

Contractual Agreement

between

The Tri-County Special Education Joint Agreement

and

The Tri-County Special Education Association

2016-2017

2017-2018

2018-2019

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ARTICLE I - RECOGNITION

- 1.1 The Executive Board of Tri-County Special Education Joint Agreement of Jackson, Perry and Union Counties (hereinafter referred to as the "Employer" or the "Board") recognizes the Tri-County Special Education Association IEA-NEA (hereinafter referred to as the "Association" or the "Union") as the sole and exclusive bargaining representative for all full and part-time professional and non-professional employees (hereinafter referred to as the "Employee" or "Bargaining Unit member") exclusive of supervisors, managerial, confidential, and/or short-term employees.
- 1.2 The use of the words "Teachers" or "Licensed Employees" herein shall include all professional employees as defined in the Illinois Educational Labor Relations Act.
- 1.3 The terms "Educational Support Professionals (ESP's)" or "Support Professionals" herein shall include all other employees included in the bargaining unit.

ARTICLE II – ASSOCIATION RIGHTS

2.1 Voluntary Dues Deduction

- A. The Board shall deduct from the pay of each employee covered by the contract the membership dues of the Association provided that at the time of such deduction there is in the possession of the Board a copy of a voluntarily executed and signed membership form which shall also serve as authorization for dues deduction purposes. The Association shall specify the amount of dues to be deducted from each employee's paycheck for the current school year.
- B. An employee's dues deduction authorization shall remain in force and effect until revoked by the employee in writing to both the Board and Association, or upon the employee's voluntary or involuntary termination of employment
- C. Any employee employed after the start of the school term may authorize dues deduction by presenting a signed membership form to the Board within thirty (30) days after the date of employment. The Association shall specify the prorated amount of dues to be deducted from said employee's paycheck for the current school year.
- D. All dues deducted by the Board shall be remitted to the treasurer of the Association no later than ten (10) workdays after the deductions are made.
- E. Re-Opener: On or after August 1, 2015, the parties agree to re-open Article II, Section 2.1 to mid-term bargain the issue of voluntary dues and fair share. All other contract provisions shall remain in full force and effect and shall not be subject to mid-term bargaining.

2.2 Board Meetings

- A. The President of the Association or the President's designee shall be given verbal or written notice (e-mail, memo, letter) forty-eight (48) hours prior to all special Board meetings, unless the Board meeting is an emergency and does not require the statutory 48 hour advance notice.
- B. The President of the Association and/or one (1) additional representative, as designated by the President of the Association, shall be allowed to attend all scheduled Board meetings at no loss of pay if meetings are held during the designated employee's regularly scheduled workday. The Association President shall notify the Director of the name of the additional representative attending the Board meeting, if any, at least one (1) day in advance of the meeting.

2.3 Association Meetings

- A. The Association and Director shall designate bi-annual Association meeting dates that shall be used for association area or general membership meetings outside of the regular work day. The Association and the Director shall designate the bi-annual Association meeting dates by July 1.
- B. No employee shall be required to work later than 4:00 p.m. on Association meeting days.
- C. Meetings of the Association shall not be held during the school day. With the prior approval of the Director or his/her designee, the Association and its representatives may use Tri-County buildings for meetings and to transact official Association business at all reasonable times provided that this does not interfere with or interrupt school operations. The Association will return the facility to its pre-meeting condition prior to leaving the facility.

2.4 Association Leave

- A. Representatives sent by the Association to local, state or national conferences, or on other business pertinent to Association affairs, shall suffer no loss of salary. Written requests for such leave must be submitted to the Director one (1) week in advance. The Association will be entitled to fourteen (14) days per year with the option to take half-days. The Association will reimburse Tri-County for substitute teachers involved. Substitutes will be employed through regular District procedures.
- B. Personal Leave may be used to attend to Association business, provided that the requirements for taking Personal Leave are met.

2.5 The Association Shall Not be Denied the Following:

(However, the Association and bargaining unit members may not conduct any Association business during the workday.)

- A. Use of employee and faculty lounge/teacher workroom bulletin boards in Tri-County owned or leased buildings for the purpose of communicating Association business when and where available. All material posted on the bulletin boards must be initialed by the Association President or Vice President.
- B. Use of copy machines and other electronic media within the usage policies of the employer outside of the regular work day. The Association shall reimburse the District fifteen cents (\$.15) per page.
- C. Use of Co-op mail delivery system.

2.6 Board Policies and Procedures

- A. The Board will maintain one (1) copy of its Board Policies and Procedures at its administrative office for public inspection and will provide the Association President with one (1) copy of the Board Policies and Procedures with updates when approved by the Board. Additionally, the District will post its Board Policies and Procedures on the District website, and in all Tri-County buildings after all Board Policies and Procedures are updated and approved, and a copy of the approved policy or procedures has been given to the Association.
- B. The Director shall notify and provide the Association with an opportunity to meet with him/her before recommending any potential changes to the Board Policies and Procedures that impact the terms and conditions of employment of bargaining unit members.
- C. Changes with regard to Board policies and procedures shall be submitted at one (1) meeting of the Board and will not be acted upon sooner than the next meeting of the Board.

ARTICLE III – EMPLOYEE RIGHTS

3.1 Right to Representation

A. The Director or designee will schedule a conference with an employee to discuss complaints that the Director and/or designee deem serious enough to bring to the attention of the employee. An employee shall have the right to request an Association representative at an investigative interview that the employee reasonably fears may result in his/her discipline. The employee shall also have the right to request an Association representative at any follow-up meetings related to the investigation.

B. Employee Discipline

No Tenured Teacher or Educational Support Professional employee who has been employed more than ninety (90) workdays, shall be given a suspension without pay, or dismissed without just cause. Tenured Teacher dismissals will be governed under the provisions of The Illinois School Code. At the time such action is taken, written notice of the specific grounds forming the basis for disciplinary action will be delivered to the Employee and the Association.

3.2 School Calendar and Work Year for Licensed Employees

A. The normal full-time, licensed employee work year shall be determined and established by the Board and/or Director and will consist of 180 days of employment.

B. Extended contracts for licensed employees shall be paid at the rate established by the salary schedule converted to a daily rate multiplied by the number of days worked beyond 180.

3.3 School Calendar, Work Year, and Work Day for All Educational Support Professional Employees

A. Work Year/Work Day:

(Work hours below are hours worked and do not include the employee's duty free unpaid lunch period.)

The District may temporarily add hours and/or days to the following employee workdays where in-service or additional training is offered or necessary as determined by the Director or his/her designee.

12 Month Custodians: 260 workdays per calendar year; 8 hours per day.

10 Month Custodians: 180 workdays that teachers are in attendance, 8 hours per day, and an additional 20 workdays, 8 hours per day, on non-student attendance days.

Health Care Aides: 176 workdays. Hours per day shall be determined by the assignment. Hours for full-time classroom aides range from 6.0 to 7.5 hours per day.

EOC/Individual Aides: Days assigned student is in attendance as listed on the most recent notification of assignment letter. Hours per day shall be determined by the assignment.

OT and PT Assts: 180 workdays, consisting of 6.75 hours per day, that teachers are in attendance.

12 Month Secretaries: 260 workdays per calendar year; 7.5 hours per day.

10 Month Secretaries: 180 workdays that teachers are in attendance, 7.5 hours per day, and an additional 20 workdays, 7.5 hours per day, on non-student attendance days.

Nurses: 176 workdays that students are in attendance, 6.75 hours per day. The Director may, at his discretion, assign up to 5 additional days at the beginning of the school year.

Cooks: 176 workdays that students are in attendance, 8 hours per day, and an additional 5 workdays, 8 hours per day, on non-student attendance days.

Asst. Cooks: 176 workdays that students are in attendance, 7.5 hours per day, and an additional 5 workdays, 7.5 hours per day, on non-student attendance days.

Medicaid Secretary: 260 workdays per calendar year, 7.5 hours per day.

Reduction of positions in any category listed above or any reduction in employees' workdays or work hours shall be implemented in accordance with The Illinois School Code, 105ILCS 5/10-23.5, which provides that an employee must be provided notice of any reduction in workdays and/or work hours at least 30 days in advance of the reduction. However, if a reduction of work hours is due to an unforeseen reduction in the student population, then the written notice must be provided to the employee at least 5 days before the hours are reduced.

B. Work Hours Exception:

All Educational Support Professional employee work hours per day shall be based on the employee's designated work assignment. Individual/EOC aides that report to work without prior notice that their assigned student will not be in attendance, may be assigned other duties for that day. If the Individual/EOC is given prior notice that their assigned student will not be in attendance, the employee may not be scheduled to work until notified that the student will be in attendance. An effort will be made by TCSE Administration to find appropriate work for the Individual/EOC during the time their assigned student is absent. If the assignment is at a location other than the location of the assigned student, the employee will have the option to refuse the temporary assignment. Nothing in this language should be interpreted as limiting administrations' right to temporarily reassign employees to fill emergency needs or to permanently reassign staff. When the temporary assignment is at another location that employee shall be considered itinerate and be paid mileage as defined in Board Policies and procedures.

3.4 Requisitions for Classroom Materials, Equipment and Supplies

Requests for classroom materials, equipment and supplies that are needed for the beginning of the next school year must be presented to the employee's building supervisor by April 1. Requisitions must be approved or denied.

3.5 Accrual of Seniority

- A. Seniority for Licensed and Educational Support Professional employees shall be defined as follows: Length of continuing service in the Co-op within a specific category of position set forth in Section 3.5D below; provided, however, that (a) regular part-time service shall be computed on a pro-rata basis, (b) unpaid leaves of absence and periods of employment in non-bargaining unit positions shall not be counted in determining seniority, and approved leaves of absences for employees, except non-tenured teachers, shall not constitute an interruption or break in continuing service for seniority purposes. (c) when an employee transfers to another category, he or she will be placed at the bottom of the seniority list for that category, but will maintain his or her position of seniority for the category for which he or she had previously worked.
- B. If the years of continuous service in the Co-op within a specific category of position are equal between two or more employees, then seniority shall be determined by total service in the Co-op without regards to categories of positions, whether or not continuous. Such service shall be computed in the manner described in (A) above.
- C. If two or more employees remain equal after application of the factors set forth in (B) above, the employee having the greater seniority shall be determined by lot. If lots are drawn, the following individuals may be present as witnesses: 1) Director or his/her designee, 2) Association President, 3) All employees who will have lots drawn for their placement on the Co-op's seniority list.

