

AGREEMENT

SCHOOL ASSOCIATION FOR SPECIAL EDUCATION IN DUPAGE  
SUPPORT STAFF ASSOCIATION,  
IEA-NEA

AND

BOARD OF DIRECTORS - SCHOOL ASSOCIATION FOR SPECIAL  
EDUCATION IN DUPAGE

FY 2024 - FY 2026

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## ARTICLE I

### **RECOGNITION AND PROCEDURES**

#### **1.1 Recognition**

The S.A.S.E.D. (School Association for Special Education in DuPage) Board of Directors, hereinafter referred to as the "Board," hereby recognizes the SASED Support Staff Association, IEA-NEA, hereinafter referred to as the "Association," as the exclusive and sole negotiation representative for all full-time and part-time teaching assistants, signing assistants, medical assistants, crisis interventionist specialists, interpreters, movement specialists, closed captioners and bus drivers excluding all secretarial employees, custodial and maintenance employees, grant employees, licensed professionals, orientation and mobility specialists and all supervisors, managerial, and confidential employees as defined by the Illinois Educational Labor Relations Act.

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

Employees that work at least six and one half (6.5) compensable hours per day will be considered full time.

#### **1.2 Negotiation Procedures**

- A. The Board and Association agree that they will confer upon their respective representatives the necessary power and authority to make proposals, counter-proposals, 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. The Agreement will be posted on the SASED website and a signed original returned to the Association after ratification by the Association and the Board.
- C. Negotiations shall begin no later than March 1 of the final year of the Agreement, unless both parties agree to an alternate date. Meetings will be held as necessary at times and places agreed to by both parties.
- D. If by mutual agreement negotiations are conducted during regular work hours, release time shall be provided for the Association's negotiating committee members. This release time is not to be deducted from the Association leave time.

## ARTICLE II

### **ASSOCIATION RIGHTS, MANAGEMENT RIGHTS & NO STRIKE**

#### **2.1 Association Rights**

- A. Access to Board Policies. 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 Administration Center.
- B. Board Meeting Agenda and Packet. A copy of the agenda of the regular meetings and a summary of such meetings of the Board shall be posted on the website and in the Administration Center. The Association President shall also receive a copy of the public Board packet materials by electronic means by not later than forty-eight (48) hours prior to the scheduled Board of Directors meeting.
- C. Use of SASSED Buildings, Mailboxes and Equipment. 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.
  2. Use employee mailboxes, SASSED email 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. The Association acknowledges the inherent lack of privacy when the SASSED email system is used.
  3. Use Board computer and/or copier machines outside of the workday, with express knowledge of Administration, and when such are not required for Board purposes, provided the Association shall reimburse the Board \$.05 per page within forty-five (45) calendar days of billing for all consumable materials used, machine charges, and damage occasioned by such use.
- D. Employee Information. The Administration will provide the Association with an unofficial listing of the names and employment status of all bargaining unit employees on the first day of school in an effort to assist the Association in processing membership.

The Administration shall provide the President of the Association with access to a complete listing of names, cell phone numbers (if in the Administration's possession), schools and program classification of all bargaining unit members by September 30 and monthly thereafter.

- E. Collective Bargaining Agreement. An electronic copy of this Agreement will be accessible to new employees through multiple points on the SASSED website.
- F. Association Leave. The Association shall be permitted, with the approval of the Director, to utilize up to eight (8) days per school year for Association activities which can be used in hourly increments. Notice of intention to utilize such days, including the identities of the employees(s) involved, shall be given to the Director or designee in writing 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.
- G. Attendance at Board Meetings. For any Board meetings occurring during school hours, up to two (2) Association members from two (2) separate classrooms shall receive release time to travel to and attend the meeting upon providing one (1) week's prior notice of such intent to attend in SASSED's absence management system.

## **2.2 Dues Deduction**

- A. Prior to the Board deducting membership dues for the school term, the Association shall certify the amounts of the regular membership dues in writing to Human Resources by August 30.

In addition to the annual certification above, regular membership dues shall be deducted only after the Association provides Human Resources with a dues check off form signed by the authorizing employee. The signed check off form shall state the amount of the deduction for the initial school year of the deduction. A new check off form for the deduction of regular membership dues is not required on an annual basis.

Dues deductions for the school term will begin with the September 15 payroll provided Human Resources receives the annual certification and signed dues check off forms from the Association. Dues deductions shall continue through the June 30 payroll.

SASSED will not be required to make any adjustments in dues deductions for an employee who terminates employment before the end of the school term.

