

FORMAL CONTRACT BETWEEN
THE BELLE VALLEY SCHOOL BOARD OF EDUCATION DISTRICT #119
AND
THE BELLE VALLEY EDUCATION ASSOCIATION
ILLINOIS FEDERATION OF TEACHERS: LOCAL 4465
4 YEAR AGREEMENT
FY 2022 - 2025

TABLE OF CONTENTS

Article I – Definitions	1
Article II – Recognition	1
Article III – Working Conditions	1
Article IV – Leaves	3
Article V – Extracurricular Activities	5
Article VI – Salary and Benefits	7
Article VII – Grievance Procedure	10
Article VIII – No Strike Clause	12
Article IX – School Year	13
Article XI – Seniority	13
Article XII – Board Authority	13
Article XIII – Effect of Agreement	14
Signature Page	15
Teachers Salary Schedules	16
Secretary Salary Schedules	20
Support Salary Schedules	20

ARTICLE I DEFINITIONS

- A. The term "Board" as used in this contract shall mean the Board of Education of Belle Valley School District No. 119 of Belleville, IL.
- B. The term "teacher" as used in this contract shall mean any and all individuals who hold a teaching certificate with the State of Illinois and are employed by the Belle Valley Board of Education in any one of the following positions: full or part-time teacher, speech therapist, librarian, certified school nurse, or social worker.
- C. The term "Support Staff" as used in this contract shall mean any and all individuals employed by the Belle Valley Board of Education in any of the following positions: Cook, Cashier, ESP Coordinator, Library Aide, Noon Supervisor, Bus Monitor, Health Aide, Secretary, Web Poster, Teacher Aide, Food Prep/Server, and Assistant Cook. Full-time shall be defined as 37.5 or more hours per week.
- D. The term "BVEA" as used in this contract shall mean the Belle Valley Education Association which is the exclusive bargaining representative for the teachers and support staff of Belle Valley School District #119.
- E. The term "contract year" used in this contract shall mean the period of time from August 15 through August 14.

ARTICLE II RECOGNITION

- A. The Board recognizes the BVEA as the exclusive bargaining representative for the teachers, all full and part-time (non-certified) support staff employees not currently represented by a collective bargaining agreement of Belle Valley School District #119 for the duration of this contract. Excluded are:
 - 1. All central office personnel and Director of Technology.
 - 2. All Building Principals, Building Administrative Secretaries, and others functioning at the building level in a supervisory or administrative capacity.
 - 3. Such teachers of Belleville Area Special Education Cooperative who are employed by school districts other than Belle Valley School District #119.
 - 4. Supervisors, managers, confidential employees, secretary to the Superintendent, ESP employees, full and part-time custodians, and all other employees not employed by District #119.

ARTICLE III WORKING CONDITIONS

- A. Punctuality is one mark of a professional teacher. Teachers shall use the school day for planning, preparing, and executing their teaching assignments. Proper planning with detailed lesson plans shall be evident at all times and available to the Building Principals.
- B. Certified teachers shall receive one (1) class period per day for planning, as the schedule allows.

- C. The teacher workday will be seven hours and forty minutes which will include at least a forty minute lunch period. Nothing in this article infringes on the right of the administration to schedule staff meetings in excess of time limitations.
- D. Teachers will have a duty-free lunch period as prescribed by the Illinois School Code. Teachers will be permitted to leave school during the lunch period upon phone notification to the office of the Building Principal prior to leaving the building. Anyone needing to leave the building during the normal duty day, other than for lunch or scheduled absences, must report, in person, to the Building Principal prior to leaving the building.
- E. The Board, with respect to all board meetings, will provide one copy of the board packet to each BVEA building representative prior to the board meeting. The packet shall include the agenda, minutes of previous board meeting, Superintendent's Report, and a listing of the bills paid by the Board at its previous board meeting.
- F. Certified and Non-certified positions that are newly created or become open because of resignation, death, retirement, vacancies caused by transfers or failure to reappoint will be publicized to the staff via e-mail by the superintendent and/or designee. The position will not be filled for at least five (5) calendar days after notification.
- G. A Special Education Workload Committee will be comprised of one special education rep from middle school, one special education rep from the elementary school, and one administrator. We will create a Workload Help Request Form that will address all of the domains listed below. Anytime a special education teacher has a concern in one of those areas, he or she will submit the form (the form will be sent to the members of the Workload Committee). The committee will meet to discuss the concern and proceed as needed. This will eliminate the gathering of unneeded data; we will only address viable concerns as they come up.

The Committee shall meet regularly to consider the activities for which the District's special educators are responsible, including but not limited to:

1. Individualized instruction;
2. Consultative services and other collaboration among staff members;
3. Attendance at IEP meetings and other staff conferences;
4. Paperwork and reporting.
5. Caseload size/classroom size

- H. **SPECIAL EDUCATION PLANNING:** With administrative approval, teachers who are required to write IEPs will receive the following times listed below. Planning sessions are to be held on school grounds. All IEP leave days must be requested no later than two (2) school days prior to the requested day.

1. One hour of IEP writing leave time per each student on a primary caseload (i.e., 8 IEPs = 1 day; 12 IEPs = 1 ½ days, etc.). (These preparation days can be taken in ½ day increments.)
2. One quarter hour per each student on a related service caseload (i.e., 32 IEPs with related services = 1 day).
3. The number of days taken for IEP preparations shall not exceed 2 days.

- I. All support personnel with less than twelve (12) months of service shall be deemed probationary and may be relieved of their duties at the discretion of the Superintendent and Board of Education.
- J. For support staff, discipline shall include oral warning, written warning, suspension without pay and termination. No employee shall be suspended without pay or terminated without just cause. It shall be the responsibility of the Building Principal or immediate supervisor to bring to the attention of the employee deficiencies in the employee's work program or performance of assigned work, and when the matter is an oral or written reprimand, to make a record of the same in writing. One copy of said record is to be provided to the employee.

