

PRESS PLUS ISSUE #119 (June 2025) – 8/22/25 POLICY COMMITTEE MEETING

1. ACTION TO BE TAKEN:

_____ **CONSENT**

_____ **1st READING**

_____ **KEEP IN COMMITTEE**

_____ **DELETE POLICY**

2. POLICY COMMITTEE TO DETERMINE:

_____ **Adopt as Presented**

(change “revised” & “reviewed” date)

_____ **Adopt with Additional District Edits**

(change “revised” & “reviewed” date)

_____ **Not Adopted**

(change “reviewed” date)

LINCOLNWOOD SCHOOL DISTRICT 74 \ SECTION 5 - Personnel \
Educational Support Personnel \

Document Status: Review and Monitoring

Educational Support Personnel

5:270 Employment At-Will, Compensation, and Assignment

Employment At-Will [PRESSPlus1](#)

Unless otherwise specifically provided, District employment is at-will, meaning that employment may be terminated by the District or employee at any time for any reason, other than a reason prohibited by law, or no reason at all. Nothing in School Board policy is intended or should be construed as altering the employment at-will relationship.

Exceptions to employment at-will may include employees who are employed annually, have an employment contract, or are otherwise granted a legitimate interest in continued employment. The Superintendent is authorized to make exceptions to employing non-licensed employees at-will but shall maintain a record of positions or employees who are not at-will.

Compensation and Assignment

The School Board will determine salary and wages for educational support personnel. Increments are dependent on evidence of continuing satisfactory performance. An employee covered by the overtime provisions in State or federal law shall not work overtime without the prior authorization from the employee's immediate supervisor. Educational support personnel are paid twice a month. The Superintendent is authorized to make assignments and transfers of educational support personnel.

LEGAL REF.:

[105 ILCS 5/10-22.34](#) and [5/10-23.5](#).

CROSS REF.: 5:10 (Equal Employment Opportunity and Minority Recruitment)
5:35 (Compliance with the Fair Labor Standards Act), 5:290 (Employment Termination and Suspensions), 5:310 (Compensatory Time-Off)

ADOPTED: October 7, 2015

REVISED: January 7, 2021

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PRESSPlus Comments

PRESSPlus 1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

- Compare the adopted version to the current PRESS sample (available at PRESS Online by logging in at www.iasb.com), discussing any differences and/or options noted in the footnotes to determine whether local changes are necessary
- Update the policy language due to changes in local conditions
- Make no changes, but update the adoption date to reflect that the policy has been reviewed and re-adopted

Issue 119, June 2025