

**APPROVED by NSSEO Board  
on February 1, 2017**

**CONTRACT AGREEMENT**

**between the**

**Governing Board**

**of the**

**NSSEO**

**Northwest Suburban Special Education Organization**

**and the**

**NSSEA**

**Northwest Suburban Special Education Association**

**Illinois Education Association - National Education Association**

**2016 - 2021**

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## **ARTICLE I** **Recognition**

### **1.1 Negotiating Agent**

The Governing Board of the Northwest Suburban Special Education Organization, 799 West Kensington Road, Mount Prospect, Illinois, hereinafter referred to as the "Board," recognizes the Northwest Suburban Special Education Association, affiliated with the Illinois Education Association, National Education Association, hereinafter referred to as the "Association," as the sole and exclusive negotiating agent for all full-time, regularly employed licensed personnel (including nurses), physical and occupational therapists, all aides/assistants, social workers and psychologists, excepting the Director of Special Education, Assistant Director(s) of Special Education, principals, and all other personnel who have the authority to hire, transfer, assign, direct, promote, discharge, discipline, evaluate, or process grievances of other employees or having the responsibility to make recommendations on any of the above.

The Board and the Association acknowledge that the Certification of Representative issued by the Illinois Educational Labor Relations Board on June 10, 1992 provides that the bargaining unit represented by the Association includes all aides/assistants. The Board and the Association agree that the wages, hours, and terms and conditions of employment for members of the bargaining unit are contained in two Agreements. This Agreement shall cover the licensed personnel described in the preceding paragraph.

The personnel covered by this Agreement are hereinafter referred to collectively for convenience as "employees."

"Administration" shall refer those employed by the NSSEO Board unless otherwise specified.

### **1.2 Exclusive Negotiation**

The Board agrees not to negotiate with any other organization purporting to represent employees defined in 1.1 above as in the Association bargaining unit or with individual employees within the bargaining unit with regard to negotiable items as defined in Article XIII, Section 13.1, unless otherwise provided for in this Agreement or unless mutually agreed to by the parties during the term of this Agreement; provided, it is understood that the Board and the administration retain their right to discuss with individual employees in the district matters relating to the education program which are beyond the scope of salaries and terms and conditions of employment covered by this Agreement. The Board hereby retains and reserves unto itself all powers, rights, authority, duties, and responsibilities conferred upon and invested in it by the Statutes of the State of Illinois.

### **1.3 Representative Election**

Any organization challenging the Association must adhere to the statutes and rules and regulations of the Illinois Educational Labor Relations Board.

## **ARTICLE II**

### **Employee and Association Rights**

#### **2.1 Right to Representation**

When any employee is required to appear before the Board or an administrator for a formal discussion concerning matters pertaining to his/her position of employment, the employee shall be given prior notice of the reasons for such a meeting and shall be entitled to have a representative of the Association present to advise him/her and represent him/her during such meeting if the employee so desires. This clause may apply to conferences held between administrators and employees pursuant to the normal, routine evaluation procedures of the district. When either party feels the need for representation at a meeting, all parties will receive prior notification.

#### **2.2 Personnel File**

- A. Each employee shall have the right, upon request, to review the contents of said employee's personnel file, and to place therein written reactions to any of its contents.
- B. Timely notation will be made in the employee's personnel file of any and all grounds which the Board may cite or rely upon when taking disciplinary or discharge action against any employee.
- C. No hearsay reports or unsubstantiated claims may be entered in the personnel file without the source of information being disclosed to the staff member.
- D. Before a written letter is entered in the file, the employee has the right to call a meeting to discuss the alleged incident.
- E. In order to place a document in a personnel file, there must be notation that the employee was given an opportunity to view said document.
- F. Regarding all submissions entered into the file during this contract period, the employee has the right to discuss these reports with the NSSEO Administration.

#### **2.3 Right to Organize**

Both the Board and the Association agree that they will continue not to discriminate against any employee with respect to representation, hours, wages, terms and conditions of employment by reason of membership or non-membership in the Association, the participation in any lawful activities of the Association or in negotiations with the Board, nor shall the Board discriminate against any employee for having instituted any grievance, complaint or proceeding under this Agreement.

## 2.4 **Membership Dues/Duty of Fair Share Representation Fee**

### A. **Duty of Fair Representation**

The Illinois Educational Labor Relations Act (IELRA) imposes upon the collective bargaining agent, in this case NSSEA, a “duty of fair representation.” This duty applies to all employees included in the bargaining unit regardless of their union membership status.

### B. **Membership Dues**

Every bargaining unit employee, as a condition of employment, shall have the option to join the Association, pay membership dues, and to have all the duties and privileges thereof.

The Association shall submit written authorizations for payroll deduction to the Human Resources Department no later than October 1 for individuals employed at the start of the school year. Authorization for those employed during the school year shall be submitted within thirty (30) days from the date of commencement of duties.

Payroll deductions for employees who authorize deductions shall commence with the October 30 paycheck, for those employed at the start of the school year, and shall continue for fifteen (15) pay periods. Payroll deductions for those employed afterwards and who authorized deductions shall commence with the first paycheck following employment and shall continue uniformly for up to fifteen (15) pay periods. All dues deducted by the Board shall be remitted to the Association treasurer.

Once an employee elects to pay Association dues by payroll deduction, the deduction will continue unless the employee otherwise notifies the Association President and the Human Resources Department in writing no later than September 1.

If an employee resigns or goes on leave during the school year, the Board shall deduct the unpaid portion of the Association dues from the employee’s final paycheck.

### C. **Fair Share Representation Fee**

Employees covered by this Agreement who opt not to join the Association shall be required, in accordance with IELRA requirements and options, to pay an annual fair share representation fee to cover the cost of providing them with fair representation, which includes collective bargaining, contract administration, and union grievance representation. The amount shall be set annually and shall be remitted to the Association according to Illinois Education Labor Relations Board (IELRB) regulations. Generally, the fee is equivalent to the annual amount of Association dues, less the portion of the annual dues for contributions related to the election or support of any candidate for political office.

The requirement to either join the Association or to pay a duty of fair representation fee shall be communicated to employees in the pre-employment packet in a document provided by the Association, as well as by the Association during new employee orientation(s). The Association shall annually provide to the Human Resources Department the membership dues amount, Association membership forms, and payroll deduction authorizations for inclusion in new employee packets.

Payroll deductions for employees paying a fair share representation fee shall be made on the same schedule as for employees who authorize payroll deductions for membership dues.

The obligation to pay a fair share representation fee will not apply to any employee who on the basis of a bona fide religious tenet or teaching of a church or religious body of which such employee is a member or a belief sincerely held with the strength of traditional religious views, objects to the payment of a duty of fair representation fee to the Association. Upon proper substantiation and collection of the fair share representation, the Association will make payment on behalf of the employee to a mutually agreeable non-religious charitable organization as per Association policy and the Rules and Regulations of the Illinois Education Relations Board.

If an employee resigns or goes on leave during the school year, the Board shall deduct the unpaid portion of the fair share representation fee from the employee's final paycheck.

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

1. The Board gives immediate notice of such action in writing to the Association and permits the Association to intervene as a party if so desires; and
2. The Board gives full and complete cooperation to the Association and its counsel in securing and giving evidence, obtaining witnesses, and making relevant information available at both trial and all appellate levels.

The Association agrees that in any action so defended, it will indemnify and hold harmless the Board from any liability for damages and costs imposed by a final judgment of a court or administrative agency as direct consequence of the Board's non-negligent compliance with this Section.

## **2.5 Meetings**

- A. The Association shall have the right to hold meetings on school property after school provided that such meetings do not interfere with the instructional program and provided that such meetings are scheduled with NSSEO Administration. If any additional custodial expense is incurred, the Association will compensate the Board for the expense.
- B. The Association shall have the right to use faculty mailboxes and/or NSSEO e-mail correspondence for a reasonable volume of appropriate announcements relating to the conduct of the negotiating agent's business on behalf of the members of the negotiating unit.
- C. The Association shall be provided with bulletin board space in each school. Only authorized representatives of the Association will use bulletin boards for Association announcements, and all materials posted will relate only to the Association's official business as negotiating agent for the bargaining unit employees.

## **2.6 Complaints**

- A. Employees shall be notified in writing within ten (10) working days of any complaints/reprimands directed against them, as well as the source of the complaint/reprimand. In addition, an employee shall be shown any written complaints/reprimands. Complaints/reprimands may not be placed in the employee's personnel file without first giving the employee a copy and an opportunity to place a written response to this material in said file, as well as an opportunity upon request to meet at a mutually-agreed time to discuss the complaint/reprimand.
- B. An employee shall have the right to request the removal of a letter of complaint/reprimand if there have been no subsequent complaints/reprimands for a period of three (3) years from date of said complaint/reprimand. Letters of complaint/reprimand dealing with inappropriate behavior with students may not be considered for removal under this section, except as provided in the *Illinois School Code* or Illinois DCFS Rules and Regulations.

## **2.7 Provision for Board Information**

The Board will make available at the Administration Office to the Association Executive Board copies of the agenda and minutes of Board meetings. The Board will also make available to the Association President copies of the annual budget, audit, Board Policy Manual, and any revisions after Board approval, disbursement list after Board approval. The names and assigned schools of all covered employees are available upon request.

The Board shall provide the Association with a copy of approved Board minutes containing the names of employees who are granted a leave by the Board, or who have changes in employment status approved by the Board (e.g. newly hired, resigned). In

addition, the Human Resources Assistant Superintendent or designee shall provide personnel transaction reports to the Association President upon request.

## **2.8 Legal Representation**

If an employee is subpoenaed to appear before a court or hearing regarding matters related to his/her employment by the Board, which does not involve a criminal charge against the employee, the Board and the Association shall provide reasonable assistance, legal or otherwise, as they deem appropriate and necessary.

## **2.9 Termination of Services**

Employees wishing to terminate employment during the school term or within the 30-day period before the start of the next school term must write a letter to the Superintendent requesting said termination and stating the reason(s) for the request. The Governing Board must take action on this request. Employees will be notified in writing of the action taken by the Governing Board.

