



2012-2014

Agreement Between

SEDOM Association of Special Education
Professional, IEA-NEA

And

The Executive Board of the Special Education
District of McHenry County

ASEP NON-CERTIFIED Contract TABLE OF CONTENTS

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ARTICLE I

RECOGNITION

1.1 This agreement is entered into by and between the Executive Board of the Special Education District of McHenry County (hereinafter referred to as the Board), McHenry County, Illinois, and the SEDOM Association of Special Education Professionals, IEA-NEA, (hereinafter referred to as the Association). The Association is hereby recognized as the sole and exclusive bargaining agent for all full-time and part-time employed Paraprofessionals, School Nurses, and Education & Careers Staff, Information Technology Staff, and Transition Paraprofessionals with regard to wages, hours, and terms and conditions of employment, but not with regard to matters of inherent managerial policies. Also excepted are all confidential, administrative, and supervisory personnel as defined by the I.E.L.R.B. and its subsequent rulings. In addition also excluded are, substitute paraprofessionals, substitute teachers, therapy assistants, interpreters, clerical and secretarial personnel, as well as those individuals who have not completed their probationary period of sixty (60) calendar days.

Definitions:

- A. Paraprofessionals- an individual with a high school diploma who may or may not possess thirty (30) or more college credit hours and has the NCLB Paraprofessional Certification and who assists a teacher in his/her duties, under supervision of a teacher and who is reimbursable under the rules and regulations of the special education department of Illinois State Board of Education.
- B. School Nurse-an individual with a Registered Nurse licensure who has a basic knowledge of child diseases, public health issues, and awareness of the relationship between medical issues and educational adaptations.
- C. Individual Student Health Aide- an individual with a minimum of Licensed Practical Nurse who has a basic knowledge of child diseases, public health issues, and awareness of the relationship between medical issues and educational adaptations.
- D. Education & Careers Staff-an individual who has skills and knowledge to teach and introduce a student trainee to the workforce.
- E. Information Technology Staff – an individual who installs, modifies, and makes repairs to school computer hardware and software systems, and provides technical assistance and training to system users.
- F. Transition Paraprofessional - An individual working with students with physical and/or mental disabilities for whom competitive employment at or above the minimum wage level is not immediately obtainable and who, because of their disability, will need intensive on-going support to perform in a work setting need different environments outside the school building to learn work skills.
- G. The term “Paraprofessional” where used in this agreement shall refer to all employees represented by the Association in the bargaining unit as described in paragraphs A, B ,C, D, E, & F.
- H. Regularly employed- a person in the employment of the Board for a minimum of one hundred and twenty (120) continuous days with reasonable expectation of yearly-continued work.
- I. Full Time- an individual who works the school year and a minimum of thirty-five (35) or more hours per week or who may be employed after the school year begins but on a full-time basis.
- J. Employer- Executive Board of the SEDOM Governing Board of Directors.

- K. Executive Director- the Chief Administrative Officer of SEDOM hired by the SEDOM Board of Directors. Not each member district's Executive Director or director of special education.
- L. Governing Board of Directors- the Board composed of the representatives from the member districts or their designees.
- M. Contract year- the official calendar adopted by the SEDOM Executive Board.
- N. Substitute paraprofessionals- those personnel who are employed for bargaining unit work on a daily basis while the regular employee is absent or otherwise unavailable.
- O. Supervisor- the person designated by the SEDOM Executive Director or designee to direct and evaluate the paraprofessionals.
- P. Part-time paraprofessionals- those paraprofessionals who work less than thirty-five (35) hours per work but more than fifteen (15) and who are not substitutes.

ARTICLE II

FRAME WORK FOR COLLECTIVE BARGAINING

- 2.1 Good Faith Negotiations- The Board and the Association both agree to participate in good faith negotiations with each other and their duly designated representatives.
- 2.2 Power to Negotiate- Both parties agree that it is their mutual responsibility to confer upon their respective representative 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 first to the Association and if ratified then to the Board for ratification.
- 2.3 Bargaining Notification- The parties shall commence bargaining for a successor agreement on or before April 1 of the year the contract expires.
- 2.4 Mediation- If it is agreed to by both parties a mutual request for services of the Federal Mediation and Conciliation Service (FMCS) and if they are unavailable then a replacement. In the event that the parties cannot agree upon a replacement, the Illinois Educational Labor Relations Board shall be notified.
- 2.5 Contractual Amendments- The parties may modify or amend this Agreement by mutual consent only. Such changes shall be reduced to writing, ratified, and signed by the parties and then becomes an amendment to this contract.

ARTICLE III

GRIEVANCE PROCEDURE

- 3.1 ACCESS- Only non-probationary paraprofessionals shall have access to the Grievance Procedure. No grievance shall be allowed to be filed if it occurs during probationary period.
- 3.2 DEFINITION- A grievance shall mean only a complaint that there has been alleged violation, or misapplication of any of the specific provisions of this Agreement during the term of this Agreement. Such grievances must be filed thirty (30) days from the original occurrence of the event complained of. Further, every non-probationary paraprofessional covered by this Agreement shall have the right to present grievances in accordance with these following procedures. In addition the only individuals that may be grieved shall be employees of the District regarding the terms and conditions of this contract. Under no circumstances shall any grievance be filed against any employee of a member district or its board of education. The written information contained in the filed grievance shall include:
 1. A description of the specific grounds of the grievance, including names, dates and places necessary for a complete understanding of the grievance:
 2. A listing of the provisions of this Agreement which are alleged to have been violated, or misapplied:
 3. A listing of specific actions requested of the administration, which will remedy the grievance.
- 3.3 PROCEDURES- Any non-probationary paraprofessional may at any time present grievances to the administration without the intervention of the Association provided that the Association has been given the opportunity to be present at all meetings.

The failure of non-probationary paraprofessional of the Association to act within the time limits will act as a bar to any further appeal and an administrator's failure to render a decision or meet within the time limits set forth shall permit the non-probationary paraprofessional or Association to proceed to the next step. Time limits may be extended only by mutual agreement.

Hearings and conferences held under this procedure shall be conducted by mutual agreement, but in a timely manner.