- B. The Association agrees to defend, indemnify, and save the Board harmless against any claims, demands, suits, or other forms of liability which may arise by reason of any action taken by the Board in complying with the provisions of this Section, provided that this Section shall not apply to any claim, demand, suit or other form of liability which may arise as a result of the Board's failure to comply with the obligations imposed upon it by this Section.

## **2.3 Management Rights**

The Board of Directors 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 organization 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 all 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.

#### **2.4 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 full-time employee who begins work at the start of the school term will be granted the paid sick leave days indicated below. Sick day allotment will be pro-rated for the first year for full-time employees who begin work after the start of the school term. Each part-time employee covered by this Agreement shall be entitled to sick leave on a pro-rated basis.

<u>Year</u>	<u>Sick Days</u>
1	10
2	10
3	10
4	11
5	13

**B. Other Conditions of Sick Leave (For all employees)**

Employees may utilize sick leave on an hourly basis, or in one half (1/2) day or full-day increments.

Sick leave shall accumulate to a maximum of 325 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 or 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.



### C. Personal Business Leave

Employees who began work prior to the 2015-2016 school year shall be entitled to two (2) days of personal business leave per school term without loss of pay.

Beginning with the 2015-2016 school year, each first, second and third year employee shall be entitled to one (1) day of personal business leave per school term without loss of pay. Each fourth year and greater employee shall be entitled to two (2) days of personal business leave per school term without loss of pay.

Employees may use personal business leave time on an hourly basis, or in one half (1/2) day or full-day increments. Unused leave shall be added to accumulated sick leave at the end of the day on the last day of school.

Part-time employees shall be entitled to personal business leave on a pro-rated basis rounded to the nearest hour.

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) 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 sole discretion for good cause shown and such waiver shall be non-precedential. Personal leave shall not be utilized for illness but 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 his/her 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 which may be taken in one half(1/2) day increments, for emergencies to be approved as soon as possible. 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.

#### D. Extended Parental Leave

An unpaid parental leave may be granted to an employee by action of the Board with consideration of extenuating circumstances. The terms of such leave shall not be considered in computing full-time employment for purposes of seniority or determining non-probationary status. The length of the granted leave shall not exceed the balance of the school term in which it commences and up to one (1) additional school term. The granting of parental leave to any employee shall not constitute a precedent for granting or withholding of leave to any other non-probationary employee. Each request shall be judged on its own merits and shall be within the sole discretion of the Board. Additional conditions or restrictions may be established for any such leave, provided nothing herein shall be construed as requiring any employee to apply for such leave or accept the conditions established therefore.

#### E. FMLA Leave

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; and
  - 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 SASED for at least twelve (12) months (the 12 months need not be consecutive) and have actively worked at least 1175 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 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, SASSED 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.
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.

G. Extended Leave of Absence

The Board may grant a non-probationary employee an unpaid leave of absence for a period not to exceed one (1) year. 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.

The employee must request the leave in writing to the Director to be submitted to the board at least thirty (30) days in advance of the requested commencement of the leave.

H. Bereavement Leave

Employees shall be granted up to three (3) days of bereavement leave for the death of an immediate family member. The immediate family shall be defined as in 3.1.B and include grandparents-in law. Bereavement leave shall not accumulate in any form.

Part-time employees shall be entitled to bereavement leave on a pro-rated basis.

**3.2 Conditions of Leaves**

A. Compensation Advancement

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

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 within thirty (30) days of billing, to the SASSED Business Office or designee.

### **3.3 Professional Leaves and Conferences**

The Executive Director may grant paid time off to attend professional conferences and/or training sessions. The Executive 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 Executive 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 staff member 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 staff member is unable to work, and receives temporary total disability compensation, he/she may use one-third (1/3) of a sick leave day,
3. Staff members 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.

## 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 except during the summer recess when days shall mean those when the business office shall be operating.
- C. Association representatives 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, a union 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 a written grievance at this step shall be no later than twenty (20) days following the occurrence complained of as the basis for the grievance or within twenty (20) 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) days after receipt of the grievance. 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) 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) days after receipt of the Step A answer. The Director or designee shall arrange for a meeting to take place within ten (10) 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, as it deems necessary to develop facts pertinent to the grievance. Upon conclusion of the meeting, the Director or designee shall have ten (10) 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) days after receiving the Step B decision of the Executive Director, the Association and/or the employee 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 or the Federal Mediation and Conciliation Services can be contacted to act as the Administrator of the proceedings. If a demand for arbitration is not filed within thirty (30) calendar days of the date for 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.