Employees terminating employment during other time periods must write a letter to the Superintendent informing the Superintendent of the termination. Reasons for the termination are not required but are appreciated.

Resignations terminated during a contractual period are to be mutually agreed upon by the employee and the Governing Board. Subject to Article X Section 10.3.A., an employee affected by an involuntary transfer shall be released from his/her contract without penalty. An employee may be approved by the Board for termination of a contract without a penalty for extenuating circumstances. Extenuating circumstances normally would not include change in a position to another district, movement to an administrative position in another district, change in career field, involvement in a social agency/governmental project, entrance to a business training or college/university program, or other similar circumstances. The employee requesting the termination due to extenuating circumstances must make the request at least thirty (30) days before the termination is to be initiated. Verification of the extenuating circumstances may be required.

In the event of a resignation not due to extenuating circumstances, a penalty will be imposed. When a penalty is imposed, no action will be taken to suspend certificates or licenses. When a termination of employment is initiated without the approval of the Governing Board, the employee shall pay NSSEO 4.167 percent of his/her contract salary as a penalty. This amount may be deducted from any unpaid amount owed to the employee. Employee-initiated resignations may not be honored until a satisfactory replacement assumes the duty of the resigner.

Thirty (30) days before an employee's termination/leave from their position, the supervisor will notify that employee in writing of paperwork that must be completed before the termination/leave date. If the required paperwork is not completed, that employee's final paycheck will be held until all requirements are completed.

## **2.10 Right to Privacy**

- A. No employee will be required to take a polygraph examination.
- B. The Association recognizes that the Board is providing interschool mail and e-mail that is subject to scrutiny by the Administration. However, delivered and sealed interschool mail is to be considered confidential.

## **2.11 Drug Testing**

The Administration may direct an employee to submit to testing for drug and/or alcohol use when there is a reasonable suspicion that the employee is impaired. Reasonable suspicion is based on the personal observation of the employee by two (2) NSSEO representatives who have received training in drug and alcohol awareness. By way of example, personal observation may include the employee's appearance, behavior speech, breath, or body odor.

An employee is encouraged to seek assistance for abuse of drugs and/or alcohol. An employee who seeks assistance or is in treatment for drug and/or alcohol abuse remains subject to testing when there is reasonable suspicion the employee is impaired. However, an employee is not subject to discipline for seeking assistance or treatment.

## **2.12 Protection from Suit**

To the extent required by the *Illinois School Code*, the Board shall indemnify and protect bargaining unit members against civil rights damage claims and suits, constitutional rights damage claims and suits and death and bodily injury and property damage claims and suits, including defense thereof, when damages are sought for negligent or wrongful acts alleged to have been committed in the scope of employment or under the direction of the Board. Such indemnification and protection shall extend to persons who were members of the bargaining unit at the time of the incident from which a claim arises. No bargaining unit member may be afforded indemnification or protection unless she/he was a member of the bargaining unit at the time of the incident from which the claim arises.

## **2.13 Just Cause For Dismissal**

An employee who has completed his/her probationary period shall be suspended without pay only with just cause.

The probationary period for licensed employees covered by this Agreement shall be the same as provided for licensed personnel under the *Illinois School Code*.

## **2.14 Vaccinations/Immunizations/Inoculations**

When and if there is a vaccination or immunization for which eligibility is selective, two representative of NSSEO two representative of NSSEA (one licensed and one ESP), and a jointly determined qualified medical representative will determine this eligibility. When possible, NSSEO will offer inoculations at cost to employees.

## 2.15 **Waivers**

The Administration agrees to inform the Association of any anticipated applications for waivers of any section of *Illinois School Code* prior to being submitted to the Governing Board.

## **ARTICLE III** **Working Conditions**

### **3.1 School Calendar**

Unless otherwise required by law, the school calendar shall contain no less than 176 student attendance days, nor more than 185 work days for NSSEA employees. The calendar committee shall make recommendations regarding the school calendar to the Superintendent, including days of early dismissal for administrative and staff-directed professional development. The Board shall approve the calendar in its discretion as permitted by law.

If no more than two (2) emergency days have been used by May 1st, the school calendar will be shortened by one (1) day. New licensed employees shall be required to attend three (3) orientation/training days immediately prior to the start of the school year.

### **3.2 Notification of Assignments**

All non-probationary-employees shall be given written notice of their assignments for the forthcoming year no later than one (1) week before the end of the school term. In the event changes in such assignments occur, reasonable effort will be made to notify the employee(s) affected. A conference with the superintendent/designee will be provided at the employee's request. An employee shall be allowed to resign if a change in assignment is not acceptable.

### **3.3 Substitutes**

Every attempt will be made by the Human Resource department to provide substitutes.

An employee who is required to forfeit his/her lunch time shall be reimbursed at an hourly rate equal to base salary (Lane I, Step 0) prorated to the tenth of the hour.

### **3.4 Work Related Injury or Illness**

- A.** An employee injured during the course of his/her NSSEO employment shall complete a Staff Injury Report Form as soon as possible. The required reporting process, including how to access such form(s), shall be distributed annually in writing to employees no later than September 1. Work-related injury or illness contact information supplied by the Board's workers' compensation insurance carrier shall be posted on employee bulletin boards throughout the school year.
- B.** To be eligible for the benefits contained in this Section, an injured employee must follow the provisions of the Board's workers' compensation insurance carrier. Beginning with the 2016-2017 school year, an injured employee shall continue to receive his/her full salary, without the loss of sick leave, for up to forty-five (45) workdays following the injury or until the cessation of workers' compensation payments from the Board's insurance carrier, whichever occurs first, provided the

employee tenders to the Board the workers' compensation payments from the Board's insurance carrier. Compensation for such workdays may occur on an intermittent basis so long as the absence is a direct result of the work-related injury or illness.

- C. For work-related absences beyond forty-five (45) workdays beginning in 2016-2017, an injured employee eligible for workers' compensation payments may exercise one (1) of the following options upon notifying the Human Resources Assistant Superintendent:

Option 1: The employee shall tender to the Board the workers' compensation payments from the Board's insurance carrier. The Board shall then continue to pay the employee his/her full salary while deducting one-third (1/3) day increments from the employee's accumulated sick leave. Such full salary payments will continue as long as the employee has accumulated sick leave available and will be subject to applicable deductions. At the time that the employee's sick leave is exhausted, the workers' compensation payments will go directly to the employee and Board payments shall cease.

Option 2: The employee shall retain the workers' compensation payments from the Board's insurance carrier without any further compensation from the Board or deduction from accumulated sick leave.

- D. This Section shall be applicable to work-related injuries or illnesses occurring during the 2016-2017 school term and thereafter.

### **3.5 Damage to Personal Property**

If an employee has clothing, glasses, dentures, contacts or other personal property (excluding jewelry or cash) damaged or destroyed by students, he/she shall report it immediately to his/her NSSEO supervisor by the end of the school day or as soon as practicable. The employee shall submit the Report of Damage to Personal Property within two (2) business days of the damage/destruction.

The Administration shall conduct an investigation of circumstances surrounding such damage or destruction as soon as practicable. If, after investigation of the circumstances the Administration believes that partial or whole reimbursement is warranted, it shall recommend it to the Board and will notify the employee. There shall be a \$500 limit on the reimbursement of items per person per incident. Health-related items such as glasses, contacts, hearing aids and dentures will be reimbursed after submission to the employee's existing insurance; such claims exceeding \$500 will be subject for review. Watch replacement or repair shall not exceed \$100.

Reimbursement for damage or destruction of items brought to school for educational purposes shall not be considered unless the employee has obtained the written pre-approval of his/her NSSEO supervisor before bringing the personal property to school.

### **3.6 Planning Time**

- A. Every employee will receive 150 minutes per week of released time for the purpose of planning and preparation. Every reasonable effort shall be made to provide this total in thirty (30) or more minute segments.
- B. If, after consultation with the Association, it is determined that it is impossible to meet the minimum standard in a particular program or area, the affected employees shall be granted time equal to thirteen and one-half (13.5) days of released time for the specific purpose of planning and preparation. Insofar as possible and administratively feasible, the thirteen and one-half (13.5) days will be scheduled on a reasonably reoccurring basis. Scheduling will be done by the administration. Employees agree to fully prepare substitutes covering planning time by providing written lesson plans prepared in advance. If the employee misses scheduled released time, the employee will discuss rescheduling of the missed released time with his/her supervisor. Employees missing scheduled released planning time for sick or personal business leave absences may reschedule up to two (2) absences for no more than one and one-half (1.5) days of released time.
- C. An employee required to forfeit or reschedule his/her planning time shall have such time restored according to the schedule below. If the time cannot be restored in this timeframe, the employee shall be reimbursed at an hourly rate equal to base salary (Lane 1, Step 0) prorated to the tenth of the hour.
  - 1. If the employee is not covered by subsection B, the planning time shall be restored within five (5) workdays.
  - 2. If the employee is covered by subsection B, the planning time shall be restored within ten (10) workdays.

### **3.7 Assault and/or Battery Upon an Employee**

NSSEO believes that employees have a right to a safe workplace. In the event of an assault and/or battery upon an employee, the first concern shall be the immediate medical needs of those involved and the filing of a medical report. After this has been completed, the employee, and any witnesses, shall file an incident report. An employee may file a report and/or charges with the appropriate local law enforcement agency.

### **3.8 Student Placement**

Every attempt will be made to give notice of new placements to affected employee(s) at least twenty-four (24) hours in advance\*, except in an emergency or atypical situation (e.g., including placements made to avoid out-of-school suspensions under P.A. 99-456) or when a program's construct is such that these situations arise more frequently. So far as possible, diagnostic information which relates to the child's social development, behavioral characteristics, and academic functioning, as well as other potential child- related problems, will be provided to the teacher of the instructional program to which the student is assigned.

\* “At least twenty-four (24) hours in advance” is intended to mean a full school day.

### **3.9 Employees Housed in Member District Buildings**

NSSEO employees housed entirely in one (1) of the eight (8) member districts will follow the housing district’s school calendar and workday. NSSEO employees housed in multiple districts will follow NSSEO’s calendar and work a six and one-half (6.5) hour day (exclusive of lunch). They may avail themselves of any stipends available through the housing district(s). In all other matters pertaining to their employment, the NSSEA contract and/or NSSEO Policy shall be enforced.

