

Ottawa Township High School District 140

Final Offer from the Board of Education

Negotiation Cost Summary Package

July 15, 2013

Introduction

The following offer is made pursuant to 115 ILCS 5/12 by the Board of Education of Ottawa Township High School District 140(Board) to the Ottawa Township High School Education Association(OTHSEA).

Additional information is provided with this offer in order to assist the Illinois Educational Labor Relations Board (IELRB) and public in understanding the context in which this offer is made.

The District believes that both parties have strived to reach agreement through the process of negotiations and the remaining issues may be settled by both parties being at the table, and continuing to bargain. The District asks that both parties return to the negotiating table at the earliest convenience to resume bargaining and reach an amicable agreement.

Negotiations History

The Contractual Agreement 2009 – 2012 expired on August 15, 2012. Consistent with applicable law, members of the OTHSEA have continued to receive the same salary and benefits as they did at the time the Agreement expired.

Negotiations between the Board and the OTHSEA have been ongoing since May of 2012. In September, 2012 the Board requested the assistance of a federal mediator from the Federal Mediation and Conciliation Service. The teams have met numerous times and have exchanged language and financial proposals.

Progress has been made toward an agreement since the initiation of negotiations. The Board and the OTHSEA have negotiated thirty-nine tentative agreements to date. While the initial financial proposals introduced by the Board and the OTHSEA were approximately \$2,900,000 apart, the teams' most recent proposals have bridged the gap to within approximately \$1,175,000 of each other over a three year period.

The most significant issues remaining are salary, benefits and post-retirement benefits. The Board values the work done by the members of the teaching staff. It is incumbent upon the Board to seek a fair contract within the District's financial means to maximize the educational benefit to our students. We continue to strive to work together to provide an excellent education for our students while prudently managing tax dollars. However, due to excessive loss in revenue over the past four years, the District is currently facing a \$3.25 million deficit in the Education Fund which is the fund from which teacher salaries and benefits are paid. The District currently projects a \$3.4 million deficit for 2013-14 and \$3.3 million deficit for 2014-15. The causes of the deficit are due primarily to the significant drop in the equalized assessed value of property within the District. The District's property values have dropped steadily since 2010, this loss in the Education fund alone equates to \$708,560. Combined with an overall loss of \$1,741,398 of General State Aid since 2009, loss of interest income, and corporate personal property taxes, our revenue base is below levels received in 2007. Our expenses however have continued to rise due primarily to salaries, benefits and insurance costs. Salary expenses are at 129% of 2006-07 levels.

The Board's proposal includes a one-time stipend of \$713.00 to be paid "off the salary schedule" to each teacher for each of the next two years. This stipend is equal to 2% of the starting base pay which is \$35,633.35 . We are proposing that there be no step movement for 2012-13, 2013-14 and

2014-15 on the salary schedule due to the fact that the teachers' salary schedule has a built-in 5% step increase which would equate to \$1,782 for each teacher who moves down on the salary schedule due to another year of service.

The Board's current offer provides the same insurance premium employee/employer splits for the teacher's union for the 2012-13 school year as were in effect for 2011-12 which is set at 10% of the medically equivalent family rate. For the remainder of the Agreement (2013-14 and 2014-15), the Board is offering a 13% premium contribution in year one for all insured teachers and an additional 1% increase in the final year.

It remains the District's desire to continue to meet at the negotiating table for resolution of these last remaining issues as soon as possible so we may once again be able to focus on the core mission which is shared by all parties.

The Final Offer of the Board of Education (Board) is as follows:

1. Include all mutually-agreed upon typographical and non-substantive changes to the 2009-2012 Agreement.
2. Include all mutually-agreed upon Tentative Agreements (TAs) regarding language items reached throughout the current negotiations process. Copies are appended to the current document.
3. Include the following provisions. (Note: each section heading refers to the same section in the expired Contractual Agreement)

VI – Staff Reduction

The Board is proposing to revise the reduction in force procedures to be consistent with the provisions of the current statute. (Appendix B).

