

FROM THE 2009-12 GENEVA DISTRICT TEACHERS CONTRACT

The Geneva Education Association (GEA), Illinois Education Association (IEA), National Education Association (NEA) are the exclusive and sole negotiation agent for the bargaining unit that includes all regularly employed certificated teaching personnel. Regularly employed certificated teaching personnel include but are not limited to teachers, librarians, nurses, counselors, replacements for leave of absences of one semester or more (in the period they are employed), and similar positions for which a certificate is required.

Professional Education

- The total amount available for reimbursement for college credit courses will be: \$165,000 for the 2009/2010 school year; \$160,000 for the 2010/2011 school year; and \$100,000 for the 2011/2012 school year.
- Teachers are eligible to receive reimbursement for graduate coursework in only one post baccalaureate degree program. Tenured teachers will be eligible for a maximum of fifteen (15) semester hours (at a maximum cost of \$500 per semester hour) per year for coursework taken in the fall, winter, spring and summer. Non-tenured teachers will be eligible for a maximum of nine (9) semester hours (at a maximum cost of \$500 per semester hour) each summer of their probationary status years (years one to four).
- Reimbursement - For District requested course work or course work where the teacher and the administrators mutually agree the work will benefit the District - 100% of tuition & required fees. For course work taken by teachers who are admitted to an approved post baccalaureate degree program, not including those programs leading to a degree in administration and/or school leadership - 75% of tuition. For course work taken by teachers who are admitted to an approved post baccalaureate degree program in administration and/or school leadership and all other approved graduate course work taken by teachers - 50% of tuition.
- The President of the Geneva Teachers Union or designee will have aggregate release time of up to .7 FTE of his or her regular work load. A maximum aggregate of fifteen (15) days may be taken during the school year for business of the local Association, provided that the teacher to be absent provides the usual plans and aids for use of the substitute. This time may be taken in 1/2 day or whole day units.

Contracts - Duties and Pay

- The school calendar shall not exceed 177 pupil attendance days and 181 teacher attendance days.
- Teachers who are asked to perform their regularly assigned professional duties beyond their regular scheduled times shall be compensated at a per diem rate equal to their regular salary.
- Teachers employed prior to November 1 in any academic year will qualify for step advancement for the subsequent year. Teachers whose salary placement is at the maximum step in their respective lane on the salary schedule shall receive an annual longevity stipend for each subsequent year of this agreement for up to a total of five (5) years of longevity steps. The longevity stipend shall be 1.5% of the maximum salary in their salary schedule lane with the exception of the 2010/2011 school year and shall compound for each year of the agreement.
- Under section 105 ILCS 5/21-27 of the School Code, any teacher who holds the Master Certificate of the National Board for Professional Teaching Standards (NBCT) shall receive an annual payment of \$3,000 through the State of Illinois. If for any reason the State of Illinois is unable to fully fund this annual payment to teachers with valid up-to-date National Board certification, the District will insure that a qualifying teacher will receive this total annual payment of \$3,000.

Payment Schedule for Out-of-Class Responsibilities

- The index of the attached schedule is applied to the base of the salary schedule for each year of the agreement. When an extra-class responsibility is eliminated and not performed for budget considerations, reduction of student participation, lack of qualified staff, or any other reason, such elimination shall not be considered an alteration to a responsibility that is not eliminated.

Paid absence

- Non-tenured teachers may request leave for paid absence of not more than two (2) days per year in order to attend to personal business that cannot be attended to any time other than during school hours. Tenured teachers may request leave for paid absence of not more than three (3) days per year. After nine (9) years of continuous service, teachers may request leave for paid absence of not more than four (4) days per year. **Unused personal days will convert to sick leave days at the close of the contract year.**
- Teachers who are asked to perform their regularly assigned professional duties beyond their regular scheduled times shall be compensated at a per diem rate equal to their regular salary. When staff development, necessary to one's teaching responsibilities, is held during the summer months, compensation will be provided at the prevailing summer school rate.

