

COLLECTIVE BARGAINING AGREEMENT

BETWEEN THE

SOUTH EASTERN SPECIAL EDUCATION DISTRICT

AND

SOUTH EASTERN SPECIAL EDUCATION ASSOCIATION

2020-2023

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ARTICLE I

PURPOSE

- 1.1** This Agreement is negotiated pursuant to the Illinois Educational Labor Relations Act to establish the terms and conditions of employment for the members of the bargaining unit therein defined.
- 1.2** The SESE Board and the Association recognize the importance of orderly and peaceful labor relations for the mutual interest and benefit of the SESE Board, bargaining unit members, the Association, students and parents.
- 1.3** The provisions of this Agreement shall constitute a binding obligation of the parties for the duration hereof or until changed by written, mutual consent.

- 2.1** The Special Education SESE Board of South Eastern Special Education District (SESE), hereinafter “Governing Board,” “Executive Board” or “District”, hereby recognizes the South Eastern Special Education Association/IEA/NEA, hereinafter the “Association” as the sole and exclusive bargaining representative for all licensed educational support personnel employees (except for those confidential clerical staff assigned directly to the Director) as well as all licensed educator or otherwise licensed medical employees including, but not limited to, teachers, psychologists, pre-vocational coordinators, speech/language pathologists, occupational therapists, physical therapists and social workers, COTAs and PTAs, but excluding the Director, and Technical Assistance Supervisors.

- 2.2** No agreement, understanding, consideration or interpretation which alters, varies, waives or modifies any of the terms or conditions contained herein shall be made with any employee or group of employees by the SESE Board or any of the SESE Board’s agents or representatives, unless it has been made, ratified and agreed to in writing by the SESE Board and the Association. The SESE Board agrees not to negotiate with or recognize any employee individually, or any employee’s organization other than SESEA/IEA/NEA for the duration of the Agreement.

- 3.1** The term “employee” means any individual whose position is included in the bargaining unit as defined in 2.1.
- A. “Licensed Educators” means any employee of the South Eastern Special Education District (SESE), who is required to hold a Professional Educator License issued in accordance with Article 21 of *The School Code*.
 - B. “Licensed Medical” means any individual whose position requires professional licensure from the Department of Professional Regulation, including physical therapists, occupational therapists, COTAs and PTAs.
 - C. “Licensed Educational Support Personnel” includes all other educational support personnel employed by the Board.
 - D. "LBS1 Teachers" identified in 11.4 (Special Stipends) includes all full-time special education teachers employed by the Board.
- 3.2** “Days” are defined as and understood to be working days.
- 3.3** Itinerant employee means any employee who has assigned Central Office space but provides professional services to member districts.
- 3.4** Central Office employees are itinerant employees or secretaries or paraprofessionals who have an office space assigned in the South Eastern Special Education Central Office by the Director of the District.
- 3.5** The term “Director” when used in this Agreement shall mean the Director of the South Eastern Special Education District or the Director’s designated representative.
- 3.6** The term “paraprofessional” when used in this Agreement shall mean the positions of program assistant, personal care aide, pre-vocational job coach, educational signing assistant, and licensed practical nurse or registered nurse.
- 3.7** The term “Governing Board” shall mean the Governing Board of the South Eastern Special Education District, consisting of an elected Board Member from each member district.
- 3.8** The term “Executive Board” shall mean the Executive Board of the South Eastern Special Education District. This Board consists of the Superintendent from each member district.
- 3.9** The term “SESE Board” shall mean interchangeably the Executive Board and Governing Board of South Eastern Special Education District.
- 3.10** The term “Central Office” when used in this Agreement shall mean the South Eastern Special Education District office buildings located in Sainte Marie, Illinois.

- 4.1** The SESE Board shall place on the agenda of each SESE Board meeting any matters brought to its attention by the Association under COMMUNICATIONS OF VISITORS OR EMPLOYEES.
- 4.2** The President of the Association, or the President's designee, shall be given electronic notice, via email of the time and location of all regular and special meetings of the SESE Board together with a copy of the tentative agenda or statement of purpose of each meeting at least seventy-two (72) hours prior to the scheduled time of the meeting. In the event an emergency meeting is called as provided for by statute, the President of the Association will be notified by telephone at the same time that notification is made to the media and members of the SESE Board.
- 4.3** One copy of the unofficial minutes from regular or special meetings of the SESE Board (except for closed sessions) shall be delivered through electronic means to the Association President at the same time SESE Board members receive their copies of said minutes. It is understood that these unofficial minutes may be corrected and/or revised prior to their official acceptance by the SESE Board.
- 4.4** The SESE Board will provide annually one copy to the Association upon request:
- Official Budgets
 - Official Financial Reports
 - Federal Projects Budgets
 - Federal Projects Audits
- 4.5** Names and addresses of newly hired employees shall be provided to the President of the Association within fifteen (15) days of their employment.
- 4.6** Should the Association desire to send representatives to IEA/NEA Association activities, up to eight (8) days will be approved per contract year. The employees will be released without loss of pay or benefits. The cost of the substitute will be split between the Association and the District. Upon approval of the SESE Board, an additional four (4) days may be granted, the cost of which is to be paid by the Association. The Association will give ten (10) days written notice to the Director or Assistant Director.
- 4.7** The rights granted herein to the Association shall not be granted or extended to any competing teacher organization.
- 4.8** Before or after regular work hours the Association and its representatives shall have the right to use a designated room in the SESE Central Office building for a meeting place with the approval of the Director, such approval not to be unreasonably denied.
- 4.9** Duly authorized representatives of the Association and the Illinois Education Association shall be permitted to transact official Association business on school property during duty free times of such employees and provided the educational program or employee job duties are not interrupted or employee work schedules are not altered to transact Association business. Duty free is defined as being time before and after the regular employee workday and during the employee's duty-free lunch period.

- 4.10** The Association shall have the right to post notices of activities and matters of Association concern on designated bulletin boards, at least one of which shall be located in the Central Office. Association materials may not be delivered except during regularly scheduled trips to schools for delivery of services for the District.
- 4.11** The local Association shall be allowed to use office equipment, excluding computers used by confidential employees, of the Central Office provided the equipment is not in use and the use of the equipment does not interfere with any employee's regular duties. The Association shall pay for the entire cost of all materials and supplies used for Association business. The cost charged for use of the Central Office copier shall be \$.05 per copy.

- 5.1** Employees have the right to participate in professional negotiations with the SESE Board through representatives of their own choosing, and to engage in other lawful activities, individually or in concert, for the purpose of establishing, maintaining, protecting or improving conditions of professional service and the educational program.
- 5.2** When an employee is required to meet with the Director or before the SESE Board for disciplinary reasons, said employee shall be entitled to have a representative present and shall be given written notice 48-hours in advance of the meeting and also be given the reasons for the required appearance. The Director may reduce the required notice to 24-hours in emergency situations upon providing notice to the Association.
- 5.3** Central Office employees may use the Central Office facilities outside of the normal workday hours for work related purposes.
- 5.4** Any employee who can demonstrate the need to use the Central Office facilities other than during work hours will be provided with a key on an annual basis with the approval of the Director, such approval not to be unreasonably denied.
- 5.5** There shall be only one official personnel file for each employee. He/she shall have access to review the contents of this file, exclusive of pre-employment confidential materials, during normal office hours by requesting such in writing forty-eight (48) hours in advance. However, said reviews shall occur only in the presence of the Director. Therefore, in those instances when the Director is not immediately available within forty-eight (48) hours of the request, an appointment will be scheduled at the earliest mutual opportunity for both parties. The employee may have a copy made of specific documents in the file upon payment of the copy charge. Only materials contained in the official personnel file may be used in employee disciplinary actions.

5.6 Management Rights

The SESE Board shall not be required to bargain over inherent managerial policy which shall include the following areas of discretion or policy:

- The functions of the SESE Board
- Standards of service
- The SESE Board's overall budget
- Selection of new employees
- Direction of all employees

5.7 Probationary Staff (licensed educational support personnel staff/licensed medical staff)

- Licensed educational support personnel employees are required to complete a two (2) year probationary period, and licensed educators/licensed medical employees are required to complete a four (4) year probationary period. It is not required to state a reason for the dismissal of a probationary employee.

- An employee who has successfully completed the probationary period may be dismissed only after being notified in writing the reason or cause for the dismissal. The dismissal action will be by a majority vote of the SESE Board on a motion setting forth the specific reason(s) for the dismissal.
- Before a non-probationary employee is recommended for dismissal for causes that are deemed remediable in the opinion of the Director, the SESE Board will provide the employee with a written warning stating the specific causes which, if not corrected will be grounds for dismissal.
- This contract provision shall not be construed as limiting or impairing the authority of the SESE Board to dismiss an employee as part of a reduction-in-force.

6.1 Length of Contract

- A. The SESE Board reserves the right to determine the length of an employee’s initial length of contract. An employee’s initial contract shall state the number of days to be worked and shall become his/her standard contract. No standard contract shall be less than one hundred seventy-eight (178) days.

- B. Unless the SESE Board provides written notice forty-five (45) days before the end of the school term, the length of the employee’s contract for the forthcoming year shall be equal to the employee’s standard contract. Failure to notify an employee by certified mail on or before forty-five days before the end of the school term shall preclude the SESE Board from reducing the employee’s work below the employee’s standard contract.

- C. Based upon a standard school year of 176 student attendance days, 4 in-service days and 5 emergency days, the SESE Board shall have the right to assign a work year not to exceed the following:
 - Psychologist - 220 days
 - Social Worker - 200 days
 - Physical Therapist - 210 days
 - Occupational Therapist - 220 days
 - COTA/PTA - 180 days
 - Prevocational Coordinator - 210 days
 - Classroom Teacher - 180 days
 - Itinerant Teacher - 180 days
 - Speech Therapist - 180 days
 - Secretary - 225 days
 - Paraprofessional - 180 days

- D. A paraprofessional’s length of contract shall be 178 days with a possibility of two (2) additional days at the discretion of the Director, with salary to be paid at the employee’s normal hourly rate.

