

TOWNSHIP HIGH SCHOOL DISTRICT NO. 113

Educational Support Personnel Salary and Benefits Agreement
July 1, 2021 – June 30, 2024

1.0 **SALARY**

Below is a list of the level descriptions and starting rates for new employees:

	Description of Level	Starting Rate
Level 1	The Level 1 ESP monitors students and visitors and does not provide direct instructional academic support.	\$ 13.50
Level 2	The Level 2 ESP monitors students, provides student resources, communicates equipment malfunctions to management staff and assists in building positive school culture	\$ 16.00
Level 3	The Level 3 ESP provides support to the instructional program with specific responsibilities for working with individual and/or small groups of students; assisting with implementing plans for instruction, monitoring and reporting student performance & behavior.	\$ 18.50

All Educational Support Personnel are on individual raises. Percentage increases will be calculated on each person’s individual hourly rate for each year as follows: *

School Year	2021-2022	2022-2023	2023-2024
	3%	2.4%	CPI (Floor of 2%, Ceiling of 3.25%)

*When an employee reaches an hourly rate of \$45.00/hr., the annual percentage increase in the hourly rate will be ½ of the percentage increase in the hourly rate for other employees.

A probationary period of one year will apply to Educational Support Personnel hired on or after July 1, 2009.

- 1.1 Educational Support Personnel will be paid on a 24 pay basis using the above hourly rates. Payrolls will be distributed based on a 24 pay method minus any deductions. Holiday pay is included in the 24 method. If a person wishes to get paid via the timecard method, those pay checks are one pay period behind and not a standard amount.
- 1.2 Pay days are on the 15th and the last day of the month. Time cards will be submitted by supervisory teacher/administrator to the Business Office for deductions or additional pay only.
- 1.3 Department supervisors will maintain absence records.

Educational Support Personnel
Salary and Benefit Agreement

1.4 Any extended hours worked with the prior approval of the employee’s supervisor will be paid on a time card basis at the employee’s straight time rate for the first 40 hours and at time and a half for any hours over 40 in a given week. Compensatory time can be awarded, in lieu of pay if agreed to by the Educational Support Personnel, the department chairperson and/or the assistant principal, and the Educational Support Personnel wishes to substitute compensatory time for cash payment. Compensatory time is also determined at straight time up to 40 hours and time and a half for any hours over 40 in a given week. See Board of Education [Policy# 5-310](#).

1.5 Illinois Municipal Retirement Fund (IMRF)

The Board of Education shall submit the employee and the district required contributions to the Illinois Municipal Retirement Fund for all employees who work at least 600 hours per year. Deductions will also be made for Social Security (FICA).

Educational Support Personnel working less than 600 hours per year will have deductions for Social Security (FICA) only.

2.0 **BENEFITS**

2.1 Health and dental insurance programs are available to the Educational Support Personnel who meet the IMRF participation requirements.

The Board of Education shall provide single health and dental coverage for the employee with the Board paying 100% of the premium coverage. The employee may elect to participate in either the district provided Self-insurance program or the district provided HMO. The employee may also elect to participate in the district provided dental plan, with or without participation in either of the health plans. The employee may elect to take family coverage of the health and/or dental plans. The premium cost for family coverage will be shared by the Board and the employee at the following percentages:

2021-2022

Board	76%
Employee	24%

In the years 2022-2023 through 2023-2024, the percentage paid by the employee may be adjusted but not by more than 1% in any one year from the year before, for example, 76% / 24% to 75% / 25%. In addition, the adjustment will only be made if all employee groups make the same adjustment.

If any bargaining unit, e.g. administrative assistants, custodians, teachers, etc., negotiates an agreement where the district pays a higher percentage of the insurance premium costs for family coverage than that agreed upon by the Educational Support Personnel, the premiums for Educational Support Personnel shall be adjusted to match those premium costs.

Educational Support Personnel
Salary and Benefit Agreement

2.2 LIFE INSURANCE

\$50,000 of life insurance shall be provided to each Educational Support Personnel.

2.3 BENEFITS UPON TERMINATION

If an Educational Support Personnel is terminated at the end of the school year, the Board will continue all benefits through August 31. If the Educational Support Personnel either leaves employment at his/her own will or is terminated during the school year, benefits will continue until the last day of the last month she/he works for the district.

