

Contractual Agreement Between

Williamson County Education Association and

Williamson County Education Services

2023-2024

2024-2025

2025-2026

TABLE OF CONTENTS

ARTICLE I - Recognition and Definitions

- 1.1 Recognition
- 1.2 Definitions

ARTICLE II - Association Rights

- 2.1 Dues Deduction
- 2.2 Use of Districts' Services
- 2.3 Notice of Meetings
- 2.4 Association Meetings
- 2.5 Association Leave
- 2.6 Board Meetings
- 2.7 Printing of Agreement

ARTICLE III - Employee Rights

- 3.1 Employee Discipline
- 3.2 Right to Representation
- 3.3 Assault on Employees
- 3.4 Personnel File
- 3.5 Academic Freedom
- 3.6 Medical Assistance
- 3.7 ESP Dismissal Procedure

ARTICLE IV - Working Conditions

- 4.1 Work Day
- 4.2 Calling Substitutes
- 4.3 Internal Substitution
- 4.4 Requisition Policy
- 4.5 Employee Absences
- 4.6 Planning Periods
- 4.7 Parent Conferences
- 4.8 Traveling Employees
- 4.9 Student Discipline
- 4.10 Retirement Resignation Termination
- 4.11 Emergency Shutdown
- 4.12 Duties
- 4.13 Notification of Assignment
- 4.14 Additional Working Conditions
- 4.15 Employee Information
- 4.16 IEP Conferences

- 4.17 District Committee
- 4.18 Meeting with The Board
- 4.19 Caseload
- 4.20 Summer Work

ARTICLE V- Evaluation

- 5.1 Employee Notification
- 5.2 Certified Staff Evaluation
- 5.3 Paraprofessional Evaluation
- 5.4 Secretary Evaluation
- 5.5 Multiple Assigned Employees
- 5.6 Evaluation Procedure
- 5.7 Evaluation Committee

ARTICLE VI - Grievance Procedure

- 6.1 Definitions
- 6.2 Right to Representation
- 6.3 Procedures
- 6.4 Bypass
- 6.5 Class Grievance
- 6.6 No Reprisals Clause
- 6.7 Filing of Materials Records
- 6.8 Grievance Withdrawal
- 6.9 Timeline by Grievant
- 6.10 Costs
- 6.11 Postponement
- 6.12 Settlement
- 6.13 Representation /Witness
- 6.14 Grievant and Association Cooperation
- 6.15 Released Time
- 6.16 Hearing

ARTICLE VII - Seniority Reduction in Staff

ARTICLE VIII - Vacancies and Transfers

- 8.1 Vacancies
- 8.2 Transfers

ARTICLE IX - Employee Compensation and Fringe Benefits

- 9.1 Full Experience Credit
- 9.2 Payroll Dates and Installments

- 9.3 Mileage reimbursement
- 9.4 Teacher Salary Schedule
- 9.5 ESP Hourly Rate Schedule
- 9.6 Payroll Deduction
- 9.7 Employee Health Insurance
- 9.8 Teacher's Retirement Contribution
- 9.9 Pre-Retirement Benefits - Certified Staff
- 9.10 Pre-Retirement Benefits - ESP
- 9.11 Vacations
- 9.12 Overtime Pay
- 9.13 ESP's Time Sheets and Paydays
- 9.14 Health Insurance Contribution for Department for Central Management Services
- 9.15 Lead Positions
- 9.16 Additional Work
- 9.17 ESP Reimbursement
- 9.18 Tuition Reimbursement

ARTICLE X - LEAVES

- 10.1 Sick/Bereavement Leave
- 10.2 Personal Leave
- 10.3 Leave of Absence
- 10.4 Court Witness and Jury Duty Leave
- 10.5 Professional Conferences
- 10.6 IEP Release Time
- 10.7 Parental Leave

ARTICLE XI - Effect of Contract

- 11.1 Board Policies
- 11.2 Savings Clause
- 11.3 No Strike Clause
- 11.4 Legal Rights
- 11.5 Maintenance of Standards
- 11.6 Term of Contract

ACCEPTANCE OF AGREEMENT

APPENDIX A Certified Salary Schedule(s)

APPENDIX B Paraprofessional Hourly Rate Schedule(s)

APPENDIX C Medical Assistant Salary Schedule - COTA, PTA, Medical, Ed. ISBE Licensed Interpreters, ISBE Licensed Interveners

ARTICLE 1 - Recognition and Definitions

1.1 Recognition

The Executive Board of The Williamson County Education Services of Williamson County, Illinois (hereinafter referred to as the "Employer" or the "Board") recognizes the Williamson County Education Association IEA-NEA (hereinafter referred to as the "Association" or the "Union") as the sole and exclusive bargaining representative for all professional and non-professional employees (hereinafter referred to as the "Employee" or "Bargaining Unit Member") exclusive of supervisors, managerial, confidential, short-term employees, and other personnel excluded by the Act.

The use of the word "Teachers" herein shall include all professional employees as defined in the Illinois Educational Labor Relations Act, including Special Education Teachers, School Psychologists, School Social Workers, School Nurse, and Occupational, Physical and Speech Therapists.

The term Educational Support Personnel (ESP) herein shall include all other employees included in the bargaining unit including Paraprofessionals, Occupational Therapy Assistants, Educational Interpreters, Physical Therapy Assistants, Secretaries, and Medical Staff Assistants.

1.2 Definitions

- Full-time teachers are teachers who are employed to work a full day during the entire school year and who have or will become eligible for tenure by their contract.
- Part-time teachers are other teachers covered by this agreement who are employed to work less than the entire school day or school year, who have no more than an annual contract, and who are not eligible to acquire tenure by their contract.
- Full-time ESPs are ESPs who are employed for and regularly scheduled to perform services 600 or more hours per school year.
- Part-time ESPs are ESPs employed for and regularly scheduled to perform services for less than 600 hours per school year.

ARTICLE II - Association Rights

2.1 Dues Deduction

The Board shall deduct from the pay of each employee covered by the contract all current membership dues of the Association provided that at the time of such deduction there is in the possession of the Association a membership written authorization form for dues deduction executed by the employee. The Association shall specify the amount of dues to be deducted from each employee's salary for the current school year.

- A. An employee may authorize dues deduction by having presented an authorization card to the Association. The Association shall process all authorizations and revocations and timely inform the Board of the same.
- B. If an employee resigns from the employment of the Board prior to completion of a school year, the Board shall deduct the unpaid portion through resignation date of such authorization from the employee's final paycheck.
- C. All dues deducted by the Board shall be remitted to the treasurer of the State Association by direct deposit at least once per month.
- D. 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:
 - a. The Employer gives immediate notice of such action in writing to the Association and permits the Association intervention as a party if it so desires, and
 - b. The Employer gives full and complete cooperation to the Association and its counsel in securing and giving evidence, obtaining witnesses and making relevant information available to both trial and all appellate levels.
- E. 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 of a court or administrative agency as a direct consequence of the Employer's compliance with this Article.

F. 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 Board or the Board's failure to meet the obligations imposed upon it by this Article.

2.2 Use of District Services

With respect to WCES facilities owned, partially owned, or exclusively used on long term lease (currently the administrative office and the WCES Learning Center):

- WCEA may have the use of WCES buildings for meetings upon the approval of the Director.
- The WCEA may have the use of employee mailboxes, interschool mail, and designated school bulletin boards. WCES employees may have access to lounges and work rooms set aside for the use of employees.
- WCES employees may have access to typing, duplicating, and secretarial facilities on an equal basis as other employees.

That when a contract for use and maintenance between WCES and the member districts is in force and effect and pursuant to the terms thereof,

- The WCEA may have the use of District School buildings for meetings upon approval of the Superintendent. The WCEA may have the use of employee mailboxes, interschool mail, and designated school bulletin boards as the member district's local Association.
- WCES employees may have access to lounges and work rooms set aside for the use of district's employees.
- WCES employees may have access to typing, duplicating, and secretarial facilities available to the district's employees at the various sites on the same basis as the district's employees.
- WCES employees may use parking lots on the same basis as district's employees.

2.3 Notice of Meetings

The President of the Association or the President's designee shall be given written notice forty-eight (48) hours prior to all regular and special meetings of the Board. A copy of the agenda, list of bills when it becomes available, treasurer's reports, financial reports, and board minutes shall be provided to the President or President's designee. The President or President's designee shall be given a copy of the official minutes of such meetings.

2.4 Association Meetings

No employee shall be required to work later than 4:00 p.m. on Association meeting days.

2.5 Association Leave

In the event that the Association desires to send representatives to state and/or national conferences or on other business pertinent to the Association, these representatives, upon the written request of the President of the Association, shall be excused. No loss of salary will occur providing the Association reimburses the Williamson County Education Services for the cost of substitute(s). The total number of days for this purpose shall not exceed eighteen (18) days during a school year or more than six (6) days for any one person. The request shall be made to the Director's office at least ten (10) days prior to the absence.

2.6 Board Meetings

The President or designee of the Association shall be allowed to attend all scheduled board meetings at no loss of pay.

