The Decatur Federation of Teaching Assistants’ (hereinafter referred to as DFTA or the Union), Local #4324, IFT/AFT, AFL-CIO represents over 275 teaching assistants in Decatur Public School District No. 61. The teaching assistants provide numerous supports to the District. They work with students with severe medical needs, behavioral concerns, and those with hearing or vision needs. They offer class size support to teachers, manage the libraries and the locker rooms. They are specially trained to run the calm/care rooms and offer assistance in the alternative school. They are valuable assets to the District, especially to the students, teachers, and parents.

DFTA and the District began bargaining in April 2019. To set the tone for bargaining, the District bargaining team limited all negotiations sessions to only two hours. They also made it clear they had no intentions of offering retroactive pay if the contract did not get settled before the start of the 2019-2020 school year. The bargaining teams met eleven (11) times with little to no movement before DFTA requested mediation. Mediation began on August 27, 2019 and again, the District limited the session to two hours. The last mediation session was September 23, 2019. The District agreed to three (3) hours at this session and again with very little movement by the District, DFTA moved forward with the posting process required by the Illinois Educational Labor Relations Board.

The issues that remain open for DFTA are as follows:

**Leave time (See Article XIII Leaves)** – (E) Many of the teaching assistants are caretakers for children, grandchildren, foster children, etc. There is a need for parents/guardians to be able to take leave time to attend screenings, conferences, and IEP meetings. (F) The other issue around leave time had to do with visitation of other schools. DPS61 is a large District with multiple buildings. Allowing visitation days for those employees being displaced would allow them a chance to see what buildings they would like to transfer to. The District has said no to this proposal, and we are strongly disappointed the District does not support the parent/child relationship.

**Transfers (See Article XV Transfers)** – (C) As multiple buildings in DPS61 are merging and assistants are being displaced or moved to other buildings, DFTA proposed allowing those employees to observe or visit those other schools prior to the move. The District said no to this. (D) DFTA also proposed how the mergers would be handled moving forward. DFTA would prefer assistants be allowed to move with their buildings in case of a merger; however, sometimes there are not enough positions. DFTA proposed language to solve that issue. The District said no.

**Working Conditions (See Article XIX Working Conditions)** – (B) While the shortage of teachers is widely publicized, a shortage of teaching assistants exists as well. DFTA proposed making all teaching assistant positions a minimum of 6 hours per day, with the exception of
locker room assistants. Guaranteeing teaching assistants a work day that allows them to complete the work they need and provides for a living weekly wage necessary to recruit and maintain strong assistants. (C)DPS61 employs ARA workers in the cafeteria to cover lunch duty; however, it has proven to be more successful to have DPS61 employees that know the kids in the lunchroom help with behavioral issues. However, the District has taken advantage of DFTA members by using them in the lunchroom for over an hour. DFTA proposes limiting the time in the lunchroom to thirty minutes per day. Limiting the time allows for the assistants to complete their daily work. (G)Some buildings in DPS61 have early release days. DFTA proposed language to make sure teaching assistants in those building are able to stay for their entire workday and receive the trainings alongside their teachers. The issue here is supervision. A certified DPS61 employee should be there to supervise. The District has said no. (H)DFTA has many members that are Schedule B employees. Schedule B employees are coaches. DFTA members have been required to report their time to attend Schedule B games differently than teachers. DFTA and DPS61 agreed to an MOU to stop this practice; however, the District is refusing to put the language into the contract.

Insurance (See Article XXI Insurance) — After DPS61 bargained with the teachers in 2018, a new health insurance program emerged. DFTA was opposed to the changes; however, the District moved forward with the changes. The District bargained the changes with other Unions. DFTA chose to wait until the contract was up to bargain any changes to health insurance. The insurance has changed from a single/family program to a single/single and spouse/single and child(ren)/family program or in other words, a two-tier system has now become a four-tier system. This change saves the District money as those who used to be on the family plan can possibly be shifted to the single and spouse or the single and child(ren) plan both of which are cheaper than the family plan. DFTA agreed to move to the four-tier system as soon as negotiations began; however, the issue of contention is what that should cost the DFTA members. DPS61 agreed to allow the teachers to set up two separate premium options. The teachers having been here over 20 years were to pay a lesser amount toward health insurance than those here under 20 years. DFTA has asked for the same plan they offered those teachers over 20 years.

