

AMEND BOARD RULES 4-8, 4-22, 4-23 AND 4-28

The General Counsel recommends amending the following Board Rules:

- 4-8 Days of Sick Leave With Pay.
- 4-22 Selection of Teachers for Appointed Teaching Positions and ~~Full-Time Basis Substitute~~
Temporarily Assigned Teaching Positions.
- 4-23 ~~Re-Employment of Former~~ Retired Teachers.
- 4-28 Teachers' Salaries - Adjustment of.

Approved: 

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General Counsel

Sec. 4-8. Days of Sick Leave With Pay. Effective ~~September 1, 1990~~ July 1, 2004, all full-time Chicago Public Schools employees paid on an hourly, daily, weekly or monthly basis, shall be eligible for annual sick days as hereinafter provided:

(a) *Definitions.* "Sick Leave" as used in Section 4-8 means leave for personal illness, quarantine at home by a duly authorized public health official, serious illness in the immediate family or household or death of a relative.

"Immediate Family or Household" as used in this section means the employee's parent, grandparent, child, grandchild, brother, sister, spouse, domestic partner as defined hereinafter, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, nephew, niece, uncle, aunt, and cousin who resides with the employee, provided a certificate to this effect is furnished by the employee. "Weekday" as used in this section means any regularly scheduled work day, including holidays. (Amended 07-31-91; 09-23-98; 06-23-04)

(b) *Annual Sick Days.* On September 1 of each year, annual sick days shall be granted to each eligible employee on the basis of one day for each month of employment provided for the employee's regular full-time position in the budget up to a maximum of 12 working days per year. The Board shall credit teachers who are at Step 13 of the salary schedule and have at least thirteen (13) years of experience with one (1) additional sick day per year. The Board shall credit teachers who are at Step 13 on the salary schedule and have at least eighteen (18) years of experience with two (2) additional sick days per year. Employees beginning employment subsequent to September 1 of any year shall be granted sick days prorated on the above basis. No sick days shall be granted to employees for temporary employment in positions opened for the summer month(s) only. New employees, with the exception of lunchroom employees and school bus aides paid on an hourly basis, shall complete a waiting period of 60 school days in order to be eligible for sick days. (Amended 11-20-85; 07-31-91; 06-23-04)

(c) *Accumulation of Sick Days.* Effective ~~July 1, 1999~~ August 19, 2002, the maximum number of unused sick days permitted to accumulate to an eligible employee shall be ~~285~~ 315. ~~Effective July 1, 2000, the maximum number of unused sick days permitted to accumulate to an eligible employee shall be 295. Effective July 1, 2001, the maximum number of unused sick days permitted to accumulate to an eligible employee shall be 305. Effective July 1, 2002, the maximum number of unused sick days permitted to accumulate to an eligible employee shall be 315.~~ The total number of unused sick leave days shall appear on the salary check stubs of all employees. (Amended 08-23-67; 03-11-70; 05-28-80; 11-20-85; 03-09-88; 07-31-91; 02-26-92; 06-23-99; 06-23-04)

(d) *Death of Relative of Employee.* Whenever the absence of an eligible employee is caused by the death of a parent, spouse, domestic partner as defined hereinafter, grandparent, child, brother, or sister of the employee, or step-parent married to a parent of the employee, such employee shall be paid the employee's basic salary for the number of weekdays absent from the date of death to the date the employee returns to work, provided that the number of weekdays shall not exceed ten weekdays, including all holidays and layoff days, with the last five weekdays being applied against the employee's accumulated allowable bank of sick days. (Amended 03-27-74; 07-31-91; 02-23-00; 06-23-04)

Whenever the absence of an eligible employee is caused by the death of a grandparent, grandchild, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, nephew, niece, uncle, aunt, or first cousin of the employee, such employee may have applied against the employee's then accumulated allowable bank of sick days at full basic pay the number of week days absent from the date of death to the date of burial, plus the necessary time for return to Chicago when the funeral is held outside of the City, provided that the number of weekdays applied against said bank of sick days shall not exceed five weekdays, including all holidays and layoff days. (Amended 07-31-91; 06-23-04)