Evaluation

- The District Teacher Evaluation Plan will be the process by which teachers are evaluated and all procedures described therein will be followed by teachers and administrators. Tenured teachers who have been moved to Plan III, Remediation Phase, will be held at the previous year's step and lane position during remediation, but after successful remediation will advance two steps and any applicable lanes. A standing committee will oversee the implementation of and changes in the District Teacher Evaluation Plan. This committee will consist of the Superintendent or designee as chair, the President of the Association or designee, a principal from each level, and at least one teacher from each school. The teachers shall be appointed by the Superintendent with the approval of the Association President. Any changes in the Teacher Evaluation Plan shall be made only after consultation with this committee. Either the Superintendent or the President of the Association may call for a meeting of the standing committee as needed.

Retirement Programs

- Teachers with fifteen (15) or more complete years of teaching in the District at the time of retirement and who are eligible for a retirement annuity from the Teacher's Retirement System of the State of Illinois within six (6) months of the last day worked for the District will be eligible to participate in one of two retirement programs.
- Available Retirement Programs
 - ERO Program - This program is available for those retiring teachers who opt to retire under the Illinois Teachers' Retirement System (TRS) Early Retirement Option (ERO): The District shall pay a portion of the teacher's one-time, lump-sum ERO contribution to TRS required to avoid a discounted annuity according to the TRS rules & regulations and the following schedule:
Number of Years Deficient – TRS Creditable Years of Service Percent of Teacher's Contribution (35 years) or Paid By District
 - Under the age of 60 Less than two (2) years 0%
 - Two (2) but less than three (3) 50%
 - Three (3) or more 100%
 - Non-ERO Program - This program is available for those retiring teachers who do not opt or, or do not qualify, for the ERO: 1. Teachers can participate in this program for up to four years. In the first year of participation, a teacher's salary will increase by 6% based on the teacher's prior year placement on the salary schedule. In subsequent years, a teacher's salary will increase based on the previous year's negotiated average salary increase. An amount equal to a percentage of a retiring teacher's final year's teaching salary will be paid to the Teachers Retirement Insurance Program (TRIP) or may be taken as a lump sum payment after retirement, subject to applicable federal and state taxes, no earlier than September 1 in the year of retirement and no later than January 15 in the year immediately following retirement.
Maximum Available for Health Completed Years of Geneva Service at the Insurance Purposes
Time of Retirement (An Amount Equal to a Percentage of Final Year Teaching Salary)

- Fifteen (15), but less than twenty (20) 10%
- Twenty (20), but less than twenty-five (25) 15%
- Twenty-five (25) or more 20%

Insurance

- In addition to a HMO health insurance plan, the District will offer the following Preferred Provider Option (PPO) insurance plan and dental plan for the 2009/2010 school year:
 - Single Coverage: Health/Medical coverage with a \$1,500 out-of-pocket limit, a deductible of \$400, and a \$5,000,000 per person major medical maximum.
 - Dependent (family) Coverage: Health/Medical coverage with a \$4,500 out-of-pocket limit, a deductible of \$800, and a \$5,000,000 per person major medical maximum.
- Dental coverage with a \$1,500 benefit period maximum per individual and a \$50 deductible.
- In addition to a HMO health insurance plan, the District will offer the following PPO insurance plans and dental plan for the 2010/2011 and 2011/2012 school years:

PPO 750

- Single Coverage: Health/Medical coverage with a \$3,250 out-of-pocket limit, a deductible of \$750, and \$5,000,000 per person major medical maximum.
 - Dependent (family) Coverage: Health/Medical coverage with a \$6,500 out-of-pocket limit, a deductible of \$1,500, and a \$5,000,000 per person major medical maximum.
- Dental coverage with a \$1,500 benefit period maximum per individual and a \$50 deductible.

