

COLLECTIVE BARGAINING AGREEMENT

Between

**BOARD OF CONTROL OF THE SPECIAL EDUCATION ASSOCIATION
OF PEORIA COUNTY, DISTRICT 72**

AND

SEAPCO EDUCATION ASSOCIATION, IEA-NEA

2025-2028

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ARTICLE I
RECOGNITION AND EXCLUSIVE REPRESENTATIVE STATUS

The Board of Control of the Special Education Association of Peoria County, District 72 (hereinafter referred to as SEAPCO) voluntarily recognizes the SEAPCO Education Association-IEA-NEA (hereinafter referred to as the Association) pursuant to the terms of the Illinois Educational Labor Relations Act as the sole and exclusive collective bargaining representative of the employees in the following bargaining unit:

All full time and part time certified and non-certified employees, except for the Director of Special Education, Finance Manager, special education administrators, occupational therapists, physical therapists, office manager, audiologist, and treasurer, as well as all supervisors, managerial, confidential, clerical, short-term employees and students as defined in the Act.

The term "teacher" as used herein means certified positions for which recognition has been granted. This includes teacher, Social Worker, Speech Language Pathologist, School Psychologist, Consultant, Transition Specialist, Certified Early Childhood Coordinator, and Parent Liaison.

The term "paraprofessional" as used herein means educational support personnel.

The term "employee" is used herein to refer to all teachers and paraprofessionals.

SEAPCO will not collectively bargain during the term of this Agreement with any individual employee, group of employees or other labor organization and the Association will not bargain with any employer other than SEAPCO on behalf of the employees.

ARTICLE II
NEGOTIATIONS / PROCEDURES

- 2.1 The Board and SEAPCO-EA agree to bargain in good faith with respect to salaries, benefits, and conditions of employment. Good faith, for the purpose of this Agreement, is defined as the willingness of both parties to meet, discuss the issues, and make proposals and/or counterproposals in an effort to reach an agreement. It does not imply acquiescence or concessions to either party's demands in whole or in part.
- 2.2 Bargaining shall commence between January 1 and March 31 in the final year of the Agreement. Negotiating sessions shall be two hours unless both sides agree to meet for less or more time than two hours. Negotiating sessions shall be closed to the public. Neither negotiation team shall consist of more than six members. The date and location of the next negotiating session shall be scheduled at the close of the current session.
- 2.3 Tentative Agreement and Ratification - All tentative agreements shall be reduced to writing and initialed at the meeting at which tentative agreement was reached. After tentative agreement has been reached on all items negotiated, all tentative agreement items will be put into final format as they would appear in the contract. SEAPCO-EA shall then have

eighteen (18) calendar days for ratification of the tentative contract. Within eighteen (18) calendar days after the Director has been notified of the EA ratification, the SEAPCO Board of Control shall hold its vote on the tentative agreement.

ARTICLE III GRIEVANCE PROCEDURE

- 3.1 For purposes of this Article, a grievance is a claim that SEAPCO has violated this Agreement or provisions of this contract. An individual employee, a group of employees or the Association may institute a grievance. All parties shall make a good faith effort to resolve disputes informally.
- 3.2 As used in this Article, the term “days” refers to SEAPCO Central Office Calendar work days.
- 3.3 Members of the bargaining unit who exercise supervisory functions over other employees shall carry out those functions without regard to union status or affiliation. “As a representative of management” as found in the Grievance Procedure will not be used as rationale by the Special Education Association of Peoria County to support a claim in the future that the unit as currently defined in Article I of the contract and approved by the Illinois Educational Labor Relations Board is inappropriate because the unit is made up of both “employees” and “managers”.
- 3.4 Either party may request a meeting with the other party at any step of the grievance procedure to discuss the grievance.
- 3.5 A grievance may be withdrawn or settled at any step without creating a precedent.
- 3.6 SEAPCO will cooperate with the grievant or the grievant’s designated representative in the investigation of any grievance provided that grievances will not be investigated or discussed during the employees’ regular work day.
- 3.7 Grievances not appealed to the next step within the time limits set forth herein shall be considered satisfactorily settled.
- 3.8 Failure to respond to a grievance at any step of the grievance procedure shall result in the grievance being advanced to the next step automatically.
- 3.9 Either party may grant approval of a reasonable extension of time at any step of the grievance procedure. Such approval shall not be unreasonably withheld.
- 3.10 If SEAPCO and the Association agree, a grievance may be submitted directly to arbitration.
- 3.11 The following is set forth as an orderly procedure for resolving all grievances that cannot be resolved informally. Grievants may enter the process at either Step 1.1 or Step 1.2 depending on the circumstances surrounding the grievance.

1.1 When an alleged grievance calls into question the conduct of a member of the bargaining unit other than the grievant (e.g., a claim by a Paraprofessional that a Teacher has acted in violation of this contract), the aggrieved party shall deliver a written statement of the grievance to the non-grieving party.

The written grievance must be delivered within twenty (20) days of the occurrence or knowledge of the occurrence upon which the grievance is based.

For purposes of **1.1**, a grievance is a claim that a member of the bargaining unit other than the grievant has violated this Agreement or provisions of this contract. The non-grieving party will serve as a representative of management throughout the given procedure as needed and requested. A diligent effort shall be made to resolve the grievance at this point in the process.

The non-grieving party shall have ten (10) days to give a written response and a brief explanation of reasons. The written response will be forwarded to the grievant, the designated Association representative, and to his or her Special Education Administrator.

1.1A If a satisfactory settlement is **NOT** reached in **1.1** (above), the aggrieved party shall deliver a written statement of the grievance to his or her Special Education Administrator. The written grievance must be delivered within twenty (20) days of the occurrence or knowledge of the occurrence upon which the grievance is based.

A diligent effort shall be made to resolve the grievance at this point in the process.

The Special Education Administrator shall have ten (10) days to give a written response and a brief explanation of reasons. The written response will be forwarded to the grievant, the designated Association representative, and to his or her Special Education Administrator.

1.2 When an alleged grievance calls into question the conduct of a SEAPCO employee who is **NOT** a member of the bargaining unit, the aggrieved party shall deliver a written statement of the grievance to his or her Special Education Administrator. The written grievance must be delivered within twenty (20) days of the occurrence or knowledge of the occurrence upon which the grievance is based.

A diligent effort shall be made to resolve the grievance at this point in the process.

The Special Education Administrator shall have ten (10) days to give a written response and a brief explanation of reasons. The written response will be forwarded to the grievant, the designated Association representative, and to his or her Special Education Administrator.

Step 2. If a satisfactory settlement is not reached in **Step 1**, the grievance shall be submitted by the grievant or the grievant's designated representative to the Director of Special Education. The grievant shall submit a copy of the grievance to the designated Association representative.

The written grievance shall be submitted within ten (10) days following the receipt of the **Step 1** response. The written grievance shall state the facts involved in the grievance and the contract provisions allegedly violated by SEAPCO.

Within ten (10) days after receipt of such written grievance, the Director shall give a written response and a brief explanation of reasons. The written response will be forwarded to the grievant and the designated Association representative.

Step 3. If a satisfactory settlement is not reached in **Step 2**, the grievant or the grievant's designated representative shall submit the written grievance to the Chairperson of the Board of Control. The written grievance shall state the facts involved in the grievance, the contract provisions allegedly violated, and the reasons the Director's response in **Step 2** is not satisfactory.

Such submission shall be made within ten (10) days after the receipt of the response in **Step 3**. The Board of Control, through its designated representative, shall submit a response with a brief explanation of its reasons to the Association representative within ten (10) days following its regular meeting.

Within ten (10) days after receipt of such written grievance, the designated representative for the Board of Control shall give a written response and a brief explanation of reasons. The written response will be forwarded to the grievant, the designated Association representative, and the Director.

Step 4. If a satisfactory settlement is not reached in the above Steps, the grievant or the grievant's designated representative and the Association shall have the right to submit the grievance to arbitration upon written notification to the SEAPCO's Director. Such notification must occur within fifteen (15) days after the response is given in **Step 3**.

3.12 The following is the process for resolving grievances through arbitration.

- a. The parties will agree upon an arbitrator within five (5) days after the notice is received. By mutual agreement, this time line will be extended.

- b. If the parties cannot agree upon an arbitrator, the Director of the Federal Mediation and Conciliation Service will be requested to supply a list of seven (7) arbitrators. Each party alternately shall strike one name from the list. However, either party may reject the first list submitted in its entirety and request a second list. The Association shall strike first. On alternate arbitration cases when it is necessary to select an arbitrator in this manner, SEAPCO shall strike first. The parties shall continue striking names until only one remains on the list. That person shall be designated to hear the grievance. His/Her decision shall be final and binding. The arbitrator, however, shall not have the right to change, add to, or subtract from the terms and conditions set forth in this Agreement.
- c. Neither SEAPCO nor the Association will be permitted to assert any grounds or evidence before the Arbitrator which was not previously disclosed to the other party.
- d. The fee and expenses of the arbitrator and the cost of a court reporter to transcribe the arbitration proceeding shall be borne equally by SEAPCO and the Association. However, in all cases, fees and expenses of witnesses including experts, the cost of documentary evidence, and matters of that nature shall be borne by the party procuring the same.

