (\$510.00) per month for the 2025-2026 school year; Five Hundred Twenty and 00/100 (\$520.00) per month for the 2026-2027 school year; and Five Hundred Thirty and 00/100 (\$530.00) per month for the 2027-2028 school year. This health insurance program shall be made available to retiring employees, at the employee's expense.
- b) The Board shall work with an insurance committee to review the current insurance program every two (2) years for the purpose of investigating the most optimal program available.

5.8 Downstate Teachers' Retirement System. From the established salary schedule, according to the authority granted by the Pension Reform Act of 1974, Section 414(h) (2) of the Internal Revenue Code, the Board of Education agrees to pay to the Teachers' Retirement System, on behalf of each teacher, the teacher's employee required salary contribution as a deductive direct contribution at the rate then required by statute. The purpose of such Board payment shall be to shelter such payment from federal income tax. Also, from the established salary schedule, the Board agrees to withhold and pay, on behalf of each teacher, the required employee teacher's salary contribution as the teacher's contribution to the Teacher Health Insurance Security Fund at the rate then

required by statute. The purpose of such Board payment shall be to exclude such payment from federal income tax. Neither the Board nor the Association warrant the propriety of any particular tax or pension treatment of the said required TRS or THIS contribution. Should any of the above be declared improper by the Internal Revenue Service or by a court of competent jurisdiction, that clause or portion thereof shall be deleted from this Agreement to the extent that it violates the ruling or opinion.

5.9 Retirement Incentive.

- a) If an employee gives the Board an irrevocable notice of retirement by February 1st four (4) years prior to the school year of retirement, the Board shall pay him/her a six percent (6%) retirement incentive, inclusive of all other increases in TRS creditable compensation, for each of his/her remaining four (4) years of service.

If an employee gives the Board an irrevocable notice of retirement by February 1st three (3) years prior to the school year of retirement, the Board shall pay him/her a six percent (6%) retirement incentive, inclusive of all other increases in TRS creditable compensation, for each of his/her remaining three (3) years of service.

If an employee gives the Board an irrevocable notice of retirement by February 1st two (2) years prior to the school year of retirement, the Board shall pay him/her a six percent (6%) retirement incentive, inclusive of all other increases in TRS creditable compensation, for each of his/her remaining two (2) years of service.

If an employee gives the Board an irrevocable notice of retirement by February 1st one (1) year prior to the school year of retirement, the Board shall pay him/her a six percent (6%) retirement incentive, inclusive of all other increases in TRS creditable compensation, for his/her remaining year of service.

Once an employee submits an irrevocable notice of retirement by February 1st, that employee shall be removed from the salary schedule contained in Article IX of this Agreement at the beginning of the following school year. All calculations for increased TRS creditable earnings will be based on the TRS creditable earnings in the year of the submission of the irrevocable notice of retirement. Once the employee submits an irrevocable notice of retirement an employee's creditable earnings shall be increased by six percent (6%) of the year of submission, but in no case will the employee's TRS creditable earnings increase exceed six percent (6%) of the year of submission.

If, after submitting an irrevocable notice of retirement by February 1st, the employee resigns from, or is dismissed from duties for which the employee was paid a stipend or additional compensation the previous year, the retirement incentive for that employee will be recalculated accordingly.

- b) To be eligible, an employee must submit an irrevocable notice of retirement by February 1st which must be accompanied by a Teachers' Retirement System (TRS) member requested "Personal Statement of Benefits" and a "Benefit Estimate" confirmation of total years of service.

An employee with ten (10) years of full-time service with Neoga C.U.S.D. No. 3 is considered to be eligible for the retirement incentive by meeting one of the following conditions at the time of retirement:

- 1) The employee is sixty (60) years of age and has ten (10) years of creditable TRS service upon his or her last day of service to the school district.
 - 2) The employee is at least fifty-five (55) years of age and has thirty-five (35) years of creditable TRS service upon his or her last day of service to the school district.
- c) If, during the term of this Agreement, any legislation and/or TRS rules/regulations are enacted or not reenacted and/or adopted or amended that result in a greater cost to the District than the costs generated by this Agreement, or that change the definition of what is subject to the 6% TRS cap, the parties agree that this Section shall be null and void and upon the demand of any party shall meet to bargain language to succeed this paragraph.

