OFFICE & TECHNICAL EMPLOYEE (OTE) HANDBOOK

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I. INTRODUCTION

This Handbook is designed to provide information about your employment with District 87 and it is not intended, nor shall it be, construed as creating an employment contract.

- Employment with the School District is at-will, meaning that employment may be terminated by the school district or Employer at any time, without restriction.
- Nothing in Board policy or this handbook is intended or should be construed as altering the at-will employment relationship.
- This handbook is being provided for informational purposes only and the school district is not bound by its terms.
- Whenever the singular is used, it shall include the plural.

If you have other questions regarding your employment, please contact your immediate supervisor or the Director of Human Resources.

II. TYPES OF EMPLOYEES

TERM OF EMPLOYMENT	DAYS PAID	SCHEDULED WORKDAYS	PAID LEAVE
9-Month OTE	200	Days students are in session plus all institute/SIP days Compensation is paid semi-monthly beginning September 13 through August 28.	Sick - 12 Personal - 2
10-Month OTE	220	Days students are in session plus all institute/SIP days + 20 additional days before/after school year Compensation is paid semi-monthly beginning August 13 through July 28.	Sick - 13 Personal - 2
12-Month OTE	260	Days students are in session plus all institute/SIP days + 5 emergency days (unless excused by the Superintendent on a day-to-day basis) and Monday through Friday during summer months Compensation is paid semi-monthly beginning July 13 through June 28.	Vacation Sick - 15 Personal - 2 Vacation will be prorated to 1 day per full month worked if starting after July 1.
Employees hired to work after the normal start date of the employment period as a 9, 10 or 12-month OTE will have a prorated number of work days, days paid (compensation) and paid leave.			

III. RANGES AND POSITION ASSIGNMENTS

	Range 1 Admin Assistant I	**Range 2** Admin Assistant II Payroll Assistant Registrar Account Tech I	**Range 3** Admin Assistant III Account Tech II	**Range 4** Admin Assistant IV Data Specialist	**Range 5** Admin Assistant V HR Specialist
1	$16.85	$18.49	$20.34	$22.38	$24.60
2	$17.27	$18.96	$20.85	$22.93	$25.22
3	$17.68	$19.41	$21.36	$23.49	$25.84
4	$18.10	$19.88	$21.86	$24.06	$26.45
5	$18.53	$20.34	$22.38	$24.61	$27.06
6	$18.95	$20.80	$22.88	$25.18	$27.68
7	$19.36	$21.26	$23.39	$25.72	$28.30
8	$19.79	$21.73	$23.90	$26.29	$28.92
9	$20.21	$22.19	$24.41	$26.85	$29.52
10	$20.63	$22.65	$24.92	$27.40	$30.13
11	$21.46	$23.57	$25.92	$28.51	$31.35

IV. HOURS OF WORK

A. An Employee's schedule will depend on the department or area to which they are assigned and to the particular job within that area.
   1. The normal work week shall run from 12:01 a.m. Sunday through midnight Saturday (unless otherwise noted in a job description) and shall be Monday through Friday and total 37.5 hours.
   2. The normal work day is 7.5 consecutive hours with the exception of an unpaid lunch period. The Supervisor shall establish the working hours of each Employee as required by the employee's respective workloads and as required for the efficient management of personnel.
   3. District 87 requires a minimum of a 30-minute meal break; Employees are not permitted to work through lunch. In accordance with 820 ILCS 140/3, a meal break must begin no later than 5 hours after the start of the Employee's work day.

B. Overtime is not regularly required; however, if school district needs require it, Employees may be requested to work overtime. All overtime shall have the prior approval of the Employee's immediate supervisor. Whenever a paid holiday or excused paid absence occurs within the normal workweek, such holiday or paid absence shall be considered as hours worked for the purpose of computing overtime. Overtime shall be in accordance with the following:
   1. Straight Time Beyond Regular Hours
      a) This is authorized time worked beyond the Employee's regularly scheduled hours of work and up to 40 hours per workweek, Sunday through Saturday. The Employee shall be compensated at the regular hourly pay rate or as compensatory time of one (1) hour off for each straight-time hour worked.
   2. Time and One-Half Overtime
      a) This is authorized time worked by an Employee in excess of 40 hours per week, Sunday through Saturday. The Employee shall be compensated at either 1½ times the regular hourly pay rate or as compensatory time off at the rate of 1½ hours off for each overtime hour worked.

