



# **COMMUNITY UNIT SCHOOL DISTRICT 300**

## **NON-UNION GROUP**

(IMRF Participants)

## **STAFF COMPENSATION**

**&**

## **BENEFITS**

**July 1, 2017 – June 30, 2018**

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## **ARTICLE I: WORKING CONDITIONS**

### **1.1 Workweek Definition**

In accordance with the Fair Labor Standards Act, the workweek shall consist of forty (40) hours. The workweek begins on Sunday at 12:00 a.m. and ends the following Saturday at 11:59 p.m. Work beyond forty hours in a work week will be compensated according to applicable laws and District Policy.

### **1.2 Work Day**

The starting and ending time for all employees will be established in accordance with the operational requirements of the applicable building, department or division.

All requests for time off will be confirmed with the respective supervisor as far in advance as possible.

The District is to make effort to notify employees of mandated schedule changes (i.e. summer hours), by March 1<sup>st</sup>.

### **1.3 Reporting to Work**

Employees are expected to report to work on time and in accordance with the direction of their supervisor. It is the responsibility of the employee who is unable to report for work to notify their supervisor in accordance with District or departmental rules and enter their absence into the district attendance system.

### **1.4 Breaks and Lunch**

Employees, who work at least 5.0 continuous hours, are to take a thirty-minute unpaid meal period no later than 5 hours after the start of their shift. Meal periods longer than 30 minutes need to be approved by a supervisor.

Employees shall be allowed a fifteen-minute break for each four hours worked. Breaks are inclusive of an employee's work day. Supervisors are responsible for establishing break and lunch schedules for employees. Breaks and lunches shall not be combined or "stacked" in order for an employee to leave work before the workday ends. An employee who feels the aforementioned procedure is not being followed needs to address the issue with their supervisor and/or Human Resources.

### **1.5 Unapproved Absences**

Employees who do not report to work and do not have available approved leave day(s) may be subject to discipline.

## **1.6 Overtime, Compensatory, and Flex Time (Hourly Employees)**

- A. Overtime pay will be calculated against time worked over forty, within the defined workweek, following the Fair Labor Standards Act.
- B. Employees may receive compensatory time in lieu of overtime. All compensatory time must be approved in advance by an employee's supervisor. Compensatory time will be calculated following the Fair Labor Standards Act against hours worked over forty within the defined workweek. Compensatory hours earned but not used within a two-week period after earning will be paid out.
- C. Flex time allows employees of the unit to vary their normally assigned work schedule, while still requiring employees to work their prescribed number of hours as defined in Section 1.2 of this Agreement.
- D. Employees are permitted to use flex time if it is mutually agreed to by the employee and his/her direct supervisor in advance of the requested time off. The employee is required to submit all flex time requests to his/her direct supervisor. The use of flex time shall be limited to no more than two hours per week. The hours taken as flex time must be accounted for or made up within the same workweek in which the flex time was taken.

## **1.7 Travel Reimbursement**

An employee who uses his/her own personal automobile when on school business as approved by the immediate supervisor, shall be reimbursed by the Board of Education at a rate equivalent to the IRS mileage.

## **1.8 Probationary Period**

New employees in the non-union support staff group will be hired on a probationary period for one calendar year. In the event the new employee does not successfully complete their probationary period, the immediate supervisor will inform the employee in writing prior to the completion of the one calendar year period. A copy of this written record will be submitted to the Director of Human Resources prior to the expiration of the one calendar year period.

# **ARTICLE II: EMERGENCY CLOSINGS**

## **2.1 Emergency Closings**

All twelve-month employees working in the non-union support staff group are expected to report for work when school is cancelled due to an "act of nature" such as a "snow-day", power outage, flood, etc. Any employee who does not report for work will be required to use a personal day, vacation day or receive a deduction in pay. With supervisor approval the employee may work from an alternate District location.

## **ARTICLE III: LEAVES OF ABSENCE & TIME OFF**

### **3.1 Usage**

- A. Hourly staff may use benefit time in increments of fifteen minutes.
- B. Exempt staff are to record full day absences when absent the entire day.

### **3.2 Sick Time**

- A. Employees assigned to positions who work year-round shall accrue sick time as follows:
  - 1. Employees will accrue sick days at a rate of (one) 1 day per month of employment.
  - 2. Unused sick leave may accumulate to an unlimited number of days per Board agreement.
  - 3. Any employee absent for three (3) continuous working days or more may be required to submit a medical report of illness to his/her supervisor.
  - 4. Any employee, who has been hospitalized, shall present medical clearance, signed by his/her physician, before returning to work.
- B. Employees assigned to positions working less than full-time, year-round, who participate in IMRF, will accrue ten sick days per year (as per requirements of the Illinois School Code and IMRF). For the purposes of calculating the number of hours in a day, the average of the scheduled workweek of the employee shall be the equivalent of one day.

