



**COLLECTIVE BARGAINING AGREEMENT**

**Between**

**GOVERNING AND EXECUTIVE BOARDS  
KANKAKEE AREA SPECIAL EDUCATION COOPERATIVE**

**and**

**KANKAKEE AREA SPECIAL EDUCATION COOPERATIVE ASSOCIATION  
ILLINOIS EDUCATION ASSOCIATION – NEA**

**2024-2025  
2025-2026  
2026-2027**

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# **ARTICLE I INTRODUCTION**

## **A. RECOGNITION**

The Governing and Executive Boards of the Kankakee Area Special Education Cooperative hereinafter referred to as the "Board," recognizes the Kankakee Area Special Education Cooperative Association, IEA-NEA, hereinafter referred to as the "Association," as the sole and exclusive bargaining representative for all regularly employed full-time and part-time certificated personnel, paraprofessionals, and occupational therapists, hereinafter referred to as "Employees" excepting the Director, Coordinators, and Principals and all other supervisory, managerial and confidential personnel as defined by the Illinois Educational Labor Relations Act.

## **B. PURPOSE**

This Agreement is negotiated pursuant to the Illinois Educational Labor Relations Act to establish the terms and conditions of employment for the members of the bargaining unit herein defined.

## **C. DEFINITIONS**

1. "Certificated" refers to those employees holding professional educator licenses without stipulations (i.e. LBS 1 Teachers, Vision Itinerant Teachers, DHH Itinerant Teachers, Social Workers, Psychologists, and Adapted PE Specialists) or are registered support service personnel (i.e. Registered Occupational Therapist).
2. "Non-Certificated" refers to those employees holding educator licenses with stipulations and/or are considered educational support personnel (i.e. Paraprofessionals and Job Coaches).

## **ARTICLE II MANAGEMENT RIGHTS**

- A. The Board, on its own behalf and on behalf of the electors of the Districts, hereby retains and reserves unto itself, without limitation, all powers, rights, authority, duties, and responsibilities conferred upon and vested in it by the laws and the Constitution of the State of Illinois and of the United States, including but without limiting the generality of the foregoing the right:
1. To the executive management organization and administrative control of the Cooperative and its properties and facilities and the activities of its employees.
  2. To direct the work of its employees, determine the time and hours of operation and determine the kinds and levels of services to be provided and the methods and means of providing those services including entering into contracts with private vendors for services;
  3. To hire all employees, and subject to the provisions of law, to determine their qualifications and the conditions for their continued employment, discipline, dismissal or assignment, and transfer of all such employees except as limited by the specific terms of the Agreement;
  4. To establish educational policies, goals and objectives; to ensure rights and educational opportunities of students; to determine staffing patterns; to determine the number and kinds of personnel required in order to maintain the efficiency of Cooperative operations; and
  5. To build, move, or modify facilities; establish budget procedures and determine budgetary allocation; determine the methods of raising revenue; and take action on any matter in the event of an emergency.
  6. This list is not meant to be exclusive, or to at all suggest the limitation of the Board's powers, but is merely an illustration of the Board's management abilities and rights.
  7. The exercise of the foregoing powers, rights, authority, duties and responsibilities by the Board, in adoption of policies, rules, regulations, and practices in furtherance thereof, and the use of judgment and discretion in connection therewith, shall be limited only by the specific and express terms of this Agreement and then only to the extent such specific and express terms hereof are in conformance with the Constitution and laws of the State of Illinois and the Constitution and laws of the United States.
- B. This Agreement supersedes and cancels all previous Agreements verbal or written or based on such past practices between the Board and the Association.
- C. The Board and the Association agree that in successor Agreements, they will meet at reasonable times and negotiate in good faith with respect to wages, hours, and other terms and conditions of employment which do not compel either party to agree to a proposal or require the making of a concession.
- D. It is also agreed that the Association will not require the Board to bargain over matters of inherent managerial policy.

## **ARTICLE III ASSOCIATION RIGHTS**

### **A. NO STRIKE**

It is agreed and understood that there will be no strike, work stoppage, slowdown, refusal or failure to fully and faithfully perform job functions and responsibilities or other interference with the operations of the Cooperative by the Association or by its officers, agents, or members during the term of this Agreement, including compliance with the request of other labor organizations to engage in such activity.

In the event of any such illegal action, the Cooperative shall take whatever affirmative action is necessary and within its authority to prevent and bring about the termination of such action. Such affirmative action shall include the immediate disavowal and refusal to recognize any such action and the Cooperative immediately shall instruct any and all employees to cease their action and inform them that their action is a violation of the Agreement and/or the IELRB, which may subject them to disciplinary action.

Any proven violation of this Article shall mean that the employees involved may be held accountable by the Board.

### **B. MEETINGS**

1. The President of the Association, or the President's designee, shall be given a written notice of all regular meetings of the Board, together with a copy of the Agenda.
2. One copy of the approved Board Minutes of regular meetings, and not executive meetings, shall be posted on the website once Board signatures are secured.
3. Names and addresses of newly hired employees shall be provided to the Association on the first workday of each month.

### **C. BOARD PACKET**

The Board of Education shall provide a packet of information to the Association before each Board meeting. The packet shall contain all materials provided for the Board members with the exception of materials pertaining to personnel, negotiations, land litigation, student discipline, and any other information the Board deems not suitable for public knowledge.

### **D. LABOR/MANAGEMENT MEETINGS**

The Association and the Administration recognize the importance of communication in maintaining good relationships. Monthly meetings shall be mutually agreed to and shall be held with reasonable written notice stating the item or items to be discussed at such meetings. It is understood if neither party has items to be discussed, a meeting will not be held.

1. The Administration shall notify the Association of the three (3) members chosen to attend such meeting.
2. The Association will designate not more than three (3) representatives to attend said meeting and will notify the Administration's representative(s) in writing of their selection.
3. The Association President and the Director of the Special Education Cooperative shall attend the scheduled labor/management meetings.

4. It is understood by both the Association and the Administration that labor/management meetings are not a replacement for the grievance procedure.
5. Items not resolved within two (2) consecutive Labor/Management Meetings may be presented to the Executive Board by the Association.

#### **E. CALENDAR COMMITTEE**

1. The Board and the Association shall appoint two designees each to serve on a Calendar Committee. The appointments shall be made by October 1 of each year for the school year.
2. The purpose of the Committee will be to recommend the beginning and ending dates of school, breaks, and holidays to the Director by April 15 of each school year.
3. The Director, in consultation with the Board, shall have the right to establish the school calendar for the best needs of KASEC.

#### **F. ASSOCIATION LEAVE**

The Association may use up to six (6) days in the aggregate in order to send representatives (President and/or his/her designee) to the local, state or national conferences. These representatives (President and/or his/her designee) shall be excused without loss of salary providing the Association reimburses KASEC for the cost of substitutes to take the place of those employees requesting the leave. Written notification for the leave shall be submitted to the Director by the President of the Association.

#### **G. DUES DEDUCTION**

Any member of the bargaining unit who is an Association member or has applied for membership in the Association may sign and deliver to the Board an authorization for continuous or annual dues deduction. The appropriate authorization forms shall be provided by the Association. The authorization is continuous and shall remain in effect from year to year unless the employee revokes said authorization.

1. Pursuant to such authorization, the Board shall deduct such dues equally from the regular salary checks of the bargaining unit member each month. If the bargaining unit member has continuing membership, the deduction will be from September and ending in June of each year. If the bargaining unit member is a new Association member, the dues deduction will begin with the first scheduled salary check after the Board receives written notification and end in June.
2. The appropriate authorization forms shall be provided by the Association. The authorization is continuous and shall remain in effect from year to year unless the employee revokes said authorization.
3. The Board shall remit said deducted dues to the Association within ten (10) days following the second payroll of the month.
4. Upon written notice of cancellation of dues deduction, the Board shall notify the Association treasurer within five (5) working days.

#### **H. PRINTING OF CONTRACT**

1. There shall be two signed copies of any final Agreement. One copy shall be retained by the employer and one by the Association.



2. Within thirty (30) days after the Agreement is signed, a final copy of this Agreement shall be prepared at the expense of the Board and presented to the Association for copying.
3. The Cooperative shall bear the cost of typing the Agreement and the Association shall bear the cost of printing the copies of this Agreement. The Association shall provide the Administration with five (5) copies in order that they may disseminate them to the appropriate parties. The Association shall distribute copies to employees.