### **3.10 Workday**

In the event that the Board intends to change the workday at a worksite controlled by the Board, the Board shall notify the Association President and Vice-President by U.S. Mail at least thirty (30) calendar days prior to the effective date. The Board shall negotiate the change with the NSSEA if the Association submits a written request to negotiate postmarked within fifteen (15) days following the NSSEA’s receipt of the Board’s notice.

### **3.11 Licensed Former LICA Employees**

The following provisions shall apply to former LICA licensed employees who commence employment with NSSEO on July 1, 2012. A former LICA licensed employee is defined as employed in a LICA program and holding a position for which a license is required.

- A. Licensed LICA employee years of service with NSSED/LICA are portable to NSSEO and count towards benefits and recognition with NSSEO.
- B. Licensed LICA employees who were employed in the NSSEO DHH Program will maintain their current seniority in the Program (and within groupings in the case of licensed staff) and will only accrue seniority for positions in the NSSEO DHH Program. Service shall not be interchangeable between the NSSEO DHH Program and other NSSEO programs.
- C. As provided in the *School Code*, a former LICA employee who holds a position requiring a license and who has acquired contractual continued service with NSSED will be deemed as having contractual continued service with NSSEO upon acceptance of employment for the NSSEO DHH Program.
- D. A former certificated and/or licensed LICA employee with twenty (20) years of service combined between NSSED/LICA and NSSEO will be able to access retirement benefits in the NSSEA Collective Bargaining Agreement, if any, that may be applicable when retirement benefits are requested by such former LICA employee.

### **3.12 Extended School Year (NSSEA License)**

Requirements for ESY will be posted and internal candidates will have an opportunity to apply for ESY positions based on their current assignments at least fifteen (15) workdays prior to vacancies being posted for external applicants. NSSEO employees submitting their applications within the fifteen (15) workdays will be given first preference for extended school year positions. Leave days included in Article VII will not be available for use during ESY. Employees are expected to commit to the full ESY posted schedule unless a flexible work schedule is approved. All final hiring decisions will be based on program administrators' recommendations.

### **3.13 Professional Development**

The goal of professional development is to promote progressive practices to improve student outcomes. Professional development must provide for continuous improvement of professional practices that address the needs of students, staff, program and the district through the facilitation of collaborative learning.

Professional development will be provided on a weekly basis by setting program hours at least 30 days prior to the start of the school year allowing a block of time either prior to or following student hours for professional development. After requesting input from the staff, Administrators will determine the schedule based on needs of the students and program.

## **ARTICLE IV** **Evaluation Process**

### **4.1 Philosophy Statement**

NSSEO believes that the evaluation process empowers individuals to demonstrate their competencies for the betterment of our students. Evaluation is a dynamic process which is essential to, and guided by, the aims, values, and beliefs of NSSEO. This process can be multidimensional and should be meaningful and motivating to each individual in his/her pursuit of professional growth.

### **4.2 Belief Statements**

The quality performance of licensed employees is the keystone of the organization. Therefore, we believe the evaluation process:

1. supports the mission of the organization and complies with state and federal guidelines;
2. must be clearly communicated, understood, and consistently implemented;
3. must be manageable in terms of time and resources in order for it to be effective;
4. is a collaborative effort between professionals, who share responsibility for its success;
5. will be based upon mutually established standards which have been derived from effective teaching practices and organizational expectations;
6. leads to the improvement of instruction through effective educational practices;
7. includes the documentation and recognition of the individual's achievements so as to generate and reinforce improvement of instruction and positive morale;
8. allows for alternative approaches which recognize the needs of a diverse staff, and
9. is an ongoing process which should be continuously reviewed and evaluated.

\* It is understood that the terms educational, instructional, teaching, etc. shall include all instructional, therapeutic and related services employees.

### **4.3 Orientation**

The Evaluation Process information will be presented by an NSSEO administrator. The orientation will be given to all NSSEA-covered employees. The orientation will minimally include these subjects:

1. Philosophy statement
2. Belief statements
3. Evaluation Process including Instrument and Rubrics

### **4.4 Evaluation Process – Timelines**

The Administration will adhere to the Licensed Staff Evaluation Timelines page contained in the NSSEO Evaluation Plan.

**4.5 Evaluation Committee**

The Evaluation Committee may be reconvened to consider the Licensed Staff Evaluation Plan.

**ARTICLE V**  
**Continuity of Services**

- 5.1** Neither the Association, nor its members, nor any person acting on behalf of the Association, shall engage in or encourage or support any strike, slowdown or other concerted refusal to render full and complete services to the Northwest Suburban Special Education Organization.

## **ARTICLE VI** **Compensation and Benefits**

### **6.1 Experience Credit**

New employees may be allowed full credit on the salary matrix for experience as determined by administration. New employees may receive one year's credit on the salary matrix for every ten (10) months of full-time work experience. Such experience should be full-time work under a valid license.

New employees may receive credit for aide experience in special education related to their new job assignment. New employees who were previously aides within NSSEO shall receive one (1) year's credit on the salary matrix for every two (2) full year's experience as an NSSEO aide/assistant.

Two (2) full semesters of regularly assigned full-time teaching experience in separate school districts will be counted as one (1) full year of experience. New employees who begin their employment within NSSEO on or before January 15th shall accrue one (1) full year's credit for that year.

### **6.2 A. Graduate Credit**

All courses used for advancement on the salary matrix must be applicable to NSSEO employment. Approval for courses of study leading to general supervisory or general administration, psychological or social work or additional special education endorsements shall be subject to the Superintendent's discretion.

Undergraduate courses may be approved for credit advancement on the salary matrix when such courses are specifically applicable to the employee's current assignment. The Superintendent/designee should be contacted regarding approval of the applicability of such coursework. The Superintendent's decision on the acceptability of proposed undergraduate credit shall be final.

The following guidelines for Continuing Education shall be used to determine as graduate credit for salary matrix advancement.

1. To be eligible, the seminar or workshop must meet on non-school time and must not be funded with NSSEO travel or grant money.
2. The time spent in the seminar or workshop must have appropriate documentation.
3. Evidence of completion and the amount of instructional time must be submitted by the staff member requesting credit on the Verification of Continuing Education form.
4. A total of fourteen (14) instructional hours in documented continuing education will constitute one (1) semester hour to be applied toward advancement on the salary matrix.
5. The Superintendent's decision on the acceptability of proposed seminars/workshops and the validity of documentation shall be final.

**B. Education Credit**

Evaluation of graduate credits and degrees earned (verified by official transcripts) for proper placement at the start of the school year on the salary matrix shall be completed by December 1. Resultant salary adjustments shall be made retroactive to the beginning of the school year.

**C. Lane Change**

Lane changes are available if the employee indicated to the Superintendent/designee in writing by submitting the Personnel Action Request form before June 1 of the previous school term his/her intent to complete additional degrees and/or graduate credits before the beginning of the school term or before the first day of work after winter break. Verification by official transcripts are to be completed by December 1, placement retroactive to the beginning of the school year, or March 1, placement retroactive to the first day of work after winter break. An employee shall be eligible for lateral salary matrix movement once annually.

Tentative confirmation of the status of any lane change request will be issued to the employee on or before the last day of school. The employee shall not have his/her eligibility for lateral matrix movement disapproved if the university is not complying with a written request for transcripts to be sent.

**D. Tuition Reimbursement**

An employee who meets the following criteria shall be eligible for tuition reimbursement:

- 1) Has begun his/her second year or more of employment with the District.
- 2) Receives approval for course work from the Administration, prior to the first class meeting as follows:
  - a) In the case of licensed employees, for coursework;
  - b) In the case of licensed employees in Lane V on the Salary Matrix, for workshops leading to CEUs.
- 3) Completes graduate course work at an accredited college or university or undergraduate work determined by the Superintendent to enhance the ability of an employee to perform his/her job.
- 4) Completes the course work with a grade of "B" or better or passing in a course that only offers a pass/fail grade.
- 5) Submits evidence of tuition cost, proof of payment and official transcript of credits earned (or grade report) to the Superintendent prior to the September 15 deadline.

The employee shall remain employed by the Board for the entire year following course completion. Should the employee leave after reimbursement has been issued and prior to the completion of their contract year, the Board shall be due the entire tuition reimbursement amount.

Appropriate documentation must be submitted to the Superintendent's office by September 15 of each year or the next business day on a day when the Board offices are closed. If documentation is not submitted on time, reimbursement may be given in the following year only.

The total funds available for the reimbursement pool shall be \$35,000 for each school year of this Agreement.

The total reimbursement dollars available for each school year shall be divided by the total tuition to determine maximum percentage of reimbursement as follows: first class – up to 100%; additional classes as balance allows. Maximum reimbursement may not exceed 100% of tuition paid.

Payments to employees will be approved by the Board at its October business meeting.

**6.3 A. Salary Matrix**

For each school year of this Agreement the salary matrix will be as displayed in Appendices A through E.

**B. Steps**

A teacher frozen on the last step of his/her Lane on the Salary Matrix or beyond the last step of his/her Lane shall not suffer a salary decrease.

Employees in Lanes I through V who are unable to progress vertically on the salary matrix for the 2016-2017 school year will receive a .7% salary increase.

Employees in Lanes I through V who are unable to progress vertically on the salary matrix for the 2017-2018, 2018-2019, 2019-2020, 2020-2021 school years will receive a 1% salary increase annually.

**C. Psychologists and Social Workers**

A psychologist or social worker employed for the 2007-08 school year and thereafter will be placed on the salary schedule in the appropriate lane based on his/her degree and credit hours beyond his/her degree, if applicable. The Board, in its discretion, may award experience credit on the salary schedule for such employee's internship(s). A psychologist or social worker employed prior to the 2007-2008 school year will maintain his/her lane placement on the salary schedule.

A bi-lingual psychologist or social worker employed prior to the 2007-2008 school year and previously compensated on Administrative Lane VI of the salary schedule shall be placed on Lane V and shall receive a stipend equal to the actual dollar difference between Lanes V and VI for his/her step on the 2006-07 salary schedule.