Before a grievance is filed, a sincere attempt shall be made to resolve any differences informally between the aggrieved and the Supervisor. At this meeting, the Association is entitled to be represented if requested by the paraprofessional.

FIRST STAGE

The filing of the grievance at the first stage must be within thirty (30) school days of the original occurrence of the grievance. The meeting with the Supervisor or appropriate District representative, who has the authority to make a decision on the grievance, shall make such decision and communicate it in writing within ten (10) school days after the meeting, to the aggrieved, the Executive Director and the Association President.

SECOND STAGE

In the event a grievance has not been satisfactorily resolved at the first stage, the aggrieved paraprofessional or his/her Association designee, will file within ten (10) school days of the receipt of the Executive Director's written decision or answer at the first stage, a letter to the Executive Director and/or his/her designee, requesting a meeting.

Within ten (10) school days after the meeting, the decision will be communicated in writing to the paraprofessional, Supervisor and Association President.

THIRD STAGE

If grievance is not resolved satisfactorily to the Association after the second stage, there shall be a third step impartial arbitration. The Association may submit in writing, within thirty (30) days of the Executive Director's decision, a request to enter into such arbitration.

The parties shall jointly request the American Arbitration Association to submit to them a list of five (5) arbitrators' names and qualifications. Either party may reject one list in its entirety and request that another list is submitted. From such list, the party requesting the arbitration shall strike two names and the other party shall strike two names. The person whose name remains shall be the arbitrator. The arbitrator selected shall be jointly notified of their selection and requested to contact the parties with respect to setting up a time for a hearing.

All expenses incurred shall be shared equally by the Board and Association. Any legal expenses incurred should be paid for by the party engaging the legal counsel.

Insofar as such arbitration is limited solely and simply to interpretation and implementation of the terms of this contract, both parties agree to abide by the results of the findings of the arbitrator. The arbitrator shall

not have the power to add to, subtract from, alter, or modify in any way, any of the terms or conditions of this Agreement. It shall be the function of the arbitrator, and he/she shall be empowered, except as his/her powers are limited below, after due investigation, to make a decision in cases of alleged violation of the specified Articles and Sections of the Agreement.

- A. He/she shall have no power to establish salary structures.
- B. He/she shall have no power to rule on any of the following:
 - 1. The termination of services or failure to re-employ any probationary paraprofessional.
 - 2. Any claim, or complaint, to which there is another remedial procedure, or forth-established law or regulation, having the force of law.
 - 3. Any matter involving paraprofessional evaluation.
- C. He/she shall have no power to decide any questions, which under the Agreement are within the responsibility of management to decide. In rendering decisions, the arbitrator shall give due regard to the responsibilities of management and shall so construe such responsibilities, except as they may be specifically conditioned by the Agreement.
- D. If either party disputes the ability to arbitrate any grievance under the terms of this Agreement, the arbitrator shall have no jurisdiction to act until the matter has been determined by a court of competent jurisdiction. In the event that a case is appealed to an arbitrator, on which he/she has no power to rule, it shall be referred back to the parties without decision or recommendation on its merits.
- E. All claims for back wages shall be limited to the amount of wages that a paraprofessional would have otherwise earned less any unemployment or other compensation that he/she may have received from any source during the period of back pay. No decision in any one case shall require a retroactive wage adjustment in any other case. In any case an award shall not go back further than the beginning of this Agreement.
- F. The fact that the grievance has been considered by the parties in the preceding steps of the grievance shall not constitute a waiver of jurisdictional limitations upon the arbitrator in the Agreement.
- G. All records related to the grievance shall be filed separately from the personnel files of a paraprofessional during the time of grievance.
- H. By mutual agreement, any step of the grievance procedure may be bypassed.
- I. No reprisal shall be taken by the Board or SEDOM administration against any paraprofessional because of the paraprofessional's participation in a grievance. A reprisal shall not be considered any exercise of management's prerogative as indicated by this agreement.
- J. A grievance may be withdrawn at any level but if withdrawn shall be treated as though never filed.

- K. The Board shall provide the Association with public records necessary for the investigation of any grievance, provided a charge therefore may be made not to exceed the amount specified in the Public Records Act.
- L. The Association may be represented at any formal meeting, which is part of this procedure, and shall receive a copy of all formal responses.

ARTICLE IV

EMPLOYEE RIGHTS

- 4.1 Right to Organize and Participate- Paraprofessionals(s) shall have the right to organize, join and participate in negotiations with the Employer through representatives of their own choosing. In no event shall this be interpreted to join in a sympathy work stoppage or other concerted action by this bargaining group.
- 4.2 Nondiscrimination- The Board shall not discriminate for reason of race, creed, color, marital status, age, sex, national origin, or disability against a paraprofessional or applicant. This section shall not be subject to the grievance procedure beyond stage two.
- 4.3 Paraprofessional Notification- By June 30th all paraprofessionals will be notified of their tentative assignment for the coming year in writing. Tentative assignment means the special education program and the teacher's name (when known) with which the paraprofessional will be working during the coming year. Any further assignment changes, which are necessary, will be done as soon as practicable and written notification provided in a timely manner.

ARTICLE V

ASSOCIATION RIGHTS

- 5.1 Board Meetings/Notification- The President of the Association or his/her designee shall be given notice of any regular meeting of the Board.
- 5.2 Board Agenda to Association Representatives- A copy of the regular Board Agenda will be provided to the President of his/her designee prior to each regular Board meeting.
- 5.3 Board Minutes- A copy of official approved Board minutes of regular board meeting shall be available to the President or his/her designee as soon as practicable after the Board meeting via the SEDOM website.
- 5.4 All ASEP Non-Certified staff shall have access to the Association Agreement on the SEDOM web-site.
- 5.5 Courier service- The board agrees to the use of SEDOM couriers for delivering Association materials to the Association membership. Materials shall be marked clearly to indicate the paraprofessional to whom it is to be delivered, the names of the school building and the city in which the building is located—said delivery directions shall be in an obvious place on the material.

The Association agrees to hold harmless the SEDOM courier service and Board assumes no responsibility for the loss of Association materials, but will exercise reasonable care. If courier service does not continue at some time in the future, this section of this agreement will automatically be rescinded.