(e) *Physician's Certificate.* In the case of absence for illness in excess of five consecutive days, a certificate from a physician, or if the treatment is by prayer or spiritual means, from the advisor or practitioner of such employee's faith, shall be required as a basis of pay during such leave. In any instance when a supervisor has a reasonable suspicion that an employee is abusing sick leave, he or she may demand a physician certificate after an absence of one day. (Amended 07-31-91; 01-24-01)

(f) *Returnees from Military Leave.* Eligible employees returning from military leaves within 60 days after discharge other than dishonorable shall be considered as having been continuously in the service of the Board of Education, insofar as sick day allowances are concerned.

(g) *Failure of Notice of Return to Service.* When an employee reports for duty after a temporary absence without giving reasonable notice in advance to the school and a substitute has been sent to the school, such substitute shall receive pay for one-half day service and such amount shall be deducted from the salary of the employee. (Amended 07-31-91)

(h) *Transfer of Sick Days Upon Original Appointment.* Effective July 1, 1995, the sick day balance of eligible employees shall be adjusted to reflect the sick days accumulated as full-time employees of the City of Chicago, Chicago Housing Authority, Chicago Park District, County of Cook, Cook County Forest Preserve District, Metropolitan Water Reclamation District of Greater Chicago, School Finance Authority or the State of Illinois, provided that the service has been continuous and that such a request is made in writing with the Chicago Public Schools' Department of Human Resources within one year of the original appointment. Eligible employees shall be defined as those employees who have resigned but are not currently receiving pension benefits from the applicable pension fund of their previous employer, and were not dismissed for cause.

For employees eligible for unused sick day pay upon separation from the Chicago Public Schools, there shall be no cash value conversion of transferred sick days. Therefore, the total number of sick days transferred will be subtracted from the total number of sick days accumulated prior to pay out of unused sick day pay. (Amended 01-24-96)

~~(i) *Career Service Lunchroom Employees and School Bus Aides Paid on an Hourly Basis.* All lunchroom employees and school bus aides paid on an hourly basis and assigned a minimum of 20 hours a week shall be eligible annually for days of sick pay as hereinafter provided:~~

~~i. Such eligible employees shall be granted one sick day for each month worked and, effective September 1, 1991, the employee's accrual of unused sick days may be accumulated to a maximum of 265 days. Effective September 1, 1992, the employee's accrual of unused sick days may be accumulated to a maximum of 275 days. (Amended 07-31-91; 02-26-92)~~

~~ii. The pay for one day of sick leave shall be the number of hours assigned per day, multiplied by the basic hourly rate of the eligible employee. (Amended 07-31-91)~~

~~iii. Paragraphs (a), (d), (e), (f), and (g), of this section shall apply to Paragraph (i) (Amended 08-23-67; 03-11-70; 03-27-74; 05-28-80; 09-23-98)~~

Sec. 4-22. Selection of Teachers for Appointed Teaching Positions and ~~Full-Time Basis Substitute Temporarily Assigned~~ Teaching Positions.

A. Selection of teachers not currently employed as a CPS teacher for available positions. Whenever a full-time vacancy occurs in the position of a teacher, or whenever a teaching position is created that did not previously exist, and the majority of the duties of such a position are to be performed in a single attendance center, the principal shall, following interviews with teacher candidates, recommend in writing the selection appointment of the a teacher of his or her choice to fill the available position. The principal's written recommendation shall be directed to the ~~Bureau of Recruitment and Staffing~~ of the Department of Human Resources. ~~The written recommendation must specify whether the teacher candidate is being recommended for an "appointed" position or for an "assigned" position as a full-time basis ("FTB") substitute.~~ "A full-time vacancy in the position of teacher" means a budgeted position at an attendance center to which a probationary or tenured teacher has not been appointed and that the principal intends to fill. ~~The word "Appointed", "appoint", or "Appointment" means selection of a candidate for a full-time teaching position, made for merit only, and which candidate, after the requisite probationary period of satisfactory service, results in obtains the status of tenure for the teacher, with all rights specified in Section 34-84 of the Illinois School Code (105 ILCS 5/84).~~ The word "assigned", "assign", or "assignment" means a teaching position as an FTB substitute teacher. Teachers assigned as an FTB substitute teacher cannot achieve tenured status. Service as an FTB substitute teacher shall not be counted towards completion of the requisite probationary period in the event the FTB substitute teacher TAT is subsequently selected for an appointed teaching position. Pending appointment of a teacher to a full-time vacancy or when a teaching position becomes temporarily vacant due to a leave by the appointed teacher, the principal may assign a Temporarily Assigned Teacher ("TAT") to temporarily fill the position during the school year or part thereof. If temporary assignment ends before the end of a school year, the assigned TAT shall become a cadre substitute for the remainder of the school year. If, during the temporary assignment, the position becomes a full-time vacancy, then the TAT shall be appointed to that position as a probationary teacher within ten (10) school days of the date on which the position became a vacancy and shall thereafter serve the required probationary period in order to achieve tenured status. All teachers must have the appropriate state teacher certificate for the position.

