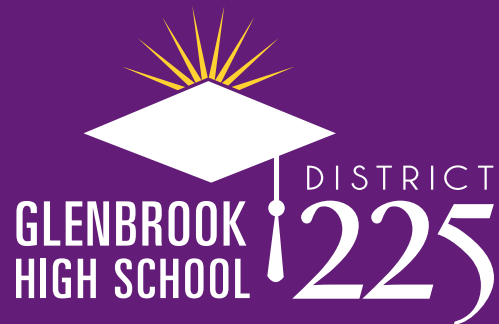




NON-UNION EDUCATIONAL SUPPORT PERSONNEL HANDBOOK

2026-2027

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NON-UNION EDUCATIONAL SUPPORT PERSONNEL HANDBOOK 2026-27 School Year

PURPOSE OF THIS HANDBOOK

This Handbook is designed to provide information concerning the policies, procedures and employment practices guiding Glenbrook High School District 225 (the "District"). It is intended to inform employees of the normal operational and employment policies, procedures and work rules for all employees as defined below. Nothing in this Handbook shall be deemed to create contractual or legally enforceable rights. The policies, procedures and rules set forth are not meant to be read narrowly, but rather to act as general guidelines which provide a framework for day-to-day practices.

The Board may change or revoke the provisions of this Handbook with or without prior notice to employees. To the extent that an occurrence arises which is not governed by any of the policies or provisions set forth herein, the Superintendent may exercise his discretion to resolve the matter.

This handbook should be read in conjunction with an employee's employment agreement, applicable Board of Education policies, and relevant state and federal laws.

SECTION 1 - NON-UNION GROUP EDUCATIONAL SUPPORT PERSONNEL

A. ESP Employee

Unless otherwise expressly provided or clearly indicated by the context, the term "ESP Employee" when used in the Handbook shall mean all educational support personnel employees serving in a position that is not part of a bargaining unit, and who are not required to possess a Professional Educator License (PEL). This includes:

Requires Paraprofessional Licensure:	Instructional Assistant - Supervision, Instructional Assistant - General Instruction, Instructional Assistant - Advanced Support, Job Coach, Language and Family Liaison, Permanent Substitute, Preschool Coordinator
Does Not Require Licensure:	Athletic Trainer, Assistant Athletic Trainer, Auditorium Supervisor, Custodian, Executive Assistant to the Superintendent, Deputy Superintendent, Associate Superintendent, Assistant Superintendent, Executive Director, or Principal, Groundskeeper, Human Resources Specialist, Maintenance, Locker Room Attendant, Network Technician, Sr. Database Analyst / Programmer, Strength and Conditioning Coach, Vocational Coordinator

B. Licensure and Other Qualifications

ESP employees are responsible for maintaining all licensure required for employment, as well as any additional qualifications identified in the applicable job description.

SECTION 2 - EMPLOYEE INFORMATION

A. Eligibility for Benefits

ESP employees who are regularly scheduled to work at least 30 hours per week on an 11-month (239-day) or 12-month (260-day) basis shall be considered full-time employees and are eligible for year-round educational support personnel benefits provided by the District.

ESP employees who are regularly scheduled to work at least 30 hours per week on a 10-month basis shall be considered full-time employees and are eligible for 10-month educational support personnel benefits provided by the District.

The Most Senior Human Resources Administrator shall make the final determination regarding questions of an educational support staff member's eligibility for benefits provided by the district.

B. Annual Update of Information

ESP employees will be reminded to update their personal information at the beginning of each school year. This may include, but is not limited to, name, spouse's name, home address, home phone, cell phone, emergency contact names and phone numbers, doctor and hospital numbers, and any emergency medical information that would be crucial in case the employee has a medical emergency at school.

B. Outside Employment

ESP employees may engage in outside employment provided such employment does not conflict with their duties and responsibilities to the District. Outside employment must not interfere with an employee's work schedule, job performance, or availability to fulfill District obligations, nor may it create an actual or perceived conflict of interest. ESP Employees may not use District time, resources, or confidential information for outside employment purposes. The District reserves the right to review and address outside employment situations that adversely affect job performance, violate Board policy, or conflict with applicable laws or collective bargaining agreements.