ARTICLE IV NO INTERRUPTION OF SERVICE

- 4.1 The Association agrees there shall be no strike, sympathy strike, withholding of services, slow-down, mass resignations, mass absenteeism, and other refusal to render full, complete and contractual service to SEAPCO during the term of this Agreement or any extension of it.
- 4.2 In the event of a strike, sympathy strike, withholding of services, slow down, mass resignation, mass absenteeism, or other refusal to render full, complete and contractual service to SEAPCO during the term of this Agreement, the Association shall immediately notify the employees that the action was not called by it nor is it sanctioned by it. The Association will further direct them to cease all such activity and report to work. This Section shall not result in the discipline of employees who fail to report to work because they have a reasonable fear for their own personal safety based upon conditions objectively observed by them at the time. An employee who does not report to work because he or she has a reasonable fear for his or her personal safety in crossing a picket line shall notify the SEAPCO Central Office immediately.

ARTICLE V STRIKE / CONTRACTED WORK DAYS

- 5.1 Should a strike give rise to the possibility of SEAPCO employees working more than their contracted number of days, teachers and paraprofessionals shall meet with the

administration and work out a mutually agreeable time table to exchange time off during the school year so that employees will not work more than their contracted number of days. Alternatively, if and only if the parties agree, employees may be paid substitute pay for working more than their contracted number of days. Substitute pay shall be based upon the current SEAPCO substitute rate for teachers and paraprofessionals for the school year ending.

ARTICLE VI SEAPCO RIGHTS

- 6.1 Except as specifically restricted by the express language of this Agreement, SEAPCO retains the exclusive right to manage and direct the work force pursuant to its legal responsibilities in the manner it determines to be in the best interests of its school district members and the students it serves.

ARTICLE VII LEAVES

- 7.1 Leave without pay shall be granted for the purpose of attending conventions or meetings of the IEA-NEA under the following conditions:

- a. The Association shall submit a written request for such leave two (2) days in advance of commencement of the leave. Such request shall state the reason for the leave, name of employee, and the day or days of the leave. Leave shall be granted in full day increments only.
- b. There shall not be an aggregate number of Association leave days in any school year in excess of four (4) school days for all employees. No more than two (2) employees may be away from school on Association leave on any day.
- c. The President of the Association or his/her designee will at the discretion of the Director be granted release time to conduct Association business. The release time may be arranged in various configurations upon mutual agreement of the Association and Director.

7.2 Sick Days

- a. Employees shall be granted sick days each school year accumulative to one hundred ninety (190) total days, except that commencing August 15, 2005, all employees who are members of the Teacher Retirement System (TRS) may prospectively accumulate to three hundred forty (340) total days, exclusive of days granted for the current school year. Part-time employees will be granted sick days on a prorated basis. The annual allotment of sick leave shall be based on years of consecutive service in SEAPCO as follows:

Less than 15 years:	Twelve (12) sick days
15+ years:	Fourteen (14) sick days

- b. After 10 years with SEAPCO, an employee who has an accumulation of 90 sick days will be granted 15 sick days annually in lieu of the allotment above. The number of days will continue at 15 once earned.
- c. Sick leave may be used by employees for personal illness, mental or behavioral health complications, quarantine at home, serious illness or death in the immediate family or household or birth adoption, placement for adoption and the acceptance of a child in need of foster care. Immediate family shall include parents, spouse, domestic partner living in the employee's home, brothers, sisters, children, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, and persons for whom the employee is a legal guardian or POA.
- d. Sick leave may be used in quarter day increments provided that any use over a half day shall require use of a full day.

7.3 Sick Leave Donation Program

Employees who suffer a catastrophic illness or injury involving the employee or the employee's spouse or child shall be eligible for participation in the Sick Leave Donation Program following exhaustion of all applicable sick leave, personal leave and vacation days.

Employees who wish to be considered for the program shall submit a written request to the SEAPCO Director for consideration up to thirty (30) days before exhaustion of all available paid leave benefits. The employee's request shall detail the circumstances of the illness or injury. The Director shall review the request with the SEAPCO IEA President to determine whether the request shall be granted within ten (10) days.

If both the Director and the SEAPCO IEA President agree that the request should be granted, the Director shall send an email to all employees either holding a professional educator license (Classification 1) or all educational support personnel (Classification 2), depending upon the employee's own classification. The email shall detail the fact that the employee qualifies for the Sick Leave Donation Program as well as any information about the illness or injury as authorized by the employee in writing. The email shall advise employees in the same classification that they may elect to donate one (1) sick leave day to the requesting employee by providing written notice to the Director within thirty (30) days. No more than thirty (30) days may be donated to the same employee for a single illness or injury. Donations shall be approved on a first-come, first-served basis.

Nothing in this program shall diminish any rights afforded to employees under the Family and Medical Leave Act (FMLA). Employees receiving workers compensation benefits or disability benefits under TRS, IMRF, social security or any similar program do not qualify for participation in the Sick Leave Donation Program.

7.4 Bereavement Days

Employees shall be granted three (3) bereavement days per school year, noncumulative, which may be used by employees for death in the immediate family or household.

Immediate family shall include parents, spouse, domestic partner, brothers, sisters, aunt, uncle, niece, nephew, children, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, and persons for whom the employee is a legal guardian or POA. After exhaustion of bereavement days, employees may utilize up to two (2) sick leave days per year for bereavement.

7.5 Personal Days

- a. Employees shall be granted two (2) personal days per school year with the following stipulations:
 1. Requests for such days must be received by the Director or designee in writing not later than the close of business on the day before the absence occurs. No reason for the absence is required to be furnished.
 2. Absence cannot occur in less than half-day segments.
 3. A personal day may not be used on the first or last day of school or before or after a school holiday, institute or vacation. Further, a personal day may not be used on an institute day except for an emergency or extraordinary situation. Up to one unused personal day may be carried over to the following year. Any remaining days will be added to accrued sick days at the end of the school year.
 4. No more than five (5) bargaining unit members requiring a substitute and five (5) not requiring a substitute may be absent under this provision in any school day. Requests will be granted in the order received. From the start of school to October 1; December 1 to January 15; and May 1 to the end of school, only two (2) bargaining unit members that require a substitute and two that do not require a substitute may be absent under this provision per day.
- b. Upon written or verbal explanation, the Director may waive the stipulations on the use of the personal days.

7.6 Mutually Agreed Leaves

- a. As used in this Section 7.6, the term “leave of absence” shall apply to an unpaid leave of absence for any length of time, even one as short as one day.
- b. The Director may grant a leave of absence to employees without pay for a purpose deemed appropriate and beneficial to the Director. The Association shall submit its written comments regarding the leave request to the Director.
- c. Health insurance coverage through COBRA is available to any employee who is no longer eligible through SEAPCO because of termination of services, reduction in hours of employment, retirement or disability. Coverage can be purchased for eighteen (18) months for employees who are terminated, reduced in hours or

retired. For employees who are disabled, coverage can be purchased for twenty-nine (29) months. For dependents (which may include but not be limited to children or spouses who are widowed or divorced), coverage can be purchased for thirty-six (36) months. COBRA information is available through the insurance provider.

- d. SEAPCO acknowledges that it is an employer covered by the Family and Medical Leave Act.

7.7 Professional Leave

- a. Teachers and paraprofessionals are encouraged to participate in meetings and conferences which encourage professional growth.
- b. Teachers and paraprofessionals may request attendance at one professional meeting per year. All requests to attend professional meetings or conventions must be submitted to the Director for approval no less than two (2) weeks in advance.
- c. Reimbursement will be made only for the amounts pre-approved.
- d. Employees must obtain itemized receipts for all expenses incurred while attending an authorized meeting or conference for which they seek reimbursement. SEAPCO will make reimbursement upon receipt of a claim made in accordance with this Article. Reimbursement must be requested within thirty (30) calendar days of attendance at the meeting. Reimbursement will occur within forty-five (45) calendar days of receipt of request for reimbursement and itemized receipts.
- e. Employees who attend approved work-related workshops or conferences will be reimbursed costs not to exceed \$450 for all expenses, exclusive of mileage.
- f. Mileage to and from workshops will be reimbursed at the amounts set forth in Section 24.1. In order to access this section, employees shall be required to carpool to workshops whenever feasible.