**D. Longevity**

- 1) Employees in Lanes III through V who are unable to progress vertically on the salary matrix for the 2016-2017 school year are eligible for an annual longevity increment once they exceed the last step will receive the following longevity on the salary matrix. For the first two (2) years an employee is no longer able to move on the salary matrix, there will be an additional increment of \$1,500 per year. For the third and fourth years an employee is no longer able to move on the salary matrix, there will be an additional increment of \$2,000 per year. Beginning with the fifth year an employee is no longer able to move on the salary matrix, that employee will receive an additional increment of \$3,500 per year. Longevity increments are non-cumulative.
  
- 2) Employees new to Longevity for the 2017-2018 school year. Employees in Lanes III through V who are unable to progress vertically on the salary matrix beginning with the 2017-2018 school year will receive the following longevity on the salary matrix. For the first two (2) years an employee is no longer able to move on the salary matrix, there will be an increment of \$1,000 per year. For the third and fourth years an employee is no longer able to move on the salary matrix, there will be an increment of \$1,500 per year. Beginning with the fifth year an employee is no longer able to move on the salary matrix, that employee will receive an increment of \$2,500 per year. Longevity increments are non-cumulative.

**6.4 Health Benefit Plan**

All employees will be provided access to their plan booklet outlining their insurance benefits. The Association will be provided with a hardcopy of the plan booklet benefits by November 1 of each school year.

The Board shall provide individual hospitalization/major medical insurance for each employee and the employee shall contribute the following amounts for the plan and school year indicated below:

| <u>School Year</u> | <u>HMO</u> | <u>PPO</u> |
|--------------------|------------|------------|
| 2016-17            | \$45       | \$45       |
| 2017-18            | \$45       | \$50       |
| 2018-19            | \$45       | \$55       |
| 2019-20            | \$50       | \$60       |
| 2020-21            | \$55       | \$65       |

In addition, if the premium increase for a plan increases more than 6% for a given school year, the Board and the employee will split equally the increase exceeding 6%.

In addition, the Board shall provide the difference between single and dependent coverage at a cost to the employee of the following:

- Those who previously paid 45% will continue to pay 45%.
- Those who previously paid 50% will continue to pay 50%.
- Individuals hired beginning with the 1994-95 school year, will pay 60%.

By no later than April 1, 2019, the District Insurance Committee will present its recommendation to the Board and the Association regarding plan design or other insurance plan changes that may be necessary prior to January 1, 2020 in order to avoid the imposition of an excise tax or penalty upon the Board under the *Patient Protection and Affordable Care Act ("PPACA")*. The Board and the Association shall thereafter consider such recommendation and may enter into further negotiations thereon.

If the Board and the Association fail to come to agreement that permits the Board to avoid an excise tax or penalty, the Board’s contribution towards medical insurance premiums will be reduced on a pro-rated, per employee basis, beginning with the month of January 2020, by the amount of the excise tax or penalty that the Board will be required to pay in order to maintain the affected coverage under the HMO and/or PPO plans for single or family coverage, or both.

Example: Annual excise tax = \$36,000 for single coverage / 12 months = \$3,000  
 reduction in Board monthly contribution towards single coverage / 100  
 employees with single coverage = \$30/per employee per month reduction in  
 Board contribution (i.e., will be added to the employee contribution).

**6.5 Dental Insurance**

The Board shall provide individual dental insurance for each employee and the employee shall contribute the following amounts for the plan and school year indicated below. An employee may elect to participate in dependent coverage by paying the full cost of said coverage.

| <u>School Year</u> | <u>HMO</u> | <u>PPO</u> |
|--------------------|------------|------------|
| 2016-17            | \$10       | \$10       |
| 2017-18            | \$10       | \$15       |
| 2018-19            | \$10       | \$15       |
| 2019-20            | \$10       | \$15       |
| 2020-21            | \$10       | \$15       |

All employees will be provided access to their plan booklet outlining their insurance benefits. The Association will be provided with a hardcopy of the plan booklet benefits by November 1 of each school year.

## **6.6 Life Insurance**

The Board shall provide term life insurance for each employee equal to that employee's base salary, rounded to the nearest \$1,000. Employees will have the option to individually purchase additional insurance under the provisions of the carrier's policy.

## **6.7 Sheltering of Retirement and/or THIS Contributions**

From the amount of salary and extra duty compensation paid to an employee, the Board shall deduct and pay the employee's required contributions to the Illinois Teachers' Retirement System (TRS) and Teachers' Health Insurance Security (THIS) Fund for employees holding a position for which licensure is required, and to the Illinois Municipal Retirement Fund (IMRF) for employees subject to IMRF.

## **6.8 Compensation for Curriculum Development**

In the event the Board approves additional compensation for curriculum development or other projects, notice will be given to all employees in NSSEO in timely fashion so as to allow for application to be made.

## **6.9 Long Term Disability Protection**

The Board will provide a disability insurance program for each employee. The plan will be coordinated with Teachers' Retirement System/Illinois Municipal Retirement Fund equal to a total of 70% of an employee's salary. Benefits begin after a waiting period of one hundred and eighty (180) days.

## **6.10 Retirement Benefits**

### **A. General Eligibility Requirements**

1. The employee must meet the retirement requirements of TRS or IMRF, as applicable to that individual. At the time of submission of a statement of intent to retire, the employee shall provide the Superintendent with verification of all creditable service, including any service recognition to be purchased.
2. The employee must complete a minimum twenty (20) years of full-time equivalent service in the employment of NSSEO by the effective date of retirement.
3. The employee must file for participation in a retirement program of TRS or IMRF and retire under one of these systems.

**B. Statement of Intent to Retire**

1. General Provisions

An employee wishing to retire and to participate in any Board Retirement Benefit shall submit a written statement of intent to retire to the Superintendent. The statement must indicate when the retirement will take effect. The effective date of retirement shall be no later than June 30, 2021 (i.e., by the end of the five-year contract), and all retirement benefits shall expire on said date. Except as may be provided in Section B.4, the statement of intent to retire shall constitute an irrevocable resignation from NSSEO employment on the proposed retirement date.

2. Filing Deadline

The statement of intent to retire shall be submitted to the Superintendent by December 1 of the school year benefits are to begin, except as otherwise provided herein for the first year of the contract when such statement must be submitted filed by no later than March 1, 2017.

The Board, at its discretion, may waive the filing deadline due to extenuating circumstances. Such action shall not be deemed precedential.

3. Duration of Statement of Intent

An employee may file a statement of intent to resign and retire up to three (3) years in advance, but no later than June 30, 2021 (i.e., by the end of the five-year contract).

4. Modification of Statement of Intent

As soon as practicable, but in no case later than November 1 of the school year of retirement, an employee may submit a written request to withdraw a statement of intent to retire and resignation for at least one of the following specific reasons:

- a. Diagnosis of serious illness of the prospective retiree;
- b. Diagnosis of serious illness, total disability, or death of the prospective retiree's spouse;
- c. Serious illness of a medically and financially dependent member of the prospective retiree's immediate family as defined in Article 7.5 "Sick Leave" of this contract (105 ILCS 5/24-6);
- d. Legal action for the dissolution of the prospective retiree's marriage or for legal separation filed in court before the date of retirement specified in the employee's request for retirement incentive.

The Board, at its discretion, may accept or deny the request to withdraw the statement of intent to retire and the resignation. If the Board denies the employee's request, the employee will be notified in writing within five (5) days of the Board's decision. The employee may then request an opportunity to address the Board in closed session regarding the denial. If the employee's request remains denied, the employee will be notified in writing within five (5) days of the Board's decision. The Board's acceptance or denial of such request shall not be reviewable under the grievance procedure and shall be deemed nonprecedential in effect.

In the event that the Board grants an employee's request to rescind the statement of intent to retire, and the resignation, all benefits received by the employee under this retirement program (i.e. to the extent that salary increases exceed the increases that the employee would have otherwise received) must be reimbursed to the Board prior to the expiration of this collective bargaining agreement, or as otherwise mutually agreed between the employee, the Board, and NSSEA. Such reimbursement will be through payroll deduction, unless otherwise mutually agreed. The employee will be returned to the salary matrix placement consistent with the employee's education and experience at the time the notice is withdrawn.

### **C. Retirement Benefits**

Retirement benefits expire at the end of the contract and all employees receiving a retirement benefit must retire by June 30, 2021, (i.e., by the end of the five-year contract), and all retirement benefits expire on said date. As a condition of participation in and receipt of any retirement benefits below, an employee must not have received an increase in TRS creditable earnings in excess of six percent (6%) in any year used to calculate his/her retirement pension.

In exchange for filing a statement of intent to resign and retire at the end of a school year but no later than June 30, 2021 (i.e., by the end of the five-year contract), the Board shall provide a six percent (6%) increase in over the previous year's TRS creditable earnings for each year of the post-notice, pre-retirement period for up to three (3) school years. The base salary year used to compute the first six percent (6%) increase shall be the school year prior to when the statement is submitted, provided that if an employee submits his/her statement of intent to retire by March 1, 2017 in order to receive his/her first six percent (6%) increase in the 2016-2017 school year, 2015-2016 shall be the base salary year.

An employee who receives a stipend for extra duty must continue to earn the stipend in order for his/her TRS creditable earnings increases to include a six percent (6%) increase in the stipend. If the employee no longer earns the stipend, the increase will be calculated on the employee's prior year's earnings, less the stipend.

**D. Pension Reform**

In the event that there are any changes in Illinois law which increase the financial obligation of the Board to implement the foregoing retirement benefit, including but not limited to a cost-shift of pensions to local school districts, the Board and the NSSEA shall reopen negotiations regarding the retirement benefit and modify the retirement benefit to avoid the increase in cost to the Board.

Pending the conclusion of such negotiations, the Board shall not be obligated to implement a retirement benefit for which Board costs have increased due to changes in Illinois law. The Board and the NSSEA may agree to postpone the negotiations if litigation is filed which challenges the relevant change(s) in Illinois law that increase the cost to the Board. However, if the parties negotiate an alternative benefit and a court decision later declares that the change in Illinois law is invalid, the original benefit shall be reinstated for the remainder of this Agreement, and the alternative negotiated benefit rescinded, as best as practicable and in a manner that is cost-neutral to the Board. (i.e., "cost-neutral" means that the Board's aggregate cost to implement a negotiated alternative benefit and the return to the original benefit will not exceed the cost of the original benefit).