F. A RIF joint committee consisting of an equal number of administrators appointed by the District and teachers approved by the Association will be created to address the matters set forth in Article 24-12 of the Illinois School Code. (TA 4/4/13)

Article VII – Salaries and Benefits

A. Salary Schedules and Insurance Benefits for 2012-13

The same salary schedule from school year 2011-12 school year will remain in effect during the 2012-13 school year (Appendix A). The Board agrees to waive the increase in insurance rates for the 2012-13 school year. This year’s family insurance premium contribution per employee enrolled in the family insurance was contractually set at 10% of the medically equivalent costs and calculated at \$180.80 per month, up from the 2011-12 rate of \$165.47 per month. The Board paid \$17,871 a year for each teacher enrolled in the family health insurance in 2011-12. Due to the increase in rates, the Board paid an additional \$1,840 for each family member enrolled in the family insurance plan in 2012-13 but has agreed to waive any contractually required increase to the employee for 2012-13.

B. Salary Schedules and Insurance Benefits for 2013-14

The same salary schedule from the 2011-12 school year will remain in effect in 2013-2014. The Board has offered a \$713 stipend for every employee covered under this agreement, prorated for part-time employees that will be added to employee’s 2012-13 salary for the 2013-14 school year. This amount equals 2% of the base salary of \$35,633.35.

This proposal includes moving the deductible outside the out-of-pocket. The deductible is currently set at \$350 with a maximum out-of-pocket of \$600 for single and a \$700 deductible with a maximum out-of-pocket of \$1,200 for family in-network and \$1,700 out-of-network. For the term of the contract, the deductible amount shall be \$350 per person to a maximum of two deductibles per family. After the deductible amount has been met, each member will be responsible for \$600 of out-of-pocket expenses, then the \$950 stop loss maximum out-of-pocket will take effect and all covered expenses will be paid at 100% by the insurer to the plan’s maximum. The total out-of-pocket for single coverage will be \$950. The total out-of-pocket for dependent coverage will be \$1,900 in-network and \$2,400 out-of-network.

The Board currently offers a two-tier insurance plan; single and family. The Board would like to implement a four tier insurance strategy offering a more equitable way to distribute premium costs for the employees. The Board is asking for 13% of the medically equivalent rate contribution for all insured employees in 2013-14. The chart below shall define the percentage of insurance premiums to be paid by the full-time employee and the Board:

Plan of Coverage	August 30, 2012 - August 15, 2013 (Percent of Medically Equivalent Rate Contribution)	August 30, 2013 - August 15, 2014 (Percent of Medically Equivalent Rate Contribution)	August 30, 2014 - August 15, 2015 (Percent of Medically Equivalent Rate Contribution)
Single	Board 90%/Employee \$50	Board 87%/Employee 13%	Board 86%/Employee 14%
Employee + Child(ren)	Board 90%/Employee 10%	Board 87%/Employee 13%	Board 86%/Employee 14%
Employee + Spouse	Board 90%/Employee 10%	Board 87%/Employee 13%	Board 86%/Employee 14%
Family	Board 90%/Employee 10%	Board 87%/Employee 13%	Board 86%/Employee 14%

C. Salary Schedules and Insurance Benefits for 2014-15

The same salary schedule from the 2011-12 school year will remain in effect in 2014-15. The Board has offered a \$1,426 stipend for every employee covered under this agreement, prorated for part-time employees and will be added to employee's 2012-13 salary for the 2014-15 school year.

Insurance – Maintain four tier insurance with current Board proposed language including deductible and out-of-pocket. The employee insurance contribution will be increased from 13% to 14%.