ARTICLE VIII DISCIPLINE

- 8.1 No teacher shall be disciplined without reason or cause as specified in Section 24-12 of the School Code. No paraprofessionals shall be disciplined without just cause. Progressive discipline shall be used with respect to all employees. Notwithstanding the foregoing, all paraprofessionals shall have a one (1) year probationary period and may be dismissed at the discretion of the Director at any time prior to commencing the second year of employment.
- 8.2 Employees shall be entitled to have a representative of the Association present during any investigatory meeting which may reasonably be expected to lead to disciplinary action.

ARTICLE IX
NON-EMPLOYEE COMPLAINTS

- 9.1 When a non-employee of the School District directs a complaint concerning any employee to SEAPCO or building administration, the employee's special education administrator and building principal shall, except under special circumstances, inform the employee of the same. The administrator(s) shall direct the employee to confer with the complainant in an attempt to resolve said complaint in an informal manner, unless special circumstances do not warrant such an approach. Should the employee be unable to effect a resolution with the complainant, the employee shall report such nonsuccess to the special education administrator and the building administrator. Thereafter, the administrator shall confer with the employee, complainant, or both, individually or jointly, in an attempt to resolve the complaint in an informal manner.
- 9.2 The administration shall not take any formal disciplinary action (such as a written letter of reprimand, negative evaluation, remediation plan or termination) against an employee based on a complaint from a non-employee of the District without having a documented conference with the employee and, upon the employee's request, except for special circumstances, making every reasonable effort to schedule and hold a complainant/employee conference concerning the issue. At the employee's request, an Association representative shall be present at any such meeting.
- 9.3 Nothing herein shall be construed to deny any employee rights he/she may have under the School Code of Illinois, or other applicable laws and regulations.

ARTICLE X
WORK RELATED INJURY OR ILLNESS

- 10.1 An employee who suffers an illness or injury in the course of employment and who collects Worker's Compensation shall not have a reduction in his or her sick days. Such an employee may, however, receive full pay for each day of such absence by electing to utilize available sick days and by remitting to SEAPCO all amounts received under the Workers Compensation Act for temporary total disability. An employee who elects to collect a full day's pay by utilizing sick leave shall be charged for the use of sick days in proportion to the difference between the Workers Compensation payment and a full day's salary. Thus, if the Workers Compensation payment is two-thirds (2/3) of the employee's salary, the employee will be charged with the use of one-third (1/3) sick day of absence.

ARTICLE XI
HEALTH AND SAFETY

- 11.1 Employees shall not be required to work under conditions which are unsafe or unhealthful.

ARTICLE XII
CONTRACTING FOR SERVICES

- 12.1 It is SEAPCO's general policy to utilize bargaining unit employees rather than contracting for services. SEAPCO may contract for services provided such contracting does not displace any employee actively working or deny work to a qualified employee with recall rights.

ARTICLE XIII
JURY DUTY--SUBPOENAED WITNESS

- 13.1 Any employee called for jury duty during working hours shall be excused from work. The employee will be paid his or her regular salary for the period of jury duty provided that he or she shall remit the per diem jury fee to SEAPCO.
- 13.2 Any employee subpoenaed to testify during working hours in any judicial or administrative matter shall be excused from work. Employees subpoenaed to testify in work-related cases (for example, child abuse cases wherein the employee is called to testify concerning observations of the child at school) will be paid their normal salary for time away from work. Employees will not be paid for time spent in labor arbitrations between the parties whether or not they have been subpoenaed. The Director shall have the discretion to determine whether an employee subpoenaed to testify in a non-work-related case (such as a divorce proceeding or a personal injury action) will receive his or her regular salary for time away from work, provided that in each case where leave with pay is granted the employee shall reimburse SEAPCO for the cost of hiring a substitute when necessary. In all cases where an employee receives SEAPCO salary for time spent as a subpoenaed witness, SEAPCO shall be entitled to the witness fee tendered with the subpoena.

ARTICLE XIV
ASSOCIATION RIGHTS

- 14.1 SEAPCO will continue its practice of allowing the Association to set up a table at the SEAPCO new employees meeting for the purpose of distributing information to the employees concerning Association membership and activities.
- 14.2 SEAPCO will continue its practice of allowing the Association to address the employees at the conclusion of the SEAPCO new employees meeting or any other general employee meeting for the purpose of making announcements or distributing information. Attendance at this portion of any meeting is voluntary. This provision does not apply to meetings or institutes where teachers or staff from other schools are in attendance.
- 14.3 By September 2nd, the SEAPCO Director will give the Association President the names and building assignments of all employees as of September 1 of each school year. The Association may disseminate the information by utilizing the building's mail distribution system.

ARTICLE XV
ASSOCIATION REPRESENTATION AT BOARD MEETINGS

- 15.1 A member of the bargaining unit will be excused from work, with pay, for the purpose of attending all regular and specially called meetings of the Board of Control.
- 15.2 It is the parties' intent that the Association will rotate its representative to attend Board meetings. The Association will, as promptly as possible after the effective date of this Agreement, provide the Director with a calendar designating which person will attend each regularly scheduled meeting for the next year. Upon receiving notice from the Director of a specially called meeting, the Association will designate its representative no later than twenty-four (24) hours prior to the meeting, earlier if feasible.
- 15.3 When the Association's designee requires a substitute, the Association will reimburse SEAPCO for the cost of employing the substitute. If a substitute is required, the employee shall be excused for the entire school day. If a substitute is not required, the employee will make arrangements in advance with the Director to make up for time lost in the District. SEAPCO shall not incur any additional liability for mileage as a result of employee attendance at Board meetings.
- 15.4 Minutes of the open meetings of the Board will be provided to the Association, as will a copy of the agenda.

ARTICLE XVI
NOTIFICATION OF ASSIGNMENT

- 16.1 SEAPCO will make every reasonable effort to notify teachers of their assignments not later than June 30 and paraprofessionals of their assignments not later than July 31. Notification of changes in assignment will be provided to the employee as promptly as possible. In the event changes in such assignments are proposed, reasonable effort will be made to notify and consult with the employee affected as promptly as possible.
- 16.2 If an employee member is assigned tasks because of the illness of another on a long-term basis, the employee has the right to request a clarification of responsibilities/expectations within the parameters of the contract. If the employee believes that the added responsibilities exceed what is reasonable, the employee shall so state in writing to his/her special education administrators. If the employee is not satisfied with the special education administrator's response, the employee shall state in writing his/her concerns to the Director for review. If the employee is not satisfied with the Director's response, the employee shall have the right to file a grievance.

ARTICLE XVII
JOB VACANCIES

- 17.1 Any employee interested in being considered for another position in the event of a vacancy must provide the Director with a Transfer Request Form 213 indicating the positions for which he or she would like to be considered. Such persons will be considered for vacancies should they arise.
- 17.2 Whenever SEAPCO creates a new job or decides to fill a vacancy, it will publish a notice of the available position by emailing to all employees, provided that the vacancy is one which SEAPCO knew of prior to the last pupil attendance day of the school year preceding the one in which the vacancy occurs. Employees who wish to be considered for the vacancy must submit a Transfer Request Form 213 to the Director within seven (7) days of the publication and email, except that during the summer the Transfer Request Form 213 must be submitted within three (3) days of the publication.
- 17.3 The Board, upon the recommendation of the Director and after consultation with the Superintendent of the School District in which the vacancy exists, will fill the vacancy. The Board reserves the right to hire from an outside source if, in its opinion, the interests of SEAPCO would be better served thereby.
- 17.4 Employees considered under the procedure outlined above who are not selected to fill the vacancy will be notified as soon as possible after the vacancy is filled. They will be afforded an opportunity to discuss with the Director the reasons for being passed over.

ARTICLE XVIII
CLASS SIZE / CASELOAD

- 18.1 SEAPCO will comply with existing state and federal guidelines regulating class size. Current class size requirements can be located on ISBE web site.
- 18.2 Psychologist / Social Worker Ancillary Evaluation Pay. If the need arises for psychologists or social worker to take on additional cases, outside of their normally assigned caseload, to fill a need due to a staff shortage, the employee will be compensated at the rate of \$57.50/hour. The following parameters will be followed for additional cases:
- a. The Director or administrator responsible for the oversight of psychologist or social worker will request assistance and assign the employee to the extra caseload.
 - b. Working the extra caseloads is completely voluntary and no psychologist or social worker will be forced to take on extra cases.
 - c. The extra work is for the sole purpose of completing Psychoeducational or social work evaluations/reports.