- 5.6 Pertinent Information- The Board shall provide the Association in a timely manner with information, which may be necessary to the Association for negotiations and grievance processing.
- 5.7 Printing of Contract, Costs and Distribution- After the Agreement is signed; a copy of the Agreement will be available on-line via the SEDOM website and therefore available for printing.
- 5.8 Contract – Uniform Application – Both parties agree that the provisions of this agreement shall not be applied in a manner, which is arbitrary, capricious, or discriminatory.
- 5.9 Payroll deductions- 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 ASEP with contact information for new hires upon request. The Association shall submit by the first pay date of October to the Board 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 Board shall provide ASEP with a payroll deduction report on each pay date beginning with the first pay date of October.

The dues deductions will be divided into eighteen 18 equivalent amounts. Deductions will begin in October or date of hire and end in June.

- 5.10 Use of SEDOM Educational Center and Facilities
 - A. The Association has permission to use the SEDOM Educational Center within established guidelines for general building use.
 - B. Monthly Meetings: For the purpose of facilitating communication and understanding among SEDOM Board, Administration and Paraprofessionals, the ASEP President or designee plus one additional ASEP representative shall participate in the monthly meeting held with the ASEP President and/or designee to proactively address issues related to contract administration. Agenda items shall be submitted to the Executive Director one-week in advance.
 - C. SEDOM Paraprofessionals shall be allowed the reasonable use of district duplicating equipment. The teacher mailboxes shall include the name(s) of paraprofessionals who work with that teacher.
- 5.11 One paraprofessional representative may be present for each regular Executive Board meeting. Release time shall be granted and, if available, a substitute paraprofessional employed for one-half day for this purpose.
- 5.12 The Association will notify the Executive Director in writing of its officers by October 1.
- 5.13 The ASEP President shall be presented a listing of ASEP NON-CERTIFIED personnel building assignments by September 1.

ARTICLE VI

RIGHTS BETWEEN PARTIES

- 6.1 It is the intention of the Agreement to provide for an effective and continuing means of communication between the paraprofessionals represented by the Association, the Board and Administration.
- 6.2 This Agreement supersedes and cancels all previous agreements, verbal or written or based on alleged past practice, between the district and the Association and constitute the entire Agreement between parties.
- 6.3 Should any Article, Section or Clause of 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.
- 6.4 The Board and the Association agree, in successor Agreements, to meet at reasonable time and confer in good faith with respect to wages, hours and other terms and conditions of employment, which does not compel either party to agree to a proposal or require the making of a concession.
- 6.5 It is also agreed that the Association will not require the Board to bargain over matters of inherent managerial policy, e.g. standards of services, its overall budget, the organizational structure and selection of new employees and the direction of employees.
- 6.6 The Board on its own behalf and on behalf of the electors of the District, hereby retains and reserves unto itself, without limitation, all powers, rights authority, duties and responsibilities conferred upon and vested in it by the laws and the Constitution of the State and of the United States, including, but without limiting the generality of foregoing the right:
- A. To executive management organization and administrative council of the District and its properties and facilities, and the activities of its employees:
 - B. To direct the work of its teachers assistants, determine the time and hours of operation and determine the kinds of levels of services to be provided and the methods and means of providing those services including entering into contracts with private vendors for services:
 - C. To hire all paraprofessionals, and subject to the provisions of law, to determine their qualifications and the conditions for their continued employment, discipline, dismissal or demotion; and to promote, assign and transfer all such employees.
 - D. To establish educational policies, goals and objectives; to insure rights and educational opportunities of students; to determine staffing patterns; to determine the number of kinds of personnel required in order to maintain the efficiency of District operations.
 - E. To build, move or modify facilities; establish budget procedures and determine budgetary allocations; determine the methods of raising revenue and take action on any matter in the event of an emergency.

This list is not meant to be exclusive or to at all suggest the limitations of the Board's powers but merely an illustration of the Board's management abilities and rights.

The exercise of the foregoing powers, right, authority, duties and responsibilities by the Board in adoption of policies, rules, regulations and the 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 of the State of Illinois and the Constitution and the laws of the State of Illinois and the Constitution and the laws of the United States.

The District retains its right to amend, modify or rescind policies and practices referred to in this Agreement in case of emergency. The determination of whether or not an emergency exists is solely within discretion of the Board and is expressly excluded from the provisions of the Grievance Procedure. ARTICLE VI is intended to be in accord with 1703 and 1704 of the 1984 Educational Labor Relations Act.

ARTICLE VII

EVALUATION

- 7.1 Evaluation- Each Paraprofessional shall be evaluated at least once each school year no later than February 1. After three (3) consecutive satisfactory evaluations, paraprofessional may be evaluated every two (2) years or more often if determined necessary by their supervising teacher or administrator. A reason needs be given if the program coordinator or administrator deems more frequent evaluations are necessary. Each paraprofessional shall be given a copy of the evaluation tool in the Employee Reference Manual.
- 7.2 The signature of the paraprofessional shall indicate only that the employee has seen the completed evaluation. The employee shall be given a copy of the evaluation. A conference will be held with the evaluator within five (5) days of the evaluation, if possible.
- 7.3 Any weaknesses that are identified should also carry with them recommendations for improvement. A specific period of time should be allowed for remediation to take place before any further evaluation.
- 7.4 Paraprofessional's Right to Respond- A Paraprofessional may submit additional comments to the written evaluation if he/she so desires. All written evaluations and the paraprofessional's comments submitted within ten (10) workdays of receipt of the written evaluation are to be placed in the Employee's personnel file.
- 7.5 Probationary paraprofessionals shall be evaluated within ten (10) days of the end of the sixty (60) calendar day probationary period.

