

NEGOTIATED AGREEMENT

BETWEEN

**IROQUOIS COUNTY
SPECIAL EDUCATION ASSOCIATION**

AND

**IROQUOIS SPECIAL EDUCATION
ORGANIZATION, IEA-NEA**

JULY 1, 2018 – JUNE 30, 2020

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PART I

**APPLICABLE TO ALL
BARGAINING UNIT MEMBERS**

PART I

ARTICLE I

RECOGNITION AND DEFINITIONS

A. RECOGNITION

The Governing Board of the Iroquois Special Education Association (hereinafter referred to as the "Employer," the "ISEA" or the "Board") recognizes the Iroquois Special Education Organization, IEA-NEA (hereinafter referred to as the "Association") as the sole and exclusive bargaining representative for all full and part-time employed certified teachers, and medical assistants, hearing impaired itinerants and all full and part-time teacher assistants, occupational therapist assistants, and physical therapist assistants (hereinafter referred to as "Employees" or "Bargaining Unit Members") excluding all supervisors and managerial, confidential and short-term, employees, as defined by the Illinois Educational Labor Relations Act.

B. EMPLOYEE BENEFITS

Benefits for part-time Employees shall be pro-rata.

C. DEFINITIONS

1. DAYS

The term "days" when used in this Agreement, except where otherwise indicated, shall mean work days.

2. WORK DAY

Work day(s) means day(s) during which Bargaining Unit Members are required by contract to render service.

3. INSTRUCTIONAL DAYS

Instructional day(s) means any day(s) pupils are present for instruction.

4. SITE

Site means the building where an Employee is assigned to work.

PART I
ARTICLE II
GRIEVANCE PROCEDURES

A. DEFINITIONS

A grievance shall be any claim by the Association, or an Employee, or group of Employees, that there is an alleged violation, misinterpretation or misapplication of the terms of this Agreement.

B. TIME LIMITS

During the school year all time limits shall consist of working days. During the summer all time limits shall consist of days when the Central Administrative Office is official open for business.

C. PROCEDURES

The parties acknowledge that an Employee and the Employer can best resolve problems through free and informal communications. However, if informal processes fail to resolve the matter, a grievance shall be processed as follows:

1. Step I – The grievant may present the grievance in writing to the immediately involved ISEA administrator within twenty (20) days of the event giving rise to the grievance. The grievance shall specify the factual allegations on which the grievance is based, the section(s) of the contract allegedly violated and the remedy requested. The ISEA administrator will arrange for a meeting to take place within five (5) days after receipt of the grievance. The Association's representative, the grievant and the immediately involved ISEA administrator shall be present for the meeting. Within five (5) days of the meeting, the grievant and the Association shall be provided with the ISEA administrator's written response, including the reasons for the decision.
2. Step II – If the grievance is not resolved at Step I, then the Association or grievant may refer the grievance to the Director within ten (10) days after receipt of the Step I answer. The Director shall arrange with the Association representative or grievant for a meeting to take place within ten (10) days of the Director's receipt of the appeal. Within five (5) days of the meeting, the Association shall be provided with the Director's written response, including the reasons for the decision.
3. Step III – If the Association is not satisfied with the disposition of the grievance at Step II, the Association may submit the grievance to final and binding arbitration through the American Arbitration Association, which shall act as the administrator of the proceedings. If a demand for arbitration is not filed within twenty (20) days of the postmark, then the grievance shall be deemed denied.

D. BYPASS

By mutual written agreement, any step of the grievance procedure may be bypassed.

E. CLASS GRIEVANCE

Grievances involving more than one Employee, more than one ISEA supervisor, or an administrator above the building level may be initially filed by the Association or grievant at Step II.

F. NO REPRISALS CLAUSE

No reprisals shall be taken by the Employer against any Employee because of the Employee's participation or refusal to participate in a grievance.

G. RELEASED TIME

Should the investigation or processing of any grievance require that an Employee or an Association representative be released from their regular assignment, the Employee and/or Association representative shall be released without loss of pay or benefits.

H. FILING OF MATERIALS

All records related to a grievance shall be filed separately from the personnel files of the Employees.

I. GRIEVANCE WITHDRAWAL

A grievance may be withdrawn at any level without establishing precedent.

J. NO WRITTEN RESPONSE

If no written decision has been rendered within the time limits indicated by a step, then the grievance shall proceed to the next step.

K. EXPEDITED ARBITRATION

Upon mutual agreement, the Expedited Arbitration rules of the American Arbitration Association (AAA) may be used instead of the Voluntary Labor Arbitration Rules.

L. COSTS

The fees and the expenses of the arbitrator shall be shared equally by the parties.

M. COURT REPORTER

If the parties mutually agree to have a court reporter or the arbitrator requests one, the parties shall share the cost of the transcript equally.

N. SETTLEMENT

By mutual agreement, a grievance may be settlement at any step without establishing precedent.

O. GRIEVANCE FORMS

All grievance forms shall be mutually developed and agreed to by the parties and shall be attached to this contract for informational purposes.

PART I
ARTICLE III
ASSOCIATION RIGHTS

A. BOARD MEETINGS – NOTIFICATION

The President of the Association or his/her designee shall be given written notice of any regular or special meeting of the Board together with a copy of the agenda or statement of purpose of such meeting at least forty-eight (48) hours prior to the scheduled time of such meeting.

B. BOARD AGENDAS MAILED TO ASSOCIATION REPRESENTATIVES

One (1) copy of Board Agendas will be mailed or delivered to the six (6) Association officers at the time it is mailed or delivered to the Board members. The Association shall provide the Director a list of Association Representatives no later than September 15 each year.

C. BOARD MINUTES-ASSOCIATION COPIES

Two (2) copies of the approved Board minutes shall be mailed to the President of the Association as soon as they have been approved.

D. PERTINENT INFORMATION-ASSOCIATION

The Board shall furnish the Association President a copy of the following information as it is received, proposed, completed, and/or compiled:

1. Board agendas;
2. Schedule and/or cancellation of Board meetings;
3. Monthly financial statement;
4. Proposed Board policy additions and/or revisions with respect to Employees' wages, hours, terms and conditions of employment;
5. Current fiscal year budget on state forms;
6. Annual financial report on state form;
7. Annual auditor's report.

E. NAMES AND ADDRESSES-NEW EMPLOYEES

Names and addresses of newly-hired Employees shall be provided to the Association within ten (10) days after their hiring.

