



AGREEMENT

**SCHOOL ASSOCIATION FOR SPECIAL EDUCATION
DUPAGE EDUCATION ASSOCIATION, IEA-NEA**

AND

**SCHOOL ASSOCIATION FOR SPECIAL EDUCATION
DUPAGE BOARD OF CONTROL**

FY2022 – FY2024

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ARTICLE I--RECOGNITION, DEFINITIONS AND PROCEDURES

1.1 Recognition

The S.A.S.E.D. (School Association for Special Education DuPage) Board of Control, hereinafter referred to as the "Board," hereby recognizes the School Association for Special Education DuPage Education Association, IEA-NEA, hereinafter referred to as the "Association" as the exclusive and sole negotiation representative of:

Included: full-time and part-time licensed (certificated) employees employed by S.A.S.E.D. to include: teachers, certified school nurses, speech language pathologists, school counselors, school psychologists, school social workers, behavior management specialists and orientation and mobility specialists.

Excluded: All persons employed by S.A.S.E.D. in the following positions/job titles: all physical therapists, occupational therapists, supervisory, managerial, confidential or short-term employees as defined in Section 2 of the Illinois Educational Labor Relations Act, 115 ILCS 5/1, et seq.

1.2 Definitions

The term "Employee" when used hereinafter in this Agreement, shall refer to all those represented by the Association in the negotiating unit as determined above.

Unless otherwise noted, the term "Teacher" when used hereinafter in this Agreement, shall refer specifically to the certificated teachers, school nurses, speech language pathologists, orientation and mobility specialists and school counselors represented by the Association in the negotiating unit.

1.3 Negotiation Procedures

A. The Board agrees to participate in good faith negotiations with the duly designated representatives of the Association and further agrees that it will not negotiate with any other employees' organization or any employee individually on matters covered by this Agreement.

The Board and Association agree that they will confer upon their respective representatives the necessary power and authority to make proposals, counterproposals, and tentative agreements. When tentative agreement is reached on all matters of negotiations, the items will be reduced to writing and submitted to the Association for ratification and to the Board for official approval.

B. Within thirty (30) days of ratification of this Agreement, sufficient copies of this Agreement shall be prepared for distribution by the Association to each employee, plus

twenty-five (25) copies for the Board. The cost of reproduction shall be shared equally by the Association and Board.

- C. Negotiations shall begin no later than March 1, unless both parties agree to an alternate date. Meetings will be held as necessary at times and places agreed to by both parties. If agreement is not reached by July 1st of the forthcoming school year, the parties shall jointly request a mediator from the Federal Mediation and Conciliation Service (FMCS), unless the parties jointly agree not to do so. Either party can invoke mediation within fifteen (15) days of the start of the school year.
- D. If by mutual agreement negotiations are conducted during regular work hours, released time shall be provided for the Association's negotiating committee members. This released time is not to be deducted from the Association leave time.

ARTICLE II--ASSOCIATION RIGHTS, FAIR SHARE, MANAGEMENT RIGHTS & NO STRIKE

2.1 Association Rights

- A. The Board shall make available on the SASSED website a current copy of the Board's policies and procedures. The Board shall make every effort to maintain a current copy of the Board's policies and procedures in the SASSED Central Office and on the SASSED Website. The Board shall also provide the Association President with a copy of such policy.
- B. A copy of the agenda of the regular meetings and a summary of such meetings of the Board shall be posted on the website. The Association President shall also receive a copy of each agenda.
- C. The Association shall have the right to:
 - 1. Use school buildings under Board control for Association meetings, provided the Association shall reimburse the Board for any special custodial charges incurred and any damages occasioned by such use. Request for the use of such building shall be submitted to the principal at least two (2) days in advance.

Use shall not interfere with any previously scheduled use of the facility. This subsection shall not be applicable unless at least ninety percent (90%) of those in attendance (if such attendance is fifteen (15) or more persons) are employees of the Board or family members of such employees.

2. Use employee mailboxes and school bulletin boards for the purpose of Association communication. All such communications shall contain no material which attacks the character of any Board member or employee.
 3. Use Board computer and/or copier machines outside of the employee workday or, with express knowledge of Administration, and when such are not required for Board purposes, provided the Association shall promptly reimburse the Board for all consumable materials used, machine charges, and damage occasioned by such use.
- D. The Board shall provide the President of the Association with a complete listing of names, addresses, phone numbers, schools, and program classifications of all employees promptly, but not to exceed forty-five (45) calendar days after the beginning of the school term. Names, addresses and phone numbers of newly hired employees shall be provided to the Association within fourteen (14) calendar days of hire.
- E. The Association shall be permitted, with the approval of the Director, to utilize up to six (6) days per school year for Association activities. The Association will also be allowed to request two (2) additional days per year for Association activities. All costs associated with the utilization of those additional days (i.e. substitutes) will be the sole responsibility of the Association. Notice of intention to utilize such days, including the identities of the employee (s) involved, shall be given to the Director or designee no later than 10:00 a.m. on the third working day prior to the day to be used for Association business. By mutual agreement of the Association President and the Director or designee, less notice may be granted provided there is no negative impact on the Association member's assignment. No more than three (3) employees from a given program may participate in Association activities on any given day.
- F. For the purposes of subsection E., a program is defined as the Southeast Alternative School, Multi-Needs Self Contained Program, Deaf and Hard of Hearing Self-Contained Program, Visually Impaired Self-Contained Program, Program, Itinerant Low Incidence Program, Transition Program, Directions Program and the School Improvement Instructional Support-Assistive Technology Program.

2.2 Management Rights

The Board of Control retains and reserves the ultimate responsibility for proper management of SASSED conferred upon and vested in it by the statutes and Constitutions of the State of Illinois and the United States, including, but not limited, to the responsibility for the right:

- A. To maintain executive management and administrative control of SASSED and its properties and facilities and the professional activities of its employees as related to the conduct of school affairs.

- B. To hire all employees and, subject to the provisions of the law, to determine their qualifications, and the conditions of their continued employment, and their dismissal or demotion, their assignment, and to promote and transfer all such employees.
- C. To establish programs and courses of instruction for all students.
- D. To delegate authority through recognized administrative channels for the development and organizations of the means and methods of instruction according to current written Board Policy or as the same may from time to time be amended, the selection of textbooks and other teaching materials, and the utilization of teaching aids of all kinds.
- E. To determine class schedules, the hours of instruction, and the duties, responsibilities and assignments of teachers and other employees with respect thereto, and non-classroom assignments.

The exercise of the foregoing powers, rights, authorities, duties, and responsibilities by the Board shall be limited by the specific and express terms of this Agreement.

2.3 No Strike

The Association shall not engage in nor encourage the participation of any employee in a strike against SASSED during the term of this agreement.

ARTICLE III--LEAVES

3.1 Type of Leaves

A. Sick Leave

Each employee shall be entitled to fourteen (14) sick leave days per school term without loss of pay. Sick leave may be taken in hourly, half-day or full-day increments. Sick leave shall accumulate to a maximum of (340) days, or as otherwise provided by law, or the number of days accumulated by the employee on the effective date of this Agreement, whichever shall be the greater. Sick leave shall be interpreted to mean personal illness, quarantine at home, serious illness or death in the immediate family or household, or birth, adoption, or placement for adoption. Immediate family shall be defined as parents, spouse, brothers, sisters, children, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, legal guardian, or an individual residing in the household. The Executive Director may require a certificate from a physician licensed in Illinois to practice medicine and surgery in all its branches, an advanced practice nurse who has a written collaborative agreement with a collaborating physician that authorizes the advance practice nurse to perform health examinations, or a physician's assistant who has been delegated the authority to perform health

examinations by his/her supervising physician, or if the treatment is by prayer or spiritual means, that of a spiritual advisor or practitioner of the employee's faith, as a basis for pay during leave after an absence of three (3) days for personal illness, or as the Executive Director may deem necessary in other cases. If the Executive Director requires a certificate for pay during leave of less than three (3) days, the Board shall pay the expenses incurred by the employee in obtaining the certificate.

B. Personal Business Leave

Each employee shall be entitled to four (4) half days of personal business leave per school term without loss of pay. Unused leave shall be added to accumulated sick leave at the end of the day on the last day of school.

Written notification for such leave shall be made to the Director or designee, at least two days prior to the desired onset of such leave, providing that in an emergency, such notice shall be given as soon as feasible. Such leave shall not be utilized during the first five (5) or the last five (5) employment days of the school term or on the day preceding or following a school holiday or recess period, provided the foregoing may be waived by the Director in his/her sole discretion for good cause shown and such waiver shall be non-precedential. Personal business leave may be utilized for illness, and it also shall be applicable for observance of a religious holiday of the employee's faith and/or bereavement of other than a family member. Such leave shall not be granted for purposes of recreation, accompanying another on a trip, a job interview, any activity likely to produce income (taxable as ordinary income), or to participate in any form of work stoppage or protest.

If the employee certifies to the Director or designee that two (2) days of personal leave have been used for taking part in religious services observances or recognized religious holidays of his/her faith not otherwise scheduled as school holidays, a third day can be granted.

In addition, the Director or designee shall grant to each employee up to one (1) day of paid leave for emergencies to be approved as soon as possible. Emergency leave may be utilized for illness. Unused emergency leave during the school year shall accumulate as sick leave and will be added to accumulated sick leave at the end of the day on the last day of school.

The Director or designee shall approve all personal business leave. No more than three (3) employees from a program can be approved on any given day for personal business leave.

C. Bereavement Leave

Employees shall be granted up to three (3) days of paid bereavement leave for the death of an immediate family member. The immediate family shall be defined as in 3.1 A. In case of death in the employee's immediate family, an employee may request and the

Director may grant more time, if needed, and such time shall be deducted from the employee's accumulated sick leave. Bereavement leave shall not accumulate in any form.

D. FMLA Leave

All eligible employees may take a FMLA leave for:

- a. The birth and first-year care of a son or daughter;
 - b. The adoption or foster placement of a child;
 - c. The serious health condition of an employee's spouse, parent, or child;
 - d. The employee's own serious health condition; and
 - e. Because of any qualifying exigency (as the Secretary of Labor shall, by regulation, determine) arising out of the fact that the spouse, or a son, daughter or parent of the employee is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation.
1. To be eligible for family and medical leave, an employee must be employed by SASSED for at least twelve (12) months (the 12 months need not be consecutive) and have actively worked for at least 1000 hours during the twelve (12) month period immediately before the beginning of the leave.
 2. Eligible employees may use family and medical leave, guaranteed by the Federal Family and Medical Leave Act, for up to a combined total of twelve (12) weeks each rolling year. The twelve (12) month period during which the twelve (12) weeks of leave entitlement occurs shall be calculated based upon a rolling twelve (12) month period looking backward to the employee's use of leave over the immediately preceding 12 months.

It is understood that weeks when school is not in session do not count as FMLA weeks.
 3. Notice Requirements: The employee is required to notify the Director or designee not less than thirty (30) days before the date the leave is to begin. However, in the event that thirty (30) days' notice is not possible, the employee must give the Director or designee as much notice as is practicable. ("As soon as practicable" generally means at least verbal notice to the Director or designee within one (1) or two (2) business days of learning of the need to take FMLA leave.)
 4. During a family and medical leave, employees are entitled to continuation of health benefits that would have been provided if they were working. If the employee fails to return to work after the employee's FMLA leave has been exhausted or expires,

SASED may recover its share of health plan premiums during the period of FMLA unless the reason the employee does not return is due to:

- a. The continuation, recurrence or onset of a serious health condition of the employee or employee's family member which would otherwise entitle the employee to leave under FMLA; or
 - b. Other circumstances beyond the employee's control as stated in the FMLA of 1993.
5. An employee returning from a FMLA leave shall be returned to the position the employee would have held if the leave had not been taken.
 6. A non-tenured employee who qualifies and is granted an FMLA leave and who returns within the twelve (12) weeks allowed, shall not suffer a loss of tenure status.

E. Extended Leave of Absence

The Board may grant an employee a leave of absence for a period not to exceed one (1) year for any purpose consistent with the objectives of the Cooperative. Such leaves shall be in the sole discretion of the Board and non-precedential with respect to any other leave of absence sought and/or granted to such employee and/or any other employee.

3.2 Conditions of Leaves

A. Salary Schedule Advancement

Any employee who has worked one hundred (100) or more school days in a school term shall be entitled to advancement on the salary schedule.

