

COLLECTIVE BARGAINING AGREEMENT

BETWEEN

SPECIAL EDUCATION COUNCIL 2445, LOCAL 943

ILLINOIS FEDERATION OF TEACHERS/AFT/AFL-CIO

AND

SOUTHWEST COOK COUNTY COOPERATIVE

ASSOCIATION FOR SPECIAL EDUCATION

2022 - 2023

2023 - 2024

2024 - 2025

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PREAMBLE

THIS AGREEMENT is entered into on the date hereinafter set forth by and between Special Education Teachers and Support Staff Council 2445, Local 943, American Federation of Teacher, AFL-CIO, (hereinafter, "the Union"), and the Board of Directors (hereinafter, "the Board") of the Southwest Cook County Cooperative Association for Special Education (hereinafter, "SWCCCASE").

ARTICLE I.

RECOGNITION AND DEFINITIONS

A. Recognition.

The Board recognizes the Union as the sole and exclusive bargaining agent for salaries, economic benefits, and other items the parties mutually agree to negotiate for members of the bargaining unit.

The bargaining unit is defined as full time:

TRS Employees

- School Nurses (PEL)
- Social Workers (PEL)
- Speech-Language Pathologists (PEL)
- Teachers (PEL)

IMRF Employees

- Board Certified Behavior Analysts (BCBA)
- Clerical Employees
- Licensed Occupational Therapists (OT)
- Licensed Occupational Therapy Assistants (COTA)
- Licensed Physical Therapists (PT)
- Licensed Physical Therapy Assistants (PTA)
- Licensed Sign Language Interpreters
- Custodians
- Non-School Licensed Nurses
- Paraeducators (PEL w/Stipulations)
- Registered Art Therapists

B. Definitions.

1. Employee: Any member of the bargaining unit employed by SWCCCASE.
2. Professional Educator License without Stipulations: A professional employee including teachers, speech-language pathologists, social workers, and school nurses (PEL) hold this type of license.
3. Educational support personnel ("ESP") or support staff employee: An employee who does not hold a position requiring a Professional Educator License without restrictions under Article 21 of the Illinois School Code.
4. Licensed ESP: An ESP who holds a license issued by the Illinois Department of Financial and Professional Regulation that is required for the performance of his/her duties and responsibilities as an employee.

5. Other ESP: An ESP who does not hold a license or other certification required for the performance of his/her duties and responsibilities as an employee.
6. Paraeducator: An ESP who holds a Professional Educator License with Stipulations. The paraeducator's assignment primarily consists of assisting a teacher in the instruction of students or providing other assistance to benefit students during the school day.
7. Union Representative: A bargaining unit employee or agent of the Union that provides aid and/or assistance to employees regarding their rights under the Illinois Educational Labor Relations Act and this Agreement.
8. Continuing Employee: An ESP who has completed the applicable probationary period for his/her position as set forth in this Agreement.
9. Probationary Employee: An ESP employee who has not yet completed the applicable probationary period for his/her position as set forth in this Agreement.

ARTICLE II.

UNION RIGHTS

A. Organizational Rights.

Members of the bargaining unit shall have the right to organize or not to organize, join or not to join, to assist or to refrain from assisting professional employees' organizations, to participate or not to participate in professional negotiations with the Board through representatives of their own choosing, and to engage in other activities not prohibited by law, individually or in concert for the purpose of establishing, maintaining, protecting or improving conditions of professional service and the educational program.

B. Non-discrimination.

Neither the Board nor the Union shall interfere with the right of employees covered in this Agreement to become or not to become members of the Union and no employee shall be discriminated against due to his/her lawful right to join or not to join the Union. The parties agree that alleged violations of this Section shall not be subject to the arbitration provisions of the grievance procedure.

C. Communications.

The Board and the Union recognize that it is desirable to maintain communication and understanding between them. Therefore, the Union and the Board agree that their designated representative(s) shall meet at mutually agreeable times for the purpose of attempting to resolve any matter of mutual concern. The parties agree that such meetings shall not require negotiations over matters governed by this contract.

D. Use of SWCCCASE Facilities and Equipment.

The Union and its representatives shall have the right to use or meet in any classroom which SWCCCASE has leased from a member district, or any Cooperative owned/operated buildings for the transaction of official business on said property at all reasonable times provided that such business does not interfere with or interrupt normal school operations, and provided that the Union agrees to pay any costs normally charged any group for the similar use of said property, and provided further that there is no contractual conflict between a member district and another employee organization regarding the exclusive use of a building facility or a conflict with local School District policy regarding such use. The Union shall have the right to use SWCCCASE office equipment.

E. Use of SWCCCASE Bulletin Boards.

The Union shall be provided with a space for a bulletin board at its own cost in the employees' lounge of any Cooperative owned/operated buildings. No person except a Union designee shall add or remove material from the Union bulletin board.

F. Use of Employee Mailboxes.

The Union shall have the right to use, where not currently otherwise restricted by local agreement or local School District policy, employee mailboxes for Union communications identified as such.

G. Request for Information.

The Board agrees to make available, upon advance written and reasonable requests, any and all information, statistics, or records of a non-confidential nature. The Union President shall be furnished regularly with the same public and non-confidential information furnished the Board concerning the financial condition of the SWCCCASE, and a copy of the adopted budget. In addition, copies of the Board's approved minutes of the previous meeting will be provided monthly to the Union President. Nothing in this Section shall be construed to require the Board or any of its employees to assemble information not already compiled for such requests.

H. Personnel File.

Only one (1) official file shall be kept for each employee and it shall be in the custody of the SWCCCASE Office. Each employee shall have the right, upon reasonable request, to review the contents of his/her personnel file. At the employee's request, a representative of his/her choice may accompany the employee in this review. Any employee shall have the right to attach a written response or to add material to any item in his/her official file. Any item to be placed in the employee's file which might negatively affect the employee's continued employment shall be placed in the file, and the employee shall be requested to sign and date a copy of the same. An employee's signature shall not necessarily mean agreement with what has been written, but rather shall only indicate the employee's awareness of the material to be filed. Nothing in this Section shall be construed to give the employee access to any item which, by law, is confidential.

Each employee will have the right to have inserted in his/her official file, material relevant to his or her service in the schools, or his or her qualifications in general. The employee shall have the right to attach dissenting or explanatory material to any item in his/her file. Upon request, an employee will be provided copies of any or all of the material in the file available to the employee. No materials relevant to any employee's participation in a grievance shall be made part of his/her personnel file. Nothing relating to the employee's performance is to be added to or deleted from an employee's personnel folder without notification in writing to the employee.

I. Copies of Agreement.

Within sixty (60) days of ratification, the Board shall post the Agreement on the SWCCCASE website.

J. Right to Address Staff.

A Union representative may address employees at employee orientation and SWCCCASE in-service days during the program. Employees shall be notified of such address.

K. Notice of Vacancy.

The Director or designee shall inform the Union President of any vacancy of employment as soon as practicable, and except in cases of an emergency, prior to the position being filled. Any grievance filed which alleges a violation of this Section shall not be grievable beyond Step III (Board of Directors) of the grievance procedure

L. Bargaining Unit Membership and Dues Collection.

1. A "Bargaining Unit Member" is an individual who is covered by the collective bargaining agreement. An individual can be a bargaining unit member, but not pay dues to the union or be a member of the union.
2. A "Dues Payer" is an individual who is in the bargaining unit and has signed a dues authorization card with the union, allowing the employer to deduct dues from his/her paycheck to remit to the union. An individual can be a dues payer and not be a member of the union.
3. A "Union Member" is an individual who has signed a membership card with the union.
4. At the start of each school year, the Union shall furnish the Business Office with a listing of all bargaining unit members who have elected to become union members and thus, dues payers. The business office shall begin to deduct dues deductions from all union members within thirty (30) days of the receipt of the member roster. Such dues deductions remain valid until an employee leaves the position within the bargaining unit or when the employer receives notice from the union that an employee has revoked their authorization, in writing in accordance with the terms of authorization. All membership revocation requests made to the union shall be immediately reported to the Business Office.
5. The business office shall provide to the union, each month or upon request, bargaining unit lists and employee contact information
6. SWCCCASE will provide the Union with information regarding employees in the bargaining unit, as required by Section 3 of the Illinois Educational Labor Relations Act. Names and assignments of newly hired employees will be supplied to the Union on a monthly basis.
7. The Union and its affiliates agree that, it will save, indemnify and hold harmless the Board, its members, employees and agents from any liability for damages and costs imposed by a final judgment of a court or administrative agency as a result of any claim arising out of action taken by the Board for the purposes of complying with the above provisions of this section or any other dues deduction provisions of this agreement, or in reliance on any list, roster, notice, or authorization furnished by the Union under any such provisions.
8. It is expressly understood and agreed that the defense and indemnification covenants that are expressed herein shall not apply to any claim, demand or suit which may arise as a result of any type of willful misconduct by the Board (other than any necessary action required to be performed by the Board in this Article); however, such defense and indemnification covenants

shall not protect the Board in any action which solely alleges a violation on the part of the Board of this Article.

M. Federation Leave.

In the event that the Federation desires to send representatives to local, state or national conferences, or any other business pertinent to Federation affairs, these representatives shall be excused without loss of salary providing the Federation reimburses the SWCCCASE for the cost of substitutes. Such requests for Federation Leave shall be forwarded to the Director through the President of the Federation. Ten (10) days per school year will be available to the Federation, provided that written request for such leave has been submitted to the Director two (2) weeks in advance of such leave. Unused Federation Leave shall accumulate up to a maximum of ten (10) days and may be used during the following school year according to the provisions of this paragraph. The Union may also utilize the foregoing Federation Leave days for up to two (2) representatives to attend SWCCCASE Board of Director meetings or other Board of Director Committee meetings subject to the Open Meetings Act that are held during the school day.

ARTICLE III.
MANAGEMENT RIGHTS

- A. The Board retains and reserves the ultimate responsibility for proper management of SWCCCASE 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 and the right:
1. To maintain executive management and administrative control of SWCCCASE and its properties and facilities and the professional activities of its employees as related to the conduct of school affairs.
 2. To hire all employees and, subject to the provisions of the law, to determine their qualifications, and the conditions for their continued employment, or their dismissal or demotion, their assignment, and to promote and transfer all such employees.
 3. To establish programs and course of instruction including special programs, and to provide for athletic, recreational and social events for students, all as deemed necessary or advisable by the Board.
 4. 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.
 5. To determine class schedules, the hours of instruction, schedules and the duties, responsibilities and assignments of teachers and other employees with respect thereto, and non-classroom assignments.
- B. 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.

ARTICLE IV.

CONDITIONS OF EMPLOYMENT

A. Academic Freedom.

In the event of adverse criticism by non-SWCCCASE employees of books, teaching methods or materials used in the SWCCCASE, and petitions for censorship, removal or expurgation of content deemed by a critic to be offensive on moral, political, religious, or other grounds, the procedure shall be follows:

1. Any criticism shall be submitted to the Director in writing and signed. A copy of the written criticism shall be delivered to the teacher involved.
2. The employee with a representative of his/her choosing shall have the right to meet with the author of any criticism and the Director or his/her designee prior to any action being taken by the Board.
3. In the event the Board wishes to review the criticism, the employee and employee's representative shall have the right to be present and to speak in defense at such review.
4. Unless a meeting takes place among the parties involved, no reference to any such criticism shall be entered in the employee's file and it shall have no weight in an employee's final written evaluation.

B. Staff Absences.

An employee will report his/her absence to a web-based attendance program by 6:45 a.m. of each day of absence. Except in cases of emergency, the employee shall notify his/her supervisor as early as possible.

C. E-Learning Days.

E-Learning Days are instructional days for students regulated by the Illinois School Code. On these days, bargaining unit members will be assigned instructional duties and/or activities to complete by their program supervisor. These will be paid work days for bargaining unit members given they complete their assigned instructional duties and/or activities and provide required documentation to their program supervisor.

D. Student Placement.

1. The teacher will be notified of the enrollment of a new student in his/her class. At the time of enrollment the teacher will be provided available IEP information. The SWCCCASE administration will use its best efforts to obtain appropriate past school records.
2. If the administration requires a teacher to attend an IEP meeting within the workday, then appropriate supervision for the teacher's students, if necessary, will be provided.

E. Vacancies/Voluntary Transfers.

1. A vacancy is defined as an open position resulting from a resignation or termination from employment, or a new bargaining unit position.
2. When vacancies occur, currently employed and qualified SWCCCASE employees, upon written application, shall be given consideration for filling such vacancies. The Board may, however, fill all such positions on an emergency and/or temporary basis.
3. Any employee who desires a change in position shall request the same in writing to the Director or designee no later than May 15 of each school year and at other times during the school year which may be appropriate.
4. When a new bargaining unit position is created, notice thereof shall be published in the job bank on the SWCCCASE website.
5. Any grievance filed alleging a violation of this Section shall not be grievable beyond Step III of the grievance procedure (Board of Directors).

F. Involuntary Transfers.

1. A transfer is defined as a change in position from one school district to another or from one area of certification to another within or without the same school district.
2. The Administration will attempt to avoid involuntary transfers. In the event of an involuntary transfer, upon the request of the employee, the Supervisor and employee shall meet and discuss the reasons for such transfer.
3. Employees involuntarily transferred may obtain a list of all vacancies from the SWCCCASE website and may request a transfer.
4. Any employee involuntarily transferred shall be allowed to resign without penalty from SWCCCASE employment.
5. Any grievance filed alleging a violation of this Section shall not be grievable beyond Step III of the grievance procedure (Board of Directors).

G. Assignments.

1. An employee has a right to request in writing to be assigned or not to be assigned to any position for which he/she is qualified. Such applications shall be submitted to the Director or his/her designee, stating the reasons therefore.
2. Tentative notification of assignment for all employees shall be posted on the SWCCCASE website, except in cases of emergency, at least thirty (30) days prior to the start of the school year. Such notice will include the district of assignment, school building and program.
3. Any grievance filed alleging a violation of this Section shall not be grievable beyond Step III of the grievance procedure (Board of Directors).

H. Materials/Supplies.

Each teacher shall receive instructional materials for their classroom. Additional requests for materials may be submitted to the program supervisor and will be purchased at their discretion.

Any grievance filed alleging a violation of this Section shall not be grievable beyond Step II of the grievance procedure (Executive Director).

I. Consulting Teacher.

In the event that a teacher receives an evaluation rating of "unsatisfactory," SWCCCASE shall develop and commence a remediation plan to correct the remediable deficiencies cited in the evaluation. The Director and the Union shall develop a list of eligible consulting teachers ("consultant") from those teachers employed by SWCCCASE. The Union shall select from the developed list a roster containing the names of at least five (5) teachers, each of whom meet the criteria for a consultant with regard to the teacher being evaluated, and supply the roster to the Director. The Director or designee shall thereafter select the consultant from the roster.

In the event that there are not five (5) teachers on the developed list who are qualified to serve as a consultant, the Union's roster shall contain the names of all teachers so qualified. If no teachers are qualified to serve as a consulting teacher, SWCCCASE shall locate a consultant who is certified in the same area as the teacher under remediation.

Consultants shall be provided with release time as pre-approved by the Director for observation and consultation as needed. The consultant will be paid for mileage expenses incurred. A consultant employed from within SWCCCASE will be paid \$200.00 per assigned teacher under remediation.

J. Extended School Year ("ESY")/Extra Summer Work.

In the event that the Board establishes ESY or summer work, and the hiring of individuals who are disabled or minorities is not mandated, employment for such positions shall be first offered to qualified employees from the bargaining unit who are assigned to the program. However, in cases where a child's paraeducator is employed by a member school district, or a child who does not attend a SWCCCASE program during the regular school term attends a SWCCCASE ESY program, SWCCCASE may first offer the ESY program or summer work positions to the employees of SWCCCASE member school districts who work with the child during the regular school term.

K. Learning Links Credits.

During each school year, TRS Employees shall be required to earn four (4) Learning Links credits and IMRF Employees shall be required to earn two (2) Learning Links credits outside their normal work day for staff development purposes. One Learning Links credit will be awarded for each hour of attendance at a Learning Links offering. The dates and descriptions of such meetings will be published by September 30 and January 30 each school year. Employees may also be awarded one (1) Learning Link credit for each hour of attendance at a workshop or conference that is pre-approved by the

Executive Director or designee, that occurs outside of the employee's normal work day. The employee will be required to submit evidence of attendance.