5.10 Teaching Loyalty Bonus. The Board shall pay a one-time loyalty bonus in the amount of \$500.00 after a certified teacher has served ten consecutive years in the District to be paid in the September 30 paycheck for all those who have reached this prior to the start of the 2024-2025 school year and the June 15 paycheck there on after. [IN THE EVENT A TEACHER IS WITHIN THEIR FINAL FOUR YEARS PRIOR TO RETIREMENT, THE BONUS WILL BE PAID POST-RETIREMENT AFTER THE FINAL WORKDAY AND FINAL PAYCHECK].

5.11 Interscholastic Loyalty Bonus. Certified teaching employees who have completed five consecutive years of interscholastic coaching will become eligible for a loyalty bonus equivalent to 1% of the index factor to be paid in the September 30 paycheck for all those who have reached this prior to the start of the 2024-2025 school year and the June 15 paycheck there on after. However, teachers who have exercised the retirement incentive shall not be eligible for the bonus.

ARTICLE VI

LEAVES

6.1 Sick Leave.

- a) Each teacher shall be entitled to twelve (12) sick days per school term without loss of pay for TRS creditable years of 0-10, thirteen (13) days for years 11-20, fourteen (14) days for years 21-30 and fifteen (15) days for 31 or more years in the district. There shall be an unlimited accumulation of sick leave. Sick leave shall be interpreted to mean personal illness or serious illness or death in the immediate family or household. For purposes of this Article, the immediate family shall include: spouse, children, parents, grandchildren, grandparents, parents-in-law, son-in-law, daughter-in-law, brothers, sisters, brothers-in-law, sisters-in-law, step-parents, and legal guardians.
- b) At the discretion of the Superintendent and his/her designee, teachers can be allowed to use sick days for funerals other than those listed in 6.1 a).
- c) Teachers who have used all their accumulated sick leave days have the right to make requests of the Board of Education to grant them more sick leave days in the event of a qualifying event.

6.2 Personal Days. Each teacher shall be granted two (2) days per year for any purpose. After the completion of four (4) years within the District, a teacher shall be granted one (1) additional personal day for a total of three (3) days each year. Unused personal days shall accumulate to four (4) days. Unused personal days beyond four (4) shall convert to sick leave at the end of the school year. The use of personal days shall be subject to the following provisions:

- a) Teachers must submit their request for approval or denial, in writing, to their immediate supervisor, at least two (2) days prior to the use of a personal day when possible.
- b) The use of personal days shall not be permitted on the day before or the day after holidays or vacation days or in conjunction with any holidays or vacation days, or on institute days, workshop days, or during the first two (2) weeks or last two (2) weeks of the school term.
- c) No more than two (2) teachers per building may be granted personal days on the same day.
- d) The Superintendent or his/her designee may waive the requirements in subsections (a), (b), or (c) of this Article if good cause is demonstrated.
- e) A personal day request may be granted in one-half day or full day increments only.

- f) Unused personal days will accumulate as sick leave days, subject to the maximum accumulation of sick leave as set forth in Article 6.1 of this Agreement; however, at the written request of a teacher, not receiving a retirement incentive under Article 5.10, unused personal days may be reimbursed at a rate of Forty-Five and 00/100 Dollars (\$45.00) per day in lieu of allowing unused personal days to accumulate as sick leave days. If reimbursement for unused personal days is requested, payment shall be made in the June pay check. All requests for reimbursement in lieu of accumulated sick leave must be received by the superintendent before the end of the school term.

6.3 Leaves of Absence. Leaves of absence may be granted without pay to tenured employees who have rendered satisfactory service to the district and who desire to return to employment in a similar capacity upon termination of said leave.

- a) Leave of absence without pay, not to exceed one (1) year, may be granted to tenured teachers according to the following conditions:
 - 1) Written requests for leaves of absence without pay should be made at least sixty (60) days before the leave is desired, subject to the approval by the Board.
 - 2) Dates of departure and return must be acceptable to the administration.
 - 3) Leaves of less than one (1) month, if acceptable to and approved by the administration, will not require board approval or sixty (60) days' notice.
- b) Leaves may be granted for the following:
 - 1) Advance study leading to a degree at an approved university.
 - 2) Educationally related travel, if the applicant provides an itinerary and explanation of how such travel will improve the educational program.
 - 3) Military service.
 - 4) Maternity, including adoption.
 - 5) Unrestricted leave. Upon request one (1) year unrestricted leave may be granted to any employee for each accumulated seven (7) years of service in the district for whatever reason the employee desires.
 - 6) Other reasons acceptable to the Board which will improve the educational program of the District.
- c) Employees on such leave may continue insurance benefits if they reimburse the district for any prorated costs of benefits for which they apply.

d) Employees will not advance on the salary schedule while on any approved leave of absence without pay unless working at least one semester during the school year.

