

AGREEMENT
BETWEEN THE BOARD OF CONTROL FOR
WILCO AREA CAREER CENTER
WILL COUNTY, ILLINOIS
AND THE
WILCO COUNCIL, AFT-LOCAL 604
AFL-CIO

2025-26

2026-27

2027-28

2028-29

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WILCO COUNCIL

AFT LOCAL 604

**Contract for
Wilco Area Career Center**

ARTICLE I - INTRODUCTION

A. Recognition:

This agreement is entered into this 10th day of June, 2025 by and between the Board of Control of the Wilco Area Career Center, Will County, Illinois, hereinafter referred to as the "Board" and the Wilco Council of AFT Local 604, AFL-CIO, hereinafter referred to as the "Union" which is hereby recognized as the sole and exclusive bargaining agent of the certified personnel of Wilco Area Career Center, with regard to wages, hours, and terms and conditions of employment as well as the impact thereon.

This agreement includes and covers all certified personnel (full and part time) hereinafter referred to as "Teachers". Excluded from this Agreement are those persons who are not instructing full or part time in the regular high school vocational education teaching programs.⁹

B. Scope:

It is the intention of this Agreement to provide for an effective and continuing means of communicating between the Teachers represented by the Union, the Board and Administration, as well as to provide for wages, hours, and terms and conditions of employment as well as the impact thereon.

This Agreement and its provisions shall terminate and supersede any and all prior agreements, practices, rules, and regulations concerning subjects covered herein. Board policy shall not unilaterally void or alter any existing clause of this Agreement.

In the event that any provision of this Agreement is or shall be contrary to statutory law, all other provisions of this Agreement shall continue in effect. The provision in question then shall be performed or enforced only to the extent permitted by law and any subsequent action shall be subject to negotiations with the Union.

Any appendices as noted are integral parts of this Agreement and by this reference are incorporated herein.

No changes in working conditions not provided for herein and within the scope of negotiations under Illinois law - shall be made except after negotiations and agreement with the Union.

ARTICLE II - GRIEVANCE PROCEDURE

Definition. A grievance for the purpose of this Agreement shall be defined as a complaint that there has been a violation, misinterpretation, or misapplication of any provision of this Agreement.

Procedures. Any teacher or group of teachers may at any time present grievances to the Board without intervention of the Union as long as the decision is not inconsistent with the terms of this Agreement provided that the Union has been given the opportunity to be present at all meetings.

Any teacher or group of teachers who participate in this grievance procedure will not be subject to discipline or reprisal because of such participation.

The failure of a teacher or the Union to act within the limits will act as a bar to any further appeal and an administrator's failure to render a decision or meet within the time limits set forth shall permit the teacher(s) or Union to proceed to the next step. Time limits may be extended only by mutual agreement.

Hearings and conferences held under this procedure shall be conducted by mutual agreement, at a time and place which will afford a fair and reasonable opportunity for all persons, including witnesses entitled to be present, to attend.

Before a grievance is filed, a sincere attempt should be made to resolve any difference informally between the aggrieved and the Director or whoever the grievance is against. At this meeting the Union is entitled to be present, if requested by the teacher(s).

FIRST STAGE. The filing (written or oral) of the grievance at the first stage must be within ten (10) school days of either the occurrence of the grievance, or the Union becoming aware of the grievance. In no case, shall a grievance be initiated after twelve (12) months from the incident that would cause the alleged grievance. A meeting with the Director will take place within ten (10) school days of the receipt of the written grievance. The Director shall make a decision and communicate it in writing within ten (10) school days after the meeting, to the teacher and the Union President.

SECOND STAGE. If the grievance cannot be settled at the first stage, the grievance shall be submitted to the Board to be considered at its next regularly scheduled meeting unless an earlier or later date is agreed to by all parties. The aggrieved and the Union grievance committee shall present a written brief to the Board and Director before they present the case orally.

The decision of the Board shall be issued in writing to the aggrieved and the Union President within four (4) school days following the next regularly scheduled meeting.

THIRD STAGE. If the grievance is not resolved satisfactorily after the hearing before the Board, there shall be a third step of impartial arbitration. The Union may submit in writing, within ten (10) days of the Board hearing and/or decision, a request to enter into such arbitration.

The parties shall jointly request the American Arbitration Association to submit them a list of five (5) arbitrators' names and qualifications. Either party may reject one (1) list in its entirety and request that another list be submitted. From such list, the party requesting the arbitration shall strike two (2) names and the other party shall then strike two (2) names. The person whose name remains shall be the arbitrator. The arbitrator selected shall be jointly notified of his selection and requested to contact the parties with respect to setting up a time for a hearing.

All expenses incurred shall be shared equally by the Board and Union. It is understood that such expenses will be limited to the arbitrator's fees. Any legal expense incurred should be paid for by the party engaging the legal counsel.

Insofar as such arbitration is limited solely and simply to interpretation and implementation of the terms of this contract, both parties agree to abide by the results of the finding of the arbitrator.

ARTICLE III - GENERAL CONDITIONS

A. Non-Discrimination:

Neither the Union nor any officer or employee of the Board, in its recruitment programs, hiring practices, dismissal procedures, or in any other relationship shall discriminate against any person on the basis of race, creed, color, sex, marital status, age, ethnic background, geographic origin, political affiliation, dress, handicap, mental or physical disability.

B. Personnel Files:

There shall be only one official file for each teacher. The purpose of this file shall be to provide the teacher with a single location at which he/she can find any and all evaluations, letters, reports, memoranda, and any other documents or materials that exist in the Center or that have been initiated by the Center personnel relating to the nature and quality of his/her service and professional conduct. This official Board file shall be maintained in such a way as to accomplish the major purpose given herein above and under the following conditions:

1. File. Any device for collection and/or maintenance of documents or materials, a document or any piece of material itself or a collection of such, or any point at which a document or piece of material or collection of such may be held, stored, or temporarily restated.
2. Timely Insertion. All materials to be placed in the official Board file shall be inserted in a timely fashion, but not to exceed twenty (20) days from the date of the event-giving rise to the material to be inserted.
3. Right of Access. Every teacher shall have access to all material in his/her official files during normal working hours. Clerical persons shall have access to teacher files only upon the direction of the Director.
4. Right of Privacy. Neither a teacher's file nor any of its contents shall be copied or otherwise made known to other persons without the teacher's permission either during or after his/her service in the school district, however, such file shall be available to the Board, its legal counsel, and the Director.
5. Right of Fair Record. No material in evaluation of the teacher shall be maintained on file that is not in accordance with the provisions on teacher evaluation given elsewhere herein.
6. Right of Copy. Every teacher shall immediately be given a copy of any material added to his/her official Board file. Every teacher shall have the right to be furnished within two (2) school days a reasonable number of copies of any or all file material.
7. Right of Addition and Attachment. Every teacher shall have the right to add any material to his/her official Board file and to attach dissenting or explanatory material to any document or other piece of material on file.
8. Right of Integrity of File. No person shall remove any material from a teacher's official Board file without the mutual consent of the teacher and the Director.
9. Teacher's Respect of Confidentiality of File. Any documents or the contents thereof relating to teacher evaluation and performance and all materials placed in a teacher's file by an administrator will be respected by the teacher and administrator as confidential vis-a-vis students and the general public except as may be required by the Union or the teacher for the purposes of representation of the teacher in the implementation of this Agreement, or by the Board in bringing charges.