D. Classifications within Bargaining Unit

For the purposes of this Agreement, Employees shall be placed in the following classifications/categories of positions, for seniority, reduction-in-force and recall purposes:

1. Licensed Employees
2. Custodians
3. Health Care Aides/Individual Aides/EOC Aides
4. Physical Therapists
5. Occupational Therapists
6. COTAs
7. PTAs
8. Secretaries
9. Cooks
10. Assistant Cooks
11. LPNs
12. RN's

Continuous service for all Educational Support Professional and tenured licensed employees shall not be broken during an approved leave of absence, layoff or disability leave. Seniority shall not accrue during the term of a leave of absence or during that period the employee is placed on a reduction-in-force recall list.

3.6 Reduction-in-Force and Recall Procedures

- A. Educational Support Professionals: Full-time non-probationary support professionals shall be laid off under a reduction-in-force and have recall to the category of position to which he/she was laid off or any other category of positions so far as the employee is qualified to hold in accordance with The Illinois School Code. The Board shall prepare, maintain, post and distribute the Educational Support Professional Seniority List to the Association President or designee by February 1. Each employee shall have ten (10) work days from the date of posting to file specific written objections with the Director to the information contained on the list. Failure of the employee to make a timely objection shall be deemed to be an acceptance of his/her placement on the Seniority List and shall waive any right until the posting of a new Seniority List.
- B. Licensed Employees: Licensed employees shall be laid off and have recall rights consistent with The Illinois School Code. On or before 75 calendar days before the end of each school term, the Board shall provide the Association President or designee the Licensed employee RIF list.

3.7 Association Personnel File

Employee Personnel files will be maintained in accordance with the *Illinois Personnel Record Review Act, 820 ILCS 40*.

3.8 Grades

Licensed employees will issue grades and evaluations of students, with proper documentation. The administration will notify a teacher prior to changing a student's grade and/or evaluation.

3.9 Lunch Periods

The District will provide all eligible employees with a duty-free lunch of at least 30 minutes consistent with The Illinois School Code. Employees shall be allowed to leave school property during their duty-free lunch, provided the employee signs in and out of the building for lunch. In the event that an IEP meeting is scheduled during an employee's duty free lunch period, that employee will be allowed to a 30 minute lunch period during an alternate time during the work day.

3.10 Variance Time

The District or an employee may request Variance Time. All employee requests for Variance Time are subject to the prior approval of the administration in his/her sole discretion. Request to earn Variance Time shall address the needs of the District and not personal convenience. Variance Time earned may be used by the employee in accordance with Personal Leave procedures, but must be used before the end of the fiscal year.

ARTICLE IV - APPROVED PROFESSIONAL DEVELOPMENT OPPORTUNITIES

4.1 Educational Conferences/Workshops/Conventions

The Director, at his/her sole discretion, may approve employee attendance at educational conferences/workshops/conventions. Employee attendance at an approved conference/workshop/convention will not count against the employee's Personal or Association days. The District will pay the cost of obtaining a substitute if one is needed. The District will approve expenses of the employee which are submitted no less than five (5) days prior to employee attendance at an approved educational conference/workshop/convention as follows:

The District will pay 100% of registration fees.

The District will make lodging reservations and pay 100% of lodging expenses if the District determines that lodging is necessary. The District will select the method of transportation and will either make arrangements for the employee to carpool with another employee; or reimburse the employee driving to the conference the IRS approved mileage rate for travel or will reimburse the employee for airfare, train fare or bus fare.

The employee will be provided a per diem amount of \$35.00, for meals, provided the employee is approved for an overnight accommodation, but meals included in the registration/conference fee shall be deducted from the \$35.00 per diem. The employee will be provided a per diem amount for a one day workshop/conference based on the following eligibility criteria for each meal:

Depart before 6:00am –	Breakfast: \$7.00
Attendance at conference during-	Lunch: \$12.00
Return after 6:00pm –	Dinner: \$16.00

The per diem for meals shall not be paid to the employee if the meal is included in the cost of the conference/registration fee or for conferences/in-services within a 25-mile radius of the TCSE service area.

Reimbursement will be paid upon submission of the required Professional Development Payment form following employee's return from a pre-approved conference/in-service.

ARTICLE V - LEAVES OF ABSENCE

5.1 Sick Leave

A. During the first two (2) years of employment with the District, each employee shall be entitled to ten (10) sick leave days per school year without loss of pay. After two (2) years of employment with the District, the employee shall be entitled to fifteen (15) sick leave days per school year. Sick leave will accumulate and be available to use consistent with the procedures under 5.1.B, below. Accumulated sick leave will be pro-rated when an employee transfers and/or is

transferred to a different position that includes more hours per week. For example, an employee that works 3 hours per day and has accumulated 10 sick leave days, will be entitled to transfer 30 hours of sick leave to a new 7 hour per day position.

All employees will be allowed to take their sick leave in quarter-hour (15 minute) increments. No hourly employee will be allowed to be paid for more time than their assigned work day (i.e., work time + sick time cannot equal more than assignment time). Licensed employees will make every effort to schedule appointments that require them to use sick leave at the beginning or at the end of the work day.

The unused portion of sick leave shall accumulate from year to year to a maximum accumulation of 370 days. The sick leave days may be used by a bargaining unit member in accordance with The Illinois School Code, 105 ILCS 5/24.

B. Accumulation and Use of Sick Leave

At the beginning of each work year, each full-time employee with one or more years of creditable service shall be credited with the total number of normal annual sick leave allotment for that work year. Employees shall be entitled to a normal annual sick leave allotment, with full pay, to be used for personal illness, quarantine at home, or serious illness or death in the immediate family or household, or birth, adoption, or placement for adoption (Section 105 ILCS 5/24-6 Illinois School Code) according to the following tiered schedule:

Years Worked in Co-op	Number of Annual Sick Leave Allotment		
	9 Months	10&11 Months	12 Months
Years 1-2	10 Sick Days	11 Sick Days	12 Sick Days
Years 3+	15 Sick Days	16 Sick Days	17 Sick Days

At the beginning of the work year, new employees (less than one year of creditable service within the District) shall be entitled to half their annual sick leave allotment, with full pay, to be used in accordance to The Illinois School Code, 105 ILCS 5/24. Beginning the second semester of the work year, the other half of the sick leave allotment will be available for use according to the following tier:

Years Worked in Co-op	Number of Sick Leave Allotment		
	9 Months	10-11 Months	12 Months
Year 0-1 (1 st semester)	5 Sick Days	5.5 Sick Days	6 Sick Days
Year 0-1 (2 nd semester)	5 Sick Days	5.5 Sick Days	6 Sick Days

The Employer shall furnish each Employee with a written statement at the beginning of each school year setting forth the total accumulated Sick Leave credit for said Employee.

Employees may use two Sick Leave days per year for the death of a non-immediate family member. An employee that has used these two days and has exhausted all personal leave days may request the Director to use additional Sick Leave days to attend the funeral of a non-immediate family member and such days may be approved or denied in the Director's sole and absolute discretion.

5.2 Personal Leave

Each full-time employee shall receive two (2) personal leave days per school year. All employees will be allowed to take their Personal Leave in quarter-hour increments. No hourly employee will be allowed to be paid for more time than their assigned work day (i.e. work time + personal time cannot equal more than assignment time). An employee may carryover unused personal leave days to use in

the next school year. Each employee may have up to a maximum of four (4) personal leave days available to use in any one school year. Personal leave days that are not carried over to the next year and are not used shall accumulate as sick leave days. Employees shall notify his or her supervisor at least three (3) days in advance of the requested personal leave day, the Director and/or designee may deny an employee's request for personal leave, with reasons for the denial provided to the employee if too many employees have already requested leave at the same time or if a substitute is needed to cover for the employee and one cannot be secured. The Director or designee, at their sole discretion, may approve or deny any personal day request that is made with less than three days' notice. However, an employee's request to use personal leave to attend a hearing as a complainant and/or witness before the IELRB or an Arbitrator shall not have his/her request denied.

5.3 Leaves of Absence Without Pay

The Board may, in its complete and absolute discretion, grant an employee's written request for an unpaid leave of absence. The leave of absence shall not exceed one year. The Board's decision to grant or deny the employee's request shall be final and not subject to the grievance/arbitration procedures.

5.4 Jury Duty/Subpoenaed Witness

Any regularly employed full-time employee called during their work hours for jury duty shall be paid his/her full compensation for such time with no loss of seniority, or loss of any other benefits. The employee's receipt of jury duty compensation will be reimbursed to the District, less mileage paid to the employee.

If an employee is subpoenaed to testify relating to their employment with the District, the Board shall pay the regular salary to the employee. If the employee receives a witness fee, any fee received shall be remitted to the District. The employee shall retain that portion of the fee paid to the employee for mileage. This provision shall not apply to any employee that initiates litigation against the District or to any employee called to testify at the request of the employee that initiated the litigation. This exclusion shall not apply to grievances and arbitrations.

5.5 To the extent there is a past practice that allows employees to be absent from work due to their own illness or the illness of a family member and he or she elects to receive a dock day in lieu of using an available Sick Leave day, the practice shall be terminated upon ratification of the 2015-2016 contract. Specifically, if an absence qualifies as a Sick Leave day, the employee will no longer be allowed to request Unpaid Leave and will be charged a Sick Leave day if Sick Leave days are available.

ARTICLE VI - VACANCIES, TRANSFERS AND ASSIGNMENTS

6.1 Vacancies

A. Any Tenured Teacher or non-probationary Educational Support Professional employee may apply for a transfer when a vacancy exists. A vacancy shall be defined as any opening in a newly created position or any opening in a bargaining unit position which occurs as a result of an employee's resignation, retirement, promotion, reassignment, transfer, or termination which the Board decides to fill and is not filled by any reassignment/transfer of current bargaining unit personnel. Such application for a vacancy shall be in writing and submitted to the Director within the fourteen (14) calendar day posting period. The request for the transfer will be considered. It is agreed that a "vacancy" shall not include positions filled by voluntary or involuntary reassignment or promotion of current personnel and positions that the Board decides it will not fill, but will include positions that remain unfilled after any voluntary or involuntary reassignment or transfer.

All vacancies notices, as defined above, will be provided to the Association President and posted in all Tri-County owned buildings and on the Tri-County website for a period of fourteen (14) calendar days. Current employees who apply for vacancies, will be considered along with all other applicants, internal and external, for the position.

