

# SASED



*Teaching • Leading • Believing*

OT/PT

Compensation & Benefits

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## OT/PT Benefits

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### Work Day

Number of Days: 185 for full-time

Hours per day 8 hours (inclusive of a 30 minute lunch)

### PTO

PTO Time	
Sick Time	14 Days or 105 hours
Personal Time	2 Days or 15 hours (rolls into sick on July 1)
Emergency Day	1 Day or 7.5 hours (rolls into sick on July 1)
Bereavement Time	3 Days (does not rollover) for family identified in Board Policy

### Disability Insurance and Life Insurance

SASED Paid Life Insurance - \$50,000

Disability Insurance - IMRF

### Retirement

1. On the date of retirement the OT/PT must be eligible and have applied to retire under IMRF requirements.
2. On the date of retirement must have been employed:
  - full-time in the Cooperative for fifteen consecutive (15) years preceding his/her retirement;
  - part-time in the Cooperative for thirty consecutive (30) years preceding his/her retirement; or
  - 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;

- 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 IMRF for retirement eligibility.
- Submits a service credit report obtained from IMRF. 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.
- 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
- Must not have received an increase in creditable earnings exceeding 6% during any school year that IMRF 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 IMRF shall not render the employee ineligible.

### **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 of a given year. The letter of intent to retire must be received by the Executive Director by April 1 of any year for retirement enhancement program salary increases to begin the following school term.

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

### **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.

### **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 IMRF 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 IMRF.

### **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.

### **Medical Insurance**

Medical Insurance

SASSED will provide 80% Board paid insurance for individuals and 60% for dependants.

### **Dental Insurance**

SASSED will provide 80% Board paid insurance for individuals and 60% for dependants.

### **Vision Insurance**

This is an optional insurance and 100% employee paid

### **Voluntary Deductions**

Employees may choose to be part of the 403b plan offered by SASSED with ITH Wealth Management. Employees may also elect to carry Allstate Critical Illness and/or Hospital coverage.

### **Professional Development**

SASSED provides continual networking opportunities throughout the year. Professional development can be requested by the Program Coordinator.

### **Tuition Reimbursement Pool**

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

#### **Criteria**

- Only employees who have completed two (2) years of service in SASSED will be eligible.
- A part time employee must work .5 FTE to be eligible for reimbursement, and reimbursement will be prorated based on the employee's FTE.
- Course work must be approved in writing by the Director or designee prior to the start of the course.
- Tuition reimbursement shall not be paid for graduate coursework needed to obtain initial certification, licensure or registration necessary to meet minimum requirements of the job assignment presently held by the employee, or to qualify an employee for a new trade or business.
- The Director or his/her designee will provide written notification of approval or denial of a qualified course within 10 working days of receipt of request. If the request is denied, the Director or designee will provide a specific written reason for denial, also within 10 working days.
- 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.
- 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.
- The costs being submitted for reimbursement shall not already have been paid to, or on behalf of, the employee by another source.
- A course grade of A or B is necessary for reimbursement to be provided.
- Course work should not interfere with the professional responsibilities and obligations that all staff have to students.

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 Directors meeting.

[OT/PT Coursework Approval](#)

<b>2023-2024 OT/PT Salary Schedule</b>				
<b>STEP</b>	<b>OTA</b>	<b>BS</b>	<b>MS</b>	<b>DR</b>
1	\$41,750	\$52,187	\$60,014	\$66,016
2	\$43,002	\$53,753	\$61,815	\$67,996
3	\$44,292	\$55,365	\$63,669	\$70,037
4	\$45,621	\$57,026	\$65,580	\$72,138
5	\$46,990	\$58,737	\$67,546	\$74,302
6	\$48,400	\$60,498	\$69,572	\$76,531
7	\$49,852	\$62,314	\$71,659	\$78,827
8	\$51,347	\$64,184	\$73,809	\$81,191
9	\$52,119	\$65,147	\$74,916	\$82,409
10	\$52,900	\$66,123	\$76,039	\$83,645
11	\$53,693	\$67,115	\$77,181	\$84,900
12	\$54,499	\$68,122	\$78,337	\$86,172
13	\$55,316	\$69,144	\$79,513	\$87,466
14	\$56,146	\$70,180	\$80,705	\$88,777
15	\$56,988	\$71,233	\$81,916	\$90,110
16	\$57,844	\$72,300	\$83,144	\$91,461
17	\$58,317	\$72,857	\$83,868	\$92,353
18	\$58,791	\$73,415	\$84,592	\$93,243
19	\$59,264	\$73,971	\$85,316	\$94,134
20	\$59,737	\$74,528	\$86,040	\$95,026
21	\$60,210	\$75,085	\$86,764	\$95,916
22	\$60,684	\$75,642	\$87,488	\$96,808

23	\$61,157	\$76,199	\$88,212	\$97,698
24	\$61,631	\$76,756	\$88,936	\$98,590
25	\$62,103	\$77,312	\$89,660	\$99,480
26	\$62,577	\$77,870	\$90,384	\$100,371
27	\$63,050	\$78,426	\$91,108	\$101,262
28	\$63,524	\$78,983	\$91,831	\$102,153
29	\$63,996	\$79,540	\$92,555	\$103,045
30	\$64,470	\$80,097	\$93,279	\$103,935
31	\$64,943	\$80,653	\$94,003	\$104,827
32	\$65,417	\$81,211	\$94,727	\$105,717
33	\$65,890	\$81,767	\$95,451	\$106,608
34	\$66,363	\$82,324	\$96,175	\$107,499
35	\$66,836	\$82,881	\$96,899	\$108,390
36	\$67,311	\$83,438	\$97,623	\$109,281
37	\$67,784	\$83,994	\$98,347	\$110,172
38	\$68,258	\$84,552	\$99,071	\$111,064
39	\$68,730	\$85,108	\$99,795	\$111,954
40	\$69,204	\$85,665	\$100,519	\$112,845