ARTICLE VIII

PERSONNEL FILE

- 8.1 Every paraprofessional, upon request, shall have access during normal business hours to all the material in his/her official file, except those items marked confidential, such as college material, etc. An Employee of the Board and a representative of the Association may be present during such review.
- 8.2 A paraprofessional shall be notified within twenty (20) workdays when material is added to his/her file that is of a harmful nature or may adversely affect his/her employment.
- 8.3 Each paraprofessional shall have the right to respond to any material placed in the file, provided such response shall be submitted in writing within twenty (20) work days following the paraprofessional's receipt of the material being responded to.
- 8.4 Paraprofessional shall have the right to copy and/or secure mechanical reproductions of materials in this file or parts thereof, except for those items that the employee has waived the right to see, at the SEDOM approved rate per copy.
- 8.5 The Board or Administration shall permanently remove nothing from a paraprofessional file without written notification to that paraprofessional.
- 8.6 No materials related to grievances shall be filed in the paraprofessional's personnel file.

ARTICLE IX

SENIORITY

- 9.1 An employee's seniority shall be defined as the length of service within a category or classification. If the employee is released as a result of the elimination of the position and is recalled to employment pursuant to statutory rights, the employee shall be granted the years of seniority earned prior to the release. Staff will be placed in categories based on current position and positions they have held within the last five (5) years. Accumulation of seniority shall begin from the employee's first working day provided the employee has successfully completed the probationary period. A paid holiday shall be counted as the first working day in applicable situations. In the event that more than one individual paraprofessional has the same starting day of work, position on the seniority list shall be determined by the date of Board approval, and if the same, by the order of names on the Personnel Report approved by the Board.
- 9.2 Seniority List- The Board shall prepare and post the seniority list once each work year before February 1st.
- 9.3 Loss of Seniority- Seniority shall be lost due to Resignation, Dismissal, or Retirement, or being on layoff for a period of one (1) year. Paraprofessionals who are granted leaves of absence shall retain seniority.
- 9.4 Seniority Accrual- Part-time assistants – Shall accrue seniority on pro-rata basis. Probationary paraprofessionals shall have no seniority until the completion of the probationary period at which time their seniority shall revert to their first day of work.

ARTICLE X

REDUCTION IN PERSONNEL, LAYOFF AND RECALL

- 10.1 Layoff- Layoff shall be defined as a necessary reduction in the work force beyond normal attrition due to lack of funds sufficient to avoid such reduction, or due to substantial decline in program or enrollment.
- 10.2 Procedure for Layoff- Between school years no paraprofessional shall be laid off pursuant to a necessary reduction in the work force unless said paraprofessional shall have been notified of said layoff at least forty-five (45) calendar days prior to the effective date of the layoff. Every effort will also be made to provide notification of employment on a full time basis to bargaining unit members prior to August 1st of each school year.
- 10.3 Laid Off Employee
- A. A laid off paraprofessional may, upon application and at his/her option, be granted priority status on the substitute list.
 - B. If the Board has any vacancies in a classification covered by this Agreement, the Board shall first offer those positions to any employee who is honorably dismissed from that classification in reverse order of layoff from said classification. Recall shall be in effect for one school year following layoff. Recall to positions that employees have not previously held, but for which they are qualified, will be determined by seniority of those honorably dismissed employees who have not been recalled when the vacancy occurs.
 - C. Notices of recall shall be sent by certified or registered mail to the last known address as shown on the Board's records. The recall notice shall state the time and date on which the paraprofessional is to report back to work.
 - D. Paraprofessional's Obligation to Respond to Recall-It shall be the paraprofessional's responsibility to keep the employer notified as to his/her current mailing address. A recalled paraprofessional shall be given ten (10) calendar days from receipt of notice (excluding Saturday, Sunday and holidays) to report to work and to respond to Human Resource Director confirming acceptance of recall. The employer may fill the position on a temporary basis until the recalled paraprofessional reports within the ten (10) calendar day period. Paraprofessionals recalled to full-time work for which they are qualified are obligated to take said work. A paraprofessional who declines recall to full-time work for which he/she is qualified shall forfeit his/her seniority recall rights.
- 10.4 Reduction in Hours or Layoff During the School Year- Every effort will be made to notify in writing any paraprofessional whose hours are to be reduced or position to be eliminated due to changes in class enrollment or composition. Such notification will be no less than ten (10) calendar days before the reduction in hours or layoff.

ARTICLE XI

LEAVES

11.1 Sick Leave

- A. Sick leave shall be interpreted to mean personal illness, quarantine at home, or serious illness or death in the immediate family or in the household and the birth, adoption, or placement for adoption” of a child. For the 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 to reflect actual time off.

Each Paraprofessional 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 11.1.A above.

- B. If any full-time Paraprofessional does not use the full amount of fifteen (15) days sick leave indicated above, the unused amount shall accumulate to two hundred forty (240) days.
- C. Full time paraprofessionals will accrue sick leave at the rate of fifteen (15) days per school year to employees who have had three (3) continuous years of employment. Employees with less than three (3) years of service will be given one half (7.5 days) of the yearly allotment to be given on the first paycheck of September and the last half (7.5 days) on the first paycheck of January. If at least half time, part-time paraprofessionals will accrue sick leave on a prorated basis according to the above mentioned schedule. For all new employees, one half of the prorated yearly allotment to be given at the end of the probationary period and the rest at a date to be determined. A first year paraprofessional who works one hundred-twenty (120) or more days but less than a full year shall be deemed to have completed a full year for these purposes. Unused sick days shall accumulate to a total two hundred and forty (240) days.
- D. No compensation for accrued sick leave shall be paid at the termination of employment.
- E. Sick leave shall not accrue during leaves of absences without pay or layoffs.
- F. When an employee is absent due to illness, he must notify the Employer immediately. Failure to do so may result in denial of sick leave pay. The employee may be required to provide the Employer with satisfactory proof of illness from a licensed medical doctor in order to receive a sick leave pay after three (3) days of absence.
- G. Probationary employees shall not be eligible for paid sick leave.
- H. Sick leave associated with parental or adoptive leave:

A Paraprofessional 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 Paraprofessional may safely continue in employment and perform all regular employment duties during the pregnancy.

The Paraprofessional 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.