**4.8 Extension of Time Limits**

All time limits within the grievance procedures may be extended by mutual agreement of the Association and the Director or designee. Such agreement shall be reduced to writing and signed by both parties.

## ARTICLE V

### COMPENSATION

#### 5.1 Salary

2023-2024 CPI for calendar year 2021 used under the PTELL (5%).

2024-2025 CPI for calendar year 2022 used under the PTELL (5%).

2025-2026 CPI for calendar year 2023 used under the PTELL, but not less than 4.00% or greater than 4.00%.

In each year of this Agreement the starting hourly rates for newly hired employees will increase from the previous year's starting hourly rate as identified above and stated in Appendix A.

In no event shall an employee receive total TRS or IMRF creditable earnings in excess of six percent (6%) over the previous year's TRS or IMRF creditable earnings, regardless of the duties performed that year.

Newly hired SASSED employees shall not be hired at an hourly rate that exceeds the average hourly rate of the current group of SASSED employees with the same education and experience as the newly hired SASSED employee.

#### A. Longevity Stipend

Having completed ten (10) years of continuous employment with SASSED, an employee will receive a 1% increase to their hourly rate.

Having completed fifteen (15) years of continuous employment with SASSED, an employee will receive a 1.5% increase to their hourly rate.

Having completed twenty (20) years of continuous employment with SASSED, an employee will receive a 2% increase to their hourly rate.

Having completed twenty-five (25) years of continuous employment with SASSED, an employee will receive a one-time lump sum payment of \$750.00.

Having completed thirty (30) years of continuous employment with SASSED, an employee will receive a one-time lump sum payment of \$1,000.00.

#### B. Continuing Education Incentive

In order to support employee efforts to further their formal education, the Board will provide incentives for those who complete additional coursework during their employment with SASSED.

1. Based on their status at hire, and upon verification of completed coursework and the granting of semester hours from an accredited college or university, employees will be eligible for the following one-time adjustment to their hourly rate:



The completion of a 4-year degree, obtaining a substitute teacher license and the willingness to substitute - 10% increase to the hourly rate.

2. Based on their status at hire, verification of completed coursework and the granting of semester hours or a degree from an accredited college or university, and verification of professional educator license as a special educator, employees will be eligible for a one-time 15% increase to their hourly rate provided the employee is willing to work as a substitute teacher. However, if the employee has already received the 10% increase under subsection 1 above, the increase will be 5%.

C. Extra Days

An employee who works one or more additional days in addition to his/her assigned school calendar year shall be paid his/her usual hourly rate for time worked. This shall not apply to extended school year.

D. Referral Bonus

Any employee who refers a new employee for employment at SASSED shall receive a referral bonus of \$100.00. \$50.00 of the referral bonus shall be payable at the end of the new employee's first semester with SASSED and \$50.00 shall be payable at the start of the next school year. The payment of the bonus is contingent upon the new employee continuing employment at SASSED at the time of the payment.

**5.2 Mileage**

Employees who are required to travel in the course of their assigned duties 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.

**5.3 Life Insurance**

Full-time employees shall receive a \$50,000 life insurance policy at no cost to the employee. The premium is pro-rated for less than full-time employees. Not available to employees who work less than 20 hours per week.

**5.4 Medical/ Dental 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 85% 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 15% 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 a fiscal year will be allocated 50% to employees and 50% to the Board.

Notwithstanding the foregoing provisions, SASSED will contribute to individual insurance coverage no less than an amount sufficient to provide coverage under SASSED's least expensive HMO plan (currently the Blue Advantage "BA" plan design option) with an employee contribution of not greater than 9.5% of a full-time employee's salary.

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. Employees that work less than twenty (20) hours each week are not eligible to purchase health insurance.

#### Dependent Health Insurance Coverage

Dependent health insurance coverage is available to employees as indicated in the medical plan document. The Board will pay 65% of the cost of dependent coverage for full time employees enrolled in the PPO program and 75% of the cost of dependent coverage for full time employees enrolled in the HMO I (Illinois) program. The Board will pay 85% of the cost of dependent coverage for full time employees enrolled in the HMO BA program. For each annual open enrollment of this Agreement, for the PPO, HMO I and HMO BA, the prior year's actual cost of insurance will be allowed to increase up to a maximum of 10% without changing the program specific 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 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. Employees that work less than twenty (20) hours each week are not eligible to purchase health 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. 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 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. Employees that work less than twenty (20) hours each week are not eligible to purchase dental insurance.

## 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. 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% 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 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. Employees that work less than twenty (20) hours each week are not eligible to purchase dental insurance.

### **5.5 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 31<sup>st</sup> of the following year. Any amounts remaining in an employee's account after the filing period will be forfeited.

