

POLICIES RELATING TO EDUCATIONAL SUPPORT PERSONNEL (ESP)

2007-2008 SCHOOL YEAR (DRAFT)

There are four (4) types of educational support personnel positions: (1) full-time 12 month, (2) full-time student attendance day, (3) part-time 12 month and (4) part-time student attendance day. Within these categories, employees will be eligible for participation in the district group Medical, Dental, and Life benefits if they work a minimum of 600 hours per year. Medical Dental, and Life benefits will be pro-rated for eligible employees based on a 2,000 hour work year. This means that a 2,000 hour per year employee (12 month, 8 hour per day employee) will receive individual Medical, Dental, and Life benefits paid by the district at the same rate as full-time certified employees. All other eligible employees will be offered these benefits on a pro-rated basis.

**A. Medical Examination:** All ESP employees employed by the Board of Education may be required to have a physical examination and to file evidence at the school office of freedom from tuberculosis. The cost of the required physical examination will be paid by the District if taken at a clinic or other medical facility selected by the District or up to the District's cost for such physical exam if the employee elects to have such physical exam at another clinic or medical facility.

**B. Sick Leave:** All ESP employees are eligible for 1 employee day sick leave for each month of employment per year (minimum 10, maximum 12) cumulative to 220 days. Employees with the 220 maximum days of accumulated sick leave will also be entitled to the annual 10 or 12 days sick leave for the current school year. A medical doctor certificate may be required from the employee by the principal following any length of illness. After all paid sick leave options are exhausted, the pay deduction will be governed by the daily rate of pay. Sick leave shall be interpreted to mean personal illness, quarantine at home, or serious illness or death in the immediate family or household (spouse, parents, children, brothers, sisters, grandparents, parents-in-law, legal guardians, and brothers/sisters-in law).

**C. Payment of Salary:** ESP student attendance day employees will be given the option of receiving their salary distributed evenly over 26 pay periods per District payroll schedule (number of regular working hours PER YEAR divided by 26 with overtime and/or "docked" hours reflected as additions/subtractions to the next pay period) OR paid per hours worked on any given 2 week time period at the next scheduled pay day.

*ESP student attendance day employees who select the 26 pay period option described in the above paragraph for the 2007-2008 school year will continue to be given the opportunity to select such an option in the 2008-2009 school year if employment with the District continues. All current and new ESP student attendance day employees who do not choose the 26 pay period option for the 2007-2008 school year will be paid for hours worked pursuant to the District payroll system over the student attendance year and will not be given the 26 pay period option in any future years during which they may be employed by the District.*

*ESP employees choosing the 26 pay period option must sign an agreement memorializing that choice. The agreement will contain a waiver in which the employee agrees to waive legal claims against the District as well as indemnify the District*

*regarding the use of such payment option. An employee choosing the 26 pay period option may at any time opt out of such payment option and receive his/her pay over the student attendance year. However, an ESP employee who exercises such option shall then be barred from electing the 26 pay period option in the future.*

**D. Illinois Municipal Retirement Fund:** All ESP employees working 600 hours or more annually are eligible for IMRF benefits. For information regarding referral forms, temporary disability, rate of contribution, and all other benefits see your latest bulletin or inquire at the district business office and a bulletin will be provided for your study.

**E. Liability Insurance:** (ALL ESP employees) The school district carries liability insurance protecting all employees against financial loss and expenses in case of alleged negligence or alleged wrongful act resulting in death, injury, or damage to or destruction of property while acting within the scope of school responsibilities under the direction of the School Board.

**F. Worker's Compensation:** (ALL ESP employees) The school district carries Worker's Compensation Insurance for all employees. If an employee has an accident while at work or if it is proven that an illness has been contracted as a result of conditions at the place of employment, the employee is entitled to benefits under this coverage. Additional information may be obtained at the district business office.

**G. Vacation:** (Full-time 12 month employees **ONLY**) A person shall be employed from July 1 to June 30 of the **preceding** year to be eligible for the full vacation benefit. If the employee is hired after July 1, the vacation benefit for the first year will be pro-rated for the first year of service only. After being employed one full year, the employee shall be granted two weeks paid vacation (10 days) to be taken during non-student attendance days preferably after school is completed and prior to August 15. Vacation days shall be arranged in advance with the building principal and approved by the superintendent. After completing sixteen (16) years, the employee shall be granted three (3) weeks (15 days) paid vacation. Vacation days are **NOT** cumulative and cannot be carried over to future years.

**H. Medical, Dental, and Life Insurance:** Employees working a minimum of 600 hours yearly **ONLY**) Effective for employees hired after 8/14/97, pro-rated for employees working at least 600 hours per year based on 2,000 hours worked per year. The Board of Education shall provide a group Medical, Dental, and Life insurance plan and will pay the ESP employee's pro-rated share of the cost for all 600 and above hour per year employees pro-rated based on 2,000 hours per year. The Board of Education will also pay a pro-rated share of the ESP employee's dependent Medical insurance coverage. Medical and/or dental coverage will not be offered to any support staff employee who is retired from a different employer and is eligible for Medical and/or dental insurance coverage and covered satisfactorily under such employer's existing plan (effective January 27, 2006).

**I. Paid Holidays:** (Full-time, 12 mo. employees **ONLY**) Holidays will be paid if:

1. The employee is employed during the holiday period.
2. The employee works on the last regular work day prior to the holiday period **AND** the first working day following a holiday

period. (Exceptions for emergency shall be arranged **IN ADVANCE** with the building principal and approved by the superintendent.) Holidays may include:

New Year's Day, M. L. King's Birthday, Lincoln's Birthday, C. Pulaski Day, Easter (Good Friday), Memorial Day, July 4th, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, Christmas Day.  
(12 days)

3. 4th of July **ONLY**. When this date falls on a Saturday or Sunday, it will be celebrated on the Friday before or the Monday after, whichever is closest.

4. **Floating Holiday:**

If any of the holidays listed in I.2 above fall on student attendance days, that holiday or holidays may be used as a "floating holiday". The "floating holiday" is restricted to use on a non-student attendance day (non-school day) and must have the pre-approval of a supervisor.

**J. Personal Leave Days:** (ALL Full-time, 1,000 or more hrs. per year, ESP employees) Each employee is entitled to two (2) employee personal leave days per year without loss of pay for matters which cannot be handled during non-school days or hours. Written notification of such leave shall be made to the building principal at least 24 hours prior to the planned personal leave day. The first and last three (3) school days and the day immediately preceding and following a legal holiday, vacation or school recess shall not be normally available for personal leave. Personal leave days not taken by June 30th are **NOT** cumulative and cannot be carried over to future years.

**K. Total Attendance Incentive**

All ESP employees covered by this Policy, except those who work a variable schedule, are eligible for the Attendance Incentive. Any payment due as determined by the following scale will be made in June for 9 month employees and in July for 12 month employees.

0	Absences** in contract year = 4 days pay at employee's rate
.5-2	Absences** in contract year = 2 days pay at employee's rate
2.5-4	Absences** in contract year = 1 days pay at employee's rate

\*\* Includes all absences (illnesses, personal leave, doctor/dentist appointments, family illness, unpaid leave, comp. time of at least ½ day taken during student attendance days, etc.) NOT INCLUDED are paid vacation days and/or school related absences where applicable.