## **ARTICLE IV GRIEVANCE PROCEDURE**

### **A. DEFINITION**

A grievance shall mean only a complaint that there has been an alleged violation, or misapplication of any of the specific provisions of this Agreement. A grievance must be filed fifteen (15) days from the time of the occurrence of the alleged violation. Every employee covered by this Agreement shall have the right to present grievances in accordance with these following procedures. The written information contained in the filed grievance shall include: 1) a description of the specific grounds of the grievance, including names, dates and places necessary for a complete understanding of the grievance; 2) a listing of the provisions of this Agreement which are alleged to have been violated, or misapplied; 3) a listing of specific actions requested of the Administration which will remedy the grievance.

### **B. INFORMAL DISCUSSION**

Whenever an employee or the Association believes there has been a violation or misapplication of the contract, they shall first meet informally with the appropriate Cooperative supervisor to discuss and attempt to resolve the problem. When the meeting is scheduled, the Cooperative supervisor shall be informed that the meeting is for the purpose of an informal discussion of a possible grievance. Association representation is at the option of the employee. If a resolution is not reached, the employee or Association may proceed through the steps of the grievance procedure.

### **C. STEP I**

The employee, or the Association representative may present the grievance in writing to the assigned Cooperative supervisor/coordinator who will arrange for a meeting to take place within five (5) days after receipt of the grievance. The Association's representative, grievant, and/or assigned Cooperative supervisor/coordinator shall be present for the meeting. Within five (5) days of the meeting, the grievant and the Association President shall be provided with the Cooperative supervisor/coordinator's written response.

### **D. STEP II**

If the grievance is not resolved at Step I, then the local Association representative may refer the grievance to the Director or designee within ten (10) days after receipt of the Step I answer. The Director shall arrange with the Association for a meeting to take place within five (5) days of the Director's receipt of the appeal. Each party shall have the right to include its representatives and such witnesses as it deems necessary. Within five (5) days of the meeting, the Association shall be provided with the Director's written response.

### **E. STEP III**

If the grievance is not resolved at Step II, then the local Association representative may refer the grievance to the Board within ten (10) days after receipt of the Step II answer. If the grievance is referred to the Board at least ten (10) days prior to the next regular Board meeting, the Association shall present its appeal to the Board at such meeting. Otherwise, the Association shall present its appeal at the next regular Board meeting. Within ten (10) days of the Board meeting, the Association shall be provided with the Board's written response.

## **F. STEP IV**

If the Association is not satisfied with the disposition of the grievance at Step III, the Association may submit the grievance to final and binding arbitration through the American Arbitration Association, which shall act as the administrator of the proceedings. If a demand for arbitration is not filed within twenty (20) days of the date of the Step III answer, then the grievance shall be deemed as withdrawn.

## **G. PROCEDURE**

1. Selection of the arbitrator shall be in compliance with the Voluntary Rules and Regulations of the American Arbitration Association.
2. All expenses incurred shall be shared equally by the Board and Association. It is understood that such expenses will be limited to the arbitrator's fee. Any legal expenses incurred should be paid for by the party engaging the legal counsel.
3. Insofar as arbitration is limited solely and simply to interpretation and implementation of the terms of this contract, both parties agree to abide by the results of the findings of the arbitrator. The arbitrator shall not have the power to add to, subtract from, alter, or modify in any way, any of the terms or conditions of this Agreement. It shall be the function of the arbitrator, and he shall be empowered, except as his powers are limited below, after due investigation, to make decision in cases of alleged violation of the specific Articles and Sections of this Agreement.
  - a. All claims for back wages shall be limited to the amount of wages that an employee would have otherwise earned, less any unemployment or other compensation that he may have received from any source during the period of back pay. No decision in any one case shall require a retroactive wage adjustment in any other case, except in the case of a class action grievance. In any case, an award shall not go back further than the beginning date of this Agreement.
  - b. Any grievance occurring during the period between the termination date of this Agreement and the effective date of a new Agreement shall not be processed. Any grievance occurring during this Agreement shall continue to be processed should this Agreement expire but will be postponed while impasse is being invoked.
  - c. The fact that the grievance has been considered by the parties in the preceding steps of the grievance shall not constitute a waiver of jurisdictional limitations upon the arbitrator in this Agreement.
4. **BYPASS TO THE DIRECTOR**

If the Association and the Director mutually agree, any step of the grievance procedure may be bypassed and the grievance brought directly to the next step.
5. **BYPASS TO ARBITRATION**

If the Director and the Association mutually agree, a grievance may be submitted directly to arbitration.
6. **CLASS GRIEVANCE**

Class grievances involving two or more employees or two or more supervisors, and grievances involving an administrator above the building level may be initially filed by the local Association Representative at Step II.

7. RELEASE TIME

Should the Board and Association mutually agree to conduct a grievance hearing or meeting during normal duty hours, the employee(s) involved shall be released without loss of pay or benefits.

8. FILING OF MATERIALS

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

9. GRIEVANCE WITHDRAWAL

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

10. NO RESPONSE

The failure of a grievant to act within the time limits will act as a bar to any further appeal and an administrator's failure to render a decision or meet within the time limits set forth shall permit the grievant to proceed to the next step. Time limit may be extended only by mutual agreement.

11. AAA RULES

By mutual agreement, the Expedited Arbitration Rules of the American Arbitration Association shall be used instead of the Voluntary Labor Arbitration Rules.

12. The Association President shall receive copies of all grievances filed at Step I.

13. All days shall be referenced as business days.

# ARTICLE V EMPLOYEE RIGHTS

## A. SCHOOL CALENDAR

1. An employee covered by this Agreement who is on:
  - a. Nine (9) month contract shall work 180 days;
  - b. Employees who are required to work more days than stated above, shall be reimbursed at their daily rate of pay. Daily rate of pay shall be figured as follows:

$$\frac{\text{Annual Salary - Extra Duty Pay}}{\text{Number of Contract Days}}$$

2. For purposes of definition, the hourly rate of pay shall be calculated as follows:

$$\text{Hourly Rate of Pay} = \frac{\text{Daily Rate of Pay}}{7.5}$$

Employees who are required to work at events scheduled outside of the work day (i.e. graduation, evening productions) shall be reimbursed at their hourly rate of pay. All after hours work must be pre-approved by the Director.

## B. WORKDAY AND WORK HOURS

1. Program staff housed in a member district shall develop his/her daily schedule in coordination with the housing district's schedule/calendar. Every effort will be made that preparation time will be scheduled in blocks of time no less than thirty (30) consecutive minutes.
2. Teachers will be provided with a minimum of 2.5 hours per week for preparation and planning during the teacher work hours providing there is a five (5) day week worked.
3. All bargaining unit members shall be entitled to a duty-free uninterrupted lunch period as required in Section 24-9 of the School Code.
4. The Cooperative Director or his/her designated Cooperative Administrator may assign extra duties typically shared by other teachers in the employee's assigned district, except for:
  - a. Paid extra-curricular activities which occur outside the regular workday.
  - b. Assignments which prevent or interfere with the employee's scheduled contact time with special education students.
5. a. Nine-month employees shall follow the work hours and school calendar of his/her assigned building(s). If the employee is assigned to more than one building, the school calendar of the building to which the majority of time is spent should be followed. The employee is encouraged to discuss specific school calendar conflicts with his/her supervisor. A nine-month employee who is required to work more than 180 days shall be reimbursed as provided in A.1.b. above.
  - b. Behavior Interventionists working within multiple districts shall be allotted flexible scheduling for days which precede or follow work days that require the Behavior Interventionist to work

beyond his/her scheduled hours. If after collaboration with the Cooperative's Director/designee a Behavior Interventionist is unable to utilize the previously accrued flex time due to scheduling demands, (s)he shall be reimbursed as provided in A. 2 above.

6. If assigned special education students are released for vacation or emergency conditions, the staff may leave ten (10) minutes after all special education students have gone.
7. a. A bargaining unit member shall remain at his/her respective work location for whatever time is necessary for the fulfillment of his/her responsibilities, i.e. Eligibility Conference/I.E.P.'s and other meetings.  
b. The receiving teacher shall be notified of an Eligibility Conference/I.E.P. meeting no later than the school day prior to the Eligibility Conference/I.E.P. meeting.
8. The administration will make an effort to hold required trainings and meetings such as Eligibility Conference/I.E.P.'s and other meetings during the regular school day. However, such meetings shall not be scheduled prior to the start of the building hours. If an employee is required to remain beyond normal work hours for emergency student supervision, a required training, or an Eligibility Conference/I.E.P.'s or other meetings, the employee may leave early, after the end of the student day, during one or more of the following fifteen (15) workdays until such time is made up.
9. Case managers shall receive two (2) days of release for the purpose of preparing paperwork related to annual review meetings. This shall be done by providing a substitute for the employee, if a substitute is required. These days may be taken in half-day increments.
10. Whenever the employer requires the employees to be updated on Cooperative procedures, then the Board shall provide, if necessary, release time for the above.
11. Hourly employees shall be paid overtime pay of time and one-half after forty (40) hours in any one work week.

