



BENEFIT AND EMPLOYMENT GUIDELINES FOR NON-ADMINISTRATIVE CENTRAL OFFICE STAFF

July 1, 2025 - June 30, 2026

The following guidelines shall apply to all staff working in a position designated as a minimum of twenty (20) hours per week*, and not participating in a Collective Bargaining Agreement. Employee groups covered by these provisions include the following:

- Administrative Assistants
- Central Office Secretaries
- General Office Clerk
- Comptroller
- Payroll and Benefits Processor
- Information Systems Coordinator Technology Support Specialist
- Technology Systems Specialist
- Technology Support Specialist
- Network and Systems Specialist
- Accounts Payable Processor
- District Driver

** Designated hours shall mean the number of hours expected for the position.*

No overtime or occasional extra duty hours shall be considered.

Employee pay dates shall be on the 15th and on the last day of each calendar month, provided if such days fall on a weekend, the pay day shall be the preceding Friday. Pay dates falling on a non-attendance date will be paid on the preceding day. Pay dates during the summer recess months will be on the regular payroll dates for each month.

Salary rates are effective at the start of the fiscal year, July 1, of each year. Daily rates for each position are calculated using 260 days as the base for regular full-time annual days available. Annual salary rate divided by 260 determines the daily rate for that employee. Hourly rates are determined using the daily rate divided by the number of daily hours assigned to the position.

The overtime pay rate is 1.5 of hourly rate and paid for hours worked in excess of 40 hours per week. Overtime hours must be pre-approved by the staff member's supervisor. Overtime must

be submitted into the online Time & Attendance system. Overtime rates do not apply when a predetermined rate of pay is applied to any program.

Standard work hours are 8:00 AM to 4:30 PM. Total weekly work hours are 37.5 hours. (When calculating overtime pay, the first 2.5 hours are paid at the regular hourly rate, as they fall under the 40 hour limit.) Work days include one (1) hour unpaid lunch break and two (2) paid fifteen minute breaks. Summer recess hours may be adjusted using lunch and break times to allow for a more flexible schedule during the summer months. This adjustment is allowed at the discretion of the Superintendent.

A. SICK LEAVE

1. Eligibility

Any person who is regularly employed in a position designated for a minimum of twenty (20) hours per week is eligible for sick leave provisions. Persons regularly employed in a position designated for less than twenty (20) hours per week will receive sick leave days on a prorated basis, based on the number of hours designated to that position.

2. Leave Provisions

The full annual allotment of sick leave shall be granted to an employee when she or he is actively working.

Year	
1 – 4	15 days
5 – 15	18 days
16+	21 days

Though the sick leave is granted at the beginning of the fiscal year, these sick days will be accrued on a monthly basis during the fiscal year. If the employee resigns or is terminated before the end of the fiscal year, the number of sick days will be allotted based on the number of months worked.

Sick leave shall be interpreted to mean personal illness, mental or behavioral health complications, quarantine at home, or serious illness or death in the immediate family or household. As used herein "immediate family" includes the teacher's spouse, parents, children, brothers, sisters, grandparents, grandchildren, father-in-law, mother-in-law, brother-in-law, sister-in-law, grandparents- in-law, partners to a civil union under Illinois law, or legal guardian. "Personal illness" shall not include cosmetic surgery (except that occasioned by some other accident or injury). Sick leave shall also be interpreted to mean birth, adoption, placement for adoption, and the acceptance of a child in need of foster care.

Unused sick leave shall be accumulated and added to the following year as per the schedule above. The cap on the maximum accumulation of sick leave is two hundred sixty-one (261) days. Upon resignation, retirement, or termination, unused sick days will be credited to service time with the Illinois Municipal Retirement Fund (IMRF). There will be no payment for accumulated sick days.

The hours paid for sick leave will not count toward time worked in computing overtime. (Sick leave hours do not count toward forty (40) regular hours per week.

Employees injured while performing their regular duties may be granted up to thirty (30) days of paid administrative leave per year on a non-cumulative basis, concurrent with any workman's compensation benefits due. This leave is to start with the second day of absence for any such injury.

The hours paid for sick leave will not count toward time worked in computing overtime. (Sick leave hours do not count toward forty (40) regular hours per week.