B. Internal Teacher Position Transfers. Whenever a vacancy occurs in the position of a teacher, or whenever a teaching position is created that did not previously exist, and the majority of the duties of such a position are to be performed in a single attendance center, the principal ~~may~~, following interviews with the applicants for the position, ~~may~~ recommend that the position be filled by a teacher currently employed as a teacher at another attendance center. The principal's recommendation will be effectuated provided:

(1) The teacher is not currently under the remediation process pursuant to the Illinois School Code and/or the collective bargaining agreement between the Board and the Chicago Teachers Union. This requirement may be waived upon written application to the Chief Executive Officer, as provided in Section C below.

(2) The principal of the attendance center where the teacher is currently teaching approves the transfer. When a principal wants to select a teacher from another attendance center for an available teaching position, the principal must forward a written recommendation to the ~~Bureau of Recruitment and Staffing~~ of the Department of Human Resources.

C. Prohibition on Transfer of Teachers under Remediation. A teacher who is undergoing remediation pursuant to the Illinois School Code and/or the collective bargaining agreement between the Board and the Chicago Teachers Union shall not be transferred to any other attendance center. This requirement may be waived upon written application to the Chief Executive Officer.

D. Department of Human Resources. The Department of Human Resources shall be responsible for processing the recommendations made by principals of the attendance centers for available teaching positions. They are directed to communicate in writing to the principal whether the principal's

recommendation may be honored and if not, to specify the reasons why it cannot be honored. The selection of a teacher for an available position is not complete until the principal receives the written communication from the Department of Human Resources approving the recommendation. Immediately following approval of a principal's recommendation, the Department of Human Resources shall take all actions necessary to staff the selected teacher to the attendance center. (Amended 03-24-82; 07-31-91; 10-25-95; Rescinded & New Rule 10/25/00; Amended 06/23/04.)

Sec. 4-23. Re-Employment of Former Retired Teachers. A former teacher in the public schools of Chicago who is receiving an annuity from the Public School Teachers' Pension and Retirement Fund ("retired teacher") may make application for re-employment, but shall not be re-appointed or re-employed as a regular teacher while receiving an annuity from said Public School Teachers' Pension and Retirement Fund, except: 1.) A retired teacher may be re-employed on a temporary and non-annual basis in critical needs areas as defined by the Board's residency policy consistent with 40 ILCS 5/17-149; and 2.) A retired teacher may be re-employed to teach in subject shortage areas in accordance with 40 ILCS 5/16-150.1. The Chief Human Resources Officer shall promulgate guidelines for the employment of retired teachers. Employed retired teachers shall be paid a per diem rate as provided for in applicable collective bargaining agreements and shall not be eligible for employee benefits. The employment of retired teachers shall not result in the displacement of any appointed teacher. (Amended 07-31-91; Amended 06-23-04)

Any person who has an appropriate State of Illinois certificate may be employed as a substitute teacher on a daily basis. Such a person may be requested by the ~~General Superintendent of Schools~~ Chief Executive Officer, as a condition of employment, to pass an annual health examination as prescribed in Section 4-19 of these Rules. (Amended 03-24-82; 02-11-87; 07-31-91; 06-23-04)