B. Waiver of Unemployment Compensation

A condition of any unpaid leave of absence shall be the waiver by the employee of any claim to unemployment compensation during the term of such leave or any recess or vacation period adjacent thereto.

C. Insurance Coverage

An employee on unpaid leave of absence may continue all Board-paid insurance in effect, with the consent of the carrier, by paying all premiums therefore in a timely manner to the SASED Business Office or designee.

D. Return From All Leaves of Absence

In all instances where an employee is granted an unpaid leave of absence prior to March 1 for the remainder of the school term or for a full school term, as a condition thereof, the employee shall advise the Director or designee in writing by March 1 prior to the termination of such leave that he/she intends to return to employment. Failure to timely advise the Director or designee of intent to return as required by the preceding sentence

shall be treated as an election not to return to employment and as a resignation from the Cooperative.

3.3 Professional Leaves and Conferences

The Director may grant a leave of absence with or without pay to employees to attend professional conferences and/or training sessions. The Director may also provide for the reimbursement of expenses incurred while attending such conferences or sessions. The granting or withholding of such leave of absence shall be within the sole discretion of the Director and shall be non-precedential with respect to any other request for such leave by such employee or by any other employee. The Administration shall make available to employees information concerning professional conferences that the Administration deems appropriate and information on SASSED workshops on the SASSED website.

3.4 Workers' Compensation

Any employee who suffers a job-related illness or injury that results in temporary total disability under applicable Workers' Compensation statutes, may use accumulated sick leave days during the period he/she is absent from work, according to the following provisions.

1. For each day the employee is unable to work, but receives no temporary total disability compensation, he/she may use a full sick leave day;
2. For each day the employee is unable to work, and receives temporary total disability compensation, he/she may use one-third (1/3) of a sick leave day, providing that such fractional sick leave days must be taken in groups of three (3) so that the amount of sick leave available to employees is always calculable in full-day increments;
3. An employee may not use a full sick leave day if temporary total disability is paid, because no more than 100% of regular compensation will be paid.

3.5 Sick Leave Bank

The Association, with the cooperation of the SASSED Administration, shall establish a Sick Leave Bank. Participation in the Bank will be on a voluntary basis. The intent of the Bank is to provide an extended sick leave option for those participants who incur a period of catastrophic illness or injury. Any employee covered under the terms of this Agreement who meets the eligibility requirements may elect to join the Bank.

The Association shall administer the Bank and appoint a committee to act in all matters that concern the Bank. The members of the committee shall formulate and publish the rules for the implementation and administration of the Bank. A copy of the rules shall be provided to each participant as well as be on file in the SASSED Central Office. If such rules are found to be in violation of School Code, SASSED policy and/or are not practical to carry out as determined by the SASSED Administration, such rules will have to be changed by the committee.

The Association shall provide the Human Resources office with the names of the participating members by September 15 each year. Any costs or labor necessary for the operation of the

Bank shall be the exclusive responsibility of the Association. The Association agrees to indemnify and hold harmless the Board from any claim, damages, or attorneys' fees resulting from legal actions related to the Bank. This section shall not be subject to the grievance procedure.

ARTICLE IV--GRIEVANCE PROCEDURE

4.1 Definitions

- A. A grievance is any claim by the Association or employee(s) that there has been violation, misinterpretation, or misapplication of the terms of this Agreement.
- B. All time limits shall be employee employment days (i.e. work days) except during the summer recess when days shall mean those when the business office shall be operating.
- C. One (1) Association representative shall have the right to be present and to represent the Association at any meeting, hearing, appeal, or other proceedings relating to a grievance which has been formally presented. Nothing contained herein shall be construed as limiting the right of any employee having a grievance to discuss the matter informally with his/her supervisor and having the grievance adjusted without the intervention of the Association, provided the adjustment is not inconsistent with the terms of this Agreement.

4.2 Procedure

The parties hereto acknowledge that it is usually most desirable for the employee and his/her immediately involved supervisor to resolve problems through free and informal communications. When requested by the employee, an Association representative may accompany the employee to assist in the informal resolution of the grievance. If, however, such informal processes fail to satisfy the employee or the Association, a grievance may be processed as follows:

- STEP A. The filing of the grievance at this step shall be no later than twenty (20) work days following the occurrence complained of as the basis for the grievance or within twenty (20) work days of when the occurrence may reasonably be ascertained. The employee or the Association may present the grievance in writing to the supervisor immediately involved who will arrange for a meeting to take place within ten (10) work days after receipt of the grievance. Not to exceed two (2) representatives of the Association, the aggrieved employee (if any), and the immediately involved supervisor and his/her invitees shall be present for the meeting. The employee shall receive a written response to the grievance within ten (10) work days of the STEP A meeting date.

STEP B. If the grievance is not resolved at Step A, then the Association and/or the employee may refer the grievance to the Director or designee in writing within ten (10) work days after receipt of the Step A answer the Director or designee shall arrange for a meeting to take place within ten (10) work days of his/her receipt of the appeal. Each party shall have the right to include in its representation at the meeting such witnesses and representatives, not to exceed two (2) representatives of the Association, as it deems necessary to develop facts pertinent to the grievance. Upon conclusion of the meeting, the Director or designee shall have ten (10) work days in which to provide his/her written decision with reasons to the grievant, with a copy to the Association.

STEP C. Within ten (10) work days after receiving the Step B decision of the Executive Director, the Association may request a Grievance Mediation session through the Federal Mediation and Conciliation Services (FMCS). Upon receipt of written notification of intent, the Executive Director or his designees shall submit the request to FMCS.

Grievance mediation is a voluntary, informal and confidential process. It is understood by both parties that the mediator has no authority to compel the resolution of the grievance. Procedures to be utilized during the mediation process are within the domain of the FMCS mediator and cannot be mandated by either party.

All statements by the parties, participants or the mediator shall not be used for any purpose whatsoever in any pending or subsequent proceedings on the matter. If the grievance is not resolved at Step C the Association may proceed to Step D. At least one meeting with the mediator must occur before proceeding to Step D.

STEP D. If the Association is not satisfied with the disposition of the grievance at Step C the Association may submit the grievance to binding arbitration. The American Arbitration Association shall act as the Administrator of the proceedings. If a demand for arbitration is not filed within thirty (30) calendar days of the date of the Step C conclusion, the grievance shall be deemed withdrawn.

1. Neither the Board nor the Association shall be permitted to assert any grounds or evidence before the arbitrator which were not previously disclosed to the other party.
2. The arbitrator shall have no power to alter the terms of this Agreement.
3. The arbitrator is empowered to include in any award such financial reimbursements or other remedies as he judges to be proper.

4. Each party shall bear the full costs for its representation in the arbitration. The costs of the arbitration and of the AAA shall be divided equally between the Board and the Association.
5. If either party requests a transcript of the proceeding, the party shall bear the full costs for the transcript. If both parties order a transcript, the cost of the transcripts shall be divided equally between the Board and the Association as well as the cost of the transcript to be furnished the arbitrator.

4.3 Initiating Grievance at Step B

Grievances involving more than one program or multiple programs or locations and grievances involving an administrator above the program level may be initially filed by the Association at Step B.

4.4 No Reprisals Clause

No reprisals of any kind shall be taken by the Board or the administration against any employee because of his/her participation in this grievance process.

4.5 Release Time

Should the processing of any grievance require that an employee(s) or an Association representative(s) be released from his/her their regular assignment(s), he/she shall be released without loss of pay or benefits.

4.6 Filing of Materials

All records dealing with the processing of a grievance shall be filed separately from the personnel files of the participants.

4.7 Grievance Withdrawal

A grievance may be withdrawn at any level without establishing precedent.

ARTICLE V--COMPENSATION

5.1 Compensation

A. Compensation Schedules for Teachers, Speech Language Pathologists, Certified School Counselors and Orientation and Mobility Specialists

The Indexes and Compensation Schedules for the 2021-2022, 2022-2023 and 2023-2024 school years of this Agreement for teachers, speech language pathologists, certified school counselors and orientation and mobility specialists are set forth in Appendix A attached to and incorporated into this Agreement.

B. Compensation Schedules for Certificated Behavior Management Specialists, Certified School Nurses, Certificated Psychologists and Certificated Social Workers

The Index for the Compensation Schedules for certificated behavior management specialists, and the Compensation Schedules for psychologists and social workers, for the 2021-2022, 2022-2023 and 2023-2024 school years are set forth as Appendices B and C attached to and incorporated into this Agreement. Separate Compensation Schedules for the 2021-2022, 2022-2023 and 2023-2024 school years for certificated behavior management specialists working 195 days are set forth in Appendix B attached to and incorporated into this Agreement. Separate Compensation Schedules for the 2021-2022, 2022-2023 and 2023-2024 school years of this Agreement for psychologists, certified school nurses and social workers working 189 days are set forth in Appendix C attached to and incorporated into this Agreement. All newly hired employees with these school certifications will be placed directly on the applicable Compensation Schedule.

C. Increases to Base Compensation

Base compensation increases during the term of this Agreement, as reflected in the salary schedules in Appendices A - C, will be as follows:

Effective at start of the 2021-2022 school year, base compensation will increase by 2.2% over the 2020-2021 base compensation rates;

Effective at start of the 2022-2023 school year, base compensation will increase by 2.0% over the 2021-2022 base compensation rates;

Effective at start of the 2023-2024 school year, base compensation will increase by 2.0% over the 2022-2023 base compensation rates;

In no event will an employee's total annual year to year creditable earnings increase exceed six percent (6%).

D. Lane Changes as a Result of Additional Education

Lane changes become effective upon receipt by the Director or designee of official transcripts evidencing that a lane change is appropriate and must be submitted no later than September 1 in order for the lane change to be effective for the current school year. Lane changes will not be made retroactively.

E. Prior Service Credit

To determine placement on the Compensation Schedules, for employees hired with prior teaching experience, SASSED may determine the appropriate number of years of experience for which to credit such employees.

5.2 Advanced Training

Graduate courses satisfactorily completed at fully accredited, CAEP approved institutions of higher learning pre-approved by the Director or designee shall qualify an employee for advancement on the salary schedule. The Director or designee shall not arbitrarily decline to approve any graduate course related to the employee's current assignment or to other aspects of special education.

The Director or designee may also identify courses specially prepared by or for SASSED as qualifying for advancement on the salary schedule. Horizontal advancement on the salary schedule shall be effective at the onset of the school semester next following the completion of the courses described above, provided implementation of any salary adjustment shall not be required prior to a reasonable time following receipt of an official transcript.

5.3 Withholding Vertical Advancement

Nothing herein shall affect the right of the Board to withhold vertical advancements on the salary schedule for just cause.

5.4 Student Teaching

- A. Teachers and other employees are encouraged but shall not be compelled to accept a student teacher or practicum student.
- B. Monies made available to SASSED by the placing university shall be paid to the supervising employee.
- C. Unused student teacher waivers/credit hours shall be entered into a pool to be used on a first-come, first-serve basis by employees. Employees shall be notified of the availability of the pool balance on a quarterly basis on the website.

5.5 Reimbursement for Use of Personal Vehicle

5.5.1. Standard Mileage Reimbursement

Employees who are required to travel in the course of their assigned duties (e.g., IEP meetings, consultations, classroom observations, home visits, etc.) shall be reimbursed at the rate per mile authorized by the Internal Revenue Service (for deductions without documentary evidence) for all approved mileage to perform their assigned duties. Reimbursement claims shall be filed pursuant to procedures established by the Director.

5.5.2. Additional Reimbursement for Extraordinary Use of Personal Vehicle

In addition, an employee who travels more than 5,000 miles during a school term will be eligible for additional reimbursement of \$.25 per mile for mileage in excess of 5,000 miles. An employee who wishes to submit a request for such reimbursement shall maintain copies of his/her reimbursement claims for the school term and, if qualified for additional reimbursement, submit his/her request with copies of the claims to the business office no earlier than the end of the school term and no later than September 1st of the next school term. Reimbursement shall be paid to the employee as soon as practicable after receipt and review of the request for reimbursement. Such reimbursement will be taxable to employees and will be paid through normal payroll.