2.7 Printing of Agreement

Copies of this agreement shall be printed, posted on the website, www.wces.co and made available to each bargaining unit member by the Association within sixty (60) days following ratification.

ARTICLE III- Employee Rights

3.1 Employee Discipline

The Board agrees that all rules and regulations concerning employees shall be reasonable and fair. No

employee shall be given a written reprimand, suspension without pay, or dismissal without just cause.

3.2 Right to Representation

If any employee is required to appear before the Board and/or the Director concerning any matter which could lead to discipline or dismissal, the employee shall be allowed a representative of the Association in any such meeting. Further, when an employee is required to appear before the Board, he/she shall be advised in writing of the reasons for the appearance and shall receive the written notice and reasons no later than forty eight (48) hours prior to the meeting.

3.3 Assault on Employees

In the event that an employee of WCES is physically assaulted by a student in an unwarranted or excessive manner such that the employee is concerned about his/her physical safety, the employee should immediately notify the supervisor or the WCES office. As soon as possible, a supervisor shall meet with and confer with the employee as to a course of action which would guarantee a safe work environment.

An employee who is absent due to injury resulting from a physical assault, which occurs in the course of Board employment, will be maintained on full pay status during the period of absence due to injury. This injury must be verified by medical and administrative personnel. Assault leave granted shall not be charged against sick leave or personal leave.

3.4 Personnel File

An official personnel file for each employee shall be maintained at the Williamson County Education Services office. The employee shall have the right to review the contents of his/her personnel file, and to place therein written comments to any of its contents. The employee may request copies of information contained in his/her personnel file. A copy of any materials which relate to discipline, evaluation, demotion, promotion, placement or termination shall be given to the employee before being placed in the file. Neither the employer nor employees shall discuss the contents of the personnel files with other persons or employees except upon official business or with the permission of the employee.

3.5 Academic Freedom

Employees shall have academic freedom in WCES. Academic freedom shall mean that employees are free to present instructional materials which are consistent with the IEP of their students. Employees shall be entitled to freedom of discussion within the classroom of all matters consistent with the IEP of their students and within their area of professional competence.

3.6 Medical Assistance

With respect to students, no employee shall provide medical services which can only be exclusively provided by licensed medical personnel. No employee shall provide advice or make suggestions as to prescription medication that can only be exclusively provided by licensed medical personnel. No employee shall be required to give medication. The employer shall provide training and instruction in the proper administration and performance of related services.

3.7 ESP Dismissal Procedure

After the first school year of employment, no ESP shall be dismissed without just cause.

ARTICLE IV - Working Conditions

4.1 Work Day

Teachers and Educational Support Personnel shall follow the calendar of the school district to which they are assigned. Teachers shall begin and end their work day in accordance with the school district to which they are assigned not to exceed 180 days. Educational Support Personnel will report to work in accordance with the school district to which they are assigned not to exceed 175 days.

WCES Staff assigned to provide services in more than one district will be assigned to one calendar, which shall be specified during the first week of assignment. Employees shall not be required to travel between buildings during their lunch period. Travel between assignments shall be part of the work day.

Special Education Teachers shall receive a duty free lunch period equivalent to that of general education teachers in the building they are assigned. Educational Support Personnel and Diagnostic Staff lunch periods are defined in Section 4.14 of WCEA/ WCES Contract.

4.2 Calling Substitutes

Substitutes shall be obtained pursuant to the policy of the work site(s) to which the employee is assigned.

4.3 Internal Substitution

Internal substitution of teachers shall be voluntary. Paraprofessionals may only be assigned duties by a WCES teacher or WCES administrator.

Paraprofessionals meeting ISBE guidelines and certification for Emergency SUB Professional Educator License AND complete ROE21 additional training requirements, may substitute within their assigned building for WCES Certified Staff. A stipend amount of \$30 (full day) or \$15 (half day) will be provided in addition to his/her regular pay. WCES Documentation is required including a timesheet. ESP may NOT substitute for general education teachers.

4.4 Requisition Policy

Each teacher shall submit properly filled out requests for textbooks and other instructional needs for daily teaching responsibilities. The requisitions for the following school term shall be submitted no later than the last week of school. The Employer agrees to make a reasonable effort to have the requisitions filled before the beginning of each school year. The Employer agrees to furnish additional materials throughout the year as the student's IEP may require. During the second semester a WCES administrator shall acquaint each employee in writing with the current requisition policy.

4.5 Employee Absences

Employees are to remain on the premises during the scheduled day, except for the duty free lunch or unless excused by a WCES administrator and/or principal. Employees may leave their assigned premises in the event of a personal emergency without loss of pay for that day or the duration of the emergency, whichever is lesser, but shall notify the WCES office and premises administrator when reasonably possible.

4.6 Planning Periods

During the work day teachers may use time when they do not have students or other employment obligations as planning periods.

4.7 Parent Conferences

Certified Staff Members shall be available at reasonable times for parent conferences, open houses, and student help on the same basis as the other teachers at their assigned site. Attendance shall be limited to one building for itinerant personnel or no more than a pro rata share of time at more than one school.

4.8 Traveling Employees

Employees who are assigned to more than one work site shall be allowed a reasonable amount of time to travel between work sites.

4.9 Student Discipline

Discipline with all students with disabilities shall be consistent with that student's IEP and shall not be in violation of the state or federal statutes or regulations regarding students with disabilities. To initiate any change desired by the teacher in the behavior management plan of a student, the teacher shall request an IEP conference. Students may be suspended or expelled if it is specifically provided for in their IEP or if it has been found appropriate as a result of an IEP conference. An IEP conference may be called at any time by the teacher, building administrator, WCES supervisor, or other eligible person.

A building administrator(s) may be called upon by the teacher for assistance in implementing behavioral management plans. Requests to arrange IEP conferences are to be made to a WCES administrator. IEP conferences shall be arranged in a timely manner regarding student discipline.

4.10 Retirement -Resignation Termination

Any vacation pay, salary, homebound instruction pay, mileage reimbursement, conference pay, or other compensation, due an employee who has resigned or been terminated prior to the completion of the school year shall be paid no later than fifteen (15) days following the last day of employment.

The Board shall continue to pay the employer's portion of the health insurance premiums for **teachers** who retire, coverage will terminate August 31 of the year of retirement. An employee is not eligible for benefits beyond his/her resignation date.

4.11 Emergency Shutdown

The WCES office will follow procedures for inclement weather and emergency operations in conjunction with the Marion Unit 2 School District. Other WCES Staff will follow emergency procedures of the district assigned.

4.12 Duties

Teachers may be assigned duties as other teachers at their assigned sites. Teachers assigned to more than one building shall not be assigned duties at more than one building or no more than a pro-rata share of duties at more than one school.

WCES Special Program Teachers - Early Childhood, STRIVE, Structure, and DHH will not be assigned additional duties.

4.13 Notification of Assignment

If an employee's assignment is to be changed for the forthcoming school year, the Director shall tentatively notify the employee in writing of the change no later than the last day of the current school year. Assignment may be changed prior to and during the school year as the Director may determine it to be in the best interest of WCES. Should changes and/or adjustments be necessary after assignments are made, the employee shall be notified by mail and may request a conference to discuss the change.

4.14 Additional Working Conditions

Full-time Psychologists, Social Workers, PT Assistant(s), OT Assistant(s), Medical Assistant(s), ISBE Sign Language Interpreters, and ISBE Interveners will follow the school calendar to which they are assigned. Their work day will be from 8:00 A.M. to 4:00 P.M. and they will have a one hour duty free lunch. The employee may schedule this lunch period at any time during the day.

PTA, COTA, and Medical Assistant(s), shall work a minimum of 175 days.

ISBE Sign Language Interpreters and ISBE Interveners shall follow the school calendar and work day in the district to which they are assigned. Interpreters shall work hours equal to TVI and DHH certified teachers assigned in the district and shall be entitled to a duty free lunch equal in length to the teacher. They shall work a minimum of 175 days.

Paraprofessionals shall work the number of hours assigned according to the position they hold. They shall be entitled to a duty free lunch equal in length to their supervising staff where appropriate. They shall work a minimum of 175 days. Paraprofessionals assigned to WCES Special Programs - Early Childhood, STRIVE, DHH, and Structure will be compensated an additional 30 minutes per day beyond the bell to bell schedule in order to accommodate bus and lunch schedules for students. Each schedule shall be developed in consultation with the WCES Special Program Paraprofessional, Supervising Teacher, and WCES Coordinator.

Any additional time or variation in work schedule from the above mentioned procedure must be submitted in writing and approved by the Director. The additional time (for field trips, extra curricular activities, etc) will require a timesheet.

Additional work time necessary for compensatory services, including direct service and/or related service

will be determined on a case by case basis as part of the IEP Team and IL Administrative Code requirements.

By August 15 of each school year the work hours equal to the student day by building will be verified by the Association and the Director. Posting of positions will state the program and location, if known.

The Association acknowledges that when a Paraprofessional is transferred to a different position or the length of the student day is changed related to the position currently held, the Paraprofessional's work hours will change according to the program and/or building to which they are assigned.