D. Approximate Cost to Board of Salary and Insurance Offer

Salary

Fiscal Year	Increase Cost of Salary Over 2012-13 Cost	Increase TRS
2012-13	-	-
2013-14	\$66,309.00	\$8,413.42
2014-15	\$133,331.00	\$14,606.81
Total	\$199,640.00	\$23,020.23

Insurance

Fiscal Year	Increase Cost of Insurance	
2012-13	\$189,000.00	
2013-14	\$144,308.00	
2014-15	\$161,849.00	
Total	\$495,157.00	
Total Salary + TRS + Insurance		\$717,817.23

E. Summer and Evening Professional Work

- a. Current rate is set at \$29 per hour for 2012-13. It will be paid at \$29.00 per hour in 2013-14 and \$30.00 for the 2014-15 school year. Approximate increase cost over 2 years is \$4,832.

F. Professional Growth

- 2.1. Commencing with the 2013-14 school year, an increment of one hundred, twenty-five dollars (\$125.00) per credit hour shall be paid for approved education contributing to professional growth in any core content area upon approval of the Principal for the duration of this contract. Teachers will be reimbursed for all approved classes including those, which result in movement to Schedule II or Schedule III on the salary schedule. A maximum of 30 semester hours may be credited within each level of the basic salary schedule. Teachers who enroll in formal programs of study in their degree subject area, which require more than 30 hours of coursework will be entitled to reimbursement for the total number of required hours, provided they submit the program's requirements to the Principal for approval prior to commencing coursework in the program and the program is completed within a four year period. Employees currently in an approved program will be paid based on the 2009-12 collective bargaining agreement. During this contract estimated increase cost of \$1,590.

G. Teachers' Retirement System

The school district must deal with continued legislative uncertainty over pension reform. TRS is the State pension system to which the School District's teachers belong. By Statute, the amount paid by the School District to TRS is .58% of the total amount of creditable earnings paid by the School District to its teachers. The additional amount would place the District in an untenable position financially. We are proposing that as the District's obligation increases the amount that the Board is paying for the member's contribution decreases at the same rate.

- a. *The Board will pay 10.3753 percent (Member Contribution) and .58 percent (Employer Contribution) of each teacher's base salary in the rightmost column of the salary schedule to the Teachers' Retirement System of Illinois ("TRS"). The Board's obligation to pay the Member Contribution shall not exceed 10.3753 percent under any circumstances. Moreover, should the Employer Contribution percentage increase pursuant to a change in statute, regulation, rule or otherwise to be in excess of the .58 percent then, commencing July 1, 2013 or upon the effective date of the new rate if thereafter, the Board's obligation to pay the above-listed Member Contribution shall be proportionally reduced for each staff member by the amount of the increase in the Employer Contribution.*
- b. *The Board will pay .88 percent (member contribution) and .69 percent (employer contribution) of each teacher's base salary on the salary schedule to the Teachers' Retirement System of Illinois toward the Teachers' Health Insurance Security (THIS) Fund.*
- c. *According to authority granted by the Pension Reform Act of 1974, Section 414(b)(2) of the Internal Revenue Code, the Board agrees to shelter the Board's contributions, as well as the individual teacher's contributions up to a maximum of 10.3753% to the Teachers' Retirement System. Furthermore, the Board will not report the sheltered income as part of the teacher's gross income to the Internal Revenue Service. Should any of the above be declared improper by an IRS ruling or opinion, that clause or portion thereof shall be deleted from this agreement to the extent that it violates the ruling or opinion.*

H. Post-Retirement Insurance Benefit Reduction

The Board currently pays for eligible employees, 100% of the cost for TRS health insurance for employee and dependents until the age of 65. The estimated cost for post-retirement benefits for FY 2012-13, 2013-14, and 2014-15 based on the number of members on the plan and those set to retire during this contract is \$781,141. The District 2012 audit confirms that the District owes \$5,794,156 in postemployment benefits. In an effort to reduce these post-retirement costs, we are proposing the following:

- a. *The Board shall pay 100% of the cost of the TRS health insurance for the employee and dependents for the 2012-13 school year; employee and spouse for 2013-14; and for the employee only for 2014-15 until the age of 65 or Medicare Eligibility for all teachers who retire from the Ottawa Township High School with 10 years or more of service at OTHS.*
- b. **All employees hired prior to 2010-11 school year are exempt from the ten (year) requirement. All eligible employees who submitted an irrevocable notice of intent to retire by March 1, 2013 shall retain coverage for dependent(s) until the age of 65 or Medicare eligibility. (TA 12/6/12)**
- c. **Commencing with the 2013-14 school year, life insurance will be provided to early retirees at a death benefit of \$5,000 and will terminate at age 65. (TA 11/7/12)**
- d. **If, during the term of this agreement, any legislation and/or TRS rules/regulations are enacted or not re-enacted and/or adopted or amended that result in a greater cost to the district than the costs generated by this Agreement, the parties agree that this Section shall be null and void to reopen negotiation of the Retirement Incentive. (TA 11/7/12)**

I. Sick Bank

- a. *A sick leave bank shall be maintained by the Board to provide sick leave benefits to teachers who incur a prolonged illness or injury. Employees who choose to participate in the sick leave bank program will relinquish one sick leave day per year which will be deducted on September 1 from granted sick leave. Sick leave days deposited by the contributing member will remain in the sick leave bank.*

Items Tentatively Agreed Upon:

Article II – Negotiations

Add Item F. A special Board meeting will be held if necessary after ratification to approve a collective bargaining agreement. (TA 11/7/12)

Article V – Staff Relations Committee

Add Sentence: Meetings will be scheduled outside of contractual hours. (TA 11/7/12)

Article VII – Salaries and Benefits

A. Salary Schedules Continued

Pay Periods: Teachers will be paid twice monthly **through direct deposit (beginning with the first payroll of 2013-14 school year) on the 15th and 30th in each month of the year.** If the pay day falls on a Saturday, teachers will be paid on Friday. If the pay day falls on a Sunday, teachers will be paid on Monday. Payroll changes will be permitted before the first pay day in January and the first pay day in September. (TA 11/7/12)

Overload Compensation - \$2,900 per semester of Classroom Teaching Assignment (CTA) for the 2012-13 and 2013-14 school years, and **\$3,000 per semester for the 2014-15 school year, with a maximum of 60 for the school year.** Overload compensation shall be paid as an increment with 1st semester duties paid on December 1st and 2nd semester duties paid on May 1st. (TA 11/27/12)

Freshman Academy Coordinator - The Freshman Academy Coordinator shall be compensated **at 105% of the contractual rate based on the Salary Step at which he/she falls on the salary schedule for the term of this contract (2009-2010, 2010-2011, and 2011-2012)** a stipend of \$3,500. The Freshman Academy Coordinator will be assigned no more than ~~two~~ **three periods of classroom teaching and one plan period.** Other periods of the day will be designated for completing Academy Coordinator responsibilities. (TA 11/7/12)

Department/Division Heads - Department/Division Heads will be compensated at a rate of \$3,000 per year. The Administration shall have the sole discretion to determine the number of Department/Division Heads and who shall be a Department/Division Head. (TA 11/26/12)

B. Extra-Curricular Activities

Board withdraws language change proposal and will maintain language from the 2009-2012 C.B.A. (TA 11/26/12)

OTHSEA withdraws proposal of one boys and one girls' athletic trainer for each of three seasons. (TA 11/27/12)

Board proposes Cheerleader Director flat stipend rate of \$6,050 (OTHSEA proposed \$6,058 through percentage) (TA 11/27/12)

Board would agree to maintain Recycle Club, Podcasting Club, A./V club, German Club, French Club and Spanish Club. German, French, and Spanish Clubs would consolidate to one paid Foreign Language Club position after the 2014-15 school year. Board accepts removal of wrestlettes beginning with the 2013-14 school year. In exchange for maintain clubs as indicated, OTHSEA would agree to the removal of WebMaster position from contract after the 2014-15 school year. (TA 11/27/12)

Delete Level I - Gifted Coordinator (TA 11/7/12)

OTHSEA withdraws proposal of Level II Junior Achievement Advisor. (TA 11/7/12)

Board approves addition of Head Bowling Coach – Level II (TA 11/7/12)

