

Exhibit J

Collective Bargaining Agreement



Agreement

Between the

Board of Education

of the

Alton Community Unit School District
No. 11

and the

Alton Education Association

2015-2017

Table of Contents

Article I	Recognition	
1.1	Recognition	1
1.2	Definitions	1-2
1.3	Recognition Limitations	2
Article II	Negotiations	
2.1	Negotiations	2
2.2	Selection of Negotiators	2
2.3	Authority of Negotiators	2
2.4	Negotiations Procedures	2
2.5	Agreement of Negotiations	2
2.6	Failure to Reach Agreement	3
2.7	No Strike	3
Article III	Employee Rights	
3.1	Right to Organize	3
3.2	Employee Reprimand	3
3.3	Formal Evaluation	3
3.4	Dues Deduction	3-4
3.5	Agency Shop	4-5
3.6	Hazardous Conditions	5
3.6 a	Parental Complaints	5-6
3.7	Assault	6
3.8	Student Discipline	6
3.9	Preparation Periods (Teacher)	6-7
3.10	Academic Freedom	7
3.11	Employee Rights of Citizenship	7
3.12	Site-Based Decision Making and School Improvement Plans	7
3.13	Subcontracting	7-8
3.14	Minority Clause	8
Article IV	Association Rights	
4.1	Use of School Facilities	8
4.2	Notice of Board Meetings	9
4.3	Association Right to Address Board Meeting	9
4.4	Copies of Administrative Documents	9
4.5	Names of New Employees	9
4.6	Association Leave	9
4.7	Association Views on Board Policy	9
4.8	Rights Granted Only to the Association	10
4.9	Association Notification of Building Assignments	10
Article V	District Rights	
5.1	District Rights	10
Article VI	Assignment and Transfer (Teacher)	
6.1	Definitions	10-11
6.2	Notice of Vacancies: Transfers	11-12
6.3	Involuntary Transfers	12-13
6.4	Reduction in Teachers	13-14
6.5	Teacher Notification of Building Assignments	14

Article VII	Vacancies, Transfers, Reductions in Force (Educational Support Professionals)	
7.1	Vacancies, Transfers, Reductions in Force	14-16
7.2	Reduction in Employees	16-17
7.3	Educational Support Professionals (Notification of Building Assignment)	17
Article VIII	Administrative Regulations and Procedures	
8.1	Employee Personnel File	17-18
8.2	Sick Leave	18-19
8.2 h	Bereavement Leave	19
8.3	Personal Leave	19
8.4	Maternity/Child-Rearing Leave of Absence	19-21
8.5	Leave of Absence	21
8.6	Paid Holidays (Educational Support Professionals)	21
8.7	Vacations (Educational Support Professionals)	21-22
8.8	Mileage	22
8.9	Educational Credits (Teacher)	22-23
8.10	National Board Certification	23
8.11	School of Attendance for Employees' Children	23
8.12	Working on a Snow Day/"Act of God Day	23
8.13	School Calendar	24
8.14	SafetyApparel	24
Article IX	Grievance Procedure	
9.1	Definitions	24
9.2	Informal Level	24
9.3	Formal Level	24-25
9.4	Other	25
Article X	Salaries	
10.1 a	Salary Schedule	25
10.1 b	Employee Pay Period Options	25
10.1 c	Employee Overpayment Plan	25
10.2	Other Job Items	26-27
10.2 l	Apprenticeship Program	27
10.2 m	Food Service	27-28
10.2 n	HVAC/Electrical New Hires	28
10.2 o	Teacher-Assistants' In Service	28
10.2 p	Job Descriptions	28
10.2 q	Standard Work Day	28
10.3	Board Payment to Teachers' Retirement System	28-29
10.4	Board Payment to Illinois Municipal Retirement Fund	29
10.5	Fringe Benefits	29-30
10.6	Direct Deposit	31
Article XI	Effect of Agreement	
11.1	Complete Understanding	31
11.2	Savings Clause	31
11.3	Duration and Acceptance of Agreement	31
Appendix A -	2015-17 Certified Salary Schedules	32
Appendix B -	2015-17 ESP Salary Schedules	33
Appendix C -	2015-17 Maintenance/Computer Tech Salary Schedules	34
Appendix D -	2015-17 Food Service Salary Schedules	35
Appendix E -	Health Insurance – MISSVIC Choice Plus/Pharmacy	36-40
Appendix F -	Health Insurance – HSA Choice Plus/Pharmacy	41-45

Appendix G - Dental Insurance Summary of Benefits	46-47
Appendix H - American United Life Insurance	48
Appendix I - Teacher Evaluation Plan	49-68

ARTICLE I RECOGNITION

1.1 Recognition

The Board of Education, Alton Community Unit School District No. 11, Madison and Jersey Counties, Alton, Illinois, hereinafter referred to as the "Board" hereby recognizes the Alton Education Association, affiliated with IEA/NEA, hereinafter referred to as the "Association," as the sole negotiating agent for all certificated employees including teachers, counselors, nurses, librarians, social workers, psychologists, division chairpersons and all educational support professionals including administrative assistants, assistants, food service workers, maintenance employees, crossing guards, bus assistants, security employees, safety assistants, special education assistants, library assistants, social skills tutors, interpreters but excluding the superintendent, assistant superintendents, plant facilities and maintenance administrator, director of human resources, Title I and special services administrator, coordinator of instructional services and special programs, director of financial services, technology administrators, directors, principals, athletic director, assistant principals, deans of students, dean of guidance, superintendent's secretary, the assistant superintendents' secretaries, human resources assistant, payroll clerk, and other supervisors and managers as defined in the Act.

Those certificated/teaching personnel who are assigned from full-time duties to part-time duties and who are granted contractual continued service status by the Board will be considered in the same category as full-time personnel for purposes of Association representation. Teachers employed by the Board for other than regular teaching duties shall not have the assignment, retention, or job responsibility of these extra duties covered by this Agreement.

It is understood that if the Alton Community Unit District #11 should decide to no longer subcontract custodial, warehouse employees and drivers and directly employ members of these employee groups during the course of this agreement, the IEA/NEA will be recognized as the sole negotiation agent for these employee groups and these employee groups would be added to the recognition language in 1.1 of the agreement.

1.2 Definitions

- a. Supervisors, managerial employees, confidential employees, are defined in Section 2 of the Illinois Education Labor Relations Act and include the following positions: Superintendent, assistant superintendents, plant facilities and maintenance administrator, director human resources and planning, Title I and special services administrator, coordinator of instructional services and special programs, director of financial services, director of data and technology services, coordinator of operation outreach, directors, principals, coordinator of early childhood programs, wellness coordinator, athletic directors, assistant principals, deans of students, superintendent's secretary, the assistant superintendents' secretaries, human resources assistant, payroll clerk, security employees, maintenance foreman, and other supervisors and managers as defined in the Act.
- b. The term "employee" when used hereinafter in this agreement shall refer to all certificated personnel and all educational support professionals represented by the Association as determined in Article 1, Section 1.1 and shall specifically exclude individuals serving in substitute capacities.

- c. The term "teacher" or "certificated employee" when used hereinafter shall refer to all certificated employees represented by the Association as determined in Article I Section 1.1, but shall specifically exclude certificated assistants and those individuals with a teacher assistant letter of approval.
- d. The term "school service employee" when used hereinafter in this Agreement shall refer to all educational support professionals including those specifically excluded in "c" above.

1.3 Recognition Limitations

The Board agrees not to negotiate with any other organization purporting to represent employees defined as in 1.1 above as in the Association bargaining unit or with individual employees within the bargaining unit with regard to negotiable items as defined in Article II, Section 2.1 unless otherwise provided for in this Agreement or unless mutually agreed upon by the parties during the term of this Agreement; provided, it is understood that the Board and the administration retain their right to discuss with individual employees in the District matters relating to educational programs, policies, procedures, or processes which are beyond the scope of salaries and terms and conditions of employment covered by this Agreement.

ARTICLE II NEGOTIATIONS

2.1 Negotiations

The Board and the Association agree to negotiate in good faith with respect to wages, hours, and terms and conditions of employment, provided that nothing contained herein shall require the Board to bargain over matters of inherent managerial policy, including, but not limited to, such areas of discretionary policy as the functions

of the employer, standards of service, the overall budget, the organizational structure and selection of new employees, and direction of employees.

2.2 Selection of Negotiators

The Board shall select representatives of its choosing but shall not select any "employee" as herein defined and the Association shall select representatives of its choosing but shall not select board members, "administrators or supervisors" as herein defined, or secretaries who qualify as confidential employees.

2.3 Authority of Negotiators

Each party agrees to confer upon its respective representatives the authority to make proposals, counter-proposals, and to reach tentative agreement.

2.4 Negotiations Procedures

Meetings shall be held as necessary at times and places agreed to by both parties. If the mutually agreed upon time is during the work day of an Association team member, the member shall be granted released time from duties without loss of pay or other benefits. The Association shall reimburse the Board for the cost of a substitute if one is normally provided. This provision shall not be applicable during any strike or job action participated in by the Association.

2.5 Agreement in Negotiations

When tentative agreement is reached in negotiations, the Agreement shall be reduced to writing and presented to the Association membership and to the Board for ratification. Copies shall be made available to each employee. The Association and the Board shall share the cost of printing.

2.6 Failure to Reach Agreement

If the parties cannot reach agreement, then both parties shall agree to use the Federal Mediation and Conciliation Service. The cost of the mediator shall be equally shared by the Board and the Association. The results of the mediation shall be made known to the Board and to the employees following the mediation process in accordance to the amendments to the Illinois Educational Labor Relations Act, 115 ILCS 5/1 et seq.

2.7 No Strike

During the term of this Agreement, and any extension thereof, no employee covered by this Agreement or the Association or any person acting on behalf of the Association shall ever or at any time engage in, authorize, or engage in any picketing, any recognition of any picketing line on the school district's premises, any strike, slowdown, or any refusal to render full and complete services to the Board, or any activity whatsoever which would disrupt in any manner, in whole or in part, the operation of the School District.

ARTICLE III EMPLOYEE RIGHTS

3.1 Right to Organize

The Board and the Association recognize the right of employees to form, join, and participate in lawful activities of employees' organizations and equally, the alternative right of employees to refrain from any and all such activities. The Board will not discriminate against any employee with respect to terms and conditions of employment by reason of membership in the Association.

3.2 Employee Reprimand

Certificated employees on continued contractual service and school service employees having completed their probationary period shall not be disciplined without just cause. The employee shall be given advanced notice of any meeting that could result in a written account being placed in the employee's personnel file. Upon request an employee shall have the right to have a representative of the Association present when the employee is being formally reprimanded for an infraction of the rules or for delinquency in professional performance which could result in a written account being placed in the employee's personnel file, or when the employee's suspension or discharge is to be discussed. All written information forming the basis for the reprimand shall be made available to the employee. Nothing in this section shall preclude the right of the Administration to take such actions necessary for the protection of all parties pending such a conference.

3.3 Formal Evaluation

The procedures for the evaluation plan for certificated employees that have been negotiated between the Board and the Association shall be incorporated into and become a part of this agreement, subject to state statutory or regulatory changes or joint PERA committee decisions. The plan shall be subject to the grievance process with the exception of the ratings of excellent, proficient, needs improvement, and unsatisfactory.

3.4 Dues Deduction

The Board shall withhold from the compensation of an employee dues payable to the Association subject to the following conditions and/or requirements:

- a. The Board shall make deductions from the regular paychecks of each employee who shall submit to the District Business Office a written authorization on a form specifying the dues and assessments regularly and uniformly required by the Association as a candidate for membership.
- b. Such authorization for deductions shall be effective no earlier than thirty (30) calendar days following its receipt by the Board.
- c. Such authorization shall remain in effect according to its terms; provided such may be revoked by giving thirty (30) calendar days written notice to the Board.
- d. Termination of employment for any reason shall constitute revocation of such authorization effective the last day of employment.
- e. Written notice of change of the terms of such authorization shall be received by the Board no later than sixty (60) calendar days prior to the date on which such changes shall become effective.
- f. The amount to be withheld from such regular payroll period shall be equal to the pro rata share of the total annual amount of dues and shall not vary in amount from paycheck to paycheck during any single school term subject to the provisions of Section 5 of this Article and the right of the Board in its sole discretion to waive the limitations of this Section without precedent.
- g. All authorized deductions shall be remitted by the Board to the designated representative of the Association no later than ten (10) work days after such deductions are made.
- h. The Association shall indemnify and hold harmless the Board and its members, agents, and employees from any and all claims, demands, suits and costs incurred in connection with any such claim, demand or suit, resulting from any reasonable action taken or omitted by the employer for the purpose of complying with the provisions of this Section. The Board agrees to notify promptly the Association in writing of any claim arising out of this Section.

3.5 Agency Shop

- a. It is recognized that the Association's duties as the sole and exclusive bargaining agent entail expenses for collective bargaining and contract administration which appropriately are shared by all employees who are beneficiaries of said Agreement. To this end, if an employee does not join the Association or execute a dues deduction authorization within fourteen (14) days after posting of the notice required in 3.4 subparagraph a, the Board shall deduct a sum equivalent to the proportionate share of the costs of the services rendered by the Association for collective bargaining and contract administration in its role as the sole and exclusive bargaining agent in equal payments from the regular salary of the employee in the same manner as it deducts dues for members of the Association provided:
 - 1. The Association has posted the appropriate notice of imposition of such fair share fee in accordance with the rules and regulations of the IELRB; and
 - 2. The Association has annually certified in writing to the Board the amount of such fair share fee and has annually certified in writing to the

Board that such notice has been posted.

- b. The Board shall begin such fair share fee deduction no earlier than fourteen (14) days (or any later period as required by the Rules and Regulations of the IELRB) after certification by the Association as described in paragraph 1 of this Article.
- c. The Association, the Illinois Education Association and the National Education Association agree to defend, indemnify, and save the Board harmless against any claims, demands, suit, or other form of liability which may arise by reason of any action taken by the Association or the Board in complying with the provisions of this Section, including reimbursement for any legal fees or expenses incurred in connection therewith.
- d. In the event an employee objects to the amount of such fee, the Board shall continue to deduct the fee and the Board shall transmit the fee (or the portion of the fee in dispute) to the IELRB which shall hold the fee in escrow in an account established for that purpose. The Board shall continue to transmit such fee to the IELRB until further order of the Board. If the employee is entitled to a refund, the employee shall receive such refund plus any interest earned on the refund during pendency of the action.
- e. If a non-member employee declares the right of non-association based upon bona fide religious tenets or teaching of a church or religious body of which such employee is a member, such employee shall be required to pay an amount equal to the employee's proportionate share to a non-religious charitable organization mutually agreed upon by the employee and the Association. If the employee and the Association are unable to reach agreement on the matter, a charitable

organization shall be selected from a list established and approved by the Illinois Education Labor Relations Board in accordance with its rules.

3.6 Hazardous Conditions

If an employee is directed to perform a task that he/she feels is hazardous, he/she should report same to either the building principal or the director of human resources and planning, if not in a school building. The district will inform all employees about safety guidelines through written communications. Inoculations against blood-borne pathogens shall be made available on work days.

In the event of a disturbance on the school grounds or in the course of school sponsored activities, employees are expected to act in the interest of student safety and lawful order. In the event a school official has been notified of a bomb threat, no employee shall be required to search for the alleged bomb.

Parents, volunteers, and other visitors to school buildings shall report to the office and shall be given an identification badge before moving about the building. Parents or guardians who walk into a classroom without a badge shall be asked to report to the office. Teachers shall not be required to meet with a parent or guardian without an appointment, unless the principal requires it.

3.6a. Parental Complaints

Any parental complaint, deemed by an administrator or Board member to justify investigation or subsequent action, shall be brought to the immediate attention of the employee involved, by the administrator/designee who received the complaint, in a timely manner. Following the review of the complaint, if requested by the parent/guardian, a meeting will be convened including the parent/guardian, the

employee, and administrator/designee. Meetings will be convened at a reasonable time before, during or after school. At their option, the parties may have representatives at the conference. Nothing in this section shall preclude the right of the administration to take such actions necessary for the protection of all parties pending such a conference.

3.7 Assault

The Board does not tolerate assault or battery on employees.

As used in this Section, "assault" means the use of or threat of force upon the body of a school employee with the intent to do bodily harm. "Battery" means the physical contact upon the body of a school employee as the result of the use of force with the intent to do bodily harm.

Any case of assault upon an employee shall be promptly reported to the Board or its designee. Immediate steps shall be taken to protect the safety of the individuals involved, and if requested, the Board shall render assistance to the employee in pursuing the matter with law enforcement and judicial authority.

Upon receipt of a written complaint from any school personnel, the superintendent shall report any incidents of battery committed against school personnel to local law enforcement authorities no later than three (3) days after the occurrence.

3.8 Student Discipline

The Board recognizes its responsibility to give support and assistance to employees with respect to the control and discipline of students.

It is the responsibility of the employees to maintain discipline, not only in the

classroom, but also in the halls or elsewhere on school property.

- a. An employee may refer a pupil for discipline when in the opinion of the employee the grossness of the offense, the persistence of the behavior or the disruptive effects of a violation make the continued presence of the student intolerable. The employee shall fill out an appropriate form indicating the offense and the remedial steps that have been taken.
- b. Unless determined otherwise through due process, the student shall not be readmitted to the employee's area of responsibility for the balance of the hour.
- c. If misconduct continues or the pupil fails the conditions of the principal's or designee's re-admission, the employee and principal or designee shall meet to resolve the situation.
- d. The district shall take reasonable steps with respect to students who are disruptive or who repeatedly violate rules and regulations.
- e. The district shall provide inservice explaining the district's discipline policy and procedures for all employees who are responsible for supervising students.

3.9 Preparation Periods (Teacher)

Preparation periods shall apply only to teachers who have regular classroom teaching responsibilities. At the elementary level the preparation period shall be during the traveling teacher's instruction time, such as music, library, and physical education. An attempt shall be made to provide elementary teachers with a preparation period every day. If the traveling teacher is absent, there shall be a substitute teacher provided, if available. At the middle school

and high school level this shall be at least the equivalent of a standard class period. During the preparation period no teacher shall be required to accept an assignment except in an emergency situation or to fill an absence due to a previously scheduled student activity. The preparation period shall not be used for office duty except in unusual cases. Upon request, the teacher shall be relieved of duty during the preparation at the earliest possible time. On days which require travel, itinerant teachers can leave school 15 minutes early unless a building meeting has been scheduled.

3.10 Academic Freedom

The Board and the Association agree that teachers shall have academic freedom in the classroom, allowing students to raise questions dealing with critical issues of the time and maintaining an atmosphere of freedom conducive to study, investigation, presentation, and interpretation of ideas. The teacher is responsible for selecting for discussion materials which are relevant to the overall curriculum and to the student's maturity and understanding. Such academic freedom shall not negate the teacher's responsibility to implement the District's planned instructional program.

It is the intent of the parties that this section shall not apply to routine differences of opinion or disagreements among the faculty or between the faculty and administration regarding curriculum, methodology, selection of materials or conduct of classroom teaching and shall not apply to criticisms and critical analysis resulting from the normal evaluation of classroom teaching performance, but shall be utilized only to process claims that academic freedom, as defined in paragraph 1 above, has been clearly and positively breached by some specific, definitive act or order of the administration of the District.

The Board and the Association shall establish and maintain a procedure to be followed in the event any individual or group attempts to censor any textbook, library material, or other instructional materials. Questionable material shall not be removed from accessibility until said procedure has been initiated.

3.11 Employee Rights of Citizenship

Exercise of the rights of citizenship outside of the employee's responsibilities and duties to the Board shall not be grounds for disciplinary action against an employee.

3.12 Site-Based Decision Making and School Improvement Plans

- a. A site based decision making process shall require the consensus of the employees involved at that site. The principal will have the responsibility of providing guidelines for the operation and function of the site based committee. The staff at each site shall determine committee members.
- b. Certified Staff shall have two periods of time, for individualized work, PLC collaboration, or one-to-one meeting with their evaluator, a choice based solely on the needs as determined by the staff member, during designated early release/in-service days, not less than 90 minutes, to meet the demands of the Alton Frameworks for Teaching.

3.13 Subcontracting

The Board of Education reserves the right to review and consider the subcontracting of services of any employee group. Furthermore, the Board of Education agrees that it will not subcontract any services currently being provided by the bargaining

unit for the duration of this agreement. This provision becomes null and void upon the expiration date of this agreement.

3.14 Minority Clause

The Board of Education of the Alton Community Unit Schools will not discriminate against any employee or applicant for employment or promotion because of race, religion, creed, color, sex, marital status, ancestry or national origin. Furthermore, it shall be the policy of the Board of Education not to discriminate against qualified handicapped persons solely on the basis of their handicap. It shall be the responsibility of the Superintendent or his designee to report to the Board of Education, with a copy of the report to the Association annually, the racial status of employee groups and of efforts made in the recruitment and hiring of said employee groups. The Board of Education and the Alton Education Association will aggressively recruit and employ minority personnel.

While resolution of any claims of discrimination under this section shall be attempted by the parties pursuant to Steps One through Three of Article IX-Grievance Procedure, should those efforts prove unsuccessful, all parties agree that where the law provides a remedy for violation of this section, employees and the Association shall pursue those remedies outside of the scope of this Agreement and shall not submit any such dispute to arbitration as set-forth in Article IX, Step 4-Grievance Procedure.