**6.11 Extra Duty Compensation**

Extra duty compensation is available when the duties occur beyond the regular workday, and when the duties are beyond those of the regular job assignment.

Compensation will be at an hourly rate equal to base salary (Lane I, Step 0).

In order to receive compensation, the employee will submit a log of duties quarterly. Payment will be made after review of the log shows that the duties were beyond the regular workday and beyond those of the regular job assignment.

Extra duty compensation opportunities will be posted before they are assigned, in order for employees to express interest.

Beginning with the 2014-15 school year, the extra duty hourly rate equal to base salary (Lane 1, Step 0) will be used to compensate employees for student participation in co-curricular or any other activities requiring an interpreter.

**6.12 Pay**

Beginning August 30, 2016, the payroll dates for Licensed employees will be on the 15<sup>th</sup> and 30<sup>th</sup> of each month.

### 6.13 **Stipends**

Employees with a current School Bus Driver Permit will receive a \$250 stipend annually.

Stipends are not subject to salary increases and will be included in the licensed staff members salary.

## **ARTICLE VII** **Leaves**

### **7.1 Parental Leave**

Any non-probationary employee shall be entitled to an unpaid parental leave of up to two (2) full semesters, plus the remainder of the semester in which the leave commences, as a result of the birth or adoption of a child. An employee desiring parental leave must notify the Superintendent/designee at least ninety (90) days prior to the intended commencement of the leave. Parental leave is intended for use immediately after birth or adoption.

The right of the employee to specify the beginning date of his/her parental leave is subject to his/her ability and fitness to adequately and completely discharge his/her professional duties and responsibilities until the date of the beginning of the leave.

An employee may return from a parental leave only at the beginning of a semester unless otherwise specifically agreed by the administration. Notice of intention to return from leave at the start of any semester must be given by February 1 of the school year preceding the school year in which return is to be made.

A semester shall be defined as the time period from the first working day of the school year through the last day before winter recess, and from the first working day after winter recess through the last working day of the school year.

Sick bank may not be used in conjunction with parental leave of absence except in cases of physician verified disability prior to delivery. The Association reserves the right to require a diagnosis specifying the disabling condition from the attending physician.

Parental leave is granted on the condition that the employee taking such leave will not utilize the leave period to engage in alternate employment which is in any way substantially equivalent in either income or career potential to the employee's teaching position in the district.

In the event of death of the child, the leave of absence may be terminated early upon the request of the employee. This early return from parental leave shall be to the next available position for which the Superintendent determines the employee to be qualified.

Seniority shall not be accrued during leave. Reinstatement at the end of leave shall be to a position for which the employee is qualified as determined by the Superintendent.

## **7.2 Family Medical Leave**

### **A. Definitions**

As used in this section:

“Eligible employee” means a member of the bargaining unit who has been employed with the Board for at least one (1) school year and has at least 1,250 hours of service with the Board during the previous twelve (12) months.

The term “equivalent position” shall mean any position for which an eligible employee is legally qualified to work with compensation and benefits equal to the compensation and benefits received by an eligible employee prior to being granted a leave under this Section.

Other terms shall be as defined in the Family and Medical Leave Act (P.L. 103-3) and rules and regulations as promulgated by the United States Department of Labor.

### **B. Leave**

Eligible employees shall be granted a total of 12 workweeks of unpaid leave during any twelve-month period for one or more of the following reasons:

1. the birth of a child and to care for the newborn child;
2. the adoption of a child or the placement of a foster child;
3. to care for a spouse, son, daughter, parent, etc. who has a serious health condition; or
4. a serious health condition that makes the employee unable to perform the functions of his/her job; or
5. because of any qualifying exigency (as the Secretary of Labor shall, by regulation, determine) arising out of the fact that the spouse, or a son, daughter or parent of the employee is on active duty) in the Armed Forces in support of a contingency operation.

### **C. Use of Accrued Sick Leave or Paid Personal Business Leave**

Eligible employees requesting FMLA above may elect to use accrued paid personal business or sick leave as otherwise permitted by this Agreement under B. 1 and B. 2. The Administration may require the employee to utilize sick leave under B. 3 and B. 4 above.

### **D. Continuation of Health Insurance**

The employee will be required to make the same premium contribution as if not on leave; the Board’s contribution will likewise continue unaltered. A payment schedule shall be arranged with the Human Resources Assistant Superintendent.

**E. Notification**

An eligible employee shall give Administration at least thirty (30) days advance notice before the date the leave is to begin by completing the form provided by the Human Resources Department. If thirty (30) calendar days advance notice is not practicable due to unforeseeable circumstances, the employee's intention to take leave must be given to the Human Resources Department as soon as the leave becomes known to the employee.

**F. Medical Certification**

Should an eligible employee request family and medical leave, the employee shall provide a written certification from a certified health care provider of the reasons for the employee's request for family and medical leave.

**7.3 Bereavement Leave**

Each employee shall be given up to three (3) days per occurrence for death in the immediate family without loss of pay. The immediate family for purposes of this section shall include: parents, spouse, brothers, sisters, children, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, legal guardians. Any necessary absence in excess of three (3) days will be charged to sick leave. In unusual circumstances, requests may be made to the Superintendent/designee, who may at his/her discretion, grant the use of bereavement days for the death of person(s) other than those included in the definition of immediate family.

**7.4 Personal Business Leave**

Each employee may use up to two (2) days annually without loss of pay and not deducted from allowable sick leave, to conduct personal business.

Personal business involves situations with importance or urgency which cannot be reasonably controlled and where these important matters cannot be attended to at times other than during work hours. Personal business days are not to be used for recreational purposes or to extend vacation periods. Personal business days can be used as sick leave.

Leave for personal business will be granted upon certification by the employee that use conforms to the intent stated above. The employee's supervisor shall determine whether the employee is eligible for personal business leave. However, the Superintendent reserves the right to make the final decision in all cases as to the approval or disapproval of such absence. If the Superintendent disapproves the personal business leave, the Superintendent shall notify the employee within two (2) work days of the decision.

Except for cases of emergency, personal business leave should not be requested during the first five days or last five days of school, or on the day before or after vacation or holiday. As with all leave days for personal business, the approval of the program supervisor and the Superintendent is required prior to the leave being taken.

In the event of a necessary absence when no personal business days are available, an employee may use up to two (2) days from allowable sick leave to cover the absence. In the event of an emergency or other atypical situation when no personal business days are available, a staff member may make a request for a day without pay. The Superintendent reserves the right to make the final decision in all cases as to the approval or disapproval of such absence. The granting of days without pay is a separate matter for each employee and is based upon individual facts in each case. The fact that a day without pay is granted to one employee shall not be precedent for the granting of such days to another.

A request for personal business leave is to be submitted to the program supervisor on a Request for Absence form at least one week prior to the date of the leave. In cases of emergency where prior notice is impossible, the absence should be reported to the program, and the Request for Absence form should be submitted as soon as possible.

For employees who begin or end their services during the school year, personal business leave days shall be prorated. At the end of each school year, each unused personal business leave day will be accumulated as one (1) sick day.

## **7.5 Sick Leave**

All non-probationary employees are authorized up to fifteen (15) days of paid sick leave per year. Probationary employees are authorized ten (10) days of paid sick leave with two (2) days immediately being contributed to the Sick Leave Bank per Article VII Section 7.6.B. Unused sick leave of up to three hundred and forty (340) days may be carried forward to the next school year.

Sick leave shall be interpreted to mean personal illness, quarantine at home or illness in the immediate family or household or as otherwise provided by the *Illinois School Code*. Immediate family shall be interpreted as brothers, sisters, children, parents, spouse, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, and legal guardians. In unusual circumstances, requests may be made to the Superintendent/designee, who may at his/her discretion, grant the use of sick leave days for the illness of person(s) other than those included in the definition of immediate family.

## **7.6 Sick Leave Bank**

- A.** The Board, in cooperation with the Association, shall establish a Sick Leave Bank. The Association shall develop and publish guidelines for the administration of the Bank and administer the Bank.
- B.** Each new employee shall contribute two (2) days of his/her sick leave to the Bank upon his/her signing a contract of employment with the district.

The Association will determine when participants in the Bank must contribute additional days.

- C. At the time of retirement, as may be permitted by the Illinois Teachers' Retirement System/Illinois Municipal Retirement System, a bargaining unit member may request to withdraw from the Bank the number of days equal to the number of days deposited and unused by the member so long as the withdrawal does not generate any additional payment for the Board to TRS or IMRF. For example, an employee hired in 1971 and retiring in 2000 has contributed a total of four (4) days to the Bank, has not used any days from the bank, and would be eligible to draw up to four (4) days.

### **7.7 Association Leave**

The NSSEA and NSSEA-ESP Association will be credited with twenty (20) days annually for attending Association conferences or performing Association business. The Association shall reimburse the Board at the current substitute rate for each leave day or partial day taken if a substitute is hired. At least five (5) days notice must be given in advance of taking any such leave days unless waived by the discretion of Superintendent. No employee may use more than ten (10) days during a school year, except the Association President. No more than three (3) employees from the same program may use Association Leave on the same day unless the day is necessary for an employee to attend an Illinois Education Association meeting as an elected or appointed representative unless waived by the discretion of the Superintendent.

### **7.8 Jury Duty**

The Board shall pay regular salary to employees called to serve on a jury. The employee will reimburse the Board any pay for jury duty less any expenses incurred in performance of such duty, excluding meal expenses.

### **7.9 Judicial Hearing Leave**

Any employee who is subpoenaed to appear before legal and quasi-legal review panels as a witness in a proceeding in which he/she is not involved as a principal will be provided leave and will receive no pay deduction.