Miscellaneous (See Article XXII Miscellaneous Provisions) — (H) DFTA has what is called an x-step provision in the contract. It is a payment to members for their years of service with the District. DFTA had asked for an increase of $500 for those who have given their service to DPS61 for over 30 years. (M, N, O and P) DFTA has many hard to fill positions like any other group. LPN assistants, Hearing and Vision Assistants and Sign Language Interpreters. It is expensive to obtain continuing education courses and licensing requirements for these positions. DFTA proposed the District help absorb the cost. The District said no.

Job Description (See Article XXV Job Description) — (4) DFTA members are provided a list of job duties each year so they know what their responsibilities are. DFTA proposed the list of job duties be outlined clearly, not a generic list of duties. DFTA felt having clear job duties would help guide teaching assistants in their work and in return would make for a stronger school district. DPS61 said no. Using DFTA members as substitute teachers has become an ongoing issue with the District. DFTA proposed limiting the number of days the District could pull a teaching assistant from his/her job duties to three days. The District said no to this.
Salary (See Article XXVI Hourly Rate of Pay) – In an effort to combat the District’s change to health insurance, DFTA proposed a 1.5% increase to rows 1-4 and a 5% increase to salary for those on step 5 or greater. DFTA also proposed an increase to hard to fill positions of LPN and Sign Language Interpreter to $23.50 per hour. This continues for all 4 years of the proposed contract.

Costs of DFTA Proposal:

The District will save over $200,000 by DFTA members agreeing to move from the two-tier health insurance plan currently in effect to the newly established four-tier health insurance plan. (see chart below). This chart shows the cost savings of moving the 83 DFTA members currently paying for family insurance to one of the newly created tiers if they qualify. Of the 83 members in need of family insurance in 2018-2019, 24 would qualify for the Employee and Spouse plan and 18 would qualify for the Employee and Child(ren) plan. The remaining 41 would need to stay on the family health insurance plan.

<table>
<thead>
<tr>
<th>Insurance</th>
<th>2019-2020</th>
<th></th>
<th></th>
<th></th>
<th></th>
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<tbody>
<tr>
<td>Current Premium - Single</td>
<td>$ 731.56</td>
<td>12</td>
<td>$ 8,778.72</td>
<td>134</td>
<td>$ 1,176,348.48</td>
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<tr>
<td>Proposed Premium - Single</td>
<td>$ 713.55</td>
<td>12</td>
<td>$ 8,563.80</td>
<td>134</td>
<td>$ 1,147,549.20</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>$(28,799.28)</td>
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<tr>
<td>Current Premium Family</td>
<td>$ 1,975.21</td>
<td>12</td>
<td>$ 23,702.52</td>
<td>83</td>
<td>$ 1,967,309.16</td>
</tr>
<tr>
<td>Proposed Premium - Family</td>
<td>$ 2,248.01</td>
<td>12</td>
<td>$ 26,976.12</td>
<td>41</td>
<td>$ 1,106,020.92</td>
</tr>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$(861,288.24)</td>
</tr>
<tr>
<td>Proposed Premium - E + S</td>
<td>$ 1,370.21</td>
<td>12</td>
<td>$ 16,442.52</td>
<td>24</td>
<td>$ 394,620.48</td>
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<tr>
<td>Proposed Premium - E + C</td>
<td>$ 1,334.53</td>
<td>12</td>
<td>$ 16,014.36</td>
<td>18</td>
<td>$ 288,258.48</td>
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</table>

Savings to District 217 $ (207,208.56)

Along with the newly created four-tier insurance plan, the District proposed increasing the percentage of insurance premium the DFTA members pay per year. Currently DFTA members pay around 11% toward single coverage and around 14% for family coverage. The District would like to increase the family insurance to the 26-30% range. Accepting the insurance proposal from the District would mean members in need of family health insurance coverage would receive a cut of $4.50 per hour in wages by the end of the proposed contract. The Union proposal calls for a cut of only $0.43 per hour. DFTA understands the cost of increasing insurance and has offered to pay more towards premiums than they were previously. However, the District has come with a proposal that would devastate the hardworking teaching assistants and that is not acceptable to our members. The monthly premiums for DFTA members are currently $100 per month for Single and $366.67 per month for family. Keep in mind DFTA members are only paid 9 months out the year. The District proposal would increase the $366.67 per monthly premium to $906.58 by the end of this contract. A 247% increase to health insurance costs. See chart below.
# Decatur Federation of Teaching Assistants, Local 4324, IFT/AFT, AFL-CIO

