

# **DUPAGE HIGH SCHOOL DISTRICT 88**

## **CLASSIFIED EMPLOYEE HANDBOOK**

Addison Trail High School  
213 N. Lombard Road  
Addison, IL 60101  
(630) 628-3300

Willowbrook High School  
1250 S. Ardmore Avenue  
Villa Park, IL 60181  
(630) 530-3400



### **District Office**

2 Friendship Plaza  
Addison, IL 60101  
(630) 530-3981



**Amended**  
June 2017

## DuPage High School District 88

### Classified Employees Handbook Effective 1990-91 School Year

*Amended 1992 - 1993*

*Amended 1993 - 1994*

*Amended 1996 - 1997*

*Amended 1998 - 1999*

*Amended 2000 – 2001*

*Amended 2003 -- 2004*

*Amended 2006 – 2007*

*Amended 2009 – 2010*

*Amended 2010 – 2011*

*Amended 2011 – 2012*

*Amended 2013 – 2014*

*Amended 2016—2017*

The District 88 Board of Education has set up a number of policies affecting classified employees and their working conditions. Classified employees covered by this handbook are defined as a) Assistants-Clerical, b) Student Supervisors, d) Network/Systems Specialists e) Technical Support Specialists. The information on the following pages will answer most questions about employer-employee relations, compensation, benefits, etc. Feel free to seek answers to other questions from your supervisor or the Office of Human Resources, 630-530-3982. Access to the

The Classified Committee is comprised of a representative from each of the following groups at Addison Trail, Willowbrook and District Office: student supervisors, and ten and twelve month clerical. The term of service shall be two (2) years, with staggered terms established (if possible) to ensure continuity in representation. The purpose of this committee is to bring concerns of the staff to the administration and to negotiate a benefit package. (*Amended 1992-93*)

Annually, during the month of September, staff members will be asked by the existing committee to volunteer or nominate someone for service on the committee. If more than one volunteer/nominee exists, an election will be held to fill that vacancy. Each member shall be elected by members of their respective building group. In the event that only one volunteer or nominee exists for a vacancy, the staff will be informed of that volunteer/nominee. If no one else comes forward, the volunteer/nominee will become the representative.

General meetings with administrative representatives shall be held as needed, with no more than four (4) during the school year. Additional meetings may be scheduled during a negotiation year. Minutes of the Classified Committee meetings will be provided to the staff in a timely manner. Questions and/or suggestions may be presented to your representative who will have them placed on the agenda for one of these meetings. (*Amended 2011-2012*)

## **EMPLOYEES**

### **Classified Employee Levels**

#### Level VI

Network/Systems Specialist

#### Level V

Bookkeeper

Payroll Specialist

#### Level IV

Administrative Assistant

District Office Directors

Athletic Directors

Assistant Principals

Accounts Payable Specialist

Registrar

Bookstore Managers

Student Accountant

#### Level III

Financial Secretary

#### Level II

Building Assistant

Technical Support Specialist

(Technical Support

Specialist eligible for Level

III upon completion of

required Certification by

Feb. 1, 2018).

#### Level I

Student Supervisors

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## **HIRING POLICIES**

### **GENERAL STATEMENT OF POLICY**

The school system exists for the education of the youth and the benefit of the children and parents who support the schools. Employment practices in the hiring of teachers, administrators, and all classified supportive staff must, therefore, meet the needs of the school first, after which the preferences and needs of employees will be carefully considered.

### **EQUAL OPPORTUNITY EMPLOYMENT**

District 88 is an equal opportunity employer. Candidates will be given consideration without regard to gender, race, color, creed, ancestry, ethnic group, citizenship, religion, age, national origin, physical or mental disability, medical condition, marital or parental status, or sexual orientation (*Amended 2000-01*). It is the policy of the Board of Education to comply fully with the requirements of Title VI, Title IX, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act and all accompanying regulations. Furthermore, it is the goal of this policy to achieve a balance among district employees that represents the composition of the total population of the district (*Amended 2009-10*).

### **WORK ENVIRONMENT**

District 88 is committed to providing a work environment that is free from all forms of illegal harassment, intimidation, or retaliation for opposing such conduct. Harassment takes many forms and can include biased statements and conduct, slurs, comments or a pattern of unfair treatment based on race, religion, national origin, age, ethnicity, sexual orientation and disability. Sexual and other illegal harassment undermines the integrity of the workplace and interferes with a positive employment relationship.

It will be a violation of Board policy for any member of the district staff to harass another individual in the work place. Violation of this policy shall be considered grounds for disciplinary action. Procedures to address alleged complaints have been generated through administrative regulations. These procedures are available in the office of the Assistant Principal for Operations in each building and the Office of Human Resources at the District Office (*Amended 2009-10*).

### **RECRUITMENT**

The Office of Human Resources shall take appropriate action to advertise for needed personnel and to initiate contacts with employment agencies, schools or other sources of applicants. He/she shall assist the appropriate administrative officer in the school or district office in arranging interviews of applicants and in preparing proper recommendations to the superintendent for approval of appointments. Classified personnel will be informed of anticipated vacancies via email so they may express interest through the internal application system (*Amended 2009-10*).

### **NOTIFICATION OF STATUS**

A newly employed classified staff member shall receive a copy of the Requisition for Classified Employee form and an employment conditions letter (hours, break and lunch times, etc) issued by

location supervisor (*Amended 2000-01*). The administration retains the right to place new hires on Step 1, 3, or 5 of the salary schedule based on qualifications, experience, or district needs. This would be applicable to all levels, but would apply only if there are no internal candidates who meet the experience and qualifications posted for the position (*Amended 2006 –07*).

An employee who changes classification shall receive a copy of the Change of Status form and an employment letter.

## **HIRING DOCUMENTATION**

At the time of employment, all employees must present the following documentation: Criminal Background Sheet, I-9 Form, Acceptable I-9 Identification Documents, Mandated Reporting Form, IMRF Enrollment Form, Insurance Enrollment Form (if applicable), and Medical (*Amended 2011-2012*).

At the time of employment each employee shall present, on a form which the school shall provide, the results of a health examination given by a qualified physician. If a newly hired employee experiences extenuating circumstances in obtaining a medical examination before employment commences, the building administrator may grant release time to obtain a medical examination.

## **PROBATION**

All new employees to the District shall be on a probationary status for the first twelve (12) months of employment. This is essentially a "trial period" for both the employer and employee. During the probationary period either the employee or the employer may terminate the employment if such employment is unsatisfactory. The administration will conduct quarterly evaluations during the probationary period (*Amended 2006–07*).

## **ORGANIZATIONAL MOVEMENT POLICIES**

### **FULL-TIME STATUS**

Any employee who regularly works six (6) hours or more per day, five days (5) per week shall be considered a "Full-time" employee and shall receive all benefits as outlined in the handbook. Those working fewer hours shall have the benefits, to which they are entitled, prorated on the basis of hours worked per day divided by six (6).

### **PROMOTIONS**

Promotions from one position to another will be based on the performance record of the employee, expected ability to handle the new position satisfactorily, willingness to make a change and record of dependability. A skills test may be required of all applicants. The appropriate administrator will recommend to the Office of Human Resources the appointment of the most eligible candidate for the position (*Amended 2011-2012*).

## **SEPARATION**

If, in the judgment of the administrative officer, the supervisor or the department head that supervises the employee, the employee should be dismissed, a written statement of causes shall be presented to the principal or to the superintendent (with a copy to the employee) who shall review the case.

The employee may request a hearing with the principal or the superintendent. If dismissal is indicated, such recommendation shall be presented to the principal or to the superintendent for action. An employee may be dismissed under the above procedure either after two (2) weeks' notice or immediately if circumstances warrant. The employee should be paid for the current year vacation allowance earned to the date of dismissal.

## **REDUCTION IN FORCE**

Reduction in force for employees covered by this handbook will be addressed as defined by Chapter 122, Section 10-23.5 of the Illinois School Code entitled "Educational Support Personnel Employees."

## **RESIGNATION**

At least two (2) weeks' notice (a month is preferable) of intention to leave employment here is required, and since this brief notice is usually too short for locating and training a new employee who may also have to give his/her former employer two (2) weeks' notice, the school requests that all reasonable cooperation be provided by the employee so that as much time as possible will be available for the necessary posting of the position, payroll notifications and compilation of benefits. Notice of termination should be submitted in writing to the appropriate building administrator (for employees in the school offices) or to the superintendent (for employees in the district office). Staff are encouraged to review the benefits that they are entitled to under the current Classified Employee Handbook and are also encouraged to contact an IMRF representative to discuss their options (*Amended 2006 –07*).

## **RETIREMENT BENEFITS**

The Board will offer the following retirement compensation benefit for qualifying employees hired PRIOR to January 1, 2014.