Disciplinary action will be progressive, except for gross misconduct in accordance with the following schedule:

- i Verbal Warning
- ii Written Warning
- iii One-to-five-day suspension without pay
- iv Termination

ARTICLE IV LEAVES

- A. All teachers and IMRF employees shall receive sick days per year as follows:
 - 1. 1-19 full-time years of service at Belle Valley = 12 sick days
 - 2. 20-26 full-time years of service at Belle Valley = 16 sick days
 - 3. 27 plus full-time years of service at Belle Valley = 19 sick days

If laws change regarding using sick leave towards retirement, then sick leave reverts back to 12 (twelve) days. Teachers and IMRF employees shall receive full pay and benefits for sick days. Sick days shall accumulate with annual notification of accumulated days. Sick leave shall be interpreted to mean personal illness, quarantine at home, or serious illness or death in the immediate family. Immediate family shall include parents, spouse, sisters, brothers, children, grandparents, grandchildren, parents-in-law, sisters-in-law, brothers-in-law, grandparents-in-law, life partners, and legal guardians.

The Board may require a physician's certificate from a physician licensed in Illinois or Missouri to practice medicine and surgery in all its branches, 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, that of a spiritual adviser or practitioner of such person's faith, as a basis for pay during leave after 3 days absence for personal illness, or as it deems necessary in other cases. If the Board requires a certificate as a basis for pay during a leave of less than 3 days, the school board shall pay from school fund the expenses incurred by the teachers or other employees in obtaining the certificate.

If personal leave has been exhausted, the Superintendent may approve the use of sick days for leave requests. The request must be made in writing.

- B. Sick days must be taken in ½ day or full day increments.
- C. Bereavement leave shall be granted for the death of above mentioned “immediate” family. Up to three (3) days are allowed for each death and are not counted against sick days. These days, if not used, do not accumulate.

D. Sick Leave Donation Program:

If the Association adopts a voluntary sick leave donation program, the following provisions shall apply:

1. The Association Co-Presidents shall provide to the Administration a copy of the program rules and any amendments to those rules within 10 days of their adoption. The Administration and the Board shall adhere to those adopted rules in their administration of the program.
2. Any teacher may apply to the Association for up to 30 sick leave donation days per school year provided the following conditions are met:
 - a. The days requested are related to the personal health of the Teacher.
 - b. The Teacher has exhausted his/her District sick leave days.
 - c. The Teacher has been absent for three or more consecutive working days in connection with the same illness.
 - d. The Teacher shall produce a District-provided Physician’s Certificate completed by the attending physician as proof of need.
3. Tenured teachers may donate up to 3 days of sick leave from their individual accumulated sick leave days by responding to the written notice sent by the Association within 7 working days from the date of the notice.
4. Upon written notice from the Association Co-Presidents, the Administration shall immediately credit the recipient Teacher with the number of sick leave days voluntarily donated to said Teacher, up to a maximum of 30 days, and deduct from each individual donors’ accumulation the number of sick leave days that Teachers voluntarily donated to the recipient.
5. Sick leave days donated by tenured Teachers shall be whole days.
6. The Administration and the Board shall keep confidential the list of donors and the number of days individually donated by them and shall under no circumstances provide the list to the recipient Teacher.

- E. Each full-time teacher and secretary shall receive two (2) personal leave days per year with full pay and benefits. Written requests must be submitted to the Building Principal no later than two (2) school days prior to the requested day. No more than four teachers total and one per unit of the total full-time faculty shall be granted personal leave for any given time. Teachers may take their personal days in half days. Personal leave not used shall accumulate as sick leave days. Personal leave may not be taken on parent conference days, or the first or last week of the school year without approval of the superintendent.
- F. IMRF Support Staff shall receive two (2) personal days per year. Written requests must be submitted to the Building Principal no later than two (2) school days prior to the requested day. No more than one (1) support staff in the same job classification shall be granted personal leave on any given day. Support staff may take their personal days in ½ day increments. Personal leave not used shall accumulate as sick leave days.
- G. Teachers and Secretaries: A bonus of (\$350.00) for a full year of attendance with no absence of any kind or a bonus of (\$200.00) for only one day of absence will be paid on the June 25, payday annually for teachers and on July 10th for secretaries. Days lost to death for a spouse, parent, child, or administration approved workshop absence shall not preclude eligibility.
- H. IMRF Support Staff: A bonus of (\$300.00) for part-time employees and (\$350.00) for full-time employees for a full year of attendance with no absence of any kind or a bonus of (\$200.00) for only one day of absence will receive payment with their next regular paycheck. Days lost to death for a spouse, parent, child, or administration approved workshop absence shall not preclude eligibility.
- I. Leaves of absence without pay may be authorized by the Board.
- J. Adoption, paternity, and maternity leave shall be granted to a full-time employee by the Board of Education, providing the following procedures are met:
 1. The employee shall inform the Superintendent of his/her intent to adopt and shall supply the Superintendent with documentation from the appropriate agent.
 2. An employee may use accumulated sick leave in accordance with FMLA law. If additional days are needed by the employee, he/she may request an unpaid leave of absence in accordance with Article XVII, Leaves Section 5 (Unpaid Leave) of this Agreement. In no case shall adoption leave (both paid and unpaid) exceed one (1) school year in length.

ARTICLE V EXTRACURRICULAR ACTIVITIES

- A. The Board and the Administration will have the option of employing teachers to work extra-curricular events that occur outside of the normal workday.
- B. The Board of Education will attempt to fill all extra-curricular activities with Belle Valley staff members. In the event that no Belle Valley faculty member requests vacant extra-curricular positions, then the Board of Education has the option of employing someone from outside the Belle Valley Faculty. Extra-curricular assignments shall include coaching duties, bowling sponsor, athletic director, drama director, drama sound technician, chorus director, band activities director, concession stand

coordinator, scholar bowl coach, math team sponsor, chess sponsor, spelling bee coordinator, teacher mentors, teacher mentor coordinators, or summer school teacher. Nothing in this section shall infringe upon the Board’s right to terminate or initiate any extra-curricular activities. Any extra-curricular activity stipends shall be negotiated by the Board of Education and the BVEA.

