

Downers Grove
Grade School District 58

Exempt ESP Handbook

July 1, 2022 - June 30, 2024
(2 years)



EXEMPT ESP HANDBOOK

EXEMPT EDUCATIONAL SUPPORT STAFF

Employees covered under this handbook include the Payroll Bookkeeper, Personnel Assistant, Personnel Office Secretary, Business Office Secretary, Curriculum Office Secretary, and any other supervisors, managerial, and/or confidential educational support staff. Employees who are part of this group are non-certified, at-will employees.

WORK DAY/WORK WEEK

The standard work week for full-time Employees shall be forty (40) hours per week and eight (8) hours paid per day including one ten (10) minute paid break period every four (4) hours. A sixty (60) minute lunch shall be provided, with a minimum of thirty (30) minutes duty-free.

WORK YEAR

The work year for all Employees shall be from July 1 through June 30 and shall include paid holidays and vacation days.

HOLIDAYS

Full-time Employees shall be afforded school holidays as designated in the District Calendar for 12-month employees. The Superintendent may grant special holidays whenever such action is advisable. If a holiday falls within an Employee's regularly scheduled vacation period, it shall not be counted as a vacation day. An Employee whose presence is necessary because of an emergency or for the continued operation of the school district may be required to work on legal school holidays.

VACATIONS

After ninety (90) days of employment, full-time Employees will earn one (1) vacation day for each full month of employment beyond the first ninety (90) days, to a maximum of ten (10) vacation days.

For computation of vacation, the first full year of employment begins on July 1, following the actual date of employment. During the first six (6) full years of employment, eligible full-time Employees will earn ten (10) vacation days. After completing the sixth full year of employment, full time employees scheduled on a twelve (12) month basis shall receive one (1) additional day of vacation for each additional year of service to a maximum of twenty (20) days of paid vacation annually.

Vacation requests must be approved in advance by the Superintendent or designee. Vacations shall be arranged for all Employees during a time which will be least disruptive to the service of the District. Vacation days will be charged in quarter, half, three-quarter, and full-day increments. Vacation days may not be carried over from one fiscal year to the next. Employees who are dismissed will be paid for any unused vacation days which have been earned during the fiscal year of termination.

SICK LEAVE

Sick leave shall be interpreted to mean personal illness, quarantine at home, or serious illness or death in the immediate family or household, to include spouse, children, parents, brothers, sisters, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, children-in-law, stepchildren, ward, and legal guardians. All Employees shall notify their immediate supervisor prior to their scheduled starting time in the event of illness. The Board may require a physician's certificate as a basis for pay during leave after an absence of three (3) days for personal illness or as it may deem necessary in other cases.

Sick leave benefits paid for full-time Employees shall be as follows:

- 1. 15 paid sick days per year (cumulative to 260 days).
- 2. New Employees will earn sick leave at the date of employment on a pro-rata basis, i.e., those working partial year shall earn pro-rata sick leave days.

An Employee's daily pay will be deducted for each day's absence for illness after accumulated sick leave has been exhausted, or for any unexcused absence. Individual attendance records for each Employee shall be kept in the Personnel Office.

Absences will be charged on quarter, half, three-quarter, or full-day increments. For any absence less than one quarter of an Employee's working day, the Employee will be charged one-quarter day.

PERSONAL LEAVE

Employees will be granted (2) days of paid personal leave per year. Such leave shall accumulate as follows:

1-3 years	One day cumulative to three
4+ years	Two days cumulative to four

No reason for such personal leave need be given. Such leave shall be used for personal matters which cannot be attended to during non-work hours or days, and shall not be utilized to participate in any activity which shall result in compensation to the Employee from other than the Board.

Employees shall follow the procedures established by the Superintendent or designee for requesting approval for the use of personal days, as well as for reporting approved absences. Personal leave will be charged in quarter, half, three-quarter, or full-day increments. Application for such leave shall be made at least two (2) employment days prior to the desired onset of such leave, provided that, in an emergency, such application may be made at a later time with an explanation of the emergency. If there is a need to take two (2) or more personal leave days consecutively, reason for the leave shall be given to the Superintendent or designee.

Unused personal leave days in excess of the allowable accumulation shall be added to the Employee's sick leave accumulation at the beginning of each year when new personal leave allotments are granted. Employees may use personal leave for recognized religious holidays of the Employee's faith.

