

Oak Park and River Forest High School  
Non-Affiliated  
**Employee Handbook**



We encourage any feedback and questions you may have. Please keep this handbook readily available for quick reference. If you have any questions, please send an email to [hr@oprfs.org](mailto:hr@oprfs.org).

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## Section I GENERAL INFORMATION

### 1. Introduction

We are glad that you are part of our team. When you join Oak Park and River Forest High School District 200 (OPRFHS), you become part of the progressive school district dedicated to the tradition of excellence and focused on preparing students for the future. Your commitment is vital to the excellent educational environment: we depend on you to manage the many tasks that make the business of our school district run smoothly. Please use this Handbook as a reference on employment matters and policies while you are a member of the OPRF team.

Oak Park and River Forest High School District 200 Non-Affiliated Handbook is intended to be descriptive only. Nothing in this Handbook shall create any contractual obligations of any kind. This handbook may be modified or discontinued at any time by the School District. The Board of Education reserves the right to establish policies and procedures for all employees in accordance with the Illinois School Code. All employees are expected to abide by Board policies listed in the [Policy Manual](#).

Non-affiliates are professional employees, who due to the nature of their jobs are not affiliated with any bargaining unions. Non-affiliate employees are hired, retained, and promoted on the basis of effectiveness, efficiency, fitness for duty, and merit. Each employee is expected to give full and dedicated service.

Your employment with OPRF is at will. This means your employment is for an indefinite period of time and it is subject to termination by you or OPRF, at any time for any reason, other than a reason prohibited by law, or no reason at all.

### 2. Employment Conditions

Employment is contingent upon successfully completing a criminal background check and obtaining a physical examination from a licensed physician indicating good health and ability to perform the assigned duties. within thirty (30) calendar days of hire.

### 3. Compensation

The vision of Oak Park and River Forest High School District 200 (OPRFHS) is to become an ever-improving model of equity and excellence that will enable all students to achieve their full potential. With this vision in mind, OPRFHS is committed to providing an equitable and competitive total compensation program for non-affiliated professional employees that includes base salary, benefits, and retirement contributions and allows the district to:

- attract and retain a highly qualified and diverse workforce;
- ensure fair and consistent pay practices;
- align salary increases to performance;
- comply with federal and state regulations, including equal pay;
- provide employees with comprehensive benefit programs;
- operate within the constraints of fiscal resources while balancing and achieving strategic goals.

The following primary principles guide our total compensation program:

**Competitiveness:** Salary ranges and benefits for all non-affiliated positions are based on benchmark data for the local high school education market as represented by the

Northwest Personnel Association (NWPA) compensation survey and Forecast 5 survey, or other industry compensation surveys as applicable.

**Internal Equity:** Jobs with similar qualifications, scope, complexity of duties, and impact are assigned to similar salary grades. The benefits, coverage and premium costs for non-affiliated employees will be the same as the ones provided to teachers pursuant to the Collective Bargaining Agreement with the Oak Park and River Forest High School District 200 Faculty Senate of Oak Park and River Forest High School District 200.

**Flexibility:** Salary structure provides a framework to address market changes, equity considerations, and targeted needs.

**Transparency:** The compensation process is intended to be fair and simple so that all employees understand the goals and the outcome of the process. Salary ranges are posted for all administrative and non-affiliated vacancies and all current employees have access to salary and benefit information.

**Non-discrimination:** Decisions regarding salaries and benefits are made without regard to race, gender, creed, color, religion, national origin, age, sexual orientation, gender identity, or physical or mental disabilities.

## **Salary Structure**

### **1) Pay Grades**

All non-affiliated jobs are assigned to pay grades based upon compensable factors such as required education and experience, required specialized or technical expertise, job complexity, level of responsibility, and impact of decision making across the district. The greater the level of compensable factors of the job, the higher the grade to which it is assigned. Please refer to Appendix B.

Newly established jobs are analyzed and grade assignment is determined prior to posting the vacancy to ensure a consistent practice of salary administration and to assist the recruitment and hiring strategy of the district.

On a periodic basis, selected job classifications may be reviewed to ensure that conditions in the district, such as organizational structure, major programs, or significant responsibilities in a particular job, have not changed enough to warrant a change in job grade classification.

### **2) Pay Ranges**

- A minimum, midpoint, and maximum pay rate for each range is determined to ensure external equity and competitiveness based on the benchmark data for the local high school education market. Midpoint for each job is established between the 50th and 60th percentile relative to the local market. Please refer to Appendix C.
- Employees are assigned to a pay range and paid a salary rate between the minimum and maximum (inclusive) based on their job experience and/or special skills.
- Employees whose salaries are higher than the maximum for their grade will receive a lump sum payment in lieu of an ongoing increase to base salary.
- Pay ranges are reviewed on a regular basis to ensure market responsiveness in order to remain competitive.

