

Educational Support Personnel

Educational Support Personnel

All non-academic employees shall be under the general supervision of the Superintendent. They are also under the immediate supervision of the building principal and, in the case of some cafeteria personnel, the appointed manager.

Sick Days, Vacation, Holidays, and Leaves

Sick Days

Full or part-time educational support personnel who work at least 600 hours per year received 15 paid sick leave days per year. Part-time employees will receive sick day pay equivalent to their regular workday. Unused sick leave shall accumulate without limit.

Sick leave includes personal illness, or as may be deemed necessary in other cases, quarantine at home, or serious illness, or death in the immediate family, or birth, adoption, or placement for adoptions. The Superintendent and/or a designee shall monitor the use of sick leave.

After 3 days absence for personal illness, or as it may be deemed necessary in other cases, the employee may be required to furnish a physician's or a spiritual adviser's certificate of treatment as a basis for pay.

Vacation

Twelve-month employees shall be eligible for paid vacation days according to the following schedule:

After one (1) year service to Monticello, C.U.S.D. #25, but less than two (2) years of service = 2 Weeks

At least two (2) years service to Monticello C.U.S.D #25, but less than fifteen (15) years of service = 3 Weeks

At least fifteen (15) years service to Monticello C.U.S.D. #25, but less than twenty (20) years of service = 4 weeks

At least twenty (20) years of service to Monticello C.U.S.D. #25 = 5 weeks

Employees with at least two (2) years of service to Monticello C.U.S.D. #25 may be paid up for up to two (2) weeks of vacation in lieu of taking same annually.

The pay rate for vacation time per week shall be determined by utilization of the following formula:

One (1) work week (in hours) for the employees for sixteen (16) weeks immediately preceding vacation, times the employee's regular time rate for the first forty (40) hours, and time and a half for each hour or fraction thereof thereafter.

Employees shall be permitted to use vacation days upon approval of the Superintendent. The Superintendent shall not unreasonably deny vacation time requests made for days in the summer when school is not in session.

The anniversary date of employees for reasons of pay increases and earned vacation will be July 1st of each year. Employees hired before January 1 will have as their first anniversary date the July 1 following. Those employees hired after January 1 will have their first anniversary date July 1 of the following calendar year. Employees having two (2) weeks or less of vacation may take their earned vacation either the month before or the two (2) months following the July 1st anniversary date as long as such vacation meets with the approval of the Superintendent as delineated in Appendix I-D.

Part-time employees who work at least half-time are entitled to vacation days on the same basis as for full-time employees, but the pay will be based on the employee's average number of part-time hours per week during the last vacation accrual year. The Superintendent will determine the procedure for requesting vacation.

Vacation days earned in one fiscal year must be used by the end of the following fiscal year; they do not accumulate. Employees resigning or whose employment is terminated are entitled to the monetary equivalent of all earned vacation.

Any employee entitled to four (4) weeks or more vacation time in any calendar year shall be required to use at least one week of vacation entitlement during the school term.

Holidays

PAID SCHOOL HOLIDAYS

	A	B	C
LABOR DAY	1	1	1
COLUMBUS DAY	1	1	1
VETERAN'S DAY*	1	1	1
THANKSGIVING	1	1	1
DAY AFTER THANKSGIVING	1	1	1
AFTERNOON BEFORE CHRISTMAS*	0.5		
DAY BEFORE CHRISTMAS*	1	1	
CHRISTMAS	1	1	1
AFTERNOON BEFORE NEW YEARS*	0.5		
NEW YEARS DAY	1	1	1
M.L. KING BIRTHDAY	1	1	1
LINCOLN'S BIRTHDAY*	1	1	1
PULASKI DAY	1	1	1
FRIDAY BEFORE EASTER*	1	1	1
MEMORIAL DAY	1	1	1
INDEPENDENCE DAY	1		1

- A. Unit and High School office full-time Secretaries
- B. High School, K-8 and Guidance Secretaries, Cooks, Media Aides, Receptionist
- C. Custodians

* These holidays are only paid holidays if they fall on a scheduled workday. Years in which these holidays fall on weekends; they are not paid holidays.

If Christmas Day or July 4th fall on a weekend, the following Monday shall become a holiday.

If any employee is on sick leave or vacation when an above-listed holiday is observed, that day(s) shall not be counted as sick leave or vacation.

The District may require educational support personnel to work on a school holiday during an emergency or for the continued operation and maintenance of facilities or property.

If a paid holiday is waived by the School District, employees are to be given a “floating holiday” in lieu of this holiday. The “floating holiday” may be used at the discretion of the employee at any time during the school year or the month of June. The employee shall provide the Superintendent with two (2) days’ notice.

Personal Leave

Employees not covered by collective bargaining agreements are entitled to 2 personal days per year. Advanced notification in writing is required. Personal leave shall accumulate to a maximum of three days. If an employee has two or more personal days accumulated at the end of any school year, the following year’s entitlement of two personal days will first be used to renew personal day accumulation to three days. Any days unused to accomplish a full three-day accumulation will then be credited to that employee’s accumulated sick leave.

Personal leave may not be used when the employee’s absence would create an undue hardship.

Business Leave

For employees not covered by a collective bargaining agreement, one day per school year may be granted for personal business matters that are urgent enough to require absence during school hours. The reason for using the business leave day is that the business matter is urgent and compelling and cannot be conducted after school hours, on the weekend, or on holidays. Except in emergencies, the employee shall request such leave at least two school days in advance of the day he/she seeks to be absent.

Business leave may not be used to extend vacation, to receive remuneration, to seek employment (exception: Unit No. 25 R.I.F. employees), or any other reason deemed inappropriate by the Superintendent. The specific business matter to be attended must be given for the request to be considered.

The final decision will be made by the Superintendent. The business leave cannot be cumulative.

Leaves For Service in the Military

Educational support personnel shall receive the same military leaves that are granted professional staff.

Bereavement Leave

Educational support personnel may receive the same bereavement leave that is granted professional staff.

School Visitation Leave

An eligible employee is entitled to a school visitation leave on the same terms and conditions granted professional staff.

Employee Absence

Employees are not excused from work due to inclement weather and non-school trips. Employees will not be paid for the day or days that they do not report to work due to those types of absences.

Non-contractual employees may use accrued comp time in lieu of reporting to work on days of school cancellation.

Jury Duty

Any Employee called for jury duty shall suffer no loss of pay or benefit by reason of such service. The Employee will return jury pay and the jury pay statement to the District less reasonable vouchered expenses. Employees called for jury duty during times when school is in session are expected to request a hardship waiver in order to perform jury service during summer months when possible.

Leave to Serve as an Election Judge

Any staff member who was appointed to serve as an election judge under State law may, after giving at least 20-days' written notice to the District, be absent without pay for the purpose of serving as an election judge. The staff member is not required to use any form of paid leave to serve as an election judge. No more than 10% of the District's employees may be absent to serve as election judges on the same election day.

Approved 1-21-15