PPO 400

- Single Coverage: Health/Medical coverage with a \$1,500 out-of-pocket limit, a deductible of \$400, and a \$5,000,000 per person major medical maximum.
 - Dependent (family) Coverage: Health/Medical coverage with a \$4,500 out-of-pocket limit, a deductible of \$800, and a \$5,000,000 per person major medical maximum.
- Dental coverage with a \$1,500 benefit period maximum per individual and a \$50 deductible.
 - Beginning in the 2010/2011 school year, a teacher eligible for health insurance benefits who chooses a PPO plan will be automatically enrolled in the PPO 750 plan. Should a teacher choose the PPO 400 plan, the difference in monthly premium costs between the PPO 750 plan and the PPO 400 plan will be borne by the teacher.
 - Beginning in the first quarter of 2011, and at least annually for the term of this agreement, the District will reimburse a teacher enrolled in the PPO 750 plan in the following manner:
 - Single Coverage: The District will reimburse the teacher up to \$350 per calendar year should the teacher incur eligible expenses (excluding co-payments) in excess of \$400. To be eligible for reimbursement, the teacher must submit proof of participation in the District wellness screening program, or equivalent program, during the same calendar year. This amount is subject to tax.
 - Dependent (family) Coverage: The District will reimburse the teacher up to \$700 per calendar year should the teacher and family incur eligible expenses (excluding co-payments) in excess of \$800. To be eligible for reimbursement, the teacher and, if applicable, spouse, must submit proof of participation in the District wellness screening program, or equivalent program, during the same calendar year.
 - Following schedule represents the percentage of premium costs which will be paid by the District on behalf of the teacher should insurance coverage be requested through the term of this agreement.

Single Coverage:

- 100% Health/Medical (2009/2010 – HMO or PPO 400 only)
- 100% Health/Medical (2010/2011 – HMO or PPO 750 or partial premium for PPO 400)
- 100% Health/Medical (2011/2012 – HMO or PPO 750 or partial premium for PPO 400)
- 100% Dental (2009/2010, 2010/2011, 2011/2012)

Dependent (Family) Coverage:

- 60% Health/Medical (2009/2010 – HMO or PPO 400 only)
- 60% Health/Medical (2010/2011 – HMO or PPO 750 or partial premium for PPO 400)

60% Health/Medical (2011/2012 – HMO or PPO 750 or partial premium for PPO 400)
50% Dental (2009/2010, 2010/2011, 2011/2012)