The following tables indicate the number of Learning Links Credits an employee must complete in a given year:

TRS Employees

Hire Date	Number of Learning Links to Complete
8/1 – 12/31	4
1/1 – 3/31	2

IMRF Employees

Hire Date	Number of Learning Links to Complete
8/1 -12/31	2
1/1 – 3/31	1

The Administration shall endeavor to provide Learning Links offerings which are meaningful to staff and the students served by the attendees. The Cooperative Administration shall work to utilize technology efficiently and effectively to provide Learning Links offerings. If outside work related to the meeting is assigned, it will not be excessive.

The Union may request a meeting with the Executive Director or his/her designee after the conclusion of a school year to offer suggestions or related concerns, if any, regarding the Learning Links offerings. If the Administration gathers any data from the staff regarding the Learning Links offerings, such data will be shared with the Union.

An employee who serves as a presenter shall be compensated at a rate of \$75.00 per Learning Link credit for the first offering of the program and \$50.00 per Learning Link credit for each repeat of the program meeting thereafter, including preparation time. Alternately, on a one-time basis for the same or similar Learning Links offering, the presenter may elect to receive a learning links credit in lieu of payment (i.e., earn one less Learning Link credit).

In the event that a course is canceled (for any other reason than the request of the presenter) and not rescheduled, the presenter shall be compensated at 50% of the rate of payment for the presentation. If the event is rescheduled, the presenter shall be compensated at the full rate after the completion of the presentation.

Clerical/Secretarial and Custodians are exempt from the Learning Links requirements.

Employees who do not meet their Learning Links credit obligations by April 1st can surrender one half (1/2) of a personal day or be docked for one half (1/2) day without pay for each unfulfilled Learning Links credit.

L. Meetings.

Employees may be required to attend up to two (2) one-hour meetings outside the school day per year with additional compensation at the extra duty rate. A fourteen (14) calendar day notice will be provided for the meeting.

M. Required Conferences.

Whenever an employee is required by the Board or the Administration to participate during working hours in a conference or a meeting, the employee shall suffer no loss of pay for such participation.

N. Call Back Time.

Call back to work during a non-assigned time for custodians shall be at a minimum of two hours clock time. Nothing in this provision shall be interpreted as requiring the Director or his/her designee to require such employee to be in said attendance for two hours.

O. Related Services - Training.

When an employee is directed to perform related service procedures (i.e., CIC, tube feeding), he/she will receive training therein from appropriate personnel.

A copy of the Health Plan will be shared with an employee who is the primary or alternate service provider.

P. Work Day.

1. Secretaries.

Secretaries shall work seven (7) hours a day exclusive of lunch. Secretaries shall have a one (1) hour lunch break.

2. Custodians.

Custodians shall work eight (8) hours per day exclusive of lunch. Custodians shall have a thirty (30) minute lunch break.

3. Sign Language Interpreters and Paraeducators.

Sign Language Interpreters and Paraeducators shall follow the work day of the teachers to whom they are assigned, unless otherwise directed by their Supervisor.

4. Employees shall receive a thirty (30) minute* unpaid, duty-free lunch break, unless the employee is assigned to a school that operates on an alternative schedule or the parameters of the employee's work day are otherwise noted in this Section. If an employee does not receive their duty-free lunch, they should report it to their supervisor immediately so it can be addressed.

In the event the employee does not receive their duty-free lunch, the employee can choose to be paid at the hourly rate established in the extra duty section of the contract or upon mutual

agreement of the employee and supervisor, the employee may be released early at the end of that school day.

* This Section shall apply to staff who hold a PEL without stipulations work at least four (4) hours per day and staff who hold a PEL with stipulations who work at least five (5) hours per day.

Q. Determination of Hourly Rates of Pay.

1. Hourly rates of pay for custodians shall be determined by dividing their annual salary by a factor of 2,080.
2. Hourly rates for secretaries shall be determined by dividing their annual salary by a factor of 1,820.
3. Hourly rates for staff not addressed above shall be determined by dividing their annual salary by a factor of 1,274.

R. Overtime.

1. Overtime for custodians shall be paid at the rate of 1-1/2 times the hourly rate for all overtime worked in excess of forty (40) hours per week.
2. For all secretaries, overtime shall be paid at a straight time rate for hours in excess of thirty-five (35) but less than forty (40) hours per week; all time worked in excess of forty (40) hours per week shall be paid at the rate of 1-1/2 times their hourly wage.
3. All overtime must be pre-approved in writing by the Director or designee.
4. All employees shall be required to accurately fill out and obtain the Director or designee prior written permission for overtime on overtime sheets, and provide the same for payment to the Business office.
5. Overtime assignment shall be mandatory for all employees as directed by the Director or designee.
6. Except as may otherwise be provided by law, at the employee's request, but not the request of the Director or designee, overtime may be compensated for by the use of compensatory time, earned at the rate specified above. Said time will be scheduled, as requested by the employee, with the agreement of the Director or designee.

S. Probationary / Continuing ESP.

A new ESP shall be designated a "probationary" employee. The probationary period shall begin on the first day of employment. Having completed the probationary period, an ESP shall be considered a continuing employee. A continuing employee may resign or be laid-off only in accordance with the provisions of this Agreement. A continuing employee may be terminated or suspended without pay only

for just cause. A probationary employee may be discharged without recourse at any time prior to the end of the probationary period.

All secretaries and custodians shall have a probationary period of twelve (12) months.

Occupational Therapists, Physical Therapists, Art Therapists and BCBA's hired on or after July 1, 2022 shall have a probationary period of four (4) consecutive school terms; the first day actually worked must be before November 1 in the first probationary year for that year to count towards the probationary period.

All remaining ESP will have a probationary period of two (2) consecutive school terms; the first day actually worked must be before November 1 in the first probationary year for that year to count towards the probationary period. If a probationary employee's work year is a school term and the employee transfers at the end of his/her second probationary year to a new position, the probationary period will be extended for an additional year.

T. Reduction in Force - ESP Employees.

1. If, in the opinion of the Board of Directors it is necessary to honorably dismiss, layoff or reduce the number of ESPs or hours of work, the Board shall utilize the following procedures:
2. The Board shall first implement any such changes as to probationary ESPs in a category before the employment status of any continuing ESP in a category is so changed. In implementing this provision, the Board shall layoff probationary ESP before reducing the hours of continuing employees.
3. The Board in its discretion and judgment shall then implement any such changes as to continuing ESPs in a category, with the ESP with less seniority being dismissed first. However, such adherence to seniority shall not be utilized if an ESP has received a rating of unsatisfactory on his/her last two evaluations, and in such case the Board may disregard that ESP 's seniority in the event of a reduction.
4. The preceding provisions shall not apply to the reduction of more senior ESP(s) where less senior ESP(s) are retained within a category because the more senior ESP(s) is (are) not qualified to hold the remaining position(s).
5. In the event of a reduction-in-force, the Union and all affected ESPs shall be given written notice of honorable dismissal no less than thirty (30) days prior to the effective date of dismissal as provided by Section 5/10-23.5 of the School Code.
6. Continuing ESPs shall be entitled to recall for a period of twelve (12) months. Continuing ESPs on layoff shall maintain a current address and phone number in the Personnel Office. An ESP on layoff shall be reinstated to a position in his/her former category, where qualified to hold such a position, where within the ESP's former category the Board increases the number of ESPs, and/or a vacancy occurs for any reason (such as when the Board grants a leave of absence or an ESP resigns) and the Board decides that a replacement is needed. ESPs shall be recalled in reverse order of their layoff.

7. All benefits to which an ESP was entitled at the time of his/her layoff, including unused accumulated sick leave and seniority, will be restored to the ESP upon his/her return to active employment and the ESP will be placed on the salary schedule for the current position on the basis of the ESP 's previous experience.

U. Categories of ESP.

V. Reduction in Force - Teachers, Speech-Language Pathologists, Social Workers, and School Nurses (PEL).

If, in the opinion of the Board of Directors, it is necessary to honorably dismiss, layoff or reduce the number of Teachers, Speech-Language Pathologists, Social Workers, and School Nurses (PEL), the Board shall utilize the "Sequence of Honorable Dismissal" list to make its determinations.

W. Resignation.

An ESP who provides services to students shall give at least fourteen (14) days written notice of resignation.

X. Planning Time.

Teachers, Art Therapists, OTs, PTs, COTAs, PTAs, SLPs and Social workers shall meet with their supervisors at the beginning of each school year and schedule a minimum of two hundred (200) minutes per week planning time. The number of planning minutes per week will decrease by 40 minutes for each student non-attendance workday and each day that plan time was missed due to field trip attendance.

It is the desire and intent of the Administration to allot each educator a minimum planning time of 200 minutes per week. Each planning period shall be a minimum of 20 minutes. It is understood that in some cases this requirement may be difficult to arrange because of the differing school schedules in member school districts. Plan time will be subject to the following guidelines.

Educators, in collaboration with their supervisors, will establish weekly schedules, including plan time, within approximately two weeks after the start of the school year.

If an educator does not receive their plan time, they must report it in writing to their supervisor on the day the plan time was missed. If the reason the plan time was missed is approved by the supervisor (eg: attending an IEP meeting, addressing a student crisis, etc), the supervisor may provide the plan time during the same week. If the plan time cannot be provided to the educator within the same week, the employee will be compensated at the extra duty rate.

Y. School Rules.

SWCCCASE employees shall abide by the rules of the District to which they are assigned unless otherwise directed by the Director or designee.

Z. Work Year.

1. All Employees Working Less Than Twelve Months.

All employees shall teach/work according to the schedule adopted by the District to which they are assigned, and shall work for the duration of such calendar, plus one additional day scheduled as an institute for SWCCCASE, usually scheduled for the beginning of the school year.

In the event an employee is docked for non-attendance, the loss of pay shall be equivalent to 1/182 of the compensation to be paid to each such employee as set forth herein (See Compensation Schedules).

The work year for employees who work less than twelve months shall be 182 days in length and shall follow the school calendar of the District to which they are assigned. Any days worked in excess of 182 days shall be compensated on a per diem basis for each additional day actually worked. In extenuating circumstances, the administration may amend the scheduled work days in a member district or SWCCCASE school calendar for the purposes of providing required professional development. This would not increase the number of days an employee works.

In the event of an employee strike or work stoppage occurring in a district to which a SWCCCASE employee is assigned and SWCCCASE classes are canceled, SWCCCASE employees may be excused from attendance, and shall suffer no loss of pay for any such days of absence. Employees may be required to make up days lost due to the strike or work stoppage. An employee will not be entitled to additional pay unless s/he is required to work in excess of 182 days for the school term.

2. Twelve Month Secretaries and Custodians.

The work year for 12-month secretaries and custodians shall be 260 days annually, inclusive of holidays and vacations, but exclusive of Saturdays and Sundays.

ARTICLE V.

EVALUATIONS

A. In General

While it is the intent of an evaluation procedure to assist in the improvement of instruction, it is recognized by the parties that the observation/evaluation process shall not be regarded as limiting the Board's plenary and exclusive power to hire, discharge, transfer, promote, assign or discipline staff. Therefore, any alleged violation of this Article shall not be deemed grievable beyond Step III of the grievance procedure (Board of Directors).

The Executive Director or designee shall notify the Union President prior to implementing a change in the existing evaluation instrument or written evaluation procedures. Upon the Union President's request, the Executive Director or designee shall meet with the Union to review the change. If the Union submits a written request to review the change within fourteen (14) days of notice thereof, the change shall not be implemented prior to such review; otherwise, absent such timely request for review, the change shall be implemented.

B. Evaluation of Employees who hold a PEL w/o stipulations, Art Therapists, OTs and PTs, and BCBAs.

1. The employee's supervisor shall be usually responsible for the evaluation of all employees assigned to such supervisor.
2. Within twenty (20) work days after the beginning of each school term, or after the employee's first work day if the employee does not commence employment at the beginning of the school term, the evaluator shall acquaint employees under his/her supervision with the applicable evaluation procedures, standards and instruments which are to be used. Normally, such orientation should take place during the pre-school institute days.
3. All formal observations and evaluations of the performance of an employee will be conducted openly and with full knowledge of the employee. At least three (3) workdays prior to any formal observation, the evaluator will notify the employee of intent to observe except in cases of emergencies, or except by mutual agreement. Formal observations of classroom performance or provision of the employee's related service will normally not take place during the first and last weeks of the school year except in cases of emergency.
4. For each full-time tenured or continuing employee:
 - a. If the employee's performance is rated as either "excellent" or "proficient":
 - i. A summative evaluation must be conducted at least once in the course of the 3 school years after receipt of the rating, and
 - ii. At least one informal observation must be conducted in the course of the 2 school years after receipt of the rating; and
 - iii. At least one formal observation must be conducted during the evaluation cycle.

- b. If the employee's performance is rated as either "needs improvement" or "unsatisfactory":
 - i. A summative evaluation must be conducted in the school year following receipt of the rating; and
 - ii. At least three observations must be conducted during the school year, two of which must be formal observations.
5. Each probationary employee will receive a formal summative evaluation at least once during each probationary year of SWCCCASE employment. A minimum of three (3) observations are required during the evaluation cycle, at least two (2) of which must be a formal observation.
6. A draft copy of each formal written observation summary and/or evaluation will be given to the employee at the post-observation conference or evaluation conference (as may be applicable).

A post-observation conference will be held between the employee and the evaluator within fifteen (15) school days following the formal observation. A final copy of the formal written observation summary, and the evaluation, as applicable, will be given to the employee within ten (10) school days of the conference at which discussion has been concluded. A copy signed by both parties will be retained by the employee.

All copies of evaluations will be signed and dated by the employee indicating said evaluations have been discussed, but not necessarily agreed to. A copy of the evaluation will be put in the employee's personnel file.

7. A professional development plan will be developed for a tenured or continuing employee who receives an overall rating of "needs improvement" on his/her summative evaluation. A remediation plan will be developed for these employees who receive an overall unsatisfactory rating on his/her summative evaluation.
8. When a teacher is evaluated by a supervisory staff person who does not possess certification in the teacher's discipline, the teacher shall be entitled to request, within ten (10) days of the written evaluation and shall receive within sixty (60) days of the request, a subsequent evaluation according to the above procedure performed by an evaluator other than the original. The teacher may suggest names of possible evaluators; however, the Director shall select the subsequent SWCCCASE evaluator.

C. Evaluation of COTAs, PTAs, Non-School Licensed Nurses, Sign Language Interpreters, Paraeducators, Program Secretaries, and Custodians.

1. The teacher, OT, PT, or supervisor shall usually be responsible for the evaluation of all ESPs assigned to work with them. Supervisor input may be included in the evaluation.
2. Within twenty (20) work days after the beginning of each school term, or after the ESP's first work day if the ESP does not commence employment at the beginning of the school term the evaluator shall acquaint ESPs under his/her supervision with the applicable evaluation procedures, standards and instruments which are used.

3. Each probationary ESP shall have a written evaluation at least once each year.
4. Each continuing ESP shall have a written evaluation as follows:
 - a. If the continuing ESP's most recent evaluation rating was either "excellent" or "proficient," an evaluation will be conducted at least once in the course of the 3 school years after receipt of the rating.
 - b. If the continuing ESP's most recent evaluation rating was either "needs improvement" or "unsatisfactory" and the ESP remains employed by SWCCCASE, an evaluation will be conducted during the school year following receipt of the rating.
5. All copies of evaluations will be signed and dated by the employee indicating said evaluations have been discussed, but not necessarily agreed to. A copy of the evaluation will be put in the employee's personnel file.
6. An Improvement Plan will be developed for a continuing ESP who receives an overall "needs improvement" or unsatisfactory rating on his/her evaluation.

ARTICLE VI.

GRIEVANCE PROCEDURE

A. Definitions.

1. The term "grievance" shall mean a dispute concerning the interpretation or application of a specific term or provision of this Agreement, subject to those inclusions appearing in other Articles of this Agreement.
2. The term "grievant" shall mean an employee, group of employees or the Union, in a dispute over a term or provision of this Agreement as it relates to them or the Union as an organization.

B. Purpose.

The Board and Union encourage the informal resolution of grievances and agree that problems should be resolved before the filing of a grievance and encourage open communication so that resorting to the formal grievance procedure will not normally be necessary. The purpose of this Article is to promote a prompt and efficient procedure for the investigation and resolution of grievances. The procedures hereinafter set forth shall be the sole and exclusive method for resolving the grievances of employees for the remedy of any alleged violation of this Agreement.