BEREAVEMENT LEAVE

In case of death in the Employee's immediate family, a maximum of four (4) days absence shall be allowed at full pay. Any time required beyond four (4) days shall be assessed against the accumulated sick leave. The immediate family shall be defined as spouse, children, parents, brothers, sisters, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, children-in-law, stepchildren, ward, and legal guardian.

For the purpose of attending the funeral of any other non-immediate family, the Employee shall be allowed a maximum absence of one (1) day without loss of pay. The non-immediate family shall be defined as grandparents-in-law, guardians of the Employee's spouse, step grandchildren, uncles, aunts, nieces, nephews, and cousins of the first degree.

Friends are not considered to be immediate or non-immediate family. Time off without pay or personal leave will be allowed for this purpose.

Employees shall follow the procedures established by the Superintendent or designee for requesting approval for the use of bereavement days, as well as for reporting approved absences. In the case of bereavement leave, the relationship of the Employee to the deceased shall be stated when requesting approval.

GENERAL UNPAID LEAVES

Special leaves of absence without pay for up to one (1) year may be approved and granted at the discretion of the Board. Any such leaves granted shall be of no precedential force or effect.

LIFE INSURANCE

The Board shall provide for each full-time Employee \$50,000 of term life insurance until the time of retirement or resignation.

HOSPITAL MAJOR MEDICAL INSURANCE

The Board shall pay 91% toward the total premium cost for health and major medical insurance (including vision care) for each full time Employee electing individual coverage. Such coverage, including schedules of benefits, shall be outlined in the Employee Benefit Plan Document.

Family coverage for those eligible Employees who participate in the District's medical insurance plan must be applied for at the time of employment or within thirty (30) days thereafter. If family coverage is desired at a later date, employees may enroll during the open enrollment period or may enroll as the result of a qualifying event. When enrolling for family coverage, all members of the Employee's family are required to complete the District's insurance enrollment process. The Board shall pay 85% towards the remaining total cost for family coverage once the Board share for single coverage has been deducted.

DENTAL INSURANCE

The Board shall provide for each full-time Employee individual and family coverage dental insurance premium at no cost to the employee. Such benefits shall be described in the Schedule of Dental Services and Supplemental Charges. This insurance is valid only at identified dental clinics.

PREMIUM CONVERSION AND MEDICAL REIMBURSEMENT ACCOUNT

- A. Employees may elect to tax shelter the portion they pay toward premiums for single or family medical/dental insurance coverage offered by the District in accordance with the District's Section 125 Cafeteria Plan.

- B. In accordance with the terms set forth in the District's Section 125 Cafeteria Plan, Employees may elect during the Plan's annual open enrollment period to have specific amounts withheld from their paychecks on a pre-tax basis to fund medical and dependent care reimbursement accounts. The accounts may be used by Employees to reimburse themselves for eligible expenses for themselves and dependents as permitted by law, excluding medical/dental premiums.

- C. Employees participating in this premium conversion or medical reimbursement account plans whose family/marital status changes during the plan year, in accordance with IRS regulations and the plan documents, may amend the amounts to be withheld not less than thirty (30) days prior to the change taking effect.

MILEAGE

Employees shall be paid at the Internal Revenue Service (IRS) rate per mile for all approved mileage to perform their assigned duties for the District.

PAY DATES

Payroll checks shall be distributed every two (2) weeks on Friday to all Employees. If a regular pay date falls on a holiday, then the Employee shall receive pay on the last work day preceding the scheduled pay date.

EMPLOYEE EVALUATION

The primary purpose of Employee evaluation shall be the improvement of employment skills. The administrator/direct supervisor will evaluate employees who work in their department on an annual basis with input from appropriate personnel. Evaluations will be reduced to writing on the appropriate document for each job classification and will be completed prior to May 15. The evaluation will be discussed with the Employee, and the written report will become a part of the Employee's personnel file. If the evaluator believes the Employee is doing unacceptable work, the reason(s) will be set forth, together with any suggestions a supervisor may have for improvement or remediation.

Following the post-evaluation conference, the Employee shall sign and be given a copy of the evaluation report prepared by the evaluator. An Employee may submit additional comments to the written evaluation if he/she so desires within thirty (30) calendar days from the receipt of the written evaluation. The Employee's comments are to be placed in the Employee's personnel file.

POST RETIREMENT BENEFIT

Any Employee who 1) achieves at least 15 or more years of service with the District; 2) is at least 55 years of age; and 3) provides written notice of retirement no later than six (6) months prior to the date of retirement, is eligible to receive a post retirement benefit of \$3,000. Payment of the post retirement benefit will occur no later than 2 months after the employee's retirement date.