### Eligibility Requirements

In order to qualify for this retirement benefit, an employee must: Group 1:

- a. begin employment PRIOR to January 1, 2014
- b. have completed at least ten (10) years of service with the District as of June 30<sup>th</sup> of the year of notification; AND
- c. be at least fifty-five (55) years of age on his/her effective retirement date if a Tier One IMRF employee, OR at least sixty-two (62) years of age on the effective retirement date if a Tier Two IMRF employee; AND
- d. retire under circumstances which will not result in a penalty to the Board or require

the Board's payment of any additional or one time contribution to IMRF; AND

1. In the year of retirement, the employee is not eligible for receiving payment in lieu of using available vacation days. Vacation days must be used prior to the last day of work.
  2. Compensatory time will be paid out in the second (2<sup>nd</sup>) calendar month after retirement.
- e. retire no later than June 30, 2022; AND  
submit an irrevocable notice of intent to retire to the Board no later than May 1 of the school year prior to the school year in which the employee receives his/her first six percent (6%) base salary increase, with the expectation to retire at the end of a school year

Group 2:

- a. meet the requirements of Group 1; AND
- b. have provided twenty (20) or more years of service to the district by the retirement date.

### Notification Requirements

All notices of intent to retire shall be received by the conclusion of this handbook and include the employee's specific retirement date, no later than two (2) years after the expiration of this agreement.

The Board shall approve all timely, written notices of intent to retire by no later than June 1 of each school year. The notice requirement will be waived if an eligible employee becomes unable to fulfill the required May 1 notice. The employee will be required to supply the district with a doctor's authorization verifying that the employee is unable to continue working.

### Retirement Benefit

Group 1:

- a. A qualifying employee whose notice of intent to retire is approved shall receive a base salary or wage rate increase equal to six percent (6%) over the prior year's base salary or wage rate for up to two (2) years prior to the approved retirement date, beginning the year after his/her notice of intent to retire is approved by the Board. Base salary or wage rate for calculation purposes is inclusive of longevity pay.
- b. Any unused compensatory time at time of retirement will be paid to the employee during the second (2<sup>nd</sup>) calendar month following the employee's retirement date.
- c. Remaining unused, uncompensated sick leave will be reported to IMRF toward additional service credit.

Employees represented by this group who receive IMRF retirement or disability benefits shall be entitled to continue their participation in the District Medical Insurance Plan as provided in 215 ILCS 5/367j, at full cost to the employee.

Employees represented by this group who do not receive IMRF retirement or disability benefits shall be entitled to continue participation in the District medical, dental or life insurance plan, at full cost to the employee, until they reach age sixty-five (65) or is Medicare

eligible.

All employees represented by this group shall be entitled to continue their participation in the District dental or life insurance plan, at full cost to the employee, until they reach age sixty-five (65) or is Medicare eligible.

Group 2:

- a. Eligible for all Group 1 benefits in addition to a one-time \$11,000 retirement incentive.
- b. Said retirement incentive will first be applied to cover the total dollar amount of the six percent (6%) base salary or wage rate increases for up to the final two (2) years of employment. The employee shall receive the balance of the retirement incentive during the second (2<sup>nd</sup>) calendar month following the employee's retirement date.

The retirement benefit set forth in this subsection is inclusive of all payouts to the employee due to retirement. Any wage increases will be contingent upon the employee continuing to work in the same or comparable position and work schedule during the final years of employment before retirement.

An employee must submit an irrevocable notice of intent to retire to the Board no later than May 1 of the school year prior to the school year in which the employee receives his/her six percent (6%) base salary increase, with the expectation to retire at the end of a school year.

Retirement by	Notification by	6% Retirement Payouts Begin during School Year	Balance of Lump Sum Payout Received
June 30, 2020	May 1, 2018	2018-2019 SY	August 2020
June 30, 2021	May 1, 2019	2019-2020 SY	August 2021
June 30, 2022	May 1, 2020	2020-2021 SY	August 2022

The Board will offer the following retirement compensation benefit for qualifying employees hired AFTER January 1, 2014.

Eligibility Requirements

In order to qualify for this retirement benefit, an employee must:

- a. begin employment AFTER January 1, 2014
- b. have completed at least ten (10) years of service with the District as of June 30<sup>th</sup> of the year of notification; AND
- c. be at least fifty-five (55) years of age on their effective retirement date if a Tier One IMRF employee, OR at least sixty-two (62) years of age on the effective retirement date if a Tier Two IMRF employee; AND
- d. retire under circumstances which will not result in a penalty to the Board or require the Board's payment of any additional or one time contribution to IMRF; AND
  1. In the year of retirement, the employee is not eligible for receiving payment in

lieu of using available vacation days. Vacation days must be used prior to the last day of work.

2. Compensatory time will be paid out in the second (2<sup>nd</sup>) calendar month after retirement.

### Notification Requirements

All notices of intent to retire shall be received by the conclusion of this handbook and include the employee's specific retirement date. The Board shall approve all timely, written notices of intent to retire by no later than June 1 of each school year. The notice requirement will be waived if an eligible employee becomes unable to fulfill the required May 1 notice. The employee will be required to supply the district with a doctor's authorization verifying that the employee is unable to continue working.

### Retirement Benefit

- a. A qualifying employee whose notice of intent to retire is approved shall receive a base salary or wage rate increase equal to six percent (6%) over the prior year's base salary or wage rate, beginning the year after his/her notice of intent to retire is approved by the Board. Base salary or wage rate for calculation purposes is inclusive of longevity pay.
- b. Any unused compensatory time at time of retirement will be paid to the employee during the second (2<sup>nd</sup>) calendar month following the employee's retirement date.
- c. Remaining unused, uncompensated sick leave will be reported to IMRF toward additional service credit.
- d. Employees represented by this group who receive IMRF retirement or disability benefits shall be entitled to continue their participation in the District Medical Insurance Plan as provided in 215 ILCS 5/367j, at full cost to the employee.

Employees represented by this group who do not receive IMRF retirement or disability benefits shall be entitled to continue participation in the District medical, dental or life insurance plan, at full cost to the employee, until they reach age sixty-five (65) or is Medicare eligible.

All employees represented by this group shall be entitled to continue their participation in the District dental or life insurance plan, at full cost to the employee, until they reach age sixty-five (65) or is Medicare eligible.

The retirement benefit set forth in this subsection is inclusive of all payouts to the employee due to retirement. Any wage increases will be contingent upon the employee continuing to work in the same or comparable position and work schedule during the final years of employment before retirement.

## **TRANSFER**

Transfer to another position or classification shall be based upon a consideration of (1) a change in the entire nature of the job; (2) increased or reduced responsibilities; (3) quality of work performed; or (4) length of service.

**An employee transferring from a 10 month position to a 12 month position, or vice versa, shall have all the years of service count as full years of credit for benefits based on length of service.**

## **GRIEVANCES**

### **A. Definition**

A grievance is defined as an alleged wrongful application of rules governing hiring practices, administration of salary, or working hours.

### **B. Presentation of Grievances**

An employee who alleges that there has been discrimination in the application of a rule, or alleges that an unfair procedure has been used in arriving at a decision involving the rule, must submit the grievance in writing within three (3) working days of the incident from which the grievance arose. Grievance forms are available in the office of the appropriate building administrator in the schools or the personnel office in the district office. (See Appendix D)

The administrator will confer with the employee within five (5) working days of the receipt of written grievance. It is expected that most grievances will be resolved at this level.

If the employee is not satisfied with the settlement at the administrator's level, an appeal may be made to the principal. Appeal must be made within three (3) working days of receipt of decision by the administrator. The principal will confer with the grievant within five (5) working days of receipt of the written appeal of the grievance.

If the employee is not satisfied with the settlement at the principal's level, appeal may be made to the Assistant Superintendent within three (3) working days of receipt of the decision at the principal's level.

The Assistant Superintendent will confer with the grievant within five (5) working days of receipt of the written appeal of the grievance.

The Assistant Superintendent will render a written disposition of the grievance within five (5) working days of the conference.

The decision reached at the Assistant Superintendent level is binding.

The district office employees submit grievances to the appropriate administrator. The administrator will confer with the employee within five (5) working days of receipt of the grievance. If the employee is not satisfied with the settlement, appeal may be made in writing to the Assistant Superintendent. Appeal must be made within three (3) working days of receipt of the decision by the administrator.

If the employee is not satisfied with the settlement, an appeal may then be made in writing to the Superintendent. The appeal must be made within three (3) working days of receipt of the decision by the Assistant Superintendent. The Superintendent will confer with the grievant

within five (5) working days of receipt of the written appeal. The decision reached at the Superintendent level is binding (*Amended 2009-10*).