### **7.10 Unpaid Leave of Absence**

A non-probationary employee may request an unpaid leave of absence for a specific period of time not to exceed one (1) school year without pay. Such requests shall be made in writing to the Superintendent by February 1 of the school year prior to the school year for which the leave is requested. Leaves under this provision may be requested for the following purposes:

- A. Working in an educational institution outside of NSSEO

- B. Study related to his/her professional responsibilities at an accredited college or university
- C. Leave for professional improvement or
- D. Other leave as agreed to by NSSEO and the employee

The granting of any leave pursuant to this section shall be wholly discretionary with the Board.

The leave originally granted for one (1) school year may be considered for extension for a second school year by the Board. Conditional approvals may be requested. Approval of conditional requests shall be at the discretion of the Board. An employee's request for cancellation of a conditional leave will not be granted when reduction in force of non-probationary employees would result. Conditional approvals shall be effective until the end of the school year prior to the school year for which the leave is requested.

An employee may return from a leave of absence only at the beginning of a semester unless otherwise specifically agreed by the administration at the time the leave is requested.

A semester shall be defined as the time periods from the first working day of the school year through the last day before winter recess, and from the first working day after winter recess through the last working day of the school year.

Seniority shall not be accrued during leave. Reinstatement at the end of leave shall be to a position for which the employee is qualified as determined by the Superintendent.

## **7.11 Job Sharing**

A non-probationary employee may have the option to share a position with another staff member in up to two (2) year increments, with the following provisions:

- A. It is the responsibility of those interested in job sharing to find a partner and establish the work schedule, which will be 50-50;
- B. Each job sharer would receive 50 percent of normal full-time salary;
- C. Each job sharer would receive one-half (1/2) the number of leave days given to a full-time employee;
- D. If the job sharing partner cannot complete the required time commitment, the shared position reverts back to a full time position;
- E. Shared positions are subject to approval by the program administrator and Superintendent/designee, who have the right to limit the number of shared positions in a given program;

- F. Earned seniority would remain in place with the seniority date moved ahead by the number of staff attendance days missed;
- G. Each job sharer will earn one year's credit for vertical movement on the salary matrix for two years of job sharing;
- H. A job sharing team may reapply for additional two year terms at the end of each two years.
- I. Each job sharer will continue to be eligible for all insurance coverage, providing the job sharer assumes 50 percent of board cost for such coverage.
- J. Employees should present a written proposal for job sharing to the program supervisor. The proposal shall include, but not be limited to, teaching responsibilities, substitute procedures, schedule of work hours and/or days, and attendance at staff meetings, district meetings, parent conferences, and field trips.

Those not currently employed by NSSEO may be considered for job sharing partner positions, subject to program administrator and Superintendent/designee approval. At least one job sharing partner must be an NSSEO employee.

#### **7.12 Benefits to Employees on Leave of Absence**

Employees on leaves of absence pursuant to Section 7.1 and 7.10 of this Article may continue their group medical, dental, and life insurance package upon payment to the Board at the full cost of said benefit.

An employee on unpaid leave will not receive credit for vertical movement on the salary matrix or continue to accrue any other benefits for time spent on leave but will retain any unused accumulated sick leave for use upon return from leave.

**ARTICLE VIII**  
**Reduction in Force**

- 8.1 A.** All non-probationary employee reductions shall be carried out in accordance with the *Illinois School Code* and this Agreement. In the event that the *Illinois School Code* and this Agreement conflict, the *Illinois School Code* shall be controlling.

For tenured and non-probationary licensed employees, length of continuing service shall be determined by seniority date. Date of seniority is the first day of work in a full-time, licensed position.

Employees on Board-approved unpaid leave of absence shall not lose earned seniority, but shall not gain seniority for the time on leave. The seniority date is moved ahead by a number of employee attendance days equal to the number of employee attendance days missed while on leave.

In the cases of insufficient records, September 1st is used as the first day of work.

Employees whose employment has been terminated, and who are re-employed at a later date shall receive credit only from their most recent date of employment.

The use of sick leave (paid or unpaid), Sick Leave Bank or other paid leaves is not to be interpreted as a break in service in regards to seniority computation.

In the event of equal seniority, the following (listed in the order of priority) shall be used as tiebreakers if needed:

1. Highest salary placement on NSSEO salary matrix;
2. Highest degree held as recognized by NSSEO salary matrix;
3. Highest number of licenses/approvals held, as recognized on NSSEO seniority listing;
4. Drawing lots.

- B.** Certified employees laid off or dismissed under this Article will be recalled as provided by law unless otherwise agreed by the joint committee convened as required by Public Act 97-0008.

Licensed employees laid off or dismissed under this Article will be recalled as provided by law.

It is the employee's responsibility to keep the Board updated on current address and contact information.

An employee's failure to respond affirmatively within fifteen (15) calendar days after receipt of the Board's letter, sent by certified mail to the employee's last address on file with the Board, recalling such employee, will result in termination of the employee's rights to recall hereunder. If undeliverable to this address, the

employee's rights of recall will terminate fifteen (15) days after return of the undeliverable Board letter.

If a tenured teacher or non-probationary licensed employee who has been honorably dismissed returns to service during the next calendar year, the employee will not suffer loss of tenure, if applicable, or salary step.

- C. The probationary period for licensed employees covered by this Agreement shall be the same as provided for licensed personnel under the *Illinois School Code*.

## **8.2 Job Rights in Member Districts**

Illinois Public Act 85-760 (SB 696), which amends Section 24-11 of the *Illinois School Code*, provides guidance as to the nature and extent of joint agreement licensed staff members' tenure rights. Licensed staff employed by NSSEO prior to September 23, 1987 have tenure in each of the member districts, and in certain previous member districts as provided in withdrawal agreements. Tenure in the member districts is all the regular benefits of tenure, including those provided by Section 24-12 of the *Illinois School Code*. In the event that NSSEO is closed altogether and ceases to exist as a joint agreement, tenured staff hired on or after September 23, 1987 also have limited rights to tenure in member districts per Illinois statute.

## **ARTICLE IX** **Committees**

### **9.1 Association/Superintendent**

The Administration and Association may meet monthly to present and/or discuss relevant topics of interest to the membership and address areas of mutual concern as needed at a mutually agreed upon time. The agenda would be posted in advance reflective of a collaborative planning process.

### **9.2 Association/Board**

A joint committee, consisting of Board and Association members, may meet on an as needed basis to discuss items specific to the bargaining agreement and make recommendations to the Board and Administration on items of mutual interest.

### **9.3 Insurance**

#### **A. Responsibilities**

The responsibilities of the joint Insurance Committee shall include, but not be limited to, the following: monitoring/containing costs, recommending carriers, assessing delivery of services by carriers, researching industry-wide trends, and providing educational programs for insurance participants. The Insurance Committee may make recommendations regarding insurance cost containment measures, improvements in benefits, and plan redesign. Such recommendations shall be subject to negotiations by the NSSEA and the Board.

#### **B. Composition**

The joint Insurance Committee shall be composed of eight (8) members, four (4) appointed by the Board and four (4) appointed by the NSSEA.

#### **C. Meetings**

The Insurance Committee shall meet at least annually, preferably prior to open enrollment. Additional meetings will be scheduled on an as needed basis. The committee shall select a chairperson who will be responsible for publishing an agenda. The committee shall select a member to take and publish minutes.

### **9.4 Calendar**

A committee comprised of two (2) representatives of Administration, two (2) representatives of the NSSEA-Licensed, and two (2) representatives of the NSSEA-ESP will meet to develop a recommendation to the Board for a school calendar for the next school term.

## 9.5 Safety

### A. Responsibilities

The responsibilities of the Safety Committee shall include, but not be limited to consideration and assessment of the following: work safety conditions; equipment; employee training; safety procedures; and facilities as they relate to workplace safety issues. The Safety Committee may make recommendations to the Superintendent regarding improvements in work safety.

### B. Composition

The Safety Committee shall include a wide-range of members from across the cooperative and not less than four (4) appointed by the Board and four (4) appointed by the NSSEA.

### C. Meetings

The Safety Committee shall meet on an as needed basis. The committee shall select a chairperson who will be responsible for publishing an agenda. The committee shall select a member to take and publish minutes.

### D. Meeting Attendance

The Safety Committee may invite outside resources with expertise in workplace safety.

## 9.6 Professional Development

Program-based planning committee composed of at least one (1) building or program administrator appointed by the Board, one (1) Licensed staff member and one (1) ESP staff member appointed by the Association will be formed after the approval of the NSSEO calendar for the next school year. These Committees will make recommendations to the Administration and Association using the approved calendar for-staff-directed professional activities by no later than May 15<sup>th</sup> each year. Staff-directed professional activities will be focus on improving outcomes for students. Activities such as the review/development of students' IEPs, curriculum planning, data-analysis, technology training, curricula/team/department meetings, etc. shall be considered based on the annual Needs Assessment results.

NSSEO employees housed entirely in one (1) of the member districts will be provided opportunity to give input into professional development activities based on the housing districts' school calendar and availability of professional development days. Committees will be composed of at least one (1) program administrator, one (1) Licensed and one ESP staff member appointed by the Association.

**ARTICLE X**  
**Vacancies, Promotions and Transfers (Status)**

**10.1 Vacancies and Promotions – Posting**

The Superintendent of NSSEO shall have posted in all school buildings a notice of all vacancies covered by this contract, and promotional positions, as they occur. Such notice shall be accompanied by a statement of the minimum qualifications and salary range. Every attempt will be made to post all vacancies for licensed and other positions for at least ten (10) employee working days.

**10.2 Voluntary Transfer**

Any non-probationary employee or any employee eligible for continuing contractual status in the coming school term may apply for transfer to another building or to another position for which the employee is properly licensed.

Such application shall be in writing to the Superintendent/designee. A denial of a transfer to a vacancy existing at the time of such a request shall be in writing.

**10.3 Involuntary Transfer**

Any transfer which is not acceptable to the employee involved shall be considered an involuntary transfer and subject to the following provisions:

- A. Upon his/her written request, any employee affected by an involuntary transfer shall be released from his/her contract without penalty for up to thirty (30) workdays following implementation of the transfer.
- B. Except in an emergency or other atypical situation, written notice of proposed involuntary transfers shall be given to the employees involved no less than thirty (30) days prior to transfer.
- C. An employee may request a meeting with the Superintendent/designee, at which time the employee shall be notified of the reasons for the transfer. A representative of the Association shall be present if requested by the employee.
- D. An employee who is involuntarily transferred to a different program or exceptionality shall have access to the following:
  - 1 five days of released time to view the student population with whom the employee may be assigned to work in the new exceptionality or program or;
  - 2. five days of non-contractual time when the receiving administrator is present to prepare for the new exceptionality or program; or
  - 3. five days of a combination of a & b above.

