

5:290-AP Administrative Procedure - Employment and Retirement and Other Benefits

Longevity Payment

At the conclusion of the school year during which a classified employee completes ten years of full time employment in the District, and at the conclusion of each year of additional service thereafter, the employee shall receive, in addition to their base salary, a longevity recognition stipend net payment of no less than \$150.00 as determined by the Board of Education; such payment to be made to the employee by June 30. At the conclusion of the 10th year of full time service in the Lincolnwood Schools, the full time classified employee shall receive an increase of \$500.00 in addition to their base pay. At the conclusion of the 20th year of full time service in Lincolnwood School District, the full time Educational Support Personnel shall receive an increase of \$1,000.00 in addition to their base pay as a longevity recognition stipend.

Long Term Disability Insurance Coverage

Long Term disability insurance shall be provided for each full time educational support employee upon completion of one year of full time service with District 74.

Retirement Stipend Schedule

Educational support personnel who have been employed by District 74 for at least 15 consecutive years of full time service shall qualify for a retirement stipend. After 15 years of service the retirement stipend shall be calculated as follows:

First ten years of service:	\$150.00 per year of service
Next five years of service:	\$200.00 per year of service
Next five years of service:	\$250.00 per year of service
All remaining years of service:	\$300.00 per year of service

Example:

An employee with 23 years of service may receive a total payment of \$4,650.00:

First 10 years	x \$150.00	\$1,500.00
Next 5 years	x \$200.00	\$1,000.00
Next 5 years	x \$250.00	\$1,250.00
Next 3 years	x \$300.00	\$900.00

Total 23 years of service = \$4,650.00

Payroll Deduction

Payroll deductions may be made at the employee's request for:

- Niles Township Schools Credit Union
- Tax-sheltered annuities

Hospital and Major Medical Insurance

- Board of Education pays seventy-five (75%) of single and family membership toward hospital and major medical coverage for all full-time employees.
- Full-time employees may choose insurance coverage through the District's primary group hospital and major medical plan or through a Health Maintenance Organization. The Board of Education will pay the same amount toward the H.M.O. that it pays toward the District's primary plan.

Dental Insurance

The Board of Education shall pay eighty-five percent (85%) of single and family membership toward the dental coverage for full-time employees.

Sick Leave

- Ten (10) month employees who work at least 600 hours per year receive 15 paid sick days of which 3 are personal days per year. If not used, 3 personal days become cumulative sick days. Part-time employees will receive sick leave(s) equivalent to their workday. Unused sick leave shall accumulate without limit.
- Twelve (12) month employees will receive 17 paid sick days and 3 personal days. Unused sick leave accumulates without limit.
- Part-year: prorated basis

Emergency Leave

- Full-time: 3 of the 15 days may be used for emergency leave with 3 days advanced notice (except the day before a after a holiday - other than religious holidays).

- Part-time: prorated basis

Health Dental and Life Insurance

Insurance coverage, (the amount of the employee contribution to be determined by the Board of Education) is extended to age sixty-five (65) for all support personnel who retire from the District after reaching age fifty-five (55), providing the employee has been a full-time employee in District #74 for at least the following periods:

At age 55 20 years

At age 56 19 years

At age 57 18 years

At age 58 17 years

At age 59 16 years

At age 60 15 years

An employee must have been a participant in the District's hospital, major medical and dental insurance program during the year prior to retirement.

Unused and Unpaid Sick Leave Service Credit

An Education Support Employee retiring at age fifty-five (55) or older may receive a stipend for each unused sick day in excess of those applied toward their I.M.R.F. Retirement Plan. (Note: For every 20 days of unused sick leave the employee receives one month of credit on the I.M.R.F. Retirement Plan). The stipend may be 1/3 of the employee's per Diem wage rate or as the Board may authorize.

Vacation (full-time 12 month employees)

All full-time personnel (12 month) shall be entitled to one (1) day vacation for every month employed during one calendar year. After ten (10) years of service, all full-time personnel will receive one and one-half (1.5) days of vacation for every month employed.

- 1 - 10 years: 12 days
- 10+ years: 18 days
- If date of employment is after July 1, prorated at 1 day per month for the initial year.

Unused Vacation Days

Unused vacation days may be converted into sick days.

Professional Growth

Professional growth for non-certificated staff members in the administration center, school offices and head building custodians/engineers, may be granted after being recommended or approved by their immediate supervisor and approved by the Superintendent.

ADOPTED: April, 17, 1990

REVISED: July 17, 2001; August 6, 2005