6.4 Association Leave. One (1) representative or delegate of the NTA-IEA/NEA shall be entitled to four (4) days, non-accumulative leave with full pay for association business, providing the Board is properly notified and receives equitable substitute pay from the Association.

6.5 Perfect Attendance. Any teacher not receiving a retirement incentive under Article 5.9 and who have perfect attendance shall be entitled to a bonus for perfect attendance. Teachers who have no absences from work during a semester shall be paid a bonus of \$100.00. In the event a teacher has perfect attendance in both semesters, the teacher shall be eligible for the \$100.00 for each semester for a total of \$200.00. The first semester perfect attendance bonus shall be payable on January 30. The second semester perfect attendance bonus shall be payable June 30.

Perfect attendance shall be defined as not using any sick leave days, personal days, unpaid leave, or parts thereof, receiving a dock in pay, or receiving payment for the non-use of personal days, as recorded in unit office records.

6.6 Jury Duty. Members of the bargaining unit summoned to jury duty during working hours shall receive full salary with no loss of benefits during the time the member is on jury duty provided the member pays to the District the fees received for performing jury duty service. Staff members issued a valid subpoena shall be paid for each working day of required absence, providing the member pays to the District any witness fees received. This provision is not applicable if the member is subpoenaed to testify in a matter in which either the member, or any of the member's family, or any business associate, has a family or financial interest (i.e., divorce trials, personal injury cases, personal business venture, criminal trials). If the employee has instigated action against the School District or the Board of Education, this provision is not applicable.

6.7 Bereavement Leave. Each Employee shall be granted three (3) days off with pay each contract year as is necessary to attend services or to make necessary arrangements upon the death of a member of their immediate family or spouse's immediate family. Absence in excess of 3 days for attendance at funerals of family members shall be allowed under sick leave provided, but such absence may not exceed the date of the funeral and reasonable travel time. Attendance at any other funeral will be with the approval of the Superintendent of his/her designee.

For the purpose of this section, "immediate family" shall include parents, step-parents, spouse, children, step-children, brothers, step-brothers, sisters, step-sisters, nieces, nephews, aunts, uncles, grandparents, grandchildren, legal guardians, foster children and civil union partners.

Employees who are eligible for leave pursuant to and consistent with the Illinois Family Bereavement Leave Act, 820 ILCS 154/1 effective January 1, 2023, shall have their use of paid leave for the death in the immediate family count toward the number of

unpaid leave days the employee is eligible to use under the Illinois Family Bereavement Leave Act.

ARTICLE VII

GRIEVANCE PROCEDURE

- 7.1 A grievance shall mean only a complaint that there has been an alleged violation, misinterpretation, or misapplication of any of the specific provisions of this Agreement.
- a) Every teacher covered by this Agreement shall have the right to present grievances in accordance with these procedures.
 - b) The failure of a teacher (or, in the event of an appeal to arbitration, the Association) to act on any grievance within the prescribed time limits will act as a bar to any further appeal. An administrator's failure to give a decision within the time limits shall permit the grievant to proceed to the next step. The time limits, however, may be extended by mutual agreement.
 - b) It is agreed that any investigation or other handling or processing of any grievance by the grieving teacher shall at all times be conducted in a manner so as not to impede normal operations.