6.2 Transfers

A. Involuntary Transfer

An involuntary transfer shall be any change in assignment including changes in classifications, shifts and/or worksites, for which the employee did not make application and was initiated by the Director or his/her designee. The Director and/or his/her designee will provide employees written notice of involuntary transfers at least fourteen (14) calendar days prior to the effective date of the involuntary transfer, unless an emergency exists that prevents the advance notice. Any employee affected by an involuntary transfer may request a conference with the Director or designee to discuss the transfer and the reasons for said transfer.

B. Voluntary Transfers

A voluntary transfer is a transfer granted after an employee makes a written application for transfer, including changes in classifications, shifts and/or work site; or for a posted vacancy.

6.3 Notification of Assignments

The Director and/or his/her designee will provide employees notice of their tentative work assignment for the next school year on or before the last day of each school year. Assignments may be changed with ten (10) calendar days written notice unless an emergency prevents advance notice of a change in the employee's assignment. (An emergency is defined as an unexpected need to fill a required position or a natural disaster that prevents the ability to send notices)

6.4 Verification of Attendance

Tri County Buildings (Central, McElvain, Ward, DuQuoin Annex & Dewey):

Employees that are assigned to a Tri-County building will sign out of the building when they leave the building during their regularly scheduled workday. This includes leaving for lunch or to take personal or sick leave, including any time that is docked. If the employee returns the same day, he or she will sign back in to the building.

If an employee who is permanently assigned to a Tri-County building is assigned by the Director or designee to be in a different location for the day, or part of the day the employee will inform the office staff, building supervisor and TAS that they will be out of the building. The employee will sign in and out of the building to which they are sent on Tri-County provided forms at that building.

Educational Support Professional employees will either fill out a time card or sign in and out electronically at the beginning and end of the day in addition to signing out as described in the above paragraphs.

Employees Assigned Permanently to a District Building:

Tri-County employees who are permanently assigned to any district building will follow the same procedures for signing in and out of the building as the employees of that district. This includes signing

in and out at the beginning and end of the day, when leaving during the day for personal or sick leave, and for lunch. If the district requires its employees to sign in and/or out, Tri-County employees permanently assigned to that building will sign in on sheets provided by Tri-County.

If an employee who is permanently assigned to a District building is assigned by the Director or designee to be in a different location for the day, or part of the day, the employee will inform the office staff, building supervisor and TAS that they will be out of the building. They will sign out of their building, and will sign in and out of the building to which they are sent.

Educational Support Professional employees will either fill out a time card or sign in and out electronically at the beginning and end of the day in addition to signing out as described in the above paragraphs.

Itinerant Employees:

All itinerant employees will be assigned to one “base” location in one of the Tri-County buildings (Central, McElvain, Ward, DuQuoin Annex, Dewey) depending on the geographic area that they are assigned to work. The employee will be provided an office space within this “base” location.

Itinerant employees will post their schedules online using the Tri-County email system. Tri-County employees will also notify district building supervisor or office staff as to the days and times they are scheduled to be at those locations. If schedules change, the employee will notify the school buildings and the TAS of the change as soon as he or she realizes a change in schedule will be necessary and will change the online calendar as soon as possible.

If a Tri-County employee is notified by a school that the scheduled time needs to be cancelled, due to an absence or other conflict, the employee will alter his or her schedule to best accommodate the needs of his or her workload and keep the amount of travel to a minimum. He or she will also make the changes to the online calendar as soon as possible. While staff are permitted to adjust their own schedules to meet the demands of their respective case loads, this in no way precludes the supervisor from making changes in staff schedules to meet the needs of other staff, students, parents, trainings, and administration.

While Tri-County employees are in district buildings, they will sign in and out of the District buildings on forms provided by Tri-County.

The Board and the Association agree that, in the event an apparent error or discrepancy is discovered in an employee’s mileage record for a given month, the following procedure will be used:

- a. The Cooperative will not withhold the employee’s entire monthly mileage check due to an apparent error or discrepancy in which the employee’s mileage record and employee’s online calendar do not match.
- b. The employee’s immediate supervisor will contact the employee to obtain a clarification/explanation regarding the apparent error or discrepancy, and/or to have the employee correct the error or discrepancy before the employee’s mileage record is submitted to the Business Office for payment.
- c. If the apparent error or discrepancy is not corrected within the above-mentioned five (5) review days before the employee’s mileage record is submitted to the Business Office, only the mileage reimbursement for day(s) that contain apparent errors or discrepancies will be withheld from the employee’s monthly mileage check. The employee will submit the corrected days for mileage reimbursement with the next month’s mileage record

ARTICLE VII – JOINT COMMITTEE

7.1 The Tri-County Special Education Joint Agreement and the Tri-County Special Education Association agree to the formation of a Joint Solutions Committee.

The Committee shall be comprised of up to a maximum of three (3) Association members, the Director and one (1) additional Administrator. The Association President will notify the Director if the meeting involves a particular Administrator and the Director will ensure that Administrator is not selected to attend the meeting. The Committee will meet once a month.

The purpose of this Committee is to discuss, and when possible, offer suggestions on how to solve issues which employees (either as individuals or as groups) have presented to the Committee members. These will be issues the employee(s) feel have not been satisfactorily solved through their supervisor. The Committee and Director will attempt to solve any issues presented by the employee(s). If an acceptable solution cannot be found, the Director will state, in writing, the reason(s) for rejecting the Committee’s proposed solution(s).

The Committee will be responsible for keeping the employee(s) who presented the problem informed on any progress made in resolving the problem.

**ARTICLE VIII - RETIREMENT BENEFIT
FOR LICENSED EMPLOYEES**

8.1 Eligibility

A. A retirement program will be offered to full-time licensed bargaining unit employees of the District. To qualify for this program, an employee must be eligible to retire with TRS. However, an employee retiring under the TRS Early Retirement Program (ERO) shall not be eligible for this retirement program. The Retirement Program benefit increase from \$10, 000 to \$13,000 will include any current licensed employee who has submitted an Intenet to Retire letter prior to this contract.

B. An employee may elect the Retirement Program that will be paid over a period of up to four years prior to the teacher's effective retirement date, provided the teacher submits an irrevocable written notice of retirement to the Director by January 15. (An employee giving a one-year notice must submit his/her letter on or before January 15 of his/her last year of teaching. An employee giving a two-year notice must submit his/her irrevocable letter of retirement on or before January 15 one year before his/her last year of teaching. An employee giving a three-year notice must submit his/her irrevocable letter of retirement on or before January 15 two years before his/her last year of teaching. An employee giving a four-year notice must submit his/her irrevocable letter of retirement on or before January 15 three years before his/her last year of teaching.).

C. Total payment due under the Retirement Program will be calculated as follows:

Full-Time Service completed in Tri-County on effective date of retirement	Retirement Program Payment
20 Years	\$13,000

8.2 Distribution

- A. This retirement program payment may be paid in two forms: 1) TRS creditable earnings and/or 2) a retirement severance payment and shall be paid according to the following procedures.
- B. A calculation will be made comparing the employee's creditable earnings of the immediately previous year with his/her creditable earnings of the year he/she gave notice. If such creditable earnings are less than 105% of his/her creditable earnings of the previous year, that portion of the retirement program payment necessary to increase his/her creditable earnings to 105% shall be paid to the employee in his/her last regular paycheck prior to June 30 of the first notice year. C. For each succeeding year of the notice period, where there exists a balance of the program payment to be made, comparison will be made between the employee's creditable earnings of the previous year and the current year. That portion of the program payment necessary to increase the employee's creditable earnings for the current year to 105% will be paid to the employee as creditable earnings in his/her last regular paycheck prior to June 30 of the current year. In any succeeding year if the balance of program payment due is less than the amount needed to increase the employee's creditable earnings to 105%, then only the amount remaining will be paid to the employee as creditable earnings in the current year.
- D. In the event the entire program payment due the employee is not paid as creditable earnings during the notice period, the remaining balance will be paid to the employee as a severance payment. Such payment shall be made within ten (10) days after the employee's last workday and/or receipt of his/her last regular paycheck, whichever comes last. This severance payment will not be treated as creditable earnings under TRS.

8.3 Any employee that elects a retirement program under this provision and subsequently becomes ineligible to retire in the school year designated in his/her irrevocable notice of retirement because he/she does not have sufficient years of TRS creditable service (i.e. teacher expected to retire with 35 years of TRS service by using 2 years of sick leave but had to use sick leave pursuant to The Illinois School Code that drops the employee below 2 years of sick leave), agrees to consent to a payroll deduction to reimburse the District for any monies received under this retirement program and shall forfeit any future payments under this program. The amount and duration of the payroll deductions shall be established by the Board after consultation with the employee and Association President. The employee will be permitted to rescind his/her retirement in the event of the above scenario

8.4 Any teacher who enters the retirement program and subsequently elects to retire under the ERO program shall be required to reimburse the District for any monies received under this retirement program and forfeit any future payments under this program. The amount the employee shall be required to reimburse is the difference between the amount of creditable earnings the employee received under the retirement incentive program and the amount of creditable earnings the employee would have received on the salary schedule as if the employee had never entered the retirement program. The amount will be reimbursed through payroll deduction which will be equally divided over the remainder of the employee's service in the District. Any remaining amount due will be repaid within twelve (12) months of the employees final day of service.

8.5 Any teacher who is eligible for the Early Retirement Option shall be entitled to utilize the ERO only upon the mutual agreement of the Board and Association.

**ARTICLE IX-RETIREMENT BENEFIT
FOR EDUCATIONAL SUPPORT PROFESSIONAL EMPLOYEES**

Any Educational Support Professional employee that has worked 20 years in the District and is 55 years or older in the fiscal year in which the employee retires, shall be granted a retirement benefit of \$7,000. Any Educational Support Professional employee that has worked 15 or more years but less than 20 years in the District and is 55 years or older in the fiscal year in which the employee retires, shall be granted a retirement benefit of \$3500. This will include any employee that has given an Intent to Retire notice beginning with the 2016-2017 school year.