3. Call-Back Overtime
    a) An Employee called back to work after completing the scheduled workday or normal workweek and leaving the building shall be compensated at either 1 ½ times the regular hourly pay rate or as compensatory time off at the rate of 1 ½ hours off for each overtime hour worked.
4. Overtime Compensation
    a) Option 1 - Overtime work can be submitted on a yellow timesheet to Payroll within two business days of the end of the pay period in which the overtime was worked.
    b) Option 2 - Overtime can be exchanged for time off. The time off must be taken by the end of the following pay period and arranged with the Employee's supervisor. The maximum accumulation of time off permitted will be the normal work week.

V. GENERAL PROCEDURES

A. Compensation
    1. New Employees begin at step 1 if coming in with no prior applicable experience (full-time, full years, Administrative Assistant or similar responsibilities). Prior applicable experience will be given year-for-year credit up to 10 additional years - the highest a new Employee can start is step 11. Review of prior applicable experience rests with the Director of Human Resources only.
        a) New Employees shall be on probation for the first three months of employment. The Employee's work progress, dependability, aptitude and physical fitness will be evaluated at the end of the probationary period to determine whether the Employee will be retained.
    2. If an Employee is employed in two positions and each position is assigned to a different pay range, compensation shall be adjusted proportionately according to the percentage of time assigned to each pay range.
    3. In the administration of a pay plan, it is occasionally necessary to maintain a rate outside of the prescribed ranges. When this is done, the rate paid is considered to be a "Red Circle" rate. A "Red Circle" rate is usually not subject to annual, special or cost of living adjustments.
    4. Paydays are typically semi-monthly on the 13th and the 28th of each calendar month.
B. Seniority will be based on the Employee's start date in the employee group. This date will be used in the event of Reductions in Force (RiF).
    1. Recognition of district experience shall consider consecutive full years of service.
C. Vacancies
    1. The Director of Human Resources shall email a notice of any permanent vacancy of a position.
    2. Transfers, Promotions and Reassignments
        a) Employees who transfer or are reassigned from one work location to another work location to a position of the same pay range shall be transferred without a change in compensation.
        b) A promotion shall be defined as acceptance of a position that is higher pay range than the current position.
        c) Employees temporarily or permanently assigned to a position in a higher pay range shall be placed at the applicable step and move to the applicable range.
        d) Employees interested in transferring positions must complete the internal application when a vacancy becomes available.
        e) A three-month performance review shall be conducted for Employees transferred, promoted or reassigned. Following the performance review, the Employer may determine to transfer the Employee to a prior position, another position or terminate the employment.

D. Administrative Increment

1. Special duties may be assigned to Employees for whom additional compensation is warranted. An example of this would be the assumption of a supervisor's responsibilities and grants of authority during the extended absence of the supervisor.
2. Administrative increments normally shall not exceed three hundred dollars ($300.00) per month for the period of time the additional duties and responsibilities are assigned and assumed. The Employee's supervisor may make a request for an administrative increment and shall present this to the Director of Human Resources for approval.
3. In calculating compensation increases for Employees who have received an administrative increment, the compensation increase will be calculated on the base wage only.

E. Adjustment of Pay Range or Title of Position Assignment
1. Adjusting the current pay range of a position will be determined by a committee based upon a written request from the Employee's supervising administrator. The request for review must be submitted to Human Resources by February 15 of each school year.
2. An Employee must be meeting expectations in current defined performance responsibilities as outlined in the applicable job description. Once a review of an Employee's job performance is conducted, compensation adjustment shall be based upon review of job responsibilities, skills/training required, workload, decision-making and leadership.
3. An adjustment to the pay range will be considered only after the Employee has been performing the duties for a minimum of two (2) months. An approved adjustment in pay range will take place effective at the start of the following fiscal year.

F. Reassignment to a Lower Pay Range
1. Employees temporarily assigned to a position in a lower pay range shall not suffer a reduction in pay unless the change is due to performance.
2. No change in compensation will be made if the move is a result of reorganization or position elimination. In those cases, if the Employee is over the maximum of the range, the compensation will be frozen until it falls into the range.
3. If an Employee is moved to a lower position because of failure to perform at a satisfactory level in the current job, then a downward change in compensation will occur.
4. Employees requesting to be permanently assigned to a position in a lower pay range shall receive compensation in accordance with the compensation matrix.

VI. BENEFITS

A. Part-time Employees and full-time Employees who begin working after the normal start date for the employment period will receive prorated paid leave.

B. If an Employee will be absent from work on a scheduled work day, the Employee shall enter the absence in the absence management program and notify the supervisor. Failure to notify a supervisor of an absence may be cause for termination.