11.2 Personal Leave

- A. The Board shall grant two (2) “personal business or obligation” days per year of personal leave without loss of pay to be used for personal obligation, which cannot be conducted outside the employment day to employees who have had three (3) continuous years of employment. Employees with less than three (3) years of service will be given one-half (1 day) of the yearly allotment on the first paycheck of September and the last half (1 day) on the first paycheck of January. If at least half time, part-time paraprofessionals will accrue personal leave on a prorated basis according to the above mentioned schedule. For all new employees, one half of the prorated yearly allotment to be given at the end of the probationary period and the rest at a date to be determined. Unused personal days at the end of the school term shall accumulate as sick leave.
- B. Written advance notice using a designated form shall be filed with the Executive Director or designee at least five (5) employment days prior to date of use, except in an emergency when timeline requirements cannot be met such shall be filed as soon as possible. The paraprofessional shall provide a reason for use of personal leave on this form during their first two (2) full years with SEDOM. After having completed two (2) full years with SEDOM no reason need be given, except in emergency situations.
- C. Personal leave will not be granted on the first and last day 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 wavier shall be considered the intent of which is to extend holiday plans or obligation. 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.
- D. Staff will make every effort to schedule elective medical procedures and personal business in a manner that will not require their absence from work.
- E. Sick Leave and Personal Leave Day Accounting

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

11.3 Leave of Absence

- A. Application for a leave, by a Paraprofessional, 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 Paraprofessional and the Executive Director.

- B. No salary shall be paid during the leave nor shall the year be counted as a year worked on the salary schedule unless the Paraprofessional shall work one hundred twenty (120) days or more full-time.
- C. After the leave, the Paraprofessional shall return to a position for which the Paraprofessional is legally qualified.
- D. A Paraprofessional 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.
- E. A Paraprofessional 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 Paraprofessional 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.
- F. 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.

11.4 Jury Duty

Paraprofessional shall not suffer any loss of salary if called to serve as jurors. Any jury duty pay received by the Paraprofessional will be forwarded to SEDOM. Paraprofessional 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

11.5 Unemployment Compensation

The parties acknowledge that under Illinois law and practice at the time of the execution of this Agreement, a Paraprofessional 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.

11.6 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 Paraprofessional shall give written notice of his/her intent to use such Association leave day at least five (5) employment days prior to the day.

11.7 Family and Medical Leave

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

Paraprofessionals 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 handbook, will be posted in the faculty lounge at SEDOM Center and included in the orientation information packets.

11.8 Sick Leave Bank

Participation in a Sick Leave Bank shall be offered to all Paraprofessionals 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 XII

NO STRIKE

- 12.1 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 the District 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.
- 12.2 The Association recognizes the duty and obligation of its representatives to comply with the provisions of this Agreement and to make every effort toward inducing all employees to do so. In the event of a strike, work stoppage, slow-down, or other interferences with the operations of the District by paraprofessionals who are represented by the Association, the Association agrees to within twenty-four (24) hours of notice by the District, to deliver the following notice to each striking paraprofessional:
- “To all Paraprofessionals of the District represented by the Association: You are hereby advised that the action against and interference with the operations of the District, which took place on (date), is unauthorized by the Association and in violation of the collective bargaining Agreement. You are further notified that such action is unlawful in this state, and you are thereby subject to severe penalties imposed by the District. The Association is not obligated and will not defend employees striking in defiance of the provisions of this Agreement. You are directed to cease this action and interference immediately, and return to your positions.”
- An authorized official of the Association shall sign the notice.
- 12.3 It is agreed that the grievance machinery of this Agreement, the dispute settlement machinery provided by the judicial and administrative remedies provided by law, are sole and exclusive means for settling any dispute between the employees and/or the Association and District whether relating to the application of the Agreement or otherwise.
- 12.4 The Board and the Association recognize that strikes and other forms of work stoppage by members of the exclusive bargaining unit are contrary to the continuity of educational programs. The Board and Association subscribe to the principle that differences shall be resolved by peaceful and appropriate means, and Agreements shall result from negotiating in good faith. The Association therefore, agrees that there shall be no strikes, work stoppage, or other refusal to perform work by the employees covered by this Agreement.
- 12.5 In the event of any such action or interference the Association shall take whatever affirmative action is necessary and within its authority to prevent and bring about the termination of such action or interference. Such affirmative action shall include the immediate disavowal and refusal to recognize any such action or interference, and the Association immediately shall instruct any and all paraprofessionals to cease their misconduct and inform them that their misconduct is a violation of the Agreement subjecting them to disciplinary action including discharge.
- 12.6 In the case of any strike, slow-down or other suspension of work not authorized by the Association, its officers or agents, and not called in compliance with the terms and provisions of this Agreement shall not cause the Association, its officers or agents to be liable for damages provided that the Association complies fully with the following:

- A. The Association's obligation to take action shall commence upon receipt of notice from the district that a violation has occurred.
- B. Upon receipt of such notice the responsible Association representative shall notify those paraprofessionals responsible for participating in violation that the appropriate remedy is the grievance procedure, the paraprofessionals action is in violation of the Agreement subjecting the paraprofessional to discharge, and the Association has not authorized the strike or suspension of work and does not approve or condone it.

ARTICLE XIII

WORKING CONDITIONS

- 13.1 Duties - The duties of all classified personnel are governed by job descriptions. Each classified paraprofessional shall be assigned a daily schedule and a copy of their job description and future benefits upon hiring.
- 13.2 Working Day - Paraprofessionals are required to maintain the same hours of attendance as those of the teacher to which they are assigned. Paraprofessional's regular hours shall be seven (7) hours per day excluding thirty (30) minutes non-paid lunch period. Salary adjustments will be made for positions that require more or less than 7 hours.

Circumstances may dictate the need for the paraprofessional to be in attendance for other required after school or evening meetings, not to exceed three (3).

- 13.3 Paraprofessionals required to attend after school or evening meetings beyond 3 will be compensated for time exceeding the seven hours workday.

Attendance shall be required and tracked by the Program Coordinator.

Paraprofessionals may be requested to attend after school planning or training sessions with prior notice. Overtime shall be paid at the regular pay rate until the paraprofessional reaches forty (40) hours in one week at which time he/she shall receive time and one-half pay. All overtime must be pre-approved by the Executive Director or the Director of Business Services. If program coordinator /administration directs paraprofessional to eat lunch with students, the paraprofessional will be paid for the one-half hour or leave 30 minutes early at the discretion of the coordinator/principal.