C. The following extracurricular activities shall receive pay according to the scale listed below:

Extra-curricular stipend	2021-2022	2022-2023	2023-2024	2024-2025
Baseball Head Coach	1848	1885	1923	1942
Assistant Baseball Coach	1234	1259	1284	1297
Softball Head Coach	1848	1885	1923	1942
Assistant Softball Coach	1234	1259	1284	1297
Soccer Head Coach	1848	1885	1923	1942
Assistant Soccer Coach	1234	1259	1284	1297
Volleyball Head Coach - Girls	2708	2762	2818	2846
Volleyball Head Coach - Boys	2708	2762	2818	2846
5th Volleyball Coach	2095	2137	2180	2202
6th Volleyball Coach	2095	2137	2180	2202
8th Grade Boys Basketball Coach	3075	3137	3200	3232
8th Grade Girls Basketball Coach	3075	3137	3200	3232
7th Grade Boys Basketball Coach	3075	3137	3200	3232
7th Grade Girls Basketball Coach	3075	3137	3200	3232
6th Grade Boys Basketball Coach	2095	2137	2180	2202
6th Grade Girls Basketball Coach	2095	2137	2180	2202
5th Grade Boys Basketball Coach	2095	2137	2180	2202
5th Grade Girls Basketball Coach	2095	2137	2180	2202
Track Coach (2)	2708	2762	2818	2846
Cheerleading Coach	3075	3137	3200	3232
Bowling Sponsor	2216	2261	2306	2329
Athletic Director	3537	3608	3680	3717
Drama Director (2)	2095	2137	2180	2202
Drama Sound Technician	615	627	640	646
Chorus Director	2216	2261	2306	2329
Band Activities Director	2345	2392	2440	2464
Concession Stand Coordinator	1473	1502	1532	1548
Scholar Bowl Coach	1473	1502	1532	1548
Math Team Sponsor	615	627	640	646
Chess Sponsor	1473	1502	1532	1548
Spelling Bee Coordinator	308	314	320	324
Web Page Director	1724	1758	1793	1811
Teacher Mentors (formal program)	615	627	640	646
Teacher Mentor Program Coordinators (2)	1232	1257	1282	1295
PBIS Elementary Coordinators (2)	1098	1119	1142	1153

PBIS Elementary Members (10)	364	371	379	383
PBIS Middle School Members (12)	536	546	557	563
Robotics	*	*	*	*
PRIDE Coordinators (1/bldg.. split \$)	2216	2261	2306	2329
PRIDE Team Members (12)	363	370	378	382
Community Relations	1226	1251	1276	1288
Photography Club Sponsor	983	1003	1023	1033
Art Club Sponsor	983	1003	1023	1033

PRIDE Coordinator, PRIDE Team Members & Community Relations approved by the Board on July 21, 2015.

Note: *\$150.00 per competition up to 7 competitions.

Summer school pay will be negotiated by the BVEA and the Belle Valley School Board. Extracurricular assignments can be shared with approval of the current employee and the Administration.

ARTICLE VI SALARY AND BENEFITS

A. Full-time certified staff, secretaries and certified school nurse: For the duration of the contract, the Board of Education will contribute 100% of the single premium for plan B (the second from the highest plan) health insurance. For 2022-2025 the Board will contribute up to \$1,200 (One thousand two hundred) per month for employee plus (+) insurance. This plan shall also include a \$10,000 (Ten thousand) term life insurance policy. One member of the BVEA will be entitled to serve on any insurance study committee of the Board of Education. Should the employees share of the health insurance premium increase to 8% or more during the duration of this contract, the Board of Education and BVEA shall renegotiate this section (VI-A) of the contract.

Part-time certified teachers shall receive an equivalent prorated share of the insurance premium commensurate with the percentage share of salary to be paid annually.

Full-time non-certified support personnel: For 2022-2025, the Board of Education will contribute \$575 per month for health insurance. Part-time non-certified support personnel shall not be eligible for health insurance.

B. Full-time certified staff and secretaries shall have an opportunity to waive insurance and to receive instead an increase in salary equal to two hundred (\$200) dollars per month. Waivers for health insurance shall be completed by September 1 of each school year. Such waivers shall be irrevocable for the duration of the school year, except that an employee may re-enroll in the health plan if there is a change in family status or other qualifying conditions. Employees who do not complete the waiver by September 1 of each school year shall automatically be re-enrolled in the insurance plan, if permitted by the requirements of the plan. Employees who are not permitted to re-enroll shall continue to receive the increase in salary each month, as stated above.

C. The Board of Education shall pay 9.8901% of the employee's contribution rate to the Illinois Teachers'

Retirement System. Should any such agency or court declare this portion illegal, the tax obligation on the retirement portion paid by the Board shall remain that of the individual, but the salary as shown on the schedule will remain unchanged.