## Health Care Proposals 2019*

<table>
<thead>
<tr>
<th>Premium Type</th>
<th>2019-20 Union Proposal</th>
<th>20-21 Union Proposal</th>
<th>21-22 Union Proposal</th>
<th>22-23 Union Proposal</th>
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<td>$381.92</td>
<td>$398.50</td>
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</table>

<table>
<thead>
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<th></th>
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</tr>
</thead>
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<td>$100.00</td>
<td>$139.60</td>
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<td>$366.67</td>
<td>$542.33</td>
<td>$700.19</td>
<td>$797.00</td>
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</table>

*Teaching assistants are paid over 9 months

## Salary Costs:

In response to the District’s plan to increase health insurance cost beyond the means of employees, DFTA began negotiations with a proposed increase of 5% each year of the contract. As the District has not been willing to move whatsoever on the health insurance increases, DFTA has not been able to move on salary. The cost of the proposal is difficult to figure as DPS61 constantly changes the hours of teaching assistants. Some assistant positions are 6 hours per day, others are 5 and others are 6.5 and so on.

The overall salary costs for the teaching assistants in DPS61 is over $7.5 Million Dollars. The costs for the first-year increases would be around $375,000 of which $200,000 will be saved through the insurance proposal resulting in an actual increase of $175,000. The second year would be $390,000. The third year $408,000. The fourth year $432,000. Of course these numbers can and will change based on retirees, new hires, increases or decreases in need for teaching assistants. DFTA costs reflect the salary increases being retroactive to the start of the contract as it has been the District that has set time limits on how long the bargaining teams could meet at each session.
ARTICLE XIII
LEAVES

E. Parent or Guardian School Related Leave

1. An employee shall be allowed time off without pay to take his/her child(ren) to pre-k or kindergarten screenings held during the work day.
2. An employee shall be allowed time off without pay to attend a parent/teacher conference which cannot be scheduled outside of the work day.
3. An employee shall be allowed time off without pay to attend IEP meetings for his/her child(ren)

F. Visitation/Observation Days

Employees shall be allowed to visit other schools/programs as requested by administration. This can be within the District or at a different School District. Any employee considering a voluntary transfer or being involuntarily transferred or displaced or affected by a building merger shall be allowed to visit open programs/positions for which they may be interested.
ARTICLE XV TRANSFERS

A. Voluntary: Employees shall be eligible to apply for transfer, and shall be interviewed prior to the hiring of a new employee. If denied the position, the employee shall receive written specific reasons based on interview results why said transfer is denied. Employees are limited to one (1) voluntary transfer each school year.

B. Involuntary: Employees who are involuntarily transferred to a lesser hourly and/or pay position shall continue to be compensated in salary and benefits in accordance with his/her old scheduled hours for the remainder of the school year or until such time as he/she may apply for and obtain a position of equal or greater scheduled hours, whichever comes sooner. If the employee’s initial position has not been eliminated, the employee may request that reasons for said transfer be reduced to writing within five (5) days of the notification of transfer.

C. Displacement: Employees being displaced for the following school year shall be notified in writing no later than May 1. A displaced employee is one who has not been RIFed, but who has lost his or her current position. The displaced employee(s) will be provided a list of open positions for the following school year. The most senior displaced employee will select a position from the list followed by the next senior employee and so on until there are no open positions left. The displaced employee(s) are not required to interview for positions. The district will give the displaced employee(s) priority for all open positions until such time they are placed in a position. All displaced employee(s) shall be notified in writing of their placement no later than one (1) week prior to the beginning of the school year. Positions not filled with a displaced employee shall then be posted. Displaced employees shall be given the opportunity to visit/observe positions which are open in order to make informed decisions as to whether the position(s) would be appropriate for them.

Employees displaced after school begins shall be notified in writing no later than September 15. The displaced employee will be provided a list of open positions. The displaced employee shall attend a meeting to select positions for which they are qualified or interested. The displaced employee(s) are not required to interview for positions. The district will give them priority for all posted positions until such time they are placed in a position. If more than one displaced employee applies for the same position, placement will be determined by seniority. Employees not notified of displacement by September 15 will remain in a position until the end of the current school year.