Paraprofessional cannot independently take students into the community without the presence and supervision of a certified staff member. Education & Careers staff and Transition Paraprofessionals may take students into the community and may support students in work environments without the presence of a certified staff member.

- 13.4 Paraprofessionals required to travel on school business in their personal vehicle during the course of the workday shall be compensated at the prevailing district mileage rate.

- 13.5 On all occasions when the classroom teacher or appointed classroom supervisor is not present in the classroom, the paraprofessional(s) responsible for the students shall be indemnified, protected, and any lawsuit against the paraprofessional(s) shall be defended by SEDOM or any negligence or other claim brought against the paraprofessional(s) by or on behalf of any student and arising out of such classroom responsibility of the paraprofessional(s)
- 13.6 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.
- 13.7 The SEDOM administration will utilize a phone Emergency Notification System to contact staff.

ARTICLE XIV

DISCIPLINE

- 14.1 Discipline- Paraprofessionals may be disciplined with just cause but such discipline shall be progressive in nature and appropriate to the infraction. Discipline includes, but is not limited to, warnings, reprimands, suspensions, reductions in rank, loss of professional advantage, and discharges.
- 14.2 Discipline Procedure- Demotion, discipline or other involuntary change in the employment status of any paraprofessional shall be preceded by:
 - A. If appropriate, execution of the evaluation procedure and the honoring of all paraprofessional's rights included in the agreement.
 - B. A conference with the paraprofessional by the appropriate administrator prior to taking any action. Informal notes of this conference would be placed in the employees personnel file.
 - C. A written explanation for the action to the paraprofessional and the Association with the paraprofessional's permission.
- 14.3 Suspension- A paraprofessional may be suspended with or without pay, with or without fringe benefits and all other benefits provided by the contract, pending determination of any disciplinary action, demotion or other involuntary change in his/her employment status.
- 14.4 Representation at Discipline Meetings- In the event an administrator requires a paraprofessional to attend a meeting for the purpose of disciplining said paraprofessional, the paraprofessional, upon request, may have an Association representative present. The paraprofessional shall be given prior written notice of the reasons for such a meeting two (2) days in advance.
- 14.5 Procedures Necessary for Dismissal of any Paraprofessional- The procedures listed below shall be followed for the dismissal of any paraprofessional:

- A. Upon providing a five (5) day notice an appropriate administrator shall meet with the assistant and explain the reasons for the dismissal. This timeline may be extended upon mutual agreement when necessary.
 - B. The paraprofessional may have an association representative available if he/she chooses.
 - C. After the conference the paraprofessional shall receive in writing the reasons for the dismissal.
 - D. If the paraprofessional desires, the SEDOM Executive Director shall review the charges and the dismissal decision and that decision shall be final and binding and grievable only through stage two of the grievance procedure.
- 14.6 Written reprimands shall be removed from a personnel file after twenty-four (24) months if no additional written reprimands on the same issue.

ARTICLE XV

IN SERVICE AND TRAINING

- 15.1 The Administration and the Association may plan specific classes and programs for paraprofessionals.
- 15.2 All new paraprofessionals will receive orientation and in-service in areas appropriate to their job requirements and in accordance with their job descriptions.
- 15.3 An Association member may participate on the SEDOM Professional Development Committee.

ARTICLE XVI

VACANCIES AND ASSIGNMENTS

- 16.1 If a vacancy for a position occurs in an attendance center as a result of a resignation or termination, then such vacancy 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.
- 16.2 Paraprofessionals to be involuntarily reassigned shall be given notice of such change within a two (2) week time period prior to the effective date of the change, if possible.
- 16.3 A paraprofessional shall be granted a conference with the administrator to discuss reassignment if the affected employee requests it within five (5) days of the above notification.

ARTICLE XVII

JOB DESCRIPTION

- 17.1 Job descriptions shall be periodically reviewed by the administration with input from the paraprofessionals.
- 17.2 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. The paraprofessional shall verify that all information in the table of contents is in the handbook. After having read such information, the paraprofessional 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.

ARTICLE XVII

EFFECT OF AGREEMENT

- 18.1 Complete Understanding- The terms and conditions set forth in this Agreement represent the full and complete understanding and commitment between the parties.
- 18.2 Contractual Amendments- This Agreement shall constitute a binding obligation of both the Board and the Association and for the duration hereof may be altered, changed, added to, deleted from, or modified and shall require the voluntary, mutual consent of these parties in written and signed amendment to this agreement.
- 18.3 Individual Contracts- Any individual contract between the Employer and an individual paraprofessional heretofore executed shall be subject to and consistent with the terms and conditions of this Agreement. Any individual contract hereafter executed shall be expressly made subject to and consistent with the terms and conditions of this or subsequent agreements to be executed by the parties. If an individual contract contains any language inconsistent with the Agreement, the Agreement, during its duration, shall be controlling.
- 18.4 Savings Clause- If any provision of the Agreement or any application of the Agreement to any paraprofessional or group of paraprofessionals is held to be contrary to law, then such provision or application shall be deemed valid and subsisting, except to the extent permitted by law; but all other provisions or applications shall be continued in full force and effect.

ARTICLE XIX

SALARY AND RELATED PROVISIONS

19.1 Pay table is based upon 7 hours/day for 185 days. Wages adjusted based upon hours/days as necessary.

2012-2013: Paraprofessionals will be paid based upon the 2011-2012 step placement (1% salary increase) on the pay table. (Appendix A) Those positions not represented by a step on the Paraprofessional pay table will receive a 1% salary increase from their 2011-2012 salary.

2013-2014: Paraprofessionals will advance one step from their 2012-2013 placement reflective of a 1.5% increase on their 2012-2013 salary. (Appendix B) Those positions not represented by a step on the Paraprofessional pay table will receive a 1.5% salary increase from their 2012-2013 salary.

Transition Paraprofessionals will receive a \$250 stipend for additional responsibilities.

19.2 School Nurses and Individual Student Health Aide pay rates are based upon 7.5 hours/day for 185 days. School Nurses and Individual Student Health Aides returning, will be paid a 1% increase on their 2011-2012 salary.

