

# **LOCKPORT TOWNSHIP HIGH SCHOOL DISTRICT 205**

Lockport, Illinois 60441

## **SALARIES, FRINGE BENEFITS AND WORK PROCEDURES**

### **TIER III**

<b>Positions:</b>	Network Administrator
	PC/LAN Technicians
	Director of Student Information and Data
	Transportation Dispatcher
	Transportation Maintenance Helper
	Transportation Mechanic
	Training and Safety Officer

## TABLE OF CONTENTS

### I. **INTRODUCTION**

- A. Purpose 4
- B. Fair Practices 4
- C. Non-Discrimination Statement 4

### II. **EMPLOYMENT**

- A. Employment Procedures 5
- B. Orientation 5
- C. Classification of Employment/Work DayYear 6
- D. Salary 6

### III. **FRINGE BENEFITS AND MISC WORKING CONDITIONS**

- A. Physical Examination 7
- B. Group Health Insurance 7
- C. Group Dental Insurance 9
- D. Group Life Insurance 9
- E. Travel Allowance -- Out of District 10
- F. Vacation 10
- G. Holidays 11
- H. Payment of Dues 11
- I. Tuition Reimbursement 12

### IV. **LEAVE PROVISIONS**

- A. Sick Leave 13
- B. Sick Leave Bank 14

C.	Personal Leave	14
D.	Civic Duty	14
E.	Disability Leave	15
F.	Family Medical Leave Act	15
<b>V.</b>	<b><u>EVALUATION</u></b>	
A.	General	16
<b>VI.</b>	<b><u>RETIREMENT INCENTIVES</u></b>	
A.	General	16
B.	Health Insurance	16
C.	Sick Days	17
<b>VII.</b>	<b><u>TERMINATION</u></b>	17
	<b>BOARD APPROVAL</b>	17

## **I. INTRODUCTION**

### **A. PURPOSE**

1. The purpose of these written policies is to provide a means for a clear understanding of the roles and responsibilities of the employees in the district and of the conditions of their employment as provided by the district.
2. It is the intention that this document shall be a continuously changing instrument, to be adapted to the changing needs of the district.
3. Personnel included in these policies will be the staff members in the positions listed on the cover page and any others so designated by the Board of Education.
4. Lockport Township High School is an Equal Opportunity Employer. All educational and employment opportunities will be offered without regard to race, color, national origin, age, gender, religion, and disability.

### **B. FAIR PRACTICES**

Fairness in the treatment and supervision of all district employees is the responsibility of the supervising administrator. The district has the obligation of providing working conditions and facilities that both support and encourage Employees to do their best for the school district. This obligation is outlined in School Board Policy 5:20 that prohibits workplace harassment. Procedures for reporting incidents of workplace harassment are outlined in Board Policy 2:260, the Uniform Grievance Procedure.

### **C. NON-DISCRIMINATION STATEMENT**

Lockport Township High School ensures all educational and employment opportunities will be offered without regard to all legally protected categories including but not necessarily limited to race, color, religion, sex, national origin, ancestry, age, marital status, physical or mental handicap, sexual orientation, and military status or unfavorable discharge from military service.

## **II. EMPLOYMENT POLICIES**

### **A. EMPLOYMENT PROCEDURES**

1. The need for the position is determined by the Assistant Superintendent for Personnel either through a vacancy or a position needs analysis.
2. If the position is already Board approved, the position will be posted for information.
3. If the position is a newly created position, the Assistant Superintendent for Personnel will present the position needs analysis to the Board for approval.
4. The supervising administrator(s) will interview candidates and make a recommendation for hire to the Assistant Superintendent for Personnel.
5. The Assistant Superintendent for Personnel will then discuss the recommendation for employment with the Superintendent and present the candidate to the Board for action.

