



AGREEMENT BETWEEN

THE ASSOCIATION OF SPECIAL
EDUCATION PERSONNEL, IEA-NEA

AND

THE EXECUTIVE BOARD OF THE SPECIAL
EDUCATION DISTRICT OF MCHENRY

2018-2022

TABLE OF CONTENTS

I.	Recognition.....	Page 3
II.	Certified Staff Welfare.....	Pages 4-10
III.	Negotiation Procedures	Pages 11-12
IV.	Grievance Procedure	Pages 13-14
V.	Certified Staff Workday.....	Pages 15-16
VI.	Dues Deduction	Pages 17-18
VII.	Certified Staff Evaluation.....	Page 19
VIII.	Personnel File. . .	Page 19
IX.	Leave	Pages 20-23
X.	Board Rights	Page 24
XI.	Inter-Staff Communication System	Page 25
XII.	Association Right to Meet.....	Page 26
XIII.	Student Discipline	Pages 27-28
XIV.	Insurance.....	Page 29
XV.	Tax Shelter Plans	Page 30
XVI.	Certified Staff Member Compensation	Page 31
XVII.	Related Salary Provision	Pages 32-35
XVIII.	Retirement Benefit	Page 36
XIX.	Effect of Agreement	Pages 37-38
XX.	Duration	Page 39
	Appendix A - Extra Duty Pay.....	Page 40
	Appendix B-2014/2015 New Hire Salary Schedule.....	Page 41

ARTICLE I

RECOGNITION

- A. The Executive Board of the Special Education District of McHenry County recognizes the Association of Special Education Personnel (hereinafter referred to as the Association or ASEP), as the exclusive collective negotiating agent for all regularly employed full and part-time certified teachers, speech therapists, school nurses, school psychologists and school social workers, who are employed by SEDOM. As used herein, "part-time" shall mean CSM's employed less than full time.
- B. The foregoing shall not include the Executive Director, Director of Finance, Directors, Assistant Directors, Principal(s), Coordinators, Managers, (full or part time) or any other positions where responsibilities include making meaningful recommendations for the hiring, transfer, promotion, discipline or dismissal of members of the bargaining unit, occupational or physical therapists, Paraprofessionals or other educational support personnel, substitutes, or any person employed by SEDOM.
- C. The term "certified staff member" (CSM) where used in this agreement shall refer to all employees represented by the Association in the bargaining unit as described in paragraph A. above.

ARTICLE II

CERTIFIED STAFF WELFARE

A. Certified Staff Rights

The Board agrees not to encourage CSM to join or discourage CSM from joining the Association. The Board and the Association agree that no CSM shall be discriminated against by reason of his or her membership in the Association or lack thereof.

B. Certified Staff Representative at SEDOM Executive Board and Committee Meetings.

One CSM may be present for each regular SEDOM Executive Board Meeting as a representative of ASEP. If the meeting is scheduled during a certified staff member's employment day, release time shall be granted and a substitute employed for classroom teachers for the necessary length of time. A copy of the agenda for each meeting will be sent to the ASEP President or designee when formulated. A board packet will be given to the ASEP president or designee at the beginning of each board meeting.

ASEP shall have a designated representative on Board committees as mutually agreed upon by ASEP and the Board or its designee. If the Board Committee meeting shall be scheduled during CSM employment day, release time shall be granted and a substitute employed for classroom teachers for the necessary length of time at ASEP expense.

C. Communication

1. Monthly Meetings

For the purpose of facilitating communication and understanding among SEDOM Board, Administration and CSM, the ASEP President and/or designees will meet monthly with the Board and/or designee to proactively address issues related to contract administration. Agenda items shall be submitted to the Executive Director one-week in advance.

2. Other meetings

The ASEP President and/or designee or the Executive Director may request to meet with the other to discuss items of mutual concern. An agenda will be developed for that meeting. When the parties meet to discuss the agenda, the parties will provide the details of the items so that the items can be effectively addressed.

D. Budget Information

The Executive Director or designee shall, upon request, provide the President of ASEP or designee a copy of the tentative budget when it becomes available for public inspection, and the SEDOM Joint Agreement Budget Form (ISBE 50-39) and Annual Financial Report (ISBE 50-60) within thirty (30) days following its adoption / acceptance by the Governing Board of Directors. Such requests will not exceed one per school year.

E. Professional Development Services (PDS)

I. Professional Development Services Committee - The Board and the Association commit themselves to an effective in-services program for all SEDOM certified staff. Therefore, representatives of the Association shall have the right to participate in Professional Development Services (PDS) for the purpose of making decisions regarding professional growth opportunities for SEDOM CSM. A PDS committee shall be responsible for identifying and contacting presenters, planning, communicating and conducting professional growth opportunities and evaluating these opportunities.

F. Curriculum

The basic curriculum for SEDOM students shall address the ISBE State Common Core Standards. Addressing the State Standards within students' IEP is the responsibility of the Classroom Team and the Coordinator or the Principal. The Administration agrees to continue to work with certified staff to develop a written curriculum. CSM who are requested to write and develop curriculum outside of their normal workday shall be compensated at the extra duty pay rate agreed upon.

G. Class Size

Student enrollment per teacher shall be in conformity with the Rules and Regulations to Govern the Administration and Operation of Special Education as formulated by the Illinois State Board of Education, provided this section shall not be subject to the provisions of Article IV of this Agreement.

Severity and diversity of students' needs, the physical size of the equipment needed and the physical space of classrooms will be considered when applying the Rules and Regulations to Govern the Administration and Operation of Special Education to determine the maximum number of students per class. If the CSM has concerns related to class size for his or her classroom, the CSM shall meet with his/her supervisor to discuss the concerns. If the CSM's concerns remain unresolved after the meeting with his or her supervisor, the CSM may schedule a meeting, at a mutually agreed date and time, with the Executive Director or Director of Programs and Services to discuss the concerns.

H. Safety and Health

- I. CSM shall inform their supervisors in writing if they feel that unsafe or hazardous conditions exist. The reported condition will be investigated by an appropriate administrator and the result of the investigation will be provided in writing to the CSM.
2. CSM who have a need to know shall have access to any health or medical conditions and/or any behavioral characteristics of a student who is known to pose a safety or health risk to CSM, other staff or students.

I. SEDOM Electronic Employee Handbook

The SEDOM employee handbook is located on the SEDOM web-site under Human Resources. Included in this on-line manual shall be a table of contents. CSM shall verify that all information in the table of contents is in the handbook. After having read such information, the CSM will sign a statement verifying that they have read and are accountable for the information contained therein. Additions or changes to the Employee Handbook and/or policy and procedures will be distributed via the web-site and in writing through the Employee Newsletter

J. School Calendar

The SEDOM Board shall establish a school calendar with the following specifications:

1. CSM Reporting Date
2. Students Reporting Date
3. CSM End-of-year
4. Students End of Year
5. School Closings for:
 - a. Holidays
 - b. Vacations
 - c. Institute and Workshop days

The regular school year calendar shall not exceed one hundred eighty-five (185) employment days. Unneeded emergency days shall not be required as employment days.