ARTICLE IV ASSOCIATION RIGHTS

4.1 Use of School Facilities

a. The Association may use the school buildings for its meetings to transact official Association business, subject to advance administrative approval through

the plant facilities and maintenance administrator's office. The Association agrees to pay to the Board those expenses occasioned by the meetings.

- b. The Association shall have the right to post appropriately identified notices of official Association business on designated bulletin boards and/or in employees' mailboxes. Copies of all notices shall be forwarded to the superintendent. The Association shall assume responsibility for identification, posting, and/or distribution of the material. Material endorsing or opposing a candidate for political office shall not be so posted or distributed.
- c. Announcements of Association business which have no impact on the student body may be read over the intercom system in each school building. Such announcements shall be made at times regularly scheduled for announcements in each building by the person responsible for making announcements and may also be placed in information bulletins.
- d. The Association shall have the right of reasonable access to employees subject to the following:
 - 1. The Association shall provide the District with the names of representatives authorized to discuss Association business.
 - 2. When visiting a facility on Association business, Association representatives shall report to the main office on initial entrance to the site.
 - 3. Association business shall be conducted at times not to interfere with regularly assigned activities and obligations.

4.2 Notice of Board Meetings

The president of the Association shall be sent written notice for all special meetings of the Board together with a copy of the agenda or statement of purpose for each meeting.

4.3 Association Right to Address Board Meeting

The Association shall have the right to address the Board at regular Board meetings during the time established on the agenda for hearing of delegations and representatives.

4.4 Copies of Administrative Documents

Upon request, the Association president or designee shall be furnished with two (2) copies of the Board agenda and minutes for each regular or special Board meeting. Upon request, the Association shall be furnished the most recent electronic copies of the school district's annual financial report, audit, adopted and amended budget, 6th day attendance report, and monthly attendance report at the Association's expense. Nothing herein shall require the administrative staff to research or assemble information.

4.5 Names of New Employees

Names and addresses of newly hired employees shall be made available to the Association president within five (5) days of the request.

4.6 Association Leave

The Association shall be granted released time for Association members, not to exceed an aggregate total of forty (40) days during any one school year. No one individual shall have such released time in excess of four (4) days, excluding the Association President. The Association President shall be granted

released time equal to one-fifth (1/5) of the regularly scheduled class/work load. This will not include any preparation time. The Association shall reimburse the Board for substitute salaries resulting from the granting of released time. No released time shall be granted for less than one-half (1/2) day of an employee's assignment, with the exception of the Association President's one-fifth (1/5) released time.

Should the Association President require additional released time, that time shall be taken from the Association leave days and shall be computed at four-fifths (4/5) of a day.

Notification of a request for released time shall be given to the building principal in the same manner as other employees reporting an absence. If more than one (1) full day is requested, at least one (1) full day's notice shall be given.

The Association shall notify the superintendent or his designee of the incoming Association President within thirty (30) days of the election.

The scheduling decision to establish the one-fifth (1/5) released time shall rest with the Superintendent or his designee.

4.7 Association Views on Board Policy

Except in situations where the Board shall determine that more immediate action is required, the Board shall read or present in writing, proposed changes in policy at a regular meeting of the Board one (1) month in advance of adoption. The views of the Association may be presented, in writing, to the Board within fifteen (15) days from the date of reading or written presentation, and will be duly considered along with any other views submitted during the thirty (30) day period.

4.8 Rights Granted Only to the Association

The rights granted herein to the Association shall not be granted or extended to any competing employee organization, unless required by statute.

4.9 Association Notification of Building Assignments

Upon request, the Association shall be notified of all employee building assignments at least ten (10) days before the beginning of the school term.

ARTICLE V DISTRICT RIGHTS

5.1 District Rights

The District retains and reserves unto itself all powers, rights, authority, duties, and responsibilities conferred upon and vested into it by statutes and the State and Federal Constitutions. The exercise of these powers, rights, authorities, duties, and responsibilities by the District, the adoption of policies, rules, regulations, and practices in furtherance thereof, and the use of judgment and discretion in connection therewith, shall be limited only by the specific and express terms of this Agreement. Any dispute arising out of or in any way connected with either the existence of or the exercise of any of the rights of the District set forth herein above or any of the rights of the District not limited by other provisions of this Agreement or arising out of the exercise of any such rights is not subject to the grievance and arbitration procedures of the Agreement unless the grievance question is an allegation that the District has violated a provision of some article of this Agreement, whose violation is subject to the grievance and arbitration process.

ARTICLE VI ASSIGNMENT AND TRANSFER (Teacher)

6.1 Definitions

Assignments

The following definitions of assignment shall be utilized for the purposes of this Section:

- a. Building assignment shall be defined as the base school to which a teacher is assigned. The base school is the school in which the employee spends the greatest portion of his/her work week.
- b. Teaching assignment shall be defined
 1. for high school, grades 9-12, as the department to which a teacher is assigned.
 2. for middle school, grades 6-8, as the teaching team to which the teacher is assigned or; for teachers of special areas such as art, music, physical education, home economics, industrial arts, etc.; the special area assignment which constitutes fifty (50) percent or more of the classroom day for the teacher.
 3. for elementary, grades EC-5, as the grade level to which the teacher is assigned or; for teachers of special areas such as music, physical education, etc.; the special area assignment which constitutes fifty (50) percent or more of the classroom day for the teacher.

Legal Qualifications or Legally Qualified

For the purpose of this Section, legal qualifications or legally qualified shall be defined as all statutory and regulatory prerequisites for teaching a particular

subject or grade, including but not limited to, the certification requirements of Article 21 of the School Code and the academic experience requirements of 23 ILL. Adm. Code 1 (or its successor or supplementary requirements.)

Reduction in Force

For the purpose of this Section, a reduction in force shall be defined as an action by the Board to reduce the number of full-time certificated staff as a result of a decision by the Board to decrease the number of teachers employed or to discontinue some particular type of teaching service.

Seniority

For the purpose of this Section, seniority shall be defined as the current period of continuous contractual service in the District, and in cases where two or more teachers have equal length of current continuous contractual service in the District, the following criteria in the order listed shall apply.

1. Length of teaching service in the District prior to the current continued contractual service time.
2. Prior elementary and secondary school teaching experience during which time the individual held a valid state-issued teaching certificate.
3. Other teaching experience in private elementary and secondary schools, or college and university experience.
4. Horizontal position on the salary scale.

Transfer

For the purpose of this Section, a transfer shall be defined as a change in the base school assignment. An involuntary transfer shall be defined as a change in the base school assignment without the prior request of the teacher for such a transfer.

Vacancy

For the purpose of this Section, a vacancy shall be a position requiring legal qualifications as defined in this Section which either has been newly created by Board of Education action or which the Board previously created and intends to continue but which will be vacated by the incumbent at the end of the current school year. The term "vacancy" does not refer to any position temporarily vacated by a teacher being granted sick leave. When a person on leave indicates that he does not intend to return, the position shall be treated as any other vacancy.

6.2 Notice of Vacancies: Transfers

- a. The following factors are to be considered by the administration in filling teacher vacancies: qualifications, certifications, merit and ability (including performance evaluations, if available), relevant experience and other relevant factors such as:
 1. Teaching or service area needs of the District with the exception of special education teachers who have five (5) years of continuous service in ACUSD #11.
 2. Special qualifications for extra duty assignment.

3. Ethnic balance.
4. Teaching skills appropriate for the assignment.
5. Prior experience in the teaching field.

When all other factors are equal, seniority will prevail.

- b. Vacancies shall be posted as they occur beginning the first week of January through the last day of School. The vacancy notice shall be posted at least five (5) days prior to the employment of an applicant from outside the District. Interested applicants shall comply with the bid specification in writing within the five (5) work days after posting of the Notice.

Upon request, a list of in-district applicants shall be sent to the Association President on or about ten (10) days after posting of vacancies.

- c. Any teacher with contractual continued service status may file a request to fill a posted vacancy and such requests that are filed within the time constraint specified in "b" above shall be given consideration before any final decision is made.
- d. Vacancies which occur after the completion of the current school year may be filled by a temporary assignment until the end of the following school year.

6.3 Involuntary Transfers

- a. When an involuntary transfer of a tenured teacher not associated with a reduction in force is made necessary, the following guidelines shall apply. Any involuntary transfer not within

these guidelines shall be made on the basis of seniority in the District.

If a surplus area is reopened prior to the start of the year in which the transfer goes into effect or within the first two (2) weeks of that school year, the involuntarily transferred teacher shall have the opportunity to return to that same position.

1. If a regular classroom teaching position in a given elementary building is eliminated, the regular classroom teacher of that grade level who has the least seniority shall be subject to an involuntary transfer.

The teacher, if more senior than another teacher at the same grade level, in the District, shall be assigned to the position occupied by the least senior teacher of that grade level in the District, and the teacher so replaced may be assigned to any position for which that teacher is legally qualified.

2. If a special area elementary teaching position such as library, physical education, Title I, etc., in a given building is eliminated, the teacher shall be subject to an involuntary transfer within the following limitations:
 - a) If there is only one teaching position of the given specialty that has been eliminated, the teacher holding that position is subject to an involuntary transfer.
 - b) If there are two or more teaching positions of the given specialty and not all positions are eliminated, the teacher with the

least seniority shall be subject to an involuntary transfer. The teacher, if more senior than another teacher in the same specialty area in the District, shall be assigned to the position occupied by the least senior teacher of that specialty area and the teacher so replaced may be assigned to any position for which that teacher is legally qualified.

3. If a teaching position in a given middle school (grades 6-8) is eliminated, the teacher of that grade level with the least seniority who legally qualifies to teach equivalent subject areas as the teacher whose position is to be eliminated shall be subject to an involuntary transfer.
4. If a teaching position is eliminated in a given department at the high school (grades 9-12), the seniority of all teachers in that department shall be determined. The teacher with the least seniority shall be subject to an involuntary transfer. Teachers legally qualified to teach specialized subjects for which there are no other teachers in the department legally qualified when such specialized subjects are to be included in the departmental offerings for the year under consideration shall be exempt from an involuntary transfer.
5. If a program such as art, instrumental music, media services, etc., at one or more organizational levels (elementary, middle school, high school) is eliminated, the teachers in that program shall be subject to involuntary transfers within the following limitations:

The teacher whose position has been eliminated, if more senior than another teacher in the same program at a different organizational level, shall be assigned to the position occupied by the least senior teacher in the program at the different organizational level, and the teacher so replaced may be assigned to any position for which that teacher is legally qualified.

6. Insofar as possible, an involuntarily transferred teacher shall be assigned in any position requiring the major or minor field of the teacher's preparation on the basis of seniority.
7. No provision of this Section shall supersede the right of the administration to transfer teachers to meet the requirements of State Board of Education rules, regulations, or written directives.
8. A determination of legal qualifications for teacher assignment shall be based on transcripts on file in the Human Resources Office of the District Administrative Center by January 1 of the school year.
 - b. A teacher who is to be involuntarily transferred shall be notified of the transfer as soon as practicable and shall be released by the Board of Education from contractual service upon request. Reasons for such transfer shall be provided in writing if requested by the teacher.

6.4 Reduction in Teachers

- a. A reduction in the number of teachers in the District as a result of Board of Education action to decrease the number of teachers employed or to discontinue some particular type of teaching services

shall be in accordance with the following guidelines: The Board shall first consider the teachers' certification area and qualifications. Among teachers who satisfy all certification and qualification requirements, performance evaluations shall be used to determine the sequence of layoff in accordance with the provisions in Section 24-12 of The School Code. 105 ILCS 5/24-12. Seniority shall be used only to rank teachers in Groups Three and Four as provided for in Section 24-12, or in Group Two when their evaluative ratings are equal.

1. Nothing in this Section shall preclude the retention of teachers on the basis of the legal qualification requirements for given teaching positions.
- b. A determination of legal qualifications for teacher assignments shall be based on transcripts on file in the Human Resources Office of the District Administrative Center by January 1 of the school year.
- c. If the Board increases the number of teachers, or if a teacher resigns at any time after the layoff(s), the Board shall offer re-employment to the teacher laid off from Group Three or Four (or Group Two Teachers who satisfy the School Code's criteria for limited recall rights) in the reverse order of the layoff specified above provided said teacher has proper certification. For the purpose of recall, the determination of legal qualifications shall be based on transcripts on file in the Human Resources Office of the District at the time of recall. Said offer of re-employment for Group Three and Four teachers shall be subject to an eighteen month limitation from the last day of contractual teacher-pupil contact. All

known vacancies shall be filled prior to the opening of the school term, if properly certificated staff is available.

- d. A teacher's failure to respond affirmatively, within twenty (20) calendar days after mailing of the Board's letter sent by certified mail to the teacher's address on file with the Board recalling such teacher, shall result in termination of the teacher's rights of recall hereunder.

6.5 Teacher Notification of Building Assignments

Except in cases where the administration deems it necessary, no change in the teacher's building assignment shall be made later than thirty (30) days preceding the commencement of the next school term.

ARTICLE VII VACANCIES, TRANSFERS, REDUCTIONS IN FORCE (Educational Support Professionals)

7.1 Vacancies, Transfers, Reductions in Force

For the purpose of this section, the term "vacancy" shall refer to a permanent position which has either been newly created by the Board of Education or which the Board previously created and intends to continue but which will be vacated by the incumbent. The term "vacancy" does not refer to any position temporarily vacated by an individual being granted sick leave. When the person on sick leave indicates that he does not intend to return, the position will be treated as any other vacancy. The human resources office shall provide lists for posting in all school buildings and shall send to the Association, upon request, a list of all vacancies as they occur and a list of all in-district applicants at the close of the bid period. No posted vacancy shall be filled on a permanent basis until such vacancy shall have been posted for at least five (5)

working days. During the summer vacation period, individuals who are away from their assignments may request in writing that the Human Resources office mail to them a copy of vacancy notices.

1. Applicants must meet the qualifications as listed on the posted bid. The qualifications shall be consistent with the current job description. Applicants with less than 24 out of 40 points (average less than 3.0) on the most recent evaluation shall not be qualified to bid.
2. Qualified applicants shall be assigned a point total based on the following criteria:
 - a. District service (one point per year worked).
 - b. In-district experience for that job (one-half point per year in that group and one-half point per year in that job):
 1. Administrative Assistant
 2. Paraprofessional
 3. Maintenance
 4. Driver
 5. Food Service/Driver Delivery
 6. Security Employees
 7. Library Assistant
 8. Interpreters
 - c. Attendance (0-14 points based on the number of unused sick/personal leave days selected from the best year of attendance of the last three year period).
 - d. The most recent employee evaluation on file prior to the bid date - (total points earned).
3. If the applicant has at least eight (8) points more than any other applicant, he/she shall be the successful candidate.
4. If no one has at least eight (8) more points than any other applicant, then all those candidates whose total points are within seven (7) points of the applicant's highest total shall be considered, and the successful candidate shall be selected according to the following criteria:
 - a. An interview by appropriate personnel.
 - b. Previous related out of district experience.
5. Probationary employees shall not be considered for vacancies unless the placement results in additional compensation.

The successful applicant for a lateral or lower paid position must hold that position the remainder of the current fiscal year prior to being considered an applicant for another vacant lateral or lower paid position.
6. No position requiring fewer than three (3) hours per day shall be bid.
7. No involuntary transfer shall be made without due consideration and reasons given in writing, if requested. An individual affected by an involuntary transfer shall be notified immediately.
8. Qualifying test scores shall be valid for the remainder of the individual's employment in continuous service with the District.
9. Instructional/teacher assistants shall not be considered for vacancies until the end of the school year. Vacancies will be posted as they occur. Vacancies which occur after the completion of the current

school year may be filled by a temporary assignment until the end of the following school year. The vacancy notice shall be posted at least five (5) days prior to the employment of an applicant from outside the district. Interested applicants shall comply with the bid specifications in writing within the five (5) work days after posting of the Notice.

7.2 Reduction in Employees (Educational Support Professionals)

For the purpose of this Section, educational support professionals shall be divided into groups as follows:

- A. Administrative Assistants 1
- B. Administrative Assistants 2
- C. Administrative Assistants 3
- D. Paraprofessional
- E. Food Service
- F. Food Service/Driver
- G. Maintenance
- H. Maintenance Lead
- I. Driver/Yard
- J. Computer Techs
- K. Safety Assistants
- L. One-to-one Assistants
- M. Security Employees
- N. Library Assistants
- O. Interpreters

If the Board determines it is necessary to reduce the number of educational support professionals within any group, then termination shall occur in the following sequence:

1. Individuals in the group who are employed for less than nine (9) months per year or less than five and one-half (5-

1/2) hours per day will be terminated in ascending order with the individual with the least district experience being terminated first.

2. Individuals in the group who are employed nine (9) or more months and five and one-half (5 1/2) hours or more per day will be terminated in ascending order with the individual with the least district experience being terminated first.
3. If two or more individuals in a group have an equal length of service within the district, full-time experience shall have precedence over part-time experience as defined in 1 and 2 above. If the above criteria should be equal, the superintendent or his designee shall make the decision.
4. If an individual is scheduled for reduction from a group, he/she may elect to return to any other group in which he/she has prior experience. Entry into the group shall be based upon district seniority within the group.

If the Board increases the number of individuals in a group in which there has been reductions, or if a position becomes available in a group in which there have been reductions, the Board shall offer re-employment to the individual(s) laid off in reverse order of the procedure specified above, providing said individual(s) can satisfy job requirements.

The parties understand that vacancies which occur shall be promptly posted for bidding in accordance with the provisions of this agreement, so that remaining employees have the opportunity to bid on such vacancies. Positions which remain available after the posting and bidding process has been

completed shall be offered to employees on layoff status by order of seniority.

An employee on layoff status from a particular group that can satisfy the job requirements for any position that comes available shall not be required to bid on such positions, nor shall said employee be required to complete any test for such positions in order to be recalled.

This offer of re-employment shall be subject to an eighteen (18) month limitation from the individual's last work day.

An individual's failure to respond affirmatively to an offer of re-employment, within twenty (20) calendar days after mailing of the Board's letter sent by certified mail, shall result in termination of the individual's right to recall.

When an individual holds a position which requires certification by statute or regulation and there is no individual with more experience holding certification, the individual shall be exempt from this Section.

5. One-to-one assistants who have continuous employment as a substitute for a minimum of two (2) consecutive quarters (6 months) and who meet the necessary qualifications shall be hired as a regular employee of the school district. Should a position become unnecessary during the school year (i.e. a child is no longer in need of the service of the one-to-one assistant or a child leaves the school district) said regular employee(s) shall be assigned to work as a substitute (ESP) for the balance of the school year and maintain the same salary and benefits as they were entitled to as a regular employee.

7.3 Educational Support Professionals Notification of Building Assignments

An individual shall be given written notice of said individual's tentative building assignment for the forthcoming year no later than 45 days preceding the first day of the new school term if the tentative assignment is different than the previous year's assignment.

ARTICLE VIII ADMINISTRATIVE REGULATIONS AND PROCEDURES

8.1 Employee Personnel File

- a. A personnel file of material relating to an employee's employment shall exist at the Administrative Center Human Resources Office. (This file shall be the sole repository of records to be utilized in decisions affecting employee discipline).
- b. All material placed in the personnel file and originating within the system shall be available to the employee at his request for inspection during regular office hours, except as provided in "e" below, in the presence of an Association representative, if requested, and of the administrator responsible for keeping the files, or his designee. (The employee shall be entitled to receive one (1) copy of any or all of the contents of his/her file at no charge, upon request.)
- c. Material originating within the system shall not be placed in an employee's file unless the employee has first been given a copy of such material and given the opportunity to read the material. If the employee requests, the employee shall be given the opportunity to discuss the material with the appropriate supervisor or administrator. The employee shall acknowledge that he has read such material by affixing his signature on the actual copy to be filed. The signature

does not indicate agreement with the content of the material.

- d. The employee shall have the right to answer any materials filed. His answer shall be submitted to the immediate supervisor within (15) fifteen days following the employee's receipt of the materials being answered and forwarded to the Administrative Assistant to the Superintendent, who shall attach it to the file.
- e. All references and information originating outside the system on the basis of confidentiality, and references and information obtained within the system in the process of recommending the employee for employment or change in position shall not be available for inspection by the employee. The Board agrees to protect the confidentiality of personal recommendations within the provisions of the law.
- f. The employee shall have the right to submit employment related material for his file. This material shall be submitted to the principal or supervisor and/or forwarded to the Superintendent or designee, who shall place all appropriate material in the employee's file.
- g. No one other than district administrators or those with legal access shall have access to the employee's personnel file without prior written consent of the employee.
- h. All disciplinary material placed in the personnel file shall be signed by the originator of the material.

8.2 Sick Leave

- a. The Board shall grant employees sick leave in the amount of twelve (12) days per fiscal year without loss of pay. Sick

leave shall accumulate without limit. Sick leave shall be interpreted to mean personal illness or serious illness or death in the immediate family or household. The immediate family shall include parents, spouse, brothers, sisters, children, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, and legal guardians.

- b. When sick leave is exhausted, earned vacation days may be used as sick leave at the written request of the school service personnel or his designee.
- c. The Board shall abide by the requirements set forth in the Family Medical Leave Act of 1993 ("FMLA"). The Board, in accordance with the FMLA, may require employees to substitute applicable paid leave toward the employee's leave entitlement under the FMLA. The Board may also, in accordance with the FMLA, require employees to count any unpaid leave toward the employee's FMLA leave entitlement".
- d. Upon retirement, school service personnel shall be paid at the rate of \$3.00 per hour according to the number of hours worked each day for unused sick leave, excluding the number of days needed for the employee's IMRF purposes.
- e. Upon retirement, certified employees shall be paid at the rate of \$30.00 for each unused sick day, excluding the number of days needed for the employee's Teachers' Retirement System purposes.
- f. The payments referenced in subsection d. and e. above shall be made to the employee after the employee's last day of service to the School District and after the employee has received his or her final paycheck for services rendered.