- E. With the employee’s approval, the Executive Board may increase an employee’s contract over the number of days set forth in the employee’s standard contract and/or over the number of days set forth in paragraph C, the Executive Board may reduce an employee’s contract below the number of days in the employee’s standard contract and/or below the number of days set forth in paragraph C, consistent with the notice provisions of paragraph B and other provisions regarding Reduction in Force.

- F. By July 1, the Director shall notify each itinerant employee of the school calendar he/she is to follow for the coming school year. Such assignments are subject to change. In the event changes are made after July 1, the employee will be notified as soon as possible. The Board will make every effort to notify employees with significant changes in their work assignment as early as possible.

G. The work assignments of SESE employees fall into three general categories: employees permanently assigned to work in member districts; employees permanently assigned to work in the Central Office; and itinerant employees who have assigned Central Office space but provide professional services to member districts. The following guidelines apply to each category of employees:

- .1 When schools are closed due to inclement weather or other acts of God, employees permanently assigned to work in member districts, including classrooms, shall follow the schedule of the district to which they are assigned.

Example: An employee permanently assigned to work in the Olney ECE classroom (located in the Richland County School District) would not work if the Richland County School District has cancelled school due to inclement weather or other acts of God.

- .2 If the Central Office is closed due to inclement weather or other acts of God as determined by the Director, employees permanently assigned to work in the Central Office facility shall follow the schedule established by the Director.

Example: An employee permanently assigned to work in the Central Office would not work if the Central Office is closed due to inclement weather or other acts of God.

- .3 An itinerant employee shall follow the schedule of their assigned “home district”, except as otherwise provided in this paragraph. If either the district in which the itinerant employee is scheduled to work or the Central Office is closed due to inclement weather or other acts of God, on a day the itinerant employee is scheduled to work in either the closed District or the closed Central Office (and regardless as to whether the employee’s “home district” is in session), then the itinerant employee shall not report to the closed District nor the closed Central Office. If either the District (other than the employee’s “home district”) in which the itinerant employee is scheduled to work or the Central Office is open on a day the itinerant employee’s “home district” is closed due to inclement weather or other acts of God and on a day the itinerant employee is scheduled to work in either that District or the Central Office, then the employee shall report to that District or Central Office. Nothing in this paragraph will cause an employee to work more days than provided for in their standard contract.

Example 1: An employee’s “home district” is the Oblong School District, and the Oblong School District is closed on Day X due to inclement weather. On Day X, the employee is scheduled to work at the Central Office, which is open. The employee is required to report to work at the Central Office on Day X.

Example 2: An employee’s “home district” is the Robinson School District, and the Robinson School District is closed on Day X due to inclement weather. On Day X, the Oblong School District is open. On Day X, the employee is scheduled to work at both the Robinson School District and the Oblong School District. The employee is required to report to work at Oblong, but may not report to Robinson.

- H. If an employee is requested to work longer than the standard contract for his/her position, such work will be compensated on a per diem basis. No employee can be required to accept such extra work.

If the itinerant employee's "home district" has been closed (due to inclement weather, Act of God, or other emergency), and the itinerant employee has worked in other districts enough days that the itinerant employee's contract will end before the end of the "home district" school year (thus effecting services to the "home district"), the itinerant employee and the Director will work out a revised work schedule designed to maximize the services available to students in member districts. If this schedule requires the itinerant employee to work longer than the standard contract for his/her position, such work will be compensated on a per diem basis. No employee can be required to accept such extra work.

6.2 Work Day

- A. The standard workday for teachers shall be the same as that of the licensed educator staff of the building to which the teacher is assigned, including planning periods and a duty free lunch period equal to that of the teachers in that building. Preparation time does not include time prior to or at the conclusion of each regular school day which is outside the student attendance day. If, in emergency situations, a teacher is required to supervise student(s) during their regular lunch period the teacher will be permitted to use an amount of time equal to their duty free lunch period at the end of the work day as their duty free lunch period. Emergencies must be approved by the building principal or South Eastern Special Education Administrator. If neither is available, the teacher has the right to make the decision that an emergency exists and the teacher needs to supervise students during the teacher's duty free lunch period.
- B. The standard workday for paraprofessionals shall be six and one-half (6 ½) hours. Paraprofessionals will receive a duty free lunch period, as designated by the Director, of not less than thirty (30) minutes. If, in emergency situations, a program assistant or personal care aide is required to supervise student(s) during their regular lunch period they may use an amount of time equal to their duty free lunch period at the end of their work day as their duty free lunch period. Emergencies must be approved by the building principal or South Eastern Special Education Administrator. If neither is available, the supervising teacher has the right to make the decision that an emergency exists and that the paraprofessional needs to supervise during their duty free lunch period.
- C. The standard day for employees at the Central office shall be 8:00 AM to 3:30 PM. Employees shall receive a duty free lunch period, as designated by the Director, of not less than thirty (30) minutes.
- D. The standard day for itinerant employees shall be 8:00 AM to 3:30 PM. Employees shall receive a duty free lunch period, as designated by the Director, of not less than thirty (30) minutes.

- E. The standard workday for secretaries shall be seven (7) hours. Secretaries shall receive a duty free lunch period, as designated by the Director, of not less than thirty (30) minutes.
- F. Employees may be required to attend functions (e.g. open houses, in-services, etc.) outside the normal workday if requested to do so by the Director and/or SESE Board.
- G. A flex time work schedule, as approved by the Director, shall be in effect for Central Office employees for the period from June 1 through August 15. Under the flex-time work schedule Central Office employees shall work seven (7) hours but may request a work starting time not earlier than 7:00 A.M. and either an hour or half-hour duty-free lunch period. The length of the lunch period selected shall remain in effect for the entire summer. Central Office employees are required to submit a summer schedule to their Supervisor.

- 6.3** Teachers will be notified of the amount they can spend on supplies and other materials. The supplies and materials identified for purchase will be subject to administrative review and approval. If the request is denied by the Director the teachers will be notified in writing. If the request for materials and supplies is submitted by October 1 such requests cannot be denied due to lack of funds.
- 6.4** The Association will be consulted regarding the planning of any in-service or workshop which employees are required to attend.
- 6.5** An orientation meeting for all new employees shall be held approximately one (1) week prior to the beginning of each school term and as needed thereafter. This meeting will be to inform new employees of school policies and procedures and to explain questions or concerns. The Association shall be notified at least one week before the scheduled orientation, and the Association shall have the right to send a representative from appropriate disciplines and/or buildings to aid in this orientation. For employees hired after the beginning of the school year, the Director will allow one (1) hour for meeting with Association representative, upon the discretion of the employee.
- 6.6** With the approval of the Director, employees shall be granted release time to attend parent, IEP, or other conferences concerning their own child; however, employees shall return to work after attending said conferences unless the conference takes place at the end of the work day. Except in cases of an emergency, the employee must provide notice at least forty-eight (48) hours prior to the scheduled absence. Every effort will be made to schedule such conferences at a time other than during regular working hours. If the leave is denied then the Director shall state in writing the reason.
- 6.7** Teachers and paraprofessionals who are going to be absent from work and who will need a substitute must notify the Director no later than 6:30 A.M. on the day of absence.
- 6.8** Except to accommodate parent work schedules or emergency situations, annual review meetings for students attending SESE classes will be scheduled to begin no later than 2:30 P.M. Each employee will receive a tentative schedule of annual reviews they are to attend at least two (2) weeks in advance of the meetings. The Board and the Association agree that electronic notice provided using electronic calendars meets the requirement of at least two (2) weeks in advance of the meeting.

**ARTICLE VII ASSIGNMENTS, VACANCIES, PROMOTIONS, TRANSFERS AND
REDUCTIONS IN FORCE**

7.1 Employee Assignment

- A. All employees will be given written notice of their tentative building assignments, class assignments and room assignments for the forthcoming year not later than July 1. Such assignments are subject to change. In the event changes are made after July 1, the employee will be notified as soon as possible. If an employee is dissatisfied with a change in assignment, the employee may request that the Director and the Association collaboratively discuss alternative accommodations, but the final decision shall be made by the Director. He/she may resign without penalty provided the resignation is not effective until thirty (30) calendar days after the notification of assignment or until a suitable replacement has been secured, whichever comes first. The Board will make every effort to notify employees with significant changes in their work assignment as early as possible.
- B. If an employee's work assignment is changed during the school term the employee shall be notified of the change at least two (2) days in advance of such change.
- C. Employees interested in a change of assignment may submit their letter of interest to the Director for consideration. To be considered for the following school year, the letter should be submitted by February 1.

7.2 Vacancies and Promotions

All vacancy notices (including vacancies for promotional positions) shall be posted in the Central Office, sent to the Association President, and sent to SESE classrooms. No position will be filled with a new employee without giving current employee(s) due consideration, provided that in all cases, the individual who, in the judgment of the Board and the Director, possesses the qualifications required to perform the duties of the vacant position most effectively is to be selected for the position. Final considerations for filling vacancies with a permanent employee will not occur until after a minimum of five (5) days filing date deadline has passed. During the summer, the Association will notify employees of vacancies. The Board and the Association agree that this Section 7.2 is consistent with and shall be interpreted in compliance with Section 24-1.5 of the *Illinois School Code*.

7.3 Length of Continuing Service – Definitions

Length of Continuing Service shall be calculated from the employee's first day of work in a position (excluding substitute work) for SESE. A day of work shall be defined as a day in which the employee is present or paid or is on a qualifying unpaid leave. A qualifying unpaid leave shall be those leaves covered under the FMLA or other child-rearing leaves of six (6) months or less. However, employees cannot accrue continuing service while on an unpaid leave or absence except as provided above. Further, employees who resign shall forfeit all prior earned service. Length of Continuing Service shall accrue either in a licensed educator, licensed medical or licensed educational support personnel position separately, and an employee shall accrue continuing service only in the category of current employment. An employee shall have no right to claim continuing service or to "bump" cross-categorically,

except as otherwise provided by law. In the case of a tie in continuing service, the sequence of honorable dismissal shall be determined by the following:

1. Length of Illinois public school experience as determined by credit with the Illinois Municipal Retirement Fund (IMRF) or Teacher Retirement System (TRS);
2. Highest degree obtained;
3. Most graduate hours obtained; and
4. Random selection by lots.

In addition, a copy of the Length of Continuing Service List for all employees (by category of position) shall be provided to employees no later than seventy-five (75) days prior to the end of the school term. Employees shall have twenty (20) days from the distribution of the list to notify the Director of errors within the list.