6. SEDOM classes will operate the same number of hours as the host building. SEDOM classes will follow the same school calendar as the hosting district.
7. SEDOM classes in district buildings shall follow the district calendars. Any modifications to the calendar must be approved by the Executive Director.
8. The Board shall provide a substitute teacher for classroom teachers for one (1) or two (2) half days to be utilized for paperwork completion in preparation for parent conferences and for preparation of IEPs.

K. Just Cause

No CSM will be suspended without pay without just cause. A CSM may meet with his/her supervisor to discuss the CSM's concerns regarding a written reprimand. If the CSM's concerns are not resolved, the CSM may meet with the Executive Director to discuss his/her concerns. Written reprimands shall be removed from personnel files after twenty-four (24) months if no additional written reprimands on the same issue occur. The Board policy for employee discipline is reference number 460.01 - 460.06 and is open for review at the administration offices and is on the SEDOM website.

L. Supports and Materials

I. Paraprofessionals

When recommended by the administration/program coordinator, the Executive Board may approve the employment of Paraprofessionals for education programs. SEDOM Coordinators/Administrators will seek input from teachers regarding Paraprofessional performance and/or assignment.

2. Supportive Services to the Classroom

The Executive Board recognizes the necessity for various related services to special education classrooms.

3. Instructional Supplies

CSM may provide input on equipment, materials and supplies to the SEDOM supervisor. SEDOM shall provide equipment, materials, and supplies as determined by the Executive Director or designee and within budget limitations. Copies of requisitions that have been sent to vendors will be provided to CSM's. Copies of requisitions that have been sent over the summer will be provided to classroom teachers prior to or on the first in-service day of each school calendar.

M. Health Services

I. A Certified School Nurse shall be included as a member of the IEP team when the student has or may require a health care plan.

2. A Certified School Nurse shall provide consultation to the department supervisor regarding the appropriate use of non-certified assistant health personnel.

N. CSM Reduction in Force

1. Seniority Sequence of Honorable Dismissal List.

During each school year of this Agreement, the Board or designee, in consultation with Association, shall establish a sequence of honorable dismissal list categorized by CSM positions and the groupings defined in Section 5/10-24-12(b) of the *Illinois School Code*. Date of hire for the purposes of seniority shall begin from the employee's first working day. A copy of the list shall be provided to the Association President or designee not later than seventy-five (75) days prior to the end of the school term as defined by the end of the SEDOM Center calendar or earliest dismissing host school, whichever occurs first.

By May 10 prior to the school year during which the sequence of dismissal is determined (e.g., by May 10, 2012 for the 2012-2013 school year), each CSM will be categorized into one or more positions for which the CSM is qualified to hold, based upon legal qualifications and any other qualifications established in the job descriptions for the positions.

By not later than December 1 of each year of this Agreement, a joint committee shall be established and convened to address the matters described in paragraphs (1) through (5) of Section 5/10-24-12(c) of the *Illinois School Code* pertaining to honorable dismissals (ie., criteria for groupings of CSM as permitted by Section 5/10-24-12(b)). The joint committee shall be composed of equal representation selected by the Board or designee and the Association. Agreement by the joint committee as to a matter requires the majority vote of all committee members, and if the joint committee does not reach agreement on a matter, then the otherwise applicable provisions of Section 5/10-24-12(b) shall apply. The joint committee must reach agreement on a matter on or before February 1 of a school year in order for the agreement of the joint committee to apply to the sequence of dismissal during that school year. Subject to the February 1 deadline for agreements, the agreement of a joint committee on a matter shall apply to the sequence of dismissal until the agreement is amended or terminated by the joint committee.

2. Continuous Service Seniority. Within a grouping of CSMs determined pursuant to Section 5/10-24-12(b) of the *Illinois School Code* and (where two or more CSMs have the same average performance rating in grouping 2), seniority (length of continuous service) means the period of continuous full-time employment as a CSM or as an administrator with SEDOM. Part-time service will not constitute a break in service for seniority purposes, but time spent in such status will be counted on a prorated basis. The following shall not constitute a break in service for seniority purposes, but time spent in such status will not be counted toward seniority:

- a. Non-paid leave of absence
- b. Employment for summer school or other temporary positions with other employers.

3. Seniority Tie Breaking. If two (2) or more CSM otherwise have equal seniority, seniority order shall be determined by, in order:
 - a. Highest earned degree
 - b. Most credit hours beyond the degree
 - c. Total experience on file as of January 15th of the current year in a position requiring certification through the Illinois teacher certification process.
 - d. Decision of the Executive Director.

4. Recall. Any CSM who has been Riffed shall have recall rights as provided by Section 5/10-24-12(b) of the *Illinois School Code* and as follows:
 - a. Recall rights shall be in effect from the date of termination through the following school term or within one calendar year from the beginning of the following school term.
 - b. For those who are recalled, seniority, accumulated sick leave and position on the salary schedule are retained.
 - c. CSM will be eligible for recall in reverse order of termination based on the sequence of honorable dismissal list.
 - d. Except as otherwise provided herein, a CSM who is recalled and who does not accept the offered position for which the CSM is certified within seven (7) calendar days of receipt of such offer by regular mail and either certified mail, return receipt requested or personal delivery with receipt, shall thereby lose all rights of recall. CSM must supply an up-to-date address to the Executive Secretary.
 - e. A recalled CSM who is then under an employment contract with another school district in Illinois may elect (by giving timely written notice to the Executive Director/Director as prescribed by the preceding subsection) to be passed over and placed at the bottom of the recall list as of such date. Such election may not be exercised more than once.
 - f. Temporary positions (other than short-term substitution) shall be first offered to CSM with recall rights in the same order as for permanent positions. Acceptance or rejection of a temporary position will not affect the recall rights of CSM.
 - g. This section shall be applicable only to CSM on contractual continued service.

5. In the event that a tenured CSM is RIF'd, SEDOM shall send a list of all staff RIF'd to each member district and ask those districts to notify SEDOM of any openings within their districts for which RIF'd staff may be eligible. This provision applies only to certified staff employed by SEDOM after July 1, 1987.

0. CSM Notification of Assignment

Before the last day of school all CSM will be notified in writing of their tentative assignments for the coming school year. Any CSM whose assignment will be changed after such notification will be notified as soon as possible. If the CSM is given less than five (5) workdays notice prior to the first day of student attendance in the new assignment, he/she will be offered a minimum of 1 additional day of either compensatory

time or per diem rate based on current salary schedule in which to make preparations for this change. This option will be selected by the Executive Director or designee. If the CSM is notified of a change the CSM may be allowed to resign, if the CSM so desires provided a qualified replacement shall be available.