C. Academic Freedom:

Within the outlines of the Board approved curriculum, teachers are free to present instructional materials that are pertinent to the subject and level taught, within the maturity level of students.

No teacher shall be required to behave in a manner that is contrary to Board policy. Board members may not, individually, censure a teacher.

Teachers shall be free to explore controversial instructional issues within their program area without fear of penalties by the Administration or members of the Board. Teachers are responsible for implementing such exploration in as factual, open-minded, and objective a manner as possible, and in keeping with a sense of personal integrity and community mores as well as their respect for the professional nature of their responsibilities and the age and ability of their students.

D. Meetings:

Whenever the Union or Director desires, meetings shall be held when mutually agreeable between the Union President and other Union officials and the Director to discuss matters relating to the implementation of this Agreement or problems relating to the bargaining unit.

E. Use of School Facilities:

The Union may hold meetings on Wilco property subsequent to notification of the Director. The Union shall have the right to use faculty bulletin board for the purpose of communications. The Union may also use school mailboxes and email in accordance with Board policy and/or State or federal laws.

F. Statistical Data:

The Union President shall be provided with Board agenda information. Confidential employee and student information is to be excluded.

The Union President shall be provided with a complete list of the following information for all employees in the bargaining unit within ten (10) days of the start of the school year and within ten (10) days from the date of a new hire: name, address, job title, date of hire, worksite location, employee identification number, work telephone number, work email address, personal home or cellular phone number and personal email address. The list should be in Excel format (or equivalent).

The Union shall be notified as soon as practicable of the Board's receipt of a Freedom of Information Act (FOIA) request that asks for information about the bargaining unit. In response to any such outside request, the Board shall not divulge any information protected by law. The Board shall provide the Union with a copy of any response to any such FOIA request within five (5) business days of sending the response.

Upon request, the Union shall be provided a copy of the annual audit, the tentative and final budget, and notices of revenues received or list when such items are available.

Upon request, the Director shall give the Union President information pertinent to negotiations such as the salary, years' experience, and degree held by each employee and revenue information.

G. Posting:

The Director shall post on the Center's website and send to all teachers via email a notice of all available positions at Wilco as they occur. Such postings shall contain a job description and salary. No vacancy shall be filled until it has been posted for at least five (5) business days.

Teachers applying for such certified position openings, and not appointed, shall be notified in writing.

H. Seniority:

That principle of employment policy which accords certain benefits and privileges among employees on the basis of length of service is accepted and endorsed by the parties hereto.

Wilco seniority is defined as the length of continuous service as a teacher in Wilco and shall begin on the first day of employment.

Should a conflict arise concerning two or more teachers with identical seniority, qualifications, evaluations, and past performance shall be used as the determining criteria.

As soon as possible following the beginning of each school year, the Board and/or its designee shall consult with the Union President and/or his/her designee for the purpose of establishing a list, categorized by positions, showing the length of continuous service of each teacher who is qualified to hold any such positions. Copies of the list shall be distributed to the Union on or before February 1 of each year.

I. Printing:

The cost of printing this Agreement shall be borne equally by the Board and the Union.

J. No Strike:

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

K. Reconsideration of Practice:

Any person requesting reconsideration of the use of instructional materials, methods of instruction, basis of student assignments, or other procedures or practices of a teacher in performance of his/her duties shall follow each step given below.

1. Contact the teacher for possible clarification or explanation.
2. Contact the Director for possible clarification or explanation.
3. If satisfaction is not received in #1 and #2 above, the person(s) claiming an improper practice must fill out a "Request for Reconsideration" form which will be obtained from the Director. This form is found in the Appendix and must be completed before proceeding to the following steps. Copies of the completed form must be sent to the Board members, the Director, and the Union President.
4. Upon receipt of the completed form, the Director may direct the practice discontinued for three (3) days. The Board may direct the Administration to have the alleged improper procedure discontinued for ten (10) days or until the three (3) steps of this section are completed.
5. At the first step, requests will be considered in a meeting including the person making the request, the Teacher, a Union representative if desired by the Teacher, and the Director. Further action, if necessary, will take the form of a meeting of the Teacher, and two (2) members of the Administration to determine the merit of any "Request for Reconsideration". If desired by the Teacher, a Union representative may participate in this meeting. In the event this committee cannot reach a unanimous decision, step three (3) will follow in which all sides, including the person who made the original request will present their views to the Board.

The Board shall restrain all persons from voicing grievances against teachers or students at its public meetings.

L. Teacher Criticism:

Administrators and their agents shall treat teachers with courtesy and respect.

M. Student Discipline:

Wilco Area Career Center is an educational extension of the home school. As an extension, Wilco maintains the policies of each school in combination with the policies developed by the Wilco Board of Control. The Wilco Council will be included in the annual development of the Wilco Student Handbook.

The combined policies represent the discipline procedures that will be followed by the Wilco staff, faculty, and administration. The home school will be consulted/contacted on all discipline incidents.

Disciplinary consequences will be the results of communication between the home school and Wilco's administration.

Two principles govern all discipline and regulations at Wilco Area Career Center:

1. Conduct that is disruptive to the educational environment is prohibited.
2. Conduct that infringes on the right of others is prohibited.

The responsibility for pupil discipline is jointly shared by the teachers, administrators, the sending school, and parents. Teachers are expected to treat students with courtesy and respect and must comply with Board Policies on Bullying and Harassment which are governed by School Code.

N. Union-Management Meetings:

The Wilco Director or designee and the Executive Leadership of the Union shall meet monthly during the months of September through May at times which are mutually agreeable to discuss topics of mutual concern.

ARTICLE IV - LEAVES

A. Sick Leave:

Each teacher shall be allowed fifteen (15) days leave without loss of pay for illness, injury, or quarantine. All unused sick leave days shall accumulate to a total of three hundred and forty (340) days or as designated by School Code.