### **B. ORIENTATION**

Prior to the Employee's first day of work, the following items must be on file at the district office:

1. Criminal History Check
2. DCFS Mandated Reporter Acknowledgement
3. Physical exam form with negative TB test
4. I-9 documentation
5. Personnel file documents
6. Payroll documents
7. Technology Acceptable Use Policy
8. Other documents as deemed appropriate for position of employment

### **C. CLASSIFICATION OF EMPLOYMENT/WORK DAY/WORK YEAR**

1. The Network Administrator, PC/LAN Technicians, Transportation Dispatcher, Transportation Maintenance Helper, Transportation Mechanic, and Training and Safety Officer positions, under the provisions of the Fair Labor Standards Act (FLSA), are NON-EXEMPT; thus, the employees are eligible for overtime. Overtime will be paid for time worked beyond 40-hours of work per week.

1a. The Director of Student Information and Data position, under the provisions of the Fair Labor Standards Act (FLSA), is classified as EXEMPT; thus, the employee is not eligible for overtime..

2. The standard work day will consist of an eight (8) hour day, excluding thirty (30) minutes for lunch.

3. The work year is defined as twelve (12) months, excluding district holidays.

### **D. SALARY**

1. An Employee's annual salary will be determined by the scope of the job, supervision responsibilities, required qualifications for the position, and related work experience of the candidate.

2. After initial salary placement, the supervising administrator will make a salary recommendation to the Assistant Superintendent for Personnel based upon the employee's annual performance evaluation.

3. Salary recommendations to the Board will take place annually in June.

4. The Employee will be paid over twenty-six (26) or twenty-seven (27) pay periods per year depending upon the calendar.

5. The district business office will make payroll deductions upon written request by the Employee. Deduction changes shall be made at the time of employment, annually, upon a change in status, or in case of emergency.

### III. FRINGE BENEFITS AND MISCELLANEOUS WORKING CONDITIONS

#### A. PHYSICAL EXAMINATION

A physical examination by a licensed physician, performed not more than fourteen (14) days preceding employment is required. The cost of such examination shall rest with the Employee. A tuberculosis (TB) test administered within the last ninety (90) days is also required before employment.

#### B. GROUP HEALTH INSURANCE

1. The Board will provide a full, comprehensive traditional PPO plan, a high-deductible PPO plan coupled with an HSA, and an HMO plan. The Board will provide for the coverage at the rate indicated in **Table A.** below for all levels of coverage as declared by the Employee. All plans will include physician services and prescription drug services.

**Table A**

Level of Coverage	Board Contribution	Employee Contribution
Single (Employee Only)	97%	3%
Employee + Spouse	95%	5%
Employee + Children	93%	7%
Family	93%	7%

2. In addition, for Employees that enroll into the high-deductible PPO plan, the Board will contribute to the Employee's HSA account according to **Table B.** Minimum Board HSA Contributions will be spread out over the course of 26/27 paychecks per year. Matching Board Contributions will be deposited into Employee HSA accounts in December each calendar year based upon the Employee's contributions that calendar year. In the event an Employee leaves the District, any matching Board contribution owed to the Employee will be deposited into the Employee's HSA account in the month the Employee's final paycheck is processed.

**TABLE B.**

Coverage Level	<b><u>MINIMUM</u></b> Board Contribution	<b><u>MAXIMUM ADDITIONAL</u></b> Contribution Board Will Match Based on Employee's Contribution	<b><u>TOTAL MAXIMUM</u></b> Board Contribution Possible
Single (Employee Only)	\$400	\$300	\$700
Employee + Spouse	\$1,050	\$550	\$1,600
Employee + Children	\$1,050	\$550	\$1,600
Family	\$1,050	\$950	\$2,000

3. The Employee's effective start date for health insurance will be the Employee's date of hire. Upon the Employee's termination of employment, plan coverage will remain in effect through the last day of the month in which termination occurred.

4. All newly-hired Employees will only be eligible for the high-deductible PPO Plan coupled with a HSA plan or the HMO plan. Beginning in the fourth (4th) year of consecutive full-time employment in District 205, the Employee is then eligible for any of the three (3) plans referenced in section B.1 above.

5. Lockport Township High School is currently one (1) of four (4) members of the self-insured Lockport Area Benefit Plan Cooperative. The cooperative meets regularly to review benefits, costs, and other plan components that annually determine the benefit plan's renewal structure. Changes to the plan's copays, deductibles, etc., are thus determined by the Lockport Area Benefit Plan Cooperative during the annual renewal process with each of the four (4) members having one (1) vote.