F. ASSOCIATION LEAVE

In the event that the Association desires to send representatives to local, state, or national conferences or on other business pertinent to Association affairs, these representatives shall be excused without loss of salary providing the Association reimburses ISEA for the cost of the substitute(s). A written notice for leave will be submitted to the Director three (3) work days before said leave is taken. Association leave days shall be limited to two (2) days per year.

G. PRINTING OF CONTRACT, COSTS AND DISTRIBUTION

Within thirty (30) days after the Agreement is signed, electronic copies of this Agreement shall be electronically distributed to members of the Association.

H. ASSOCIATION RIGHTS-EXCLUSIVE

The rights granted to the Association in this Agreement shall not be granted or extended to any competing Employee organization except as required by law.

I. ASSOCIATION-BOARD COMMITTEE

The Association President and the Director shall meet quarterly for the purpose of discussing administration of the Agreement and other mutually agreeable items. It is not the intent that these meetings be a forum for collective bargaining purposes or grievances.

J. PAYROLL DEDUCTIONS

1. PROCEDURES FOR MEMBERSHIP AUTHORIZATION

Proper authorization for membership payroll deductions shall be the signature of the Employee on an authorization form prepared by the Association and submitted to the Director or his designee. Such authorization shall remain effective from year to year unless the Employee cancels such authorization by notice in writing to the Director and the Association prior to September 1st of any school year, to be effective for such year.

2. PAYMENT TO THE ASSOCIATION

Authorizations submitted to the Director or his designee by the 15th of any month shall become effective by the first pay period of the following month. Such payroll deductions shall be equally deducted over the remaining pay periods and remitted to the Association within ten (10) working days following each pay period.

3. TRS CONTRIBUTIONS

Teachers shall have entire TRS contractual contribution made by June 30th.

K. BUSINESS BY ASSOCIATION REPRESENTATIVE ON SCHOOL PROPERTY

Representatives of the Association shall be permitted to transact Association business on school property at such time as school is not in session or during duty-free time of such Employees provided that they make their presence known to the proper official upon entering the building.

L. ASSOCIATION NOTIFICATION OF ASSIGNMENTS

In addition to notifying all Employees, the Association shall be notified in writing of all Employees' assignments within ten (10) days of the start of each school term.

PART I

ARTICLE IV

EMPLOYEE RIGHTS

A. RIGHT TO ORGANIZE AND PARTICIPATE

Employees shall have the right to organize, join and assist the Association and to participate in negotiations with the Employer through representatives of their own choosing.

B. EMPLOYER HEARINGS/EMPLOYEE RIGHTS

When any Employee is required to appear before the Board concerning any matter which is disciplinary in nature or could adversely affect the continuation of that Employee in his/her position of employment, the Employee shall be given at least forty-eight (48) hours prior written notice of the reasons for such meeting or interview and shall be entitled to have representative of the Association present to advise him/her and represent him/her during such meeting. When any Employee is required to appear before the Director or any administrator who has authority or responsibility over that individual regarding any matter which is disciplinary in nature, the Employee shall be entitled to have a representative of the Association present to advise him/her and represent him/her.

C. RULES AND REGULATIONS

A copy of Board policies shall be made available for Employee inspection at each school building in the ISEA and at the Central Administrative office. Changes in existing policies, regulations and rules shall be given to the Association prior to enforcement.

D. EMPLOYEE NOTIFICATION OF ASSIGNMENTS

All Employees shall be given written notice of their tentative assignments for the forthcoming school year no later than June 1 preceding the start of school. In the event changes in such assignments are proposed, the Employee affected shall be notified promptly and upon request of the Employee a meeting shall be held regarding the matter.

E. PERSONNEL FILE

1. CONDITIONS AND PROCEDURES FOR PLACEMENT OF MATERIALS IN FILE

Only one official file shall be maintained. No material shall be placed in the file unless the Employee has been provided a copy of such material. The Employee shall acknowledge that he/she has been provided a copy of such material by affixing his/her signature on the copy to be filed.

2. USE OF MATERIAL NOT IN PERSONNEL FILE

Any materials not contained in the Employee's personnel file may not be used to evaluate or discipline the Employee in any manner.

3. RIGHT TO RESPOND TO MATERIALS IN FILE

Within fifteen (15) days following the date any material is placed into the Employee's personnel file, the Employee shall have the right to respond and his/her response shall be attached to the file. The Director or his/her designee will sign the response acknowledging that he has been provided the response.

4. **RIGHT TO EXAMINE FILE**
An Employee shall have the right to examine his/her personnel file within twenty-four (24) hours of request and to have a representative of the Association accompanying him/her in such review. Each file shall contain a record indicating the date and who has reviewed it. The Director or his/her designee shall be present during such review. The Employee shall not have the right to review references.

5. **RIGHT TO REPRODUCE MATERIALS IN FILE**
Upon request, the Employer will reproduce one (1) copy of an Employee's personnel file free of charge once per school year. Any additional copies will be made at a fee of ten (10) cents per page.

PART I
ARTICLE V
LEAVES

A. PAID LEAVES OF ABSENCE

1. SICK LEAVE

- a. At the beginning of each school year each Employee shall be credited with thirteen (13) sick leave days. Unused sick leave may accumulate to a maximum of three hundred forty (340) days for certified employees and two hundred forty (240) days for non-certified employees.
- b. Sick leave shall be interpreted to mean personal illness or serious illness or death in the immediate family or household. The immediate family for purposes of this Article shall include parents, spouse, brothers, sisters, children, children-in-law, grandchildren, grandparents, grandparents-in-law, parents-in-law, brothers-in-law, sisters-in-law, legal guardians, step-children and step-parents.
- c. The Board may require an Employee to provide a physician's certificate as a basis for pay during leave after an absence of three (3) days for personal illness, or as it may deem necessary.
- d. The Board shall furnish each Employee with a written statement at the beginning of each school year setting forth the total number of accumulated sick leave days. A monthly update shall be provided each pay day.
- e. The Board shall provide each Employee a notarized statement of unused sick day accumulation upon the employee's separation from employment.
- f. Sick Leave may be taken $\frac{1}{4}$ day increments. Fractional calculations shall be based on the Employee's assigned workday.