### **5.6 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 31<sup>st</sup> of the following year. Any amount remaining in an employee's account after the filing period will be forfeited.

### **5.7 Retirement Benefits**

An employee who is at least fifty-five (55) years of age with the equivalent of fifteen (15) years of full-time employment with SASSED, and who gives the Board written notice by December 1 of any school year of this Agreement of his/her intent to retire under the Illinois Municipal Retirement Fund at the end of the school term, shall be entitled to the following retirement benefits:

- A. A payment in the amount of \$200.00 for each full-time equivalent year of service with SASED. Some or all of such amount shall be first used to increase the employee's salary for his/her last year of service by 6% over the prior year; the remainder, if any, shall be paid as a post-retirement lump sum payment during the month of August following the employee's retirement at the end of the school term.
- B. A payment in the amount of \$40.00 for every accumulated paid sick day beyond 221 (to a maximum of 325 days) that is not credited towards IMRF for retirement service credit. In the event that the benefit provided under subsection A above is insufficient to increase the employee's salary in his/her last year by 6%, the employee may use some or all of the benefit available under this subsection B towards such increase; the remainder, if any, shall be paid as a post-retirement lump sum payment during the month of August following the employee's retirement at the end of the school term.

### **5.8 Compensation for 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 an employee needs to be involved to assist this student's participation, the employee shall be compensated at his or her hourly rate. 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. The amounts paid under this section shall be prorated by the quarter hour.

### **5.9 Training**

SASED believes it is best to employ highly qualified individuals to fill its vacant positions. SASED will be responsible for orienting new employees to the organization's policies and procedures.

An employee who attends assigned training or attends training with the pre-approval of his/her supervisor shall be paid his/her hourly rate of pay if the training is scheduled outside the employee's normal work hours or start date for his/her assignment. An employee who does not attend SASED required crisis intervention, de-escalation and physical management training, offered on more than one date prior to the start of the school term, will not begin his/her assignment until training is completed. This provision shall not apply to an employee who is hired and begins work after orientation day.

SASED supervisors are responsible for ensuring that the appropriate training occurs for each job and that employees are oriented to their positions prior to the commencement of their new or revised duties. Training opportunities may include conferences or workshops either internally or externally provided. Prior approval from a supervisor and the Central Office designee is required.

SASED will reimburse pre-approved coursework for those employees whose current position requires continuing education for maintenance of their certification and or licensure.

The Administration shall endeavor to arrange Crisis Prevention Institute (CPI) training for all new SASED employees fulfilling a bargaining unit position within four (4) weeks of the employee starting at SASED. The Administration shall endeavor to arrange CPI training for all existing SASED employees within four (4) weeks of the start of the school year.

#### **5.10 Professional Development and Other Committees**

The Association may appoint two (2) designees to participate on the SASED Professional Development Committee.

If the Administration determines that ESP representation on a committee would be useful, both parties shall provide suggested member representatives names and shall mutually agree to 1-2 representatives.

#### **5.11 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 SASED 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.

#### **5.12 Set Up Day**

Any employee who is approved by the program supervisor to work on a set up day outside of the employee's assigned work year calendar shall be compensated at his/her regular rate of pay for the upcoming school year.

#### **5.13 Extra Work**

Any employee who is directed by the program supervisor to attend mandatory meetings that meet after the employee's scheduled workday day shall be compensated at his/her regular rate of pay.

With the exception of Foreign Language Translation, tasks assigned during the course of the employee's workday will not be eligible for additional compensation.

Any employee who agrees to act as a Foreign Language Translator during work hours will be compensated at a rate of \$32.00 per hour in lieu of their typical hourly rate for the time they are engaged in those activities. Foreign Language translation services before or after normal work hours will also be compensated at the rate of \$32.00 per hour.

Any employee with a license/certification as an adult sign language interpreter who acts as a sign language interpreter for SASED employees during meetings or trainings will be compensated at a rate of \$40.00 per hour in lieu of their typical hourly rate for the time they are engaged in those activities.

**5.14 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. The Director or designee shall enter into negotiations with the Association with respect to such compensation.

**5.15 Sub Pay**

When an employee who is certified to substitute as a classroom teacher and who has agreed to do so for the current school year is asked to act as a substitute teacher, they will receive the following amounts above their daily rate for one full day or above their daily rate for one half (1/2) day. One full day is defined as more than 3.5 hours and a one half (1/2) day is considered to be less than 3.5 hours.

