

NCCSD 66

Non-Certified Guidelines

Leaves

Sick Leave

1. Employees who are eligible to participate in the Illinois Municipal Retirement Fund ("IMRF") under the "600-Hour Standard" shall be granted sick leave in accordance with his/her accumulated years of service as follows:

Years of service with NEWARK CCSD 66 Number of days granted per year

(with 600+ hours worked)

0-5 10

6-10 12

11-15 13

16-20 14

21+ 15

2. Two (2) sick leave days per year may be used as personal days.
3. Sick days may be taken only for half or full days and not any other fraction.
4. Unused sick leave will accumulate to the maximum number of days that IMRF will recognize for retirement credit purposes.
5. Employees who are eligible to receive sick leave will receive sick leave pay equivalent to their regular workday.
6. Sick leave may be used only for personal illness, quarantine at home, serious illness or death in the immediate family or in the household, or birth, adoption, or placement for adoption. "Immediate family" includes parents, spouses, brothers, sisters, children, grandparents, grandparents-in-law, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, nieces, nephews, step-sons, step-daughters, step-fathers, step-mothers, step-brothers, step-sisters, and legal guardians. "In the household" includes any person living within the employee's home.
7. As a condition for paying sick leave after 3 days' absence for personal illness or 30 days for birth or as the or the Superintendent deems necessary in other cases, the or Superintendent may require that the staff member provide a certificate from: (1) a physician licensed in Illinois to practice medicine and surgery in all its branches, (2) a chiropractic physician licensed under the Medical Practice Act, (3) an advanced practice nurse who has a written collaborative agreement with a collaborating physician that authorizes the advanced practice nurse to perform health examinations, (4) a

physician assistant who has been delegated the authority to perform health examinations by his or her supervising physician, or (5) if the treatment is by prayer or spiritual means, a spiritual adviser or practitioner of the employee's faith. If the Superintendent requires a certificate during a leave of less than 3 days for personal illness, NEWARK CCSD 66 will pay the expenses incurred by the employee.

The use of paid sick leave for adoption or placement for adoption is limited to 30 days. The Superintendent may require that the employee provide evidence that the formal adoption process is underway.

Personal Leave

Employees who are entitled to sick leave may use up to two of their sick leave days per year for the purpose of taking care of personal or emergency business that cannot be attended to before or after school or on weekends. Business / personal leaves may be granted by Board permission on the day prior to or after a holiday. Personal leave is not intended to be extra vacation time.

Jury Service Leave

Any employee called for jury duty will be paid his/her full compensation for such time, with no loss of any leaves, seniority, or any other benefits.

Other Leaves

Educational support personnel receive the following leaves on the same terms and conditions granted professional personnel in Board policy 5:250, *Leaves of Absence*:

1. Leaves for Service in the Military and General Assembly.
2. School Visitation Leave.
3. Leaves for Victims of Domestic or Sexual Violence.

Benefits:

Wages

New employees' wages will be determined by the Superintendent or his/her designee in cooperation with the Board of Education.

Medical Insurance

For the 2016 – 2017 school year, the school district shall pay \$625.00 per month for single coverage for health, life, accidental death and dismemberment insurance under a group plan for full time employees. The difference between the current premium and the board contribution will be shared equally between the District and the employee. The employee may cover his/her dependents, if he/she desires, at an additional cost.

Pre-Tax Program

All employees who work at least 20 hours per week are eligible to participate in NEWARK CCSD 66's Section 125 Pre-Tax Program in accordance with the eligibility and participation standards set forth in the Program's plan documents. Eligible employees must complete additional paperwork to enroll in the Program.

Employee Work Day

All employees who work at least 7.5 hours per day are entitled to an unpaid, duty-free, uninterrupted lunch period of thirty (30) minutes in each school day.

Hours for para professionals are from 7:30 – 3:30

Secretaries, Bookkeeper and Custodian will be 7:30 – 4:00

Other hours determined by administration:

Emergency School Closings

When school is officially closed due to an emergency situation (weather or otherwise), employees are not required to report to work.

When school is in session during bad weather, it is the employee's responsibility to get to work. If the employee cannot get to work due to unsafe road conditions, the employee may use his/her personal days. If the employee has no personal days available, his/her absence will be unpaid.

Personnel Files

Every employee is entitled, upon reasonable advance notice, to review and copy, at the employee's expense, any documents in his/her personnel file, except those the Illinois *Personnel Record Review Act* excludes from inspection.

The Superintendent or his/her designee will send an employee any disciplinary material that is being placed in the employee's personnel file, unless the employee has already received a copy.

An employee is entitled to respond within fifteen (15) days to any material filed in his/her personnel file, and his/her response must be submitted to the Superintendent and the employee's program coordinator, who will place it in the employee's personnel file.

Any review of personnel file materials must be during normal business hours and in the presence of the Superintendent or his/her designee. An employee reviewing his/her personnel file may be accompanied at such review by a representative of his/her choice. Nothing may be permanently removed from the personnel file except with the consent of the Superintendent or his/her designee. An employee has the right to copy material in their personnel file.

Evaluation

The Superintendent or his/her certified designee will provide each newly hired Paraprofessional with access to the current evaluation plan. An evaluation can be completed at any time during the evaluation cycle, if recommended by Administration, due to performance concerns.

During the evaluation process, the supervisor may seek input from other educators who have knowledge of the paraprofessional's performance. The supervisor must have personal knowledge of the performance of the paraprofessional.

Observations may be conducted at any time, across all settings, and may be announced or unannounced.

An employee will receive a copy of his/her evaluation and within ten (10) days may submit a written response and have that response attached to the file copy of the evaluation. All written evaluations and the attached employee comments are to be placed in the employee's personnel file.

Vacation

Twelve-month employees shall be eligible for paid vacation days according to the following schedule:

<u>Length of Employment</u>		<u>Monthly Accumulation</u>	<u>Maximum Vacation Leave Earned Per Year</u>
<u>From:</u>	<u>To:</u>		
Beginning of year 1	End of year 10	0.83 Days	10 Days per year
Beginning of year 11	End of year 15	1.25 Days	15 Days per year

Part-time employees who work at least half-time are entitled to vacation days on the same basis as full-time employees, but the pay will be based on the employee's average number of part-time hours per week during the last vacation accrual year. The Superintendent will determine the procedure for requesting vacation.

Vacation days earned in one fiscal year must be used by the end of the following fiscal year; they do not accumulate. Employees resigning or whose employment is terminated are entitled to the monetary equivalent of all earned vacation.

Holidays - applies to 12 month employees

Unless the District has a waiver or modification of the School Code pursuant to Section 2-3.25g or 24-2(b) allowing it to schedule school on a holiday listed below, District employees will not be required to work on:

- | | |
|-----------------------------------|------------------|
| New Year's Day | Labor Day |
| Martin Luther King Jr.'s Birthday | Columbus Day |
| Presidents' Day | Veteran's Day |
| Good Friday | Thanksgiving Day |
| Memorial Day | Christmas Day |
| Independence Day | |

A holiday will not cause a deduction from an employee's time or compensation. The District may require educational support personnel to work on a school holiday during an emergency or for the continued operation and maintenance of facilities or property.

All benefits and items in this document are subject to a 30-day trial period.