C. Representation.

The Union may, with the consent of the employee, represent an employee in a grievance filed under this Article. An employee may also represent himself or herself in a grievance filed under this Article. If an employee chooses to represent himself or herself, he or she shall so inform the Union and the Director with which the grievance is filed at the time of filing. No resolution of any individually processed grievance shall be inconsistent with the terms of this Agreement and for this purpose the Union shall have the right to have an observer present at all meetings called for the purpose of discussing grievances. The Union grievance officer shall be notified at least twenty four (24) hours in advance of any such meeting. No employee shall be required to meet with an administrator at any stage of processing a grievance without a representative of his/her choice. Any and all documents dealing with the processing of a grievance shall be filed separately from the employee's personnel file.

D. Resort to Other Procedures.

If prior to filing a grievance hereunder, or while a grievance proceeding is in progress, an employee seeks resolution of the matter in any other forum, whether administrative or judicial, the Board or the SWCCCASE shall have no obligation to entertain or proceed further with the matter pursuant to this grievance procedure. Further, since the Board and the Union do not intend that this grievance procedure be a device for appellate review, a response by the Board or its representatives, or by SWCCCASE or its representatives, to a recommendation of a hearing officer or other individual or group having appropriate jurisdiction in any other procedure shall not give rise to a grievance under this procedure.

E. Grievance Forms.

All grievances and requests for review must be submitted in writing and signed by the grievant or grievants.

F. Compliance with Procedure.

All grievances must be filed in accordance with the procedures in this Article. The Board shall be under no obligation to process or consider a grievance which is not filed in accordance with the procedures of this Article.

G. General Principals.

1. The failure of an employee or the Union to act within the time limits will act as a bar to any further appeal and an administrative failure to give a decision within the time limits shall permit the grievant to proceed to the next step. The time limits, however, may be extended by mutual agreement.
2. Days shall mean days the Administrative Office is open.
3. The employee (or the representative of the grieving employees in a group grievance) shall be present at any grievance discussion when the Administration and the Union deem it necessary. When the presence of an employee at a grievance hearing is requested by either party, illness or other incapacity of the employee shall be grounds for any necessary extension of grievance procedure time limits. All grievances shall take place, except as parties mutually agree otherwise, after school hours.
4. In any instance where the Union is not represented in the grievance procedure, the Union will be notified of the disposition of the grievance at each formal step of the procedures. No disposition of any grievance shall be in conflict with any of the terms or conditions of this Agreement, except by mutual agreement by the grievant and the Board.
5. By mutual agreement, lower steps in the grievance procedure may be by-passed.

H. Procedure.

1. Informal Meeting

An employee may attempt to resolve any grievance by means of an informal, verbal discussion between the complainant and the appropriate administrator as designated by the Director.

2. First Step (Appropriate Administrator).

If the grievance cannot be resolved informally, the aggrieved employee shall file the grievance in writing and at a mutually agreeable time, discuss the matter with the appropriate administrator in the presence of a representative, if so desired, with the objective of resolving the matter. The filing of the grievance must be thirty (30) school days from the date of the event giving rise to the grievance. The appropriate administrator who has authority to make a decision on the grievance shall make such decision and communicate it in writing to the employee within ten (10) days of the filing of the grievance.

3. Second Step (Appeal to the Director).

In the event a grievance has not been satisfactorily resolved at the first step, the aggrieved employee shall file, within ten (10) days of the appropriate administrator's written decision or answer at the first step, an appeal to the Director of the SWCCCASE. Within ten (10) days after such written grievance is filed, the aggrieved, representative of the aggrieved as desired, the appropriate administrator, and the Director, or designee, shall meet to resolve the grievance. The Director, or designee, shall file an answer within ten (10) days of the second step grievance meeting and communicate it in writing to the employee, the appropriate administrator and the Union.

4. Third Step (Appeal to the Board).

If the grievance cannot be settled at the second step, the aggrieved employee shall submit the grievance to the Board of Directors within ten (10) days of the written decision of the Executive Director. The aggrieved and/or the grievance committee will present a statement of position in writing to the Board. It will be the practice of the Board to consider such grievance at the regularly scheduled meeting next following submission of the grievance to the Board level. In no event, however, will such grievance be considered later than the second regularly scheduled meeting following submission. The Board will hold an oral hearing on the grievance. The Board of Directors shall file an answer within ten (10) days of the Board Meeting and communicate it in writing to the employee, the appropriate administrator and the Union.

5. Fourth and Final Step (Arbitration).

If the decision at Step Three is not satisfactory to the grievant, there shall be available a fourth (4th step) of impartial arbitration. The grievant must submit in writing, within ten (10) school days after receiving the Board's decision in Step Three, a request to enter into such arbitration. The arbitration shall be conducted by an arbitrator to be selected by the two parties within ten (10) school days after said notice is given. If the two parties fail to reach agreement on an arbitrator within the above ten-day period, the American Arbitration Association will immediately be requested to provide an arbitrator in accordance with the voluntary labor arbitration rules of said arbitration. The arbitrator shall be without power or authority to make any decision which is contrary to, inconsistent with or which modifies or varies the terms of this Agreement; or which limits or interferes with the Board's duties, powers or responsibilities under applicable law. The sole power of the arbitrator shall be to determine if the terms of this Agreement have been violated, misinterpreted or misapplied. The decision and/or award of the arbitrator, if made in accordance with his jurisdiction and authority under this Agreement and rendered consistent with the terms of this Agreement, shall be binding upon the parties. Expenses for the arbitrator's service and expenses which are common to both parties shall be borne equally by the Board and the Union.

I. Multiple Remedies.

Should any member of the bargaining unit commence an action against the Board and/or any of its members individually or collectively, before any State or Federal Administrative Agency, Court or Tribunal, charging the Board or any of its members as aforesaid with any alleged violation of any of the rights granted to or enumerated herein, said proceeding shall act as an exclusive remedy for said alleged violation, and shall further act as a bar to the commencement or further proceeding of any

grievance file herein which alleges as its subject matter any violation of any rights specifically enumerated herein.

ARTICLE VII.
ESP Seniority

Seniority is the length of the ESP's continuous service by category starting with the first day on which duties are performed in the ESP's category. In the case of 10-month ESP, the two months not worked during the summer shall not constitute a break in service. Seniority credit shall be computed on the initial hire date for full time employment that an ESP accrues according to the following criteria:

- A. Seniority is lost upon the following:
 - Resignation
 - Dismissal Retirement
 - Part-time Employment

- B. Seniority continues to accrue during the following:
 - Leave of absence
 - Temporary disability (IMRF)

- C. By February 1 annually, the Board shall publish an ESP seniority list that is prepared according to the provisions herein

ARTICLE VIII.
PAID LEAVES

A. Sick Leave.

Each employee shall be entitled to the following number of paid sick leave days annually as set forth more fully below irrespective of any requirements which may be imposed by interpretations of law, such leave shall be earned annually. Sick leave shall be used for 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 mean parents, spouse, brothers, sisters, children, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, and legal guardians.

The Board may require a certificate from a physician licensed in Illinois to practice medicine and surgery in all its branches, a chiropractic physician licensed in Illinois, an advanced practice nurse who has a written collaborative agreement with a collaborating physician that authorizes the advanced practice nurse to perform health examinations, or a physician assistant who has been delegated the authority to perform health examinations by his or her supervising physician, or, if the treatment is by prayer or spiritual means, that of a spiritual adviser 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 thirty (30) days for birth, or as the Board it may deem necessary in other cases. If the Board does require a certificate as a basis for pay during leave of less than three (3) days for personal illness, the Board shall pay, from school funds, the expenses incurred by the employee in obtaining the certificate. For paid leave for adoption or placement for adoption, the Board may require that the employee provide evidence that the formal adoption process is underway, and such leave is limited to thirty (30) days.

In the case of leave under the Family and Medical Leave Act for birth or adoption, the employee may, at his/her option, utilize sick leave as permitted under this Section provided the employee submits medical certification, if required, from his/her (or his spouse's) medical provider. In the case of adoption, the employee may, at his/her option, utilize sick leave as permitted under this Section during a FMLA leave after submission of evidence that the formal adoption process is underway.

Employees may review their accumulated leave at any time using the web-based attendance program.

1. For School Nurses (PEL), Social Workers (PEL), Speech-Language Pathologists (PEL), Teachers (PEL), Licensed Occupational Therapists, Licensed Physical Therapists, Registered Art Therapists, BCBA's

	10-Month (Yr 1-4)	10-Month (Yr 5+)
Sick	11	14
Personal	3	3

2. For Clerical Employees, Licensed Occupational Therapy Assistants, Licensed Physical Therapy Assistants, Licensed Sign Language Interpreters, Custodians, Non-School Licensed Nurses, Paraeducators (PEL w/Stipulations)

	10-Month (Yr 1-4)	10-Month (Yr 5+)	12-Month
	Other ESP	Other ESP	ESP
Sick	11	12	14
Personal	3	3	3

a. Probationary Employees

All probationary employees shall accrue their annual allotment of sick leave days on a pro rata basis in equal installments on four (4) accrual dates during their work year, as follows:

July 1 (for 12 month employees) or the first day actually worked (for 10 month employees), whichever comes first.

November 1, January 1 and April 1

If a probationary employee's first actual day worked is November 1 or after, the annual allotment of sick leave days shall be prorated. The prorated annual award shall accrue, in equal installments, on the first day actually worked and the accrual dates which remain in that school year.

b. Non-probationary Employees

All non-probationary employees shall accrue their full year's allotment of sick leave days on the first day actually worked in their new work year.

3. Accumulation

Unused sick leave will accumulate without limitation.

4. Exhaustion of Sick Leave

An employee who exhausts his/her sick leave and fails to present a statement from his/her physician or spiritual advisor (see Section 24-6 of the Illinois School Code) that justifies his/her absence from work, or who fails to request and be granted an unpaid leave of absence by the Board, shall be subject to dismissal for just cause from his/her employment for such absenteeism.

On the first occasion that an employee is absent from work after the exhaustion of sick and personal leave, he/she shall be provided with notice that a further absence may result in dismissal from employment.

This section is not intended to cause the dismissal of an employee who may have exhausted his/her accumulated sick and personal leave as a result of an extended personal or immediate family illness and who is thereafter absent due to a personal illness or immediate family illness wherein the employee's absence is beyond the employee's control. However, a statement from the employee's or immediate family member's physician or spiritual advisor (per Section 24-6 of the Illinois School Code) may be required by the Executive Director or designee in such circumstance, and the employee's failure to provide the same shall be grounds for dismissal.

B. Personal Leave.

Each employee shall be entitled to three (3) days per year for personal leave. Personal leave shall be interpreted as the requirement to attend to those items of a personal nature which cannot be attended to other than during school hours. After sick leave is exhausted, an employee may use personal leave for purposes of sick leave.

A one (1) week prior request via the SWCCCASE designated software program shall be required except in cases of emergency or unusual circumstance. In cases of emergency, the employee shall complete the personal leave request form as soon as possible after learning of the necessity for the leave. The supervisor will respond to the request for personal leave within a reasonable time frame. If the supervisor does not respond to the request within three (3) days prior to the proposed leave day, the employee may forward the request directly to the Executive Director. If the request for personal leave is denied, a reason will be provided to the employee. An employee may appeal the denial of the personal leave to the Executive Director/Designee.

Personal leave will not be granted in either the first or the last week of the school year, nor the day immediately prior to or following a school holiday or vacation, unless approved by the Executive Director/Designee in his/her sole discretion.

Unused personal leave days shall be carried over to the following school year and shall accumulate; however, an employee cannot use more than three (3) days during a school year unless used as sick leave.

At the end of his/her work year, an employee may submit his/her written election to surrender one or more unused days for compensation to be paid by September 30 at the rate of \$120.00 for each day surrendered. A non-probationary employee who leaves SWCCCASE employment during his/her work year may elect to surrender unused days for compensation to be paid with his/her final paycheck or request SWCCCASE to report such unused days to TRS or IMRF as accumulated sick leave. An employee retiring under TRS or IMRF may surrender one or more unused days and receive a post-retirement lump sum severance payment not sooner than sixty (60) days following retirement, provided (1) the employee shall not be compensated for days applied towards TRS creditable service or IMRF service credit; and (2) the payment shall not cause the Board to be responsible for any employer contribution or other payment to TRS or IMRF.

C. Religious Leave.

An employee shall be entitled to use up to two (2) days of his/her sick leave per year to observe a bona fide religious holiday. As in the case of Personal Leave, the employee will notify his/her supervisor as to the necessity for such leave one (1) week prior to the leave.

D. Vacation.

Each support staff employee scheduled to work a twelve (12) month year shall be awarded their annual allotment of vacation days on July 1st. Vacation days will be prorated for employees hired after July 1st. Vacation days must be approved by the employee's immediate supervisor.

<u>Years of Consecutive Service at SWCCCASE</u>	<u>Vacation Entitled</u>
1-5 Years	2 Weeks (.83 days per month)
6-10 Years	3 Weeks (1.25 days per month)
11+ Years	4 Weeks (1.66 days per month)

An employee's first day worked must occur prior to November 1st of the school year to be credited as a year of service. If an employee does not complete a full year of employment, the value of the vacation days which would not otherwise have accrued using the schedule above shall be deducted from the employee's final paycheck. Vacation days must be used before June 30 of the school year allotted or they will be forfeited.

E. Holidays.

Each twelve month support staff employee shall be granted a day off on each of the following holidays observed on a regularly scheduled work day:

New Year's Day	Labor Day
Martin Luther King	Columbus Day
Lincoln's Birthday or	4th of July
President's Day	Veterans Day
Casmir Pulaski's Birthday	Thanksgiving and Day After
Friday Spring Holiday	Christmas Eve and Day
Memorial Day	New Year's Eve
Juneteenth	

If the above days fall on an assigned work day, the day will be a holiday; if the day does not fall on an assigned work day there shall be no release from work unless the day is legally celebrated on a day when the SWCCCASE Administrative Office is closed.

F. Sabbatical Leave.

A teacher may be granted a sabbatical leave in the sole judgment of the Board. The terms and conditions of such leave shall be subject to the provisions of law.

If the teacher has taught in excess of ninety (90) days for a school term during which she/he departs on leave, she/he shall receive credit on the salary schedule for completion of the year of service. Subject to the approval of the insurance carrier, the teacher may make arrangements for maintaining insurance benefits at her/his own expense. The teacher may make himself/herself available for substitute teaching during the leave.

If during the leave, the purpose for such leave terminates and the teacher wishes to return to service prior to the expiration of such leave, subject to the teacher's qualifications, scheduling efficiency, continuity of instruction and the Director's consent, the teacher will be assigned to an available vacancy for which she/he is qualified.

ARTICLE IX.
UNPAID LEAVES

A. Tenured Employees with a PEL without Stipulations and Continuing Occupational Therapists, Physical Therapists, and Art Therapists and BCBAs.

1. Child Rearing Leave

A tenured employee with a PEL without Stipulations or continuing Occupational Therapist, Physical Therapist, Art Therapist, or BCBA may request a leave, not to exceed the balance of the school semester plus one additional school year (but in no event shall such leave exceed three semesters), for purposes of child rearing.

Arrangements for such leave shall be made by discussing the same with the Director. The employee and the Director shall determine the commencement and termination of such leave, taking into consideration maintenance of continuity of instruction and medical factors to the maximum possible degree, and the pertinent time factors related thereto. Every effort shall be made to have such leave terminate immediately prior to the start of a new school term or not later than the first day of school after winter recess or at the high school level at the semester break. Any leave which requests a commencement date prior to October 15 shall commence on the first day of the school term, excepting emergencies. The Director may waive any of the conditions of this Section in his sole discretion, and any such waiver shall not be precedential in any respect.

Nothing in this Section shall be deemed to prohibit a tenured or continuing employee who is disabled due to pregnancy, from working until such disability, utilizing whatever sick leave benefits she may have accrued (if any) during such disability, and then returning to work when she is physically able. If however, such employee desires a child rearing leave when she is physically able to work, she must notify the Director no later than the commencement of the seventh (7th) month of pregnancy (except in cases of emergency) of such a desire, with approximate beginning dates of disability and leave.

If the tenured or continuing employee has taught/worked in excess of ninety (90) days for a school term during which s/he is on leave, s/he shall receive credit on the salary schedule for completion of the year of service. Subject to the approval of the insurance carrier, the employee may make arrangements for maintaining insurance benefits at her/his own expense. The employee may make himself/herself available for substitute teaching/working during the leave.

If during the leave, the purpose for such leave terminates and the tenured or continuing employee wishes to return to service prior to the expiration of such leave, subject to the employee's qualifications, scheduling efficiency, continuity of instruction and the Director's consent, the employee will be assigned to an available vacancy for which s/he is qualified.

