

General 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 which commences on September 1 of a given calendar year and terminates on August 31 of the immediately succeeding calendar year.
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. If an active employee was a participant under this Plan on August 31 of a calendar year and if such employee is on active service on the immediately succeeding September 1, his or her participation in the Plan shall commence on September 1.
5. If an active employee was not a participant under this Plan on August 31 of a calendar year, his or her participation shall commence on the earlier to occur of the two (2) following events:
 - (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.
6. Once an active employee's participation in the Plan commences as specified in one of the two (2) preceding paragraphs, it shall continue at Board expense throughout the balance of the insurance plan year if the employee continues on active service to and including May 31 of that insurance plan year or, if he/she dies, for one year following the date of death for eligible dependents.
7. If an employee's active service terminates before May 31 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.
8. As specially provided, participation shall continue for certain employees who retire prior to age 65; see individual working agreements.
9. "Honorably-dismissed" or "laid off" employees are eligible to continue health coverage in accordance with COBRA.

10. Participation will be provided for an employee who is on approved leave of absence (except as in paragraph 11 below) subject to the following:
 - (a) Participation at Board expense shall continue for only one calendar year. Not more than one year's coverage shall be at Board expense, unless leaves are separated by a return to work of three years or more.
 - (b) A person otherwise eligible may, at his/her own expense, continue to participate for the succeeding calendar year(s).
11. 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, may continue to participate only at his/her own expense.
12. 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.
13. 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.
14. New employees of the District, hired on a full-time basis, shall be eligible to participate in the District's health insurance plan after receiving an appointment of employment from the Board of Education and prior to becoming an active employee on the following conditions:
 - (a) Passage of a physical examination evidencing an employee's fitness to perform the duties assigned and freedom from communicable disease, including tuberculosis.
 - (b) Participation by the new employee in the District's health insurance plan prior to becoming an active employee shall be at his/her own expense, said expense to be determined from time to time by the Board of Education and the health plan administrator. The new employee may also elect to cover eligible dependents at employee expense. Eligibility of dependents shall be determined in accordance with health plan document. No less than one month's premium will be collected, payable in advance, quarterly.
 - (c) Coverage under the District's health insurance plan shall not be provided for an injury or illness, including a mental, psycho neurotic or personality disorder, to the new employee or his dependents existing at or prior to the time of the appointment of employment by the Board of Education and further, after a new employee becomes an active employee, coverage for such an illness or injury shall be provided only in accordance with the health plan's exclusion on pre-existing conditions.
 - (d) The new employee is not eligible for continued group health plan coverage with his or her prior employer. Written evidence is required indicating that the employee is not able to continue coverage under his/her previous employer's group health plan.
 - (e) The new employee's signature will be required to indicate his/her acceptance of the limitations set forth in this policy.

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 11:30 a.m. daily; that is, from the starting time of the employee's schedule until 11:30 a.m. will constitute one-half day and from 11:30 a.m. until expiration of the employee's normal work day will constitute a second half of the day. Deduction of a full-day sick leave shall be made when an employee leaves work due to illness prior to 11:30 a.m. Declaration of illness later than 11:30 a.m. 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. Leave taken in the middle of the employee's scheduled hours shall be calculated. If leave is taken mid-shift and is less than one-half of the scheduled hours (excluding lunch) then deduct one-half day leave; more than one-half scheduled hours, deduct one day leave. 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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