- A. An Educational Support Professional employee may elect the Retirement Program that will be paid over a period of up to four years prior to the employee's effective retirement date, provided the employee submits an irrevocable written notice of retirement to the Director by June 1. (An employee giving a one-year notice must submit his/her letter on or before June 1 one year before his/her last year of employment. An employee giving a two-year notice must submit his/her irrevocable letter of retirement on or before June 1 two years before his/her last year of employment. An employee giving a three-year notice must submit his/her irrevocable letter of retirement on or before June 1 three years before his/her last year of employment. An employee giving a four-year notice must submit his/her irrevocable letter of retirement on or before June 1 four years before his/her last year of employment.)
- B. An Educational Support Professional employee electing to receive the retirement benefit shall be paid salary on an annualized basis and not hourly.
- C. The Retirement Program payment will be paid in two forms: 1) IMRF creditable earnings and 2) a retirement severance payment, and shall be paid according to the following procedures:
1. A calculation will be made comparing the employee's creditable earnings of the immediately previous year with his/her creditable earnings of the year in which the employee is eligible to receive the retirement benefit. If such creditable earnings are less than 105% of his/her creditable earnings of the previous year, that portion of the Retirement Program payment necessary to increase his/her creditable earnings to 105% shall be paid to the employee in his/her regular pay periods.
 2. For each succeeding year of the notice period, where there exists a balance of the Program payment to be made, comparison will be made between the employee's creditable earnings of the previous year and the current year. That portion of the Program payment necessary to increase the employee's creditable earnings for the current year to 105% will be paid to the employee as creditable earnings in his/her regular pay periods of the current year. In any succeeding year if the balance of Program payment due is less than the amount needed to increase the employee's creditable earnings to 105%, then only the amount remaining will be paid to the employee as creditable earnings in the current year.
 3. In the event the entire Program payment due the employee is not paid as creditable earnings during the notice period, the remaining balance will be paid to the employee as a severance payment. Such payment shall be made after the employee's last day of work and on the earliest day possible without the payment qualifying as creditable earnings under IMRF. This severance payment will not be treated as creditable earnings under IMRF.
 4. Any employee that elects a Retirement Program under this provision and subsequently becomes ineligible to retire in the school year designated in his/her irrevocable notice of retirement because he/she does not have sufficient years of IMRF creditable service (i.e. employee expected to retire with sufficient years of service by using sick leave but had to use sick leave pursuant to The Illinois School Code that drops the employee below number of sick leave days required to make the employee eligible to retire on his/her effective

retirement date), agrees to consent to a payroll deduction to reimburse the District for any monies received under this Retirement Program and shall forfeit any future payments under this Program. The amount and duration of the payroll deductions shall be established by the Board after consultation with the employee and Association President. The employee will be permitted to rescind his/her retirement in the event of the above scenario.

- D. In the event that any retirement benefit payable to an employee at anytime under Article IX will create a penalty, such payment shall be paid to the employee post-retirement after the employee's last day of work and on the earliest day possible without the payment qualifying as creditable earnings.

ARTICLE X - GRIEVANCE PROCEDURE

10.1 Definition

- A. A Grievance is a complaint by an employee, a group of employees, or the Association involving an alleged violation, misinterpretation, or misapplication of any provision of this Agreement.
- B. For purposes of this Article, workdays shall mean days in which the District's Administrative Office is open for business.

10.2 Statement of Basic Principles

- A. The parties acknowledge that the most desirable manner of resolving a problem, including a defined Grievance, between an employee and the employee's supervisor or an administrator is through informal discussion. Any resolution reached through informal discussion shall not be inconsistent with the terms of this Agreement.
- B. Every employee shall have the right to present a Grievance, with the approval of the Association, in accordance with the procedures established herein. If Association representation is requested, such representation may include one representative at any step of the Grievance procedures and arbitration.
- C. All written Grievances shall contain the following items:
 - 1. The nature of the Grievance
 - 2. The specific provision of the agreement which was allegedly violated.
 - 3. The remedy requested.
- D. Grievances may be withdrawn by the grievant or the Association at any step of the grievance procedure, without establishing a precedent. Grievances and/or arbitrations not filed, appealed or advanced to the next step within the designated time limits shall preclude further appeal provided there has been no mutual agreement of extension. If the employer's written decision has not been rendered within the time limits, the Grievance shall be automatically advanced to the next step.
- E. If the Director and the grievant mutually agree, any step of the grievance procedure may be by-passed.
- F. Class grievance involving five (5) or more employees and one (1) or more supervisor(s) or administrator(s) may be initially filed by the aggrieved employees with the Director or the Director's designee. Each employee involved must sign the grievance and an Association representative must sign the grievance, and it must be filed with the involved supervisor or administrator, or, in the alternative, with the Director or the Director's designee, within twenty (20) working days of the occurrence.

- G. All records used as evidence in the processing of a Grievance, including the final resolution, shall be filed in the Personnel file of the aggrieved employee.
- H. The Association will be entitled to all information necessary to investigate and process a grievance consistent with the *Illinois Educational Labor Relations Act*.

10.3 Procedures

First Step:

The aggrieved employee, with the approval of the Association, shall present the grievance in writing to the aggrieved employee's supervisor or administrator within twenty (20) working days after the occurrence. The supervisor or administrator shall meet with the aggrieved employee within ten (10) working days after receipt of the written grievance. The supervisor or administrator shall make a decision with regard to the grievance within ten (10) working days after this meeting.

Second Step:

If the grievance is not resolved in the first step; if the supervisor or administrator fails to make a decision within ten (10) working days after meeting with the aggrieved employee; or, if the grievance is filed as a class grievance, as herein before defined in this Article, the aggrieved employee, with the approval of the Association, may file the grievance in writing with the Director within ten (10) working days after a decision has been reached in the first step or within ten (10) working days of the date on which the supervisor or administrator should have rendered such a decision.

Within fifteen (15) working days after the filing of the grievance with the Director, a meeting shall be held between the aggrieved employee and the Director or the Director's designee in an attempt to resolve the grievance. The Director, or the Director's designee, shall make a decision with regard to the grievance within fifteen (15) working days after this meeting. The decision shall be communicated to the aggrieved employee.

If the grievance is not resolved in the Second Step, or if the Director, or the Director's designee, fails to make decision within fifteen (15) working days after meeting with the aggrieved employee, the aggrieved employee may file a notice of appeal at the Optional Third Step with the Secretary of the board within ten (10) working days after a decision has been reached in the second step or within ten (10) working days of the last date on which the Director or the Director's designee should have rendered such a decision.

Optional Third Step:

Upon receiving a notice of appeal, the Secretary of the Board will notify the President of the Board. The President of the Board shall determine whether or not the Board will hear the optional Third Step appeal. If the Board exercises its option to hear the Third Step, the Board will schedule a Step Three grievance hearing at a regular or special meeting at which time the aggrieved employee will be invited into closed session to discuss resolution of the grievance. This meeting will occur not more than thirty-five (35) working days after the Board Secretary's receipt of the Optional Third Step appeal notice. The Board shall make a decision within fifteen (15) working days after this meeting. If the Board elects not to hear the grievance the Association may advance the grievance to binding arbitration under the procedures set forth in the Fourth Step.

Fourth Step:

If the grievance is not satisfactorily resolved at Step Two or the Optional Third Step with the Board or the Board elects not to hear the grievance, the Association may file a written notification requesting arbitration with the board within ten (10) working days following the receipt of the Step 2 grievance response or the date that such response was due or within ten (10) working days of receipt of the Board's decision at the Optional Third Step or the date that such response was due.

An arbitrator shall be selected from a list of arbitrators supplied by the American Arbitration Association.

Either party shall have the right to reject the entire list and request a new list. An arbitrator will be named in accordance with the AAA selection process.

The decision of the arbitrator shall be binding as long as the arbitrator has complied with the provisions set forth in this fourth step grievance procedure.

Expenses of the arbitrator, including the cost of the arbitrator's transcript, if one is so requested, shall be borne equally by the Board and the Association. Each party to an arbitration proceeding shall be responsible for compensating its own representatives and witnesses.

10.4 Release Time

The grievant(s) and one Association representative will be entitled to paid release time if an arbitration hearing is held during the grievant(s) or Association representative's regular work hours, Employees that are required witnesses will receive paid release time only for the period of his/her actual testimony if the testimony is required during the employee's regular work hours.

10.5 Transcript

If either party requests a transcript of the proceedings, that party shall bear the full costs for that transcript. If both parties order a transcript, the cost of the transcript shall be divided equally between the parties.

10.6 Authority Of Arbitrator

The Arbitrator shall have no power to alter the terms of this agreement and shall make no award for any violation not forwarded in a written grievance by the member(s) or Association.

ARTICLE XI - EMPLOYEE COMPENSATION AND FRINGE BENEFITS

11.1 Salary Schedule Placement and Advancement

The Board will award new employees credit for each full year of prior experience that the Board determines is comparable to the position for which the Board is hiring the employee.

11.2 Salary Schedule

- A. The Salary Schedule is attached as Appendix A.
- B. Salary Increases for Additional Coursework
 - i. The employee may submit and obtain the prior approval of the Director for any courses that the employee intends to use for salary lane movement on the salary schedule.
 - ii. Salary placement on the salary schedule will be determined by graduate level courses completed as of September 1 at the beginning of each school year. An official copy of the transcript must be submitted to the Director on or before September 1. There shall not be any mid-year lane movement on the salary schedule.
 - iii. All courses must be graduate level and in the field of education and the employee must obtain a B or higher grade in the course(s).
 - iv. Only graduate level courses obtained from an educational institution that is fully accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools will be accepted for salary lane movement.

- v. Only graduate level courses related to the field of education and which is a part of an approved Masters Degree Program will be accepted for lane movement above BS or MS.
- vi. No employee hired prior to or during the 2006-2007 school year shall have their salary placement changed, either to a higher or lower salary placement, based on salary placement standards that are different than the standards set forth above.

11.3 Salary Payment Procedures

- A. All licensed employees will be paid bi-monthly (24 pay periods) on a 12 month basis on the 3rd and 18th of each month.
- B. On or before the first day of school each year, all Educational Support Professional employees must elect to be paid bi-monthly (24 pay periods) on a 12 month basis or elect payment of salary on an hourly basis and be paid for hours worked for each pay period. The employee's election is final and shall not change during the school year. If an employee fails to make a timely election, the employee will be paid on an hourly basis for hours worked each pay period. Employees hired after the start of the school year shall be paid on an hourly basis and will have the right to make an election for annualized salary for the next school year. Employee salary will be paid on the 3rd and 18th of each month. Regardless of the employee's election for how salary is paid, all Educational Support Professional employees shall submit a weekly time sheet or a time card or sign in electronically at the beginning and ending of the workday as designated by the Director or his/her designee.