Sec. 4-28. Teachers' Salaries - Adjustment of. A newly appointed teacher who is originally appointed from an eligibility list shall be placed at the first step and appropriate lane of the salary schedule from the date of such appointment, unless eligible for salary adjustment as provided herein. (Amended 07-31-91; 06-23-04)

(a) *Definitions.* The word "step" as used in this section means the vertical position upon the salary schedule at which a teacher is placed, based upon years of service of such teacher as determined by the Board. The word "lane" means the horizontal position upon the salary schedule at which a teacher is placed, based upon the training and education of such teacher "Certified professional" as used in this section means a non-teacher certificated employee licensed or professionally certified in the following fields: occupational therapy, physical therapy, orientation mobility specialty, and audiology.

(b) *Lane Placement.* With the exception of vocational certificated teachers who fully meet the requirements of the Department of Vocational and Technological Education, Chicago Public Schools, and who are teaching in a vocational reimbursable program, Lane I requires a bachelor's degree, Lane II requires 30 semester hours of approved graduate credit in the area of special education for teachers assigned to special education classes or a master's degree for all other teachers. Termination of service in the area of special education shall cause said teacher who was granted Lane II placement based on 30 semester hours of approved graduate credit in the area of special education to revert to Lane I. Effective September 1, 1990, Lane III requires a master's degree plus 15 semester hours of graduate credit, Lane IV requires a master's degree plus 30 semester hours of graduate credit, Lane V requires a master's degree plus 45 semester hours of graduate credit approved by the ~~General Superintendent of Schools~~ Chief Executive Officer, providing that Lane III, IV, and V credit may also be granted to those who hold a master's degree, or who subsequently receive a master's degree, for successful completion of all such courses offered by bureaus and departments within the Chicago Public Schools authorized and approved in advance by the Office of Instructional Services and the ~~General Superintendent of Schools~~ Chief Executive Officer up to a maximum of four semester hours per course. All other course work for graduate credit must have been successfully completed at a college or university fully accredited by a regional accrediting association. (Amended 07-31-91; 06-23-04)

Effective September 1, 1990, credits for purposes of Lane III, IV and V placement will also be granted for undergraduate courses successfully completed in accredited colleges or universities, provided that said credits have not been used for the fulfillment of a bachelor's or the master's degree requirements and provided that the courses are either designed to enable teachers to meet state qualifications in the field of special education or are designed to enable teachers in schools located in Spanish-speaking communities to communicate more effectively with pupils and parents in such communities, and provided that the courses are approved by the ~~General Superintendent of Schools~~ Chief Executive Officer for the specific teacher applying for Lane III, IV, and V placement. Subject to the provisions hereinafter set forth in Paragraph (i), credit for purposes of lane placement shall be granted to teachers for participation in subject-related workshops or training sessions which are conducted by industry and other approved organizations and which have been approved in advance by the Office of Instructional Services. Requests for such approval shall be submitted in writing to the Office of Instructional Services and submitted sufficiently far in advance to permit appropriate investigation by the Office of Instructional Services. A reviewing committee set up by the Office of Instructional Services shall approve or disapprove promotional credit for particular training sessions or educational programs which do not bear university credit and determine credit hour equivalences of such attendance. (Amended 06-23-04)

Effective September 1, 1990, Lane III, IV and V consideration shall also be granted to school social workers, school psychologists, school nurses, and speech pathology teachers for the successful completion of continuing education units in their respective field provided that the course work has been completed at professional training/educational institutions and approved by the Department of Special Education and Pupil Support Services, Chicago Public Schools. The Department of Human Resources, Chicago Public Schools, shall determine the credit hour equivalency of such attendance. (Amended 07-31-91)