- When salary ranges are adjusted according to market conditions, employees whose salaries fall below the new minimum for the salary grade will be adjusted to the new minimum, whenever such adjustment is financially feasible.

### **Initial Salary Placement**

- Job postings for positions will identify the starting salary range for the position in accordance with established job classification.
- The Assistant Superintendent for Human Resources will recommend to the Board salary placement within the posted range based on candidate qualifications and previous experience.
- Occasionally, candidates with extensive previous job experience or special skills may be recommended to be hired at a salary higher than the posted pay range, but not exceeding the established maximum for the job grade. Internal equity will be considered whenever possible.

### **Promotion**

For compensation purposes, a promotion occurs when an employee is placed in a job with a higher pay grade (except for general structure changes or position reclassification). The new salary shall be equal to or greater than the minimum rate for the new grade. The specific placement within the grade will be based on the employee's qualifications and related job experience.

### **Job/Salary Review**

On a periodic basis, jobs may be reclassified into a different pay grade or salaries may be adjusted within pay ranges in order to maintain the internal/ external equity. Any employee or employee supervisor may submit a request for a salary review if they believe that the employee's salary placement does not fairly and accurately reflect their position responsibilities. The salary review process is used to determine:

- 1) if the employee position is assigned the appropriate pay grade based upon compensable factors such as required education and experience, required specialized or technical expertise, job complexity, level of responsibility, and impact of decision making across the district;
- 2) if the employee is accurately and equitably placed within the salary range of the position's grade relative to their job experience and/or special skills.

Submission Deadline for a [Salary Review Request](#) is February 1 of the current school year for salary placement for the next school year.

### **Salary Increases**

Salary increase recommendations for all non-affiliated professional employees are presented by administration to the Board of Education for approval on an annual basis.

- Contingent on funding considerations, it is recommended to provide an annual increase equal to the increase of the cost of living as measured by the Consumer Price Index to all employees who received an "excellent" or "proficient" rating on their annual performance evaluation.
- Employees who received a "needs improvement" or "unsatisfactory" rating on their annual performance evaluation, will receive no salary increase for the following school year.
- Occasionally, recommended increases may be above the cost-of-living increases to remain competitive within the local education market.

#### **4. Pay Periods**

- a. OPRF employees receive their pay bi-weekly by regular check or through direct deposit.
- b. Base salary is annualized and will be divided equally among the number of paychecks in the year. 11-month and 12-month employees will be paid salary in 26 installments. 10 employees prior to the start of each work year shall make an election to be paid over 10-months/21-pay periods (during the school year) or 12-months/26 pay periods (will receive checks over the summer). No change can be made to an election for a given year once selected.
- c. For non-exempt employees, hours worked outside of the employee's regular schedule will be paid in arrears according to the payroll schedule.

#### **5. Hours of Work**

- a. All full-time employees are expected to work a minimum of 8 hours per day/40 hours per week.
- b. Annual employee work calendars will be distributed by Human Resources prior to the start of each work year.
  - i. Employee work calendars can be viewed in Skyward Employee Access by navigating to Employee Information > Calendar.
- c. Employees shall be provided a thirty (30) or sixty (60) minute unpaid duty-free meal break. Lunch times must be approved by the supervisor and are to be taken during a mutually convenient time to support the operation of the program.

#### **6. Overtime Pay**

- a. Exempt Employees are not eligible for overtime pay.
- b. Non-exempt employees may work overtime upon prior approval of their supervisor.
  - i. Overtime shall be paid at 1.5x the employee's normal hourly rate.
  - ii. For purposes of computing overtime, all paid leaves, except sick leave, shall be considered as hours worked.
  - iii. An employee working overtime may request comp time in lieu of overtime pay.

#### **7. Employee Evaluations**

All non-affiliated employees will be evaluated annually utilizing the approved electronic evaluation tool (currently [TalentEd](#)). The evaluation process identifies performance strengths, weaknesses, training needs, and future goals.

#### **8. Injury on the Job**

Any employee injured while performing the duties of the job must contact the Company Nurse at 1-855-921-9518. All employees are protected under the Illinois Workers' Compensation Act from losses incurred as a result of injury or accident in the course of employment.

## Section II EMPLOYEE BENEFITS

### 1. Sick Leave

- a. Employees shall be granted fifteen (15) days paid sick leave per year. The sick days will be allocated annually at the beginning of the work year.
- b. Sick leave shall be interpreted to mean personal illness, quarantine at home, or serious illness in the immediate family or household, as defined in the Illinois School code (105 ILCS 5/24-6.
- c. In case of absence due to illness, the employee's supervisor or their designee should be notified as early as possible.
- d. A physician's certificate or if the treatment is by prayer or by spiritual means, that of a spiritual advisor or practitioner of such a person's faith, is required as a basis for pay during leave after an absence of three (3) or more work days for personal illness, or as necessary in other cases.
- e. Any absence in excess of allocated leave will result in a deduction of a day's pay.