7.4 Reduction In Force

In the event of a reduction of licensed educator employees, the Board shall follow the procedures outlined in Section 24-12 of the *Illinois School Code*.

In the event of a reduction of licensed educators, licensed medical or licensed educational support personnel, the Board shall follow the procedures outlined in Section 10-23.5 of the *Illinois School Code*.

A copy of the Sequence of Honorable Dismissal list for all employees (by category of position) shall be provided to the Association President seventy-five (75) days prior to the end of the school term. The Association President shall also be provided a copy of the Sequence of Honorable Dismissal list for teachers with names attached upon request. The Association shall have twenty (20) days from the distribution of the list to notify the Director of errors within the list. The Association President and Director shall work to resolve errors.

7.5 Recall from Reduction in Force

- Recalls shall be made in accordance with the procedures of the *Illinois School Code*. For purposes of recall, vacant positions include full-time positions and full-year, part time positions vacant because of leaves, whether paid or unpaid.
- It shall be the responsibility of each employee subject to recall to apprise the Executive Board in writing of said employee's mailing address at their time of layoff and of each mailing address change during the recall period. The employee shall have fifteen (15) calendar days from the postmark date on the recall offer to respond to such offer. If the Board does not receive such response before the fifteen (15) day period has elapsed, the employee will be presumed to have rejected the offer. If an opening occurs after August 1, the employee shall have five (5) calendar days from the date of receipt to respond to the letter of recall.

7.6 Reduction in Force Committee

Reduction in Force committee shall consist of three (3) Licensed Educators selected by the Association and three (3) members selected by the Board. They shall meet at least once during

the school term no later than December 1 to determine and review modifications to criteria for determining the Sequence of Honorable Dismissal list as described in the School Code.

8.1 Sick Leaves

All employees will be granted sick leave as per Section 5/24-6 of the *Illinois School Code*.

- A. Those employees working less than a full day will receive the appropriate number of days of a length equal to their day.
- B. Those employees working fewer than one hundred seventy-six (176) days will receive a prorated number of days based on twelve (12).
- C. Employees working one hundred seventy-six (176) days and beyond will receive sick leave days in the following normal allotments:

Less Than 95% Attendance Rate Prior Year

176 – 189 work days	12 sick days
190 – 209 work days	13 sick days
210 or more work days	14 sick days

95% or Greater Attendance Rate Prior Year

176 – 189 work days	13 sick days
190 – 209 work days	14 sick days
210 or more work days	15 sick days

98% or Greater Attendance Rate in Only One Semester Prior Year

176 – 189 work days	13 sick days
190 – 209 work days	14 sick days
210 or more work days	15 sick days

98% or Greater Attendance Rate in Both Semesters Prior Year

176 – 189 work days	15 sick days
190 – 209 work days	16 sick days
210 or more work days	17 sick days

- D. For purposes of claiming sick leave pay in full day or half day increments, the statement “personal illness” shall be sufficient but with the further understanding that this administrative procedure does not limit or impede the SESE Board’s right to require a physician’s certificate as a basis of pay for personal illness in accordance with Section 5/24-6 of the *Illinois School Code* which includes parents, spouse, brothers, sisters, children, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law and legal guardians. The definition of immediate family shall be expanded to also include aunts, uncles, nieces, nephews and grandparents-in-law, children-in-law, sons-in-law, daughters-in-law, domestic partner, step-children and step-parent. Sick days may also be used in the case of death of aunts, uncles, nieces, nephews, grandparents-in-law, children-in-law, sons-in-law, daughters-in-law, domestic partner, step-children and step-parent.

- E. The SESE Board shall furnish each employee with a written statement at the beginning of each employee work year setting forth the total sick leave credit.
- F. South Eastern Special Education is subject to the Illinois Workers' Compensation Act (820 ILCS 305/1) and the Occupational Diseases Act (820 ILCS 310/1). If an employee is injured while in the course of their employment, he/she may file a claim for benefits under Workers' Compensation by adhering to the procedures set forth by law, as well as by the policies and procedures adopted by the Board and/or Director.

Subject to compensability determination by the Worker's Compensation carrier, Total Temporary Disability (TTD) benefits may be paid to the injured employee who needs to be absent from work to recover from a work-related injury or illness. The employee is entitled to collect TTD benefits until he/she is able to return to work that is reasonably available to him or her. The employee is entitled to weekly compensation at the rate of sixty-six and two-thirds ($66 \frac{2}{3}$) of his/her average weekly wages one year prior to the date of injury/illness. The Illinois Workers' Compensation Commission, subject to certain legal maximums and minimums, establishes the amount of these benefits.

If an employee is unable to work for one (1) to three (3) days due to a work-related injury or illness, the employee may use accumulated sick leave for his or her absence. If an employee is unable to work for four (4) to fourteen (14) days due to a work-related injury or illness, the employee may use accumulated sick leave for his or her absence for the first three (3) days of absence, and the remaining days will be compensated by Worker's Compensation TTD benefits. If an employee is unable to work for fifteen (15) or more days due to a work-related injury or illness, the employee will be compensated by Worker's Compensation TTD benefits.

- G. Duty-Connected Contagion: Employees absent from work due to a contagion of bugs, reasonably believed to be contracted at school in the discretion of the Director and only following a confirmation by the Director of bugs at school, may use sick leave days for the first two (2) days of such absence. Contagion of bugs would include head lice, body lice, and bed bugs, as well as other types of bugs that can be transmitted from one person to another.
- H. If an employee becomes unable to work due to injury caused by physical aggression of a student while in performance of duties in accordance with Board policy, the employee will not lose salary or be charged with sick leave days for the first three (3) days of such absence or until the employee becomes eligible for Worker's Compensation, whichever comes first.
- I. Employees will be sent a notice when they have an accumulated sick leave balance of six (6) sick leave days. Included in the notice will be information on options available when sick days are exhausted. A second notice will be sent when an employee has an accumulated sick leave balance of zero (0) sick leave days. Included in the notice will be information on the options available when sick days are exhausted and application forms for each.

There shall also be an Attendance Improvement Committee, made up of three (3) members from the Administration and three (3) members from the Association. When

an Employee receives a six (6) day letter pursuant to this section (and who has not had an approved FMLA leave during the current school year), the Employee shall be required to meet with the Attendance Improvement Committee. Meetings of the Attendance Improvement Committee shall be scheduled outside of student attendance hours, and it shall be the responsibility of the Employee to attend the meeting. The program supervisor/principal shall attend the meeting as well for informational purposes. If an Employee refuses to attend the meeting, that meeting shall not be rescheduled and may subject the Employee to further discipline including possible termination. The Director may, at her discretion, waive the requirement of meeting with the Attendance Improvement Committee on a case-by-case basis.

When an Employee receives a zero (0) day letter pursuant to this section (and who has not had an approved FMLA leave during the current school year), the Employee shall be required to meet with the Executive Board. If an Employee refuses to attend the meeting, that meeting shall not be rescheduled and may subject the Employee to further discipline including possible termination. The Director may, at her discretion, waive the requirement of meeting with the Board on a case-by-case basis.

The Attendance Improvement Committee may also address other attendance-related issues (i.e., reviewing the attendance improvement incentive, reviewing overall attendance data and trends, and educating employees about sick leave usage and retirement consequences).

8.2 Bereavement Leave

An employee is entitled to a paid leave/absence from the District, not to exceed three (3) days, on account of the death of a member of the employee's immediate family if acceptable proof of death and relationship is provided and the leave/absence commences within ten (10) calendar days of the death. This is in accordance with Section 5/24-6 of the *Illinois School Code* which includes parents, spouse, brothers, sisters, children, children-in-law, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, sons-in-law, daughters-in-law and legal guardians. The definition of immediate family shall be expanded to also include aunts, uncles, nieces, nephews, grandparents-in-law, domestic partner, step-children and step-parent.

8.3 Personal Business Leave

At the beginning of each school year each employee shall be credited with three (3) days to be used for personal business in full day or half day increments. Personal business days may be used for any purpose at the discretion of the employee, except that they shall not be used immediately before or after a school holiday or vacation except in emergencies or, as approved by the Director. Any use of more than two (2) consecutive personal days shall require the prior approval of the SESE Board or Director. No more than four (4) employees may use a personal day on any given day, except in an emergency as determined by the Director. An employee planning to use a personal business leave day shall notify the Director at least twenty-four (24) hours in advance, except in cases of emergency. Unused personal employee business leave days shall accumulate up to four (4) days before rolling into sick leave/days.

8.4 Professional Leave

- A. Each employee shall be eligible for professional and/or job performance leave. Professional/job performance leave may be used to attend workshops, conferences and seminars to improve the employee's professional and/or job performance knowledge and understanding. Visitations and observations that relate to an employee's job performance are also eligible for professional and/or job performance leave.
- B. The approval of a request for professional/job performance leave is at the sole discretion of the Director. The Director will respond to leave requests and give written reason(s) why a request for leave was denied or why the specific reimbursement option was chosen.
- C. The Director shall make a good faith effort to approve requests for professional/job performance leave for attendance at conferences, workshops and seminars on a rotating basis so that all eligible employees are allowed to attend these conferences, workshops and seminars on an equitable basis.
- D. The Director shall have discretion in determining whether to reimburse expenses and/or how much to reimburse for professional/job performance leave. In making this determination the Director will consider available funds and the expected value to SESE of the requested leave. Although not intended as an exclusive list of available options, the following are some of the types of options that may be utilized:
 - .1 The leave may be approved with the understanding that no expenses will be reimbursed.
 - .2 The leave may be approved with the understanding that expenses will be reimbursed in accordance with section 11.3 of this Agreement.
 - .3 The Director may establish a flat amount as an allowance for attendance at a conference, seminar or workshop.
 - .4 The Director may approve the payment of specified items of expense, such as registration fees or mileage, but not any other expenses.
 - .5 If more than one employee attends the same conference, workshop or seminar the Director can approve one mileage allowance for all attending employees, and they can either ride together or share the allowance.

