



Employee Benefits Summary

Non-Bargaining Certified & Non-Certified
Administrative Employees





Mission

Collaboratively engage all students in a world-class education.

Vision

Be the first choice for all families.

Motto

Shaping Tomorrow Today

Goals

<p>1</p> <p>Growth & Achievement</p> <p>Curriculum Alignment</p> <p>Differentiated Instruction</p>	<p>2</p> <p>Engaging Partnerships</p> <p>Customer Service</p>	<p>3</p> <p>Optimal Climate</p> <p>Social Emotional Health & Skills</p> <p>Facilities & Technology</p>	<p>4</p> <p>Quality Staff</p> <p>Internal Trust & Relationships</p> <p>Recruit & Develop</p> <p>Monitor, Track & Report</p>	<p>5</p> <p>Fiscal & Operational Stewardship</p> <p>Resource Allocation</p>
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Values

Achievement • Student Responsibility • Community Partners • Diversity • Safety • Continuous Improvement • Staff • High Expectations • Community Resources • Stewardship

Welcome to Rockford Public Schools District 205

As a non-bargaining administrative employee of the Rockford Public Schools, you are eligible to receive a comprehensive and competitive benefits package that seeks to meet every phase of life for you and your family.

Our benefits package is reviewed annually to ensure that all employees receive quality and comparable benefit options. We ask that you become an active and informed participant so that you may gain the most from what is offered.

This document may be changed from time to time to reflect changes in benefits, benefit eligibility and requirements.

Please refer to www.rps205.com for additional staff information.

This booklet is intended to provide a summary of benefits for non-bargaining administrative employees and should not be construed as a contract. Benefits described herein do not apply to all Rockford Public School District employees.

Our Motto

Rockford Public Schools motto is Shaping Tomorrow Today, transitioning from Readiness Rocks.

Our Vision

Rockford Public Schools strives to be the first choice for all families.

This vision will be achieved when the following are realities for the district:

- It is a driver of prosperity for the region.
- All students are college and career ready.
- All students feel valued and empowered to reach their full potential.
- Each individual flourishes intellectually, physically, and emotionally.
- All stakeholders are both responsible and accountable for student success.

Our Mission

The mission of the Rockford Public Schools is to collaboratively engage all students in a world-class education.

Five Goals to Become the Schools of First Choice in Rockford:

- Enhance learning opportunities for all children.
- Ensure parents are partners in the education process.
- Provide clean and safe schools.
- Hold adults accountable.
- Run an efficient business operation.

Rockford Public Schools District 205 is an Equal Opportunity Employer.

ROCKFORD PUBLIC SCHOOLS DISTRICT 205

Work Year

The work year is defined as July 1 – June 30. Positions are assigned as a nine (9) month, ten (10) month, eleven (11) month or twelve (12) month positions. Workdays beyond the position assignment, including meetings or workshops, are pre-authorized by the Superintendent or designee.

Nine (9)-month Assignment: Total compensation is based on 180 days. Nine-month administrative staff have a work schedule which includes paid absences such as sick time.

Ten (10)-month Assignment: Total compensation is based on 200 days. A ten-month administrator has a work schedule which includes paid absences such as sick time and is specified by the School Calendar in addition to ten (10) days prior to the first Institute

Day and ten (10) days after the last day of the school year, or the work schedule may be three weeks before the first Institute Day and one week after the last day of the school year. At the discretion of the Superintendent, ten-month administrators may be required to work up to five (5) days beyond the contract year when school is not in session. Compensation for those additional workdays will be calculated on a per diem basis.

Eleven (11)-month Assignment: Total compensation is based on 220 days. Eleven-month administrators have a work schedule which includes paid absences such as sick time and is specified by the School Calendar in addition to twenty (20) days prior to the first Institute Day and twenty (20) days after the last day of school.

Twelve (12)-month Assignment: Twelve-month administrative staff have a work schedule which includes paid absences such as sick time, vacation time, personal business leave and holiday leave. All such employees are required to work whenever District offices are open.

Sick Leave

Sick days are earned on a prorated basis throughout the school year as follows:

9-month staff	prorated
10-month staff	14 days
11-month staff	16 days
12-month staff	18 days
Part-Time staff	0 days

These sick days shall be allowed at full pay for the following reasons:

- Personal illness.
- Quarantine at home.
- Serious illness or death in the immediate family or household.

