

CONTRACTUAL AGREEMENT

between the

**SPECIAL EDUCATION DISTRICT OF
LAKE COUNTY**

and

**SEDOL SUPPORT STAFF
ASSOCIATION, IEA-NEA**

2019-2022

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ARTICLE I

RECOGNITION

1.1 RECOGNITION:

The Governing Board of the Special Education District of Lake County (SEDOL (herein referred to as ‘Employer’, ‘Management’ or ‘Board’) recognizes the SEDOL Support Staff Association/IEA/NEA (herein referred to as ‘Union’) as the sole and exclusive bargaining representative for all regularly employed full time and part-time paraprofessionals, job coaches, bilingual interpreters, sign language interpreters, community experience coaches, transition coaches, program attendants, vocational facilitators, occupational therapists, certified occupational therapist assistants, physical therapists and physical therapist assistants (herein referred to as ‘Employees’) and specifically not including LPN’s, all certified professional instructional personnel, audiologists, secretaries, custodial and maintenance employees and all supervisory confidential, managerial, short-term and student employees as defined by the Illinois Educational Labor Relations Act (‘Act’). The parties will negotiate under and abide by the rules and regulations of the Act.

ARTICLE II

CONTRACT ADMINISTRATION

- 2.1** Representatives of the Employer and the Union will meet each month for the purpose of reviewing the administration of the contract provided that if both parties agree that there are no issues to discuss one month, the meeting can be canceled.
- 2.2** After the agreement is signed, copies of the agreement shall be printed by the Union and presented to each employee as soon as possible. In addition, the Union shall provide the Board an additional one hundred fifty (150) copies of the agreement. The Board and the Union shall alternate responsibility for reproducing copies of successor agreements. Both parties shall share all costs related thereto.

ARTICLE III

GRIEVANCE PROCEDURE

3.1 DEFINITIONS:

A grievance shall be any claim by the Union, an Employee, or group of Employees that there has been a violation, misapplication or misinterpretation of any of the provisions of the Agreement.

All time limits consist of days the SEDOL Administrative office is officially open for business.

3.2 PROCEDURES:

STEP I: A grievance shall first be discussed with the immediate supervisor in an attempt to resolve the matter informally. No grievance shall be recognized unless it is formally filed within twenty (20) days of the event giving rise to the grievance.

STEP II: The grievant may present the grievance in writing to the immediately involved supervisor, who will arrange for a meeting to take place within ten (10) days after receipt of the grievance. The Union's representative, the grievant, and the immediately involved supervisor shall be present for the meeting. Within ten (10) days of the meeting, the grievant and the Union shall be provided with the supervisor's written response, including the reasons for the decision.

STEP III: If the grievance is not resolved at Step II, then the Union may refer the grievance to the Superintendent or the Superintendent's designee within ten (10) days after receipt of the Step II answer. The Superintendent or designee shall arrange with the Union representative for a meeting to take place within ten (10) days of the Superintendent's or designee's receipt of the appeal. Within ten (10) days of the meeting, the Union shall be provided with the Superintendent's or designee's written response, including the reason for the decision.

STEP IV: If the Union is not satisfied with the disposition of the grievance at Step III, the Union may submit the grievance to final and binding arbitration. If a demand for arbitration is not filed with the Employer within thirty (30) days of the date of the Step II answer, then the grievance shall be deemed withdrawn. If within fifteen (15) days of the filing of the demand with the Employer the parties cannot agree on the arbitrator, the demand shall be submitted to the American Arbitration Association, which shall act as the administrator of the proceedings.

3.3 BYPASS:

By mutual written agreement, any step of the grievance procedure may be bypassed.

3.4 BYPASS TO STEP III:

A grievance, which involves a claim by one or more Employees concerning the same issue, or a grievance involving an administrator above the building level may be initially filed by the Union at Step III.

3.5 NO REPRISALS CLAUSE:

No reprisals shall be taken by the Employer against any Employee because of the Employee's participation or refusal to participate in a grievance.

3.6 RELEASED TIME:

Should the hearing of any grievance require that a grievant or witness or a Union representative be released from their regular assignment, the Employee and/or Union representative shall be released without loss of pay or benefits.

3.7 FILING OF MATERIALS:

All records related to a grievance shall be filed separately from the personnel files of the Employees.

3.8 GRIEVANCE WITHDRAWAL:

A grievance may be withdrawn by written notice to the Superintendent at any level without establishing precedent.

3.9 NO WRITTEN RESPONSE:

If no written decision has been rendered within the time limits indicated by a step, then the grievance may be filed at the next step.

3.10 EXPEDITED ARBITRATION:

By mutual written Agreement, the Expedited Arbitration Rules of the American Arbitration Association shall be used instead of the Voluntary Labor Arbitration Rules.

3.11 COSTS:

The fees and the expenses of the arbitrator shall be shared equally by the parties.

3.12 SETTLEMENT:

By mutual written agreement, a grievance may be settled at any step without establishing precedent.

3.13 COURT REPORTER:

If only one party requests the presence of a court reporter, that party shall bear the cost of the court reporter. If both parties request a transcript of the proceeding, the cost of the transcript copies shall be divided equally among the parties.

3.14 TIME LIMITS:

By mutual written agreement, time limits may be extended at any step.

ARTICLE IV

EMPLOYEE RIGHTS

4.1 RIGHT TO ORGANIZE AND PARTICIPATE:

Employees shall have the right to organize, join and assist the Union, to participate in negotiations with the Employer through representatives of their own choosing and to engage in other activities individually or in concert for the purpose of establishing, maintaining, protecting or improving conditions of service and the quality of the educational environment. Employees shall also have the right to refrain from any or all such activities.

Moved to Article 11

4.2 NOTIFICATION OF ASSIGNMENTS:

A. Hourly Employees:

An employee shall be given written notice of his/her assignment for the following school year/term or semester as applicable as soon as the assignment is determined. If an assignment is subsequently changed, the Employee shall be notified in writing of the reason for the change.

B. Salaried Employees:

Moved from Appendix D 10.5 - No language changed

To the extent possible, each employee shall be notified in writing of his/her assignment for the following year prior to the last teaching day of the current school year. The notification shall include the district(s) or building(s) to which the employee is assigned. If an assignment notification is not possible prior to the last teaching day of the current school year, the employees who will not receive an assignment shall be provided with an explanation indicating why it is not possible to provide the notification and such employees will receive notification as soon as practical. This shall not prohibit SEDOL from making changes of assignment once the notification is sent if such change is necessary to provide services to the student population.

4.3 STRIKE POLICY:

If the employees of a member district should cause or create any form of work stoppage, SEDOL Employees shall not be required to substitute or perform duties of the Employees of the striking member district. If a strike should occur in any member district on a non-student attendance day, the Employee(s) shall report to the SEDOL Administrative offices for their assignment.

In the event SEDOL teachers strike, Employees shall not be required to substitute for or assume the duties of the striking SEDOL teachers but shall continue to perform their own assigned duties.

4.4 RIGHT TO HEALTH AND SAFETY INFORMATION:

Employees who work directly with a student shall be informed of any medical or health conditions and/or any behavioral characteristics of that student, which pose a safety or health risk to the Employee or other students.

4.5 ILL STUDENT CARE:

If a child comes to school ill or becomes ill while at the school and the child cannot for some reason go home, the child will be removed from the classroom and cared for by the school nurse. The Employee will not be required to provide health/nursing care. However, an Employee may be needed to attend to the child, to the best of the Employee's ability, pending health/nursing care.

ARTICLE V

UNION RIGHTS

5.1 UNION RIGHTS

The President of the Union or his or her designee shall be given written notice of any regular or special meeting of the Board together with a copy of the agenda or statement of purpose of such meeting. Such shall be delivered at least twenty-four (24) hours prior to the scheduled time of such meeting. A copy of the approved Board minutes shall be e-mailed to the Union President the day following approval.

5.2 PERTINENT INFORMATION - UNION:

The Board shall respond to written requests, by furnishing within five (5) days any information which may be necessary for the Union to process any grievance or complaint provided, however, that the Board shall be permitted an extension of up to ten (10) days if it notifies the Union in writing that it requires additional time.

The Board shall also furnish annual financial reports and audits; a register of all personnel; tentative budgetary requirements and allocations; treasurer's reports; census and pupil membership data; names, addresses, seniority and experience credit of all Employees; compensation paid thereto; and all other information which will assist the Union in representing the Employees to the extent required by law.

5.3 NAMES AND ADDRESSES AND WORK SITE INFORMATION:

Names, addresses, phone numbers and work site of all Employees shall be provided to the Union by October 1, January 1, and April 1 of each school year.

5.4 UNION LEAVE:

Union officers and representatives shall be granted a total collective leave up to twenty two (22) days, but no more than nine (9) days of which may be used by the same individual officer or representative each year. These days will be used for attendance at local, state or national conferences or other Union business which could not otherwise be accomplished outside the school day. The Union President shall provide at least five (5) days advance written notice of such leave to the Superintendent or designee. No more than five (5) Union members shall be allowed to use Union Leave on the same day. The Union shall reimburse the District for the cost of any substitute(s) employed to replace Employee(s) on Union Leave. The pay for such substitute shall be at the substitute rate, if applicable.

5.5 UNION RIGHTS - EXCLUSIVE:

The rights granted to the Union in this Agreement shall not be granted or extended to any competing employee organization during the term of this Agreement, absent a contrary order of the Illinois Educational Labor Relations Board.

5.6 UNION - ADMINISTRATION MEETINGS

The Union representatives and the SEDOL Supervisor/Principal shall meet periodically to discuss building level concerns if requested by either party.

5.7 UNION PARTICIPATION - EMPLOYEE SUSPENSION, DISCHARGE:

Any Employee charged with misconduct, neglect or any violation which may reasonably result in the Employee's suspension or discharge shall be allowed union representation in any investigatory meeting involving the Board or Administration and the Employee regarding such charge, provided the Employee requests such representation. The Board and Administration reserve the right to cancel any such investigatory meeting if the Employee requests union representation. Prior to scheduling any such meeting or hearing, the Employee will be given notice of the nature of the charge and informed of his/her rights to be represented by the Union at such meeting, provided, however, no such notice shall be required if the Employee is suspected of committing a serious infraction involving the safety and well-being of children, any actions involving SEDOL's assets, or actions which may be criminal.

5.8 EMPLOYEE ORIENTATION:

The Union President will be allowed time at opening day in-services to address Employees.

5.9 UNION USE OF DISTRICT FACILITIES AND EQUIPMENT:

Upon prior notice, the Employer will allow the Union to use District facilities for committee, general or building Employee meetings outside of school attendance hours. Union members will be allowed to store Union materials in their rooms or desks in a place not available to students if storage space is available.

In addition, and consistent with administrative procedures at the time of use, the Union shall have the right to use office equipment on days and times when such equipment is not in use. The Union shall pay for the reasonable cost of all materials, supplies and operator (when necessary) incidental to such use. It is understood that school business takes priority over Union business.

5.10 BULLETIN BOARD, MAIL FACILITIES, AND MAILBOXES:

The Union shall have the right to use the school mailboxes. Moreover, the Union may have in each SEDOL-operated school building, a bulletin board provided at Union expense at a location mutually agreed upon by the parties, preferably in the employee center. The Union may use the District's Inter-School Mail services for distribution purposes. Additionally, the District e-mail system may be utilized for the sole purpose of posting of Association meetings, times and locations and association election dates and locations. Such posting shall be provided to the Superintendent or designee and shall occur three (3) weeks prior to event.

5.11 OFFICER'S NOTIFICATION:

The SSSA Union officers shall be listed the SEDOL website and the in first SEDOL Newsletter of each school year, if there be such publication.

5.12 UNION MEETINGS:

General Union meetings for the membership will be scheduled at 4:00 p.m. to avoid conflicting with classroom schedules throughout SEDOL programs. In order to facilitate member attendance, the Union will designate a building representative, when possible, from all SEDOL sites where instructional programs are housed. If a building's scheduled ending time in combination with the distance to the meeting site (defined as ten (10) miles or more) interferes with the Employee's ability to attend at the designated 4:00 p.m. meeting time, the building representative may be released from duties fifteen (15) minutes early to aid in timely arrival at the meeting. Fifteen (15) minute early release will only be granted in those instances where full supervisory coverage for students' dismissal has been pre-arranged and approved by the supervising classroom teacher and program supervisor. Whenever possible, Employees will give at least five (5) school days' notice to either the supervising classroom teacher or the program supervisor prior to an Association meeting. Supervisory staff reserves the right to deny a request for early release due to extenuation and/or emergency circumstances on a specific date.