<b>Year</b>	<b>Full Day</b>	<b>Half Day</b>
2023-2024	\$55.74	\$27.87
2024-2025	\$56.86	\$28.43
2025-2026	\$58.00	\$29.00

**5.16 Tuition Reimbursement Pool**

Tuition reimbursement shall be available to all eligible employees for semester hours of coursework credit earned from an accredited educational institution. Subject to the criteria in this section, tuition reimbursement shall be paid for coursework which maintains or improves job-related skills. The tuition reimbursement pool for each year of this Agreement shall be in the amount of \$10,000.00.

**A. Eligibility Criteria**

1. Only employees who have completed two (2) years of service in SASED will be eligible.
2. A part time employee must work .5 FTE to be eligible for reimbursement, and reimbursement will be prorated based on the employee's FTE.
3. Course work must be approved in writing by the Director or designee prior to the start of the course.

4. Tuition reimbursement shall not be paid for 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.
5. 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.

B. Reimbursement

1. 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 \$10,000 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 course or programming leading to licensure for SASSED-relevant positions.

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

2. The costs being submitted for reimbursement shall not already have been paid to, or on behalf of, the employee by another source.
3. A course grade of A or B is necessary for reimbursement to be provided.
4. Course work should not interfere with the professional responsibilities and obligations that all staff have to students.
5. 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 Directors meeting.

C. Repayment

Any employee receiving reimbursement agrees to continue in the employ of SASSED, as detailed below. If the employee shall voluntarily terminate employment prior to the

completion of the following years of employment, the employee shall be obligated to repay SASSED as follows:

<u>Employee's Voluntary Termination:</u>	<u>Repayment Amount Due to SASSED</u>
Up to one year following reimbursement	100% Reimbursement
Up to two years following reimbursement	50% Reimbursement

Employees shall execute promissory notes to SASSED as evidence of an obligation to repay the funds received in the event that the employment requirement stated above is not fulfilled.

### **5.17 Professional Development Bonus**

Professional development shall be available to all eligible employees and those who participate will be eligible for the professional development bonus. Subject to the criteria in this section, the professional development bonus shall be available to employees who participate in training or course work which maintains or improves job-related skills. The total professional development bonus for each year of this Agreement shall be in the amount of \$3,000.00.

Professional development training must be approved in writing by the Director or designee prior to the start of the training/course. The Director or his/her designee must provide written notification of approval or denial of qualified training 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.

In order to be eligible for the bonus payment, the employee must receive a score of 80% or higher or "pass" for a pass/fail course.

Professional development should not interfere with the professional responsibilities and obligations that all staff have to students.

### **5.18 Reimbursement for License Renewal Fee**

The Board shall reimburse employees for their 5-year Illinois paraprofessional license renewal fee upon submission of a paid receipt to the Director or designee. Reimbursement shall be paid retroactively to employees who renewed their license from March 1, 2023, through the date of ratification of this Agreement.



## ARTICLE VI

### PROFESSIONAL RELATIONS

#### 6.1. Probationary Employees

Newly-hired employees shall serve a probationary period of two complete semesters from the date of hire (e.g., an employee who begins SASED employment after the first day of a school term would not complete his/her probationary period until the end of the first semester of the following school term). The end date of a semester will be determined by the Southeast Alternative School Calendar.

#### 6.2. Evaluation

A formative evaluation shall be conducted with all probationary employees within ninety (90) days of their first day of work.

In addition to the above, probationary employees shall be formally evaluated at least once during the probationary period.

Non-probationary employees shall be formally evaluated at least once, every other year.

- A. Orientation: Before any evaluation is conducted, each employee shall be provided a copy of the evaluation instrument.
- B. Observations: All monitoring or observation of the work of each employee shall be conducted in person.
- C. Evaluation Review: An electronic copy of an employee's draft evaluation will be made available to the employee at least two (2) days prior to the date of the evaluation meeting.
- D. Right to Representation: If an employee is called into a meeting to discuss an evaluation, with an overall rating of "Needs Improvement" or "Unsatisfactory" the employee shall be given at least two (2) days' notice and have the right to have an Association representative present. The supervising teacher shall be invited to participate in the discussions of an evaluation with an overall rating of "Needs Improvement" or "Unsatisfactory".
- E. Right to Respond: An employee will receive a copy of his/her evaluation and within ten (10) days may submit a written response 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.
- F. If the evaluator determines that the evidence collected to date would result in an employee receiving a "needs improvement" or "unsatisfactory" performance evaluation rating, the evaluator will notify the employee of that determination.

### **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) 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 materials were generated or sixty (60) days after the comments were generated, whichever is later.