B. PERSONAL LEAVE

Each employee with fewer than three years of full-time experience in the district shall be allowed two (2) full days or four (4) half days of personal leave annually. Each employee with three or more years of full-time experience in the district shall be allowed three (3) full days or six (6) half days of personal leave annually. The full annual allotment of personal leave shall be granted to an employee when she or he begins to actually work and is present and participating in the District's educational program. A request for personal leave is to be submitted to the Supervisor, via Absence Management, at least two (2) workdays prior to the leave. The employee will not be required to state a reason for the leave.

Personal leave shall not be granted the first or last week of the school year or the day before or after a school vacation or holiday.

Employees will be required to give an explanation for a request for a personal day(s) and are subject to approval from the Superintendent or designee if:

1. personal day(s) are requested the first or last week of the school year or the day before or after a school vacation or holiday, or
2. personal day(s) are requested without 2 days' notice

Once personal leave days are exhausted, there will be no additional paid personal days granted for any circumstance or emergency. Additionally, employees may not request or use unpaid days for the purpose of increasing their allotted time away from work.

Unused personal leave shall be non-cumulative as such but shall, if unused, be converted to accumulated sick leave at the end of each school year.

Each part-time employee (i.e., less than 1.0 FTE) shall be allowed a prorated number of days of personal leave annually.

The hours paid for personal leave will not count toward time worked in computing overtime. (Personal leave hours do not count toward forty (40) regular hours per week.)

Bereavement Leave

Up to five (5) days bereavement leave (non-accruable) will be allowed each school year for each death of close immediate family or household members (parents, spouse, legal domestic partner, brothers, sisters, children). Up to three (3) days bereavement leave (non-accruable) will be allowed each school year for each death of other immediate family or household members (step-parents, step-children, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, legal guardians, aunts, uncles, nieces, and nephews). Additional bereavement leave for death in the immediate family or household will be deducted from the staff member's accrued sick leave.

C. GROUP INSURANCE

Group health, dental, vision and life insurance is made available to employees in positions designated for a minimum of thirty (30) hours per week. All employee portion insurance premium amounts are deducted from payroll in equal amounts for both pay cycles in the month. Premiums are deducted on a pre-tax basis unless employee requests otherwise. Premiums paid on a pre-tax basis are not included as earnings amounts reported to IMRF (Illinois Municipal Retirement Fund).

This coverage is financially subsidized by the Board of Education for each subscriber as follows:

1. Group hospitalization, surgical, and major medical insurance.

Medical Plan Type	HMO Plan		PPO HDHP (High Deductible Health Plan)		PPO BLUE CHOICE		PPO PLAN (Grandfathered)	
	Single	Family	Single	Family	Single	Family	Single	Family
Percent of Monthly Premium paid by Board of Education	76.5%	84.5%	63.0%	69.6%	60.1%	66.4%	53.4%	59.0%

2. Group dental insurance Board monthly contribution per employee subscriber.

Dental Plan Type	Single	Family
Percent of Monthly Premium paid by Board of Education	78.8%	31.1%

3. Life insurance which indemnifies each employee in the amount of \$20,000.00 against death, plus \$20,000.00 for accidental death or dismemberment, with the Board paying the entire premium. At age 65 the Life Insurance benefit decreases to 75% and at age 70, the Life Insurance Benefit decreases to 50%. Life insurance is only in force for the time the member is employed by School District 45. The member will have the opportunity to convert the policy to a private policy through Reliance if/when employment terminates.

D. VOLUNTARY INSURANCE

- VSP Vision Care Insurance (available within 30 days of employment start date or during the open enrollment period).
- IMRF Voluntary Life Insurance (available within 30 days of employment start date or during the open enrollment period). Please contact IMRF for more information.
- Long Term Disability Insurance (available within 30 days of employment only. Enrollment at any other time will require underwriting*).

- Optional additional Life Insurance (available within 30 days of employment only. Enrollment at any other time will require underwriting*). This is an optional program only available through our vendor if sufficient participation.

