



# NON-REPRESENTED STAFF BENEFIT SUMMARY

(Admin Assistants, Supervisors, Specialists, Liaison, Technology, Clerks)

BENEFITS OFFERED	12 MONTH STAFF	NON-12 MONTH STAFF
<b>Sick Leave</b>	12 days annually <i>*Days prorated for mid-year hires</i>	12 days annually <i>*Days prorated for mid-year hires</i>
<b>Personal Business</b>	2 days annually	2 days annually
<b>Vacation</b>	0-14 years 15 days allotted annually 15+ years 20 days allotted annually <i>*Days prorated for mid-year hires</i> <i>*Carry over days must be used by Dec 31</i>	N/A
<b>Paid Holidays</b>	14 paid holidays	14 paid holidays
<b>Cell Phone Allowance</b>	100% District issued phone OR \$520 annual allowance <i>* Where Applicable</i>	100% District issued phone OR \$520 annual allowance <i>*Where Applicable</i>
<b>Mileage reimbursement</b>	Limited to IRS rate per mile	Limited to IRS rate per mile
<b>Pension System</b>	IMRF 4.5% mandatory deduction	IMRF 4.5% mandatory deduction
<b>Medical Insurance</b>	Single PPO & HMO 100% BOE paid Dependent PPO 30% BOE paid Dependent HMO 50% BOE paid	Single PPO & HMO 100% BOE paid Dependent PPO 30% BOE paid Dependent HMO 50% BOE paid
<b>Dental Insurance</b>	Single coverage 100% BOE paid Dependent coverage 0% BOE paid	Single coverage 100% BOE paid Dependent coverage 0% BOE paid
<b>Vision Insurance</b>	Voluntary at Employee expense	Voluntary at Employee expense
<b>Basic Term Life Insurance 1X Salary</b>	100% BOE paid premium <i>*Employee pays tax on premium over \$50k</i>	100% BOE paid premium <i>*Employee pays tax on premium over \$50k</i>
<b>Flexible Spending</b>	Voluntary at Employee expense <i>*\$500 BOE contribution in lieu of medical insurance</i>	Voluntary at Employee expense <i>*\$500 BOE contribution in lieu of medical insurance</i>
<b>Additional AD&amp;D and Life</b>	Voluntary at Employee expense	Voluntary at Employee expense
<b>Long Term Disability Insurance</b>	100% coverage BOE paid	100% coverage BOE paid
<b>Employee Assistance Program</b>	100% coverage BOE paid	100% coverage BOE paid
<b>Retirement savings plan options</b>	Voluntary at Employee expense	Voluntary at Employee expense
<ul style="list-style-type: none"> <li>• IMRF VAC</li> <li>• 403(b) Tax-sheltered</li> <li>• 457(b) Tax-sheltered</li> <li>• 403(b) ROTH</li> <li>• 457(b) ROTH</li> </ul>		
<b>Professional Development</b> <i>*includes workshops, conferences or coursework</i>	\$400 BOE Annual Reimbursement	\$400 BOE Annual Reimbursement

BOE = Board of Education  
Dependent rate = Family rate less Single rate