## **COMPENSATION**

The Board of Education shall maintain Tables of Organization for classified employees with a classification of job titles, descriptions, qualifications and salaries or hourly pay. Job classifications and salary ranges are subject to an annual review by the classified committee. The Board or its designee each year shall consider salary adjustments recommended by the administrative staff. Adjustments shall be made according to the positions listed in the administrative regulations related to this policy.

For the **2017-18** School Year a base salary increase of 2.0% for all employees covered under the classified handbook.

For the **2018-19** School Year a base salary increase of 2.10% for all employees covered under the classified handbook.

For the **2019-20** School Year a base salary increase of 50% of CPI-PTCELL with a floor of 2.0% and ceiling of 2.5 % for all employees covered under the classified handbook.

The step schedule has been modified to every year instead of every other. Each step is 2.47%, (compounds to 5.0% after 2 years) for maximum of 9 steps.

Step advancement will be adjusted on a July 1 anniversary date instead of each employee's own individual start date. Employees shall be given credit towards salary step advancement as follows: If hired prior to November 1 of any year, shall be given full year credit of service and advance next July 1. Those hired after November 1 will not advance until completing a full twelve months of employment before advancement.

## **COMPENSATION GUIDES**

### **All Employees**

All full-time and permanent part-time employees shall be paid twice a month on the 15th and the last day of the month. If a payday is a holiday, or falls on a weekend, then said payday will be the last working day preceding such holiday or weekend. Final contract payout will be nine (9) days after the last day of school.

### **Ten Month Clerical**

Ten-month clerical employees shall be paid on an annualized basis that encompasses twenty (20) or twenty-four (24) equal paychecks. The work year for these employees will continue to be 193 days, beginning with the first day of registration, as in the past (*Amended 2010-11*).

## Student Supervisors

Student supervisors shall be paid on an annualized basis that encompasses twenty (20) or twenty-four (24) equal paychecks. Work hours will be determined by administration. Compensation is based on a total of 177 student attendance days. Included in this work year are two paid floating holidays. If the student attendance days increase or decrease, the annual compensation will be adjusted accordingly. Any additional days above the student attendance days will be compensated (*Amended 2010-11*).

## LONGEVITY STIPEND

Employees will have a longevity stipend of the following amount added to their regular salary at the beginning of the year of service in the first column:

<u>Year of Service</u>	<u>10 Month</u>	<u>12 Month</u>
11, 13, 15	\$450.00	\$520.00
17, 19, 21	\$500.00	\$570.00
23, 25, 27 (and continuing every other year of service	\$550.00	\$620.00

Employees will not be eligible to receive the longevity stipend until the year after they have reached Step 9 of the salary schedule.

Full year of service is calculated as of June 30. This benefit shall be pro-rated for permanent, part-time employees. Any employee hired prior to November 1 of any year shall be given credit for a full year towards the longevity stipend. Those hired after November 1 will not receive longevity until the next school year. This longevity becomes part of the regular salary, and is disbursed throughout the school year.

Employees hired after January 1, 2014 will be eligible for an annual longevity stipend as determined by their length of service on July 1st of each year as follows:

<u>Year of Service</u>	<u>10 Month</u>	<u>12 Month</u>
11 - 15	\$450.00	\$520.00
17 - 21	\$500.00	\$570.00
23+	\$550.00	\$620.00

This non-cumulative, lump sum longevity stipend will be paid in October of each year.

## INCENTIVE PROGRAM

The Administration may institute an incentive program for employees covered under this handbook. Monies to fund such a program will not be a part of the overall compensation package. Input from staff in the form of written recommendations regarding individuals to be considered are encouraged.

## **WORK SCHEDULE**

### **TIME SCHEDULES**

Clerical employees are to work thirty-eight and one-half (38-1/2) hours per week with assignment of daily schedules to be determined by the assistant principals and the superintendent annually. Student supervisors' and part-time teacher aides' schedules are to be determined annually to coincide with pupil attendance days. The Principal shall have the right to designate selected classified staff members to work a "flex day" if staff is needed for evening duties. These evening duties would include, but not be limited to such things as parent conferences, curriculum nights, guidance registration nights, etc. (An example of a flex day: A classified staff person whose regular hours are 7:30 a.m. to 4:00 p.m. would be asked to flex their hours to work 11:00 a.m. to 7:30 p.m. or 11:30 a.m. to 8:00 p.m.) It is not mandatory that the classified staff member accept the flex day assignment (*Amended 2006-07*).

### **LUNCH PERIOD AND REST BREAKS**

All employees working more than six (6) hours per day shall be given a forty-five (45) minute lunch period. Each school building provides cafeteria service when school is in session. A ten (10) minute rest break is allowed in the morning and another ten (10) minute rest break in the afternoon. These two (2) breaks can be combined into one (1) twenty (20) minute break in the morning only (*Amended 1992-93*).

### **EMERGENCY SCHOOL CLOSING DAYS**

Should weather conditions be severe, a decision will be made by 6:00 a.m. as to whether the schools will operate without bus service, open on delayed start schedule or be closed altogether. The decision will be disclosed in the school bulletins broadcast by local radio stations and also through a special telephone tree. If no call is received, assume that it is a workday (*Amended 2000-01*).

If the school district is officially closed by the Superintendent or designee for one (1) emergency closing, 10 month clerical employees will not:

- a) be required to report to work,
- b) receive a loss of pay or
- c) be required to make up the day

For the second school closing, or any closing thereafter, the 10 month clerical employees will be obligated to make up the day(s) at the end of the year (*Amended 2010-11*).

### **HOLIDAYS**

For the established Monday holidays of Memorial Day, Columbus Day, Martin Luther King, Jr.'s Birthday and Pulaski's Birthday, and for the following regularly observed legal holidays when they fall during the work week, Monday through Friday (i.e. New Year's Day, Lincoln's Birthday or President's Day, whichever day is being observed by the district, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day and the following Friday, and Christmas Day) the schools and the district office will be closed and clerical employees will not report to work.

When Independence Day falls on Sunday, vacation time with full pay will be allotted to full-time employees on the Monday following the day, if summer school is not in session (*Amended 1996-97*).

### **Good Friday Holiday**

Good Friday, while not an official state holiday, will be a non-attendance day for classified employees, provided that school is not in session.

### **Other Holidays Eliminated by the State or Through District Waiver**

- If one of the holidays currently listed in the classified handbook is eliminated by the state or by district waiver, and school is in session on that date, the clerical staff will be required to work.
- For the second holiday eliminated or waived, or any additional holidays thereafter, the clerical staff will be awarded a floating holiday.
- In either case, teacher aides and student supervisors work year and floating holidays are not affected (*Amended 2009-10*).

## **EVALUATION**

All classified employees will be evaluated by the administration on an annual basis. This job performance evaluation system is subject to an annual review by the classified committee.

## **WINTER AND SPRING BREAKS**

Offices will be closed for winter and spring breaks.

## **SUMMER HOURS**

The work schedule for those on duty during the summer months will be reduced to thirty-four and three-quarters (34-3/4) hours per week, generally for ten (10) weeks, beginning the first work day after checkout day through the Friday prior to registration in August. Office hours are 7:30 a.m. to 3:30 p.m., Monday through Thursday, with a half-hour for lunch; 7:30 a.m. to 12:15 p.m. on Friday. Days of vacation are to be charged before leave without pay is granted. Friday vacation will be counted as ½ vacation day regardless of the number of days worked during the week. Not more than half of the Fridays can be taken off using vacation or comp time (*Amended 2011-12*).

## **INTERMISSION EMPLOYMENT**

The district recognizes that on occasion classified staff members may be required to work during school intermissions. If the employee's assignment is related to his/her present position the employee will be compensated at the same rate as his/her regular payroll. The district may select to pay for this assignment as miscellaneous payroll or compensatory time.

If the assignment is voluntary and doing something other than an employee's normal responsibilities, the employee will be informed prior to the assignment that he/she will be paid at the temporary employee rate.

## **VACATIONS**

1. All employees shall be given, as vacation, the student non-attendance days during winter intermission (approximately ten (10) days) and spring intermission (approximately five (5) days). Twelve month clerical employees shall, in addition, receive the following additional vacation days at the beginning of each year (*Amended 2011-2012*).

<b><u>YEARS</u></b>	<b><u>VACATION CREDIT</u></b>
1 - 2	5
3 - 4	7.5
5 - 6	10
7 - 8	12.5
9 - 11	15
12 & Over	17

Employees hired after July 1<sup>st</sup> will receive vacation on a pro-rata basis.

Employees leaving the district during a given school year shall be granted vacation days for the year in progress on a pro-rata basis; if those days have not been used by separation they shall be paid out (*Amended 2011-2012*).