5.13 RELEASED TIME FOR BOARD MEETINGS:

The Union President or designee shall be granted leave, with pay, to attend the regular monthly SEDOL Executive Board meetings and any special meetings of which the agenda indicates, will deal in open session with Employee working conditions.

ARTICLE VI

LEAVES

6.1 SICK LEAVE:

A. Hourly Employees:

At the beginning of each work year, each non-probationary Employee shall be credited with thirteen (13) days of sick leave, the unused portion of which shall accumulate from year-to-year to 240 days. Employees, whose start date is after the beginning of the school year, will be given pro-rated sick days and personal days.

Probationary Employees (defined in Article IX, 9.2), shall be credited with thirteen (13) days of sick leave of which seven (7) are available during their probationary period of employment (defined in 9.2) and the remaining six (6) days are available after successful completion of their probationary employment period.

Sick leave shall be interpreted to mean personal illness, quarantine at home, serious illness or death in the immediate family or household. The term “immediate family” shall be defined in The School Code.

The Employee may access the annual thirteen (13) day allotment beyond the cumulative maximum each year after reaching two hundred forty (240) days, but any days beyond the cumulative maximum will not accrue from year to year:

If the Employee leaves his/her assignment for less than 1/4 (.25) of the assigned work day, obtains administrator’s pre-approval, and his/her position is covered internally, the Employee may request to be docked for the exact number of hour(s) that he/she is absent from work.

B. Salaried Employees:

Moved from Appendix D 6.1 - No language changed

At the beginning of each work year, each Employee shall be credited with thirteen (13) days of sick leave, the unused portion of which shall accumulate from year-to-year to 240 days. Employees, whose start date is after the beginning of the school year, will be given pro-rated sick days and personal days.

Sick leave shall be utilized as prescribed and/or authorized by The School Code.

The Employee may access the annual thirteen (13) day allotment beyond the cumulative maximum each year after reaching two hundred forty (240) days, but any days beyond the cumulative maximum will not accrue from year to year. Sick leave days shall normally not be used in less than ½ day increments. However, in the event of an emergency, a sick leave day may be used in a ¼ day increment.

6.2 **SICK LEAVE BANK:**

Sick Leave Bank shall be established as follows:

- A. An Employee as identified in “C” below who desires to participate in the Sick Leave Bank shall donate two (2) accumulated sick leave days before September 1st of a given work-year. No additional donation shall be required in any subsequent year, except as provided in Article B. By September 30th of each work-year, the Association shall provide the Human Resources Office with a copy of the participant’s signed authorization forms and a certified list of current participants. Donated sick leave days shall not be applied to or against an Employee’s perfect attendance bonus.
- B. If in any year, the total number of days in the Sick Leave Bank falls below five (5), each participant shall contribute one (1) additional day.
- C. An Employee who has, through consecutive employment by SEDOL, completed the equivalent of two (2) years of full-time service may participate in the Sick Leave Bank.
- D. In order to draw upon the Sick Leave Bank, an Employee:
 - 1. Must have been a participant in the Sick Leave Bank at the beginning of the work-year in which he/she has applied to utilize the Bank.
 - 2. Must have exhausted all accumulated and newly granted sick leave and personal leave.
 - 3. Shall have been absent without pay* for his/her own health reasons for at least five (5) days during the work year in which the draw is to be used. *(an Employee on Workers’ Compensation temporary total or permanent disability benefits shall not be considered to be absent without pay).
- E. The maximum number of days per year any employee may use in a school term is twenty (20) sick leave bank days. In the event an employee who has already withdrawn days from the bank earlier in the year experiences a different serious health condition in the same year, he or she may use any of the original twenty (20) days that may remain, but must first satisfy a new “five (5) days absent without pay” requirement set forth in Paragraph D(3).
- F. Once days are donated to the Sick Leave Bank, such donation shall be irrevocable.
- G. In order to draw any day(s) from the Sick Leave Bank, the eligible Employee shall make application to the SEDOL Human Resources Office. The SEDOL Administration will require a medical doctor’s statement confirming that the participant’s illness/injury necessitated absence from work.

- H. Additional guidelines may be developed and implemented by a joint committee of the Union and the Board.

6.3. WORKERS' COMPENSATION:

Whenever an employee suffers an injury that arises out of or in the course of employment, which occurred within the scope of the employee employment and while performing pursuant to Board policy and administrative direction, then for the first three (3) work days of absence due to such injury, the Board shall pay the employee from his/her own accumulated sick leave, if any. If the employee's absence due to such injury continues for more than three (3) work days, then beginning on the fourth (4th) day of such absence, the Board shall pay him/her 1/3 sick leave day per full day of absence and 1/3 of a sick leave day shall be deducted from the employee's accumulated sick leave. If the employee's absence due to such injury or illness continues for at least fourteen (14) calendar days, and the employee subsequently receives disability pay from the Board's Workers' Compensation carrier for the first three (3) days of absence, then to the extent the employee was paid his/her sick leave for such time period, the Board shall restore 2/3 of the sick leave used and shall deduct the equivalent amount in pay from any future sick leave payments to the employee. Any disability payments received from the Board's Workers' Compensation carrier shall be retained by the employee, directly. Should any period of the employee's absence due to such injury also be designated as FMLA leave, then the use of sick leave for the duration of the FMLA leave shall be at the employee's option, rather than mandatory. Any use of sick leave shall be subject to regular withholdings including those necessary for payment to the Illinois Municipal Retirement Fund (IMRF). Payment of sick leave under this provision shall occur only to the extent the employee has accumulated sick leave available for use. This Section shall cease to be effective on such date, as the employee shall qualify for disability benefit under the IMRF. The Board makes no representation concerning whether any payment it makes to an employee under this provision will be recognized by IMRF as creditable earnings, or whether IMRF will recognize the corresponding period of absence for which the employee received payment as service credit.

6.4 PERSONAL BUSINESS LEAVE:

A. Hourly Employees:

At the beginning of each school year, each Employee shall be credited with two (2) days to be used for personal business. Personal business leave days shall be available for the practice of individual religious preferences. Personal business leave is for the purpose of transacting personal, legal, personal business, household and family emergencies, and other personal matters that require absence during school hours. Personal business leave shall not be used on the first or last day of school or on an institute day. Additionally, each year an Employee may use no more than one (1) of the two (2) personal business leave days on the two (2) days preceding or following a school holiday or vacation period (defined as: Labor Day, Columbus Day, Veterans' Day, school day before Thanksgiving

break, Winter Break, Martin Luther King, Jr. Day, Presidents' Day, Casimir Pulaski Day, Spring Break and Memorial Day). If an Employee is assigned to a member district and the member district does not observe one of the preceding holidays, then the use of a personal business leave day before or after the "non-observed holiday" shall not count as one (1) of the two (2) personal business leave days.

At the end of the school year, employees shall have the option of: (a) carrying over a maximum of up to one (1) unused personal business leave day for use in the following school year, provided that an employee may not use more than three (3) personal business leave days in any school year; and/or (b) receiving compensation for up to two (2) unused personal leave days. Any unused personal business leave days that are not carried over for use in the following school year and/or submitted for compensation, shall be added to accumulated sick leave. Any carried over or paid unused personal business leave days shall not be added to accumulated sick leave. An Employee who elects to receive compensation for unused personal business leave days will be paid at the Employee's daily rate of pay if submitted to Human Resources before June 15th.

B. Salaried Employees:

The following language will be in effect for the 2020-2021 school year.

At the beginning of each school year, each Employee shall be credited with three (3) days to be used for personal business. Personal business leave days shall be available for the practice of individual religious preferences. Personal business leave is for the purpose of transacting personal, legal, personal business, household and family emergencies, and other personal matters that require absence during school hours. Personal business leave shall not be used on the first or last day of school or on an institute day. Additionally, each year an Employee may use no more than one (1) of the three (3) personal business leave days on the two (2) days preceding or following a school holiday or vacation period (defined as: Labor Day, Columbus Day, Veterans' Day, school day before Thanksgiving break, Winter Break, Martin Luther King, Jr. Day, Presidents' Day, Casimir Pulaski Day, Spring Break and Memorial Day). If an Employee is assigned to a member district and the member district does not observe one of the preceding holidays, then the use of a personal business leave day before or after the "non-observed holiday" shall not count as one (1) of the three (3) personal business leave days. Unused days shall be added to the sick leave total.

6.5 ADDITIONAL PAID LEAVES:

- A. Bereavement Leave: Each Employee shall, without deduction in pay or sick leave, be entitled to up to three (3) days of bereavement leave for each death of a member of the Employee's immediate family (as defined in The School Code), except it shall also include step-parents and step-children. Each Employee shall be granted use of two (2) sick leave days, per occurrence, to be utilized to attend the funeral of anyone outside the immediate family.

- B. Religious Holidays:** Employees shall be allowed two (2) days per year for required observance of a recognized religious holiday of the Employee's faith when such observance is not possible outside working hours. This leave shall not be cumulative nor shall it be deducted from sick leave or personal business leave. Application for such leave shall be made in writing to the Superintendent or designee at least two (2) employment days prior thereto. When religious leave has been exhausted, an Employee may utilize available personal business leave days with pay for religious purposes. However, should the religious observance occur on days immediately preceding or following a school holiday or vacation period, the Employee shall designate in writing that the purpose of the personal business leave is for religious observance purposes.
- C. Jury Duty and Other Related Appearances:** Each Employee shall receive leave with pay to perform jury duty. Employees shall remit their reimbursement for jury duty to the Board. Employees shall keep any reimbursement received for transportation. The Board shall not be responsible for any transportation expenses incurred in excess of the amount reimbursed by the jury commissioner. In addition, each Employee shall receive leave with pay if served a subpoena to testify at a legal proceeding, which relates to his/her professional responsibility as a SEDOL employee.
- D. Professional Leave:**
1. For hourly employees, upon prior written approval each Employee shall be entitled to leave with full pay to attend professional conferences, meetings or workshops provided such is requested in writing to the building level supervisor and attendance is beneficial to the Employee or the District. If approval is denied the Employee shall be provided written reasons for the denial.
 2. For salaried employees, upon prior written request each Employee shall be approved to take two (2) days annually with full pay to attend professional conferences, meetings or workshops provided such is requested in writing to the immediate supervisor and attendance is beneficial to the Employee or the District. Requests to take additional days with full pay to attend professional conferences, meetings or workshops shall be determined on an individual basis. The approval or denial of a request shall be non-precedential and non-grievable.

6.6 NON-PAID LEAVES OF ABSENCE:

A. Hourly Employees:

An Employee who has satisfactorily completed three (3) full years of employment with SEDOL may request in writing, and shall be granted, a leave of absence for up to one (1) year without pay provided the employee may not accept employment with another employer unless he/she receives written permission from SEDOL to work for another educational institution. Prior to the onset of any leave of absence taken for any illness or disability an Employee may choose to use his/her available sick leave.

Upon return from the leave the Employer will return the Employee to an equivalent position.

Leave requests will be made in semester or full year increments. If a request is made to end the leave early, such request will be granted and the Employee may be placed if there is an available and appropriate position, based on experience, skills, and/or training. All accumulated benefits and rights of employment (accumulated sick leave, years of service) previously gained shall be retained upon return. An Employee on leave of absence shall notify the Superintendent, in writing, by March 1st of their desire to return to employment the following August. If the leave is for the first half of the school year only, the Employee shall notify the Superintendent by November 15th of their intention to return at the beginning of the second semester. The Employee will provide at least a two (2) week notice, prior to the commencement of any non-paid leave of absence, except in the case of an emergency. A second year non-paid leave of absence for medical purposes may be granted at the discretion of the Superintendent.

Such leave shall be without pay or other benefits, provided during such leave, if the insurance carrier permits, the Employee may maintain insurance benefits by timely payment of the entire premium therefor.

Employees may have different and/or additional rights under the District's Family and Medical Leave policy for certain qualifying events.

B. Salaried Employees:

An Employee who has satisfactorily completed three (3) full years of employment with SEDOL may request in writing a leave of absence for up to one (1) year without pay. Such leave may be approved or denied at the discretion of the **Superintendent**, or designee, and the approval or denial of any request shall be non-precedential and non-grievable. During an approved leave, the employee may not accept employment with another employer unless he/she receives written permission from SEDOL to work for another educational institution.

Upon return from the leave the Employer will return the Employee to an equivalent position.

Leave requests will be made in semester or full year increments. All accumulated benefits and rights of employment (accumulated sick leave, years of service) previously gained shall be retained upon return. If an approved leave exceeds one-half (1/2) of the employee's work year, the employee shall not be entitled to any salary increase for that year. An Employee on leave of absence shall notify the Superintendent, in writing, by March 1st of their desire to return to employment the following August. If the leave is for the first half of the school year only, the Employee shall notify the Superintendent by November 15th of his/her intention to return at the beginning of the second semester. The Employee will provide at least a

two (2) week notice, prior to the commencement of any non-paid leave of absence, except in the case of an emergency.