2. Extended Personal Leave

Tenured or continuing employees may apply for, and in the sole judgment of the Board, may be granted a leave of absence for compelling personal reasons such as, but not limited to extended

personal illness or illness in the immediate family, additional education, travel, study, or other career alternatives. Such leave shall be without pay or advancement on the pay schedule. The terms and conditions of such leave shall be subject to the recommendation of the Director and approval by the Board.

If the employee has taught in excess of ninety (90) days for a school term during which s/he departs on leave, s/he shall receive credit on the salary schedule for completion of the year of service. Subject to the approval of the insurance carrier, the employee may make arrangements for maintaining insurance benefits at her/his own expense. The employee may make himself/herself available for substitute teaching during the leave.

If during the leave, the purpose for such leave terminates and the tenured or continuing employee wishes to return to service prior to the expiration of such leave, subject to the employee's qualifications, scheduling efficiency, continuity of instruction and the Director's consent, the employee will be assigned to an available vacancy for which s/he is qualified.

3. Professional Leave

A tenured or continuing employee may apply for and shall be granted a leave of absence for a period of time not less than one full school semester and not greater than one full school term, for purposes of advanced study bearing some direct relationship to the employee's field of teaching, or to Educational Administration of Special Education.

If during the leave, the purpose of such leave terminates and the employee wishes to return to service prior to the expiration of such leave, subject to the teacher's qualifications, scheduling efficiency, continuity of instruction and the Director's consent, the employee will be assigned to an available vacancy for which s/he is qualified.

4. Leave Changes

Any tenured or continuing employee granted a leave under A. 1., 2., and 3. of this Article (Child Rearing, Extended Personal, Professional) shall submit any request for a change in the commencement or termination dates thereof in writing to the Director not less than fifteen (15) calendar days prior to the effective date of the proposed change. The Director may waive the requirements of this paragraph.

B. Leaves for Non-tenured Teachers/ Speech-Language Pathologists, Social Workers, Certified School Nurses, and Probationary Occupational Therapists, Physical Therapists, Art Therapists and BCBAs.

These employees may request a Child Rearing Leave, Professional Leave or an Extended Personal Leave under this Article. If the Board grants such leave, the employee will lose the continuous employment which s/he has accrued towards tenure / continuing status.

C. All Other Continuing Groups of ESP's.

1. A continuing ESP shall be granted, according to the conditions set forth herein, leave of absence for child rearing or extended illness. Other leave for all other employees and such

leave for probationary employees shall be granted in the sole and non-reviewable discretion of the Director.

2. Leave may be granted for study, relocation, and other reasons as otherwise approved in the sole and non-reviewable discretion of the Director.
3. Application for leave shall be made sixty (60) calendar days prior to the requested commencement of the leave, in writing, with a copy to the employee's supervisor and to the Director.
4. Such request shall state the purpose of the leave, the requested beginning and ending dates, and shall be accompanied by any other pertinent information, for example, in the case of child rearing, a medical certificate of pregnancy, pleadings in adoption proceeding, certificate of disability or illness, etc.
5. All such leave shall be without pay and without the accumulation of benefits. Employees shall continue to accrue seniority during such leave, and shall not rescind the employee's continuing status.
6. Subject to the approval of the insurance carrier, an employee may continue any insurance program by timely payments of the premiums to a place designated by the Business Office.
7. The time for all leaves shall usually be either the length or remainder of a full semester, a full school term, or one consecutive calendar year (365) excepting extended illness. Leaves may be granted for less time, if the reason for such leave warrants it. Extended illness leave shall be for a guaranteed period of 90 consecutive calendar days, which may be extended for additional similar periods of time at the sole and non-reviewable discretion of the Director.
8. An employee who is granted a leave must give the Director written notice of his/her intent to return for the following school year by not later than February 1. The failure of an employee to provide said written notice of intent to return may be accepted by the Board as a resignation from his/her employment. The Director or designee's written notice to the employee that his/her request for leave was granted shall include a statement informing the employee of the requirement to provide the written notice of intent to return.
9. Return from leave shall entitle the continuing employees to a position but not necessarily the same position held at the time of such leave. The return to a position shall not exempt an employee from a reduction-in-force then in effect or announced by the Board.
10. During a leave the Board shall be entitled to replace the employee on a temporary basis with a contract employee for a term not to exceed twelve (12) months, and said contract employee shall not be subject to the terms and conditions of this Agreement, and shall not be a member of the bargaining unit as defined herein.
11. The Director, in his/her sole and non-reviewable discretion, is permitted to waive any limitation expressed herein, and the exercise of such discretion vested in the Director shall not be precedential and the exercise of such discretion shall not constitute past practice.

ARTICLE X.
FAMILY AND MEDICAL LEAVE ACT

Leave under the federal Family and Medical Leave Act (“FMLA”) is available to an “eligible employee” as defined in the FMLA statute and its implementing regulations. An employee who has been employed by the Board for at least twelve (12) months, and is either a twelve month employee or has worked at least 1,000 hours during the preceding twelve (12) months is eligible for medical and/or family leave in accordance with the Family and Medical Leave Act (“FMLA”). FMLA leave is unpaid except that SWCCCASE will substitute any applicable accrued paid leave for FMLA leave. In this event, paid leave (i.e., sick or personal) shall run concurrently with FMLA leave. Except as otherwise required with respect to leave to care for a covered service member, the total FMLA leave shall not exceed twelve (12) weeks during a twelve (12) month period. For purposes of FMLA leave, the twelve (12) month period begins on July 1 and ends on June 30 of the following year. In all other respects, FMLA leaves (including but not limited to employee and employer rights and obligations) shall be in accordance with the provisions of the FMLA statute and its implementing regulations.

Link to Federal FMLA Eligibility and Rules: <https://www.dol.gov/agencies/whd/fmla>

ARTICLE XI.

ECONOMIC BENEFITS

A. Sick Leave Banks.

Teachers, Speech-Language Pathologists, Social Workers, School Nurses (PEL), Occupational and Physical Therapists, Art Therapists and BCBA's with an accumulated minimum of eighteen (18) sick days shall be eligible to participate voluntarily in a "Sick Leave Bank" at the beginning of his/her second year of employment. Paraeducators, Clerical Employees, Non-School Licensed Nurses, Occupational and Physical Therapy Assistants, Sign Language Interpreters and Custodians with an accumulated minimum of eighteen (18) sick days shall be eligible to participate voluntarily in a "Sick Leave Bank" at the beginning of his/her third year of employment. There shall be two Sick Leave Banks. Accumulations that existed for each of such Sick Leave Banks at the end of a year shall be carried forward to the following school year. Employees who desire to participate in a Sick Leave Bank shall submit written notice of intent to participate on a provided form. Said notice shall be given to the Sick Leave Bank Committees to administer the provision of said Sick Leave Banks prior to October 1 of each year. All accumulated paid leaves should be exhausted (sick, personal and vacation) before accessing the Bank. The Sick Leave Bank Committees shall provide the Director with a list of sick leave bank participants by October 15 of each year.

Participating members shall have deducted from accumulated sick leave, two (2) days of credited sick leave upon enrollment and one (1) day every year thereafter until each bank accumulates a balance of 200 days. The Sick Leave Bank retains the right to request additional days when necessary per both banks.

Authorized withdrawals by participating employees from the applicable Sick Leave Bank shall be made only upon approval of the majority members of the Sick Leave Bank Committees and their decision shall be final, and only when the participating employee applying for such withdrawal has, in fact, depleted sick leave credit and has been absent without wage for two (2) days. Maximum sick leave credit withdrawn from the Sick Leave Bank for any continuing illness shall not exceed the difference between the accumulated sick leave of the applicant at the date of such illness and a total of 185 working days (total aggregate sick leave shall include accrued sick leave and approved sick leave withdrawal from the appropriate Sick Leave Bank).

Each Sick Leave Bank Committee referred to herein shall be composed of seven (7) participating employees appointed by Special Education Council 2445, Local 943, American Federation of Teachers, AFL-CIO. Operating rules and regulations for the Sick Leave Banks shall be developed, implemented and altered when necessary by the Committees.

Membership in the Banks shall be voluntary. The Union agrees on behalf of itself and on behalf of all members of the bargaining unit that it shall indemnify and hold harmless the Board and all member districts from any and all claims, demands, actions and suits arising from the existence and/or administration of the Banks, including the costs of defense therefore.

Any member who is receiving benefits from the Illinois Teachers' Retirement System or the Illinois Municipal Retirement Fund, or who is absent for illness due to a work-related injury (which is compensable under the Illinois Workers' Compensation Act) may not avail himself/herself of any benefits of the Banks. Any costs and labor necessary for the operation of the Banks shall be the exclusive responsibility of the Union.

B. Permanent Disability.

An employee who remains disabled after the expiration of the Illinois Teachers' Retirement System or the Illinois Municipal Retirement System non-occupational disability benefits, said employee shall conclusively be determined to be totally and permanently disabled and his/her employment shall cease. In such case, the Board shall cooperate with the employee in assisting the employee with the Illinois Teachers' Retirement System or the Illinois Municipal Retirement System in securing any disability retirement benefits or retirement annuity the employee may be entitled to receive.

C. Work-Related Injury.

1. In the event that an employee receives workers' compensation payments as a result of a SWCCCASE work-related injury, for each day of workers' compensation paid the employee may request that the Board pay an additional one-third (1/3) of the employee's per diem rate of pay. In the event of such request, the Board shall pay the additional one-third (1/3) and the employee's accumulated sick leave, vacation leave, or personal leave shall be similarly reduced. If the employee has exhausted his/her sick, vacation and personal leave, he/she will receive no payment from SWCCCASE in addition to workers' compensation.
2. Whenever an employee is absent from school as a result of personal injury as the result of physical contact with a student, he/she shall continue to receive his/her regular salary for a period of time equal to thirty (30) school days plus a number of school days equal to his/her accumulated sick leave days if needed. Such absence shall not be charged to his/her annual sick leave. In no event shall the employee receive his/her salary if he/she is declared physically able to return to work by a Board designated physician. Any amount of salary payable pursuant to this Section shall be reduced by the amount of any Workers' Compensation and/or Teacher Pension or IMRF disability payments for temporary disability due to the said assault and/or battery injury for the period in which such salary is paid.

D. Professional Meetings.

The Board shall reimburse employees for actual, receipted costs related to attendance at professional meetings, conferences, workshops or other professional growth activities and seminars in and out of state, all as pre-approved by the Director or designee. Any employee who desires to attend any professional meeting, conference, workshop or other professional growth activities or seminar shall submit his/her written request (on the appropriate agreed-upon form) to the Director or designee which shall indicate the nature of such meeting, conference, workshop or other professional growth activities or seminar, the dates and times thereof, and an itemization of the anticipated costs related to attendance, not less than twenty-one (21) days prior to the date of the meeting/conference/workshop/or other professional growth activities/seminar. The Director or designee shall respond to the written request to attend a professional meeting/conference/workshop/or other professional growth activities/seminar not less than seven (7) days prior to the date of the professional

meeting/conference/workshop/or professional growth activities/seminar. In determining whether an employee may attend such meetings, the Director and the individual employee may agree that the individual employee shall bear some of the total cost of attendance when such costs exceed \$75.00. When the employee submits proof of attendance and payment to his/her supervisor and if the supervisor approves the request by the end of a month, the request for reimbursement will be submitted to the Board and the Administrative District for approval of payment by the end of the next month.

E. Tuition Reimbursement.

Each employee may apply for permission to enroll in college or graduate credit courses, and subject to the sole and non-reviewable permission of the Director or designee, may receive an agreed-upon amount of reimbursement.

The Board shall establish one fund for the designated school years for tuition reimbursement.

Any employee who receives the approval of the Director or his/her designee within two (2) weeks of enrolling in graduate course work applicable towards an advanced degree or in course work for support staff shall be entitled to receive reimbursement for actual tuition costs not to exceed a maximum per course hour as indicated below, provided that the employee receives a grade of "B" or better and further subject to the provisions set forth below. Course work must be applicable towards further certification in special education, school administration, relevant to the employee's assignment or toward an existing position in the Cooperative .

Employees requesting reimbursement must submit an official transcript and evidence of payment by the employee or the employee's lender before September 30 of the school year following completion of the applicable-level course work. Failure to submit the request for reimbursement by September 30 will result in the inability of the employee to receive reimbursement.

To qualify for tuition reimbursement the employee must return as a regular employee of SWCCCASE the September following completion of the course work. The employee will be reimbursed fifty percent (50%) of the tuition reimbursement after the first year the coursework is completed and will receive the remaining fifty percent (50%) of tuition reimbursement when they return the following year.

From the funds designated by the Board, if the requests for reimbursements from the applicable fund do not exceed _____ 1 _____, then and only then shall employees submitting reimbursement requests receive the actual cost of tuition to the maximum \$250.00 per semester hour reimbursement. If, however, the sum total of reimbursement requests from the applicable fund exceed _____ 1 _____, then all employees will receive a proportionate share of their actual costs provided the entire reimbursement from the applicable fund does not exceed said sums.

Notwithstanding the foregoing, no employee shall receive reimbursement for the completion of greater than twelve (12) hours of coursework during any given school year.

The maximum fund amounts set forth herein shall be available for tuition reimbursement for course work completed during the years indicated. However, actual tuition reimbursement for course work completed during a given school year shall be made from the applicable fund for that year subsequent

to September 30 of the following school year. If the actual tuition reimbursement for course work completed during a given school year does not exceed the designated fund amount, the unused portion of the fund shall be carried forward for the following two (2) school years and will be available if the maximum fund amount for the following two school years are exhausted.

¹ The tuition reimbursement fund shall be \$125 x the number of bargaining unit eligible employees at SWCCCASE as of the Board of Directors meeting in November of each school year of this Agreement.

F. Travel Allowance.

Expenses for travel which are related to the performance of duties either within the SWCCCASE boundaries while traveling between assignments or outside of SWCCCASE boundaries while involved in approved extraordinary travel related to work shall be reimbursed at the rate approved by the Internal Revenue Service. Any change in the IRS rate shall be applied to all travel beginning on the first day of the month following the change, or the first day of the month if that day is the effective date of the change. Any changes in the IRS rate shall be posted on the Cooperative website.

G. Internal Substitutes.

1. Every reasonable effort will be made to hire qualified substitutes in the place of absent teachers.

Paraeducators or Interpreters with a Substitute License.

Paraeducators or Interpreters with a Substitute License required by a Supervisor to teach a class for at least 30 minutes will be compensated \$18.00 per hour in addition to his/her regular pay.

Short-term Substitute Teacher License.

An individual with a Short-term Substitute License must hold an Associate's Degree or have completed at least 60 credit hours from a regionally accredited institution of higher education and must have completed the training program under 10-20.67 or 34-18.60 of the code to be eligible to teach in a public school. Individuals with a Short-term Substitute License may teach no more than 5 consecutive days per licensed teacher who is under contract. Short-term substitutes and staff members who hold a short-term substitute teacher license and are required by a Supervisor to teach a class for at least 30 minutes will be compensated \$18.00 per hour in addition to his/her regular pay, This section of the contract is valid through June 30, 2023, or as otherwise permitted through statute.

TRS Employees.

TRS employees required by SWCCCASE to teach a class due to a supervisor-approved absence of the assigned teacher from work for at least one-half (1/2) hour, shall be compensated based on the hourly rate of the substituting TRS employee. Internal substitute compensation is only intended for TRS employees that forgo contractual guaranteed duty free or planning time.

An approved absence of the assigned teacher from work shall be defined as sick leave, personal leave, Federation Leave, IEP meeting, or any other absence approved by the Executive Director or designee.

Paraeducators who do not hold either a substitute teaching license, a short-term substitute license or have been trained by the Cooperative as a short-term substitute shall not be placed in charge of a class.

2. Employees who substitute shall be compensated on a monthly basis.

H. Paraeducator Leave for Student Teaching.

1. This section applies to Paraeducators enrolled in an approved teacher preparation program through an institution of higher education (an "Eligible Paraeducator").
2. An Eligible Paraeducator may be granted a leave of absence from their Paraeducator position, in order to complete required student teaching (for the teacher preparation program) in SWCCCASE. The Executive Director shall have the sole discretion to determine whether to recommend the leave of absence and, if the leave of absence is recommended, the Board shall have the sole discretion to approve or deny the leave of absence.
3. If the Eligible Paraeducator is granted a leave of absence and if the institution of higher education approves payment during the student teaching assignment, the Board may choose to continue to pay the Eligible Paraeducator's regular salary during the leave of absence. In that event, all other economic benefits set forth in this Agreement, including internal substitute compensation, will continue to be available during the leave.
4. In the event that the student teaching assignment ends early (i.e., before the scheduled end date) for any reason, the Eligible Paraeducator's leave of absence will terminate and the Eligible Paraeducator will be required to return to their Paraeducator duties in order to continue to be paid.
5. This section ("Paraeducator Leave for Student Teaching") is not subject to the grievance/arbitration provisions in this Agreement and, therefore, any alleged violation of this section shall not be grievable.