Vocational certificated teachers who fully meet the requirements of the Department of Vocational and Technological Education, Chicago Public Schools, and who are teaching in vocational reimbursable programs are eligible for Lane II placement provided they hold a bachelor's degree from an accredited college or university, Lane IV placement provided they hold a master's degree from a college or university fully accredited by a regional accrediting association, and Lane V credit. Lane VI requires a Ph.D., or an Ed.D. All graduate credits mentioned in this and the aforementioned paragraphs must have been successfully completed at a college or university fully accredited by a regional accrediting association and must be in a field for which a state teaching certificate is offered by the State of Illinois. The words "original appointment" as used in this section mean the first appointment to the Chicago Public Schools system on any State of Illinois standard certificate or State of Illinois Transitional Bilingual Certificate which has been registered with the Educational Service Region of Cook County. The word "reappointment" as used in this section means any appointment of any State of Illinois standard certificate or State of Illinois Transitional Bilingual Certificate subsequent to the original appointment. For purposes of this section, there can be only one original appointment in the Chicago Public Schools system. (Amended 06-24-70; 07-31-91)

(c) Credit for Outside Service - Initial Placement as ~~Full-Time-Basis Substitute Teacher a Probationary or Temporarily Assigned Teacher Who Holds a State of Illinois Initial or Standard Certificate, or a State of Illinois Transitional Bilingual Certificate.~~ The salary of a ~~full-time-basis substitute~~ probationary or temporarily assigned teacher who holds a State of Illinois initial or standard certificate or a State of Illinois Transitional Bilingual Certificate shall be adjusted at a step and appropriate lane on the salary schedule which will allow full-time credit for service and experience as a full-time, day school teacher in a school outside of the Chicago Public Schools system which has been accredited by a regional accrediting association, a state department of education, or equivalent authority satisfactory to the ~~General Superintendent of Schools~~ Chief Executive Officer, provided that such service and experience occurred subsequent to receiving a bachelor's degree from an accredited college or university. (Amended 06-23-04)

(d) Step Placement for Other Professional Experience

i. A school nurse shall be allowed credit for service and experience outside the Chicago Public Schools system as a teacher of public school health or as a public health nurse employed full-time by an agency recognized by the appropriate state authority satisfactory to the ~~General Superintendent of Schools~~ Chief Executive Officer, provided that such service and experience occurred subsequent to receiving a bachelor's degree from an accredited college or university. Effective September 1, 1990, all new full-time school nurses shall be allowed credit for full-time nursing experience provided that such services and experience occurred subsequent to receiving a bachelor's degree from an accredited college or university. (Amended 07-31-91; Amended 06-23-04)

ii. A school psychologist shall be allowed credit for service and experience outside of the Chicago Public Schools system as a psychologist employed full time by an agency recognized by the appropriate state authority satisfactory to the ~~General Superintendent of Schools~~ Chief Executive Officer, provided that such service and experience occurred subsequent to receiving a master's degree from an accredited college or university. (Amended 07-31-91; Amended 06-23-04)

iii. A teacher of trade practical nursing shall be allowed credit for service and experience outside of the Chicago Public Schools system as a registered nurse employed full time by an agency recognized by the appropriate state authority satisfactory to the ~~General Superintendent of Schools~~ Chief Executive Officer, provided that such service and experience occurred subsequent to receiving a bachelor's degree from an accredited college or university. (Amended 07-31-91; Amended 06-23-04)

