

OCCUPATIONAL AND PHYSICAL THERAPISTS

Section of the

MASTER

AGREEMENT

BETWEEN THE

**BOARD OF EDUCATION,
SCHOOL DISTRICT 39
Cook County, Illinois**

AND THE

**SUPPORT COUNCIL OF DISTRICT 39 WILMETTE
LOCAL 1274, IFT/AFT**

2022-2026

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PREAMBLE

This section of the 2022-2026 Collective Bargaining Agreement between the Support Council of District 39 Wilmette, Local 1274, IFT/AFT refers to agreements applied to Occupational and Physical Therapists only. The "Master Agreement" referred to on the cover page of this section contains all other agreements which are applied to the Occupational and Physical Therapists as well the rest of the bargaining unit. "OT" shall refer to Occupational Therapists. "PT" shall refer to Physical Therapists. "OT/PT" shall refer to both groups of therapists collectively.

ARTICLE I — RECOGNITION OF THE UNION

SECTION 1 — RECOGNITION

The Board of Education of Wilmette School District No. 39, Wilmette, Illinois, hereinafter referred to as the "Board", hereby recognizes the Support Council of District 39, Wilmette, Local 1274, IFT/AFT, hereinafter referred to as the "Union", as the sole and exclusive bargaining representative with respect to wages, hours, and terms and conditions of employment for all educational support personnel, excluding the Superintendent's secretary, the secretary to the Administrator for Human Resources, the payroll clerk, the personnel secretary, the controller, the transportation supervisor, the supervisor of maintenance and custodial services, the Director of Technology and Media Services, the Network Manager, Accounts Receivable and Benefits Coordinator, and any administrative, managerial, supervisory, confidential and short-term employees as defined by the Illinois Educational Labor Relations Act.

SECTION 2 — DEFINITION OF EMPLOYEE

The term "employee" as used in this Agreement shall refer to any member of the bargaining unit described in Article I.1 above, except when qualified as follows:

- A. A full-time employee shall be defined as an employee who works thirty (30) hours or more per week.

- B. A part-time employee shall be defined as an employee who works less than thirty (30) hours per week.
- C. A partial-year employee shall be defined as a 12-month employee hired after December 15th.
- D. An “exempt” employee refers to an employee’s status under the Fair Labor Standards Act. Such exempt status falls under the “learned professional” exemption and such salaried employees are exempt from overtime provisions of this contract.

OT/PT SECTION A: PROFESSIONAL COMPENSATION

1. Compensation

The salary increases for Occupational and Physical Therapists shall match the WEA teacher salary increases for the given school year.

2. Salary Placement (Experience) for New Hire

Newly hired employees shall receive credit towards salary schedule placement for prior OT/PT experience as follows: 1) up to ten (10) years of credit for full-time prior experience shall be recognized, and 2) thereafter, years of prior experience beyond ten (10) shall be credited at fifty percent (50%), for up to 20 years of credit.

3. Salary Placement (Education) for New Hire

Newly hired employees shall be placed on the WEA Initial Hire Salary chart for the given school year. Newly hired employees shall be placed according to degree earned and any graduate hours after such degree or at MA+0 for an OT and MA+36 for a PT, whichever lane is greater. Newly hired OT/PT's shall receive a one-time, hiring stipend added to the base salary, as determined on the Initial Hire Salary chart. OTs/and PTs without a doctorate shall receive a one time hiring stipend of \$3000. OTs/ and PTs with a doctorate shall receive a one time hiring stipend of \$5000. Annual salary increase will be calculated on the new base.

OT/PT SECTION B: EDUCATIONAL ADVANCEMENT

The following procedures pertaining to credit for semester hours earned since the last degree shall be used in determining salary increases based on educational advancements:

1. The responsibility for submitting a transcript or grade report showing the credit earned since receiving the highest degree will be assumed by the employee.

2. Educational advancement credit shall be granted for coursework as described below:
 - a. Graduate degrees or certifications in an education-related field;
 - b. Graduate coursework related to School Improvement Plans (SIP), District Goals (DG), or continuing professional education in an education-related or OT/PT related field;
 - c. District CEI's (Academy 39)
 - d. Specific pre-approved advanced certifications earned through AOTA or APTA accredited providers (e.g. Sensory Integration SIPT, Neuro Developmental NDT) will be credited as 12 semester hours, provided a minimum of 180 contact hours are required. Pre-approval shall be by the administrator for special education. [Note: If recertification is required, to stay at that lane placement certification must be maintained.]

3. A grade of "B" or above must be received for all course work to be applied toward salary increments, except that if a course is only offered as pass/fail, the person need only to receive a passing grade.

4. Credit for approved courses must be earned prior to September 1 to be applied to a regular school year contract. Transcripts or grade reports must be received by October 1.

5. OT/PTs shall receive a salary increase for achieving the following educational advancements after their initial hire:

	<u>2022-2023</u>	<u>Subsequent years*</u>
<u>MA + 12</u>	<u>\$1,700</u>	<u>*</u>
<u>MA + 24</u>	<u>\$1,700</u>	<u>*</u>
<u>MA + 36</u>	<u>\$1,700</u>	<u>*</u>
<u>MA + 48</u>	<u>\$1,700</u>	<u>*</u>
<u>MA + 60</u>	<u>\$1,700</u>	<u>*</u>
<u>Doctorate</u>	<u>\$2000</u>	<u>*</u>

This salary increase is a one-time payment added to the OT/PT's base salary upon completion of the educational advancement. The educational advancement will be added to the prior year's base salary and then the annual salary increase will be calculated on that amount. OT/PTs may receive no more than one educational advancement increase per school year.