Teachers shall be notified in writing at the beginning of each school year, and thereafter upon request, as to the current number of sick leave days they have accumulated.

A teacher shall use sick leave in the case of absences occasioned by serious illness or injury in the immediate family or household.

A doctor's or practitioner's certificate may be required by the Director for any sick leave which exceeds three (3) consecutive days, or for days taken that precede or follow a holiday at no cost to the Center. An event is considered utilization of sick time whether one day or multiple consecutive days, i.e. 3 days for the flu equals one event. Furthermore, an employee may be required to provide a doctor's or practitioner's certificate for any absence after the tenth (10th) event at no cost to the Center. Employees must call the Assistant Director (if not available, contact the Center) by 6:00 a.m. on the day of the original absence and by 4:00 p.m. the day of the absence and tell the Assistant Director or, in his/her absence, the designee whether they will be using additional sick time or reporting to work the following day. Other provisions may be made in the case of extended illness such as hospital confinement.

Teachers will be required to maintain two (2) emergency lesson plans in the event of his/her absence accessible via both the shared Wilco Instructors Google Drive and sent via email to the Assistant Director. The two (2) emergency lesson plans must be formatted appropriately and include:

1. A lesson plan that is suitable for a single day absence
2. A lesson plan that is suitable for an extended day absence that may last at least two (2) days consecutively.

If both lesson plans are utilized in the teacher's absence, it is agreed that the lesson plans will be replenished within fourteen (14) calendar days of their return.

Every effort will be made to respect the teacher's use of sick leave by minimizing disruptions and refraining from contacting the teacher about workday conditions unless in an emergency situation or failure to submit an approved plan.

B. Bereavement Leave:

A teacher shall be granted up to three (3) days of absence due to a death in the immediate family or household without loss of salary or sick leave benefits. Additional bereavement days in a given year shall be considered by the Director through the use of Section IV. A.-Sick Leave or IV. C.-Personal Leave. Nothing in this provision shall prevent the employee from appropriate use of sick leave as defined in the *Illinois School Code*.

The immediate family for purposes of this section shall include parents, spouse, brothers, sisters, children, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, step-children, and legal guardians.

Nothing in this section is intended to diminish the rights of any teacher under the Family Bereavement Leave Act (FBLA).

C. Paid Personal/Emergency Leave:

Non-tenured teachers shall be granted two (2) days of personal leave for personal business or emergencies during each school year without loss of pay. Tenured teachers shall be granted three (3) days of personal leave.

Personal leave is defined as business of a personal nature which cannot be conducted at a time not in conflict with the teacher's regular school day or an emergency over which the teacher has no control and which requires immediate attention. Reasons need to be provided for approval by the Administration. The appropriate reason must be checked on the personal/emergency leave form found in the Appendix of this Agreement. Non-tenured teachers may only use one (1) of their days of personal leave each year without providing a reason and tenured teachers may only use two (2) of their three (3) personal leave days each year without providing a reason, except during the first and last week of school or before or after a holiday or vacation periods.

Notice of such leave shall be given as far in advance as possible. Teachers will make every attempt to schedule house closings, installations, deliveries, etc., so as to avoid their absence from the Center.

It is not the intent of Personal/Emergency Leave to be used during the first and last week of school or before or after a holiday or vacation periods. However, the Director may at his/her discretion grant such leave at these times. At the end of each school year, one (1) day of unused personal leave shall be rolled over to the following year. Any unused personal leave days that will result in any teacher having more than four (4) personal leave days in any given year will be rolled over to accumulated sick leave.

D. Jury Duty Leave:

A teacher will be excused at full pay for the purpose of fulfilling jury duty. The teacher shall refund to Wilco any monies received for jury duty less any travel allowance paid. Teachers shall provide documentation provided by the courts detailing jurist assignments.

E. Military Leave:

Military leave shall be granted for National Guard or Reserve duty over which the teacher has no control. During the teacher's absence, the salary will be reduced by the amount of the base salary the teacher receives for his/her service. Teachers shall provide documentation from the military detailing the nature of his/her assignment before compensation will be paid.

F. Leave of Absence:

Leave of absence without pay for health or professional study reasons may be granted to a tenured teacher by the Board for a period of one (1) year or less upon the recommendation of the Director.

A teacher desiring a leave of absence shall notify the Director in writing of his/her desire to take such leave at least sixty (60) calendar days prior to the semester in which the leave is requested to begin. The Director and teacher shall mutually agree upon the date on which the teacher is to return to work. Exceptions may be made by mutual agreement of both parties.

The granting of leaves of absence is a separate matter for each teacher and is based upon individual facts in each case. The fact that a leave is granted to one teacher shall not be a precedent for the granting of a leave to another teacher, but the Board shall not handle the granting of leaves in a discriminatory fashion.

A teacher on a leave of absence may keep his/her health insurance in effect by paying the full premium on a monthly basis in advance. Cancellation will result by the fifth business day of the month in the event of nonpayment.

All leaves of absence shall be granted with the full understanding that the teacher may be assigned to any position for which he/she is qualified upon completion of leave. Every consideration shall be given to returning the teacher to his/her former position.

Teachers on leave shall be subject to the same reduction in force displacements as any other tenured teacher.

The Board may extend the leave for an additional school term upon written request from the teacher; however, no leave of absence may cover more than a total of two (2) full school years.

A teacher on leave who is unable to return to serve at the beginning of the school term following the period for which the leave is granted, or extended, shall submit a letter of resignation sixty (60) days prior to end of leave. The absence of such a letter automatically terminates the teacher's employment and tenure rights.

Acceptance of any employment elsewhere during the term of a leave of absence automatically cancels the leave and terminates tenure status unless such employment is mutually agreed upon in advance by the Board and the teacher.

A teacher who is on a leave of absence for a full year does not advance on the salary schedule for that year and does not acquire a year of service for that year.

An employee on leave of absence retains any unused accumulated sick leave, usable upon return to regular employment, but does not earn additional sick leave until the employee returns to service.

Nothing in this section is intended to diminish the rights of any teacher under the Family and Medical Leave Act (FMLA).

G. Maternity - Child Care Leave:

A pregnant teacher shall be allowed to continue teaching as long as she is medically certified as capable of performing her duties. Notification that she is no longer capable of performing her duties shall be provided by the teacher.

Sick leave may be used for illness that occurs during the time that the teacher is actively employed. Sick leave provisions of this Agreement shall apply.