8.5 Leave for Legal Proceedings

Any employee called for jury duty or who is subpoenaed to testify in a judicial, administrative or grievance matter during working hours shall not lose salary or benefits, except that said employee shall reimburse the District for any per diem payment for such service. This provision is not applicable if the member is subpoenaed to testify under the following conditions:

- A. A matter in which either the member, or any of the member's family, or any business associate have a financial interest.

- B. If the staff member is a witness against the District, the SESE Board or its representatives as the result of any legal actions related to labor relations matters commenced by or on behalf of the National Education Association, Illinois Education Association and the South Eastern Special Education Association, its agents or members, or as the result of any legal actions arising from collective negotiations between the South Eastern Special Education Association and the SESE Board, except that the SESE Board shall provide additional Association Leave, not to exceed a total of three (3) days per year with the cost shared between the Board and the Association, which the Association can use to provide time off without loss of salary or benefits, to staff members subpoenaed to testify in judicial, administrative or grievance proceedings concerning labor relations matters.

8.6 Leave for Professional Appointments

Subject to SESE Board approval, employees elected or otherwise selected to serve on the governing board of an area teacher center, State Board of Education/Department of Education Committee/Task Force or similar professional advisory policy-making body shall be allowed release time. Expenses for such meetings shall not be paid by the SESE Board.

8.7 Release for SESE Board Meetings

One Association member will be released from assignment to attend regular monthly meetings of the SESE Board at no expense to the SESE Board. If a substitute is needed, the Association will pay for the cost of the substitute. It is understood that the employees attending such meetings must fulfill their job responsibilities.

8.8 Sabbatical Leave

The SESE Board may grant sabbatical leave as provided by the School Code of Illinois.

8.9 Unpaid Leave

Leaves of absence may be granted without pay to employees who have (1) been employed in the District a minimum of four years, (2) rendered satisfactory service to the District, and (3) desire to return to employment in a similar capacity upon termination of said leave. Said leave shall not be counted as experience on the salary schedule. A letter of intent to return from a leave of absence must be filed with the Director thirty (30) days prior to the end of said leave.

Each approved leave of absence shall be of the shortest possible duration required to meet the purpose of the leave consistent with a reasonable continuity of instruction for students. Leaves of absence without pay for not more than one (1) year may be granted to employees meeting the above three requirements according to the following conditions:

- A. Written requests for leaves of absence without pay should be made at least two (2) months before leave is desired, subject to approval by the SESE Board.
- B. Dates of departure and return must be acceptable to the Director and determined prior to initiating the request.

- C. Leaves of less than one (1) month, if acceptable to and approved by the Director, will not require two (2) months notice.
- D. Leaves may be granted for:
- advanced study leading to a degree in an approved university;
 - educationally related travel if the applicant provides an itinerary and an explanation of how such travel will improve the educational program;
 - military service; or
 - other reasons acceptable to the Executive Board.
- E. Maternity/Adoption/Parental leaves will be subject to the following additional provisions:
- .1 A leave of absence not to exceed one (1) year may be granted to any employee for the purpose of child care. Said leave shall commence upon request of the bargaining unit member pursuant to SESE Board approval. A pregnant employee, an employee adopting a child, or an employee whose spouse/partner is pregnant, may commence said child care leave at his or her option if he or she has provided the District with a physician's statement confirming the pregnancy or an adoption affidavit confirming the adoption.
 - .2 Likewise he or she may terminate the leave anytime after the birth of a child and return to work provided he or she is physically able to perform her work responsibilities per a physician's statement indicating same. In addition, he or she may terminate the leave any time after the adoption of a child and return to work. Termination of leave for both the birth and adoption of a child is also subject to the same, "special rules for school employees" provisions of the Family and Medical Leave Act ("FMLA") and its implementing regulations regarding end-of-school term leaves, regardless of whether the leave qualifies as FMLA leave or not.
 - .3 In the event of death of the object child of the leave, the leave of absence may be terminated upon request of the employee and with the approval of the SESE Board. In such instances, the employee may return to work provided he or she is physically able to perform his or her work responsibilities per a physician's statement indicating same, and subject to the same "special rules for school employees" provisions of the Family and Medical Leave Act ("FMLA") and its implementing regulations regarding end-of school term leaves, regardless of whether the leave qualifies as FMLA leave or not.
 - .4 The minimum four-year employment requirement does not apply.
- F. Continuation of insurance benefits will be provided during the leave period at the employee's expense, subject to carrier of health plan restrictions in effect.

8.10 Family and Medical Leave

Upon request an eligible employee shall be granted an unpaid leave of absence consistent with the provisions of the federal Family and Medical Leave statute. If an employee takes paid or unpaid leave under other provisions of this Agreement such leave will reduce the number of

days of leave available under the Family and Medical Leave statute, provided said leave is an FMLA-qualified leave. During an unpaid Family and Medical Leave, SESE will maintain the regularly provided health benefits and will continue its required contributions toward the cost of the health insurance premium provided the employee continues to pay the employee's share of the premium. If an employee does not return to work upon completion of the leave period the employee shall be obligated to refund to SESE those contributions made by SESE towards the cost of the health insurance premium during the period of the leave.

8.11 Preparation of IEPs

Classroom teachers who are responsible for the preparation of IEPs will be granted a minimum of the equivalent of two (2) days, which may be taken in half-day (1/2) increments, or release time annually for such work. The day is to be used by the employee to evaluate student progress toward annual goals and objectives, and to formulate student IEPs for the ensuing year. The employee and Director will schedule release time in advance.

9.1 A committee consisting of no more than four (4) representatives of the Association and four (4) representatives of the SESE Board shall be established to give input toward the evaluation plan for teachers. The Director shall act as chairman of the Evaluation Committee. The committee shall provide input to the SESE Board and such input shall be advisory. The SESE Board's decision as to the implementation and adoption of the evaluation plan shall be final and not subject to the grievance procedure.

After the evaluation plan has been adopted by the SESE Board, the Evaluation Committee shall give input to the SESE Board for the development of an evaluation plan for licensed educational support personnel. Again the input shall be advisory and final decisions as to the implementation and adoption of the plan rest with the SESE Board and are not subject to the grievance procedure.

Changes in the evaluation plan shall be accomplished in the same manner as set forth for the establishment of the evaluation plan.

9.2 All employees shall be evaluated by the Director, or a qualified designated evaluator in the employ of SESE. Prior to a formal evaluation, the employee shall be informed of the evaluator(s) who will be conducting the evaluation.

9.3 Any formal or informal observations which are to be used to evaluate the employee shall be reduced to writing and shared with the employee within ten (10) working days following the formal or informal observation. All formal observations of employees shall be conducted with the full knowledge of the employee. The employee will be given the opportunity to respond to the observation either verbally or in writing. It is the responsibility of the employee to schedule a time to discuss the observation and/or to provide a written response.

9.4 Personnel evaluations shall be conducted according to the following schedule:

A. Probationary licensed educator staff members shall be evaluated at least once a year during their probationary period. These employees may be evaluated more frequently at their request or at the discretion of the Director or Executive Board.

Probationary licensed medical staff members shall be evaluated at least once a year during their probationary period. These employees may be evaluated more frequently at their request or at the discretion of the Director or Executive Board.

Licensed educational support personnel probationary staff members shall be evaluated at least once a year during the probationary period. These employees may be evaluated more frequently at their request or at the discretion of the Director or Executive Board.

B. Licensed educator staff members who have entered upon contractual continued service shall be evaluated at least once every two years. These employees may be evaluated more frequently at their request or at the discretion of the Director or the SESE Board.

C. All other employees shall be evaluated at least once every two years. These employees may be evaluated more frequently at their request or at the discretion of the Director or the SESE Board.

- 9.5** Each employee shall be evaluated formally in writing.
- A. An employee's evaluation will consist of both formal and informal observations. Each formal written evaluation of employees providing instructional service shall be preceded by at least one (1) formal observation of at least forty-five (45) consecutive minutes, or a class period, if applicable. The Director may waive the requirement that the forty-five (45) minutes of observation be consecutive, but observations will not be in less than fifteen (15) minute increments. A formal observation will be scheduled at least one (1) week prior with the employee. Informal observations may occur at any time during employment.
 - B. The employee will be provided with copies of all formal and informal observations within ten (10) working days of their occurrence. The employee should contact the observer with questions regarding what is written specifically in the informal observation or his/her direct program supervisor regarding questions about procedure or process.
 - C. A reflective conference will occur within twenty (20) working days following each formal observation(s) to discuss the evidence. This will be scheduled during a time that allows for a confidential private meeting.
 - D. Should the regulations of the Illinois State Board of Education require different observation procedures than those outlined in this Agreement, the regulations shall govern the procedure.
- 9.6** The parties acknowledge that the procedure set forth in this Article pertains to the formal evaluation of the work performance of SESE employees, including performance within the classroom, and that nothing herein shall be construed as prohibiting or limiting the normal day-to-day observation and evaluation of an employee's overall performance as a SESE employee, nor shall it hinder or limit the right of the Executive Board to terminate the employment of an employee under the applicable provisions of the *Illinois School Code*.
- 9.7** Within one (1) month after the beginning of the school term or one (1) week prior to the first evaluation, whichever is first, the Director will acquaint each employee under said supervisor's supervision with the formal evaluation procedures, and the evaluation instrument(s) and/or methods used by the evaluator(s) for formal evaluation. The Director shall advise each employee as to those who may observe and evaluate the employee's performance. No formal evaluation may take place until such orientation has been completed. Changes in procedures, instruments, or methods should only occur at the beginning of school term or within four (4) weeks.

- 10.1** A grievance shall be any claim by the Association or any employee that there has been a violation, misinterpretation or misapplication of the terms of this Agreement.
- 10.2** All time limits consist of working days, except when a grievance is submitted fewer than ten (10) days before the close of the current school term. Then the time limits shall consist of all week days.
- 10.3** The parties hereto acknowledge that it is usually most desirable for an employee and the Administration to resolve problems through free and informal communications. When requested by the employee, an Association representative may accompany the employee to assist in the informal resolution of the grievance. If, however, the informal process fails to satisfy the employee or the Association, a grievance may be processed as follows:

Step I – The employee or the Association may present the grievance in writing to the Director within twenty (20) days from the occurrence or twenty (20) days from the knowledge of the occurrence, who will arrange for a meeting to take place within ten (10) days after receipt of the grievance. The Association’s representative, the grievant and the Director shall be present for the meeting. Within ten (10) days of the meeting the grievant and the Association shall be provided with the Director’s written response, including the reasons for the decisions.