- d. No psychologist or social worker can take on cases in the last four years of service if the additional pay will cause their salary to increase above the statutory amount approved by the state thus causing a TRS penalty.
 - e. Mileage will be reimbursed at the same rate as listed in the Collective Bargaining Agreement when performing additional cases, including home to school or site.
 - f. Extra case work may happen during regular working hours. Duties typically completed during this time for the psychologist's or social worker's assignment will be done after regular working hours.
 - g. When a student at SEAPCO or a member district with an assigned psychologist or social worker is added to the psychologist or social worker's caseload for the first time mid-year due to enrollment, identification, or the provision of new services, he or she shall be considered part of the normally assigned caseload.
- 18.3 Psychologist / Social Worker Additional Annual Assignments. If the need arises for a psychologist or social worker to take on additional assignments over their 100% workload as determined by the administration, they will be compensated per the percentage of their salary. The employee will be compensated at a rate equal to the additional workload (ex: 10% increase in salary if staff member takes on 110% of workload). The percentage of overload shall not exceed 110%. The additional workload pay will only be in effect if SEAPCO is short staffed.
- a. No psychologist or social worker can take an overload in their last four years of service if the additional pay will cause their salary to increase above the statutory amount approved by the state thus causing a TRS penalty.
- 18.4 Paraprofessional / Food Service Coordinator. The Paraprofessional / Food Service Coordinator shall be compensated a stipend of \$1,000 for taking inventory, collecting data, preparing, coordinating, and serving food for students at SEAPCO academy.
- 18.5 SEAPCO Unified Coordinator. The SEAPCO Unified Coordinator shall be compensated a stipend of \$3,000 for additional responsibilities outside normal work duties as an Adapted PE Teacher. The SEAPCO Unified Coordinator will be responsible for the development, implementation, evaluation, coordination and consultation at Unified Sports, Unified Clubs, Young Athletes and Special Olympics Unified Champion Schools activities for all participating SEAPCO districts.

ARTICLE XIX REDUCTION IN FORCE AND CONTINUOUS SERVICE

Non-Certified

- 19.1 If a reduction in force is to occur, the Association shall be informed of the reasons for the reduction prior to the discussion of the matter in an open meeting of the Board of Control.

- 19.2 "Continuous service" is defined as an employee's length of continuous employment by SEAPCO. For purposes of a reduction in force or recall, seniority shall be by category of position. Paraprofessionals shall be divided into the following categories.
- a. Student Facilitators
 - b. COTA
 - c. PTA
 - d. Sign Interpreters
 - e. Program Nurses
 - f. Screeners
- 19.3 Continuous service will not be interrupted by unpaid leaves of absence approved by SEAPCO. However, if an employee takes an unpaid leave of absence in excess of ninety-one (91) work days in any school year, he or she will not be credited with service for any portion of that year for purposes of calculating continuous service under this Article.
- a. Seniority shall be determined by the contractual length of continuous service from the most recent date of hire.
- 19.4 If in connection with reduction in force it becomes necessary to select between two or more employees who have exactly the same amount of continuous service within a category, the Board of Control, upon the recommendation of the Director and after consultation with the Superintendents of the affected districts, will break the tie.

Paraprofessionals honorably dismissed as the result of a reduction in force will be recalled in the inverse order of layoff for up to one year provided that he/she was continuously employed by the Association for 120 school days immediately prior to the layoff.

When an employee whose position has been eliminated indicates a preference for staying in the same building and/or district, the employee's seniority in that district will be given serious consideration.

Certified

- 19.5 a. Seniority

Seniority shall be determined by the contractual length of continuous service from the most recent date of hire.

- b. Reductions in Certified Staff

Honorable dismissals and recalls shall be in accordance with the School Code.

As required by the School Code, all teachers shall be categorized into one or more positions for which the teacher is "qualified to hold," as that term is defined in the School Code's Section 24-12(b). In compliance with the School Code, a joint committee will be established each year for the purpose of considering the grouping rules outlined in the Illinois School Code. If the joint committee fails to reach an

agreement before February 1 of each year, then the statutory requirements for grouping shall control, unless a prior joint agreement was reached, in which case such prior agreement controls unless terminated or amended. Within each position, and subject to agreements made by the joint committee, the District or joint agreement must establish four groupings of teachers qualified to hold the position, as provided for in the School Code's Section 24-12(b). A list of the "sequence of honorable dismissal" shall be provided by the Board at least 75 days before the end of the school year. If the Board decides to decrease the number of Teachers employed, the Board shall dismiss teachers in compliance with the Illinois School Code and according to the provided "sequence of honorable dismissal" by providing appropriate written notice.

c. Recall of Certified Staff

Certified staff shall be recalled as provided for in the School Code. A certified staff may accept or reject a position of lesser contract terms and still retain recall rights pursuant to the Illinois School Code to a position equal to the one from which the teacher was dismissed.

ARTICLE XX
NOTICE OF AVAILABLE LEAVE

20.1 SEAPCO will furnish each employee with online access to his/her accumulated sick leave.

ARTICLE XXI
DUES DEDUCTION

21.1 Employees joining the Association and desiring to have dues deducted shall authorize the dues deduction by signing a form acceptable to the Association and the District. Such form shall be submitted to the Director on or before August 31 and dues shall be deducted in equal installments starting in September and ending in June 30. New employees hired after that date may submit their request to the Director within 30 calendar days of their first day of employment. SEAPCO shall remit the dues to the local office of the Association within ten (10) days following the pay period deduction. Revocation of the dues deduction shall be accomplished by written request to the designated representative of the Association who shall notify the Director at least two weeks prior to the effective pay date. In the event an employee notifies the employer in writing directly that the employee no longer desires to have dues deducted, the employer shall inform the union as soon as practicable and shall two weeks after receiving the notification from the employee cease deducting dues.

ARTICLE XXII
EARLY RETIREMENT INCENTIVE - CERTIFICATED EMPLOYEE

22.1 Certified Employees with fifteen (15) or more years of consecutive service in the District who elects to retire from the District may receive the retirement benefits if they meet TRS

eligibility criteria and retire during the window period set forth below. Employees meeting the TRS eligibility criteria will receive the following retirement benefits:

- A. TRS Creditable Earnings Increase. The Employee shall not be paid in accordance with the regular salary schedule, but instead shall be moved "off schedule" and will instead receive an annual increase in his/her TRS creditable earnings equaling six percent (6%) over the Employee's prior year's TRS creditable earnings for a period of up to a maximum of three (3) years (based on the Employee's irrevocable notice).
- B. A teacher may receive this ERI if he or she retires at the end of any school year (July 1 – June 30) during the following window period:
 - 1. Starting with the end of the school year (July 1 – June 30) in which the teacher becomes eligible to commence receiving any retirement pension from TRS; and
 - 2. Ending at the first of the following to occur:
 - (a) The end of the school year in which he or she first accumulates at least thirty-five (35) years of creditable service in the Teachers Retirement System (TRS); or
 - (b) At the end of the school year in which the teacher reaches age sixty (60).

The incentive is not available unless the teacher can retire without obligating the teacher or the District to pay a penalty or any other payment to TRS. In determining these dates, teachers must consider and utilize all of their available sick leave for creditable service purposes in TRS as well as any available service credit obtained from other pension systems.

22.2 Miscellaneous

- A. To qualify for the ERI, the employee must give notice of intent to retire no later than March 1 of the year preceding the year the employee is to receive the ERI.
- B. Calculations for the ERI shall include only base salary and compensation for extended school year.
- C. The Employee must continue to perform all extra work that is used in determining the prior year's TRS non-exempt creditable earnings in the years in which program benefits are received. An Employee who does not perform such extra work shall have his or her compensation reduced accordingly.
- D. An Employee under this retirement program will not be able to earn more than six percent (6%) creditable earnings over the prior year's TRS creditable earnings.

- E. Employees must pay back to the Employer any monies in excess of what the Employees salary increase would have been if they are no longer in the incentive program.
- F. If after submitting an irrevocable letter of retirement, the Employee resigns from or is removed for cause from duties for which the Employee was compensated the previous year, the Employee's TRS creditable earnings will be immediately adjusted accordingly.

ARTICLE XXIII PARAPROFESSIONAL RETIREMENT BENEFIT

- 23.1 A paraprofessional who retires from SEAPCO, and who is at least 55 years of age, and who has been employed full time by SEAPCO for at least fifteen (15) years, shall be paid One Hundred Twenty Dollars (\$120) per diem times the number of unused sick days accumulated by that paraprofessional as of the retirement date. The retirement benefit may be paid in one lump payment or in two (2) equal installments. The first installment shall be paid within thirty (30) days of the retirement. The second installment shall be paid during the first week of the next calendar year following the retirement. Should a paraprofessional who has retired from SEAPCO be reemployed by SEAPCO, that paraprofessional shall have no seniority recognized at the time of reemployment and shall be paid at the entry level (base) rate then in effect.
- 23.2 Additionally, a paraprofessional with at least fifteen (15) years of service shall upon retirement receive a post retirement payment of Four Thousand Dollars (\$4,000). A paraprofessional with at least twenty (20) years of service shall upon retirement receive a post retirement payment of Five Thousand Dollars (\$5,000). A paraprofessional with at least twenty-five (25) years of service shall upon retirement receive a post retirement payment of Six Thousand Dollars (\$6,000).
- 23.3 SEAPCO shall provide a 403(b) plan and will match up to Ten Dollars (\$10.00) per paycheck an employee's contribution into the 403(b) account established by the employee.
- 23.4 To qualify for the retirement benefits, the employee must give notice of intent to retire no later than May 1 of the year preceding the year the employee plans to retire. Employees who are subject to a significant change in life circumstances, without limitation, divorce, death of a spouse, or serious medical condition of employee or spouse may seek a waiver or modification of notice requirement from the director whose decision shall be final.