2.4 HOLIDAYS

The Board of Education shall grant the following paid holidays:

Labor Day	Christmas Day
Rosh Hashanah *	New Year's Day
Yom Kippur *	Martin Luther King Day
Columbus Day	Casimir Pulaski Day
Veteran's Day **	President's Day
Thanksgiving Day	Good Friday
Friday after Thanksgiving Day	Memorial Day

*When the holiday falls during the work week.

**Floating Holiday when Veteran's Day falls on the weekend or is not observed. (Date needs approval by the supervisor and will not carry over to the next fiscal year).

In the event the District opts to not observe Pulaski Day as a designated holiday, ESPs will receive a floating holiday. This holiday must be preapproved by the direct supervisor, and it will be subject to the same rules that apply to personal days. The floating holiday must be used in the current school year and may not be carried over to the following school year.

The hours for the above holidays are paid above and beyond approved hours.

2.5 LUNCH HOUR

Educational Support Personnel will be provided a lunch hour of no less than 30 minutes WITHOUT pay if they work four (4) hours or more.

2.6 PHYSICAL EXAM

Educational Support Personnel will be required to complete periodic physical examinations and health screenings consistent with the district physical exam and health screening plan. New employees will be reimbursed at \$300. All employees will be reimbursed \$500 for additional required periodic physicals. (Details in health plan).

Educational Support Personnel
Salary and Benefit Agreement

2.7 PERSONAL LEAVE

Two days of personal leave are allowed (with prior notice). These days may not be taken, with pay, on the day immediately before or after a vacation period or holiday. A third day is available to those with an extracurricular assignment. The total number of days may not exceed three during each school year.

Unused personal days may.....

- a.) Be carried over from one year to the next as long as the total personal days do not exceed three during each school year.
- b.) Be converted to sick days (subject to IMRF approval) at the rate of 1 personal day to 2 sick days. Employees must notify Human Resources of their intention to convert personal days to sick days by June 30th.

2.8 BREAKS

Each Educational Support Personnel with a full day's workload will be scheduled for two 20 minute breaks with the start times of the breaks to be determined by the supervisor.

2.9 PROFESSIONAL DAYS

Each Educational Support Personnel shall be allowed professional days subject to the approval of his/her department chairperson and supervising assistant principal.

3.0 ATTENDANCE/ABSENCE

- 3.1 Educational Support Personnel usually work when students are in attendance. They may, however, work at other times if approved by the school administrator or designee.
- 3.2 Educational Support Personnel will be compensated for mandatory or District workshops at their regular, hourly rate.
- 3.3 Educational Support Personnel will be paid for their full pro rata day if school is dismissed early and the building is closed due to an emergency or unusual circumstances. If days are made up in June to meet the minimum day requirement, Educational Support Personnel will make up the days at no pay since they were already paid when the emergency day occurred earlier in the year.
- 3.4 The Board of Education shall award 15 sick days a year for 10-month employees and 18 days a year for 12-month employees. These days accumulate each year if not used to a maximum of 280 days. If an employee has accumulated the maximum carryover days, the new year allotment will be added to the available total for that year. For example, if the employee has accumulated the 280 unused days allowed, and is a 12 month employee, the coming year's allotment of 18 days would be added to the maximum allowed to be carried over for a total of 298 days available for that year (i.e., $280 + 18 = 298$ available for use).

Educational Support Personnel
Salary and Benefit Agreement

Employees may utilize accumulated sick leave for their own personal illness or for serious illness in the immediate family. The definition of immediate family can be found in the school code.

- 3.5 Unpaid or paid absences may be permitted for unusual or extraordinary reasons. Decisions regarding these absences will be made by the Supervisor and Building Administrator. Permission will not be granted unless the immediate needs of the students are satisfied. Approval of paid absences that exceed three (3) days must be approved by the HR Department.
- 3.6 An employee who is unable to report to an assigned position because of illness or emergency shall be required to notify the person to whom that employee is directly responsible a half hour prior to the start of the school day.
- 3.7 Any absence caused by a death in the immediate family, no salary deduction will be made, provided the absence does not exceed two weeks (ten working days).