5.5.3. Travel Advance

An employee who is required to use his/her personal vehicle for SASSED-required travel in the course of his/her assigned duties will be eligible for a \$200 advance towards the use of his/her personal vehicle. The employee must submit a request for the \$200 advance to the business office prior to February 28th of the school term. The advance will be paid to the employee as soon as practicable after receipt of the request. The advance will be a non-taxable payment that will be included in the employee's paycheck. The advance will be deducted from the employee's final paycheck of the school term or final paycheck of employment during the school term if the employee does not complete the school term. At the time that the request is submitted, the employee will sign a payroll deduction authorization for repayment of the advance.

5.5.4. Reimbursement of Deductible

Subject to Board approval, SASSED may reimburse an employee up to \$500 for the employee's payment of his/her vehicle insurance deductible as a result of the employee's vehicle accident occurring during SASSED-required travel. The Board will not reimburse the employee if the Board determines that the employee's willful or wanton conduct contributed to the accident.

5.6 Salary Balance

Any balance of an employee's contractual salary due an employee who has resigned, retired, and/or non-reemployed from SASSED, effective the forthcoming school term, shall be paid at his/her option within three (3) days of the last day of service to the Board,

provided the employee has exercised such option in writing to the Business Office at least fifteen (15) calendar days prior to the end of the school term.

5.7 Insurance

5.7.1 Life Insurance

The Board shall provide group life insurance for all employees in the amount of \$50,000 subject to all conditions as may be required by the insurance carrier.

5.7.2 Medical Insurance

Single Health Insurance Coverage

The Board will make health insurance available to employees as indicated in the medical plan document. The Board will pay 80% of the cost of the individual medical insurance premium for full time employees enrolled in SASSED's medical insurance plan. For each annual open enrollment of this Agreement, the prior year's actual cost of insurance will be allowed to increase up to a maximum of 10% without changing the 20% contribution level required for full time employees. However, once the cost of insurance increases by more than 10% for a fiscal year the additional cost in excess of 10% for that year will be allocated 50% to employees and 50% to the Board.

Part time employees who work twenty (20) hours or more may enroll in the health insurance program with the percentage of the premium paid by the Board, based upon the percentage of the employee's employment. The employee is responsible for payment of the remainder of the premium.

Dependent Health Insurance Coverage

Dependent health insurance coverage is available to employees as indicated in the medical plan document. The Board will pay 60% of the cost of dependent coverage for full time employees enrolled in SASSED's medical insurance plan. For each annual open enrollment of this Agreement, the prior year's actual cost of insurance will be allowed to increase up to a maximum of 10% without changing the 40% employee contribution level required for full time employees. However, once the Board contribution increases by more than 10% for a fiscal year the additional cost in excess of 10% for that year will be allocated 50% to employees and 50% to the Board.

Part time employees who work twenty (20) hours or more may participate in the dependent health insurance coverage with the percentage of the premium paid by the Board, based upon the percentage of the employee's employment. The employee is responsible for payment of the remainder of the premium.

5.7.3 Group Disability Insurance

The Board shall also provide a group term disability policy for employees pursuant to specifications prescribed by the Board.

5.7.4 Dental Insurance

Single Dental Insurance Coverage

The Board will make dental insurance available to employees as indicated in the dental plan document. The Board will pay 80% of the cost of the individual dental insurance premium for full time employees, enrolled in SASSED's dental insurance plan. Each annual open enrollment of this Agreement thereafter, the prior year's actual cost of insurance will be allowed to increase up to a maximum of 10% without changing the 20% contribution level required for full time employees. However, once the cost of insurance increases by more than 10% for a fiscal year the additional cost in excess of 10% for that year will be allocated 50% to employees and 50% to the Board.

Part time employees who work twenty (20) hours or more may enroll in the dental insurance program with the percentage of the premium paid by the Board, based upon the percentage of the employee's employment. The employee is responsible for payment of the remainder of the premium.

Dependent Dental Insurance Coverage

Dependent dental insurance coverage is available to employees as indicated in the dental plan document. The Board will pay 60% of the cost of dependent coverage for full time employees. Each annual open enrollment of this Agreement thereafter, the prior year's actual cost of insurance will be allowed to increase up to a maximum of 10% without changing the 40% employee contribution level required for full time employees. However, once the Board contribution increases by more than 10% for a fiscal year, the additional cost in excess of 10% for that year will be allocated 50% to employees and 50% to the Board.

Part time employees who work twenty (20) hours or more may participate in the dependent dental insurance coverage with the percentage of the premium paid by the Board, based upon the percentage of the employee's employment. The employee is responsible for payment of the remainder of the premium.

5.7.5 Medical Reimbursement Account

Employees may annually elect to have specific amounts automatically deducted from their (pre-tax) paychecks to pay for non-reimbursed eligible medical expenses for themselves and dependents as permitted by law. Amounts to be withheld shall be determined during the annual open enrollment period. To receive reimbursement for eligible expenses, employees must follow procedures developed by the Plan Administrator.

Employees participating in this program whose family/marital status changes during the plan year may amend the amounts to be withheld not less than thirty (30) days prior to the change taking effect. Requests for reimbursement must be submitted prior to March

31st of the following year. Any amounts remaining in an employee's account after the filing period will be forfeited.

5.7.6 Dependent Care Reimbursement Account

Employees may annually elect to have specific amounts (as specified by law) automatically deducted from their (pre-tax) paychecks to pay for Dependent Care expenses as permitted by law. Amounts to be withheld shall be determined during the annual open enrollment period. To receive reimbursement for certified Dependent Care expenses, employees must follow procedures developed by the Plan Administrator. Employees participating in this program whose family/marital status changes during the plan year may amend the amount to be withheld not less than thirty (30) days prior to the change taking effect. Requests for reimbursement must be submitted prior to March 31st of the following year. Any amount remaining in an employee's account after the filing period will be forfeited.

5.8 Payments Remitted to the Illinois Teacher Retirement System

From the Compensation Schedule, the Board shall deduct for each employee a sum equal to the required contributions to the State of Illinois Teachers' Retirement System and the Teachers' Health Insurance Security Fund on behalf of the employee. It is the intent of the parties by this Agreement to qualify these payments as "picked-up" contributions within the meaning of Section 414(h)(2) of the Internal Revenue Code so as to be excludable from the gross income of all employees. The employees shall have no right or claim to the funds so remitted except as they may subsequently become available from the State of Illinois Teachers' Retirement System.

No employee shall have the option of choosing to receive the amounts contributed by the Board directly and the assumption and payment of the employees' required contribution to the Illinois Teachers' Retirement System is a condition of employment made in order to secure the employees' future services, knowledge, and experience.

The balance of the amount due each employee pursuant to such Compensation Schedule shall be payable to the employee as salary installments as otherwise provided herein, provided the Board shall deduct there from all monies as required by law or as authorized by the employee pursuant to this Agreement, or as otherwise authorized by the Board. Such withholding shall include any and all additional amounts required to be paid to the State of Illinois Teachers' Retirement System for the account of such employee.

Internal Revenue Service Rulings indicate such amounts paid to the State of Illinois Teachers' Retirement System are properly excludable from the gross income of the employee for income taxation purposes, and the Cooperative will not withhold Federal and State income taxes on funds remitted to the State of Illinois Teachers' Retirement System on behalf of employees.

5.9 Supplemental Jobs

If, during the school term the Board shall create any additional supplemental jobs, the Board shall so advise the Association President or designee. Such advice shall include the proposed compensation for such supplemental job. At the request of the Association President or designee, the Director or designee shall enter into discussions with respect to such compensation. If an agreement thereon shall not be reached, the amount agreed upon as compensation for such supplemental job in the course of the next negotiations of this Agreement shall be paid retroactively to the person appointed to such supplemental job.

5.10 Retirement Enhancement Program

A. Eligibility

A SASSED retirement enhancement program shall be available for an employee with a retirement date no later than June 30, 2028 who meets all of the following eligibility criteria:

1. On the date of retirement must be eligible and have applied to retire under Illinois Teachers' Retirement System ("TRS") requirements;
2. On the date of retirement must have been employed:
 - a. full-time in the Cooperative for fifteen (15) years preceding his/her retirement;
 - b. part-time in the Cooperative for thirty (30) years preceding his/her retirement; or
 - c. at least twelve (12) years full-time plus such additional part-time employment that totals fifteen (15) years full-time equivalency.

For the above purposes, an absence from work due to the following circumstances will be considered employment (full-time or part-time, based on the employee's then-current status): FMLA leave; work-related injury; or unpaid leave during a school year where the employee works at least one hundred (100) days;

3. On the date of retirement be at least fifty-five (55) years of age or attain fifty-five (55) years of age within six (6) months thereafter as required by TRS for retirement eligibility.
4. Submits a service credit report obtained from TRS. The report must indicate the employee's total years of service as of the retirement date and projected creditable earnings for the highest four years of creditable earnings over the past ten years of service.

5. Submits a Letter of Intent to Retire as required below by April 1 prior to the school year that SASSED retirement enhancement program benefits begin; and
6. Must not have received an increase in creditable earnings exceeding 6% during any school year that TRS will use to calculate the employee's pension. However, the portion of an increase exceeding 6% that is not subject to an additional employer contribution to TRS shall not render the employee ineligible.

B. Eligibility Exception

The SASSED retirement enhancement program shall not be available to any employee whose retirement requires SASSED to make an additional employer/Board contribution or payment of any kind to TRS due to the employee's retirement. For example, an employee may participate in the TRS Modified Early Retirement Option or this SASSED retirement enhancement program, but not both.

C. Letter of Intent to Retire

In order to be eligible to participate in the SASSED retirement enhancement program, an employee must submit an irrevocable letter of intent to retire to the Executive Director setting forth a retirement date at the end of a school year not later than June 30, 2028. The letter of intent to retire must be received by the Executive Director by April 1 of any year of this Agreement for retirement enhancement program salary increases to begin the following school term. An employee who submits a letter of intent to retire by April 1, 2024 will receive the benefits provided under this Agreement and shall not be entitled to receive any benefits under any retirement program negotiated in a successor bargaining agreement.

If the Board of Control determines that the employee is not eligible to participate in the SASSED retirement enhancement program, the Board shall so notify the employee by June 1 of the school year that the employee submits his/her letter of intent.

D. Irrevocability

1. An employee's letter of intent to retire may only be rescinded by the employee for the following reasons:
 - a. Death in the retiree's immediate family; or

b. Other reasons of compelling emergency as determined solely by the Board. The Board's decision is not reviewable and said reasons shall be non- precedential with respect to granting or denying requested changes in retirement election.

2. If the retirement is rescinded, the employee will repay the retirement enhancement through a reduction of his/her pay over the next school year or sooner. The reduction in pay shall be the difference between the amount paid to the employee as retirement enhancements and the amount the employee would have received without the retirement enhancements.

E. Acceleration of Retirement Date

An employee may accelerate the retirement date stated in his/her letter of intent to retire without affecting his/her participation in the SASSED retirement enhancement program so long as the change in the retirement date does not require SASSED to make an additional employer/Board contribution or payment of any kind to TRS as a result of the change.

In the event that an employee accelerates the retirement date stated in his/her letter of intent to retire and the change will require the Board to make an additional employer/Board contribution or payment of any kind to TRS as a result of the change, the employee forfeits his/her participation in the SASSED retirement enhancement program. In addition, the Board shall reduce such employee's pay for the remainder of his/her employment by the amount necessary to recover retirement enhancements paid to the employee. The reduction in pay shall be difference between the amount paid to the employee as retirement enhancements and the amount the employee would have received without the retirement enhancements. If the employee retires before the Board recovers the retirement enhancements, such former employee shall repay any retirement enhancements to the Board within thirty (30) days of his/her retirement. In the event that the former employee fails to repay the Board within such time, the Board retains all rights and remedies against the former employee to recover the unpaid amount.

F. Retirement Enhancement Program Salary Increase(s)

An employee who is eligible and elects to participate in the SASSED retirement enhancement program is eligible to receive an increase of four percent (4%) over the employee's prior year's reported TRS creditable earnings for each of up to four (4) remaining years of the employee's employment in SASSED. The increase(s) shall be in lieu of any other raise, step, or other creditable earnings increase to which the employee may otherwise have been entitled under this Agreement.

A retiring employee may receive no more than four (4) years of 4% creditable earnings increases under this retirement enhancement program. It is the intent of the parties that the 4% increases will be paid in the employee's final years of employment. An employee for whom an extra-duty stipend was part of the employee's creditable earnings in the school year in which notice is given and who elects not to perform such duty in any year prior to retirement will have the stipend for that duty subtracted from the creditable earnings increases provided under this program for each remaining year. Under no circumstances may an employee participating in this program receive a creditable earnings increase for more than 6% over the employee's prior year's creditable earnings unless the increase in excess of 6% is not subject to an additional employer contribution to TRS.