ARTICLE XXIV TRAVEL REIMBURSEMENT

- 24.1 Employees will be paid for on-the-job travel expense at the IRS mileage rate. Reimbursement claims are due on specified dates. No reimbursement will be paid to or

from district institutes; however, travel will be reimbursed for meetings called by the Administration such as scheduled monthly employee meetings.

Employee will not be paid for travel from home to the first place of work at the beginning of the day, nor for travel from the last place of work to home. Employee will be entitled to be paid for all other work-related travel. Mileage will be rounded to whole numbers.

ARTICLE XXV PREPARATION TIME

- 25.1 Teachers with classroom assignments will be given preparation time in the same manner and on the same terms as it is given to teachers at the onsite district, which includes access to their regularly located teachers' work area (meaning where the teachers' files are maintained) during the assigned preparation time.
- 25.2 The parties recognize that the preparation time requirements for teachers and COTAs/PTAs without classroom assignments differ from those with classroom assignments. They will coordinate their schedules with the supervisor balancing time spent on site in their assigned district with central office time.

ARTICLE XXVI CONTRACT WORKDAY

- 26.1
 - a. For employees assigned to a district, the contracted work year will be the work year for teachers in that district. The contracted workday for such employees will be the teacher hours for the district. For teachers, this time includes standard building preparation time and duty-free lunch.
 - b. Paraprofessionals assigned to a district are contracted to work the same work year and hours, including Parent/Teacher Conferences, as required for teachers in the building where the paraprofessional is assigned. Paraprofessionals shall be afforded reasonable breaks consistent with their duties and needs of students.
 - c. Notwithstanding a and b above, flexible hours may be imposed if necessary to meet the needs of students in specific programs.

ARTICLE XXVII GROUP HEALTH AND LIFE INSURANCE

- 27.1 For the 2025-2026 school year SEAPCO shall pay \$549.00 toward the monthly insurance premium for individual insurance coverage. If the rates are adjusted during the duration of this contract, the board/employee shall split 60/40 any increase or decrease in the premium.
- 27.2 For the 2025-2026 school year SEAPCO shall pay \$887.00 toward monthly insurance premium cost for individual and spouse coverage. If the rates are adjusted during the

duration of this contract, the board/employee shall split 60/40 any increase or decrease in the premium.

- 27.3 For the 2025-2026 school year SEAPCO shall pay \$818.00 toward monthly insurance premium cost for individual and dependent coverage. If the rates are adjusted during the duration of this contract, the board/employee shall split 60/40 any increase or decrease in the premium.
- 27.4 For the 2025-2026 school year SEAPCO shall pay \$1,221.00 toward monthly insurance premium cost for family coverage. If the rates are adjusted during the duration of this contract, the board/employee shall split 60/40 any increase or decrease in the premium.
- 27.5 SEAPCO reserves the right to change insurance carriers and to determine whether it will self-insure covered risks, provided that:
- a. Any change in status will not have a significant adverse impact on employee premium or benefit levels.
 - b. The Association will be notified in advance of any proposed change and will be given an opportunity to state its position.
- 27.6 Any portion of the health insurance premiums (for employee and/or dependent/spouse coverage) paid by the employee shall be tax-sheltered.

ARTICLE XXVIII TUITION REIMBURSEMENT

- 28.1
- a. All coursework must be submitted by the Course Request Deadline in the table below and be approved by the Director PRIOR to taking the class for tuition reimbursement or advancement on the salary schedule. Tuition reimbursement for coursework required for employees by the Director will be made at a rate not to exceed three hours at the hourly tuition rate of Illinois State University regardless of any cap. Tuition reimbursement for coursework not required by the Director will not exceed the hourly tuition rate of Illinois State University and be subject to the restrictions herein. The total budget expenditure for tuition reimbursement shall not exceed \$35,000 per fiscal year.
 - b. Required coursework as approved by the Director shall not affect the cap of \$35,000.
 - c. Tuition Reimbursements and Scale Movement will be made according to the following guidelines:

Tuition Reimbursement Approval and Payment Schedule

Table 1

Course Request Deadline	Course Semester	Documents Due for Reimbursement Deadline
14 days prior to the course start date	Summer	October 1
14 days prior to the course start date	Fall	February 1
14 days prior to the course start date	Spring	June 1

1. Reimbursement will be made for tuition costs for courses in which the employee earned a grade of “B” or better and documented by employee transcript (or equivalent) and receipts. Reimbursement does not include other costs which universities may apply such as activity fees, user fees or book fees.
2. In order to receive reimbursement or advance on the salary schedule for a particular course, the employee must have received pre-approval from the Director. Course work must be at the graduate level for certified staff and be earned at an institution accredited by the Higher Learning Commission provided, however, accreditation alone does not guarantee approval. Course work must be degree seeking in the education field or pertinent to the employee’s current position. Course work must be at the undergraduate or graduate level for non-certified staff or an approved teacher certification program. Course work must be degree seeking in the education field or pertinent to the employee’s current position. The request for course reimbursement must be submitted by the course request deadline in Table 1 above for the semester in which the course is to be taken in order to be eligible for approval.
3. The employee must be currently employed by SEAPCO at the time of payment. Reimbursement will be paid to the employee for the difference between actual tuition cost paid by the employee and stipends or other funds received for the coursework. Employees will not be allowed to access more than one source of SEAPCO-sponsored reimbursement. Coursework taken for pass/fail will be approved only if the coursework may not be taken for credit. The proper documentation for reimbursement, in addition to the pre-approval form, shall include the reimbursement form and grade report received from the University. However, in order to be moved on the salary schedule, teachers must present to the Director by September 7th official transcripts from universities or verification of requests having been submitted with necessary payment no later than September 1st.
4. Reimbursement for tuition will be paid to the employee with board bills upon submission of the proper documentation.

5. Tuition Reimbursement requests will be reviewed and approved in the order received; in the following manner:

6.

a. Employees may be reimbursed for up to 3 classes per year - up to three (3) semester hours per course; One (1) class in the summer, One (1) in the fall semester, and One (1) in the spring semester until all courses are paid out or until the monetary cap is reached. Reimbursement for courses will be made in the order course requests are received by the Director.

1. In no event shall an employee be reimbursed for more than one (1) course undertaken in a single semester.

2. It is possible that an employee who puts in for a course later in the year may not get reimbursement paid if the monetary cap is reached.

3. If Application for Pre-Approval of Tuition Reimbursement is marked "Approved for reimbursement", it will be paid upon receipt of documents. If Application for Pre-Approval of Tuition Reimbursement is marked "Approved for reimbursement if funds are available", the reimbursement will not be paid until after June 1.

4. No employee will be paid out for a second course until everyone with pre-approval has been reimbursed for a first course. No employee will be paid out for a third course until everyone with pre-approval has been reimbursed for a second course.

b. Documents for reimbursement must be turned in by the Documents Due for Reimbursement Deadline in Table 1 above or the employee will not get reimbursed and funds will be allocated to another employee's request.

1. Employees who are marked as "Approved for reimbursement if funds are available" are required to turn in the documents for reimbursement according to the Table 1 above in order to receive reimbursement.

28.2 Employees who receive tuition reimbursement commit to work full-time at SEAPCO for one full school year following the last reimbursement. If an employee separates employment for any reason prior to fulfilling this commitment, the employee shall be obligated to repay the cooperative the tuition reimbursement.

Such repayment may be paid in twelve equal installments without interest if paid by the 1st of each month following his or her separation. If payments are delinquent and collection efforts become necessary, the teacher shall be obligated to pay all collection and court costs including reasonable attorney fees.