2. PERSONAL LEAVE

- a. The Board shall grant two (2) personal leave days per school year.
- b. A personal leave day may be used for any purpose at the discretion of the Employee.
- c. An Employee shall notify the principal of the building to which he/she is assigned at least two (2) days in advance that a personal leave day will be used. A personal leave day may not be scheduled for a day on which a multi-disciplinary conference or I.E.P. has already been scheduled.
- d. Personal leave days may not be used on the day immediately preceding or following a holiday or vacation period. The Director may grant such days in unusual circumstances.
- e. For Employees who have completed fewer than 20 years of service, unused personal leave days shall accumulate to three days (3). Days in excess of three (3) shall accumulate as sick leave days for the next year.
- f. For Employees in their 21st year of service or more, unused personal leave days shall accumulate to four days (4) if the Employee begins the school year with

three (3) accumulated personal leave days. Days in excess of four (4) shall accumulate as sick leave days for the next year.

- g. Personal Leave may be taken in ¼ day increments. Fractional calculations shall be based on the Employee's assigned workday.

3. **ACCIDENT OR INJURY LEAVE**

When an absence is due to a work-related accident or injury inflicted by a student and which falls under the Illinois Worker's Compensation Act, the Employee will be paid the difference between his/her contractual salary (including benefits, differentials, etc.) and all benefits received under the Illinois Worker's Compensation Act for the duration of such absence. Said pay difference will be deducted from the Employee's accumulated sick leave, if any, on a pro-rata basis.

4. **JURY DUTY**

Any Employee called for jury duty shall be paid his/her full compensation for such time with no loss of any leaves, seniority or loss of any other benefits provided he/she turns over his/her check received for jury duty.

5. **BEREAVEMENT**

Each Employee shall be allowed up to two (2) consecutive days per incident of death in their family. Leave may be taken up to and including the funeral and the Employee shall receive full pay and benefits. There will be a one incident per year limit for bereavement days. If additional days are required, the Employee will use sick days. For the purposes of bereavement leave, family shall include spouse, children, step-children, legal guardians, parents, step-parents, parents in law, grandparents, grandparents in law, siblings, siblings in law, aunts and uncles.

B. NON-PAID LEAVES OF ABSENCE

1. **PROCEDURE**

A leave of absence without pay or benefits may be granted to an Employee for child care or advanced study subject to the following conditions:

- a. Such leave shall not exceed one (1) school year or the remainder of the current school year, whichever is less.
- b. A written request shall be submitted to the Director at least ninety (90) days prior to the date the leave is to commence. In emergency cases this provision may be waived.
- c. Such leave is subject to Board approval.
- d. The leave request shall include the beginning and end dates.
- e. To the extent possible, leaves shall begin and end at semesters.
- f. Any leave of absence in excess of thirty (30) days granted to a non-tenured teacher shall constitute a break in teaching services for purposes of the acquisition of tenure.
- g. Any leave of absence granted hereunder shall be non-precedential and the denial of such leave shall be non-grievable.

2. **RETURN FROM LEAVE**

- a. An Employee returning from a leave of absence shall notify the Board of his/her intent to return not later than the March 1 preceding the intended return date. Failure to notify the Board shall constitute a resignation from employment.
- b. The Employee shall be reinstated to a position for which he or she is qualified.
- c. The Employee shall be placed at the seniority step and salary schedule step held prior to taking the leave.
- d. An Employee shall not lose any benefits or rights of employment previously gained prior to the approved leave.

PART I

ARTICLE VI

EMPLOYEE EVALUATION

- A. The Association and the Board shall maintain a joint committee to review the evaluation plan.
- B. The Joint Committee shall review the Plan at least once every two years.
- C. By September 1st of each year, The Association shall provide the Director with names of two Association members who will serve on the joint committee for one year.

PART I

ARTICLE VII
VACANCIES AND TRANSFERS

A. DEFINITION OF VACANCIES

A vacancy shall be defined as a position within the bargaining unit presently unfilled including newly created positions. Open positions created because of a leave of absence shall not be considered a vacancy unless the leave of absence exceeds one year.

B. DEFINITION OF TRANSFER

Transfers shall be defined as either a voluntary or involuntary move from one position to another within the bargaining unit, or districts.

C. POSTING OF VACANCIES

Vacancies occurring within the bargaining unit, including newly created positions, shall be posted in each district building along with a copy of such posting sent to the Association President. Positions as above described shall be posted at least ten (10) days prior to being filled. Such posting shall contain the following information:

1. Type of work
2. Location of work
3. Starting date
4. Minimum requirements

D. SUMMER NOTIFICATON

The Board shall continue to post vacancies occurring within the bargaining unit including newly created positions.

The Board shall send notice of same with regular summer paychecks to all Employees.

E. VOLUNTARY TRANSFER APPLICATION

1. Interested Employees may apply in writing to the Director or his designee, within the ten (10) day posting period.
2. An Employee may make a request at any time for a transfer to a position for which they are certified and/or qualified.

F. NOTIFICATION TO APPLICANTS

The Board shall make known its decision as to which applicant has been approved to fill a posted position. Each applicant shall be notified of the Board's decision.

G. INVOLUNTARY TRANSFERS PROCEDURES

1. VOLUNTEERS

When it is necessary to involuntarily transfer or reassign Employees within the ISEA, volunteers shall first be sought. If a volunteer is selected, he/she must meet the needs of ISEA and the district.

2. EMPLOYEE TRANSFERS

When a volunteer is not available, such transfer shall be made on the basis of ISEA seniority within the district with the least senior properly certified Employee being transferred providing he/she meets the needs of ISEA and the district.

3. RIGHTS OF INVOLUNTARILY TRANSFERRED EMPLOYEES

- a. Within two (2) weeks of the notice of involuntary transfers, the Director or his/her designee will provide a master list of vacancies to each involuntarily transferred Employee to review. This master list of vacancies shall indicate building and position.
- b. It will be the responsibility of the involuntarily transferred Employee to notify the Director or his designee of their choices in order of priority within five (5) days of receipt of the master list of vacancies.
- c. If more than one Employee who has been involuntarily transferred requests the same position, then such position will be assigned in the order of seniority providing it meets the needs of ISEA and the district.
- d. Any Employee who is involuntarily transferred and does not wish to accept the assignment may resign.