- g. If an employee suffers a work related injury requiring medical treatment, no loss of sick leave shall occur on the day of the incident.

8.2h Bereavement Leave

Non accumulating bereavement leave days shall be available to employees in the case of death of the immediate family or household. The immediate family shall include, parents, spouse, brothers, sisters, children, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, aunts, uncles, nieces, nephews, and legal guardians. These days may not be charged to sick leave. Up to three (3) days per year are allowed, with a maximum of two days per incident.

8.3 Personal Leave

- a. The Board shall grant each employee two (2) days of personal leave without loss of pay. Employees can accumulate up to four (4) days of personal leave. At the end of each year, unused personal leave in excess of two (2) days shall be accumulated as sick leave.
- b. Personal leave days shall not be scheduled immediately prior to or following a vacation period nor during the first five (5) days or last five (5) days of the school year unless caused by reason beyond the control of the employee except for the observance of a recognized religious holiday of the employee's faith.
- c. If possible, notification of personal leave shall be made in writing three days prior to the date of absence.
- d. Personal leave is to be used only for those situations where action must be

taken during the normal work day. Such situations are normally of an immediate or emergency nature. Personal leave cannot be used to participate in a work stoppage or for income producing personal business. Each instance of abuse of personal leave shall result in the loss of one day's pay.

- e. No more than ten percent (10%) of the certificated employees and no more than two (2) school service employees in each building shall be permitted to utilize personal leave on the same day. Buildings having fewer than twenty (20) certificated employees will not exceed two (2) certificated employees using personal leave on the same day. Except in cases where there is only one employee in a given classification, utilization of personal leave shall not deplete said classification on any given day. The date and time of submission of the written notification will be the determining factor in establishing priorities with the earliest notification receiving first priority for using personal leave. The Superintendent or designee may waive this provision.

8.4 Maternity/Child-Rearing Leave of Absence

An employee who has completed at least two years of service in the District shall be eligible for maternity/child-rearing leave without pay or other benefits subject to the following conditions:

- a. The employee shall advise the superintendent or designee of her pregnancy no later than the fourth month of pregnancy or upon ascertainment of such condition, whichever shall be the later. At such time, she shall provide a written statement from her obstetrician or physician indicating the expected date of delivery. Application for a maternity-

child rearing leave shall be made in writing to the superintendent or designee at least ninety (90) calendar days prior to the anticipated birth of the child.

- b. After consultation with the employee, the superintendent or designee shall prepare a plan for the commencement and termination of such leave, taking into consideration maintenance of continuity of instruction and medical factors to the maximum possible degree, and the pertinent time factors related thereto. The leave shall not exceed the balance of the school year if the leave commences before the end of the first semester. When the leave commences in the second semester, it shall not exceed the balance of that semester and one (1) fiscal year if so requested. Such leave shall commence upon 1) the date agreed upon by the superintendent or designee and the employee, 2) actual date of delivery, or 3) the date on which the employee is required to leave or cease employment because she is unable to perform her duties, whichever shall first occur. The superintendent or designee may waive any of the provisions of this Section at his/her sole discretion, and any such waiver shall not be precedential in any respect.
- c. Sick leave shall not be applicable during the period of the maternity/child-rearing leave. Any accumulated sick leave available at the commencement of the leave shall be available to the employee upon return to employment in the District.
- d. With the consent of the carrier, the employee may maintain insurance benefits by making timely payments of all premiums which may be due to the District's Business Office or elsewhere pursuant to its direction.
- e. Any employee who has been employed one hundred eighty (180) or more days of the school term prior to the commencement of such leave shall be entitled to such advancement on the salary schedule as she would have had if the leave had not been granted. If the leave exceeds the school term in which such leave commences, the second school term shall not be considered for step advancement on the salary scale.
- f. In all instances where an employee is granted a maternity/child-rearing leave of eight (8) calendar months or more, as a condition thereof, she shall advise the superintendent or designee in writing no later than March 1 prior to the termination of such leave that she intends to return to employment. Failure to timely advise the superintendent or designee of intent to return as required by the preceding sentence shall be treated as an election not to return to employment and as a resignation from the District.
- g. Any employee desiring adoption leave as a result of becoming an adoptive parent shall notify the superintendent or designee, in writing, upon the initiation of such adoption proceedings. Leave shall be granted upon satisfactory written notification to the superintendent or designee of the date the child is expected or received. It shall be the responsibility of the applying employee to keep the superintendent or designee informed on the status of the proceedings, and, as soon as known, the expected date of the delivery of the child.
- h. Nothing in this Section shall be construed as requiring any employee to apply for a maternity/child-rearing leave. An employee not eligible for or not desiring maternity leave may utilize

accumulated sick leave during any period of disability related to her pregnancy and/or to the delivery of the child. The Board shall abide by the requirements set forth in the Family Medical Leave Act of 1993 ("FMLA"). The Board, in accordance with the FMLA, may require employees to substitute applicable paid leave toward the employee's leave entitlement under the FMLA. The Board may also, in accordance with the FMLA, require employees to count any unpaid leave toward the employee's FMLA leave entitlement".

- i. In the event that the pregnancy terminates or the death of the child occurs prior to the end of the leave of absence, the employee may request to be returned to active service. Such requests shall be granted upon the availability of a position for which the employee is legally qualified.
- j. A male employee who has entered upon contractual continued service shall be entitled to a child-rearing leave of absence. Such leave shall be unpaid and shall be subject to all of the applicable notices and other requirements as set forth in this policy. Eligibility for such leave shall arise upon the anticipated birth of a child which the employee has fathered or upon his planned adoption of a child.
- k. A non-tenured teacher must work full-time a minimum of 120 school days during the school year in order to constitute continuous employment necessary to attain contractual continued service status (tenure) under Section 24-11 of The School Code. 105 ILCS 5/24-11. A school term not qualifying for full-time continuous service under this Section 8.4 shall not constitute a break in service for determining whether the teacher has been employed for four (4) consecutive

school terms, provided the teacher returns to work the following school year.

8.5 Leave of Absence

Upon request, tenured teachers and educational support employees shall be granted a leave of absence for one (1) year. When returning from leave, the employee must accept the first available position for which he/she is qualified. An employee may be granted a leave of absence for any of the following reasons: military service, service in the General Assembly, personal reasons if approved and recommended by the Superintendent. Upon request by the Association, the District will provide a list of employees currently on an approved leave of absence along with the termination date of said leave. An employee who has been granted a leave of absence shall advise the Superintendent or designee in writing no later than March 1 prior to the termination of such leave that he/she intends to return to employment. Failure to timely advise the Superintendent or designee of intent to return as required by the preceding sentence shall be treated as an election not to return to employment and a resignation from the District.

8.6 Paid Holidays (Educational Support Professionals)

The following days will be paid holidays when they occur on a regular week day and during the work period of any individual. The individual must work the last scheduled work day prior to and the first scheduled work day immediately following a holiday in order to receive pay for the holiday unless on legitimate sick leave or vacation. An employee utilizing dock days shall not be eligible to use a vacation day prior to a holiday to receive holiday pay.

*New Year's Day
Martin Luther King Day

- *Lincoln's Birthday or Presidents' Day
- Casimir Pulaski Day
- Good Friday
- *Memorial Day
- *Independence Day
- Labor Day
- Columbus Day
- *Veterans' Day
- Thanksgiving Day
- *Christmas Eve Day
- Christmas Day
- *New Year's Eve Day

*When these days fall on a week day they are paid holidays. If they fall on a weekend, educational support professionals will receive a regular day of salary for the day.

One additional day may be approved as a holiday and taken off on a day when school is not in session. If sick leave benefit has been exhausted and the individual is absent from work, holidays will not be paid.

8.7 Vacations (Educational Support Professionals)

Only those educational support professionals who were full-time on a twelve month basis will be eligible for paid vacation. Vacation days are based on the anniversary date of employment, and are earned as follows:

After one (1) year Five (5) Days
 After two (2) years Ten (10) Days
 After six (6) years Fifteen (15) Days
 After eleven (11) years ... Twenty (20) Days

The accumulation of vacation days shall be limited to those earned in the preceding two years. Vacation days accumulated after two years will be forfeited. No vacation days shall be used five (5) days preceding or following the first day or the last day of school. Requests for more than two (2) days of vacation must be made at least two (2) weeks prior to the requested days and shall be considered in the order in which they are

submitted. Responses to vacation requests must be made within two (2) days.

Eleven month employees may request 4 consecutive weeks off during the summer months. However, the Administration has the right to stagger the schedules. Other schedules may be arranged by mutual agreement. Eleven month employees may use non-work days during student attendance with supervisor approval.

8.8 Mileage

For all required or district approved mileage in personal cars, employees shall be paid the rate established by the Internal Revenue Service on July 1 of each fiscal year for the duration of this contract. Mileage shall be calculated based on the shortest distance the employee could take. Mileage reimbursements must be submitted within 60 days of the event.

8.9 Educational Credits (Teacher)

- a. Undergraduate credit may not be applied for salary credit unless the courses are directly related to the individual's teaching field and were not included in the undergraduate program of the teacher. These courses may be applied for salary credit above the Bachelor's Degree, but not above the Master's Degree. Undergraduate credit for salary purposes may be granted upon application by the teacher and approved by the superintendent or his designee.
- b. Undergraduate credit earned after the Bachelor's Degree is conferred but required for Illinois Certification as a teacher shall not be applicable for salary credit.
- c. Graduate credits earned after the Master's Degree is conferred shall only be approved if the graduate program or

courses taken are related to the individual's teaching field. Other graduate courses must be approved in advance by the superintendent or his designee.

- d. College credits for salary purposes must be earned at colleges approved for certification by the Illinois Teacher Certification Board.
- e. Those courses which support the qualification for an advanced degree program and which support the current teaching assignment, or those courses which support efforts to qualify for planned change of position within the District shall be approved for advancement on the salary schedule.
- f. College credit meeting these criteria earned by the close of any accredited summer school program shall be applicable to the salary of the individual for the following school year. Transcripts must be received by October 15, following completion of the summer term. Any exceptions must be approved by the superintendent or his designee.
- g. Any course for which the above criteria do not apply may be accorded credit for advancement on the salary schedule only upon application by the teacher and approval of the superintendent or his designee. This application must include a description of the course, including course number, sponsoring school, and credit value with a statement explaining how the course will enhance the value of the individual's service function.

8.10 National Board Certification

Teachers shall be awarded 6 credit hours on the salary schedule and a one-time stipend of \$500 upon their achievement of certification from the National Board for Professional

Teaching Standards and Master Teacher Certification awarded by the Illinois Teacher Certification Board.

8.11 School of Attendance for Employees' Children

Employees who live in the district shall have the option of having their child/children placed at the school in which they are employed.

Implementation of this option will be subject to the following guidelines:

- 1. Employees must live in the district.
- 2. Employees can make application for each full school year of this contract.
- 3. Applications will be accepted through July 1 of each year.
- 4. The option is only available at K-2 grade levels in a given school where the projected class size does not exceed 22.0 after district registration.
- 5. The option is only available at 3-5 grade levels in a given school where the projected class size does not exceed 26.0 after district registration.
- 6. This option only applies to classes/programs available in the building as determined by Board of Education need. Classes/programs will not be added to a building to accommodate this option.

8.12 Working on a Snow Day/"Act of God" Day

In the event staff are required to work on a Snow Day/"Act of God" Day, they will be granted a compensatory work day to be taken during the remainder of the school year subject to rules established in 8.3b except that if the snow day occurs immediately prior to or following a vacation period, then the compensatory day may be taken immediately prior to or following a vacation period.

8.13 School Calendar

The Association and the Administration shall mutually agree on the recommendation of calendar (s) by February 15. The calendars shall be prepared at least 2 years in advance. Final authority in this matter rests with the Board of Education.

8.14 Safety Apparel

Food service and maintenance employees will receive annual reimbursement for appropriate safety apparel, such as non-slip shoes or steel-toed boots, up to a maximum of \$100 per fiscal year (July 1 – June 30) when substantiated by receipt(s).

ARTICLE IX GRIEVANCE PROCEDURE

9.1 Definitions

- a. A "grievance" shall mean only a complaint that there has been an alleged violation, misinterpretation, or misapplication of a specific identified and defined provision of this Agreement.
- b. A "grievant" may be any employee of the District covered by the terms of this Agreement, or the Association.
- c. A "day" is any day in which the central administrative office of the District is open for regular business.
- d. Failure of an employee or the Association 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.

9.2 Informal Level

Step 1 - An attempt shall be made to resolve any grievance in informal discussion between the grievant and the supervisor

responsible for the action or decision which led to the alleged violation. If the grievance cannot be resolved informally, the following procedure shall be employed. Upon request, an employee may have a representative of the Association present at this level or above.

9.3 Formal Level

Step 2 - A formal grievance shall be submitted in writing to the supervisor responsible for the action or decision which led to the alleged violation stating the nature of the grievance, specific clause(s) violated and remedy requested within twenty-five (25) days of the initial alleged violation. The supervisor shall arrange for a meeting to be held with the grievant within ten (10) days of the filing of the grievance. The supervisor shall prepare and submit a written answer to the grievant, the Association, and the superintendent within fifteen (15) days of the meeting. Upon request, an employee may have a representative of the Association present at this level or above.

Step 3 - If the grievance is not resolved at Step 2, the grievant or the Association grievance committee representative may refer it, in writing, to the superintendent of schools, such to occur within twenty-five (25) days of the receipt of the immediate supervisor's answer. The superintendent or his designee shall arrange for a meeting to be held with the grievant within fifteen (15) days after referral to the superintendent or his designee. The superintendent or his designee shall prepare and submit a written answer to the grievant and the Association within fifteen (15) days of the meeting.

Step 4 - If the grievance is not resolved satisfactorily at Step 3 - there then shall be available a fourth step of final and binding arbitration. The Association may submit, in writing, a request on behalf of the Association and the grieving employee

within forty-five (45) days of receipt of the Step 3 answer. The parties may request a list of arbitrators from the American Arbitration Association. An arbitrator shall be selected by the two parties within twenty (20) days following receipt of the arbitration request. Each party shall bear the cost for its representation in arbitration. Expenses for the arbitrator's services shall be divided equally by the Board and the Association. The arbitrator, in his opinion, shall not amend, modify, ignore, or add to the provisions of the agreement. His authority shall be strictly limited to deciding only the issue or issues presented to him in writing by the Board and the Association 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.

9.4 Other

If two or more employees file a grievance involving two or more supervisors, or a grievance involving an administrator above the building level, the employee may request the Association to initiate the grievance at Step 3.

A grievance may be withdrawn at any level before a decision is accepted by the grievant or the Association without establishing precedent.

If the Association 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 through the grievance procedure.

An employee who participates in these grievance procedures shall not be subjected to discipline or reprisals because of filing a grievance.

Records of grievances shall not be placed in the employee's personnel file. Records of grievances shall be kept in separate files.

The parties may mutually agree to waive any of the time lines set forth.

The parties may mutually agree to waive any step in the grievance process set forth.

ARTICLE X SALARIES

10.1-a Salary Schedule

The salary compensation schedules as hereinafter set forth will be used to determine employee pay rates.

10.1-b Employee Pay Period Options

1. The first 15 requests for summer pay will be honored. Summer pay means the July and August paychecks will be issued in July, if notified by March 1.
2. Employees converting to 12 month pay options must notify the business office in writing before the first day of their work year.. Adjustments may be made once a year and are irrevocable for the duration of the year.
3. All extra duty pay shall be paid on the 15th of each month for all staff.

10.1-c Employee Overpayment Plan

1. In the event of overpayment, a reasonable payback plan mutually agreed upon by the involved employee and payroll shall be developed and implemented.

10.2 Other Job Items

- a. When educational support professionals are assigned and agree to substitute and perform the duties that distinguish the higher level classification five (5) or more consecutive work days for another individual who is at a higher job differential, that individual shall be paid his/her current service pay plus the higher differential rate. This shall be retroactive to the first day of such substitution.
- b. Overtime - Overtime pay for duties related to the individual's primary assignment shall be paid at the rate of 1-1/2 times the individual hourly rate. For the purpose of this Section (10.2b) overtime shall be paid when the individual works in excess of forty (40) hours per week. Holidays that fall during the work week, Monday through Friday, shall be considered as days worked in calculating total hours worked in a given week. Except in emergency situations as determined by the appropriate supervisor, overtime shall be assigned on a rotational basis to individuals who, in writing, annually request that they be placed on a rotational overtime list and who are qualified to perform the assigned tasks.

It is understood and mutually agreed that nothing in this Section shall be construed as a guarantee or limitation of the number of hours of overtime to be worked per week.

- c. Call-in-Pay - Educational support professionals called back to work after having completed a work-day, or on a non-work day shall be granted a minimum of two hours pay at 1-1/2 times the individual hourly rate. An extension or early report to a regularly

scheduled shift does not qualify the individual for the call-in minimums.

- d. Standard work week will be forty (40) hours.
- e. Classification change - Any individual changing to a higher classification shall receive pay for the higher classification upon the date of change.
- f. Full-time administrative assistant personnel shall not be forced to take vacation days when the schools are closed for weather emergencies but may have the option to work on these days.
- g. High school counselors may be required to perform duties as an extension of the school year. When such services are required, counselors shall be compensated at their daily contractual rate of pay.
- h. Vacancies that occur in assignments within the building, for which additional compensation is paid, shall be posted at each attendance center on or about May 15, of each year to provide employees an opportunity to indicate an interest in an available extra-duty assignment. In making appointments, consideration shall be given but not limited to; seniority in the District, past performance in the assignment, convenience of scheduling, and additional assignments of the employee.
- i. When the School District contemplates the availability of summer work, a notice shall be posted in all buildings on or about May 15 of each year. Employees interested in summer work shall notify the Human Resources Office in writing before the close of school. Summer work shall be filled by current employees in the School District when possible. Employees shall be assigned,

provided the employee can satisfy the job requirements.

- j. The standard work week for certificated classroom (*) teachers shall be 1500 minutes of pupil contact time for middle school and high school teachers and 1575 minutes of pupil contact time for elementary teachers, exclusive of travel. Certificated middle school and high school teachers that have more than 1500 minutes and certificated elementary teachers that have more than 1575 minutes of pupil contact time per week shall be compensated at the contract rate. This standard time period shall not be exceeded by more than 30 minutes during any week and for no longer than two weeks at a time.

*Excluding: Nurses, (6-12) Librarians, Counselors, and other non-classroom certificated staff members.

- k. Maintenance employees shall be entitled to use district vehicles during their lunch periods for the purpose of leaving the work site to purchase their lunch at establishments which are located in reasonable proximity to their work site or which are located on or near the route between work sites. Employees must sign out at the office and sign in upon return and shall not exceed 30 minutes.

10.2-l Apprenticeship Program

An apprenticeship program can be used by the administration to fill vacancies in the Maintenance Department. The following criteria shall apply:

- 1. The decision to fill a vacancy with an apprentice shall rest entirely with the administration.
- 2. A "joint committee" shall have input in the selection of candidates for the

apprenticeship program. This committee shall consist of two (2) members named by the Association President and two (2) members named by the Administration.

- 3. The final decision on the selection of the successful candidate shall rest entirely with the administration.
- 4. The candidate must meet all requirements on the posted bid, except those related to experience.
- 5. The "joint committee" will consider a candidate based on his/her previous job performance, attendance record, experience in the position being bid, and district seniority.
- 6. The point system used for filling vacancies for educational support personnel in 7.1 shall not apply.
- 7. An apprentice shall have a probationary period of one (1) year.
- 8. During the probationary period, the administration has the right to return the employee to his/her previous position and compensation rate if the employee is not performing satisfactorily.
- 9. The apprenticeship program shall last for three (3) years. At the end of the three (3) years, the employee shall advance to his/her appropriate category as described on the salary schedule.

- 10. The position vacated by the apprentice shall be filled by substitute personnel and not required to be posted for bid until the probationary period ends.

10.2-m Food Service

Due to the transition of food services to a management company, the following provisions apply to food service employees:

1. No current food service employee shall experience a reduction in hours worked.
2. New employees of the management company shall be held to the same requirements as employees of District 11.
3. Employees shall be compensated at their scheduled rate of pay for required meetings and training sessions.
4. Any increase in the number of hours needed at any work site which could not be accommodated by increasing a job or jobs by one and a half (1 1/2) hours or less shall be bid. Additional hours added for breakfast programs are exempt and will not require bidding, however, they will be offered to District employees before non-district employees. Such additional hours shall first be offered to District employees in said building with preference for bidding under Section 7.1.
5. Except in emergency situations, as determined by the appropriate supervisor, extra hours, for banquets and special events shall be assigned on a rotating basis to individuals who request in writing that they be placed on a banquet and special event list and who are qualified to perform the assigned tasks.

10.2-n HVAC/Electrical New Hires

A joint committee with an equal number appointed by the Superintendent and AEA President will be formed to determine the level of service pay of HVAC/Electrical, Plumbing, and Electronic new hires.

10.2-o Teacher- Assistants' In Service

Classroom Teacher-Assistants may be included in the local inservice training at the discretion of the Administration.

10.2-p Job Descriptions

The administration shall develop job descriptions for jobs where they do not already exist.