7.2 Grievance Procedure Steps.

- a) **First Step.** An attempt shall be made to resolve any grievance in informal, verbal discussion between complainant and his/her principal.
- b) **Second Step.** If the grievance cannot be resolved informally, the aggrieved teacher shall file the grievance in writing and, at a mutually agreeable time, discuss the matter with the principal. The written grievance shall state the nature of the grievance, and shall state the remedy requested. The filing of the formal, written grievance at the second step must be within ten (10) days from the date of the occurrence of the event giving rise to the grievance or within ten (10) days from the time it can be expected that such knowledge would be available. The principal shall make a decision on the grievance and communicate it in writing to the teacher and the Superintendent within ten (10) school days after receipt of the grievance.
- c) **Third Step.** In the event a grievance has not been satisfactorily resolved at the second step, the aggrieved teacher shall file, within five (5) school days of the principal's written decision at the second step, a copy of the grievance with the Superintendent. Within ten (10) school days after such written grievance is filed, the aggrieved and the Superintendent or his/her designee shall meet to resolve the grievance. The Superintendent or his/her designee shall file an answer within ten (10) school days of the third step grievance meeting and communicate it in writing to the teacher and the principal.
- d) **Fourth Step.** If the grievance is not resolved satisfactorily at Step Three, there shall be available a fourth step of binding arbitration. The Association may

submit, in writing, a request on behalf of the Association and the grieving teacher to the Superintendent within thirty (30) days from receipt of the Step Three answer to enter into such arbitration. The arbitration proceeding shall be conducted by an Arbitrator to be selected by the two (2) parties within seven (7) days after said notice is given. If the two (2) parties fail to reach an agreement on an Arbitrator within seven (7) days, the American Arbitration Association will be requested to provide a panel of arbitrators. The American Arbitration Association shall act as the administrator of the proceeding and the decision of the arbitrator shall be binding on the parties.

Expenses for the arbitrator's services shall be born equally by the District and the Association. The arbitrator, in his opinion, shall not amend, modify, nullify, ignore, or add to the provisions of the Agreement. His/her authority shall be strictly limited to deciding only the issue or issues presented to him/her in writing by the District and the Association and his/her decision must be based solely and only upon his/her interpretation of the meaning or application of the expressed relevant language of the Agreement.

- 7.3** If the Association or any employee files any claim or complaint in any form other than under the grievance procedures of this Agreement, the District shall not be required to process the same claim or set of facts through the grievance procedure.

ARTICLE VIII

NEGOTIATIONS PROCEDURE

- 8.1** The parties agree that their duly designated representatives shall negotiate in good faith with respect to salaries, fringe benefits, working conditions, grievance and negotiating procedures. Each party shall select its own representatives. Negotiations shall begin no earlier than April 15.
- 8.2** If after a reasonable period of negotiations and within ninety (90) days of the scheduled start of the forthcoming school year, the parties engaged in collective bargaining have reached an impasse, either party may petition the Illinois Educational Labor Relations Board to initiate mediation. Either party may declare to the other, in writing, that an impasse exists.
- 8.3** When an impasse has been declared, the Federal Mediation and Conciliation Service shall be requested by the parties to appoint a mediator from its staff. The mediator shall meet as soon as possible with the parties or their representative, or both, either jointly or separately, and shall take such steps as he/she may deem appropriate to persuade the parties to resolve their differences and effect a mutually acceptable Agreement.

ARTICLE IX
EFFECT OF AGREEMENT

- 9.1 Complete Understanding.** The terms and conditions set forth in this Agreement represent the full and complete understanding between the parties. The terms and conditions may be modified only through written mutual consent of the parties.
- 9.2 Individual Contracts.** Individual contracts or employment agreements shall not be inconsistent with the terms and conditions of this Agreement.
- 9.3 Savings Clause.** Should any article, section, or clause of this Agreement be declared illegal by a court of competent jurisdiction, then that article, section, or clause shall be deleted from this Agreement to the extent that it violates the law. The remaining articles, sections, and clauses shall remain in full force and effect.
- 9.4 No Strike. No Lockout.**
- a) During the term of this Agreement and any extension thereof:
 - 1) The Board shall not lock out its employees, and
 - 2) No employee covered by this Agreement, nor the Association, nor any person acting on behalf of the Association shall ever or at any time engage in, authorize, or instigate any picketing, any recognition of any picket line at the District's premises, any strike, slowdown, or other refusal to render full and complete services to the Board.
 - b) In the event of any violation or violations of any provision of Section a) 2) of this Article by the Association, its members or representatives, or by any employee:
 - 1) The Association shall, upon notice from the Board, immediately direct such employees both orally and in writing to resume normal operations immediately and make every other reasonable effort to end any violation(s).
 - 2) Any violating employee shall be subject to discipline or discharge as determined appropriate by the Board.
- 9.5 Management Rights.** It is expressly understood and agreed that all functions, rights, powers or authority of the administration of the District and the Board which are not specifically limited by the express language of this Agreement are retained by the Board provided, however, that no such right be exercised so as to violate any of the specific provision of this Agreement.