2. Persons having the greatest length of service in District 88 are to have first choice of vacation periods being arranged in their respective offices (school office or district office), but must not delay the selection of dates to the disadvantage of other employees.
3. Vacation schedules are to be arranged with the supervisor and notification sent to the assistant principal for operations or assistant superintendent. Employees are to use their earned vacation credits for each fiscal year (July 1 to June 30) prior to December 1 of the following fiscal year. Only in unusual cases will these vacation credits be retained beyond this date.
4. Employees with more than two (2) weeks of vacation may be required to split their vacation schedule unless otherwise sanctioned by the employee's supervisor.
5. See TRANSFER language regarding allocation of vacation days to employees transferring from ten (10) to twelve (12) month positions.

## **LEAVE WITHOUT PAY**

Occasionally, leave without pay may be granted to employees. Employees shall use all earned vacation time and all accrued compensatory time before requesting leave without pay. Approval for leave without pay shall be at the discretion of the employee's supervisor(s) and the appropriate building administrator (*Amended 1992-93*).

## **OVERTIME**

Recognizing that on occasion classified staff members will be required to work at times other than

their "normal" schedule, the district has established a system of compensatory time in accordance with PL99-150. With the approval of the administration, the employee may work overtime with compensatory time off to be taken at a later date. Credit for this time shall be given by the employee's supervisor filing the compensatory reporting form with the appropriate building administrator within five (5) working days of the overtime. Signed copies shall be returned to the employee and supervisor. Compensatory time will be awarded only for hours assigned by the employee's supervisor(s).

Hours worked in a similar role to the normal duties of the employee that exceed thirty-eight and one-half (38.5) hour, but less than forty (40) hours in a work week, shall be compensated at the employee's straight-time rate of pay.

Hours worked in a similar role to the normal duties of the employee that exceed a forty (40) hour work week shall be compensated at a rate of one and one-half (1-1/2) times the overtime hours worked. Paid holidays, sick leave, vacation leave and personal business/emergency leave shall not count in calculating the work hours for purposes of paying overtime. Compensatory time earned in any given school year shall be used at the conclusion of the following school year. In the event that compensatory time has not been used as set forth above, the employee will be paid for the time at his/her current base of pay.

Compensatory hours earned prior to June 30, 2010, will not be required to be paid out under this provision.

To request compensatory time, the employee shall submit the regular leave pre-approval form to his/her supervisor and then to the appropriate building administrator. The district prefers to grant compensatory time for overtime. However, the administration may, at its discretion, allow payment for overtime worked.

If an hourly rate is to be computed for an employee with an annualized salary, the following shall be used to divide the annual salary:

- a) 12 month clerical (2,002 hours)
  - b) 10 month clerical (1,668 hours)
  - c) Student supervisors (177 x hours per day)
- (Amended 2010-11)*

## **ABSENCES**

It is the responsibility of the employee, when an absence is necessary, to notify the assistant principal or appropriate administrator preferably before 7:30 a.m., giving the reason for such absence. The employee should also be sure to inform the assistant principal or appropriate administrator when she/he (the employee) is ready to return to work. Employees may opt to use district paid benefits, including vacation days and comp time to assist with payment during an absence  
*(Amended 2011- 2012).*

## **EMERGENCY / PERSONAL BUSINESS**

In addition to other provisions for absences, and upon notification to the proper Administrator, an employee shall be allowed full pay for not more than four (4) days in any one school year for personal business *(Amended 2011-2012).*

Emergency/personal business leave for newly hired employees shall be prorated based upon the date of hire. Written application for such leave shall be made to the Administration on a copy of the signed authorization form attached as Appendix A at least forty-eight (48) hours prior to such leave, provided that, in cases where such notice is not practicable, application shall be made immediately upon the employee's return to work (*Amended 1996-97*).

When an employee has used up the four (4) annual emergency/personal business days, in instances of serious illness or death of a relative or death of a close friend, additional days of absence will be charged against the employee's sick leave.

Personal business absence will generally not be granted on the day before or following school vacation or holidays periods, Institute Days or during the first ten (10) or the last ten (10) days of the school term. For classified employees the school term begins the first day of student registration. An exception to this rule may be granted by a decision of the Superintendent (or designee). Exceptions will be granted on rare occasions at the discretion of the Superintendent based upon the following guidelines:

If needed, only two (2) of the Emergency/Personal leave days may be used during the first two (2) or last two (2) weeks of the school year.

- A. The request must be submitted in writing to the Building Principal at least ten (10) calendar days before the date the employee wants to use a personal business leave day. The written request must set forth detailed reason(s) for the exception.
- B. The Building Principal will bring the request to the Superintendent (or designee) who shall review the request and determine whether an exception should be approved.
- C. In the event that an emergency occurs within the ten (10) day time frame, an employee needs to request a "personal business leave day exception," the employee will provide a detailed written request to the Building Principal. The Building Principal will work with the Superintendent or designee to render a more immediate decision.
- D. In making the decision whether to grant a "personal business leave day exception," the Superintendent or designee will consider the following:

No request will be approved for vacation, travel or recreational purposes or similar reasons. Determinations by the Superintendent or designee to grant or deny an exception shall not establish a practice or precedent and shall not be subject to the grievance procedure set forth in the Collective Bargaining Agreement.

The request must be for a significant once-in-a-lifetime event for which the Employee has no control over the scheduling including, but not limited to, the following examples:

1. The request must be for a significant one-in-a-lifetime event for which the Employee has no control over the scheduling including, but not limited to, the following examples:

2. Attendance at a school graduation ceremony/recognition of achievement ceremony of an Employee's child, stepchild or member of the Employee's immediate family; or
3. Attendance at a college graduation/recognition of achievement ceremony of an Employee, Employee's spouse, child, stepchild or member of the Employee's immediate family; or
4. Attendance at a military graduation ceremony or an overseas military deployment ceremony of an Employee's spouse, child, stepchild or member of the Employee's immediate family; or
5. Appearance in a court of law as a litigant when sincere but unsuccessful efforts have been made to reschedule an appearance; or
6. Attendance at a funeral (for situations not covered under the leave policy).

Emergency/personal days shall be immediately available for use as sick leave and three (3) unused emergency/personal days shall, at the end of the school year, accumulate as unused, available sick leave (*Amended 2011-2012*).

## **FAMILY AND MEDICAL LEAVE**

District 88 provides Family and Medical Leave in accordance with the *Family and Medical Leave Act of 1993 as amended* ("FMLA"). Employees who have been employed in a full time capacity for at least one (1) year *and* for at least 1,250 hours during the preceding 12-month period are eligible for family and medical leave. Such leave shall be unpaid unless accumulated sick or vacation days are available to the employee.

Spouses employed by the district are jointly entitled to a *combined* total of sixty (60) work days of family leave for the reasons listed below.

### **Reasons for Leave**

All employees who meet the applicable time of service requirements may be granted family or medical leave for a period of sixty (60) work days for the following reasons:

- a. The birth of a child, or placement of a child with you for adoption or foster care
- b. Your own serious health condition
- c. Because you are needed to care for your spouse, child or parent due to his/her serious health condition
- d. Because of a qualifying exigency arising out of the fact that your spouse, son/daughter or parent is on active duty or call to active duty status in support of a contingency operation as a member of the National Guard or Reserves
- e. Because you are the spouse, son/daughter, parent or next of kin of a covered service member with a serious injury or illness

The entitlement to leave for the birth or placement of a child for adoption or foster care will expire twelve (12) months from the date of the birth or placement. For leave reasons of birth or placement of the employee's child, intermittent and reduced schedule are not permitted.

## **Procedure for Requesting Leave**

In all cases, an employee requesting leave must complete the “Request for Leave of Absence” application and return it to the office of Human Resources. The completed application must state the reason for the leave, the duration of the leave, and the starting and ending dates of the leave.

An employee intending to take family or medical leave because of an expected birth or placement, or because of a planned medical treatment, must submit an application for leave at least thirty (30) days before the leave is to begin. If leave is to begin within thirty (30) days, an employee must give notice to the office of Human Resources as soon as the necessity for the leave arises.

In the case of a request for intermittent or reduced schedule leave, or leave for planned medical treatment, the employee shall make every reasonable effort to schedule the leave so as not to unduly disrupt the District's operations.

## **Medical Certification**

An application for leave based on the serious health condition of the employee or the employee's spouse, child or parent must also be accompanied by a “Medical Certification Statement” completed by a health care provider. The certification must state the date on which the health condition commenced, the probable duration of the condition, and the appropriate medical facts regarding the condition.

If the employee is needed to care for a spouse, child or parent, the certification must state an estimate of the amount of time the employee will need. If the employee has a serious health condition, the certification must state that the employee cannot perform the functions of his or her job.