Such leave shall be without pay or other benefits, provided during such leave, if the insurance carrier permits, the Employee may maintain insurance benefits by timely payment of the entire premium therefor. If the leave is taken for a reason that also qualifies for leave under the Family and Medical Leave Act, the days shall be deducted from the Employee's FMLA entitlement.

6.7 SHORT TERM EMERGENCY LEAVE:

Not applicable to OT/PT/COTA/PTA Employees

Short-term emergency leave may be granted at the discretion of the Superintendent or designee. The Superintendent or designee's grant or denial of such requests shall be non- precedential and non-grievable.

ARTICLE VII

DISCIPLINE OR DISMISSAL

7.1 JUST CAUSE DISCIPLINE:

Non-probationary Employees (i.e., for hourly employees, an employee who has completed ninety (90) workdays during the regular school term; for salaried employees, an employee who has completed two (2) consecutive years of employment) shall not be disciplined without just cause. Steps of progressive discipline will be implemented. Progressive discipline steps include but are not limited to: verbal warning, written warning, suspension, and dismissal. Nothing shall prevent the Board from issuing more severe discipline up to and including dismissal for more serious offenses. Administration reserves the right to apply the appropriate discipline step based on factors including but not limited to: the severity of the incident, the prior disciplinary record of the employee, the employment longevity of the employee, the employee's cooperation during any investigation and other relevant factors. At the time such action is taken, written notice of the specific grounds forming the basis for disciplinary action will be delivered to the Employee and the Union. Written reprimands or warnings shall be defined as a separate document apart from the Employee evaluation form. The issues/concerns addressed in said document may be addressed in the evaluation process. To be effective as a warning and/or reprimand, such shall be reduced to writing and given to the Employee and the Union.

7.2 DISCIPLINE PROCEDURES:

Discipline or other involuntary change in the employment status of any Employee shall be preceded by:

- A. Notification of the Employee's right to union representation and right to a complete review of the Employee's personnel file with the Employee and his/her representative, if the employee elects to do so.
- B. A conference with the Employee by the immediate supervisor prior to taking any action.
- C. A written explanation for the action to the Employee and the Union.

ARTICLE VIII

JOB DESCRIPTION AND CLASSIFICATION

8.1 JOB DESCRIPTION

The Board will notify the Union prior to making any substantial changes to an existing job description. The Union may request, in writing, to meet and discuss the proposed changes and, if such a request is made, the Assistant Superintendent for Human Resources will meet with the Union.

The Union retains its rights to bargain the impact of changes to wages, hours, and working conditions.

ARTICLE IX

SENIORITY

9.1 DEFINITION OF SENIORITY:

A. Hourly Employees:

Seniority shall be defined as the length of continuous service within a category of position covered by this Agreement. Effective on July 1, 2013, employees who are absent more than sixty (60) consecutive work days do not accrue seniority during the absence, but retain their seniority accrued prior to the leave. Accumulation of seniority begins from the Employee's first working day in a category of position. However, seniority is accrued within a category of position covered by this Agreement only so long as the employee remains in that category of position. Once an employee no longer works in a category of position, he/she retains whatever established seniority he/she has within that category of position, but he/she no longer accrues seniority in that category. If the employee moves to another position covered by this Agreement, his/her seniority in that position begins anew. In the event more than one individual Employee has the same starting date of work, seniority will be determined by average performance evaluation ratings over the last three evaluations conducted in any bargaining unit position, with a higher average rating corresponding to greater seniority. In the event more than one individual Employee has the same three-year average evaluation rating, position on the seniority list shall be determined by education level and then by drawing lots. Part-time Employees accrue seniority on a pro-rata basis, in proportion to their full-time equivalency.

Seniority Rights:

1. Vacancies (refer to Article X. 10.5 Transfer)
2. Job Displacement (refer to Article X. 10.5 Transfer)
3. Reductions in Personnel (refer to Article XIV. 14.1 Reductions in Personnel/Layoff/Recall)
4. Overtime (refer to Article XI. 11.2 C Overtime)

B. Salaried Employees:

Moved from Appendix D 9.1 – No language changed

Seniority shall be defined as the length of continuous service within a category of position covered by this Agreement. As of June 7, 2017, employees who are absent more than sixty (60) consecutive work days do not accrue seniority during the absence, but retain their seniority accrued prior to the leave. Accumulation of seniority begins from the Employee's first working day. In the event more than one individual Employee has the same starting date of work, seniority will be determined by average performance evaluation ratings over the last three evaluations conducted in any bargaining unit position, with a higher average rating corresponding to greater seniority. In the event more than one individual Employee has the same three-year average evaluation rating, position on the seniority list shall be

determined by education level and then by drawing lots. All part-time service performed after June 7, 2017, shall be calculated on a pro rata basis in proportion to their full-time equivalency.

Reductions in Personnel (refer to Article XIV. 14.1 Reductions in Personnel/Layoff/Recall)

9.2 **PROBATION:**

A. Hourly Employees:

Probationary Employees shall have no seniority until the completion of the probationary period at which time their seniority shall revert to their first day of work. Employees' probationary period shall be ninety (90) workdays during the regular school term. Probationary Employees are subject to immediate termination. The Employee's immediate supervisor will complete a formal assessment, at approximately the forty-fifth (45th) day of employment, but no later than the fifty-fifth (55th) day of employment, based upon the performance responsibilities and standards set forth by the District. The provisions of Section 7.1 and 7.2 are not applicable to probationary Employees.

B. Salaried Employees:

Moved from Appendix D 9.2 – No language changed

Probationary Employees shall have no seniority until the completion of the probationary period at which time their seniority shall revert to their first day of work. Employees' probationary period shall be two (2) consecutive years of employment. Probationary Employees are subject to immediate termination. The provisions of Section 7.1 and 7.2 are not applicable to probationary Employees.

9.3 **MAINTAINING AND POSTING OF SENIORITY LISTS:**

The Board shall prepare, maintain, and post a seniority list divided by category of position. The initial seniority list shall be prepared and posted conspicuously in all buildings of the district by February 1st of each year. A copy of the seniority list and subsequent revisions shall be furnished to the Union President and distributed to all SEDOL buildings.

Employees will have 10 work days from the date of the seniority list is posted to file written objectives with the Superintendent or designee to the information shown on the list, including the Employee's category or seniority ranking. The failure of an employee to make a specific, timely objection will be deemed an acceptance of the seniority ranking and precludes any subsequent challenges to seniority until the posting of seniority list the following school year.

9.4 LOSS OF SENIORITY:

An Employee will lose seniority in the following instances:

- A.** Resignation;
- B.** Dismissal for cause;
- C.** Retirement;
- D.** Expiration of the one (1) year recall period after a reduction-in-force under Section 10-23.5 of the Illinois School Code (105 ILCS 5/10-23.5);
- E.** Acceptance of a position outside of the current bargaining unit; or
- F.** During an unapproved absence exceeding sixty (60) consecutive work days, except that upon return, the Employee shall be entitled to the seniority accrued prior to the absence.

ARTICLE X

VACANCIES AND TRANSFERS

10.1 DEFINITION OF VACANCIES:

A vacancy shall be defined as a newly created position or a present position that is not filled, provided however, that a vacancy shall not be deemed to exist resulting from the mere redeployment of staff.

10.2 POSTING OF VACANCIES:

All new vacancies within the bargaining unit will be electronically posted during the school year, posted in each SEDOL building of the district and on the SEDOL website for a minimum of five days. Said posting shall contain the following:

- A. Position/Title
- B. Department where vacancy exists
- C. Hours
- D. Minimum requirements
- E. Starting date
- F. Pay range
- G. Work year

10.3 APPLICATION, NOTIFICATION TO APPLICANTS:

Interested parties may apply within the posting period at www.sedol.us. When the position has been filled, the Employer shall make known its decision to all interviewees within fifteen (15) days.

10.4 NON-PROBATIONARY TRIAL PERIOD:

Not applicable to OT/PT/COTA/PTA Employees

In the event of transfer from one classification to another (e.g.; classroom paraprofessional to coach) the Employee shall be given a sixty (60) workday trial period in which to demonstrate his/her ability to perform the new job. At approximately the thirtieth (30th) day of employment but no later than the sixtieth (60th) day of employment, the Employee's immediate supervisor will complete a written assessment based upon the performance responsibilities and standards set forth by the District. If the Employee is unable to demonstrate ability to perform the work required during the trial period, the Employee shall be returned to a substantially similar position if one exists; otherwise the employee shall be eligible to apply for vacant positions. If no vacancies exist, the Employee shall become a temporary substitute for any position they are qualified to hold, until a position becomes available.

The rate of pay should match the position (for example, a sign language interpreter who transfers to a paraprofessional position shall no longer receive the hourly rate of pay of a sign language interpreter, but instead, would receive the pay of a paraprofessional on the same step). All other Employee evaluation procedures shall be in accordance with Article XII, Section 12.1 of the current Collective Bargaining Agreement.

10.5 TRANSFER:

A. Hourly Employees:

Mid-Year Transfers:

At any time during the school year, an Employee, who has completed his/her probationary period, may inquire and apply for any vacancies which exist. Letters of interest from the Employees should be submitted to Human Resources and should specifically address the age level(s), type of special education program(s) and location(s) for which they are most interested in transferring. Human Resources will send the Employee a letter which confirms receipt of the Employee's transfer request. A copy will be sent to the current administrator and the potential receiving administrator.

Mid-Year transfers may require an Employee to interview for the position. Both the current and potential administrators must approve the mid-year transfer. Mid-year vacancy transfers shall be filled from among qualified applicants. Qualifications shall not simply mean having occupied the position previously or possessing a license. If qualifications are equal, seniority shall determine placement.

Beginning of School Year Transfers:

Employees who desire to transfer for the next school year shall notify Human Resources in writing no later than the first work day of May. After assignments are made, openings will be posted. Employees who apply for a bargaining unit position within the posted application period, and who have not been interviewed by the Principal or appropriate Supervisor for a similar position in the previous twelve (12) months may be granted an interview and, if denied, shall be provided an explanation for the denial if so requested. No later than August 1st of each school year, the Human Resources Office shall notify all Employees of the status of their transfer request for the upcoming school year.

The vacancies shall be filled from among qualified applicants. Qualifications shall not simply mean having occupied the position previously or possessing a license. If qualifications are equal, seniority shall determine placement.

Vacancy updates shall be posted on a monthly basis on the SEDOL website.

Job Displacement: In cases where a member district engages in the "take-back" of classes, or makes administrative or programmatic changes that cause a reduction in hours, positions, or in the displacement of Employees, the Employee with the

appropriate skills and qualifications as determined by the administration for a specific position shall remain. Qualifications shall not simply mean having occupied the position previously or possessing a license. If qualifications are equal, seniority shall determine placement.

**B. Salaried Employees:
Moved from Appendix D 10.5 – No language changed**

Mid-Year Transfers:

At any time during the school year, an Employee may inquire and apply for any vacancies which exist. Letters of interest from the Employees should be submitted to Human Resources and should specifically address the age level(s), type of special education program(s) and location(s) for which they are most interested in transferring. Human Resources will send the Employee a letter which confirms receipt of the Employee's transfer request. A copy will be sent to the current administrator and the potential receiving administrator.

Year transfers may require an Employee to interview for the position. Both the current and potential administrators must approve the mid-year transfer.

Beginning of School Year Transfers:

Employees who desire to transfer for the next school year shall notify Human Resources in writing no later than the first work day of May. After assignments are made, openings will be posted. Employees who apply for a bargaining unit position within the posted application period, and who have not been interviewed by the Principal or appropriate Supervisor for a similar position in the previous twelve (12) months may be granted an interview and, if denied, shall be provided an explanation for the denial if so requested. No later than August 1st of each school year, the Human Resources Office shall notify all Employees of the status of their transfer request for the upcoming school year.

Vacancy updates shall be posted on a monthly basis on the SEDOL website.

10.6 VOLUNTARY TRANSFER:

Not applicable to OT/PT/COTA/PTA Employees

An Employee who voluntarily transfers will be paid the regular hourly rate of pay for his/her new position. The Employee shall be placed in the Category of the Hourly Rate Schedule pertinent to his/her new position based upon the Employee's equivalent experience in the classification to which the Employee is transferred. Prior to acceptance, Employees shall be notified in writing of changes in work hours, hourly rate, and total annual compensation. The Employee's signature acknowledges agreement to voluntary transfer to the new position.