4. INVOLUNTARY TRANSFER PROCEDURES

The Board shall notify any Employee who is being involuntarily transferred, except one-on-one aides, of the position to which he/she is being transferred at least 10 days prior to such transfer by certified mail or personal delivery. One-on-one aides may be transferred immediately or dismissed pursuant to Part III, Article IV.A. if the student to whom the aide is assigned no longer is a responsibility of the ISEA.

PART I

ARTICLE VIII

COMPENSATION AND RELATED PROVISIONS

A. INSURANCE

The Board shall contribute to the Employee's premium of comprehensive health insurance for the 2018-2019 and 2019-2020 school years. The amount of the Board's contribution shall be determined by the health insurance plan chosen by the Employee, as follows:

	OPTION 1 (POS - \$1000 deductible)	OPTION 2 (POS - \$1500 deductible)	OPTION 3 (POS/HAS - \$2000 deductible)
BOARD PAID BENEFIT	\$491.50	\$479.00	\$490.00

The ISEA Union and the Board agree to equally share in any increase (or decrease) above the present benefits to be paid in FY 19 and FY20 with the exception that should the Board be made responsible for increased TRS contributions because of State mandates, then the ISEA Union agrees to monthly insurance contributions equal to the board paid benefit for FY 19 and FY 20.

B. SELECTION OF CARRIER

The Association President and/or his/her designee will be a representative on the insurance committee to select insurance coverage.

C. TWELVE MONTH COVERAGE

The Board paid insurance shall be for twelve (12) consecutive months for all Employees employed the entire school year. If an Employee works less than the entire school year, insurance coverage for such Employee shall cease at the end of the month the Employee terminates employment with the Association.

D. MILEAGE

1. Employees shall be paid the IRS allowable rate for required ISEA meetings, workshops, training, in-services, etc. Mileage shall be calculated round trip from the Employee's assigned work site to location of said meeting, work shop, training, in-service, etc.
2. Work-related travel made in the performance of Employee duties shall include travel between work sites. If duties require an Employee to return to the work site after the normal school day, Employees shall be reimbursed for pre-approved travel.

E. PAY DAYS – SCHOOL NOT IN SESSION

The Employee shall receive his/her pay twice a month on the fifteenth (15th) and thirtieth (30th) of the month. When the fifteenth or thirtieth falls on a weekend or holiday, the check should be dated and received by the Employee on the preceding work day.

F. PAY PERIODS

Each Employee shall have the option of receiving his/her pay for 10 months or 12 months.

G. SALARY SCHEDULES

Salary Schedules shall be set forth as appendices and are attached to and incorporated in this Agreement.

H. TRS AND THIS

The Board shall pay the employee's portion of TRS and THIS as of July 1, 2009. Increases after that date shall be shared equally between ISEA and the employee.

PART I

ARTICLE IX

EFFECT OF AGREEMENT

A. COMPLETE UNDERSTANDING

The terms and conditions of this Agreement represent the full and complete understanding and commitment between the parties.

B. 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 only through the voluntary, mutual consent of these parties in written and signed amendment to this Agreement.

C. INDIVIDUAL CONTRACTS

Individual contracts between the Board and an individual Bargaining Unit Member shall be consistent with the terms of this Agreement.

D. SAVINGS CLAUSE

If any provision of this Agreement is held to be contrary to law, then such provision shall not be deemed valid and subsisting, except to the extent permitted by law; but all other provisions shall be continued in full force and effect.

E. MANAGEMENT RIGHTS

It is expressly understood that the Board reserves unto itself and its agents all rights, functions, powers, authority and responsibility conferred upon and vested in it by the statues and Constitutions of the State of Illinois and the United States, along with the decisional law by the courts. This section shall not abrogate Association and Employees' rights under law, or this Agreement, nor the Board's authority over inherent managerial policy which shall include but not be limited to the following areas of discretion or policy:

1. The functions of the Board
2. Standards of Service
3. The Board's overall budget
4. Selection of new Employees
5. Direction of Employees

All powers, rights, authority and responsibilities not included in this Agreement are reserved for the Board.

F. NO STRIKE PROVISION

It is agreed and understood that there will be no strike, work stoppage, slowdown 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 ISEA 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 in such activity.

PART II

ARTICLE I

WORK YEAR/WORK DAY APPLICABLE TO CERTIFIED TEACHING PERSONNEL

A. WORK YEAR

1. The work year for teachers shall be one hundred eighty (180) days.
2. Teachers who are required to work more than stated above shall be reimbursed at their daily rate of pay and teachers who have pay docked shall be docked at their daily rate of pay. Daily rate of pay shall be figured as follows:

Annual Salary
Number of Contract Days

B. CALENDAR

1. Teachers shall follow the school calendar of the school district to which they are assigned.
2. Teachers at Bryce-Ash Grove shall follow the school calendar of Milford School District.
3. Teachers who have multiple school district assignments shall meet with the ISEA Director within five (5) days of the beginning of the school year to determine which school calendar shall be followed so that a teacher shall not be required to work more than the one hundred eighty (180) days.

C. WORK DAY

1. Teachers shall follow the work hours of the building to which they are assigned but not less than seven (7) hours.
2. Teachers assigned to Bryce-Ash Grove shall work from 7:45 a.m. to 3:15 p.m.
3. The hearing impaired itinerant shall work seven hours per day pursuant to a schedule developed by the hearing impaired itinerant and approved by the Director.

D. LUNCH

Teachers shall have a duty free lunch period equal to that of the local district to which they are assigned.

E. PREPARATION TIME

The Association and ISEA recognize the importance of preparation time for ISEA special education teachers. ISEA and the Association agree that ISEA teachers are entitled to the same amount of preparation time afforded regular educators within the ISEA teacher's assigned homesite building but not to exceed a maximum of 275 minutes per week. However, ISEA and the Association recognize that federal and State mandates and procedures must be met and there may be occasions whereby prep time cannot be provided (i.e. MDC/IEP meetings, student observations, student assessments, interagency meetings, parent conferences or other situations which do not occur on a regular basis). These circumstances will not be grievable under this contract. Any non-direct student contract time (excluding lunch) shall be considered prep time.

Each Employee will be provided a substitute in order to provide the Employee with a duty free day for the purpose of preparing for Annual Reviews. Such days will be scheduled with the Employee's supervisor. Said day shall not be included in calculation of Employee's weekly preparation time and will be spent at the Employee's worksite.