P. Vacancy

A vacancy is defined as a bargaining unit position that becomes open as a result of a resignation, retirement, termination, or transfer so long as such position need not be offered to a CSM with recall rights. The Executive Director or designee shall post notice of vacancies as soon as possible after such vacancy may occur. Said notice shall be posted for five (5) work days at the Board's administrative office, on the SEDOM web site and a copy sent to the Association President or designee.

Q. Voluntary Transfer

CSM may apply in writing to the Department of Human Resources or equivalent for transfer to another assignment and/or building at anytime. The Board shall retain such application in an active file for twelve (12) calendar months. CSM who apply for voluntary transfers may be considered for vacancies if CSM have appropriate certification for the position. The CSM is neither guaranteed an interview nor a transfer to the position.

R. Involuntary Transfer

A CSM being considered for involuntary transfer shall be notified of such as soon as is feasible in writing, by personal delivery with receipt, or by certified mail return receipt requested, to the CSM's last known address on file at the business office. CSM will be provided with reasons for the transfer in writing if so requested by the CSM. Within five (5) calendar days after having received notice the CSM may request a conference with the Executive Director or designee regarding said transfer. Thereafter, the CSM's right to such conference shall be discretionary with the Executive Director or designee. Absent exceptional circumstance, if the conference is granted, said conference shall be held prior to any final decision regarding the transfer.

ARTICLE III

NEGOTIATION PROCEDURES

A. Good Faith Negotiations

The Board agrees to participate in good faith negotiations with the duly designated representatives of the Association.

B. Power to Negotiate

Both parties agree that it is their mutual responsibility to confer upon their respective representatives the necessary power and authority to make proposals, consider proposals, make counter proposals in the course of negotiations, and to reach tentative agreements which shall be presented respectively to the Board and the Association for ratification.

C. Negotiation Representatives

Each party to negotiations shall select its negotiating representatives provided that the Board shall not select a CSM, as herein defined, as its representative and the Association shall not select an employee of the Board who is not a CSM.

D. Commencement of Negotiations

Negotiations shall begin no later than April 1st unless both parties agree to an alternate date. Meetings shall be held as necessary at times and places agreed to by both parties.

E. Negotiation Procedures

When the Association and Board reach tentative agreement on all matters being negotiated, the complete agreement shall be submitted to the membership of the Association for ratification, and after association ratification, to the Board for official action.

F. Declaration of Impasse

If agreement is not reached on all items within ninety (90) calendar days of the commencement of negotiations, and all matters have been discussed without reasonable expectation of additional adjustment of positions, either party may declare to the other in writing that an impasse exists and call for mediation.

Mediation Procedure: In accordance with the IELRA the parties may mutually agree to use the services of the Federation Mediation Conciliation Service or other mediation services.

G. Impasse Procedure

1. When an impasse has been declared, the Federal Mediation and Conciliation Service shall be requested by the parties to appoint a mediator from its staff. The mediation shall not, without the consent of both parties, make findings of fact or recommend terms of settlement.
2. All costs of mediation, if any, shall be equally shared by the Board and the Association.
3. The contract shall be in complete compliance with IELRA.

ARTICLE IV

GRIEVANCE PROCEDURE

A. Definition

A grievance shall be any claim by a CSM or by the Association that there has been a violation, misinterpretation, or misapplication of the terms of this Agreement.

B. Procedure to be followed:

1. (Step 1) In the event that a CSM or the Association believes that there is a basis for a grievance, the grievant shall first discuss the alleged grievance with the appropriate administrator. The CSM may have a representative present for the discussion, if so desired.
2. (Step 2) In the event that the grievance is not resolved informally at Step 1, the grievance shall be reduced to writing and filed with the Executive Director or designee within twenty (20) workdays following the occurrence of the grievance or the date when such might reasonably have been ascertained to occur.
3. (Step 3) Within fifteen (15) workdays of such filing, the Executive Director or designee shall arrange a meeting with the grievant and the president of the Association or designee in an effort to resolve the grievance.
4. Within fifteen (15) workdays following the Step 3 meeting, the Executive Director or designee shall submit a response in writing to the grievant if no agreement was reached at the meeting described in Step 3.
5. If the Association is not satisfied with the Step 4 answer or the time limits expire, it may submit the grievance to binding arbitration under the rules of the American Arbitration Association, which shall act as the administrator of the proceedings. The arbitrator shall be selected from panel(s) to be obtained from the American Arbitration Association. If the demand for arbitration is not filed within fifteen (15) workdays of the Step 4 answer, then the grievance shall be deemed to be withdrawn.
6. The arbitrator shall have no power to add to, subtract from, or alter the terms of this Agreement or rule on any grievance not a violation of the specific terms and conditions of this Agreement.
7. The arbitrator shall have the power to make the grievant whole to the extent permitted by law.
8. Each party shall bear the full cost for its representation in the arbitration. All other costs associated with the arbitration shall be divided equally between the Board and the Association.
9. Board and Association understand that compliance with the grievance procedure shall

provide for no reprisals.

10. A grievance may be withdrawn at any level but if withdrawn shall be treated as though never filed.
11. The Board shall provide the Association with public records necessary for the investigation of any grievance, provided that a charge is made not to exceed the amount specified in the Freedom of Information Act.
12. The Association may be represented at any formal meeting which is part of this procedure and shall receive a copy of all formal responses.

C. General Provisions

1. CSM shall have the right to have an Association representative present at any meeting with the Board or its representative in which disciplinary action could result.
2. "Workdays" shall mean CMS employment days. All holidays and winter and spring breaks will not be counted. During the summer break, "workdays" shall mean calendar days on which the SEDOM Administrative offices are open. SEDOM will post summer workday hours on the SEDOM website by June 1.
3. Both parties acknowledge that CSM may resolve problems through free and informal communication

ARTICLE V

CERTIFIED STAFF WORKDAY

A. Work Attendance Policy

1. CSM are required to follow the work attendance procedures and policy of the district to which they are assigned. The only time they may deviate from this policy is with the permission of the Executive Director. In addition to notifying their building of assignment and/or classroom of absences, all CSM are required to call the SEDOM absentee phone line to report all work absences.
2. If a SEDOM class located at a SEDOM program site does not operate on one or more scheduled days due to inclement weather, other unforeseen circumstances or emergency, and SEDOM determines to reschedule one or more of said days, SEDOM agrees to schedule workday(s) lost, if any, by CSM's assigned to the program site before the following school year.
3. The SEDOM administration will utilize a phone Emergency Notification System to contact staff.