#### **C. PARAPROFESSIONALS PROVIDED**

A paraprofessional shall be provided as Illinois State Board of Education rules require.

#### **D. SUBSTITUTE FOR PARAPROFESSIONALS**

When a Paraprofessional is absent, efforts will be made to provide a substitute. If a substitute is not provided, the Cooperative shall furnish, upon written request by the Association, documentation that every effort was made to obtain a substitute. The Cooperative will provide to the Association, each semester, a list of substitutes available in Kankakee County.

#### **E. EMPLOYEE ASSIGNMENTS**

1. All employees shall receive a written notice of tentative assignment for the following year on or before the last workday of the current school year.
2. Any change in assignment shall necessitate a written notice stating reasons for the change. If requested by the employee in writing, a conference attended by the affected employee and the Director or the Director's designee shall be held at a mutually agreeable time, but before the change is to be implemented.

## **F. VACANCY POSTING**

1. Whenever a vacancy occurs, or a new position is created, the appropriate Cooperative administrator shall:
  - a. Send a copy to the following:
    - 1) President of the Association
    - 2) All KASEC employees via email.
  - b. During the summer months, send a vacancy notice to the President of the Association at the address of record as well as to any employee who has requested a transfer to such a position.

## **G. VOLUNTARY TRANSFER**

1. A voluntary transfer shall mean a transfer which has been requested by the employee.
2. Whenever a vacancy occurs, or a new position is created, employees desiring a transfer shall be given consideration and shall be interviewed for said vacancy or position. Should the transfer be denied, reasons shall be given to the employee in writing.
3. An employee desiring a transfer shall notify the Cooperative Director, in writing, no later than April 15 stating priority assignment(s), building(s), and/or grade level(s) desired.
4. Such requests for voluntary transfer shall be active until the following April 15th.
5. Whenever a position is discontinued or no longer exists in the Cooperative, for whatever reason, the affected employee shall have the same rights as voluntary transfer.

## **H. INVOLUNTARY TRANSFER**

1. An involuntary transfer shall mean a transfer which the employee has not requested. Involuntary transfer shall be defined as relocation to another building or site or reassignment to an entirely new teaching area or discipline.
2. Prior to any involuntary transfer being made, the Director shall seek volunteers.
3. Notification of all involuntary transfers shall be made in writing to the affected employee(s). Said notification shall include the reason(s) for the involuntary transfer.
4. Involuntary transferred employees shall have the opportunity to transfer to vacancies for which they are certificated or qualified. Said employees, upon involuntary transfer, may immediately submit a voluntary transfer request notwithstanding the April 15 deadline.
5. If an involuntary transfer occurs thirty (30) calendar days or less before the first day of school, the employee who is involuntarily transferred shall be permitted to resign within twenty-one (21) calendar days of the notification of the involuntary transfer, and the resignation shall be deemed to be accepted by the Board.

## **I. PERSONNEL FILE**

1. Only one official file shall be maintained per employee in the Cooperative's personnel office. All materials must be in writing and must be placed in the personnel file within thirty (30) calendar days of receipt or creation.
2. Employees shall receive a copy of all materials to be placed in their personnel file. Said material to be placed in the personnel file shall be signed by the employee to acknowledge receipt or receipt witnessed. The employee's signature does not signify agreement/disagreement, only that he/she has received a copy of the material.
3. If the employee believes the material is inaccurate, said employee may put any objections in writing and have them attached to the material to be placed in the employee's personnel file. The employee will receive written notification that the objection was received and filed. Such objections shall be filed within fifteen (15) school days of the employee being presented the material to be placed in the personnel file.
4. The employee shall have the right to examine his/her personnel file, upon prior written request to the Director to view the file during office hours, and to have a representative of the Association accompany him/her at such review. Each personnel file shall contain a record indicating who has reviewed the file, the date reviewed and the reason for such review.
5. Upon request, the employee shall be provided a copy, at no cost, of non-confidential materials contained within the employee's personnel file.

## **J. EMPLOYEE DISCIPLINE**

Unless the severity of the behavior (i.e. non-remediable) requires immediate action, employee disciplinary matters shall be handled only by the Cooperative administrative staff. Employees shall be entitled to Association representation during said meetings and will be informed of said right prior to the start of said meetings. In all instances, the final disposition of employee disciplinary matters rests with the Cooperative Executive Board. The Board agrees that its rules and regulations governing employee conduct shall be reasonable and that enforcement of employee discipline shall be fair and for just cause.

The parties agree with the tenets of progressive and corrective discipline, including oral reprimand, written reprimand, suspension with or without pay, and discharge.

## **K. COOPERATIVE INSERVICE**

Cooperative in-service shall be for all employees. If the Director determines the in-service is linked to at least one of the identified professional development purposes delineated by ISBE, a certificate of professional development hour(s) shall be issued.

## **L. SUBSTITUTE FOR CERTIFICATED TEACHER**

When a teacher is absent, efforts will be made to provide a substitute. If a substitute is not provided, the Cooperative shall furnish, upon written request by the Association, documentation that every effort was made to obtain a substitute. The Cooperative will provide to the Association, each semester, a list of substitutes available in Kankakee County.

## **M. STUDENT TEACHER AND INTERN SUPERVISION**

1. No employee shall be required to accept and/or supervise a student teacher or intern.



2. If a stipend is provided by the University for supervising a student teacher/intern, the employee directly responsible for such supervision shall receive the stipend.

#### **N. NO RETALIATION**

No employee shall be threatened, disciplined, reprimanded, discharged by the Board and its agents, for exercising their contractual and/or legal rights, or the procedures herein.

# **ARTICLE VI**

## **GENERAL WORKING CONDITIONS**

### **A. NON-SCHOOL EMPLOYMENT AND ENDORSEMENT OF SERVICES**

1. No employee shall accept work outside of the Special Education Cooperative during the normal work day which may impact on the employee's duties and responsibilities to the Cooperative unless it is in the interest of the Cooperative and such outside employment has the approval of the Director or his designee. In the event a conflict may arise with outside employment during the normal duty day, the Director and appropriate employee(s) shall meet to discuss the impact of such outside employment. Such discussion may result in the employee(s) being required to cease such outside employment during the normal duty day.
2. All personnel employed by the Kankakee Area Special Education Cooperative and represented by this Agreement are to refrain from recommending professional assistance to parents of children outside the scope of professional duties and authority other than to refer said parents to their family doctor, family ophthalmologist or other established family practitioners. At no time, and under no circumstances, is any employee of the Kankakee Area Special Education Cooperative to recommend or to initiate the services of any specific professional for individuals receiving services from the Kankakee Area Special Education Cooperative without the approval of the Director of the Cooperative or his/her designee.

### **B. LIFTING OF STUDENTS/WHEELCHAIRS**

Within thirty (30) days of the beginning of the school year, the Board shall, with expert medical consultation, establish, distribute and implement Cooperative-wide guidelines and procedures on the lifting of students and/or wheelchairs. All employees shall be offered the opportunity to receive this training.

### **C. VIOLATIONS OF ILLINOIS ADMINISTRATIVE CODE 226**

Whenever an employee has knowledge of an alleged violation of the Illinois Administrative Code 226, within a Cooperative administered program, he/she shall report the alleged violation in writing to the Cooperative Director. The Cooperative Director shall investigate the matter, take corrective action if necessary, and inform, in writing, the reporting employee of the result.

### **D. EMPLOYEE TRAVEL REIMBURSEMENT**

Employees who are required to use their own vehicle in the performance of their duties and/or employees who are assigned to more than one school or work station shall be reimbursed for such work related travel according to the IRS published rate in effect August 1 of each school year.

### **E. TEXTBOOKS**

The Board shall actively encourage member districts to provide to the case managers copies of district textbooks, teacher editions, materials and other supplies, used by the district's regular students, at least one month before implementing a student's transition back into his/her district school.