I. Student Teachers, Related Service Interns, and Interpreter Interns.

SWCCCASE prides itself on providing high quality innovative programs for students with disabilities. The supervision of student teachers and interns may be viewed as a professional responsibility. Each semester, universities seek to place students in our programs to fulfill their certification requirements.

Upon the approval of the Executive Director, or designee, when a SWCCCASE educator accepts a student teacher or intern, they will be compensated at the rate designated in the "Extra Duties" section of the contract.

If any fund or credits are given by the institutions of higher education for supervision they shall be paid/given to the supervising employee.

J. Jury Duty.

No employee shall suffer a loss in salary because of jury duty provided that the employee reimburses the Board for the jury duty appearance fee and provides the Executive Director with a copy of jury duty attendance verification form. The employee can retain any travel stipend paid by the court.

K. Pay Periods / Direct Deposit.

All employees shall be paid over a 24-pay period on the 15th and the last day of the month. If these dates fall on a weekend or holiday, the pay date will be the prior business day. The first pay period is July 15th for 12-month employees and August 31st for 10-month employees. 10-month employees will receive five separate paychecks in June, in lieu of checks in July and August.

Employees hired after the start of the school year shall have their payment schedule prorated. Payroll deductions permitted by law, including Union dues and credit unions, may be made by employees on forms supplied by the Board. Notwithstanding the foregoing, no employee shall be permitted to participate in more than one credit union by payroll deduction.

Each employee shall designate a bank or other institution for purposes of direct deposit.

L. Insurance Benefits

1. Life Insurance

The Board provides a \$15,000 term life insurance policy to bargaining unit employees. Additional voluntary group term life insurance will be available to employees at their own expense.

2. Voluntary Group Insurance Plans

The Board provides employees the opportunity to enroll in the following voluntary group insurance plans:

- Accident
- Critical Illness
- Term Life
- Vision

These group insurance plans will be available to employees at their own expense.

3. Health and Dental Insurance

For each year of the Agreement, each employee shall be entitled to the amounts paid by the Board on the employee's behalf for the cost of insurance coverage as specified below. Health insurance for a new employee will commence the first day of the month following their first day of employment.

In all events, and in order to receive the Board's contribution towards insurance, each employee has authorized the appropriate deductions to be made from the employee's salary for his/her portion of payments for such plans.

Each employee for himself/herself and upon request, for any dependents (as defined by the benefit contract then in effect) shall be entitled to receive group major medical, hospitalization and dental insurance protection from the program operated by the Board. To be eligible to participate, each employee must enroll by May 31 of each school year or, for a new employee who begins work during or after open enrollment, within thirty-one (31) days of the employee's start date.

M. Board Contributions

1. Individual Medical Coverage

The Board contribution to the cost of individual medical insurance including individual or family dental insurance will be the maximum of the following amounts:

2022-23 School Year \$8,250

2023-24 School Year \$8,500

2024-25 School Year \$8,750

2. Family Medical Coverage

The Board contribution to the cost of family medical insurance including individual or family dental insurance will be the maximum of the following amounts:

2022-23 School Year \$15,000

2023-24 School Year \$15,500

2024-25 School Year \$16,000

3. Dental Coverage Only

If an employee declines to participate in the Board's medical insurance program, the Board shall pay the full annual cost of the employee's individual or family dental insurance premium.

4. Insurance Waiver

In the event that an employee elects not to participate in the SWCCCASE group major medical and hospitalization insurance and dental insurance programs during a given school year of this Agreement, such employee shall be provided group term life insurance and be compensated by the Board in the following amounts for the years indicated:

<u>Year</u>	<u>Amount</u>
2022-2023	\$1,000.00
2022-2024	\$1,000.00
2024-2025	\$1,000.00

This compensation will be paid in the same method as the annual salary and shall be pro-rated if the employee does not work a full school term or fiscal year. 10 month employees will receive \$50.00 per pay period from September to June. The final four of the twenty-four paychecks for

10 month employees will not include the insurance waiver payment. 12 month employees will receive \$41.67 per pay period from July to June. TRS employees that take insurance will still receive the corresponding creditable earnings amount and be responsible for their portion of the TRS contribution.

5. Insurance Committee

The Board and the Union shall establish a joint committee to review the SWCCCASE group health insurance plan and consider options to obtain alternative health insurance coverage at the lowest available premium cost for agreed-upon benefits. The Board and the Union shall each designate up to four (4) representatives to serve on the committee and shall each be responsible for the attendance and participation of their respective representatives. Representatives of other bargaining units, as well as members of the Administration, may also serve on the committee. The committee will meet annually, with the first meeting occurring not later than March 31 of each school year.

The committee's written recommendation, if any, shall be presented to the Board at the Board meeting in June of each school year. Unless otherwise agreed by the Board, the Union and the representative(s) of the other participating bargaining unit(s), the committee's work for a school year shall be complete once the recommendation is provided to the Board.

N. Retirement Program for All Employees

1. It shall be a goal of SWCCCASE to provide an incentive for eligible employees to retire if, at the sole and non-reviewable discretion of the Board, said retirement would be in the best interest of SWCCCASE.
2. Employees may elect to retire and request that the Board approve a retirement program. The Board may approve such request.
3. Eligibility.

The retirement program shall be available for an employee with a retirement date no later than June 30, 2029 who meets all of the following eligibility criteria:

- a. On the date of retirement, must be eligible and have applied to retire under the Illinois Teachers' Retirement System ("TRS") or Illinois Municipal Retirement Fund;
- b. Must have completed fifteen (15) years of full-time employment with the SWCCCASE before beginning the retirement program.
- c. 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);
- d. If retirement shall be under TRS, 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;

- e. Submits a Letter of Intent to Retire and request to participate in the retirement program as required below by May 1 for retirement program salary increases to begin the following school term; and
- f. Must not have received an increase in TRS creditable earnings or IMRF earnings exceeding 6% during any school year (July 1 to June 30) that TRS or IMRF will use to calculate the employee's pension unless the increase is otherwise permitted by this Agreement.

As a condition of participating in the Retirement Program, an employee who retires under IMRF will voluntarily cease work on June 30 or the end of the school term, and will be paid their remaining salary for the school year in the month of June.

4. Eligibility Exception.

The retirement program shall not be available to any employee whose retirement requires the Cooperative to make an additional employer/Board contribution or payment of any kind to TRS or IMRF due to the employee's retirement.

5. Letter of Intent to Retire and Request to Participate in Retirement Program.

In order to be eligible to participate in the retirement program, an employee must submit his/her irrevocable letter of intent to retire and request to participate in the retirement program to the Executive Director setting forth a retirement date at the end of a school year not later than June 30, 2029. The letter of intent to retire must be received by the Executive Director by May 1 for retirement program salary increases to begin the following school term.

6. Irrevocability.

- a. An employee's letter of intent to retire may only be rescinded by the employee for 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.
- b. If the retirement is rescinded, the employee will repay the retirement enhancement through a reduction of his/her pay over the next school year. 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.

7. 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 retirement program so long as the change in the retirement

date does not require the Cooperative to make an additional employer/Cooperative contribution or payment of any kind to TRS or IMRF 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 Cooperative to make an additional employer/Cooperative contribution or payment of any kind to TRS or IMRF as a result of the change, the employee forfeits his/her participation in the retirement program. In addition, the Cooperative 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 the 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 Cooperative recovers the retirement salary increases, such former employee shall repay any retirement salary increases to the Board within thirty (30) days of his/her retirement. In the event that the former employee fails to repay the Cooperative within such time, the Cooperative retains all rights and remedies against the former employee to recover the unpaid amount.

8. Retirement Program Salary Increase(s).

An employee who is eligible and elected to participate in the retirement program shall receive an increase of 4.5% over his/her prior year's salary from the Cooperative for each of up to four (4) remaining years of the employee's employment by the Cooperative. 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 such creditable earnings increases under this retirement program. It is the intent of the parties that the increases will be paid in the employee's final years of employment. Extra duty pay will not be included in the 4.5% increase. Employees may perform extra duty but 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 is otherwise permitted by this Agreement.

9. In addition to the salary increase(s) above, as a post-retirement lump sum severance payment following the employee's retirement, the Board shall also pay to the retiring employee by August 15 following the school year wherein the employee's retirement is effective:

- a. A payment of \$50.00 for each unused sick leave day not used for TRS or IMRF credit, up to a maximum of \$5,000.00
- b. In lieu of a contribution towards the cost of TRS or IMRF health insurance coverage, the Board will pay to the retiring employee a lump sum payment of \$6,500.00.

10. The number of employees who may be awarded a retirement incentive under this Section in any year may be limited at the Board's option to ten percent (10%) of those eligible, with the right to participate to be allocated among those applying on the basis of seniority in SWCCCASE employment.

11. The Union acknowledges that the terms contained in this Agreement with respect to this Section are the result of full, frank and arms-length negotiations between the parties. Accordingly, the Union accepts equal responsibility for the inclusion of each and every provision in this Section.

12. An employee receiving a retirement incentive who has completed the school year shall continue receiving his/her Insurance Benefits until the commencement of the following school term.

O. Cooperative Development Credits

A bargaining unit member who serves as a staff development instructor for Cooperative Development Credits shall be compensated at an hourly rate based on their salary (annual salary divided by 182 days divided by 7 hours/day equal hourly rate) with planning time negotiated at the time of the contract. A total flat rate for the completion of instructional responsibilities will be noted on the contract. The instructor shall be compensated for preparation time of at least one (1) hour for each hour of presentation at said hourly rate. The Director or designee may approve additional compensation at his/her discretion.

ARTICLE XII.
COMPENSATION SCHEDULES AND PRINCIPLES

A. Teachers, School Nurses (PEL), RN w/BAs, SLPs, Social Workers, Art Therapists, and BCBA's.

The Teachers Salary Schedules for each school year of this Agreement are attached hereto as Appendices A, B and C.

The Speech-Language Pathologists ("SLP"), Social Workers and Art Therapists Salary Schedules for each school year of this Agreement are attached hereto as Appendices D, E and F.

The Board Certified Behavioral Analysts (BCBA) Salary Schedules for each year of this Agreement are attached hereto as Appendices G, H and I.

B. Physical / Occupational Therapists.

The Physical Therapists ("PT") / Occupational Therapists ("OT") Salary Schedules for each year of this Agreement are attached hereto as Appendices J, K and L. A newly-employed OT or PT with less than a MA degree in OT or PT who was grand-parented under prior Illinois licensing laws and is not required to hold at least a MA degree as a condition of licensure will be placed in the MA lane or equivalent.

C. Nurses.

The Nurses Salary Schedules for each year of this Agreement are attached hereto as Appendices M, N and O.

D. Sign Language Interpreters and RNs without BA.

The Sign Language Interpreters Salary Schedules for each year of this agreement are attached hereto as Appendices P, Q and R.

E. COTAs and PTAs.

The COTAs and PTAs Salary Schedules for each year of this Agreement are attached hereto as Appendices S, T and U.

F. Salary Schedule for Paraeducators, Secretaries, and Custodians

The Paraeducators Salary Schedules for each year of this Agreement are attached hereto as Appendices V, W and X. A paraeducator with a Bachelor's Degree will be placed in the Substitute License lane on the Paraeducator Salary Schedule if s/he holds a teaching or Substitute Teaching License and agrees to serve as a substitute teacher in his/her program.

The Secretaries Salary Schedules for each year of this Agreement are attached hereto as Appendices Y, Z and AA.

The Custodians Salary Schedules for each year of this Agreement are attached hereto as Appendices BB, CC and DD. Custodians assigned to work in the afternoon/evening will be placed in the second shift column of the salary schedule.

G. Placement on Salary Schedule

1. Teachers

- a. No Previous Experience. Step 1 shall be for any teacher with no previous experience, except as modified by the terms of this Agreement.
- b. Previous Experience. The Board, upon the recommendation of the Director, shall have the sole prerogative of placing new faculty members on the salary schedule in consideration of their years of teaching experience as well as related work experience. In no event, however, shall teachers receive more than fifteen (15) years' experience for public/private school teaching service.

2. Speech/Language Pathologists / Social Workers / Art Therapists

A speech-language pathologist's ("SLP") social worker's and art therapist's base compensation for a 182 day work year shall be determined by placement on the SLP/Social Worker/Art Therapist Salary Schedule in the MA vertical lane according to the number of years employed at SWCCCASE and other school districts or special education joint agreements as an SLP, social worker or art therapist.

An SLP, social worker or art therapist who completes at least fifteen (15) additional credit hours beyond his/her SLP, social worker or art therapist degree may request advancement to the MA+15 lane on the SLP/Social Worker/Art Therapist Salary Schedule. The coursework must be completed after such employee receives his/her degree in his/her relevant specialty. In order to be considered for horizontal movement on the salary schedule, the coursework shall be subject to the Executive Director's approval, in his/her sole discretion.

3. All Other Groups of ESPs

- a. No Previous Experience. An employee with no previous experience shall be placed on Step 1 of the salary schedule applicable to that position.
- b. Previous Experience. The Board, upon recommendation of the Director, shall have the sole prerogative of placing new employees on the applicable salary schedule in consideration of their years of like experience (paraeducator, secretary, custodian, etc.), as well as related work experience.

H. Vertical Movement on Salary Schedule

Employees may progress on the schedule only one step vertically in any one school year. An employee who works at least ninety (90) days during his/her first year of employment will move vertically on the schedule at the beginning of the next school year. Completion of another year of employment by SWCCCASE does not assure that the employee will move vertically on the schedule; however, unless otherwise provided in this Agreement, only an employee issued a formal letter of remediation by the Board may be held on step.

I. Horizontal Movement on Salary Schedule

To move horizontally on the schedule, all course work for which credit is earned must be at the undergraduate or graduate level in an accredited institution and must bear some direct relationship to the field of teaching: Special Education or Educational Administration or to some aspect to the employee's job assignment (curricular or extracurricular). Employees may be required to provide adequate rationale for the inclusion of course work for credit to the Director. Requests for the granting of any exceptions to the above criteria shall be made to the Director prior to enrollment in applicable courses, or within two (2) weeks of enrollment. Employees must present to the Personnel Office prior to any change being made in salary placement, official transcripts for course work for which salary schedule advancement is desired. In order to receive a salary adjustment for completed course work for the first semester of a school year, the employee shall submit official transcripts and evidence of prior approval to the Personnel Office not later than September 30 along with a request for the adjustment. In order to receive a salary adjustment for completed course work at the mid-point of a school year, the employee shall submit official transcripts and evidence of prior approval to the Business Office not later than January 25 along with a request for the adjustment. The Personnel Office shall process the same and make the applicable salary adjustment no later than the second pay period following the mandatory submission date. The salary adjustment shall be made retroactive to the beginning of the school year for adjustment requests submitted by September 30 or retroactive to the midpoint of the school year for adjustment requests submitted by January 25. The final and non-reviewable decision to approve course work for horizontal salary schedule movement shall rest solely with the Board upon the approval of the Director.

J. Illinois Teachers' Retirement System

The Board shall remit for each TRS eligible employee a sum equal to nine percent (9%) of the amount due such employee as set forth on the compensation schedule for the State of Illinois Teachers' Retirement System to be applied for the account of such employee.

The amount of gross wages due a teacher in the form of salary shall be the sum specified on the compensation schedule less the nine percent (9%) payment by the Board, paid in installments as otherwise provided herein, provided the Board shall deduct there from all sums as required by law or as authorized by the employee pursuant to Section 414(h) of the Internal Revenue Code of 1954, as amended. The employee shall have no right or claim to the funds so remitted except as they may subsequently become available upon retirement or resignation from the State of Illinois Teachers' Retirement System. The Board does not warrant that the deductions made in the amounts as listed on the compensation schedule by the Board for the employees as set forth in paragraph one (1) above are deemed excludable from the employees' gross wages, and as such, the Union and each individual employee shall and does hereby indemnify and hold harmless the Board of Education, its members, its agents, and its employees from any and all claims, demands, actions, complaints, suits, assessments and deficiencies or other liability by reason of the payments of contributions to the Teachers' Retirement System pursuant to the provisions of this Section.