The definition of “immediate family” is husband or wife, child, brother, sister, grandparent, or grandchild, or parent of the employee or spouse, wherever they may reside, or other relative in the same dwelling unit.

The Board may require a physician’s statement for absences of more than three consecutive days due to personal illness and may request a restatement every 30 calendar days in the event of an extended illness.

Sick leave days are cumulative without limit. Upon termination of employment accumulated sick days are submitted to IMRF (non-certified) or TRS (certified). (See the “pension” section for benefits available at retirement.) Sick days for new employees are prorated during the year hired.

Personal Business Leave

Paid Personal Leave is earned at two (2) days per year for full time staff and can accumulate up to a maximum of six (6) days. Unused personal leave in excess of six (6) days is converted to and accumulates as sick leave days. Personal Business Leave for new employees is prorated during year hired. Paid Personal Leave days shall not be used for casual or indiscriminate purposes. Casual or indiscriminate uses include, but are not limited to, taking vacations, earning an income from another source, or attendance at a workshop or course, which has not been approved by the Board.

Sabbatical Leave

Sabbatical leave is available to pursue full-time coursework relevant to your position. Coursework must be approved and taken at an accredited learning institution of higher education. Specific terms and conditions are applicable to this benefit, such as having served seven (7) consecutive years of employment. Approval must be granted from the Superintendent of Schools. Further information must be obtained from the Human Resources Department.

Family Medical Leave

Family Medical Leave, under provisions of the Family Medical Leave Act of 1996, is available for up to twelve (12) weeks for employees unable to work due to their own serious health condition or a serious health condition of a family member. Family Medical Leave is also available for incapacity due to pregnancy, prenatal medical care, child birth or to care for a newborn or newly adopted/placed child. This leave is available on an intermittent or reduced leave schedule when medically necessary. For eligibility, an employee must have been employed for at least twelve (12) months and have worked a minimum of 1,250 hours over the previous 12 months.

Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single twelve (12) month period, who has a serious injury or illness incurred in the line of duty while on active duty. Further restrictions may apply. Information is available from the Human Resources Department and/or on Board Policy 5.185.

Unpaid Leave

Requests for unpaid leave shall be made to the Human Resources Department and contain a statement of the reason for such request. Unpaid leaves may be granted at the discretion of both the Supervisor and the Superintendent. If granted, such leaves will be unpaid and provide no benefits other than re-employment.

Disability Insurance

The District provides supplemental disability benefits for certified administrators and non-certified employees at Director level and above, to a maximum 70% of your salary. Such benefits are coordinated with the Teachers' Retirement System (TRS) or Illinois Municipal

Retirement Fund (IMRF), whichever is applicable. Disability benefits are available at 50% of salary from IMRF for other non-certified staff.

Vacation Schedule

9-month staff	0 days
10-month and 11 month staff	0 days
12 month staff	20 days
Part-Time staff	0 days

At the beginning of each fiscal year, non-bargaining administrative staff shall be credited with vacation leave as specified above. However, vacation will be earned pro rata throughout the year (e.g., if you are eligible for 20 days of vacation during the year, you earn the vacation at a rate of 1.67 days each month). Although vacation days may be used before they are earned, when an employee separates from District employment, such used unearned vacation days will be deducted from the employee's final paycheck. Unused earned vacation days are paid out at separation. Available vacation days for new employees will be prorated during the year hired. **All vacation time must be pre-approved and is at the Supervisor's discretion.** At year end, unused vacation time will be forfeited unless the employee requests to carry-over up to 10 days to the next year.

Life Insurance

Group Life and Accidental Death/Dismemberment Insurance is provided to full-time non-bargaining administrative staff at a benefit level equal to two times salary. Benefits are subject to IRS rules. In addition, employees have the option to purchase Voluntary Group Term Life and AD&D Insurance for themselves and family members. This benefit is available for enrollment upon new hire, Special Enrollment periods, and during annual Open Enrollment.

Medical and Dental Insurance

As a full-time employee, you are eligible to receive major Medical and Dental Insurance for you and your family. Preventive and Wellness benefits are also available. Included with your Medical Insurance Plan is a Prescription Drug Program affiliated with nationwide retail pharmacies and a mail order program. Medical and Dental Insurance benefits are effective after thirty (30) days of continuous regular employment from the date of hire. **It is the responsibility of the employee to complete the benefit enrollment process within thirty (30) days of the date of hire.** The plan year for medical and dental insurance runs July 1 – June 30. Contact the HR Department for specific details.