Non-contractual time shall be reimbursable to the employee at the prevailing substitute rate. The employee should confer with the receiving program administrator to schedule these times. The arrangements should be made by the employee through the Human Resources Office.

Upon request, an involuntarily transferred employee shall have the option to request a mentor for the same location, who is familiar with the duties and responsibilities of the position.

## **ARTICLE XI** **Grievance Procedure**

### **11.1 Definition**

Any claim by the Association or an employee that there has been an alleged violation, misrepresentation, or misapplication of the terms of this Agreement shall be a grievance.

### **11.2 Grievance Procedure**

- A. First Step - An attempt shall be made to resolve any grievance in informal, verbal discussion between complainant and his/her program administrator.
- B. Second Step - If the grievance cannot be resolved informally, the aggrieved employee shall file the grievance in writing with the program administrator, and, at a mutually agreeable time, discuss the matter with the program administrator. The written grievance shall state the nature of the grievance, shall note the specific clause or clauses of the contract alleged to be misrepresented, violated or misapplied, and shall state the remedy requested. The filing of the formal, written grievance at the second step must be within twenty (20) days from the date of the occurrence of the event giving rise to the grievance. The program administrator shall make a decision on the grievance and communicate it in writing to the employee and the Superintendent within ten (10) school days after receipt of the grievance.
- C. Third Step - In the event a grievance has not been satisfactorily resolved at the second step, the aggrieved employee shall file, within five (5) school days of the program administrator's written decision at the second step, a copy of the grievance with the Superintendent. Within ten (10) school days after such written grievance is filed, the aggrieved and the Superintendent or his/her designee shall meet to discuss the grievance. The Superintendent/designee shall file an answer within ten (10) school days of the third step grievance meeting and communicate it in writing to the employee and the program administrator.
- D. Fourth Step - If the grievance is not resolved satisfactorily at step three, there shall be available a fourth step of impartial, binding arbitration. The Association may submit, in writing, a request on behalf of the Association and the grieving employee to the Superintendent within thirty (30) days from receipt of the Step Three answer, to enter into such arbitration; the arbitrator to be selected by the two parties within seven (7) days after said notice is given. If the two parties fail to reach agreement on an arbitrator within seven (7) days, the American Arbitration Association will be requested to provide a panel of seven (7) arbitrators. Each of the two parties will alternately strike one name at a time from the panel until only one (1) shall remain. The remaining name shall be the arbitrator. The decision of the arbitrator shall be binding.

Expenses for the arbitrator's services shall be borne equally by the Board and the Association.

The arbitrator, in his/her opinion, shall not amend, modify, nullify, ignore and add to the provisions of the Agreement. His/her authority shall be strictly limited to deciding only the issue or issues presented to him/her in writing by NSSEO and the Association, and his/her decision must be based solely and only upon his/her interpretation of the meaning or application of the express relevant language of the Agreement.

### **11.3 Association Participation - Employee Represented**

- A.** The Board acknowledges the right of the Association's grievance representative to participate in the processing of a written grievance at any level, if requested by the grieving employee, and no employee shall be required to discuss any written grievance if the Association's representative is not present.
- B.** Every employee covered by this Agreement shall have the right to present grievances in accordance with these procedures.
- C.** Failure of an employee (or, in the event of an appeal to arbitration, the Association) to act on any grievance within the prescribed time limits will act as a bar to any further appeal and an administrator's failure to give a decision within the time limits shall permit the grievant to proceed to the next step. The time limits, however, may be extended by mutual agreement.
- D.** It is agreed that any investigation or other handling or processing of any grievance by the grieving employee shall be conducted so as to result in no interference with or interruption whatsoever of the instructional program and related work activities of the grieving employee or of the other employees.
- E.** Class grievances involving one (1) or more employees or one (1) or more supervisors and grievances involving an administrator above the building level may be initially filed by the Association at Step Two.

## **ARTICLE XII** **Negotiation Procedure**

### **12.1 Representatives, Timelines**

The parties agree that their duly designated representatives shall negotiate in good faith with respect to salaries and terms and conditions of employment. Each party shall select its own representatives. Negotiations shall begin at a mutually agreeable time.

### **12.2 Declaration of Impasse**

If agreement is not reached after a reasonable period of negotiations, either party may declare to the other in writing that an impasse exists and call for a mediator.

### **12.3 Mediation**

When an impasse has been declared, the Federal Mediation and Conciliation Services shall be requested by the parties to appoint a mediator from its staff. The mediator shall meet as soon as possible with the parties or their representatives or both, either jointly or separately, and shall take such steps as the mediator deems appropriate to persuade the parties to resolve their differences and affect a mutually acceptable agreement, provided that the mediator shall not, without consent of both parties, recommend terms of settlement or make findings of fact.

**ARTICLE XIII**  
**Effect of Agreement**

**13.1 Complete Understanding**

The terms and conditions set forth in this Agreement represent the full and complete understanding between the parties. The terms and conditions may be modified only through written mutual consent of the parties.

**13.2 Individual Contracts**

The terms and conditions of this Agreement shall be reflected in individual contracts or employment agreements.

**13.3 Savings Clause**

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

**13.4 Term of Agreement**

This Agreement shall be effective the first day of the work year in August, 2016 and shall remain in effect until the last day of the work year in the 2020-2021 school year.

This Agreement is signed this 1st day of February, 2017.

In witness thereof:

For the Northwest Suburban Special  
Education Association

For the Northwest Suburban Special  
Education Organization Governing  
Board

\_\_\_\_\_  
President

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

# **APPENDICES A, B, C, D & E**

## **Salary Matrices**

**NSSEO**  
**Licensed Salary Matrix**  
**2016-2017**

| STEP | LANE I<br>B.A. | LANE II<br>B.A.+15 | LANE III<br>M.A.<br>(B.A.+36<br>for OT/PT) | LANE IV<br>M.A.+15<br>(B.A.+51<br>for OT/PT) | LANE V<br>M.A.+30<br>(B.A.+66<br>for OT/PT) |
|------|----------------|--------------------|--|--|---|
| 0    | 42,811         | 43,725             | 47,024                                     | 49,500                                       | 51,974                                      |
| 1    | 43,881         | 44,818             | 48,176                                     | 50,713                                       | 53,227                                      |
| 2    | 44,978         | 46,163             | 49,622                                     | 52,234                                       | 54,797                                      |
| 3    | 46,103         | 47,547             | 51,111                                     | 53,801                                       | 56,414                                      |
| 4    | 47,255         | 48,974             | 52,645                                     | 55,415                                       | 58,078                                      |
| 5    | 48,436         | 50,443             | 54,224                                     | 57,077                                       | 59,791                                      |
| 6    | 49,647         | 51,957             | 55,850                                     | 58,789                                       | 61,555                                      |
| 7    | 50,888         | 53,516             | 57,526                                     | 60,553                                       | 63,371                                      |
| 8    | 52,160         | 55,122             | 59,252                                     | 62,369                                       | 65,240                                      |
| 9    | 53,464         | 56,776             | 61,029                                     | 64,240                                       | 67,165                                      |
| 10   | -              | 58,479             | 62,860                                     | 66,167                                       | 69,147                                      |
| 11   | -              | 60,233             | 64,745                                     | 68,152                                       | 71,186                                      |
| 12   |                | -                  | 66,687                                     | 70,196                                       | 73,286                                      |
| 13   |                |                    | 68,688                                     | 72,302                                       | 75,449                                      |
| 14   |                |                    | 70,749                                     | 74,472                                       | 77,675                                      |
| 15   |                |                    | 72,872                                     | 76,706                                       | 79,966                                      |
| 16   |                |                    | 75,058                                     | 79,007                                       | 82,325                                      |
| 17   |                |                    | 77,310                                     | 81,378                                       | 84,754                                      |
| 18   |                |                    | 79,629                                     | 83,820                                       | 87,254                                      |
| 19   |                |                    | 82,018                                     | 86,335                                       | 89,828                                      |
| 20   |                |                    | 84,478                                     | 88,925                                       | 92,478                                      |
| 21   |                |                    | 87,013                                     | 91,593                                       | 95,207                                      |
| 22   |                |                    | 89,623                                     | 94,341                                       | 98,016                                      |
| 23   |                |                    | 92,311                                     | 97,171                                       | 100,908                                     |
| 24   |                |                    | 95,080                                     | 100,086                                      | 103,885                                     |
| 25   |                |                    | 97,932                                     | 103,088                                      | 106,950                                     |