K. Salary Tax Shelter - Support Staff Employees

The Board shall remit for each employee a sum equal to four and one-half percent (4.5%), or such other amount as may be required by law, of the amount due such employee as set forth on the compensation schedule for the State of Illinois Municipal Retirement Fund to be applied for the account of such employee. The amount of gross wages due an employee in the form of salary shall be the sum specified on the compensation schedule less the requisite payment to IMRF by the Board, paid in installments as otherwise provided herein, provided the Board shall deduct therefrom all sums as required by law or as authorized by the employee pursuant to Section 414(h) of the Internal Revenue Code of 1954, as amended. The employee shall have no right or claim to the funds so remitted except as they may subsequently become available upon retirement or resignation from the Illinois Municipal Retirement Fund. The Board does not warrant that the deductions made in the amounts as listed on the compensation schedule by the Board for the employees as set forth above are deemed excludable from the employees' gross wages, and as such, the Union and each individual employee shall and do hereby indemnify and hold harmless the Board, its members, its agents, and its employees from any and all claims, demands, actions, complaints, suits, assessments and deficiencies or other liability by reason of the payments of contributions to the IMRF pursuant to the provisions of this Section.

L. Extra Duties

Extra Duty pay in the amount indicated will be paid to a bargaining unit member fulfilling the requirements of the following extra duty positions, as recommended by the Executive Director:

<u>Position</u>	<u>Extra Duty Pay</u>
High School Department Chair	\$1,800.00/year
Club Sponsor (Jr. IAD-Drama Club, etc.)	\$1,200.00/year
Special Olympics	\$1,200.00/season
Alternative Parking	\$50/month
Supervision of Student Teacher/Related Service and Interpreter Interns	\$25/per week
CAAEL	\$400/sport
Maintenance	\$5,000.00/year
Van Drivers	\$500/year and \$10/each driving day
CPI Instructor	\$75/training__
TRS Employees Extra Duty	2022-2023 \$42.00/hour 2023-2024 \$43.00/hour 2024-2025 \$44.00/hour

**Notwithstanding past practice, TRS employees are ineligible for overtime compensation.

IMRF Employees Extra Duty

Hourly Rate

IMRF Employees are eligible for overtime after 40 hours in a work week.

If the Director determines that there shall be more than one position, each of the employees shall be paid the stated stipend amount. If the Director determines that more than one employee can share a position, the stipend will be split proportionately. As new/vacant stipend positions become available, they will be posted on the SWCCCASE web page.

M. Extended School Year (“ESY”).

	<u>ESY 2023</u>	<u>ESY 2024</u>	<u>ESY 2025</u>
OT/PT/SLP	\$53	\$56	\$59
COTA/PTA/LPNs	\$43	\$45	\$47
Teachers, Social Workers, School Nurses (PEL), RN, RN w/BA and Art Therapists	\$50	\$52	\$54
Paraeducators	\$28	\$30	\$32
Interpreters	\$35	\$37	\$39

ARTICLE XIII.
NO STRIKE

The Union and its members agree, in accordance with the statutes of the State of Illinois, not to strike, not to engage in work stoppages and not to picket in any manner which would tend to disrupt the operation of any program or the Administrative offices of the SWCCCASE.

Should any member of the bargaining unit be assigned to work in a member district and the employees of said member district are engaged in a work stoppage or strike, the SWCCCASE employee shall perform those duties assigned by the SWCCCASE during said strike. Provided, however, that bargaining unit members shall not be required to perform non-SWCCCASE activities in the place of striking employees.

ARTICLE XIV.
EFFECT OF AGREEMENT

The Board and the Union acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining.

Accordingly, the Board and the Union hereby understand and agree that:

- A. This Agreement embodies the complete and final understanding reached by the parties as to the wages, hours, and terms and conditions of employment for employees covered by this Agreement.
- B. This Agreement may not be supplemented or amended during its term except by the written, mutual agreement of the Board and the Union.
- C. The Union voluntarily waives any rights which might otherwise exist under law to negotiate with the Board during the term of this Agreement with respect to any matter pertaining to or having an impact on wages, hours, and terms and conditions of employment whether or not such matter may have been within the knowledge or contemplation of either or both of the parties at the time they negotiated or signed this Agreement.
- D. This Article shall not preclude negotiations during the term of this Agreement provided that the parties mutually agree in writing to negotiate an item of mutual concern

ARTICLE XV.


DURATION

THIS AGREEMENT shall be effective, except as otherwise provided herein, on July 1, 2022 and shall remain in effect until June 30, 2025. Negotiations for the 2025-2026 school year shall begin by April 15, 2025.


If during this Agreement the legislature amends the Pension Code to increase Employer contributions to TRS or IMRF, the Board may notify the Union in writing that this Agreement's retirement provisions must be immediately re-negotiated. In such case, the parties shall begin negotiations within thirty (30) days of the Board's notice and the retirement provisions of the Agreement shall no longer be in force or effect.

Either the Board of the Union may notify the other in writing that negotiations shall be re-opened during this Agreement regarding any new Illinois or federal laws or regulations. In such case, the parties shall begin negotiations within thirty (30) days of the requesting party's written notice to the other.

**SPECIAL EDUCATION COUNCIL 2445,
LOCAL 943, ILLINOIS FEDERATION
OF TEACHERS, AFL-CIO**



President



Secretary

June 15, 2022

Date

BOARD OF DIRECTORS, SWCCCASE



Chairperson




Secretary

June 15, 2022

Date

APPROVED:

**BOARD OF EDUCATION OF FOREST RIDGE
SCHOOL DISTRICT 142, COOK COUNTY,
ILLINOIS, solely in its capacity as legal and fiscal
agent and Administrative District for SWCCCASE**



President



Secretary

6-21-2022

Date

**2022-23 Salary Schedule
Teacher**

<u>STEP</u>	<u>BA</u>	<u>BA+15</u>	<u>MA</u>	<u>MA+15</u>	<u>MA+30</u>
1	46,012	47,392	50,236	51,743	53,295
2	47,139	48,553	51,466	53,010	54,601
3	48,280	49,728	52,712	54,293	55,922
4	49,434	50,917	53,972	55,591	57,258
5	50,600	52,118	55,245	56,903	58,610
6	51,779	53,333	56,533	58,229	59,975
7	52,970	54,559	57,833	59,568	61,355
8	54,173	55,798	59,146	60,920	62,748
9	55,386	57,048	60,470	62,285	64,153
10	56,610	58,308	61,807	63,661	65,571
11	57,844	59,580	63,154	65,049	67,000
12	59,088	60,860	64,512	66,447	68,441
13	60,340	62,151	65,880	67,856	69,892
14	61,602	63,450	67,257	69,274	71,353
15	62,871	64,757	68,642	70,701	72,822
16	64,147	66,071	70,036	72,137	74,301
17	65,430	67,393	71,436	73,579	75,787
18	66,719	68,720	72,844	75,029	77,280
19	68,013	70,054	74,257	76,484	78,779
20	68,890	71,392	75,675	77,945	80,284
21		72,734	77,098	79,411	81,793
22		74,079	78,524	80,880	83,306
23		75,428	79,953	82,352	84,822
24		76,778	81,384	83,826	86,341
25		78,129	82,817	85,301	87,860
26		79,481	84,249	86,777	89,380
27		80,832	85,682	88,252	90,900
28		82,182	87,113	89,726	92,418
29		83,529	88,541	91,197	93,933
30		84,774	89,967	92,666	95,446
31		85,766	91,508	94,193	96,959
32		86,760	93,096	95,829	98,644
33		87,753	94,691	97,471	100,335
34		88,747	96,290	99,118	102,032
35		89,739	97,892	100,769	103,732
36		90,732	99,499	102,424	105,436
37		91,726	101,107	104,081	107,143
38		92,718	102,718	105,739	108,852
39		93,712	104,329	107,399	110,561
40		94,707	105,941	109,059	112,271

**2023-24 Salary Schedule
Teacher**

<u>STEP</u>	<u>BA</u>	<u>BA+15</u>	<u>MA</u>	<u>MA+15</u>	<u>MA+30</u>
1	48,083	49,525	52,497	54,071	55,694
2	49,237	50,714	53,756	55,369	57,030
3	50,402	51,914	55,029	56,680	58,380
4	51,578	53,126	56,313	58,003	59,743
5	52,765	54,348	57,609	59,337	61,117
6	53,962	55,581	58,916	60,683	62,504
7	55,168	56,823	60,232	62,039	63,900
8	56,383	58,074	61,559	63,405	65,308
9	57,606	59,334	62,894	64,781	66,724
10	58,836	60,601	64,237	66,164	68,149
11	60,073	61,876	65,588	67,556	69,582
12	61,317	63,156	66,946	68,954	71,023
13	62,566	64,443	68,310	70,359	72,470
14	63,820	65,734	69,678	71,769	73,922
15	65,078	67,030	71,052	73,183	75,379
16	66,339	68,329	72,429	74,602	76,840
17	67,603	69,631	73,809	76,023	78,304
18	68,868	70,934	75,190	77,446	79,769
19	70,135	72,239	76,573	78,870	81,236
20	70,734	73,543	77,956	80,295	82,703
21	71,646	74,847	79,338	81,718	84,170
22		76,150	80,719	83,140	85,634
23		77,449	82,096	84,559	87,096
24		78,746	83,471	85,975	88,554
25		80,038	84,840	87,386	90,007
26		81,325	86,205	88,791	91,455
27		82,606	87,562	90,189	92,895
28		83,880	88,913	91,580	94,327
29		85,146	90,254	92,962	95,751
30		85,868	91,586	94,334	97,164
31		87,148	92,908	95,695	98,566
32		88,167	94,218	97,045	99,956
33		89,189	95,515	98,381	101,332
34		90,210	96,799	99,703	102,694
35		91,232	98,290	101,118	104,041
36		92,252	99,892	102,769	105,732
37		93,272	101,499	104,424	107,436
38		94,294	103,107	106,081	109,143
39		95,314	104,718	107,739	110,852
40		96,336	106,329	109,399	112,561

**2024-25 Salary Schedule
Teacher**

<u>STEP</u>	<u>BA</u>	<u>BA+15</u>	<u>MA</u>	<u>MA+15</u>	<u>MA+30</u>
1	50,247	51,754	54,859	56,505	58,200
2	51,428	52,970	56,149	57,833	59,568
3	52,617	54,196	57,447	59,171	60,946
4	53,815	55,429	58,755	60,517	62,333
5	55,020	56,670	60,070	61,872	63,729
6	56,231	57,918	61,393	63,235	65,132
7	57,448	59,172	62,722	64,604	66,542
8	58,671	60,431	64,057	65,979	67,958
9	59,898	61,695	65,396	67,358	69,379
10	61,128	62,962	66,740	68,742	70,804
11	62,361	64,232	68,086	70,128	72,232
12	63,596	65,504	69,434	71,517	73,662
13	64,831	66,776	70,783	72,906	75,094
14	66,067	68,049	72,132	74,296	76,525
15	67,302	69,321	73,480	75,685	77,955
16	68,535	70,591	74,826	77,071	79,383
17	69,765	71,858	76,170	78,455	80,808
18	70,992	73,121	77,509	79,834	82,229
19	72,213	74,380	78,843	81,208	83,644
20	73,429	75,632	80,170	82,575	85,053
21	74,000	76,878	81,491	83,935	86,453
22	74,512	78,116	82,803	85,287	87,845
23		79,344	84,105	86,628	89,227
24		80,563	85,397	87,959	90,598
25		81,771	86,677	89,277	91,956
26		82,966	87,944	90,583	93,300
27		84,149	89,197	91,873	94,630
28		85,317	90,436	93,149	95,943
29		86,469	91,657	94,407	97,239
30		87,530	92,862	95,648	98,517
31		88,272	94,048	96,869	99,775
32		89,588	95,214	98,070	101,012
33		90,636	96,359	99,250	102,227
34		91,686	97,515	100,407	103,419
35		92,736	98,799	101,703	104,694
36		93,786	100,290	103,118	106,041
37		94,835	101,892	104,769	107,732
38		95,884	103,499	106,424	109,436
39		96,919	105,107	108,081	111,143
40		97,834	106,718	109,739	112,852

2022-23 Salary Schedule
SLP, Social Worker, Art Therapist

<u>STEP</u>	<u>MA</u>	<u>MA+15</u>
1	53,674	54,748
2	54,989	56,089
3	56,320	57,447
4	57,666	58,820
5	59,027	60,208
6	60,402	61,611
7	61,792	63,028
8	63,194	64,458
9	64,610	65,902
10	66,038	67,359
11	67,477	68,827
12	68,928	70,307
13	70,390	71,797
14	71,861	73,298
15	73,341	74,808
16	74,830	76,326
17	76,326	77,853
18	77,830	79,387
19	79,340	80,927
20	80,855	82,472
21	82,375	84,023
22	83,899	85,577
23	85,426	87,135
24	86,955	88,695
25	88,486	90,256
26	90,017	91,817
27	91,547	93,378
28	93,076	94,937
29	94,602	96,494
30	96,125	98,048
31	97,644	99,597
32	99,334	101,280
33	101,037	103,018
34	102,745	104,760
35	104,458	106,507
36	106,174	108,258
37	107,893	110,011
38	109,614	111,766
39	111,336	113,522
40	113,058	115,279

2023-24 Salary Schedule
SLP, Social Worker, Art Therapist

<u>STEP</u>	<u>MA</u>	<u>MA+15</u>
1	56,089	57,211
2	57,435	58,584
3	58,795	59,971
4	60,167	61,371
5	61,552	62,783
6	62,948	64,207
7	64,355	65,642
8	65,772	67,087
9	67,198	68,542
10	68,634	70,006
11	70,077	71,479
12	71,528	72,958
13	72,985	74,444
14	74,447	75,936
15	75,915	77,433
16	77,386	78,933
17	78,860	80,437
18	80,336	81,943
19	81,814	83,450
20	83,291	84,957
21	84,768	86,463
22	86,243	87,968
23	87,715	89,469
24	89,183	90,967
25	90,647	92,460
26	92,104	93,947
27	93,555	95,426
28	94,998	96,898
29	96,431	98,360
30	97,855	99,812
31	99,267	101,252
32	100,666	102,680
33	102,052	104,094
34	103,424	105,493
35	104,780	106,876
36	106,458	108,507
37	108,174	110,258
38	109,893	112,011
39	111,614	113,766
40	113,336	115,522

2024-25 Salary Schedule
SLP, Social Worker, Art Therapist

<u>STEP</u>	<u>MA</u>	<u>MA+15</u>
1	58,613	59,785
2	59,990	61,190
3	61,378	62,606
4	62,775	64,030
5	64,180	65,464
6	65,594	66,906
7	67,014	68,354
8	68,440	69,809
9	69,871	71,268
10	71,306	72,732
11	72,744	74,199
12	74,185	75,668
13	75,626	77,139
14	77,068	78,609
15	78,508	80,078
16	79,946	81,545
17	81,381	83,009
18	82,812	84,468
19	84,237	85,922
20	85,656	87,369
21	87,066	88,808
22	88,468	90,238
23	89,860	91,657
24	91,240	93,065
25	92,608	94,460
26	93,962	95,841
27	95,301	97,207
28	96,623	98,556
29	97,929	99,887
30	99,216	101,200
31	100,483	102,492
32	101,729	103,763
33	102,952	105,011
34	104,153	106,236
35	105,424	107,493
36	106,780	108,876
37	108,458	110,507
38	110,174	112,258
39	111,893	114,011
40	113,614	115,766