### **F. STUDENT TRANSPORT**

Employees shall not transport students in their personal vehicles.

## **G. REQUISITIONS**

Employees submitting requisitions, during the school year, shall be notified in writing within fifteen (15) days of submission of a requisition of the denial of said requisition(s). Employees submitting requisitions at the end of the school year, shall be notified within thirty (30) days of submission of a requisition of the denial of said requisition(s).

## **H. PARAPROFESSIONALS - SUBSTITUTING**

Paraprofessionals shall not be required to substitute for absent special education teachers. If a qualified paraprofessional substitutes for an absent special education teacher, (s)he shall be compensated with the daily pay for teacher substitutes in addition to her/his regular daily pay.

## **I. JOB DESCRIPTIONS - PARAPROFESSIONALS**

All employees who are assigned a paraprofessional shall receive a copy of the job description for paraprofessionals.

## **J. RESTRAINING PROCEDURES**

1. The Board shall provide, without cost to the employee, professional training on a proper, legal and safe method(s) of physically restraining students who are endangering property, themselves and/or others. It is understood that physical restraint includes take-down. Release time for this training shall be provided within the first month of the school year. Such training shall be in addition to other in-service training otherwise provided to Cooperative staff.
2. Said training shall occur annually. However, it is understood that subsequent to said training, use of the training is the option of the employee, when appropriate.
3. If openings in the training program are available, said openings will be offered to any Cooperative program employee on a first-come, first-serve basis. All Cooperative program employees shall be notified of the training program two (2) weeks prior to the training.
4. All new Cooperative program employees shall be in-serviced within one (1) month of the beginning of employment on physical restraint procedures.
5. The Administration and the Association shall cooperate in the selection of the training program to be provided.

## **K. STAFF RIDING BUSES**

Riding buses with special education students to and from student's home; or between districts; or between the Cooperative program and a district shall be voluntary for all employees except those specifically hired to ride buses.

## **L. MEDICATION POLICY**

No employee shall be required to dispense medication. If an employee chooses to volunteer to dispense medication, then said employee shall follow the Medication Policy developed by the Board and the Association.

## **M. LOSS OF PERSONAL PROPERTY**

Employees may request reimbursement by the Cooperative for personal property damaged or destroyed during the course of performing regular duties. Such reimbursement shall be confined to articles normally on one's person while actively engaged in their typical job duties, e.g. clothing, prescription eye wear, dentures and watches and shall expressly exclude such articles as automobiles, radios, personal software and the like. In order to obtain reimbursement, the employee must file a written incidence report within three (3) working days of the incident. If reimbursement is denied, in part or whole, to said employee, the Board shall provide a written explanation within fifteen (15) school days of Board meeting.

## **N. OSHA RULES ON BLOOD BORNE PATHOGENS**

The Association shall receive for distribution:

1. Copy of the Universal Precautions
2. Written Exposure Control Plan

In addition, all employees shall be offered vaccination against the Hepatitis B Virus (HBV) at no cost to the employee. New employees will be given a copy of the Universal Precautions and written Exposure Plan within one (1) week of hiring.

## **O. INVASIVE PROCEDURES**

1. No employee shall be required to perform any procedure which requires the invasion of any body cavity or orifice of a student except employees specifically hired or trained to do so.
2. No employee shall be required to perform any procedure in which the skin is punctured or the integrity of the skin is otherwise breeched except for employees specifically hired or trained to do so.

## **P. BUDGET FOR BEHAVIOR MANAGEMENT PLANS**

The Cooperative shall provide a monthly budget for behavior management plan rewards for students whose I.E.P. dictates the need.

## **Q. KASEC POLICY MANUAL**

The current Policy Manual will be available on the Cooperative website.

## **R. OFF-SITE STAFF DEVELOPMENT**

The Board shall allow all bargaining unit employees to attend at least one pre-approved off-site professional workshop/in-service.

With prior approval from the Director, staff members may be granted unpaid staff development days outside the 180 work year to complete certificate renewal requirements. Reimbursement for registration, lodging, food and mileage may be given for these professional development day(s). Participants must request the professional day(s) in writing. The Director may limit the number of individuals who use these professional days.

## **S. OCCUPATIONAL SAFETY**

The Employer shall comply with all applicable federal, state or local laws or regulations relating to occupational safety.

## **T. CLASS COMPOSITE AND STAFFING**

KASEC will make every effort to address staffing needs based on age range and level of student support needed.

## **ARTICLE VII**

### **CERTIFICATED EMPLOYEE EVALUATION**

- A. Any changes in the evaluation plan shall be bargained with the Association. The evaluation plan and instrument shall include those minimum requirements and such overall ratings as may be required by the School Code and ISBE rules.
- B. Evaluation plan refers to a formal, written evaluation process which includes procedures to evaluate all certificated personnel and meets the requirements of Article 24A of the School Code.
- C. Paraprofessionals earning an evaluation rating of Excellent and/or Proficient may be evaluated every other school year.

## **ARTICLE VIII SENIORITY**

### **A. SENIORITY - CERTIFICATED**

1. Seniority shall only be defined as the length of a bargaining unit member's full time tenured service within the Cooperative from the first day of employment.
2. Seniority will accrue during an approved paid leave of absence, but seniority shall not accrue during an unpaid leave of absence. Seniority will not be interrupted due to excused absences or illness.
3. Employees who are promoted or transferred out of the bargaining unit due to the Cooperative administrative structure, and subsequently returned to the bargaining unit without a break in service, shall have their seniority computed from the first day of continuous contractual employment, but will not be credited for any time spent outside the bargaining unit.
4. In the event of a reduction in force, no employee shall be required to take a part-time position.
5. In the event Cooperative seniority is equal between employees, the following procedures are to be utilized as a tie breaker:
  - a. Education beyond the Bachelor's degree which is allowed as credit on the salary schedule;
  - b. The earliest date and time of the individual's hiring;
  - c. Any further ties to be determined by drawing of lots.

### **B. SENIORITY – NON-CERTIFICATED PERSONNEL**

1. Seniority shall be defined as the length of service with the Cooperative. Accumulation of seniority shall begin from the first work day. Part-time bargaining unit members shall accrue seniority on a pro rata basis.
2. Employees shall be required to serve one (1) year of full time probationary service. A year shall be defined as two (2) full time, consecutive and complete semesters. An exception would be, if a part time employee is hired on a full time basis and has earned the pro rata equivalent of at least one year, then they will be assigned to non-probationary status.
3. Probationary non-certificated employees can be terminated without reason at any time.
4. In the event of a reduction in force, no employee shall be required to take a part-time position.
5. In the event that more than one bargaining unit member has the same starting date of work, position on the seniority list shall be determined by:
  - a. For paraprofessionals, the hours of education beyond sixty (60) credit hours;
  - b. The earliest date and time of the individual's hiring;
  - c. Any further ties to be broken by drawing of lots.

### **C. SENIORITY LISTS**

The Board shall prepare, maintain, and send a copy of the seniority list to all KASEC employees by October 1. A copy of the seniority list shall be furnished to the Association President. Any bargaining unit member disagreeing with their seniority placement shall respond in writing to the Director and the Association President within fifteen (15) working days after the effective date of the posting.

### **D. LOSS OF SENIORITY**

Seniority shall be lost if the employee --

1. voluntarily quits;
2. is discharged by the Cooperative;
3. retires;
4. otherwise terminates his/her employment relationship with employer.

The above Sections, in this Seniority Article, are for the purpose of defining seniority only. They are not to be interpreted for the determination of tenure status.



# ARTICLE IX LEAVES

## A. SICK LEAVES

1. Each employee shall be annually entitled to twelve (12) days of sick leave. Sick leave shall be granted for personal illness or serious illness or death in the immediate family. Immediate family shall include but not be limited to parents, spouse, brothers, sisters, children, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, legal guardians and foster children. Unused sick leave shall accumulate to two hundred ten (210) days. Sick days may be taken for half of a full day and not for any other fraction.
2. Employees not employed for a full school year will receive one (1) sick day per each month of service. Employees working part-time shall receive pro rated sick days per month commensurate with the fractional part of full time for which the employee is employed.
3. Beginning with the first paycheck of September, 1985, the employer shall indicate monthly, the number of sick days each employee has accumulated in the Cooperative.
4. Whenever an employee terminates employment with the Cooperative, the Board shall provide said employee a written statement of his/her unused sick days.
5. Employees receiving Workers' Compensation Temporary Total Disability may utilize sick leave in 1/3 fractional daily increments.
6. With the approval of the KASECA officers, any employee may voluntarily donate sick leave days to an employee who has exhausted his/her accumulated sick leave and is facing a personal catastrophic medical condition. A catastrophic medical condition is an illness or injury which is severe, acute, and may be life threatening. For such conditions if treatment is not immediately rendered, complications may result which are sufficiently severe to jeopardize the patient's full recovery and return to good health. Examples of such conditions are, but are not limited to, the following: severe blood loss, loss of consciousness, multiple fractures, heart attacks, cancer treatment, etc.