### 2. Personal Leave

- a. Requests for personal leave must be pre-approved by the employee's supervisor or their designee and must not be in conflict with the operation of the office or program. Supervisors have the right to deny any request they deem may jeopardize the operation of the office or program.
- b. Subject to prior approval by the immediate supervisor or their designee, each employee is entitled to four (4) personal leave days per year for the purpose of attending to personal business.
- c. Unused personal days will be converted to sick leave at the end of each fiscal year.
- d. Any absence in excess of allocated leave will result in a deduction of a day's pay.

### 3. Vacation Leave

- a. Vacation leave is only available for 12-month employees is allocated according to the following scale:

Years 1-2	10 days
Years 3-10	15 days
Year 11 and thereafter	20 days

- b. Requests for vacation leave must be pre-approved by the employee's supervisor or their designee and must not be in conflict with the operation of the office or program. Supervisors have the right to deny any request they deem may jeopardize the operation of the office or program.
- c. Vacation leave can be used by November 1 following the year in which vacation is allocated. After November 1, any unused days carried over from the prior year will convert to sick leave.

### 4. Bereavement Leave

- a. Employees shall receive five (5) consecutive days of paid leave for absence due to the death of a spouse or child.

- b. Employees shall receive three (3) consecutive days of paid leave for absence due to a death in the immediate family.
- c. Immediate family is defined as father/guardian, stepfather, mother/guardian, stepmother, brother, stepbrother, sister, stepsister, grandparent, grandchild, any in-laws as stated, any relative living in the employee's house, or person for whom the employee serves as the legal guardian.
- d. A copy of the obituary or other evidence of the person's passing must be forwarded to HR as soon as possible.

## **5. Jury Duty**

- a. Employees will receive their regular rate of pay on required Jury Duty during the school year.
- b. The jury duty summons should be attached to the absence request in Frontline.
- c. Payment received for jury duty must be turned into the Business Office.

## **6. Insurance**

- a. Employees in positions regularly scheduled for thirty (30) or more hours per week are eligible for insurance benefits from the District.
- b. The benefits, coverages and premium costs to the employee will be the same as the benefits, coverages and premium costs to the faculty member as provided for in the current Agreement between Oak Park and River Forest High School District 200 and the Oak Park and River Forest High School Faculty Senate, IEA/NEA. The details about benefits are outlined in the OPRF Benefits Guide.

## **7. Retirement Fund Participation**

Employees in non-certified positions who are expected to work 600 or more hours per year qualify to participate in the Illinois Municipal Retirement Fund (IMRF) as provided by statute.

Employees in positions requiring a valid Professional Educator License qualify to participate in the Illinois Teachers' Retirement System (TRS) as provided by statute.

## **8. 403(b)**

- a. The District shall annually provide a matching contribution on behalf of any non-affiliated staff member to a 403(b) account of up to 100% of the faculty members' contribution not to exceed 2.25% of the staff member's base salary for that year.

## **9. Retirement Benefit**

Non-affiliated employees shall be eligible for the following retirement benefit provided that they meet the specified criteria:

- a. Not be eligible for any other separation benefit provided by the District;
- b. Meet the IMRF Retirement eligibility criteria on the last day of contributing service;
- c. Have at least fifteen (15) years of full-time service in the District immediately preceding retirement and acceptance of an IMRF retirement annuity; and
- d. Not retire under circumstances which will result in a penalty or other IMRF cost for the District.

Qualifying employees submitting a timely irrevocable notice of retirement effective at the end of any school year shall be entitled to the benefits set forth below. Such notice shall be provided by March 1 of any school year and no less than 14 months prior to retirement.



The employee shall receive a base salary or wage rate increase of six percent (6%) on their previous school year base salary for their final year of employment before retirement. Such increase will be contingent upon continuing to work the same position and work schedule during the retirement incentive year. All unused sick leave will be reported to IMRF toward service credit.

In addition, any employee who has worked on average of at least twenty (20) hours per week and who meets the IMRF retirement eligibility criteria and has eight (8) years of full-time service in the District immediately preceding retirement shall be entitled to continue participation in the District health insurance plan at the same cost as if they were an employee until the employee reaches age sixty-five (65). In the case of the employee's death prior to age sixty-five (65), the medical coverage for the dependent will be continued on the same basis until the employee would have reached age sixty-five.

## Section III EMPLOYEE RESPONSIBILITIES

### 1. Absences

- a. All absences must be entered in the employee's respective electronic system ([Frontline Absence Management](#) (formerly Aesop) for exempt employees, [Novatime](#) for non-exempt employees) prior to 6:30 a.m. the day of the absence. In the event of an emergency, after the time of cutoff, absences must be reported directly to your supervisor in addition to being entered in your respective attendance system, if possible.
- b. Excessive absenteeism or frequent absence or tardiness may subject an employee to disciplinary action.