2022-23 Salary Schedule
Nurse

<u>STEP</u>	<u>LPN</u>	<u>RN</u>	<u>RN w BA</u>	<u>Nurse PEL</u>	<u>PEL w MA</u>
1	35,477	46,120	47,503	50,354	51,864
2	36,346	47,250	48,667	51,587	53,135
3	37,225	48,393	49,845	52,836	54,421
4	38,115	49,550	51,036	54,098	55,721
5	39,015	50,719	52,241	55,375	57,036
6	39,924	51,901	53,458	56,665	58,365
7	40,842	53,095	54,687	57,969	59,708
8	41,769	54,300	55,929	59,284	61,063
9	42,705	55,516	57,182	60,612	62,431
10	43,648	56,743	58,445	61,952	63,811
11	44,600	57,980	59,719	63,303	65,202
12	45,559	59,227	61,003	64,664	66,603
13	46,525	60,482	62,297	66,034	68,015
14	47,497	61,746	63,599	67,415	69,437
15	48,476	63,018	64,909	68,803	70,867
16	49,460	64,297	66,226	70,200	72,306
17	50,449	65,583	67,551	71,604	73,752
18	51,443	66,875	68,882	73,015	75,205
19	52,441	68,173	70,218	74,431	76,664
20	53,442	69,475	71,559	75,853	78,128
21	54,447	70,781	72,904	77,279	79,597
22	55,454	72,090	74,253	78,708	81,070
23	56,463	73,403	75,605	80,141	82,545
24	57,474	74,716	76,958	81,575	84,023
25	58,486	76,031	78,312	83,011	85,501
26	59,498	77,347	79,667	84,447	86,981
27	60,509	78,662	81,022	85,883	88,459
28	61,519	79,975	82,375	87,317	89,937
29	62,528	81,287	83,726	88,749	91,412
30	63,535	82,596	85,074	90,178	92,883
31	64,539	83,901	86,418	91,603	94,351
32	65,539	85,201	87,757	93,023	95,813
33	66,646	86,496	89,091	94,437	97,270
34	67,770	87,785	90,419	95,844	98,719
35	68,896	89,067	91,739	97,392	100,269
36	70,025	90,340	93,051	98,999	101,924
37	71,156	91,605	94,353	100,607	103,581
38	72,288	92,860	95,646	102,218	105,239
39	73,420	94,104	96,928	103,829	106,899
40	74,553	95,337	98,197	105,441	108,559

2023-24 Salary Schedule
Nurse

<u>STEP</u>	<u>LPN</u>	<u>RN</u>	<u>RN w BA</u>	<u>Nurse PEL</u>	<u>PEL w MA</u>
1	37,038	48,149	49,594	52,569	54,147
2	37,927	49,305	50,784	53,831	55,446
3	38,825	50,472	51,986	55,105	56,759
4	39,731	51,650	53,200	56,392	58,083
5	40,645	52,839	54,424	57,689	59,420
6	41,567	54,037	55,658	58,997	60,767
7	42,496	55,245	56,902	60,316	62,126
8	43,432	56,461	58,155	61,644	63,494
9	44,374	57,686	59,416	62,981	64,871
10	45,321	58,918	60,685	64,327	66,256
11	46,275	60,157	61,962	65,679	67,650
12	47,232	61,402	63,244	67,039	69,050
13	48,195	62,653	64,533	68,404	70,457
14	49,160	63,909	65,826	69,775	71,869
15	50,129	65,168	67,123	71,151	73,285
16	51,101	66,431	68,424	72,529	74,705
17	52,074	67,697	69,728	73,911	76,129
18	53,049	68,964	71,033	75,295	77,554
19	54,025	70,232	72,339	76,679	78,980
20	55,000	70,900	73,646	78,064	80,406
21	55,976	72,254	74,951	79,448	81,832
22	56,950	73,612	76,255	80,831	83,256
23	57,922	74,974	77,557	82,211	84,677
24	58,891	76,339	78,855	83,587	86,094
25	59,858	77,705	80,149	84,958	87,507
26	60,820	79,066	81,438	86,325	88,914
27	61,778	80,312	82,721	87,684	90,315
28	62,731	81,550	83,996	89,036	91,707
29	63,677	82,781	85,264	90,380	93,091
30	64,617	84,002	86,070	91,714	94,465
31	65,550	85,215	87,456	93,037	95,828
32	66,474	86,416	88,838	94,349	97,180
33	67,389	87,606	90,214	95,648	98,518
34	68,295	88,783	91,447	96,934	99,842
35	69,270	89,947	92,646	98,205	101,151
36	70,396	91,097	93,830	99,460	102,443
37	71,525	92,231	94,998	100,698	103,719
38	72,656	93,349	96,149	102,107	105,081
39	73,788	94,450	97,283	103,718	106,739
40	74,920	95,604	98,428	105,329	108,399

**2024-25 Salary Schedule
Nurse**

<u>STEP</u>	<u>LPN</u>	<u>RN</u>	<u>RN w BA</u>	<u>Nurse PEL</u>	<u>PEL w MA</u>
1	38,520	50,075	51,578	54,672	56,312
2	39,425	51,252	52,790	55,957	57,636
3	40,337	52,438	54,011	57,251	58,969
4	41,255	53,631	55,240	58,554	60,311
5	42,178	54,832	56,477	59,865	61,661
6	43,107	56,039	57,720	61,184	63,019
7	44,040	57,253	58,970	62,508	64,384
8	44,978	58,471	60,225	63,838	65,754
9	45,918	59,693	61,484	65,173	67,129
10	46,861	60,920	62,747	66,512	68,507
11	47,806	62,148	64,013	67,854	69,889
12	48,753	63,379	65,280	69,197	71,273
13	49,700	64,610	66,549	70,542	72,658
14	50,648	65,842	67,817	71,886	74,043
15	51,594	67,072	69,085	73,230	75,427
16	52,539	68,301	70,350	74,571	76,808
17	53,482	69,527	71,613	75,910	78,187
18	54,423	70,749	72,872	77,244	79,562
19	55,359	71,967	74,126	78,574	80,931
20	56,292	73,041	75,374	79,897	82,294
21	57,219	73,736	76,616	81,213	83,649
22	58,140	75,144	77,849	82,520	84,996
23	59,054	76,556	79,074	83,818	86,333
24	59,961	77,950	80,288	85,106	87,659
25	60,860	79,118	81,492	86,381	88,973
26	61,750	80,275	82,683	87,644	90,274
27	62,630	81,419	83,862	88,893	91,560
28	63,499	82,549	85,026	90,127	92,831
29	64,357	83,664	86,174	91,345	94,085
30	65,203	84,764	87,307	92,545	95,321
31	66,117	85,846	88,422	93,727	96,539
32	67,050	86,911	89,518	94,889	97,736
33	67,974	87,956	90,595	96,031	98,911
34	68,889	89,106	91,714	97,150	100,065
35	69,795	90,283	92,947	98,434	101,342
36	70,770	91,447	94,146	99,705	102,651
37	71,896	92,597	95,330	100,960	103,943
38	73,025	93,731	96,498	102,198	105,219
39	74,156	94,849	97,649	103,607	106,581
40	75,288	95,950	98,783	105,218	108,239

**2022-23 Salary Schedule
BCBA**

<u>STEP</u>	<u>AMOUNT</u>
1	53,560
2	54,845
3	56,145
4	57,459
5	58,786
6	60,127
7	61,480
8	62,844
9	64,221
10	65,608
11	67,005
12	68,412
13	69,829
14	71,253
15	72,685
16	74,124
17	75,570
18	77,021
19	78,476
20	79,936
21	81,399
22	82,864
23	84,331
24	85,798
25	87,265
26	88,731
27	90,195
28	91,657
29	93,114
30	94,567
31	96,013
32	97,454
33	98,886
34	100,310
35	101,725
36	103,128
37	104,595
38	106,167
39	107,737
40	109,304

**2023-24 Salary Schedule
BCBA**

<u>STEP</u>	<u>AMOUNT</u>
1	55,435
2	56,710
3	57,997
4	59,296
5	60,606
6	61,928
7	63,259
8	64,600
9	65,950
10	67,309
11	68,675
12	70,049
13	71,429
14	72,815
15	74,205
16	75,600
17	76,999
18	78,400
19	79,804
20	81,208
21	82,613
22	84,018
23	85,421
24	86,822
25	88,219
26	89,613
27	91,002
28	92,385
29	93,762
30	95,131
31	96,491
32	97,842
33	99,183
34	100,512
35	101,828
36	103,225
37	104,628
38	106,095
39	107,667
40	109,237

**2024-25 Salary Schedule
BCBA**

<u>STEP</u>	<u>AMOUNT</u>
1	57,098
2	58,411
3	59,735
4	61,070
5	62,414
6	63,767
7	65,129
8	66,498
9	67,874
10	69,255
11	70,643
12	72,034
13	73,430
14	74,828
15	76,228
16	77,629
17	79,030
18	80,430
19	81,829
20	83,225
21	84,617
22	86,005
23	87,387
24	88,763
25	90,131
26	91,490
27	92,839
28	94,178
29	95,505
30	96,819
31	98,119
32	99,405
33	100,674
34	101,927
35	103,161
36	104,376
37	105,571
38	106,745
39	107,897
40	109,167

2022-23 Salary Schedule
OT PT

<u>STEP</u>	<u>MA</u>	<u>MA+15</u>	<u>MA+30</u>	<u>OTD/DPT</u>
1	57,346	59,067	60,839	62,664
2	58,493	60,248	62,055	63,917
3	59,646	61,435	63,278	65,176
4	60,803	62,627	64,506	66,441
5	61,964	63,823	65,738	67,710
6	63,129	65,023	66,973	68,983
7	64,297	66,226	68,212	70,259
8	65,467	67,431	69,454	71,538
9	66,639	68,638	70,697	72,818
10	67,812	69,846	71,941	74,100
11	68,985	71,054	73,186	75,382
12	70,158	72,262	74,430	76,663
13	71,329	73,469	75,673	77,943
14	72,499	74,674	76,914	79,222
15	73,666	75,876	78,153	80,497
16	74,830	77,075	79,387	81,769
17	75,990	78,270	80,618	83,036
18	77,145	79,459	81,843	84,299
19	78,295	80,643	83,063	85,555
20	79,438	81,821	84,275	86,804
21	80,574	82,991	85,481	88,045
22	81,702	84,153	86,677	89,278
23	82,821	85,306	87,865	90,501
24	83,931	86,449	89,042	91,713
25	85,030	87,581	90,209	92,915
26	86,119	88,702	91,363	94,104
27	87,195	89,811	92,505	95,280
28	88,259	90,907	93,634	96,443
29	89,309	91,988	94,748	97,591
30	90,345	93,056	95,847	98,723
31	91,485	94,170	96,935	99,838
32	92,626	95,345	98,146	101,030
33	93,759	96,512	99,347	102,268
34	94,924	97,670	100,540	103,496
35	96,474	99,178	101,962	104,831
36	97,102	99,955	102,894	105,921
37	98,196	101,082	104,054	107,116
38	99,278	102,197	105,202	108,299
39	100,348	103,299	106,338	109,468
40	101,406	104,388	107,459	110,623

2023-24 Salary Schedule
OT PT

<u>STEP</u>	<u>MA</u>	<u>MA+15</u>	<u>MA+30</u>	<u>OTD/DPT</u>
1	59,066	60,838	62,664	64,543
2	60,248	62,055	63,917	65,834
3	61,433	63,276	65,174	67,129
4	62,621	64,500	66,435	68,428
5	63,811	65,726	67,697	69,728
6	65,003	66,953	68,962	71,031
7	66,196	68,182	70,227	72,334
8	67,389	69,411	71,493	73,638
9	68,581	70,639	72,758	74,940
10	69,772	71,865	74,021	76,241
11	70,960	73,089	75,281	77,540
12	72,145	74,309	76,539	78,835
13	73,326	75,526	77,791	80,125
14	74,502	76,737	79,039	81,410
15	75,672	77,943	80,281	82,689
16	76,836	79,141	81,516	83,961
17	77,993	80,332	82,742	85,225
18	79,141	81,515	83,960	86,479
19	80,280	82,688	85,169	87,724
20	81,408	83,851	86,366	88,957
21	82,526	85,002	87,552	90,178
22	83,632	86,141	88,725	91,387
23	84,725	87,267	89,885	92,581
24	85,804	88,379	91,030	93,761
25	86,869	89,475	92,160	94,924
26	87,919	90,556	93,273	96,071
27	88,952	91,620	94,369	97,200
28	89,967	92,666	95,446	98,310
29	90,965	93,694	96,505	99,400
30	91,944	94,702	97,543	100,470
31	92,903	95,690	98,561	101,518
32	93,841	96,657	99,556	102,543
33	94,758	97,601	100,529	103,545
34	95,759	98,522	101,478	104,522
35	96,924	99,670	102,540	105,496
36	98,474	101,178	103,962	106,831
37	99,102	101,955	104,894	107,921
38	100,196	103,082	106,054	109,116
39	101,278	104,197	107,202	110,299
40	102,348	105,299	108,338	111,468

2024-25 Salary Schedule
OT PT

<u>STEP</u>	<u>MA</u>	<u>MA+15</u>	<u>MA+30</u>	<u>OTD/DPT</u>
1	60,838	62,663	64,543	66,479
2	62,055	63,916	65,834	67,809
3	63,273	65,171	67,126	69,140
4	64,492	66,426	68,419	70,472
5	65,710	67,681	69,711	71,803
6	66,927	68,934	71,003	73,133
7	68,141	70,186	72,291	74,460
8	69,353	71,434	73,577	75,784
9	70,560	72,677	74,858	77,103
10	71,763	73,916	76,133	78,417
11	72,959	75,148	77,402	79,724
12	74,148	76,373	78,664	81,024
13	75,329	77,589	79,917	82,315
14	76,502	78,797	81,161	83,595
15	77,664	79,994	82,393	84,865
16	78,815	81,179	83,614	86,123
17	79,953	82,352	84,823	87,367
18	81,079	83,512	86,017	88,597
19	82,191	84,657	87,196	89,812
20	83,287	85,786	88,359	91,010
21	84,367	86,899	89,505	92,191
22	85,431	87,993	90,633	93,352
23	86,475	89,070	91,742	94,494
24	87,501	90,126	92,830	95,615
25	88,506	91,162	93,896	96,713
26	89,491	92,175	94,940	97,789
27	90,453	93,166	95,961	98,840
28	91,391	94,133	96,957	99,866
29	92,306	95,075	97,928	100,866
30	93,196	95,992	98,872	101,838
31	94,060	96,882	99,788	102,782
32	94,903	97,744	100,676	103,697
33	95,841	98,657	101,556	104,581
34	96,758	99,601	102,529	105,545
35	97,759	100,522	103,478	106,522
36	98,924	101,670	104,540	107,496
37	100,474	103,178	105,962	108,831
38	101,102	103,955	106,894	109,921
39	102,196	105,082	108,054	111,116
40	103,278	106,197	109,202	112,299

**2022-23 Salary Schedule
Interpreters**

<u>STEP</u>	<u>BASE</u>	<u>BA+15</u>	<u>MA</u>	<u>MA+15</u>	<u>MA+30</u>
1	34,967	36,016	38,177	39,323	40,502
2	35,824	36,899	39,113	40,286	41,495
3	36,693	37,794	40,061	41,263	42,501
4	37,574	38,701	41,023	42,253	43,521
5	38,466	39,620	41,997	43,257	44,555
6	39,370	40,551	42,984	44,274	45,602
7	40,285	41,494	43,983	45,303	46,662
8	41,212	42,448	44,995	46,345	47,735
9	42,149	43,414	46,019	47,399	48,821
10	43,098	44,391	47,054	48,466	49,920
11	44,057	45,378	48,101	49,544	51,030
12	45,026	46,377	49,159	50,634	52,153
13	46,005	47,385	50,228	51,735	53,287
14	46,994	48,404	51,308	52,848	54,433
15	47,993	49,433	52,399	53,971	55,590
16	49,001	50,471	53,499	55,104	56,757
17	50,018	51,518	54,609	56,247	57,935
18	51,043	52,574	55,729	57,400	59,123
19	52,077	53,639	56,857	58,563	60,320
20	53,118	54,712	57,994	59,734	61,526
21	54,167	55,792	59,140	60,914	62,741
22	55,223	56,880	60,293	62,102	63,965
23	56,286	57,975	61,454	63,297	65,196
24	57,356	59,077	62,621	64,500	66,435
25	58,431	60,184	63,795	65,709	67,680
26	59,512	61,298	64,976	66,925	68,933
27	60,598	62,416	66,161	68,146	70,191
28	61,689	63,540	67,352	69,373	71,454
29	62,784	64,668	68,548	70,604	72,722
30	63,883	65,799	69,747	71,840	73,995
31	64,985	66,934	70,950	73,079	75,271
32	66,090	68,072	72,157	74,321	76,551
33	67,197	69,212	73,365	75,566	77,833
34	68,305	70,354	74,576	76,813	79,117
35	69,415	71,498	75,788	78,061	80,403
36	70,526	72,642	77,000	79,310	81,690
37	71,637	73,786	78,213	80,559	82,976
38	72,747	74,929	79,425	81,808	84,262
39	73,856	76,072	80,636	83,056	85,547
40	74,961	77,209	81,842	84,297	86,826