Step II – If the grievance is not resolved at Step I, the Association may refer the grievance to the SESE Board within ten (10) days after the receipt or due date of the Director’s written response of the Step I answer. The Director shall arrange with the Association representative for a meeting to take place within twenty (20) days of the Director’s receipt of the appeal. At this meeting the Association representative, the grievant and a committee of the SESE Board shall be present. Each party shall have the right to include in its representation such witnesses and counsel as it deems necessary. Within twenty (20) days of the meeting the Association shall be provided with the SESE Board’s written response, including the reasons for the decision.

Step III – If the Association is not satisfied with the disposition of the grievance at Step II, the Association may submit the grievance to final and binding arbitration through the American Arbitration Association, which shall act as the administrator of the proceedings. If the demand for arbitration is not filed within twenty (20) days of the date for the Step II answer, then the grievance shall be deemed withdrawn.

- A. Neither the SESE Board nor the Association shall be permitted to assert any grounds or evidence before the arbitrator which was not previously disclosed to the other party.
- B. The arbitrator shall have no power to alter the terms of this Agreement.

- 10.4** If the Association and the Director agree, Step I of the grievance procedure may be by-passed and the grievance brought directly to Step II.
- 10.5** The SESE Board acknowledges the right of the Association’s grievance representatives to participate in the processing of a grievance at any level, and no employee shall be required to discuss any grievance if the Association’s representatives are not present.

- 10.6** No reprisals shall be taken by the SESE Board or Administration against any employee because of the employee's participation in a grievance. No reprisals will be taken against any employee who questions decisions of the SESE Board and/or the Director regarding Rules and Regulations for Special Education or minimum standards of client service.
- 10.7** Should the presence of an employee(s) be required at an arbitration hearing, the employee(s) will be released from regular assignment without loss of pay or benefits.
- 10.8** All records related to a grievance shall be filed separately from the personnel files of the employees except where otherwise utilized as part of an employee disciplinary action.
- 10.9** A grievance may be withdrawn at any level without establishing precedent.
- 10.10** If no written decision has been rendered within the time limits indicated by a step, the grievance may be processed to the next step. If the time limits expire without the grievance being advanced to the next step, the grievance shall be deemed withdrawn.
- 10.11** The fees and expenses of the arbitrator shall be shared equally by the parties. If one party requests a transcript, it shall pay the cost. If both parties request a copy of the transcript, the costs will be shared.
- 10.12** The arbitration shall be conducted under The Voluntary Rules of American Arbitration Association (AAA).
- 10.13** Each party shall pay the cost of its own representation at any step in the above procedure.
- 10.14** If the Association or any employee files any claim or complaint in any forum other than under the grievance procedure of this Agreement, then the SESE Board shall not be required to process this same claim or set of facts through the grievance procedure.

ARTICLE XI EMPLOYEE COMPENSATION AND FRINGE BENEFITS

11.1 Salary Schedules

Licensed Educator/Licensed Medical Schedule – Appendix A

- The salary schedule is based on 180 days.
- Licensed Medical – credit for Masters Degree is only given if degree is in a related field such as Occupational Therapy/Physical Therapy, and Education/Health Administration.
- The Therapist Assistants (COTA/PTA) will be compensated at 75% of the BS level column.

Licensed Educational Support Personnel Schedule – Appendix B

If a paraprofessional’s assignment requires an LPN or RN, the salary will be \$3.50 per hour above the salary in the corresponding cell in the schedule. The Director will determine experience.

11.2 Insurance

Insurance coverage shall be determined jointly by the Association and the SESE Board and upon request of either party the coverage shall be rebid, including rebidding of modified coverage. The group insurance shall include term life insurance on the employee in the amount of \$10,000 subject to the age restrictions set forth in the life insurance policy. During the term of this Agreement the SESE Board shall contribute \$700.00 per month toward the cost of group health insurance coverage provided by the District. In the event of a health insurance premium increase during the term of this Agreement, the SESE Board will share on a 50/50 basis with the employee each such increase, and this shared increase shall be based upon the increase in the single individual ‘platinum plan’ or similar plan offered by the group insurance policy.

11.3 Mileage

A. Procedures for Charging Mileage:

- .1 Office to destination back to office.
- .2 Charge from home to destination back to home if this is the shortest distance.

i.e. – Your home is in Richland County and you spend the day at Richland County Elementary School. You charge for the round trip (otherwise the mileage from Ste. Marie to Richland County Elementary School and return to Ste. Marie would be about thirty-one (31) miles).
- .3 Charge from first business contact to the office if traveling from home if this is shorter than office to destination back to the office.

i.e. – You live in Clay City and stop to work in the Richland County School district and then continue to Ste. Marie. You would charge from Richland County to Ste. Marie.

.4 Charge from office to destination back to your home if this distance is shorter.

i.e. – You live in Olney. Your travel originates at the Ste. Marie office and you travel to Oblong but return to Olney at the end of the school day. Charge from Ste. Marie to Oblong and back to Ste. Marie.

.5 Charge from the office to your last contact at the end of the day if your last contact is en route to your home.

i.e. – Your home is Flora. You travel from Ste. Marie but stop to work at Richland County and then continue home at the end of the day. Charge from Ste. Marie to Richland County.

.6 A separate memo will be provided to each employee clarifying the procedures for charging mileage specific to classroom staff, itinerant staff, SESE institute days and professional development.

B. Mileage and Travel Expense Reimbursement

Mileage and travel expenses shall be turned in monthly to the Central Office on the “Mileage and Travel Expense Reimbursement Requisition Form”. Receipts should be attached for all out-of-district meals, registration fees, etc. Members of the bargaining unit required to drive personal automobiles in the course of their employment shall be reimbursed for all authorized travel on behalf of SESE at the mileage rate authorized by the Internal Revenue Service. Members of the bargaining unit required to attend out-of-district meetings or conferences shall be reimbursed the actual cost of meals, including gratuities, but not to exceed \$36.00 per day.

11.4 Special Stipend

Individuals employed in the positions listed below shall receive a special stipend of not less than the amounts shown. The SESE Board may, at its sole option, increase the stipend for any listed employment classification. If the stipend has been increased beyond the amounts listed below, the SESE Board may, at its sole option, reduce the stipend, but not below the amounts listed below. The SESE Board shall inform all employees of their stipend amount for the next school year by July 1 of each year. The stipend may be raised after this date but may not be decreased prior to July 1 of the next year.

Physical or Occupational Therapist	\$85/day
Pre-Voc Coordinator	\$20/day
Psychologist	\$75/day
Social Worker	\$45/day
Speech Therapist	\$40/day
LBS1 Teacher	\$20/day
Doctoral Degree Required	\$60/day

11.5 Salary Schedule Advancement

A. Eligibility for Vertical Step Advancement

In order for an employee to earn a vertical salary increment, the employee must work at least one hundred fifty (150) days during the previous school year. The one hundred fifty (150) days must be worked during the regular school year of one hundred eighty-five (185) days. Employees working less than one hundred fifty (150) days will earn a vertical salary increment every three (3) years.

B. Eligibility for Horizontal Advancement

No employee shall be entitled to horizontal movement on the salary schedule or the application of hours toward horizontal movement except as provided below:

- .1 Having an official grade report and transcript from the university demonstrating successful completion of the course on file in the District's administrative office by September 1 of the school year in which the credit is to be claimed. Successful completion shall be defined as a grade of at least "B" or better.
- .2 The course work must be approved in advance by the Director and/or designee if movement on the salary schedule is desired. Courses will be approved on the following basis:
 - a. If the course is in a prescribed course of study leading to an advanced degree; or
 - b. If the course is pertinent to the employee's area of education or if the course directly relates to the employee's area of expertise and/or job assignment and is a graduate-level class; or
 - c. If the District requests that a course is taken by the employee.
- .3 No horizontal movement will be allowed on the salary schedule until the individual has received enough semester credits to advance to the next salary column.

11.6 Salary Enhancement Program for Retiring Licensed Educator Staff Members

In recent years it has been the practice of the State of Illinois to make available special benefits to qualifying licensed educator staff members to take early retirement. For various reasons some licensed educator staff members do not elect to take advantage of the early retirement programs and as a result do not receive these special benefits. In recognition of the service these staff members have provided the South Eastern Special Education District and the savings that result when a licensed educator staff member takes regular retirement rather than early retirement, the SESE Board shall make available to qualifying licensed educator staff members the following retiring licensed educator staff member salary enhancement program:

Eligibility

To be eligible for any of the following Plans, an employee must meet the following requirements:

- .1 Be at least sixty (60) years of age with ten (10) years of creditable services as defined by the Illinois Teacher Retirement System by the last day of service in the District; or
- .2 Be at least fifty-five (55) years of age with thirty-five (35) years of creditable services as defined by the Illinois Teacher Retirement System by the last day of service in the District.

The District may require proof of eligibility.

Definitions

For purpose of this Article, TRS creditable compensation (earnings) include (but are not limited to):

- Salary for regular contractual teaching duties
- Wages for substitute teaching
- Wages for homebound teaching
- Earnings for extra duties performed that relate to teaching or supervision of students, and other assignments related to the academic program
- Earnings for summer school
- Bonuses
- Contributions to qualified plans eligible for tax-deferral under the Internal Revenue Code, Section 401 (a), 403 (b), and 457 (b)
- Contributions to flexible benefit plans
- Salary or back wage payments resulting from contract buy-outs, labor litigations, and settlement agreements

One Year Plan

If an eligible employee gives the Board an irrevocable letter of retirement prior to May 1 stating that he/she shall retire at the end of the next school year, the employee will be removed from the salary schedule and for the final year of employment the employee's TRS creditable earnings shall be increased by (6%) over the employee's TRS creditable earnings for the prior year of employment.

Example: The employee's prior year TRS creditable earnings were \$40,000.00. The employee's final year TRS creditable earnings will be \$42,400.00 (i.e., $\$40,000.00 \times 1.06 = \$42,400.00$).