Any teacher shall be permitted a maternity - child care leave without compensation and shall be permitted to return to active employment in the position they originally held, at the conclusion of the leave under the following conditions:

1. In order to advance on the salary schedule and accrue seniority, the teacher must work more than ninety (90) days during the school year.
2. Any teacher requesting such leave must do so at least thirty (30) days prior to the anticipated date of the beginning of the leave.
3. The leave shall be for no more than one (1) year plus the remaining portion of the year in which the leave commences.
4. The teacher shall be eligible for reemployment at the end of the leave period provided that she is medically certified as being fit to do so.
5. All insurance coverage may be in effect by the teacher making the premium payments to the Center during the leave period by paying the full premium on a monthly basis in advance. Cancellation will result by the fifth business day of the month in the event of nonpayment.
6. This leave may not be taken for children past the age of six (6) years.
7. These leave provisions apply for legal adoption as well.
8. These leaves may be extended by the approval of the Board.
9. The exact dates of commencement and conclusion of the leave shall be stated in writing prior to approval. Exceptions shall be by mutual agreement.

Nothing in this section is intended to diminish the rights of any teacher under the Family and Medical Leave Act (FMLA).

ARTICLE V - WORKING CONDITIONS

A. Teacher Workday:

Unless subject to the Early Bird provision (Article V, Section Z), the teacher workday shall be seven hours and thirty minutes (7.5 hours) starting at 7:30 am until 3:00 p.m., except on Fridays, when teaching staff may leave at 2:30 p.m. Hours shall be consecutive and inclusive of lunch. Teachers shall receive a 30 minute duty-free lunch as required by School Code. Teachers shall report to work twenty (20) minutes prior to their first class with student supervision beginning at 7:45 a.m. Student supervision shall not exceed six (6) hours and fifteen (15) minutes total during the school day and remaining contracted time during the workday should be utilized for a teacher's planning purposes.

Every effort will be made to prevent interruptions to instruction.

B. School Calendar:

The annual school calendar shall consist of one hundred and eighty (180) teacher workdays.

In addition, five (5) days shall be designated as emergency closing days, which will be used only in lieu of days lost from the one hundred and eighty (180) stated above because of emergency school closing and which, if not used, shall be declared at spring vacation or at the end of the school term. E-Learning may be utilized to minimize the use of emergency days as permitted by School Code.

This calendar shall be established through discussions between the Union and the Board for the following school year. Times for vacations, length of vacations, starting date, closing date, etc., are to be topics for discussion.

C. Payroll Deductions:

Upon the request of the teacher, the business office shall make deductions from the teacher's paycheck for:

1. Membership dues to the Wilco Council, AFT Local 604 (see Section F).
2. Tax sheltered annuity plans, i.e., Valic, etc.
3. Payroll savings plan.
4. Others that are mutually agreeable.

D. Teacher Payment Plans:

Teachers may select the following payment plans:

1. Twenty-six (26) equal installments every two (2) weeks throughout the year.
2. Twenty-one (21) equal installments every two (2) weeks.

E. Non-School Employment:

All Center personnel are employed for a specific job at the Center. It is understood that the duties of each position shall be carried out to the satisfaction of the Director. The Board also recognizes the right of each individual to improve himself/herself financially.

Personnel of the Center may be involved in outside employment activities as long as these activities do not interfere with the proper discharge of their assigned Center duties and responsibilities or do not cause poor public relations within the community. It is expected that any outside activity shall be carried on before or after working hours away from the Center.

F. Dues Deductions:

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

The Board agrees to remit these dues and/or fees to the Union once each month that dues/fees are deducted. A list of teachers for whom deductions have been made and the amount of each deduction shall accompany the first remission. Any changes in personnel from the list previously furnished shall be submitted to the Union within ten (10) workdays.

G. Health/Dental Insurance:

The Wilco Board of Control may offer additional insurance plans such as an HMO or HSA in addition to the current PPO coverage to all full-time employees. For purposes of compliance with the federal Affordable Care Act, a full-time employee is anyone who, on average, works 30 hours or more per week or 130 or more hours per month. Current PPO Coverage shall be consistent with that negotiated March 1993. Adjustments to co-payments will be negotiated with the Union before any future changes are made.

For all full-time employees (new and existing) enrolling in family insurance after July 1, 2017, Wilco's maximum contribution to family insurance will be the lesser of 80% of the HMO family premium or \$17,000. Single premiums and dental insurance premiums will remain at the 20% employee cost split.

Full-time employees who receive health insurance from another source may opt-out of Wilco's insurance option. In addition, they may receive up to \$800 annually. This insurance benefit is not intended by the parties to be a TRS-reportable flexible benefits plan. It serves as an alternative form of non-creditable compensation in lieu of board-provided health insurance. This option shall allow eligible employees who have access to other health insurance coverage to waive coverage under the Wilco plan in exchange for payment of a portion of the employee's out-of-pocket costs under such other health insurance coverage, totaling up to \$800 for verified costs (i.e. deductibles, out-of-pocket expenses, etc.) but not the cost of premium expenses of another insurance policy. The employee will provide proof of costs by May 1 of each school year and shall receive reimbursement for said costs no later than June 1.

H. Life Insurance:

Group Life Insurance will be provided by the Board for all teachers. This policy shall be in the amount of \$50,000 double indemnity per teacher.

I. Stipend Compensation:

Teachers will be paid an hourly rate of \$37.00 for curriculum work/instructional improvement that is done outside of the school workday as approved by the Director, i.e. curriculum planning meetings, workshops, etc.

J. Compensation for Extra-Curricular Advisors:

Every instructor is encouraged to have a minimum of 10% of class enrollment participate in the Career and Technical Student Organization (CTSO) associated with their program. Every instructor is encouraged to assist, promote, and support students in participation within approved organizations.

The compensation for approved primary club advisors (AWS, FCCLA, FFA, HOSA, Skills USA, and TSA) with a minimum of fifteen (15) active student members will be \$2,500 for the year. The first half of the payment will be given in the first December payroll and the second half payment will be given with the last May payroll. The primary sponsor is responsible for all student membership, conference registration, and any other requirements as deemed by the organization necessary to maintain an active member status (i.e. volunteer hours, competition, attending conferences, etc.). A student member is considered to be active and in good standing if they participate and attend a minimum of four (4) meetings and/or events sponsored by the CTSO during the course of the school year.

An assistant advisor may be appointed by Administration if the total membership of the organization exceeds forty (40) active student members. Compensation for the assistant will be \$1,500 per year divided into two (2) equal payments in December and May. An assistant sponsor has the same expectations as the primary advisor, except for student membership enrollment and conference registration.