- iv. A teacher-librarian shall be allowed credit for full-time service and experience as a teacher-librarian in a school system outside of the Chicago Public Schools system, which has been accredited by a regional accrediting association satisfactory to the ~~General Superintendent of Schools~~ Chief Executive Officer, provided that such service and experience occurred subsequent to receiving a bachelor's degree from an accredited college or university. (Amended 07-31-91; Amended 06-23-04)
- v. A speech pathology teacher shall be allowed credit for full-time service and experience as a certified speech pathologist in an accredited school or appropriate agency outside the Chicago Public Schools system, satisfactory to the ~~General Superintendent of Schools~~ Chief Executive Officer provided that such service and experience occurred subsequent to receiving a master's degree from an accredited college or university. (Amended 07-31-91; Amended 06-23-04)
- vi. A playground teacher shall be allowed credit for full-time service and experience as a playground teacher in approved playground or recreational programs outside the Chicago Public Schools system, satisfactory to the ~~General Superintendent of Schools~~ Chief Executive Officer, provided that such service and experience occurred subsequent to two years (60 semester hours) of special training in an accredited training school of physical education or playground work. (Amended 07-31-91; Amended 06-23-04)
- vii. A non-teacher certificated, certified professional including occupational therapists, physical therapists, orientation mobility specialists shall be allowed credit for service and experience as a certified professional employed full-time by an agency outside the Chicago Public Schools system provided the certified professional is working in a license or certificate recognized by the appropriate state authority or professional certifying body, satisfactory to the ~~General Superintendent of Schools~~ Chief Executive Officer, provided that such experience occurred subsequent to certification or licensure. (Amended 07-31-91; 09-23-98; Amended 06-23-04)
- viii. A school social worker shall be allowed credit for service and experience outside of the Chicago Public Schools system as a social worker employed full time by an agency recognized by the appropriate State authority satisfactory to the ~~General Superintendent of Schools~~ Chief Executive Officer, provided that such service and experience occurred subsequent to receiving a master's degree from an accredited college or university. (Amended 07-31-91; Amended 06-23-04)
- ix. A Peace Corps teacher, effective as of September 6, 1965, shall be allowed credit for service and experience outside the Chicago Public Schools system as a teacher employed full time by the United States Peace Corps in a foreign country provided that such service and experience occurred subsequent to receiving a bachelor's degree from an accredited college university. (Amended 07-31-91)
- x. A teacher of drafting, industrial arts, or unit shop subjects shall be allowed credit for salary step placement up to and including the third step for service and experience as a registered architect; a registered professional engineer or draftsman senior level or above; a journeyman craftsman qualified through completion of a registered apprenticeship program; or an industrial technician in the curricular areas of industrial education, gained through full-time employment in a position satisfactory to the ~~General Superintendent of Schools~~ Chief Executive Officer, provided that such service and experience occurred subsequent to receiving a bachelor's degree from an accredited college or university. (Amended 07-31-91; Amended 06-23-04)
- xi. A teacher of drafting shop with a trade certificate shall be allowed credit for salary step placement up to and including the third step for full-time service and experience as a registered architect, a registered professional engineer, a draftsman at the senior level or above, or a journeyman craftsman qualified through completion of a registered apprenticeship program, or an industrial technician in the occupation for which certification is used, in a position satisfactory to the ~~General Superintendent of Schools~~ Chief Executive Officer. (Amended 07-31-91; Amended 06-23-04)

(e) *Claims for Outside Service Credit.* A claim for salary adjustment based upon service and experience outside of the Chicago Public Schools system must be accompanied by a certified statement from an authorized official of the school system or agency designating the grade of work or subject taught. Salary adjustment for outside service shall be made only once for any teacher and shall be effective from the date of initial placement as a ~~full-time-basis substitute~~ probationary or temporarily assigned teacher who holds a State of Illinois initial or standard certificate ~~or a State of Illinois Transitional Bilingual Certificate~~, provided that proper claim and documentary proof are on file with the Department of Human Resources, Chicago Public Schools, within 90 days of said initial placement. If proper claim and documentary proof are filed after 90 days of said initial placement, the effective date for such salary adjustment shall be the date when such claim and documentary proof, satisfactory to and approved by the ~~General Superintendent of Schools~~ Chief Executive Officer, are on file with the Department of Human Resources, Chicago Public Schools, but in no case shall such claim and proof be considered if filed after one year from the date of such initial placement. (Amended 06-23-04)

The full burden of responsibility for submitting a proper claim for salary adjustment and for filing documentary proof to substantiate such claim rests upon the teacher. Credit for outside service or experience for a period of less than one school year of teaching service in any school district, and/or less than one calendar year of employment by any agency will not be allowed. Credit shall be given for service over and above a school year in the case of teaching service only on a full school month basis and in the case of employment by agencies only on a full calendar month basis. Effective September 1, 1990, the maximum adjustment based on service and experience outside the Chicago Public Schools system shall be the third step in all lanes of the salary schedule regardless of the length of service. (Amended 07-31-91)