10.2-q Standard Work Day

The standard work day for primary and intermediate buildings shall be seven (7) hours and five (5) minutes. In addition, four (4) meetings per month plus one quarterly meeting may be convened after or before the standard work day for the purpose of providing support to comprehensive school reform. The meetings would include building grade-level meetings, building leadership team meetings, PBIS meetings and faculty meetings.

The building principal and members of the school leadership team shall prepare the schedule of meetings.

The standard work day for those days on which building grade-level meetings, building leadership team meetings, PBIS meetings and faculty meetings are scheduled should not exceed seven (7) hours and forty (40) minutes.

10.3 Board Payment to Teachers' Retirement System

The compensation paid pursuant to the Compensation Schedule shall constitute a teacher's gross salary without any deductions. From this gross salary the Board shall deduct and remit to the State of Illinois Teachers' Retirement System, to be applied to the retirement account of such teacher, a retirement payment as required by TRS. Said payments shall include the payment which teachers are required to contribute for survivors' benefits. It is the intent of the parties by this Agreement to qualify the payments to the Illinois Teachers' Retirement System as "picked-up"

contributions within the meaning of Section 414 (h) (2) of the Internal Revenue Code so as to be excludable from the gross income of all teachers. The teachers shall have no right or claim to the funds so remitted except as they may subsequently become available upon retirement or resignation from the State of Illinois Teachers' Retirement System.

No teacher shall have the option of choosing to receive the amounts to be remitted to the State of Illinois Teachers' Retirement System.

The amount due each teacher pursuant to such Compensation Schedule shall be payable to the teacher as salary installments as otherwise provided herein, provided the Board shall deduct therefrom all monies as required by law or as authorized by the teacher pursuant to this Agreement, or as otherwise authorized by the Board. Such withholding shall include any and all amounts required to be paid to the State of Illinois Teachers' Retirement System for the account of such teacher.

Internal Revenue Service Revenue Rulings indicate that the amounts paid the State of Illinois Teachers' Retirement System are properly excludable from the gross income of the teacher for income taxation purposes, and the District will not withhold Federal and State income taxes on such amounts paid to the State of Illinois Teachers' Retirement System for the teachers.

10.4 Board Payment to Illinois Municipal Retirement Fund

From the Compensation Schedule, the Board shall deduct and remit for each employee eligible to participate in the Illinois Municipal Retirement Fund (hereinafter "employee(s)"), a sum as required by IMRF to be applied for the retirement account of such employee. It is the intent of the parties by this Agreement to qualify these payments

as "picked-up" contributions within the meaning of Section 414(h)(2) of the Internal Revenue Code so as to be excludable from the gross income of all such employees. Such employees shall have no right or claim to the funds so remitted except as they may subsequently become available upon retirement or resignation from the Illinois Municipal Retirement Fund.

No such employee shall have the option of choosing to receive the amounts contributed by the Board directly and the assumption and payment of such employees' required contribution to the Illinois Municipal Retirement Fund is a condition of employment made in order to secure such employees' future services, knowledge, and experience.

The balance of the amount due each such employee pursuant to such Compensation Schedule shall be payable to the employee as salary installments as otherwise provided herein, provided the Board shall deduct therefrom all monies as required by law or as authorized by the employee pursuant to this Agreement, or as otherwise authorized by the Board. Such withholding shall include any and all additional amounts required to be paid to Illinois Municipal Retirement Fund for the account of such employee.

10.5 Fringe Benefits

a. Hospitalization and Major Medical

1. The District shall provide hospitalization and major medical health insurance for employees scheduled to work 1,000 or more hours per year or a minimum of 5 1/2 hours daily. Employees who are eligible for health insurance may elect to have their dependents covered by taking a payroll deduction for the coverage.

2. The District shall contribute 100% of the employee individual premium for the health insurance plan. The employee must pay 100% of the premium for dependent coverage.
3. Employees who are eligible for health insurance coverage shall receive an Insurance Summary Booklet as provided by the District by the insurance carriers not later than thirty (30) calendar days after the start of the school year. Employees hired after the start of the school year shall receive their summary booklet not later than thirty (30) calendar days following their date of hire. A single copy of the master agreement will be made available to the Association.
4. There shall be no changes in coverage and/or carriers, except for those changes made by the insurance carriers which are beyond the control of the District, unless bargained with the Association.
5. Employees who work a minimum of 3 hours but less than 5 1/2 hours daily will be allowed to participate in the health insurance plan at the employee's expense. These part-time employees may choose either individual or dependent coverage. Until the claims experience of these part-time employees can be established, the premium rate they pay will be the same as that of full-time employees.
6. The District shall establish an advisory committee to recommend modifications to the hospitalization /major medical insurance benefits for all employees. This committee shall consist of an educational support

employee, certified employee, AEA officer, and a district administrator.

7. An employee eligible to participate may choose not to participate in the District's individual health insurance coverage. In lieu of participating in the District's individual health insurance coverage, the District will provide a cash option of \$100 per month, per year. An employee who chooses to opt out of the health insurance will only be permitted to re-enroll in the District's health insurance plan during an open enrollment period to be effective on July 1 each year.

b. Dental Insurance

1. The District shall contribute 100% of the employee individual premium for the dental insurance plan. The employee must pay 100% of the premium for dependent coverage.

c. Life Insurance

1. The District shall provide term life insurance in the amount of \$30,000 for employees scheduled to work 1,000 or more hours per year or a minimum of 5-1/2 hours daily.
2. The District shall pay the full premium for the \$30,000 term life insurance benefit for those employees who are eligible for said benefit.

d. Section 125 Cafeteria Plans

1. The District shall provide an optional Flexible Spending Account for employees and the District shall pay the initial start up cost and the monthly administration fee for employees who choose to participate.

10.6 Direct Deposit

All employees are required to participate in direct deposit of wages using the financial institution of their choice. Notice of all pay will be provided via electronic advice of deposit.

ARTICLE XI EFFECT OF AGREEMENT

11.1 Complete Understanding

The parties acknowledge that, during the negotiations which resulted in this Agreement, each had the unlimited 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 from the area of collective bargaining 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 Board and the Association, 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 the 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. In the event the legislature passes legislation requiring the parties to bargain on items covered under this Agreement, this clause shall not preclude the obligation of the parties to bargain on such matters.

This Agreement may be altered, changed, added to, deleted from, or modified only through the voluntary mutual consent of the

parties in a written and signed amendment to this Agreement.

11.2 Savings Clause

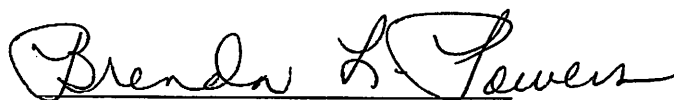
Should any article, section, or clause of this Agreement be declared illegal by a court of competent jurisdiction, said article, section, or clause, as the case may be, shall be automatically deleted from this Agreement to the extent that it violated the law. The remaining articles, sections, and clauses shall remain in full force and effect for the duration of the Agreement.

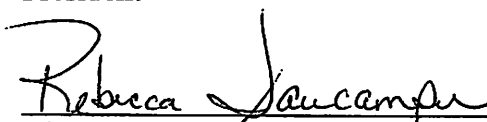
11.3 Duration and Acceptance of Agreement

This Agreement shall become effective when ratified by both parties and shall be in effect until the start of the 2017-18 school term.

This Agreement is signed this 17th day of November, 2015.


Alton Education Association
By:


President


Vice President

Board of Education, Alton Community Unit
School District No. 11
By:


President


Secretary

	Alton Certified Salary Schedule 2015-16, 2016-17							
Level	BA	BA+15	BA+30	MA	MA+15	MA+30	SPEC.	DOCT.
A/1	35,148	36,515	37,882	39,249	40,616	41,983	42,666	45,017
B/2	36,344	37,711	39,078	40,445	41,812	43,179	43,862	46,213
C/3	37,540	38,907	40,274	41,641	43,008	44,375	45,058	47,409
D/4	38,736	40,103	41,470	42,837	44,204	45,571	46,254	48,605
E/5	39,932	41,299	42,666	44,033	45,400	46,767	47,450	49,801
F/6	41,128	42,495	43,862	45,229	46,596	47,963	48,646	50,997
G/7	42,324	43,691	45,058	46,425	47,792	49,159	49,842	52,193
H/8	43,520	44,887	46,254	47,621	48,988	50,355	51,038	53,389
I/9	44,716	46,083	47,450	48,817	50,184	51,551	52,234	54,585
J/10	45,912	47,279	48,646	50,013	51,380	52,747	53,430	55,781
K/11	47,108	48,475	49,842	51,209	52,576	53,943	54,626	56,977
L/12	48,304	49,671	51,038	52,405	53,772	55,139	55,822	58,173
M/13	49,500	50,867	52,234	53,601	54,968	56,335	57,018	59,369
N/14	50,696	52,063	53,430	54,797	56,164	57,531	58,214	60,565
O/15	51,892	53,259	54,626	55,993	57,360	58,727	59,410	61,761
P/16	53,088	54,455	55,822	57,189	58,556	59,923	60,606	62,957
Q/17	54,284	55,651	57,018	58,385	59,752	61,119	61,802	64,153
R/18	55,480	56,847	58,214	59,581	60,948	62,315	62,998	65,349
S/19	56,676	58,043	59,410	60,777	62,144	63,511	64,194	66,545
T/20	57,872	59,239	60,606	61,973	63,340	64,707	65,390	67,741
U/21	59,068	60,435	61,802	63,169	64,536	65,903	66,586	68,937
V/22	60,264	61,631	62,998	64,365	65,732	67,099	67,782	70,133
W/23	61,460	62,827	64,194	65,561	66,928	68,295	68,978	71,329
X/24	62,656	64,023	65,390	66,757	68,124	69,491	70,174	72,525
Y/25	63,852	65,219	66,586	67,953	69,320	70,687	71,370	73,721

Longevity = \$500 for each additional year of service

ALTON CUSD NO. 11 - ESP Schedules 2015-16, 2016-17

Administrative Assistant				Security/Safety Aide		Paraprofessionals		Interpreters	
LEVEL	AA 3 SA04	AA 2 SA03, 05	AA 1 SA01, 02	LEVEL	Sec01	LEVEL	PP01	LEVEL	Int 1
A/1	\$10.325	\$12.225	\$14.125	A/1	\$10.325	A/1	\$10.325	A/1	\$20.375
B/2	\$10.575	\$12.475	\$14.375	B/2	\$10.575	B/2	\$10.575	B/2	\$20.625
C/3	\$10.825	\$12.725	\$14.625	C/3	\$10.825	C/3	\$10.825	C/3	\$20.875
D/4	\$11.075	\$12.975	\$14.875	D/4	\$11.075	D/4	\$11.075	D/4	\$21.125
E/5	\$11.325	\$13.225	\$15.125	E/5	\$11.325	E/5	\$11.325	E/5	\$21.375
F/6	\$11.575	\$13.475	\$15.375	F/6	\$11.575	F/6	\$11.575	F/6	\$21.625
G/7	\$11.825	\$13.725	\$15.625	G/7	\$11.825	G/7	\$11.825	G/7	\$21.875
H/8	\$12.075	\$13.975	\$15.875	H/8	\$12.075	H/8	\$12.075	H/8	\$22.125
I/9	\$12.325	\$14.225	\$16.125	I/9	\$12.325	I/9	\$12.325	I/9	\$22.375
J/10	\$12.575	\$14.475	\$16.375	J/10	\$12.575	J/10	\$12.575	J/10	\$22.625
K/11	\$12.825	\$14.725	\$16.625	K/11	\$12.825	K/11	\$12.825	K/11	\$22.875
L/12	\$13.075	\$14.975	\$16.875	L/12	\$13.075	L/12	\$13.075	L/12	\$23.125
M/13	\$13.325	\$15.225	\$17.125	M/13	\$13.325	M/13	\$13.325	M/13	\$23.375
N/14	\$13.575	\$15.475	\$17.375	N/14	\$13.575	N/14	\$13.575	N/14	\$23.625
O/15	\$13.825	\$15.725	\$17.625	O/15	\$13.825	O/15	\$13.825	O/15	\$23.875
P/16	\$14.075	\$15.975	\$17.875	P/16	\$14.075	P/16	\$14.075	P/16	\$24.125
Q/17	\$14.325	\$16.225	\$18.125	Q/17	\$14.325	Q/17	\$14.325	Q/17	\$24.375
R/18	\$14.575	\$16.475	\$18.375	R/18	\$14.575	R/18	\$14.575	R/18	\$24.625
S/19	\$14.825	\$16.725	\$18.625	S/19	\$14.825	S/19	\$14.825	S/19	\$24.875
T/20	\$15.075	\$16.975	\$18.875	T/20	\$15.075	T/20	\$15.075	T/20	\$25.125
U/21	\$15.325	\$17.225	\$19.125	U/21	\$15.325	U/21	\$15.325	U/21	\$25.375
V/22	\$15.575	\$17.475	\$19.375	V/22	\$15.575	V/22	\$15.575	V/22	\$25.625
W/23	\$15.825	\$17.725	\$19.625	W/23	\$15.825	W/23	\$15.825	W/23	\$25.875
X/24	\$16.075	\$17.975	\$19.875	X/24	\$16.075	X/24	\$16.075	X/24	\$26.125
Y/25	\$16.325	\$18.225	\$20.125	Y/25	\$16.325	Y/25	\$16.325	Y/25	\$26.375
Z/26	\$16.575	\$18.475	\$20.375	Z/26	\$16.575	Z/26	\$16.575	Z/26	\$26.625
AA/27	\$16.825	\$18.725	\$20.625	AA/27	\$16.825	AA/27	\$16.825	AA/27	\$26.875
AB/28	\$17.075	\$18.975	\$20.875	AB/28	\$17.075	AB/28	\$17.075	AB/28	\$27.125
AC/29	\$17.325	\$19.225	\$21.125	AC/29	\$17.325	AC/29	\$17.325	AC/29	\$27.375
AD/30	\$17.575	\$19.475	\$21.375	AD/30	\$17.575	AD/30	\$17.575	AD/30	\$27.625
AE/31	\$17.825	\$19.725	\$21.625	AE/31	\$17.825	AE/31	\$17.825	AE/31	\$27.875

Longevity = \$200 for each additional year of service

AA3 Clerks who have 5 years of experience and document, via transcript or certificate, 50 hours of job-related college credit (from an accredited institution) or training will move on the schedule to receive a \$1.00 per hour raise (in addition to step movement). Credit earned by August 15 must be submitted by October 15.

Paraprofessionals who have teacher certification and are employed in a classroom assistant position will receive one additional step on the salary schedule.

AA3 = former Level 4

AA2 = former Elem Sec, Level 3

AA1 = former Level 1, Level 2

ALTON CUSD NO. 11 - Maintenance and Computer Tech Schedules - 2015-16, 2016-17

MAINTENANCE

LEVEL	LEAD CRAFT	CRAFT	APPR. CRAFT	LEAD SKILLED	SKILLED	APPR. SKILLED	POOL	APPR. POOL
	MW01	MW02			MW05		MW07	
A	\$17.175	\$16.275	\$14.625	\$17.075	\$16.125	\$14.475	\$14.925	\$13.425
B	\$17.425	\$16.525	\$14.875	\$17.325	\$16.375	\$14.725	\$15.175	\$13.675
C	\$17.675	\$16.775	\$15.125	\$17.575	\$16.625	\$14.975	\$15.425	\$13.925
D	\$17.925	\$17.025	\$15.375	\$17.825	\$16.875	\$15.225	\$15.675	\$14.175
E	\$18.175	\$17.275	\$15.625	\$18.075	\$17.125	\$15.475	\$15.925	\$14.425
F	\$18.425	\$17.525	\$15.875	\$18.325	\$17.375	\$15.725	\$16.175	\$14.675
G	\$18.675	\$17.775	\$16.125	\$18.575	\$17.625	\$15.975	\$16.425	\$14.925
H	\$18.925	\$18.025	\$16.375	\$18.825	\$17.875	\$16.225	\$16.675	\$15.175
I	\$19.175	\$18.275	\$16.625	\$19.075	\$18.125	\$16.475	\$16.925	\$15.425
J	\$19.425	\$18.525	\$16.875	\$19.325	\$18.375	\$16.725	\$17.175	\$15.675
K	\$19.675	\$18.775	\$17.125	\$19.575	\$18.625	\$16.975	\$17.425	\$15.925
L	\$19.925	\$19.025	\$17.375	\$19.825	\$18.875	\$17.225	\$17.675	\$16.175
M	\$20.175	\$19.275	\$17.625	\$20.075	\$19.125	\$17.475	\$17.925	\$16.425
N	\$20.425	\$19.525	\$17.875	\$20.325	\$19.375	\$17.725	\$18.175	\$16.675
O	\$20.675	\$19.775	\$18.125	\$20.575	\$19.625	\$17.975	\$18.425	\$16.925
P	\$20.925	\$20.025	\$18.375	\$20.825	\$19.875	\$18.225	\$18.675	\$17.175
Q	\$21.175	\$20.275	\$18.625	\$21.075	\$20.125	\$18.475	\$18.925	\$17.425
R	\$21.425	\$20.525	\$18.875	\$21.325	\$20.375	\$18.725	\$19.175	\$17.675
S	\$21.675	\$20.775	\$19.125	\$21.575	\$20.625	\$18.975	\$19.425	\$17.925
T	\$21.925	\$21.025	\$19.375	\$21.825	\$20.875	\$19.225	\$19.675	\$18.175
U	\$22.175	\$21.275	\$19.625	\$22.075	\$21.125	\$19.475	\$19.925	\$18.425
V	\$22.425	\$21.525	\$19.875	\$22.325	\$21.375	\$19.725	\$20.175	\$18.675
W	\$22.675	\$21.775	\$20.125	\$22.575	\$21.625	\$19.975	\$20.425	\$18.925
X	\$22.925	\$22.025	\$20.375	\$22.825	\$21.875	\$20.225	\$20.675	\$19.175
Y	\$23.175	\$22.275	\$20.625	\$23.075	\$22.125	\$20.475	\$20.925	\$19.425
Z	\$23.425	\$22.525	\$20.875	\$23.325	\$22.375	\$20.725	\$21.175	\$19.675
AA	\$23.675	\$22.775	\$21.125	\$23.575	\$22.625	\$20.975	\$21.425	\$19.925
AB	\$23.925	\$23.025	\$21.375	\$23.825	\$22.875	\$21.225	\$21.675	\$20.175
AC	\$24.175	\$23.275	\$21.625	\$24.075	\$23.125	\$21.475	\$21.925	\$20.425
AD	\$24.425	\$23.525	\$21.875	\$24.325	\$23.375	\$21.725	\$22.175	\$20.675
AE	\$24.675	\$23.775	\$22.125	\$24.575	\$23.625	\$21.975	\$22.425	\$20.925

COMPUTER TECHNICIAN

LEVEL	TECH 1	TECH 2	TECH 3
A	\$17.175	\$16.275	\$14.625
B	\$17.425	\$16.525	\$14.875
C	\$17.675	\$16.775	\$15.125
D	\$17.925	\$17.025	\$15.375
E	\$18.175	\$17.275	\$15.625
F	\$18.425	\$17.525	\$15.875
G	\$18.675	\$17.775	\$16.125
H	\$18.925	\$18.025	\$16.375
I	\$19.175	\$18.275	\$16.625
J	\$19.425	\$18.525	\$16.875
K	\$19.675	\$18.775	\$17.125
L	\$19.925	\$19.025	\$17.375
M	\$20.175	\$19.275	\$17.625
N	\$20.425	\$19.525	\$17.875
O	\$20.675	\$19.775	\$18.125
P	\$20.925	\$20.025	\$18.375
Q	\$21.175	\$20.275	\$18.625
R	\$21.425	\$20.525	\$18.875
S	\$21.675	\$20.775	\$19.125
T	\$21.925	\$21.025	\$19.375
U	\$22.175	\$21.275	\$19.625
V	\$22.425	\$21.525	\$19.875
W	\$22.675	\$21.775	\$20.125
X	\$22.925	\$22.025	\$20.375
Y	\$23.175	\$22.275	\$20.625
Z	\$23.425	\$22.525	\$20.875
AA	\$23.675	\$22.775	\$21.125
AB	\$23.925	\$23.025	\$21.375
AC	\$24.175	\$23.275	\$21.625
AD	\$24.425	\$23.525	\$21.875
AE	\$24.675	\$23.775	\$22.125

Longevity = \$200 for each additional year of service

**ALTON COMMUNITY UNIT SCHOOL DISTRICT NO. 11
FOOD SERVICE SALARY SCHEDULE 2015-16, 2016-17**

LEVEL	DRIVER	SPEC 1	SPEC 2	SPEC 3	A MGR 1	A MGR 2	A MGR 3
A/1	\$10.675	\$10.325	\$10.825	\$10.925	\$11.025	\$11.125	\$11.225
B/2	\$10.925	\$10.575	\$11.075	\$11.175	\$11.275	\$11.375	\$11.475
C/3	\$11.175	\$10.825	\$11.325	\$11.425	\$11.525	\$11.625	\$11.725
D/4	\$11.425	\$11.075	\$11.575	\$11.675	\$11.775	\$11.875	\$11.975
E/5	\$11.675	\$11.325	\$11.825	\$11.925	\$12.025	\$12.125	\$12.225
F/6	\$11.925	\$11.575	\$12.075	\$12.175	\$12.275	\$12.375	\$12.475
G/7	\$12.175	\$11.825	\$12.325	\$12.425	\$12.525	\$12.625	\$12.725
H/8	\$12.425	\$12.075	\$12.575	\$12.675	\$12.775	\$12.875	\$12.975
I/9	\$12.675	\$12.325	\$12.825	\$12.925	\$13.025	\$13.125	\$13.225
J/10	\$12.925	\$12.575	\$13.075	\$13.175	\$13.275	\$13.375	\$13.475
K/11	\$13.175	\$12.825	\$13.325	\$13.425	\$13.525	\$13.625	\$13.725
L/12	\$13.425	\$13.075	\$13.575	\$13.675	\$13.775	\$13.875	\$13.975
M/13	\$13.675	\$13.325	\$13.825	\$13.925	\$14.025	\$14.125	\$14.225
N/14	\$13.925	\$13.575	\$14.075	\$14.175	\$14.275	\$14.375	\$14.475
O/15	\$14.175	\$13.825	\$14.325	\$14.425	\$14.525	\$14.625	\$14.725
P/16	\$14.425	\$14.075	\$14.575	\$14.675	\$14.775	\$14.875	\$14.975
Q/17	\$14.675	\$14.325	\$14.825	\$14.925	\$15.025	\$15.125	\$15.225
R/18	\$14.925	\$14.575	\$15.075	\$15.175	\$15.275	\$15.375	\$15.475
S/19	\$15.175	\$14.825	\$15.325	\$15.425	\$15.525	\$15.625	\$15.725
T/20	\$15.425	\$15.075	\$15.575	\$15.675	\$15.775	\$15.875	\$15.975
U/21	\$15.675	\$15.325	\$15.825	\$15.925	\$16.025	\$16.125	\$16.225
V/22	\$15.925	\$15.575	\$16.075	\$16.175	\$16.275	\$16.375	\$16.475
W/23	\$16.175	\$15.825	\$16.325	\$16.425	\$16.525	\$16.625	\$16.725
X/24	\$16.425	\$16.075	\$16.575	\$16.675	\$16.775	\$16.875	\$16.975
Y/25	\$16.675	\$16.325	\$16.825	\$16.925	\$17.025	\$17.125	\$17.225
Z/26	\$16.925	\$16.575	\$17.075	\$17.175	\$17.275	\$17.375	\$17.475
AA/27	\$17.175	\$16.825	\$17.325	\$17.425	\$17.525	\$17.625	\$17.725
AB/28	\$17.425	\$17.075	\$17.575	\$17.675	\$17.775	\$17.875	\$17.975
AC/29	\$17.675		\$17.825			\$18.125	
AD/30	\$17.925		\$18.075			\$18.375	
AE/31	\$18.175		\$18.325			\$18.625	

Longevity = \$200 for each additional year of service

MISSVIC Choice Plus 7/1/2015

Choice Plus plan gives you the freedom to see any Physician or other health care professional from our Network, including specialists, without a referral. With this plan, you will receive the highest level of benefits when you seek care from a network physician, facility or other health care professional. In addition, you do not have to worry about any claim forms or bills.