Educational Support Professional employees are expected to work their entire shift or attend training on each scheduled workday and will not have the option of leaving work early without pay.

The Association agrees that if any portion of this section is determined to violate state or federal minimum wage statutes, the parties will revert to paying all Educational Support Professional employees on an hourly basis for time as they work the time during a pay period.

In the event of any legal action against the Employer brought in a court or administrative agency because of its compliance with this article, the Association agrees to defend such action, at its own expense and through its own counsel provided:

The Employer will promptly notify the Association of such an action in writing, and will give its full and complete cooperation to the Association and its counsel in securing and giving evidence, obtaining witnesses and marking relevant information available at all levels of such a proceeding.

The Association agrees that in any action so defended, it will indemnify and hold harmless the Employer from any liability for damages and costs imposed by a final judgment as a direct consequence of the Employer's non-negligent compliance with this Article. It is expressly understood that this hold harmless provision will not apply to any claim, demand, suit or other form of liability which may arise as a result of any type of willful misconduct by the Employer or the Employer's imperfect execution of the obligations imposed upon it by this Article.

The Association agrees that each Educational Support Professional employee must sign a written deduction authorization authorizing Tri County to deduct a portion of their earned wage in order to allow their pay to be spread over 24 pays, pursuant to 820 ILCS 115/9. As per this statute, the coop will provide the wage deduction order. If any Educational Support Professional

employee refuses to sign such authorization, that employee will only be paid for the hours he or she works during that pay period, and will not be paid over 24 pays.

- C. A Educational Support Professional employee that elects to be paid over 24 pays will have any deviations from his/her current work schedule reconciled in the 2nd pay period in June. Once reconciled, any amount in excess of his/her 24 pays will be paid in a lump sum check. Any amount of overpayment due to not working the full work year will be deducted in the 2nd pay period in June.

11.4 Employee Health Insurance

- A. For each regularly-employed full-time employee, defined as any employee scheduled to work 30 or more hours per week and who desires to participate, the Board will agree to pay up to the cost of single coverage Plan C for each employee for the duration of this contract. At the end of this contract any increase in Plan C costs will be shared equally (50/50) by both employee and employer.
- B. Individual employees may elect any level of coverage with Egyptian Trust if desired and shall be entitled to apply Plan C coverage costs on the Board paid single premium to offset the cost of elected insurance coverage. No employee shall receive any remuneration due to the difference in premium.
- C. A committee established by the Board and Association shall make decisions concerning any Board or Association initiated changes in the insurance plan, insurance carrier, coverage, benefits, co-pays and deductibles subject to final approval by the Board and Association. Both parties must agree. It is understood that this clause does not apply to Egyptian Trust initiated changes to plan coverage, benefits, co-pays, and deductibles.
- D. Employees that forego District-paid health insurance benefits under this Article shall have the option of receiving a cash payment in lieu of said health insurance benefits in the amount of \$150 per month for the duration of this Agreement. The cash option provided hereunder shall be subject to federal, state and/or local income tax withholdings.
- E. Employees shall be entitled to elect either health insurance coverage or a cash option between August 1 and September 30 each calendar year. An employee's election is final and may not be changed except during the specified "opt out" period of August 1 through September 30 in each contract year or at such other time as the health plan permits such changes. However, the District, in its sole discretion, except in the case of a qualifying event as defined in the appropriate federal statute, may allow an employee to change his/her election at any time during the calendar year and the District's decision shall be final and not subject to the grievance and arbitration provisions of the parties' contract.
- F. The parties further agree that in the event the District's health insurance provider notifies the District that the District is subject to a penalty due to an excessive number of employees who waive their insurance coverage with the provider, the District shall have the right to reduce the number of employees waiving insurance coverage under this provision. Employees, in reverse order of seniority, shall be notified that they may no longer waive coverage and shall no longer receive the cash payment, as applicable.
- G. The parties agree that an employee's total TRS/IMRF creditable earnings shall not increase more than 6% per year based on the parties' agreement to implement this cash option. The parties agree that the District may adjust the employee's pay each year to ensure the employee's TRS/IMRF creditable earnings does not increase more than 6% over the employee's previous year's TRS/IMRF creditable earnings as a result of a employees receiving this cash option.

11.5 Board Paid Retirement and Retirement Benefits

The Board's contribution on behalf of licensed employees to the Illinois Teacher Retirement System (TRS) shall not exceed .103753 for the duration of this Agreement.

11.6 Mileage Reimbursement

- A. Employees shall be reimbursed for all Director-approved mileage for travel related to official District business. The employee shall obtain prior approval from the Director or his/her designee prior to incurring any mileage costs, unless the employee has been given approval to incur mileage at the beginning of each school year. The employee shall submit a District approved mileage log/form on or before the fifth calendar day of the month for the previous month mileage.
- B. Mileage reimbursement shall be paid at the rate set by the IRS.

11.7 Paid Holidays

- A. The following are paid holidays for all twelve (12) month full-time calendar year Educational Support Professional employees when the District's observance of the holiday falls on an employee's regularly scheduled workday.

January 1, (New Year's Day), but if New Year's Day falls on a weekend, the District will designate the preceding Friday or following Monday as the paid holiday.

Martin Luther King, Jr. Birthday (third Monday in January)

President Lincoln's Birthday (February 12) or Presidents' Day

Good Friday

Memorial Day (the date designated by federal law)

Independence Day (July 4), but if July 4 falls on a weekend, the District will designate the preceding Friday or following Monday as the paid holiday.

Labor Day (first Monday in September)

Columbus Day (second Monday in October)

Veteran's Day (November 11), but if Veteran's Day falls on a weekend, the District will designate the preceding Friday or following Monday as the paid holiday.

Thanksgiving Day

Day after Thanksgiving

Christmas Eve, but if Christmas Eve falls on a weekend, the District will designate the preceding Friday or following Monday as the paid holiday.

Christmas Day, but if Christmas Day falls on a weekend, the District will designate the preceding Friday or following Monday as the paid holiday.

- B. For less than twelve (12) month Educational Support Professional, hourly employees, the employees will be provided Thanksgiving as a paid holiday.
- C. To be eligible to be paid for a holiday an employee must be scheduled to work on the holiday, must work the last scheduled working day before the holiday and first scheduled working day following the holiday. However, these restrictions shall not apply to any employee that has requested and been granted the use of Vacation before or after a holiday, or any employee utilizing Sick Leave for which they provide their Supervisor a signed doctor's note confirming his/her absence was due to an illness.

11.8 Paid Vacation

Twelve (12) month full-time calendar year Educational Support Professional employees shall be provided paid vacation subject to the following:

- A. To be eligible for vacation, the Educational Support Professional employee must be employed full-time seven one half (7.5) hours per day for the twelve (12) month calendar year.
- B. After completing one full year of employment, the employee shall be entitled to five (5) days vacation. All earned vacation will be credited to the employee on his/her employment anniversary date. After one full year of employment, vacation shall accrue as follows:
 - 1 year – 2 years: five (5) vacation days each year.
 - 3 years – 10 years: ten (10) vacation days each year.
 - Over 10 years: fifteen (15) vacation days each year.
- C. Vacation may be used in half day increments. A maximum of two (2) weeks of vacation may be carried over to the next year, but the maximum available vacation an employee can have available at any one time shall not exceed the current annual vacation and two (2) weeks of vacation carried over. Unused vacation in excess of the accumulation limit shall be forfeited.
- D. An employee must submit a written request for vacation at least two weeks in advance of the requested vacation if the employee is taking at least 5 days. If an employee is requesting less than 5 days he or she may make the request on the same day. The Director or his/her designee shall, in his/her sole discretion, approve or disapprove the employee's request for vacation. The Director's decision to either approve and/or deny an employee's vacation request shall be final and not subject to appeal through the grievance/arbitration procedures.
- E. Upon termination of employment, an employee shall be entitled to payment for all earned but unused vacation at his/her last hourly rate of pay. However, the payment of any earned but unused vacation days shall not cause the employee's IMRF creditable earnings to exceed 6% over his/her previous year's IMRF creditable earnings. Any vacation pay that would cause the employee to exceed the 6% limit shall be paid to the employee 65 days past the employee's last day of work as non-IMRF creditable earnings. The post employment payment, if any, will be paid the second month after the employee receives his/her last regular payroll check.

11.9 Emergency Days and Snow Days for Hourly Employees

Twelve month employees are expected to report to work in the event of any emergency shutdown. If such employee is unable to report for work due to emergency, crisis, weather, or acts of God, she/he shall have the option of substituting vacation or personal leave days to avoid loss of pay, time, or benefits.

Partial year employees (9 and 10 month employees) who are not expected to report for work on student non-attendance days or as indicated on their work classification's calendar shall not lose pay or benefits when buildings are shut down for emergency, crisis, weather, or acts of God provided that the school calendar is amended to restore those days. Those employees who are expected to work when buildings are shut down for emergency, crisis, weather, or acts of God shall make every reasonable effort to report to work.

11.10 Call-back Pay

Any custodian who has completed his/her regular shift and has left his/her worksite and is required to return to his/her worksite to check an alarm, HVAC system or perform other duties, shall be paid for the actual time performing the duties or 2 hours of pay, whichever is greater.

ARTICLE XII - SALARY

12.1 Salary Schedules for all employees covered by this Agreement are attached hereto

12.2 Teacher Aides Serving as Substitute Teachers

Teacher aides that are qualified and agree to serve as substitute teachers shall be paid their regular teacher aide daily rate of pay plus \$30.00. All salary earned for performing substitute teaching duties shall be reported as TRS creditable earnings. The teacher aide wage, if annualized, will be docked as a non work/no pay on the day(s) of substitute teaching.

12.3 Homebound (Home/Hospital) and ESY (Extended School Year) Instruction

Licensed employees who elect to and are approved to perform Homebound (Home/Hospital) instruction outside their normal work hours shall be compensated at their current rate of pay, up to \$35.00/hour.

Licensed employees who elect to and are approved to perform ESY (Extended School Year) Instruction shall be compensated at their current rate of pay up to \$35.00/hour.

ARTICLE XIII - FRAMEWORK FOR COLLECTIVE BARGAINING

13.1 The parties shall commence bargaining for a successor agreement no later than April 15th of the year the current contract expires.