9.6 **Terms of Agreement.** Upon Board adoption this agreement shall be in effect from the first day of the 2024-2025 school year until the last day prior to the first day of the 2028-2029 school year.

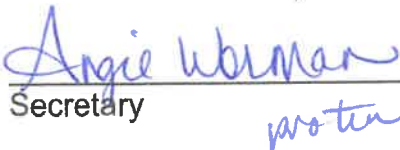
All terms and conditions of this Agreement shall be in effect as of August 14, 2024.

This Agreement is signed this 8th day of August, 2024.

For the Board of Education,
Neoga Community Unit School
District #3



President

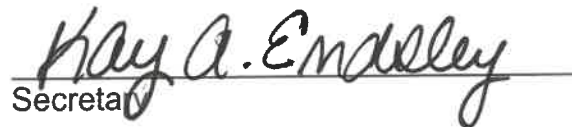


Secretary

For the Neoga Teachers' Association-
IEA/NEA



President



Secretary

2024-2025 Teacher Salary Schedule

Index Factor: 41,188

Insurance: \$500

Step	BS	BS+16	MS	MS+16	MS+32	Step
1	41,188	42,218	43,762	44,792	45,822	1
2	42,200	43,255	44,838	45,893	46,948	2
3	42,622	43,677	45,260	46,315	47,370	3
4	43,044	44,099	45,682	46,737	47,792	4
5	43,466	44,521	46,104	47,159	48,214	5
6	43,888	44,943	46,525	47,581	48,636	6
7	44,310	45,365	46,948	48,003	49,058	7
8	44,732	45,787	47,370	48,425	49,480	8
9	45,154	46,209	47,792	48,847	49,902	9
10	46,209	47,264	49,005	50,060	51,115	10
11	47,264	48,319	50,218	51,273	52,328	11
12	48,319	49,374	51,431	52,486	53,541	12
13	49,374	50,429	52,645	53,700	54,755	13
14	50,429	51,484	53,858	54,913	55,968	14
15	51,484	52,539	55,071	56,126	57,181	15
16	52,539	53,594	56,284	57,339	58,394	16
17	53,594	54,649	57,498	58,553	59,608	17
18	54,649	55,704	58,711	59,766	60,821	18
19	55,704	56,759	59,924	60,979	62,034	19
20	56,759	57,814	61,137	62,192	63,247	20
21	57,814	58,869	62,456	63,511	64,566	21
22	58,869	59,924	63,775	64,830	65,885	22
23	59,924	60,979	65,094	66,149	67,204	23
24	60,979	62,034	66,412	67,467	68,522	24
25	62,034	63,089	67,731	68,786	69,841	25
26	63,089	64,144	69,050	70,105	71,160	26
27	64,197	65,252	70,369	71,424	72,479	27
28	65,305	66,360	71,687	72,742	73,797	28
29	66,412	67,467	73,006	74,061	75,116	29
30	67,520	68,575	74,325	75,380	76,435	30
31	68,628	69,683	75,644	76,699	77,754	31

2025-2026 Teacher Salary Schedule**Index Factor: 42,411****Insurance: \$510**

Step	BS	BS+16	MS	MS+16	MS+32	Step
1	42,411	43,472	45,062	46,122	47,183	1
2	43,041	44,118	45,731	46,808	47,884	2
3	44,099	45,201	46,856	47,958	49,061	3
4	44,540	45,642	47,297	48,399	49,502	4
5	44,981	46,083	47,738	48,840	49,943	5
6	45,422	46,524	48,179	49,281	50,384	6
7	45,863	46,965	48,619	49,722	50,825	7
8	46,304	47,406	49,061	50,163	51,266	8
9	46,745	47,847	49,502	50,604	51,707	9
10	47,186	48,288	49,943	51,045	52,148	10
11	48,288	49,391	51,210	52,314	53,415	11
12	49,391	50,493	52,478	53,580	54,683	12
13	50,493	51,596	53,745	54,848	55,950	13
14	51,596	52,698	55,014	56,117	57,219	14
15	52,698	53,801	56,282	57,384	58,487	15
16	53,801	54,903	57,549	58,652	59,754	16
17	54,903	56,006	58,817	59,919	61,022	17
18	56,006	57,108	60,085	61,188	62,290	18
19	57,108	58,211	61,353	62,455	63,558	19
20	58,211	59,313	62,621	63,723	64,826	20
21	59,313	60,416	63,888	64,991	66,093	21
22	60,416	61,518	65,267	66,369	67,471	22
23	61,518	62,621	66,645	67,747	68,850	23
24	62,621	63,723	68,023	69,126	70,228	24
25	63,723	64,826	69,401	70,503	71,605	25
26	64,826	65,928	70,779	71,881	72,984	26
27	65,928	67,030	72,157	73,260	74,362	27
28	67,086	68,188	73,536	74,638	75,741	28
29	68,244	69,346	74,913	76,015	77,118	29
30	69,401	70,503	76,291	77,394	78,496	30
31	70,558	71,661	77,670	78,772	79,875	31

