

Educational Support Personnel

Benefits for Non-Union ESP Employees

The following benefits are intended to be provided to qualifying employees not covered by the master agreement.

Unused Sick Day Pay Upon Retirement

Upon honorable retirement from the District pursuant to IMRF retirement provisions each full-time or part-time qualifying employee hired prior to December 31, 2011 and that has worked in the district for at least the previous five years, shall be paid Thirty and 00/100 Dollars (\$30.00) per day for each day over two hundred five (205) sick days earned in service to the District but unused by the employee. The total amount paid is not to exceed \$6,150.00.

Death Benefit

In the event of the death of a full-time or part-time qualifying employee an unused sick leave benefit shall be paid in a lump sum to the survivor named by the employee. Such payment shall be computed by multiplying the number of unused sick leave days times Ten and 00/100 Dollars (\$10.00). Maximum payment Two Thousand and Fifty and 00/100 Dollars (\$2,050.00).

Longevity Increases

A full-time qualifying employee is eligible for a longevity wage increase of one percent (1%) over base pay, as a reward for continuous service after five (5), ten (10), fifteen (15), twenty (20), twenty-five (25) and thirty (30) years of service. Longevity pay increases will commence on the first full pay period in July following the Cook's or Custodian's applicable anniversary date.

Payroll

All employees will be paid twice per month using the same schedule as certified employees. Employees may deliver to the Board a written authorization for payroll deduction. Upon receipt of properly executed authorization, the Board shall deduct for insurance plans, credit unions and/or annuities. The Board agrees to maintain access to pay structure, deductions, and the number of accumulated leave days via an employee management system. Questions related to this information shall be presented to the Unit Office by October 1 or will be assumed to be correct.

Retirement Incentive

The Board shall recognize the service of full-time qualifying employees who have rendered at least twenty (20) years of creditable service to District #25 immediately preceding retirement, and who are eligible to receive regular retirement pension benefits through the Illinois Municipal Retirement Fund. For employees hired before December 31, 2011 the employee must be at least fifty-five (55) years of age by December 31 of the year of retirement, with eight (8) years of service with the Illinois Municipal Retirement Fund and must have served satisfactorily in the District for a minimum of twenty (20) full-time years immediately preceding his or her retirement. For employees hired after December 31, 2011 the employee must be at least sixty-two (62) years of age by December 31 of the year of retirement, with eight (8) years of service with the Illinois Municipal Retirement Fund and must have served satisfactorily in the District for a minimum of twenty (20) full-time years immediately preceding his or her retirement.

Eligible employees who submit a timely irrevocable letter of resignation on or before July 1 of the Employee's final school year of employment (Board may waive date requirement under certain circumstances) will be paid a bonus in their last year of service equal to twenty-five percent (25%) of their previous year's gross salary inclusive of any raise provided.

Updated 7/19/2017