Independent Study Coordinator – Move to flat stipend area, \$100 for teacher stipend per student per semester. The Administration shall have the sole discretion to approve the area of study and determine the number of independent study students each semester. (TA 11/7/12)

Delete Football Equipment Manager from Level III. (TA 11/7/12)

Add TSA Club to Level IV – Flat Rate of \$450 per year. (TA 11/7/12)

Delete Publicity from Level IV and Passageway from Level IV – Flat Rate (TA 11/7/12)

Board accepts athletic event worker pay schedule (See Appendix B). (TA 11/7/12)

C. Professional Growth and Training:

It is ~~expected~~ **encouraged** that members of the faculty will earn a Master's degree with the major emphasis in their teaching field within ten years of their employment. ~~Failure to comply will automatically freeze the individual on the actual salary paid at the end of his or her tenth year of employment, or, at the discretion of the Board of Education, employment may be terminated. Employees will be expected to show satisfactory professional growth as stated below. Those who have attained Schedule III shall be exempt from the provisions of Paragraph C-1. Paragraph C-1 does not exempt employees from meeting Illinois requirements for re-certification.~~ (TA 11/7/12)

1. ~~A minimum of three semester hours of graduate level college credit (special permission for undergraduate credit may be granted, with the approval of the Principal) shall be earned for each three year period subject to the provisions of C-3. Failure to comply with paragraph C-1 will result in the individual being frozen at the actual salary paid during the last year of the three year period. The first three year period started with the 1986-87 school year and the current three year period started with the 1995-96 school year and will end with the 1997-98 school year and then is self-renewing.~~ (TA 11/7/12)
3. 2. To receive the increment on the salary schedule, a pre-approval form must be submitted to and approved by the Principal prior to enrollment in a course. Evidence of completion must be presented to the Superintendent before Sept. 1 followed by an official transcript showing approved semester hours earned **by Sept. 15-30**. Courses taken without prior approval will not be reimbursed. (TA 11/7/12)

D. Insurance: (An addendum of insurance benefits will be provided to employees) (TA 11/7/12)

- (4) Covered prescription medications will be for a 34 30 day supply or 100 90 count, whichever is less, and subject to Drug Utilization Review. There shall be mandatory mail order for 90-day maintenance drugs for the cost of one co-pay rather than three (3) times the co-pay. (TA 11/7/12)

7. Meetings shall be convened three two times per year or as often as necessary. (TA 11/7/12)

8. The Board agrees that the employer shall not change, alter, or modify in any way the OHS Employee Benefit Plan policy specifications, or provisions of any insurance benefit program as pertaining to teachers and/or their dependents for coverage year without the mutual or expressed agreement of the Association. Exception -- State of Illinois mandates designed to enhance medical, dental, or optical insurance coverage will be incorporated into our self-insurance plan on the day they become effective as law.

9. Insured

- b. J. Commencing with the 2013-14 school year, life insurance will be provided to early retirees at a death benefit of \$5,000 and will terminate at age 65. [MOVE TO LETTER "J." ON PAGE 27.] ~~no less than the level of insurance the carrier provided retirees in 1993-94 (located in the Business Office). At no time shall the employer be obligated to provide plan benefits or specs to, or pay any more in premiums for retirees or dependents than is provided current active employees. Such health and life insurance coverage shall be provided to the employee and/or surviving dependents until the date of the retired employee's 65th birthday or until the surviving spouse remarries.~~ (TA 11/7/12)

- e. ~~All provisions concerning the eligible classes as stated in the Ottawa High School Master Plan (located in the Business Office) shall continue to remain in effect unless specifically changed.~~

H. Personal or Business Leave

Accounting: Personal leave shall be reported and charged in full or half day increments. If an employee's absence on a particular day is less than 3.5 hours, he/she shall be charged for one-half (1/2) day of leave. Absence of 3.5 hours or more of work shall be charged as a full day of leave. **Employees may be absent for one class period or less without loss of personal time.** (TA 12/6/12)

I. Bereavement Leave

In the case of death of an immediate family member as defined in the School Code, a teacher will be permitted to take a bereavement leave of 4 days without the loss of pay. **This bereavement leave will not be subtracted from sick leave. For purposes of this section, the term “immediate family” shall mean parents, spouse, children, siblings, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, and legal guardians. (TA 12/6/12)**

If at any time in connection with the death of a family member, it would necessitate taking more than 4 days for bereavement leave; any time beyond 4 days would be subtracted from the individual's sick leave.