PART II

ARTICLE II

SUBSTITUTION, RETIREMENT AND SUMMER SCHOOL

A. SUBSTITUTION

1. Teachers may be asked to volunteer to cover other special education classes during their preparation time. If a teacher volunteers for said responsibility, he/she will be compensated as follows:

\$10.00 for 10 – 29 minutes
\$20.00 for 30 – 60 minutes

2. ISEA teachers may be asked to volunteer to cover other special education classes while teaching their own class(es). If a teacher volunteers for said responsibility and a substitute teacher is not in place within two (2) hours, the ISEA teacher will be paid a \$50.00 stipend for the day. If a substitute is in place in any part of the day, but not within the first two (2) hours the ISEA teacher shall be paid a \$40.00 stipend. The ISEA teacher cannot receive payment under sub-sections 1 and 2 of this section on the same day, but will receive the higher amount.

B. EXTENDED SCHOOL YEAR

ISEA teachers who have taught summer school in the previous summer shall be given first consideration for employment. If positions remain vacant, the most qualified ISEA applicant will be considered. Seniority will be considered in determining the qualifications of applicants who have not taught the previous summer.

C. NON-QUALIFIED TEACHERS

If the Board is unable to fill a vacancy with a qualified teacher and an unqualified teacher is employed, the teacher who is assigned responsibility for the unqualified teacher's caseload shall receive sixty-three (\$63.00) for each student he/she is assigned responsibility with a cap of six hundred thirty dollars (\$630.00).

D. TUITION REIMBURSEMENT

The Board shall reimburse Employees up to a maximum of nine hundred dollars (\$900.00) per school year for tuition and fees, subject to Director's approval.

1. The course must be approved in advance by the Director and must be for the purpose of:
 - a. Obtaining an additional special education endorsement;
 - b. Relate to a graduate degree program in a special education field; or
 - c. Relate to the specific teaching assignment of the teacher. (including undergraduate courses)
2. Reimbursement shall be made after submission of a copy of the tuition and fees statement and a certified transcript indicating the teacher obtained an A or B in the class.
3. If completion of graduate level classes permits movement on the salary schedule, such movement shall occur at the beginning of the school term following submission of the transcript.

4. Undergraduate work will not result in movement on the salary schedule.

E. IEP AND DOMAIN MEETINGS

The Board shall not require teachers to participate in IEP and Domain meetings held during the summer when school is not in session or holiday breaks during the school year.

PART II

ARTICLE III

WORKING CONDITIONS

A. STAFFING

No IEP's or MDC's will be held after working hours on Fridays or the days before or after the following holidays: Thanksgiving, Winter Break and Spring Break, unless such must be so scheduled due to the unavailability of the parent(s)/guardian at any other time.

B. EDUCATIONAL TRAINING

The Employee may request specialized training/consultation from the Director or his designee when a student has a unique physical, emotional, mental or social disability. The ISEA may authorize such specialized training/consultation to accommodate the student's needs.

C. BLOOD BORNE PATHOGENS

Free voluntary vaccination of the Hepatitis B vaccine shall be offered to each teacher through the member districts and paid for by the ISEA. Bryce-Ash Grove shall provide same.

D. PHYSICAL FACILITIES

The procedure and form shall be included in the maroon book.

E. IMMEDIATE CONTACT PERSON

The immediate contact person for each special education teacher shall be the building administrator. The immediate supervisor may be the Director, assistant director, program coordinator, superintendent, building administrator or other qualified supervisor designated by the Director.

F. TEACHER ABSENCE/SUBSTITUTE

In case of absence the teacher shall notify the District. The need for a substitute shall be reported to the District as early as possible. Under no circumstances shall the teacher be required to make arrangements for his or her own substitute.

G. STUDENT DISCIPLINE

1. Teachers shall follow the Student Discipline Plan and/or Behavior Intervention Plan established in the student's IEP.
2. Teachers are primarily responsible for the maintenance of discipline in their classrooms. The Board shall support and assist teachers in the administration of discipline policies of the District or ISEA.

H. EMERGENCY SCHOOL CLOSINGS

When the schools and school offices are officially closed by the Superintendent and/or the Director, no leave days previously arranged by a teacher will be deducted for such emergency days.

I. IN-SERVICE

Teachers shall not be required to attend local district institute days or early dismissal local in-services when the Director determines that such program are not applicable to special education personnel nor to students served by the ISEA.

J. MENTOR TEACHERS

Teachers that are mentoring new teachers shall receive \$600 per year for the first protégé and \$300 for an additional protégé.

These individuals will be volunteers for this position and the Director reserves the right to choose those people designated to be mentors. All mentors must have at least three (3) years of teaching experience in the cooperative. Each mentor is limited to two (2) protégée.

The release time for the mentor and protégée must be agreed to by the Director.

Mentor teachers will be paid \$80/day for the training. This shall include any monies designated by the Regional Superintendent's office.

PART II

ARTICLE IV

TEACHER SENIORITY

A. SENIORITY

1. **DEFINITION OF SENIORITY**

Seniority shall be defined as contractual continued service within the ISEA.

2. **TIES IN SENIORITY**

In the event that more than one individual has identical seniority, ties shall be broken on the following basis:

- a. The number of areas a teacher is certified and qualified to teach.
- b. Column on Salary Schedule
- c. Date contract signed
- d. Drawing of lots

B. MAINTAINING AND POSTING SENIORITY LISTS

1. On or before February 1 of each school year, the Board shall annually prepare, in consultation with the Association, a seniority list.
2. Each teacher shall be sent a copy of the seniority list.
3. Any teacher disagreeing with their placement on the seniority list shall submit their objections in writing to the Director within fifteen (15) days of posting. The Director shall respond to the teacher, with a copy of the Association, on or before the last day of February. It is understood that if a teacher does not object to their placement on the seniority list within the above referenced fifteen (15) days of posting, he/she shall forfeit their right to object until the following school year's development of a seniority list.
4. If the seniority list is revised, the revised list shall be sent to all teachers.

C. LOSS OF SENIORITY

1. Resignation
2. Dismissal
3. Failure to respond to recall unless the teacher is under contract with another school district and submits a letter of commitment to return the following school term.

D. INTERRUPTION OF SENIORITY

Seniority shall not accrue during unpaid leaves of absence except as required by law. Unpaid leaves shall not interrupt seniority which already accrued.

