



**COMMUNITY UNIT SCHOOL DISTRICT 300**

**STAFF**

**COMPENSATION**

**&**

**BENEFITS**

**July 1, 2011 – June 30, 2012**

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# **Article A**

## **WORKING CONDITIONS**

### **I. 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.

Per Board Policy 5:310, prior approval is required before compensatory time off is allowed. Employees will be required to use their accrued compensatory time-off within the school year.

### **II. BREAKS & LUNCH**

Employees, who work at least 5.0 continuous hours, are to take at least a 30 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.

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.

### **III. OVERTIME**

Employees shall receive compensatory time in lieu of overtime. Employees shall only be allowed to accrue a maximum of 40 compensatory hours. Any time accrued in excess of 40 hours shall be paid at the overtime rate.

All compensatory time must be approved in advance by an employee’s supervisor. Compensatory time will be calculated and paid in accordance with Federal and State Laws, Board Policies and Administrative Regulations.

### **IV. 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.

## **V. 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 Smartfind.

## **VI. UNAPPROVED ABSENCES**

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

## **VII. PROBATIONARY PERIOD**

New employees in the non-union support staff 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 B BENEFITS**

## **I. FLEXIBLE SPENDING ACCOUNT**

To help employees meet the cost of non-reimbursed health care and dependent care expenses, District 300 offers employees the advantage of a Flexible Spending Account (FSA) Plan and debit card. The FSA Plan allows individuals to set aside a portion of their paycheck on a pre-tax basis into either or both of two separate accounts to pay for eligible medical, dental, vision and dependent care expenses for employees and their dependents that are not reimbursed through other insurance or benefits plans. An employee may only enroll in the FSA at the time which they are hired or during Open Enrollment. The components are:

- A. Premium Conversion  
The premium conversion component of eligible premiums is automatically pre-taxed. Employees who do not want pre-tax will sign a waiver.
- B. Medical Reimbursement Account  
Employee may contribute a maximum of \$5,000 per calendar year. Amounts elected by an employee and not used for benefits are forfeited, as required by guidelines set by the Internal Revenue Service.
- C. Dependent Care Reimbursement Account  
Employee may contribute a maximum of \$5,000 per calendar year, or \$2,500 for married individuals filing separately. Amounts elected by an employee and not used for benefits are forfeited, as required by guidelines set by the Internal Revenue Service.

## II. FUNERAL LEAVE

Each employee who works 2,088 hours annually shall be given three (3) days funeral leave with pay for a death in the immediate family. The immediate family will be defined as husband, wife or child, or father, mother, brother, sister, grandparents, uncle or aunt of the husband or wife of the employee. The above will be interpreted to mean three (3) days at a time or a total of three (3) funeral days per year. These days shall be deducted from an employee's accrued vacation, sick or personal time. If additional days are required, the employee may request to use personal or vacation time. Upon request, employees must provide written documentation to the District to support a request for funeral leave.

## III. HOLIDAYS

Employees who are regularly scheduled to work 2,088 hours per year 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

\*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.

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*	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.

#### IV. PERSONAL TIME

Upon completion of the probationary period, the District shall advance two (2) personal days (16 hours) to each employee who works 2,088 hours on an annual basis. If an employee works less than 2,088 hours annually, personal days shall be pro-rated. Unused days will roll over into sick days at the end of each fiscal year.

#### V. SICK TIME

Employees assigned to positions who work 2,088 hours annually shall accrue sick time as follows:

- A. Employees will accrue sick days at a rate of (one) 1 day per month of employment.
- B. Unused sick leave may accumulate to an unlimited number of days per Board agreement.
- C. 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.
- D. Any employee, who has been hospitalized, shall present medical clearance, signed by his/her physician, before returning to work.

Employees assigned to positions working less than 2,088 hours per year, 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 work day of the employee shall be the equivalent of one day.

#### VI. VACATION DAYS

Only employees in positions assigned to work 2,088 hours annually 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 a member 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.

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

Non-certified employees of District 300 are required to participate in IMRF if they work at least 600 hours per year. Employee contributes 4.5% of their salary. Contributions are tax deferred.

See the Illinois Municipal Retirement Fund Handbook for details.

## **VIII. HEALTH INSURANCE**

Employees regularly scheduled to work 2,088 hours annually will be eligible to participate in the District's insurance program and shall receive benefits according to the same schedule as other non-administrative employees of the District.

Employees who work less than 2,088 hours are not permitted to purchase insurance through the District.

## **IX. LIFE INSURANCE**

### **A. Basic Group Life Insurance**

Each member is provided with term life insurance in the amount of \$30,000. The cost of this coverage is paid for by the Board of Education.

### **B. Personal Accidental Death & Dismemberment Coverage**

When enrolling for Basic Life insurance coverage, each member automatically receives personal Accidental Death and Dismemberment coverage on him/her self. PADF & D is available for employees only in the amount equal to their Basic Life coverage.

### **C. Dependent Coverage**

Coverage on the life of member's spouse is available in \$5,000 increments, with a minimum benefit of \$5,000 and a maximum of \$225,000. Premiums are paid by member. Coverage is also available in the amount of \$1,000, \$5,000 or \$10,000 for each eligible child.

## **X. SUPPLEMENTAL RETIREMENT SAVINGS PLANS**

Upon request, the District will deduct designated sums for tax sheltered annuities such as 403B and 457 plans.

## **XI. EMPLOYEE ASSISTANCE PROGRAM**

An Employee Assistance Service is available to all employees and members 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 C MISCELLANEOUS**

### **I. JURY DUTY**

Members 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).

### **II. PAY PROCEDURES**

Positions classified as "salaried" under the FLSA will be paid in 26 installments. Positions classified as "non-exempt" under the FLSA will be paid off the clock, beginning on January 1, 2012. Employees hired on or after the date of this agreement is approved will be paid off the clock.

Existing employees can voluntarily opt to transition to be paid off the clock sooner than January 1, 2012. These employees can make a written request to the Human Resources Department to make this transition.

All employees shall be enrolled in the direct deposit of their paychecks.

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

### **III. RELIGIOUS HOLIDAYS**

For those individuals who wish to observe major religious holidays of their faith, two release days (unpaid) may be granted per school year. Such requests shall be in writing and approved in advance by the employee's supervisor.

### **IV. RETIREMENT**

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 member for unused sick leave up to eighty (80) days. 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.

### **V. SCHOOL CANCELLATION PROCEDURES**



All 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.

## **VI. 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.

## **VII. SICK LEAVE BANK**

A Sick Leave Bank has been established for the participation of all non-union support staff who is not a member of a bargaining unit. After an initial contribution of one day (which will be on July 1, following one year of service), no further donations will be requested from members until the Sick Leave Bank has been depleted to 100 or fewer days. At that time each member will be required to contribute a day to the Sick Leave Bank. The Board will match sick day donations each time a member is required to donate a day.

Any participating member, who has completed one year of service, who has had an illness of at least ten consecutive days and has exhausted his or her accumulated sick leave and his/her accumulated personal 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. Members are eligible for a number of days from the Sick Leave Bank equal to the highest number of days the individual has accumulated to a maximum of 30 days but no less than 12 days. The number of days granted to any member shall not exceed 30 days per a 12-month period. Members shall not have to pay back the number of days granted by the committee. See guidelines on the application process and IMRF Disability information.

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

## **VIII. 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.