



District Support Personnel (DSP) Salaries & Fringe Benefits

Previously Reviewed and Approved by the Board of Education on December 9, 2013
Last Approved by the Board on June 13, 2022

1. SALARIES

The starting salary for a DSP employee is approved by the Board of Education upon the employee's hire into their position. Thereafter, the Superintendent will make a recommendation for raises and other compensation changes annually in accordance with Board Policy 5:32.

2. RETIREMENT SYSTEM CONTRIBUTIONS

The Board of Education pays 100% of the DSP employee's employee contributions to the Illinois Municipal Retirement Fund (IMRF).

3. HEALTH, DENTAL, & VISION INSURANCE

All DSP employees will have the opportunity to enroll in the health, dental, and vision insurance programs. The Board of Education will cover the employee's health and vision insurance premiums at the same dollar amounts provided under the terms of the collective bargaining agreement with the Champaign Educational Support Professionals (CESP) support staff union. The Board of Education will cover the employee's dental insurance premiums at the same dollar amounts provided under the terms of the collective bargaining agreement with the Champaign Federation of Teachers (CFT) teacher's union.

4. TERM LIFE INSURANCE

A \$25,000 term life insurance policy is offered at no cost to the DSP employee. Additional term life coverage is available at the employee's expense.

5. TRAVEL REIMBURSEMENT

Approved mileage reimbursement shall be at the rate established by the Internal Revenue Service (IRS). Reimbursement must be approved by the DSP employee's supervisor.

6. SICK LEAVE

Sick Leave shall be posted based upon a DSP employee's contract year. Unused sick leave is carried from year to year and may be accumulated without limit.

- 260 days/year employee → 12.0 days per year
- 225 days/year employee → 11.0 days per year
- 185-191 days/year employee → 10.0 days per year

7. PERSONAL LEAVE

All DSP employees are allotted three (3) days of Personal Leave per year. Unused days are added to an employee's Sick Leave accumulation the following year.

8. BEREAVEMENT LEAVE

All DSP employees shall have use of up to two (2) days per year for Bereavement Leave. Bereavement Leave may be used upon the death of the employee's spouse, child, step-parent, step-child, grandchild, mother, father, brother, sister, aunt, uncle, grandparent of either the employee or employee's spouse, parent-in-law, brother-in-law, sister-in-law, legal guardian, or partner in a civil union. Bereavement Leave is not charged against an employee's Sick Leave allotment, is not posted on an employee's payroll check, and does not accumulate from year to year.

9. HOLIDAYS

DSP employees will have the following holidays, or holiday-related days, as non-work days:

- Independence Day (July 4) – 260 days/year employees only
- Labor Day
- Fall Holiday
- General Election Day**
- Veterans Day*
- Wednesday before Thanksgiving*
- Thanksgiving Day
- Friday after Thanksgiving
- December 24
- Christmas Day
- New Year's Day
- 2 other work days during Winter Break – 260 days/year employees only
- Martin Luther King, Junior's Birthday
- President's Day
- Spring Holiday
- Monday after Easter*
- Memorial Day
- Juneteenth – 260 days/year employees only

If a holiday falls on a non-working day during the employee's regular work calendar (not including holidays that occur during breaks or intersession for 225 or 185-191 days/year employees), an alternate date may be taken in its place. The alternate day off must be after the date of the holiday but before the end of the fiscal year and approved by the employee's supervisor. For example: If Veterans Day falls on a Sunday, employees will be allowed to take an "exchange" day off between November 12 and June 30 (with the alternate date off approved by the employee's supervisor).

Days marked with an asterisk (*) will only be considered non-work days if the Board of Education approves a school calendar that designates them as non-student/non-teacher attendance days.

Days marked with two asterisks (**) will only be considered non-work days if schools are required by State law to close.

10. VACATION

All 260 days/year DSP employees earn twenty-four (24) vacation days annually. Vacation days shall be available for use at the beginning of the employee's work year. Requests for use of a vacation day are subject to approval by the Superintendent or their designee.

Employees who resign in the middle of a contract year will be compensated for unused vacation days at the rate of two (2) days per month for each month actually worked during that contract year.

Vacation days available for use by an employee on July 1 of any calendar year must be used by August 1 of the following calendar year, or such days shall be lost. Up to five (5) days that might otherwise be lost will be carried over until the close of business on the next August 1.

In the event that employment is severed with the District prior to August 1 and vacation carryover days are outstanding, such days will be paid at the employee's per diem at the time employment is severed.

11. WORK YEAR

260 days/year → July 1 – June 30 annually

225 days/year → July 15 – June 15 annually (could change annually)

185 or 191 days/year → based on school calendar (could change annually)

12. KIDS PLUS TUITION DISCOUNT

The District offers a 25% discount on Kids Plus Before and After School childcare for administrators who enroll their children in the program.

13. SECTION 125 CAFETERIA PLAN

The District offers a Section 125 Cafeteria Plan for all DSP employees who wish to participate from year to year. Options include a flexible spending account, disability insurance, life insurance, cancer and critical illness coverage, and accident insurance.

14. SECTION 403(b) and 457(b) PLANS

Interested DSP employees may voluntarily participate in a 403(b) and/or 457(b) plan. A variety of annuity (both fixed and variable) and mutual fund products are offered. Participation information and enrollment forms are available from Payroll.