10.7 INVOLUNTARY TRANSFER:

Not applicable to OT/PT/COTA/PTA Employees

Employees who are involuntarily transferred shall be notified in writing of the reason for the transfer. The Board reserves the right to transfer Employees to any position they are qualified to hold. No Employee shall suffer a reduction of hours or the hourly rate of pay as a result of such involuntary transfer. Employees will be paid for actual hours worked. Employees may elect, in writing, to voluntarily reduce their work hours to match the assigned hours for the new position. Payroll will be calculated based upon actual hours worked.

10.8 EMPLOYEE TRANSFER:

Not applicable to OT/PT/COTA/PTA Employees

When a teacher transfers to a new position and a vacancy also exists for an Employee who was assigned to work with the transferring teacher, such Employee may request and shall be considered for the vacant support position.

ARTICLE XI

WORKING CONDITIONS

11.1 WORK DAY/WEEK:

A. Hourly Employees:

1. Employees who work six (6) hours or more shall receive one (1) 30-minute duty-free unpaid lunch and one (1) 15-minute paid break. Employees who voluntarily accept an assignment or other duties in lieu of a duty-free lunch will receive compensation for one-half (1/2) hour at their rate of pay per Supervisor/Principal approval.
2. Any Employee who works more than forty (40) hours in any workweek shall be compensated at one and one-half (1 ½) times his regular rate of pay for the hours in excess of forty (40).

Salaried Employees (as defined as the grandfathered salaried Vocational Facilitator):

- A. Employees shall receive one (1) thirty (30) minute duty-free, unpaid lunch.
- B. Employees shall participate in two (2) unpaid parent conference days (if applicable) necessary to meet the requirements of the Board.
- C. Employees shall be afforded the same weekly preparation periods as certified staff in host buildings, if possible. If not possible, the salaried employee will be afforded as close to that amount as possible. Administration reserves the right to review and evaluate lesson plans.
- D. Employee's participation in mandatory meetings will be limited to thirty six (36) times per year . Additional meetings may be convened and the employee may voluntarily participate.

B. Salaried Employees:

1. Employees who work six (6) hours or more shall receive one (1) thirty (30)-minute duty-free lunch for which they are already compensated as exempt, salaried employees.
2. Employees may be required to participate in up to two (2) unpaid parent conference days (if applicable) for which no additional compensation shall be provided, but alternative time off may be provided.
3. Where possible, employees shall be afforded a minimum of 150 minutes per five-day work week of preparation time, which shall be prorated for any work weeks of less than five work days. If an employee is unable to schedule preparation time, the employee should notify his/her Immediate Supervisor

who shall review the employee's schedule and attempt to assist the employees in scheduling preparation time.

4. Employee's participation in mandatory meetings will be limited to thirty six (36) times per year. Additional meetings may be convened and the employee may voluntarily participate.

11.2.A EXTRA-CURRICULAR ACTIVITIES:

Not applicable to OT/PT/COTA/PTA Employees

SEDOL employees shall have the right of first refusal for opportunities for extra-curricular activities. However, the announcement of an extra-curricular activity shall be made to SEDOL employees and contract employees simultaneously. The failure of a SEDOL employee to respond by the time requested on the announcement shall be deemed a refusal.

If the Principal/Supervisor requests that a qualified Employee perform extra-curricular activities (extra-curricular is defined as activities outside the regular work hours), the Employee shall be paid his/her regular rate of pay on the hourly rate schedule. An employee will be compensated a minimum of one (1) hour for an activity. If the Employee performs overtime work, the Employee shall receive compensation, as defined in Sections 11.1B, 11.2B or 11.2C of this Agreement.

Employees assigned as Interpreters for the Bilingual and Deaf and Hard of Hearing Programs shall be paid for extra-curricular services at their hourly rate of pay or \$30.00 per hour, whichever is greater.

During after-school hours, employees assigned as a sign-language interpreter for an adult (i.e., Parent or SEDOL Employee) will require an appropriate license issued by the IDHHC (Illinois Deaf and Hard of Hearing Commission). This licensed interpreter shall be paid at the rate of \$40.00 per hour.

11.2.B. BREAK PERIOD:

Moved from Main Body and Appendix D 4.2 – tracked changes only

Employees shall be permitted to leave their building during any break period (hourly employees only) or lunch period (hourly and salaried employees) provided appropriate notice is given to the Employee's immediate supervisor or such notice as is required in the particular building in which the Employee is assigned.

11.2.C. OVERTIME:

Not applicable to OT/PT/COTA/PTA Employees

Overtime shall first be offered to the Employee who is qualified to do the activity at the work site of the activity, on a rotating basis beginning with most senior. If all Employees within the affected worksite refuse the overtime following a second offer, the least senior

Employee who is qualified to perform the work will be required by the Employer to perform the overtime work. Seniority for the purpose of this Section 11.2 B, shall mean the total length of continuous service in any/all position(s) covered by this Agreement.

Saturday Overtime: All assigned work on Saturdays will be compensated at the Employee's regular hourly rate of pay (unless in excess of forty (40) hours per week then at one and one-half (1 ½) times the regular hourly rate). A minimum of three (3) hours will be credited to the Employee.

11.2.D. SUNDAY AND HOLIDAY OVERTIME:

Not applicable to OT/PT/COTA/PTA Employees

All work on Sunday or Holidays (overtime or not) will be compensated at one and one-half (1 ½) times the Employee's normal rate of pay.

11.2.E. DRIVER'S STIPEND:

Not applicable to OT/PT/COTA/PTA Employees

Employees, who hold and maintain a CDL or School Bus Permit and drive at least twenty (20) days per school year, shall receive a \$250 stipend at the end of the school year.

11.3 WORK YEAR:

A. Hourly Employees:

The work year for Employees shall be one hundred eighty (180) workdays, as determined by the applicable school calendar established by SEDOL and its member districts. If the work year for employees working in a member district exceeds 180, then the Employee will be paid accordingly. Hourly rates will be applied to actual days worked. Non-student attendance days (i.e., conference, institute, and in-service days) will remain part of the work year.

Salaried Employees work year shall be one hundred eighty-five (185) workdays. If the work year for the salaried employee exceeds 185 days, then the salaried employee shall be paid their per diem rate for days worked, with prior approval from their immediate supervisor.

B. Salaried Employees:

Moved from Appendix D 11.3 – No language changed

Depending on the employee's work location, his/her work year shall be from 180-185 work days. If the work year for the salaried employee exceeds 185 days, then the employee shall be paid their per diem rate for days worked, with prior approval from their immediate supervisor.

11.4 UNSAFE OR HAZARDOUS WORKING CONDITIONS:

- (1) Employees shall report immediately in writing to SEDOL's central office all cases of assault and/or battery suffered by them in connection with their employment, and all facts concerning the incident. If the employee is physically unable to report in writing, he/she shall report orally as soon as possible and thereafter, when possible, confirm the same in writing.
- (2) The Board shall act in appropriate ways as liaison between the employee and civil authorities investigating such assault and/or battery. Where circumstances require, the Board shall seek to facilitate necessary communications between the employee and the parents of any student involved in such assault and/or battery.
- (3) Pursuant to the provisions of the Illinois School Code, the Board agrees to indemnify and protect employees against death and bodily injury and property damage claims and suits, including defense thereof, when damages are sought for negligent or wrongful acts allegedly committed during the scope of employment or under the direction of the School Board, and while acting in conformance with Board policy and administrative direction.
- (4) During adverse weather conditions which make driving hazardous, the Vocational Facilitators, Occupational Therapists, Physical Therapists, Certified Occupational Therapist Assistants and Physical Therapist Assistants who travel, within their professional duties and in collaboration with the Supervisor/Coordinator of the program, may alter the schedule for the day, so as not to endanger their personal safety. The Vocational Facilitators Occupational Therapists, Physical Therapists, Certified Occupational Therapist Assistants or Physical Therapist Assistants, in coordination with their immediate supervisors, will make all phone calls made necessary by alterations to the schedule.

11.5 ASSISTANCE FOR CONTROL AND DISCIPLINE OF STUDENTS:

The Employer shall support and assist Employees with respect to the maintenance of control and discipline of students in the Employees' assigned work area. Employees may properly use physical restraint procedures if they have been trained to use nonviolent crisis intervention with a student as necessary to protect themselves or any other person. Approved training provided by the district is Crisis Prevention Institute. Training for new Employees shall take place as soon as practical after employment, but not later than 60 calendar days. Additionally, existing Employees shall be required to complete refresher training for renewal of CPI certificate. Training required after regular working hours will be paid.

11.6 DISPENSING OF MEDICINE:

Employees shall not be required to administer medication to pupils. Pupils shall be referred to proper, designated administrative or nursing personnel for this function.

11.7 REIMBURSEMENT FOR PERSONAL PROPERTY:

The Board shall reimburse the Employee up to three hundred and twenty-five dollars (\$325) per school year for irreparable damage to the Employee's clothing, prescription glasses or hearing aids, provided such damage is caused by a student or students and occurs in the course of the Employee's SEDOL duties. In no event shall the total annual reimbursement be greater than three hundred and twenty-five dollars (\$325) per school year. The Board shall not reimburse an Employee for irreparable damage caused by students to any jewelry worn by an Employee, except that a fitness/activity tracker bracelet shall not be considered jewelry. In order to be eligible for reimbursement, the Employee shall submit a written incident report to the Superintendent or designee no later than five (5) school days after the occurrence.

11.8 EXTENDED SCHOOL YEAR PROGRAM:

Employees who desire to work in SEDOL extended year programs shall notify the Human Resources Office in writing no later than the first week in April of each year. Positions shall be filled as follows:

- A. First, Employees who regularly work in the same position shall have first preference.
- B. Next, by qualified Employees if qualifications are equal, then by seniority.
- C. Finally, non-SEDOL applicants may be hired from the outside, after the date listed on application deadline has passed.

11.9 EMPLOYEE MENTORING/TRAINING PROGRAM:

The Administration in cooperation with the Union will choose a qualified trainer to provide training for new mentors, at least one time per school year. To be considered for the Mentor/Training Program, Employees must have completed three (3) years of successful in-district service and received evaluation ratings of satisfactory or better. Mentors will be selected by the Administration with input from the SSSA union president as a result of written nomination/recommendations signed by supervisory staff and the Employee. Mentors will be required to fill out an activity log and turn it in to HR before payment is submitted. The protégée will submit an activity completion report for administrator review.

A \$300.00 stipend will be paid to each trained mentor who is assigned to work with new Employee(s) during the school year. Specific performance responsibilities and performance activity logs will be defined by administration and SSSA union president.

ARTICLE XII

EMPLOYEE EVALUATION

12.1 EVALUATION:

A. Hourly Employees:

The parties agree to utilize the current procedures for the evaluation of all Educational Support Personnel in the bargaining unit. The evaluation instrument(s) shall serve as a basis for the improvement of performance, the recognition of outstanding performance and for reasonable dismissal of those who do not meet the performance standards of the District. If the Board desires to change the procedures and/or the evaluation instrument(s), the procedures shall be developed with the involvement of appropriate staff and shall be subject to periodic review for updating and improvement.

The Board and the Union agree to negotiate any and all changes to this section in good faith. The Board shall be permitted to propose changes in evaluation procedures/instrument(s) one (1) time each year of the contract.

B. Salaried Employees:

Moved from Appendix D 12.1 – No language changed

The parties agree to utilize the current procedures for the evaluation of all Employees. The evaluation instrument(s) shall serve as a basis for the improvement of performance, the recognition of outstanding performance and for reasonable dismissal of those who do not meet the performance standards of the District. If the Board desires to change the procedures and/or the evaluation instrument(s), the procedures shall be developed with the involvement of appropriate staff and shall be subject to periodic review for updating and improvement.

The Board and the Union agree to negotiate any and all changes to this section in good faith. The Board shall be permitted to propose changes in evaluation procedures/instrument(s) one (1) time each year of the contract.

12.2 EVALUATION PROCEDURES:

A. Hourly Employees:

1. All Employees shall be acquainted with the evaluation instrument.
2. Probationary Employee's evaluations are completed per Article 9.2.
3. After an Employee has successfully completed his/her probationary period, a minimum of one (1) evaluation per year will be conducted for hourly Employees.