Two Year-Plan

If an eligible employee gives the Board an irrevocable letter of retirement prior to May 1 two (2) years prior to the year of retirement, the employee will be removed from the salary schedule and for the final two (2) years of employment the employee's TRS creditable earnings shall be increased by six percent (6%) over the employee's TRS creditable earnings for the prior years of employment respectively.

Example: An employee gives his/her irrevocable letter of retirement prior to May 1, 2020, stating he/she will retire on June 30, 2022. The employee's TRS

creditable earnings for the 2019-2020 school year were \$40,000.00. The employee's TRS creditable earnings for the 2020-2021 school year will be \$42,400.00 (i.e., $\$40,000.00 \times 1.06 = \$42,400.00$). The employee's TRS creditable earnings for the 2021-2022 school year will be \$44,944.00 (i.e., $\$42,400.00 \times 1.06 = \$44,944.00$).

Three Year Plan

If an eligible employee gives the Board an irrevocable letter of retirement prior to May 1 three (3) years prior to the year of retirement, the employee will be removed from the salary schedule and for the final three (3) years of employment the employee's TRS creditable earnings shall be increased by six (6%) over the employee's TRS creditable earnings for the prior years of employment respectively.

Example: An employee gives his/her irrevocable letter of retirement prior to May 1, 2020, stating he/she will retire on June 30, 2023. The employee's TRS creditable earnings for the 2019-2020 school year were \$40,000.00. The employee's TRS creditable earnings for the 2020-2021 school year will be \$42,400.00 (i.e., $\$40,000.00 \times 1.06 = \$42,400.00$). The employee's TRS creditable earnings for the 2021-2022 school year will be \$44,944.00 (i.e., $\$42,400 \times 1.06 = \$44,944.00$). The employee's TRS creditable earnings for the 2022-2023 school year will be \$47,640.64 (i.e., $\$44,944.00 \times 1.06 = \$47,640.64$).

Four Year Plan

If an eligible employee gives the Board an irrevocable letter of retirement prior to May 1 four (4) years prior to the year of retirement, the employee will be removed from the salary schedule and for the final four (4) years of employment the employee's TRS creditable earnings shall be increased by six percent (6%) over the employee's TRS creditable earnings for the prior years of employment respectively.

Example: An employee gives his/her irrevocable letter of retirement prior to May 1, 2020, stating he/she will retire on June 30, 2024. The employee's TRS creditable earnings for the 2019-2020 school year were \$40,000.00. The employee's TRS creditable earnings for the 2020-2021 school year will be \$42,400.00 (i.e., $\$40,000.00 \times 1.06 = \$42,400.00$). The employee's TRS creditable earnings for the 2021-2022 school year will be \$44,944.00 (i.e., $\$42,400 \times 1.06 = \$44,944.00$). The employee's TRS creditable earnings for the 2022-2023 school year will be \$47,640.64 (i.e., $\$44,944.00 \times 1.06 = \$47,640.64$). The employee's TRS creditable earnings for the 2023-2024 school year will be \$50,499.08 (i.e., $\$47,640.64 \times 1.06 = \$50,499.08$).

Miscellaneous

Once an irrevocable letter of retirement is submitted, the employee will not be assigned any additional extra-duties or TRS reportable duties not currently being performed without the consent of employee.

If after submitting an irrevocable letter of retirement, the employee resigns from or is removed from duties for which the employee was compensated the previous year (i.e., Schedule B, extended contract and/or stipends), the employee's TRS creditable earnings will be adjusted accordingly.

Example: The employee's TRS creditable earnings from the 2019-2020 school year were \$43,000.00, of which \$3,000.00 was compensation for coaching basketball in 2019-2020. Under the employee's retirement plan, he/she would be scheduled to receive \$45,000.00 TRS creditable earnings for the 2020-2021 school year (i.e., $\$43,000.00 \times 1.06 = \$45,580.00$). However, the employee resigns from his/her coaching position before the start of the 2020-2021 school year. The employee's TRS creditable earnings for the 2020-2021 school year will be \$42,400.00 (i.e., $\$40,000.00 \times 1.06 = \$42,400.00$) rather than \$45,580.00.

In the event an employee has submitted his/her timely irrevocable letter of retirement but fails to meet the eligibility requirements because of illness or life changing circumstances, the Board, in its sole discretion, may allow the employee to rescind his/her letter of retirement, provided the employee returns to the Board any TRS creditable earnings paid to the employee in excess of the amount the employee would otherwise have received under the salary schedule for such year(s) in which the creditable earnings were paid.

If legislation is enacted and/or administrative rules are adopted during the life of this agreement that result in a greater cost to the District than the costs generated by this agreement, the provisions relating to such benefits shall be null and void.

When an employee is five (5) or less years from eligibility for a TRS annuity, and regardless of the employee's actual age, the employee's nonexempt creditable TRS earnings from employment with the Board, irrespective of form and no matter how arising, and whether or not arising under this collective bargaining agreement, shall not exceed the amount specified hereunder. No employee's nonexempt creditable TRS earnings shall increase from one school year to the next by more than six percent (6%) or otherwise increase so as to create liability on part of the Board for any portion of a teacher's retirement annuity, or result in any Board-paid penalty of fee to TRS.

11.7 Salary Enhancement Program for Retiring Licensed Educational Support Personnel Staff Members

In recent years it has been the practice of the State of Illinois to make available special benefits to qualifying licensed educational support personnel staff members to take early retirement. For various reasons some licensed educational support personnel staff members do not elect to take advantage of the early retirement programs and as a result do not receive these special benefits. In recognition of the service these staff members have provided the South Eastern Special Education District and the savings that result when a licensed educational support personnel staff member takes regular retirement rather than early retirement, the SESE Board shall make available to qualifying licensed educational support personnel staff members the following retiring licensed educational support personnel staff member salary enhancement program:

A. Qualifications

In order to be eligible for the SESE salary enhancement program a licensed educational support personnel staff member must meet the following qualifications:

- .1 As of the date of retirement the retiring licensed educational support personnel staff member must not be participating in any retirement program which required a payment or contribution by SESE or member Districts.
- .2 As of the date of retirement the retiring licensed educational support personnel staff member must have been employed by SESE or any other Illinois public school district as a licensed educational support personnel staff member for a minimum of twenty (20) years.
- .3 Licensed educational support personnel staff members electing to participate in the salary enhancement program shall, by no later than September 1 of the school term of the year of retirement or the year prior, submit to the SESE Board an irrevocable written letter of resignation advising the SESE Board of the staff member's retirement at the end of the school term or the following school term.
- .4 A staff member electing the salary enhancement program must work the entire final year of employment for SESE.
- .5 This 11.7 shall apply to all IMRF employees of SESE, including those otherwise defined as "licensed educational support personnel" or "licensed medical".

B. Salary Enhancement

The salary enhancement provided under the terms of this program shall be as follows:

One Year Program

- .1 Licensed educational support personnel Staff members qualifying and applying for this salary enhancement program shall have their salary increased in their final year of employment by SESE in an amount not to exceed a total of \$2,000.00 or six percent (6%) of the employee's prior year non-exempt IMRF earnings, whichever is less.
- .2 The SESE Board shall make the salary enhancement payment to the staff member in a separate check by no later than June 20 of the school year in which the retirement is to become effective and the amount of said payment shall be included in the staff member's gross salary for that school year.
- .3 The difference between \$2,000.00 and the employee's incentive as described in .1 above, if any, shall be awarded to the employee post-retirement as a lump sum amount no later than sixty (60) days following the employee's retirement. This payment shall not be considered wages for hours work, shall not be

considered IMRF creditable earnings, and shall not be paid until after the employee's last day of work or receipt of last paycheck, whichever is later.

Two Year Program

- .1 Licensed educational support personnel Staff members qualifying and applying for this salary enhancement program shall have their salary increased in their final two (2) years of employment by SESE in an amount not to exceed a cumulative total of \$2,000.00 or six percent (6%) of the employee's prior year non-exempt IMRF earnings, whichever is less.
- .2 The SESE Board shall make the salary enhancement payment to the staff member in a separate check by no later than June 20th of each of the final two (2) school years prior to which the retirement is to become effective and the amount of said payment shall be included in the staff member's gross salary for that school year. An employee whose incentive is not limited by Paragraph 11.7-B.3 below may elect to receive the entire payment in either year.
- .3 The difference between \$2,000.00 and the employee's incentive as described in .1 above, if any, shall be awarded to the employee post-retirement as a lump sum amount no later than sixty (60) days following the employee's retirement. This payment shall not be considered wages for hours work, shall not be considered IMRF creditable earnings, and shall not be paid until after the employee's last day of work or receipt of last paycheck, whichever is later.

Three Year Program

- .1 Licensed educational support personnel Staff members qualifying and applying for this salary enhancement program shall have their salary increased in their final three (3) years of employment by SESE in an amount not to exceed a cumulative total of \$2,000.00 or six percent (6%) of the employee's prior year non-exempt IMRF earnings, whichever is less.
- .2 The SESE Board shall make the salary enhancement payment to the staff member in a separate check by no later than June 20th of each of the final three (3) school years prior to which the retirement is to become effective and the amount of said payment shall be included in the staff member's gross salary for that school year. An employee whose incentive is not limited by Paragraph 11.7-B.3 below may elect to receive the entire payment in any year.
- .3 The difference between \$2,000.00 and the employee's incentive as described in .1 above, if any, shall be awarded to the employee post-retirement as a lump sum amount no later than sixty (60) days following the employee's retirement. This payment shall not be considered wages for hours work, shall not be considered IMRF creditable earnings, and shall not be paid until after the employee's last day of work or receipt of last paycheck, whichever is later.

Four Year Program

- .1 Licensed educational support personnel Staff members qualifying and applying for this salary enhancement program shall have their salary increased in their final four (4) years of employment by SESE in an amount not to exceed a cumulative total of \$2,000.00 or six percent (6%) of the employee's prior year non-exempt IMRF earnings, whichever is less.
- .2 The SESE Board shall make the salary enhancement payment to the staff member in a separate check by no later than June 20th of each of the final four (4) school years prior to which the retirement is to become effective and the amount of said payment shall be included in the staff member's gross salary for that school year. An employee whose incentive is not limited by Paragraph 11.7-B.3 below may elect to receive the entire payment in any year.
- .3 The difference between \$2,000.00 and the employee's incentive as described in .1 above, if any, shall be awarded to the employee post-retirement as a lump sum amount no later than sixty (60) days following the employee's retirement. This payment shall not be considered wages for hours work, shall not be considered IMRF creditable earnings, and shall not be paid until after the employee's last day of work or receipt of last paycheck, whichever is later.

