

Educational Support Personnel

5:270 Employment At-Will, Compensation, and Assignment

Employment At-Will

Unless otherwise specifically provided, District employment is at-will, meaning that employment may be terminated by the District or employee at any time for any reason, other than a reason prohibited by law, or no reason at all. Nothing in Board of Education policy is intended or should be construed as altering the employment at-will relationship.

Exceptions to employment at-will may include employees who are employed annually, have an employment contract, or are otherwise granted a legitimate interest in continued employment. The Superintendent is authorized to make exceptions to employing non-licensed employees at-will but shall maintain a record of positions or employees who are not at-will.

- Educational Support Personnel Handbook
- Teaching, Clerical Assistant, and Registered Nurse Handbook
- Food & Nutrition Services Personnel Handbook
- Substitute Teacher Handbook
- Other Support Personnel Handbook

Compensation

Please refer to the applicable collective bargaining agreement(s).

- **Educational Support Personnel Handbook**
- **Teaching, Clerical Assistant, and Registered Nurse Handbook**
- **Food & Nutrition Services Personnel Handbook**
- **Substitute Teacher Handbook**
- **Other Support Personnel Handbook**

For those employees not covered by a collective bargaining agreement or whose working conditions and benefits are not described in the employee handbooks cited above (which are subject to change):

The Board of Education will determine salary and wages for educational support personnel. Increments are dependent on evidence of continuing satisfactory performance. An employee covered by the overtime provisions in State or federal law shall not work overtime without the prior authorization from the employee's immediate supervisor. Educational support personnel are paid twice a month.

Assignment

Please refer to the applicable collective bargaining agreement(s).

- **Educational Support Personnel Handbook**
- **Teaching, Clerical Assistant, and Registered Nurse Handbook**
- **Food & Nutrition Services Personnel Handbook**
- **Substitute Teacher Handbook**
- **Other Support Personnel Handbook**

For those employees not covered by a collective bargaining agreement or whose working conditions and benefits are not described in the employee handbooks cited above (which are subject to change):

The Superintendent is authorized to make assignments and transfers of educational support personnel.

Job Vacancies

Please refer to the applicable collective bargaining agreement(s).

- **Educational Support Personnel Handbook**
- **Teaching, Clerical Assistant, and Registered Nurse Handbook**
- **Food & Nutrition Services Personnel Handbook**
- **Substitute Teacher Handbook**
- **Other Support Personnel Handbook**

For those employees not covered by a collective bargaining agreement or whose working conditions and benefits are not described in the employee handbooks cited above (which are subject to change).

LEGAL REF.:

105 ILCS 5/10-22.34 and 5/10-23.5.

CROSS REF.: 5:10 (Equal Employment Opportunity and Minority Recruitment) 5:35 (Compliance with the Fair Labor Standards Act), 5:290 (Employment Termination and Suspensions), 5:310 (Compensatory Time-Off)

Adopted: October 21, 2025

Arlington Heights SD 25