## **Benefits Coverage During Leave**

During a period of family or medical leave, an employee will be retained on the District's health plan under the same conditions that applied before leave commenced. To continue health coverage, the employee must continue to make any contributions that he or she made to the plan before taking leave. In addition, employees will be given a copy of the formula used to calculate how his/her salary may be prorated or otherwise affected as a result of the leave.

The continuation of benefits pursuant to this policy ends on the effective date of the notification to the office of Human Resources of the employee's intent not to return to work. Benefits will also end when the employee fails to return to work on the scheduled date, unless an emergency exists preventing such a return, or if the employee exhausts his or her family and medical leave rights.

Employees who fail to return to work without good cause shown shall be required to repay the cost of all insurance benefits provided during the leave.

## **Restoration to Employment Following Leave**

An employee returning from Family and Medical Leave will be restored to his or her old position *or* to a position with equivalent benefits, pay and other terms and conditions of employment.

In the event the *Family Medical Leave Act of 1993 as amended* is repealed, then this section shall, as of the date of repeal, no longer be in force and effect.

## **DISABILITY LEAVE**

Illinois Mutual Retirement Fund provides two types of disability benefits:

1. **Temporary** disability benefits are paid if you are unable to perform the duties of any position which might reasonably be assigned by your current IMRF employer.
2. **Total and permanent** disability benefits are paid after temporary disability benefits have expired and if you are unable to engage in any gainful activity for any employer.

An employee is eligible for temporary disability benefits if:

1. The employee has at least twelve (12) consecutive months of IMRF service credit preceding their disability.
2. The employee is unable to perform his/her job for more than 30 days.
3. The employee receives treatment for his/her disabling condition as soon as he/she stops working, and his/her physician(s) certifies his/her disability and provides evidence of his/her disability to IMRF.

Temporary disability benefits may also be available for a disability resulting from elective surgery and pregnancy. An employee may receive benefits from worker's compensation, Social Security Disability or Social Security Retirement and outside (non-IMRF) disability insurance plans in conjunction with the benefits they receive from IMRF.

If the employee's temporary disability benefits run out and they are still disabled, an investigation will be conducted by IMRF to determine the eligibility for total and permanent disability benefits.

Additional information and assistance in filing is available in the District Business Office or by calling IMRF at (800) 275-4673 (*Amended 2009-10*).

## **SICK LEAVE**

Sick leave shall be interpreted to mean personal illness, quarantine at home, serious illness or death in the immediate family or household, birth, adoption, or placement for adoption. For purposes of this section, "immediate family member" shall include parents, spouse, brothers, sisters, children, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, and legal guardians (as amended by Section 24-6 of the School Code).

Any employee absent more than five (5) consecutive school days shall notify the Office of Human Resources. Certification forms will be provided to the employee for completion by a health care provider authorizing fitness to return to duty (*Amended 2011-2012*).

## **Twelve-Month Assignments**

Personnel employed for a twelve (12) month work year will be entitled to a maximum of thirteen (13) days of sick leave per year. Unused sick leave days may be accumulated. Maximum accumulation allowable is limited to three hundred sixty-one (361) days (*Amended 2011-2012*).

## **Ten-Month Assignments**

Personnel employed for a ten (10) month work year will be entitled to a maximum of eleven (11) days of sick leave per year. Unused sick leave days may be accumulated. Maximum accumulation allowable is limited to three hundred sixty-one (361) days (*Amended 2011-2012*).

### **SICK LEAVE ACCUMULATED CREDIT**

#### **First Fiscal Year:**

	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>
10 Month		<b>11</b>	<b>10</b>	<b>9</b>	<b>8</b>	<b>7</b>	<b>6</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
12 Month	<b>13</b>	<b>12</b>	<b>11</b>	<b>10</b>	<b>9</b>	<b>8</b>	<b>7</b>	<b>6</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>

#### **Subsequent years:**

Twelve month employees are allotted thirteen (13) sick days per year and ten month employees are allotted eleven (11) sick days per year (*Amended 2011-2012*).

### **SICK LEAVE BANK**

Any member of the classified staff can donate sick days to provide for the alleviation of any hardship caused to an employee and the employee's family in the event of a catastrophic illness or if injury forces the employee to exhaust all leave time earned by that employee. The members of the classified committee will call upon the classified staff to donate sick days on an as needed weekly basis. A form will be submitted to the Human Resources department with all of the specific information.

### **ANNUAL SICK LEAVE INCENTIVE PROGRAM**

The Board will pay to any classified employee hired prior to January 1, 2014, and on the job at the end of a given fiscal year an amount of money based on the following schedule for any unused sick days earned in the given fiscal year but not used by the end of that fiscal year. This payment shall be made after the end of the fiscal year. Permanent part-time employees shall be paid this benefit on a prorated basis.

The definition of sick days shall include only those days for which an individual is charged, i.e., if an individual is injured on the job and is eligible for worker's compensation benefits, those days shall not be charged against his/her sick leave. It is understood that in determining sick leave per employee, only those days charged against the current fiscal year's allocation shall be included.

The Board further agrees that payment for any unused sick days for a given year will not affect the accumulation of those sick days for subsequent years.

## **SICK LEAVE INCENTIVE PROGRAM**

### **10 & 12 Month Employees**

**Said schedule only applies to employees hired prior to January 1, 2014.**

#### **Percent Used:**

0 - 29%                \$50.00 per day  
0 - 31% (12 mo)      \$40.00 per day  
0 - 36% (10 mo)      \$40.00 per day

#### **10 Month Employees\***

#### **12 Month Employees**

<b># of Sick Days Used</b>	<b>% Used</b>	<b>Rate \$/Day</b>	<b>Net Amount</b>		<b># of Sick Days Used</b>	<b>% Used</b>	<b>Rate \$/Day</b>	<b>Net Amount</b>
0	0%	\$50	\$550		0	0%	\$50	\$650
1	9%	\$50	\$500		1	8%	\$50	\$600
2	18%	\$50	\$450		2	15%	\$50	\$550
3	27%	\$50	\$400		3	23%	\$50	\$500
4	36%	\$40	\$280		4	31%	\$40	\$360

\*Prorated for permanent part-time employees.

## **DISTRICT BENEFITS**

### **COMPREHENSIVE MAJOR MEDICAL INSURANCE**

All classified employees of District 88 working a minimum of thirty (30) hours per week have an opportunity to participate in a group plan for Comprehensive Major Medical Insurance or a Health Organization Plan.

There are two medical plans available: PPO Hospital and PPO Physician; and a medical HMO. Two dental plans are offered: traditional indemnity insurance and a dental HMO. Coverage is available for the employee, employee's spouse, and for eligible dependent children.

The Board of Education shall contribute an amount each month towards medical insurance premiums for each eligible employee (10 to 12 months) who may choose to participate in the group insurance program.

Insurance premiums are paid one (1) month in advance. An employee on unpaid leave must make arrangements with the Business Office in order to continue insurance coverage beyond this one (1) month period.

A new employee has thirty-one (31) days from the date of employment to begin participation in the group medical or dental programs. Subsequent to the initial enrollment period, an employee can only begin or change participation during open enrollment or due to “life-style changes” as defined by the policy.

The Board shall make available group medical insurance at the Classified employee’s request (for those employees working a minimum of 30 hours per week). For the duration of this contract the Board shall pay for the PPO and HMO plans 85% of the single employee premium and an additional 70% of the difference between the single premium and the applicable dependent premium. The Board share will be computed as follows:

*Using as an example, a \$300 single premium and \$800 family premium.*

Single Premium = \$300 x .85 = \$255 board share and \$45 employee share.

Family Premium = \$800. \$800-\$300 = \$500 x .70 = \$350. \$255 + \$350 = \$605 Board share for the family coverage and \$195 employee share.

Should the PPO premiums for the 2017-18 school year increase more than 22% over the premium rates for the 2016-17 school year, the deductible and out-of-pocket both will increase by \$100. Any premium increase of more than 22% in subsequent years will result in additional \$100 increase in the deductible.

Should the HMO premiums for the 2017-18 school year increase more than 22% over the premium rates for the 2016-17 school year, the office visit and emergency room co-pay will both increase by an additional \$10. Any premium increase of more than 22% in subsequent years will result in additional increases in the co-pay and emergency room care according to the rates established by the provider.

**Insurance changes will be effective January 1, 2018.**

1. PPO Plan (add), HMO Blue Advantage and HMO Illinois Plans (amend) - establish three tier prescription co-pay with mail order option as fourth tier. Three tier will be \$10/\$20/\$40 for generic, formulary and brand. Mail order will be two and one-half times the monthly script cost.
2. PPO only plan change, add a fourth tier for pricing of employee + child(ren)

The new rates shall be published to Classified employees during the annual open enrollment period and are posted on SHARE88.