2013-2014: School Nurses and Individual Student Health Aides will be paid a 1.5% increase on their 2012-2013 salary.

Pay Schedule- The following pay schedule shall become effective for newly hired Health Services Staff in the 2012-2013 school year.

	<u>2012-2013</u>	<u>2013-2014</u>
• School Nurse -RN: Starting salary:	\$27,443	\$27,855
• Individual Student Health Aide salary:	\$13,721	\$13,927

19.3 Excess Workload Pay- All paraprofessionals formally assigned to a classroom will share a stipend not to exceed the cost of a paraprofessional substitute, when a substitute teacher or a substitute paraprofessional is not available for the classroom for at least 3.5 hours. When a nursing position is filled by another SEDOM nurse for at least 3.5 hours, the SEDOM nurses involved, who must take on additional workload, will share a stipend equal to the cost of a substitute nurse.

19.4 Pay Dates- The pay dates for paraprofessionals shall be the same as the regular pay dates for teachers; twenty-four (24) equal paychecks annually.

19.5 Pay Policy- The following pay provisions shall be in effect for all paraprofessionals and shall be equally and fairly applied. Health and life insurance benefits shall be available beginning on the first day of the month following the completion of the sixty (60) calendar day probationary period. Sick-day and personal day prorated allotments will begin on the first day after completion of the sixty (60) day calendar probationary period.

The paraprofessional must have worked at least one hundred (100) days to be considered for advancement on the salary schedule. Annual advancement may be denied for just cause.

- A. Paid Holidays- All full-time Paraprofessionals shall be paid for eight (8) legal school holidays during their period of employment and provided the paraprofessional works the workday before and the workday after the holiday unless ill.
- B. Overtime- Work by the paraprofessional in excess of forty (40) hours per week shall be at time and one-half as provided by the Department of Labor definitions.
- C. Paraprofessionals shall have a probationary period of sixty (60) calendar days.
- D. Other sections of the contract, which relate to pay for additional hours of work such as holidays, institute days, etc., shall be paid to the paraprofessional within two (2) pay periods.
- E. The paraprofessional contribution to IMRF shall be tax sheltered as allowed by law.
- F. 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 staff member 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.

G. Health and Life Insurance-

a. Health

- i. For the 2012-2013 school year, the Board shall pay the amount contributed for the 2011-2012 school year plus one-half of the cost of the increase to the HMO/PPO option over 2011-2012 not to exceed a total contribution of \$590.00 per month. (This continues for the 2013-2014.)
- ii. The paraprofessional can select from any district plan(s) that is (are) offered. Insurance options shall include a non-HMO plan. If the paraprofessional chooses a plan for individual group health and major medical coverage which does not exhaust the Board's contribution as set forth above and paraprofessional may use the difference toward the cost of dependent coverage beginning with the 2008-09 school year.
- iii. Paraprofessionals working less than thirty-five (35) but more than fifteen (15) hours per week shall be allowed coverage on a pro-rata basis for all insurance and shall contribute the difference between the total amount due for the insurance desired and their pro-rata district benefit. The paraprofessional may decline to be covered by the district's insurance. Such insurance shall be for twelve (12) months (except for definition Article 1.2C)

b. Life

- i. All Paraprofessionals working shall be provided a \$30,000 term life insurance policy. Such policy shall have attached an accidental death and dismemberment clause. Each paraprofessional shall be given the opportunity to purchase at their cost an additional group term life insurance policy at the group rate if allowed by the insurance company.

c. Tax Shelter/Flexible Benefit Plan -

All Paraprofessionals, if eligible, and having one full school year of experience with SEDOM shall have the option of enrolling in SEDOM'S IRS 125 Flexible Benefit Plan.

19.6 Paraprofessionals will not be paid for more than one hundred and eighty-five (185) employee days per school year which shall include pupil contact one hundred and seventy-four (174) days, three (3) institutes, and eight (8) paid holidays.

19.7 Course Reimbursement-Coursework must be applied for in advance and must receive the written approval of the Executive Director. Courses may 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 which are deemed to be in the best interests of paraprofessionals and SEDOM
- D. The granting of withholding of approvals under this Section is discretionary.
- E. For coursework, approved under the section, the paraprofessional shall receive reimbursement up to 18 tuition semester hours. The rate shall be \$215.00 per credit hour.
- F. A limit of \$2,000.00 per person per year will apply.
- G. Employee must have completed four (4) years of service with SEDOM to qualify for coursework reimbursement.

19.8 Retirement Bonus-

- The Board shall provide salary retirement bonus of \$100/year of service with SEDOM to be paid with final paycheck.
- The employee must have the equivalent of 20 consecutive years of service to SEDOM to be eligible.
- Written notification by February 1 of the year prior to retirement is required.
- Must be an employee in good standing with satisfactory performance evaluations for the three (3) evaluations prior to retirement.
- The employee must qualify for retirement and be able to retire under the requirements of the Illinois Municipal Retirement System (IMRF).

19.9 Education & Careers Staff - Education & Careers staff shall be employed at step 18 or step 18 AA/60 plus 20% of ESP Pay Schedule.

19.10 Full-time Career Cluster Coaches and Community Job Coaches will be contracted to work 185 days during the current school calendar year. The SEDOM Center/New Beginnings school calendar will be used to determine when work will commence and terminate. Employment will commence on the first day of the school year and end on the last scheduled school day. However, Career Cluster Coaches and Community Job Coaches may be required to work weekends, holidays, and during regular school breaks such as winter/spring break. If this occurs, the days will be deducted starting from the last school day. No Education & Careers staff shall be required to work on Thanksgiving, Christmas or New Years Day.

Career Custer Coaches and Community Job Coaches required to work on any of the legal school holidays designated in the SEDOM calendar must request a floating holiday which must be approved by their supervisor and must be taken prior to the end of the school year.

19.11 Fair Share-New Paraprofessionals/ School Nurses and Education & Careers Staff employed beginning in 2006-2007 shall be subject to Fair Share.

ARTICLE XX

TERM OF AGREEMENT

This agreement shall be effective September 1, 2012 and shall continue in effect until August 31, 2014.

This Agreement is signed the, day of _____.