You also may choose to seek care outside the Network, without a referral. However, you should know that care received from a non-network physician, facility or other health care professional means a higher deductible and Copayment. In addition, if you choose to seek care outside the Network, your plan only pays a portion of those charges and it is your responsibility to pay the remainder. This amount you are required to pay, which could be significant, does not apply to the Out-of-Pocket Maximum. We recommend that you ask the non-network physician or health care professional about their billed charges *before you receive care*.

Some of the Important Benefits of Your Plan:

You have access to a Network of physicians, facilities and other health care professionals, including specialists, without designating a Primary Physician or obtaining a referral.

Benefits are available for office visits and hospital care, as well as inpatient and outpatient surgery.

Care CoordinationSM services are available to help identify and prevent delays in care for those who might need specialized help.

Emergencies are covered anywhere in the world.

Pap smears are covered.

Prenatal care is covered.

Routine check-ups are covered.

Childhood immunizations are covered.

Mammograms are covered.

Vision and hearing screenings are covered.

Pediatric oral screenings covered.

Choice Plus *Benefits Summary*

Types of Coverage	Network Benefits / Copayment Amounts	Non-Network Benefits / Copayment Amounts
<p>This Benefit Summary is intended only to highlight your Benefits and should not be relied upon to fully determine coverage. This benefit plan may not cover all of your health care expenses. More complete descriptions of Benefits and the terms under which they are provided are contained in the Summary Plan Description that you will receive upon enrolling in the Plan.</p> <p>If this Benefit Summary conflicts in any way with the Summary Plan Description issued to your employer, the Summary Plan Description shall prevail.</p> <p>Terms that are capitalized in the Benefit Summary are defined in the Summary Plan Description.</p> <p>Where Benefits are subject to day, visit and/or dollar limits, such limits apply to the combined use of Benefits whether in-Network or out-of-Network, except where mandated by state law.</p> <p>Network Benefits are payable for Covered Health Services provided by or under the direction of your Network physician.</p> <p>*Prior Notification is required for certain services.</p>	<p>Annual Deductible: \$500 per Covered Person per calendar year, not to exceed \$1,000 for all Covered Persons in a family.</p> <p>Out-of-Pocket Maximum: \$2,000 per Covered Person, per calendar year, not to exceed \$4,000 for all Covered Persons in a family. Deductible, coinsurance and copayments accumulate towards the Out-of-Pocket Maximum</p> <p>Maximum Policy Benefit: No Maximum Policy Benefit.</p>	<p>Annual Deductible: \$1,000 per Covered Person per calendar year, not to exceed \$2,000 for all Covered Persons in a family.</p> <p>Out-of-Pocket Maximum: \$4,000 per Covered Person, per calendar year, not to exceed \$8,000 for all Covered Persons in a family. Deductible, coinsurance and copayments accumulate towards the Out-of-Pocket Maximum</p> <p>Maximum Policy Benefit: No Maximum Policy Benefit</p>
1. Ambulance Services - Emergency only	Ground Transportation: No Copayment Air Transportation: No Copayment	Same as Network Benefit
2. Dental Services - Accident only	\$25 per visit *Prior notification is required before follow-up treatment begins	*Same as Network Benefit *Prior notification is required before follow-up treatment begins.
3. Durable Medical Equipment	10% of Eligible Expenses	*30% of Eligible Expenses *Prior notification is required when the cost is more than \$1,000.
4. Emergency Health Services	\$150 per visit – Copay waived if admitted	Same as Network Benefit *Notification is required if results in an Inpatient Stay.
5. Eye Examinations Refractive eye examinations are limited to one every calendar year from a Routine Vision Network Provider.	\$25 per visit	30% of Eligible Expenses Eye Examinations for refractive errors are not covered.
6. Home Health Care	10% of Eligible Expenses	*30% of Eligible Expenses *Prior notification is required
7. Hospice Care Network and Non-Network Benefits are limited to 180 days during the entire period of time a Covered Person is covered under the Plan.	10% of Eligible Expenses	*30% of Eligible Expenses *Prior notification is required
8. Hospital - Inpatient Stay	\$100 Copayment per Inpatient stay, then 10% of Eligible Expenses	*30% of Eligible Expenses * Prior notification is required
9. Injections Received in a Physician's Office	\$3 per injection - except for immunization	30% per injection
10. Maternity Services	Same as 8, 11, 12 and 13 No Copayment applies to Physician office visits for prenatal care after the first visit.	Same as 8, 11, 12 and 13 *Notification is required if Inpatient Stay exceeds 48 hours following a normal vaginal delivery or 96 hours following a cesarean section delivery.
11. Outpatient Surgery, Diagnostic and Therapeutic Services		
Outpatient Surgery	\$100 Copayment per surgery, then 10% of Eligible Expenses	30% of Eligible Expenses
Outpatient Diagnostic/Therapeutic Services – CT Scans, Pet Scans, MRI and Nuclear Medicine	10% of Eligible Expenses	30% of Eligible Expenses
Outpatient Diagnostics Preventive Lab, radiology, x-ray and mammography	Covered at 100%	30% of Eligible Expenses
12. Physician's Office Services	Preventive Medical Care – Covered at 100%, . Sickness or Injury - \$25 per visit, except that the Copayment for a Specialist Physician Office visit is \$50 per visit.	30% of Eligible Expenses

13. Professional Fees for Surgical and Medical Services	10% of Eligible Expenses	30% of Eligible Expenses
14. Prosthetic Devices	10% of Eligible Expenses	30% of Eligible Expenses
15. Reconstructive Procedures	Same as 8, 11, 12, 13 and 14	*Same as 8, 11, 12, 13 and 14
16. Rehabilitation Services - Outpatient Therapy Network and Non-Network Benefits are limited as follows: 60 visits of physical therapy; 60 visits of occupational therapy; 60 visits of speech therapy; 60 visits of pulmonary rehabilitation; and 60 visits of cardiac rehabilitation per calendar year.	\$25 per visit	30% of Eligible Expenses
17. Skilled Nursing Facility/Inpatient Rehabilitation Facility Services Network and Non-Network Benefits are limited to 90 days per calendar year.	\$100 Copay per inpatient stay then 10% of Eligible Expenses	*30% of Eligible Expenses
18. Transplantation Services	\$100 Copay per inpatient stay then 10% of Eligible Expenses	Not Covered
19. Urgent Care Center Services	\$25 per visit	Same as Network

Additional Benefits

Mental Health and Substance Abuse Services - Outpatient Must receive prior authorization through the Mental Health/Substance Abuse Designee.	\$25 per individual visit	30% of Eligible Expenses
Mental Health and Substance Abuse Services - Inpatient and Intermediate Must receive prior authorization through the Mental Health/Substance Abuse Designee.	\$100 Copayment per Inpatient Stay, then 10% of Eligible Expenses	30% of Eligible Expenses
Spinal Treatment (Chiropractic Care) Benefits include diagnosis and related services and are limited to one visit and treatment per day. Network and Non-Network Benefits are limited to 15 visits per calendar year.	30% of Eligible Expenses (Not subject to deductible)	50% of Eligible Expenses (Not subject to deductible)

Except as may be specifically provided in Section 1 of the Summary Plan Description (SPD) or through a Rider to the Plan, the following are not covered:

A. Alternative Treatments

Acupressure; hypnosis; rolfing; massage therapy; aromatherapy; acupuncture; and other forms of alternative treatment.

B. Comfort or Convenience

Personal comfort or convenience items or services such as television; telephone; barber or beauty service; guest service; supplies, equipment and similar incidental services and supplies for personal comfort including air conditioners, air purifiers and filters, batteries and battery chargers, dehumidifiers and humidifiers; devices or computers to assist in communication and speech.

C. Dental

Except as specifically described as covered in Section 1 of the SPD for services to repair a sound natural tooth that has documented accident-related damage, dental services are excluded. There is no coverage for services provided for the prevention, diagnosis, and treatment of the teeth, jawbones or gums (including extraction, restoration, and replacement of teeth, medical or surgical treatments of dental conditions, and services to improve dental clinical outcomes). Dental implants and dental braces are excluded. Dental x-rays, supplies and appliances and all associated expenses arising out of such dental services (including hospitalizations and anesthesia) are excluded, except as might otherwise be required for transplant preparation, initiation of immunosuppressives, or the direct treatment of acute traumatic Injury, cancer, or cleft palate. Treatment for congenitally missing, malpositioned, or super numerary teeth is excluded, even if part of a Congenital Anomaly.

D. Drugs

Prescription drug products for outpatient use that are filled by a prescription order or refill. Self-injectable medications. Non-injectable medications given in a Physician's office except as required in an Emergency. Over-the-counter drugs and treatments.

E. Experimental, Investigational or Unproven Services

Experimental, Investigational or Unproven Services are excluded. The fact that an Experimental, Investigational or Unproven Service, treatment, device or pharmacological regimen is the only available treatment for a particular condition will not result in Benefits if the procedure is considered to be Experimental, Investigational or Unproven in the treatment of that particular condition.

F. Foot Care

Routine foot care (including the cutting or removal of corns and calluses); nail trimming, cutting, or debriding; hygienic and preventive maintenance foot care; treatment of flat feet or subluxation of the foot.

G. Medical Supplies and Appliances

Devices used specifically as safety items or to affect performance primarily in sports-related activities. Orthotic appliances that straighten or re-shape a body part (including cranial banding and some types of braces). Tubings and masks are not covered except when used with Durable Medical Equipment as described in Section 1 of the SPD.

H. Mental Health/Substance Abuse

Services performed in connection with conditions not classified in the current edition of the Diagnostic and Statistical Manual of the American Psychiatric Association. Services that extend beyond the period necessary for short-term evaluation, diagnosis, treatment, or crisis intervention. Mental Health treatment of insomnia and other sleep disorders, neurological disorders, and other disorders with a known physical basis.

Treatment of conduct and impulse control disorders, personality disorders, paraphilias and other Mental Illnesses that will not substantially improve beyond the current level of functioning, or that are not subject to favorable modification or management according to prevailing national standards of clinical practice, as reasonably determined by the Mental Health/Substance Abuse Designee.

Services utilizing methadone treatment as maintenance, L.A.A.M. (1-Alpha-Acetyl-Methadol), Cyclazocine, or their equivalents. Treatment provided in connection with or to comply with involuntary commitments, police detentions and other similar arrangements, unless authorized by the Mental Health/Substance Abuse Designee. Residential treatment services. Services or supplies that in the reasonable judgment of the Mental Health/Substance Abuse Designee are not, for example, consistent with certain national standards or professional research further described in Section 2 of the SPD.

I. Nutrition

Megavitamin and nutrition based therapy; nutritional counseling for either individuals or groups, except as described in Section I: What's Covered – Benefits under the heading Diabetes Equipment, Supplies, & Self-Management.

J. Physical Appearance

Cosmetic Procedures including, but not limited to, pharmacological regimens; nutritional procedures or treatments; salabrasion, chemosurgery and other such skin abrasion procedures associated with the removal of scars, tattoos, and/or which are performed as a treatment for acne. Replacement of an existing breast implant is excluded if the earlier breast implant was a Cosmetic Procedure. (Replacement of an existing breast implant is considered reconstructive if the initial breast implant

followed mastectomy.) Physical conditioning programs such as athletic training, bodybuilding, exercise, fitness, flexibility, and diversion or general motivation. Weight loss programs for medical and non-medical reasons. Wigs, regardless of the reason for the hair loss.

K. Providers

Services performed by a provider with your same legal residence or who is a family member by birth or marriage, including spouse, brother, sister, parent or child. This includes any service the provider may perform on himself or herself. Services provided at a free-standing or Hospital-based diagnostic facility without an order written by a Physician or other provider as further described in Section 2 of the SPD (this exclusion does not apply to mammography testing).

L. Reproduction

Surrogate Parenting; The reversal of voluntary sterilization; Health Services and associated expenses for elective abortion. Fetal reduction surgery. Health services associated with the use of non-surgical or drug induced pregnancy termination. Sex transformation operations.

Health services and associated expenses for infertility treatments, including assisted reproductive technology, regardless of the reason for the treatment. This exclusion does not apply to services required to treat or correct underlying causes of infertility. The following infertility treatment-related services: cryo-preservation and other forms of preservation of reproductive materials, long-term storage of reproductive materials such as sperm, eggs, embryos, ovarian tissue, and testicular tissue, donor services. Surrogate parenting, donor eggs, donor sperm and host uterus. Storage and retrieval of all reproductive materials. Examples include eggs, sperm, testicular tissue and ovarian tissue. The reversal of voluntary sterilization. Health services and associated expenses for elective surgical, non-surgical, or drug-induced Pregnancy termination. This exclusion does not apply to treatment of a molar Pregnancy, ectopic Pregnancy, or missed abortion (commonly known as a miscarriage). Services provided by a doula (labor aide); and parenting, prenatal or birthing classes. Artificial reproduction treatments done for genetic or eugenic.

M. Services Provided under Another Plan

Health services for which other coverage is required by federal, state or local law to be purchased or provided through other arrangements, including but not limited to coverage required by workers' compensation, no-fault automobile insurance, or similar legislation. If coverage under workers' compensation or similar legislation is optional because you could elect it, or could have it elected for you, Benefits will not be paid for any Injury, Mental Illness or Sickness that would have been covered under workers' compensation or similar legislation had that coverage been elected. Health services for treatment of military service-related disabilities, when you are legally entitled to other coverage and facilities are reasonably available to you. Health services while on active military duty.

N. Transplants

Health services for organ or tissue transplants are excluded, except those specified as covered in Section 1 of the SPD. Any solid organ transplant that is performed as a treatment for cancer. Health services connected with the removal of an organ or tissue from you for purposes of a transplant to another person. Health services for transplants involving mechanical or animal organs. Any multiple organ transplant not listed as a Covered Health Service in Section 1 of the SPD.

O. Travel

Health services provided in a foreign country, unless required as Emergency Health Services. Travel or transportation expenses, even though prescribed by a Physician. Some travel expenses related to covered transplantation services may be reimbursed at our discretion.

P. Vision

Purchase cost of eye glasses, or contact lenses.. Fitting charge for eye glasses or contact lenses. Eye exercise therapy. Surgery that is intended to allow you to see better without glasses or other vision correction including radial keratotomy, laser, and other refractive eye surgery.

Q. Other Exclusions

Health services and supplies that do not meet the definition of a Covered Health Service - see definition in Section 10 of the SPD.

Physical, psychiatric or psychological examinations, testing, vaccinations, immunizations or treatments otherwise covered under the Plan, when such services are: (1) required solely for purposes of career, education, sports or camp, travel, employment, insurance, marriage or adoption; (2) relating to judicial or administrative proceedings or orders; (3) conducted for purposes of medical research; or (4) to obtain or maintain a license of any type.

Health services received as a result of war or any act of war, whether declared or undeclared or caused during service in the armed forces of any country.

Health services received after the date your coverage under the Plan ends, including health services for medical conditions arising prior to the date your coverage under the Plan ends.

Health services for which you have no legal responsibility to pay, or for which a charge would not ordinarily be made in the absence of coverage under the Plan. In the event that a Non-Network provider waives Copayments and/or the Annual Deductible for a particular health service, no Benefits are provided for the health service for which Copayments and/or the Annual Deductible are waived. Charges in excess of Eligible Expenses or in excess of any specified limitation.

Upper and lower jaw bone surgery except as required for direct treatment of acute traumatic Injury or cancer.

Surgical treatment and non-surgical treatment of obesity (including morbid obesity). except as described in Section 1 of the SPD under the heading "Morbid Obesity – Surgical Treatment.

Growth hormone therapy; treatment of benign gynecomastia (abnormal breast enlargement in males); medical and surgical treatment of excessive sweating (hyperhidrosis); medical and surgical treatment for snoring, except when provided as part of treatment for documented obstructive sleep apnea. Oral appliances for snoring. Custodial care; domiciliary care; private duty nursing; respite care; rest cures.

Psychosurgery. Speech therapy except as required for treatment of a speech impediment or speech dysfunction that results from Injury, stroke or Congenital Anomaly.

This summary of Benefits is intended only to highlight your Benefits and should not be relied upon to fully determine coverage. This plan may not cover all your health care expenses. Please refer to the Summary Plan Description for a complete listing of services, limitations, exclusions and a description of all the terms and conditions of coverage. If this description conflicts in any way with the Summary Plan Description, the Summary Plan Description prevails. Terms that are capitalized in the Benefit Summary are defined in the Summary Plan Description.

MissVIC Pharmacy Management Program – POS Plan

ASO

07/01/15 – 06/31/16

Services provided through **Express Scripts** – Division Number ZZ8

	Retail Network Pharmacy For up to a 31 day supply	Home Delivery Network Pharmacy For up to a 90 day supply
Tier 1 (Generics)	\$10	\$20
Tier 2 (Preferred)	\$30	\$50
Tier 3 (Non Preferred)	\$50	\$80
Fertility Drugs	Not Covered	Not Covered

You may use your Express Scripts I.D. card or your United HealthCare I.D. card at retail pharmacies in the Express Scripts network. When using your UHC I.D. card, the Pharmacy information is on the front. You must tell the pharmacist that you have Express Scripts when filling a prescription as the UHC I.D. card does not indicate Express Scripts on the front of the card.

You may visit the website for the most up to date information on the Prescription Drug Listing at www.express-scripts.com through the Internet, or call the Customer Service Number on your I.D. card.

You are responsible for paying 100% of the cost (the amount the pharmacy charges you) for any non-covered drug product and contracted rates (Prescription Drug Cost) will not be available to you.

RxBIN	003858
RxPCN	A4
RxGrp	ZZ8A

Annual Drug Deductible: No Annual Drug Deductible

Out-of-Pocket Drug Maximum: Member: \$3,000 / Family: \$6,000

Prescription Drugs Not Covered

The Prescription Drug Program will not provide benefits for any of the drugs or supplies listed in this section, regardless of the prescription of a Physician. The list includes, but is not limited to the following specifically excluded drugs:

- All infertility drugs.
- Drugs for cosmetic uses, except as stated above.
- Photo-aged skin products (example: Renova).
- Hair growth agents (example: Propecia, Vaniqa).
- Depigmentation products.
- Contraceptive implants (example: Norplant), diaphragms, IUDs, and emergency (example: Plan B, Preven).
- Impotence injectables or Yohimbine
- Drugs used for weight loss or appetite suppression.
- Serums, toxoids and/or vaccines.
- Allergens.
- Brand Name Smoking Cessation products (example: Zyban, Chantix).
- Over-the-counter (OTC) drugs and drugs with OTC equivalents, except insulin and covered diabetic supplies.
- Medical Foods.
- Durable Medical Equipment, Peak Flow Meters, Ostomy supplies.
- Non-FDA approved drugs, dosages or indications/uses.
- Experimental/investigational drugs.
- Therapeutic devices or appliances, support garments and other non-medical substances.
- Drugs intended for use in a physician's office or another setting other than home use.
- Drugs which are prescribed, dispensed or intended for use while you are an inpatient in a Hospital, Skilled Nursing Facility, or Alternate Facility.
- Prescription Drug Products, including New Prescription Drug Products or new dosage forms that are determined to not be a Covered Health Service.
- Diagnostic testing/imaging.