13.2 It is agreed that the parties will jointly request the Federal Mediation and Conciliation Service (FMCS) if either party to this agreement determines that the assistance of a mediator would be necessary.

13.3 The parties may modify or amend this agreement only by mutual consent. Such changes shall be reduced to writing, ratified and signed by the parties and become an amendment to and considered a part of this Agreement.

13.4 Within thirty (30) days after the Agreement is signed, copies of this Agreement shall be printed with the expenses shared equally between the parties and presented to the Association for distribution to each bargaining unit member now and hereafter employed. Each party shall be entitled to an additional ten (10) copies.

ARTICLE XIV - EFFECT OF CONTRACT

14.1 COMPLETE UNDERSTANDING

The terms and conditions set forth in this Contract 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.

14.2 INCORPORATION OF BOARD POLICIES

This Agreement shall supersede and have precedence over any rules, regulations, or practices of the Employer which shall be contrary to the terms of this Agreement.

14.3 SAVINGS CLAUSE

Should any article, section, or clause of this contract be declared illegal by a court of competent jurisdiction, then that article, section, or clause shall be deleted from this contract to the extent that it violates the law. The remaining articles, sections, and clauses shall remain in full force and effect.

14.4 NO-STRIKE CLAUSE

The Association agrees that under no circumstances will it authorize, sanction, instigate, condone, or acquiesce in a strike, withholding of services, or work stoppage of any kind or nature during the term of this Agreement.

14.5 APPENDICES

The Appendices attached to this Agreement are hereby incorporated into this Agreement.

14.6 TERM OF CONTRACT

This contract language shall be effective within one working day following ratification by both parties (the salaries will be effective as of the first day of school for the 2016-2017 school year and shall continue in full force and effect until 12:00 midnight of the day prior to the first day of school for the 2019-2020 school year.

The TCSE 2016-19 Contract is signed this 13th day of July, 2016.

In Witness Whereof:

*For the Executive Board of
Tri-County Special Education
Agreement*


Chairman of the Board

*For the Tri-County Special Education
Association*


President


Secretary


Chief Negotiator

Appendix A:
Salary Schedules

**Tri-County Special Education J.A.
2016-17 salary schedule Certified Staff**

	BASE STEP 1	SALARY ACROSS	DOWN	LAST4		BPR GROSS	**BA+16	BPR GROSS	MASTERS	BPR GROSS	*MA+16	BPR GROSS	*MA+32	BPR GROSS
	NON DEG	BPR GROSS	***BA	BPR GROSS	**BA+16	BPR GROSS	MASTERS	BPR GROSS	*MA+16	BPR GROSS	*MA+32	BPR GROSS		
36302	0	34,302	37,694.50	36,302	37,377	41,073.62	38,452	42,254.94	39,527	43,436.26	40,602	44,617.58		
1075	1	35,062	38,529.67	37,062	40,727.47	41,908.79	39,212	43,090.11	40,287	44,271.42	41,362	45,452.74		
760	2	35,822	39,364.83	37,822	41,562.63	42,743.95	39,972	43,925.27	41,047	45,106.59	42,122	46,287.91		
0	3	36,582	40,200.00	38,582	42,397.80	43,579.12	40,732	44,760.44	41,807	45,941.75	42,882	47,123.07		
***EXP	4	37,342	41,035.16	39,342	43,232.96	44,414.28	41,492	45,595.60	42,567	46,776.92	43,642	47,958.24		
	5	38,102	41,870.33	40,102	44,068.13	45,249.45	42,252	46,430.77	43,327	47,612.08	44,402	48,793.40		
	6	38,862	42,705.49	40,862	44,903.29	46,084.61	43,012	47,265.93	44,087	48,447.25	45,162	49,628.57		
	7	39,622	43,540.66	41,622	45,738.46	46,919.78	43,772	48,101.09	44,847	49,282.41	45,922	50,463.73		
	8	40,382	44,375.82	42,382	46,573.62	47,754.94	44,532	48,936.26	45,607	50,117.58	46,682	51,298.90		
	9	41,142	45,210.98	43,142	47,408.79	48,590.11	45,292	49,771.42	46,367	50,952.74	47,442	52,134.06		
	10	41,902	46,046.15	43,902	48,243.95	49,425.27	46,052	50,606.59	47,127	51,787.91	48,202	52,969.23		
	11	42,662	46,881.31	44,662	49,079.12	50,260.44	46,812	51,441.75	47,887	52,623.07	48,962	53,804.39		
	12	43,422	47,716.48	45,422	49,914.28	51,095.60	47,572	52,276.92	48,647	53,458.24	49,722	54,639.56		
	13	44,182	48,551.64	46,182	50,749.45	51,930.76	48,332	53,112.08	49,407	54,293.40	50,482	55,474.72		
	14	44,942	49,386.81	46,942	51,584.61	52,765.93	49,092	53,947.25	50,167	55,128.57	51,242	56,309.89		
	15	45,702	50,221.97	47,702	52,419.78	53,601.09	49,852	54,782.41	50,927	55,963.73	52,002	57,145.05		
	16	46,462	51,057.14	48,462	53,254.94	54,436.26	50,612	55,617.58	51,687	56,798.90	52,762	57,980.21		
	17	47,222	51,892.30	49,222	54,090.11	55,271.42	51,372	56,452.74	52,447	57,634.06	53,522	58,815.38		
	18	47,982	52,727.47	49,982	54,925.27	56,106.59	52,132	57,287.91	53,207	58,469.23	54,282	59,650.54		
	19	48,742	53,562.63	50,742	55,760.43	56,941.75	52,892	58,123.07	53,967	59,304.39	55,042	60,485.71		
	20	49,502	54,397.80	51,502	56,595.60	57,776.92	53,652	58,958.24	54,727	60,139.56	55,802	61,320.87		
	21	50,262	55,232.96	52,262	57,430.76	58,612.08	54,412	59,793.40	55,487	60,974.72	56,562	62,156.04		
	22	51,022	56,068.13	53,022	58,265.93	59,447.25	55,172	60,628.57	56,247	61,809.88	57,322	62,991.20		
	23	51,782	56,903.29	53,782	59,101.09	60,282.41	55,932	61,463.73	57,007	62,645.05	58,082	63,826.37		
	24	52,542	57,738.46	54,542	59,936.26	61,117.58	56,692	62,298.90	57,767	63,480.21	58,842	64,661.53		
	25	53,302	58,573.62	55,302	60,771.42	61,952.74	57,452	63,134.06	58,527	64,315.38	59,602	65,496.70		
	26	54,062	59,408.79	56,062	61,606.59	62,787.91	58,212	63,969.23	59,287	65,150.54	60,362	66,331.86		
	27	54,822	60,243.95	56,822	62,441.75	63,623.07	58,972	64,804.39	60,047	65,985.71	61,122	67,167.03		

**Tri-County Special Education J.A.
2017-18 salary schedule Certified Staff**

	BASE SALARY	STEP 1 ACROSS	STEP 2 DOWN	STEP 3 LAST4	NON DEG	BPR GROSS	***BA	BPR GROSS	**BA+16	BPR GROSS	MASTERS	BPR GROSS	*MA+16	BPR GROSS	*MA+32	BPR GROSS
36665								1.098901								
1075																
760																
0																
***EXP																
0	34,665	38,093.40			36,665	40,291.21	37,740	41,472.52	38,815	42,653.84	39,890	43,835.16	40,965	45,016.48		
1	35,425	38,928.57			37,425	41,126.37	38,500	42,307.69	39,575	43,489.01	40,650	44,670.33	41,725	45,851.64		
2	36,185	39,763.73			38,185	41,961.53	39,260	43,142.85	40,335	44,324.17	41,410	45,505.49	42,485	46,686.81		
3	36,945	40,598.90			38,945	42,796.70	40,020	43,978.02	41,095	45,159.34	42,170	46,340.66	43,245	47,521.97		
4	37,705	41,434.06			39,705	43,631.86	40,780	44,813.18	41,855	45,994.50	42,930	47,175.82	44,005	48,357.14		
5	38,465	42,269.23			40,465	44,467.03	41,540	45,648.35	42,615	46,829.67	43,690	48,010.98	44,765	49,192.30		
6	39,225	43,104.39			41,225	45,302.19	42,300	46,483.51	43,375	47,664.83	44,450	48,846.15	45,525	50,027.47		
7	39,985	43,939.56			41,985	46,137.36	43,060	47,318.68	44,135	48,500.00	45,210	49,681.31	46,285	50,862.63		
8	40,745	44,774.72			42,745	46,972.52	43,820	48,153.84	44,895	49,335.16	45,970	50,516.48	47,045	51,697.80		
9	41,505	45,609.89			43,505	47,807.69	44,580	48,989.01	45,655	50,170.33	46,730	51,351.64	47,805	52,532.96		
10	42,265	46,445.05			44,265	48,642.85	45,340	49,824.17	46,415	51,005.49	47,490	52,186.81	48,565	53,368.13		
11	43,025	47,280.22			45,025	49,478.02	46,100	50,659.34	47,175	51,840.65	48,250	53,021.97	49,325	54,203.29		
12	43,785	48,115.38			45,785	50,313.18	46,860	51,494.50	47,935	52,675.82	49,010	53,857.14	50,085	55,038.46		
13	44,545	48,950.55			46,545	51,148.35	47,620	52,329.67	48,695	53,510.98	49,770	54,692.30	50,845	55,873.62		
14	45,305	49,785.71			47,305	51,983.51	48,380	53,164.83	49,455	54,346.15	50,530	55,527.47	51,605	56,708.79		
15	46,065	50,620.87			48,065	52,818.68	49,140	54,000.00	50,215	55,181.31	51,290	56,362.63	52,365	57,543.95		
16	46,825	51,456.04			48,825	53,653.84	49,900	54,835.16	50,975	56,016.48	52,050	57,197.80	53,125	58,379.12		
17	47,585	52,291.20			49,585	54,489.01	50,660	55,670.32	51,735	56,851.64	52,810	58,032.96	53,885	59,214.28		
18	48,345	53,126.37			50,345	55,324.17	51,420	56,505.49	52,495	57,686.81	53,570	58,868.13	54,645	60,049.45		
19	49,105	53,961.53			51,105	56,159.34	52,180	57,340.65	53,255	58,521.97	54,330	59,703.29	55,405	60,884.61		
20	49,865	54,796.70			51,865	56,994.50	52,940	58,175.82	54,015	59,357.14	55,090	60,538.46	56,165	61,719.77		
21	50,625	55,631.86			52,625	57,829.67	53,700	59,010.98	54,775	60,192.30	55,850	61,373.62	56,925	62,554.94		
22	51,385	56,467.03			53,385	58,664.83	54,460	59,846.15	55,535	61,027.47	56,610	62,208.79	57,685	63,390.10		
23	52,145	57,302.19			54,145	59,499.99	55,220	60,681.31	56,295	61,862.63	57,370	63,043.95	58,445	64,225.27		
24	52,905	58,137.36			54,905	60,335.16	55,980	61,516.48	57,055	62,697.80	58,130	63,879.12	59,205	65,060.43		
25	53,665	58,972.52			55,665	61,170.32	56,740	62,351.64	57,815	63,532.96	58,890	64,714.28	59,965	65,895.60		
26	54,425	59,807.69			56,425	62,005.49	57,500	63,186.81	58,575	64,368.13	59,650	65,549.44	60,725	66,730.76		
27	55,185	60,642.85			57,185	62,840.65	58,260	64,021.97	59,335	65,203.29	60,410	66,384.61	61,485	67,565.93		