B. Workday

1. SEDOM CSM's are required to keep the same minimum hours of attendance as the CSM in the building where their assignments are located.
2. Every CSM shall have a duty-free lunch period of no less than thirty (30) minutes. CSM may leave the building for personal business during the lunch period after notification to appropriate building staff.
3. Any necessary deviations from this schedule will be determined by mutual agreement of the CSM, the appropriate SEDOM administrator and the building principal.
4. CSM are expected to attend curriculum meetings, IEP meetings, building designated activities, and other pertinent meetings as a part of the workday. Except in exceptional circumstances, such IEP meetings and activities shall not extend beyond 5:00 p.m., provided this shall not be construed as to preclude certified staffs attendance at parent conferences which may be scheduled after 5:00 p.m., or building assigned events which shall be desirable to enhance the SEDOM program.

Except in exceptional circumstances, evening meetings or events required by SEDOM and/or the district will not number in excess of three (3) per year. If exceeded, the CSM will be paid at the extra duty rate according to Appendix D.

5. Planning Time

Administrative effort will be made to assure that each teacher has reasonable planning time during the workday. This shall be in addition to the state-mandated lunch period.

6. If a CSM's classroom is required to move to a new classroom or program site, or if the classroom of a CSM is not ready to be occupied at least two (2) weekdays prior to student arrival, the CSM will be offered, at the option of the Executive Director, either one (1) day of compensatory time or the CSM's per diem rate for one (1) day based on the current salary schedule. Such compensatory time or per diem rate shall not be in addition to any option offered for an involuntary transfer.

ARTICLE VI
DUES DEDUCTION

A. Dues Deduction

- I. The Board agrees to the deduction of Association dues from the payroll of those CSM who request such a deduction by means of a copy of the initial Unified Membership Enrollment form presented to the payroll office on or before October 1st. By Oct. 1 of each year, ASEP will provide to the SEDOM business office a roster of current members and the amounts of their deductions. CSM do not need to submit a signed card each year for dues deductions if they have had dues deducted the previous year.
2. For members who join after Oct. 1 dues deductions will be prorated for the remainder of the deduction period. The Association shall inform the CSM of the prorated Association dues, calculate these dues and provide to the Business Office this information along with a copy of the initial Unified Membership Enrollment form.
3. Said amounts collected through deduction will be paid to the ASEP treasurer on the 25th of each month, October through June. The ASEP treasurer will be given a list of the contributing CSM and the amount deducted from each.
4. All CSM who are new to Board employment, and who are eligible for membership in the Association as described in Article I of the Agreement, but have not joined the Association, shall pay a fair share to the Association, as determined by the Illinois Educational Labor Relations Board, for the collective bargaining and contract services rendered by the Association as the exclusive representative of the employees.
5. Fair Share fees shall be deducted by the Board from the earnings of non-members and remitted to the Association according to the provisions of this Article, section A.

In the packet distributed on Opening Day staff will find the Association form that should be filled out and handed in with all the other required forms. The Human Resources Office will put this form in the Association mailbox located in the Business Office workroom. This new form will also be added to the Human Resources Office new hire packet for those staff members hired after opening day.

SEDOM shall provide an ASEP officer with contact information for new hires upon request. The Association shall submit by the first pay date of October to the Business Office a list of the employees covered by this Agreement who are members of the Association and an affidavit, which specifies the amount to be deducted from each employee on an annual basis. The Business Office shall provide an ASEP officer with a payroll deduction report on each pay date beginning with the first pay date of October.

The dues deductions will be divided into equivalent amounts and will begin in October or date of hire and end in June.

- B. The Association agrees to indemnify and hold the Board, its members, officers, agents, and employees harmless from and against any and all claims, demands, actions, complaints, suits, or other forms of liability or loss including, but limited to damages, attorneys' fees, and costs that shall arise out of or by reason of action taken by the Board for the purpose of complying with the above provisions of this clause, or in reliance on any list, notice, certification, affidavit or assignment furnished under any such provision.

ARTICLE VII

CERTIFIED STAFF EVALUATION

The certified staff evaluation process shall be compliant with the rules under PERA in effect at the inception of each academic year. Fifteen (15) calendar days' notice will be provided to the ASEP President prior to implementing any changes to the plan. Within fifteen (15) calendar days of the notice, ASEP may request a meeting with Administration to discuss the changes. The meeting must occur no later than thirty (30) calendar days after the notice was provided.

ARTICLE VIII

PERSONNEL FILE

- A. Upon written request every CSM shall have access during normal business hours to all the materials in his/her official file except those items which the employee has waived the right to see. A designee of the Executive Director will be present during such review and the certified staff person may have a representative present of their choice.
- B. Within twenty (20) workdays, a CSM shall be notified in writing by Administration when material is added to his/her file that is of a harmful nature or may adversely affect his/her employment. CSM shall also be given a copy of said material at the time of notification except when the employee has waived the right to see the material.
- C. Within twenty (20) workdays following the CSM's receipt of a copy of any material which was added to the CSM files, each CSM shall have the right to respond in writing. This response shall be added to the CSM's personnel file upon receipt if submitted within the twenty (20) workdays.
- D. The CSM file shall be disclosed to third parties as permitted by law. If disclosed to third parties, CSM shall be notified in writing within ten (10) workdays.
- E. The Board shall maintain one (1) official personnel file for each CSM. Such file shall contain all evaluative material affecting the CSM.
- F. CSM shall have the right to copy and/or secure mechanical reproductions of materials in this file or parts thereof, except for those items which the employee has waived the right to see, at the SEDOM-approved rate per copy.
- G. Nothing shall be permanently removed from a CSM file without written notification by the Board or Administration to that CSM.
- H. No materials related to grievances shall be filed in the CSM personnel file.

ARTICLE IX

LEAVE

A. Sick Leave

1. All full-time CSM are granted sick leave provision in the amount of fourteen (14) days, to be used in quarter-day (1/4) increments, at full pay in each school year. Sick leave is interpreted to mean personal illness, quarantine at home or serious illness or death in the immediate family or household and the birth, adoption, or placement for adoption" of a child. For purposes of this section, "Immediate family" shall include parents, spouse, registered domestic partnerships, civil unions, brothers, sisters, children, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, children-in-law and legal guardians.

Absence for part of a day for reasons in accordance with the sick leave and personal day provisions shall be charged against accrued sick and personal leave in quarter-day (1/4) increments.

Each CSM shall be entitled to two (2) bereavement leave days to be deducted from their sick leave to attend a funeral for any friend or relative not defined in section A.I above.

2. If any full-time CSM does not use the full amount of fourteen (14) days sick leave indicated above, the unused amount shall accumulate to three hundred forty (340) days.
3. Part-time staff will receive sick days on a pro-rata basis.
4. Sick leave associated with parental or adoptive leave:

A CSM intending to utilize sick leave in association with childbirth shall notify SEDOM of the due date not later than the fourth month of the pregnancy or as soon thereafter as practical. At such time, the staff member shall provide a written statement from the obstetrician or physician indicating the expected date of delivery and stating, in the doctor's opinion, that the CSM may safely continue in employment and perform all regular employment duties during the pregnancy.