C. Lanyards and Name Badges

All ESP employees are required to wear the District-issued lanyard and name badge at all times for security and identification purposes, unless an exception has been approved as an accommodation under the ADA.

D. Equal Employment Opportunities and Non-Discrimination

It is the policy of the Board of Education to provide equal employment opportunities to all persons regardless of their race; creed; religion; national origin; sex; sexual orientation; age; ancestry; marital status; arrest record; military status; unfavorable military discharge; citizenship status provided the individual is authorized to work in the United States; form of work authorization status; use of lawful products which does not interfere with the ability to perform duties while at work; being a victim of domestic violence, sexual violence, gender violence, or any other crime of violence; genetic information; physical or mental handicap or disability that does not prevent performance of essential job functions, with reasonable accommodation; pregnancy, childbirth, or related medical conditions; reproductive health decisions; credit history, unless a satisfactory credit history is an established bona fide occupational requirement of a particular position; conviction record, unless authorized by law; viewpoint, opinion, membership in a legal, political, or religious organization, or other exercise of constitutional or legal rights which does not create substantial disruption in the workplace; family responsibilities; or other legally protected categories. No one will be penalized solely for his or her status as a registered qualifying patient or a registered designated caregiver for purposes of the Compassionate Use of Medical Cannabis Program Act (410 ILCS 130).

To learn more about Glenbrook High School's Employment and Recruitment, refer to the [Board Policy 5:10](#).

E. Dress Appearance

ESP employees are expected to maintain a neat, clean, and professional appearance appropriate to their position, job responsibilities, and work environment.

Due to the varying duties and work settings, the District does not maintain a formal dress code policy. Supervisors may provide guidance regarding appropriate attire when necessary to support professionalism, safety, or operational needs.

The District reserves the right to address attire that is deemed inappropriate, disruptive, unsafe, or inconsistent with professional standards, as determined in its discretion.

Any guidance related to employee appearance will be applied in a manner consistent with applicable federal, state, and local laws, including laws related to equal employment opportunity and reasonable accommodation for religious practices or disabilities.

F. Health Examinations

In accordance with the Illinois School Code and applicable public health requirements, ESP employees may be required to undergo health examinations or provide health-related documentation as a condition of employment or continued employment. The District reserves the right to require additional medical examinations or documentation when permitted by law and when job-related and consistent with business necessity, including to address workplace safety, communicable disease prevention, or fitness for duty.

All health-related requirements will be administered in compliance with applicable federal and state laws, including but not limited to the Americans with Disabilities Act (ADA), the Illinois Human Rights Act, and laws governing employee medical privacy and confidentiality. Reasonable accommodations will be provided where required by law. Failure to comply with legally required health examination requirements may result in a delay of employment, exclusion from work duties, or other actions consistent with the law and district policies.

SECTION 3 - BOARD RIGHTS

A. Scope of Handbook

Except as otherwise specifically provided in this handbook, the determination of educational policy, the operation, and management of the schools, and the control, supervision, and direction of all educational support personnel are vested exclusively with the Board.

SECTION 4 - EMPLOYEE RIGHTS

A. Board Regulations

ESP employees are expected to comply with the rules and regulations adopted by the Board or its representatives.

B. Personnel Files

1. The official personnel file of each ESP employee will be maintained by the Human Resources department. The personnel file may include:
 - a. Evaluations;
 - b. Commendations;
 - c. Disciplinary records; and
 - d. Other materials deemed appropriate by the Superintendent or designee.
2. No evaluative materials shall be placed in an employee's personnel file unless the employee has had an opportunity to read such material. The ESP employee shall acknowledge that they

have read any materials evaluative in nature by affixing their signature on the document (electronic or otherwise) to be filed.