PART II

ARTICLE V

REDUCTION IN TENURED TEACHERS, LAYOFF AND RECALL

A. NOTIFICATION OF LAYOFF

Should the Board determine that it is necessary to reduce the number of teachers employed in the ISEA, the Board shall provide written notice to the Association not less than seventy-five (75) calendar days prior to the last day of teacher attendance.

B. NEGOTIATION WITH THE ASSOCIATION

The Board will negotiate with the Association as required by law.

C. DISMISSAL BY SENIORITY

Any tenured teachers dismissed in a reduction in force shall be dismissed in seniority order, subject to the teacher being certified and qualified to hold a position of a less senior teacher in the ISEA.

D. TEACHERS ON LEAVE OF ABSENCE

Teachers who are on leave of absence are subject to this Article.

E. REEMPLOYMENT PROCEDURE AFTER LAYOFF

1. To the extent that a position becomes available in the ISEA within one calendar year from the beginning of the school term following the teacher's dismissal, an eligible teacher shall be offered such position in reverse order of dismissal to the extent they are certified and qualified for such position.

2. RETAINED RIGHTS AFTER RECALL

Accumulated sick leave, seniority in existence at the time of layoff and placement on the salary schedule shall be retained by any teacher who is subsequently recalled. No sick leave or seniority shall accumulate and no advancement on the salary schedule shall occur during the layoff period.

3. NOTIFICATION OF RECALL

Notice of recall shall be sent to a teacher at the last known address on file with the Board and to the Association President. The teacher must give written notice of acceptance to the Board within ten (10) calendar days of mailing. Failure to accept a position shall constitute a waiver of any future right of recall except that a teacher who has signed a contract of employment with another school district shall be eligible to be recalled for the next school year if such teacher submits in writing prior to February 1 a commitment to return. Nothing herein shall restrict the right of the Board to reject such recall if a subsequent reduction in force would result in such teacher's dismissal.

F. TEMPORARY OR PART-TIME POSITIONS

Any temporary extended teaching positions which become available during the recall period will first be offered to teachers with recall rights in the same order as for permanent positions and subject to the same conditions. Acceptance or rejection of a temporary extended teaching position will not affect the recall rights of the teacher.

PART III

**APPLICABLE TO
NON-CERTIFIED PERSONNEL**

PART III

ARTICLE I

WORK YEAR/WORK DAY

A. WORK YEAR

1. Teaching Assistants work year shall be 180 days and will include attendance at the two District in-services.
2. The work year for COTA's shall be one hundred eighty-five (185) days.
3. The work year for Physical Therapy Assistants shall be one hundred eighty-five (185) days.

B. CALENDAR

1. Teacher Assistants shall follow the school calendar of the school district to which they are assigned.
2. Teacher Assistants at Bryce-Ash Grove shall follow the school calendar of the ISEA.
3. COTA's and Physical Therapist Assistants shall follow the school calendar of the ISEA.

C. WORK DAY

1. Teacher Assistants shall follow the work hours of the building to which they are assigned but not less than seven (7) hours.
2. Teacher Assistants assigned to Bryce-Ash Grove shall work from 7:45 a.m. to 3:15 p.m.
3. COTA's and Physical Therapist Assistants shall have a seven (7) hour work day from 8:00 a.m. to 3:30 p.m.

D. LUNCH

1. Teacher Assistants shall have a duty free lunch period equal to that of the local district to which they are assigned.
2. COTA's and Physical Therapist Assistants shall have a thirty (30) minute duty free lunch.

E. BREAK TIME

Teacher Assistants will be provided with a break per work day mutually agreed upon by the Director and/or his/her designee, the teacher and the teacher assistant.

PART III

ARTICLE II

WORKING CONDITIONS

A. EDUCATIONAL TRAINING

The Employee may request specialized training/consultation from the Director or his/her designee when a student has a unique physical, emotional, mental or social disability. The ISEA may authorize such specialized training/consultation to accommodate the student's needs. The ISEA shall inform Assistants on an on-going basis of applicable workshops, conferences and seminars available to and appropriate for Assistant's assignments.

B. BLOOD BORNE PATHOGENS

Free voluntary vaccination of the Hepatitis B vaccine shall be offered to each non-certified Employee through the member districts and paid for by the ISEA. Bryce-Ash Grove shall provide same.

C. PHYSICAL FACILITIES

The procedure and form shall be included in maroon book.

D. IMMEDIATE CONTACT PERSON AND/OR SUPERVISOR

1. The classroom teacher shall be responsible for monitoring the performance of the Teacher Assistant assigned to the classroom.
2. The immediate supervisor of each Certified Occupational Therapist Assistant and Physical Therapist Assistant shall be the Occupational Therapist and/or Physical Therapist if they are employees of ISEA. If they are not ISEA employees, the immediate supervisor is the ISEA Director.

E. ABSENCE/SUBSTITUTE

1. In case of absence the Teacher Assistant shall notify the District. The need for a substitute shall be reported to the District as early as possible. Under no circumstances shall the Teacher Assistant be required to make arrangements for his or her own substitute.
2. In case of absence the COTA or Physical Therapist Assistant shall notify the ISEA office.

F. STUDENT DISCIPLINE

1. Teachers Assistants, COTA's and Physical Therapist Assistants shall follow the Student Discipline Plan and/or Behavior Intervention Plan established in a Student's IEP.
2. Teachers are primarily responsible for the maintenance of discipline in their classrooms. The Teacher Assistant, COTA or Physical Therapist Assistant shall support and assist the teachers in the administration of discipline in accordance with the policies of the District and the ISEA.

G. EMERGENCY SCHOOL CLOSINGS

When the schools and school offices are officially closed by the Superintendent and/or the Director, no leave days previously arranged by a Teacher Assistant, COTA or Physical Therapist Assistant will be deducted for such emergency days.

H. IN-SERVICE

Teacher Assistants, COTA's and Physical Therapist Assistants shall not be required to attend local district institute days or early dismissal local in-service when the Director determines such programs are not applicable to special education personnel nor to students served by the ISEA.

I. REQUISITION POLICY

Each COTA and Physical Therapist Assistant shall be given the opportunity to submit requisitions for materials and supplies for the school term through their immediate supervisor.

J. STAFFINGS

No IEP's or MDC's will be held after working hours on Fridays or the days before or after the following holiday: Thanksgiving, Winter Break, and Spring Break, unless such must be so scheduled due to the unavailability of the parent(s)/guardian at any other time.