(f) *Credit for Inside Service - Initial Placement as a ~~Full-Time-Basis Substitute Teacher~~ Temporarily Assigned Teacher Who Holds a State of Illinois Standard Certificate or a State of Illinois Transitional Bilingual State Certificate.* Effective September 1, 1990, in addition to any credit allowed under Subsection (b) of this section, the salary of a teacher initially placed as a full-time-basis substitute teacher, or, on or after July 1, 2004, a temporarily assigned teacher, who holds a State of Illinois initial or standard certificate ~~or a State of Illinois Transitional Bilingual Certificate~~ shall be adjusted at a step and appropriate lane on the salary schedule which will allow full-time credit for all teaching service in the Chicago Public Schools system, except evening school and/or summer school service, provided, however, that in no case shall the salary of a teacher be adjusted under this Subsection (c) or on combined claims under Subsections (b) and (c) of this Section at a step in the teacher's appropriate salary lane which is higher than the third step in all lanes of the salary schedule regardless of the length of service. A salary adjustment for inside service shall be made only once for any teacher and shall be effective from the date of such initial placement, provided that a proper claim is on file in the Department of Human Resources, Chicago Public Schools, within 60 days of said initial placement. If a proper claim is filed after 60 days of said initial placement, the effective date for such a salary adjustment shall be the date when such claim is on file and approved by the ~~General Superintendent of Schools~~ Chief Executive Officer, but in no case shall such claim and documentary proof be considered if filed after one year from the date of such initial placement. The full burden of responsibility for submitting such claim for salary adjustment and for filing documentary proof to substantiate such claim rests upon the teacher. (Amended 07-31-91; 06-23-04)

Any Educational Support Personnel (ESP) who has been employed for a minimum of five (5) consecutive years and has attained a bachelor's or master's degree and certified teacher qualifications shall be appointed as a teacher and paid on Step 5 of the appropriate lane of the teacher salary schedule. He/she shall retain all accumulated sick and personal business days accumulated as an ESP and he/she shall be granted one (1) year of teacher seniority for the years employed as an ESP. The newly appointed teacher shall receive all additional applicable benefits. (Added 06-23-04)

(g) *Credit for Service - Original Appointment.* Effective September 1, 1990, a full-time-basis substitute teacher, ~~or, on or after July 1, 2004, a temporarily assigned teacher,~~ who holds a State of Illinois initial or standard certificate ~~or a State of Illinois Transitional Bilingual Certificate~~ who is appointed as a regularly assigned teacher shall be placed on the same step and lane of the current salary schedule which said teacher had attained at the time of the teachers appointment adjusted to comply with the then current compressed salary schedule. Teaching service rendered outside the Chicago Public Schools subsequent to the termination as a full-time-basis substitute teacher, ~~or, on or after July 1, 2004, a temporarily assigned teacher~~ holding a State of Illinois initial or standard certificate ~~or a State of Illinois Transitional Bilingual Certificate~~ and prior to said teacher's original appointment will be creditable to permit a total salary adjustment to the third step in all lanes of the salary schedule. (Adopted 07-31-91; Amended, 06-23-04)

Effective September 1, 1990, in addition to any credit allowed under Subsections of this section, the salary of a teacher originally appointed who has not served as a full-time-basis substitute teacher, ~~or on or after July 1, 2004, a temporarily assigned teacher~~ holding a State of Illinois initial or standard certificate ~~or a State of Illinois Transitional Bilingual Certificate~~ shall be adjusted at a step and appropriate lane of the salary schedule which will allow full-time credit for all teaching service in the Chicago Public Schools except evening school and/or summer school service provided, however, that in no case shall the salary of such an originally appointed teacher be adjusted under this Subsection (e) or on combined claims under subsections (c), (d) and (e) of this section at a step in the teacher's appropriate salary lane which is higher than the third step in all lanes of the salary schedule. All such salary adjustments based on full-time employment inside and/or outside the Chicago Public Schools shall be made in compliance with the September 1990 compressed salary schedule. A salary adjustment for teaching service shall be made only once for any teacher originally appointed who has not served as a full-time-basis substitute teacher, ~~or, on or after July 1, 2004, a temporarily assigned teacher~~ who held a State of Illinois initial or standard certificate ~~or a State of Illinois Transitional Bilingual Certificate~~ and shall be effective from the date of original appointment, provided that proper claim is on file with the Department of Human Resources, Chicago Public Schools, within 60 days of said original appointment. If proper claim is filed after 60 days of said original appointment, the effective date for such salary adjustment shall be the date when such claim is on file and approved by the ~~General Superintendent of Schools~~ Chief Executive Officer, but in no case shall such claim and documentary proof be considered if filed after one year from the date of such original appointment. The full burden of responsibility for submitting such claim for salary adjustment and for filing documentary proof to substantiate such claim rests upon the teacher. (Adopted 07-31-91; Amended 06-23-04)