The CSM may then utilize accumulated sick leave during any period of incapacity resulting from complications to the pregnancy or incapacity due to the recovery from childbirth. The period of incapacity during recovery can be established by the staff member and physician and communicated in writing to SEDOM. SEDOM reserves the right to seek a second opinion from a physician of its choice if the incapacity period is unusual or questionable in nature.

B. Personal Leave

1. The Board shall grant up to two (2) days per year of personal leave, which may be taken in quarter-day (1/4) increments, without loss of pay to be used for personal business, religious holidays, obligations, emergencies or unusual circumstances which cannot be conducted outside of the employment day or year. Unused personal leave days at the end of the school year shall accumulate as sick leave. After utilizing two (2) days of personal leave in a school year, the CSM may utilize one (1) sick leave day as personal leave subject to the provisions of section B.
2. Written advance notice using the designated form shall be filed with the Executive Director or a designee at least five (5) employment days prior to the date of use, except in an emergency when such form will be filed as soon as possible. A reason for use of the personal leave shall be provided on this form by CSM during their non-tenured years with SEDOM. For tenured staff no reason need be provided.
3. Personal leave will not be granted on the first and last days of student attendance, a day preceding or following a school holiday, or a workshop or institute day, provided this limitation may be waived by the Executive Director in his/her sole discretion, without precedential effect. However, no such waiver shall be considered the intent of which is to extend holiday plans or obligations. In addition, the Executive Director may, in his/her sole discretion and without precedential effect, grant the use of personal leave days for emergencies or unusual circumstances which cannot be conducted outside of the employment day or year.

C. Staff will make every effort to schedule elective medical procedures and personal business in a manner that will not require their absence from work.

D. Sick Leave and Personal Leave Day Accounting

All CSM shall receive an accounting for unused sick leave and current year sick and personal leave on their paycheck form.

If all leave days are used, after five (5) leave without pay (LWOP) days are used, a warning will be given. After ten (10) LWOP days are used within a school year, continuous or not continuous without requesting a Leave of Absence (FMLA), termination will be considered.

E. Leave of Absence

1. Application for a leave, by a tenured CSM, shall be presented in writing to the Executive Director at least thirty (30) calendar days in advance, unless the Board chooses to waive the advance application under appropriate circumstances, such application shall be given to the Board at its next regular meeting. Such leave of absence shall be for one year or a lesser period of time if mutually agreed by the CSM and the Executive Director.

2. No salary shall be paid during the leave nor shall the year be counted as a year worked on the salary schedule unless the CSM shall work more than one hundred-twenty (120) days or more full-time.
3. After the leave, the CSM shall return to a position for which the CSM is legally qualified.
4. A CSM granted a leave hereunder may continue insurance benefits by paying all required premiums in advance of the month due to SEDOM. Such coverage shall be at the group rate.
5. A CSM granted a leave hereunder for a full school year or for the remainder of the year, shall advise the Executive Director in writing by March 1st that she/he intends to return to employment. If the leave is for a period of four months or more and terminates at a time other than the end of a school year, the CSM shall provide written notice of his/her intention to return to employment at least 60 days prior to the termination of the leave. Failure to advise the Executive Director of intent to return as required by this section shall be treated as an election not to return to employment and as a resignation from the district.
6. The granting or withholding of leave shall be at the sole discretion of the Board and such action in one instance shall not be precedential with respect to any other application. Leaves may be granted for the following reasons: health, as verified by a qualified medical professional, family concerns, advanced study, teaching abroad, including Peace Corps or exchange programs, or other reasons deemed sufficient by the Board.

F. Jury Duty

CSM shall not suffer any loss of salary if called to serve as jurors. Any jury duty pay received by the CSM will be forwarded to SEDOM. CSM not called for jury duty on a given day or if dismissed before half of the regular school day has expired are expected to report to their work assignment.

G. Sabbatical Leave

The Board may grant a sabbatical leave of absence to a CSM as provided in The School Code. Requests for such leave shall be made in writing to the Executive Director and shall be acted upon by the Board within a reasonable period of time.

H. Unemployment Compensation

The parties acknowledge that under Illinois law and practice at the time of the execution of this Agreement, a CSM on unpaid leave of absence is not entitled to unemployment compensation during the term of such leave of absence and any vacation or recess period immediately prior to or following such leave. If such law or practice shall be altered during the term of this Agreement, the parties shall promptly renegotiate this section.

I. Association Leave

The Association shall be granted up to ten (10) school days to be used for IEA and NEA conventions and assemblies, training sessions related to preparation for negotiations, processing grievances and preparation for negotiations, provided that ASEP reimburses SEDOM at the then existing substitute pay rate where applicable. Absent unusual circumstances, said CSM shall give written notice of his/her intent to use such Association leave day at least five (5) employment days prior to the day.

J. Family and Medical Leave

FMLA shall be defined as twelve (12) weeks of CSM workdays. Weeks which are not CSM workweeks will not be counted toward the total number off FMLA leave weeks.

CSM can utilize leave provided under the Family and Medical Leave Act ("FMLA") subject to the policy adopted by the SEDOM Board. Employee rights and Board policy re: FMLA and administrative procedures will be included in the employee Handbooks, will be posted in the faculty lounge at SEDOM Center and included in the orientation information packets.

L. Sick Leave Bank

Participation in a Sick Leave Bank shall be offered to all CSM during an annual enrollment period in October of each year. An ASEP member shall participate in the committee to establish and review criteria and policy, and to manage the use of Sick Leave Bank days.

Guidelines for use of the Sick Leave Bank shall be included in the Employee on-line Handbook.

ARTICLE X

BOARD RIGHTS

The Board hereby retains and reserves unto itself, without limitations, all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the laws and the Constitutions of the State of Illinois and of the United States. The exercise of the foregoing powers, rights, authority, duties and responsibilities by the Board, the adoption of policies, rules, regulations and practices, in furtherance, thereof, and the use of judgment and discretion in connection therewith, shall be limited only by the specific and express terms of this Agreement and then only to the extent such specific and express terms are in conformance with the Constitution and laws of the State of Illinois and the Constitution and laws of the United States.