D. Merger of Schools. In the event two or more buildings merge together, assistants shall move to the other building position for position, as long as a position is available in the same job title. If a position does not exist in the same job title, the least senior person in that job title shall be displaced or RIF’ed depending on the needs of the District, the employee’s seniority, and the open positions in the District.
E. Posting of Open Positions:
After displaced employees have been placed, and all qualified RIFed employees have been recalled per 105 ILCS 5/10-23.5, all remaining positions shall then be posted. Bargaining unit members seeking to transfer must apply for posted positions. Positions will be filled in the following order: 1) employees seeking to transfer, pursuant to Section A of this Article; and 2) new hires.
ARTICLE XIX
WORKING
CONDITIONS

A. Crossing guard positions shall be posted on the District’s website. Teaching assistants who qualify for the assignment will be paid at their hourly teaching assistant rate.

B. Members of the bargaining unit who work five (5) hours a day or more may have a ten-minute break with pay in the morning and a ten-minute break with pay in the afternoon. Members who work less than five (5) hours may have one ten-minute break with pay. Beginning with the 2013-2014 school year, K/1 Assistants will be reinstated to 6 hours. **With the exception of locker room assistants, all positions shall be at least six (6) hours per day.**

C. Members of the bargaining unit who work five (5) hours or more shall have at least a thirty-minute duty-free lunch hour. **Teaching assistants shall be limited to covering thirty (30) minutes of lunch duty per day. If the employee is required to cover more than thirty (30) minutes of lunch duty per day, the assistant shall be paid an additional $25 per day.**

D. All hours worked under the terms of this Agreement shall be counted for benefits, rights and salary.

E. Every effort shall be made to schedule consecutive hours for all members of the bargaining unit.

F. EXTENDED WORKDAY The Board and Union agree that in the event a Bargaining Unit Member is required to participate in school related activities that extend beyond the assistant’s normal workday said Bargaining Unit Member shall be compensated in accordance with their hourly rate of pay with prior approval of the Director of Human Resources. In the event the Bargaining Unit Member is not required to participate in activities that extend the day said Bargaining Unit Members shall be compensated for their normal workday.

G. EARLY RELEASE DAYS Assistants shall work their regular work hours on all early release days. Assistants shall work with their teacher, shall attend progress monitoring meetings with their teacher, grade level meetings, IEP meetings, or meetings with other school-related personnel. This time is not to be spent supervising students, without a certified staff member present.

H. Schedule B Employees. Any bargaining unit employee who is also a Schedule B employee shall be provided release time to attend events/activities. If attendance at these events/activities require the employee to leave before the end of their work day, the employee shall receive their regular rate of pay. Teaching assistants shall not be treated any differently than certified Schedule B employees.
ARTICLE
XXI
INSURANCE

A. Life Insurance

The Board shall provide $20,000 life insurance coverage, **double indemnity in case of accidental death**, for all full-time bargaining unit members. **This insurance shall be paid for by the Board. Any employee working less than 25 hours per week, but 15 or more hours per week, will be provided the same coverage if they wish to pay one-half of the premium.** The voluntary life insurance payments shall be taken out over eighteen (18) pay periods.

B. Health Insurance Coverage

1. The Board of Education will continue to provide for each employee the health insurance plan in effect for paraprofessional employees. Employees working 25 hours or more per week will have an insurance policy covering hospital and medical costs. Any employee working less than 25 hours per week, but 15 or more hours per week, will be provided the same coverage if they wish to pay one-half of the premium. The health and medical insurance coverage which is presently in effect will be on an optional basis for teaching assistants who retire at age 55 or thereafter with 10 years of service in the Decatur School District. Retirees who opt to participate in the employee group health insurance plan will pay the entire annual premium. Coverage will end when the retiree reaches the age of Medicare coverage. Health insurance for the family of the retiree will be on an optional basis for those who had family insurance upon retirement. Retirees who opt for this coverage will pay the entire premium. Coverage will end when the retiree or dependent reaches Medicare coverage age.