Special Enrollment Period

To add a new dependent (birth, adoption, marriage/civil union partnership, loss of benefits, etc.), or to drop an existing dependent (death, divorce, legal separation, employment/insurance status change) you must complete the Insurance Change process within the Special Enrollment Period (a period lasting thirty-one (31) days which begins on the date the individual experiences the qualifying event).

Flexible Spending Account (FSA)

Flexible Spending Accounts: Section 125 is a benefit option, which allows you to set aside dollars on a pre-tax basis for reimbursement of eligible Medical and Daycare expenses generally not covered in the Health Insurance Plan. This can include deductibles, co-pays or other out-of-pocket expenses. The plan year for flexible spending runs July 1 – June 30 however, for tax purposes, the amount you elect to set aside cannot exceed the calendar year maximums established by IRS regulations.

Holidays

Paid holidays for full time, non-bargaining administrative employees are as follows:

January	New Year's Day
January	Martin Luther King's Birthday
February	Lincoln's Birthday or Presidents Day
March/April	Good Friday
May	Memorial Day
July	Independence Day (July 4 th)*
September	Labor Day
November	Election Day
November	Veteran's Day
November	Thanksgiving Day
November	Day After Thanksgiving
December	Christmas Eve (1/2 Day – PM)
December	Christmas Day
December	New Year's Eve (1/2 Day – PM)

On the day preceding or following a legal or special holiday and/or the first or last day of school, personal leave time will be granted at the Supervisor's discretion.

*Note: 9, 10 & 11 month employees will receive holiday pay only if their work day calendar includes the holiday.

Pension

Certified Administrative Staff

Certified staff may be eligible for pension benefits under Teachers' Retirement System (TRS). Refer to their website, www.TRS.Illinois.gov or call 1-800-877-7896 for details about your pension benefits. Employees who retire from active, full-time employment at age 55 with at least ten (10) continuous years of service to the District are paid \$50 per day by the District for any residual unused sick days not applied to TRS service credit.

Non-Certified Administrative Staff

Non-certified staff members may be eligible for retirement benefits from the Illinois Municipal Retirement Fund (IMRF). Refer to their website, www.IMRF.org or call 1-800-275-4673 for details about your pension benefits. Employees who retire from active, full-time employment at age 55 with at least ten (10) continuous years of service to the District

are paid \$50 per day by the District for any residual unused sick days not applied to IMRF service credit.

If you retire at age 55 and before age 65, and have at least ten (10) continuous years of service to the District, the District will extend Medical, Dental and Life insurance benefits for you and your dependents until you turn 65 years of age. Contact Human Resources for retirement insurance premium rates.

403(b)/Roth 403(b) Retirement Plan

You are eligible to participate in a 403(b) retirement program by entering into a salary reduction agreement. You may also choose to defer additional money (called “catch-up” contributions) if you are age 50 or over. It is your responsibility to select a 403(b) investment provider from the list of the District’s approved providers and to set up your own account. This must be done before payroll deduction can begin. For more information on the 403(b) plans, check with your financial advisor or visit the IRS website (www.irs.gov).

Travel Expenses

Non-Bargaining staff, who use personal vehicles for approved in-district travel or out-of-district business travel, receive reimbursement at the IRS allowable rate upon submission of a detailed log.

Part Time Employees and Volunteers

Part time non-bargaining certified & non-certified administrative employees, as defined by the district as working 30 hours or less per week, and volunteers, are not benefit eligible.

Other Benefits

Other benefits and opportunities available to all employees are:

- Employee Assistance Program (EAP).
- Direct Deposit of your payroll check.
- Membership in the Winnebago County Schools Credit Union.
- Wellness/Fitness Discounts.
- Training Opportunities.

Important Numbers to Remember

Human Resources Department – 815-966-3145

IMRF – 800-275-4673 (Illinois Municipal Retirement Fund)

TRS – 217-814-2000 (TRS main number); 877-927-5877 Member Services;

TRS email - members@trsill.org

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Contact the Human Resources Department for further information.

Human Resources Department
501 7th Street, 3rd Floor
Rockford, IL 61104

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