Eligible employees must submit a request in writing to the KASECA officers which identifies the reason for, and the number of, sick days being requested. The KASECA officers may also require additional information from the employee (e.g. report from a physician confirming the illness/injury and the prognosis corroborating the use of the requested number of days).

In the event an eligible employee becomes eligible for temporary or permanent disability, (s)he shall no longer qualify for donated sick leave days until returning to work full-time. If the employee returns to work full-time with no restrictions, (s)he can once again request a donation of sick leave days.

The Association agrees to indemnify and hold harmless the Board, its members, employees, and agents for and against any claims, grievances, actions, causes of action or liability resulting from the Association's operation and administration of sick leave donations, including, but not limited to, any claims based upon the KASECA Officers denial of any employee's application for donated sick leave days.

7. As a condition for paying sick leave after three consecutive days of absence for personal illness or as the Board or Director deem necessary in other cases, the Board or Director may require that the staff member provide a certificate from: (1) a physician

licensed in Illinois to practice medicine and surgery in all its branches, (2) a mental health professional licensed in Illinois providing ongoing care or treatment to the staff member, (3) a chiropractic physician licensed under the Medical Practice Act, (4) a licensed advanced practice registered nurse, or (5) a licensed physician assistant who has been delegated the authority to perform health examinations by his or her supervising physician. If the Board or Director requires a certificate during a leave of less than three days for personal illness, KASEC shall pay the expenses incurred by the employee.

## **B. BEREAVEMENT DAYS**

Bereavement days not to exceed three (3) per year, otherwise chargeable in Article IX, A.1, will not be charged against accumulated unused sick leave. These three (3) days may also be used for travel to and from the funeral.

## **C. PERSONAL LEAVE**

Personal leave may be granted at the rate of three (3) days per year. Personal days are non-accumulative. Personal days are usually granted for the purpose of conducting business which ordinarily could not be transacted at a time other than during working hours. Personal days may not be used immediately before or after a holiday without consent from the Director. Personal days may be used in succession. Employees must complete the appropriate leave request form in advance, ordinarily (1) one week prior to the requested leave day(s). However, in emergencies, at least one day in advance will be given, if at all possible. If the employee chooses not to use the allowable three (3) days personal leave during a given year of employment, the three (3) days shall be added to his/her cumulative number of sick days at the beginning of the next term.

Employees who do not use personal leave may elect to be reimbursed \$50.00 per unused personal day and shall be paid in the month of July following the end of the school term in which the personal days were earned. Employees must notify the Director of their desire for personal day reimbursement by the employee's last contracted day of the school year. If an employee requests payment for unused personal days, the unused days will not accumulate as sick leave as stipulated in this section.

In the event that an employee does not elect to be reimbursed, any remaining personal days shall be added to the employee's cumulative number of sick days at the beginning of the next term.

## **D. PROFESSIONAL LEAVE**

1. The Board may allow employees an aggregate of four (4) days for conference/conventions or visitations during each school year. If denied, reasons shall be given.
2. The amount of money designated for the conference/convention or visitation shall include meals, transportation, registration and housing. Meal reimbursement shall be limited as follows:  

\$8.00 for breakfast, \$12.50 for lunch, and \$17.50 for dinner.
3. All requests for absence, conference, convention, visitation, must be approved by the Special Education Cooperative Director and/or designee.
4. It is understood that professional leave shall not require membership in the presenting organization. Prior approval by the Director and/or designee is required for all professional development workshops, conferences, and trainings. When the employee submits proof of attendance and payment with all receipts of expenses, reimbursement will be processed. Upon

written request by the Employee to the Cooperative Director/designee, registration fees may be pre-paid by the Cooperative at the Director/designee's discretion.

5. If any administrator requires employee attendance at a workshop, training session, conference, etc., said attendance shall not be charged against professional leave, personal leave and/or sick leave. All expenses shall be paid by the Cooperative.

#### **E. MILITARY LEAVE**

Military leave shall be granted for National Guard or Reserve Duty over which the employee has no control. During his/her absence, the employee shall suffer no loss of pay for the two (2) weeks of active duty. The employee shall reimburse the Cooperative any compensation he/she receives for such leave that is not in excess of his/her pro rated salary for the time that he/she is gone for such leave.

#### **F. JURY DUTY/COURT APPEARANCE LEAVE**

Any employee called for jury duty during working hours, or who is subpoenaed to testify during working hours in any judicial or administrative matter relating to their professional abilities or judgments, shall be paid his/her full salary for such time and suffer no loss of benefits or contractual advantage. The employee shall refund to the Cooperative any compensation, exclusive of mileage, received.

#### **G. STAFF LEAVE FOR RELIGIOUS HOLIDAYS**

The Director shall provide leave for employees to observe religious holidays. Such requests shall be made in writing at least five (5) school days in advance of the religious holidays. Such holidays referred to in this section are holidays that would be in excess of the normal school approved holidays.

#### **H. FAMILY AND MEDICAL LEAVE ACT**

1. Per the Family and Medical Leave Act of 1993, eligible employees shall be entitled to up to twelve (12) work weeks of unpaid leave during any twelve (12) month period. Eligible employees are required to use accrued paid sick leave for family medical leave before unpaid leave is provided under the terms of this contract. Family medical leaves shall be granted for one or more of the following reasons:
  - a. For the birth of a child, and to care for the newborn child;
  - b. For the placement with the employee of a son or daughter for adoption or foster care;
  - c. To care for the employee's immediate family and/or members of the household with a serious health condition; and
  - d. Because of a serious health condition that makes the employee unable to perform the functions of the employee's job; **and**
  - e. 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 (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation.
2. Notification. When the necessity for such leave is foreseeable, as in the case of expected birth or adoption placement, the employee shall provide the Board with thirty (30) days written notice before the date of the leave is to begin. In cases of emergency, the employee shall provide such notice as is practicable.

3. Group Health Benefits. During such leave, the Board shall maintain the employee's coverage under the group health plan on the same basis and conditions as coverage would have been provided if the employee had been continuously employed during the entire leave period.
4. Accrual of Benefits. While on such leave, the employee shall continue to accrue seniority.
5. Return from Leave. On return from leave, the employee is entitled to the same position the employee held when leave commenced.

#### **I. TEMPORARY UNPAID LEAVE OF ABSENCE**

1. Employees may be granted a temporary leave for a specific amount of time. Excluding unusual medical circumstances, in which less notice may be allowed, request shall be made at least sixty (60) calendar days prior to the effective date of the temporary leave.
2. If approved, temporary leave shall be without pay.
3. Employees on a temporary leave shall be able to maintain membership in the employees' group held health and life insurance policy, provided the employee assumes payment of the premiums.
4. A temporary leave shall not exceed sixty-two (62) school days.
5. Employees must be actively employed and reporting for work at least one hundred eighteen (118) days in a school year in order to receive the negotiated wage increase for the following school year.

#### **J. UNPAID LEAVE OF ABSENCE**

1. Extended leaves may be granted. Excluding unusual medical circumstances, in which less notice may be allowed, requests shall be in writing at least sixty (60) calendar days prior to the effective date of the beginning of the extended leave.
2. Approved extended leave shall be without pay and without the use of sick days.
3. The employee shall be able to maintain membership in the employees' group health and life insurance policies provided the employee assumes payment of the premiums.
4. Examples for which an unpaid leave of absence can be used would include study at an accredited college or university leading to an advanced degree in the employee's professional area; educationally related travel, provided the employee submits a detailed itinerary and a detailed explanation of how the proposed travel will benefit the Cooperative's educational program; military service; paternity; maternity; medical disabilities; and child care leave.

#### **K. TEMPORARY DISABILITY LEAVE**

An employee may elect to use accumulated sick days as a temporary disability leave of absence. If an employee makes this selection, the leave shall commence when a licensed physician provides written notification that the employee is no longer physically able to perform his/her required duties. The employee must return to work once the accumulated sick leave has been exhausted, or upon being released from the physician's care, whichever event occurs first. Employees must be actively employed and reporting for work at least one hundred eighteen (118) days in a school year in order to receive the negotiated wage increase for the following school year.