ARTICLE XI

INTER-STAFF COMMUNICATION SYSTEM

- A.
 - I. The Board shall make available an inter-staff communication/delivery system throughout SEDOM. This system may include, but is not limited to; e-mail access, a telephone/fax system and any other form of communication the Administration chooses to implement in order to facilitate the exchange of information and materials throughout the districts. CSMs agree to abide by the Acceptable Use Policy as adopted by the Executive Board.
 - 2. All SEDOM employees shall be informed of procedures and required to take precautions against loss of materials.
- B.
 - 1. The Board agrees to the use of SEDOM inter-staff communications system for delivering Association materials to the CSM.
 - 2. During September of each school year the ASEP President shall be given a list of staff by assignments.
- C. Authorized representatives of the Association may request permission to post Association notices on faculty bulletin boards in all facilities that house SEDOM staff and programs.

ARTICLE XII

ASSOCIATION RIGHT TO MEET

The Association has permission to use the SEDOM Education Center within the guidelines established for general building use.

The Association shall have the right to address all CSM on one orientation/in-services day planned by SEDOM at the beginning of the school year. The Administration will provide on their agenda a minimum of 30 minutes for ASEP presentation, and the designated location for the presentation. ASEP meetings shall be open to all CSM. During this meeting, the Board shall not schedule other meetings for CSM concurrently.

Administrators, supervisors and representatives of the Board shall not attend ASEP meetings unless specifically invited by the ASEP Executive Board in writing.

ARTICLE XIII
STUDENT DISCIPLINE

- A. The Board shall provide to each CSM a copy of SEDOM policy and procedures to be followed in determining student discipline.
- B. The Board and the Association agree that when disciplinary action has been taken by a CSM and a resultant complaint is made to the Administrator or Executive Director, this complaint shall be investigated with the CSM before any reply or reaction is conveyed to the complainant.
- C. The Administration shall provide appropriate support such as, but not limited to, crisis intervention training or time out locations.
- D. Physical restraints as defined in SEDOM policy shall be applied only by SEDOM staff who have received systematic training described in SEDOM policy and who have received a certificate of completion or other written evidence of participation. A SEDOM staff who applies physical restraint, and who may be a member of a Crisis Response Team of two to five trained members, shall only use techniques in which he or she has received training through SEDOM within the preceding two years, as indicated by written evidence of participation.
- E. CSM shall report within 24 hours in writing to the immediate program supervisor and Executive Director all cases of assault and /or battery suffered by them in connection with their employment and all facts concerning the incident. If the CSM is physically unable to report in writing, he/she shall report orally as soon as possible and thereafter, when possible, confirm the same in writing.
- F. Pursuant to Illinois School Code, the Board agrees to indemnify, defend and protect CSM against death and bodily injury and property damage claims and suits when damages are sought for negligent or wrongful acts allegedly committed while acting in conformance with Board policy and within the scope of their authority.
- G. CSM shall have the right to contact civil authorities and press appropriate charges in cases of assault and/or battery.
- H. At the beginning of each school year or when new students enroll, the Board will send a letter to the parent and/or guardian informing them that they are liable and responsible for damage or destruction of personal property of the staff member by their child during the course of the work day.

The Board shall reimburse a CSM who is injured or assaulted by a student for those costs not covered by insurance or Workers' Compensation, and for damaged personal items, up to the amount of \$250.

- I. Whenever a CSM is absent from employment as a result of personal injury caused by a direct physical attack by a student which occurred within the scope of the CSM's duties while performing duties according to Board policy and procedure, the CSM shall continue to receive his/her regular salary for a period of time equal to three (3) workdays. Such absence shall not be charged to the CSM's annual sick leave. In no event shall a CSM receive his/her salary without working if released to return to work by a physician. Any amount of salary payable pursuant to the CSM's contract shall be reduced by the amount of any Workers' Compensation and/or CSM pension payments for temporary disability due to the said assault and/or battery injury for the period in which such salary is paid.

ARTICLE XIV
INSURANCE

- A. The Board shall pay the premium for each full-time CSM for a group term life insurance policy in the amount of \$30,000.00. CSM will be allowed to purchase at their cost an additional life insurance policy at the group rates if allowed by the insurance company.
- B. The Board shall pay the premiums for each full-time CSM only, not to exceed per month for group health and major medical insurance as follows:

For the 2014-2015 school year, the Board shall pay the amount contributed for the 2013-2014 school year plus one-half of the cost of the increase to the HMO/PPO option over 2013-2014 not to exceed a *total* contribution of \$590.00 per month.

The CSM can select from any district plan(s) that is (are) offered. Insurance options shall include a non-HMO plan. If the CSM chooses a plan for individual group health and major medical coverage which does not exhaust the Board's contribution as set forth above, the CSM may use the difference toward the cost of dependent coverage.

The difference, if any, between the premium and the Board payment will be deducted monthly from the CSM's paycheck unless the CSM elects to not carry the insurance.

Part-time CSM who work at least half time shall have access to the same Board-offered insurance benefits as A & B above with the Board payment calculated on a pro-rata basis.

- C. The Board shall pay the premium for each full and at least half time CSM for a policy of insurance for disability income for the duration of the agreement.
- D. SEDOM will maintain a voluntary dental insurance program for CSM at the employee's expense where feasible.
- E. Insurance Committee

An insurance committee shall be formed composed of representatives from Administration and the SEDOM staff which will include at least four (4) ASEP members. The purpose of the committee shall be to study and advise the Administration regarding insurance plans and coverage (i.e. health, dental, vision, life, disability, etc.).

The committee shall meet at least annually and may make recommendations to the Board and the Association.

The committee shall review documents related to the insurance plans, monitor use of the plans based on reports furnished by plan administrator or consultants, examine renewal rate projections, consider competitive bidding on the entire plan when indicated and investigate options to minimize increases or achieve reductions with little or no impact to current benefit levels.

ARTICLE XV

TAX SHELTER PLANS

Only full time CSM's will have the option of participating in a flexible benefits tax shelter plan and a Tax Shelter Annuities 403B Plan under Section 125 of the Internal Revenue Code. Procedures for the plans are in the Employee on-line Handbook. Money deducted from paychecks for 403B plans shall be sent to the selected 403B provider monthly or bimonthly as directed by the CSM in conjunction with CSM's provider. In the event that the tax shelter plan shall be offered to any part time staff at SEDOM, this benefit shall also be offered to part time CSM.

If the Internal Revenue Service or a court or a subsequent change in the Internal Revenue Code should determine that such payments are not properly excludable from income, the Board shall resume withholding of all applicable taxes.

ARTICLE XVI

CERTIFIED STAFF MEMBER COMPENSATION

2018-2019

All employees hired prior to the beginning of the 2014-15 School Year shall receive a yearly 1% salary increase for four consecutive years.

2018-19= 1%

2019-20=1%

2020-21= 1%

2021-22=1%

ARTICLE XVII

RELATED SALARY PROVISION

A. Contract

1. SEDOM CSM's are employed for a total of one hundred eighty-five (185) working days which typically would be as follows:
 - a. One hundred eighty (180) days for pupil attendance, institutes and parent-teacher conferences.
 - b. Five (5) days to be used to replace days when school is not in session due to an emergency, or if there shall be no emergency, such days shall not be required as CSM workdays.