2026-2027 Teacher Salary Schedule**Index Factor: 43,671****Insurance: \$520**

Step	BS	BS+16	MS	MS+16	MS+32	Step
1	43,671	44,763	46,400	47,492	48,584	1
2	44,107	45,211	46,864	47,967	49,070	2
3	44,763	45,883	47,560	48,680	49,799	3
4	45,863	47,009	48,730	49,876	51,023	4
5	46,322	47,468	49,189	50,335	51,482	5
6	46,780	47,926	49,648	50,794	51,941	6
7	47,239	48,385	50,106	51,252	52,399	7
8	47,698	48,844	50,564	51,711	52,858	8
9	48,156	49,302	51,023	52,170	53,317	9
10	48,615	49,761	51,482	52,628	53,775	10
11	49,073	50,220	51,941	53,084	54,234	11
12	50,220	51,367	53,258	54,407	55,552	12
13	51,367	52,513	54,577	55,723	56,870	13
14	52,513	53,660	55,895	57,042	58,188	14
15	53,660	54,806	57,215	58,362	59,508	15
16	54,806	55,953	58,533	59,679	60,826	16
17	55,953	57,099	59,851	60,998	62,144	17
18	57,099	58,246	61,170	62,316	63,463	18
19	58,246	59,392	62,488	63,636	64,782	19
20	59,392	60,539	63,807	64,953	66,100	20
21	60,539	61,686	65,126	66,272	67,419	21
22	61,686	62,833	66,444	67,591	68,737	22
23	62,833	63,979	67,878	69,024	70,170	23
24	63,979	65,126	69,311	70,457	71,604	24
25	65,126	66,272	70,744	71,891	73,037	25
26	66,272	67,419	72,177	73,323	74,469	26
27	67,419	68,565	73,610	74,756	75,903	27
28	68,565	69,711	75,043	76,190	77,336	28
29	69,769	70,916	76,477	77,624	78,771	29
30	70,974	72,120	77,910	79,056	80,203	30
31	72,177	73,323	79,343	80,490	81,636	31

2027-2028 Teacher Salary Schedule**Index Factor: \$44,968****Insurance: \$530**

Step	BS	BS+16	MS	MS+16	MS+32	Step
1	44,968	46,092	47,778	48,903	50,027	1
2	45,418	46,554	48,256	49,392	50,527	2
3	45,871	47,019	48,739	49,886	51,033	3
4	46,554	47,718	49,462	50,627	51,791	4
5	47,698	48,889	50,679	51,871	53,064	5
6	48,175	49,367	51,157	52,348	53,541	6
7	48,651	49,843	51,634	52,826	54,019	7
8	49,129	50,320	52,110	53,302	54,495	8
9	49,606	50,798	52,587	53,779	54,972	9
10	50,082	51,274	53,064	54,257	55,450	10
11	50,560	51,751	53,541	54,733	55,926	11
12	51,036	52,229	54,019	55,207	56,403	12
13	52,229	53,422	55,388	56,583	57,774	13
14	53,422	54,614	56,760	57,952	59,145	14
15	54,614	55,806	58,131	59,324	60,516	15
16	55,806	56,998	59,504	60,696	61,888	16
17	56,998	58,191	60,874	62,066	63,259	17
18	58,191	59,383	62,245	63,438	64,630	18
19	59,383	60,576	63,617	64,809	66,002	19
20	60,576	61,768	64,988	66,181	67,373	20
21	61,768	62,961	66,359	67,551	68,744	21
22	62,961	64,153	67,731	68,923	70,116	22
23	64,153	65,346	69,102	70,295	71,486	23
24	65,346	66,538	70,593	71,785	72,977	24
25	66,538	67,731	72,083	73,275	74,468	25
26	67,731	68,923	73,574	74,767	75,958	26
27	68,923	70,116	75,064	76,256	77,448	27
28	70,116	71,308	76,554	77,746	78,939	28
29	71,308	72,499	78,045	79,238	80,429	29
30	72,560	73,753	79,536	80,729	81,922	30
31	73,813	75,005	81,026	82,218	83,411	31