The Principal may grant additional bereavement leave at his sole and exclusive discretion in cases of need upon written application by the employee. **The decision to grant additional bereavement leave outside the definition of immediate family is final and is not subject to grievance procedures. Should the employee be denied additional bereavement leave, the principal may allow the use of a sick day which will be subtracted from the individual’s accumulated sick leave. (TA 12/6/12)**

Article X – General Association Rights

J. OTHSEA shall have the right to post notices of activities and matters of OTHSEA concern on a designated bulletin board. **OTHSEA may use mailboxes and/or email for communications with bargaining unit members in accordance to the District’s Access to Electronic Networks Policy. (TA 11/7/12)**

Article XI - Standard Rights

K. Internal Substitution

1. Teachers who are requested to give up a planning period or to combine classes in order to perform internal substitution duties shall be compensated at the rate of \$29.00 per class period or any portion thereof for 2012-13 and 2013-14 school years, **\$30.00 per class period or any portion thereof for the 2014-15 school year. (TA 11/26/12)**

J- K. Surveillance Cameras

No surveillance camera shall be used for performance evaluation or discipline of teachers, except where the same provides evidence of a potential criminal act. (TA 11/7/12)

Article XII – Evaluation

ARTICLE XII - TEACHER EVALUATION

Teacher Evaluation Committee

As per the Ottawa Township High School Staff Evaluation Plan submitted cooperatively by the Board and OTHSEA for the 1986-87 school year and the legislative changes mandated by the State of Illinois for the 1999-2000 school year. A teacher evaluation committee consisting of an equal number of administrators appointed by the District and Association members appointed by the Association will develop an evaluation plan to be submitted to the parties for their action. The evaluation plan shall be in accord with the requirements of Article 24A of the Illinois School Code and of any rules adopted by the State Board of Education pursuant to this Section. The parties hereby agree that the purpose of this committee is not to incorporate the use of data and indicators of student growth as a significant factor in rating teaching performance as provided for in PERA. (TA 4/4/13)

PERA Joint Committee

During the term of this Agreement the parties agree to establish a joint committee composed of equal representation of district representatives appointed by the District and teacher representatives appointed by the Association. The PERA joint committee shall be responsible for incorporating the use of data and indicators of student growth as a significant factor in rating teaching performance with such incorporation to be effective in accordance with the law. (TA 4/4/13)

Appendix A

OTHS TEACHER SALARY SCHEDULE

<u>Step</u>	<u>Schedule I</u> <u>Bachelor's Degree</u>		<u>Schedule II</u> <u>Master's Degree</u>		<u>Schedule III</u> <u>Master's Degree + 30 Hours</u>	
	<u>Salary</u>	<u>Salary +</u> <u>Brd Pd TRS</u>	<u>Salary</u>	<u>Salary +</u> <u>Brd Pd TRS</u>	<u>Salary</u>	<u>Salary +</u> <u>Brd Pd TRS</u>
1	35,633.35	39,330.42	39,196.69	43,263.46	42,760.02	47,196.50
2	37,415.02	41,296.94	40,978.35	45,229.98	44,541.69	49,163.02
3	39,196.69	43,263.46	42,760.02	47,196.50	46,323.36	51,129.54
4	40,978.35	45,229.98	44,541.69	49,163.02	48,105.02	53,096.06
5	42,760.02	47,196.50	46,323.36	51,129.54	49,886.69	55,062.58
6	44,541.69	49,163.02	48,105.02	53,096.06	51,668.36	57,029.10
7	46,323.36	51,129.54	49,886.69	55,062.58	53,450.03	58,995.63
8	48,105.02	53,096.06	51,668.36	57,029.10	55,231.69	60,962.15
9	49,886.69	55,062.58	53,450.03	58,995.63	57,013.36	62,928.67
10	51,668.36	57,029.10	55,231.69	60,962.15	58,795.03	64,895.19
11	53,450.03	58,995.63	57,013.36	62,928.67	60,576.70	66,861.71
12			58,795.03	64,895.19	62,358.36	68,828.23
13			60,576.70	66,861.71	64,140.03	70,794.75
14			62,358.36	68,828.23	65,921.70	72,761.27
15			64,140.03	70,794.75	67,703.37	74,727.79
16			65,921.70	72,761.27	69,485.03	76,694.31
17			67,703.37	74,727.79	71,266.70	78,660.83