4.0 **JOB VACANCIES**

All Educational Support Personnel shall be notified of vacancies in the District as they occur.

Individuals interested in being considered for such openings shall notify the Director of Human Resources as well as the appropriate building administrator.

5.0 **TUITION REIMBURSEMENT**

Educational Support Personnel may be reimbursed for prior approved tuition expenses for courses, workshops, or seminars which have been successfully completed provided that the work is related to current district assignment, is related to a new district assignment resulting from promotion, or is otherwise beneficial to the district. All applications for reimbursement must be submitted for approval prior to the start of the course. A maximum total of \$1,500 every three (3) school years will be paid.

6.0 **RETIREMENT**

- 6.1 A retirement stipend will be paid to retirees (qualifying for IMRF retirement) who have a minimum of 10 years' experience in District 113 and who do not qualify for any other retirement incentives/stipend (e.g., State of Illinois 5 + 5). Retirement stipends will be calculated as follows and paid to the retiree in the retiree's regular payroll over the final three to four months of employment.

\$4,500 - 10 to 14 years in District 113
\$5,500 - 15 to 19 years in District 113
\$6,500 - 20 years or more in District 113

This payment is subject to all mandatory taxes and deductions. Employees hired after July 1, 2009 are not eligible for the retirement stipend.

7.0 **INSURANCE SUPPLEMENT FOR RETIREES**

The Board of Education will supplement the cost of medical insurance premiums for full-time Educational Support Personnel who retire from the District and meet the following qualifications:

- 7.1 IMRF retirement annuitant (minimum age - 55).
- 7.2 Ten years of service in District #113.
- 7.3 Full-time (over 600 hours per year).

The insurance supplement will be provided by the Board, toward the cost of insurance coverage. The insurance supplement can be used to pay for the District provided HMO plan or third-party insurance. The supplement will be paid for a maximum of five (5) years or until the retiree turns 65, whichever occurs first.

An employee who retires after the age of 55 with at least 10 years of employment may continue in the district provided HMO at his/her own expense. The employee may elect either single or family coverage.

The insurance supplement amount is a maximum of \$200.00 per month (\$2,400 per year).

The insurance supplement can be used for the retiree obtaining either single or family insurance coverage. Invoices will be reimbursed up to the allowable maximum amounts on a quarterly basis.

8.0 **SUPPLEMENTARY AGREEMENTS**

- 8.1 Educational Support Personnel who are assigned a full day's workload will be paid for a minimum of 6.5 hours per day.
- 8.2 Notices of re-hiring will be distributed on or before May 15th and will include rate of pay and scheduled hours for the following school year.
- 8.3 The supervising assistant principals in each building will schedule quarterly meetings with teacher aide liaisons in each building.

9.0 **GRIEVANCE PROCEDURE**

The grievance process for Educational Support Personnel is codified in Board Policy 2-260 and the Administrative Procedures accompanying that Policy.

Educational Support Personnel
Salary and Benefit Agreement

10. **SENATE BILL 1947**

The following sentence will become effective on the date that the same or a substantially similar sentence (as the following sentence) is included in the salary and benefits agreements between District 113 and the Buildings, Grounds, Maintenance, Mechanics and Security labor group and the Teachers labor group (DEA). “Notwithstanding any provision to the contrary in the Agreement, the salary increase for employees shall be 0% over the prior year’s base salary for any fiscal year covered by the term of this agreement that is impacted by a state-imposed property tax “freeze” or upon a successful voter-initiated referendum pursuant to S.B. 1947.” (This language is already included in the Administrative Assistants’ and Transportation salary and benefits agreements.)

11. **BIOMETRIC TIME CLOCKS**

The District is interested in exploring the use of biometric time clocks as a means of calculating pay and recording employee attendance. The administration will meet with the ESP salary committee when it is ready to discuss implementation of biometric time clocks.

In Witness Hereof, the Parties have executed and Adopted this Agreement:

SALARY COMMITTEE

**TOWNSHIP HIGH SCHOOL DISTRICT
NO 113, LAKE COUNTY, IL**

Barbara Agnew

Jodi Shapira, Board President

Dr. Bruce Law Superintendent