- D. The Board of Education agrees to pay the 1.12% of the contribution required of active teachers to the TRS retired teachers' health insurance fund. If, at some future date, no such pension contribution is required of active teacher, the Board of Education will be released from the responsibility of making this contribution for retiree health insurance.
- E. Tax Shelter Annuity: Payroll deductions may be made upon written permission for those members desiring to participate in the tax-sheltered annuity program. The Board's obligation is extended only to the clerical cost of the program. The program, which qualifies under the terms of Section 403 (b) of the Internal Revenue Code, shall be limited to five companies. An additional five companies will be permitted on or after August 24, 1998, with the first five companies submitted to the Superintendent's Office being eligible. Companies not used for a period of one year as of September 1st, of each school year will be deleted from the list.
- F. For the FY2022 school year , a certified teacher will be placed on a step corresponding to his/her number of consecutive years of employment at Bell Valley. If employed during the contract year, a certified teacher must teach more than fifty percent (50%) of the total school calendar days in order to advance vertically on the schedule. Any used sick days shall be counted as days taught when determining the fifty percent (50%). A certified teacher will take one step down on the salary schedule for each year after.
- G. Horizontal advancement on the salary schedule will be accomplished if graduate credits were earned prior to September 1 (at 100%) and January 1 (at 50%). Any credits to be considered under the schedule must be submitted to the Superintendent no later than September 5 and January 10 of each year. Advancement will be applicable to the September 10 and January 25 pay period. If grades are issued late, special consideration will be given and the teacher's salary will be adjusted when the grades are available. The Superintendent must pre-approve post-degree credit hours beyond the MS+16 (semester hours), intended to qualify a staff member for advancement on the salary schedule.
- H. Organizational dues will be withheld from regular payroll checks. The BVEA shall have all union dues withheld over nine (9) months.

The employer shall honor employees' individually authorized deductions forms, and shall make such deductions in the amounts certified by the union for union dues, assessments, or fees. Authorized deductions shall be irrevocable except in accordance with the terms under which an employee voluntarily authorized said deductions. Dues revocations are processed by the union. In the event that an employee revokes their dues, the Union will notify the employer after the close of the revocation window.

The Board shall not be liable for any errors or omissions in complying with this article, except in the instance where the Board allows a union member to drop union membership outside of the revocation window as described on the Union's authorized dues deduction cards.

FOIA Requests – The Union shall be notified within three (3) business days of the employer's receipt of a Freedom of Information Act (FOIA) request that asks for information regarding any bargaining unit

member, including, but not limited to, names, work email addresses, any part of the home address, or list of members of the union, dues payers, or non-members.

I. The Board will pay the teachers and secretaries on a twelve (12) month basis. The salary will be divided into twenty-four (24) equal installments, payable on the tenth (10th) and twenty-fifth (25th) day of each month. If either day should fall on either a Saturday, Sunday or a legal holiday, then the Board will issue the checks on the preceding workday.

J. A teacher retiring after a minimum of twenty (20) years of teaching service with Belle Valley District #119 shall be eligible for a retirement incentive. The teacher must be eligible to receive a retirement annuity from the Teacher Retirement System. The teacher must submit an irrevocable letter of resignation for retirement purposes under TRS by May 1st, 4 (four) years prior to the year in which the teacher intends to retire, in order to receive the incentive. The year in which the irrevocable letter of resignation is submitted will be counted as the first year of the four years. For example, a teacher gives a letter of resignation for retirement purposes on April 28, 2008 with 25 years of service. Said teacher will receive the year one incentive of \$800 by June 30, 2008. The remainder of the incentive will be paid as follows: 2008-09 = \$1600, 2009-10 = \$2400, and 2010-11 = \$3200.

*Under no circumstances will the retirement incentive cause a teacher's credible TRS earnings to exceed 106% of the previous year's creditable TRS earnings during the years of eligibility for the retirement incentive calculations. The retirement incentive shall comply with all applicable State laws so that the District incurs no financial, actuarial, or other penalties of any kind.

The incentive will be calculated as follows:

20 years of service (Total Incentive \$6000)

- Year 1 - \$600
- Year 2 - \$1200
- Year 3 - \$1800
- Year 4 - \$2400

25 years of service (Total Incentive \$8,000)

- Year 1 - \$800
- Year 2 - \$1600
- Year 3 - \$2400
- Year 4 - \$3200

30 years of service (Total Incentive \$10,000)

- Year 1 - \$1000
- Year 2 - \$2000
- Year 3 - \$3000
- Year 4 - \$4000

Teachers submitting an irrevocable letter of resignation for retirement purposes less than 4 years in advance of retirement will be placed on the above retirement incentive schedule in the following manner:

- 1 year notification – year 4 incentive amount, up to a maximum creditable earnings increase of 6% over the prior year
- 2 year notification – year 3 incentive amount, up to a maximum creditable earnings increase of 6% over the prior year

- 3 year notification – year 2 incentive amount, up to a maximum creditable earnings increase of 6% over the prior year.
-

Should any amount of the total incentive not be paid during the teacher’s employment with the District, the remaining balance shall be due and issued after the teacher’s final regular paycheck and after the last day of employment with the District.

K. Tuition Reimbursement:

1. The Board will designate two hundred fifty (\$250) per full-time teacher for the length of the contract for administration-approved workshops. The cost of the registration, substitute, travel and other out-of-pocket expenses will also be deducted from the \$250 total amount.
2. The Board will designate an additional three thousand (\$3,000) per full-time teacher for the length of the contract for college tuition and related expenses. Reimbursement will be paid upon successful completion of pre-approved (by administration) at least 300 level courses. Schedule of reimbursement will be paid as follows: 100% for a grade of (A) or (B) and 50% for a grade of (C).

L. CERTIFIED TEACHERS: Any teacher obtaining an approved Master’s Degree (Approved by Administration), will receive a one-thousand (\$1,000.00) Bonus. Said bonus shall be paid upon receipt of an official transcript from the university to the district office. This is a one-time bonus.

M. FULL-TIME SECRETARY RETIREMENT BONUS

1. Secretaries will receive a retirement bonus in accordance to the following schedule provided they submit an irrevocable letter of resignation:

i. 20 years Belle Valley service.....	\$6,000
ii. 25 years Belle Valley service.....	\$8,000
iii. 30 years Belle Valley service.....	\$10,000.
2. Said bonus will be distributed into equal payments through their final year(s). The retirement incentive shall comply with all applicable state laws so that the district incurs no financial, actuarial, or other penalties of any kind.
3. Should any amount of the total incentive not be paid during the employee’s employment with the District, the remaining balance shall be due and issued after the employee’s final regular paycheck and after the last day of employment with the District.