K. TUITION REIMBURSEMENT

The Board shall reimburse Employees up to a maximum of nine hundred dollars (\$900.00) per school year for tuition and fees, subject to Director approval.

1. The course must be approved in advance by the Director and must relate to the specific assignment of the Teacher Assistant, COTA or Physical Therapist Assistant.
2. Reimbursement shall be made after submission of a copy of the tuition and fees statement and a certified transcript indicating the teacher obtained an A or B in the class.

PART III

ARTICLE III

NON-CERTIFIED SENIORITY

A. SENIORITY

1. DEFINITION OF SENIORITY

Seniority shall be defined as the number of consecutive school years an Employee has been employed full-time within the ISEA. Any time spent on an approved leave of absence shall not count toward seniority, but shall not interrupt seniority already accumulated.

2. TIES IN SENIORITY

In the event that more than one individual has identical seniority, ties shall be broken on the following basis:

- a. Date contract signed
- b. The total of the sum of the numbers of the individual's social security number.

B. MAINTAINING AND POSTING SENIORITY LISTS

1. On or before February 1 of each school year, the Board shall annually prepare, in consultation with the Association, a seniority list.
2. Each non-certified Employee shall be sent a copy of the seniority list.
3. Any Employee disagreeing with their placement on the seniority list shall submit their objections in writing to the Director within fifteen (15) days of posting. The Director shall respond to the Employee, with a copy to the Association, on or before the last day of February. It is understood that if an employee does not object to their placement on the seniority list within the above referenced fifteen (15) days of posting, he/she shall forfeit their right to object until the following school year's development of a seniority list.
4. If the seniority list is revised, the revised list will be sent to all non-certified Employees.

C. LOSS OF SENIORITY

1. Resignation
2. Dismissal
3. Retirement
4. Failure to respond to recall

D. INTERRUPTION OF SENIORITY

Seniority shall not accrue during unpaid leaves of absence except as required by law. Unpaid leaves shall not interrupt seniority which already accrued.

PART III

ARTICLE IV

REDUCTION IN NON-CERTIFIED PERSONNEL, LAYOFF AND RECALL

A. NOTIFICATION OF LAYOFF

1. Should the Board determine that it is necessary to reduce the number of full-time non-certified personnel, excluding one-on-one aides, employed by the ISEA, the Board shall provide written notice to the Association not less than forty-five (45) calendar days prior to the last day of teacher attendance.
2. Should the Board determine that it is necessary to eliminate a one-on-one aide position because the student to whom the aide is assigned is no longer the responsibility of ISEA, the Board shall provide written notice to the Association not less than fifteen (15) calendar days prior to the proposed date of dismissal.

B. NEGOTIATION WITH THE ASSOCIATION

The Board will negotiate with the Association as required by law.

C. DISMISSAL BY SENIORITY

Any full-time non-certified personnel dismissed in a reduction in force shall be dismissed in seniority order, subject to the individual being qualified to hold a position of a less senior non-certified Employee in the ISEA.

D. NON-CERTIFIED PERSONNEL ON LEAVE OF ABSENCE

Non-certified Employees who are on leave of absence are subject to this Article.

E. REEMPLOYMENT PROCEDURE AFTER LAYOFF

1. **RECALL RIGHTS**

To the extent that a position becomes available in the ISEA within one calendar year from the beginning of the school term following the non-certified Employee's dismissal, such Employee shall be offered such position in reverse order of dismissal to the extent they are qualified for such position.

2. **RETAINED RIGHTS AFTER RECALL**

Accumulated sick leave, seniority in existence at the time of layoff and placement on the salary schedule shall be retained by any full-time non-certified Employee who is subsequently recalled. No sick leave or seniority shall accumulate and no advancement on the salary schedule shall occur during the layoff period.

3. **NOTIFICATION OF RECALL**

Notice of recall shall be sent to a non-certified Employee at the last known address on file with the Board and the Association President. The Employee must give written notice of acceptance to the Board within ten (10) calendar days of mailing. Failure to accept a position shall constitute a waiver of any future right of recall.

PART IV

DURATION

The financial terms of this Agreement shall be effective from July 1, 2018 and shall continue in effect through 11:59 p.m. on June 30, 2020. The remaining terms of this Agreement shall become effective upon ratification by each of the parties.

If legislation is enacted which modifies the 3% provision in Section 15-155(g-1) of the Illinois Pension Code (40 ILCS 5/15-155(g-1)) or an Illinois appellate court rules on the constitutionality of this 3% provision after the effective date of this Agreement, then the Board may re-open this Agreement by providing written notice of such re-opening to the Association within 60 days of the effective date of said amendment to the Illinois Pension Code or publication of the appellate court decision. Upon the provision of said written notice, the Board and the Association shall promptly begin negotiations for salary increases and retirement bonuses.

This Agreement is signed this _____ day of _____, 2018.

ASSOCIATION

GOVERNING BOARD

By: _____
President

By: _____
Dr. Dale Hastings
Executive Board President

By: _____
Secretary

By: _____
Executive Board Secretary

SALARY SCHEDULES

ISEA TEACHER SALARY 2018-19 (DOES NOT INCLUDE TRS)