G. Retirement Enhancement Program Health Insurance Benefit

An employee who submits a Letter of Intent to Retire and is eligible to participate in the SASSED retirement enhancement program as provided above shall be reimbursed by the Board up to \$2,400 per year, as set forth below, for the cost of the employee's post-retirement health insurance policy premium. This benefit shall cease upon the death of the retiree, at the end of a time period applicable to the employee set forth below, or when the employee reaches age sixty-five (65) years of age or otherwise is eligible for Medicare, whichever occurs first.

The conditions of this benefit are as follows:

4 Years Notice - Up to five (5) years premiums paid at an amount not to exceed a total Board contribution of \$12,000.

3 Years Notice –Up to three (3) years premiums paid at an amount not to exceed a total Board contribution of \$7,200.

2 Years Notice – Up to two (2) years premiums paid at an amount not to exceed a total Board contribution of \$4,800.

1 Year Notice – Up to one (1) year's premium paid at an amount not to exceed a total Board contribution of \$2,400.

The Board shall reimburse the retiree for the premium for the individual coverage upon proof of payment of the premium and within the time-line provided in the *Illinois Local Government Prompt Payment Act*, 50 ILCS 505/1 *et seq.*

The reimbursement provided above shall be paid to employees who retire under the terms of this Agreement and shall survive this Agreement. The

reimbursement of employees who retire under this Agreement shall not be affected by a subsequent collective bargaining agreement.

5.11 Compensation for Voluntary Extra Duties

If an IEP requires a student to be enrolled in an extra-curricular activity and if it is determined by his/her MDC/IEP team that a teacher or other employee needs to be involved to assist this student's participation, the employee shall be compensated per Appendix E. Prior to the start of the employee's involvement in the student activity, the program administrator will determine the number of hours approved for compensation.

5.12 Longevity

Any employee who is frozen on the last step of a column on the salary schedule shall receive the stipulated salary on the last step plus the longevity amount multiplied by the number of years the employee is frozen on the last step and not able to move a step.

5.13 Tuition Reimbursement

1. Tuition reimbursement shall be available to all eligible employees for semester hours of coursework credit earned from a CAEP-accredited institution. Subject to the criteria in paragraph 2 below, the tuition reimbursement shall be paid for coursework which maintains or improves job-related skills. The tuition pool for each year of this Agreement shall be in the amount of \$20,000.00
2. Criteria
 - a. Only employees who have completed two (2) years of service in SASSED will be eligible.
 - b. A part time employee must work .5 FTE to be eligible for reimbursement, and reimbursement will be prorated based on the employee's FTE.
 - c. Course work must be approved in writing by the Director or designee prior to the start of the course. Generally, coursework for employees must be at a post-graduate level to receive approval.
 - d. Tuition reimbursement shall not be paid for graduate course work needed to obtain initial certification, licensure or registration necessary to meet minimum requirements of the job assignment presently held by the employee, administrative certification, or to qualify an employee for a new trade or business.
 - e. The Director or his/her designee must provide written notification of approval or denial of a qualified course within five (5) working days of receipt of request. If the request is denied, the Director or designee must provide a specific written reason for denial, also within five (5) working days.

f. Reimbursement for tuition shall be divided as described below among all eligible employees based on the total number of semester hours submitted and completed from the previous fiscal year, July 1 through June 30. The \$20,000 pool will be divided by the total number of semester hours submitted in order to reach a per semester hour dollar amount calculation. The amount of reimbursement paid to employees from the pool for approved semester hours will be determined by a reimbursement differential applied to semester hours based on the following:

(1) Course for credit (1 x differential); and

(2) Course or programming for certification to add to license (2 x differential.)

Each employee will receive their semester hour share for each semester hour submitted and approved according to the criteria listed and above weighting. However, an employee's reimbursement shall not exceed the actual semester hour cost of the course.

g. The costs being submitted for reimbursement shall not already have been paid to, or on behalf of, the employee by another source.

h. A course grade of A or B is necessary for reimbursement to be provided.

i. Course work should not interfere with the professional responsibilities and obligations that all staff have to students.

3. Tuition reimbursement shall be available and paid to those eligible employees who return to employment with the Board for the school year following the successful completion of the coursework. In order to receive reimbursement for coursework completed during a school year, an eligible employee shall submit his/her official transcript and evidence of tuition payment to the Director or designee by September 1st of the following school year. The Director or designee will confirm receipt of transcripts with the employee. Reimbursement shall be paid after the October Board of Control meeting.

5.14 Insurance Committee

The Board and the Association recognize that the nature and extent of health care insurance coverage in the current insurance environment, and the corresponding cost for the same, is a matter requiring careful monitoring.

A committee referred to as the "Insurance Committee" will have members representing the Administration, other significant employee groups within SASSED and the Association. The Committee will consist of no more than eight (8) members including

no more than two (2) members from the Association and no more than two (2) members from the Administration.

The Committee shall be advisory. The Committee will study and may recommend changes in insurance coverage during the term of the Agreement. The Committee shall meet as needed. At a minimum, the Committee shall meet in March to review claims activity and provide general updates; in September to review preliminary rate projections for the next year and to consider recommendations for changes in the insurance program; and again before October 15 to review rates for the next year and to finalize its recommendations (if any) to the Board and Association.

5.15 Bus Duty

SASED employees who supervise bus duty or drive students on SASED buses either before or after their regular workday, shall be compensated at the approved stipend rate in Appendix E. The time shall be counted in fifteen (15) minute increments for the time before or after their regular workday.

5.16 Set Up Days

Teachers will receive one-half (½) day, prior to the first student attendance day and as part of the start of the year teacher attendance days, to set up their classrooms. The time will be designated by SASED.

Teachers who have been reassigned to a new classroom or building or who have had their classroom moved to a different site that requires additional set up time beyond that provided by the program shall, with the approval of the program administrator, mutually agree on a day prior to the start of school to set up the classroom. The teacher shall be paid one hundred ten dollars (\$110.00) after submitting a timesheet.

ARTICLE VI--PROFESSIONAL RELATIONS

6.1 Evaluation

Employees shall be formally evaluated according to The School Code.

Tenured employees shall be formally evaluated at least once in the course of every two school years.. Non-tenured employees shall be formally evaluated annually. The evaluator shall possess credentials as required by law. Such evaluation shall include a formal observation of at least thirty (30) minutes. Notice of such observation shall be made to the employee five (5) employment days in advance. Other observations may be made from time to time by the immediate supervisor and the observations may be used as a part of the formal evaluation. No later than ten (10) employment days following the

formal observation, the supervisor shall hold a conference with the employee to discuss such observation.

If required by law, a joint committee appointed respectively by the Association President and Director or designee, not to exceed three (3) persons appointed by each, shall recommend an evaluation plan.

- A. Orientation: Before any evaluation is conducted each employee shall be provided a copy of the evaluation instrument and the process will be explained.
- B. Observations: All monitoring or observation of the work of each employee shall be conducted in person. Each evaluation shall include at least two (2) formal observations by the evaluator for non-tenured employees and at least one (1) formal observation by the evaluator for tenured employees. Other observations may be made from time to time and these observations may be used as part of the formal evaluation.
- C. Employee Evaluations: The supervisor shall make recommendations to the Director or his/her designee regarding the continued employment of probationary employees.
- D. Pre Observation Conferences: A Pre Observation Conference between the evaluator and the employee shall be held to review the evaluation timelines, the instrument, and the expectations of both parties.
- E. Post Observation Conference: A written evaluation shall be given to the employee within ten (10) work days after the formal observation. The parties shall meet to discuss the evaluation within ten (10) work days after the formal observation unless another time is mutually agreed upon by the evaluator and employee. The employee shall sign the evaluation and be given a copy by the evaluator.
- F. Right to Respond: An employee may submit a written response to his/her evaluation and have that response attached to the file copy of the evaluation. All written evaluations and the attached employee's comments are to be placed in the employee's personnel file.
- G. Right to Representation: In the event an employee receives an overall rating of unsatisfactory in his/her evaluation, and either the employee or the administration requests a second post evaluation conference, the employee shall have the right to have an Association representative present at the second post evaluation conference.

6.2 Association-Director Meetings

The Association President and the Director or designee shall meet at least once every other calendar month throughout the school term unless it is mutually agreed to cancel. Each party may include additional persons after informing the other person of such intention. The purpose of such meetings shall be to discuss areas of concern to the parties.

All meetings shall be held outside of the normal employee workday except as shall otherwise be mutually agreed. Minutes will be distributed by the Association to the administration within a reasonable time after the meetings.

6.3 Personnel Files

A. There shall be only one (1) official personnel file for each employee. The employee shall have an opportunity to respond to any material placed in his/her file, provided such is submitted within twenty-five (25) employment days of the date a copy of such materials is furnished to the employee. No evaluative material shall be placed in such file until the employee has seen it. Any material which may be used to form the basis of disciplinary action against an employee shall be placed in the employee 's personnel file no later than the end of the school term during which such comments were generated.

B. All employees shall have the right to review their own personnel file and may be accompanied at such review by a representative, provided such review shall occur during normal business hours and shall not in any manner inconvenience the operation of the Board. A representative of the Board may be present at the time of such review. Nothing shall be permanently or temporarily removed from such personnel file without the consent of the Board and the employee.

6.4 Professional Conduct

Employees shall report incidents of inappropriate conduct by any employee to their immediate supervisor. If the allegation of inappropriate conduct involves the employee's immediate supervisor, the incident shall be reported to the immediate supervisor's supervisor.

6.5 New Employee Orientation and Mentoring Program

Employees new to SASSED will be required to attend two days of New Employee Orientation. The two days will provide orientation to processes, policies and procedures of SASSED and the member districts. During this induction process, employees will participate in a variety of learning activities to familiarize them with SASSED programs and services, as well as their particular assignment within the organization. The activities of these days will also include orientation to the Mentoring Program, if appropriate.

Each new, first year employee covered by this agreement shall be provided a mentor. The mentoring program shall be a formal arrangement for the first two years of employment in SASSED. The Administration will identify participants and shall be responsible for all aspects of the pairing and training of the new employees and mentors. All tenured employees shall be eligible to apply to be a mentor and becoming a mentor is voluntary. Continuing SASSED employees changing their program/service will be offered the opportunity to participate as a mentee for the first year of the change. To the degree possible, the mentor/mentee pairing will be closely aligned to the same assignment and/or program.

Mentors will be required to make a commitment of two school years to the program and will be required to follow the ISBE approved Mentoring Plan. Activities will include but not be limited to attendance at one day's equivalent (i.e. 8 hours) of training and induction sessions prior to the beginning of the school year. The mentors will meet a minimum of four (4) times per quarter with their mentee. The mentors and mentees will also meet an additional four (4) times per school year as a group to process concerns, strategies and other considerations with the new employees. Mentors and new employees will be given ongoing opportunities for feedback but will be required to complete a survey instrument prior to the end of the school term to evaluate the effectiveness of the mentoring program.

Tenured employees who are chosen to serve as mentors for an entire school term shall be paid a stipend at the rate of \$800.00 per year prorated per length of service. This amount shall be payable on the last paycheck of the school term.

A committee will be formed for the Mentoring Program made up of equal parts of both members of the Association and Administration. The committee will meet, a minimum of two times per year, to discuss additional needs and review the Program as a whole

6.6 Program Feedback Process

A program feedback (survey) instrument, as developed jointly by the Association and the Director or his designee shall be distributed by April 1st of each school term. This anonymous survey will be returned directly to SASSED Central Office. The information will be collated and distributed to the appropriate program or service administrator.

ARTICLE VII--EMPLOYMENT CONDITIONS

7.1 Definition of Responsibilities and Rights

The Board agrees that employees shall have the right to organize, join, and assist the Association, to participate in professional negotiations with the Board through representatives of their own choosing, and to engage in other lawful activities, individually or in concert, for the purpose of establishing, maintaining, protecting, or improving conditions of professional service and the educational program.

7.2 Physical Facilities

The Board shall seek to provide each employee with an appropriate desk, chair and file facility consistent with the availability of supplies. If feasible, all or part of the file facility shall be equipped with a lock.