O. See pages 16-20 for 2021-2022, 2022-2023, 2023-2024 and 2024-2025 Salary Schedules.

ARTICLE VII GRIEVANCE PROCEDURE

A. DEFINITION AND PURPOSE: A grievance shall mean a written complaint by a member of the BVEA that there has been an alleged violation, misinterpretation, or misapplication of the specific provisions of this agreement. Every employee shall have the right to present grievances in accordance with these procedures, the purpose of which is to secure, at the lowest possible administrative level, equitable

solutions to valid grievances which may arise.

- B. **REPRESENTATION:** The grievant has the right to representation of choice in the grievance procedure. The grievant shall be present at all grievance discussions unless the Board, BVEA, and the grievant mutually agree that the grievant's presence is not desirable or necessary. When the presence of the grievant at a grievance hearing is required by party, illness, or incapacity of the grievant shall be grounds for any necessary extension of grievance procedure time limits.
- C. **TIME LIMITS:** A grievance must be filed within ten (10) school days of the occurrence of the event which gave rise to the grievance. The number of days indicated at each step in the procedure shall be considered as the maximum allowable to the parties and every effort shall be made to resolve the grievance as rapidly as possible.
- D. **CONSTRAINTS:** Any investigation or other handling or processing of any grievances by the grievant or the BVEA shall be conducted so as to result in no interference with or interruption whatsoever of the instructional program and related work activities of the grievant or of the District's employees.

Failure of a grievant or the BVEA to act on any grievance within the prescribed time limits will act as a bar to any further appeal and an administrator's failure to give a decision within the time limits shall permit the grievant to proceed to the next step. Time limits may be extended by mutual agreement. If the BVEA or any employee files any claim or complaint in any form other than under the grievance procedure of this Agreement, then the District shall not be required to process the same claim or set of facts throughout the grievance procedure.

PROCEDURE:

- STEP ONE: It is desirable for an employee and the immediate supervisor to resolve problems through free and informal communications. Therefore, before a grievance is filed, the claimant shall discuss the claim with most immediate supervisor.
- STEP TWO: After the employee has conferred with the immediate supervisor without mutual satisfaction, the individual suffering the grievance will present evidence of said grievance in writing to the BVEA Grievance Committee who shall determine the validity of the written grievance. Once the grievance has been decided upon as being valid by the BVEA Grievance Committee the grievance shall be filed in writing with the immediate supervisor who shall certify by signature the date and hour the grievance was received. This certification shall be witnessed by the grievant. The written grievance shall state the nature of the grievance, note the specific clause or clauses of the agreement which are applicable, and shall state the remedy requested. The filing of the formal, written grievance must be within the (10) school days from the date of the occurrence of the event giving rise to the grievance. The supervisor shall decide on the grievance and communicate it in writing to the employee and the Superintendent within ten (10) school days after receipt of the grievance.
- STEP THREE: In the event a grievance has not been satisfactorily resolved at the second step, the grievant shall file within ten (10) school days of the immediate supervisor's written decision at Step Two, a copy of the grievance with the Superintendent. Within ten (10) school days after receipt of the grievance, the Superintendent or his designee shall meet with the grievant to resolve the grievance. The Superintendent or his designee shall file an answer within ten (10) school days of the third step grievance meeting and communicate it in writing to the grievant and the

immediate supervisor. The BVEA has the right to review and terminate the grievance procedure at this point.

STEP FOUR: If the grievance is to continue beyond Step Three, the grievance shall proceed to the Board of Education. The grievance will be considered on the same date as the next regularly scheduled monthly meeting of the Board of Education. A written decision will be rendered by the Board of Education within ten (10) school days of the fourth step grievance hearing.

STEP FIVE: If the grievance is not satisfactorily resolved by Step Four the grievance shall proceed to binding arbitration. The BVEA shall submit to the Superintendent a written request on behalf of the BVEA and the grievant to enter into binding arbitration. This request must be submitted within twenty (20) school days of receipt of the Step Four answer.

Arbitration proceedings shall be conducted by an arbitrator to be selected by the two parties from a roster of arbitrators provided by the American Arbitration Association or Federal Mediation and Conciliation Service. Within seven (7) school days after the BVEA requests binding arbitration, the two parties will request the American Arbitration Association or Federal Mediation and Conciliation Service to provide a panel of seven (7) arbitrators. Each of the two parties will alternately strike one name at a time from the panel until only one name shall remain. The remaining name shall be the Arbitrator. Expenses for the arbitrator's services shall be borne equally by the School District and the BVEA.

The decision of the Arbitrator shall be final and binding on the parties. The arbitrator, in his opinion, shall not amend, modify, nullify, ignore, or add to the provisions of the Agreement. The arbitrator's authority shall be strictly limited to deciding only the issue or issues presented to him in writing by the School District and the BVEA and his decision must be based solely and only upon his interpretation of the meaning or application of the express relevant language of the Agreement and not contrary to state and federal law.

ARTICLE VIII NO STRIKE CLAUSE

During the term of this agreement and any extension thereof no employee covered by this agreement, nor the BVEA, nor any person acting on behalf of the BVEA shall ever or any time engage in, authorize, or instigate any picketing, any recognition of any picket line at the School District's premises, any strike, slowdown, or other refusal to fulfill the terms and conditions of this contract.

In the event of any violation or violations of any provisions of this Article by the BVEA, its members, or representatives, or by any employee:

- A. Any violating employee shall be subject to discipline or discharge as deemed appropriate in the sole and unilateral discretion of the Board.
- B. The BVEA shall, upon notice from the Board, immediately direct such employees both orally and in writing to resume normal operations immediately and take every other reasonable effort to end any violations.

ARTICLE IX SCHOOL YEAR

- A. The school year will consist of one hundred eighty-five (185) days, including 5 emergency days. All unused emergency days will be used to shorten the school year. The first day of school shall be a one-half pupil attendance day and one-half day of teaching preparation.
- B. The school year for support staff will be outlined in the job description; developed jointly between administration and union.
- C. Teacher Aides, with administration approval, will be authorized to participate in institute days.

