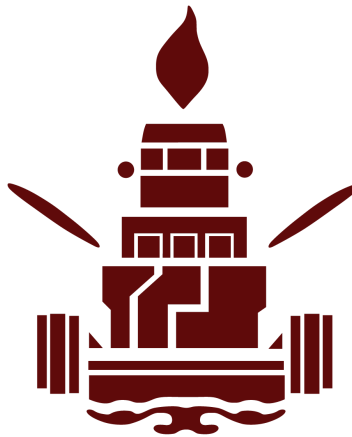


LOCKPORT TOWNSHIP HIGH SCHOOL DISTRICT 205

Lockport, Illinois 60441



SALARIES, FRINGE BENEFITS AND WORK PROCEDURES

TIER II

Positions:

Career Facilitator
College and Career Coordinator
Instructional Technology Specialist
Videographer & Web Content Manager

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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 administrators 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 employed in certified administrative positions 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. ONBOARDING

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

1. Criminal History Check/Faith's Law
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 employment positions, under the provisions of the Fair Labor Standards Act (FLSA) are EXEMPT; thus, the employees are not eligible for overtime.

- a. The standard work day is:

- i. an eight (8) hour work day, including thirty (30) minutes for lunch, for the **Videographer & Web Content Manager**.
- ii. a seven (7) hour and thirty (30) minute day, excluding thirty (30) minutes for lunch, for the **Instructional Technology Specialist**, and **College and Career Coordinator**.

- b. The work year is defined as follows:

- i. **Instructional Technology Specialist**: teacher work calendar plus twenty (20) days.
- ii. **Videographer & Web Content Manager**: teacher work calendar plus twenty (20) days. Start date no later than August 1st each year; required to attend all Board of Education Meetings.
- iii. **College and Career Coordinator**: teacher work calendar plus twelve (12) days.

2. The employment position, under the provisions of the Fair Labor Standards Act (FLSA), is NON-EXEMPT; thus, the Employee is eligible for overtime. Overtime will be paid for time worked beyond 40-hours of work per week.

- a. The standard work day is:

- i. a seven (7) hour and thirty (30) minute day, excluding thirty (30) minutes for lunch, for the **Career Facilitator**.

- b. The work year is defined as follows:

- i. **Career Facilitator**: teacher work calendar plus twenty (20) days.

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 ninety (90) 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 ninety percent (90%) of the premium for all levels of coverage as declared by the Employee. The remaining ten percent (10%) of the selected coverage will be borne by the Employee. All plans will include physician services and prescription drug services.
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 A**. 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 A. HSA Contributions

Coverage Level	<u>MINIMUM</u> Board Contribution	<u>MAXIMUM ADDITIONAL</u> Contribution Board Will Match Based on Employee's Contribution	<u>TOTAL MAXIMUM</u> 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 with HSA or the HMO Plan. Beginning in the fourth (4th) year of consecutive full-time employment in District 205, the Employee is then eligible to choose from a full, comprehensive traditional PPO plan, a high-deductible PPO plan coupled with an HSA, or an HMO plan.
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. Upon termination of employment, plan coverage will remain in effect through the last day of the month in which termination occurred. Employees who retire by June 30 of each year and were employed for the full school term shall receive benefits through August 31.
2. The Board will provide to the Employee a PPO Dental Plan. The Board will pay ninety (90) percent of the premium for either single coverage or family coverage. The Employee will pay ten (10) percent of the premium for either single or family coverage.

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 sixty thousand dollars (\$60,000) 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. PAYMENT OF DUES

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

G. 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.

H. 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. Employees will receive a monthly reimbursement of thirty dollars \$30 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. SICK LEAVE PAYOUT

For sick days earned but unused and not submitted to IMRF for service credit, upon separation from the district the Board will pay the Employee forty five 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.

D. 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.

E. 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.

F. 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.

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.

G. 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. Employees may elect to remain in the group hospitalization plan upon retiring from the District according to the Illinois Insurance Code. The Board will contribute fifty percent (50%) of the premium cost for managed care (HMO rate) for the period immediately following the employee's retirement and until the employee becomes eligible for Medicare coverage at age 65. Employees that choose to remain in the PPO plan or choose to continue any level of coverage other than single, would be responsible for paying the District for the difference in premium each month. 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.*

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.

VIII. 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, 2025**.