7.3 Required Meetings

Employees are not required to attend more than ten (10) meetings that extend beyond the normal school day per school year without compensation therefor. Employees will be provided with five (5) calendar days' advance notice of such a meeting, unless in the case of an emergency. The meetings shall not exceed one (1) hour after the normal workday; however, up to three (3) meetings may be up to two (2) hours in duration, after the normal workday provided that the total meeting hours without compensation does not exceed ten (10) hours during a school year. The ten (10) meeting restriction applies to meetings called by SASSED and/or District Administrators. If an employee is required to attend more than ten (10) meetings a school year, he/she shall be compensated at the stipend rate in Appendix E for all hours spent beyond ten (10) hours.

7.4 Class Size

23 Illinois Administrative Code 226, Subtitle A, Subchapter f, Section 226.730 Class Size for 2009-10 and Beyond, as issued by the Illinois State Board of Education (ISBE) shall be enforced by the Board as it pertains to class sizes.

In the event that the above rule is rescinded or modified by ISBE, the Association may request to re-open negotiations regarding class size, and negotiations thereon shall begin within thirty (30) days of such request.

7.5 School Term

A. Teachers and Orientation and Mobility Specialists

The school term shall be adjusted so that the actual number of teacher and orientation and mobility specialists work days shall consist of no more than 184 days including teacher institutes. Teachers/orientation and mobility specialists working in districts with less contract workdays than SASSED shall be assigned by

their Program Administrator extra days at the beginning or the end of the school term. No teacher/orientation and mobility specialist shall be required to work any longer than the 184 day school term.

Teachers covered by this agreement and employed for a position that requires working beyond the 184 days shall be compensated at their per diem rate of pay for each day worked. The teacher and their immediate supervisor will mutually agree in writing to the number of additional workdays required to prepare for and/or complete their job for the given school term. Notice and approval of this written agreement between the teacher and their immediate supervisor will be given to the Director as well as the President of the Association prior to the start of the teacher's additional workdays.

The orientation and mobility specialists' calendar will be adjusted at the beginning of the school year to meet the 184-day school term in order to meet the requirements of the position. To the extent that an orientation and mobility specialist's work activities extend outside the regular school day, the orientation and mobility specialists may adjust her/his schedule for that day, with prior approval of the Program Administrator.

B. Social Workers, Psychologists, Certified School Nurses and Behavior Management Specialists

The school term shall be adjusted so that the actual number of workdays shall consist of no more than 189 days including institutes for social workers, certified school nurses and psychologists; and no more than 195 days for behavior management specialists. Employees covered by this Agreement and employed for a position that requires working beyond their identified number of workdays shall be compensated at their per diem rate of pay for each day worked. The employee and their immediate supervisor will mutually agree in writing to the number of additional workdays required to prepare for and/or complete their job for the given school term. Notice and approval of this written agreement between the employee and their immediate supervisor will be given to the Director as well as the President of the Association prior to the start of the employee's additional workdays.

7.6 Plan Time

Each teacher shall have a minimum of 150 minutes per week of plan time. Plan time shall be defined as time when teachers do not have the responsibility for supervising students. The goal of the Administration will be to provide plan time in thirty (30) minute increments during the student day. The teacher workday shall not be extended as a result of the teacher's plan time. Teachers shall not be responsible for planning alternative

activities for their students for the time the teachers are in plan time. Teachers shall have access to material resources outside the presence of students during plan time.

It is the intent of the parties that IEP meetings not occur during a teacher's plan time. In the event an IEP meeting is scheduled during a teacher's plan time, the teacher will try to make up the missed plan time during the remainder of the work week. If the teacher is unable to do so, the teacher may be compensated for the portion of the missed plan time due to the IEP meeting at the extra duty hourly rate.

The Administration acknowledges the need of the remaining employee groups to plan for lessons and activities within their distinct responsibilities. These employees are encouraged to discuss with their immediate supervisor the use of flexible scheduling to accommodate their planning needs.

7.7 Internal Substitution

Every effort shall be made to find qualified substitute teachers. In the event a teacher internally substitutes, the Board shall compensate the teacher at \$33.00 for the 2021-2022 school year; \$34.00 for the 2022-2023 school year and \$35.00 for the 2023-2024 school year per clock hour in addition to the teacher's regular contracted rate for time engaged in internal substitution. Internal substitution is defined as:

- a. when there are two classes, each of which has a separate teacher, one of the teachers is absent, both classes are combined, and one teacher is responsible for both classes; or
- b. when a teacher teaches a class during the teacher's regularly scheduled preparation time.

The maximum amount of internal substitution per day is six (6) hours for a full day's internal substitution. No teacher shall be required to internally substitute teach. Re-assigned bargaining unit members other than a classroom teacher will not receive extra compensation for internal substitution, with the exception of a teacher's plan period.

7.8 Vacancies and Notices

A. Posting of Vacancies

If the Board determines that a vacancy exists in a teaching or promotional position, the Board shall post a vacancy notice for the position on the SASSED website.

B. Voluntary Transfers

Any employee presently on tenure or eligible for continuing contractual status in SASSED may request a transfer to another program location and/or program where a vacancy exists. Such application shall be in writing to the Program

Administrator and the Director. The qualifications, certifications, interests and aspirations of the individual employee shall be considered in all transfers, however, the Director reserves the right to approve or disapprove all requests.

C. Notification of Assignment

The Administration reserves the right to determine assignments or change assignments for employees. An assignment will be defined as the employee's duties and responsibilities within a Program or Service but shall not include the location(s) to which the employee is assigned. By the end of May each Administrator will be required to review any possible changes in assignments for the coming school year with staff. If change becomes necessary the employee affected, and the Association shall be notified as soon as practicable following a decision to change the employee's assignment. No assignment shall be changed arbitrarily.

The Association and the Administration recognize the value of conferring regarding the change. If an employee's assignment changes, SASED will provide the employee with the work calendar, the reason for the change, an opportunity to express his/her concerns regarding the change, and assistance to prepare for the change in assignment. The goal of the Administration will be to give employees notice of a change in assignment at least thirty (30) calendar days prior to the start of the new school year.

D. Involuntary Transfers

Employees involuntarily transferred prior to the first day of pupil attendance, shall have the right to resign, provided they submit a letter of resignation to the Director no later than ten (10) business days after written notice of transfer has been mailed by registered mail. Employees involuntarily transferred at any other time during the school term may submit, without prejudice, a request to the Director that every opportunity be made to find a suitable replacement for the employee and if such replacement is secured, that employee be allowed to resign. A transfer will be defined as a change in assignment.

In any instance when it becomes necessary to involuntarily transfer an employee, and more than one employee is equally qualified, the least senior employee shall be involuntarily transferred.

7.9 **Employee Day**

- A. All employees shall be provided a duty-free uninterrupted lunch period equal to the regular local school lunch period but not less than thirty (30) minutes in each school day. Such lunch period shall occur during the time of the student lunch periods. Any deviation to this schedule shall be made by mutual agreement

between the employee(s) and the immediate supervisor. Notice of such deviations must be given to the Director and Association President, by the immediate supervisor, within five (5) workdays of the decision.

- B. The teacher's normal workday shall not be more than 7 ½ hours per day inclusive of a duty-free lunch period. Teachers may leave at the end of the student's day on days preceding holidays after all students have departed from the school site.

Psychologists, Social Workers, Certified School Nurses and Behavior Management Specialists normal workday shall not be more than 8 hours per day inclusive of a duty-free lunch period. These employees may leave at the end of the student's day on days preceding holidays after all students have departed from the school site.

- C. Through mutual agreement between the employee and his/her immediate supervisor, the employee may work through the duty-free lunch period and leave the workplace an equal time earlier.

7.10 Discipline

- A. No employee shall be disciplined except for just cause. As used herein, discipline shall not include reduction-in-force, dismissal or termination, the issuance of a notice of remedial warning, or any recommendations for improvements of performance or alteration of personal conduct contained in an evaluation document or conference.
- B. Whenever a conference between an employee and a supervisor and/or administrator is held in which there is a discussion of termination of the employee, suspension of the employee with or without pay, or a written reprimand of the employee, at the request of the employee, the employee shall have the right to have an Association representative present. The employee shall be granted not more than one (1) day to obtain an Association representative, however, such time may be less in the event of an emergency. If an appropriate request for representation is made and a representative is not available within the one (1) day time limit, the employee may be questioned without a representative being present.

7.11 Health and Safety

- A. Work Environment

An employee shall not be required to work under unsafe or hazardous conditions, provided at all times the employee's responsibility shall be the protection of students and their continued safety and well being. SASSED shall provide maintenance services to ensure that every employee and student are provided a

clean and sanitary work/school environment. No employee shall be required to provide any cleaning services other than in an emergency situation when the safety and health of a student is in jeopardy.

B. Immunization/Communicable Diseases/Student Health Plans

At least once during the term of this Agreement, the Board shall offer employees immunization against tetanus and hepatitis B, provided this section shall be inoperative if appropriate health officials recommend that either or both of such immunizations be discontinued or deferred.

If a student has a known or suspected communicable disease, notification to staff and others will be made to the extent necessary, and within the current ISBE guidelines, to minimize the health risk to staff and others.

Employees shall be provided information with regards to the specific health impairment and/or specialized medical procedures of their students. Students with serious medical conditions will have a health plan developed by a registered or certified school nurse within 20 school days of the student's first day of school. Returning SASED students will have their health plan developed by a registered or certified school nurse in place within 30 school days of the start of the school year.

C. Learning Environment

If a student is exhibiting behaviors that will result in the student presenting a danger to himself or others, the following must occur:

- The student's individual behavior intervention procedures from the Individual Education Plan (IEP), and/or Functional Behavioral Analysis/Behavior Intervention Plan (FBA/BIP) must be implemented.
- If after performing the prescribed interventions the student still presents a danger to the students' or others' safety, the student may be temporarily removed from the learning environment in accordance with emergency procedures for that building.
- Upon the removal from the learning environment the teacher shall immediately notify the Building and Program Administrators.

D. Injury to Employees

Injuries to employees by students shall continue to be regarded by the Board as a matter of grave concern. The Board recognizes the lawful right of an employee to protect him/herself in a case of an unavoidable injury.

Any case of injury to an employee shall be promptly reported to the Administration. The SASSED Director shall provide reasonable assistance to advise the employee generally of his/her rights and obligations with respect to such injuries and shall render reasonable assistance to the employee in handling the incident by law enforcement authorities, provided the employee shall have acted within the scope of his/her employment and pursuant to Board policy.

In accordance with the applicable provisions of The School Code, the Board shall provide indemnification and protection for claims and suits against an employee.

Work time lost by the employee because of an injury caused by a student which occurs within the scope of employment and within Board policy shall result in no loss of wages to the employee less any salary received from Workers' Compensation and shall not be charged to the employee's sick leave for the fourth, fifth and sixth consecutive days.

E. Medications

Employees, except registered or certified school nurses, shall not be required to administer medication to students as provided in The School Code.

7.12 Parent-Teacher Conferences

The following principles shall pertain to Parent-Teacher Conferences:

- A. Such conferences shall be scheduled according to the housing District's schedule, and employees shall follow the same conference schedule as the District's teachers.
- B. Employees shall be compensated for the conference time in compensatory time for all Parent-Teacher conferences outside the employee's regular workday.
 - a. Any deviations in the conference days or times shall be worked out between the employee and the immediate supervisor with notification of the agreement given to the SASSED Director and the Association President.

7.13 Procedures for Reduction in Certificated Employees with a PEL

The Director shall give the Association President or designee an opportunity to discuss proposed reductions in force prior to the Board of Control taking action.

- A. If the Board of Control of SASSED determines, because of economic necessity, to decrease the number of employees with a PEL or to discontinue some particular type of service, among such employees qualified to hold a position, employees

shall be honorably dismissed in the order of their Groupings, with such employees in Grouping 1 dismissed first and certified employees in Grouping 4 dismissed last. Notice of honorable dismissal shall be provided as required by Section 5/24-12 of the School Code. In the event of a recall of employees with a PEL, the employees recalled and the order of recall shall be in accordance with Section 5/24-12 of the School Code.