4. The evaluation instrument (Form #212 or Form #213) should be completed and a copy given to the Employee.
5. Vocational Facilitators, defined as hired before August 15, 2013, will be evaluated one (1) time per year every other year using Form #213. Vocational Facilitator's hired after August 15, 2013, will be evaluated twice a year for the first four years and then at least biannually after their fourth consecutive year.
6. The final evaluation of the year shall be completed by the end of April, when possible and placed in the personnel file.
7. In the event that an Employee disagrees with any part of his/her evaluation, he/she may request, in writing, a review conference with the immediate Supervisor within five (5) working days after the evaluation conference. The review conference will be held at the earliest time possible, usually within five (5) working days of the request. The Employee may bring Union representation to the review conference. Within five (5) working days after the conference, the immediate Supervisor will provide a written decision to the Employee.

The evaluation process shall be used in a fair and equitable manner and should not be used as a retaliatory, punitive, or disciplinary measure.

B. Salaried Employees:

Moved from Appendix D 12.2 – No language changed

1. All Employees shall be acquainted with the evaluation instrument. An online version of the evaluation instrument shall be available to employees.
2. The evaluation instrument should be completed and a copy given to the Employee.
3. Employees will be evaluated twice a year for the first two years and then at least biannually after their second consecutive year.
4. The final evaluation of the year shall be completed by the end of April, when possible and placed in the personnel file.
5. In the event that an Employee disagrees with any part of his/her evaluation, he/she may request, in writing, a review conference with the immediate Supervisor within five (5) working days after the evaluation conference. The review conference will be held at the earliest time possible, usually within five (5) working days of the request. The Employee may bring Union representation to the review conference. Within five (5) working days after the conference, the immediate Supervisor will provide a written decision to the Employee.

ARTICLE XIII

PERSONNEL FILE

13.1 PERSONNEL FILE:

Upon prior written notice, the Employer shall allow an Employee the right to inspect his/her personnel file within seven (7) working days after the Employee's request is made. The Employee may also receive copies (at his/her expense) of all documents in the personnel file except those documents excepted under the Personnel Records Review Act. The Employee may request that a Union representative be present during any such inspection. The Employee may submit a written response to any documents related to his job performance, provided such response is submitted to the Employee's supervisor within ten (10) days of the Employee's receipt of the document.

Copies of documents placed in an Employee's personnel file shall be promptly forwarded to the Employee, usually simultaneous with such placement.

ARTICLE XIV

REDUCTION IN PERSONNEL, LAYOFF AND RECALL

14.1 Reduction in Personnel, Layoff and Recall

In the event the Board decides to remove or dismiss or reduce the hours worked of an Employee as a result of a decision of the Board to decrease the total number of Employees or to discontinue some particular type(s) of educational support service(s), the Board shall reduce the hours or dismiss the least senior Employee in one of the following ten (10) categories of positions:

- (1) paraprofessional, community experience coach, transition coach, job coach
- (2) program attendant;
- (3) sign language interpreter; (4) bilingual interpreter;
- (5) vocational facilitator;
- (6) occupational therapists;
- (7) certified occupational therapist assistant;
- (8) physical therapists; and
- (9) physical therapist assistants

The least senior Employees in the category of position in which a reduction is being made, shall have their hours reduced or be dismissed first but only if the more senior Employees are qualified to fill the remaining positions.

Any Employee whose hours are reduced or who is dismissed pursuant to such a reduction shall be eligible for recall to a vacancy in any category of position but only if the Employee is qualified for the available position. As between Employees eligible for recall to a vacancy, the position will be tendered first to qualified, honorably dismissed Employees from that category of position, in order of seniority, and then to qualified honorably dismissed Employees from all other categories of position, in order of seniority.

The Employee's recall rights shall extend for a period of one (1) calendar year from the beginning of the school year immediately following the reduction. If an Employee refuses an offer of an available position during the recall period, the Employee shall be placed at the bottom of the recall list. To be eligible for recall, an honorably dismissed Employee must provide the Superintendent or designee, prior to the last day of employment, written notification of the address, telephone number, and if applicable, email address where the Employee may be reached. Failure of the Employee to accept the available recall position within ten (10) calendar days after the receipt of the recall notice constitutes a refusal to accept the position. An Employee who accepts recall to a lower categorical classification of position forfeits recall rights to the position from which he/she was dismissed and will be paid at the lower categorical classification of position hourly rate.

ARTICLE XV

SALARY AND FRINGE BENEFITS

15.1 LIFE INSURANCE:

The Board will pay the premium cost to provide each Employee who works at least twenty-one (21) or more hours with fifty thousand (\$50,000) life insurance. Nothing herein shall imply the insurability of any Employee. However, the amount of group term life insurance may be reduced for employees who are 65 or older in accordance with the schedule of benefits established by the group term life insurance.

15.2 HOURLY RATE SCHEDULE:

The hourly rate schedules for the 2019 - 2022 school years are attached as **Appendix B** and explained below.

For 2019-2022 Years

Tracks I and II:

Increase base by 4.5%, plus Step (\$1 per hour differential for Track II will not be increased)

Track III:

Increase base by 3.0%, plus Step

Tracks IV and V:

Increase base by 2.5%, plus Step

Grandfathered Vocational Facilitator:

2.75%

Longevity for all Track I-V Employees:

2.75%

Track I:

All Employees hired with a minimum of a high school diploma or General Education Development (G.E.D.) with ISBE (Illinois State Board of Education) State Approved paraprofessional approval will be placed on the Track I hourly rate schedule.

Track II:

All Employees hired with a minimum of a high school diploma or General Education Development (G.E.D.) with a Bachelor's Degree or higher and Illinois State Board Education (ISBE) paraprofessional approval/Substitute Certificates will be placed on Track II.

Track III:

Sign language interpreters who have ISBE interpreter approval will be placed on Track III hourly rate schedule.

Track IV:

All new hourly Vocational Facilitators or Transition Specialists with a Bachelor's degree will be placed on Track IV.

Track V:

All new hourly Vocational Facilitators or Transition Specialists with a Master's degree will be placed on Track V.

Note: Because of the need to re-adjust employees' positions on the pay schedule due to an overall "market adjustment" to SEDOL's pay levels, the numerical markers used in the above "Step" column may be not reflective of the employee's years of experience in the District, or of the employee's years of experience in the education industry (e.g. Step 2 may not equal "2" years).

Employees may choose to receive a "step/longevity increase" or lane movement, but not both, except that one time only during the term of this Agreement, an employee may receive a step and a lane during the same year.

	<u>Schedule</u>
19-20 school year	Increase base by 2.0%, plus step or lane
20-21 school year	Increase base by 2.0%, plus step or lane
21-22 school year	Increase base by 2.0%, plus step or lane

	<u>Longevity</u>
19-20 school year	2.75% or lane
20-21 school year	2.75% or lane
21-22 school year	2.75% or lane

15.3 MILEAGE:

Employees will be paid the IRS business rate for all approved mileage to perform their assigned duties both within and outside the district.

15.4 PAY DATES/PAYROLL:

A. Hourly Employees:

All Employee paychecks will be forwarded through electronic direct deposit to an account in a financial institution of the Employee's choosing. Each Employee shall have

compensation payments made to his/her financial institution. Employees shall be given the option of twenty (20) or twenty-four (24) equal payments for each school year of this contract. Once an employee chooses an option, the Employee will not be able to change it until the beginning of the next school year. Payment will be adjusted to reflect the time sheet for additional hours and/or deductions. Moneys will be electronically deposited with authorization to release funds to the Employee's financial institution by the opening of business on the pay date. Pay confirmation stubs will be issued and emailed on the fifteenth (15th) of each month or the last business day prior thereto and on the last Employee workday or business day of each month.

**B. Salaried Employees:
Moved from Appendix D 15.4 – No language changed**

All Employee paychecks will be forwarded through electronic direct deposit to an account in a financial institution of the Employee's choosing. Each Employee shall have compensation payments made to his/her financial institution in twenty-four (24) equal payments for each school year of this contract. Payment will be adjusted to reflect the time sheet for additional hours and/or deductions. Moneys will be electronically deposited with authorization to release funds to the Employee's financial institution by the opening of business on the pay date. Pay confirmation stubs will be issued and emailed on the fifteenth (15th) of each month or the last business day prior thereto and on the last Employee workday or business day of each month.

15.5 SERVICE CREDIT:

Employees who worked five (5) consecutive full months in any school year shall be entitled to step movement, or any scheduled increase, as the case may be, in the next year. Any question regarding placement shall be resolved by the Union President and the Assistant Superintendent for Human Resources. If the Union President and Assistant Superintendent for Human Resources cannot resolve the issue, the Superintendent will make the final decision, provided such decision will be made following presentation from both parties and further, such decision shall not be arbitrary, capricious, or discriminatorily applied.

15.6 REQUEST FOR SALARY RATE/HOURLY RATE CATEGORY ADJUSTMENT:

Employees who earn course credit making them eligible for category adjustment, or lane advancement*, as the case may be, shall contact the Human Resources Department for a 'Letter of Intent' form. Certificates and/or official transcripts must be received by the Human Resources Department on the first and thirteenth paydays of the school year subject to the following conditions:

- (1) The Employee has notified the SEDOL Human Resources Department of his/her intent to advance on the compensation schedule by the last working day in the prior school term for compensation on the first payday in the new year:

or

Notify the Human Resources Department by January 31 to receive compensation on the 13th payday.

- (2) The Employee submits official transcripts and/or official certificates of attendance no later than thirty (30) calendars days after the first payday or thirteenth (13) payday.

*OT/PT/COTA/PTA Employees may choose a step or lane increase, or longevity or lane increase, but shall not be eligible to receive both in the same school year.

15.7 IN-SERVICE TRAINING:

The Administration will develop in cooperation with the Union, in-service programs for training of Employees.

15.8 ATTENDANCE BONUS:

To qualify for the employee attendance, bonus an employee may not take any “dock days” or sick leave days. For the purpose of this Section, sick leave does not include the donation of sick leave days to the sick leave bank. If a dock day is taken after an employee receives an attendance bonus, he/she shall not be eligible for any further attendance bonus for the remainder of the year. Additionally, an employee may not use more than three (3) personal leave days.

<u>Zero Sick Leave Days Used</u>	<u>Bonus</u>	<u>Paid</u>
From first work day through November 30 th	\$175	December 15th
From December 1 st through February 28 th	\$175	March 15th
From March 1 st through last work day	\$175	June 30th
From first work day through last work day	\$275	June 30th
Total Possible Bonus	\$800	

15.9 INSURANCE:

A. Hourly Employees:

For those hourly Employees who work thirty (30) or more hours per week, the Board will provide full payments for single coverage for a health insurance policy selected by the Board. The parties agree that in addition to the cost of the single coverage, the Board shall contribute toward the cost of the premium for each Employee who selects the

Dual HMO coverage, \$375.00 per month and for each Employee who selects the Family HMO coverage, \$467.43 per month, beginning September 1, 2013.

In addition to the cost of single coverage, for any employee covered by this Agreement and hired* by SEDOL to begin working for or after the 2013-2014 school year, (*this shall not include any employees subject to recall upon the expiration of the preceding 2010-2013 Agreement), the Board shall contribute the following amount toward the cost of the monthly premium:

- \$375.00 for enrollment in dual or family coverage in either the HMO-II or HMO Blue Plan

An eligible Employee shall elect the option(s) which he/she desires to utilize by designating insurance/fringe benefit elections in writing on a SEDOL approved form with the SEDOL Business Office during the annual open enrollment period. Eligible Employees employed after the start of the school term shall file such election within thirty (30) employment days of commencing employment with SEDOL. Coverage will commence on the first day of the month following the initial employment date. Such election shall be irrevocable during the twelve (12) month period, unless the eligible Employee has a change of family status, or is otherwise permitted the opportunity to change an election pursuant to the terms of the insurance plan. When an Employee terminates, the Board's obligation to continue any insurance coverage shall cease on the last day of the month in which termination of employment occurs. SEDOL maintains a joint insurance committee which includes three (3) SSSA members, three (3) administrators and multiple representatives of other employee groups. The committee may not exceed a total of 16 members. The purpose of the committee is to review and analyze current medical policies; claims data; proposals from any competitive bidding process; information concerning potential carriers; health insurance trends in the insurance and educational industries; legal changes affecting the provision of insurance benefits; insurance reserves; stop loss/reinsurance policies and limits; as well as other policies, with the goal being to make recommendations for a district-wide insurance plan likely to deliver medical coverage in the most cost-effective manner. The role of the committee shall be advisory only. SEDOL reserves the right, in its sole discretion, to modify its health, dental or vision insurance plans and its flexible spending account if SEDOL determines such modifications are necessary to avoid imposition of the "Cadillac Tax"; to comply with any provisions of the Affordable Care Act; or to insure SEDOL is not subject to fines, fees or excise taxes because any of its employees are eligible to obtain coverage on an insurance exchange. Such modifications may include, but are not limited to:

- (a) changes in plan design, or adding additional plans; (b) replacing or adding additional insurance carriers;
- (c) changes in benefit levels, deductibles, co-payments, Rx coverage. out-of-pocket maximums; or
- (d) limiting the amount of salary reduction amounts under the Flexible Spending Accounts, etc.