No CSM employed before June 30, 1996 will have their number of contracted days beyond the basic (see XVII, C, 1, a and b above) school year reduced unless mutually agreed upon by the CSM and Board.

For CSMs employed after June 30, 1996, the length of their contract will be established by the SEDOM Board based upon the needs of SEDOM and its contracting districts.

2. Deductions from salary for loss of work not covered by leave policy shall be deducted under the basis of dividing the annual salary by one hundred eighty-five (185) to determine a per diem rate.

3. Any CSM required to work in excess of one hundred eighty-five (185) days per year at the request of the Executive Director will be paid the per diem salary for days above one hundred eighty-five (185) days.
4. CSM under contractual continued service will be given credit for military experience up to a maximum of three (3) years. One (1) calendar year of military experience is equivalent to one (1) school year (See Section 24-13 of The School Code of Illinois.)

B. Coursework approval for educational lane movement

I. Coursework must be applied for in advance and must receive the written approval of the Executive Director or designee.

2. Courses shall be approved in the following areas:

- a. Courses in the area of staff member's current SEDOM assignment.
- b. Courses in other special education areas provided by SEDOM.
- c. Courses in related service areas provided by SEDOM (i.e. psychology, social work, etc).
- d. Courses in Master's Degree, Certificate of Advanced Study, or Doctoral programs, which meet criteria a., b. or c. above.
- e. Courses in teaching methods and subjects taught by the teacher, which will improve the teacher's skills in delivery of the prescribed curriculum.
- f. Courses in special education administration or supervision.

3. Courses may be approved in the following areas:

- a. Courses which are deemed to be in the best interests of the CSM and SEDOM.
- b. Courses which are part of a Masters, Certificate of Advanced Study, or Doctoral program which has been approved.
- c. Student teaching or practicum experience required for additional certifications or approvals.
- d. Courses that apply toward re-certification.

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4. Courses will not be approved in the following areas:
 - a. Internships or practicums unless they are part of an approved Masters, Certificate of Advanced Study or Doctoral program.
 - b. Administrative coursework designed to prepare personnel for administrative or supervisory positions outside of special education unless also necessary for certification or approval in special education administration or supervision.
 5. Courses in Article XVII, F. 2., F. 3., or 4., in order to receive the Executive Director's approval must be:
 - a. At graduate level, except as otherwise authorize by the Executive Director or designee.
 - b. taken at an accredited institution of higher learning (North Central or equivalent).
 - c. successfully completed (grade "C" or better or "pass" if the grading system is pass/fail).
 6. The granting or withholding of approvals under Article XVII F. 3., F. 4., or F. 5., in any instance is discretionary and shall not be precedential with respect to any other request for approval.
 7. Lane movement will be limited to one per school year. Staff who have previously submitted coursework completion documentation for lane movement as of October 15, 2012 will be allowed to move multiple lanes in FY14.

Intent for education lane movement must be submitted to the Business Office by April 1st of the year prior to the requested movement. (Example: for movement in the 2013-2014 school year, education lane movement must be submitted by April 1st, 2013.)

- C. Each CSM shall be paid on the basis of twenty-four (24) equal payments.
- D. The regular pay dates shall be the tenth (10th) and twenty-fifth (25th) day of each calendar month.
- E. If the regular pay date during the school term falls on a day when school is not in session, CSM shall receive their checks on the last day the SEDOM business office is open prior thereto.
- F. Any balance in the contractual salary due a CSM who has resigned from the District shall be paid within twenty (20) days of the effective date of the CSM resignation, unless otherwise provided by the written consent of the CSM.
- G. Payment to Teacher's Retirement System

1. The Board shall remit for each CSM the required employee contribution of the Compensation Schedule to the Illinois Teachers' Retirement System to be applied for the retirement account of each CSM. The Board will also remit the required employee contribution to the Teacher's Health Insurance Securities ("THIS"). It is the intent of the parties to this Agreement to qualify these payments as employer payments under Section 414(h) of the Internal Revenue Code. CSM have no right or claim to the funds so remitted except as they may subsequently become available upon retirement or resignation from the Illinois Teachers' Retirement System.
2. The balance of the amount due each CSM pursuant to such Compensation Schedule shall be payable to the CSM as salary in installments as otherwise provided herein, provided the Board shall deduct all monies as required by law or as authorized by the CSM pursuant to this Agreement, or as otherwise authorized by the Board. Such withholding shall include any and all additional amounts required to be paid to the Downstate Teachers' Retirement System for the account of such CSM.
3. No CSM shall have the option of choosing to receive the amounts contributed by the Board directly, and the assumption and payment of CSM's required contribution to the Illinois Teachers' Retirement System is a condition of employment made in order to secure CSM's future service, knowledge and experience.
4. If the Internal Revenue Service or a court shall determine that such payments by the Board are not properly excludable from income, the Board shall resume withholding of all taxes.
5. The Association and each CSM will indemnify and hold harmless the Board, its members, its agents and its employees from any and all claims, demands, actions, complaints, suits or other liability by reasons of a faithful payment of contributions to the Illinois Teachers' Retirement System pursuant to the provisions of this Section. No claim, demand, action or suit asserting liability of the Board and/or the Association shall be settled or compromised in any manner without the express written consent of both parties. Subject to the foregoing, the Association shall bear the responsibility for any litigation that may arise pursuant to this section.

H. The Board shall provide each CSM with a W-2 form by the date required by law.

I. Any CSM who takes the entire class of another teacher shall be paid the pro-rata amount due based on the normal daily substitution rate. However, CSM normally assigned to the said classroom shall not be compensated for substituting during the time that the classroom teacher is absent.

J. Mileage reimbursement for CSM shall be at the rate established by the IRS for miles driven on the job. No mileage between home and job will be reimbursed.

K. Compensation received for extra duties (coaching supervision, etc.) not connected with the SEDOM assignment, should be paid by the host district. Said duties shall not interfere with SEDOM responsibilities.

ARTICLE XVIII

RETIREMENT BENEFIT

A CSM is eligible to receive Board Paid, Single, HMO, TRIP Insurance through age 65 under the following conditions:

1. A CSM must qualify for retirement and retire under the requirements of the Illinois Teacher Retirement System.
2. CSM must be an employee in good standing with satisfactory evaluations to be eligible for the bonus.
3. CSMs wishing to participate in the board paid Single HMO Trip Insurance Plan under this article must inform the Executive Director of their intent to request the Board Paid Single, HMO TRIP Insurance no later than May 1st of the school year immediately prior to the proposed receipt of the Board Paid TRIP Insurance.
4. Only CSM completing a full last contractual year will be eligible for the bonus. Mid-school term retirements will not be considered.
5. Upon retirement from SEDOM all sick days allowed by TRS shall be filed with the Illinois Teacher's Retirement System for credit for additional years worked.
6. Benefits available upon Executive Board approved retirement:

SEDOM will provide single, HMO, Board Paid Trip Insurance from the official TRS Recognized retirement date through age 65.
7. The intent to retire is irrevocable except in the rare case of hardship for the CSM. The Board's decision to accept or deny a request to change a retirement date is discretionary and nonprecedential.