Any employee who receives a first offense disciplinary action at the verbal warning level may request to have such information removed from his/her personnel file after a period of two years if there is no other disciplinary occurrence. The administration may remove the document from the file upon request from the employee.

- 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. The Executive Director or designee 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 Executive Director and the employee.

### **6.4 Complaint Against an Employee**

All complaints against an employee shall be brought to the attention of the employee within ten (10) workdays after the receipt of the complaint. Complaints may remain anonymous upon request.

### **6.5 Employee Discipline**

The Board agrees to follow the steps of progressive discipline as follows:

1. Verbal warning
2. Written warning
3. Suspension without pay
4. Termination

Verbal warnings will be summarized in writing and given to the employee within ten (10) days of the meeting held to discuss the issue.

The Board is not required to exhaust any or all of the listed progressive discipline steps when a determination has been made of the need to remove an employee from his/her duties due to safety concerns.

Issuance of discipline at the level of suspension without pay and termination shall be for just cause.

Complaints not brought to the attention of the employee within a reasonable time shall not be used in evaluation or discipline of the employee. Anonymous complaints or criticism shall not be used in evaluation or discipline of the employee.

Whenever a conference between an employee and a supervisor and/or administrator is held that is disciplinary or investigatory in nature, 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 two (2) days to obtain an Association Representative, however, such time may be less in the event of an emergency. If the employee has been provided with two (2) days' notice of the meeting and a representative is not available within the two (2) day time limit, the employee may be questioned without a representative being present. Disciplinary conferences that are held after the employee work-day will not be eligible for compensation.

#### **6.6 Association-Director Meetings**

The Association President and the Executive Director or designee shall meet at least every two (2) months 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 but shall not be deemed negotiations.

All meetings shall be held outside of the normal employee workday except as shall otherwise be mutually agreed. An initial draft Agenda for the meeting will be created by the Association and submitted to the Administration at least one week in advance of the scheduled meeting. Minutes will be distributed by the Association to the Administration within forty-five (45) days after the meetings.

## ARTICLE VII

### EMPLOYMENT CONDITIONS

#### 7.1 Seniority

Seniority shall be based upon the total number of years of continuous service as a non-probationary employee of SASED in the employee's job category (or subcategory for Teacher Assistants). Continuous service shall not be deemed interrupted by approved leaves of absence or honorable dismissal periods prior to recall.

Years of continued service shall include the employee's probationary period.

In the event that an employee transfers into another job category, the employee's seniority in the new job category shall not include the years of continued service in the bargaining unit. However, the employee's seniority in the bargaining unit shall include his/her years of continued service with SASED.

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.

The seniority list shall include the following job categories:

Interpreters

Signing assistants

Medical assistants

Movement specialists

Closed captioners

Van/Bus Drivers

Teaching assistants:

- Teacher Assistants-Transition
- Teacher Assistants – Multi-Needs
- Teacher Assistants/Drivers – Southeast
- Teacher Assistants – Visually Impaired
- Teacher Assistants – STARS

Seniority shall accumulate pro-rated for part-time non-probationary employees.

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.

## **7.2 Vacancies, Transfers and Assignments**

### **A. Vacancies**

If the Board determines that a vacancy exists in a bargaining unit position, the Board shall post a vacancy notice on the SASSED website. SASSED shall also notify employees through its e-mail system of the vacancy. Internal applications received for a posting will be reviewed prior to external candidate applications.

When filling the vacancy, seniority, qualifications and experience shall be important considerations for any qualified bargaining unit member applying for the position, however, the Executive Director or designee reserves the right to approve or disapprove all requests.

This section A shall apply to an Extended School Year program vacancy.

### **B. Voluntary Transfers**

Any non-probationary employee may request a transfer to another program location and/or program where a vacancy exists. Such application shall be made utilizing the on-line application system for each vacancy of interest. The interests and aspirations of the individual employee shall be considered in all transfers, however, the Executive Director or designee reserves the right to approve or disapprove all requests.

### **C. Notification of Assignment**

Notice shall be given to any employee regarding any change in assignment for the following school term or during a current school term. The Administration reserves the right to determine assignments or change assignments for employees. In the event changes in such assignments are made, the employee affected and the Association shall be notified promptly. No assignment shall be changed arbitrarily. Affected employees will be provided with a job description, if applicable.

### **D. Involuntary Transfers**

Employees involuntarily transferred to another building or program at any time during the school term may request a meeting with the Executive Director or designee to discuss the involuntary transfer. One week notice of transfer will be provided for permanent assignment changes made during the school year.