ARTICLE XXIX
SALARIES

- 29.1 The salary schedules are attached hereto as Appendix A, Appendix B and Appendix C.
- 29.2 The Employer shall have the right to pay new employees accepting a hard to fill position a hiring bonus in the amount and under the terms determined at the discretion of the Employer, provided that the Employer first discusses the proposed hiring bonus with the Union President.
- 29.3 In order to qualify for consideration on the teacher salary schedule beyond the B.S. level, coursework must be approved in advance by the Director. A minimum of 2/3 of the additional hours beyond the bachelor degree level must be graduate level work. In order to qualify for consideration for advancement on the teacher salary scale beyond their current level, teachers must provide the Director of Special Education with an official transcript of such work by September 15.
- 29.4 Pay stubs will be posted to the employee portal on the 15th and the last day of each month on a 12-month schedule. An employee who resigns, retires, or is dismissed effective at the end of his or her contract will be paid in full all monies owed him or her on the next regularly scheduled pay date after their last work day.
- 29.5 The following are multipliers utilized in determining the salaries for those listed positions:
- Psychologist, speech pathologist and social worker salary is determined by placement on the salary schedule according to education and years of experience and then adding one year for internship. That amount is then multiplied by 1.150.
- a. Transition Specialist and Consultant Teachers salary is determined by placement on the salary schedule multiplied by 1.05.
- b. Except as set forth below, the defined contract year shall consist of 180 assigned student contact and/or workshop/institute days within an established 205 day calendar. Any bargaining unit member who is requested to work in excess the defined contract year shall be paid on a per diem basis. Per Diem shall be determined by dividing the individual contract amount by the number of contract days.

Additional Days in Contract Year for Specified Employees

Consultant Teachers	5
Speech Pathologist	5
Psychologists	5
Social Workers	5
Transition Specialist	5

No more than two (2) of the additional days available to the Transition Specialist shall be utilized after the end of the students' school year. Transitional Specialists

shall work two (2) days beyond the contract year set forth above and those two days shall be paid at the employee's daily rate.

RISE Program teacher(s) shall work three (3) additional days which shall be paid at the employee's daily rate.

- c. Employees using additional workdays should be engaged in meaningful tasks that advance the mission of SEAPCO.
 - i. Before the start of each school year, the administration will assign each employee to a school calendar which will govern the employee's actual days in session.
 - ii. All extended contract employees will have the following options for meeting their contracted obligations for number of days of employment:
 - 1. Perform customary work assignments (e.g., case study evaluations, reports, IEP meetings, and social work counseling) using the individual's assigned calendar (e.g., five days before the start of the school year and five days after the end of the school year).
 - 2. Work on days when some districts are in session but the employee's assigned district is not in session.
 - 3. Take days off without pay.
 - 4. Work in extended school year program.
 - iii. The following is the decision-making process for determining individual work assignments:
 - 1. Each employee will discuss these options with the SEAPCO special education administrator and indicate a preference in writing to the SEAPCO special education administrator. A combination of options is acceptable.
 - 2. The SEAPCO special education administrator will discuss district needs with the district administrator and cooperative needs with the Director.
 - 3. For each employee, the SEAPCO special education administrator will make a recommendation to the Director.
 - 4. Final approval rests with the Director. The Director will notify the employee in writing of the decision.
- d. Effective for the 1986-87 school year, newly employed teachers will be able to receive credit on the salary schedule for private facility experience with children ages 3 to 21. Experience credit would be considered for the period of time after a person became qualified to provide that type of service in the public schools as determined by the SEAPCO Director and approved by the Board of Control. (For example: credit for private school teaching after the person had a teaching certificate, or credit for social work experience after the person met the qualifications for certification as a school social worker).

- e. Full year salary schedule credit will be granted for a minimum of 120 working days in a school year or prorated equivalent for regular part-time personnel.
- f. Student Facilitator – after placement on the salary schedule according to years of experience, that amount shall be subject to a multiplier determined as follows:

Less than 5 years of service to SEAPCO as a student facilitator: 3%.

Having completed 5 years of service to SEAPCO as a student facilitator: 5%.

For purposes of this multiplier and seniority as a student facilitator any paraprofessional working as a student facilitator in the 2004-2005 school year shall be presumed to have served as a student facilitator during each prior year of employment with SEAPCO as a paraprofessional. Consistent with f. above, to receive credit for a year of service, a paraprofessional must have a minimum of 120 working days.

- g. Public Day Program and Juvenile Detention Center employees will be granted a salary stipend of \$3,000 per employee, prorated for part-time employees.
- h. Crisis Interventionist will be granted a salary stipend of \$1,500 per employee, prorated for part-time employees.
- i. Social Workers and Psychologists that supervise interns shall receive a \$1,000 stipend for the school year upon completion of the internship.

29.6 Schedule Placement for Psychologists, Social Workers, and Speech Language Pathologists. Due to program requirements, licensed school psychologists shall be placed on the MS+30 column and licensed school social workers and speech language pathologists shall be placed on the MS+20 column beginning with the 2025-2026 school year. If any existing employee earned graduate coursework approved by the Director following employment with SEAPCO as a licensed professional prior to July 1, 2025, credit for such coursework shall be recognized on the salary schedule beyond the starting column.

29.7 Off-Schedule teachers shall receive the following raises based on their SEAPCO recognized years of service:

2025-2026 School Year:

Less than 14 years of recognized service: \$2500

Between 15-19 years of recognized service: \$2550

Between 20-24 years of recognized service: \$2600

Twenty-five (25) years or more of recognized service: \$2650

2026-2027 School Year:

Less than 14 years of recognized service: \$2550

Between 15-19 years of recognized service: \$2600

Between 20-24 years of recognized service: \$2650

Twenty-five (25) years or more of recognized service: \$2700

2027-2028 School Year:

Less than 14 years of recognized service: \$2600

Between 15-19 years of recognized service: \$2650

Between 20-24 years of recognized service: \$2700

Twenty-five (25) years or more of recognized service: \$2750

Off-Schedule teachers with a multiplier shall have the multiplier applied to the increase each year.

- 29.8 Licensed School Nurses and registered nurse salaries shall be determined from the teacher salary schedule.
- 29.9 Sign Language Interpreters salaries shall be set by the cooperative.

ARTICLE XXX
REIMBURSEMENT FOR SUBSTITUTING

- 30.1 When a substitute teacher cannot be found through SEAPCO or local districts, a SEAPCO teacher, or an employee with certification to sub, preferably in the same building, will be asked by a SEAPCO administrator or designee to cover the classes for which no substitute is available.
- 30.2 In return for the work as a substitute as described in 30.1, SEAPCO will pay the SEAPCO employee \$12.50 per clock hour rounded to the next highest half hour, up to a maximum of \$75 per day. If a student facilitator is asked to substitute in another district, mileage will be paid for the round trip distance from the assigned district to the other district.
- 30.3 No SEAPCO teacher will be required by any administrator to provide such coverage.
- 30.4 Subbing through Absorption of Students from Other Classes. If one or more teachers absorb students from another classroom, as a result of a lack of a substitute, the standard substitute pay for an external substitute shall be equitably distributed to the covering teachers as determined by the administration.
- 30.5 Due to staff and substitute shortages, in a year in which there are two (2) or more paraprofessional openings as of September 30, a stipend of Five Hundred Dollars (\$500) will be paid to all paraprofessionals working as a 1:1 or a classroom aide. The stipend will be paid in two installments of \$250 to all current paraprofessionals during the first pay period in December and May.
- 30.6 At the request of individual teachers, the Director or designee may approve extra duty as suggested by the employee only if individual students' programs will not be affected significantly by the request.
- 30.7 Administrative Subbing. If an employee is asked to cover pre-planned administrative duties in his/her building, a substitute employee will be provided for the duration of

coverage. The employee providing administrative coverage will earn a daily stipend of \$150 for a full day or a pro-rated amount for a partial day.

ARTICLE XXXI EMPLOYEE EVALUATION

NON-CERTIFIED

- 31.1 All paraprofessionals will be evaluated at least once a year, unless otherwise provided below, by their SEAPCO Administrator. The evaluations shall be submitted to the director and/or designee-by March 15th.

For the probationary year(s) of employment, paraprofessionals shall be evaluated at least twice a year. The evaluations shall be submitted to the Director and/or designee-by December 15th and March 15th

A paraprofessional may be evaluated by their SEAPCO administrator on a three (3) year cycle if they meet both of the following criteria;

- a. They have at least 4 years of experience as a paraprofessional with SEAPCO; and
- b. They have received a rating of at least proficient or excellent the past 2 years in each domain category on the evaluation tool

A paraprofessional, regardless of their evaluation or years of experience, may still be evaluated yearly at the discretion of administration.

The final evaluation will be reviewed by and subject to the approval of the Director and/or designee. Any employee may request the attendance of the Director's designee at the summation conference.

Consistent with Section 8.1, paraprofessionals shall serve a one (1) year probationary period. However, at the employer's discretion based on a NI or U in a component of a paraprofessional's most recent evaluation, the paraprofessional may have his or her probationary period extended by 1 school year.