**2023-24 Salary Schedule
Interpreters**

<u>STEP</u>	<u>BASE</u>	<u>BA+15</u>	<u>MA</u>	<u>MA+15</u>	<u>MA+30</u>
1	36,016	37,096	39,322	40,502	41,717
2	36,880	37,987	40,266	41,474	42,718
3	37,756	38,889	41,222	42,459	43,733
4	38,644	39,803	42,191	43,457	44,760
5	39,542	40,728	43,172	44,467	45,801
6	40,452	41,665	44,165	45,490	46,855
7	41,372	42,613	45,170	46,525	47,921
8	42,303	43,572	46,186	47,572	48,999
9	43,244	44,541	47,214	48,630	50,089
10	44,195	45,521	48,252	49,700	51,191
11	45,156	46,511	49,302	50,781	52,304
12	46,127	47,511	50,362	51,873	53,429
13	47,108	48,521	51,432	52,975	54,564
14	48,097	49,540	52,512	54,087	55,710
15	49,095	50,568	53,602	55,210	56,866
16	50,101	51,604	54,701	56,342	58,032
17	51,116	52,649	55,808	57,483	59,207
18	52,138	53,702	56,924	58,632	60,391
19	53,168	54,763	58,049	59,790	61,584
20	54,205	55,831	59,181	60,956	62,785
21	55,248	56,906	60,320	62,129	63,993
22	56,298	57,987	61,466	63,310	65,209
23	57,353	59,074	62,618	64,497	66,432
24	58,414	60,167	63,777	65,690	67,661
25	59,480	61,265	64,941	66,889	68,896
26	60,551	62,368	66,110	68,093	70,136
27	61,626	63,475	67,283	69,302	71,381
28	62,704	64,585	68,461	70,514	72,630
29	63,786	65,700	69,642	71,731	73,883
30	64,870	66,816	70,825	72,950	75,139
31	65,957	67,936	72,012	74,172	76,397
32	67,045	69,057	73,200	75,396	77,658
33	68,135	70,179	74,389	76,621	78,920
34	69,225	71,302	75,580	77,847	80,183
35	70,315	72,425	76,770	79,073	81,445
36	71,405	73,547	77,960	80,299	82,708
37	72,494	74,669	79,149	81,523	83,969
38	73,581	75,789	80,336	82,746	85,229
39	74,667	76,907	81,521	83,967	86,486
40	75,749	78,022	82,703	85,184	87,740

**2024-25 Salary Schedule
Interpreters**

<u>STEP</u>	<u>BASE</u>	<u>BA+15</u>	<u>MA</u>	<u>MA+15</u>	<u>MA+30</u>
1	37,096	38,209	40,502	41,717	42,969
2	37,968	39,107	41,454	42,697	43,978
3	38,851	40,017	42,418	43,690	45,001
4	39,745	40,937	43,393	44,695	46,036
5	40,649	41,868	44,380	45,712	47,083
6	41,563	42,810	45,379	46,740	48,142
7	42,488	43,763	46,389	47,780	49,214
8	43,423	44,726	47,409	48,831	50,296
9	44,367	45,698	48,440	49,893	51,390
10	45,321	46,681	49,482	50,966	52,495
11	46,284	47,673	50,533	52,049	53,611
12	47,256	48,674	51,594	53,142	54,737
13	48,237	49,684	52,665	54,245	55,872
14	49,226	50,702	53,745	55,357	57,018
15	50,223	51,729	54,833	56,478	58,172
16	51,227	52,764	55,930	57,608	59,336
17	52,239	53,806	57,034	58,745	60,508
18	53,257	54,855	58,146	59,891	61,688
19	54,283	55,911	59,266	61,044	62,875
20	55,314	56,973	60,392	62,204	64,070
21	56,351	58,042	61,524	63,370	65,271
22	57,394	59,115	62,662	64,542	66,478
23	58,441	60,194	63,806	65,720	67,692
24	59,493	61,278	64,954	66,903	68,910
25	60,549	62,365	66,107	68,091	70,133
26	61,609	63,457	67,264	69,282	71,361
27	62,671	64,551	68,425	70,477	72,592
28	63,737	65,649	69,588	71,675	73,826
29	64,804	66,748	70,753	72,876	75,062
30	65,874	67,850	71,921	74,078	76,301
31	66,944	68,952	73,089	75,282	77,541
32	68,015	70,056	74,259	76,487	78,781
33	69,086	71,159	75,428	77,691	80,022
34	70,157	72,262	76,598	78,896	81,262
35	71,227	73,364	77,766	80,099	82,502
36	72,296	74,464	78,932	81,300	83,739
37	73,362	75,563	80,096	82,499	84,974
38	74,426	76,658	81,258	83,696	86,206
39	75,486	77,751	82,416	84,888	87,435
40	76,543	78,839	83,570	86,077	88,659

**2022-23 Salary Schedule
COTA PTA**

<u>STEP</u>	<u>AMOUNT</u>
1	36,870
2	37,718
3	38,574
4	39,438
5	40,310
6	41,188
7	42,074
8	42,966
9	43,864
10	44,768
11	45,676
12	46,590
13	47,508
14	48,429
15	49,354
16	50,282
17	51,212
18	52,145
19	53,078
20	54,012
21	54,946
22	55,881
23	56,814
24	57,746
25	58,675
26	59,602
27	60,526
28	61,446
29	62,362
30	63,272
31	64,177
32	65,153
33	66,140
34	67,125
35	68,110
36	69,092
37	70,072
38	71,050
39	72,023
40	72,993

**2023-24 Salary Schedule
COTA PTA**

<u>STEP</u>	<u>AMOUNT</u>
1	37,976
2	38,850
3	39,731
4	40,621
5	41,519
6	42,424
7	43,336
8	44,255
9	45,180
10	46,111
11	47,047
12	47,988
13	48,933
14	49,882
15	50,835
16	51,791
17	52,749
18	53,709
19	54,670
20	55,633
21	56,595
22	57,557
23	58,518
24	59,478
25	60,436
26	61,391
27	62,342
28	63,290
29	64,233
30	65,171
31	66,102
32	67,028
33	67,946
34	68,857
35	69,759
36	70,652
37	71,535
38	72,407
39	73,269
40	74,119

**2024-25 Salary Schedule
COTA PTA**

<u>STEP</u>	<u>AMOUNT</u>
1	39,115
2	40,015
3	40,923
4	41,840
5	42,765
6	43,697
7	44,636
8	45,583
9	46,535
10	47,494
11	48,458
12	49,427
13	50,401
14	51,379
15	52,360
16	53,344
17	54,331
18	55,320
19	56,310
20	57,301
21	58,293
22	59,284
23	60,274
24	61,262
25	62,249
26	63,232
27	64,212
28	65,188
29	66,160
30	67,125
31	68,085
32	69,039
33	69,984
34	70,922
35	71,851
36	72,771
37	73,681
38	74,580
39	75,467
40	76,342

2022-23 Paraeducator Salary Schedule

<u>STEP</u>	<u>License</u>	<u>+60 HRS</u>	<u>+90 HRS</u>	Substitute <u>License</u>
1	23,161	24,319	25,535	26,811
2	23,571	24,749	25,987	27,286
3	23,981	25,180	26,439	27,761
4	24,391	25,610	26,891	28,235
5	24,801	26,041	27,343	28,710
6	25,210	26,470	27,794	29,183
7	25,618	26,899	28,244	29,656
8	26,025	27,327	28,693	30,128
9	26,431	27,753	29,141	30,598
10	26,836	28,178	29,587	31,066
11	27,238	28,600	30,030	31,532
12	27,639	29,021	30,472	31,995
13	28,037	29,439	30,911	32,456
14	28,432	29,854	31,346	32,914
15	28,824	30,266	31,779	33,368
16	29,214	30,674	32,208	33,818
17	29,599	31,079	32,633	34,265
18	29,981	31,480	33,054	34,707
19	30,359	31,877	33,471	35,144
20	30,732	32,269	33,882	35,576
21	31,101	32,656	34,289	36,003
22	31,465	33,038	34,690	36,425
23	31,824	33,415	35,085	36,840
24	32,177	33,786	35,475	37,249
25	32,524	34,151	35,858	37,651
26	32,866	34,509	36,235	38,046
27	33,201	34,861	36,604	38,434
28	33,530	35,206	36,967	38,815
29	33,852	35,544	37,321	39,188
30	34,166	35,875	37,669	39,552
31	34,474	36,198	38,008	39,908
32	34,774	36,513	38,338	40,255
33	35,066	36,819	38,660	40,593
34	35,350	37,118	38,973	40,922
35	35,626	37,407	39,277	41,241
36	35,893	37,688	39,572	41,551
37	36,151	37,959	39,857	41,850
38	36,401	38,221	40,132	42,138
39	36,641	38,473	40,397	42,417
40	36,872	38,715	40,651	42,684

2023-24 Paraeducator Salary Schedule

<u>STEP</u>	<u>License</u>	<u>+60 HRS</u>	<u>+90 HRS</u>	Substitute <u>License</u>
1	24,203	25,413	26,684	28,018
2	24,629	25,861	27,154	28,511
3	25,055	26,307	27,623	29,004
4	25,479	26,753	28,091	29,495
5	25,902	27,197	28,557	29,985
6	26,324	27,640	29,022	30,473
7	26,744	28,081	29,485	30,959
8	27,161	28,520	29,946	31,443
9	27,577	28,956	30,403	31,924
10	27,989	29,389	30,858	32,401
11	28,399	29,819	31,310	32,875
12	28,805	30,245	31,757	33,345
13	29,207	30,668	32,201	33,811
14	29,606	31,086	32,640	34,272
15	30,000	31,500	33,075	34,728
16	30,389	31,909	33,504	35,179
17	30,774	32,312	33,928	35,624
18	31,153	32,710	34,346	36,063
19	31,526	33,103	34,758	36,496
20	31,894	33,489	35,163	36,921
21	32,255	33,868	35,561	37,339
22	32,610	34,241	35,953	37,750
23	32,958	34,606	36,336	38,153
24	33,299	34,964	36,712	38,547
25	33,632	35,314	37,079	38,933
26	33,958	35,655	37,438	39,310
27	34,275	35,989	37,788	39,678
28	34,584	36,313	38,129	40,036
29	34,885	36,629	38,461	40,384
30	35,176	36,935	38,782	40,721
31	35,459	37,232	39,093	41,048
32	35,732	37,519	39,394	41,364
33	35,995	37,795	39,685	41,669
34	36,249	38,061	39,964	41,962
35	36,492	38,317	40,232	42,244
36	36,725	38,561	40,489	42,513
37	36,947	38,794	40,734	42,771
38	37,158	39,016	40,967	43,015
39	37,359	39,226	41,188	43,247
40	37,548	39,425	41,396	43,466

2024-25 Paraeducator Salary Schedule

<u>STEP</u>	<u>License</u>	<u>+60 HRS</u>	<u>+90 HRS</u>	Substitute <u>License</u>
1	25,171	26,430	27,751	29,139
2	25,612	26,892	28,237	29,649
3	26,051	27,353	28,721	30,157
4	26,489	27,813	29,204	30,664
5	26,924	28,270	29,684	31,168
6	27,358	28,726	30,162	31,670
7	27,789	29,178	30,637	32,169
8	28,217	29,627	31,109	32,664
9	28,641	30,073	31,577	33,156
10	29,062	30,515	32,041	33,643
11	29,479	30,953	32,501	34,126
12	29,892	31,387	32,956	34,604
13	30,300	31,815	33,406	35,076
14	30,703	32,238	33,850	35,543
15	31,101	32,656	34,288	36,003
16	31,492	33,067	34,720	36,456
17	31,878	33,472	35,146	36,903
18	32,258	33,870	35,564	37,342
19	32,630	34,262	35,975	37,774
20	32,996	34,645	36,378	38,197
21	33,354	35,021	36,772	38,611
22	33,704	35,389	37,159	39,016
23	34,046	35,748	37,536	39,412
24	34,380	36,099	37,904	39,799
25	34,704	36,440	38,262	40,175
26	35,020	36,771	38,610	40,540
27	35,327	37,093	38,948	40,895
28	35,623	37,405	39,275	41,239
29	35,910	37,706	39,591	41,571
30	36,187	37,996	39,896	41,891
31	36,453	38,275	40,189	42,199
32	36,708	38,543	40,470	42,494
33	36,952	38,800	40,740	42,777
34	37,185	39,044	40,996	43,046
35	37,406	39,276	41,240	43,302
36	37,616	39,496	41,471	43,545
37	37,813	39,704	41,689	43,773
38	37,998	39,898	41,893	43,988
39	38,171	40,080	42,084	44,188
40	38,332	40,248	42,260	44,374

**2022-23 Salary Schedule
Secretary**

<u>STEP</u>	<u>AMOUNT</u>
1	29,977
2	30,696
3	31,425
4	32,165
5	32,913
6	33,672
7	34,439
8	35,216
9	36,002
10	36,797
11	37,601
12	38,413
13	39,234
14	40,062
15	40,899
16	41,743
17	42,595
18	43,453
19	44,319
20	45,191
21	46,070
22	46,954
23	47,844
24	48,740
25	49,641
26	50,546
27	51,456
28	52,370
29	53,287
30	54,208
31	55,132
32	56,058
33	56,986
34	57,916
35	58,848
36	59,780
37	60,712
38	61,645
39	62,577

**2023-24 Salary Schedule
Secretary**

<u>STEP</u>	<u>AMOUNT</u>
1	30,876
2	31,617
3	32,367
4	33,126
5	33,893
6	34,669
7	35,452
8	36,243
9	37,042
10	37,848
11	38,661
12	39,481
13	40,307
14	41,139
15	41,976
16	42,819
17	43,667
18	44,519
19	45,376
20	46,236
21	47,100
22	47,967
23	48,836
24	49,707
25	50,580
26	51,454
27	52,329
28	53,204
29	54,078
30	54,952
31	55,825
32	56,696
33	57,564
34	58,430
35	59,292
36	60,151
37	61,005
38	61,854
39	62,698

**2024-25 Salary Schedule
Secretary**

<u>STEP</u>	<u>AMOUNT</u>
1	31,802
2	32,566
3	33,337
4	34,115
5	34,901
6	35,694
7	36,494
8	37,300
9	38,111
10	38,929
11	39,751
12	40,577
13	41,409
14	42,243
15	43,081
16	43,922
17	44,766
18	45,611
19	46,457
20	47,305
21	48,152
22	49,000
23	49,847
24	50,692
25	51,536
26	52,377
27	53,215
28	54,049
29	54,879
30	55,705
31	56,525
32	57,339
33	58,146
34	58,946
35	59,738
36	60,522
37	61,297
38	62,062
39	62,816
40	63,560

**2022-23 Salary Schedule
Custodian**

<u>STEP</u>	<u>1st Shift</u>	<u>2nd Shift</u>
1	34,093	34,613
2	34,945	35,465
3	35,810	36,330
4	36,688	37,208
5	37,577	38,097
6	38,479	38,999
7	39,393	39,913
8	40,319	40,839
9	41,256	41,776
10	42,205	42,725
11	43,165	43,685
12	44,136	44,656
13	45,118	45,638
14	46,111	46,631
15	47,114	47,634
16	48,127	48,647
17	49,150	49,670
18	50,182	50,702
19	51,223	51,743
20	52,273	52,793

**2023-24 Salary Schedule
Custodian**

<u>STEP</u>	<u>1st Shift</u>	<u>2nd Shift</u>
1	35,116	35,636
2	35,994	36,514
3	36,885	37,405
4	37,788	38,308
5	38,705	39,225
6	39,633	40,153
7	40,575	41,095
8	41,528	42,048
9	42,494	43,014
10	43,471	43,991
11	44,460	44,980
12	45,460	45,980
13	46,472	46,992
14	47,494	48,014
15	48,527	49,047
16	49,571	50,091
17	50,624	51,144
18	51,687	52,207
19	52,760	53,280
20	53,841	54,361

**2024-25 Salary Schedule
Custodian**

<u>STEP</u>	<u>1st Shift</u>	<u>2nd Shift</u>
1	36,169	36,689
2	37,074	37,594
3	37,991	38,511
4	38,922	39,442
5	39,866	40,386
6	40,823	41,343
7	41,792	42,312
8	42,774	43,294
9	43,769	44,289
10	44,776	45,296
11	45,794	46,314
12	46,825	47,345
13	47,866	48,386
14	48,919	49,439
15	49,983	50,503
16	51,058	51,578
17	52,143	52,663
18	53,238	53,758
19	54,343	54,863
20	55,457	55,977