

Topic	What does the SEA contract say about this?	Page
Sick Leave	Fourteen (14) school days of sick leave a year - up to five (5)/ may be used for business days. Sick leave may be used for personal illness, quarantine at home or serious illness in the immediate family (<i>parents, spouse, civil union partner and/or domestic partner, brothers, sisters, children, grandparents, grandchildren, parents-in-law, legal guardians, step-children, step-siblings, grandparents-in-law, aunts, uncles, nieces or nephews.</i>).	7
Inappropriate use of sick leave	Inappropriate use of sick leave occurs when a teacher uses leave for unauthorized purposes or misrepresents the actual reason for the absence. May also occur when an educator establishes a pattern of sick leave without approved documentation: <ul style="list-style-type: none"> • The day before or after a holiday/school break • The following specific days: Inservice days, Institute Days 	7
Paid Sick Leave/ Birth of a child	The staff member may take paid sick leave, using previously accumulated sick days. Educators are entitled to use up to thirty (30) days of paid sick leave because of the birth of a child. This is available to part-time and full-time staff.	9
Unpaid Family Medical Leave Act (FMLA) Leave	If eligible, the staff member may take up to twelve (12) weeks unpaid FMLA leave. These twelve (12) weeks are work weeks and may be separated by vacation or recess periods (e.g., three weeks at the end of a school year and nine weeks at the beginning of the following school year).	9 - 10
Extended Unpaid Parental Leave	Staff who have completed at least two (2) years of full-time teaching may apply for up to one (1) year unpaid leave of absence for child care.	10
Religious Observance Leave	Educators who decide to not use their business days and who desire to take time off from work in order to practice religious beliefs will be permitted to engage in work during hours other than the employee's regular working hours. The educator and principal will work together to develop a plan to make up this time.	14
Notice of Assignment	An educator will be given notice of assignments for the forthcoming year no later than May 1.	21
Work Day Hours	Educators will arrive prior to the start of school and be prepared to instruct students and stay until the students are dismissed and student supervision duties have been completed. Child Study Team (CST) business meetings will be scheduled during the hours of student attendance; there may be an occasional meeting before/afterschool to meet the needs of the parent/student schedules.	21
Duty Free Lunch	Equal to the regular school lunch period, but not less than thirty (30) minutes	21
Before/ After School Supervision	This is a shared building responsibility by the certified (SEA) and classified (SEEO) staff. Each staff member is expected to fulfill the equivalent of forty (40) minutes of before/after school supervision per week.	21
Evening Activities	Staff will not be required to attend more than four (4) evening activities.	21
First Year Probationary Teachers	First year teachers are required to work up to five (5) days prior to the regular school year to learn district policies, procedures, and curriculum. At least one (1) of the days are directed towards building-level activities. The SEA will be given one half (½) day for an SEA workshop. The district shall pay teachers a \$2,500 stipend.	22
Individual Planning Time	Defined as time spent preparing for daily instruction, making accommodations for students, contacting parents, assessing student work, and preparing lesson plans. <i>This time is directed by the educator.</i>	21
Professional Learning Community (PLC) Team Plan Time	Defined as time spent meeting with colleagues who work with students focusing on reviewing and analyzing individual and group academics and behavior. Planning for differentiated instruction and intervention is done during team plan time. Time spent in Child Study Team (CST) meetings shall not be considered plan time.	21
Wednesday's Professional Development	The School Leadership team directs Wednesday Professional Development (PD). In elementary and ELC, at least the first thirty (30) minutes of PD is scheduled as team plan time and should not begin until fifteen (15) minutes after the dismissal bell.	22-23

Planning Time	<p>ALL CERTIFIED STAFF will be provided a minimum of 270 minutes of plan time each week, which includes 30 minutes of team plan time on Wednesday's PD. Administration may direct up to 90 minutes of the 270 minutes of weekly plan time, in addition to the 45 minutes of weekly professional development.</p> <p>LRTs: provide 60 minutes of plan time to elementary teachers. The LRT will be provided with 270 minutes of plan time each week. LRTs may use up to five (5) additional days immediately following the school year or prior to the start of the next school year and will be compensated for these five (5) additional days.</p> <p>In the event of the loss of planning time below 270 minutes due to the performance of required job-related duties, the affected educator(s) and principal will meet to develop a mutually acceptable replacement planning period.</p>	22-23
Benefits	<p>Find out more about your group health insurance, life insurance, dental insurance, temporary disability, and vision plan. The board agrees to pay 95.5% of full premium for employee coverage or 59.5% family coverage. The Benefits Committee may recommend changes to the plan related to deductibles, out-of-pocket limits, and co-payments. Any increases to educator contributions would occur on January 1st.</p>	23-25, 42
Employee Assistance Plan (EAP)	<p>An EAP is available to all employees through Workplace Solutions. No cost to you!</p> <p>www.wseap.com 1-877-215-6614 Username: SD54</p> <p>They can help you with anything from counseling needs to comparison shopping!</p>	25
Horizontal and Vertical Movement on the salary schedule	<p>An official transcript confirming advanced training completed before the start of the school year must be filed in the Superintendent's office on or before November 1 for first semester or on or before March 1 for second semester implementation in order to qualify for higher salary classification (horizontal movement).</p> <p>Credits earned for attending inservice programs and workshops outside the school day apply toward movement on the salary schedule at a rate of one (1) in district university credit for fifteen (15) salary lane credits completed.</p> <p>Vertical movement on the salary schedule will occur annually upon completion of a year of satisfactory service.</p>	25-26
Voluntary Retirement Incentive Program *New	<p>Voluntary retirement incentive of five percent (5%) in final four (4) years.</p> <p>In order to receive the incentive employees must have at least fifteen (15) years of full-time employment in D54, be eligible to receive regular retirement pension benefits through the Teacher Retirement System (TRS) and retire in the first year in which TRS determines the educator is eligible.</p> <p><i>**See page 30 for the deadlines for educators to submit their notice to participate.</i></p>	29-31
Salary Schedules	Tables of the 2022-2023, 2023-2024, 2024-2025, 2025-2026, 2026-2027, and 2027-2028 Salary Schedules	34-39
Extra Duty Pay Schedule	Table of the 2022-2028 Extra Duty Pay Schedule	40
Club Sponsor Form	A copy of the Club Sponsor Request Form, which is due by May 1 of each school year if you are interested in sponsoring a club the following school year. By September 15, principals will finalize building club stipend allocations and share school club stipend allocations and assignments with staff.	32
Medical Plan	Information regarding Medical Benefits (HMO and PPO)	42
Leave Request Form	<p>The document that needs to be signed by your administrator and sent to the Assistant Superintendent of HR for the following:</p> <ul style="list-style-type: none"> • Business Leave (more than three consecutive days) • Business leave immediately preceding or following holidays/school breaks or on inservice/institute days • Bereavement leave (circle the immediate family member) 	43
Job Share Outline	Job Share proposals are due February 1 of each year. Please use the form on page 44 as a guide.	44
Volunteering	Volunteering for assignments outside your regular classroom duties will not be expected by the Administration for members during their first two (2) years of employment in the District. This does not preclude first and second year teachers from volunteering. If a teacher feels pressure to volunteer, that concern will be brought to the attention of the SEA.	47