For the Board:

For the Association:

President

President

Secretary

APPENDIX A
2012-2013 Salary Schedule (Includes 1%)

STEP	HQ	30 hr	60+ hr
0	\$ 12,878.75	\$ 13,178.07	\$ 13,477.38
1	\$ 13,522.69	\$ 13,836.97	\$ 14,151.25
2	\$ 14,030.94	\$ 14,356.89	\$ 14,682.82
3	\$ 14,497.45	\$ 14,856.54	\$ 15,215.63
4	\$ 14,835.06	\$ 15,202.74	\$ 15,570.43
5	\$ 15,232.82	\$ 15,599.89	\$ 15,966.96
6	\$ 15,327.36	\$ 15,695.04	\$ 16,062.72
7	\$ 15,474.67	\$ 15,841.74	\$ 16,208.81
8	\$ 15,614.62	\$ 15,981.69	\$ 16,348.77
9	\$ 15,922.77	\$ 16,289.84	\$ 16,656.91
10	\$ 16,525.55	\$ 16,892.62	\$ 17,259.69
11	\$ 16,861.93	\$ 17,229.61	\$ 17,597.30
12	\$ 17,339.49	\$ 17,706.56	\$ 18,073.63
13	\$ 17,502.76	\$ 17,869.22	\$ 18,235.68
14	\$ 18,347.40	\$ 18,713.86	\$ 19,080.31
15	\$ 18,742.70	\$ 19,109.78	\$ 19,476.85
16	\$ 19,463.35	\$ 19,830.41	\$ 20,197.49
17	\$ 20,784.31	\$ 21,151.99	\$ 21,519.68
18	\$ 21,578.60	\$ 21,945.67	\$ 22,312.75
19	\$ 22,026.70	\$ 22,392.57	\$ 22,758.44
20	\$ 23,126.69	\$ 23,493.75	\$ 23,860.83
21	\$ 25,322.97	\$ 25,690.65	\$ 26,058.34
22	\$ 26,058.34	\$ 26,425.41	\$ 26,792.48
23	\$ 27,526.62	\$ 27,893.70	\$ 28,260.76

**APPENDIX B (Newly Hired)
Salary Schedule 2013-2014**

STEP	HQ	30 hr	60+ hr
0	\$ 12,878.75	\$ 13,178.07	\$ 13,477.38
1	\$ 13,522.69	\$ 13,836.97	\$ 14,151.25
2	\$ 14,030.94	\$ 14,356.89	\$ 14,682.82
3	\$ 14,497.45	\$ 14,856.54	\$ 15,215.63
4	\$ 14,835.06	\$ 15,202.74	\$ 15,570.43
5	\$ 15,232.82	\$ 15,599.89	\$ 15,966.96
6	\$ 15,327.36	\$ 15,695.04	\$ 16,062.72
7	\$ 15,474.67	\$ 15,841.74	\$ 16,208.81
8	\$ 15,614.62	\$ 15,981.69	\$ 16,348.77
9	\$ 15,922.77	\$ 16,289.84	\$ 16,656.91
10	\$ 16,525.55	\$ 16,892.62	\$ 17,259.69
11	\$ 16,861.93	\$ 17,229.61	\$ 17,597.30
12	\$ 17,339.49	\$ 17,706.56	\$ 18,073.63
13	\$ 17,502.76	\$ 17,869.22	\$ 18,235.68
14	\$ 18,347.40	\$ 18,713.86	\$ 19,080.31
15	\$ 18,742.70	\$ 19,109.78	\$ 19,476.85
16	\$ 19,463.35	\$ 19,830.41	\$ 20,197.49
17	\$ 20,784.31	\$ 21,151.99	\$ 21,519.68
18	\$ 21,578.60	\$ 21,945.67	\$ 22,312.75
19	\$ 22,026.70	\$ 22,392.57	\$ 22,758.44
20	\$ 23,126.69	\$ 23,493.75	\$ 23,860.83
21	\$ 25,322.97	\$ 25,690.65	\$ 26,058.34
22	\$ 26,058.34	\$ 26,425.41	\$ 26,792.48
23	\$ 27,526.62	\$ 27,893.70	\$ 28,260.76

APPENDIX B (Existing Staff)
Salary Schedule 2013-2014

STEP	HQ	30 hr	60+ hr
0	\$ 13,071.93	\$ 13,375.74	\$ 13,679.54
1	\$ 13,725.53	\$ 14,044.52	\$ 14,363.52
2	\$ 14,241.40	\$ 14,572.24	\$ 14,903.07
3	\$ 14,714.91	\$ 15,079.39	\$ 15,443.86
4	\$ 15,057.59	\$ 15,430.78	\$ 15,803.99
5	\$ 15,461.31	\$ 15,833.89	\$ 16,206.46
6	\$ 15,557.27	\$ 15,930.46	\$ 16,303.66
7	\$ 15,706.79	\$ 16,079.36	\$ 16,451.95
8	\$ 15,848.84	\$ 16,221.42	\$ 16,594.00
9	\$ 16,161.61	\$ 16,534.18	\$ 16,906.76
10	\$ 16,773.43	\$ 17,146.01	\$ 17,518.58
11	\$ 17,114.86	\$ 17,488.05	\$ 17,861.26
12	\$ 17,599.58	\$ 17,972.16	\$ 18,344.73
13	\$ 17,765.31	\$ 18,137.26	\$ 18,509.22
14	\$ 18,622.61	\$ 18,994.56	\$ 19,366.52
15	\$ 19,023.84	\$ 19,396.42	\$ 19,769.00
16	\$ 19,755.30	\$ 20,127.87	\$ 20,500.45
17	\$ 21,096.07	\$ 21,469.27	\$ 21,842.47
18	\$ 21,902.28	\$ 22,274.86	\$ 22,647.44
19	\$ 22,357.10	\$ 22,728.46	\$ 23,099.82
20	\$ 23,473.59	\$ 23,846.16	\$ 24,218.74
21	\$ 25,702.82	\$ 26,076.01	\$ 26,449.22
22	\$ 26,449.22	\$ 26,821.79	\$ 27,194.37
23	\$ 27,939.52	\$ 28,312.10	\$ 28,684.67