## **C. DENTAL INSURANCE**

1. The Employee's effective start date for dental insurance will be the Employee's date of hire as a full time Employee. Upon termination of employment, the plan coverage will remain in effect through the last day of the month in which termination occurred. Upon the death of an Employee, the plan coverage will remain in effect through the last day of the month in which the death occurred.

2. The Board will provide a full, comprehensive traditional PPO Dental plan for all Employees. The Board will provide for the coverage at the rate indicated in **Table C**. below for all levels of coverage as declared by the employee.

**Table C**

<b>Level of Coverage</b>	<b>Board Contribution</b>	<b>Employee Contribution</b>
Single (Employee Only)	97%	3%
Employee + Spouse	95%	5%
Employee + Children	93%	7%
Family	93%	7%

## **D. GROUP LIFE INSURANCE**

1. Group Life Insurance will be provided by the Board for all Employees while they are employed by the district. This policy shall be in the amount of fifty thousand dollars (\$50,000) double indemnity per Employee.

2. The Employee's effective start date for group life insurance will be the Employee's date of hire. Upon the Employee's termination of employment, plan coverage will remain in effect through the last day of the month in which termination occurred.

3. Employees shall have the option to purchase additional life insurance provided by the district. Premiums for the additional optional life insurance will be paid by the Employee and may be deducted through the payroll deduction plan.

**E. TRAVEL ALLOWANCE (OUT-OF-DISTRICT)**

Employees shall receive appropriate mileage reimbursement for any out-of-district travel beyond a twenty-five (25) mile radius for school business subject to the approval of the Superintendent or designee.

**F. VACATION**

1. Vacation schedule for 12-month Employees only:

After one (1) year of employment..... 2 weeks

After five (5) years of employment ..... 3 weeks

After ten (10) years of employment ..... 4 weeks

After twenty (20) years of employment ..... 5 weeks

During the first year of employment, vacation will not be granted until after six (6) months of continuous service. After that six (6)-month period with permission from his/her supervisor, the Employee may be allowed to draw upon the vacation allowance. The number of vacation days that may be advanced is not to exceed five (5) days. It is understood that these days are drawn from the vacation allotment that the Employee would normally receive after one (1) year of service.

2. Vacation requests are to be filed through and approved by the Employee's immediate supervisor. Requests must be stated in writing before any vacation begins.

3. Vacation time cannot be accumulated. If it is not used, it is forfeited; and, it must be used within one (1) year. An Employee cannot choose to work and draw vacation pay simultaneously.

4. On an annual basis, the Employee shall be entitled to payment for earned but unused vacation days up to a maximum of five (5) days in any fiscal year. In order to receive payment under this provision, the Employee must submit a written notice to the District's Director of Business Services on or before June 1 of the fiscal year for which payment is sought, and payment shall be made on or before June 30 of that same fiscal year. To receive payment, the days must have been earned by the Employee in that same fiscal year for which payment is sought and must not have been used by the Employee in that year. No carryover of earned but unused vacation days from prior fiscal years is allowed for purposes of this buy-back provision. Furthermore, the buy-back option may be limited due to the employee being in the final forty-eight (48) months of

employment before retirement so as to avoid any penalties imposed upon the district by IMRF.

5. By special request, the Superintendent and/or the Assistant Superintendent for Personnel may consider a request for vacation without pay.

6. Vacation is earned on a yearly basis which begins with the official date of employment and will be applied on July 1 each year. When moving from ten (10) month to full time employment, vacation time will accumulate as follows: Using two hundred sixty-one (261) days as a full year, multiply two hundred sixteen (216) days per year for ten (10) month employment times the number of employment years. By dividing the total number of days worked by two hundred sixty-one (261) days, which is the full working year, the Employee will receive the appropriate number of service years on which to base the vacation allotment. Upon termination of employment for Employees with more than five (5) years of service, vacation will be prorated according to schedule.