CERTIFIED

- 31.2 Each teacher will be advised at the beginning of the school year that the evaluation tool, current contract, SEAPCO procedure handbook and policies are available on line.
- 31.3 Each teacher will meet with his/her special education administrator by October 1, prior to the first observation to complete the applicable components of the evaluation tool. The evaluation tool shall contain the relevant job standards and an area for the administrator and the employee to outline goals for the year. Both parties to this meeting will sign a SEAPCO designed document/form attesting to the date of the meeting.

- 31.4 The teacher will complete the preconference form, prior to each formal observation. A preconference will be scheduled to go over the form with his/her special education administrator.
- 31.5 Each teacher shall receive a copy of each classroom observation summary. The special education administrator will date and sign each observation summary. The observation summary will be supplied to the teacher within ten (10) days of the observation.
- 31.6 Non-tenured teachers will have their first evaluation before November 15th with his/her first post conference on or before November 15th. Non-tenured teachers will have his/her second formal observation on or before February 15th, with his/her second post conference on or before February 15th.
- 31.7 The final evaluation conference will be scheduled at a time convenient for the administrator and the teacher, but shall be held no later than March 1st.
- 31.8 A written copy of the final evaluation will be given to the teacher at the final evaluation conference. The teacher shall have the opportunity to attach a written response to the evaluation document within fourteen (14) days after receipt. The teacher and the special education administrator shall date and sign the final evaluation within fourteen (14) days of receipt of the evaluation.
- 31.9 SEAPCO shall comply with the Performance Evaluation Reform Act (PERA) of the Illinois School Code. All tenured teachers shall be evaluated at least once every three (3) years and all non-tenured teachers shall be evaluated annually, using the four rating levels outlined in PERA. For any teacher in contractual continued service who receives a “needs improvement” rating or an “unsatisfactory” rating, within 30 school days, a professional development plan or remediation plan, as applicable, shall be developed and implemented, in accordance with the provisions of PERA and the Illinois School Code.
- 31.10 SEAPCO and the Association shall convene a PERA joint committee prior to the SEAPCO’s implementation date under the Illinois School Code in order to comply with PERA in incorporating the use of data and indicators on student growth as a significant factor in rating teaching performance into its evaluation plan.

ARTICLE XXXII LABOR MANAGEMENT RELATIONS COMMITTEE

- 32.1 The Labor Management Relations Committee (LMRC) will meet twice per year to discuss issues impacting labor relations within the district. The meetings will be scheduled by the Director and will occur at least once in the fall and once in the spring. The LMRC may schedule additional meetings by agreement of the Director and SEA President.

The agenda shall be created by the Director and the SEA President at least 48 hours prior to any scheduled meeting. Except in cases of emergency, items not timely placed on the agenda shall not be addressed.

The LMRC will consist of four members selected by the Cooperative and four members selected by the Association and shall include the Director and the SEA President. Additional participants for individual meetings may be invited by agreement of the Director and SEA President.

The primary purpose of the LMRC is to facilitate a collaborative work environment. LMRC meetings are not for the purpose of addressing individual employee issues or grievances or abdicating the requirement to address individual concerns through the chain of command. Any resolutions or solutions discussed by the LMRC shall not be contractual unless memorialized in writing and signed by the parties in a Memorandum of Understanding.

ARTICLE XXXIII DURATION AND EFFECT

- 33.1 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 the written mutual consent of the parties.
- 33.2 The terms and conditions of this Agreement shall be incorporated by reference into the individual contracts or employment agreements between SEAPCO and its employees included in the bargaining unit with the same force and effect as if set forth therein in its entirety.
- 33.3 Should any article, section or clause of this Agreement be declared illegal by a court of competent jurisdiction, then that article, section or clause shall be deleted from this Agreement to the extent that it violates the law. The remaining articles, sections and clauses shall remain in full force and effect. The parties agree that they will abide by the laws of the United States and the State of Illinois.
- 33.4 Within thirty (30) calendar days after ratification by both parties, the Board shall make available a clean copy of the Agreement. The Agreement will be reproduced in each bargaining unit employee handbook.
- 33.5 This Agreement shall become effective on the first day following ratification by the members of the Association and final approval by the SEAPCO Board of Control and shall continue in effect until update.

Executed this 8th day of August, 2025.

BOARD OF CONTROL
SPECIAL EDUCATION ASSOCIATION
OF PEORIA COUNTY, DISTRICT 72

By AJ R. Sio
Its President

SEAPCO EDUCATION
ASSOCIATION, IEA-NEA

By Hoge Blazden
Its President

APPENDIX A
Teacher Salary Schedule

SEAPCO
2025-2026 Certified Staff

Step	BS	BS+10	BS+20	MS	MS+10	MS+20	MS+30	MS+45
0	\$ 51,731	\$ 52,338	\$ 52,911	\$ 53,784	\$ 54,513	\$ 55,234	\$ 55,962	\$ 56,867
1	\$ 52,175	\$ 52,760	\$ 53,364	\$ 54,389	\$ 55,116	\$ 55,838	\$ 56,565	\$ 57,470
2	\$ 52,618	\$ 53,213	\$ 53,816	\$ 54,993	\$ 55,719	\$ 56,442	\$ 57,168	\$ 58,074
3	\$ 53,061	\$ 53,666	\$ 54,269	\$ 55,597	\$ 56,322	\$ 57,046	\$ 57,771	\$ 58,677
4	\$ 53,505	\$ 54,118	\$ 54,722	\$ 56,202	\$ 56,926	\$ 57,651	\$ 58,375	\$ 59,280
5	\$ 53,959	\$ 54,571	\$ 55,175	\$ 56,805	\$ 57,529	\$ 58,254	\$ 58,978	\$ 59,885
6	\$ 54,411	\$ 55,024	\$ 55,627	\$ 57,408	\$ 58,133	\$ 58,857	\$ 59,582	\$ 60,488
7	\$ 55,226	\$ 55,839	\$ 56,443	\$ 58,375	\$ 59,100	\$ 59,824	\$ 60,549	\$ 61,454
8	\$ 56,040	\$ 56,655	\$ 57,258	\$ 59,341	\$ 60,065	\$ 60,790	\$ 61,514	\$ 62,420
9	\$ 56,856	\$ 57,469	\$ 58,073	\$ 60,307	\$ 61,031	\$ 61,755	\$ 62,480	\$ 63,386
10	\$ 57,670	\$ 58,284	\$ 58,888	\$ 61,273	\$ 61,998	\$ 62,722	\$ 63,447	\$ 64,352
11	\$ 58,485	\$ 59,100	\$ 59,703	\$ 62,239	\$ 62,963	\$ 63,688	\$ 64,412	\$ 65,318
12	\$ 59,299	\$ 59,915	\$ 60,518	\$ 63,204	\$ 63,929	\$ 64,653	\$ 65,378	\$ 66,284
13	\$ 60,116	\$ 60,729	\$ 61,334	\$ 64,171	\$ 64,896	\$ 65,620	\$ 66,345	\$ 67,250
14	\$ 60,930	\$ 61,544	\$ 62,299	\$ 65,137	\$ 65,861	\$ 66,552	\$ 67,310	\$ 68,216
15	\$ 61,996	\$ 62,610	\$ 63,365	\$ 66,263	\$ 66,987	\$ 67,712	\$ 68,436	\$ 69,343
16	\$ 63,061	\$ 63,677	\$ 64,432	\$ 67,389	\$ 68,115	\$ 68,838	\$ 69,564	\$ 70,469
17		\$ 64,742	\$ 65,497	\$ 68,516	\$ 69,241	\$ 69,965	\$ 70,690	\$ 71,595
18			\$ 66,463	\$ 69,543	\$ 70,267	\$ 70,992	\$ 71,716	\$ 72,621
19				\$ 70,569	\$ 71,293	\$ 72,018	\$ 72,742	\$ 73,647
20				\$ 71,695	\$ 72,419	\$ 73,144	\$ 73,868	\$ 74,775
21					\$ 73,546	\$ 74,270	\$ 74,995	\$ 75,901
22						\$ 75,396	\$ 76,122	\$ 77,027
23							\$ 77,148	\$ 78,053

