

Procedures for Implementing Board Policy: Senior Educational Support Personnel

Section A - Fringe Benefits

1. All Senior Educational Support Personnel (Senior ESP), during the term of their employment, shall be accorded the following fringe benefits:
 - a. Single or family health insurance consistent with such health benefits provided to all educational support personnel of the district;
 - b. \$75,000 in basic life insurance and up to \$75,000 in accidental death and dismemberment insurance;
 - c. Partial or full reimbursement for membership in professional organizations as approved by the Senior ESPs' supervisor;
 - d. Full-time Senior ESPs are eligible for personal leave of 2 days per year.

Part-time employees will receive prorated personal leave based upon full-time equivalence (e.g. a part-time employee working 50% time will receive sick leave equivalent to their actual workdays).

Employees hired after the start of their assigned calendar will be allocated a pro-rated amount of personal leave.

Personal leave may be accumulated from year to year up to a maximum of 4 days. At no time may a Senior ESP be credited with more than 4 personal leave days. Any days, in excess of 4 will be transferred to sick leave.

Upon termination/retirement, all unused accumulated personal days will be reported to the Illinois Municipal Retirement Fund for service credit upon the Senior ESPs' retirement.

- e. Full-time Senior ESPs are eligible for sick leave of 15 days per year.

Part-time employees will receive prorated sick leave based upon full-time equivalence (e.g. a part-time employee working 50% time will receive sick leave equivalent to their actual workdays).

Employees hired after the start of their assigned calendar will be allocated a pro-rated amount of sick leave.

- f. Participation in the sick leave bank as provided in Board policy 5:273;
- g. Full-time Senior ESPs are eligible for vacation as indicated below:

Years of Experience in the District	Vacation Days per Year	
	260-Day Calendar	239-Day Calendar
1st year through 4th year	10 days	5 days
5th year through 9th year	15 days	10 days
10th year and beyond	20 days	15 days
Vacation is earned and accrued on a monthly basis		

Senior ESPs may apply for vacations by submitting a request at least 10 days prior to the requested vacation time to their immediate supervisor through the process outlined by the Human Resources Department. The immediate supervisor will approve or disapprove the request.

At no time may a Senior ESP be credited with more than 20 vacation days (inclusive of the current year’s allotment). The Board reserves the right to require any employee to use accumulated vacation days in lieu of being present for work. Any days, in excess of 20, will be transferred to sick leave.

- h. District-recognized legal and granted holidays that fall within the Senior ESP’s designated work calendar as provided by Board Policy 5:272;
- i. Tuition reimbursement in accordance with Board Policy 5:274; and
- j. Voluntary termination benefits as provided in Board Policy 5:112

Section B - Employees to be Covered Under Senior ESP Policy

All individuals employed in positions classified as a Senior ESP as identified on the applicable job description.

A current list of Senior ESPs will be maintained by the Superintendent or designee.

- Adopted: August 31, 2009
- Revised: April 26, 2010
- Revised: September 9, 2013
- Revised: December 9, 2019
- Revised: February 28, 2022
- Revised: July 8, 2024