Seniority shall be based upon the total number of years of continuous service as an employee in the Cooperative. Continuous service shall not be deemed interrupted by approved leaves of absence or honorable dismissal periods prior to recall. The official school year seniority list will be posted on the SASED website by February 1 each school year. Employees shall be listed by their first date of work in SASED or its successor organizations. Formally transferred employees will have their first date of employment recognized as it was posted in the district from which they were transferred. All employee certifications and provisional approvals will be posted on the seniority list. If employees share the same seniority date and a decision is needed as to which employee has more seniority, the basis of the decision will be first, the date formally employed by the Board; and second, a coin toss. The Association will designate a representative to observe the coin toss.

- B. Part-time employees who have achieved tenure will accrue seniority prorated according to their accumulated continuous FTE. An employee who has acquired tenure and who voluntarily moves to a part-time position at his/her request will not be required to resign in return for his/her assignment to the part-time position. Such employee will retain his/her tenure but will have no right to return to a full-time position unless there is a new or vacant position for which s/he is qualified.
- C. Periods of authorized leaves of absence and periods during which the employee is on recess shall not interrupt continuous service, but all such periods of leave other than for sick leave, FMLA, or other approved leaves less than sixty (60) school days shall not be counted in determining length of service.

7.14 Job Sharing

Job sharing shall be defined as an employment arrangement proposed by two employees (each, a “partner”) or suggested by supervisors in which the partners share one position. One (1) position is defined as a full day assignment on a daily basis for one school year. A written proposal for job sharing will be considered under the following conditions:

- A. The written proposal for job sharing must be submitted for consideration to the Program Administrator and Director no later than March 1 of the year prior to the year for which the job sharing is proposed.
- B. The proposed job sharing will be in the best overall interest of the student(s), the program and member districts.

- C. The proposed job sharing is for a single entire school year. There will be no guarantee of job sharing or of employment in the same position with respect to the following school year.

Each of the partners is responsible for one half (1/2) of each regular school day (morning or afternoon) or the entire regular school day(s) each week mutually agreed upon with the Administration. Each of the partners will share responsibility for all other duties relating to the position, provided that both will attend all applicable building, district, and/or SASSED program meetings, student IEP/MDC meetings, parent teacher conferences, staff trainings, program planning meetings and any other responsibilities specific to the position being shared.

- D. The salary of each partner will be prorated based upon the time worked by such partner during the job sharing. Benefits available to employees, including medical and other insurance, sick leave and other benefits and compensation, as well as accumulation of time for purposes of rights to move a step on the salary schedule and to add a year of seniority, will be prorated on the same basis between the partners.
- E. If one partner is unable to complete the job share, the other partner will be responsible for the position.
- F. Neither the job sharing proposal nor approval or disapproval of it is subject to the grievance procedure set forth in Article IV of this Agreement.

7.15 Pay Periods

The maximum number of pay periods for employees shall be twenty-four (24). Pay periods shall be on the 15th and last day of the month.

7.16 Supplies/Budgets

A. Classroom Supplies

Classroom supplies are defined as the consumable instructional materials used in the classroom to enhance the education of students. Classroom supplies exclude furniture, technology equipment, other equipment, textbooks, software, etc.

A formal system of communicating employee supply requests will be developed to ensure that employees have the opportunity to communicate their supply needs to their program administrators. By March 1, program administrators will notify employees of the opportunity to submit a written request that specifies their supply needs for the next school term. In order for an employee's request to be considered, an employee is required to respond to this notice by March 31st. Program administrators will then consider the employees' requests and based upon the appropriateness of a request, program priorities and the availability of funds, the program administrators may grant

approval for an employee's request. Employees will be notified of their Administrator's decision by June 30th.

For employees that are being transferred to a new or existing classroom, consideration will be made by the program administrator of the additional needs that might be associated with a change of grade level, program and/or locations.

B. Reimbursement for Supplies

If an employee receives approval to purchase supplies with the use of personal funds, then he/she can request an expedited reimbursement after the purchase has been completed.

Reimbursement can be expedited for employees when purchases accumulate to \$50.00 or less. If the reimbursement request is under \$50.00 and the employee requests an early reimbursement, it will be issued from the convenience account maintained by the program administrator. Otherwise, reimbursement will occur after the next scheduled board meeting. All purchases require the prior approval from the program administrator before the date of purchase. Failure to obtain prior approval may result in the denial of reimbursement of any purchase. Employees with cash advances will follow the alternate procedures associated with cash advances.

ARTICLE VIII--TERMINATION OF AGREEMENT

8.1 Savings Clause

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

8.2 Effective Date and Duration

This Agreement shall be effective, to the extent feasible on the first teacher employment day of the 2024-2025 school term. This Agreement shall expire at 11:59 p.m. on the day prior to the commencement of the 2024-2025 school term based on the SASSED school calendar.

IN WITNESS WHEREOF



Chairperson
Board of Control, School Association
for Special Education DuPage



President
School Association for Special Education
DuPage Education Association, IEA-NEA

1-12-22

Date

1/11/22

Date

APPENDIX D—Annual Compensation Adjustments (Transferred Employees and Incorporated Employees)

In addition to compensation specified in the compensation schedule, there is additional compensation resulting from negotiation in the transfer of employees from other LEA’s. This annual adjustment for specified employees is as follows:

<u>Employee ID</u>	Current		Full Time	
	<u>FTE</u>	<u>\$</u>	<u>FTE</u>	<u>\$</u>
3044	1.00	4,396	1.00	4,396
3120	1.00	3,720	1.00	3,720

The following employees shall have their pay adjusted as follows, effective with the 2021-2022 school year:

Employee ID	Status
3649	Will be placed at MA+15, Step 19 on teacher/O&M salary schedule
3525	Will remain at BA, Step 30 with no additional increases (step or base) until increases exceed salary at 2020-2021 SY

APPENDIX E—HOURLY STIPENDS

The Board will pay an employee for the following work outside the regular workday when directed and pre-approved by the employee's supervisor:

	<u>FY (hourly rate)</u>		
	22	23	24
Health and Safety Committee Work	\$33	34	35
Emergency Planning	33	34	35
Curriculum	33	34	35
Mentoring (consulting teacher)	33	34	35
Chaperone per IEP	33	34	35
Bus Duty	33	34	35

The amounts paid under this Appendix E shall be prorated by the quarter hour.

FY22 TEACHER/O&M - 184 WORK DAYS

Step	BS	BS+12	BS+18	BS+24	MS	MS+9	MS+15	MS+30	MS+45
1	49,102	51,066	52,048	53,521	55,485	55,976	56,958	57,940	58,922
2	50,575	52,539	53,521	54,994	57,449	57,940	59,413	60,395	61,378
3	52,048	54,012	54,994	56,467	59,413	59,904	61,869	62,851	63,833
4	53,521	55,485	56,467	57,940	61,378	61,869	64,324	65,306	66,288
5	54,994	56,958	57,940	59,413	63,342	64,324	66,779	67,761	69,234
6	56,467	58,431	59,413	61,378	65,306	66,288	69,234	70,216	72,180
7	57,940	59,904	60,886	62,851	67,270	68,743	71,689	72,671	75,126
8	59,413	61,378	62,360	64,815	69,234	70,707	74,144	75,126	78,072
9	60,886	62,851	63,833	66,288	71,198	73,162	76,599	77,581	81,018
10	62,360	64,324	65,306	68,252	73,162	75,126	79,545	80,527	83,964
11	62,360	65,797	66,779	69,725	75,126	77,581	82,000	83,473	86,911
12	62,360	67,270	68,252	71,689	77,090	79,545	84,946	86,420	89,857
13	62,360	67,270	69,725	73,162	79,054	82,000	87,402	89,366	92,803
14	62,360	67,270	71,198	75,126	81,018	83,964	90,348	92,312	95,749
15	62,360	67,270	72,671	77,090	82,982	86,420	92,803	95,258	98,695
16	62,360	67,270	73,171	79,054	84,946	88,875	95,749	98,204	102,132
17	62,360	67,270	73,671	81,509	85,929	89,857	96,424	98,929	102,882
18	62,360	67,270	74,171	82,009	86,524	90,839	97,099	99,654	103,632
19	62,360	67,270	74,671	82,509	87,119	91,434	97,774	100,379	104,382
20	62,360	67,270	75,171	83,009	87,714	92,029	98,449	101,104	105,132
21	62,360	67,270	75,671	83,509	88,309	92,624	99,124	101,829	105,882
22	62,360	67,270	76,171	84,009	88,904	93,219	99,799	102,554	106,632
23	62,360	67,270	76,671	84,509	89,499	93,814	100,474	103,279	107,382
24	62,360	67,270	77,171	85,009	90,094	94,409	101,149	104,004	108,132
25	62,360	67,270	77,671	85,509	90,689	95,004	101,824	104,729	108,882
26	62,360	67,270	78,171	86,009	91,284	95,599	102,499	105,454	109,632
27	62,360	67,270	78,671	86,509	91,879	96,194	103,174	106,179	110,382
28	62,360	67,270	79,171	87,009	92,474	96,789	103,849	106,904	111,132
29	62,360	67,270	79,671	87,509	93,069	97,384	104,524	107,629	111,882
30	62,360	67,270	80,171	88,009	93,664	97,979	105,199	108,354	112,632
31	62,360	67,270	80,671	88,509	94,259	98,574	105,874	109,079	113,382
32	62,360	67,270	81,171	89,009	94,854	99,169	106,549	109,804	114,132
33	62,360	67,270	81,671	89,509	95,449	99,764	107,224	110,529	114,882
34	62,360	67,270	82,171	90,009	96,044	100,359	107,899	111,254	115,632
35	62,360	67,270	82,671	90,509	96,639	100,954	108,574	111,979	116,382
36	62,360	67,270	83,171	91,009	97,234	101,549	109,249	112,704	117,132
37	62,360	67,270	83,671	91,509	97,829	102,144	109,924	113,429	117,882
38	62,360	67,270	84,171	92,009	98,424	102,739	110,599	114,154	118,632
39	62,360	67,270	84,671	92,509	99,019	103,334	111,274	114,879	119,382
Longevity	0	0	500	500	595	595	675	725	750

FY23 TEACHER/O&M - 184 WORK DAYS

Step	BS	BS+12	BS+18	BS+24	MS	MS+9	MS+15	MS+30	MS+45
1	50,084	52,087	53,089	54,592	56,595	57,096	58,097	59,099	60,101
2	51,587	53,590	54,592	56,094	58,598	59,099	60,602	61,603	62,605
3	53,089	55,092	56,094	57,597	60,602	61,102	63,106	64,108	65,109
4	54,592	56,595	57,597	59,099	62,605	63,106	65,610	66,612	67,613
5	56,094	58,097	59,099	60,602	64,608	65,610	68,114	69,116	70,618
6	57,597	59,600	60,602	62,605	66,612	67,613	70,618	71,620	73,623
7	59,099	61,102	62,104	64,108	68,615	70,118	73,123	74,124	76,629
8	60,602	62,605	63,607	66,111	70,618	72,121	75,627	76,629	79,634
9	62,104	64,108	65,109	67,613	72,622	74,625	78,131	79,133	82,639
10	63,607	65,610	66,612	69,617	74,625	76,629	81,136	82,138	85,644
11	63,607	67,113	68,114	71,119	76,629	79,133	83,640	85,143	88,649
12	63,607	68,615	69,617	73,123	78,632	81,136	86,645	88,148	91,654
13	63,607	68,615	71,119	74,625	80,635	83,640	89,150	91,153	94,659
14	63,607	68,615	72,622	76,629	82,639	85,644	92,155	94,158	97,664
15	63,607	68,615	74,124	78,632	84,642	88,148	94,659	97,163	100,669
16	63,607	68,615	74,624	80,635	86,645	90,652	97,664	100,168	104,175
17	63,607	68,615	75,124	83,139	87,647	91,654	98,339	100,893	104,925
18	63,607	68,615	75,624	83,639	88,242	92,655	99,014	101,618	105,675
19	63,607	68,615	76,124	84,139	88,837	93,250	99,689	102,343	106,425
20	63,607	68,615	76,624	84,639	89,432	93,845	100,364	103,068	107,175
21	63,607	68,615	77,124	85,139	90,027	94,440	101,039	103,793	107,925
22	63,607	68,615	77,624	85,639	90,622	95,035	101,714	104,518	108,675
23	63,607	68,615	78,124	86,139	91,217	95,630	102,389	105,243	109,425
24	63,607	68,615	78,624	86,639	91,812	96,225	103,064	105,968	110,175
25	63,607	68,615	79,124	87,139	92,407	96,820	103,739	106,693	110,925
26	63,607	68,615	79,624	87,639	93,002	97,415	104,414	107,418	111,675
27	63,607	68,615	80,124	88,139	93,597	98,010	105,089	108,143	112,425
28	63,607	68,615	80,624	88,639	94,192	98,605	105,764	108,868	113,175
29	63,607	68,615	81,124	89,139	94,787	99,200	106,439	109,593	113,925
30	63,607	68,615	81,624	89,639	95,382	99,795	107,114	110,318	114,675
31	63,607	68,615	82,124	90,139	95,977	100,390	107,789	111,043	115,425
32	63,607	68,615	82,624	90,639	96,572	100,985	108,464	111,768	116,175
33	63,607	68,615	83,124	91,139	97,167	101,580	109,139	112,493	116,925
34	63,607	68,615	83,624	91,639	97,762	102,175	109,814	113,218	117,675
35	63,607	68,615	84,124	92,139	98,357	102,770	110,489	113,943	118,425
36	63,607	68,615	84,624	92,639	98,952	103,365	111,164	114,668	119,175
37	63,607	68,615	85,124	93,139	99,547	103,960	111,839	115,393	119,925
38	63,607	68,615	85,624	93,639	100,142	104,555	112,514	116,118	120,675
39	63,607	68,615	86,124	94,139	100,737	105,150	113,189	116,843	121,425
Longevity	0	0	500	500	595	595	675	725	750