Paraprofessionals will be paid a full day's wage for any leave day used. A full day's wage is defined as the number of hours each Paraprofessional is paid during a normal workday, previously defined for Paraprofessionals according to hours required and/or student day per building, including any permanent time changes approved by the Director.

Secretaries' work day shall be seven (7) work hours. Any Secretary working five (5) hours or more a day will get a one hour duty free lunch. School secretaries lunch period may vary according to emergency circumstances in the school. Two fifteen minute breaks or a thirty minute break per day may be taken at the Secretary's discretion. Breaks may not occur at the beginning of the day, just prior to lunch, or at the end of the day.

WCES Office will follow Marion Unit 2 School District calendar for breaks and holidays. All other WCES Staff will follow the calendar of the district assigned.

When employees listed below are not entitled to pay for a given work period, their earnings shall be reduced at the following rates:

1/ 180 per day Certified Staff, OT, PT, School Nurse

1/175 per day PTA, COTA, Medical, ISBE Interpreter, and ISBE Intervener

1/175 per day Paraprofessionals

1/ 247 per day Secretaries

4.15 Employee Information

At the time of employment and each year thereafter the employer shall provide to each employee a statement as to what the employee's salary or rate of pay will be according to years of service. The salary statement will be mailed to each employee's home address prior to the first day of teacher attendance each school year.

All pertinent information such as the date of hire, current address, current telephone number, sick days accumulated and personal days related to the employee's employment is accessible through the SDS Employee Portal which can be accessed through the district website, www.wces.co. A username and password, along with instructions necessary to access the Employee Portal shall be provided upon employment. Any questions regarding Employee Portal Access should be directed to the business office.

By August 31, each employee will receive an email to verify salary and employment portal information. Within thirty (30) days of receipt of this email, all staff must verify the information received as correct. If an employee does not agree with any of the information contained in the statement or employee portal, he/she must contact the WCES office by October 1.

With respect to any notices or contacts required by the employer under this contract, whether during the school year or in the summer, using the address, or phone number provided in the Employee Portal will be sufficient to comply with such notice or contact unless the employee has provided the WCES office a subsequent written statement of a different address or phone number to be used.

4.16 IEP Conferences

Teachers are expected to attend all IEP conferences when reasonable notice is given. The scheduling of IEP conferences will first be attempted during the work day. In the event such IEP conferences are scheduled other than during the work day or such conferences extend beyond the work day, an amount of time equal to that used will be allowed off during a work day, when students are not present and with prior

administrative approval, within the current school year.

In the event a Certified WCES Staff Member is requested to schedule interviews with parents (legal guardians) or children other than during the work day, an amount of time equal to that used beyond the work day will be allowed off during a work day, when students are not present and with prior administrative approval, within the current school year.

Travel time to and from the scheduled conference shall be included in the amount of trade time. Mileage shall be figured from the assigned work site to the conference site.

4.17 District Committee

The Association and the Board agree that the District Committee, which will be composed of the Director, two (2) additional WCES administrator, and four (4) Association representatives, will meet a minimum of two (2) times per school year to discuss topics such as staff development, workplace efficiency, and other relevant issues. This committee will function as a vehicle to facilitate action on any issues identified for change by both parties.

4.18 Meeting with The Board

Upon request of the Board or the Association both parties agree to meet in order to facilitate effective communication between parties. The Association representatives (not to exceed three (3) members will meet with the Board representatives (not to exceed two (2) board members along with the Director or his/her designee. Such meetings will occur on dates mutually agreed upon by the Association President and the Director.

4.19 Caseload

ISBE Administrative rule 226.730 Class Size Rules (total number of students an educator serves during any special education class period) will be followed. Workload (total number of students served during the course of a day, week or month) will be determined for each teacher by a review of all services required under the students' IEPs, as well as all needed ancillary and support services provided at the requisite level of intensity while promoting goal attainment and the integrity of instructional delivery. This review will include, but not limited to: the individualized instruction being provided; the required consultative services and other collaboration among staff members, including providing educational and behavioral support to students in situations with case managers assigned to a split assignment; attendance required at IEP meetings and other staff conferences; and the paperwork and reporting obligations.

WCES Staff Members with concerns regarding his/her workload, including scheduling, additional duties, and non-special education activities such as Tier 2 and Tier 3 Intervention, may request a meeting with his/her Supervisor/WCES Coordinator and the Director.

Student assignments to teacher class lists (for the purpose of IEP case management) will be completed to ensure that student numbers are as equitable and balanced as possible.

4.20 Summer Work

Voluntary Summer Work - Employees shall not be compensated for voluntary participation in summer workshops except as described in section 10.5 of the contract.

Requested Summer Work - Employees shall be compensated at the discretion of the Director with a stipend, hourly rate of pay, per diem, or trade time; and the employee shall be notified of the terms in advance.

The compensation described above shall be in addition to that in section 10.5 Professional Conferences, as applicable. In circumstances where an employee is under the 6% retirement limitation refer to section 9.9 in the contract.

ARTICLE V- Evaluation

5.1 Employee Notification

Within two (2) weeks of employment, each new employee shall be acquainted with the evaluation

procedure and standards of performance. No evaluations shall take place until the above described orientation has been completed.

5.2 Certified Staff Evaluation

Each teacher shall be given two (2) weeks notice prior to a formal evaluation and shall be supplied the name of the administrator who is to be responsible for the evaluation. Teachers shall be evaluated in writing according to the number of times provided for in The School Code of Illinois. Evaluations shall be conducted with the knowledge of the teacher.

5.3 Paraprofessional Evaluation

All Paraprofessionals shall be evaluated annually in writing by their supervising teacher(s). The evaluation shall be reviewed and approved by a WCES administrator and Building Principal.

5.4 Secretary Evaluation

All secretaries shall be evaluated in writing. The evaluation shall be conducted by a WCES administrator to whom they are assigned.

5.5 Multiple Assigned Employees

Teachers assigned to perform services at more than one building shall have only one formal evaluation and only one administrator shall be responsible for the evaluation.

5.6 Evaluation Procedure

The Evaluator will meet with the Employee (see definitions in Section 1.1) within ten (10) school days of the completion of the evaluation to discuss the evaluation. If deficiencies exist the Evaluator will provide statements of deficiencies to the Employee and will discuss the ramification of each of the deficiencies in relation to remediation of job performance.

The Employee will be provided with a copy of the completed evaluation instrument at the time of or before the post evaluation conference.

At the post evaluation conference or within five (5) days an employee shall give notice of intent to place his/her written response(s) on the original form.

5.7 Evaluation Committee

At the request of the employer or the Association, a committee(s) shall be appointed by the parties to review WCES Staff evaluation instruments. The parties shall follow the evaluation procedure filed with the State Board of Education. Evaluation instruments will not be changed except upon the approval of the committee(s), who are members of the Association and administration.

The WCES PERA Joint Committee will determine the process and procedures for evaluation per IL Statute.

The PERA Joint Committee will develop a procedure for WCES Staff to request an appeal of an "unsatisfactory" rating. The appeal process will be implemented, as required by statute. A Panel of Qualified Evaluators (POQE) shall apply the criteria determined by the PERA Joint Committee for teacher evaluations in the District, including both professional practice and student growth components; and the POQE shall have the power to revoke an "Unsatisfactory" rating it deems erroneous. If the POQE revokes an "Unsatisfactory" rating, the rating shall be replaced with a "Needs Improvement" rating unless the POQE unanimously finds that another rating is appropriate.

ARTICLE VI - Grievance Procedure

6.1 Definitions

A grievance shall be any claim by the employee(s) and/ or Association that one or more specific provisions of the bargaining agreement have been violated. All time limits consist of school days except during summer months when school is not in session. When a grievance is submitted fewer than ten (10) days before the close of the current school term or during the summer when the regular school term is not

in session, then time limits shall consist of all week days. Week days shall be Monday - Friday.

6.2 Right to Representation

An Association representative may be present if requested by the aggrieved employee at any meeting, hearing, appeal or other proceeding relating to a grievance. Nothing contained herein shall be construed as limiting the right of any employee having a grievance to discuss the matter informally with his/her supervisor and having the grievance adjusted without intervention of the Association provided that the Association shall be given the opportunity to be present at all grievance meetings.

6.3 Procedure

A grievance shall be processed as follows:

- Step 1- The grievant must present the grievance in writing including a statement of the provision(s) of the contract thought to be violated to the immediately involved supervisor within fifty (50) days of its first occurrence or when the grievant knew or should have known of its occurrence. The supervisor will arrange for a meeting to take place within five (5) days after the receipt of the grievance. Within five (5) days of the meeting, the grievant shall be provided with the supervisor's written response, including the reasons for the decision.
- Step 2- If the grievance is not resolved at Step 1, then the grievant may refer the grievance to the Director or the Director's official designee within fifteen (15) days after receipt of the Step 1 answer. The director or the director's official designee will schedule a meeting to take place within five (5) days of the director's or director's official designee's receipt of the appeal. Within five (5) days of the meeting, the grievant shall be provided with the director's written response, including the reasons for the decision.
- Step 3- If the Association is not satisfied with the disposition of the grievance at Step II or the time limits expire without the issuance of the director's or director's designee's response, the Association may submit the grievance to binding arbitration. The demand shall be submitted to the American Arbitration Association which shall act as the administrator of the proceedings according to the Streamlined Labor Arbitration Rules.