If the spouse of a SEDOL employee is eligible for insurance coverage from his/her own employer – regardless whether the spouse actually enrolls in such insurance coverage – the spouse shall not be eligible to participate in SEDOL’s insurance coverage effective July 1, 2017. SEDOL reserves the right to require verification of the spouse’s eligibility for insurance coverage from his/her own employer.

**B. Salaried Employees:
Moved from Appendix D 15.9 – No language changed**

Eligibility - Employees who are employed at least thirty (30*) hours per week may enroll and participate in a SEDOL-offered health insurance program.

(*Any employee who, during the 2016-2017 school term, worked at least 21, but less than 30 hours per week and who was also enrolled in one of the health insurance options offered by SEDOL shall be considered an "eligible employee" on a "grandfathered basis" and may continue to enroll and participate in one of the health insurance options so long as he/she works a minimum of 21 hours per week. However, if at any time in the future, said employee ceases to participate, he/she shall lose "grandfathered status" and may not enroll or participate in one of the health insurance options offered by SEDOL until such time as said employee meets the minimum hours requirement.)

On behalf of eligible employees, the Board will provide the following contribution toward single coverage for a health insurance policy selected by the Board.

Single Coverage –

For enrollment in a standard group hospital/major medical policy of insurance (PPO) or Health Maintenance Organization plan (such as HMO-IL or HMO-Blue), as selected by the Board, the Board shall annually contribute 100% of the cost of single coverage for employees who work at least 35 hours per week. For eligible employees who elect to participate, but work less than 35 hours per week, the Board shall contribute a pro-rated amount based upon the percentage of employment.

Dependent Coverage -

In addition to the amount contributed by the Board toward single coverage, the Board shall contribute the following amount(s) toward dependent coverage (which amounts shall be pro-rated for employees who work less than 35 hours per week):

For Employees hired before July 1, 2011*

Dual –

For enrollment in the HMO-IL Plan, an amount not to exceed: \$454.07

For enrollment in the HMO-Blue Plan, an amount not to exceed: \$448.81

Family –

For enrollment in the HMO-IL Plan, an amount not to exceed: \$583.52

For enrollment in the HMO-Blue Plan, an amount not to exceed: \$578.26

(*For the life of this Agreement, Employees hired before July 1, 2011, shall be “grandfathered” as eligible for the above contribution rates only if they were participating in dual or family HMO coverage as of February 16, 2017, and only for so long as they remain eligible and continue to participate in dual or family HMO coverage under the terms of this Agreement. Employees hired before July 1, 2011, who were not participating in dual or family HMO coverage as of February 16, 2017, or Employees hired before July 1, 2011, who were participating in dual or family HMO coverage as of February 16, 2017, but who subsequently elect single coverage, shall only be eligible to receive the following additional contributions for dependent coverage (which amounts shall be pro-rated for employees who work less than 35 hours per week):

Dual -

For enrollment in an HMO Plan, an amount not to exceed: \$375.00

Family -

For enrollment in an HMO Plan, an amount not to exceed: \$467.43

For Employees hired on or after July 1, 2011*

In addition to the amount contributed by the Board toward single coverage, the Board shall contribute the following amount toward dependent coverage (which amount shall be pro-rated for employees who work less than 35 hours per week):

Dual or Family –

For enrollment in an HMO Plan, an amount not to exceed: \$375.00

Selection –

Eligible employees shall elect the option(s) which he/she desires to utilize by designating insurance/fringe benefit elections in writing on a SEDOL approved form with the Business Office no later than the last business day of the open enrollment period. Eligible employees employed after the start of the school term shall file such election within thirty (30) employment days of commencing employment with SEDOL.

Such election shall be irrevocable during the twelve (12) month period, unless the eligible employee experiences a qualifying event.

Miscellaneous –

- (1) For eligible employees employed less than full-time (i.e., 35 hours per week), the Board shall contribute an allowance pro rata based upon the percentage of employment.
- (2) For eligible employees working less than the full work year, the Board shall contribute an allowance pro rata based upon the percentage of full-year employment.
- (3) Premiums and costs shall be allocated to the year (commencing July 1) in which the coverage or event occurs, and without regard to billing date or date of presentation or invoice.
- (4) Anything in this Agreement to the contrary notwithstanding, the Board's obligation to continue any insurance coverage or other program hereunder shall cease as of August 31st of the year in which a employee's employment with SEDOL terminates. However, if an employee's employment terminates "midyear" (i.e., anytime other than the end of a school year) or terminates at the end of a school year as a result of an employee's retirement; then insurance coverage shall cease as of the last day of the month in which termination of employment occurs.
- (5) If at any time during the term of this Agreement an insufficient number of employee's elect to participate in either the group major medical policy of insurance (PPO) or the Health Maintenance Organization so as to endanger or preclude the continuation of the group, such participation shall be mandatory for such number of employees as shall be required to maintain the group policy, employees to be selected for such mandatory participation on a basis inverse to their seniority as defined in SEDOL policy.
- (6) If the spouse of a SEDOL employee is eligible for insurance coverage from his/her own employer regardless whether the spouse actually enrolls in such insurance coverage - the spouse shall not be eligible to participate in SEDOL's insurance coverage effective July 1, 2018. SEDOL reserves the right to require verification of the spouse's eligibility for insurance coverage from his/her own employer.

15.10 EXTENDED SCHOOL YEAR:

Daily payment for extended school shall be as follows:

Paraprofessionals and coaches:

\$73.94 (Summer 2020),
\$76.16 (Summer 2021),
\$78.44 (Summer 2022)

Sign language interpreters:

\$93.28 (Summer 2020),
\$96.08 (Summer 2021),
\$98.96 (Summer 2022)

Vocational Facilitators (BA):

\$101.07 (Summer 2020),
\$104.10 (Summer 2021),
\$107.22 (Summer 2022)

OT/PT/COTA/PTA:

\$175.49 (Summer 2020),
\$177.24 (Summer 2021),
\$179.01 (Summer 2022)

Such payment shall be based on a four (4) hour day and four (4) day week. The Administration retains the right to extend the program. Partial employment work weeks will be offered dependent upon student attendance.

The District shall process all Employees' extended school year pay on June 30 and July 31.

15.11 INOCULATIONS:

Board will provide inoculations to prevent transmission of chronic communicable diseases, including hepatitis to Employees upon request.

15.12 TUITION/WORKSHOP/CERTIFICATION REIMBURSEMENT:

A. Hourly Employees:

The Board shall establish a pool of \$40,000 per year to be used by active Employees for tuition/workshop reimbursement, inclusive of all required fees and/or charges. In the event the entire sum provided is not totally expended, such unused amounts will not carry over to the following school year.

For undergraduate or graduate coursework, the Board shall pay no more than the corresponding tuition rate set by Northern Illinois University for its undergraduate/graduate courses and no Employee shall receive reimbursement for more than eighteen (18) hours per work year.

In order to receive reimbursement, the Employee must have a passing grade for coursework or a certificate of completion for workshop participation and must have received prior written approval from the Administration for accredited college or university courses or workshops prior to beginning the course/workshop. The courses/workshops must be either beneficial to the position, in education, special education, signing or other allied courses that can be demonstrated to be relevant to the assignment and useful to the Employer.

Employees shall not be eligible for tuition reimbursement for coursework or certification reimbursement while on an approved leave of absence.

Certification reimbursement from the tuition pool shall be defined as the successful completion of the Illinois State Board of Education (ISBE) approved assessment(s) required for certification as either a bilingual or sign language interpreter. In order to

receive reimbursement, the Employee must have passed the assessment and provide the SEDOL Human Resources Department with an official copy of the assessment results. Assessments eligible for reimbursement currently include but are not limited to the following state approved options:

- Registry of Interpreters for the Deaf (RID)
- Educational Interpreter Performance Assessment (EIPA)
- Transliteration Skills Certification
- Certified Rehabilitation Counselors (CRC)
- Illinois Board of Evaluation of Interpreters Basic Certification (BEI)
- Paraprofessional license renewal

If an Employee is denied approval he/she shall be given written reasons for such denial. Upon completion of the course/workshop, the Employee must submit a tuition/registration receipt(s) and official course transcript(s) or certificate(s) of workshop completion to the Human Resources Office by the following dates:

Fall Semester	January 30th
Spring Semester	July 15 th
Summer Semester	September 30 th

All hours will be calculated on a semester hour basis. One-quarter hour is equivalent to .666 semester hours.

In addition to tuition reimbursement pool, the Board shall establish a pool of \$5,000 beginning January 1, 2018, for reimbursement for substitute renewal, ACT Workkeys Assessment or TAP Assessment. The Employee must be employed for 1 year prior to reimbursement for the above mentioned items.

If the total amount of all requests for reimbursement is greater than 1/3 of the total amount in the pool at the time for any semester, the amount will be divided equally to all Employees for that semester, not to exceed the hourly credit amount approved by the Board for pre-approved coursework. Workshop registration fees will be included in each semester's total requests for reimbursement. Reimbursement for courses/workshops will be prorated for part-time Employees. In the event that any money is unused, it will carry over to the following semester's fund.

Payment will be made to Employee after the course(s)/workshops are completed provided there is money in the pool and further provided that the Employee returns to work at SEDOL. Upon receiving the tuition/registration receipts and official course transcript(s)/certificate(s) of completion in the Human Resources Office, tuition reimbursement/registration fee payments will be made on the following dates:

Fall Coursework:	February Executive Board Meeting Date
Spring Coursework:	September Executive Board Meeting Date
Summer Coursework:	October Executive Board Meeting Date

Upon written request, the Union shall be given a biannual update of money in the pool and a listing of who has received reimbursement.

B. Salaried Employees:

The Board shall establish a pool of \$7,500 per year to be used by active Employees for tuition reimbursement, inclusive of all required fees and/or charges. In the event the entire sum provided is not totally expended, such unused amounts will not carry over to the following school year.

For undergraduate or graduate coursework, the Board shall pay no more than the corresponding tuition rate set by Northern Illinois University for its undergraduate/graduate courses and no Employee shall receive reimbursement for more than eighteen (18) hours per work year.

In order to receive reimbursement, the Employee must have a passing grade for coursework and must have received prior written approval from the Administration for accredited college or university courses prior to beginning the course. The courses must be either beneficial to the position, in education, special education, signing or other allied courses that can be demonstrated to be relevant to the assignment and useful to the Employer.

Employees shall not be eligible for tuition reimbursement for coursework while on an approved leave of absence.

The Employee must submit tuition receipt(s) and official course transcript(s) to the Human Resources Office by the following dates:

Fall Semester	January 30 th
Spring Semester	July 15 th
Summer Semester	September 30 th

All hours will be calculated on a semester hour basis. One-quarter hour is equivalent to .666 semester hours.

If the total amount of all requests for reimbursement is greater than 1/3 of the total amount in the pool at the time for any semester, the amount will be divided equally to all Employees for that semester, not to exceed the hourly credit amount approved by the Board for pre-approved coursework. Reimbursement for courses will be prorated for part-time Employees. In the event that any money is unused, it will carry over to the following semester's fund, but in no event shall any unused money be carried over to the following school year.

Payment will be made to Employee after the course(s) are completed provided there is money in the pool and further provided that the Employee returns to work at SEDOL.

Upon receiving the tuition receipts and official course transcript(s) in the Human Resources Office, tuition reimbursement payments will be made on the following dates:

Fall Coursework:	February Executive Board Meeting Date
Spring Coursework:	September Executive Board Meeting Date
Summer Coursework:	October Executive Board Meeting Date

Upon written request, the Union shall be given a biannual update of money in the pool and a listing of who has received reimbursement. The posting date shall be the September Management Council Meeting.

If permitted by law, SEDOL shall utilize all the IDEA staff development funds it receives for OT/PT/COTA/PTA on behalf of the employees. Such utilization may include group in-services/workshops and/or individual employees may request a portion of said funds to attend workshops/conferences.

15.13 ADDITIONAL PARAPROFESSIONAL RESPONSIBILITIES:

Not applicable to OT/PT/COTA/PTA Employees

A. Paraprofessional as Substitute Teacher

In the event a teacher is absent, the administrator will make a good faith effort to secure a substitute teacher. Employees shall not assume classroom duties in the absence of a properly licensed employee and the Principal/Supervisor will be responsible for making necessary arrangements for classroom coverage.