#### **G. HOLIDAYS**

In accordance with national, state, and local schedules and in agreement with the current school calendar, the following holidays are granted with full pay:

Fourth of July	Day after Thanksgiving	Martin Luther King Day
Labor Day	Christmas Eve	Presidents Day
Columbus Day	Christmas Day	Casimir Pulaski Friday
Veterans Day	New Years Eve	Good Friday
Thanksgiving	New Years Day	Day after Easter
Election Day*	Memorial Day	Juneteenth (M-F)

\*when declared a state holiday by the Governor

#### **H. PAYMENT OF DUES**

Annual membership in one (1) state or national professional association shall be paid by the Board.

## **I. TUITION REIMBURSEMENT**

1. The Board will pay tuition costs for work related courses and seminars to an eight hundred dollar (\$800.00) yearly maximum.
2. All courses and seminars must have prior approval from the Employee's supervisor and/or the Assistant Superintendent for Personnel.
3. The Employee must submit a transcript/proof of successful course completion along with proof of payment for the course with the request for tuition reimbursement.

## **J. CELL PHONE REIMBURSEMENT**

1. To facilitate communication between buildings and the district office, employees are required to provide their own cell phone and to provide the cell phone number to the Director of Business Services.
2. The **Director of Student Information and Data** shall receive a monthly reimbursement of \$55.00 for school-related cell phone usage.
3. All other employees shall receive a monthly reimbursement of \$30.00 for school-related cell phone usage.

## **IV. LEAVE PROVISIONS**

### **A. SICK LEAVE**

The granting of sick leave shall be subject to the following:

1. The Employee is requested to notify the supervisor or his/her delegated representative at least one (1) hour prior to the Employee's designated start time.
2. Each Employee, as indicated, shall be allowed fifteen (15) days of leave each school year without loss of pay for illness, injury, or quarantine.
3. For internal use, all unused sick days at Lockport Township High School shall have unlimited accumulation.
4. A doctor's or practitioner's certificate may be required by the Superintendent or designee for any sick leave of three (3) or more consecutive days, or in the case of the birth of a child, leave which exceeds thirty (30) consecutive school days. For adoptions or placements for adoptions, the Superintendent or designee may require evidence that the formal adoption process is underway.
5. Excessive or improper use of sick leave may result in the Employee being required to obtain a doctor's or practitioner's certificate.
6. An Employee shall use sick leave in the case of absences occasioned by personal illness, quarantine at home, serious illness or death in the immediate family or household, or birth, adoption, or placement for adoption. The maximum amount of sick leave to be used for adoption or placement for adoption is thirty (30) days. The immediate family shall be defined as parents, spouse, children, brothers, sisters, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, or legal guardians. An employee shall use sick leave in the case of funerals for father, mother, spouse, sister, brother, children, grandparents, grandchildren, uncle, aunt, niece, nephew, father-in-law, mother-in-law, brother-in-law, sister-in-law, daughter-in-law, son-in-law, grandparents-in-law.
7. If the Employee exceeds their available sick leave or incurs an unauthorized absence, the Employee will have their pay deducted equivalent to the amount of their daily per diem pay rate.
8. The Board will consider extended illness or emergency cases to determine the extent of relief to be given.

**B. SICK LEAVE BANK**

Employees have the option of participating in the District 205 Sick Leave Bank. Interested Employees can access the policies and procedures for enrolling in the Sick Leave Bank through a link on the Staff Splash Page or by using this link: [Sick Leave Bank - Policies and Procedures](#)

**C. PERSONAL LEAVE**

The Employee shall be allowed three (3) days of personal paid leave per year, cumulative for retirement, for personal, moral, or business reasons which cannot ordinarily be attended to while school is in session. The Employee's supervisor shall be notified by application form five (5) days prior to the anticipated leave day when possible. Emergency situations will be considered for approval by the Assistant Superintendent for Personnel. In these instances, the Employee will be required to provide a documented reason for the request. Unused personal leave will be converted to sick leave at the end of each fiscal year.

**D. CIVIC DUTY**

1. The Employee shall be paid their regular salary for the period of any absences for serving jury duty less the amount received for jury duty. The Employee must provide a copy/documentation of the summons for jury duty to the Assistant Superintendent for Personnel for placement in the Employee's personnel file.