Employees that select single insurance will pay $75 monthly ($900 annually) towards health and medical insurance. Married employees (who are both employed by the District) that select single coverage insurance each will pay the aforementioned monthly cost toward the cost of health and medical insurance. **Employees electing to participate in health and medical insurance shall pay a percentage of the premiums as reflected in the charts. The employee cost of the insurance premium shall not exceed limits established in the charts.** The employee-paid portion of the premium shall be sheltered under Section 125 of the Internal Revenue Code. The insurance payments shall be taken out over eighteen (18) pay periods. **Since employees pay the premium over 18 pays, if the employee leaves the District or changes insurance plans and the premium is reduced, any overpayment of premiums shall be returned to the employee no later than thirty (30) days after the effective date of change.**

Health and medical insurance coverage for the family of employees will be on an optional basis. The employee-paid portion of the premium shall be sheltered under Section 125 of the Internal Revenue Code. There shall be at least one open enrollment
period each year.

Employees that select family-coverage insurance will pay $275 per month (3,300 annually) toward the cost of family health and medical insurance. Married employees (that are both employed by the District) that select family-coverage insurance will pay the aforementioned monthly cost toward the cost of family health and medical insurance. The insurance payments shall be taken out over eighteen (18) pay-periods.

### Estimated Premium Rates (Used to calculate maximum limits)

<table>
<thead>
<tr>
<th>Tier</th>
<th>9/1/2019</th>
<th>9/1/2020</th>
<th>1/1/2021</th>
<th>1/1/2022 and beyond</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single</td>
<td>$719.57</td>
<td>$755.55</td>
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<td>$778.58</td>
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<tr>
<td>Single+Spouse</td>
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<td>$1,450.65</td>
<td>$1,423.67</td>
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<tr>
<td>Single+Child(ren)</td>
<td>$1,345.59</td>
<td>$1,412.87</td>
<td>$1,386.59</td>
<td>$1,455.92</td>
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<tr>
<td>Family</td>
<td>$2,301.88</td>
<td>$2,416.97</td>
<td>$2,372.01</td>
<td>$2,490.61</td>
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</tbody>
</table>

### Employee Monthly Portion (Maximum) – 2019-2022

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<tr>
<th>Tier</th>
<th>9/1/2019</th>
<th>9/1/2020</th>
<th>9/1/2021</th>
<th>9/1/2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single</td>
<td>12%</td>
<td>12%</td>
<td>12%</td>
<td>12%</td>
</tr>
<tr>
<td>Single+Spouse</td>
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<td>20%</td>
</tr>
<tr>
<td>Single+Child(ren)</td>
<td>20%</td>
<td>20%</td>
<td>20%</td>
<td>20%</td>
</tr>
<tr>
<td>Family</td>
<td>12%</td>
<td>12%</td>
<td>12%</td>
<td>12%</td>
</tr>
</tbody>
</table>

Health and medical insurance coverage for the family of employees will be on an optional basis. Employees electing to provide coverage through one of the family tiers shall pay a percentage of the premiums as reflected in the respective charts. The employee cost of insurance shall not exceed limits established in the charts.

The deductible starting in Calendar Year 2019, as exemplified in the single plan, shall be a $750 deductible with a $3,000 maximum out of pocket. Starting in Calendar Year 2021, the plan shall, as exemplified in the single plan, be a $1,000 deductible with a $3,250 maximum out of pocket. Family deductibles and out of pocket maximums reflect three times the single plan.

A. Wellness Incentive: Beginning in the 2019-2020 school year, the bonus for participation in the employee wellness screening (blood draw) shall be granted $100 for single plans and
$200 for any of the family tiers.

B. In Calendar Year 2020, a second, high deductible health insurance plan or other options from the Insurance committee may be offered employees on a voluntary basis. The employee portion may be free for employee only or 15% for participation in one of the three family tiers.

C. Newly hired employees who commence work at the beginning of an academic year will receive insurance coverage commencing on September 1 of the employee’s first year of employment. Employees hired at any time other than the beginning of the academic year will commence receiving insurance coverage on the first day of the month following the date they begin employment in the district (e.g. an employee beginning work on November 15 will commence receiving insurance coverage on December 1).

Employees resigning or otherwise severing their employment relationship with the school district at the end of any academic year, will continue to receive insurance coverage through August 31 of such year (e.g. an employee who submits a notice of resignation in March, effective the last day of the school term, will have district provided insurance coverage through August 31st of that year).

Employees resigning or otherwise severing their employment relationship with the school district at any time other than the end of the academic year will cease to have insurance coverage sixty (60) days after the date of resignation.

Nothing in this contract will preclude DFTA and Board from bargaining employee settlement agreements involving this topic.

2. Prescription cards will be made available to each employee who is receiving health and medical coverage. Employees should direct any questions or concerns to the district Business Office.