A coach may be approved for a student organization if the advisor or assistant sponsor is not from the program area where a student is being trained for competition. Compensation for a coach will be \$500, paid in one (1) payment in May. Expectations for a coach include at least six (6) practices with students that are at least two (2) hours in length– to occur outside of working hours– and if needed, to be available as a third (3rd) chaperone at a state conference, in addition to the primary and assistant advisors as chaperones.

Expectations for primary advisors and assistant advisors:

- Initial meeting of student organization must occur by November 30th
- A list of organization officers must be submitted to the Board of Control by December 1st
- Monthly minutes must be submitted by the 15th of the following month to the Board of Control
- All student organizations must submit a fundraising plan and annual budget by December 15th
- Board of Control request must be submitted for all overnight or out-of-state conferences

Failure to meet all expectations outlined above will result in non-payment of the second installment of the stipend for primary, assistant advisors, and coaches.

Moneys raised by clubs may be used to offset students' membership fees for students who receive fee waivers from the Center. If additional moneys are available, they may be used to offset membership fees for other students at the recommendation of the advisor, with approval from the director.

National Competition:

Participation in National Competition may occur with Administration and Board approval. One \$500 stipend per club will be provided regardless of the number of chaperones attending. If the conference is less than 5 nights, a per diem rate of \$100 a night will be utilized.

To assist the club advisors, the Director may, at his/her discretion, approve additional certified instructor chaperones, based on the number of student participants, for overnight trips. Approved chaperones shall be paid \$50.00 per diem for overnight trips.

K. Advancement of Salary for Coursework:

Effective July 1, 2014, certified employees will be allowed a salary increase for advance coursework from a fully accredited institution of higher learning. Advancement will only be allowed for credit hours that are deemed approved and suitable by the Director in his/her sole discretion. Employees will only be allowed to advance one time within a school year. Verification of advancement of salary will be verified through an official transcript.

Advancement will be awarded as follows:

Rate of \$1,000 at 30 and 45 hours

Rate of \$1,750 at AA/AS, 90 hours

Rate of \$2,000 for BA/BS; BA/BS+10; BA/BS+20

Rate of \$2,250 for MA/MS; MA/MS+10; MA/MS+20; MA/MS+30

L. Longevity Increase:

Beginning in the 2022-23 school year, instructors will receive a \$1,000 longevity increase after completion of their fourth year of employment and their tenth year of employment. Part-time instructors will receive a prorated payment based on days and sessions worked. This increase is not retroactive to employees who have already met these employment benchmarks.

M. Tuition reimbursement:

Teachers shall be reimbursed for tuition and textbooks up to \$2,000 per fiscal year with a maximum cap of \$10,000 per fiscal year by the Center for all tuition reimbursement. If the full \$10,000 has not been expended by the Center by June 10th of the fiscal year an instructor may apply for an additional \$500 towards the costs of tuition and books. All courses for reimbursement must be pre-approved by the Director prior to registration. Courses to be reimbursed must meet the following guidelines:

- Completion of course work that leads to a degree that relates to subject area currently teaching, or
- Completion of course work that leads to an initial/standard teaching certificate, additional certification or degree or
- Professional development through college course credit programs that are recommended and approved by the Director for on-going instructional improvement.
- Courses must be through an accredited college/university.

Reimbursement for tuition will be provided for a pre-approved graduate course or pre-approved required undergraduate course when proof of payment and proof of completion, with a grade of at least a "C" for undergraduate courses or "B" for graduate courses (or "Pass" if the course is a pass/fail course) is verified.

If Wilco pays for specific course training/certification at the request of an instructor (ie OSHA Instructor Certification, CNA Train the Trainer, CPR Instructor certification, EMS Instructor, Sanitation Instructor, etc.), and the instructor voluntarily leaves the Center within two years of the paid training, the instructor shall reimburse Wilco for the cost of the training/certification.

Salary Freeze - Effective July 1, 2006, any new teacher with a vocational temporary provisional or vocational provisional certificate hired by Wilco will be required to obtain a B.A. in their teaching area within a period of fifteen years. Failure to comply with this policy will result in a salary freeze of the fifteenth year of employment. Any teacher hired prior to the 2006-2007 school year is exempt from the salary freeze.

N. Travel-Professional Activities:

The Center supports teacher attendance of professional development activities, in the form of approved absence, expenses, or transportation, with the Director's approval. Such activities shall relate directly to the educational program of the Center and to the teacher's area of assignment and will not be part of the individual tuition reimbursement benefit.

The Director is authorized to approve transportation requests for activities in the State within budget limitations. Out-of-state travel requires the approval of the Board.

Subject to the imposition of budgetary controls, each instructor may request to attend one statewide or area-wide conference with subsistence, travel, and fees allowed, not to exceed an amount approved by the Director and the rates of compensation as established by the Board. Compensation or reimbursement for travel expenses will be based upon usual and customary charges for the area of travel.

O. Mileage Reimbursement:

Teachers are allowed to claim mileage reimbursement in the performance of their duties when personal automobiles are used upon the approval of the Director.

Mileage claims must be approved and mileage reimbursement shall be the amount allowed by the IRS.

P. In-Service Training:

Teachers will, to the extent possible, be provided opportunities for in-service training. Opportunities may be offered by the Center itself, sometimes for college credit, by the various Illinois State Board of Education programs, or may be under sponsorship of many textbook and/or equipment companies.

In-service training shall have as its purpose to allow all teachers to keep abreast of educational and industrial changes. In-service training shall be under the direction of the Director or his/her designee and must have his/her approval.

In-service training may take place during the school day with released time for the teacher, immediately after school or in the evening.

Q. Business and Industry Connections:

Staff members, in order to help maintain their awareness of current practices and technological changes within their area of expertise, while seeking work-based learning opportunities for their students, are expected to make two (2) industrial/business connections per year during established in-service time. Business/industry connections, dates and times will be subject to prior approval by the administration. Upon completion of these visits, staff members will be required to provide administration with a summary of their findings and observations including whom they met with and technological innovations observed. These summaries will be available to the Board for their reading.

Instructors who fulfill the obligations outlined above outside of regular teacher workday hours shall submit documentation for up to four (4) hours of curriculum stipend as outlined in Article V Section R in the final check of the year. This stipend acknowledges the additional responsibilities undertaken by instructors to ensure the continuous improvement of educational standards and professional development.

In the event that a scheduled business visitation is canceled or needs to be rescheduled due to circumstances beyond the instructor's control, every reasonable effort will be made to reschedule the activity. However, if rescheduling is not possible, the instructor will not be deemed in violation of the contractual obligation but will be considered ineligible for any stipend.