The PPO and HMO plans shall be provided through Blue Cross/Blue Shield of Illinois and the Blue Cross/Blue Shield HMO Illinois in accordance with the plans outlined in Appendix D. After consultation with the Insurance Committee as provided in the Classified Employee’s handbook, the Board may change the provider and the plan benefits but only to providers and plans substantially equal to Blue Cross/Blue Shield and the plan summaries in Appendix D. Any such changes shall

take effect only with at least 60 days' notice to the classified employees.

The Board contribution will be adjusted (increased or decreased) to match the figures in the Teachers' Contract should they change prior to the end of this agreement.

### **TERM LIFE INSURANCE**

For those employees eligible to participate in the group Major Medical plan, or the HMO plan, a \$50,000 life insurance plan is also available with premiums paid by the Board of Education. To enroll in this plan, a special form must be completed.

Classified employees actively employed beyond the age of sixty-five (65) will continue to have coverage until they retire. Once the age of seventy (70) is reached, the insurance coverage will be reduced to seventy-five percent (75%) of the insured amount. Once the age of seventy-five (75) is reached, the insurance coverage will be reduced to fifty percent (50%) of the insured amount. Coverage shall be from the first day of employment.

### **ILLINOIS MUNICIPAL RETIREMENT FUND (IMRF)**

IMRF provides employees of local government and school districts in Illinois with a sound and efficient system for the payment of retirement annuities, disability and death benefits. These benefits are in addition to those provided by Social Security.

The required classified employee's contribution to IMRF will be tax-sheltered by the Board. The classified employee will defend and hold harmless the Board and its agents with respect to this payment to IMRF. If the Internal Revenue Service or a court of competent jurisdiction shall hold that the Board lacks authority to make such payments, or that such payments are not excludable from income, the Board shall promptly commence withholding federal and state taxes from such payments.

Complete information regarding obligations under the IMRF and forms for retirement, disability and death benefits may be secured from the business office, 530-3972 or by calling IMRF at (800) 275-4673 (*Amended 2000-01*).

### **JURY DUTY**

An employee called for jury duty will reimburse the school district for the daily fee received for jury duty while continuing to receive regular salary from the district.

The employee may retain jury duty pay for travel, food and other expenses incurred in performance of jury duty.

### **SOCIAL SECURITY**

All employees are covered under the Federal Social Security Act. A required amount is deducted from each salary check and is reflected along with the IMRF monies recorded on the Statement of Earnings and Deductions attached to each salary check.

## **WORKER'S COMPENSATION**

All employees are covered under the Illinois Worker's Compensation Law. On-the-job injuries must be immediately reported to your supervisor. The supervisor will complete the injury report and forward it to the Business Office without delay.

Absences due to on-the-job injuries, and paid for by worker's compensation, are not charged to accumulated sick leave.

## **DUPAGE CREDIT UNION**

Payroll deductions may be arranged for savings or loans to the DuPage Credit Union. You must open an account at the credit union prior to completing appropriate forms for payroll deductions.

These forms are available in the District Business Office. Participation may begin at the time of employment or at any time during the year (*Amended 2000-01*).

## **TAX-SHELTERED ANNUITY PROGRAMS**

The district will maintain a tax-sheltered annuity program that conforms to all of the requirements of applicable law; staff members and/or participating annuity companies shall be solely responsible for payment of all administrative costs. All annuity companies must follow federal rules and regulations regarding tax-sheltered annuities. The union president (or classified committee) shall be notified of any third-party tax-sheltered annuity management company selected by the Board to administer the tax-sheltered annuity program (*Amended 2009-10*).

## **FLEX-SPENDING PLAN**

The Flex-Spending Plan is a fringe benefit offered to all classified employees who have an annualized salary. All employees, who work six (6) or more hours a day are eligible to participate in the Flex-Spending Plan. For more information, contact the appropriate building administrator (*Amended 2000-01*) (See Appendix C).

## **MISCELLANEOUS PRIVILEGES AND SERVICES**

### **PARKING**

Each building provides parking areas for employees. Vehicle stickers are available from the administration. These stickers must be displayed at all times (*Amended 2000-01*).

### **TUITION REIMBURSEMENT**

Tuition reimbursement is offered to all full time (thirty (30) hours per week) members of the classified staff to the extent indicated below:

1. For college credit, the rate of reimbursement shall not exceed \$100.00 per semester hour.
2. Course work submitted for tuition reimbursement must be from an accredited North Central Association of Schools and Colleges or its equivalent credit granting institution and must meet the following criteria:
  - a. Courses which are related to the professional assignment(s).
  - b. Courses that lead to additional certification or an education degree as it relates to section (a) above.
  - c. Courses in areas that are recommended by the District. Notification of such courses will be publicized in the staff bulletin.
3. Tuition will be reimbursed after official transcripts and proof of payment have been submitted to the District Office. A grade of "C" or better for undergraduate studies, a grade of "B" or better for graduate studies, or a "Pass" if a Pass/Fail course is offered, must be earned to qualify for tuition reimbursement.
4. For employees not eligible for this benefit, less than 30 hours per week, the assistant principal or appropriate administrator may request full payment of fees for job-related training.

Professional Growth Meeting shall be honored for purposes of tuition reimbursement throughout the duration of this Agreement (*Amended 2011-2012*).

### **SEASON TICKETS**

Each employee is given a complimentary season ticket to admit an employee plus one to most school activities and athletic events at Willowbrook and Addison Trail High School.

## **COMMUNICATIONS**

### **Board-O-Gram**

The Board-O-Gram is issued by the district to all employees following regular monthly meetings of the Board of Education. It highlights the activities of the Board at its business session. Official minutes of the meetings are available in the superintendent's office.

Board meetings are open meetings and are generally held on the third and fourth Mondays of each month at 7:30 p.m. in the District Boardroom at 2 Friendship Plaza, Addison IL, 60101 (*Amended 2009-10*).

### **Student and Faculty Bulletins**

Each school provides a daily Student and Faculty Bulletin containing daily notices and events.

### **Bulletin Boards**

Bulletin boards are located in the mailroom of each school building and in the break room of the District Office (*Amended 2009-10*).

## **EMPLOYEE RECOGNITION PROGRAM**

Established by the Board of Education, this program honors outstanding employees each year. These employees are chosen by a special committee which judges nominations submitted by district employees. Nomination forms are available in the principals' office and the district office.

# DUPAGE HIGH SCHOOL DISTRICT 88



## REQUEST FOR PRE-ARRANGED LEAVE FORM

Appendix A

# DUPAGE HIGH SCHOOL DISTRICT 88 REQUEST FOR PRE-ARRANGED LEAVE

Name \_\_\_\_\_

Today's Date \_\_\_\_\_

# of day(s) requesting: \_\_\_\_\_

Date(s): \_\_\_\_\_  
Period(s): 0 1 2 3 4 5 6 7 8 9

Reason (check appropriate box below):

\_\_\_\_\_ Vacation

\_\_\_\_\_ Emergency/Personal Business

\_\_\_\_\_ Sick  
(Pre-Arranged)

\_\_\_\_\_ Comp Time

\_\_\_\_\_ Leave Without Pay

Employee's Signature: \_\_\_\_\_

Approved by: \_\_\_\_\_

\_\_\_\_\_  
Immediate Supervisor

\_\_\_\_\_  
Administrator

Submit in triplicate to your supervisor who will forward all copies to your administrator. When the form has been completed, copies will be distributed as indicated below.