**Tri-County Special Education J.A.
2018-19 Salary Schedule Certified Staff**

	BASE	SALARY	1.103753										BPR GROSS	**BA+16	BPR GROSS	MASTERS	BPR GROSS	*MA+16	BPR GROSS	*MA+32	BPR GROSS
37032	STEP 1	ACROSS	STEP 2	DOWN	STEP 3	LAST4	NON DEG	BPR GROSS	***BA	BPR GROSS	**BA+16	BPR GROSS	MASTERS	BPR GROSS	*MA+16	BPR GROSS	*MA+32	BPR GROSS			
1075	760	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
0	35,032	38,496.70	37,032	40,694.50	38,107	41,875.82	39,182	43,057.14	40,257	44,238.46	41,332	45,419.78									
1	35,792	39,331.86	37,792	41,529.67	38,867	42,710.99	39,942	43,892.30	41,017	45,073.62	42,092	46,254.94									
2	36,552	40,167.03	38,552	42,364.83	39,627	43,546.15	40,702	44,727.47	41,777	45,908.79	42,852	47,090.11									
3	37,312	41,002.19	39,312	43,200.00	40,387	44,381.31	41,462	45,562.63	42,537	46,743.95	43,612	47,925.27									
4	38,072	41,837.36	40,072	44,035.16	41,147	45,216.48	42,222	46,397.80	43,297	47,579.12	44,372	48,760.44									
5	38,832	42,672.52	40,832	44,870.33	41,907	46,051.64	42,982	47,232.96	44,057	48,414.28	45,132	49,595.60									
6	39,592	43,507.69	41,592	45,705.49	42,667	46,886.81	43,742	48,068.13	44,817	49,249.45	45,892	50,430.76									
7	40,352	44,342.85	42,352	46,540.66	43,427	47,721.97	44,502	48,903.29	45,577	50,084.61	46,652	51,265.93									
8	41,112	45,178.02	43,112	47,375.82	44,187	48,557.14	45,262	49,738.46	46,337	50,919.78	47,412	52,101.09									
9	41,872	46,013.18	43,872	48,210.98	44,947	49,392.30	46,022	50,573.62	47,097	51,754.94	48,172	52,936.26									
10	42,632	46,848.35	44,632	49,046.15	45,707	50,227.47	46,782	51,408.79	47,857	52,590.11	48,932	53,771.42									
11	43,392	47,683.51	45,392	49,881.31	46,467	51,062.63	47,542	52,243.95	48,617	53,425.27	49,692	54,606.59									
12	44,152	48,518.68	46,152	50,716.48	47,227	51,897.80	48,302	53,079.12	49,377	54,260.43	50,452	55,441.75									
13	44,912	49,353.84	46,912	51,551.64	47,987	52,732.96	49,062	53,914.28	50,137	55,095.60	51,212	56,276.92									
14	45,672	50,189.01	47,672	52,386.81	48,747	53,568.13	49,822	54,749.45	50,897	55,930.76	51,972	57,112.08									
15	46,432	51,024.17	48,432	53,221.97	49,507	54,403.29	50,582	55,584.61	51,657	56,765.93	52,732	57,947.25									
16	47,192	51,859.34	49,192	54,057.14	50,267	55,238.46	51,342	56,419.78	52,417	57,601.09	53,492	58,782.41									
17	47,952	52,694.50	49,952	54,892.30	51,027	56,073.62	52,102	57,254.94	53,177	58,436.26	54,252	59,617.58									
18	48,712	53,529.67	50,712	55,727.47	51,787	56,908.79	52,862	58,090.10	53,937	59,271.42	55,012	60,452.74									
19	49,472	54,364.83	51,472	56,562.63	52,547	57,743.95	53,622	58,925.27	54,697	60,106.59	55,772	61,287.91									
20	50,232	55,200.00	52,232	57,397.80	53,307	58,579.12	54,382	59,760.43	55,457	60,941.75	56,532	62,123.07									
21	50,992	56,035.16	52,992	58,232.96	54,067	59,414.28	55,142	60,595.60	56,217	61,776.92	57,292	62,958.24									
22	51,752	56,870.32	53,752	59,068.13	54,827	60,249.45	55,902	61,430.76	56,977	62,612.08	58,052	63,793.40									
23	52,512	57,705.49	54,512	59,903.29	55,587	61,084.61	56,662	62,265.93	57,737	63,447.25	58,812	64,628.57									
24	53,272	58,540.65	55,272	60,738.46	56,347	61,919.77	57,422	63,101.09	58,497	64,282.41	59,572	65,463.73									
25	54,032	59,375.82	56,032	61,573.62	57,107	62,754.94	58,182	63,936.26	59,257	65,117.58	60,332	66,298.90									
26	54,792	60,210.98	56,792	62,408.79	57,867	63,590.10	58,942	64,771.42	60,017	65,952.74	61,092	67,134.06									
27	55,552	61,046.15	57,552	63,243.95	58,627	64,425.27	59,702	65,606.59	60,777	66,787.91	61,852	67,969.22									

Increase 0.40

Tri-County Special Education
2016-17 Salary Schedule
Health Care Aides/Individual Aides

STEP	With Degree
0	9.18 10.18
1	9.58 10.58
2	9.98 10.98
3	10.38 11.38
4	10.83 11.83
5	10.98 11.98
6	11.18 12.18
7	11.38 12.38
8	11.55 12.55
9	11.73 12.73
10	11.83 12.83
11	11.91 12.91
12	12.09 13.09
13	12.18 13.18
14	12.28 13.28
15	12.45 13.45
16	12.63 13.63
17	12.81 13.81
18	12.99 13.99
19	13.16 14.16
20	13.25 14.25
21	13.34 14.34
22	13.52 14.52
23	13.60 14.60
24	13.70 14.70
25	14.05 15.05
26	14.41 15.41

hired before 9/17/92

17.26 18.26
17.62 18.62
17.80 18.80

Increase 0.40

Tri-County Special Education
2017-18 Salary Schedule
Health Care Aides/Individual Aides

STEP	With Degree
0	9.18 10.18
1	9.58 10.58
2	9.98 10.98
3	10.38 11.38
4	10.78 11.78
5	11.23 12.23
6	11.38 12.38
7	11.58 12.58
8	11.78 12.78
9	11.95 12.95
10	12.13 13.13
11	12.23 13.23
12	12.31 13.31
13	12.49 13.49
14	12.58 13.58
15	12.68 13.68
16	12.85 13.85
17	13.03 14.03
18	13.21 14.21
19	13.39 14.39
20	13.56 14.56
21	13.65 14.65
22	13.74 14.74
23	13.92 14.92
24	14.00 15.00
25	14.10 15.10
26	14.45 15.45
27	14.81 15.81

hired before 9/17/92

17.66 18.66
18.02 19.02
18.20 19.20

Increase 0.45

Tri-County Special Education
2018-19 Salary Schedule
Health Care Aides/Individual Aides

STEP	With Degree
0	9.18 10.18
1	9.63 10.63
2	10.03 11.03
3	10.43 11.43
4	10.83 11.83
5	11.23 12.23
6	11.68 12.68
7	11.83 12.83
8	12.03 13.03
9	12.23 13.23
10	12.40 13.40
11	12.58 13.58
12	12.68 13.68
13	12.76 13.76
14	12.94 13.94
15	13.03 14.03
16	13.13 14.13
17	13.30 14.30
18	13.48 14.48
19	13.66 14.66
20	13.84 14.84
21	14.01 15.01
22	14.10 15.10
23	14.19 15.19
24	14.37 15.37
25	14.45 15.45
26	14.55 15.55
27	14.90 15.90
28	15.26 16.26

hired before 9/17/92

18.11 19.11
18.47 19.47
18.65 19.65

Advancement of an Employee to the Degree Column will be determined by coursework completed as of June 30 of each year. An official transcript must be submitted to the Business Office prior to June 30. Adjustments will be made July 1st of each year.