In any instance during the school year when it becomes necessary to involuntarily transfer an employee to another building as a permanent assignment, and more than one employee is equally qualified, the least senior employee shall be involuntarily transferred.

## **7.3 Reduction-in-force**

In the event of a reduction-in-force, the employee shall be laid off by job category in the reverse order of seniority within the job categories (or subcategories for Teacher Assistants) listed in 7.1. However, if the employee in a job category facing a reduction-in-force is

determined to be qualified for another position in the bargaining unit, the individual may replace the least senior employee in the job category that he/she is qualified to fill as indicated below:

In the event of a reduction-in-force, in the Interpreter category, the affected Interpreter may bump into a position held by the least senior employee among the Sign Aides, or Teacher Assistants that the more senior employee is determined to be qualified to fill.

In the event of a reduction-in-force, in the Signing Assistant, Medical Assistant, Movement Specialist, or Closed Captioner categories, the affected employee may bump into a position held by the least senior employee among the Teacher Assistants that the more senior employee is determined to be qualified to fill.

In the event of a reduction-in-force, in the Teacher Assistant category, the affected Teacher Assistant may bump into the position held by the least senior employee among the Teacher Assistants that the more senior employee is determined to be qualified to fill.

Notification to the employee of reduction in force shall follow the guidelines set forth in School Code.

#### **7.4 Recall**

An employee who has been terminated pursuant to reduction-in-force shall have recall rights as provided by law. If a vacancy occurs in the employee's category (or subcategory for Teacher Assistants) for the following school term or within one (1) calendar year following the notice of staff reduction, whichever is later, the Board shall first offer reemployment to the employee(s) laid off (by categories or subcategories for Teacher Assistants) in the reverse order of the reduction.

An employee laid off in a reduction-in-force shall have ten (10) calendar days from date of mailing of the certified letter or personal service to respond to the offer of rehire. If the employee fails to respond in the required time when an offer of rehire has been made, SASD shall have no further obligation to the employee.

#### **7.5 Employee Work Day**

All employees shall be provided a duty-free uninterrupted lunch period of thirty (30) minutes in each school day. Such lunch period shall occur during the time of the student lunch periods in the building where the employee is assigned. 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.

- A. The employee's normal workday shall not be more than 7 ½ hours per day inclusive of a duty-free lunch period. Unless otherwise directed by the Program Administrator, employees may leave at the end of the student's day on days preceding holidays and school recesses after all students have departed from the school site provided that all regular end of day tasks are completed.

- B. Through mutual agreement between the employee and the SASED program administrator, the employee may work through the duty-free lunch period and leave the workplace an equal time earlier.
- C. The teacher may create a daily regular break schedule that incorporates up to one 15-minute break per day. If the teacher does not create a break schedule and there is more than one support staff in the classroom, then the support staff may work out a proposed break schedule and present it to the teacher for approval. If an employee is the only support staff in the classroom then the employee may request and the teacher shall make a reasonable effort to grant the employee's request for up to one 15-minute break per day. A break shall not be combined with an employee's lunch period.

## 7.6 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. SASED shall provide maintenance services to ensure that every employee and student is provided a clean and sanitary work/school environment.

### B. Immunization/Communicable Diseases/Student Health Plans

At the time of employment, 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 and HIPAA regulations, 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.

### C. Student Behaviors

If a student is exhibiting behaviors that will result in the student presenting a danger to him/herself or others, the student's individual behavior program must be implemented. Student Behavior Plans should be known to all employees working with the student.

All efforts should be made to not leave an employee alone with a student that is exhibiting behaviors that will present a danger to him/herself or others.

### 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 reported to the Administration within one (1) day of the injury. The SASED 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.

E. Medications

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

**7.7 Student Care**

With consideration of a student's normal baseline health conditions, if a child comes to school ill, or becomes ill while at school and for some reason cannot go home, all efforts will be made to remove the child from the classroom and place him/her in an appropriately supervised environment (i.e., with a medically trained employee). Non-medically trained staff will not be required to provide health/nursing care but may be needed to attend to the child, to the best of the employee's ability pending health/nursing care.

**7.8 Job Sharing**

The Director may grant a Job Sharing arrangement. The granting or denial of such a Job Sharing shall be within the sole and non-reviewable discretion of the Director and shall be non-precedential with respect to any other request for such Job Sharing by such employee or by any other employee. The Administration shall make available to employees information concerning the option of Job Sharing on the SASED website.

**7.9 Personal Property**

The Board shall endeavor to provide each employee with a secured location to store personal property during the workday.