*White - Administrator*

*Pink - Immediate Supervisor*

*Yellow - Employee*

# DUPAGE HIGH SCHOOL DISTRICT 88



## SALARY SCHEDULE

2017-2018 through

2019-2020

Appendix B

**2017-18 Salary Schedule**

**Level I  
Student Supervisor**

	<u>Hourly Salary</u>
Step 1	\$15.32
Step 2	\$15.70
Step 3	\$16.09
Step 4	\$16.49
Step 5	\$16.90
Step 6	\$17.32
Step 7	\$17.75
Step 8	\$18.19
Step 9	\$18.64

**Level V  
Bookkeeper, Payroll Specialist**

	<u>Semi- Monthly Salary</u>	<u>Annual Salary (12 month)</u>
Step 1	\$1,939.20	\$46,540.74
Step 2	\$1,987.10	\$47,690.30
Step 3	\$2,036.18	\$48,868.25
Step 4	\$2,086.47	\$50,075.30
Step 5	\$2,138.01	\$51,312.16
Step 6	\$2,190.82	\$52,579.57
Step 7	\$2,244.93	\$53,878.29
Step 8	\$2,300.38	\$55,209.08
Step 9	\$2,357.20	\$56,572.74

**Level II  
Building Assistant, Tech Support Specialist \***

	<u>Semi- Monthly Salary</u>	<u>Annual Salary (10 month)</u>	<u>Semi-Monthly Salary</u>	<u>Annual Salary (12 month)</u>
Step 1	\$1,572.12	\$31,442.34	\$1,572.12	\$37,730.81
Step 2	\$1,610.95	\$32,218.97	\$1,610.95	\$38,662.76
Step 3	\$1,650.74	\$33,014.78	\$1,650.74	\$39,617.73
Step 4	\$1,691.51	\$33,830.25	\$1,691.51	\$40,596.29
Step 5	\$1,733.29	\$34,665.86	\$1,733.29	\$41,599.02
Step 6	\$1,776.11	\$35,522.11	\$1,776.11	\$42,626.52
Step 7	\$1,819.98	\$36,399.51	\$1,819.98	\$43,679.40
Step 8	\$1,864.93	\$37,298.58	\$1,864.93	\$44,758.28
Step 9	\$1,910.99	\$38,219.85	\$1,910.99	\$45,863.81

**Level VI  
Network / Systems Specialist**

	<u>Semi- Monthly Salary</u>	<u>Annual Salary (12 month)</u>
Step 1	\$2,043.75	\$49,050.00
Step 2	\$2,094.23	\$50,261.54
Step 3	\$2,145.96	\$51,503.00
Step 4	\$2,198.96	\$52,775.12
Step 5	\$2,253.28	\$54,078.67
Step 6	\$2,308.93	\$55,414.41
Step 7	\$2,365.96	\$56,783.15
Step 8	\$2,424.40	\$58,185.69
Step 9	\$2,484.29	\$59,622.88

**Level III  
Financial Secretary**

	<u>Semi- Monthly Salary</u>	<u>Annual Salary (10 month)</u>	<u>Semi-Monthly Salary</u>	<u>Annual Salary (12 month)</u>
Step 1	\$1,671.15	\$33,422.97	\$1,671.15	\$40,107.57
Step 2	\$1,712.43	\$34,248.52	\$1,712.43	\$41,098.23
Step 3	\$1,754.72	\$35,094.46	\$1,754.72	\$42,113.36
Step 4	\$1,798.06	\$35,961.29	\$1,798.07	\$43,153.56
Step 5	\$1,842.48	\$36,849.53	\$1,842.48	\$44,219.45
Step 6	\$1,887.99	\$37,759.71	\$1,887.99	\$45,311.67
Step 7	\$1,934.62	\$38,692.37	\$1,934.62	\$46,430.87
Step 8	\$1,982.40	\$39,648.07	\$1,982.40	\$47,577.71
Step 9	\$2,031.37	\$40,627.38	\$2,031.37	\$48,752.88

**Level IV  
Administrative Assistant  
Registrar, Bookstore Manager  
Accounts Payable Specialist, Student Accountant**

	<u>Semi- Monthly Salary</u>	<u>Annual Salary (12 month)</u>
Step 1	\$1,777.28	\$42,654.69
Step 2	\$1,821.18	\$43,708.26
Step 3	\$1,866.16	\$44,787.85
Step 4	\$1,912.25	\$45,894.11
Step 5	\$1,959.49	\$47,027.69
Step 6	\$2,007.89	\$48,189.27
Step 7	\$2,057.48	\$49,379.54
Step 8	\$2,108.30	\$50,599.21
Step 9	\$2,160.38	\$51,849.01

\* Tech Support Specialist eligible for Level III upon completion of required Certification by Feb 1, 2018

**Semi-Monthly Salary figures are calculated from Annual Salary, rounded to two places using 20 pays for 10 month position**

**DUPAGE HIGH SCHOOL DISTRICT 88  
CLASSIFIED EMPLOYEE**

**Appendix B**

**2018-19 Salary Schedule**

**Level I  
Student Supervisor**

	<u>Hourly Salary</u>
Step 1	\$15.64
Step 2	\$16.03
Step 3	\$16.43
Step 4	\$16.84
Step 5	\$17.25
Step 6	\$17.68
Step 7	\$18.12
Step 8	\$18.57
Step 9	\$19.03

**Level V  
Bookkeeper, Payroll Specialist**

	<u>Semi- Monthly Salary</u>	<u>Annual Salary (12 month)</u>
Step 1	\$1,979.92	\$47,518.10
Step 2	\$2,028.83	\$48,691.80
Step 3	\$2,078.94	\$49,894.48
Step 4	\$2,130.29	\$51,126.88
Step 5	\$2,182.91	\$52,389.72
Step 6	\$2,236.82	\$53,683.74
Step 7	\$2,292.07	\$55,009.73
Step 8	\$2,348.69	\$56,368.47
Step 9	\$2,406.70	\$57,760.77

**Level II  
Building Assistant**

	<u>Semi- Monthly Salary</u>	<u>Annual Salary (10 month)</u>	<u>Semi- Monthly Salary</u>	<u>Annual Salary (12 month)</u>
Step 1	\$1,605.13	\$32,102.63	\$1,605.13	\$38,523.16
Step 2	\$1,644.78	\$32,895.57	\$1,644.78	\$39,474.68
Step 3	\$1,685.40	\$33,708.09	\$1,685.40	\$40,449.70
Step 4	\$1,727.03	\$34,540.69	\$1,727.03	\$41,448.81
Step 5	\$1,769.69	\$35,393.84	\$1,769.69	\$42,472.60
Step 6	\$1,813.40	\$36,268.07	\$1,813.40	\$43,521.68
Step 7	\$1,858.20	\$37,163.90	\$1,858.19	\$44,596.67
Step 8	\$1,904.09	\$38,081.85	\$1,904.09	\$45,698.20
Step 9	\$1,951.12	\$39,022.47	\$1,951.12	\$46,826.95

**Level VI  
Network / Systems Specialist**

	<u>Semi- Monthly Salary</u>	<u>Annual Salary (12 month)</u>
Step 1	\$2,086.67	\$50,080.05
Step 2	\$2,138.21	\$51,317.03
Step 3	\$2,191.02	\$52,584.56
Step 4	\$2,245.14	\$53,883.40
Step 5	\$2,300.60	\$55,214.32
Step 6	\$2,357.42	\$56,578.11
Step 7	\$2,415.65	\$57,975.60
Step 8	\$2,475.32	\$59,407.59
Step 9	\$2,536.46	\$60,874.96

**Level III  
Financial Secretary, Tech Support Specialist**

	<u>Semi- Monthly Salary</u>	<u>Annual Salary (10 month)</u>	<u>Semi- Monthly Salary</u>	<u>Annual Salary (12 month)</u>
Step 1	\$1,706.24	\$34,124.85	\$1,706.24	\$40,949.83
Step 2	\$1,748.39	\$34,967.74	\$1,748.39	\$41,961.29
Step 3	\$1,791.57	\$35,831.44	\$1,791.57	\$42,997.74
Step 4	\$1,835.82	\$36,716.48	\$1,835.82	\$44,059.78
Step 5	\$1,881.17	\$37,623.37	\$1,881.17	\$45,148.06
Step 6	\$1,927.63	\$38,552.66	\$1,927.63	\$46,263.22
Step 7	\$1,975.25	\$39,504.91	\$1,975.25	\$47,405.92
Step 8	\$2,024.03	\$40,480.68	\$2,024.04	\$48,576.84
Step 9	\$2,074.03	\$41,480.55	\$2,074.03	\$49,776.69

**Level IV  
Administrative Assistant  
Registrar, Bookstore Manager  
Accounts Payable Specialist, Student Accountant**

	<u>Semi- Monthly Salary</u>	<u>Annual Salary (12 month)</u>
Step 1	\$1,814.60	\$43,550.44
Step 2	\$1,859.42	\$44,626.13
Step 3	\$1,905.35	\$45,728.39
Step 4	\$1,952.41	\$46,857.89
Step 5	\$2,000.64	\$48,015.27
Step 6	\$2,050.05	\$49,201.24
Step 7	\$2,100.69	\$50,416.51
Step 8	\$2,152.57	\$51,661.79
Step 9	\$2,205.74	\$52,937.84

*Semi-Monthly Salary figures are calculated from Annual Salary, rounded to two places using 20 pays for 10 month position*

**DUPAGE HIGH SCHOOL DISTRICT 88  
CLASSIFIED EMPLOYEE**

**Appendix B**

**2019-20 Salary Schedule**

**Level I  
Student Supervisor**

	<u>Hourly Salary</u>
Step 1	\$15.95
Step 2	\$16.35
Step 3	\$16.76
Step 4	\$17.18
Step 5	\$17.60
Step 6	\$18.03
Step 7	\$18.48
Step 8	\$18.94
Step 9	\$19.41