6.4 Bypass

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

6.5 Class Grievance

Class grievances involving one or more employees or one or more supervisors may be filed by the Association at Step 1.

6.6 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.

6.7 Filing of Materials Records

All documents related to a grievance which are not normally kept in an employee's personnel file shall not be placed in the employee's personnel file.

6.8 Grievance Withdrawal

A grievance may be withdrawn at any level without establishing precedent upon request of the Association.

6.9 Timeline by Grievant

Failure of any grievant to act on a grievance within the prescribed time limits will act as a bar to any further appeal.

6.10 Costs

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

6.11 Postponement

If a party requests the postponement of an arbitration hearing, that party shall bear the cost of the

American Arbitration Association and the Arbitrator, if any, for such postponement.

6.12 Settlement

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

6.13 Representation/ Witness

At any step in the proceeding, the employer or the Association may present any witness(es) and have present any counsel as it deems necessary to solicit facts.

6.14 Grievant and Association Cooperation

Neither an employee nor the Association shall interrupt the instructional and regular duties of the employee of WCES employees or its member districts in the investigation of any grievance. The parties pledge their mutual cooperation in settling grievances at the lowest level possible.

6.15 Release Time

Should attendance at a grievance hearing require that an employee or an Association representative be released from his/her regular assignment, he/she shall be released without loss of pay or benefits.

6.16 Hearing

All hearings shall be on a non-school time such as evenings and/or Saturdays unless the involved parties mutually agree to schedule a hearing at another time convenient to all parties.

ARTICLE VII - Reduction in Staff

This article is meant to supplement and not reduce or restrict any rights which an employee may otherwise have under The School Code of Illinois. Copies of seniority lists shall be posted seventy-five (75) days before the end of the school year, each year. For purposes of determining seniority in the event of a reduction in force.

ESPs

1. ESPs shall be placed on the seniority list according to their last date of hire within the category of position they hold. In the event that more than one ESP in a category of position is hired on the same day, seniority shall be determined by the order in which they are hired.
2. Reduction in force shall be by category of position.
3. In the event an ESP has been continuously employed and changes the category, seniority earned to the date of hire in the prior category shall be retained.
4. ESP seniority lists shall, in addition to the date of hire, contain the category of position presently held on or other categories for which seniority was previously earned.
5. The categories of positions for ESPs are: paraprofessional, secretary, physical therapy assistant, medical assistant, occupational therapy assistant, ISBE interpreter, ISBE Intervener and other new categories.

All Employees

1. Employees will continue to acquire seniority for periods during which they have recall status.
2. An employee recalled to part-time may decline the position without affecting their recall rights.

ARTICLE VIII - Vacancies and Transfers

8.1 Vacancies

The employer shall post notice of all vacant positions. All vacancies will be sent to all building administrators of the participating districts to be posted within ten (10) calendar days after the date the Board approves the vacancy or approves a new position. The notice will include the name of the position, qualifications, salary range, deadline for applying, and to whom the application shall be sent. All vacancies shall be posted for a minimum of ten (10) calendar days before the vacancy is filled unless an emergency occurs. All vacancies will be posted on WCES website, www.wces.co.

In filling vacancies, the Board shall consider length of service in the district as one factor in the decision making process. Part time paraprofessionals shall be given the first opportunity to fill vacant or new positions based upon seniority of their last date of hire.

8.2 Transfers

Involuntary Transfers Involuntary transfers shall only be made with the prior notification of the employee involved. Any employee involuntarily transferred shall be notified in writing of the transfer and the reasons will be stated. Any employee affected by an involuntary transfer shall be entitled to a private conference with the director or designee to discuss the transfer and the reasons for said transfer.

Any employee who is involuntarily transferred shall be released from his/her contract if he/she requests. In the event that a teacher or ESP is to be involuntarily transferred the board/administrator shall consider length of service in the district as one factor in the decision-making process. The board/administrator may also consider whether there are any suitable volunteers for the position available. Any employee who is involuntarily transferred shall be given priority consideration in requests for transfers for future vacancies.

Voluntary Transfers Any teacher or ESP may apply for transfer to another position when a vacancy exists. If a certified position becomes vacant or a new position is created during the school year, the board may fill that position on an interim basis. The certified position shall be posted at the end of the school year, and employees may apply for transfer for the next school year.

The board/administrator shall consider in-district applicants, seniority, professional background, skills, ability and the attainments of all applicants. If the request for transfer is denied, reasons for the denial shall be provided, if requested by the employee.

ARTICLE IX - Employee Compensation and Fringe Benefits

9.1 Full Experience Credit

For salary schedule purposes, a teacher (see definition in Section 1.1) shall be awarded a full year of credit for all prior full-time and prorated part-time teaching in the district or outside the district upon documentation. Upon documentation the teacher shall only be given experience on the salary schedule for service credited with the Teachers' Retirement System (TRS) as of September 1 of each year or for public school (K-12) teaching in another state provided the employee provides verification and documentation of the service credit from that state at the time of hire.

Prior teaching credit will be awarded to a newly employed teacher who possesses a valid Illinois Teaching Certificate and has taught at an accredited public institution for those years in which credit in the salary schedule is sought.

Any service credit equal to or greater than .5 shall be awarded a full year of service credit on the salary schedule.

PT Assistant(s), Medical Assistant(s), Occupational Therapy Assistant(s), ISBE Interpreter(s), and ISBE Interveners shall receive experience credit for full time work experience while licensed in his/her field. Employment verification and documentation must be provided.

9.2 Payroll Dates and Installments

Regular pay periods will be twice each month. Employees will receive their paychecks on the 10th and 25th of each month. If these dates fall on a day when school is not in session, employees shall receive their paychecks on the last work day prior thereto.

Employees who are to receive reimbursement for mileage, homebound instruction, or other services, shall turn in the reimbursement forms by the 3rd of each month. The employee will receive his/her pay on the 25th of the month the forms are presented.

9.3 Mileage Reimbursement

Mileage reimbursement for employees shall be at the current rate allowable by the IRS.

9.4 Teacher Salary Schedule

The full-time teacher salary schedule, which is a part of this agreement for the 2023-2026 is set forth in Appendix A.

Placement on the teacher salary schedule shall be determined by September 1 of each school year as follows:

- B.S. Degree official transcript on file to show an earned Bachelor's degree from a recognized university or college which are accepted by ISBE Certification Board for certificates/approvals in Special Education, federal/state mandated related services, or other educational areas related to and used in Special Education.
- B.S. Degree plus 16 semester hours - graduate level hours beyond the Bachelor's degree from a recognized university or college which are accepted by ISBE Certification Board for certificates/approvals in Special Education, federal/state mandated related services, or other educational areas related to and used in Special Education.
- Master's Degree - official transcript on file to show an earned Master's degree from a recognized university or college which is accepted by ISBE Certification Board for certificates /approvals in Special Education, federal/state mandated related services, or other educational areas related to and used in Special Education.
- Master's Degree plus 16 semester hours - graduate level hours beyond the Master's degree from a recognized university or college which are accepted by ISBE Certification Board for certificates/approvals in Special Education, federal/ state mandated related services, or other educational areas related to and used in Special Education.
- Master's Degree plus 32 semester hours-graduate level hours beyond the Master's degree from a recognized university or college which are accepted by ISBE Certification Board for certificates/ approvals in Special Education, federal/state mandated related services, or other educational areas related to and used in Special Education.
- Master's Degree plus 48 semester hours - graduate level hours beyond the Master's degree from a recognized university or college which are accepted by ISBE Certification Board for certificates/ approvals in Special Education, federal/state mandated related services, or other educational areas related to and used in Special Education.
- Ph.D. or Ed.D. - Official transcript on file to show an earned Ph.D. or Ed.D. from a recognized university or college are accepted by the ISBE Certification Board for certificates/approvals in Special Education, federal/state mandated related services or other educational areas related to and used in Special Education.

Teachers hired prior to the date of this agreement shall not have their placement on the salary schedule reduced because of the provisions stated above and shall be credited with courses earned to the present which would otherwise have counted toward advancement on the salary schedule.

9.5 ESP Hourly Rate Schedule

The Paraprofessional schedule of hourly rate, which is part of this agreement for the 2023-2026 is set forth in Appendix B. Any secretary hired after August 2023 will be placed on this hourly rate schedule.

The salary schedule for the 2023-2026 school year for physical therapy assistant(s), medical assistant(s), occupational therapy assistant(s), ISBE interpreter(s), and ISBE Interveners, which are part of this agreement, is set forth in Appendix C.

9.6 Payroll Deduction

The Board agrees that payroll deductions will be made available to WCES employees as agreed upon by the Association and the director.