** Medical information will be required by the insurance company to determine eligibility and premium amounts.*

E. OBSERVED HOLIDAYS

1. The following holidays will be observed without loss of pay if such occur during the employee's regular work week, and school is not in session:
 - Independence Day (July 4);
 - Labor Day (first Monday in September);
 - Indigenous Peoples' Day (second Monday in October);
 - Thanksgiving Day (fourth Thursday in November);
 - Friday after Thanksgiving Day;
 - Christmas Eve and Christmas Day (December 24 and December 25);
 - New Year's Eve and New Year's Day (December 31 and January 1);
 - Martin Luther King's Birthday (third Monday in January);
 - Presidents' Day (third Monday in February);
 - Memorial Day (May 25, 2025);
 - Juneteenth Observed (June 19, 2025);
2. If some holidays occur outside the regular work week or on days when school is not in session, and at least fifteen (15) holidays are not available to twelve month employees during any single calendar year, employees shall receive floating holidays to ensure they receive at least fifteen (15) holidays per calendar year. Such floating holidays shall be designated by the District for the following fiscal year, July 1 through June 30, no later than the 15th day of the month following the month the calendar for the following school term is adopted by the Board of Education, unless otherwise pre-approved by the Superintendent or designee for individual employees.
3. An observed holiday falling during a vacation period shall be added to an employee's vacation. An observed holiday occurring while an employee is on leave of absence for sickness or injury shall not count against his/her sick leave.
4. The hours paid for a holiday not worked will be counted as a working day in computing overtime.

F. PERFORMANCE EVALUATION

Each employee will be evaluated by a supervisor annually using a system that incorporates essential functions of the position as well as progress towards individual goals. Goals and associated action steps will be determined by the supervisor and employee no later than July 1 each year.

G. MISCELLANEOUS PROVISIONS

1. Tax Sheltered Annuities

The Board will deduct from employee's pay the cost of tax-sheltered annuities as authorized by employees for all carriers/financial institutions for which authorizations are now on file with the District's Business Office and such other carriers/financial institutions as the Board may approve from time to time.

2. Active Military Service

The Board shall grant an employee who shall be inducted into the armed forces of the United States a leave not to exceed four (4) years.

3. Jury Duty

The Board shall pay the regular salary to employees called to serve as jurors or subpoenaed as witnesses, provided this section shall not apply to witnesses in any proceeding where the Board and the employee shall be adverse parties.

Employees shall pay the fees received for such service, in excess of mileage and meals, to the District in order to be paid regular pay for the days served.

4. Credit Union Payroll Deductions

Payroll deduction for credit union savings and/or loan repayments is available to employees upon request as follows:

- a. Deduction amounts must be in \$1.00 multiples, equally from each pay period.
- b. Accounts are to be initially set up directly with the credit union. An employee must complete the district credit union deduction form and submit the completed form to the District Payroll Office. Changes in deduction amounts must be made using the credit union deduction form and submitted to the District Payroll Office. Requests for enrollment and/or changes will be processed on the next available pay date after completed forms are received in the Payroll Office.

- c. All details of saving and/or loan repayment deductions are arranged directly between the employee and the credit union, with authorization for such action transmitted in writing to the District Payroll Office for bookkeeping purposes.

5. Direct Deposit

All staff will be paid via direct deposit. Employees will log into their iVisions account and complete the information necessary for direct deposit. The Business Office will deposit employee's paychecks directly into the designated bank accounts. For new hires or current employees who will begin direct deposit, checks will be deposited into the designated accounts by the third issued paycheck, provided all information is accepted by the banking system. Any changes in banks can be made in iVisions. iVisions provides summary paycheck information to the employee on the predetermined pay dates. In the event of a clerical error resulting in the delay of the direct deposit, the District will be responsible for any bank fees incurred by the employee. In the event of a District or financial system emergency, employees will be notified prior to the pay date that the direct deposit process will be temporarily suspended and paper paychecks will be issued until direct deposit can be resumed.

6. Illinois Municipal Retirement Fund

IMRF participation is required of any employee who is employed in positions totaling six hundred (600) hours or more per year.

7. In-District Travel

Employees shall be paid for required in-District travel according to the standard deduction for mileage approved by the Internal Revenue Service, for deductions without supporting evidence, such calculation to be based upon the building to building mileage chart prepared by the Business Office.

Travel Reimbursement shall be claimed as needed by completing the expense reimbursement form available to all personnel on the iVisions portal. Reimbursement shall be claimed in a reasonable time and not more than 45 days after fees are expended. Reimbursement is paid to the employee as part of the regular monthly accounts payable process, and will be paid with the next available process run after completed information is received. Instructions and requirements for claims are provided with the form in the iVisions portal. Completed forms must be approved by the supervisor and submitted to the District Business Office.