3. Flex Plan: The following options shall be available to all members of the bargaining unit. Employees should direct any questions or concerns to the district Business Office:

**Dependent Care Assistance Plan:**
This plan will enable each participant to elect to receive payments or reimbursements of his/her dependent care expenses that are excludable from the participant’s gross income under Section 129 of the Code.
Medical Reimbursement Plan:
This plan will enable each participant to elect to receive payments or
reimbursements of his/her medical care expenses that are excluded from the
participant’s gross income under Section 105(h) of the Code.

Volunteer Dental Plan:
This Volunteer Dental Plan will enable each employee to participate in a group
dental plan.

4. If the District Insurance Committee considers any change to insurance, during the
term of this contract or between contracts, the Insurance Committee and the Board
will reduce to writing any proposed changes. Decision making shall be made through
80% agreement of voting members of the District Insurance Committee. DFTA shall
be entitled to one vote for each one hundred DFTA members or portion thereof. Any
member may send a proxy to vote, and voting shall be limited to one vote per member
present. Upon ratification of DEA membership, the proposed changes will be taken
to the Board for approval.

5. Liability Insurance: The employer shall provide all teaching assistants coverage for
acts committed within the scope of their employment under the Board’s approved
liability insurance policy.

67. Health Reimbursement Account

The Board will also hold One Thousand Two Hundred and Fifty and 00/100 Dollars
($1,250.00) per employee per year in a Health Reimbursement Account to be used for eligible
medical expenses, any unused monies will rollover in the Health Reimbursement Account
from year to year. The Health Reimbursement Account will be provided to the employee
when the employee resigns or retires. Claims for reimbursement must be for services received
during the plan year. The plan year shall run from September 1 through August 31 of each
year. All requests for reimbursement must be turned in to the plan administrator no later
than ninety (90) days after the end of the plan year to be eligible for reimbursement. The
Board shall be responsible for all costs associated with the set up and maintenance of the
HRA plan, including any and all monthly fee for participants.
ARTICLE XXII
MISCELLANEOUS PROVISIONS

H. X-Step

This X-step is intended as payment to qualifying retiring employees in recognition of the many years of faithful and dedicated service the employee has given to education in general and to the District and its students. In order to qualify for an X-step, an employee must be eligible for IMRF retirement criteria and have been employed for at least 8-15 years ($1,500.00), 16-20 years ($2,000.00), 21-25 years ($2,500.00) and 26-29 years ($3,500.00) and 30+ years ($4,000.00) with the Decatur Public School District 61. The employee shall have two options. Option one: No later than sixty (60) calendar days prior to the anticipated retirement date the employee must have notified the Director of Human Resources in writing that he/she will be retiring upon the specified date. The X-Step payment less applicable deductions will be made in a single lump sum more than 61 days after retirement (or such time period as IMRF shall designate as necessary to make the payment non-creditable earnings). Option two: the employee may elect to give notice on or before May 1 at least two years before the employee’s intended retirement, which will result in the employee receiving $750 paid in substantially equal installments in each of his or her final two years of employment and remaining X-step payment paid more than 61 days after retirement (or such time period as IMRF shall designate as necessary to make the payment non-creditable earnings). Any employee who does not have two years left before retirement may only select option one.

Any employee having already provided notice or providing notice on or before February 1, 2016 of his/her retirement during the 2015—2016 school year, and who is eligible to receive the X-Step, shall be allowed to maximize their IMRF-creditable earnings as per the language in the 2012—2015 collective bargaining agreement.

M. The District will pay for the licensing fees for LPN assistants once every two (2) years.

N. Educational Interpreter Performance Assessment (EIPA) licensing fees shall be paid by the District.

O. Hearing and Vision Certification fees shall be paid by the District.

P. Continuing Education Credits for Sign Language Interpreters, LPN Assistants, and Hearing and Vision Technicians shall be reimbursed up to $1,000.00 per year per person. The reimbursement can include workshop costs, testing fees, travel, and hotel costs.
ARTICLE XXV
JOB DESCRIPTION

B. Utilization of Teaching Assistants

1. A teaching assistant shall be under the direct supervision and control of a fully certificated teacher when assisting with the instruction. Areas of instruction requiring such supervised assistance shall include, though are not necessarily limited to classrooms, laboratories, shops, playgrounds, lunchroom, organized physical education periods, libraries, if utilized in instructional settings, and such other educational settings where instructional judgment requires the supervision of a fully certificated teacher.