9.7 Employee Health Insurance

The board will make available a major medical health and hospital plan to all full-time employees and part-time teachers. Effective through August 31, 2026 the board will pay an amount equal to 75% of the current monthly premium for employee, employee plus spouse, employee plus child, and family. The

major medical coverage will be similar to the policy currently held with Southern Illinois Health and Wellness Insurance Trust. The employee shall pay the full amount of the monthly premium for Life and AD&D insurance. The employer agrees to pay twelve (12) months of premiums for all full-time ESPs.

In the event the monthly or periodic health insurance premium exceeds 17% in any one year, such health insurance premium increase in excess of 17% shall be paid one-half by the employer and one-half by the employee.

The Board agrees to provide a Health Reimbursement Arrangement (HRA) for employees who participate in the SIHWIT Health Insurance plan. The Board agrees to fully fund the reimbursement of the difference for the current WCES PPO deductible for the SIHWIT for the employee, employee plus spouse, employee plus child, and family.

The Board and Association agree to continue the current plan with Southern Illinois Health and Wellness Insurance Trust through the 2025-2026 school year. Any change in the health care plan (carrier or coverage) will be mutually agreed upon.

Minimum Value Plan:

- WCES will provide staff with necessary information regarding the Minimum Value Plan as it compares to the current health care plan. WCES Staff will be available to answer questions regarding coverage and assist staff in making an informed decision regarding health care plan selection.
- WCES will provide 30 day notice prior to open enrollment into the Minimum Value Plan
- WCES will provide access to information regarding the Minimum Value Plan
- WCES will comply with all applicable laws relating to the Affordable Care Act
- WCES will pay an amount equal to the Federal Poverty Rate of monthly premium for Minimum Value Plan for employee, employee plus spouse, employee plus child or employee family

Health Insurance and Leave of Absence without Pay:

- Any absence beyond ninety (90) work days which is not covered by the Family and Medical Leave Act (FMLA) or which extends beyond the recognized FMLA period, the employee may remain a participant in the plan by paying the full monthly premium himself or herself.
- Any such leave during which an employee may be receiving payments or benefits from another source (including workers' compensation, TRS or IMRF disability, etc.) shall be considered a leave of absence without pay (see section 10.3)
- WCES shall continue to pay its share of the health insurance premium as required in section 9.7 of the agreement for any FMLA-qualifying leave. That obligation shall not extend beyond the period of covered FMLA-qualifying leave.

9.8 Teacher's Retirement Contribution

In addition to the scheduled salary, the Board agrees to pay the full-time teacher's share of the Teachers' Retirement System (TRS) contribution.

Non-Certified Employees Retirement Contribution, In addition to the scheduled salary, the Board agrees to pay the full-time non-certified employee's share of the Illinois Municipal Retirement Fund (IMRF) contribution.

9.9 Pre-retirement Benefit/Post-retirement Benefit Amount for Teachers

Certified employees, who have attained at least 20 years of creditable TRS service or will be at least 55 by December 31 of the calendar year in which their effective date of retirement occurs, may take advantage of the pre-retirement benefit. As many as the last four (4) years of an employee's career may be included in the pre-retirement period. An irrevocable letter of retirement establishing the date of retirement will create and determine the length of the pre-retirement period.

Upon submission of a letter of intent to retire, within 1-4 years, Certified Staff receiving Proficient or Excellent Rating on the prior evaluation cycle may be exempt from formal evaluation during the last year before they are set to retire. The district may initiate evaluation, if necessary.

Letters of retirement must be filed by September 1 of the year up to, and including, the school year of retirement. In cases of emergency, the Board shall consider a later date of notification. The pre-retirement period may be from 1-4 years in duration depending upon when the letter of intent is received and the specified date of retirement.

For example, employees who file by September 1, 2023 may indicate a retirement date of 2023, 2024, 2025 or 2026. Employees indicating retirement in 2023 will have a pre retirement period of 1 year. Employees indicating retirement in 2024 will have a pre retirement period of 2 years. Employees indicating retirement in 2025 will have a pre retirement period of 3 years. Employees indicating retirement in 2026 will have a pre retirement period of 4 years.

Upon receipt of an irrevocable notice of retirement, a "benefit amount" will be determined using the salary schedule in place as of the date the notice of retirement is given.

Based upon that salary schedule, the certified employee's projected salary for the last year of employment will be determined using the calculation of the six percent (6%) increases for the pre-retirement period. The "benefit amount" is defined as twenty percent (20%) of the calculated final year's creditable earnings.

The "benefit amount" will be paid to the employee according to the following:

- For each school year between the time the notice of retirement is given and the date of retirement, beginning with the year the notice is given, the employee shall receive his/her regularly scheduled increases in creditable earnings, plus that portion of the "benefit amount" needed to result in the creditable earnings being 106% of the previous year's creditable earnings.
- The portion paid that is above his/her regularly scheduled increases shall be deducted from the "benefit amount".
- At the time of retirement any remaining portion of the "benefit amount" shall be paid as one lump sum following the last day of employment and receipt of the final payroll check. Such post-retirement payment shall not be considered TRS creditable earnings.

The certified employee that utilizes the Early Retirement Option (ERO) will not be eligible to receive any of the remaining portion of the "benefit amount" payable in one lump sum provided herein. In cases of extreme emergency the board shall consider a later date of retirement. The duration of this provision for an employee signing such a letter will guarantee the benefit regardless of the inclusion of the provision in successor agreements for that particular employee.

4 Year Pre-Retirement

| | | | <u>Increase</u> | <u>Total Salary</u> | <u>Per Contract</u> | <u>Difference</u> |
|--------|----------|------|-----------------|---------------------|---------------------|-------------------|
| Year 1 | \$50,000 | 0.06 | \$3,000 | \$53,000 | \$2040 | \$960 |
| Year 2 | \$53,000 | 0.06 | \$3,180 | \$56,180 | \$2,240 | \$940 |
| Year 3 | \$56,180 | 0.06 | \$3,371 | \$59,551 | \$2,440 | \$931 |
| Year 4 | \$59,551 | 0.06 | \$3,573 | \$63,124 | \$2640 | \$933 |
| | | | | | | <u>\$3764</u> |

| | | | |
|----------------|----------|-----|----------|
| Benefit Amount | \$63,124 | 20% | \$12,625 |
|----------------|----------|-----|----------|

| | |
|--------------------------|----------------|
| Amount to increase by 6% | <u>\$3,764</u> |
|--------------------------|----------------|

Post Retirement

\$8,861

This provision shall be reopened for reconsideration upon written demand to bargain by either party provided that the district becomes subject to TRS penalties under this provision, or legislative changes or rule changes affecting what has come to be known as SB27 for the purpose of negotiating appropriate revisions to assure that the retiring employee shall receive to the maximum extent possible the full value of the benefit provided under 9.9 while avoiding TRS penalties to the District that may arise due to the

Pre-retirement Benefit/Post-retirement Benefit Amount.

9.10 Final Year Pay Adjustment for ESP's

Any ESP who is 55 years of age or older with eight (8) or more years of employment with WCES may take advantage of a pre retirement benefit. The pre-retirement period may be from 1-4 years in duration depending upon when the letter of intent is received and the specified date of retirement.

For example, employees who file by September 1, 2023 may indicate a retirement date of 2023, 2024, 2025 or 2026. Employees indicating retirement in 2023 will have a pre retirement period of 1 year.

Employees indicating retirement in 2024 will have a pre retirement period of 2 years. Employees indicating retirement in 2025 will have a pre retirement period of 3 years. Employees indicating retirement in 2026 will have a pre retirement period of 4 years. Upon receipt of an irrevocable letter of intent to retire, fixing the date of retirement, an ESP shall receive a 6% increase for up to 4 years.

An ESP receiving pre-retirement benefits per the above mentioned intent process must receive 18 pay installment(s) based on a 175 day school year.

In cases of extreme emergency, the Board shall consider a later date of written notification of retirement.

In addition, any ESP who is 55 years of age or older with eight (8) or more years of employment with WCES who has submitted an irrevocable letter of intent to retire at least five (5) years prior to the effective date of retirement shall receive a post-retirement lump sum payment in a manner consistent with IMRF rules. In order to be eligible for this post-retirement payment, the employee's retirement must not result in any penalty, accelerated payment, or other fees to IMRF as a result of the retirement. The amount of the payment shall be \$250 for each year of service with WCES, not to exceed a total of six thousand five hundred dollars (\$6,500).

Upon submission of a letter of intent to retire, within 1-5 years, an ESP receiving Proficient or Excellent Rating on the prior evaluation cycles may be exempt from formal evaluation during the last year before they are set to retire. The district may initiate evaluation, if necessary.

9.11 Vacations

At the end of the first year of employment and for each full year of employment thereafter, ESPs hired on a twelve (12) month basis shall be entitled to fourteen (14) days vacation which must be taken prior to the anniversary date of the following year and will not carry over or accumulate.

At the end of ten (10) full years of employment and for each full year of employment thereafter, ESPs hired on a twelve (12) month basis shall be entitled to nineteen (19) days of vacation which must be taken prior to the anniversary date of the following year of employment and will not carry over or accumulate.