- The District will provide group term life insurance for teachers equivalent to the amount of their annual salary as found on the teacher salary schedule rounded up to the following increments: \$50,000, \$75,000, \$100,000 and \$125,000.
- Teachers electing not to participate in the health/medical/dental benefit program will be reimbursed up \$500 per calendar year and is available for an eligible spouse, all dependent children, and other dependents as defined by the school district family insurance plan.
- Sick Leave - Each teacher will receive sick leave benefits to the maximum of ten (10) days per year at full pay. Teachers may accumulate an unlimited amount of unused sick days.
- Unpaid Leave - Full Leave - A teacher requesting an unpaid full leave of absence must submit the request in writing to the Office of Human Resources by October 15 for the second semester and by February 15 for the first semester of the following year or for both semesters of the following year. Only tenured teachers are permitted to request a full leave of absence. A teacher returning from a full year leave of absence will be notified on or about June 1 regarding the specific teaching assignment for the following academic year.
- Pre Academic Year Instructional Planning Time - Each classroom teacher, resource teacher, and other appropriate student services personnel and the special education one-on-one assistant will be provided with a maximum of twelve (12) hours of instructional planning time prior to the commencement of the academic year to prepare for the instructional needs of the student. Such time will be developed in cooperation with the Director of Student Services and the building principal. Certified staff will be compensated for their participation in this instructional planning time at the regular “Summer School” per hour rate. Special education one-on-one assistants will be compensated at their applicable per hour employment rate.
- Academic Year Instructional Planning Time - Curriculum Modification Time - At least one 30-minute period per week of curriculum modification time between the classroom teacher, resource teacher, and student services personnel (as appropriate) and the special education one-on-one assistant will be provided.
- Class Size - The District will aspire to maintain a District-wide pupil-teacher ratio of no more than twenty-five (25) students per teacher. Individual conditions such as: the provision of assistants, available student work stations, learner characteristics and the unique nature of specialized programs may make more or fewer students appropriate. Should the teacher believe that the pupil-teacher ratio in his/her classroom is not appropriate, the teacher should state that concern to the building principal for consideration and/or resolution. Should an acceptable resolution not be found at the building level, the principal will present the concern to the Superintendent for resolution. At the elementary level, when a class size in grades K-2 reaches twenty-six (26) students, and in grade levels 3-5 reaches twenty-eight (28) students, the principal will review with the teachers and other related staff, the need for additional classroom support. The summary of that review will be forwarded to the Superintendent. If, at the elementary level, a teacher’s individual class exceeds twenty-nine (29) students, the teacher will receive additional support from a teacher assistant for at least two and one half hours (2.5) per day exclusive of any existing special education assistants.
- Work Day/Work Schedule - Every teacher must work an eight-hour day, which includes a duty free lunch. Tenured teachers must be present during core hours, which are fifteen (15) minutes before and fifteen (15) minutes after the student day. The other minutes required to fulfill an eight-hour day may be added before or after the student day at the teacher’s discretion. For teacher in-service, teacher institute and school improvement days, teacher attendance will be required for a period of time equivalent with the regular core hours on normal instructional days. Non-tenured teachers will be expected to adhere to the following standard teacher workday:
Standard Teacher Work Day*

Elementary teacher: 7:40 – 3:40

Middle School teacher: 8:05 – 4:05

High School teacher: 7:25 – 3:25

- Regularly scheduled building level meetings (including, but not limited to, faculty meetings, student instructional support appointments, parent conferences, student service meetings and appointments) **will be held within the standard workday and participation in these meetings is not discretionary and will be considered a professional responsibility unless there are extenuating circumstances or upon agreement of the participants.** Regularly scheduled meetings (including, but not limited to faculty meetings, grade level meetings, department meetings, team meetings) may be extended fifteen (15) minutes beyond the end of the Standard Work Day if notice is given at least one (1) week in advance.
- **Teacher Contact Time - Teaching positions vary in regard to schedules and job descriptions. However, in an attempt to maintain reasonable equity among positions, student contact time (including supervision duties, but excluding individual student support) will be no less than 1380 minutes per week and no more than 1550 minutes per week for elementary teachers. Full-time middle school teachers will be assigned to five (5) instructional periods and one (1) supervision period, except for band, orchestra and choir teachers, who will be assigned to six (6) instructional periods. Full-time high school teachers will be assigned to five (5) instructional periods and one (1) five minute hallway supervision duty per day (or time equivalent).**
- **Teacher Planning Time - Included in the standard teacher work day will be time assigned for student contact and also time for faculty meetings, lesson planning, paperwork, parent meetings, student meetings, rotating before and after school duties, lunch, etc. At the elementary level, whenever practical in a building or department, the administration will attempt to schedule non-contact planning time within the student day so that it is equalized on a day to day basis.**
- **Overload Teaching Assignments - Neither the District nor the Association will promote the practice of overload teaching assignments. However, in the event that an overload assignment is required, the following guidelines will be applied:**
 1. An overload position will be limited to a single teaching section, no longer than one (1) year in length.
 2. Overload positions will be posted within the building.
 3. Assignment to an overload position must be mutually agreeable to the District and the employee.
 4. Unless the District and the Association agree, an employee will only be eligible to accept an overload assignment once every five (5) years.
 5. Teachers who have release time for other duties will generally not be eligible to accept an overload assignment.
 6. When a teacher accepts an overload assignment all benefits will continue to be assigned based upon a 1.0 full time equivalent teaching assignment.