This Summary Plan Description is intended only to highlight your Pharmacy Benefits and should not be relied upon to determine coverage. Your plan may not cover all your outpatient prescription drug expenses. If this description conflicts in any way with the Summary Plan Description, the Summary Plan Description will prevail.

ASO

HSA Choice Plus *Plan 117–MissVic 7/1/2015*

With this HSA Choice Plus high-deductible health plan coverage, you have the option to open a Health Savings Account (HSA). An HSA is a financial account that you can use to accumulate tax-free funds to pay for qualified health care expenses, as defined by the Internal Revenue Service. The account acts like a regular checking account with a debit card and accrues interest. All money in the account is owned by you and is fully vested as soon as it is deposited. Funds can accumulate over time and the account is portable among employers. If you use the funds for qualified health care expenses, you will pay no taxes. If you use the money for other expenses, you will pay a tax and a penalty fee.

HSA Choice Plus plan gives you the freedom to see any Physician or other health care professional from the Network, including specialists, without a referral. With this plan, you will receive the highest level of benefits when you seek care from a network physician, facility or other health care professional. In addition, you do not have to worry about any claim forms or bills.

You also may choose to seek care outside the Network, without a referral. However, you should know that care received from a non-network physician, facility or other health care professional means a higher deductible and Copayment. In addition, if you choose to seek care outside the Network, your plan only pays a portion of those charges and it is your responsibility to pay the remainder. This amount you are required to pay, which could be significant, does not apply to the Out-of-Pocket Maximum. We recommend that you ask the non-network physician or health care professional about their billed charges *before you receive care*.

Some of the Important Benefits of Your Plan:

You have access to a Network of physicians, facilities and other health care professionals, including specialists, without designating a Primary Physician or obtaining a referral. Benefits are available for office visits and hospital care, as well as inpatient and outpatient surgery.

Care CoordinationSM services are available to help identify and prevent delays in care for those who might need specialized help.

Emergencies are covered anywhere in the world.

Pap smears are covered.

Prenatal care is covered. Routine check-ups are covered.

Childhood immunizations are covered.

Mammograms are covered.

Vision and hearing screenings are covered.

Pediatric oral screenings covered.

HSA Choice Plus *Benefits Summary*

Types of Coverage	Network Benefits / Copayment Amounts	Non-Network Benefits / Copayment Amounts
<p>This Benefit Summary is intended only to highlight your Benefits and should not be relied upon to fully determine coverage. This benefit plan may not cover all of your health care expenses. More complete descriptions of Benefits and the terms under which they are provided are contained in the Summary Plan Description that you will receive upon enrolling in the Plan.</p> <p>If this Benefit Summary conflicts in any way with the Summary Plan Description issued to your employer, the Summary Plan Description shall prevail.</p> <p>Terms that are capitalized in the Benefit Summary are defined in the Summary Plan Description.</p> <p>Where Benefits are subject to day, visit and/or dollar limits, such limits apply to the combined use of Benefits whether in-Network or out-of-Network, except where mandated by state law.</p> <p>Network Benefits are payable for Covered Health Services provided by or under the direction of your Network physician.</p> <p>*Prior Notification is required for certain services.</p>	<p>Combined Medical and Drug Annual Deductible: For single coverage, the Annual Deductible is \$2,000 per Covered Person per calendar year. For family coverage, the Annual Deductible is \$4,000 per calendar year for all Covered Persons in a family. No one in the family is eligible for benefits until the family deductible is satisfied.</p> <p>Combined Medical and Drug Out-of-Pocket Maximum: For single coverage, the Out-of-Pocket Maximum is \$4,000 per Covered Person per calendar year. For family coverage, the Out-of-Pocket Maximum is \$8,000 per calendar year for all Covered Persons in a family. The Out-of-Pocket Maximum includes the Annual Deductible and Coinsurance</p> <p>Maximum Policy Benefit: No Maximum Policy Benefit.</p>	<p>Combined Medical and Drug Annual Deductible: For single coverage, the Annual Deductible is \$4,000 per Covered Person per calendar year. For family coverage, the Annual Deductible is \$8,000 per calendar year for all Covered Persons in a family. No one in the family is eligible for benefits until the family deductible is satisfied.</p> <p>Combined Medical and Drug Out-of-Pocket Maximum: For single coverage, the Out-of-Pocket Maximum is \$8,000 per Covered Person per calendar year. For family coverage, the Out-of-Pocket Maximum is \$16,000 per calendar year for all Covered Persons in a family. The Out-of-Pocket Maximum includes the Annual Deductible and Coinsurance.</p> <p>Maximum Policy Benefit: No Maximum Policy Benefit.</p>
1. Ambulance Services - Emergency only	Ground Transportation: No Copayment Air Transportation: No Copayment	Same as Network Benefit
2. Dental Services - Accident only	*10% of Eligible Expenses *Prior notification is required before follow-up treatment begins.	*Same as Network Benefit *Prior notification is required before follow-up treatment begins.
3. Durable Medical Equipment	10% of Eligible Expenses	*30% of Eligible Expenses *Prior notification is required
4. Emergency Health Services	10% of Eligible Expenses	Same as Network Benefit *Notification is required if results in an Inpatient Stay.
5. Eye Examinations Refractive eye examinations are limited to one every calendar year from a Network Provider.	10% of Eligible Expenses	30% of Eligible Expenses Eye Examinations for refractive errors are not covered.
6. Home Health Care	10% of Eligible Expenses	*30% of Eligible Expenses *Prior notification is required
7. Hospice Care Network and Non-Network Benefits are limited to 180 days during the entire period of time a Covered Person is covered under the Plan.	10% of Eligible Expenses	*30% of Eligible Expenses *Prior notification is required
8. Hospital - Inpatient Stay	10% of Eligible Expenses	*30% of Eligible Expenses *Prior notification is required
9. Injections Received in a Physician's Office	10% per injection	30% per injection
10. Maternity Services	Same as 8, 11, 12 and 13	Same as 8, 11, 12 and 13 *Notification is required if Inpatient Stay exceeds 48 hours following a normal vaginal delivery or 96 hours following a cesarean section delivery.
11. Outpatient Surgery, Diagnostic and Therapeutic Services		
Outpatient Surgery	10% of Eligible Expenses	30% of Eligible Expenses
Outpatient Diagnostic Services	For preventive diagnostic services: Covered at 100% For preventive mammography testing: Covered at 100% For sickness and injury related diagnostic services: 10% of Eligible Expenses	No Benefits for preventive care, except for pap smears annual digital rectal examinations, prostate antigen tests and colorectal screening – 30% of Eligible Expenses. 30% of Eligible Expenses 30% of Eligible Expenses
Outpatient Diagnostic/Therapeutic Services - CT Scans, Pet Scans, MRI and Nuclear Medicine	10% of Eligible Expenses	30% of Eligible Expenses
Outpatient Therapeutic Treatments	10% of Eligible Expenses	30% of Eligible Expenses
12. Physician's Office Services	Preventive medical care: Covered at 100% Sickness & Injury: 10% of Eligible Expenses	No Benefits for preventive care, except for mammograms, pap smears annual digital rectal examinations, prostate antigen tests and colorectal screening. 30% of Eligible Expenses
13. Professional Fees for Surgical and Medical Services	10% of Eligible Expenses	30% of Eligible Expenses
14. Prosthetic Devices	10% of Eligible Expenses	30% of Eligible Expenses

YOUR BENEFITS

Types of Coverage	Network Benefits / Copayment Amounts	Non-Network Benefits / Copayment Amounts
15. Reconstructive Procedures	Same as 8, 11, 12, 13 and 14	*Same as 8, 11, 12, 13 and 14
16. Rehabilitation Services - Outpatient Therapy Network and Non-Network Benefits are limited as follows: 60 visits of physical therapy; 60 visits of occupational therapy; 60 visits of speech therapy; 60 visits of pulmonary rehabilitation; and 60 visits of cardiac rehabilitation per calendar year.	10% of Eligible Expenses	30% of Eligible Expenses
17. Skilled Nursing Facility/Inpatient Rehabilitation Facility Services Network and Non-Network Benefits are limited to 90 days per calendar year.	10% of Eligible Expenses	*30% of Eligible Expenses
18. Transplantation Services	*10% of Eligible Expenses	*30% of Eligible Expenses Benefits are limited to \$30,000 per transplant.
19. Urgent Care Center Services	10% of Eligible Expenses	30% of Eligible Expenses

Additional Benefits

Mental Health and Substance Abuse Services - Outpatient Must receive prior authorization through the Mental Health/Substance Abuse Designee.	10% of Eligible Expenses	30% of Eligible Expenses
Mental Health and Substance Abuse Services - Inpatient and Intermediate Must receive prior authorization through the Mental Health/Substance Abuse Designee.	10% of Eligible Expenses	30% of Eligible Expenses
Spinal Treatment Benefits include diagnosis and related services and are limited to one visit and treatment per day. Network and Non-Network Benefits are limited to 15 visits calendar year.	30% of Eligible Expenses	50% of Eligible Expenses

Except as may be specifically provided in Section 1 of the Summary Plan Description (SPD) or through a Rider to the Plan, the following are not covered:

A. Alternative Treatments

Acupressure; hypnosis; rolfing; massage therapy; aromatherapy; acupuncture; and other forms of alternative treatment.

B. Comfort or Convenience

Personal comfort or convenience items or services such as television; telephone; barber or beauty service; guest service; supplies, equipment and similar incidental services and supplies for personal comfort including air conditioners, air purifiers and filters, batteries and battery chargers, dehumidifiers and humidifiers; devices or computers to assist in communication and speech.

C. Dental

Except as specifically described as covered in Section 1 of the SPD for services to repair a sound natural tooth that has documented accident-related damage, dental services are excluded. There is no coverage for services provided for the prevention, diagnosis, and treatment of the teeth, jawbones or gums (including extraction, restoration, and replacement of teeth, medical or surgical treatments of dental conditions, and services to improve dental clinical outcomes). Dental implants and dental braces are excluded. Dental x-rays, supplies and appliances and all associated expenses arising out of such dental services (including hospitalizations and anesthesia) are excluded, except as might otherwise be required for transplant preparation, initiation of immunosuppressives, or the direct treatment of acute traumatic injury, cancer, or cleft palate. Treatment for congenitally missing, malpositioned, or super numerary teeth is excluded, even if part of a Congenital Anomaly.

D. Drugs

Prescription drug products for outpatient use that are filled by a prescription order or refill. Self-injectable medications. Non-injectable medications given in a Physician's office except as required in an Emergency. Over-the-counter drugs and treatments.

E. Experimental, Investigational or Unproven Services

Experimental, Investigational or Unproven Services are excluded. The fact that an Experimental, Investigational or Unproven Service, treatment, device or pharmacological regimen is the only available treatment for a particular condition will not result in Benefits if the procedure is considered to be Experimental, Investigational or Unproven in the treatment of that particular condition.

F. Foot Care

Routine foot care (including the cutting or removal of corns and calluses); nail trimming, cutting, or debriding; hygienic and preventive maintenance foot care; treatment of flat feet or subluxation of the foot; shoe orthotics.

G. Medical Supplies and Appliances

Devices used specifically as safety items or to affect performance primarily in sports-related activities. Orthotic appliances that straighten or re-shape a body part (including cranial banding and some types of braces). Tubings and masks are not covered except when used with Durable Medical Equipment as described in Section 1 of the SPD.

H. Mental Health/Substance Abuse

Services performed in connection with conditions not classified in the current edition of the Diagnostic and Statistical Manual of the American Psychiatric Association. Services that extend beyond the period necessary for short-term evaluation, diagnosis, treatment, or crisis intervention. Mental Health treatment of insomnia and other sleep disorders, neurological disorders, and other disorders with a known physical basis.

Treatment of conduct and impulse control disorders, personality disorders, paraphilias and other Mental Illnesses that will not substantially improve beyond the current level of functioning, or that are not subject to favorable modification or management according to prevailing national standards of clinical practice, as reasonably determined by the Mental Health/Substance Abuse Designee.

Services utilizing methadone treatment as maintenance, L.A.A.M. (1-Alpha-Acetyl-Methadol), Cyclazocine, or their equivalents. Treatment provided in connection with or to comply with involuntary commitments, police detentions and other similar arrangements, unless authorized by the Mental Health/Substance Abuse Designee. Residential treatment services. Services or supplies that in the reasonable judgment of the Mental Health/Substance Abuse Designee are not, for example, consistent with certain national standards or professional research further described in Section 2 of the SPD.

I. Nutrition

Megavitamin and nutrition based therapy; nutritional counseling for either individuals or groups.

J. Physical Appearance

Cosmetic Procedures including, but not limited to, pharmacological regimens; nutritional procedures or treatments; salabrasion, chemosurgery and other such skin abrasion procedures associated with the removal of scars, tattoos, and/or which are performed as a treatment for acne. Replacement of an existing breast implant is excluded if the earlier breast implant was a Cosmetic Procedure. (Replacement of an existing breast implant is considered reconstructive if the initial breast implant followed mastectomy.) Physical conditioning programs such as athletic training, bodybuilding,

exercise, fitness, flexibility, and diversion or general motivation. Weight loss programs for medical and non-medical reasons. Wigs, regardless of the reason for the hair loss.

K. Providers

Services performed by a provider with your same legal residence or who is a family member by birth or marriage, including spouse, brother, sister, parent or child. This includes any service the provider may perform on himself or herself. Services provided at a free-standing or Hospital-based diagnostic facility without an order written by a Physician or other provider as further described in Section 2 of the SPD (this exclusion does not apply to mammography testing).

L. Reproduction

Surrogate Parenting; The reversal of voluntary sterilization; Health Services and associated expenses for elective abortion. Fetal reduction surgery. Health services associated with the used of non-surgical or drug induced pregnancy termination. Sex transformation operations.

Health services and associated expenses for infertility treatments, including assisted reproductive technology, regardless of the reason for the treatment. This exclusion does not apply to services required to treat or correct underlying causes of infertility. The following infertility treatment-related services: cryo-preservation and other forms of preservation of reproductive materials, long-term storage of reproductive materials such as sperm, eggs, embryos, ovarian tissue, and testicular tissue, donor services. Surrogate parenting, donor eggs, donor sperm and host uterus. Storage and retrieval of all reproductive materials. Examples include eggs, sperm, testicular tissue and ovarian tissue. The reversal of voluntary sterilization. Health services and associated expenses for elective surgical, non-surgical, or drug-induced Pregnancy termination. This exclusion does not apply to treatment of a molar Pregnancy, ectopic Pregnancy, or missed abortion (commonly known as a miscarriage). Services provided by a doula (labor aide); and parenting, prenatal or birthing classes. Artificial reproduction treatments done for genetic or eugenic.

M. Services Provided under Another Plan

Health services for which other coverage is required by federal, state or local law to be purchased or provided through other arrangements, including but not limited to coverage required by workers' compensation, no-fault automobile insurance, or similar legislation. If coverage under workers' compensation or similar legislation is optional because you could elect it, or could have it elected for you, Benefits will not be paid for any Injury, Mental Illness or Sickness that would have been covered under workers' compensation or similar legislation had that coverage been elected. Health services for treatment of military service-related disabilities, when you are legally entitled to other coverage and facilities are reasonably available to you. Health services while on active military duty.

N. Transplants

Health services for organ or tissue transplants are excluded, except those specified as covered in Section 1 of the SPD. Any solid organ transplant that is performed as a treatment for cancer. Health services connected with the removal of an organ or tissue from you for purposes of a transplant to another person. Health services for transplants involving mechanical or animal organs. Transplant services that are not performed at a Designated Facility. Any multiple organ transplant not listed as a Covered Health Service in Section 1 of the SPD.

O. Travel

Health services provided in a foreign country, unless required as Emergency Health Services. Travel or transportation expenses, even though prescribed by a Physician. Some travel expenses related to covered transplantation services may be reimbursed at our discretion.

P. Vision

Purchase cost of eye glasses, or contact lenses. Fitting charge for eye glasses or contact lenses. Eye exercise therapy. Surgery that is intended to allow you to see better without glasses or other vision correction including radial keratotomy, laser, and other refractive eye surgery.

Q. Other Exclusions

Health services and supplies that do not meet the definition of a Covered Health Service - see definition in Section 10 of the SPD.

Physical, psychiatric or psychological examinations, testing, vaccinations, immunizations or treatments otherwise covered under the Plan, when such services are: (1) required solely for purposes of career, education, sports or camp, travel, employment, insurance, marriage or adoption; (2) relating to judicial or administrative proceedings or orders; (3) conducted for purposes of medical research; or (4) to obtain or maintain a license of any type.

Health services received as a result of war or any act of war, whether declared or undeclared or caused during service in the armed forces of any country.

Health services received after the date your coverage under the Plan ends, including health services for medical conditions arising prior to the date your coverage under the Plan ends.

Health services for which you have no legal responsibility to pay, or for which a charge would not ordinarily be made in the absence of coverage under the Plan. In the event that a Non-Network provider waives Copayments and/or the Annual Deductible for a particular health service, no Benefits are provided for the health service for which Copayments and/or the Annual Deductible are waived. Charges in excess of Eligible Expenses or in excess of any specified limitation.

Surgical treatment and non-surgical treatment of obesity (including morbid obesity).

Growth hormone therapy; sex transformation operations; treatment of benign gynecomastia (abnormal breast enlargement in males); medical and surgical treatment of excessive sweating (hyperhidrosis); medical and surgical treatment for snoring, except when provided as part of treatment for documented obstructive sleep apnea. Oral appliances for snoring. Custodial care; domiciliary care; private duty nursing; respite care; rest cures.

Psychosurgery. Speech therapy except as required for treatment of a speech impediment or speech dysfunction that results from Injury, stroke or Congenital Anomaly.

MissVIC Pharmacy Management Program – HSA Plan

ASO

07/01/15 – 06/31/16

Services provided through **Express Scripts** – Division Number ZZ8

	Retail Network Pharmacy For up to a 31 day supply	Home Delivery Network Pharmacy For up to a 90 day supply
Tier 1 (Generics)	\$10	\$25
Tier 2 (Preferred)	\$30	\$75
Tier 3 (Non Preferred)	\$50	\$125
Fertility Drugs	Not Covered	Not Covered

You may use your Express Scripts I.D. card or your United HealthCare I.D. card at retail pharmacies in the Express Scripts network. When using your UHC I.D. card, the Pharmacy information is on the front. You must tell the pharmacist that you have Express Scripts when filling a prescription as the UHC I.D. card does not indicate Express Scripts on the front of the card.

You may visit the website for the most up to date information on the Prescription Drug Listing at www.express-scripts.com through the Internet, or call the Customer Service Number on your I.D. card.

You are responsible for paying 100% of the cost (the amount the pharmacy charges you) for any non-covered drug product and contracted rates (Prescription Drug Cost) will not be available to you.

Annual Drug Deductible: Member: \$2,000 / Family: \$4,000

Out-of-Pocket Drug Maximum: No Out-of-Pocket Drug Maximum

Prescription Drugs Not Covered

The Prescription Drug Program will not provide benefits for any of the drugs or supplies listed in this section, regardless of the prescription of a Physician. The list includes, but is not limited to the following specifically excluded drugs:

- All infertility drugs.
- Drugs for cosmetic uses, except as stated above.
- Photo-aged skin products (example: Renova).
- Hair growth agents (example: Propecia, Vaniqa).
- Depigmentation products.
- Contraceptive implants (example: Norplant), diaphragms, IUDs, and emergency (example: Plan B, Preven).
- Impotence injectables or Yohimbine
- Drugs used for weight loss or appetite suppression.
- Serums, toxoids and/or vaccines.
- Allergens.
- Brand Name Smoking Cessation products (example: Zyban, Chantix).
- Over-the-counter (OTC) drugs and drugs with OTC equivalents, except insulin and covered diabetic supplies.
- Medical Foods.
- Durable Medical Equipment, Peak Flow Meters, Ostomy supplies.
- Non-FDA approved drugs, dosages or indications/uses.
- Experimental/investigational drugs.
- Therapeutic devices or appliances, support garments and other non-medical substances.
- Drugs intended for use in a physician's office or another setting other than home use.
- Drugs which are prescribed, dispensed or intended for use while you are an inpatient in a Hospital, Skilled Nursing Facility, or Alternate Facility.
- Prescription Drug Products, including New Prescription Drug Products or new dosage forms that are determined to not be a Covered Health Service.
- Diagnostic testing/imaging.

This Summary Plan Description is intended only to highlight your Pharmacy Benefits and should not be relied upon to determine coverage. Your plan may not cover all your outpatient prescription drug expenses. If this description conflicts in any way with the Summary Plan Description, the Summary Plan Description will prevail.