8. FULL-TIME: Twelve (12) month employees employed in positions designated as a minimum of 37.5 hours per week shall be considered full-time and shall earn vacation with pay as outlined below.

PART-TIME: Twelve (12) month employees working in positions designated as a minimum of 20 hours per week shall be considered part-time and shall earn vacation with pay on a prorated basis, based on the schedule outlined below.

9. Vacation

Employees who transferred to the Central Office before July 1, 2014 kept their length of service for seniority. Length of service was used to determine the number of vacation days that were given. Vacation pay out, upon retirement or resignation, will be based on the number of:

- vacation days carried over
- vacation days given on July 1st that were unused
- vacation days earned in the final year to be prorated based on the final day of employment

Employees who transfer to the Central Office after July 1, 2014 will keep their length of service for seniority and to determine the number of vacation days that will be given for the upcoming fiscal year (July 1st). The vacation pay out, upon retirement or resignation, will be based on the number of unused vacation days (prorated based on time worked) as of the final day of employment.

After two (2) months of employment, full-time employees shall initially earn one (1) vacation day for each full month of employment beyond their first sixty (60) days of work, leading up to the following July 1.

JULY 1st – EACH EMPLOYEE RECEIVES VACATION DAYS

Completed less than 2 months	0 days until start of 3rd month of employment, then 1 per month through the following July 1
Completed 2 months - less than 3 yrs	12 days (1 day/month of employment)
Completed 3 yrs - less than 11 yrs	15 days (1.25 days/month of employment)
Completed 11 yrs and over	20 days (1.667 days/month of employment)

**The full allotment of days may be posted for use as of July 1 or the beginning of the 3rd month of employment. Should an employee use allotted vacation days prior to completing the full year of service, days used in excess of days earned shall be deducted from the employee's final pay, based on his/her daily rate of pay at the time of separation.*

Vacations shall be scheduled in advance, at a time mutually agreed upon between the employee and the employee's supervisor.

Vacation must be taken within the 12 month period it is earned. Up to five (5) vacation days may be carried over and used by September 1 of the following contract year or the days will be lost.

Employees hired on or before July 1, 2019, may keep any accumulated vacation days earned before this date.

Vacation time used is counted in calculating overtime for the affected pay period.

Vacation payout cannot exceed a 6% increase in overall credible earnings from the prior year. Vacation payout that exceeds 6% will be paid out 90 days after the employee's final paycheck and will not be counted toward creditable earnings for retirement.

10. Retirement

All employees who retire after the age of 55 and have worked eight (8) years or more will receive \$400.00 severance pay. If an employee submits his/her letter of resignation ninety (90) days prior to the retirement date, the employee will receive a stipend of \$800 instead of \$400. This sum may be spread over the last year of employment prior to retirement if requested by the employee in writing prior to the start of his/her final year.

11. Injury on the Job

An employee who is injured shall be entitled to receive all Workers' Compensation payments for which he/she is eligible. To the extent such compensation does not equal the employee's normal wage rate, the employee shall receive the difference between such normal wage rate and such Worker's Compensation payments for ninety (90) days beginning the second day following the injury. The first day shall be charged to the employee's sick leave. This provision shall not apply if the employee was violating work rules, administrative direction time of the Board policy at the time of injury.

Following such ninety (90) calendar days, the injured employee may retain all worker's compensation payments but further District payments will cease unless the employee has accumulated sick leave available, in which instance such accumulated sick leave shall be paid to supplement the worker's compensation payments to the extent of normal pay rates, such payments shall be deducted from the accumulated sick leave.

Vacation pay will continue to accrue during the period when sick leave shall be paid to the employee. This section shall apply to injury on the job.

Prior to returning to work, all employees who are absent from work due to a work related injury must provide the Human Resources Office with a doctor's note indicating that the employee is able to return to work.

12. Insurance Committee

Non-administrative Central Office staff shall have a representative on the District Insurance Committee. This representative shall be selected by a majority vote of the Central Office staff members in September each year.

13. Emergency Days

Central Office Administration and Non-Administrative Central Office Staff are expected to arrive as early as possible when the schools are closed due to an emergency day declared by the Superintendent. Staff absences on emergency days will be determined on a situational basis by the Superintendent or designee.