Nineteen days, in the aggregate, not in excess of six hours in any day, shall be considered as one month of service. Ten months, in the aggregate, of such service shall be considered one school year of service, provided, however, that when a teacher has been employed for more than ten school months in one calendar year a maximum of ten school months within such calendar year shall be considered as one year of service for salary adjustment. (Adopted 07-31-91)

(h) *Credit on Reappointment.* A former ~~regularly~~ appointed teacher in the Chicago Public Schools system who is reappointed shall be placed on the same step of the current salary schedule, adjusted to comply with the September 1990, compressed salary schedule, which the teacher attained at the time of the teacher's termination of service and in addition the teacher shall be placed at the appropriate lane of the salary schedule based upon degrees and graduate credits the individual possesses as of the date of reappointment.

Credit for service as a substitute teacher as provided in this Subsection will be computed from the date of termination of the most recent previous appointment. Effective January 1, 1978, in addition to the credit granted for such substitute teaching service, teaching service outside the Chicago Public Schools system rendered subsequent to the termination of service in the Chicago Public Schools will be creditable to permit a total salary adjustment to the third step in all lanes of the salary schedule. The burden of responsibility for submitting claims and documentary evidence for such salary adjustment rests upon the teacher, and the adjustment shall be effective from the date of reappointment, provided proper claim for teaching experience in the Chicago Public Schools is filed within 60 days thereof. If such claim for

teaching experience in the Chicago Public Schools is filed after said 60 days, the effective date shall be the date that such claim is on file and approved by the ~~General Superintendent of Schools~~ Chief Executive Officer. Said adjustment shall be effective from the date of reappointment, provided proper claim and documentary proof of outside experience satisfactory to the ~~General Superintendent of Schools~~ Chief Executive Officer are filed with the Department of Human Resources, Chicago Public Schools, within 90 days thereof. If such claim and documentary proof of outside experience are filed after 90 days, the effective date shall be the date that such claim and documentary proof are on file and approved by the ~~General Superintendent of Schools~~ Chief Executive Officer. In no case shall any such claim and documentary proof for inside and/or outside experience be considered if filed after one year after the date of reappointment. (Amended 07-31-91; 06-23-04)

(i) Service Credit - Transfer from Administrative or Supervisory Position.

A regularly appointed principal or teacher who is transferred from an administrative or supervisory position shall be allowed salary step credit for the full time the individual served in the administrative or supervisory position. (Amended 07-31-91)

(j) Inservice Salary Lane Adjustment. The effective date for inservice salary lane adjustment on the salary schedule shall be the date on which all requirements were completed for the degree or the date on which the course work for the 15, 30, or 45 hours beyond the master's degree was completed, provided, however, that proper claim and documentary proof are on file with the Department of Human Resources, Chicago Public Schools, and approved by the ~~General Superintendent of Schools~~ Chief Executive Officer within 60 days of completion and said degree requirements or course work. After 60 days, the effective date for lane placement shall be the date on which proper claim and documentary proof are on file with the Department of Human Resources, Chicago Public Schools. The full burden of responsibility for submitting such claim and for filing documentary proof to substantiate such claim rests upon the teacher. (Amended 08-14-69; 10-08-69; 03-11-70; 06-24-70; 10-09-74; 04-18-79; 07-31-91; 09-23-98; Amended 06-23-04)