# **ARTICLE X**

## **SALARY AND BENEFITS PROVISIONS**

### **A. LIFE INSURANCE**

During the term of this contract, the Board shall, for the employee, provide and pay the premium for a group term life insurance plan in the base benefit amount of \$50,000. In accordance with the plan, the benefit may vary dependent on the age of the employee.

### **B. HEALTH AND HOSPITALIZATION**

1. From July 1, 2024 through June 30, 2027, the Board shall pay up to \$6,200.00 toward the cost of the annual premium for the medical/health coverage chosen by the employee. Any cost above this threshold is the responsibility of the employee.
2. Upon written demand of the Association, the Board shall bargain any change in benefits coverage during the term of this Agreement, except that any change in benefits resulting from a change to the selected plan as offered by the insurance carrier, which is instituted by the insurance carrier, shall be automatically applied and not be negotiable.
3. The Board and Association shall form a joint Insurance Committee and meet annually for the purpose of investigating and recommending changes in the provision of health services in order to contain the rising cost of health/medical insurance. This committee shall report to the Board and Association.
4. For the calendar years beginning with January 1, 2025, 2026, and 2027 the employee will pay for the first \$1,000.00 of the deductible of the medical/health plan of the employee's choosing and the Board will pay up to \$2,000.00 of the subsequent deductible portion. If there is remaining deductible to be met on the employee's medical/health plan, it would be the employee's responsibility.
5. Insurance coverage for an employee begins on the first day of the month following his/her first day of work (e.g., insurance for an employee who begins work on August 20 commences September 1). An employee who completes his/her full work year shall have coverage until the end of the twelfth month after insurance begins (e.g., insurance for a teacher whose employment is not renewed for the following school year shall continue until August 31).

### **C. SALARY PROVISIONS**

1. Newly appointed employees shall be shall be placed on the step of the Salary Schedule which corresponds to the experience level of the employee as follows:
  - a. Employee credit will be commensurate with accumulated past public, private and/or parochial school employment experience as verified by employee records.
  - b. A year's credit for experience is defined as any combination of the following:
    - i. Any combination of acceptable public, private and/or parochial school employment which totals 160 days, i.e. two semesters which are not consecutive.
    - ii. A single period of acceptable public, private and/or parochial school employment which exceeds 120 days.

- c. The Board reserves the right to judge quality of experience to be counted on the applicable Schedule and adjustments made in new teacher placement as deemed necessary according to the Cooperative's needs. However, if the salary of a new employee is determined by placement at a step which would exceed the placement as described above, such placement will not result in the new employee's salary exceeding that of a current employee in the same job classification with the same education and experience recognized by the Board when it determined the salary of the current employee.
2. Part-time employees as referenced in this Agreement are eligible for benefits on a pro rata calculation where applicable under the language of this contract and further providing that the insurance carrier accepts the employee under the applicable employee insurance plan.

#### **D. PAYCHECKS**

All employees shall receive paychecks twice a month, on or before the 10<sup>th</sup> and 25<sup>th</sup> of the month. Employees are strongly encouraged to use direct deposit. If the 10<sup>th</sup> or 25<sup>th</sup> fall on a weekend or during a holiday, the paycheck shall be issued or deposit shall occur prior to the weekend or holiday.

#### **E. PLACEMENT ON THE START SALARY SCHEDULE UPON HIRING**

1. Upon hiring, the starting salary for all staff shall be determined on the applicable Schedule based on the column that corresponds to their highest degree, plus graduate hours taken.
2. Upon hiring, the starting salary for speech-language pathologists, school psychologists and social workers shall be determined on the Salary Schedule based on the "Advanced" column.

#### **F. UNIVERSITY COURSE REIMBURSEMENT**

1. All employees may receive tuition reimbursement up to \$800.00 for classes completed each school year (July 1 - June 30), with prior written approval by the Director, for courses leading to degree/certification in educational domains and/or enhancement of job performance. To qualify for the University course reimbursement, the employee must return as a regular employee of KASEC for the school year following the completion of coursework and provide proof of payment, report card grade of a B or better, and official transcript by September 15 of the school year following the completion of the coursework.

#### **G. SUMMER SCHOOL**

1. An employee who works summer school shall be paid at his/her hourly rate of pay.
2. a. Summer school teaching positions will be offered to properly certificated Cooperative employees before outside candidates are considered.
- b. Summer school non-certificated positions will be offered to Cooperative employees before outside candidates are considered.
- c. Cooperative employed staff hired during the previous summer school session shall be considered for employment before new applicants are hired.

## **H. SALARY SCHEDULES**

The Salary Schedules for Certificated Staff, Paraprofessionals, Non-certificated Behavior Interventionist and Occupational Therapists for the 2024-2025, 2025-2026, and 2026-2027 school years of this Agreement are attached hereto as Appendices A, B, C and D, respectively.

## **I. COMPENSATION FOR ADVANCED EDUCATION**

Prior to commencing coursework, employees must request and receive the written pre-approval of the Director to apply such coursework toward compensation for advanced education. A lump sum salary increase for successfully completed additional coursework may occur during either first or second semester for certificated employees who complete graduate level classes, and other employees who complete undergraduate level classes. Successful completion is defined as receiving a grade of a B or better on all coursework. Employees shall verify coursework by providing an official university transcript to the Director no later than September 15 for first semester and no later than January 15 for second semester compensation.

Salary adjustments for horizontal movement on the salary schedule will be made on the 25<sup>th</sup> payroll following the receipt of the official transcripts.

## **J. ATTENDANCE INCENTIVE**

A full-time employee will be awarded an annual stipend as an attendance incentive if he/she meets the following criteria:

During any full school year, an employee uses:

- |  |       |
|--|-------|
| 1. No Sick Days, No Personal Days, and No Unpaid Absence Days                                    | \$350 |
| 2. No more than a total of One Sick Day, Personal Day, or Unpaid Absence Day                     | \$250 |
| 3. No more than a combination of a total of Two Sick Days, Personal Days, or Unpaid Absence Days | \$150 |

The attendance incentive plan does not include the use of Bereavement Days as defined in the contract.

In order to qualify, the employee must return to KASEC in the following year following eligibility for the stipend. Payment of the stipend will be included in the employee's first paycheck in the following school year in which the employee qualified for the stipend.

# **ARTICLE XI**

## **GENERAL PROVISIONS**

### **A. SEPARABILITY**

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.

### **B. ENTIRE AGREEMENT**

The parties acknowledge that, during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining; and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. Therefore, the Board and the Association, for the duration of this Agreement, each voluntarily and unqualifiedly waives the right, and each agrees that the other shall not be obligated, to bargain collectively with respect to any subject or matter referred to, or covered by this Agreement even though such subjects or matters may not have been within the knowledge or contemplation of either or both of the parties at the time they negotiated or signed this Agreement. Therefore, this Agreement constitutes the sole, entire existing Agreement between the parties hereto, supersedes all prior agreements, oral and written, expressed or implied, between the Cooperative and the employees' representative and expresses full and without reservation all obligation and restrictions imposed upon each of the respective parties during the term of this Agreement.

All prior charges, complaints, grievances, discharges or reprimands, known or unknown, before signing of this Agreement are not subject to this Agreement.

### **C. DURATION AND EFFECT**

This Agreement shall be in effect upon its ratification by both parties and shall remain in effect through June 30, 2027.

Negotiations shall commence after January 1, but no later than April 1, of the last year of this Agreement upon written notification by the Association.

Any individual contract between the Board and individual bargaining unit member and hereafter executed, shall be subject to and consistent with the terms and conditions of this Agreement. If an individual agreement contains any language inconsistent with this Agreement, this Agreement, during its duration, shall be control.

### **D. LEGAL REPRISALS**

Both parties agree that any lawsuits, unfair labor practice charges or suits, or any other legal or quasi-legal charge for filing that has been instituted or contemplated by either party prior to ratification of this Agreement, concerning the negotiation of this Agreement, shall be dropped and/or not instituted or reinstated during the life of this Agreement by either party upon ratification of this Agreement.



**E. RATIFICATION OF AGREEMENT**

This Agreement will not be considered binding until such time as the Association has formally notified the Board in writing of official acceptance of this document by the membership and subsequent ratification by formal Board action at a public meeting.