R. Advisory Committees:

It is the responsibility of every program at Wilco to maintain an active Advisory Committee with the active participation of each individual instructor, consisting of from four (4) to six (6) business or industry professionals. This committee must meet at least two (2) times a year and the Director must be notified and dates and agenda furnished at least five (5) school days prior to the meeting date. One of these meetings should be scheduled in the fall months of September or October, and one in the spring months of April or May. Participation in a post-secondary institution's or industry's established committee meeting in the relevant area counts toward partial fulfillment of one (1) of the two (2) required meetings. Verification of attendance must be provided to the administration no later than five (5) days after the meeting's occurrence through a signed participation form.

Instructors who fulfill the obligations outlined above shall receive an annual stipend of \$250 in the final check of the year. This stipend acknowledges the additional responsibilities undertaken by

instructors to ensure the continuous improvement of educational standards and professional development. If an instructor chooses to participate in an advisory committee that already provides its own stipend or occurs during teacher workday hours, no additional stipend will be issued by the Center.

In the event that a single scheduled advisory committee meeting is canceled or needs to be rescheduled due to circumstances beyond the instructor's control, every reasonable effort will be made to reschedule the activity. However, if rescheduling is not possible, the instructor will not be deemed in violation of the contractual obligation but will forfeit the full \$250 annual stipend.

In the event that neither advisory committee meeting is fulfilled by each individual instructor, the instructor will be deemed in violation of the contractual obligation and thus will be subject to a \$100 deduction in salary upon the final paycheck of the school calendar year.

S. Professional Membership:

Wilco will pay for one affiliate membership and one Illinois Association for Career and Technical Education membership per staff member. National dues will not be included in this membership payment. Administration must approve the affiliate that teachers request to join.

T. Bright Start Teacher Mentorship Program:

To facilitate new teacher induction, Wilco will appoint a teacher mentor for non-tenured teachers. Full-time teachers assigned to the Career Center shall receive priority for mentor assignments as long as they meet the conditions below. The qualified mentoring teacher will be one who has received a rating of 'excellent' on his or her most recent evaluation or a 'proficient' rating with no components rated 'unsatisfactory' or 'needs improvement' and preferably has a minimum of five years of experience in teaching.

Full-time teachers assigned to the Career Center shall receive priority for mentor assignments as long as they meet the conditions above. The mentoring teacher will be chosen by the Center Administration with the understanding that the position is voluntary.

Mentoring teachers will be compensated at a rate of \$2,500 per school year in two equal payments to be paid in December and May.

All certified members new to Wilco Area Career Center will be required to participate and complete the New Teacher Induction and Mentoring Program. There is no opt-out provision. The program consists of the New Teacher Orientation (2 days in August before the start of school), monthly mentoring meetings (2 in September and October), monthly professional development (1 per month), and additional meetings as deemed necessary by the mentor and/or Wilco Administration to address questions or concerns. Participants will remain in the program for two years if they receive ratings of Proficient or higher in all four domains, otherwise they shall be in the program for four years.

With the exception of peer observations, all mentoring activities will occur outside the contractual workday. Teachers will receive professional development clock hours and an hourly stipend (Article V Section R) for monthly professional development and mentoring meetings.

U. Additional Contractual Obligations:

All teachers will be expected to attend, after student attendance:

1. One (1) meeting per month except for emergencies. Meetings shall not exceed one hour in length.
2. Additionally, teachers are expected to attend the Fall Open House, Spring Orientation and the end-of-year Awards Event at the Center.
3. One (1) home-school event chosen by the teacher or assigned by the Director if no event is

chosen.

In compensation for attending these events, teachers shall receive four (4) hours of comp-time, two (2) hours which may be used on the last day of the Fall semester and two (2) hours which may be used at the teacher's discretion, subject to pre-approval from the Director, during the last week of the Spring semester. If a teacher is unable to use the two (2) hours on the last day of the Fall term for a reason beyond the teacher's control or due to a work assignment, workshop or training, those hours may roll over to also be used at the teacher's discretion during the last week of the Spring semester, subject to pre-approval from the Director.

V. Class Size:

Quality education is aided when a low pupil-teacher ratio is maintained. The single greatest safety concern for CTE teachers is overcrowding in the classroom laboratory setting. Having too many students in a small space raises the potential for a serious hazard or safety incident to occur. With this in mind, the Union President and the Director shall meet twice annually (prior to the beginning of each semester) to discuss sections of classes and numbers of students per class: class size, IEP student numbers and multiple levels will be considered in the placement of classroom aides. Every effort will be made to keep the number of students who utilize laboratory facilities to the number of workstations that can be safely monitored by the teacher and/or classroom aides available. When CTE programs at the Center expand, students' safety will not be compromised in order to meet the demands of increased enrollment.

W. Center Tours:

Tours of the Area Career Center shall follow these guidelines:

1. For Middle School Students (7th and 8th Graders only):
 - a. shall occur on partial or non-student attendance days.
 - b. may consist of one tour per day.
 - c. student groups will be limited in size to maintain safety during their tour of the classroom and laboratory facilities available. Shall be limited to groups of up to eighty (80) students per day per program, in four (4) shifts of twenty (20) students at a time.
 - d. student groups will be required to have a minimum of one (1) chaperone available to oversee and assist the teacher and classroom laboratory aides in the facilities available if the group size is more than ten (10) students. If adequate chaperones have not been provided by the visiting school, Administration will be required to supplement coverage.
 - e. Not to exceed five (5) tours per semester for eight (8) total over the course of the school year.
2. For high school students:
 - a. shall be limited to groups of up to thirty (30) students per day, in two shifts of fifteen (15) students at a time when students are present and the Center is in full attendance.
 - b. shall be conducted in a manner that allows prospective students to observe while preserving instruction of current students.
 - c. larger student tours of more than thirty (30) students shall be scheduled on days of reduced student attendance.
3. The administration will determine the dates, schedules and arrangements for each tour day in consultation with the Wilco Council.
 - a. Teachers will be notified at least thirty (30) days in advance of dates, schedules, and arrangements.
 - b. Changes to arrangements on each tour day will be adequately communicated to teachers through a method agreed to by all participants.
4. Overhead calling will be utilized on days when school tours are scheduled.

X. Teacher Evaluation:

In accordance with School Code, the Board shall continue to work in cooperation with the Union on an Instructional Improvement/Evaluation Plan. The PERA Joint Committee, consisting of an equal number of representatives of the Board and Union, shall meet annually to assess and review the effectiveness of the evaluation plan for the purposes of continuous improvement of instruction and evaluation practices.