Increase

0.40

Tri-County Special Education J.A.
2016-17 Salary Schedule
Head Cook

STEP	Salary
0	10.00
1	10.40
2	10.80
3	11.20
4	11.65
5	11.83
6	12.00
7	12.17
8	12.43
9	12.68
10	12.94
11	13.20
12	13.45
13	13.71
14	13.96
15	14.22
16	14.47
17	14.73
18	14.98
19	15.24
20	15.50
21	15.75
22	16.01

Increase

0.40

Tri-County Special Education J.A.
2017-18 Salary Schedule
Head Cook

STEP	Salary
0	10.00
1	10.40
2	10.80
3	11.20
4	11.60
5	12.05
6	12.23
7	12.40
8	12.57
9	12.83
10	13.08
11	13.34
12	13.60
13	13.85
14	14.11
15	14.36
16	14.62
17	14.87
18	15.13
19	15.38
20	15.64
21	15.90
22	16.15
23	16.41

Increase

0.45

Tri-County Special Education J.A.
2018-19 Salary Schedule
Head Cook

STEP	Salary
0	10.00
1	10.45
2	10.85
3	11.25
4	11.65
5	12.05
6	12.50
7	12.68
8	12.85
9	13.02
10	13.28
11	13.53
12	13.79
13	14.05
14	14.30
15	14.56
16	14.81
17	15.07
18	15.32
19	15.58
20	15.83
21	16.09
22	16.35
23	16.60
24	16.86

0.45

Increase

Tri-County Special Education
2018-19 Salary Schedule
Assistant Cook

STEP	Salary
0	9.25
1	9.70
2	10.10
3	10.50
4	10.90
5	11.30
6	11.75
7	11.92
8	12.09
9	12.26
10	12.47
11	12.68
12	12.89
13	13.10
14	13.31
15	13.52
16	13.73
17	13.95
18	14.16
19	14.37
20	14.58
21	14.79
22	15.00
23	15.21
24	15.42

0.40

Increase

Tri-County Special Education
2017-18 Salary Schedule
Assistant Cook

STEP	Salary
0	9.25
1	9.65
2	10.05
3	10.45
4	10.85
5	11.30
6	11.47
7	11.64
8	11.81
9	12.02
10	12.23
11	12.44
12	12.65
13	12.86
14	13.07
15	13.28
16	13.50
17	13.71
18	13.92
19	14.13
20	14.34
21	14.55
22	14.76
23	14.97

0.40

Increase

Tri-County Special Education
2016-17 Salary Schedule
Assistant Cook

STEP	Salary
0	9.25
1	9.65
2	10.05
3	10.45
4	10.90
5	11.07
6	11.24
7	11.41
8	11.62
9	11.83
10	12.04
11	12.25
12	12.46
13	12.67
14	12.88
15	13.10
16	13.31
17	13.52
18	13.73
19	13.94
20	14.15
21	14.36
22	14.57

Increase 600

Tri-County Special Education
2016-17 Salary Schedule
COTA/PTA

STEP	Salary
0	20,383
1	20,983
2	21,733
3	22,333
4	22,933
5	23,533
6	24,033
7	24,533
8	25,033
9	25,533
10	26,033
11	26,533
12	27,033
13	27,533
14	28,033
15	28,533
16	29,033
17	29,533
18	29,933
19	30,533
20	31,033
21	31,336
22	32,033
23	32,533
24	33,236
25	34,039
26	34,236
27	34,736
hired before 1985	37,975

Increase 600

Tri-County Special Education
2017-18 Salary Schedule
COTA/PTA

STEP	Salary
0	20,383
1	20,983
2	21,583
3	22,333
4	22,933
5	23,533
6	24,133
7	24,633
8	25,133
9	25,633
10	26,133
11	26,633
12	27,133
13	27,633
14	28,133
15	28,633
16	29,133
17	29,633
18	30,133
19	30,533
20	31,133
21	31,633
22	31,936
23	32,633
24	33,133
25	33,836
26	34,639
27	34,836
28	35,336
hired before 1985	38,575

Increase 600

Tri-County Special Education
2018-19 Salary Schedule
COTA/PTA

STEP	Salary
0	20,383
1	20,983
2	21,583
3	22,183
4	22,933
5	23,533
6	24,133
7	24,733
8	25,233
9	25,733
10	26,233
11	26,733
12	27,233
13	27,733
14	28,233
15	28,733
16	29,233
17	29,733
18	30,233
19	30,733
20	31,133
21	31,733
22	32,233
23	32,536
24	33,233
25	33,733
26	34,436
27	35,239
28	35,436
29	35,936
hired before 1985	39,175

Increase 0.40

Tri-County Special Education
2016-17 Salary Schedule
Custodial 12 Month

STEP	Salary
0	10.15
1	10.55
2	10.95
3	11.35
4	11.80
5	12.04
6	12.28
7	12.52
8	12.76
9	13.00
10	13.24
11	13.48
12	13.72
13	13.96
14	14.20
15	14.44
16	14.68
17	14.92
18	15.16
19	15.40
20	15.64
21	15.87
22	16.10
23	16.33

Increase 0.40

Tri-County Special Education
2017-18 Salary Schedule
Custodial 12 Month

STEP	Salary
0	10.15
1	10.55
2	10.95
3	11.35
4	11.75
5	12.20
6	12.44
7	12.68
8	12.92
9	13.16
10	13.40
11	13.64
12	13.88
13	14.12
14	14.36
15	14.60
16	14.84
17	15.08
18	15.32
19	15.56
20	15.80
21	16.04
22	16.27
23	16.50
24	16.73

Increase 0.45

Tri-County Special Education
2018-19 Salary Schedule
Custodial 12 Month

STEP	Salary
0	10.15
1	10.60
2	11.00
3	11.40
4	11.80
5	12.20
6	12.65
7	12.89
8	13.13
9	13.37
10	13.61
11	13.85
12	14.09
13	14.33
14	14.57
15	14.81
16	15.05
17	15.29
18	15.53
19	15.77
20	16.01
21	16.25
22	16.49
23	16.72
24	16.95
25	17.18

Increase 0.40

Tri-County Special Education
2016-17 Salary Schedule
Custodial 10 Month

STEP	Salary
0	10.90
1	11.30
2	11.70
3	12.10
4	12.55
5	13.05
6	13.22
7	13.39
8	13.56
9	13.89
10	14.22
11	14.55
12	14.88
13	15.21
14	15.53
15	15.86
16	16.19
17	16.52
18	16.85
19	17.18
20	17.51
21	17.83
22	18.16

Increase 0.40

Tri-County Special Education
2017-18 Salary Schedule
Custodial 10 Month

STEP	Salary
0	10.90
1	11.30
2	11.70
3	12.10
4	12.50
5	12.95
6	13.45
7	13.62
8	13.79
9	13.96
10	14.29
11	14.62
12	14.95
13	15.28
14	15.61
15	15.93
16	16.26
17	16.59
18	16.92
19	17.25
20	17.58
21	17.91
22	18.23
23	18.56

Increase 0.45

Tri-County Special Education
2018-19 Salary Schedule
Custodial 10 Month

STEP	Salary
0	10.90
1	11.35
2	11.75
3	12.15
4	12.55
5	12.95
6	13.40
7	13.90
8	14.07
9	14.24
10	14.41
11	14.74
12	15.07
13	15.40
14	15.73
15	16.06
16	16.38
17	16.71
18	17.04
19	17.37
20	17.70
21	18.03
22	18.36
23	18.68
24	19.01

Increase 0.40

Tri-County Special Education
2016-17 Salary Schedule
Secretary/Medicaid Secretary

STEP	9.25	10.25	with Degree
0	9.25	10.25	
1	9.65	10.65	
2	10.05	11.05	
3	10.45	11.45	
4	10.90	11.90	
5	11.20	12.20	
6	11.50	12.50	
7	11.80	12.80	
8	12.10	13.10	
9	12.42	13.42	
10	12.79	13.79	
11	13.08	14.08	
12	13.38	14.38	
13	13.68	14.68	
14	13.95	14.95	
15	14.24	15.24	
16	14.33	15.33	
17	14.63	15.63	
18	14.93	15.93	
19	15.23	16.23	
20	15.53	16.53	
21	15.90	16.90	
22	16.20	17.20	

Increase 0.40

Tri-County Special Education
2017-18 Salary Schedule
Secretary/Medicaid Secretary

STEP	9.25	10.25	with Degree
0	9.25	10.25	
1	9.65	10.65	
2	10.05	11.05	
3	10.45	11.45	
4	10.85	11.85	
5	11.30	12.30	
6	11.60	12.60	
7	11.90	12.90	
8	12.20	13.20	
9	12.50	13.50	
10	12.82	13.82	
11	13.19	14.19	
12	13.48	14.48	
13	13.78	14.78	
14	14.08	15.08	
15	14.35	15.35	
16	14.64	15.64	
17	14.73	15.73	
18	15.03	16.03	
19	15.33	16.33	
20	15.63	16.63	
21	15.93	16.93	
22	16.30	17.30	
23	16.60	17.60	

Increase 0.45

Tri-County Special Education
2018-19 Salary Schedule
Secretary/Medicaid Secretary

STEP	9.25	10.25	with Degree
0	9.25	10.25	
1	9.70	10.70	
2	10.10	11.10	
3	10.50	11.50	
4	10.90	11.90	
5	11.30	12.30	
6	11.75	12.75	
7	12.05	13.05	
8	12.35	13.35	
9	12.65	13.65	
10	12.95	13.95	
11	13.27	14.27	
12	13.64	14.64	
13	13.93	14.93	
14	14.23	15.23	
15	14.53	15.53	
16	14.80	15.80	
17	15.09	16.09	
18	15.18	16.18	
19	15.48	16.48	
20	15.78	16.78	
21	16.08	17.08	
22	16.38	17.38	
23	16.75	17.75	
24	17.05	18.05	

Advancement of an Employee from the Secretary to the A.A.S. Secretary will be determined by coursework completed as of June 30 of each year. An official transcript must be submitted to the Business Office prior to June 30. Adjustments will be made July 1 of each year. The employee would advance to the next step on the new schedule (i.e. step 0 Secretary FY17 would go to step 1 A.A.S. Secretary FY18 \$1 plus a step amount).

Increase 0.40

Tri-County Special Education
2016-17 Salary Schedule
LPN

STEP	0	10.50
1	10.90	
2	11.30	
3	11.70	
4	12.15	
5	12.32	
6	12.49	
7	12.66	
8	12.98	
9	13.30	
10	13.63	
11	13.95	
12	14.27	
13	14.59	
14	14.91	
15	15.24	
16	15.56	
17	15.88	
18	16.20	
19	16.53	
20	16.86	
21	17.19	
22	17.52	

Increase 0.40

Tri-County Special Education
2017-18 Salary Schedule
LPN

STEP	0	10.50
1	10.90	
2	11.30	
3	11.70	
4	12.10	
5	12.55	
6	12.72	
7	12.89	
8	13.06	
9	13.38	
10	13.70	
11	14.03	
12	14.35	
13	14.67	
14	14.99	
15	15.31	
16	15.64	
17	15.96	
18	16.28	
19	16.60	
20	16.93	
21	17.26	
22	17.59	
23	17.92	

Increase 0.45

Tri-County Special Education
2018-19 Salary Schedule
LPN

STEP	0	10.50
1	10.95	
2	11.35	
3	11.75	
4	12.15	
5	12.55	
6	13.00	
7	13.17	
8	13.34	
9	13.51	
10	13.83	
11	14.15	
12	14.48	
13	14.80	
14	15.12	
15	15.44	
16	15.76	
17	16.09	
18	16.41	
19	16.73	
20	17.05	
21	17.38	
22	17.71	
23	18.04	
24	18.37	