ALTON CUSD #11

Delta Dental PPO Plan Highlights

Group #2027

Introduction

The Delta Dental PPO program allows you to go to any in- or out-of-network general or specialty dentist at the time of treatment. Alton CUSD #11 dental enrollees have access to two networks, Delta Dental PPO and Delta Dental Premier managed fee-for-service. When you call your dentist's office to make an appointment, ask if your dentist participates in either Delta Dental PPO or Premier. Your out-of-pocket costs will vary depending on whether he/she participates in Delta Dental PPO, Premier or neither (i.e., "out-of-network"). You will maximize your benefits by receiving care from a Delta Dental PPO network dentist. There are 113,300 Delta Dental PPO and 191,800 Delta Dental Premier dentist locations nationwide.

Choosing Your Dentist

Under your Dental Plan, you may go to any in- or out-of-network general or specialty dentist. However, it is to your advantage to choose a Delta Dental PPO or Premier network dentist for the following reasons:

1) Payment to Delta Dental PPO dentists is based on pre-set, reduced fees; payment to Premier dentists is based on Delta Dental's maximum plan allowances (MPAs). In both networks, you only have to pay your copayment and deductible – *you are not responsible for charges exceeding the reduced PPO fee if you receive treatment from a Delta Dental PPO dentist or the MPA if you receive treatment from a Premier dentist.**

For example, if you need a crown, assume the Delta Dental PPO fee allowance is \$500 and the MPA is \$600. If your plan covers crowns at 50% and your dentist normally charges \$700, your out-of-pocket cost (excluding deductible) would be:

Delta Dental PPO Dentist - \$250
(50% of the \$500 PPO fee allowance)

Delta Dental Premier Dentist - \$300
(50% of the \$600 MPA)

Out-of-Network Dentist - \$400
(50% of the \$600 MPA plus \$100 difference between the MPA and the dentist's billed charge)

2) Because we reimburse Delta Dental PPO and Premier dentists directly, they agree to charge you no more than your copayment and deductible; in other words, *you do not have to pay the whole bill up-front and wait for reimbursement.*

3) Out-of-network dentists do not accept Delta Dental's MPAs as payment-in-full. If an out-of-network dentist's charge exceeds the MPA, you must pay the difference plus your copayment and deductible. At the dentist's discretion, *you may also have to pay the entire bill in advance.*

4) Claim forms will be completed and submitted at no charge. Out-of-network dentists may require you to complete forms yourself or to pay a service charge.

**If your Delta Dental PPO or Premier dentist inadvertently charges you for amounts payable by Delta Dental, please call our customer service department at 1-800-323-1743.*

Non-Covered Services

There are some limitations on the expenses for which the Alton CUSD #11 Dental Plan pays. For further information, refer to your certificate of coverage or call our customer service department.

Finding a Network Dentist

To verify your dentist's participation status, simply ask him/her if he/she is a Delta Dental PPO or Delta Dental Premier network dentist, call our interactive voice response (IVR) phone system, contact our customer service department or visit our Web site.

Visit Delta Dental of Illinois' Web site at
www.deltadentalil.com

The Alton CUSD #11 Dental Plan utilizes the Delta Dental PPO and Delta Dental Premier networks. To locate a network dentist, click on Dentist Search in the Subscriber section.

You can search by:

- 1) City, state and ZIP code
- 2) Specialty
- 3) Dentist name (optional)

Summary of Benefits and Covered Services

Annual Maximum	\$1,500/person	\$1,000/person	\$1,000/person
Annual Deductible	\$50/person	\$50/person	\$50/person
(applies to Basic/Major only)	\$150/family	\$150/family	\$150/family
Lifetime Orthodontia Maximum	\$1,000/person	\$1,000/person	\$1,000/person
	<u>Delta Dental PPO</u>	<u>Delta Dental Premier</u>	<u>Out-of-Network</u>
Preventive/Diagnostic	100% of reduced fee*	100% of MPA**	90% of MPA***
♦ oral evaluations (two per benefit year)			
♦ X-rays (bitewings – two per benefit year; full mouth - once every three years)			
♦ prophylaxis (cleaning; two per benefit year)			
♦ fluoride treatment (once per benefit year for children under age 19)			
♦ space maintainers			
Basic	80% of reduced fee*	80% of MPA**	70% of MPA***
♦ fillings			
♦ oral surgery			
♦ non-surgical periodontics			
♦ endodontics			
♦ general anesthesia (in conjunction with oral surgery)			
♦ sealants			
♦ posterior composites			
Major	50% of reduced fee*	50% of MPA**	40% of MPA***
♦ crowns, jackets, cast restorations			
♦ fixed/removable bridges			
♦ partial/full dentures			
♦ surgical periodontics			
Orthodontia	50% of reduced fee* subject to lifetime maximum	50% of dentist's usual fee subject to lifetime maximum	50% of dentist's usual fee subject to lifetime maximum
♦ for dependent children under age 19			
	*You will not be "balance billed" for charges exceeding Delta Dental's allowed PPO fee	**You will not be "balance billed" for charges exceeding Delta Dental's maximum plan allowance (MPA)	***You are responsible for charges exceeding Delta Dental's maximum plan allowance (MPA)

The preceding information is a brief summary of the Alton CUSD #11 Dental Plan and the services it covers. If you have specific questions regarding benefit coverage, limitations or exclusions, contact Delta Dental at 1-800-323-1743.

Note: Delta Dental imposes no restrictions on the method of diagnosis or treatment by a treating dentist. A benefit determination relates only to the level of payment that your group dental plan is required to make.



**Alton School District
Employer Paid Basic Group Term Life and Accidental Death & Dismemberment Insurance**

Class Description: All Eligible Full Time Employees working a minimum of 27.5 hours per week

Life Amount: \$30,000

Guaranteed Issue Amount: \$30,000

AD&D Principal Sum Amount: \$30,000

Accelerated Life Benefit: The Employee may request payment of 50% of the Life Amount shown above if the Employee is diagnosed with a Terminal Condition, as defined in the Certificate of Insurance.

Conversion: If the Employee's Life Insurance or a portion of it ceases, the Employee may be entitled to a conversion policy. The Employee can contact AUL, or refer to his or her Certificate of Insurance for specific details of this provision.

Waiver of Premiums for Total Disability: AUL will waive further premium payments for the Employee's Life Amount if the Employee becomes Totally Disabled before age 60 while insured under the Policy, and remains continuously Totally Disabled for 9 months, and submits proof of Total Disability.

Accidental Death and Dismemberment: While insured under the Policy, if the Employee has an accident which results in a loss specified below, AUL will pay the amount shown for such loss; provided the loss occurs within 90 days of the accident and AUL receives acceptable proof of loss.

<u>Loss</u>	<u>Amount Payable</u>
Life	Principal Sum
Both hands or both feet or sight or both eyes	Principal Sum
Speech and hearing	Principal Sum
One hand and one foot	Principal Sum
One hand and sight of one eye	Principal Sum
One foot and sight of one eye	Principal Sum
Sight of one eye	½ Principal Sum
One hand or one foot	½ Principal Sum
Speech or hearing	½ Principal Sum
Thumb and index finger	¼ Principal Sum

Terminations: The Individual Terminations Section in the Certificate of Insurance governs Terminations.

This information is provided as a Benefit Outline. It is not a part of the insurance contract and does not change or extend American United Life Insurance Company's® liability under the group Policy. Employers will receive a Certificate of Insurance containing a detailed description of the insurance coverage under the group Policy. If there are any discrepancies between this information and the group Policy, the group Policy will prevail.

TEACHER EVALUATION PLAN

**ALTON COMMUNITY UNIT SCHOOL DISTRICT NO. 11
1854 EAST BROADWAY
ALTON, ILLINOIS 62002-9028**

BOARD OF EDUCATION

EDMOND GRAY, PRESIDENT

DAVID LAUSCHKE, VICE PRESIDENT

VIVIAN MONCKTON, SECRETARY

DAVID FRITZ, MEMBER

MIKE HARRIS, MEMBER

BARRY MACIAS, MEMBER

GEORGE TERRY, MEMBER

SUPERINTENDENT

DR. KENNETH SPELLS

Illinois State Board of Education
Department of Teacher Education and Certification
100 North First Street
Springfield, Illinois 62777

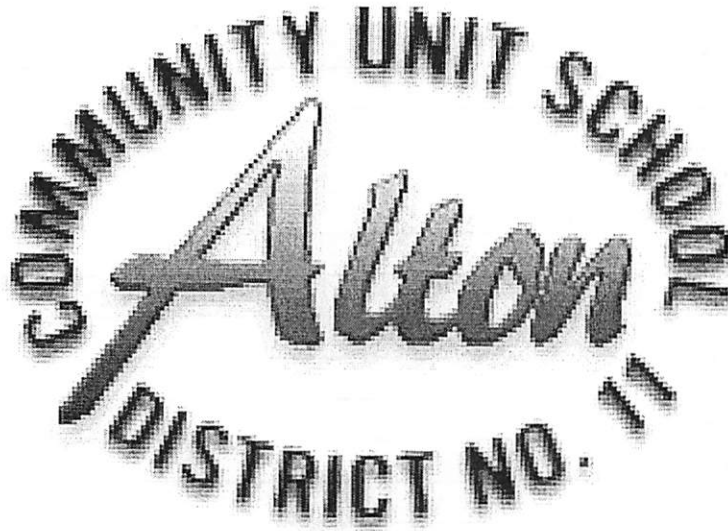
List of District Evaluators

Alton Community Unit School District No. 11, Madison County, Region 16

Positions Evaluated: **T** = Teacher **Admin** = Administrator
PPS = Pupil Personnel Services

Name of Evaluator	Positions Evaluated
Administrative Center Services:	
1. Dr. Kenneth Spells	T, Admin, PPS
2. Kristie Baumgartner	T, Admin, PPS
3. Karen Botterbush	PPS, T
4. Daniel Brynildsen	PPS
5. Catherine Droste	PPS, T
6. Catherine Elliott	T, Admin, PPS
7. Cindy Inman	Admin, PPS
8. David McClintock	PPS
9. Christopher Norman	T, Admin, PPS
10. Dr. Sonya Ptah	PPS
Elementary Schools:	
11. JoAnne Curvey	T, PPS
12. Lanea DeConcini	T, Admin, PPS
13. John Ducey	T, PPS
14. Stacie Franke	T, PPS
15. Renee Hart	T, PPS
16. Latosha Leflore-Porter	T, PPS
17. Ann McLaughlin	T, PPS
18. Jody Meggos	T, PPS
19. Tiana Montgomery	T, Admin, PPS
20. Dr. Brian Saenz	T, Admin, PPS
21. Cynthia Schuenke	T, Admin, PPS
22. Marcie Sedabres	T, PPS

Name of Evaluator	Positions Evaluated
Middle Schools:	
23. Christina Coy	T, PPS
24. Amy Golley	T, PPS
25. Roger Hetge	T, PPS
26. Nicole Marconi	T, PPS
27. Felicia Rush-Taylor	T, PPS
28. Dr. Steve Sandbothe	T, Admin, PPS
High School:	
29. Helen Andrews	T, PPS
30. Michael Bellm	T, PPS
31. Mike Brey	T, PPS
32. Melissa Edwards	T, PPS
33. Dorothy Mosby	T, PPS
34. Christina Petrea	T, PPS
35. Dr. Russ Tepen	T, Admin, PPS



ALTON COMMUNITY UNIT SCHOOL DISTRICT #11

EDUCATOR EVALUATION PLAN

Table of Contents

Alton Educator Evaluation: Philosophy and Core Beliefs	3
Background: Performance Evaluation Reform	3
PERA Guidelines: Evaluation Cycles	4
Alton Evaluation Design Committee	4
Glossary of Terms	5
Alton Educator Evaluation System: Overview	7
Parts of the Alton Educator Evaluation System	7
Educator and Evaluator Collaboration	7
Educator Performance Levels	7
Professional Practice	7
The Alton Framework for Teaching: Overview	7
The Alton Framework for Teaching	8
Frameworks for Other Educators: Overview	9
The Alton Framework for Librarians	9
The Alton Framework for Counselors	10
The Alton Framework for Nurses	10
The Alton Framework for Speech Language Pathologists	11
The Alton Framework for Social Workers	11
The Alton Framework for Psychologists	12
Observation of Professional Practice: Process	12
Process Overview	12
Self-Reflection and Individual Growth Plan	12
Implementation and Observation Schedule	13
Observation Requirements	13
Formal Observations	13
Informal Observations	14
Mid-Year Reviews	14
Evidence Collection and Scoring	14
Evidence Collection in Domains 1 and 4	14
Individual Growth Plan	14
Observation Cycle Requirements	15
Rating of Professional Practice	16
Overall Summative Evaluation Rating	16
Performance Level Descriptions	17
Remediation Policies	17

Alton Educator Evaluation: Philosophy and Core Beliefs

The Board of Education and the Alton Education Association are committed to promoting excellence in education and to adding dignity to the educational profession. It is understood and recognized that an effective evaluation system must be based on a collegial effort manifested by the administration and certified staff working together in the design and implementation of the evaluation process.

Three core beliefs about an improved educator evaluation system guide this work:

- 1. An effective evaluation system will help provide students with effective educators.** Research shows that effective educators make the biggest impact on the quality of our students' educational experiences. We will do everything we can to give all our educators the support they need, including but not limited to, appropriate professional development, in order to do their best work. Because when our teachers succeed, our students succeed. With effective evaluation systems, we can identify and retain excellent educators, provide useful feedback and support, or intervene when educators consistently perform poorly.
- 2. Educators are professionals, and our evaluation system should reflect that.** We have created an evaluation system that gives educators regular feedback on their performance, opportunities for professional growth, and recognition when they do exceptional work. We're committed to evaluations that are fair, accurate and consistent. The new system will ensure evaluations are based on multiple factors that paint a complete picture of each educator's success in helping students learn.
- 3. A new evaluation system will make a positive difference in educators' everyday lives.** Novice and veteran educators alike can look forward to detailed feedback, tailored to the individual needs of their students. Educators and evaluators will meet regularly to discuss successes and areas of improvement, set professional goals, and create an individualized growth plan to meet those goals.

Background: Performance Evaluation Reform

The Performance Evaluation Reform Act (PERA) of 2010 is the result of a collaborative effort among lawmakers, teachers, union leaders, and other education experts to dramatically reform Illinois' education landscape. PERA collaborators designed a law that ensures every district in Illinois will implement a comprehensive evaluation system that:

- Guarantees every educator and principal is evaluated by a certified evaluator;
- Differentiates continued-service performance among unsatisfactory, needs improvement, proficient and excellent educators and administrators;
- Evaluates tenured educators at least once every two years and non-tenured educators once every year;
- Provides opportunities for educators and administrators to reflect on performance and progress and create an individualized growth plan;
- Includes student growth as a significant factor in a final performance rating;
- Provides for remediation and support for lower performing educators;
- Guarantees every evaluated educator receives a statement of strengths and weaknesses

PERA 2010 mandates that all districts in the state convene representative stakeholder committees to identify and adopt evaluation systems that meet the requirements of the law and serve the unique needs of the district. All districts must implement principal and educator evaluation systems that are compliant with state-mandated rules.

PERA Guidelines: Evaluation Cycles

PERA also provides guidelines around how often educators must be evaluated and how many times educators must be observed during this evaluation cycle. As outlined by state law, all non-tenured educators must be evaluated every year, and these non-tenured educators must have at least three observations, two of which must be formal during this one-year evaluation cycle. Tenured educators who receive *Proficient* or *Excellent* ratings will be observed at least once every two years, and these educators must have at least two observations, one of which must be formal during this two-year cycle. Tenured educators who receive *Needs Improvement* or *Unsatisfactory* ratings must be evaluated the year following successful completion of a Remediation or Professional Development Plan.

Alton Educator Evaluation Design Committee

Alton C.U.S.D. 11 has assembled a design committee to make decisions regarding the design and implementation of the new educator evaluation system. Alton's evaluation committee consists of educators, association representation and administrators. The committee will continue to meet through the implementation and refinement of the evaluation system. The following individuals serve on the committee:

AEA

Laura Lauschke
Annice Brave
Tim Melton
Melanie Means
Bridget Lyles
Kathy Snyder
Sheryl Molloy
Craig Stark
Melissa King
Edie Banks
Jason Chapman
Joyce Fortschneider
Jody Bosomworth
Brenda Powers

ADM

Mark Cappel
JoAnne Curvey
Stacie Franke
Cindy Inman
Brian Saenz
Kristie Baumgartner
Karen Botterbush
Russ Tepen
Lanea DeConcini
Chris Petrea
Steve Sandbothe
Dorothy Davidson-Rounds

Glossary of Terms

Educators: Any certified staff member responsible for the training, development, and/or improvement of the schooling of students. Positions may include: teachers, librarians, counselors, nurses, speech language pathologists, social workers, psychologists and therapists.

Self Reflection Form: The intent of this form is to help an educator to reflect upon his/her performance in order to highlight strengths and weaknesses according to *The Alton Framework for Teaching*. The self-assessment should be completed by the educator prior to the Beginning-of-Year Conference (BYC) and discussed during this time. It should also be completed again prior to the Mid-Year Conference (MYC).

Beginning-of-Year Conference (BYC) Form: The Beginning-of-Year Conference (BYC) focuses on discussion of the educator self-assessment as well as formation of an Individual Growth Plan. The form included in this packet describes the conversation and serves as an agreement between the evaluator and the educator to hold each other mutually accountable for development.

Individual Growth Plan: Based upon his/her own self-assessment, the educator will draft individual growth goals for the year. These goals translate into an Individual Growth Plan. This plan is discussed and finalized during the BYC. Goals should be revisited and revised during the Mid-Year Conference.

Note: The Performance Evaluation Reform Act (PERA) of 2010 requires that tenured educators receiving Needs Improvement ratings be provided a Professional Development Plan "directed to the areas that need improvement and any supports that the district will provide to address the areas identified as needing improvement." It is therefore essential that a formal professional development plan include both a summary of areas in need of improvement and any resources a district will provide to support improvement. Tenured educators receiving a rating of Unsatisfactory must be provided additional resources, including a consulting educator, which must be included in a formal Remediation Plan.

Formal Pre-Observation Form: The Formal Pre-Observation form is designed for educators to provide information to evaluators in advance of a formal observation. The educator indicates any important information about the lesson as well as the class and anything else he/she wants the evaluator to know in advance. The Formal Pre-Observation form is filled out in advance of and used for discussion during the Pre-Observation Conference.

Informal Observation Form: An evaluator uses this form during an informal observation. Educators must receive feedback within ten working days of their informal observation.

Formal Observation Form: Educators must receive feedback within ten working days of their formal observation. This feedback may be captured in an additional form or a copy of the completed observation form, but should be shared through conversation between the evaluator and educator when appropriate. While evidence may be collected on optional tools, educators will receive a rubric with evidence.

Educator Post-Observation Form: Post-observation form for educator helps the educator reflect on the observation. These forms must be completed in advance of the Post-Observation Conference and then discussed during the conference. Feedback from the evaluator must be provided in writing to the educator during this conference.

Mid-Year Conference (MYC): During the MYC, evaluators and educators discuss the mid-year self-reflection as well as progress made toward the Individual Growth Goals. Together, they should modify these goals as necessary. In addition, the evaluator may choose to use the MYC to provide an initial, formative assessment of performance on *The Alton Frameworks*. If the educator is in danger of receiving a *Needs Improvement* or *Unsatisfactory* rating, this is the time to establish a support plan for educators to be followed during the second half of the year.

End-of-Year Conference (EYC) Form: This form is designed to help evaluators identify the educator's strengths and areas of weakness. It should be completed by the educator prior to the EYC. The EYC should focus on the final educator self-assessment, progress made towards individual development goals, identifying growth areas, and the final summative rating.

Summative Rating Form: This form is to be jointly reviewed by the educator and evaluator during the End-of-Year Conference. The Rating is to be based on data collected over the course of the evaluation cycle.

Alton Educator Evaluation System: Overview

Parts of the Alton Educator Evaluation System

Educator practice will be assessed according to The Alton Frameworks. The educator practice component of the summative evaluation will be implemented and may be modified during the 2014-2015 school year based on feedback from educators and evaluators. All educators on cycle will participate in the educator practice component of the new evaluation system beginning in September 2015.

The Student Growth portion of the summative evaluation will use multiple measures of student achievement and growth in order to capture educator impact on student learning. The educator evaluation committee is in the process of determining what this portion of the evaluation will look like and will continue to work on this through 2014-2015 school year. This portion of the evaluation will not be introduced until 2015-2016.

Educator and Evaluator Collaboration

The new evaluation system will include a rigorous observation and collaboration cycle where evaluators and educators speak regularly about their practice. Conversations will be grounded in The Alton Frameworks and will revolve around several conferences throughout the year. Educators, during their evaluation cycle, will be observed multiple times through both formal and informal observations. All observations will be paired with written feedback.

Educator Performance Levels

The Performance Evaluation Act specifies that all Illinois districts include four rating categories for educators in their educator evaluation systems: Excellent, Proficient, Needs Improvement and Unsatisfactory. All educators in Alton will receive a summative evaluation score in one of these four categories.

Professional Practice

The Alton Framework for Teaching: Overview

The Alton Framework for Teaching is based on the Charlotte Danielson Framework for Teaching. The State is recommending and has adopted the Danielson Framework.

As with Charlotte Danielson's Framework, The Alton Framework for Teaching has four domains that represent distinct aspects of teaching: Planning and Preparation, The Classroom Environment, Instruction and Professional Responsibilities. Within each domain are components that identify skills and knowledge associated with the domain. Additionally, each component is comprised of several elements that detail practices within that area.