At the end of fifteen (15) full years of employment and for each full year of employment thereafter, ESPs hired on a twelve (12) month basis shall be entitled to twenty-one (21) vacation days which must be taken prior to the anniversary date of the following year of employment and will not carry over or accumulate. Vacation day dates require director approval.

9.12 Overtime Pay

Secretaries working more than seven (7) hours a day or thirty five (35) hours a week shall be paid overtime at the rate of time and one-half. Other ESPs working more than eight (8) hours a day or forty hours (40) a week shall be paid overtime at the rate of time and one-half. Overtime shall be strictly voluntary.

9.13 ESP'S Time Sheets and Paydays

All full-time ESPs who are hired on an hourly rate shall be paid on an equalized bi-monthly basis over a nine month (18 payments) or twelve month (24 payments) period based on a 175 day school year. If the ESP chooses to be paid over a 12 month (24 payments) period, he/she must notify the employer no later than September 1. Any ESP who does not complete a full school year will be paid on an actual work day basis. The necessity for completion of timesheets will be adjusted by the administration accordingly.

An ESP receiving pre-retirement benefits per Section 9.10 of this Agreement must receive 18 pay installment(s) based on a 175 day school year.

9.14 Health Insurance Contribution for Department of Central Management Service

The Board agrees to pay the full amount of the member contribution for the health insurance contribution to the TRS.

9.15 Lead Positions

The responsibilities may include, but are not inclusive to the following:

- Leadership responsibilities provided by practicing professionals within each discipline.
- Assist with the facilitation of the delivery of services within each of the disciplines
- Maintaining a contact within the discipline regarding current trends, methodologies, and techniques and communicating the same to their colleagues
- Facilitating the purchase of new materials, test kits, protocols, and other items
- Conducting staff meeting consistent with the particular discipline
- Provision of a single person within each discipline to formally communicate with the WCES administrative staff
- Serve as mentor for new staff
- Assist with difficult cases including new and innovative instructional/diagnostic programs
- Assist with staff assignments
- Other responsibilities as they evolve

The positions are not administrative or supervisory. -Lead Position Stipend: \$3000 per contract year

9.16 Additional Work

Additional work beyond the normal school year or work day (i.e. training, summer work, homebound instruction, etc.) shall be compensated as follows:

Certified - \$40/hour; Medical - \$30/hour; Paraprofessionals - \$20/hour.

9.17 ESP Reimbursement

The Board shall reimburse all newly-employed ESPs for the cost of obtaining their license required to perform their job duties after ninety (90) days of continuous employment. ESPs shall also be reimbursed for the cost of the renewal of their license required to perform their job duties.

9.18 Tuition Reimbursement

The Board shall establish a tuition reimbursement fund and contribute ten thousand dollars (\$10,000.00) to that fund annually. Employees may request reimbursement from this fund for up to two hundred dollars (\$200.00) per semester hour under the following conditions:

1. The course will improve the knowledge and skills needed for the Employee to perform his/her job duties in **special education and/or related services**, and/or;
2. The course is a part of a degree program at an accredited college or university, and;
3. The course is pre-approved at the time of enrollment, without exception, by the Executive Director or his/her designee. First priority will be given for courses that help employees meet the "highly qualified" requirements of federal and state law, and;
4. The Employee provides an official transcript showing completion of the course with a grade of "B" or higher or in the case of a non-graded course a "pass" or "satisfactory" rating.

No one individual may receive reimbursement for more than one thousand dollars (\$1,000.00) in any fiscal year. Reimbursement will be made on a first come, first served basis. These decisions will be made by the Executive Director, and will not be subject to the grievance language of this document.

The Executive Director will develop a procedure and application process to outline the requirements to receive reimbursement to those employees who qualify for these provisions.

ARTICLE X - LEAVES

10.1 Sick/Bereavement Leave

The normal sick leave accrual for full-time employees and part-time employees on a pro-rated basis using four or fewer sick leave days in the prior year, excluding any days used for FMLA or ADA purposes, shall be nineteen (19) sick leave days. The normal accrual for employees using more than four sick leave days in the prior year, excluding any days used for FMLA or ADA purposes, shall be seventeen (17) days. If any employee does not use the full amount of annual leave thus allowed, the unused sick days shall accumulate to an unlimited number. Sick leave shall be interpreted to mean personal illness, quarantine at home, or serious illness or death in the immediate family or household. Three (3) bereavement days per death, non accumulative, shall be granted for the death in the immediate family or household and one (1) per school year for the death of a relative or a close personal friend.

Immediate family is interpreted to mean spouse, children, parents, brothers, sisters, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, legal guardians, sons-in-law, daughters-in-law, step-children and step-parents. An employee may also use up to a maximum of two (2) days of sick leave per year to attend the funeral of other relatives or close personal friends, providing prior approval is given by the building principal.

Employees using four or fewer sick leave days in the prior year, excluding any days used for FMLA or ADA purposes, shall have the right to trade up to two sick days for one personal day, if notification is given to the district in the prior year within five days of the end of the school year.

Sick Leave Post TRS - Employees who retire with unused sick days beyond two years as defined by the Teacher's Retirement System (TRS) toward years of service shall be entitled to a benefit for their unused sick leave (accumulated sick leave over 340 days). The board shall reimburse those employees at a rate of seventy-five dollars (\$75) per unused sick day up to a maximum of one hundred (100) days. This post-retirement incentive shall be in addition to those retirement incentives an employee may be eligible for in section 9.9 of this agreement. This bonus shall be paid as one lump sum following the last day of employment and receipt of the final payroll check. The Sick Leave Post-Retirement Incentive Payment shall not be considered TRS creditable earnings.

Sick Leave Post (IMRF) -Employees who retire with unused sick days beyond two hundred twenty one (221) days as defined by the Illinois Municipal Retirement Fund (IMRF) toward years service shall be entitled to a benefit for their unused sick leave (accumulated sick leave over 221 days). The board shall reimburse those employees at a rate of forty dollars (\$40.00) per unused sick day up to a maximum of one hundred (100) days. This post-retirement incentive shall be in addition to those retirement incentives an employee may be eligible for in section 9.10 of this agreement. This bonus shall be paid as one lump sum following the last day of employment and receipt of the final payroll check. The Sick Leave Post-Retirement Incentive Payment shall not be considered IMRF creditable earnings.

This provision shall be reopened for reconsideration upon written demand to bargain by either party provided that the district becomes subject to TRS penalties under this provision, or legislative changes or rule changes affecting what has come to be known as SB27 for the purpose of negotiating appropriate revisions to assure that the retiring employee shall receive to the maximum extent possible, the full value of the benefit provided under 10.1 while avoiding TRS penalties to the District that may arise due to the granting of sick or personal days.

10.2 Personal Leave

The following policy concerning personal leave is to be in effect:

The Board will grant up to three (3) days per work year with full pay for personal business to full-time employees. Such leave shall accumulate to five days. However, any days or half days over five not used during the year will be added to the accumulated sick leave at the beginning of the following school term up to the maximum allowed under the contract.

Personal Leave cannot be used for anything covered under the sick leave policy unless all accumulated sick leave of the employee has been used.

A request for use of a personal day must be made to a Building Principal/ WCES administrator at least twenty four hours (24) prior to the requested personal leave unless an emergency develops.

A personal leave day may not be used the day before or the day after a scheduled school holiday unless the employee is out of the district following such holiday and bad weather prevents travel to work.

No more than two days of personal leave may be used in succession unless special permission is granted by the Director.

Personal leave may be refused on a given day if it will result in too many absences at any one facility.

Personal leave day may not be requested the first week of school or the last two weeks of the school term unless an emergency develops and the supervisor gives approval with the following exceptions: awards day in school attendance at a funeral where the employee is a participant in the service, appearance in court other than as a juror, college registration or graduation of a member of the immediate family.

10.3 Leave of Absence

Without Pay Leaves of absence for full-time employees may be granted by the Board upon written application of the employee. Such leave may be granted up to one school year for reasons of health of the employee or his/her immediate family as defined in Article 10.1 or graduate study at a recognized college or university, for educational research for educational assignments outside the community, and other purposes designed to improve the school system. When authorized leave periods are granted, the employee's tenure and seniority are protected and the employee may remain in the group hospital insurance plan by paying the full monthly premium.

10.4 Court Witness and Jury Duty Leave

Any employee who serves as a member of a jury or appears in court or other quasi judicial or administrative proceedings pursuant to a subpoena shall continue to receive his/her regular salary provided that all appearance fees or services fees shall be turned over to the district. The Association agrees that it will not unnecessarily subpoena any employee for any proceedings

10.5 Professional Conferences

Each employee may submit requests to attend professional conferences and workshops on forms to be provided by the Williamson County Special Education Office and made available in each building. Such requests must be submitted at least two (2) weeks prior to the conference. If attendance is approved by the Director or Director's designee, all approved expenses will be reimbursed as follows: mileage and registration fees 100% and all other approved expenses at a minimum of 50%.