ARTICLE XI SENIORITY

- A. Seniority will be based upon the date that the Board of Education awarded tenure to the certified teacher. Seniority for the secretary and support staff will be based on their date of hire in accordance with their job classification.
- B. In case of tie between two or more certified teachers, the initial date of continuous employment by the Board of Education shall determine their rank.
- C. In case of tie in the initial date of continuous employment, the order in which the employee (certified teacher, secretary, support staff) appeared on the employment list of the Board of Education shall be the determinant.
- D. Certified Teachers: Adjustment to the seniority list is made on periods of absences in excess of five (5) unpaid working days except for military service. All adjustments will be made on a 185 day school calendar.
- E. Secretaries: Adjustment to the seniority list is made on periods of absences in excess of five (5) unpaid working days except for military service. All adjustments will be made in accordance with their specific job related calendar; as stipulated in their job description.
- F. Support Staff: Adjustment to the seniority list is made on periods of absences in excess of five (5) unpaid working days except for military service. All adjustments will be made in accordance with their specific job related calendar; as stipulated in their job description.
- G. It is the responsibility of the certified staff member to supply supportive documentation, including complete transcripts, concerning teacher area qualification. It is further the staff member's responsibility to provide the Superintendent with any evidence of changes or educational qualifications.
- H. The seniority list will be revised annually by Feb. 1 and will remain in effect the following school year.

ARTICLE XII BOARD AUTHORITY

- A. It is the law of the State of Illinois that the determination and administration of school policy, the operation and management of the schools, and the direction of employees are vested exclusively in the Board. It is the duty of all employees to carry out the policies and regulations as stipulated by the Board. The decision of the Board of Education in matters pertaining to the determination and

administration of school policy, the operation and management of the schools, and the direction of employees shall be final.

- B. It is expressly understood and agreed that all functions, rights, powers, or authority of the administration of the School District and the Board of Education which are not specifically limited by the express language of this Agreement are retained by the Board provided however, that no such right shall be exercised so as to violate any of the specific provisions of this Agreement.

ARTICLE XIII EFFECT OF AGREEMENT

- A. COMPLETE UNDERSTANDING: The terms and conditions set forth in this Agreement represent the full and complete understanding between the parties. The terms and conditions may be modified only through the written mutual consent of the parties.
- B. 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.
- C. WAIVER OF ADDITIONAL BARGAINING: The parties acknowledge that during the negotiations which resulted in this Agreement, each had the right and opportunity to make demands and proposals with respect to any subject or matter not removed by law or by specific agreement of the parties, and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. Therefore, the School District and BVEA, for the life of this Agreement, each voluntarily and unqualifiedly waives any right which might otherwise exist under law, practice, or custom to negotiate over any matter during the term of this Agreement and each agrees that the other shall not be obligated to bargain collectively with respect to any subject or matter referred to, or covered in this Agreement or with respect to any subject or matter not specifically referred to or covered in this Agreement, even though such subject or matter may not have been within the knowledge or contemplation of either or both of the parties at the time that they negotiated or signed this Agreement.
- D. DUES DEDUCTIONS
The employer shall honor employee's individually authorized deduction forms and shall make such deductions in the amounts certified by the Union for union dues, assessments or fees. Authorized deductions shall be irrevocable except in accordance with the terms under which an employee voluntarily authorized said deductions. Dues revocations are processed by the union. In the event, that an employee revokes their dues in accordance with the terms in which they authorized the dues deductions, the Union will notify the employer after the close of the revocation window.

The District agrees to remit these dues and/or fees to the Union twice each month. An alphabetical list of teachers, paraprofessional, and support staff for whom deductions have been made and the amount of each deduction shall be sent electronically to the president and treasurer of the Union monthly.

E. **TERM OF AGREEMENT:**

This Agreement shall be effective August 15, 2021,
and shall continue in effect through August 14, 2025.

This Agreement is signed this 22nd day of July, 2021.

IN WITNESS WHEREOF:

FOR THE BELLE VALLEY
EDUCATION
ASSOCIATION:
IFT LOCAL 4465

FOR THE BOARD OF
EDUCATION SCHOOL
DISTRICT NO. 119

Union Co-President

Karen L. Kunz
Board President

Union Co-President

Union
Secretary

Margaret Holt
Board Secretary

Salary
 schedule Year 1 BASE STEP
 2021-2022 40000 102.0%

% Increase for

Education		100.50%	101.00%	101.50%	102.00%	102.50%	103.00%	103.50%	104.00%
Education	BS	BS8	BS16	BS24	MS	MS8	MS16	MS24	MS32
1	40000	40200	40400	40600	40800	41000	41200	41400	41600
2	40800	41004	41208	41412	41616	41820	42024	42228	42432
3	41616	41824	42032	42240	42448	42656	42864	43073	43281
4	42448	42661	42873	43085	43297	43510	43722	43934	44146
5	43297	43514	43730	43947	44163	44380	44596	44813	45029
6	44163	44384	44605	44826	45046	45267	45488	45709	45930
7	45046	45272	45497	45722	45947	46173	46398	46623	46848
8	45947	46177	46407	46637	46866	47096	47326	47556	47785
9	46866	47101	47335	47569	47804	48038	48272	48507	48741
10	47804	48043	48282	48521	48760	48999	49238	49477	49716
11	48760	49004	49247	49491	49735	49979	50223	50466	50710
12	49735	49984	50232	50481	50730	50978	51227	51476	51724
13	50730	50983	51237	51491	51744	51998	52252	52505	52759
14	51744	52003	52262	52520	52779	53038	53297	53555	53814
15	52779	53043	53307	53571	53835	54099	54363	54626	54890
16	53835	54104	54373	54642	54911	55181	55450	55719	55988
17	54911	55186	55461	55735	56010	56284	56559	56833	57108
18	56010	56290	56570	56850	57130	57410	57690	57970	58250
19	57130	57415	57701	57987	58272	58558	58844	59129	59415
20	58272	58564	58855	59147	59438	59729	60021	60312	60603
21	59438	59735	60032	60329	60627	60924	61221	61518	61815
22	60627	60930	61233	61536	61839	62142	62445	62749	63052
23	61839	62148	62458	62767	63076	63385	63694	64004	64313
24	63076	63391	63707	64022	64337	64653	64968	65284	65599
25	64337	64659	64981	65303	65624	65946	66268	66589	66911
26	65624	65952	66280	66609	66937	67265	67593	67921	68249
27	66937	67271	67606	67941	68275	68610	68945	69280	69614
28	68275	68617	68958	69300	69641	69982	70324	70665	71006
29	69641	69989	70337	70686	71034	71382	71730	72078	72427
30	71034	71389	71744	72099	72454	72810	73165	73520	73875
31	72454	72817	73179	73541	73904	74266	74628	74990	75353
32	73904	74273	74643	75012	75382	75751	76121	76490	76860
33	75382	75759	76135	76512	76889	77266	77643	78020	78397
34	76889	77274	77658	78043	78427	78811	79196	79580	79965
35	78427	78819	79211	79603	79996	80388	80780	81172	81564
36	79996	80396	80796	81196	81595	81995	82395	82795	83195