Employees shall not be required to teach or perform substitute teaching duties without proper license. If an Employee holds a valid Illinois teaching or substitute license and performs substitute teaching duties, the Employee shall be paid in accordance with the Daily Substitute Teacher rate of pay under applicable Board policy or at the Employee's daily rate of pay, whichever is higher. If the Employee's daily rate of pay is higher than the Daily Substitute Teacher rate, an additional \$75.00 will be added for that day. The Supervisor shall be responsible for verifying on the Employee's workday log, the date, and hours of substitution.

Any Employee who serves, as an internal teacher substitute shall not be expected to make-up his/her normally assigned duties.

B. Long Term / Permanent Substitution

If an Employee with proper certification assumes a long term/permanent substitute position as a teacher, he/she shall be granted an unpaid leave of absence for the remainder of the school term. Pursuant to Article VI, Section 6.5 Non-Paid Leaves of Absence, upon return from the leave, the Employer will return the Employee to an equivalent position. All accumulated benefits and rights of employment previously

gained shall be retained upon return and the Employee shall be required to notify the Administration of his/her intent to return.

C. Additional Teaching Assistant Responsibilities

Good faith efforts will be made to avoid having a paraprofessional in charge of a classroom in the absence of a teacher, except in cases of lunch, break times, and non-instructional duties. As a regular practice, a paraprofessional shall not assume such instructional duties regularly performed by a teacher in the absence of the teacher. The paraprofessional shall notify his/her immediate supervisor, and the Association shall notify the Assistant Superintendent for Human Resources of violations of this provision.

15.14 EXTRA-CURRICULAR ACTIVITIES:

Not applicable to OT/PT/COTA/PTA Employees

See ARTICLE XI, Section 11.2A.

15.15 CHECK-IN/CHECK-OUT:

Upon reporting to work and before leaving their assigned duties at the end of the work day, Employees shall check-in and check-out at the school office, where required.

15.16 SECTION 125 PLAN:

The Board will continue to make available to Employees an Internal Revenue Code Section 125 Salary Reduction Plan as may be permitted by law.

15.17 PROFESSIONAL GROWTH OPPORTUNITIES:

A. Hourly Employees:

Any hourly Employee may be recommended by their immediate supervisor to attend a District provided workshop pertinent to their position. If the Employee attends the recommended District workshop, they will be paid their hourly rate for attendance.

In order to receive payment, Employees will need:

- Preapproval by their immediate supervisor,
- Attend all required days and hours of the workshop, and
- Complete the required assignments.

Such attendance will be verified using monthly timesheets signed by the administrator

LASSO 3 Program

Any hourly classroom paraprofessional who successfully completed 8 hours of SEDOL-provided professional development during the immediately preceding school term, shall receive an hourly premium of \$1.50 per hour, for all hours worked, so long as the employee is working in the LASSO 3 Program. To continue to receive this premium, the hourly classroom paraprofessional must successfully complete 8 hours of SEDOL-provided professional development every school term and must continue to work in the LASSO 3 Program.

B. Salaried Employees:

Moved from Appendix D 15.18 – No language changed.

ATTENDANCE AT THE NORTHERN ILLINOIS SCHOOL-BASED OT-PT CONFERENCE

Employees shall be permitted to attend this conference (assuming it is held) according to the following guidelines:

1. No more than half of the employees may attend the same conference
2. SEDOL shall assign employees to two groups (A&B). Employees in Group A shall attend the first conference; employees in Group B shall attend the second conference, etc.
3. Attendance shall be voluntary. Employees who attend shall use paid professional leave when attendance occurs on a scheduled workday.
4. Conference costs may be paid from any available funds allotted for individual professional development.

15.18 RECRUITMENT INCENTIVE:

An employee who refers an individual for employment as a paraprofessional shall receive a \$200 referral bonus if the individual is hired and successfully completes the probationary period.

ARTICLE XVI

CONTINUITY OF OPERATIONS

16.1 NO STRIKE PROVISION:

The Union agrees that during the term of this Agreement it will not strike.

16.2 EMERGENCY WEATHER:

If bad weather or other emergency results in the cancellation of SEDOL classes at a particular facility, SEDOL may schedule a make-up day. If an Employee was scheduled to work on the date classes were canceled, the Employee will be paid for the day at his/her regular rate of pay, provided he/she works any make-up day, if scheduled.

16.3 MANAGEMENT RIGHTS:

It is expressly understood and agreed that all functions, rights, powers or authority of the administration of the Board which are not specifically limited by the express language of this Agreement are retained by the Board provided, however, that no such right shall be exercised so as to violate any of the specific provisions of this Agreement.

ARTICLE XVII

EFFECT OF AGREEMENT

17.1 COMPLETE UNDERSTANDING:

The terms and conditions set forth in this Agreement represent the full and complete understanding and commitment between the parties.

17.2 CONTRACTUAL AMENDMENTS:

This Agreement shall constitute a binding obligation of both the Employer and the Union and for the duration hereof may be altered, changed, added to, deleted from, or modified only through the voluntary, mutual consent of these parties in written and signed amendment to this Agreement.

17.3 INDIVIDUAL CONTRACTS:

Any individual contract between the Employer and an individual Employee heretofore executed shall be subject to and consistent with the terms and conditions of this Agreement. Any individual contract hereafter executed shall be expressly made subject to and consistent with the terms and conditions of this or subsequent agreement to be executed by the parties.

17.4 SAVINGS CLAUSE:

Should any article, section, or clause of this Agreement be declared illegal by a court of competent jurisdiction, said article, section or clause, as the case may be, shall automatically be deleted from this Agreement to the extent that it has violated the law. The remaining articles, sections, or clauses shall remain in full force and effect for the duration of the Agreement, if not affected by the deleted article, section, or clause.

ARTICLE XVIII

DURATION

This Agreement shall be effective as of July 1, 2019 and remain in full force and effect until June 30, 2022. All benefits provided in this contract shall sunset on the last day of this agreement.

*SEDOL Support Staff
Association, IEA-NEA*

Julie A. Wiet
President

8/28/19

(date)

SEDOL Governing Board

Carey McDough
President

Attest: Stephen [Signature]
Secretary

8-28-19

Date

APPENDIX A

SICK LEAVE BANK AUTHORIZATION FORM SEDOL SUPPORT STAFF ASSOCIATION

I, the undersigned, hereby declare that I wish to be a participant in the Sick Leave Bank of the SEDOL Support Staff Association.

1. I am an Employee who has, through consecutive employment by SEDOL, completed the equivalent of two (2) years of full-time service.
2. I understand that, in order to be a participant, I am donating two (2) of my accumulated sick leave days a year to the Sick Leave Bank until a total of 50 days are reached (with all participants' contributions). I further understand that no further donations will be required, except that, if in a future year the total number of days in the Sick Leave Bank falls below 5 in total, I shall contribute one (1) additional day for that year. I understand that these donations are irrevocable. See Article VI, 6.2 for Procedures.
3. In return for the above, I'm submitting this signed Authorization Form. I am a full participant in the SEDOL Support Staff Association Sick Leave Bank, entitled to all of its benefits, until termination of employment with SEDOL.

SIGNATURE: _____ DATE: _____

PRINT OR TYPE YOUR NAME: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

Please keep a copy of the completed form for your records.

Please return this completed form to SEDOL Support Staff Association. In future years, the union must receive the form by September 30th. If you submitted a form in the previous year, you are still a participant of the Sick Leave Bank and do not need to resubmit this form.

APPENDIX B

**SEDOL
SSSA Salary Schedule - 2019-2020**

Step	Para Track I	Para-BA Track II	SL Int Track III	Voc-BA Track IV	Voc-MA Track V
1	14.57	15.57	20.04	21.39	30.56
2	14.93	15.93	20.54	21.92	31.32
3	15.30	16.30	21.05	22.47	32.10
4	15.68	16.68	21.58	23.03	32.90
5	16.07	17.07	22.12	23.61	33.72
6	16.47	17.47	22.67	24.20	34.56
7	16.88	17.88	23.24	24.81	35.42
8	17.22	18.22	23.70	25.31	36.13
9	17.56	18.56	24.17	25.82	36.85
10	17.91	18.91	24.65	26.34	37.59
11	18.27	19.27	25.14	26.87	38.34
12	18.64	19.64	25.64	27.41	39.11
13	19.01	20.01	26.15	27.96	39.89
14	19.39	20.39	26.67	28.52	40.69
15	19.68	20.68	27.07	28.95	41.30
16	19.98	20.98	27.48	29.38	41.92
17	20.28	21.28	27.89	29.82	42.55
18	20.58	21.58	28.31	30.27	43.19
19	20.89	21.89	28.73	30.72	43.84
20	21.20	22.20	29.16	31.18	44.50
21	21.52	22.52	29.60	31.65	45.17
Long	22.81	23.81	30.19	32.28	46.07

Note- Because of the need to re-adjust employees’ positions on the pay schedule due to an overall “market adjustment” to SEDOL’s pay levels, the numerical markers used in the above “Step” column may not be reflective of the employee’s years of experience in the District or of the employee’s years of experience in the education industry (e.g., step 2 may not equal “2 years”).

*Salaried Vocational Facilitators (grandfathered) will receive 2.5% increase over previous year base salary.

APPENDIX B

**SEDOL
SSSA Salary Schedule - 2020-2021**

Step	Para Track I	Para-BA Track II	SL Int Track III	Voc-BA Track IV	Voc-MA Track V
1	15.23	16.23	20.64	21.92	31.32
2	15.61	16.61	21.16	22.47	32.10
3	16.00	17.00	21.69	23.03	32.90
4	16.40	17.40	22.23	23.61	33.72
5	16.81	17.81	22.79	24.20	34.56
6	17.23	18.23	23.36	24.81	35.42
7	17.66	18.66	23.94	25.43	36.31
8	18.01	19.01	24.42	25.94	37.04
9	18.37	19.37	24.91	26.46	37.78
10	18.74	19.74	25.41	26.99	38.54
11	19.11	20.11	25.92	27.53	39.31
12	19.49	20.49	26.44	28.08	40.10
13	19.88	20.88	26.97	28.64	40.90
14	20.28	21.28	27.51	29.21	41.72
15	20.58	21.58	27.92	29.65	42.35
16	20.89	21.89	28.34	30.09	42.99
17	21.20	22.20	28.77	30.54	43.63
18	21.52	22.52	29.20	31.00	44.28
19	21.84	22.84	29.64	31.47	44.94
20	22.17	23.17	30.08	31.94	45.61
21	22.50	23.50	30.53	32.42	46.29
Long	23.85	24.85	31.14	33.07	47.22

Note - Because of the need to re-adjust employees' positions on the pay schedule due to an overall "market adjustment" to SEDOL's pay levels, the numerical markers used in the above "Step" column may not be reflective of the employee's years of experience in the District or of the employee's years of experience in the education industry (e.g., step 2 may not equal "2 years").

*Salaried Vocational Facilitators (grandfathered) will receive 2.5% increase over previous year base salary.

APPENDIX B

**SEDOL
SSSA Salary Schedule - 2021-2022**

Step	Para Track I	Para-BA Track II	SL Int Track III	Voc-BA Track IV	Voc-MA Track V
1	15.92	16.92	21.26	22.47	32.10
2	16.32	17.32	21.79	23.03	32.90
3	16.73	17.73	22.33	23.61	33.72
4	17.15	18.15	22.89	24.20	34.56
5	17.58	18.58	23.46	24.81	35.42
6	18.02	19.02	24.05	25.43	36.31
7	18.47	19.47	24.65	26.07	37.22
8	18.84	19.84	25.14	26.59	37.96
9	19.22	20.22	25.64	27.12	38.72
10	19.60	20.60	26.15	27.66	39.49
11	19.99	20.99	26.67	28.21	40.28
12	20.39	21.39	27.20	28.77	41.09
13	20.80	21.80	27.74	29.35	41.91
14	21.22	22.22	28.29	29.94	42.75
15	21.54	22.54	28.71	30.39	43.39
16	21.86	22.86	29.14	30.85	44.04
17	22.19	23.19	29.58	31.31	44.70
18	22.52	23.52	30.02	31.78	45.37
19	22.86	23.86	30.47	32.26	46.05
20	23.20	24.20	30.93	32.74	46.74
21	23.55	24.55	31.39	33.23	47.44
Long	24.96	25.96	32.02	33.89	48.39

Note - Because of the need to re-adjust employees' positions on the pay schedule due to an overall "market adjustment" to SEDOL's pay levels, the numerical markers used in the above "Step" column may not be reflective of the employee's years of experience in the District or of the employee's years of experience in the education industry (e.g., step 2 may not equal "2 years").

*Salaried Vocational Facilitators (grandfathered) will receive 2.5% increase over previous year base salary.