An advance payment of the registration fees and fifty (50%) of the estimated approved expenses may be requested and made available at least two (2) days prior to the workshop and/or conference. Additional reimbursement will be at the discretion of the director.

10.6 IEP Release Time

Certified teachers, who participate in the formulation of IEPs, shall be granted three (3) days release from their regular duties to perform tasks related to IEP development and case management. These days shall be taken in each teacher's assigned building or, upon prior scheduling, at the WCES Administrative Office. Certified Teachers may, upon approval, request an additional (1) day release to prepare for IEP meetings when his/her caseload is equal to or beyond 18 students.

10.7 Parental Leave

The Board shall grant a leave of absence for birth or adoption purposes for a period per the request of an employee. Sick leave days may be used for birth or adoption purposes, but are restricted to only twelve (12) weeks from the date of the birth of the baby, absent any extenuating medical circumstances.

ARTICLE XI- Effect of Contract

11.1 Board Policies

The policies and procedures of the employer may not be contrary to the terms of this contract.

11.2 Savings Clause

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

11.3 No Strike Clause

The Association agrees not to strike except in accordance with The Provisions of the Illinois Educational Labor Relations Act.

11.4 Legal Rights

The provisions contained in this contract are intended to supplement the rights of the employees granted by state and federal laws and regulations and not to replace them.

11.5 Maintenance of Standards

Except as this Agreement shall otherwise provide, all terms and conditions of employment applicable on the signing day of this Agreement as established by the rules, regulations, and/or written policies of the Executive Board in force on said date shall continue to be so applicable during the term of this Agreement. Unless otherwise provided in this Agreement, nothing contained herein, shall be interpreted and/or applied so as to eliminate, reduce or otherwise detract from any employee benefit existing prior to its effective date. The terms and conditions may be altered, changed, added to, deleted from or modified only through the voluntary, mutual consent of the parties in a written amendment executed according to the provisions of this Agreement.

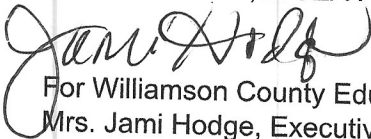
Term of Contract This contract shall be effective August 11, 2023 and shall continue in effect until seven (7) days prior to the opening of school for the 2026-2027 school year.

In Witness Whereof:

ACCEPTANCE OF AGREEMENT



For Williamson County Education Association:
Mrs. Kristi White, WCEA President



For Williamson County Education Services:
Mrs. Jami Hodge, Executive Director

| WCES | | B.P.R. | | 0.098901 | | 2024-2025 | | | | | | | | \$500 to BASE + \$250 MS, all inclusive STEP | | | | | | | |
|------|------------|----------|---------|----------|----------------|-----------|---------|----------|---------|----------|---------|----------|---------|--|----------|--|--|--|--|--|--|
| Yrs | | B.P.R. | | 0.098901 | | 2024-2025 | | | | | | | | \$500 to BASE + \$250 MS, all inclusive STEP | | | | | | | |
| Exp | B.S. | B.P.R. | B.S.+16 | B.P.R. | M.S. | B.P.R. | M.S.+16 | B.P.R. | M.S.+32 | B.P.R. | M.S.+48 | B.P.R. | PhD | BPR | | | | | | | |
| | 0 | \$46,235 | \$4,573 | \$46,965 | \$4,645 | \$49,840 | \$4,909 | \$50,640 | \$5,008 | \$51,640 | \$5,107 | \$52,640 | \$5,206 | \$53,640 | \$5,305 | | | | | | |
| | 1 | \$48,064 | \$4,754 | \$48,824 | \$4,829 | \$51,596 | \$5,103 | \$52,636 | \$5,206 | \$53,676 | \$5,309 | \$54,716 | \$5,411 | \$55,756 | \$5,514 | | | | | | |
| | 2 | \$50,866 | \$5,031 | \$51,671 | \$5,110 | \$54,594 | \$5,399 | \$55,992 | \$5,508 | \$56,799 | \$5,617 | \$57,902 | \$5,727 | \$59,004 | \$5,836 | | | | | | |
| | 3 | \$51,693 | \$5,112 | \$52,498 | \$5,192 | \$55,509 | \$5,490 | \$56,612 | \$5,599 | \$57,714 | \$5,708 | \$58,817 | \$5,817 | \$59,919 | \$5,926 | | | | | | |
| | 4 | \$52,520 | \$5,194 | \$53,325 | \$5,274 | \$56,424 | \$5,580 | \$57,527 | \$5,689 | \$58,629 | \$5,798 | \$59,732 | \$5,908 | \$60,834 | \$6,017 | | | | | | |
| | 5 | \$54,347 | \$5,375 | \$55,151 | \$5,455 | \$58,339 | \$5,770 | \$59,442 | \$5,879 | \$60,544 | \$5,988 | \$61,647 | \$6,097 | \$62,749 | \$6,206 | | | | | | |
| | 6 | \$55,213 | \$5,461 | \$56,018 | \$5,540 | \$59,299 | \$5,864 | \$60,397 | \$5,973 | \$61,499 | \$6,082 | \$62,602 | \$6,191 | \$63,704 | \$6,300 | | | | | | |
| | 7 | \$56,103 | \$5,549 | \$56,907 | \$5,628 | \$60,272 | \$5,961 | \$61,374 | \$6,070 | \$62,476 | \$6,179 | \$63,579 | \$6,288 | \$64,681 | \$6,397 | | | | | | |
| | 8 | \$56,929 | \$5,630 | \$57,734 | \$5,710 | \$61,187 | \$6,051 | \$62,289 | \$6,160 | \$63,391 | \$6,269 | \$64,494 | \$6,379 | \$65,596 | \$6,488 | | | | | | |
| | 9 | \$57,756 | \$5,712 | \$58,561 | \$5,792 | \$62,102 | \$6,142 | \$63,204 | \$6,251 | \$64,306 | \$6,360 | \$65,409 | \$6,469 | \$66,511 | \$6,578 | | | | | | |
| | 10 | \$58,583 | \$5,893 | \$60,388 | \$5,972 | \$64,017 | \$6,331 | \$65,119 | \$6,440 | \$66,221 | \$6,549 | \$67,324 | \$6,658 | \$68,426 | \$6,767 | | | | | | |
| | 11 | \$60,450 | \$5,979 | \$61,255 | \$6,058 | \$64,949 | \$6,426 | \$66,074 | \$6,535 | \$67,176 | \$6,644 | \$68,279 | \$6,753 | \$69,381 | \$6,862 | | | | | | |
| | 12 | \$61,339 | \$6,066 | \$62,144 | \$6,146 | \$66,864 | \$6,522 | \$67,966 | \$6,631 | \$68,154 | \$6,740 | \$69,256 | \$6,850 | \$70,359 | \$6,959 | | | | | | |
| | 13 | \$62,166 | \$6,148 | \$62,971 | \$6,228 | \$67,779 | \$6,613 | \$68,881 | \$6,722 | \$69,069 | \$6,831 | \$70,171 | \$6,940 | \$71,274 | \$7,049 | | | | | | |
| | 14 | \$62,993 | \$6,230 | \$63,797 | \$6,310 | \$67,779 | \$6,703 | \$68,881 | \$6,812 | \$69,984 | \$6,921 | \$71,086 | \$7,031 | \$72,189 | \$7,309 | | | | | | |
| | 15 | \$64,819 | \$6,411 | \$65,624 | \$6,490 | \$69,694 | \$6,893 | \$70,796 | \$7,002 | \$71,899 | \$7,111 | \$73,001 | \$7,220 | \$74,104 | \$7,329 | | | | | | |
| | 16 | \$65,686 | \$6,496 | \$66,491 | \$6,576 | \$70,649 | \$6,987 | \$71,751 | \$7,096 | \$72,854 | \$7,205 | \$73,956 | \$7,314 | \$75,059 | \$7,423 | | | | | | |
| | 17 | \$66,575 | \$6,584 | \$67,380 | \$6,664 | \$71,626 | \$7,084 | \$72,729 | \$7,193 | \$73,831 | \$7,302 | \$74,934 | \$7,411 | \$76,036 | \$7,520 | | | | | | |
| | 18 | \$67,402 | \$6,666 | \$68,207 | \$6,746 | \$72,541 | \$7,174 | \$73,644 | \$7,283 | \$74,746 | \$7,392 | \$75,849 | \$7,502 | \$76,951 | \$7,611 | | | | | | |
| | 19 | \$68,229 | \$6,748 | \$69,034 | \$6,828 | \$73,456 | \$7,265 | \$74,559 | \$7,374 | \$75,661 | \$7,483 | \$76,764 | \$7,592 | \$77,866 | \$7,901 | | | | | | |
| | 20 | \$70,056 | \$6,929 | \$70,861 | \$7,008 | \$75,371 | \$7,454 | \$76,474 | \$7,563 | \$77,576 | \$7,672 | \$78,679 | \$7,781 | \$79,781 | \$8,082 | | | | | | |
| | 21 | \$70,923 | \$7,014 | \$71,727 | \$7,094 | \$76,326 | \$7,549 | \$77,429 | \$7,658 | \$78,531 | \$7,767 | \$78,634 | \$7,876 | \$80,736 | \$8,282 | | | | | | |
| | 22 | \$71,812 | \$7,102 | \$72,617 | \$7,182 | \$77,204 | \$7,645 | \$78,406 | \$7,754 | \$79,509 | \$7,863 | \$80,611 | \$7,973 | \$81,713 | \$8,482 | | | | | | |
| | 23 | \$72,639 | \$7,184 | \$73,443 | \$7,264 | \$78,219 | \$7,736 | \$79,321 | \$7,845 | \$80,424 | \$7,954 | \$81,526 | \$8,063 | \$82,628 | \$8,627 | | | | | | |
| | 24 | \$73,465 | \$7,266 | \$74,270 | \$7,345 | \$79,134 | \$7,826 | \$80,236 | \$7,935 | \$81,339 | \$8,044 | \$82,441 | \$8,153 | \$83,543 | \$8,732 | | | | | | |
| | 25 | \$75,292 | \$7,446 | \$76,097 | \$7,526 | \$81,049 | \$8,016 | \$82,151 | \$8,125 | \$83,254 | \$8,234 | \$84,356 | \$8,343 | \$85,458 | \$9,242 | | | | | | |
| | 26 | \$76,159 | \$7,532 | \$76,964 | \$7,612 | \$82,004 | \$8,110 | \$83,106 | \$8,219 | \$84,209 | \$8,328 | \$85,311 | \$8,437 | \$86,413 | \$9,346 | | | | | | |
| | 27 | \$77,048 | \$7,620 | \$77,853 | \$7,700 | \$82,981 | \$8,207 | \$84,084 | \$8,316 | \$85,186 | \$8,425 | \$86,288 | \$8,534 | \$87,391 | \$9,455 | | | | | | |
| | 28 | \$77,875 | \$7,702 | \$78,680 | \$7,782 | \$83,896 | \$8,297 | \$84,999 | \$8,406 | \$86,101 | \$8,515 | \$87,203 | \$8,624 | \$88,306 | \$9,564 | | | | | | |
| | 29 | \$78,702 | \$7,784 | \$79,507 | \$7,863 | \$84,811 | \$8,388 | \$85,914 | \$8,497 | \$87,016 | \$8,606 | \$88,118 | \$8,715 | \$89,221 | \$9,673 | | | | | | |
| | 30 | \$79,529 | \$7,865 | \$80,333 | \$7,945 | \$85,726 | \$8,478 | \$86,829 | \$8,587 | \$87,931 | \$8,696 | \$89,033 | \$8,805 | \$90,136 | \$9,782 | | | | | | |
| | 31 | \$80,355 | \$7,947 | \$81,160 | \$8,027 | \$86,641 | \$8,569 | \$87,744 | \$8,678 | \$88,846 | \$8,787 | \$89,948 | \$8,896 | \$91,051 | \$9,891 | | | | | | |
| | 32 | \$81,182 | \$8,029 | \$81,987 | \$8,109 | \$87,556 | \$8,659 | \$88,658 | \$8,768 | \$89,761 | \$8,877 | \$90,863 | \$8,986 | \$91,966 | \$9,996 | | | | | | |
| | 33 | \$82,009 | \$8,111 | \$82,814 | \$8,190 | \$88,471 | \$8,750 | \$89,573 | \$8,859 | \$90,676 | \$8,968 | \$91,778 | \$9,077 | \$92,881 | \$10,105 | | | | | | |
| | 34 | \$82,836 | \$8,193 | \$83,641 | \$8,272 | \$89,386 | \$8,840 | \$90,488 | \$8,949 | \$91,591 | \$9,058 | \$92,693 | \$9,167 | \$93,796 | \$10,214 | | | | | | |
| | 35 | \$83,663 | \$8,274 | \$84,467 | \$8,354 | \$90,301 | \$8,931 | \$91,403 | \$9,040 | \$92,506 | \$9,149 | \$93,608 | \$9,258 | \$94,711 | \$10,323 | | | | | | |
| | Exp. Level | | | | | Ed. Level | | | | | | | | | | | | | | | |
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| | 2023-2024 | 2024-2025 | 2025-2026 |
|--|-----------|-----------|-----------|
| BASE | \$16.25 | \$16.85 | \$17.45 |
| Level 1 | \$16.55 | \$17.15 | \$17.75 |
| Level 2 | \$16.85 | \$17.45 | \$18.05 |
| Level 3 | \$17.15 | \$17.75 | \$18.35 |
| Level 4 | \$17.45 | \$18.05 | \$18.65 |
| Level 5 | \$17.75 | \$18.35 | \$18.95 |
| Level 6 | \$18.05 | \$18.65 | \$19.25 |
| Level 7 | \$18.35 | \$18.95 | \$19.55 |
| Level 8 | \$18.65 | \$19.25 | \$19.85 |
| Level 9 | \$18.95 | \$19.55 | \$20.15 |
| Level 10 | \$19.25 | \$19.85 | \$20.45 |
| Level 11 | \$19.55 | \$20.15 | \$20.75 |
| Level 12 | \$19.85 | \$20.45 | \$21.05 |
| Level 13 | \$20.15 | \$20.75 | \$21.35 |
| Level 14 | \$20.45 | \$21.05 | \$21.65 |
| Level 15 | \$20.75 | \$21.35 | \$21.95 |
| Level 16 | \$21.05 | \$21.65 | \$22.25 |
| Level 17 | \$21.35 | \$21.95 | \$22.55 |
| Level 18 | \$21.65 | \$22.25 | \$22.85 |
| Level 19 | \$21.95 | \$22.55 | \$23.15 |
| Level 20 | \$22.25 | \$22.85 | \$23.45 |
| Level 21 | \$22.55 | \$23.15 | \$23.75 |
| Level 22 | \$22.85 | \$23.45 | \$24.05 |
| Level 23 | \$23.15 | \$23.75 | \$24.35 |
| Level 24 | \$23.45 | \$24.05 | \$24.65 |
| Level 25 | \$23.75 | \$24.35 | \$24.95 |
| Level 26 | \$24.05 | \$24.65 | \$25.25 |
| Level 27 | \$24.35 | \$24.95 | \$25.55 |
| Level 28 | \$24.65 | \$25.25 | \$25.85 |
| Level 29 | \$24.95 | \$25.55 | \$26.15 |
| Level 30 | \$25.25 | \$25.85 | \$26.45 |
| Level 31 | \$25.55 | \$26.15 | \$26.75 |
| Level 32 | \$25.85 | \$26.45 | \$27.05 |
| STEP | \$0.30 | | |
| Secretarial positions after July 1, 2023 | | | |