Salary
 schedule Year 2 STEP Increase
 2022-2023 102.0% 1% 101.00%

Education	BS	BS8	BS16	BS24	MS	MS8	MS16	MS24	MS32
1	40400	40602	40804	41006	41208	41410	41612	41814	42016
2	41208	41414	41620	41826	42032	42238	42444	42650	42856
3	42032	42242	42452	42663	42873	43083	43293	43503	43713
4	42873	43087	43302	43516	43730	43945	44159	44373	44588
5	43730	43949	44168	44386	44605	44824	45042	45261	45479
6	44605	44828	45051	45274	45497	45720	45943	46166	46389
7	45497	45724	45952	46179	46407	46634	46862	47089	47317
8	46407	46639	46871	47103	47335	47567	47799	48031	48263
9	47335	47572	47808	48045	48282	48518	48755	48992	49228
10	48282	48523	48765	49006	49247	49489	49730	49972	50213
11	49247	49494	49740	49986	50232	50479	50725	50971	51217
12	50232	50483	50735	50986	51237	51488	51739	51990	52242
13	51237	51493	51749	52006	52262	52518	52774	53030	53286
14	52262	52523	52784	53046	53307	53568	53830	54091	54352
15	53307	53573	53840	54107	54373	54640	54906	55173	55439
16	54373	54645	54917	55189	55461	55732	56004	56276	56548
17	55461	55738	56015	56292	56570	56847	57124	57402	57679
18	56570	56853	57135	57418	57701	57984	58267	58550	58833
19	57701	57990	58278	58567	58855	59144	59432	59721	60009
20	58855	59149	59444	59738	60032	60327	60621	60915	61209
21	60032	60332	60633	60933	61233	61533	61833	62133	62434
22	61233	61539	61845	62151	62458	62764	63070	63376	63682
23	62458	62770	63082	63394	63707	64019	64331	64644	64956
24	63707	64025	64344	64662	64981	65299	65618	65936	66255
25	64981	65306	65631	65956	66280	66605	66930	67255	67580
26	66280	66612	66943	67275	67606	67937	68269	68600	68932
27	67606	67944	68282	68620	68958	69296	69634	69972	70310
28	68958	69303	69648	69993	70337	70682	71027	71372	71717
29	70337	70689	71041	71392	71744	72096	72447	72799	73151
30	71744	72103	72462	72820	73179	73538	73896	74255	74614
31	73179	73545	73911	74277	74643	75008	75374	75740	76106
32	74643	75016	75389	75762	76135	76509	76882	77255	77628
33	76135	76516	76897	77277	77658	78039	78420	78800	79181
34	77658	78046	78435	78823	79211	79600	79988	80376	80764
35	79211	79607	80003	80399	80796	81192	81588	81984	82380
36	80796	81200	81603	82007	82411	82815	83219	83623	84027

Salary
schedule
2023-
2024

Year 3

STEP

Increase
1%

102.0% 101.00%

Education	100.50%		101.00%	101.50%	102.00%	102.50%	103.00%	103.50%	104.00%
	BS	BS8	BS16	BS24	MS	MS8	MS16	MS24	MS32
1	40804	41008	41212	41416	41620	41824	42028	42232	42436
2	41620	41828	42036	42244	42452	42661	42869	43077	43285
3	42452	42665	42877	43089	43302	43514	43726	43938	44151
4	43302	43518	43735	43951	44168	44384	44601	44817	45034
5	44168	44388	44609	44830	45051	45272	45493	45713	45934
6	45051	45276	45501	45727	45952	46177	46402	46628	46853
7	45952	46182	46411	46641	46871	47101	47330	47560	47790
8	46871	47105	47340	47574	47808	48043	48277	48511	48746
9	47808	48047	48286	48526	48765	49004	49243	49482	49721
10	48765	49008	49252	49496	49740	49984	50227	50471	50715
11	49740	49989	50237	50486	50735	50983	51232	51481	51729
12	50735	50988	51242	51496	51749	52003	52257	52510	52764
13	51749	52008	52267	52526	52784	53043	53302	53561	53819
14	52784	53048	53312	53576	53840	54104	54368	54632	54896
15	53840	54109	54378	54648	54917	55186	55455	55724	55994
16	54917	55191	55466	55741	56015	56290	56564	56839	57113
17	56015	56295	56575	56855	57135	57416	57696	57976	58256
18	57135	57421	57707	57992	58278	58564	58850	59135	59421
19	58278	58570	58861	59152	59444	59735	60027	60318	60609
20	59444	59741	60038	60335	60633	60930	61227	61524	61821
21	60633	60936	61239	61542	61845	62148	62452	62755	63058
22	61845	62154	62464	62773	63082	63391	63701	64010	64319
23	63082	63398	63713	64028	64344	64659	64975	65290	65605
24	64344	64666	64987	65309	65631	65952	66274	66596	66918
25	65631	65959	66287	66615	66943	67271	67600	67928	68256
26	66943	67278	67613	67947	68282	68617	68952	69286	69621
27	68282	68624	68965	69306	69648	69989	70331	70672	71013
28	69648	69996	70344	70693	71041	71389	71737	72085	72434
29	71041	71396	71751	72106	72462	72817	73172	73527	73882
30	72462	72824	73186	73548	73911	74273	74635	74998	75360
31	73911	74280	74650	75019	75389	75759	76128	76498	76867
32	75389	75766	76143	76520	76897	77274	77651	78028	78405
33	76897	77281	77666	78050	78435	78819	79204	79588	79973
34	78435	78827	79219	79611	80003	80396	80788	81180	81572
35	80003	80403	80803	81203	81603	82004	82404	82804	83204
36	81603	82012	82420	82828	83236	83644	84052	84460	84868