C. Questions, issues, discrepancies regarding your absence must be communicated to Human Resources within 30 days from the date of the absence.

D. Winter and Spring Breaks
1. OTEs are not expected to work spring break.
2. 12-Month Employees shall be required to work two days during winter break on dates agreed upon in advance between the supervisor and the Employee.
3. 9-Month and 10-Month Employees are not required to work during winter break.
4. If an Employee's effective date of resignation falls during or at the end of the winter or spring break, the Employee must work the first scheduled work day after the break to receive compensation for the break.

E. Paid Holidays
1. New Year's Day, Martin Luther King's Birthday, Presidents' Day, Casimir Pulaski Day, Good Friday, Memorial Day, Independence Day, Juneteenth, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, the Friday after Thanksgiving, Christmas Day, or days celebrated for the foregoing Holidays provided such Holidays fall within the Employee's scheduled workdays.

a) Holidays that fall on a calendar Saturday will be observed on the preceding Friday, and holidays that fall on a calendar Sunday will be observed on the following Monday.
b) If observance of any such holiday would fall on a day when school is in session, an Employee shall observe the holiday on another day with the approval of the Employee's immediate supervisor. This would be considered a floating holiday and examples may include Good Friday, Casimir Pulaski and Veteran's Day.

F. Vacation
1. 12-Month Employees shall be granted vacation with pay at straight time.
2. If hired after July 1, the Employee will receive one day's vacation for each full month of employment remaining in the current fiscal year not to exceed ten (10) working days. This time will be available upon the Employee's hire date. In the event the Employee does not fulfill the employment period (work through June 30 of the fiscal year), the Employee will not be paid out for vacation days that have not been used as it is being given in advance and as a courtesy. Additionally, if the Employee has used vacation days, they will not be expected to reimburse the district for days used.
3. Vacation is computed as of July 1 of each year in accordance with the following schedule:
    a) Employees with less than one full year of service shall accrue one day's vacation for each full month of employment, not to exceed ten (10) working days earned vacation.
    b) Employees with one (1) full year of service, but less than eight (8) years, shall receive ten (10) working days of earned vacation.
    c) Employees with eight (8) full years of service, but less than fifteen (15) years, shall receive fifteen (15) working days of earned vacation.
    d) Employees with fifteen (15) or more full years of service shall receive twenty (20) working days of earned vacation.
    e) Employees with twenty-five (25) or more full years of service shall receive twenty-five (25) working days of earned vacation.
4. Employees are allowed to carry over up to 5 days of vacation to the following school term. Additional days of carryover will not be granted.
5. Vacation is intended to be taken in the time between the end of one school year and the start of the next school year; however, vacation may be taken during the school term if it is in the best interest of the district.
6. Vacation shall have the prior approval of the Employee's supervisor.
7. Employees may be required to use vacation leave for leaves taken under the Family and Medical Leave Act (FMLA).
8. If an Employee who has worked more than one school term resigns prior to July 1, such Employee shall be paid for full days of vacation pay accrued to the effective date of the resignation, provided the Employee gives the district a minimum of two weeks written notice of resignation.

G. Sick Leave
1. Employees employed after the start of the normal work year shall be issued sick leave at the rate of one day for each remaining full month of the Employee's normal work year.
2. Such sick leave days shall be available on the Employee's first scheduled workday. Any unused sick leave shall be accumulated to a maximum of three hundred sixty (360) working days.
3. Employees may use sick leave for medical appointments, personal illness, injury, quarantine at home, temporary disability or serious illness or death of an Employee's immediate family or household. Immediate family for the purpose of this section shall be defined by Illinois School Code.
4. Employees will be required to use sick leave for leave taken under the Family and Medical Leave Act (FMLA).
5. An eligible Employee unable to work due to pregnancy may treat such disability as a "temporary disability" under this section.
6. Sick leave may be used to attend funerals.
7. The district may require a physician's statement as a basis for verifying an Employee's illness or injury after an absence of three (3) consecutive working days or as it may deem necessary in other cases.

8. An Employee eligible to receive paid sick leave who is injured in the course of employment with the district and is entitled to receive benefits under the Illinois Workmen's Compensation Act may use all accumulated sick leave upon surrendering to the School District all compensation provided by Workmen's Compensation.