*The dollar amount for the educational advancement in subsequent years will match the WEA educational advancement amounts.

OT/PT SECTION C: WORK DAY

1. Occupational and Physical Therapists shall follow the same workday as the teachers in the building to which they are assigned. If a therapist works in multiple buildings in a work week or in a work day, the therapist shall annually work out a daily schedule with the administrator for special education that matches the therapist's building assignments.
 - a. In grades K-4, the building Administration may schedule up to two (2) meetings per month for building related matters during the teacher workday prior to the start of the student day.
 - b. In grades 5-8, three (3) planning periods per month may be scheduled by the building Administration for building related matters.
 - c. It is expected that members will be at school at least 10 minutes prior to the start of the student day and at least 10 minutes after the end of the student day.
 - d. The remaining 30 minutes may be scheduled before or after school at the discretion of the member. This flexible use of before/after school time is not intended to preclude participation in before/after school meetings. Such meetings include, but are not limited to, contractually required (e.g. Wednesday meetings, housekeeping meetings, etc.), voluntary (e.g. social committee, Principal Advisory Committee, etc.) and stipend meetings (e.g. Instructional Leadership Team, etc.).

2. Therapists will have a minimum thirty (30) minute paid duty free lunch period and two hundred eighty minutes (280) of non-student contact time per week. Non-student contact time may include: meeting regarding a student, scoring assessments, writing evaluation reports, providing consult services, etc.. Plan time and lunch time shall be scheduled by the therapist and submitted to the Administrator(s) of Special Education at the start of the year.
3. Therapists are expected to attend Wednesday after-school meetings following the established teacher schedule:
 1. Schedule: Building and district meetings are scheduled after school on Wednesdays.
 2. Meeting Duration: Building faculty Meetings shall not last longer than one hour or be held after 5:00 p.m., whichever occurs first, except in an emergency or unless a majority of those present agree to continue the meeting. All other Wednesday meetings shall be scheduled for no more than one (1) hour.
 3. 2nd, 3rd, and 4th Wednesdays will be scheduled at the discretion of the District up to a total of twenty-three (23) meetings. No less than four (4) of the twenty-three (23) meetings will be designated as Department/Grade Level meetings.
4. Therapists are also expected to attend Institute Day, Early Release, and other professional development activities as established by the teacher's contract.
5. An occupational therapist or a physical therapist designated as a department chairperson shall receive a minimum stipend of three thousand four hundred and seventy-five dollars (\$3475.00) per year. Such stipend shall be increased in any year necessary in order to stay equivalent to the department chair stipend found in the WEA contract.

6. Traveling OT/PT Therapists

Any traveling OT/PT therapist shall be provided with traveling time of up to thirty (30) minutes and shall be scheduled so as not to infringe on lunch or preparation time. The SSU may request justification for any scheduled traveling time of less than thirty (30) minutes afforded a therapist. All duly assigned travel mileage will be reimbursed at the IRS rate. The Board shall attempt to minimize the number of teachers that travel between buildings.

OT/PT SECTION D: TUITION REIMBURSEMENT

OT/PT's who apply in writing and receive pre-approval from the administrator for special education shall be eligible for tuition reimbursement as follows:

1. The pro-rata tuition reimbursement rate will be calculated per the WEA tuition reimbursement pool.
2. Qualifying OT/PT's may be reimbursed on a pro rata basis (per capita) up to \$400 per credit hour for:
 - a. Graduate degrees or certifications in an education-related field;
 - b. Graduate coursework related to School Improvement Plans (SIP), District Goals (DG), or continuing professional education in an education-related field or OT/PT related field; and
 - c. Specific pre-approved advanced certifications earned through AOTA or APTA accredited providers (e.g. Sensory Integration SIPT, Neuro Developmental NDT) will be reimbursed for 12 semester hours, provided a minimum of 180 contact hours are required.
3. Reimbursement for coursework completed in the prior year will occur in October. Employees who are no longer employed in the District on the reimbursement date shall not be eligible for tuition reimbursement.

ARTICLE XX — DURATION

This Agreement shall be in effect as of August 1, 2022 and shall continue in full force and effect through July 31, 2026.

This Agreement constitutes a full and complete settlement of all outstanding issues between the Board and the Union and is signed and adopted this 17th day of OCTOBER, 2022.

IN WITNESS THEREOF:

For the Support Council of
District 39, Wilmette,
Local 1274, IFT/AFT

For the Board of Education,
School District No. 39

William Joyce
President

Arny Paehling
President

Machelle Hammond
Secretary

Ken L...
Secretary

APPENDIX A-OT/PT

WILMETTE SUPPORT STAFF DISTRICT 39

Stipends and Extra Earnings	Rate	Payment Method
OT/PT Department Chair	\$3,475 annually	Spread throughout regular paychecks Not incorporated into the hourly rate
OT/PT curriculum writing rate	\$40.00 per hour	Time sheet
OT/PT Extended School Year Therapy Rate	\$70.00 per hour	Time sheet
Note: all stipends and extra earning rates shall remain in accordance with the W.E.A. Agreement.		

**APPENDIX B-OT/PT
WILMETTE SUPPORT STAFF DISTRICT 39**

**MEMORANDUM OF UNDERSTANDING
OCCUPATIONAL THERAPIST AGREEMENT**

The Board and the Union agree if a fully qualified occupational therapist cannot be found to fill a position, the District shall be permitted to contract out such needed occupational therapy services from independent or outside sources.

Effective August 24, 2015
For the Support Council of
District 39, Wilmette, Local
Local 1274, IFT/AFT

For the Board of Education
School District No. 39

President

President

Secretary

Secretary