**F. EXECUTION OF AGREEMENT**

In witness whereof, the parties have executed this Agreement by their duly authorized representatives.

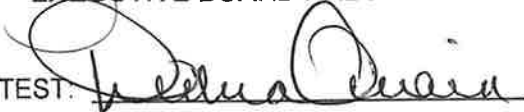
Dated this 10<sup>th</sup> day of June, 2024


FOR THE BOARD OF KANKAKEE  
AREA SPECIAL EDUCATION  
COOPERATIVE:

FOR THE KANKAKEE AREA SPECIAL  
EDUCATION COOPERATIVE  
ASSOCIATION, IEA/NEA:

  
\_\_\_\_\_  
EXECUTIVE BOARD PRESIDENT

  
\_\_\_\_\_  
KASECA PRESIDENT

ATTEST:   
\_\_\_\_\_

ATTEST:   
\_\_\_\_\_

DATE: 6-10-2024

DATE: 6-17-2024

# APPENDIX A

## CERTIFIED SALARY SCHEDULE 2024-2025

<b>STEP</b>	<b>BS</b>	<b>BS +8</b>	<b>BS +16</b>	<b>MS</b>	<b>MS +8</b>	<b>MS +16</b>	<b>PHD/ADV/2MS</b>
<b>1</b>	44,100	45,600	47,100	49,100	50,600	52,100	54,100
<b>2</b>	44,900	46,400	47,900	49,900	51,400	52,900	54,900
<b>3</b>	45,700	47,200	48,700	50,700	52,200	53,700	55,700
<b>4</b>	46,500	48,000	49,500	51,500	53,000	54,500	56,500
<b>5</b>	47,300	48,800	50,300	52,300	53,800	55,300	57,300
<b>6</b>	48,100	49,600	51,100	53,100	54,600	56,100	58,100
<b>7</b>	48,900	50,400	51,900	53,900	55,400	56,900	58,900
<b>8</b>	49,700	51,200	52,700	54,700	56,200	57,700	59,700
<b>9</b>	50,500	52,000	53,500	55,500	57,000	58,500	60,500
<b>10</b>	51,300	52,800	54,300	56,300	57,800	59,300	61,300
<b>11</b>	52,100	53,600	55,100	57,100	58,600	60,100	62,100
<b>12</b>	52,900	54,400	55,900	57,900	59,400	60,900	62,900
<b>13</b>	53,700	55,200	56,700	58,700	60,200	61,700	63,700
<b>14</b>	54,500	56,000	57,500	59,500	61,000	62,500	64,500
<b>15</b>	55,300	56,800	58,300	60,300	61,800	63,300	65,300
<b>16</b>	56,100	57,600	59,100	61,100	62,600	64,100	66,100
<b>17</b>	56,900	58,400	59,900	61,900	63,400	64,900	66,900
<b>18</b>	57,700	59,200	60,700	62,700	64,200	65,700	67,700
<b>19</b>	58,500	60,000	61,500	63,500	65,000	66,500	68,500
<b>20</b>	59,300	60,800	62,300	64,300	65,800	67,300	69,300
<b>21</b>	60,100	61,600	63,100	65,100	66,600	68,100	70,100
<b>22</b>	60,900	62,400	63,900	65,900	67,400	68,900	70,900
<b>23</b>	61,700	63,200	64,700	66,700	68,200	69,700	71,700
<b>24</b>	62,500	64,000	65,500	67,500	69,000	70,500	72,500
<b>25</b>	63,300	64,800	66,300	68,300	69,800	71,300	73,300
<b>26</b>	64,100	65,600	67,100	69,100	70,600	72,100	74,100
<b>27</b>	64,900	66,400	67,900	69,900	71,400	72,900	74,900
<b>28</b>	65,700	67,200	68,700	70,700	72,200	73,700	75,700
<b>29</b>	66,500	68,000	69,500	71,500	73,000	74,500	76,500
<b>30</b>	67,300	68,800	70,300	72,300	73,800	75,300	77,300

## CERTIFIED SALARY SCHEDULE 2025-2026

STEP	BS	BS +8	BS +16	MS	MS +8	MS +16	PHD/ADV/2MS
1	44,982	46,482	47,982	49,982	51,482	52,982	54,982
2	45,782	47,282	48,782	50,782	52,282	53,782	55,782
3	46,582	48,082	49,582	51,582	53,082	54,582	56,582
4	47,382	48,882	50,382	52,382	53,882	55,382	57,382
5	48,182	49,682	51,182	53,182	54,682	56,182	58,182
6	48,982	50,482	51,982	53,982	55,482	56,982	58,982
7	49,782	51,282	52,782	54,782	56,282	57,782	59,782
8	50,582	52,082	53,582	55,582	57,082	58,582	60,582
9	51,382	52,882	54,382	56,382	57,882	59,382	61,382
10	52,182	53,682	55,182	57,182	58,682	60,182	62,182
11	52,982	54,482	55,982	57,982	59,482	60,982	62,982
12	53,782	55,282	56,782	58,782	60,282	61,782	63,782
13	54,582	56,082	57,582	59,582	61,082	62,582	64,582
14	55,382	56,882	58,382	60,382	61,882	63,382	65,382
15	56,182	57,682	59,182	61,182	62,682	64,182	66,182
16	56,982	58,482	59,982	61,982	63,482	64,982	66,982
17	57,782	59,282	60,782	62,782	64,282	65,782	67,782
18	58,582	60,082	61,582	63,582	65,082	66,582	68,582
19	59,382	60,882	62,382	64,382	65,882	67,382	69,382
20	60,182	61,682	63,182	65,182	66,682	68,182	70,182
21	60,982	62,482	63,982	65,982	67,482	68,982	70,982
22	61,782	63,282	64,782	66,782	68,282	69,782	71,782
23	62,582	64,082	65,582	67,582	69,082	70,582	72,582
24	63,382	64,882	66,382	68,382	69,882	71,382	73,382
25	64,182	65,682	67,182	69,182	70,682	72,182	74,182
26	64,982	66,482	67,982	69,982	71,482	72,982	74,982
27	65,782	67,282	68,782	70,782	72,282	73,782	75,782
28	66,582	68,082	69,582	71,582	73,082	74,582	76,582
29	67,382	68,882	70,382	72,382	73,882	75,382	77,382
30	68,182	69,682	71,182	73,182	74,682	76,182	78,182

## CERTIFIED SALARY SCHEDULE 2026-2027

STEP	BS	BS +8	BS +16	MS	MS +8	MS +16	PHD/ADV/2MS
1	45,882	47,382	48,882	50,882	52,382	53,882	55,882
2	46,682	48,182	49,682	51,682	53,182	54,682	56,682
3	47,482	48,982	50,482	52,482	53,982	55,482	57,482
4	48,282	49,782	51,282	53,282	54,782	56,282	58,282
5	49,082	50,582	52,082	54,082	55,582	57,082	59,082
6	49,882	51,382	52,882	54,882	56,382	57,882	59,882
7	50,682	52,182	53,682	55,682	57,182	58,682	60,682
8	51,482	52,982	54,482	56,482	57,982	59,482	61,482
9	52,282	53,782	55,282	57,282	58,782	60,282	62,282
10	53,082	54,582	56,082	58,082	59,582	61,082	63,082
11	53,882	55,382	56,882	58,882	60,382	61,882	63,882
12	54,682	56,182	57,682	59,682	61,182	62,682	64,682
13	55,482	56,982	58,482	60,482	61,982	63,482	65,482
14	56,282	57,782	59,282	61,282	62,782	64,282	66,282
15	57,082	58,582	60,082	62,082	63,582	65,082	67,082
16	57,882	59,382	60,882	62,882	64,382	65,882	67,882
17	58,682	60,182	61,682	63,682	65,182	66,682	68,682
18	59,482	60,982	62,482	64,482	65,982	67,482	69,482
19	60,282	61,782	63,282	65,282	66,782	68,282	70,282
20	61,082	62,582	64,082	66,082	67,582	69,082	71,082
21	61,882	63,382	64,882	66,882	68,382	69,882	71,882
22	62,682	64,182	65,682	67,682	69,182	70,682	72,682
23	63,482	64,982	66,482	68,482	69,982	71,482	73,482
24	64,282	65,782	67,282	69,282	70,782	72,282	74,282
25	65,082	66,582	68,082	70,082	71,582	73,082	75,082
26	65,882	67,382	68,882	70,882	72,382	73,882	75,882
127	66,682	68,182	69,682	71,682	73,182	74,682	76,682
28	67,482	68,982	70,482	72,482	73,982	75,482	77,482
29	68,282	69,782	71,282	73,282	74,782	76,282	78,282
30	69,082	70,582	72,082	74,082	75,582	77,082	79,082