There shall be an additional payment of \$2,500 for each teacher commencing the year after a teacher reaches Step 17 of Schedule III.

There shall be an additional payment of \$1,500 for each teacher commencing the year after a teacher reaches Step 17 of Schedule II.

BASE: 35,633

STEP: 1,782

EDUC: 3,563

Appendix B

ARTICLE VI - STAFF REDUCTION

- A. In making a recommendation of the educational program or service to be provided by the District, the Superintendent shall give consideration to the following factors:
1. The needs of students as developed by pre-registration of students, requirements for graduation and requirements for accreditation.
 2. The funds available for the implementation of educational program or service.
 3. The curriculum offerings based on the material developed under subdivisions 1 and 2 above.
- B. Prior to the Superintendent making recommendations to the Board on staff reductions, the Superintendent shall consult with the OTHSEA for its input on such recommendations.
- ~~C. In the areas where reduction is necessary, teachers will be released in the following order:~~
- ~~1. Non-tenure (part-time).~~
 - ~~2. Non-tenure (full-time).~~
 - ~~3. Tenure. Least seniority goes first.~~
 - ~~a. If teachers have the same number of years of consecutive full-time teaching experience at OTHS, the exact date of signing the first contract will determine seniority. If this date is the same, the teacher with the most previous teaching experience will be considered senior. If previous teaching experience is the same, a flip of a coin will determine.~~
 - ~~b. If tenured teachers are reduced in their assigned teaching areas, they will be assigned to any area where a vacancy exists and for which they are legally qualified (according to State Board of Education Document Number 1 of October 1, 1977), or any subsequent document which replaces document 1 in the future.~~
 - ~~c. If no such vacancy exists, they will be assigned to the area for which they are legally qualified and have more seniority than the person holding the least seniority.~~
 - ~~d. If there is no one with less seniority in an area where they are legally qualified, they will be laid off.~~
- ~~D. C. Seniority List: The administration will provide a seniority list of the faculty (including qualifications for subject areas) in early January of each year. Any staff member will have 30 days to challenge the accuracy of this list and provide proof of updated course work, etc.~~
- ~~E. D. Order of Re-employment: Should the Board recall honorably dismissed tenured staff teachers, it shall do so teachers, it shall do so according to the provisions of 24-12 of the Illinois School Code. the Board shall recall said teachers in the reverse order of layoff.~~
- ~~F. E. Teachers' Obligation to Respond to Recall:~~
- ~~1. In cases of recall pursuant to paragraph E. D. of this article, the administration shall offer the available position to an eligible laid off teachers in reverse order of layoff, insofar as they are qualified to fill such position, by notifying said teacher of the availability of the position by certified mail (return receipt requested) sent to the teacher's address on file with the district office.~~
 - ~~2. The notification of position availability shall include notice that, should the teacher not reply, in writing, within 15 calendar days of the date of the letter of notification, the teacher shall forfeit all recall rights.~~
 - ~~3. Should the district office not receive a written response from the notified teacher within 15 calendar days after the date of the letter of notification, all recall rights of the teacher shall be terminated, and the position shall then be offered to the next ~~staff member in reverse order of layoff,~~ eligible teacher according to the provisions of this paragraph.~~