Y. Placement:

The placement of students shall be the joint responsibility of the administration and staff. Placement activities are directed toward students completing programs and may include part time placement of students enrolled at the Center. Placement activities shall include phone calls, letters, or personal contacts with area business and industry.

Z. Instruction Beyond the Teacher Workday or School Calendar:

1. Early Bird Classes:

Early Bird classes are defined as those classes that extend the regular school day by starting before the start of the regular school day.

- a. Workday-the workday for teachers assigned to teach an Early Bird class shall be eight hours and forty minutes (8 hours and 40 minutes) starting at 6:20 a.m. and lasting until 3:00 p.m.
- b. Compensation-for a teacher who teaches Early Bird in addition to the normal day, compensation shall be based on one-third (1/3) of the teacher's annual salary, minus non-student attendance days (teacher institute days, home-school final exam days and statewide testing days). Early Bird classes are scheduled for less than a full block, therefore, the compensation shall be calculated on a two-thirds (2/3) pro-rata basis for the time worked based on one third (1/3) of the teacher's annual salary (Example: \$50,000 annual salary divided by 3 = \$16,666 per two (2) hour class session. Early Bird class: \$16,666 times .667 = \$11,116 additional annual salary minus the number of non-student attendance days times the teacher's per diem rate).
- c. A teacher who teaches Early Bird as part of a shortened day from 6:20 to 2:30 utilizing the release of Wilmington and Reed-Custer students (8 hours and 10 minutes), will be compensated for forty minutes of additional time per day minus days of non-student attendance. Early Bird classes are scheduled for less than a full block, therefore, the compensation shall be calculated on a one-third (1/3) pro-rata basis for the time worked based on one third (1/3) of the teacher's annual salary (Example: \$50,000 annual salary divided by 3 = \$16,666 per two (2) hour class session. Early Bird class: \$16,666 times .333 = \$5,549.78 additional annual salary minus the number of non-student attendance days times the teacher's per diem rate).
- d. Teacher Selection-selection of teachers for Early Bird classes shall be by recommendation from the Director, based on factors that include without limitation: certifications, qualifications, merit and ability (including performance evaluations, if available), and relevant experience, provided that the length of continuing service with the Area Career Center must not be considered as a factor, unless all other factors are determined by the board to be equal.
- e. Teacher Acceptance-assignment to an Early Bird class may be accepted or rejected by a selected teacher by September 1 of the previous school year. A new teacher can be hired for an Early Bird position as part of an employment offer.

2. Summer School:

- a. Summer school programs are periodically offered at the Center. Staffing for summer school shall be done by recommendations from the Director and approval by the Board.
- b. Wilco teachers will be given first consideration for summer school positions based on qualifications. Wilco administration will post a list of available summer positions and send to the Union President.
- c. Pay for summer school shall be at the rate of \$50 an hour or the teacher's hourly rate, whichever is higher, with a 1/2-hour unpaid lunch.

3. Clinicals:

Instructors who are providing clinical instruction shall be compensated at their hourly rate or provided an option of compensated time.

AA. Inventory:

All instructors are required to maintain a complete inventory of all capital supply items housed within their program area. Inventories will be provided to instructors at the start of each school year. These inventories must be kept up to date on a continuing basis and should be readily available to the administration within two (2) school days of the request.

ARTICLE VI - SALARY PROVISIONS

The Placement Schedule is used for initial salary placement of incoming teachers upon employment. If the minimum salary on the Teacher Placement Schedule (Appendix A) is less than Illinois' statutory minimum teacher salary for any year of this Agreement, it shall be increased to the required amount.

Teachers who maintain an industry certification which qualifies them to teach a dual credit course (i.e. OSHA, Vet Tech, AWS), excluding those required for employment or optionally acquired by a teacher (i.e. CPR, Train the Trainer, ASE, etc.) shall receive an annual \$1,000 stipend. Renewals of said certifications will not count towards additional salary increases. The \$1,000 stipend shall be discontinued for a teacher who allows the said certification to lapse. In response to the addition of new dual credit courses or other curricular enhancements, the Board and Union may agree to additional certifications for this stipend moving forward.

For the 2025-26 school year, teachers, with exception of those employed prior at the Center prior to 2012, will receive a \$2,000 raise, prorated based on the total number of contracted days out of one-hundred and eighty (180), plus a two and one-half percent (2.5%) raise. Teachers employed at the Center prior to 2012 will receive a four and one-half percent (4.5%) salary increase.

For the 2026-27 school year, all teachers will receive a \$1,000 raise, prorated based on the total number of contracted days out of one-hundred and eighty (180), plus a one and one-half percent (1.5%) raise, and a one and one-half percent (1.5%) TRS contribution made on behalf of the teacher by the Center.

For the 2027-28 school year, teachers will receive a two and one-half percent (2.5%) raise and an additional one and one-half percent (1.5%) TRS contribution, for a total of three percent (3%) made on behalf of the teacher by the Center.

For the 2028-29 school year, teachers will receive a two and one-half percent (2.5%) raise and an additional a one and one-half percent (1.5%) TRS contribution, for a total of four and one-half percent (4.5%) made on behalf of the teacher by the Center.

At the end of this contract, teachers will receive a four and one-half percent (4.5%) total contribution to TRS on behalf of the teacher by the Center.

ARTICLE VII - CONDITIONS OF AGREEMENT

A. Duration:

This Agreement shall be effective as of July 1, 2025, and shall continue in full force and effect through June 30, 2029. However, the Board and Union may, at any time, amend this Agreement by mutual consent.

Items to be negotiated for the next Agreement shall be submitted by either the Board or the Union by February 1, 2029, and negotiations shall commence on or before March 1, 2029, and shall continue until a new or revised Agreement is reached.

B. Ratification of Agreement:

This Agreement will not be considered binding until such time as the Union has formally notified the Board in writing of official acceptance of this document by the membership and subsequent approval by formal Board of Control action at a public meeting.

C. Execution of Agreement:

In witness whereof, the parties have executed this Agreement by their duly authorized representatives.