APPENDIX A

SUPPLEMENTAL PAY SCHEDULE

Gas Mileage.....	The current IRS deductible rate
Homebound Instruction/Internal Sub.....	\$25.00 per hour
Summer School Instruction	\$35.00 per hour
Behind the Wheel Driver Education (outside school day/school year).....	\$25.00 per hour
Ticket Salesperson	\$25.00 per unit, 1 unit minimum for regular season games
Fan Bus Chaperone	\$11.00 per unit, 2 units minimum, 3 units over 40 miles
Athletic Scorer	\$25 per night (2 games)
Athletic Timer.....	\$25 per night (2 games)

APPENDIX B - EXTRA DUTY SALARY SCHEDULE

EXTRA DUTY ASSIGNMENTS

2024-2025 INDEX FACTOR:	41,188
2025-2026 INDEX FACTOR:	42,411
2026-2027 INDEX FACTOR:	43,671
2027-2028 INDEX FACTOR:	44,968

Athletic Director	31%
Senior Class Sponsor	2%
Senior Class Sponsor	2%
Junior Class Sponsor	2%
Junior Class Sponsor	2%
Sophomore Class Sponsor	1%
Sophomore Class Sponsor	1%
Freshman Class Sponsor	1%
Freshman Class Sponsor	1%
Fellowship of Student Athletes Sponsor	0%
Future Teachers Club Sponsor	0%
FFA Sponsor	5%
FFA Sponsor Asst.	3%
JH PBIS Sponsor	2%
NES PBIS Sponsor	2%
Math Club Sponsor	0%
Musical Director	3%
Musical Director Asst	3%
Musical Technical Director	3%
National Honor Society Sponsor	0%
SADD Sponsor	0%
Science Club Sponsor	0%
Spanish Club Sponsor	0%
JH Student Council Sponsor	3%
HS Student Council Sponsor	6%
Unit Band Director	7%
JH Yearbook Sponsor	2%
HS Yearbook Sponsor	5%
ACES Sponsor	0%

EXTENDED TIME CONTRACTS:	
Special Education Coordinator	20 days
Agriculture/Mechanics	30 days
Guidance	15 days
Nurse	5 days
Technology	25 days
Special Educators	3 days

INTERSCHOLASTIC SALARIES

2024-2025 INDEX FACTOR:	41,188
2025-2026 INDEX FACTOR:	42,411
2026-2027 INDEX FACTOR:	43,671
2027-2028 INDEX FACTOR:	44,968

BASEBALL	
HS Fall Boys Coach	7%
HS F/S Fall Boys Coach	5%
HS F/S Spring Boys Coach	5%
HS Spring Coach	7%
JH Boys Coach	6%
JH Boys Asst Coach	3%

BASKETBALL	
HS Head Boys Coach	12%
HS JV Boys Coach	9%
HS F/S Boys Coach	8%
HS Head Girls Coach	12%
HS Asst Girls Coach	9%
JH Head Boys Coach	10%
JH Asst Boys Coach	6%
JH Girls Coach	10%
JH Asst Girls Coach	6%
5/6 Grade Intramural Coach	3%

CHEERLEADING	
HS Sponsor	3%
JH Sponsor	3%

CROSS COUNTRY	
HS Coach	5%

SCHOLAR BOWL	
HS Sponsor	5%
JH Sponsor	3%

SOFTBALL	
HS Girls Coach	7%
HS Asst Girls Coach	5%
JH Girls Coach	6%
JH Girls Asst Coach	3%

TRACK	
HS Coach	7%
HS Asst Coach	5%
JH Boys Coach	6%
JH Girls Coach	6%

VOLLEYBALL	
HS Girls Coach	9%
HS Asst Coach	6%
JH Girls Coach	6%
JH Asst Coach	3%