**Salary
schedule Year 4
2024-2025**

**STEP
102.0% Increase 1%
101.00%**

Education	100.50%	101.00%	101.50%	102.00%	102.50%	103.00%	103.50%	104.00%	
	BS	BS8	BS16	BS24	MS	MS8	MS16	MS24	MS32
1	41212	41418	41624	41830	42036	42242	42448	42654	42861
2	42036	42246	42457	42667	42877	43087	43297	43508	43718
3	42877	43091	43306	43520	43735	43949	44163	44378	44592
4	43735	43953	44172	44391	44609	44828	45047	45265	45484
5	44609	44832	45055	45278	45501	45724	45948	46171	46394
6	45501	45729	45956	46184	46411	46639	46866	47094	47321
7	46411	46644	46876	47108	47340	47572	47804	48036	48268
8	47340	47576	47813	48050	48286	48523	48760	48997	49233
9	48286	48528	48769	49011	49252	49494	49735	49976	50218
10	49252	49498	49745	49991	50237	50484	50730	50976	51222
11	50237	50488	50740	50991	51242	51493	51744	51996	52247
12	51242	51498	51754	52011	52267	52523	52779	53035	53292
13	52267	52528	52789	53051	53312	53574	53835	54096	54358
14	53312	53579	53845	54112	54378	54645	54912	55178	55445
15	54378	54650	54922	55194	55466	55738	56010	56282	56554
16	55466	55743	56021	56298	56575	56853	57130	57407	57685
17	56575	56858	57141	57424	57707	57990	58273	58555	58838
18	57707	57995	58284	58572	58861	59149	59438	59727	60015
19	58861	59155	59450	59744	60038	60332	60627	60921	61215
20	60038	60338	60639	60939	61239	61539	61839	62139	62440
21	61239	61545	61851	62158	62464	62770	63076	63382	63688
22	62464	62776	63088	63401	63713	64025	64338	64650	64962
23	63713	64032	64350	64669	64987	65306	65624	65943	66261
24	64987	65312	65637	65962	66287	66612	66937	67262	67587
25	66287	66618	66950	67281	67613	67944	68276	68607	68938
26	67613	67951	68289	68627	68965	69303	69641	69979	70317
27	68965	69310	69655	69999	70344	70689	71034	71379	71724
28	70344	70696	71048	71399	71751	72103	72455	72806	73158
29	71751	72110	72469	72827	73186	73545	73904	74262	74621
30	73186	73552	73918	74284	74650	75016	75382	75748	76114
31	74650	75023	75396	75770	76143	76516	76889	77263	77636
32	76143	76524	76904	77285	77666	78046	78427	78808	79189
33	77666	78054	78442	78831	79219	79607	79996	80384	80772
34	79219	79615	80011	80407	80803	81200	81596	81992	82388
35	80803	81207	81611	82016	82420	82824	83228	83632	84036
36	82420	82832	83244	83656	84068	84480	84892	85304	85716

Belle Valley School District 119

	FY20-21	FY21-22	FY22-23	FY23-24	FY24-25
		<u>103.75%</u>	<u>103.75%</u>	<u>103.75%</u>	<u>103.75%</u>
Non-Certified Staff					
Health Aide Assistant	19.47	20.20	20.96	21.74	22.56
Health Aide - LPN	23.25	24.12	25.03	25.96	26.94
Health Aide - RN	24.57	25.49	26.45	27.44	28.47
Health Aide - BSRN	25.24	26.19	27.17	28.19	29.24
Teacher Aide 1	18.35	19.04	19.75	20.49	21.26
Teacher Aide 2	19.47	20.20	20.96	21.74	22.56
Learning Center Supervisor	19.47	20.20	20.96	21.74	22.56
Library Aide	18.35	19.04	19.75	20.49	21.26
Cafeteria					
Cook	16.99	17.63	18.29	18.97	19.69
Assistant Cook	15.26	15.83	16.43	17.04	17.68
Head Cashier	14.77	15.32	15.90	16.49	17.11
Cashier	12.50	12.97	13.46	13.96	14.48
Noon Supervisor 1	12.50	12.97	13.46	13.96	14.48
Noon Supervisor 2	14.77	15.32	15.90	16.49	17.11
Prep/Server Employee 1	12.50	12.97	13.46	13.96	14.48
Prep/Server Employee 2	14.77	15.32	15.90	16.49	17.11
ESP Coordinator	18.35	19.04	19.75	20.49	21.26
Bus Monitor	12.50	12.97	13.46	13.96	14.48
Secretaries					
10 Month	27,525	28,557	29,628	30,739	31,892
10 Month	33,989	35,264	36,586	37,958	39,381
11 Month	37,090	38,481	39,924	41,421	42,974
New secretary salary					
10 Month	25,328				
11 Month	27,852				

After the first year of employment, a new secretary will receive a raise for the remaining year(s) of the contract.

Notes Page for future reference