FY24 TEACHER/O&M - 184 WORK DAYS

Step	BS	BS+12	BS+18	BS+24	MS	MS+9	MS+15	MS+30	MS+45
1	51,086	53,129	54,151	55,684	57,727	58,238	59,260	60,281	61,303
2	52,619	54,662	55,684	57,216	59,771	60,281	61,814	62,836	63,858
3	54,151	56,195	57,216	58,749	61,814	62,325	64,368	65,390	66,412
4	55,684	57,727	58,749	60,281	63,858	64,368	66,923	67,944	68,966
5	57,216	59,260	60,281	61,814	65,901	66,923	69,477	70,499	72,031
6	58,749	60,792	61,814	63,858	67,944	68,966	72,031	73,053	75,096
7	60,281	62,325	63,347	65,390	69,988	71,520	74,586	75,607	78,162
8	61,814	63,858	64,879	67,434	72,031	73,564	77,140	78,162	81,227
9	63,347	65,390	66,412	68,966	74,075	76,118	79,694	80,716	84,292
10	64,879	66,923	67,944	71,010	76,118	78,162	82,759	83,781	87,357
11	64,879	68,455	69,477	72,542	78,162	80,716	85,314	86,846	90,422
12	64,879	69,988	71,010	74,586	80,205	82,759	88,379	89,911	93,487
13	64,879	69,988	72,542	76,118	82,248	85,314	90,933	92,977	96,553
14	64,879	69,988	74,075	78,162	84,292	87,357	93,998	96,042	99,618
15	64,879	69,988	75,607	80,205	86,335	89,911	96,553	99,107	102,683
16	64,879	69,988	76,107	82,248	88,379	92,466	99,618	102,172	106,259
17	64,879	69,988	76,607	84,803	89,401	93,487	100,293	102,897	107,009
18	64,879	69,988	77,107	85,303	89,996	94,509	100,968	103,622	107,759
19	64,879	69,988	77,607	85,803	90,591	95,104	101,643	104,347	108,509
20	64,879	69,988	78,107	86,303	91,186	95,699	102,318	105,072	109,259
21	64,879	69,988	78,607	86,803	91,781	96,294	102,993	105,797	110,009
22	64,879	69,988	79,107	87,303	92,376	96,889	103,668	106,522	110,759
23	64,879	69,988	79,607	87,803	92,971	97,484	104,343	107,247	111,509
24	64,879	69,988	80,107	88,303	93,566	98,079	105,018	107,972	112,259
25	64,879	69,988	80,607	88,803	94,161	98,674	105,693	108,697	113,009
26	64,879	69,988	81,107	89,303	94,756	99,269	106,368	109,422	113,759
27	64,879	69,988	81,607	89,803	95,351	99,864	107,043	110,147	114,509
28	64,879	69,988	82,107	90,303	95,946	100,459	107,718	110,872	115,259
29	64,879	69,988	82,607	90,803	96,541	101,054	108,393	111,597	116,009
30	64,879	69,988	83,107	91,303	97,136	101,649	109,068	112,322	116,759
31	64,879	69,988	83,607	91,803	97,731	102,244	109,743	113,047	117,509
32	64,879	69,988	84,107	92,303	98,326	102,839	110,418	113,772	118,259
33	64,879	69,988	84,607	92,803	98,921	103,434	111,093	114,497	119,009
34	64,879	69,988	85,107	93,303	99,516	104,029	111,768	115,222	119,759
35	64,879	69,988	85,607	93,803	100,111	104,624	112,443	115,947	120,509
36	64,879	69,988	86,107	94,303	100,706	105,219	113,118	116,672	121,259
37	64,879	69,988	86,607	94,803	101,301	105,814	113,793	117,397	122,009
38	64,879	69,988	87,107	95,303	101,896	106,409	114,468	118,122	122,759
39	64,879	69,988	87,607	95,803	102,491	107,004	115,143	118,847	123,509
Longevity	0	0	500	500	595	595	675	725	750

FY22 SW-PSYCH-NURSES - 189 WORK DAYS

Step	BS	BS+24	MS	MS+15	MS+30	MS+45
1	51,614	56,259	58,324	58,840	59,872	60,905
2	53,162	57,808	60,388	60,905	62,453	63,485
3	54,711	59,356	62,453	62,969	65,034	66,066
4	56,259	60,905	64,518	65,034	67,614	68,647
5	57,808	62,453	66,582	67,614	70,195	71,227
6	59,356	64,518	68,647	69,679	72,776	73,808
7	60,905	66,066	70,711	72,260	75,357	76,389
8	62,453	68,131	72,776	74,324	77,937	78,970
9	64,001	69,679	74,840	76,905	80,518	81,550
10	65,550	71,744	76,905	78,970	83,615	84,647
11	65,550	73,292	78,970	81,550	86,195	87,744
12	65,550	75,357	81,034	83,615	89,292	90,841
13	65,550	76,905	83,099	86,195	91,873	93,938
14	65,550	78,970	85,163	88,260	94,970	97,034
15	65,550	81,034	87,228	90,841	97,551	100,131
16	65,550	83,599	89,292	93,421	100,647	103,228
17	65,550	86,679	90,325	94,454	101,322	103,953
18	65,550	87,179	90,920	95,486	101,997	104,678
19	65,550	87,679	91,515	96,081	102,672	105,403
20	65,550	88,179	92,110	96,676	103,347	106,128
21	65,550	88,679	92,705	97,271	104,022	106,853
22	65,550	89,179	93,300	97,866	104,697	107,578
23	65,550	89,679	93,895	98,461	105,372	108,303
24	65,550	90,179	94,490	99,056	106,047	109,028
25	65,550	90,679	95,085	99,651	106,722	109,753
26	65,550	91,179	95,680	100,246	107,397	110,478
27	65,550	91,679	96,275	100,841	108,072	111,203
28	65,550	92,179	96,870	101,436	108,747	111,928
29	65,550	92,679	97,465	102,031	109,422	112,653
30	65,550	93,179	98,060	102,626	110,097	113,378
31	65,550	93,679	98,655	103,221	110,772	114,103
32	65,550	94,179	99,250	103,816	111,447	114,828
33	65,550	94,679	99,845	104,411	112,122	115,553
34	65,550	95,179	100,440	105,006	112,797	116,278
35	65,550	95,679	101,035	105,601	113,472	117,003
36	65,550	96,179	101,630	106,196	114,147	117,728
37	65,550	96,679	102,225	106,791	114,822	118,453
38	65,550	97,179	102,820	107,386	115,497	119,178
39	65,550	97,679	103,415	107,981	116,172	119,903
Longevity	0	500	595	595	675	725

FY23 SW-PSYCH-NURSES - 189 WORK DAYS

Step	BS	BS+24	MS	MS+15	MS+30	MS+45
1	52,646	57,384	59,490	60,017	61,070	62,123
2	54,226	58,964	61,596	62,123	63,702	64,755
3	55,805	60,543	63,702	64,228	66,334	67,387
4	57,384	62,123	65,808	66,334	68,967	70,020
5	58,964	63,702	67,914	68,967	71,599	72,652
6	60,543	65,808	70,020	71,072	74,231	75,284
7	62,123	67,387	72,125	73,705	76,864	77,916
8	63,702	69,493	74,231	75,811	79,496	80,549
9	65,281	71,072	76,337	78,443	82,128	83,181
10	66,861	73,178	78,443	80,549	85,287	86,340
11	66,861	74,758	80,549	83,181	87,919	89,499
12	66,861	76,864	82,655	85,287	91,078	92,657
13	66,861	78,443	84,761	87,919	93,710	95,816
14	66,861	80,549	86,866	90,025	96,869	98,975
15	66,861	82,655	88,972	92,657	99,501	102,134
16	66,861	83,599	91,078	95,290	102,660	105,293
17	66,861	86,679	92,131	96,343	103,335	106,018
18	66,861	87,179	92,726	97,396	104,010	106,743
19	66,861	87,679	93,321	97,991	104,685	107,468
20	66,861	88,179	93,916	98,586	105,360	108,193
21	66,861	88,679	94,511	99,181	106,035	108,918
22	66,861	89,179	95,106	99,776	106,710	109,643
23	66,861	89,679	95,701	100,371	107,385	110,368
24	66,861	90,179	96,296	100,966	108,060	111,093
25	66,861	90,679	96,891	101,561	108,735	111,818
26	66,861	91,179	97,486	102,156	109,410	112,543
27	66,861	91,679	98,081	102,751	110,085	113,268
28	66,861	92,179	98,676	103,346	110,760	113,993
29	66,861	92,679	99,271	103,941	111,435	114,718
30	66,861	93,179	99,866	104,536	112,110	115,443
31	66,861	93,679	100,461	105,131	112,785	116,168
32	66,861	94,179	101,056	105,726	113,460	116,893
33	66,861	94,679	101,651	106,321	114,135	117,618
34	66,861	95,179	102,246	106,916	114,810	118,343
35	66,861	95,679	102,841	107,511	115,485	119,068
36	66,861	96,179	103,436	108,106	116,160	119,793
37	66,861	96,679	104,031	108,701	116,835	120,518
38	66,861	97,179	104,626	109,296	117,510	121,243
39	66,861	97,679	105,221	109,891	118,185	121,968
Longevity	0	500	595	595	675	725

FY24 SW-PSYCH-NURSES - 189 WORK DAYS

Step	BS	BS+24	MS	MS+15	MS+30	MS+45
1	53,699	58,532	60,680	61,217	62,291	63,365
2	55,310	60,143	62,828	63,365	64,976	66,050
3	56,921	61,754	64,976	65,513	67,661	68,735
4	58,532	63,365	67,124	67,661	70,346	71,420
5	60,143	64,976	69,272	70,346	73,031	74,105
6	61,754	67,124	71,420	72,494	75,715	76,789
7	63,365	68,735	73,568	75,178	78,400	79,474
8	64,976	70,883	75,715	77,326	81,085	82,159
9	66,587	72,494	77,863	80,011	83,770	84,844
10	68,198	74,641	80,011	82,159	86,992	88,066
11	68,198	76,252	82,159	84,844	89,677	91,288
12	68,198	78,400	84,307	86,992	92,899	94,510
13	68,198	80,011	86,455	89,677	95,584	97,732
14	68,198	82,159	88,603	91,825	98,806	100,954
15	68,198	84,307	90,751	94,510	101,491	104,176
16	68,198	86,955	92,899	97,195	104,713	107,398
17	68,198	90,140	93,973	98,269	105,388	108,123
18	68,198	90,640	94,568	99,343	106,063	108,848
19	68,198	91,140	95,163	99,938	106,738	109,573
20	68,198	91,640	95,758	100,533	107,413	110,298
21	68,198	92,140	96,353	101,128	108,088	111,023
22	68,198	92,640	96,948	101,723	108,763	111,748
23	68,198	93,140	97,543	102,318	109,438	112,473
24	68,198	93,640	98,138	102,913	110,113	113,198
25	68,198	94,140	98,733	103,508	110,788	113,923
26	68,198	94,640	99,328	104,103	111,463	114,648
27	68,198	95,140	99,923	104,698	112,138	115,373
28	68,198	95,640	100,518	105,293	112,813	116,098
29	68,198	96,140	101,113	105,888	113,488	116,823
30	68,198	96,640	101,708	106,483	114,163	117,548
31	68,198	97,140	102,303	107,078	114,838	118,273
32	68,198	97,640	102,898	107,673	115,513	118,998
33	68,198	98,140	103,493	108,268	116,188	119,723
34	68,198	98,640	104,088	108,863	116,863	120,448
35	68,198	99,140	104,683	109,458	117,538	121,173
36	68,198	99,640	105,278	110,053	118,213	121,898
37	68,198	100,140	105,873	110,648	118,888	122,623
38	68,198	100,640	106,468	111,243	119,563	123,348
39	68,198	101,140	107,063	111,838	120,238	124,073
Longevity	0	500	595	595	675	725