	BA	BA + 9	BA + 18	MA	MA + 9	MA+18	MA +24
1	\$33,800	\$34,547	\$35,200	\$35,866	\$36,547	\$37,241	\$37,949
2	\$34,547	\$35,200	\$35,866	\$36,547	\$37,241	\$37,949	\$38,670
3	\$35,200	\$35,866	\$36,547	\$37,241	\$37,949	\$38,670	\$39,409
4	\$35,866	\$36,547	\$37,241	\$37,949	\$38,670	\$39,409	\$40,161
5	\$36,547	\$37,241	\$37,949	\$38,670	\$39,409	\$40,161	\$40,928
6	\$37,241	\$37,949	\$38,670	\$39,409	\$40,161	\$40,928	\$41,710
7	\$37,949	\$38,670	\$39,409	\$40,161	\$40,928	\$41,710	\$42,507
8	\$38,670	\$39,409	\$40,161	\$40,928	\$41,710	\$42,507	\$43,318
9	\$39,409	\$40,161	\$40,928	\$41,710	\$42,507	\$43,318	\$44,146
10	\$40,161	\$40,928	\$41,710	\$42,507	\$43,318	\$44,146	\$44,994
11	\$40,928	\$41,710	\$42,507	\$43,318	\$44,146	\$44,994	\$45,858
12	\$41,710	\$42,507	\$43,318	\$44,146	\$44,994	\$45,858	\$46,738
13	\$42,507	\$43,318	\$44,146	\$44,994	\$45,858	\$46,738	\$47,635
14	\$43,318	\$44,146	\$44,994	\$45,858	\$46,738	\$47,635	\$48,550
15	\$44,146	\$44,994	\$45,858	\$46,738	\$47,635	\$48,550	\$49,482
16	\$44,994	\$45,858	\$46,738	\$47,635	\$48,550	\$49,482	\$50,437
17	\$45,858	\$46,738	\$47,635	\$48,550	\$49,482	\$50,437	\$51,411
18	\$46,738	\$47,635	\$48,550	\$49,482	\$50,437	\$51,411	\$52,403
19	\$47,635	\$48,550	\$49,482	\$50,437	\$51,411	\$52,403	\$53,414
20	\$48,550	\$49,482	\$50,437	\$51,411	\$52,403	\$53,414	\$54,445
21	\$49,482	\$50,437	\$51,411	\$52,403	\$53,414	\$54,445	\$55,496
22	\$50,437	\$51,411	\$52,403	\$53,414	\$54,445	\$55,496	\$56,566
23	\$51,411	\$52,403	\$53,414	\$54,445	\$55,496	\$56,566	\$57,659
24	\$52,403	\$53,414	\$54,445	\$55,496	\$56,566	\$57,659	\$58,772
25	\$53,414	\$54,445	\$55,496	\$56,566	\$57,659	\$58,772	\$59,884
26	\$54,445	\$55,496	\$56,566	\$57,659	\$58,772	\$59,884	\$60,997
27	\$55,496	\$56,566	\$57,659	\$58,772	\$59,884	\$60,997	\$62,110
28	\$56,566	\$57,659	\$58,772	\$59,884	\$60,997	\$62,110	\$63,223
29	\$57,659	\$58,772	\$59,884	\$60,997	\$62,110	\$63,223	\$64,336

ISEA TEACHER ASSISTANT SALARY 18-19

1	\$11.22
2	\$11.54
3	\$12.18
4	\$12.82
5	\$12.88
6	\$12.94
7	\$13.50
8	\$13.70
9	\$14.11
10	\$14.43
11	\$14.53
12	\$14.63
13	\$15.52

COTA/PTA/MEDICAL ASSISTANT SALARY 18-19

COTA	\$26.67
PTA	\$26.67
Medical Assistant	\$15.82

ISEA TEACHER SALARY 2019-2020 (DOES NOT INCLUDE TRS)

	BA	BA + 9	BA + 18	MA	MA + 9	MA+18	MA +24
1	\$34,010	\$34,763	\$35,532	\$36,203	\$36,888	\$37,589	\$38,302
2	\$34,763	\$35,532	\$36,203	\$36,888	\$37,589	\$38,302	\$39,031
3	\$35,532	\$36,203	\$36,888	\$37,589	\$38,302	\$39,031	\$39,772
4	\$36,203	\$36,888	\$37,589	\$38,302	\$39,031	\$39,772	\$40,532
5	\$36,888	\$37,589	\$38,302	\$39,031	\$39,772	\$40,532	\$41,306
6	\$37,589	\$38,302	\$39,031	\$39,772	\$40,532	\$41,306	\$42,094
7	\$38,302	\$39,031	\$39,772	\$40,532	\$41,306	\$42,094	\$42,899
8	\$39,031	\$39,772	\$40,532	\$41,306	\$42,094	\$42,899	\$43,718
9	\$39,772	\$40,532	\$41,306	\$42,094	\$42,899	\$43,718	\$44,553
10	\$40,532	\$41,306	\$42,094	\$42,899	\$43,718	\$44,553	\$45,404
11	\$41,306	\$42,094	\$42,899	\$43,718	\$44,553	\$45,404	\$46,276
12	\$42,094	\$42,899	\$43,718	\$44,553	\$45,404	\$46,276	\$47,165
13	\$42,899	\$43,718	\$44,553	\$45,404	\$46,276	\$47,165	\$48,070
14	\$43,718	\$44,553	\$45,404	\$46,276	\$47,165	\$48,070	\$48,993
15	\$44,553	\$45,404	\$46,276	\$47,165	\$48,070	\$48,993	\$49,934
16	\$45,404	\$46,276	\$47,165	\$48,070	\$48,993	\$49,934	\$50,892
17	\$46,276	\$47,165	\$48,070	\$48,993	\$49,934	\$50,892	\$51,874
18	\$47,165	\$48,070	\$48,993	\$49,934	\$50,892	\$51,874	\$52,907
19	\$48,070	\$48,993	\$49,934	\$50,892	\$51,874	\$52,907	\$53,896
20	\$48,993	\$49,934	\$50,892	\$51,874	\$52,907	\$53,896	\$54,936
21	\$49,934	\$50,892	\$51,874	\$52,907	\$53,896	\$54,936	\$55,997
22	\$50,892	\$51,874	\$52,907	\$53,896	\$54,936	\$55,997	\$57,078
23	\$51,874	\$52,907	\$53,896	\$54,936	\$55,997	\$57,078	\$58,178
24	\$52,907	\$53,896	\$54,936	\$55,997	\$57,078	\$58,178	\$59,302
25	\$53,896	\$54,936	\$55,997	\$57,078	\$58,178	\$59,302	\$60,447
26	\$54,936	\$55,997	\$57,078	\$58,178	\$59,302	\$60,447	\$62,370
27	\$55,997	\$57,078	\$58,178	\$59,302	\$60,447	\$62,370	\$63,575
28	\$57,078	\$58,178	\$59,302	\$60,447	\$62,370	\$63,575	\$64,802
29	\$58,178	\$59,302	\$60,447	\$62,370	\$63,575	\$64,802	\$66,029
30	\$59,302	\$60,447	\$62,370				

ISEA TEACHER ASSISTANT SALARY 19-20

1	\$11.30
2	\$11.54
3	\$11.87
4	\$12.53
5	\$13.19
6	\$13.25
7	\$13.31
8	\$13.88
9	\$14.09
10	\$14.51
11	\$14.84
12	\$14.94
13	\$15.96

COTA/PTA/Medical Assistant SALARY 19-20

COTA	\$27.43
PTA	\$27.43
Medical Assistant	\$16.27