



**E.H. Mellon Administrative Center  
Human Resources**

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April 24, 2013

**Memorandum of Agreement  
between the  
Champaign Federation of Teachers  
and the  
Champaign Unit #4 Board of Education**

Update to the Building Site Moves – Certified Staff Moving Days Memorandum

On April 18, 2012, the parties entered into a Memorandum of Agreement detailing compensation procedures for teachers in buildings affected by facility moves. To respect the importance of professional development activities, the parties agree to replace the existing Memorandum with this one.

The parties further agree that:

- Certified staff will be paid up to 7.0 additional hours at the extra duty rate of \$30/hour for a “packing day” during the spring semester prior to the move. Each teacher must complete their packing no later than three days after the last official day of school.
- Certified staff will be paid up to 7.0 additional hours at the extra duty rate of \$30/hour for an “unpacking day” during the summer when the move is complete. Each teacher must complete their unpacking prior to the first teacher contract day of the new school year.
- In both instances, the dates and times of the hours worked will be determined by the teacher within the established parameters. Requests for payment must be presented on an Additional Timesheet, signed by the building principal, and submitted to the Human Resources Department for processing.
- Certified staff members who are participating in the contractual 6% retirement option may choose one of the following:
  - a. Request up to two (2) “professional leave” days during the school year immediately following the move. A substitute teacher will be provided for the teacher on professional leave if the day chosen is a student attendance day. The teacher may also elect to take professional leave during an Institute Day, if desired. In this instance, no substitute will be necessary.
  - b. Request one (1) “professional leave” day during the year spring semester prior to the move and one (1) “professional leave” day during the school year immediately following the move. A substitute teacher will be provided for the teacher on professional leave if the day chosen is a student attendance day. The teacher may also elect to take professional leave during an Institute Day, if desired. In this instance, no substitute will be necessary.

*For the Champaign Federation of Teachers*

*For Champaign Unit #4 Schools*

Cathy Mannen 4-24-13  
Cathy Mannen, President  
Champaign Federation of Teachers

Ken Kleber 4-24-13  
Ken Kleber, Executive Director  
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