<p style="text-align: center;">Domain 1 - Planning and Preparation</p> <p>1a: Demonstrating Knowledge of Content and Pedagogy</p> <ul style="list-style-type: none"> ▪ Knowledge of content and the structure of the discipline ▪ Knowledge of prerequisite relationships ▪ Knowledge of content-related pedagogy <p>1b: Demonstrating Knowledge of Students</p> <ul style="list-style-type: none"> ▪ Knowledge of child and adolescent development ▪ Knowledge of the learning process ▪ Knowledge of students' skills, knowledge, and language proficiency ▪ Knowledge of students' interests and cultural heritage ▪ Knowledge of students' special needs <p>1c: Setting Instructional Outcomes</p> <ul style="list-style-type: none"> ▪ Value, sequence, and alignment ▪ Balance ▪ Suitability for diverse learners <p>1d: Demonstrating Knowledge of Resources & Designing Coherent Instruction</p> <ul style="list-style-type: none"> ▪ Resources for classroom use ▪ Resources to extend content knowledge and pedagogy ▪ Learning activities ▪ Instructional materials and resources ▪ Instructional groups ▪ Lesson and unit structure <p>1e: Designing Student Assessments</p> <ul style="list-style-type: none"> ▪ Criteria and standards ▪ Design of formative assessments ▪ Use for planning 	<p style="text-align: center;">Domain 2 – Classroom Environment</p> <p>2a: Creating an Environment of Respect and Rapport</p> <ul style="list-style-type: none"> • Teacher interaction with students ▪ Student interactions with other students <p>2b: Establishing a Culture for Learning</p> <ul style="list-style-type: none"> ▪ Importance of the content ▪ Expectations for learning and achievement ▪ Student pride in work <p>2c: Managing Classroom Procedures</p> <ul style="list-style-type: none"> ▪ Management of instructional groups ▪ Management of transitions ▪ Management of materials and supplies ▪ Performance of non-instructional duties ▪ Supervision of volunteers and paraprofessionals ▪ Safety and accessibility <p>2d: Managing Student Behavior</p> <ul style="list-style-type: none"> ▪ Expectations ▪ Monitoring of student behavior ▪ Response to student misbehavior
<p style="text-align: center;">Domain 4 – Professional Responsibilities</p> <p>4a: Reflecting on Teaching</p> <ul style="list-style-type: none"> ▪ Accuracy ▪ Use in future teaching <p>4b: Maintaining Accurate Records</p> <ul style="list-style-type: none"> ▪ Student completion of assignments ▪ Student progress in learning ▪ Non-instructional records <p>4c: Communicating with Families</p> <ul style="list-style-type: none"> ▪ Information about the instructional program ▪ Information about individual students ▪ Engagement of families in the instructional program <p>4d: Participating in a Professional Community</p> <ul style="list-style-type: none"> ▪ Relationships with colleagues ▪ Involvement in a culture of professional inquiry ▪ Service to the school ▪ Participation in school and district projects <p>4e: Growing and Developing Professionally</p> <ul style="list-style-type: none"> ▪ Enhancement of content knowledge and pedagogical skills ▪ Receptivity to feedback from colleagues ▪ Service to the profession <p>4f: Showing Professionalism</p> <ul style="list-style-type: none"> ▪ Integrity and ethical conduct ▪ Service to students ▪ Advocacy ▪ Decision making ▪ Compliance with school and district regulations 	<p style="text-align: center;">Domain 3 - Instruction</p> <p>3a: Communicating with Students</p> <ul style="list-style-type: none"> ▪ Expectations for learning ▪ Directions and procedures ▪ Explanations of content ▪ Use of oral and written language <p>3b: Using Questioning and Discussion Techniques</p> <ul style="list-style-type: none"> ▪ Quality of questions ▪ Discussion techniques ▪ Student participation <p>3c: Engaging Students in Learning</p> <ul style="list-style-type: none"> ▪ Activities and assignments ▪ Instructional materials and resources ▪ Grouping of students ▪ Structure and pacing <p>3d: Using Assessment in Instruction</p> <ul style="list-style-type: none"> ▪ Assessment criteria ▪ Monitoring of student learning ▪ Feedback to students ▪ Student self-assessment and monitoring of progress <p>3e: Demonstrating Flexibility and Responsiveness</p> <ul style="list-style-type: none"> ▪ Lesson adjustment ▪ Response to students ▪ Persistence

Frameworks for Other Educators: Overview

Similarly, several frameworks, based upon the Danielson Framework, outline the work of other educators, such as Librarians, Counselors, Nurses, Speech Language Pathologists, Social Workers and Psychologists. These frameworks will be used to evaluate the work of these educators throughout the district.

The organization of the Frameworks for other Educators mirrors that of the Framework for Teaching and is structured around four domains: Domain 1: Planning and Preparation, Domain 2: The Environment, Domain 3: Delivery of Services, and Domain 4: Professional Responsibilities. While the components, too, mirror those for teachers, the components in each *Framework for Other Educators* are tailored to the specific responsibilities of each group of educators.

Distinct rubrics have been developed for each of these specialist groups. See the tables below, outlining the frameworks for each category of educator.

TABLE 2: *The Alton Framework for Librarians*

Domain 1: Planning and Preparation	Domain 2: The Environment
1a. Demonstrating Knowledge of Literature and Current Trends 1b. Demonstrating Knowledge of School's Program and student information needs 1c. Establishing Goals for the Library 1d. Demonstrating Knowledge of Resources 1e. Planning the Library Program 1f. Developing an Evaluation Plan	2a. Creating an Environment of Respect and Rapport 2b. Establishing a Culture for Investigation and Love of Literature 2c. Establishing and Maintaining Library Procedures 2d. Establishing Standards of Conduct 2e. Organizing Physical Space
Domain 4: Professional Responsibilities	Domain 3: Delivery of Service
4a. Reflecting on Practice 4b. Preparing and Submitting Reports 4c. Communicating with the Larger Community 4d. Participating in a Professional Community 4e. Engaging in Professional Development 4f. Showing Professionalism	3a. Maintaining and Extending the Library Collection 3b. Collaborating with Teachers 3c. Engaging Students 3d. Assisting Students and Teachers in the Use of Library Resources 3e. Demonstrating Flexibility and Responsiveness

TABLE 3: The Alton Framework for Counselors/Art Therapists

Domain 1: Planning and Preparation	Domain 2: The Environment
1a. Demonstrating Knowledge of Counseling/Clinical Theory and Techniques 1b. Demonstrating Knowledge of Child Development 1c. Establishing Goals for the Counseling/Art Therapy Services 1d. Demonstrating Knowledge of Regulations and Resources 1e. Planning the Counseling/Art Therapy Services 1f. Developing an Evaluation Plan	2a. Creating an Environment of Respect and Rapport 2b. Establishing a Culture for Productive Communication 2c. Managing Routines and Procedures 2d. Establishing Standards of Conduct 2e. Organizing Physical Space
Domain 4: Professional Responsibilities	Domain 3: Delivery of Service
4a. Reflecting on Practice 4b. Maintaining and Submitting Records 4c. Communicating with Families/District Staff 4d. Participating in a Professional Community 4e. Engaging in Professional Development 4f. Showing Professionalism	3a. Assessing Student Needs 3b. Assisting Students and Teachers in Formulating Career Plans/Creating Treatment Plans 3c. Using Counseling/Art Therapy Techniques in Programs 3d. Sharing Resources to Meet Needs/Maintaining Data 3e. Demonstrating Flexibility and Responsiveness

TABLE 4: The Alton Framework for Nurses

Domain 1: Planning and Preparation	Domain 2: The Environment
1a. Demonstrating Medical Knowledge 1b. Demonstrating Knowledge of Child and Adolescent Development 1c. Establishing Goals for the Nursing Services 1d. Demonstrating Knowledge of Regulations and Resources 1e. Planning the Nursing Services 1f. Developing an Evaluation Plan	2a. Creating an Environment of Respect and Rapport 2b. Establishing a Culture for Health and Wellness 2c. Following health Protocols and Procedures 2d. Organizing Physical Space
Domain 4: Professional Responsibilities	Domain 3: Delivery of Service
4a. Reflecting on Practice 4b. Maintaining Health Records 4c. Communicating with Families 4d. Participating in a Professional Community 4e. Engaging in Professional Development 4f. Showing Professionalism	3a. Assessing Student Needs 3b. Administering Medications to Students 3c. Promoting Wellness through Classes or Presentations 3d. Managing Emergency Situations 3e. Demonstrating Flexibility and Responsiveness

TABLE 5: *The Alton Framework for Speech Language Pathologist*

Domain 1: Planning and Preparation	Domain 2: The Environment
1a. Demonstrating Knowledge and Skill in Specialist Area 1b. Establishing Goals for Therapy Services 1c. Demonstrating Knowledge of Regulations 1d. Demonstrating Knowledge of Resources 1e. Planning the Therapy Services 1f. Developing an Evaluation Plan	2a. Establishing Rapport with Students 2b. Organizing Time Effectively 2c. Maintaining Clear Procedures for Referrals 2d. Establishing Standards of Conduct 2e. Organizing Physical Space
Domain 4: Professional Responsibilities	Domain 3: Delivery of Service
4a. Reflecting on Practice 4b. Collaborating with Teachers and Administrators 4c. Maintaining an Effective Data Management System 4d. Participating in a Professional Community 4e. Engaging in Professional Development 4f. Showing Professionalism	3a. Responding to Referrals 3b. Developing and Implementing Treatment Plans 3c. Communicating with Families 3d. Collecting Information and Writing Reports 3e. Demonstrating Flexibility and Responsiveness

TABLE 6: *The Alton Framework for Social Workers*

Domain 1: Planning and Preparation	Domain 2: The Environment
1a. Demonstrating Knowledge of Content and Application 1b. Establishing Goals for Social Work Services 1c. Demonstrating Knowledge of Regulations 1d. Demonstrating Knowledge of Resources 1e. Planning the Social Work Services 1f. Developing an Evaluation Plan	2a. Creating an Environment of Respect and Rapport 2b. Establishing a Culture of Learning 2c. Maintaining Clear Procedures for Referrals 2d. Establishing Standards of Conduct 2e. Organizing Physical Space
Domain 4: Professional Responsibilities	Domain 3: Delivery of Service
4a. Reflecting on Practice 4b. Collaborating with Teachers and Administrators 4c. Maintaining Accurate and Effective Documentation 4d. Participating in Professional Community 4e. Engaging in Professional Development 4f. Showing Professionalism	3a. Assessing Student Needs 3b. Assisting Students and Teachers in Formulating Plans 3c. Communicating with Families 3d. Collecting Information and Writing Reports 3e. Demonstrating Flexibility and Responsiveness

TABLE 7: *The Alton Framework for Psychologists*

Domain 1: Planning and Preparation	Domain 2: The Environment
1a. Demonstrating Knowledge of Psychological Instruments 1b. Demonstrating Knowledge of child/Adolescent Development 1c. Establishing Goals for Psychology Services 1d. Demonstrating Knowledge of Regulations and Resources 1e. Planning the Psychology Services 1f. Developing an Evaluation Plan	2a. Establishing Rapport with Students 2b. Establishing a culture of Positive Mental Health 2c. Establishing and Maintaining Clear Procedures for Referrals 2d. Establishing Standards of Conduct 2e. Organizing Physical Space
Domain 4: Professional Responsibilities	Domain 3: Delivery of Service
4a. Reflecting on Practice 4b. Communicating with Families 4c. Maintaining Accurate Records 4d. Participating in Professional Community 4e. Engaging in Professional Development 4f. Showing Professionalism	3a. Responding to Referrals 3b. Evaluating Student Needs 3c. Chairing Evaluation Team 3d. Planning Interventions 3e. Communicating with Physicians/Mental Health Providers 3f. Demonstrating Flexibility and Responsiveness

Observation of Professional Practice: Process

Process Overview

Professional practice will be assessed by a certified evaluator, taking into account evidence collected throughout the evaluation cycle during formal observations, informal observations, and conferences. *The Alton Frameworks* will be referenced during all observations and conferences and should be used as the basis for any evidence collected.

Self Reflection and Individual Growth Plan

The evaluation cycle will begin with an educator’s self-reflection in preparation for their Beginning of Year Conference. During the Beginning of Year Conference, an educator and an evaluator will discuss and draft a minimum of two professional goals (with the option of more) for that educator based upon the evaluator practice rubric. The educator’s goals translate into that educator’s Individual Growth Plan. The educator and evaluator will use that individual Growth Plan throughout the evaluation cycle and will specifically revisit the document during a Mid-Year Conference and an End of Cycle Summative Conference. Furthermore, the educator and evaluator will participate in additional collections of evidence, including an observation cycle, in order to gauge and support that educator’s progress.

Implementation and Observation Schedule

All educators across the district will be evaluated using *The Alton Frameworks* beginning in SY 2015-16. See the observation schedules below for non-tenured and tenured educators.

Observation Cycle for 1. Non-Tenured Educators and 2. Tenured Educators rated Needs Improvement or Unsatisfactory

<u>Aug.-Sept.</u> Beginning of Year Conf.	<u>Oct.-Dec.</u> Formal Obs. #1	<u>Jan.-Feb.</u> Formal Obs. #2	<u>By March 1</u> End of Year Summative Conf.
* Self Reflection * Create Individual Growth Plan	Informal observation(s) and evidence collected Mid-Year Review * Revisit self reflection * Revisit individual growth plan		* Self-reflection * Feedback on eval. of overall performance * Revisit Individual Growth Plan * Final rating assigned

Observation Cycle for Tenured Educators rated Excellent or Proficient

<u>Aug.-Sept. Year 1</u> Beginning of Cycle Conf.	<u>Oct.-May Year 1</u> Informal Observation(s)	<u>Sept.-Dec. Year 2</u> Formal Observation	<u>By March 1</u> End of Cycle Summative Conf.
* Self-reflection * Create Individual Growth Plan	<u>January Year 1</u> Mid-Year Review * Reflect on evidence collected * Revisit Individual Growth Plan	<u>January Year 2</u>	* Self-reflection * Feedback on eval. of overall performance * Revisit Individual Growth Plan * Final rating assigned

Observation Requirements

Non-tenured educators will have a minimum of three observations, of which at least two must be formal over the course of the evaluation cycle. Tenured educators rated at the Proficient and Excellent levels will have a minimum of two observations, of which at least one must be formal over the course of the evaluation cycle. Since evaluation cycles will occur over a two year period for these tenured educators, a minimum of one informal observation will occur by the end of the first year of the evaluation cycle.

Formal Observations

A formal observation is an observation that is either a minimum of 45 minutes or one full class period and must incorporate the beginning, middle and end of a lesson. A set of conferences accompanies the formal observation. This includes a pre-observation conference no more than ten workdays prior to the observation and a post-observation conference within ten workdays after the observation. An educator must receive written feedback following a formal observation before or during the post-conference. The educator may request a follow-up conference, within five school days, if additional evidence needs to be provided.

Informal Observations

An informal observation lasts a minimum of 10 minutes and does not need to be announced. There are no conferencing requirements around informal observations but it is expected that a post observation conference will be scheduled. Written feedback will be provided within ten workdays after the informal observation.

Mid-Year Reviews

Every educator being evaluated will have a mid-year review in which educators will reflect on the educator's progress towards individual growth goals and each educator's self-reflection. The Mid-year Review will be completed by the end of January.

Evidence Collection and Scoring

Both formal and informal observations are opportunities for evaluators to collect evidence. There will be no summative rating assigned until all evidence is collected and analyzed at the end of the evaluation cycle. Evaluators are expected to provide specific and meaningful feedback on performance following all observations.

Any evidence collected must be shared with the educator in written feedback. Written feedback from collections of evidence: must be identified as either an informal or formal observation, state any evidence collected and reference the Alton Frameworks.

All summative reports will be discussed with the educator during the summative, End-of-Year conference and delivered to the educator in writing. All summative evaluation reports are to be completed by March 1.

Evidence Collection Domains 1 and 4

Evaluators and Educators must collect evidence outside of the classroom to assess performance in Domains 1 and 4. Educators should be proactive in presenting evidence of their proficiency in these areas. Pre- and post-observation conferences can be a valuable time to present and discuss additional evidence in these two domains.

- a. Examples of evidence for Domain 1: Planning and Preparation includes but is not limited to: lesson and unit plans, planned instructional materials, and activities, assessments and systems for record keeping.
- b. Examples of evidence for Domain 4: Professional Responsibilities include but are not limited to: documents from team planning and collaboration, call-logs or notes from parent-teacher meetings, and attendance records from professional development or school-based activities/events.

Individual Growth Plan

An important part of developing professionally is the ability to self-reflect on performance. The Individual Growth Plan is a tool for educators to assess their own performance and set professional growth goals. All educators being evaluated will have an Individual Growth Plan consisting of a minimum of two professional growth goals (with the option of more). Professional growth goals should be directly tied to areas of improvement within The Alton Frameworks and to local professional development opportunities.

Observation Cycle Requirements

Beginning of Year Conference	
Before the Conference:	During the Conference:
<ul style="list-style-type: none"> Self Reflection (<i>Educator</i>) 	<ul style="list-style-type: none"> Individual Growth Plan (<i>Educator and Evaluator</i>) Beginning of Year Conference Form (<i>Educator and Evaluator</i>)

Mid-Year Review		
Before the Review:	During the Review:	After the Review:
<ul style="list-style-type: none"> Self Reflection (<i>Educator</i>) 	<ul style="list-style-type: none"> Individual Growth Plan (<i>Educator</i>) Action Plan (<i>Educator</i>) 	<ul style="list-style-type: none"> Action Plan Approval (<i>Evaluator</i>)

End of Year Conference	
Before the Conference:	During the Conference:
<ul style="list-style-type: none"> Self Reflection (<i>Educator</i>) 	<ul style="list-style-type: none"> Individual Growth Plan (<i>Educator and Evaluator</i>) End of Year Conference Form (<i>Evaluator</i>) Summative Rating Form (<i>Evaluator</i>)

Formal Observation		
Before the Observation:	During the Observation:	After the Observation
<ul style="list-style-type: none"> Formal Observation Pre-Work (<i>Educator</i>) 	<ul style="list-style-type: none"> Formal Post-Observation Rubric (<i>Evaluator</i>) 	<ul style="list-style-type: none"> Formal Post-Observation Conference Form - Pre-Work (<i>Educator</i>) Observation Rubric (<i>Evaluator</i>)

Informal Observation
During the Conference:
<ul style="list-style-type: none"> Observation Rubric (<i>Evaluator</i>)

Rating of Professional Practice

A final rating for professional practice will not be determined until the end of the observation cycle when all evidence has been collected and assessed. Evidence used for rating may include: documentation from formal observations, informal observations, conferencing, and any additional evidence the educator has presented or the evaluator deems necessary. The evaluator should gather as much evidence as possible before making any conclusions.

The following describes the rating process for professional practice:

- 1) **Gather and assess evidence for each component.** At the end of the observation cycle, the assigned evaluator will assess all the evidence available for a given educator to determine component ratings in each of the components using *The Alton Frameworks*. The evaluator must use professional judgment to make responsible decisions using as many data points as possible gathered during the year.

- 2) **Use component ratings to establish domain ratings.** To roll-up component ratings into four domain ratings, evaluators will use the following operating principles.

Excellent: *Excellent* ratings in at least half of the components of the domain, with the remaining components rated no lower than *Proficient*.

Proficient: No more than two components within that domain rated *Needs Improvement*, with the remaining components rated at *Proficient* or higher.

Needs Improvement: At least half of all components within that domain rated *Needs Improvement*, with no more than one *Unsatisfactory*.

Unsatisfactory: Two or more components within that domain rated as *Unsatisfactory*.

- 3) **Use domain ratings to establish a final professional practice rating.** To roll-up domain ratings into one final professional practice rating, evaluators will use the following operating principles.

Excellent: *Excellent* rating in at least two or more of the domains, with the remaining domains rated as *Proficient*.

Proficient: No more than one domain rated *Needs Improvement*, with the remaining domains rated at *Proficient* or higher.

Needs Improvement: Two or more domains rated *Needs Improvement*, with the remaining domains rated as *Proficient* or higher.

Unsatisfactory: Any domain rated *Unsatisfactory*.

Performance Level Descriptions

The four performance levels describe performance for each component, domain, and summative ratings. The levels describe a spectrum of practice ranging from educators still working to master the basic concepts to highly distinguished professionals who serve as leaders. The following represent definitions of educator practice at each of the four levels:

Excellent: Master educators who make a contribution in the field, both inside and outside their schools. Their environments function as a community of learners, with students highly engaged and accepting responsibility for their own learning.

Proficient: Educators who clearly understand the concepts underlying each component and implement them well. They are professional educators who have mastered the art and craft of teaching while working to improve their practice.

Needs Improvement: Educators who appear to understand the concepts underlying each component but may implement them inconsistently. These may be educators early in their careers, for which improvement is likely to occur with more experience or more experienced educators whose implementation is inconsistent.

Unsatisfactory: An educator who does not yet appear to understand the concepts underlying the Framework components. The performance represents teaching that is below standard, and intervention is required.

Remediation Policies

In accordance with PERA, any tenured educator who receives an *Unsatisfactory* or *Needs Improvement* as a summative rating must be evaluated during the year following successful completion of a Remediation or Professional Development Plan. In addition, any tenured educator receiving an *Unsatisfactory* summative rating will develop a Remediation Plan with an evaluator, which will include appropriate professional development, in order to improve performance. Any tenured educator receiving a *Needs Improvement* summative rating will develop a Professional Development Plan with an evaluator, which will include appropriate professional development, in order to improve performance.