### 2. Photo IDs

Employee district-issued photo ID must be worn at all times while on district property. You will obtain an ID from the attendance office at the time of hire.

### 3. Employee Conduct

- a. **Professional and Appropriate Conduct:** All district employees are expected to maintain high standards in their school relationships, to demonstrate integrity and honesty, to be considerate and cooperative, and to maintain professional and appropriate relationships with students, parents, staff members, and others.
- b. **Philosophy of Corrective Discipline:** The Board embraces the concept of progressive and corrective discipline for employees. Progressive discipline is a systematic approach to correct unwanted behavior and deter its occurrence by administering disciplinary actions based upon various factors, including but not limited to: (1) the seriousness of the offense; (2) the number of times it has occurred; (3) prior acts of misconduct; (4) the length of time between infractions (5) the employee's length of service and record of performance; and (6) the totality of the circumstances. While the Board encourages the use of progressive discipline, circumstances dictate that it cannot be used for every act of misconduct. The disciplinary procedure described below will not apply to cases of gross misconduct such as, but not limited to, gross insubordination, theft, intoxication or being under the influence of non-prescribed controlled substances at work, or falsification of school records or other employment-related records.
- c. **Disciplinary Procedure:** Employees covered by this agreement may be subject to the following progressive discipline process:
  1. Verbal Warning
  2. Written Warning
  3. Suspension
  4. Termination

## APPENDIX A Non-Affiliated Position List

Exempt Positions	Non-Exempt Positions
<p>Accountant            Administrative Assistant            Assistant Auditorium Manager            Assistant Director of Campus Safety            Assistant Food Service Director            Associate Data Analyst            Associate Web Developer            Attendance Office Coordinator            Auditorium Manager            Benefits &amp; Compensation Coordinator            Communications &amp; Outreach Coordinator            Community Outreach Coordinator            Coordinator Of Learning Analytics and Supports            Data Analyst            Employment Specialist            Enrollment &amp; Registrar Manager            Executive Assistant            Executive Functioning Skill Support Tutor            Head Custodian            Human Resources Systems Specialist            Instructional Technology Coordinator            Kitchen Supervisor            Manager Of Buildings and Grounds            Manager Of Infrastructure Services            Motivational Mentor Coordinator            Nurse            Occupational Therapist            Office Manager            Payroll Coordinator            Substitute &amp; Leave Coordinator            Supervisor Of Campus Safety            Testing Center Supervisor            Testing Specialist            Transition Specialist            Trauma-Informed School Interventionist            Web And Data Manager</p>	<p>Athletic Equipment Manager            Computer Support Technician            In-School Suspension Academic Coach            Lead Computer Support Technician</p>

## APPENDIX B Non-Affiliated Salary Grades

Position	Grade
Accountant	16
Admin Assistant	13
Assistant Director of Campus Safety	15
Assistant Director of Food Service	15
Athletic Equipment Manager	hourly
Attendance Office Coordinator	13
Auditorium Manager	15
Benefits and Compensation Coordinator	15
Campus Safety Supervisor	14
Communications Coordinator	14
Community Outreach Coordinator	14
Computer Support Technician	13
Data Analyst	15
Employment Specialist	14
Head Custodian	15
HR Information Systems Specialist	15
In-school Suspension Academic Tutor	hourly
In-School Suspension Coordinator	13
Instructional Tech Coordinator	13
Kitchen Supervisor	13
Lead Technician	14
Learning Analytics Coordinator	18
Manager of Buildings and Grounds	16
Manager of Infrastructure Services	16
Motivational Mentor Coordinator	13
Nurse	15
Occupational Therapist	16
Payroll Coordinator	15
Registrar	15
Special Education Office Manager	14
Substitute and Leave Coordinator	14
Testing Center Supervisor	14
Testing Specialist	14
Theater Technical Director	14
Transition Specialist	15
Web and Data Manager	16

## APPENDIX C Non-Affiliated Pay Ranges

Grade	12- Month Employees			11- Month Employees			10- Month Employees		
	Min	Midpoint	Max	Min	Midpoint	Max	Min	Midpoint	Max
16	\$75,752	\$101,003	\$126,254	\$69,973	\$93,297	\$116,621	\$61,188	\$81,584	\$101,979
15	\$63,191	\$84,255	\$105,319	\$58,336	\$77,782	\$97,227	\$51,015	\$68,021	\$85,026
14	\$54,869	\$73,158	\$91,448	\$50,707	\$67,610	\$84,512	\$44,311	\$59,081	\$73,852
13	\$47,933	\$63,911	\$79,888	\$44,234	\$58,979	\$73,723	\$38,685	\$51,581	\$64,476