

Personnel

Administrative Procedure – Fringe Benefits

Health and Life Insurance Plan

1. Active employees and certain inactive employees shall be eligible to participate, as provided herein, in the Health and Life Insurance Plans as established by the Board of Education for their particular classification.
2. As used herein, "insurance plan year" shall be defined to be that twelve (12) month period, as defined by a person's job schedule.
3. As used herein, "active service" shall mean holding an appointment by the Board of Education, and, if duty is required of the appointment, actually performing "active work" for the School District pursuant to the appointment.
As used herein, "active work" shall mean actually reporting for duty pursuant to appointment by the Board of Education, and being physically and mentally able to perform assigned duties on a full-time basis.
In the event that the Board of Education shall find that there is a reasonable basis to believe that an employee may not be physically or mentally able to perform "active work," then the Board of Education shall have the right to order that employee to submit to a physical examination by a physician chosen by the Board of Education, at the expense of the Board of Education, pursuant to the Illinois School Code. If the employee reports for work, benefits shall continue pending the eligibility decision by the Board of Education.
4. Coverage shall begin on the following:
 - a. the first regularly scheduled work day of a calendar month if such employee's active service also commences on such day; or
 - b. the first regularly scheduled work day of the calendar month immediately succeeding the calendar month in which the employee's active service commences.
5. Once an active employee's participation in the Plan commences as specified in one of the two (2) preceding paragraphs, it shall continue as defined by contract/policy throughout the balance of their insurance plan year if the employee continues on active service to and including the last scheduled work day of their insurance plan year.
6. If an employee's active service terminates before the last scheduled work day other than by death, his or her participation shall cease upon the last calendar day of the calendar month in which his or her active service terminates.
7. As specially provided, participation shall continue for certain employees who retire prior to age 65; see individual working agreements.
8. "Honorably-dismissed" or "laid off" employees are eligible to continue health coverage in accordance with COBRA.
The District will continue health insurance benefits per contract/policy as long as an employee is using available leave. After the exhaustion of available leave, and FMLA requirements, employees can continue to participate in the health insurance plan on a self-pay basis.
9. A person who is on an advance study leave, or a leave for other personal reasons which are not applicable for implementation of our sick leave policy or FMLA, may continue to participate only at his/her own expense.

10. The employee shall be responsible for written notification of changes in marital or dependent status within thirty calendar days of such change. The Board shall recover from the employee, any costs paid in error as a result of the employee's failure to provide proper notification.
11. The responsibility of the Board of Education to provide coverage for eligible dependents shall exist only when written notification is given by the employee. Retroactive coverage beyond thirty calendar days will not be granted.

Emergency Leave

1. All personnel shall receive the contractually agreed upon emergency leave recognized by the Board of Education; the only exceptions being the emergency leave termed urgent personal business and the emergency leave termed personal both of which will be reduced 50% if active employment begins after the mid-point of the year's scheduled assignment **If an employee retires after June 30, his/her emergency leave termed urgent personal business and the emergency leave termed personal will be pro-rated according to the number of months worked in the new fiscal year as follows:**

FORMULA

	<u>Personal Business</u> <u>(4 days)</u>	<u>Personal</u> <u>(2 days)</u>
1 to 3 months	One day	One-half day
3 to 6 months	Two days	One day
6 to 9 months	Three days	One and one-half day
9 to 12 months	Four days	Two days

Sick Leave

1. Sick leave allocation for full-time employees of District No. 9 shall be determined on July 1 of each year in accordance with contractual agreements and the laws of the State of Illinois. Employees hired after January 1, 1990, who are eligible to participate in the Illinois Municipal Retirement Fund under the "600-Hour Standard" shall be allocated sick leave of not less than 10 days at full pay in each school year. The unused amount shall be allowed to accumulate. Full-time employees beginning work at a date later than normal schedule will receive pro-rated sick leave for the balance of the year. In the event of illness, a four-hour employee, working in a seven-hour position, will be granted seven (7) hours of pay, for illness, if he/she has worked a minimum of ten (10) consecutive days in the seven-hour position, including the day before and the day after each illness. One day of seven-hour pay shall be available for every ten consecutive days worked in the position. (FOR EXAMPLE: 30 consecutive days worked, three 7-hour pay days earned.) Once the employee returns to his/her normal four-hour assignment, all provisions of this policy shall be exhausted. NOTE: The employee must return to work in a seven-hour position for another ten (10) days before he/she would be allowed another seven-hour sick day.
2. The allocated sick leave for full-time employees, as calculated above, shall be added to the employee's total sick leave commencing with the first day of active employment in the new fiscal year. Active employees with unused accumulated sick leave from the prior year and unable to work the first scheduled day of the new year, due to illness, will receive the credit as though they were actively working as scheduled.

Employees on leave of absence or any type of inactive pay status at the time they would normally be scheduled for work will not receive the new sick leave allocation until they return to work on active employment status at which time sick leave will be pro-rated as outlined in paragraph one above.

If an employee retires after June 30, his/her sick leave will be pro-rated on the basis of one day per calendar month, not to exceed 10 days based on the number of months worked in the new fiscal year.

FOR EXAMPLE:

Retire July 30	One day sick leave
Retire August 30	Two days sick leave
Retire September 30	Three days sick leave

3. Sick leave for all personnel shall be administered and calculated to the nearest one-half day. To ensure compliance with appropriate State and Federal mandates, employees cannot access accumulated sick leave during periods of absence covered by Workers' Compensation.
4. The sick leave allocated in the school year may be divided into one-hour increments for one full aggregate day's sick leave. Additional days may be used if the employee is under medical care, prescribed by a licensed physician, for catastrophic illnesses which call for special treatment that requires absence from work for not less than one hour, nor more than two hours, and cannot be provided at times that do not interfere with the employees regular work schedule. At the end of the school year prior to the new allocation, the remaining hourly sick leave increment will be rounded to the nearest one-half day for administrative purposes.

DEDUCTIONS FOR SICK LEAVE, EMERGENCY LEAVE, AND PERSONAL LEAVE

1. Deductions for sick leave, emergency leave, and personal leave for all personnel shall be administered and calculated to the nearest one hour, two hours or one-half day, with the exception of one day of sick leave, which shall be calculated to the nearest one hour.
2. The determination for one-half day of administrative, teaching, and nursing personnel will be determined by building work schedule. Deduction of a full-day sick leave shall be made when an employee leaves work due to illness at the midpoint of the work schedule. Declaration of illness later than the midpoint of the work schedule will cause the deduction of one-half day from the accumulated sick leave.
3. For all hourly employees and other non-teaching positions, the full day or one-half day determination will be made at the mid-point of the employee's normal hours of scheduled work.
4. If the leave is taken in one or two-hour increments, deduct one or two hours leave. This will be rounded to the nearest one-half day leave the following school year.

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