2. Teaching assistants shall not be utilized as substitutes for or replacements of certificated teachers, and they shall not have equivalent responsibilities. Certificated teachers shall exercise professional judgment when assigning duties, such duties not to infringe upon the “instructional judgment” reserved for teachers.

3. Teaching assistants shall be provided a list of main duties after consultation with the teacher(s) with whom the employee works. In the event the list of duties includes “restraining students”, the type of restraint to be used must be specified along with, at whose direction he/she will be called upon to assist with restraining. The District must provide training for that type of restraint. If the teacher finds it necessary to revise and/or update the list, the teacher shall first consult with the employee.

4. The list of main duties, number of hours per day and starting and ending time the employee is scheduled to work shall be provided within fifteen (15) work days of the first day of school or within fifteen (15) work days of the first day of employment for the newly hired assistant or for assistants who have been transferred. The list of job duties shall outline the employee’s daily tasks based on each day’s schedule, duties should be specific to the assistant’s daily work, and be broken down by job title.

5. DCFS NOTIFICATION: It is the policy of the Board that each employee complies with the DCFS notification requirements. However, in order that the building principal is aware of possible abuse cases which may result in a DCFS investigation, each employee who reports or intends to report to DCFS is asked to inform his/her building principal.

6. Each member of the bargaining unit shall be evaluated biannually by the building principal or administrator. Newly hired employees are to be evaluated during the first year of employment.

7. The Principal/Administrator will complete evaluations for each bargaining unit member biannually or newly hired employees following the guidelines in Appendix A.
8. The evaluation document in Appendix A shall be used for all bargaining unit members. All pre-conference meetings shall occur within fifteen (15) work days of the first day of school or within fifteen (15) work days of the first day of employment for the newly hired assistant.

9. Teaching assistants are part of the team assisting in the instruction and supervision of students and the education of students.

An assistant who holds a teaching certificate or a substitute teaching license may internally substitute for a certified employee and receive the substitute teacher rate of pay or his/her regular rate of pay whichever is greater. No assistant shall be required to provide substitute teacher service. If an assistant substitutes for a teacher then all attempts will be made to provide a substitute-teaching assistant to work in the place of that assistant. If no substitute assistant is available, the assistant will be paid an additional $25.00. Any substitute teaching that exceeds three (3) consecutive days shall require agreement between Administration and the Union.

At the elementary level (including K-5 at the K-8 buildings), when a substitute cannot be secured, and the class is divided among teachers, and the classroom has a teaching assistant each teaching assistant will receive $25 for a full and $15 for a half day.
ARTICLE XXVI

HOURLY RATE OF PAY

- Employees who complete one-hundred and thirty-six (136) duty days one semester within a school year shall receive one (1) full year’s credit on the salary schedule.

- Teaching Assistants in Alternative Placement Rooms will receive an additional $0.75 an hour applicable to the assistants’ category and years of experience.

- Teaching Assistants employed as Behavioral Specialists’ Assistants will receive an additional $0.75 an hour applicable to the assistants’ category and years of experience.

- Qualified Sign Language Interpreters and Licensed Practical Nurses (LPNs) who hold teaching assistant credentials shall be paid from the Sign/LPN column. Qualified Sign Language Interpreters and LPNs with a BA Degree shall receive $1.50 more per hour

Salary Proposal (See Attachments)

2019-2020
1.5% to each cell Row 1-4 Plus Step
5% to each new cell Row 5-31+
LPN/Sign Language New Schedule Starting at $23.50 with 1.5% step downs

2020-2021
1.5% to each cell Row 1-5 Plus Step
5% to each new cell Row 6-32+
LPN/Sign Language New Schedule 1.5% to each cell plus step

2021-2022
1.5% to each cell Row 1-6 Plus Step
5% to each new cell Row 7-33+
LPN/Sign Language New Schedule 1.5% to each cell plus step

2022-2023
1.5% to each cell Row 1-7 Plus Step
5% to each new cell Row 8-34+
LPN/Sign Language New Schedule 1.5% to each cell plus step
### Decatur Federation of Teaching Assistants, Local 4324, IFT/AFT, AFL-CIO

#### Health Care Proposals 2019*

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*Teaching assistants are paid over 9 months*