ARTICLE XIX

EFFECT OF AGREEMENT

- A. The terms and conditions set forth in this Agreement represent the full and complete understanding between the parties. The terms and conditions may be modified only through the written mutual consent of the parties.
- B. Individual CSM employment contracts shall conform to this agreement.
- C. Should any article, section, or clause in this Agreement be declared illegal by a court of competent jurisdiction, then that article, section or clause shall be deleted from this Agreement to the extent that it violates the law. The remaining articles, sections and clauses shall remain in full force and effect.
- D. The parties 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 or by specified agreement of the parties, and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. Therefore, the Board and the Association, for the life of this Agreement, each voluntarily and unqualifiedly waive any right which might otherwise exist to negotiate over any matter addressed in this Agreement or, discussed or considered during negotiations, either directly or by reference, inference, or otherwise, or which pertains to any of the provisions of this Agreement, including their application or implementations. In the event that laws change or are newly adopted, which directly affect a provision of the Agreement, subject to that provision being held invalid without effect to the other provisions of this Agreement as set forth in Article CIC, Section C, the Board and the Association reserve the right to reopen negotiations on those provisions which have been invalidated. Attempts to negotiate terms, except those that are permitted for reopening, as set forth herein, will be considered bad faith negotiations and a breach of this contract.
- E. It is agreed and understood that there will be no strike, work stoppage, slow-down, picketing, or other concerted action or refusal or failure to fully and faithfully perform job functions and responsibilities or other interference with the operations of SEDOM by the Association or by its officers, agents or members during the term of this agreement, including compliance with the request of other labor organizations to engage in such activity or in the case of a grievance regarding the application of this agreement.

The association recognizes the duty and obligation of its representatives to comply with provisions of this agreement and to make every effort toward inducing all employees to do so. In the event of a strike, or other interference with the operations of SEDOM by employees who are represented by the Association, the Association agrees to within twenty-four (24) hours of notice by SEDOM, deliver a notice to each employee participating in a work stoppage or interference that their action is not authorized by the Association and is in violation of the terms of this agreement. Further the notice shall indicate that their action is unlawful in Illinois and that he/she may be subject to severe penalties. Further the notice shall direct the employees participating in a work stoppage or interference to cease their action and to return to their position.

ARTICLE XX

DURATION

This article shall be effective on the first employment day of the 2018-2019 school year with the terms and conditions agreed to, retroactive to the same date and shall continue in effect until 11:59 P.M. on the day proceeding the first employment day of the 2021-2022 school year

Carol A Kalin

ASEP PRESIDENT

Lea M Domusch

SEDOM BOARD PRESIDENT

09/24/2018

DATE

9-24-2018

DATE

APPENDIX A

EXTRA DUTY PAY/ STIPENDS

1. For alternative education parent group meetings held outside of the normal school day; for supervision of high school students on community field experiences outside of the normal school day; and/or for overnight activities until 10:00 PM and starting again at 7:00 AM and if pre-approved by the administrative staff will receive extra duty pay.

2014-2015 \$25.50/hour

2. Athletic season stipend:

2014-2015 \$465.00/sport season

APPENDIX B

NEW HIRE SALARY SCHEDULE: FOR STAFF HIRED DURING AND AFTER THE 14-15 SY

New Hires (Effective January 1 st , 2013)												
	BA	BA +8	BA+12 (2%)	BA +16	BA+24 (2%)	MA (3%)	MA +8	MA+12 (2%)	MA +16	MA+24 (2%)	MA+32 (2%)	PhD (4%)
Base	36,077.00		36,798.54		37,534.51	38,660.55		39,433.76		40,222.43	41,026.88	42,667.96
1 (1%)	36,437.77		37,166.53		37,909.86	39,047.15		39,828.09		40,624.66	41,437.15	43,094.64
2 (1%)	36,802.15		37,538.19		38,288.95	39,437.62		40,226.38		41,030.90	41,851.52	43,525.58
3 (1%)	37,170.17		37,913.57		38,671.84	39,832.00		40,628.64		41,441.21	42,270.04	43,960.84
4 (1%)	37,541.87		38,292.71		39,058.56	40,230.32		41,034.93		41,855.62	42,692.74	44,400.45
5 (1%)	37,917.29		38,675.64		39,449.15	40,632.62		41,445.27		42,274.18	43,119.66	44,844.45
6 (1%)	38,296.46		39,062.39		39,843.64	41,038.95		41,859.73		42,696.92	43,550.86	45,292.90
7 (1%)	38,679.43		39,453.02		40,242.08	41,449.34		42,278.32		43,123.89	43,986.37	45,745.82
8 (1%)	39,066.22		39,847.55		40,644.50	41,863.83		42,701.11		43,555.13	44,426.23	46,203.28
9 (1%)	39,456.88		40,246.02		41,050.94	42,282.47		43,128.12		43,990.68	44,870.50	46,665.32
10 (1%)	39,851.45		40,648.48		41,461.45	42,705.29		43,559.40		44,430.59	45,319.20	47,131.97
11 (1%)	40,249.97		41,054.97		41,876.07	43,132.35		43,994.99		44,874.89	45,772.39	47,603.29
12 (1%)	40,652.47		41,465.52		42,294.83	43,563.67		44,434.94		45,323.64	46,230.12	48,079.32
13 (1%)	41,058.99		41,880.17		42,717.77	43,999.31		44,879.29		45,776.88	46,692.42	48,560.11
14 (1%)	41,469.58		42,298.97		43,144.95	44,439.30		45,328.09		46,234.65	47,159.34	49,045.72
15 (1%)	41,884.28		42,721.96		43,576.40	44,883.69		45,781.37		46,697.00	47,630.93	49,536.17
16 (1%)	42,303.12		43,149.18		44,012.17	45,332.53		46,239.18		47,163.97	48,107.24	50,031.53
17 (1%)	42,726.15		43,580.67		44,452.29	45,785.86		46,701.57		47,635.60	48,588.32	50,531.85
18 (1%)	43,153.41		44,016.48		44,896.81	46,243.71		47,168.59		48,111.96	49,074.20	51,037.17
19 (1%)	43,584.95		44,456.65		45,345.78	46,706.15		47,640.27		48,593.08	49,564.94	51,547.54
20 (1%)	44,020.80		44,901.21		45,799.24	47,173.21		48,116.68		49,079.01	50,060.59	52,063.02