11.8 Attendance Incentive

Any employee who has perfect work attendance for an entire school year shall receive a \$600.00 stipend paid on the June payroll. Perfect work attendance is defined to mean no lost work time for any reason during the pupil attendance days of their assigned districts. Professional or Association leave is considered work related and does not count as an absence for purposes of the perfect attendance incentive.

11.9 Late Stay Program

- A. At the beginning of each school year licensed educator/licensed medical staff members, support personnel, and paraprofessionals who have taken and passed the Therapeutic Crisis Intervention (TCI) training, including meeting its physical requirements, and received training on the operation of the Late Stay Program shall be provided an opportunity to sign up for participation in the Late Stay Program. To the extent possible the Director will utilize those individuals who have volunteered for the program prior to assigning other staff members to work in the Late Stay Program.
- B. Licensed Educators/licensed medical staff members participating in the Late Stay Program will be paid twenty-four (\$24.00) dollars per hour. Licensed educational support personnel staff members participating in the Late Stay Program will be paid sixteen (\$16.00) dollars per hour.

11.10 Payroll

Employees may choose to be paid on a ten (10) or twelve (12) month basis. Employees' monthly pay will be based on an equal division of their projected yearly rate. Any adjustment for docked or extra days worked will be made in the payroll period when the dock day or extra workday occurred.

11.11 Pay Dates

Employees shall be paid twice per month. These pay dates shall be the 10th and 25th of each month. In the event the 10th or the 25th falls on a weekend or a holiday, pay shall take place on the nearest Central Office workday preceding.

11.12 Summer Special Education Meetings

Employees who attend summer special education staffings outside of their normal contract year, shall be compensated at their normal daily rate of pay in half-day increments.

11.13 Emergency/Short-Term Substitute Teaching License

When a paraprofessional with an Emergency/Short-Term Substitute Teaching License substitutes within a SESE classroom as a teacher, then the employee shall be entitled to a daily stipend of \$25.00 in addition to his or her normal wages. In addition, after the first time substituting for a teacher pursuant to an Emergency/Short-Term Substitute Teaching License, SESE shall reimburse the paraprofessional the cost of the fee for the Emergency/Short-Term Substitute Teaching License.

- 12.1** Not later than May 1 in the year the contract is to expire, the SESE Board agrees to begin negotiations with the Association over a successor agreement. During these negotiations the SESE Board and the Association shall meet at reasonable times and confer in good faith with respect to wages, hours and working conditions. They shall present relevant data, exchange points of view, and make proposals and counterproposals. Each party shall within a reasonable time make available to the other, upon request, information within its possession which is not privileged under law and is relevant to the subject under discussion. Either party may, if it so desires, utilize the services of outside consultants and may call upon professional and lay representatives to assist in negotiations.
- 12.2** Each party shall select its own representatives. The parties mutually pledge that their representatives will have all necessary power and authority to make proposals, consider proposals and make concessions in the course of negotiations.
- 12.3** When negotiations are conducted during regular working hours, release time shall be provided without penalty for the Association's negotiating committee members, with the SESE Board's permission.
- 12.4** If after a reasonable period of negotiation, and within 15 days of the scheduled start of the school term in the District in which the Central Office is located, the parties have failed to reach agreement, either party may notify the other that an impasse exists and call for the assistance of a mediator. When impasse has been declared, the parties shall jointly request that a mediator be appointed by the Federal Mediation and Conciliation Services. A request by one party shall be deemed a joint request. The mediator shall meet at mutually agreeable times and places whether jointly or separately and take such steps as he/she deems appropriate to bring about an agreement.
- 12.5** There shall be two signed copies of the final Agreement. One copy shall be retained by the SESE Board and one by the Association.
- 12.6** This Agreement shall not be modified in whole or in part by the parties except by an instrument in writing, duly executed by both parties.

- 13.1** The Association hereby agrees not to engage in, encourage or support any cessation of work, slowdown or other concerted refusal to render uninterrupted services to the SESE Board and the South Eastern Special Education District during the term of this Agreement.
- 13.2** The SESE Board agrees that it will not lock out any bargaining unit member during the terms of this Agreement or during any period during which a successor agreement is being negotiated by the parties.

**ARTICLE XIV ASSOCIATION/EXECUTIVE BOARD COMMUNICATIONS
COMMITTEE**

- 14.1** The Association and the Executive Board recognize the importance of maintaining a free flow of communications between them in order to promote an effective educational program. Accordingly, an Association/Executive Board Communications Committee shall meet at mutually agreed upon times and places, but not more often than semi-annually, to discuss matters of mutual concern.
- 14.2** The Committee shall be composed of three (3) representatives of the Association, three (3) representatives of the Executive Board and the Director. When either party desires a meeting of the Communications Committee they will inform the Director, including notification of the topic(s) they wish to discuss. It shall be the responsibility of the Director to contact the other party and arrange a time and place for the meeting.
- 14.3** Meetings of the Communications Committee shall not be for the purpose of discussing or processing grievances or negotiations related to the Agreement between the parties, and the Committee shall not be authorized to modify or amend the terms and conditions of the Agreement.

15.1 Savings Clause

If any provision of the Agreement or any application of this Agreement to any bargaining unit member or to any group of bargaining unit members is held to be contrary to law, such provision or application shall not be deemed valid and subsisting, except to the extent permitted by law; but all other provisions or applications shall continue in full force and effect.

15.2 The terms and conditions set forth in this Agreement represent the full and complete understanding between the parties. The terms and conditions may be modified only through the written mutual consent of the parties.

Employees of SESE may be allowed to perform work during June as worked time in exchange for time off to be taken during their regularly scheduled work days in July and/or August of the following school year. The terms of this Article are as follows:

- .1 Staff members desirous of performing work in June as time for regularly scheduled work days in July and/or August of the following school year must submit a written request to the Director at the same time summer schedules are submitted but not less than 15 days prior to the proposed date of work. Said request shall set forth the reason for the request including both the dates in June when the staff member proposes to work and the dates in July and/or August when the staff member proposes to be off.
- .2 Granting of approval for work time in June in exchange for time off from regularly scheduled workdays in July and/or August shall be at the sole discretion of the Director. Consideration and approval of requests shall be on an individual basis and any such approval shall not be considered as establishing any type of precedent insofar as similar requests from other staff members or from the same staff member in future years.
- .3 Time worked in June as the result of an approved employee request shall be considered as part of the staff member's forthcoming employment year and not as an extension of the staff member's current employment year and the following procedures shall be followed:
 - a. The staff member shall be paid for all time worked in June based upon the salary schedule in effect for the following school year but such payment shall not be made until the end of the pay period during which the staff member was regularly scheduled to work.
 - b. Salary payments to the staff member for time worked in June shall be reported to the Teacher's Retirement System as reportable earnings for the following school year.
 - c. Should unforeseen circumstances occur which result in the staff member not being employed by SESE during the July and/or August time period when the employee was regularly scheduled to work, the days worked in June shall be considered as contractual summer work and shall be compensated at a per diem rate based upon the employee's daily rate of pay for the prior year. This payment shall be made at the end of the pay period during which the staff member was regularly scheduled to work.
- .4 The parties understand and agree that the SESE Board retains the unilateral right to establish work schedules and make work assignments subject to provisions of the negotiated agreement.

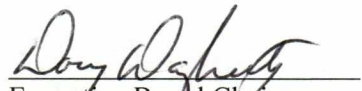
ARTICLE XVII

DURATION

17.1 The provisions of this Agreement shall become effective on July 1, 2020, and shall remain in full force and effect through June 30, 2023.

This Agreement is signed and adopted this 10th day of March, 2020.

For the Special Education
SESE Board of South Eastern
Special Education District


Executive Board Chairman
Doug Daugherty


Governing Board Chairman
Dennis Inboden

For the South Eastern
Special Education
Association


SESEA President
Laura Songer

APPENDIX A**Licensed Educator Salary Schedule 2020-2021**

Step	BS	BS + 16	MS	MS + 16	MS + 32
1	35,464	36,424	37,385	38,238	39,037
2	36,238	37,197	38,184	39,037	39,837
3	37,011	37,971	38,983	39,837	40,638
4	37,783	38,744	39,784	40,638	41,436
5	38,557	39,518	40,584	41,436	42,237
6	39,330	40,291	41,384	42,237	43,037
7	40,103	41,064	42,183	43,037	43,838
8	40,878	41,836	42,985	43,838	44,637
9	41,651	42,609	43,784	44,637	45,437
10	42,425	43,384	44,583	45,437	46,237
11	43,198	44,157	45,384	46,237	47,036
12	43,970	44,930	46,184	47,036	47,837
13	44,743	45,703	46,984	47,837	48,637
14	45,516	46,476	47,783	48,637	49,436
15	46,291	47,250	48,583	49,436	50,237
16	47,064	48,024	49,384	50,237	51,037
17	47,837	48,797	50,183	51,037	51,836
18	48,610	49,570	50,984	51,836	52,636
19	49,384	50,343	51,782	52,636	53,437
20	50,156	51,117	52,584	53,437	54,236
21	50,930	51,890	53,383	54,236	55,036
22	51,703	52,664	54,182	55,036	55,836
23	52,476	53,437	54,983	55,836	56,637
24	53,250	54,209	55,783	56,637	57,436
25	54,023	54,983	56,583	57,436	58,236
26	54,796	55,756	57,382	58,236	59,036
27	55,570	56,529	58,183	59,036	59,836
28	56,342	57,303	58,984	59,836	60,637
29	57,116	58,076	59,782	60,637	61,436
30	57,889	58,850	60,583	61,436	62,235

The Licensed Educator Salary Schedule listed above is based on 180 days.

TRS Contributions paid by Employer will be paid on full salary at 3% with a factor of 1.030928 for 2020-2021.

