



## BENEFIT AND EMPLOYMENT GUIDELINES FOR EDUCATIONAL SUPPORT PERSONNEL

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:**

- Building Level Secretarial Staff
- Program Assistants (includes Special Education, ESL, Bilingual, etc.)
- Health Office Assistants/Clerks
- Health Office Nurses
- LRC Specialists
- Parent Liaisons
- Health Office Monitors

*\*Designated hours shall mean the number of hours expected for the position. No overtime or occasional extra duty (i.e., timesheet) 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 payday shall be the preceding Friday. Pay dates falling on a non-teacher 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 the number of annual days assigned to each specific position as outlined below. Annual salary rate divided by the number of days for each employee 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. Overtime 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 supervisor. Overtime must be submitted and approved via a timesheet. Overtime rates do not apply when a predetermined rate of pay is applied to any extra hours program.

**Annual Work Days & Weekly Hours per position are as defined below:**

- o **Elementary Building Level Secretarial Staff**
  - 197 Work Days: 182 teacher work days, plus 15 days
  - 35 Weekly Hours
  - Start Time: 7:30                      End Time: 3:00 or
  - Start Time: 8:00                      End Time: 3:30
- o **Middle School Building Level Secretarial Staff**
  - 202 Work Days: 182 teacher work days, plus 20 days
  - 37.5 Weekly Hours
  - Start Time: 7:45                      End Time: 3:45 or
  - Start Time: 8:00                      End Time: 4:00 or
  - Start Time: 8:15                      End Time: 4:15
- o **LRC Specialists**
  - 183 Work Days: 182 teacher work days, except no attendance during parent/teacher conference week (-3). Instead, report to work 4 days prior to teachers (8/4 - 8/8)
  - Elementary Start Time: 8:00      End Time: 3:15
  - Middle School Start Time: 8:00      End Time: 3:30
- o **Health Office Registered Nurses/Health Office Assistant/Clerks**
  - 177 Work Days: 172 student attendance days, plus 3 days in August (1 day week of 8/4, plus 8/11, 8/12), plus 2 days \*(10/14 SIP & 2/27 Institute).
  - Elementary Start Time: 8:00      End Time: 3:15
  - Middle School Start Time: 8:00      End Time: 3:30
- o **Early Childhood Program Assistants**
  - 177 Work Days: 165 regular EC student attendance days plus 9 student non-attendance days, plus 3 days (Inst./Work Day 8/11-8/12, Inst. Day 2/27).
  - Start Time: 8:05      End Time: 3:05
- o **Elementary and Middle School Bilingual/ESL Program Assistants/Special Education Program Assistants**
  - 175 Work Days: 172 Regular student attendance days, plus 3 days (Inst./Work Day 8/11-8/12, Inst. Day 2/27).
  - ES Start Times: 7:45am              ES End Times: 2:50pm
  - MS Start Time: 8:00                  MS End Time: 3:30
- o **Health Office Monitor**
  - 174 Work Days: 172 Student attendance days plus \*10/14 & 2/27
  - Health Office Monitor - Start Time:7:30(ES) 8:15(MS)      End Time: 2:45(ES) 3:30(MS)
  - Food service Driver - Start Time:7:30      End Time: 3:30
  - Part-time AM/PM positions will be based on modified/prorated start/end times

Dates are subject to change pending school closure. In the event of changes, alternative dates will be shared as soon as possible.

Principals retain the discretion to request assistants to attend special meetings, conferences, and/or specific beginning of the year activities. In this event, staff shall be compensated at their regular hourly rate of pay unless otherwise agreed upon.

\*The additional 2 days for nurses may change to Institute Days or one Institute and one SIP.

## 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.

## B. PERSONAL LEAVE

Each employee with fewer than four 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 four 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. NON-ATTENDANCE DAYS

1. The following days, (occurring during the school year), are non-attendance days for Educational Support Personnel:
  - Labor Day (first Monday in September);
  - Indigenous Peoples' Day (second Monday in October);
  - Recess Period (Wednesday before Thanksgiving);
  - Thanksgiving Day (fourth Thursday in November);
  - Friday after Thanksgiving Day;
  - Winter Break (dates determined on yearly basis);
  - Martin Luther King's Birthday (third Monday in January);
  - Non-Attendance/Emergency (April 24, 2026);
  - Presidents' Day (third Monday in February);
  - Spring Recess (dates determined on yearly basis);
2. A non-attendance day occurring while an employee is on leave of absence for sickness or injury shall not count against his/her sick leave.
3. Non-attendance day hours will be counted as a working day in computing overtime.

## F. LONGEVITY PAY FOR FULL-TIME EMPLOYEES

**Building Level Secretarial staff will be granted longevity pay as of June 30, 2021 as follows:**

6 – 10.99 Years	\$942
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11 – 15.99 Years	\$2,042
16 – 20.99 Years	\$3,142
21 or more Years	\$4,554

**Building Level Secretarial staff hired after July 1, 2018 will be granted longevity pay as follows:**

10 - 14.99 Years	\$1,000
15 - 20.99 Years	\$1,500
21 or more Years	\$2,000

**Program Assistants and Health Office Assistants are granted longevity pay as follows:**

10 – 14.99 Years	\$515.76
15 or more years	\$1031.52

**LRC Specialists are granted longevity pay as follows:**

10 – 14.99 Years	\$536.26
15 or more years	\$1072.53

## **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. 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, 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.

## **9. Insurance Committee**

Educational Support Personnel shall have a representative on the District Insurance Committee.

## **10. Emergency Days**

In the event an extension of the school calendar occurs due to an emergency day(s), all staff are required to work these additional days.

As deemed necessary by the building principal, a building secretary may be requested to report to the building until such time as the building administrators arrive when the schools are closed due to an emergency declared by the Superintendent. In this instance, hours should be submitted via timesheet. Please review the District Safety Plan which is available on the District website or in your school office for more information on our Emergency Closing Plans.

## **11. 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.