FY22 BMS - 195 WORK DAYS

Step	MS	MS+15	MS+30	MS+45	DR
1	60,183	60,716	61,781	62,846	63,911
2	62,314	62,846	64,444	65,509	66,574
3	64,444	64,977	67,107	68,172	69,237
4	66,574	67,107	69,770	70,835	71,900
5	68,705	69,770	72,433	73,498	75,096
6	70,835	71,900	75,096	76,161	78,291
7	72,965	74,563	77,759	78,824	81,487
8	75,096	76,694	80,422	81,487	84,683
9	77,226	79,357	83,085	84,150	87,878
10	79,357	81,487	86,280	87,346	91,074
11	81,487	84,150	88,943	90,541	94,269
12	83,617	86,280	92,139	93,737	97,465
13	85,748	88,943	94,802	96,932	100,660
14	87,878	91,074	97,997	100,128	103,856
15	90,009	93,737	100,660	103,323	107,052
16	92,139	96,400	103,856	106,519	110,780
17	93,204	97,465	104,531	107,244	111,530
18	93,799	98,530	105,206	107,969	112,280
19	94,394	99,125	105,881	108,694	113,030
20	94,989	99,720	106,556	109,419	113,780
21	95,584	100,315	107,231	110,144	114,530
22	96,179	100,910	107,906	110,869	115,280
23	96,774	101,505	108,581	111,594	116,030
24	97,369	102,100	109,256	112,319	116,780
25	97,964	102,695	109,931	113,044	117,530
26	98,559	103,290	110,606	113,769	118,280
27	99,154	103,885	111,281	114,494	119,030
28	99,749	104,480	111,956	115,219	119,780
29	100,344	105,075	112,631	115,944	120,530
30	100,939	105,670	113,306	116,669	121,280
31	101,534	106,265	113,981	117,394	122,030
32	102,129	106,860	114,656	118,119	122,780
33	102,724	107,455	115,331	118,844	123,530
34	103,319	108,050	116,006	119,569	124,280
35	103,914	108,645	116,681	120,294	125,030
36	104,509	109,240	117,356	121,019	125,780
37	105,104	109,835	118,031	121,744	126,530
38	105,699	110,430	118,706	122,469	127,280
39	106,294	111,025	119,381	123,194	128,030
Longevity	595	595	675	725	750

FY23 BMS - 195 WORK DAYS

Step	MS	MS+15	MS+30	MS+45	DR
1	61,387	61,931	63,017	64,104	65,190
2	63,560	64,104	65,733	66,820	67,907
3	65,733	66,277	68,450	69,536	70,623
4	67,907	68,450	71,166	72,253	73,339
5	70,080	71,166	73,882	74,969	76,599
6	72,253	73,339	76,599	77,685	79,858
7	74,426	76,055	79,315	80,401	83,118
8	76,599	78,228	82,031	83,118	86,377
9	78,772	80,945	84,747	85,834	89,637
10	80,945	83,118	88,007	89,093	92,896
11	83,118	85,834	90,723	92,353	96,156
12	85,291	88,007	93,983	95,612	99,415
13	87,464	90,723	96,699	98,872	102,675
14	89,637	92,896	99,958	102,131	105,934
15	91,810	95,612	102,675	105,391	109,194
16	93,983	98,329	105,934	108,650	112,996
17	95,069	99,415	106,609	109,375	113,746
18	95,664	100,502	107,284	110,100	114,496
19	96,259	101,097	107,959	110,825	115,246
20	96,854	101,692	108,634	111,550	115,996
21	97,449	102,287	109,309	112,275	116,746
22	98,044	102,882	109,984	113,000	117,496
23	98,639	103,477	110,659	113,725	118,246
24	99,234	104,072	111,334	114,450	118,996
25	99,829	104,667	112,009	115,175	119,746
26	100,424	105,262	112,684	115,900	120,496
27	101,019	105,857	113,359	116,625	121,246
28	101,614	106,452	114,034	117,350	121,996
29	102,209	107,047	114,709	118,075	122,746
30	102,804	107,642	115,384	118,800	123,496
31	103,399	108,237	116,059	119,525	124,246
32	103,994	108,832	116,734	120,250	124,996
33	104,589	109,427	117,409	120,975	125,746
34	105,184	110,022	118,084	121,700	126,496
35	105,779	110,617	118,759	122,425	127,246
36	106,374	111,212	119,434	123,150	127,996
37	106,969	111,807	120,109	123,875	128,746
38	107,564	112,402	120,784	124,600	129,496
39	108,159	112,997	121,459	125,325	130,246
Longevity	595	595	675	725	750

FY24 BMS - 195 WORK DAYS

Step	MS	MS+15	MS+30	MS+45	DR
1	62,615	63,169	64,277	65,386	66,494
2	64,831	65,386	67,048	68,156	69,264
3	67,048	67,602	69,818	70,927	72,035
4	69,264	69,818	72,589	73,697	74,806
5	71,481	72,589	75,360	76,468	78,130
6	73,697	74,806	78,130	79,238	81,455
7	75,914	77,576	80,901	82,009	84,780
8	78,130	79,793	83,671	84,780	88,104
9	80,347	82,563	86,442	87,550	91,429
10	82,563	84,780	89,767	90,875	94,754
11	84,780	87,550	92,537	94,200	98,078
12	86,996	89,767	95,862	97,524	101,403
13	89,213	92,537	98,632	100,849	104,728
14	91,429	94,754	101,957	104,174	108,052
15	93,645	97,524	104,728	107,498	111,377
16	95,862	100,295	108,052	110,823	115,256
17	96,970	101,403	108,727	111,548	116,006
18	97,565	102,511	109,402	112,273	116,756
19	98,160	103,106	110,077	112,998	117,506
20	98,755	103,701	110,752	113,723	118,256
21	99,350	104,296	111,427	114,448	119,006
22	99,945	104,891	112,102	115,173	119,756
23	100,540	105,486	112,777	115,898	120,506
24	101,135	106,081	113,452	116,623	121,256
25	101,730	106,676	114,127	117,348	122,006
26	102,325	107,271	114,802	118,073	122,756
27	102,920	107,866	115,477	118,798	123,506
28	103,515	108,461	116,152	119,523	124,256
29	104,110	109,056	116,827	120,248	125,006
30	104,705	109,651	117,502	120,973	125,756
31	105,300	110,246	118,177	121,698	126,506
32	105,895	110,841	118,852	122,423	127,256
33	106,490	111,436	119,527	123,148	128,006
34	107,085	112,031	120,202	123,873	128,756
35	107,680	112,626	120,877	124,598	129,506
36	108,275	113,221	121,552	125,323	130,256
37	108,870	113,816	122,227	126,048	131,006
38	109,465	114,411	122,902	126,773	131,756
39	110,060	115,006	123,577	127,498	132,506
Longevity	595	595	675	725	750

MEMORANDUM OF UNDERSTANDING

RE: Evaluation Plan and Evaluation Committee

This Memorandum of Understanding (the “MOU”) is entered into by and between the SASED Board of Control (the “Board”) and the SASED Education Association, IEA-NEA (the “Association”), regarding the SASED Evaluation Plan and the Evaluation Committee. The Board and the Association agree as follows:

1. The SASED Evaluation Plan to be addressed by the Evaluation Committee as indicated in this MOU will include the following:
 - a. If an employee receives a summative rating of “Needs Improvement” (“NI”) for the first time, a specific “NI Plan” will be developed and a second evaluation will be conducted. However, if the timeframe does not allow for the completion of the second evaluation before the mandatory posting of the sequence of honorable dismissal list (based on groupings) for reduction in force, the affected employee will be excluded from the NI grouping (Grouping 2) and placed in Grouping 3. This exclusion from Grouping 2 applies only to those who have never before received a summative rating of NI during their employment at SASED. This subsection shall be submitted to the RIF Joint Committee for approval.
 - b. If based on conditions related to the Supervisor, a scheduled evaluation is not completed for the school year, the employee’s evaluation rating for purposes of the sequence of honorable dismissal list for the year will be deemed “Proficient” unless the effected employee's previous rating was excellent. Should an employee previously rated “Excellent” in his/her last evaluation cycle not receive an evaluation, his/her default rating for the year will be deemed “Excellent”. This subsection shall not apply if there has been no prior evaluation of the employee.
2. The SASED Administration will create a guidance document for evaluators which clearly identifies the need to interpret the existing rubric with consideration of variations in students due to grade level, disability and severity of needs.
3. An Evaluation Committee will be formed to address the following:
 - a. Review/revise the teachers rubric;
 - b. Review/revise the related service rubrics;
 - c. Investigate component redundancy within and between domains that could affect ratings; and
 - d. Develop the off-year professional growth plan format/option.

4. This MOU shall not be deemed a violation of any other Agreement between the Board and the Association. Except in the case of an alleged violation of this MOU, neither bargaining unit employees nor the Association shall present or raise, for any reason, this MOU or its terms or conditions in any subsequent grievance, arbitration or other proceeding regarding the interpretation, application or implementation of the Collective Bargaining Agreement. The terms and provisions of this MOU shall not otherwise be considered as setting precedent or past practice, or serve as a basis for a grievance.

Board of Control, School Association
for Special Education DuPage



Chairperson

School Association for Special Education
DuPage Education Association, IEA-NEA



President

Date: 1-12-22

Date: 1/11/22

MEMORANDUM OF UNDERSTANDING

The Board of Directors ("Board") of the School Association for Special Education in DuPage County ("SASED") and the SASED Education Association, IEA-NEA ("Association") hereby agree as follows:

1. The Board and the Association are parties to a collective bargaining agreement for the time period from August 2022 to 11:59 pm on the day prior to the commencement of the 2024-2025 school term based on the SASED school calendar ("the CBA").
2. The Board and the Association agree that the CBA will be extended for two (2) additional years, beginning on the first day of the 2024-2025 school term based on the SASED school calendar, and ending at 11:59 pm on the day prior to the commencement of the 2026-2027 school term based on the SASED school calendar.
3. For the term of the extension, salary increases shall be as follows:
 - a. For 2024-2025: Each cell of the FY24 salary schedules shall be increased by three and one-half percent (3.5%).
 - b. For 2025-2026: Each cell of the FY25 salary schedules shall be increased by three and one-quarter percent (3.25%).
 - c. Increases continue to be subject to the following provision in Article V (Compensation), Section 5.1, Subsection C: "In no event will an employee's total annual year to year creditable earnings increase exceed six percent (6%)."
4. To the extent of any conflict or inconsistency between this Memorandum of Understanding and the CBA, the provisions of this Memorandum of Understanding shall control. The CBA shall otherwise remain in full force and effect until 11:59 pm on the day prior to the commencement of the 2026-2027 school term based on the SASED school calendar.

IN WITNESS WHEREOF, the Board and the Association, by their duly authorized representatives, have approved and signed this Memorandum of Understanding on the dates indicated below.

BOARD OF DIRECTORS OF SASED

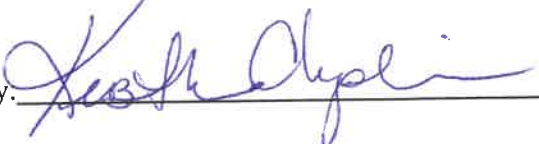
By: 
Chairperson

Date: 3-20-2024

Attest: 
Secretary

Date: 3/20/2024

SASED EDUCATION ASSOCIATION, IEA-NEA

By: 
Secretary

Date: 3/21/2024