### **3.3 Sick Leave Bank**

A Sick Leave Bank has been established for the participation of all non-union support staff who is not an employee of a bargaining unit. After an initial contribution of one day (following one year of service), no further donations will be requested from employees until the Sick Leave Bank has been depleted to 100 or fewer days. At that time each employee will be required to contribute a day to the Sick Leave Bank. The Board will match sick day donations each time an employee is required to donate a day.

Any participating employee, who has completed one year of service and has donated a day, who has had an illness of at least ten consecutive days and has exhausted his or her accumulated sick leave and his/her accumulated vacation days, and who has also used two (2) uncompensated sick days will be eligible to apply to the Sick Leave Bank for additional days. Sick days from the bank shall be remunerated at 100% of the employee's scheduled salary for the first 30 days. Employees are eligible for a number of days from the Sick Leave Bank equal to the highest number of days the individual has accumulated, per occurrence, maximum of 30 days but no less than 12 days. The number of days granted to any employee shall not exceed 30 days per a 12-month period. Employees shall

not have to pay back the number of days granted by the committee. See guidelines on the application process for IMRF Disability information.

Employees may keep personal time in event of need upon return.

Persons with an injury/illness that is eligible for workers' compensation will not be eligible for Sick Leave Bank days.

### **3.4 Personal Time**

Upon completion of the probationary period, the District shall advance two (2) personal days to each employee. If an employee works less than full-time, year-round, personal days shall be pro-rated. Unused days will roll over into sick days at the end of each fiscal year.

### **3.5 Jury Duty**

Employees shall be excused from his/her regularly assigned duties for jury duty. He/she shall be paid full compensation for attendance. The employee shall submit to the school district any jury duty stipend (less mileage, meals, and parking expenses). Employees must provide written documentation to the District to support the leave.

### **3.6 Vacation Days**

Only employees in positions assigned to work year-round shall be granted vacation time. Vacation time is accrued, not awarded.

The following schedule will be used for paid vacation allowance:

<u>Employment Service</u>	<u>Vacation</u>
Zero to 5 years	10 days
6 years to 13 years	15 days
14 years to 20 years	20 days

21 years to 25 add one (1) additional vacation day per year for a maximum of twenty-five (25) days or five (5) weeks of vacation accrual at 25 years of employment.

The maximum amount of vacation time an hourly employee can accrue in their vacation bank shall be limited to fifteen (15) days more than their annual vacation accrual rate set forth in this Agreement.

### **3.7 Religious Holidays**

For those individuals who wish to observe major religious holidays of their faith, two release days (unpaid if no benefit time) may be granted per fiscal year. Such requests shall be in writing at least 10-days advance notice, and approved in advance by the employee's supervisor.

### 3.8 Holidays

- A. Employees who are regularly scheduled to work year round will be paid for, but will not be required to work on these holidays when they fall on a Monday through Friday:

New Year's Eve Day*	Columbus Day
New Year's Day*	Day before Thanksgiving
Martin Luther King, Jr. Birthday	Thanksgiving Day
President's Day	Day after Thanksgiving
Memorial Day	Christmas Eve*
Independence Day*	Christmas Day*
Labor Day	Friday before Easter

- B. Employees who work only during the Academic Year will be paid for their regular day, but not required to work on these holidays when they fall on a Monday through Friday:

New Year's Eve Day*	Columbus Day
New Year's Day*	Day before Thanksgiving
Martin Luther King, Jr. Birthday	Thanksgiving Day
President's Day	Day after Thanksgiving
Memorial Day	Christmas Eve*
	Christmas Day*

\*If these days fall on a Saturday or Sunday, the preceding Friday or following Monday will be declared the holiday by the administration. The Board of Education may declare additional holidays.

### 3.9 Bereavement Leave

Each employee shall be given two (2) days bereavement leave with pay for a death in the immediate family, per fiscal year. The immediate family will be defined as husband, wife or child (including in-laws), or parent (including in-laws), siblings (including in-laws), grandparents, uncle or aunt of the employee. The above will be interpreted to mean two (2) days at a time or a total of two (2) bereavement days per fiscal year. If additional days are required, the employee may request to use sick, personal, or vacation or days. Upon return, employees must provide written documentation to the District to support the request for bereavement leave.

### 3.10 Family and Medical Leave Act (FMLA)

Employees will be afforded FMLA leave pursuant to the District's FMLA policy (See Board of Education Policy). Available paid vacation, personal, or sick leave will be used concurrently with a family and medical leave.