# APPENDIX B

## PARAPROFESSIONAL SALARY SCHEDULE 2024-2025

STEP	HSD	60+ HRS	BS	BS +8
1	22,950	23,450	24,200	25,200
2	23,750	24,250	25,000	26,000
3	24,550	25,050	25,800	26,800
4	25,350	25,850	26,600	27,600
5	26,150	26,650	27,400	28,400
6	26,950	27,450	28,200	29,200
7	27,750	28,250	29,000	30,000
8	28,550	29,050	29,800	30,800
9	29,350	29,850	30,600	31,600
10	30,150	30,650	31,400	32,400
11	30,950	31,450	32,200	33,200
12	31,750	32,250	33,000	34,000
13	32,550	33,050	33,800	34,800
14	33,350	33,850	34,600	35,600
15	34,150	34,650	35,400	36,400
16	34,950	35,450	36,200	37,200
17	35,750	36,250	37,000	38,000
18	36,550	37,050	37,800	38,800
19	37,350	37,850	38,600	39,600
20	38,150	38,650	39,400	40,400
21	38,950	39,450	40,200	41,200
22	39,750	40,250	41,000	42,000
23	40,550	41,050	41,800	42,800
24	41,350	41,850	42,600	43,600
25	42,150	42,650	43,400	44,400
26	42,950	43,450	44,200	45,200
27	43,750	44,250	45,000	46,000
28	44,550	45,050	45,800	46,800
29	45,350	45,850	46,600	47,600
30	46,150	46,650	47,400	48,400

# PARAPROFESSIONAL SALARY SCHEDULE 2025-2026

<b>STEP</b>	<b>HSD</b>	<b>60+ HRS</b>	<b>BS</b>	<b>BS +8</b>
1	23,639	24,139	24,889	25,889
2	24,439	24,939	25,689	26,689
3	25,239	25,739	26,489	27,489
4	26,039	26,539	27,289	28,289
5	26,839	27,339	28,089	29,089
6	27,639	28,139	28,889	29,889
7	28,439	28,939	29,689	30,689
8	29,239	29,739	30,489	31,489
9	30,039	30,539	31,289	32,289
10	30,839	31,339	32,089	33,089
11	31,639	32,139	32,889	33,889
12	32,439	32,939	33,689	34,689
13	33,239	33,739	34,489	35,489
14	34,039	34,539	35,289	36,289
15	34,839	35,339	36,089	37,089
16	35,639	36,139	36,889	37,889
17	36,439	36,939	37,689	38,689
18	37,239	37,739	38,489	39,489
19	38,039	38,539	39,289	40,289
20	38,839	39,339	40,089	41,089
21	39,639	40,139	40,889	41,889
22	40,439	40,939	41,689	42,689
23	41,239	41,739	42,489	43,489
24	42,039	42,539	43,289	44,289
25	42,839	43,339	44,089	45,089
26	43,639	44,139	44,889	45,889
27	44,439	44,939	45,689	46,689
28	45,239	45,739	46,489	47,489
29	46,039	46,539	47,289	48,289
30	46,839	47,339	48,089	49,089

# PARAPROFESSIONAL SALARY SCHEDULE 2026-2027

<b>STEP</b>	<b>HSD</b>	<b>60+ HRS</b>	<b>BS</b>	<b>BS +8</b>
<b>1</b>	24,348	24,848	25,598	26,598
<b>2</b>	25,148	25,648	26,398	27,398
<b>3</b>	25,948	26,448	27,198	28,198
<b>4</b>	26,748	27,248	27,998	28,998
<b>5</b>	27,548	28,048	28,798	29,798
<b>6</b>	28,348	28,848	29,598	30,598
<b>7</b>	29,148	29,648	30,398	31,398
<b>8</b>	29,948	30,448	31,198	32,198
<b>9</b>	30,748	31,248	31,998	32,998
<b>10</b>	31,548	32,048	32,798	33,798
<b>11</b>	32,348	32,848	33,598	34,598
<b>12</b>	33,148	33,648	34,398	35,398
<b>13</b>	33,948	34,448	35,198	36,198
<b>14</b>	34,748	35,248	35,998	36,998
<b>15</b>	35,548	36,048	36,798	37,798
<b>16</b>	36,348	36,848	37,598	38,598
<b>17</b>	37,148	37,648	38,398	39,398
<b>18</b>	37,948	38,448	39,198	40,198
<b>19</b>	38,748	39,248	39,998	40,998
<b>20</b>	39,548	40,048	40,798	41,798
<b>21</b>	40,348	40,848	41,598	42,598
<b>22</b>	41,148	41,648	42,398	43,398
<b>23</b>	41,948	42,448	43,198	44,198
<b>24</b>	42,748	43,248	43,998	44,998
<b>25</b>	43,548	44,048	44,798	45,798
<b>26</b>	44,348	44,848	45,598	46,598
<b>27</b>	45,148	45,648	46,398	47,398
<b>28</b>	45,948	46,448	47,198	48,198
<b>29</b>	46,748	47,248	47,998	48,998
<b>30</b>	47,548	48,048	48,798	49,798

# APPENDIX C

## NON-CERTIFIED BEHAVIOR INTERVENTIONIST

<b>2024-2025</b>		<b>2025-2026</b>		<b>2026-2027</b>	
<b>STEP</b>		<b>STEP</b>		<b>STEP</b>	
1	37,943	1	38,702	1	39,476
2	38,543	2	39,302	2	40,076
3	39,143	3	39,902	3	40,676
4	39,743	4	40,502	4	41,276
5	40,343	5	41,102	5	41,876
6	40,943	6	41,702	6	42,476
7	41,543	7	42,302	7	43,076
8	42,143	8	42,902	8	43,676
9	42,743	9	43,502	9	44,276
10	43,343	10	44,102	10	44,876
11	43,943	11	44,702	11	45,476
12	44,543	12	45,302	12	46,076
13	45,143	13	45,902	13	46,676
14	45,743	14	46,502	14	47,276
15	46,343	15	47,102	15	47,876
16	46,943	16	47,702	16	48,476
17	47,543	17	48,302	17	49,076
18	48,143	18	48,902	18	49,676
19	48,743	19	49,502	19	50,276
20	49,343	20	50,102	20	50,876
21	49,943	21	50,702	21	51,476
22	50,543	22	51,302	22	52,076
23	51,143	23	51,902	23	52,676
24	51,743	24	52,502	24	53,276
25	52,343	25	53,102	25	53,876
26	52,943	26	53,702	26	54,476
27	53,543	27	54,302	27	55,076
28	54,143	28	54,902	28	55,676
29	54,743	29	55,502	29	56,276
30	55,343	30	56,102	30	56,876



# APPENDIX D

## REGISTERED OCCUPATIONAL THERAPIST SALARY SCHEDULE

<u>2024-2025</u>		<u>2025-2026</u>		<u>2026-2027</u>	
STEP		STEP		STEP	
1	86,425	1	88,802	1	91,244
2	87,025	2	89,402	2	91,844
3	87,625	3	90,002	3	92,444
4	88,225	4	90,602	4	93,044
5	88,825	5	91,202	5	93,644
6	89,425	6	91,802	6	94,244
7	90,025	7	92,402	7	94,844
8	90,625	8	93,002	8	95,444
9	91,225	9	93,602	9	96,044
10	91,825	10	94,202	10	96,644
11	92,425	11	94,802	11	97,244
12	93,025	12	95,402	12	97,844
13	93,625	13	96,002	13	98,444
14	94,225	14	96,602	14	99,044
15	94,825	15	97,202	15	99,644
16	95,425	16	97,802	16	100,244
17	96,025	17	98,402	17	100,844
18	96,625	18	99,002	18	101,444
19	97,225	19	99,602	19	102,044
20	97,825	20	100,202	20	102,644
21	98,425	21	100,802	21	103,244
22	99,025	22	101,402	22	103,844
23	99,625	23	102,002	23	104,444
24	100,225	24	102,602	24	105,044
25	100,825	25	103,202	25	105,644
26	101,425	26	103,802	26	106,244
27	102,025	27	104,402	27	106,844
28	102,625	28	105,002	28	107,444
29	103,225	29	105,602	29	108,044
30	103,825	30	106,202	30	108,644