H. Personal Leave
   1. Employees are issued two (2) days for a full term of employment and such leave days shall be available on the first normal scheduled workday of the term. Upon the tenth (10^{th}) year of employment in District 87, Employees may carry one personal day from the previous school year to carry a maximum of three (3) personal days. Such leave shall not be accumulated from year to year.
      a. On July 1 of each school year, personal leave not used during the preceding school term will be added to the Employee's accumulated paid sick leave not to exceed the maximum number of sick leave days.
      b. Employees who start after the normal start date of the term of employment will be issued prorated personal leave based on the number of days worked that remain in the employment period.
   1. An Employee may use personal leave for any reason.
   2. The use of personal leave shall be subject to the approval of the Employee's supervisor or supervisor's designee and shall be submitted two (2) days in advance of the leave except when circumstances prevent giving such notice.
   3. The following are days excluded from the use of personal leave - the first day of student attendance, last day of student attendance as well as the days before and after Thanksgiving break, Winter break and Spring break. Personal leave shall only be approved on excluded dates in an emergency situation, for observance of a religious holiday, or on the special approval of the Superintendent or designated representative.

I. Family Leave
   1. Family leave without compensation shall be granted to an Employee who has completed a minimum of three (3) terms of continuous employment with the School District in accordance with the following:
      a. An Employee who is pregnant or whose spouse is pregnant shall be granted such leave provided the leave is requested to begin during a period commencing one hundred and twenty (120) days prior to the expected date of the birth of the child and ending ten (10) days after the birth of the child. An Employee who is adopting a child shall be granted such leave provided the leave is requested to begin during a period commencing with the date the child is placed with such Employee and ending ten (10) days after such placement.
      b. An Employee requesting a family leave shall notify the employee's immediate supervisor in writing the date such leave will begin. The Employee shall include with such notice a physician's statement certifying the pregnancy, a copy of the birth certificate of the child, or a written notice of adoption from the adoption agency, whichever is applicable.
      c. Such leave shall be granted for the remainder of the term of employment; and on the written request of the Employee, such leave may be extended for a maximum of one (1) additional term of employment.
      d. All benefits available to an Employee shall be suspended during a family leave; however, an Employee may make arrangements to continue the Employee's medical plan during such leave at the Employee's own expense.
      e. The district may request a physician's written approval for an Employee to return to work.
      f. An Employee who is on family leave shall request sixty (60) days before the start of the next term of Employment an extension of such leave, if applicable, or notify Human Resources of the Employee's intention to return to work at the start of the next term of employment.
      g. The district does not guarantee that an Employee returning from a family leave will return to the Employee's former position and rate of pay. The Employee will be given a position that is available and at a rate of pay normally paid for such position.

J. Family and Medical Leave Act (FMLA)
    1. Under the Family and Medical Leave Act, eligible Employees who have worked at least twelve (12) months and performed 1,000 hours of service during the previous twelve (12) month period are allowed to take unpaid leaves of absence for certain specified purposes.
    2. The district will extend up to 60 work days of FMLA during a twelve (12) month period to eligible Employees so they can care for a newborn child; because of placement of a child for adoption; to care for the Employee's spouse, child, or parent with a serious health condition; or to attend to the Employee's own serious health condition.
    3. During the leave, the Employee's wages and other benefits are not paid or accrued except for health insurance, which will be continued on the same basis as if the Employee continued in active status. If applicable, the Employee's portion of insurance premium payments must be paid by direct payment by the Employee to the district.
    4. At the conclusion of the leave, the Employee will be restored to the position held at the time the leave began or to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment, unless the Employee's position would otherwise have been eliminated during the leave.
    5. The district will require an Employee to use available paid sick leave and these sick days will run concurrently with the number of FMLA days taken.

K. Jury Service
    1. Employees serving on a jury during the Employee's scheduled working hours shall receive the employee's full compensation for the time served on the jury upon surrendering to the School District all payments received for serving as a juror, less mileage allowance, meal allowance and parking fees.
    2. If jury service is less than the Employee's normal workday, the Employee shall return to the Employee's assigned job.
    3. If jury service is on the Employee's scheduled time off, the Employee shall retain pay for such jury service.
    4. If jury time and the scheduled workday overlap or if payment for jury service is more than the Employee's regular pay per scheduled workday, necessary adjustments will be made by the School District.

L. Leave for Military Service
    1. Employees who are inducted into the military service or who volunteer for military service shall be granted a military leave without compensation unless otherwise required by law. Upon ending such military leave service, such Employee will return to the same position unless the Employee does not make a prompt request for reinstatement or the Employee's position has been eliminated.