Licensed Educator Salary Schedule 2021-2022

Step	BS	BS + 16	MS	MS + 16	MS + 32
1	36,174	37,153	38,133	39,003	39,818
2	36,962	37,941	38,947	39,818	40,634
3	37,751	38,730	39,763	40,634	41,451
4	38,538	39,519	40,580	41,451	42,265
5	39,328	40,308	41,395	42,265	43,082
6	40,117	41,097	42,212	43,082	43,898
7	40,905	41,885	43,027	43,898	44,714
8	41,695	42,673	43,845	44,714	45,530
9	42,484	43,462	44,659	45,530	46,346
10	43,273	44,251	45,475	46,346	47,161
11	44,062	45,040	46,292	47,161	47,977
12	44,850	45,829	47,107	47,977	48,794
13	45,638	46,617	47,924	48,794	49,609
14	46,427	47,406	48,739	49,609	50,425
15	47,216	48,195	49,554	50,425	51,242
16	48,005	48,984	50,372	51,242	52,057
17	48,794	49,773	51,187	52,057	52,873
18	49,582	50,561	52,003	52,873	53,689
19	50,372	51,350	52,818	53,689	54,506
20	51,160	52,140	53,636	54,506	55,321
21	51,948	52,928	54,450	55,321	56,137
22	52,737	53,717	55,266	56,137	56,953
23	53,525	54,506	56,083	56,953	57,769
24	54,315	55,293	56,898	57,769	58,585
25	55,104	56,083	57,715	58,585	59,401
26	55,892	56,871	58,530	59,401	60,216
27	56,681	57,660	59,346	60,216	61,033
28	57,469	58,449	60,163	61,033	61,850
29	58,258	59,237	60,978	61,850	62,664
30	59,047	60,027	61,795	62,664	63,480

The Licensed Educator Salary Schedule listed above is based on 180 days.

TRS Contributions paid by Employer will be paid on full salary at 6% with a factor of 1.063830 for 2021-2022.

Licensed Educator Salary Schedule 2022-2023

Step	BS	BS + 16	MS	MS + 16	MS + 32
1	36,897	37,896	38,895	39,783	40,615
2	37,702	38,700	39,726	40,615	41,447
3	38,506	39,505	40,558	41,447	42,280
4	39,309	40,309	41,391	42,280	43,111
5	40,115	41,114	42,223	43,111	43,944
6	40,919	41,919	43,056	43,944	44,776
7	41,724	42,723	43,887	44,776	45,609
8	42,529	43,527	44,721	45,609	46,441
9	43,333	44,331	45,552	46,441	47,273
10	44,139	45,136	46,384	47,273	48,105
11	44,943	45,941	47,217	48,105	48,937
12	45,747	46,745	48,049	48,937	49,770
13	46,551	47,550	48,882	49,770	50,602
14	47,355	48,354	49,713	50,602	51,434
15	48,161	49,159	50,545	51,434	52,267
16	48,965	49,964	51,379	52,267	53,099
17	49,770	50,768	52,210	53,099	53,931
18	50,574	51,573	53,043	53,931	54,763
19	51,379	52,377	53,874	54,763	55,596
20	52,183	53,182	54,708	55,596	56,428
21	52,987	53,987	55,539	56,428	57,260
22	53,792	54,791	56,371	57,260	58,092
23	54,596	55,596	57,204	58,092	58,925
24	55,401	56,399	58,036	58,925	59,757
25	56,206	57,204	58,869	59,757	60,589
26	57,010	58,009	59,700	60,589	61,421
27	57,815	58,813	60,533	61,421	62,254
28	58,618	59,618	61,366	62,254	63,087
29	59,423	60,422	62,197	63,087	63,918
30	60,228	61,227	63,030	63,918	64,750

The Licensed Educator Salary Schedule listed above is based on 180 days.

TRS Contributions paid by Employer will be paid on full salary at 9% with a factor of 1.098901 for 2022-2023.

APPENDIX B**Licensed Medical Salary Schedule 2020-2021**

Step	BS	BS + 16	MS	MS + 16	MS + 32
1	36,507	37,496	38,485	39,362	40,186
2	37,303	38,291	39,307	40,186	41,009
3	38,099	39,087	40,130	41,009	41,833
4	38,894	39,883	40,954	41,833	42,655
5	39,691	40,680	41,777	42,655	43,479
6	40,487	41,476	42,602	43,479	44,303
7	41,283	42,272	43,424	44,303	45,127
8	42,080	43,067	44,249	45,127	45,950
9	42,876	43,863	45,071	45,950	46,773
10	43,673	44,660	45,894	46,773	47,597
11	44,469	45,456	46,719	47,597	48,420
12	45,263	46,251	47,542	48,420	49,244
13	46,059	47,047	48,366	49,244	50,067
14	46,855	47,843	49,188	50,067	50,890
15	47,652	48,640	50,012	50,890	51,715
16	48,448	49,436	50,837	51,715	52,538
17	49,244	50,232	51,659	52,538	53,361
18	50,040	51,028	52,483	53,361	54,184
19	50,837	51,824	53,305	54,184	55,008
20	51,632	52,621	54,131	55,008	55,832
21	52,428	53,417	54,953	55,832	56,655
22	53,223	54,213	55,776	56,655	57,478
23	54,019	55,008	56,600	57,478	58,302
24	54,816	55,803	57,423	58,302	59,126
25	55,612	56,600	58,248	59,126	59,949
26	56,408	57,396	59,070	59,949	60,772
27	57,204	58,192	59,894	60,772	61,596
28	57,999	58,988	60,718	61,596	62,420
29	58,796	59,784	61,541	62,420	63,243
30	59,592	60,581	62,365	63,243	64,066

The Licensed Medical Salary Schedule listed above is based on 180 days.

The Therapist Assistants (COTA/PTA) will be compensated at 75% of the BS level column.

Licensed Medical Salary Schedule 2021-2022

Step	BS	BS + 16	MS	MS + 16	MS + 32
1	38,333	39,370	40,409	41,331	42,195
2	39,169	40,206	41,272	42,195	43,059
3	40,004	41,042	42,136	43,059	43,925
4	40,839	41,877	43,002	43,925	44,788
5	41,676	42,714	43,866	44,788	45,653
6	42,511	43,550	44,732	45,653	46,518
7	43,347	44,386	45,595	46,518	47,383
8	44,184	45,220	46,462	47,383	48,248
9	45,019	46,056	47,325	48,248	49,112
10	45,856	46,893	48,189	49,112	49,976
11	46,692	47,728	49,055	49,976	50,841
12	47,527	48,564	49,919	50,841	51,706
13	48,362	49,400	50,784	51,706	52,571
14	49,198	50,235	51,648	52,571	53,435
15	50,035	51,072	52,512	53,435	54,300
16	50,870	51,908	53,379	54,300	55,165
17	51,706	52,744	54,242	55,165	56,029
18	52,542	53,579	55,107	56,029	56,893
19	53,379	54,415	55,971	56,893	57,759
20	54,213	55,252	56,837	57,759	58,623
21	55,049	56,087	57,700	58,623	59,488
22	55,885	56,923	58,565	59,488	60,352
23	56,720	57,759	59,430	60,352	61,217
24	57,557	58,593	60,295	61,217	62,082
25	58,393	59,430	61,160	62,082	62,946
26	59,229	60,266	62,023	62,946	63,810
27	60,064	61,102	62,889	63,810	64,676
28	60,899	61,937	63,754	64,676	65,541
29	61,736	62,773	64,618	65,541	66,405
30	62,571	63,610	65,483	66,405	67,269

The Licensed Medical Salary Schedule listed above is based on 180 days.

The Therapist Assistants (COTA/PTA) will be compensated at 75% of the BS level column.

Licensed Medical Salary Schedule 2022-2023

Step	BS	BS + 16	MS	MS + 16	MS + 32
1	40,249	41,339	42,429	43,397	44,305
2	41,127	42,216	43,336	44,305	45,212
3	42,004	43,094	44,243	45,212	46,121
4	42,881	43,971	45,152	46,121	47,027
5	43,759	44,850	46,060	47,027	47,936
6	44,637	45,727	46,968	47,936	48,844
7	45,514	46,605	47,875	48,844	49,752
8	46,393	47,481	48,785	49,752	50,660
9	47,270	48,359	49,691	50,660	51,568
10	48,149	49,237	50,599	51,568	52,475
11	49,027	50,115	51,507	52,475	53,383
12	49,903	50,992	52,415	53,383	54,291
13	50,780	51,870	53,324	54,291	55,199
14	51,658	52,747	54,230	55,199	56,107
15	52,536	53,626	55,138	56,107	57,015
16	53,414	54,503	56,048	57,015	57,923
17	54,291	55,381	56,954	57,923	58,831
18	55,169	56,258	57,863	58,831	59,738
19	56,048	57,136	58,769	59,738	60,647
20	56,924	58,014	59,679	60,647	61,554
21	57,801	58,892	60,585	61,554	62,462
22	58,679	59,769	61,493	62,462	63,370
23	59,556	60,647	62,402	63,370	64,278
24	60,435	61,523	63,309	64,278	65,186
25	61,312	62,402	64,218	65,186	66,093
26	62,190	63,279	65,125	66,093	67,001
27	63,067	64,157	66,033	67,001	67,910
28	63,944	65,034	66,942	67,910	68,818
29	64,822	65,912	67,848	68,818	69,725
30	65,700	66,790	68,757	69,725	70,632

The Licensed Medical Salary Schedule listed above is based on 180 days.

The Therapist Assistants (COTA/PTA) will be compensated at 75% of the BS level column.

Licensed Educational Support Personnel Salary Schedules 2020-2023

Step	2020-2021	2021-2022	2022-2023
1	14.61	15.61	16.61
2	14.94	15.94	16.94
3	15.27	16.27	17.27
4	15.60	16.60	17.60
5	15.93	16.93	17.93
6	16.26	17.26	18.26
7	16.59	17.59	18.59
8	16.92	17.92	18.92
9	17.25	18.25	19.25
10	17.58	18.58	19.58
11	17.91	18.91	19.91
12	18.24	19.24	20.24
13	18.57	19.57	20.57
14	18.90	19.90	20.90
15	19.23	20.23	21.23

If a paraprofessional's assignment requires an LPN or RN, the salary will be \$3.50 per hour above the salary in the corresponding cell in the schedule. Experience will be determined by the Director.