APPENDIX C

SSSA - OT/PT SALARY SCHEDULE - 2019-2020

Step	BA/BS	BA/BS+15 25 CEU's	BA/BS+30 50 CEU's	BA/BS+45 75 CEU's AMS	BA/BS+60 100 CEU's AMS+15	BA/BS+75 125 CEU's AMS+30	BA/BS+90 150 CEU's AMS+45	BA/BS+105 175 CEU's AMS+60	DOCTORATE
1	45,699	47,755	49,813	51,868	53,923	55,982	58,037	60,093	62,643
2	47,390	49,523	51,656	53,788	55,918	58,053	60,185	62,317	64,961
3	49,167	51,379	53,593	55,804	58,015	60,229	62,442	64,655	67,396
4	51,021	53,317	55,613	57,909	60,203	62,502	64,797	67,092	69,937
5	52,947	55,329	57,712	60,093	62,475	64,859	67,241	69,622	72,574
6	53,964	56,393	58,822	61,251	63,675	66,106	68,537	70,963	73,974
7	55,693	58,198	60,705	63,212	65,716	68,221	70,728	73,235	76,342
8	57,476	60,063	62,651	65,236	67,821	70,407	72,994	75,582	78,785
9	59,593	62,275	64,958	67,642	70,320	73,003	75,684	78,368	81,692
10	63,700	66,528	69,302	72,064	74,830	77,651	80,429	83,189	86,716
11	66,219	69,169	72,117	75,124	78,079	81,086	84,089	87,041	90,731
12	67,246	70,249	73,256	76,259	79,321	82,330	85,335	88,393	92,137
13	67,833	70,892	73,888	77,009	80,008	83,068	86,130	89,185	92,967
14	68,411	71,468	74,581	77,638	80,697	83,751	86,864	89,921	93,738
15		72,110	75,220	78,387	81,492	84,556	87,662	90,820	94,675
16		72,858	75,960	79,126	82,182	85,397	88,556	91,669	95,565
Long	3,050	3,050	3,050	3,050	3,050	3,050	3,050	3,050	3,050
L	71,461	75,908	79,010	82,176	85,232	88,447	91,606	94,719	98,615

APPENDIX C

SSSA - OT/PT SALARY SCHEDULE - 2020-2021

Step	BA/BS	BA/BS+15 25 CEU's	BA/BS+30 50 CEU's	BA/BS+45 75 CEU's AMS	BA/BS+60 100 CEU's AMS+15	BA/BS+75 125 CEU's AMS+30	BA/BS+90 150 CEU's AMS+45	BA/BS+105 175 CEU's AMS+60	DOCTORATE
1	46,613	48,710	50,809	52,905	55,002	57,101	59,198	61,295	63,896
2	48,338	50,513	52,689	54,863	57,037	59,214	61,389	63,563	66,260
3	50,150	52,407	54,665	56,920	59,176	61,433	63,691	65,948	68,744
4	52,042	54,384	56,726	59,068	61,407	63,753	66,093	68,434	71,336
5	54,006	56,435	58,866	61,295	63,724	66,156	68,586	71,015	74,025
6	55,043	57,521	59,999	62,476	64,949	67,428	69,908	72,383	75,454
7	56,807	59,362	61,919	64,477	67,031	69,585	72,142	74,700	77,869
8	58,625	61,264	63,904	66,541	69,177	71,816	74,454	77,094	80,360
9	60,785	63,521	66,257	68,995	71,726	74,463	77,198	79,935	83,326
10	64,974	67,859	70,688	73,505	76,327	79,205	82,038	84,853	88,451
11	67,544	70,553	73,559	76,626	79,640	82,708	85,770	88,781	92,546
12	68,591	71,654	74,721	77,784	80,908	83,977	87,042	90,161	93,980
13	69,190	72,310	75,365	78,549	81,608	84,729	87,852	90,968	94,826
14	69,780	72,898	76,073	79,191	82,311	85,426	88,601	91,720	95,613
15		73,552	76,724	79,955	83,122	86,247	89,415	92,636	96,569
16		74,315	77,480	80,709	83,826	87,105	90,327	93,503	97,476
Long	3,050	3,050	3,050	3,050	3,050	3,050	3,050	3,050	3,050
L	72,830	77,365	80,530	83,759	86,876	90,155	93,377	96,553	100,526

APPENDIX C

SSSA - OT/PT SALARY SCHEDULE - 2021-2022

Step	BA/BS	BA/BS+15 25 CEU's	BA/BS+30 50 CEU's	BA/BS+45 75 CEU's AMS	BA/BS+60 100 CEU's AMS+15	BA/BS+75 125 CEU's AMS+30	BA/BS+90 150 CEU's AMS+45	BA/BS+105 175 CEU's AMS+60	DOCTORATE
1	47,545	49,684	51,825	53,963	56,101	58,243	60,381	62,521	65,174
2	49,304	51,523	53,742	55,960	58,177	60,398	62,616	64,834	67,585
3	51,153	53,455	55,758	58,058	60,359	62,662	64,965	67,266	70,119
4	53,082	55,471	57,860	60,249	62,635	65,027	67,415	69,803	72,762
5	55,086	57,564	60,043	62,521	64,999	67,479	69,958	72,434	75,506
6	56,144	58,671	61,198	63,725	66,248	68,776	71,305	73,830	76,963
7	57,943	60,549	63,157	65,766	68,371	70,976	73,585	76,193	79,426
8	59,798	62,489	65,182	67,871	70,560	73,252	75,943	78,635	81,967
9	62,001	64,791	67,582	70,375	73,160	75,952	78,741	81,533	84,992
10	66,273	69,216	72,101	74,975	77,853	80,788	83,678	86,549	90,219
11	68,894	71,963	75,030	78,159	81,233	84,361	87,485	90,557	94,396
12	69,963	73,087	76,215	79,340	82,525	85,656	88,782	91,964	95,859
13	70,573	73,756	76,872	80,120	83,240	86,423	89,609	92,787	96,722
14	71,175	74,355	77,594	80,774	83,957	87,134	90,373	93,553	97,524
15		75,023	78,258	81,553	84,784	87,971	91,203	94,488	98,500
16		75,801	79,029	82,323	85,502	88,847	92,134	95,372	99,425
Long	3,050	3,050	3,050	3,050	3,050	3,050	3,050	3,050	3,050
L	74,225	78,851	82,079	85,373	88,552	91,897	95,184	98,422	102,475

APPENDIX C

SSSA - COTA/PTA SALARY SCHEDULE - 2019-2020

Step	COTA/PTA	COTA/PTA +15/25 CEU's	COTA/PTA +30/50 CEU's COTA/PTA+BA	COTA/PTA +45/75 CEU's COTA/PTA+BA15	COTA/PTA +60/100 CEU's COTA/PTA+BA30	COTA/PTA +75/125 CEU's COTA/PTA+MS	COTA/PTA +90/150 CEU's COTA/PTA+MS+15	COTA/PTA +105/175 CEU's COTA/PTA+MS+30
1	34,274	35,816	37,360	38,901	40,442	41,987	43,528	45,070
2	35,543	37,142	38,742	40,341	41,939	43,540	45,139	46,738
3	36,875	38,534	40,195	41,853	43,511	45,172	46,832	48,491
4	38,266	39,988	41,710	43,432	45,152	46,877	48,598	50,319
5	39,710	41,497	43,284	45,070	46,856	48,644	50,431	52,217
6	40,473	42,295	44,117	45,938	47,756	49,580	51,403	53,222
7	41,770	43,649	45,529	47,409	49,287	51,166	53,046	54,926
8	43,107	45,047	46,988	48,927	50,866	52,805	54,746	56,687
9	44,695	46,706	48,719	50,732	52,740	54,752	56,763	58,776
10	47,775	49,896	51,977	54,048	56,123	58,238	60,322	62,392
11	49,664	51,877	54,088	56,343	58,559	60,815	63,067	65,281
12	50,435	52,687	54,942	57,194	59,491	61,748	64,001	66,295
13	50,875	53,169	55,416	57,757	60,006	62,301	64,598	66,889
14	51,308	53,601	55,936	58,229	60,523	62,813	65,148	67,441
15		54,083	56,415	58,790	61,119	63,417	65,747	68,115
16		54,644	56,970	59,345	61,637	64,048	66,417	68,752
Long	2,288	2,288	2,288	2,288	2,288	2,288	2,288	2,288
L	53,596	56,932	59,258	61,633	63,925	66,336	68,705	71,040

***Schedule is 75% of OT/PT Schedule**

APPENDIX C

SSSA - COTA/PTA SALARY SCHEDULE - 2020-2021

Step	COTA/PTA	COTA/PTA +15/25 CEU's	COTA/PTA +30/50 CEU's COTA/PTA+BA	COTA/PTA +45/75 CEU's COTA/PTA+BA15	COTA/PTA +60/100 CEU's COTA/PTA+BA30	COTA/PTA +75/125 CEU's COTA/PTA+MS	COTA/PTA +90/150 CEU's COTA/PTA+MS+15	COTA/PTA +105/175 CEU's COTA/PTA+MS+30
1	34,960	36,533	38,107	39,679	41,252	42,826	44,399	45,971
2	36,254	37,885	39,517	41,147	42,778	44,411	46,042	47,672
3	37,613	39,305	40,999	42,690	44,382	46,075	47,768	49,461
4	39,032	40,788	42,545	44,301	46,055	47,815	49,570	51,326
5	40,505	42,326	44,150	45,971	47,793	49,617	51,440	53,261
6	41,282	43,141	44,999	46,857	48,712	50,571	52,431	54,287
7	42,605	44,522	46,439	48,358	50,273	52,189	54,107	56,025
8	43,969	45,948	47,928	49,906	51,883	53,862	55,841	57,821
9	45,589	47,641	49,693	51,746	53,795	55,847	57,899	59,951
10	48,731	50,894	53,016	55,129	57,245	59,404	61,529	63,640
11	50,658	52,915	55,169	57,470	59,730	62,031	64,328	66,586
12	51,443	53,741	56,041	58,338	60,681	62,983	65,282	67,621
13	51,893	54,233	56,524	58,912	61,206	63,547	65,889	68,226
14	52,335	54,674	57,055	59,393	61,733	64,070	66,451	68,790
15		55,164	57,543	59,966	62,342	64,685	67,061	69,477
16		55,736	58,110	60,532	62,870	65,329	67,745	70,127
Long	2,288	2,288	2,288	2,288	2,288	2,288	2,288	2,288
L	54,623	58,024	60,398	62,820	65,158	67,617	70,033	72,415

***Schedule is 75% of OT/PT Schedule**

APPENDIX C

SSSA - COTA/PTA SALARY SCHEDULE - 2021-2022

Step	COTA/PTA	COTA/PTA +15/25 CEU's	COTA/PTA +30/50 CEU's COTA/PTA+BA	COTA/PTA +45/75 CEU's COTA/PTA+BA15	COTA/PTA +60/100 CEU's COTA/PTA+BA30	COTA/PTA +75/125 CEU's COTA/PTA+MS	COTA/PTA +90/150 CEU's COTA/PTA+MS+15	COTA/PTA +105/175 CEU's COTA/PTA+MS+30
1	35,659	37,263	38,869	40,472	42,076	43,682	45,286	46,891
2	36,978	38,642	40,307	41,970	43,633	45,299	46,962	48,626
3	38,365	40,091	41,819	43,544	45,269	46,997	48,724	50,450
4	39,812	41,603	43,395	45,187	46,976	48,770	50,561	52,352
5	41,315	43,173	45,032	46,891	48,749	50,609	52,469	54,326
6	42,108	44,003	45,899	47,794	49,686	51,582	53,479	55,373
7	43,457	45,412	47,368	49,325	51,278	53,232	55,189	57,145
8	44,849	46,867	48,887	50,903	52,920	54,939	56,957	58,976
9	46,501	48,593	50,687	52,781	54,870	56,964	59,056	61,150
10	49,705	51,912	54,076	56,231	58,390	60,591	62,759	64,912
11	51,671	53,972	56,273	58,619	60,925	63,271	65,614	67,918
12	52,472	54,815	57,161	59,505	61,894	64,242	66,587	68,973
13	52,930	55,317	57,654	60,090	62,430	64,817	67,207	69,590
14	53,381	55,766	58,196	60,581	62,968	65,351	67,780	70,165
15		56,267	58,694	61,165	63,588	65,978	68,402	70,866
16		56,851	59,272	61,742	64,127	66,635	69,101	71,529
Long	2,288	2,288	2,288	2,288	2,288	2,288	2,288	2,288
L	55,669	59,139	61,560	64,030	66,415	68,923	71,389	73,817

***Schedule is 75% of OT/PT Schedule**