APPENDIX A
Teacher Salary Schedule

SEAPCO
2026-2027 Certified Staff

Step	BS	BS+10	BS+20	MS	MS+10	MS+20	MS+30	MS+45
0	\$ 53,541	\$ 54,148	\$ 54,721	\$ 55,594	\$ 56,323	\$ 57,044	\$ 57,772	\$ 58,677
1	\$ 53,985	\$ 54,570	\$ 55,174	\$ 56,199	\$ 56,926	\$ 57,648	\$ 58,375	\$ 59,280
2	\$ 54,428	\$ 55,023	\$ 55,626	\$ 56,803	\$ 57,529	\$ 58,252	\$ 58,978	\$ 59,884
3	\$ 54,871	\$ 55,476	\$ 56,079	\$ 57,407	\$ 58,132	\$ 58,856	\$ 59,581	\$ 60,487
4	\$ 55,315	\$ 55,928	\$ 56,532	\$ 58,012	\$ 58,736	\$ 59,461	\$ 60,185	\$ 61,090
5	\$ 55,769	\$ 56,381	\$ 56,985	\$ 58,615	\$ 59,339	\$ 60,064	\$ 60,788	\$ 61,695
6	\$ 56,221	\$ 56,834	\$ 57,437	\$ 59,218	\$ 59,943	\$ 60,667	\$ 61,392	\$ 62,298
7	\$ 57,036	\$ 57,649	\$ 58,253	\$ 60,185	\$ 60,910	\$ 61,634	\$ 62,359	\$ 63,264
8	\$ 57,850	\$ 58,465	\$ 59,068	\$ 61,151	\$ 61,875	\$ 62,600	\$ 63,324	\$ 64,230
9	\$ 58,666	\$ 59,279	\$ 59,883	\$ 62,117	\$ 62,841	\$ 63,565	\$ 64,290	\$ 65,196
10	\$ 59,480	\$ 60,094	\$ 60,698	\$ 63,083	\$ 63,808	\$ 64,532	\$ 65,257	\$ 66,162
11	\$ 60,295	\$ 60,910	\$ 61,513	\$ 64,049	\$ 64,773	\$ 65,498	\$ 66,222	\$ 67,128
12	\$ 61,109	\$ 61,725	\$ 62,328	\$ 65,014	\$ 65,739	\$ 66,463	\$ 67,188	\$ 68,094
13	\$ 61,926	\$ 62,539	\$ 63,144	\$ 65,981	\$ 66,706	\$ 67,430	\$ 68,155	\$ 69,060
14	\$ 62,740	\$ 63,354	\$ 64,109	\$ 66,947	\$ 67,671	\$ 68,362	\$ 69,120	\$ 70,026
15	\$ 63,806	\$ 64,420	\$ 65,175	\$ 68,073	\$ 68,797	\$ 69,522	\$ 70,246	\$ 71,153
16	\$ 64,871	\$ 65,487	\$ 66,242	\$ 69,199	\$ 69,925	\$ 70,648	\$ 71,374	\$ 72,279
17		\$ 66,552	\$ 67,307	\$ 70,326	\$ 71,051	\$ 71,775	\$ 72,500	\$ 73,405
18			\$ 68,273	\$ 71,353	\$ 72,077	\$ 72,802	\$ 73,526	\$ 74,431
19				\$ 72,379	\$ 73,103	\$ 73,828	\$ 74,552	\$ 75,457
20				\$ 73,505	\$ 74,229	\$ 74,954	\$ 75,678	\$ 76,585
21					\$ 75,356	\$ 76,080	\$ 76,805	\$ 77,711
22						\$ 77,206	\$ 77,932	\$ 78,837
23							\$ 78,958	\$ 79,863

APPENDIX A
Teacher Salary Schedule

SEAPCO
2027-2028 Certified Staff

Step	BS	BS+10	BS+20	MS	MS+10	MS+20	MS+30	MS+45
0	\$ 55,415	\$ 56,022	\$ 56,595	\$ 57,468	\$ 58,197	\$ 58,918	\$ 59,646	\$ 60,551
1	\$ 55,859	\$ 56,444	\$ 57,048	\$ 58,073	\$ 58,800	\$ 59,522	\$ 60,249	\$ 61,154
2	\$ 56,302	\$ 56,897	\$ 57,500	\$ 58,677	\$ 59,403	\$ 60,126	\$ 60,852	\$ 61,758
3	\$ 56,745	\$ 57,350	\$ 57,953	\$ 59,281	\$ 60,006	\$ 60,730	\$ 61,455	\$ 62,361
4	\$ 57,189	\$ 57,802	\$ 58,406	\$ 59,886	\$ 60,610	\$ 61,335	\$ 62,059	\$ 62,964
5	\$ 57,643	\$ 58,255	\$ 58,859	\$ 60,489	\$ 61,213	\$ 61,938	\$ 62,662	\$ 63,569
6	\$ 58,095	\$ 58,708	\$ 59,311	\$ 61,092	\$ 61,817	\$ 62,541	\$ 63,266	\$ 64,172
7	\$ 58,910	\$ 59,523	\$ 60,127	\$ 62,059	\$ 62,784	\$ 63,508	\$ 64,233	\$ 65,138
8	\$ 59,724	\$ 60,339	\$ 60,942	\$ 63,025	\$ 63,749	\$ 64,474	\$ 65,198	\$ 66,104
9	\$ 60,540	\$ 61,153	\$ 61,757	\$ 63,991	\$ 64,715	\$ 65,439	\$ 66,164	\$ 67,070
10	\$ 61,354	\$ 61,968	\$ 62,572	\$ 64,957	\$ 65,682	\$ 66,406	\$ 67,131	\$ 68,036
11	\$ 62,169	\$ 62,784	\$ 63,387	\$ 65,923	\$ 66,647	\$ 67,372	\$ 68,096	\$ 69,002
12	\$ 62,983	\$ 63,599	\$ 64,202	\$ 66,888	\$ 67,613	\$ 68,337	\$ 69,062	\$ 69,968
13	\$ 63,800	\$ 64,413	\$ 65,018	\$ 67,855	\$ 68,580	\$ 69,304	\$ 70,029	\$ 70,934
14	\$ 64,614	\$ 65,228	\$ 65,983	\$ 68,821	\$ 69,545	\$ 70,236	\$ 70,994	\$ 71,900
15	\$ 65,680	\$ 66,294	\$ 67,049	\$ 69,947	\$ 70,671	\$ 71,396	\$ 72,120	\$ 73,027
16	\$ 66,745	\$ 67,361	\$ 68,116	\$ 71,073	\$ 71,799	\$ 72,522	\$ 73,248	\$ 74,153
17		\$ 68,426	\$ 69,181	\$ 72,200	\$ 72,925	\$ 73,649	\$ 74,374	\$ 75,279
18			\$ 70,147	\$ 73,227	\$ 73,951	\$ 74,676	\$ 75,400	\$ 76,305
19				\$ 74,253	\$ 74,977	\$ 75,702	\$ 76,426	\$ 77,331
20				\$ 75,379	\$ 76,103	\$ 76,828	\$ 77,552	\$ 78,459
21					\$ 77,230	\$ 77,954	\$ 78,679	\$ 79,585
22						\$ 79,080	\$ 79,806	\$ 80,711
23							\$ 80,832	\$ 81,737

APPENDIX B
Paraprofessional/Screeners Salary Schedule

Step	FY26	FY27	FY28
0	\$23,539	\$24,539	\$25,539
1	\$23,913	\$24,906	\$25,901
2	\$24,287	\$25,273	\$26,263
3	\$24,661	\$25,640	\$26,625
4	\$25,035	\$26,007	\$26,987
5	\$25,409	\$26,374	\$27,349
6	\$25,783	\$26,741	\$27,711
7	\$26,157	\$27,108	\$28,073
8	\$26,531	\$27,475	\$28,435
9	\$26,905	\$27,842	\$28,797
10	\$27,279	\$28,209	\$29,159
11	\$27,653	\$28,576	\$29,521
12	\$28,027	\$28,943	\$29,883
13	\$28,401	\$29,310	\$30,245
14	\$28,775	\$29,677	\$30,607
15	\$29,149	\$30,044	\$30,969
16	\$29,523	\$30,411	\$31,331
17	\$29,897	\$30,778	\$31,693
18	\$30,271	\$31,145	\$32,055
19	\$30,645	\$31,512	\$32,417
20	\$31,019	\$31,879	\$32,779
Longevity	\$700	\$700	\$700

APPENDIX C
COTA/PTA/LPN Salary Schedule

Step	FY26	FY27	FY28
0	\$33,014	\$34,014	\$35,014
1	\$33,464	\$34,464	\$35,464
2	\$33,914	\$34,914	\$35,914
3	\$34,364	\$35,364	\$36,364
4	\$34,814	\$35,814	\$36,814
5	\$35,264	\$36,264	\$37,264
6	\$35,714	\$36,714	\$37,714
7	\$36,164	\$37,164	\$38,164
8	\$36,614	\$37,614	\$38,614
9	\$37,264	\$38,264	\$39,264
10	\$37,914	\$38,914	\$39,914
11	\$38,564	\$39,564	\$40,564
12	\$39,214	\$40,214	\$41,214
13	\$39,864	\$40,864	\$41,864
14	\$40,514	\$41,514	\$42,514
15	\$41,164	\$42,164	\$43,164
16	\$41,814	\$42,814	\$43,814
17	\$42,464	\$43,464	\$44,464
18	\$43,114	\$44,114	\$45,114
19	\$43,764	\$44,764	\$45,764
20	\$44,414	\$45,414	\$46,414
Longevity	\$600	\$600	\$600