Dated this June 10, 2025

For the Board of Control
of Wilco Area Career Center

Rod Wray

6-10-25

Date

Mae May

For the Wilco Council,
AFT Local 604

G. Banda

6/10/2025

Date of Ratification

2025-2026 Teacher Placement Schedule

Appendix A (page 2 of 4)

2026-2027 Teacher Placement Schedule

Base Salary											
Statutory Legal Minimum + CPI, with no less than 2.5% and no greater than 4.5%											
Work Experience *	Years	1	2	3	4	5	6	7	8	9	10
	Amount	\$ 2,500	\$ 3,000	\$ 3,850	\$ 4,700	\$ 5,550	\$ 6,300	\$ 7,000	\$ 8,000	\$ 9,000	\$ 10,000
Teaching Experience	Years	1	2	3	4	5	6	7	8	9	10
	Amount	\$ 1,000	\$ 2,800	\$ 3,700	\$ 4,600	\$ 5,500	\$ 6,400	\$ 7,300	\$ 8,200	\$ 9,100	\$ 10,000
Education	Sem. Hrs/ Degree	30	60	90	BS	BA/BS +10	BA/BS +20	MA/MS	MA/MS +10	MA/MS +20	MS +30
	Amount	\$ 1,000	\$ 2,000	\$ 3,500	\$ 4,000	\$ 4,750	\$ 5,500	\$ 7,000	\$ 8,000	\$ 9,000	\$ 10,000

*Minimum 2 years work experience required. 2,000 hrs. shall be considered as a year of work experience. Experience must be related to teaching area.

Credit will be allowed for a full year of teaching and/or work experience.

Subsequent teacher's salary will be based on initial salary placement plus a base increase as identified in the Wilco Teachers Union Contract.

Appendix A (page 3 of 4)

2027-2028 Teacher Placement Schedule

Base Salary											
Statutory Legal Minimum + CPI, with no less than 2.5% and no greater than 4.5%											
Work Experience *	Years	1	2	3	4	5	6	7	8	9	10
	Amount	\$ 2,500	\$ 3,000	\$ 3,850	\$ 4,700	\$ 5,550	\$ 6,300	\$ 7,000	\$ 8,000	\$ 9,000	\$ 10,000
Teaching Experience	Years	1	2	3	4	5	6	7	8	9	10
	Amount	\$ 1,000	\$ 2,800	\$ 3,700	\$ 4,600	\$ 5,500	\$ 6,400	\$ 7,300	\$ 8,200	\$ 9,100	\$ 10,000
Education	Sem. Hrs/ Degree	30	60	90	BS	BA/BS +10	BA/BS +20	MA/MS	MA/MS +10	MA/MS +20	MS +30
	Amount	\$ 1,000	\$ 2,000	\$ 3,500	\$ 4,000	\$ 4,750	\$ 5,500	\$ 7,000	\$ 8,000	\$ 9,000	\$ 10,000

*Minimum 2 years work experience required. 2,000 hrs. shall be considered as a year of work experience. Experience must be related to teaching area.

Credit will be allowed for a full year of teaching and/or work experience.

Subsequent teacher's salary will be based on initial salary placement plus a base increase as identified in the Wilco Teachers Union Contract.

Appendix A (page 4 of 4)

2028-2029 Teacher Placement Schedule

Base Salary	Statutory Legal Minimum + CPI, with no less than 2.5% and no greater than 4.5%										
Work Experience *	Years	1	2	3	4	5	6	7	8	9	10
	Amount	\$ 2,500	\$ 3,000	\$ 3,850	\$ 4,700	\$ 5,550	\$ 6,300	\$ 7,000	\$ 8,000	\$ 9,000	\$ 10,000
Teaching Experience	Years	1	2	3	4	5	6	7	8	9	10
	Amount	\$ 1,000	\$ 2,800	\$ 3,700	\$ 4,600	\$ 5,500	\$ 6,400	\$ 7,300	\$ 8,200	\$ 9,100	\$ 10,000
Education	Sem. Hrs/ Degree	30	60	90	BS	BA/BS +10	BA/BS +20	MA/MS	MA/MS +10	MA/MS +20	MS +30
	Amount	\$ 1,000	\$ 2,000	\$ 3,500	\$ 4,000	\$ 4,750	\$ 5,500	\$ 7,000	\$ 8,000	\$ 9,000	\$ 10,000

*Minimum 2 years work experience required. 2,000 hrs. shall be considered as a year of work experience. Experience must be related to teaching area.

Credit will be allowed for a full year of teaching and/or work experience.

Subsequent teacher's salary will be based on initial salary placement plus a base increase as identified in the Wilco Teachers Union Contract.

Appendix B

Request for Reconsideration Form

Please complete this form and return it to the Executive Director or Assistant Director. Please print.

This request is initiated by _____

who represents: _____ Student

_____ Parent/guardian of student: _____

_____ Other: _____

Complainant Phone: _____

Complainant Address: _____

Complainant Email: _____

Date of incident: _____ , _____
MONTH DAY YEAR

Curriculum area: _____

Classroom teacher: _____

Please state, as precisely as possible, the specific curriculum area, instructional material, or program to which the user objects (*include name, title, author, and any other identifying information*).

How did you become aware of the curriculum area, instructional material, or program?

☐ By classroom observation

☐ By word-of-mouth

☐ By review

☐ Other: _____

Many of the questions below refer to “practice.” This word is meant to include the use of any materials being objected to— books, films, records, pictures, etc. as well as things done in the school, such as visiting speakers, assignments given to students, treatment given to students, etc.

1. What do you believe might be the result of the practice you are concerned with? (What harm do you see as a result of the practice?) _____

2. Are you aware of the entire practice? Did you read the entire book? Did you learn what happened before the incident? Do you know the entire discussion, assignment, or activity?

3. What do you believe to be the purpose of this practice? _____

4. What would you like Wilco Area Career Center to do about this practice?

_____ Do not allow my child to participate

_____ Do not allow any students to participate

_____ Substitute a different practice, such as: _____

_____ Refer this incident to the appropriate department for reconsideration

_____ Have the appropriate school officials meet with me to confer about this matter

PRINT NAME

SIGNATURE

Date of submission: _____ , _____
MONTH DAY YEAR

Appendix C

Personal/Emergency Leave Request Form

Employee Name: _____

Date of Request: _____ , _____
MONTH DAY YEAR

Request for use of Personal/Emergency Leave day for the following date(s):

MONTH DAY YEAR

MONTH DAY YEAR

MONTH DAY YEAR

MONTH DAY YEAR

I will need the leave for the following reason:

- ☐ Appearance in court
☐ Appointment with attorney
☐ Home emergency *Please specify:* _____

- ☐ Moving to new residence *Indicate new address:* _____

- ☐ Car trouble *Please specify:* _____

- ☐ Personal family matter *Please specify in writing or verbally:* _____

- ☐ Other *Please specify:* _____

- ☐ I will need substitute coverage. I will arrange to have appropriate materials ready for their use on the indicated days.

- ☐ I do not need substitute coverage; other arrangements have been made.

Employee Signature Date: _____
MONTH DAY YEAR

For Administrative Use Only:

- ☐ APPROVED
☐ NOT APPROVED

Date: _____ Director's Signature: _____