**NSSEO  
Licensed Salary Matrix  
2017-2018**

| STEP | LANE I<br>B.A. | LANE II<br>B.A.+15 | LANE III<br>M.A.<br>(B.A.+36<br>for OT/PT) | LANE IV<br>M.A.+15<br>(B.A.+51<br>for OT/PT) | LANE V<br>M.A.+30<br>(B.A.+66<br>for OT/PT) |
|------|----------------|--------------------|--|--|---|
| 0    | 43,124         | 44,162             | 47,494                                     | 49,995                                       | 52,494                                      |
| 1    | 44,202         | 45,146             | 48,529                                     | 51,084                                       | 53,616                                      |
| 2    | 45,307         | 46,274             | 49,717                                     | 52,335                                       | 54,908                                      |
| 3    | 46,439         | 47,663             | 51,209                                     | 53,905                                       | 56,528                                      |
| 4    | 47,601         | 49,092             | 52,746                                     | 55,522                                       | 58,196                                      |
| 5    | 48,790         | 50,565             | 54,329                                     | 57,188                                       | 59,913                                      |
| 6    | 50,010         | 52,082             | 55,959                                     | 58,903                                       | 61,680                                      |
| 7    | 51,260         | 53,645             | 57,637                                     | 60,670                                       | 63,500                                      |
| 8    | 52,541         | 55,255             | 59,366                                     | 62,490                                       | 65,373                                      |
| 9    | 53,855         | 56,913             | 61,148                                     | 64,364                                       | 67,301                                      |
| 10   | -              | 58,621             | 62,981                                     | 66,295                                       | 69,287                                      |
| 11   | -              | 60,379             | 64,871                                     | 68,284                                       | 71,332                                      |
| 12   |                | -                  | 66,816                                     | 70,332                                       | 73,435                                      |
| 13   |                |                    | 68,820                                     | 72,442                                       | 75,601                                      |
| 14   |                |                    | 70,886                                     | 74,615                                       | 77,833                                      |
| 15   |                |                    | 73,012                                     | 76,855                                       | 80,129                                      |
| 16   |                |                    | 75,203                                     | 79,160                                       | 82,492                                      |
| 17   |                |                    | 77,459                                     | 81,535                                       | 84,926                                      |
| 18   |                |                    | 79,783                                     | 83,982                                       | 87,432                                      |
| 19   |                |                    | 82,177                                     | 86,502                                       | 90,011                                      |
| 20   |                |                    | 84,642                                     | 89,097                                       | 92,666                                      |
| 21   |                |                    | 87,181                                     | 91,770                                       | 95,400                                      |
| 22   |                |                    | 89,797                                     | 94,523                                       | 98,215                                      |
| 23   |                |                    | 92,490                                     | 97,359                                       | 101,113                                     |
| 24   |                |                    | 95,264                                     | 100,280                                      | 104,096                                     |
| 25   |                |                    | 98,122                                     | 103,288                                      | 107,167                                     |

**NSSEO  
Licensed Salary Matrix  
2018-2019**

| STEP | LANE I<br>B.A. | LANE II<br>B.A.+15 | LANE III<br>M.A.<br>(B.A.+36<br>for OT/PT) | LANE IV<br>M.A.+15<br>(B.A.+51<br>for OT/PT) | LANE V<br>M.A.+30<br>(B.A.+66<br>for OT/PT) |
|------|----------------|--------------------|--|--|---|
| 0    | 43,439         | 44,604             | 47,969                                     | 50,495                                       | 53,019                                      |
| 1    | 44,525         | 45,597             | 49,014                                     | 51,595                                       | 54,153                                      |
| 2    | 45,638         | 46,613             | 50,082                                     | 52,719                                       | 55,311                                      |
| 3    | 46,779         | 47,777             | 51,307                                     | 54,009                                       | 56,643                                      |
| 4    | 47,948         | 49,212             | 52,847                                     | 55,629                                       | 58,314                                      |
| 5    | 49,148         | 50,687             | 54,433                                     | 57,298                                       | 60,034                                      |
| 6    | 50,375         | 52,208             | 56,067                                     | 59,018                                       | 61,806                                      |
| 7    | 51,635         | 53,774             | 57,749                                     | 60,787                                       | 63,629                                      |
| 8    | 52,925         | 55,388             | 59,481                                     | 62,611                                       | 65,506                                      |
| 9    | 54,248         | 57,050             | 61,265                                     | 64,489                                       | 67,438                                      |
| 10   | -              | 58,762             | 63,104                                     | 66,423                                       | 69,427                                      |
| 11   | -              | 60,526             | 64,996                                     | 68,416                                       | 71,476                                      |
| 12   |                | -                  | 66,946                                     | 70,469                                       | 73,586                                      |
| 13   |                |                    | 68,954                                     | 72,582                                       | 75,755                                      |
| 14   |                |                    | 71,022                                     | 74,760                                       | 77,989                                      |
| 15   |                |                    | 73,154                                     | 77,002                                       | 80,292                                      |
| 16   |                |                    | 75,348                                     | 79,314                                       | 82,661                                      |
| 17   |                |                    | 77,609                                     | 81,693                                       | 85,098                                      |
| 18   |                |                    | 79,937                                     | 84,144                                       | 87,609                                      |
| 19   |                |                    | 82,336                                     | 86,669                                       | 90,194                                      |
| 20   |                |                    | 84,806                                     | 89,270                                       | 92,855                                      |
| 21   |                |                    | 87,350                                     | 91,948                                       | 95,594                                      |
| 22   |                |                    | 89,970                                     | 94,706                                       | 98,414                                      |
| 23   |                |                    | 92,670                                     | 97,547                                       | 101,318                                     |
| 24   |                |                    | 95,449                                     | 100,474                                      | 104,308                                     |
| 25   |                |                    | 98,312                                     | 103,488                                      | 107,385                                     |

**NSSEO  
Licensed Salary Matrix  
2019-2020**

| <b>STEP</b> | <b>LANE I<br/>B.A.</b> | <b>LANE II<br/>B.A.+15</b> | <b>LANE III<br/>M.A.<br/>(B.A.+36<br/>for OT/PT)</b> | <b>LANE IV<br/>M.A.+15<br/>(B.A.+51<br/>for OT/PT)</b> | <b>LANE V<br/>M.A.+30<br/>(B.A.+66<br/>for OT/PT)</b> |
|-------------|------------------------|----------------------------|--|--|---|
| 0           | 43,756                 | 45,050                     | 48,489   | 51,000   | 53,549  |
| 1           | 44,850                 | 46,054                     | 49,504   | 52,111   | 54,694  |
| 2           | 45,972                 | 47,079                     | 50,582   | 53,246   | 55,864  |
| 3           | 47,121                 | 48,128                     | 51,684   | 54,406   | 57,058  |
| 4           | 48,299                 | 49,329                     | 52,948   | 55,737   | 58,432  |
| 5           | 49,506                 | 50,811                     | 54,538   | 57,409   | 60,156  |
| 6           | 50,745                 | 52,334                     | 56,174   | 59,131   | 61,931  |
| 7           | 52,012                 | 53,904                     | 57,861   | 60,906   | 63,759  |
| 8           | 53,313                 | 55,521                     | 59,596   | 62,732   | 65,639  |
| 9           | 54,645                 | 57,188                     | 61,384   | 64,614   | 67,575  |
| 10          | -                      | 58,904                     | 63,225   | 66,552   | 69,569  |
| 11          | -                      | 60,671                     | 65,123   | 68,548   | 71,620  |
| 12          |                        | -                          | 67,075   | 70,605   | 73,734  |
| 13          |                        |                            | 69,088   | 72,724   | 75,911  |
| 14          |                        |                            | 71,160   | 74,904   | 78,148  |
| 15          |                        |                            | 73,294   | 77,152   | 80,453  |
| 16          |                        |                            | 75,494   | 79,466   | 82,829  |
| 17          |                        |                            | 77,759   | 81,852   | 85,273  |
| 18          |                        |                            | 80,092   | 84,307   | 87,787  |
| 19          |                        |                            | 82,494   | 86,836   | 90,377  |
| 20          |                        |                            | 84,970   | 89,442   | 93,044  |
| 21          |                        |                            | 87,519   | 92,126   | 95,789  |
| 22          |                        |                            | 90,145   | 94,890   | 98,614  |
| 23          |                        |                            | 92,849   | 97,736   | 101,523   |
| 24          |                        |                            | 95,635   | 100,668  | 104,519   |
| 25          |                        |                            | 98,503   | 103,689  | 107,604   |

**NSSEO  
Licensed Salary Matrix  
2020-2021**

| STEP | LANE I<br>B.A. | LANE II<br>B.A.+15 | LANE III<br>M.A.<br>(B.A.+36<br>for OT/PT) | LANE IV<br>M.A.+15<br>(B.A.+51<br>for OT/PT) | LANE V<br>M.A.+30<br>(B.A.+66<br>for OT/PT) |
|------|----------------|--------------------|--|--|---|
| 0    | 44,076         | 45,500             | 48,933                                     | 51,510                                       | 54,084                                      |
| 1    | 45,178         | 46,514             | 50,040                                     | 52,632                                       | 55,241                                      |
| 2    | 46,307         | 47,550             | 51,088                                     | 53,778                                       | 56,423                                      |
| 3    | 47,466         | 48,609             | 52,201                                     | 54,950                                       | 57,629                                      |
| 4    | 48,652         | 49,692             | 53,338                                     | 56,147                                       | 58,862                                      |
| 5    | 49,868         | 50,932             | 54,642                                     | 57,520                                       | 60,278                                      |
| 6    | 51,114         | 52,462             | 56,283                                     | 59,246                                       | 62,056                                      |
| 7    | 52,394         | 54,034             | 57,971                                     | 61,023                                       | 63,888                                      |
| 8    | 53,702         | 55,655             | 59,712                                     | 62,854                                       | 65,773                                      |
| 9    | 55,045         | 57,325             | 61,503                                     | 64,739                                       | 67,713                                      |
| 10   | -              | 59,046             | 63,348                                     | 66,681                                       | 69,710                                      |
| 11   | -              | 60,818             | 65,248                                     | 68,681                                       | 71,767                                      |
| 12   |                | -                  | 67,206                                     | 70,741                                       | 73,883                                      |
| 13   |                |                    | 69,221                                     | 72,864                                       | 76,063                                      |
| 14   |                |                    | 71,298                                     | 75,051                                       | 78,309                                      |
| 15   |                |                    | 73,437                                     | 77,300                                       | 80,617                                      |
| 16   |                |                    | 75,639                                     | 79,620                                       | 82,995                                      |
| 17   |                |                    | 77,909                                     | 82,008                                       | 85,446                                      |
| 18   |                |                    | 80,247                                     | 84,471                                       | 87,967                                      |
| 19   |                |                    | 82,654                                     | 87,004                                       | 90,561                                      |
| 20   |                |                    | 85,133                                     | 89,614                                       | 93,232                                      |
| 21   |                |                    | 87,689                                     | 92,304                                       | 95,984                                      |
| 22   |                |                    | 90,319                                     | 95,074                                       | 98,815                                      |
| 23   |                |                    | 93,029                                     | 97,926                                       | 101,730                                     |
| 24   |                |                    | 95,820                                     | 100,863                                      | 104,731                                     |
| 25   |                |                    | 98,695                                     | 103,889                                      | 107,821                                     |