2. School Employees who receive a subpoena to appear as a witness in a school-related trial or to give a deposition in any school-related matter or case involving their role as a mandated reporter in court, shall make such an appearance without a loss in salary. The Board may make a deduction from the salary equal to per diem fees the Employee receives for complying with the subpoena.

#### **E. DISABILITY LEAVE**

If the Employee is unable to perform his/her duties because of physical or mental impairment, they will be required to exhaust all accumulated leave prior to going on disability leave. Any vacation may be extended at this time or credit given for such accumulated time with appropriate compensation.

After all of this time has been used, and the Employee is still not able to return to work, he/she is eligible for a) disability benefits as provided by the Illinois Municipal Retirement Fund (IMRF) and b) a disability leave during the period of disability. Disability leave from the district shall be for a period of time equal to the length of time the Employee is entitled under the temporary disability provision of IMRF. If at any time the Employee is not eligible for IMRF disability leave, he/she must return to work for the district or be terminated. While the Employee is on temporary disability, his/her position may be posted and filled subject to the return of the disabled Employee.

#### **F. FAMILY MEDICAL LEAVE ACT (FMLA)**

All eligible district Employees shall be entitled to a Family Medical leave and/or Military Family Leave, on a gender-neutral basis, provided the leave is taken in accordance with the provisions of the act. Employees seeking information regarding leave under the act should contact the Assistant Superintendent for Personnel.

## V. EVALUATION

### A. GENERAL

1. Employees shall be evaluated annually by their immediate supervisor with input, where appropriate, by the Superintendent, Assistant Superintendent for Personnel, and/or Assistant Superintendent for Curriculum and Instruction.
2. Performance of this Employee will be evaluated yearly in accordance with provisions of the Board of Education policy.

## VI. RETIREMENT INCENTIVES

### A. GENERAL

Employees who have been continuously employed with Lockport Township High School District 205 may receive retirement incentives as indicated in this section.

1. The Employee must retire with IMRF and be eligible to receive an immediate annuity benefit.
2. The Employee, at the time of termination from the school district, must have completed at least fifteen (15) consecutive years of full-time employment with Lockport Township High School District 205.

### B. HEALTH INSURANCE

1. The Employee may elect to remain on the District 205 group hospitalization plan until age sixty-five (65) or until accepted under Medicare whichever occurs first. The district will contribute fifty percent (50%) towards the District's hospitalization plan (single coverage only) or if in the future one is offered through IMRF (single coverage, and whichever is less expensive). The remainder of said premiums will be borne by the retired Employee, payable monthly to the district business office. **Note:** *Employees must be enrolled in the District-provided Health Insurance program at the time of retirement to be eligible for this benefit.*



2. If the Employee retires from the district without fifteen (15) years of full-time service with the district, the Employee shall be allowed to continue their group health insurance coverage by making full premium payments to the district until reaching the age of sixty-five (65) or qualifying for Medicare, whichever occurs first. **Note:** *Employees must be enrolled in the District-provided Health Insurance program at the time of retirement to be eligible for this benefit.*

### **C. SICK DAYS**

For sick days earned but unused and not submitted to IMRF for service credit, the Board will pay the Employee twenty-two dollars (\$45) per day up to a maximum of two hundred and ten (210) days. This payment shall be made at least thirty (30) days following the Employee's last day of service to the District or receipt of their last paycheck from the District, whichever is later.

## **VII. TERMINATION**

1. The supervising administrator shall make a written recommendation to the Assistant Superintendent for Personnel stating the reasons for the termination after the following steps have taken place:

a. The Employee has been provided indication that their work performance is unsatisfactory from the supervising administrator via the evaluation process, personal meetings, or other documented communications.

b. Except in unusual circumstances of Employee misconduct or gross insubordination, the Employee is to receive notice from his/her supervisor that work has been unsatisfactory and that lack of improvement would result in dismissal if deficiencies are not corrected.

2. The district will notify the Employee of the termination in writing, stating reasons and termination date.

3. The Assistant Superintendent for Personnel will present the termination recommendation to the Board for Action.

## **BOARD APPROVAL**

The provisions contained herein have received formal approval by the Board of Education of Lockport Township High School District 205 and are effective **July 1, 2024**.