## **ARTICLE IV: INSURANCE BENEFITS**

### **4.1 Health, Dental and Vision Coverage**

The parties agree that employees shall pay the same percentage of the cost of health, dental, and vision benefits offered by the district as employees represented by LEAD. Part-time employees shall have the benefits pro-rated.

### **4.2 Life Insurance**

The district shall provide each employee of the bargaining unit who is schedule to work thirty (30) hours or more per week, with a \$50,000 term life insurance policy.

### **4.3 Health Reimbursement Arrangement (HRA) Contribution**

Each full-time, twelve-month employee shall receive an annual HRA contribution in the amount of \$250.00. Employee must be active at time of processing, deposited by August 1<sup>st</sup>, of each fiscal year.

### **4.4 Employee Assistance Program (EAP)**

An Employee Assistance Service is available to all employees and employees of their families to provide professional help for personal problems. Through the agency's "consortium" any employee or family member is able to receive immediate and confidential help. Information regarding the Employee Assistance Program is available in Human Resources.

## **ARTICLE V: PROFESSIONAL GROWTH**

### **5.1 Performance Reviews**

To be completed during the probationary period at ninety calendar days, six months and the one-year anniversary from the start date. Following completion of the probationary period, employees are to be evaluated every other year.

### **5.2 Tuition Reimbursement**

District 300 shall reimburse ae employee of the group the cost of job related courses, when pre-approved, up to \$1000 per fiscal year (for classes started July 1<sup>st</sup> through June 30<sup>th</sup> of the fiscal year). Coursework will only be considered for approval if via an accredited college, first approved by the department head to then be presented to the Professional Development Office for final approval. The coursework must be taken during non-work hours.

Participating employees must sign an agreement with District 300 stating that should he/she, by choice, leave the District's employment during progress of the coursework or prior to one year after completing the coursework, the employee will reimburse the District for the associated costs to this benefit. Reimbursement will be processed for completed coursework with a minimum grade of B or "Pass".

## **ARTICLE VI COMPENSATION**

### **6.1 Pay Procedures**

Employees will be paid bi-weekly. All employees are encouraged to enroll in the direct deposit of their paychecks.

All employees will have the option to receive their W-2 forms electronically.

### **6.2 Salary - Increases**

Individuals hired between January 1<sup>st</sup> and June 30<sup>th</sup> are not eligible for the annual pay increase on July 1<sup>st</sup>. However, their pay will be increased, if necessary, to ensure that they receive the minimum pay for the appropriate pay grade and step.

### **6.3 Salary - Starting**

When hiring new employees or rehiring employees, the Human Resources Department and the hiring supervisor are to determine the employee's starting salary prior to making a salary offer. The determination will be based on the individual's qualifications, including experience, subject to the following:

#### Internal Equity

If an employee is being hired into a department that has one or more employees in the same job title, the new or transferred in employee's starting salary will not exceed the current salary of any employee in the department with the same job title who has equivalent qualifications, including experience, and/or education.

### **6.4 Salary - Voluntary Reassignment**

An employee who voluntarily vacates his/her present position and moves to an existing or new position at a lower grade. Pay would be reduced and should be within the pay range of the new job.

### **6.5 Salary - Promotions/Transfers**

A one-grade promotion should be accompanied by a pay increase of an approximate 10% and a promotion of two or more grades should be accompanied by an approximate pay increase of at least 15%. The employee will be placed on the nearest step to achieve the closest to the percentage. Exceptions must be approved by Human Resources.

### **6.6 Salary - Reassignment Due to Restructure**

Employee is moved to another job in a lower grade level due to a reorganization and subsequent elimination of the existing position. Pay should not be reduced, but may, should the pay exceed the pay range maximum of the new job.

## **6.7 Salary - Disciplinary Reassignment**

Employee is moved to another job in a lower grade level due to poor performance. Pay will be reduced and will not exceed the pay range of the new job.

## **ARTICLE VII: RETIREMENT**

### **7.1 Illinois Municipal Retirement Fund (IMRF) Participation**

Non-certified employees of District 300 are required to participate in IMRF if they work at least 600 hours per year. IMRF employee mandated contributions are tax deferred.

See the [Illinois Municipal Retirement Fund Handbook](#) for details.

### **7.2 Unused Sick Leave**

Employees who retire from the District through IMRF after completing at least ten (10) years of continuous service, shall receive separation pay equal to the per diem rate of the employee for unused sick leave up to eighty (80) days. Payment shall be made in the second full calendar month following the month in which the employee retires from the District through IMRF, less any applicable deductions required by law. The employee may divide or distribute these days however they choose between IMRF usage and separation pay. Under no circumstance may days be used for both purposes.

### **7.3 HRA Incentive**

If a vested employee presents a letter of retirement with a year's notice, an additional HRA deposit of \$250 will be provided to the employee within thirty days of the employee's retirement date.