**Level V  
Bookkeeper, Payroll Specialist**

	<u>Semi- Monthly Salary</u>	<u>Annual Salary (12 month)</u>
Step 1	\$2,019.52	\$48,468.46
Step 2		\$49,665.64
Step 3	\$2,120.52	\$50,892.37
Step 4		\$52,149.42
Step 5	\$2,226.56	\$53,437.51
Step 6		\$54,757.41
Step 7	\$2,337.91	\$56,109.92
Step 8		\$57,495.84
Step 9	\$2,454.83	\$58,915.99

**Level II  
Building Assistant**

	<u>Semi- Monthly Salary</u>	<u>Annual Salary (10 month)</u>	<u>Semi-Monthly Salary</u>	<u>Annual Salary (12 month)</u>
Step 1	\$1,637.23	\$32,744.68	\$1,637.23	\$39,293.62
Step 2	\$1,677.67	\$33,553.48	\$1,677.67	\$40,264.17
Step 3	\$1,719.11	\$34,382.25	\$1,719.11	\$41,258.69
Step 4	\$1,761.58	\$35,231.50	\$1,761.57	\$42,277.79
Step 5	\$1,805.09	\$36,101.72	\$1,805.09	\$43,322.05
Step 6	\$1,849.67	\$36,993.43	\$1,849.67	\$44,392.11
Step 7	\$1,895.36	\$37,907.18	\$1,895.36	\$45,488.60
Step 8	\$1,942.17	\$38,843.49	\$1,942.17	\$46,612.16
Step 9	\$1,990.15	\$39,802.92	\$1,990.15	\$47,763.49

**Level VI  
Network / Systems Specialist**

	<u>Semi- Monthly Salary</u>	<u>Annual Salary (12 month)</u>
Step 1	\$2,128.40	\$51,081.65
Step 2	\$2,180.97	\$52,343.37
Step 3	\$2,234.84	\$53,636.25
Step 4	\$2,290.04	\$54,961.07
Step 5	\$2,346.61	\$56,318.61
Step 6	\$2,404.57	\$57,709.67
Step 7	\$2,463.96	\$59,135.11
Step 8	\$2,524.82	\$60,595.74
Step 9	\$2,587.19	\$62,092.46

**Level III  
Financial Secretary, Tech Support Specialist**

	<u>Semi- Monthly Salary</u>	<u>Annual Salary (10 month)</u>	<u>Semi-Monthly Salary</u>	<u>Annual Salary (12 month)</u>
Step 1	\$1,740.37	\$34,807.35	\$1,740.37	\$41,768.83
Step 2	\$1,783.35	\$35,667.09	\$1,783.36	\$42,800.52
Step 3	\$1,827.40	\$36,548.07	\$1,827.40	\$43,857.69
Step 4	\$1,872.54	\$37,450.81	\$1,872.54	\$44,940.98
Step 5	\$1,918.79	\$38,375.84	\$1,918.79	\$46,051.02
Step 6	\$1,966.19	\$39,323.71	\$1,966.19	\$47,188.48
Step 7	\$2,014.75	\$40,295.01	\$2,014.75	\$48,354.04
Step 8	\$2,064.51	\$41,290.29	\$2,064.52	\$49,548.38
Step 9	\$2,115.51	\$42,310.16	\$2,115.51	\$50,772.22

**Level IV  
Administrative Assistant  
Registrar, Bookstore Manager  
Accounts Payable Specialist, Student Accountant**

	<u>Semi- Monthly Salary</u>	<u>Annual Salary (12 month)</u>
Step 1	\$1,850.89	\$44,421.45
Step 2	\$1,896.61	\$45,518.65
Step 3	\$1,943.46	\$46,642.96
Step 4	\$1,991.46	\$47,795.05
Step 5	\$2,040.65	\$48,975.58
Step 6	\$2,091.05	\$50,185.26
Step 7	\$2,142.70	\$51,424.84
Step 8	\$2,195.63	\$52,695.03
Step 9	\$2,249.86	\$53,996.60

**Semi-Monthly Salary figures are calculated from Annual Salary, rounded to two places using 20 pays for 10 month position**

# DUPAGE HIGH SCHOOL DISTRICT 88



## FLEXIBLE BENEFITS PLAN

Appendix C

## FLEXIBLE BENEFITS PLAN

- A. The Board shall maintain a salary reduction plan which meets the requirements of Section 125 of the Internal Revenue Code and Treasury Regulations promulgated there under. If, at any time, Section 125 or related Regulations are amended, the parties shall promptly revise the plan to comply with the amendment.
- B. A classified employee may annually elect to participate in the salary reduction plan by choosing to receive benefits described below. The amount elected shall be deducted from the classified employee's compensation. The plan year shall begin on July 1 and end on each June 30 thereafter. Prior to the beginning day of the plan year, each classified employee shall, in writing, designate the dollar amount(s) elected for that year for each of the following benefits:
  - 1. Premiums for group medical, dental, or other insurance, single or dependent coverage, to the extent such premiums are not paid by the Board; and/or,
  - 2. Reimbursement for qualified dependent care assistance as defined and allowed under the Internal Revenue Code, up to the maximum amount allowed by law; and/or,
  - 3. Reimbursement for any amount of deductibles under the group insurance described in B.1; and for any other qualified un-reimbursed medical care expenses as defined and allowed under the Internal Revenue Code.
- C. The amount designated may not be changed during the plan year unless there is a change in family status or other circumstances provided by Section 125 and/or Treasury Regulations promulgated there under. Any amounts designated for which valid reimbursement claims are not made on a timely basis will be forfeited and not otherwise paid to the classified employee during that year or carried over to a succeeding plan year, and such amounts shall become the property of the plan. Any administrative costs relating to this plan shall be borne by the participants of the plan.
- D. The dollar total of the designated benefits elected pursuant to the plan will be deducted in equal amounts from the classified employee's salary payments during the plan year.
- E. The Board does not guarantee or, in any way, warrant that the salary reductions are non-taxable, said determination to be made by each individual classified employee. However, the Board shall not report any amount reduced from a classified employee's salary pursuant to this plan as taxable income to any federal or state agency.

# DUPAGE HIGH SCHOOL DISTRICT 88



## CLASSIFIED PERSONNEL GRIEVANCE

Appendix D

CLASSIFIED PERSONNEL GRIEVANCE

A grievance is defined as an alleged wrongful application of rules governing hiring practices, administration of salary, or working hours.

TO: Assistant Principal/Assistant Superintendent

DATE: \_\_\_\_\_

Cite date of and basis for the allegation that there was discrimination or an unfair practice:

\_\_\_\_\_  
\_\_\_\_\_

I hereby petition for a hearing on my grievance as provided for in the Board of Education policy on procedures for processing of grievances. I request that a member of my choice from the classified committee attend the meeting with me as an observer.

\_\_\_\_\_  
Signature

Failure of the grievance to appear at the mutually agreed upon appointed time and place will nullify the right to the conference and the grievance will be considered dropped. Extenuating circumstances which make it impossible for the grievant to appear and which require the rescheduling of the meeting must be explained in advance of the designated meeting time. In such case the conference will be rescheduled.

*RECORD*

Date and Time of Conference: \_\_\_\_\_

Place: \_\_\_\_\_

If Necessary: Principal/Superintendent or Designee Level \_\_\_\_\_

If additional space is needed, please attach statements to this record.

Comments: \_\_\_\_\_

\_\_\_\_\_

Resolution: \_\_\_\_\_

\_\_\_\_\_  
Signature

# DUPAGE HIGH SCHOOL DISTRICT 88



## SICK LEAVE BANK FORMS

Appendix G



District  
Addison Trail  
Willowbrook

## REQUEST FOR SICK DAYS

**Instructions:** Complete form and submit to the classified committee.

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Today's Date)

\_\_\_\_\_  
(Day(s) Requested)

Reason for request with verification documentation (i.e. doctor's note) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Signature of Employee)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Classified Committee Member)

\_\_\_\_\_  
(Date)

**Verification that all sick/personal/vacation and comp time has been exhausted.**

(YES)      (NO)

\_\_\_\_\_  
(Signature of Assistant Superintendent)

\_\_\_\_\_  
(Date)



District  
Addison Trail  
Willowbrook

## DONATION FOR SICK DAYS

**Instructions:** Complete form and submit to the classified committee.

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Today's Date)

\_\_\_\_\_  
(Number of sick days being donated)

\_\_\_\_\_  
(Name of Employee receiving sick days)

\_\_\_\_\_  
(Signature of Employee)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Classified Committee Member)

\_\_\_\_\_  
(Date)

**Verification that employee has sick days on file.**

(YES)            (NO)

\_\_\_\_\_  
(Signature of Assistant Superintendent)

\_\_\_\_\_  
(Date)

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