M. General Leave of Absence Without Compensation
    1. Employees who have completed a minimum of two (2) years of continuous employment with the district may be granted a leave of absence for prolonged illness. This leave may be granted for other purposes designed to improve the district.
    1. Such leave without compensation may be granted for not more than the remainder of the then current term of Employment; however, it may be extended one (1) additional normal term of employment if requested 60 days prior to the start of the next term of employment.
    2. A written request for such leave shall be submitted to the Employee's supervisor and the Assistant Superintendent of Human Resources for submission to the Board of Education.
    3. An Employee returning from a general leave of absence will be offered the first available position for which the Employee is qualified and at a compensation normally paid for such position.

N. Group Medical Plan
    1. The district will offer current Employees the option of participating in a group medical plan. As the district transitions to offering multiple insurance plan options, there may not be a default plan that is fully Board-paid for employee-only coverage; Employees may be required to contribute to the cost of their monthly premium regardless of the plan chosen. Any future changes to insurance options, premiums or the structure of coverage will be communicated by the Human Resources department.
        a. Employees can waive this benefit.

b. For Employees employed to work 5-7 hours per workday, the district will pay a portion of the monthly premium cost for the insurance plan toward the monthly cost of the plan. Employees will pay the remaining portion of the monthly premium. Such payment will be based on the number of hours worked per day by the Employee.

2. Employees shall become eligible for such coverage on the first day of the month following the date of hire.
3. An eligible Employee may purchase coverage for dependents at the Employee's expense in the plan chosen for the Employee's coverage, the payment therefore to be made through payroll deductions authorized through benefits enrollment.
4. An eligible Employee who retires under the Illinois Municipal Retirement Fund may continue coverage in the health insurance plan they were participating in on the last day of employment by paying to the district in advance the full monthly premium cost for such coverage.

O. Life Insurance
   1. The district shall pay the full premium cost of group life and group accidental death and dismemberment (AD&D) insurance for each eligible Employee in an amount equal to such Employee's annual compensation, rounded to the next highest $1,000, with a minimum of $10,000 in a plan selected by the district. Additional group life and AD&D insurance in a like amount as provided by the district shall be available under the terms and conditions of such plan at the eligible Employee's option and expense. Payment for such additional insurance shall be made through payroll deductions.
   2. Such group life and AD&D insurance shall be in accordance with the district's practices and procedures with respect to such group life insurance plan.
   3. An Employee shall become eligible for such group life and AD&D insurance as provided in this section on the first day of the month following the date of hire.

P. Illinois Municipal Retirement Fund
   1. Employees who are expected to work 600 or more hours per year must contribute to the Illinois Municipal Retirement Fund (IMRF). These Employees are considered participating members of the IMRF and will have the appropriate deductions made from the Employee's compensation.
   2. The district will contribute the amount designated by the IMRF.
   3. Employees who are expected to work less than 600 hours per year are considered non-participating members of the Fund.

Q. 403(b)
   1. An Employee may participate in a 403(b) plan authorized by the school district. Employee contributions must be consistent with the applicable law and with the rules and regulations of the employer in effect from time to time. Employee contributions are made through payroll deductions authorized in writing by the employee.

VII. PERFORMANCE EXPECTATIONS

A. Supervisors will communicate expectations to Employees. In instances of failing to meet expectations or engaging in misconduct, the district may use a system of discipline that may include suspension, demotion, dismissal, written letter of warning and/or reprimand or any other action deemed appropriate; however, this should not be taken to alter the at-will employment relationship.

B. Employees will receive a formal written evaluation a minimum of one (1) time every other year. The supervisor may choose to complete an evaluation annually.
   1. An Employee is entitled to respond to the evaluation by attaching written comments to each copy of the evaluation form within five (5) days of the conference held with the Employee's supervisor to discuss the evaluation.

C. Medical examinations may be required at the Employer's expense in cases in which the Employer reasonably believes the Employee may be suffering from an impairment which is hindering the Employee's performance of work.

VIII. PERSONNEL POLICIES

A. Employees are expected to adhere to Board Policies related to personnel.
   1. Abused and Neglected Child Reporting (5:90)
   2. Communicable and Chronic Infectious Disease (5:40)
   3. Drug-Free and Alcohol-Free Workplace; E-Cigarette, Tobacco and Cannabis Prohibition (5:50)
   4. Employee Ethics, Code of Professional Conduct and Conflict of Interest (5:120 and 2:105)
   5. Employee Orientation (5:30)
   6. Equal Employment Opportunity (5:10)
   7. Expenses (5:60)
   8. Sexual Harassment (5:20)
   9. Religious Holidays (5:70)
   10. Risk Management (4:170)
   11. Solicitations By or From Staff (5:140)