**7.10 Mentoring Program**

The Mentoring Program shall be a formal arrangement for the first year of employment in SASED. The Administration will identify participants and shall be responsible for all aspects of the pairing and training of new employees and mentors. All employees shall be eligible to apply to be a mentor and becoming a mentor is voluntary. 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 to the Mentoring Program of at least one school year and shall meet a minimum of two (2) times per quarter with their mentee(s).



Employees who are chosen to serve as mentors for an entire school term shall be paid a stipend at the rate of \$200.00 per mentee per year, prorated per length of service. This amount shall be payable on the last paycheck of the school term.

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.

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

**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 employee employment day of the 2023-2024 school term. This Agreement shall expire at 11:59 p.m. on the day prior to the commencement of the 2025-2026 school term based on the SASSED school calendar.

IN WITNESS WHEREOF:



\_\_\_\_\_  
Chairperson  
Board of Directors, School Association for  
Special Education in DuPage (SASED)



\_\_\_\_\_  
President  
SASED Support Staff Association,  
IEA-NEA

Date: 6-21-2023

Date: 6-15-23

**APPENDIX A - NEW HIRE PAY RATES**

<b><i>TEACHER ASSISTANT</i></b>	<b><u>2023-2024</u></b>	<b><u>2024-2025</u></b>	<b><u>2025-2026</u></b>
Educator License with Stipulations (Paraprofessional Endorsement)	\$17.18	\$17.61	\$17.96
4-Year Degree + Paraprofessional Endorsement	\$18.60	\$19.07	\$19.45
Master's Degree + Paraprofessional Endorsement	\$19.53	\$20.02	\$20.42

***MEDICAL ASSISTANT-LPN***

<b><u>Level</u></b>	<b><u>2023-2024</u></b>	<b><u>2024-2025</u></b>	<b><u>2025-2026</u></b>
1	\$24.86	\$26.10	\$27.14
2	\$25.37	\$26.64	\$27.71
3	\$25.86	\$27.15	\$28.24
4	\$26.38	\$27.70	\$28.81
5	\$26.91	\$28.26	\$29.39
6	\$27.43	\$28.80	\$29.95
7	\$27.99	\$29.39	\$30.57
8	\$28.55	\$29.98	\$31.18
9	\$29.12	\$30.58	\$31.80
	5.00%	5.00%	4.00%

***MEDICAL ASSISTANT - RN***

<b><u>Level</u></b>	<b><u>2023-2024</u></b>	<b><u>2024-2025</u></b>	<b><u>2025-2026</u></b>
1	\$31.07	\$32.62	\$33.92
2	\$31.56	\$33.14	\$34.47
3	\$31.99	\$33.59	\$34.93
4	\$32.52	\$34.15	\$35.52
5	\$32.99	\$34.64	\$36.03
6	\$33.48	\$35.15	\$36.56
7	\$34.00	\$35.70	\$37.13
8	\$34.49	\$36.21	\$37.66
9	\$35.03	\$36.78	\$38.25
	5.00%	5.00%	4.00%

**APPENDIX A - NEW HIRE PAY RATES**

***INTERPRETERS***

<b><u>Level</u></b>	<b>2023-2024</b>	<b>2024-2025</b>	<b>2025-2026</b>
1	\$28.85	\$30.29	\$31.50
2	\$29.87	\$31.36	\$32.62
3	\$30.93	\$32.48	\$33.78
4	\$31.98	\$33.58	\$34.92
5	\$33.12	\$34.78	\$36.17
6	\$34.11	\$35.82	\$37.25
7	\$35.13	\$36.89	\$38.37
8	\$36.20	\$38.01	\$39.53
9	\$37.26	\$39.12	\$40.69
	<b>5.00%</b>	<b>5.00%</b>	<b>4.00%</b>

***COMMUNITY I YELLOW BUS DRIVERS***

<b>Current employee rate:</b>	<b>2023-2024</b>	<b>2024-2025</b>	<b>2025-2026</b>
	\$19.12	\$20.08	\$20.88
<b>New hire rate:</b>	<b>2023-2024</b>	<b>2024-2025</b>	<b>2025-2026</b>
	\$18.12	\$19.03	\$19.79

***SIGNING ASSISTANT- HOURLY RATES FOR NEW HIRES***

Follow the Teacher Assistant starting rate schedule and add 10% to the hourly rate.

***REAL TIME CAPTIONER-HOURLY RATES FOR NEW HIRES***

Follow the Teacher Assistant starting rate schedule and add 20% to the hourly rate.

***MOVEMENT SPECIALIST - HOURLY RATES FOR NEW HIRES***

Follow the Teacher Assistant starting rate schedule and add 20% to the hourly rate.