| | 2023-2024 | 2024-2025 | 2025-2026 |
|----------------|------------------------|-------------------------|-----------|
| BASE | 28675 | 28925 | 29175 |
| Level 1 | 30346 | 30072 | 30332 |
| Level 2 | 30950 | 31809 | 31525 |
| Level 3 | 31554 | 32438 | 33332 |
| Level 4 | 32158 | 33066 | 33985 |
| Level 5 | 32762 | 33694 | 34639 |
| Level 6 | 33367 | 34323 | 35292 |
| Level 7 | 33971 | 34951 | 35946 |
| Level 8 | 34575 | 35580 | 36599 |
| Level 9 | 35179 | 36208 | 37253 |
| Level 10 | 35783 | 36836 | 37906 |
| Level 11 | 36388 | 37465 | 38560 |
| Level 12 | 36992 | 38093 | 39213 |
| Level 13 | 37596 | 38721 | 39867 |
| Level 14 | 38200 | 39350 | 40520 |
| Level 15 | 38804 | 39978 | 41174 |
| Level 16 | 39409 | 40606 | 41827 |
| Level 17 | 40013 | 41235 | 42481 |
| Level 18 | 40617 | 41863 | 43134 |
| Level 19 | 41221 | 42492 | 43788 |
| Level 20 | 41825 | 43120 | 44441 |
| Level 21 | 42430 | 43748 | 45095 |
| Level 22 | 43034 | 44377 | 45748 |
| Level 23 | 43638 | 45005 | 46402 |
| Level 24 | 44242 | 45633 | 47055 |
| Level 25 | 44846 | 46262 | 47709 |
| Level 26 | 45451 | 46890 | 48362 |
| Level 27 | 46055 | 47519 | 49016 |
| Level 28 | 46659 | 48147 | 49669 |
| Level 29 | 47263 | 48775 | 50323 |
| Level 30 | 47867 | 49404 | 50976 |
| Level 31 | 48472 | 50032 | 51630 |
| Level 32 | 49076 | 50660 | 52283 |
| Level 33 | 49680 | 51289 | 52937 |
| Level 34 | 50284 | 51917 | 53590 |
| Level 35 | 50888 | 52545 | 54244 |
| | | | |
| All Exp Levels | 2023-2024 | 6%-\$50 (from previous) | |
| | 2024-2025 | 4% (from previous) | |
| | 2025-2026 | 4% (from previous) | |
| | *All inclusive of STEP | | |