3. The ESP employee will be permitted to submit a response to any item placed in the file. The response shall be prepared and shared with the Superintendent or designee and the supervisor to be placed in the ESP employee's personnel file.
4. Each ESP employee shall have the right, upon advanced request, to review and copy the content of their personnel file.
5. Privileged information, such as confidential credentials and related personal references sought at the time of employment, is specifically exempt from such review, as well as any other records to which access is not required by law.
6. ESP employees may challenge the inclusion of documents in their personnel file and may request that such documents be reviewed for removal by the most senior Human Resources administrator. Additionally, in the event any information is determined to be inaccurate or unfair by legal proceedings, such information will be removed from the ESP employee's file as ordered.

C. Privacy of Personal Information

It is the policy of the Board of Education that personal information of our employees will be protected from general public access, except as required to be disclosed by applicable law. All employees with access to employee personal information are required to maintain confidentiality and privacy with regard to any information accessed within the scope of their responsibilities.

ESP employees' home phone and cell phone numbers will be made available to their supervisors and within their department. All employees' home phone numbers and cell phone numbers will be available to building and district administration.

ESP employees' Emergency contact information will only be available to an employee's supervisor, building or district administration, and nurses. Emergency medical information will only be accessible to nurses employed by the district and members of the Human Resources Department.

D. Discrimination and Harassment Free Workplace

The District is committed to providing a work environment that is respectful, inclusive, and free from discrimination and harassment. Harassment or intimidation of any employee, student, or other individual is strictly prohibited and will not be tolerated.

Prohibited conduct includes verbal, physical, or visual behavior based on race, color, sex, religion, creed, ancestry, national origin, disability, sexual orientation, gender identity, or any other legally protected status. Such conduct is unacceptable when it interferes with work performance, affects employment opportunities, or creates an intimidating, hostile, or offensive work environment. This applies to conduct occurring on District property, during District-sponsored activities or travel, on District-provided transportation, and in other circumstances when the conduct has a connection to the school environment.

ESP employees who experience or observe harassment are encouraged to report concerns promptly in accordance with District procedures. Retaliation for making a good-faith report or participating in an investigation is prohibited. ESP employees who violate this policy may be subject to disciplinary action, up to and including termination of employment.

To learn more, refer to the [Board Policy 5:20](#).

E. Drug-Free Workplace

The District is committed to maintaining a safe, healthy, and productive workplace that is free from drugs, alcohol, tobacco, and cannabis. The use, possession, distribution, or impairment from illegal drugs, alcohol, or cannabis is strictly prohibited on District premises, during work hours, while on call, or while performing duties for the District.

ESP employees are prohibited from being under the influence of alcohol or cannabis while working or present on District premises, regardless of when or where the substance was used. The use of tobacco, e-cigarettes, and cannabis products is also prohibited on school property and during District-sponsored activities.

Compliance with this policy is a condition of employment. Employees may be required to undergo drug and/or alcohol testing when there is reasonable suspicion of a policy violation. Employees who violate this policy may be subject to disciplinary action, up to and including suspension or termination of employment. The District may also require participation in an assistance or rehabilitation program when appropriate.

Employees are encouraged to seek assistance voluntarily for substance-related concerns prior to any policy violation. For additional details, employees should refer to [Board Policy 5:50](#).

F. Uniform Grievance

Any ESP employee may file a complaint if they believe the District or a District employee has violated state or federal law, administrative regulations, or Board policy. Complaints most commonly involve issues such as ADA/Section 504 compliance, civil rights, discrimination, bullying, misuse of public funds, services for homeless students, curriculum concerns, equal pay, whistleblower protections, and privacy rights.

Each school and the District Office has designated Complaint Managers responsible for receiving and addressing concerns. The names of current Complaint Managers are available in the Student/Parent Handbook located on the Glenbrook website.

Complaints must be submitted in writing to any designated Complaint Manager. Concerns involving student behavior should be directed to the appropriate Principal or designee. Issues governed by a collective bargaining agreement must be addressed through the grievance procedures outlined in the applicable agreement. Parents or guardians may be involved when a complaint pertains to a student.

Retaliation against any individual who files a complaint or participates in the grievance process is strictly prohibited. Nothing in the Uniform Grievance Procedure limits an individual's right to pursue other legal remedies, including civil or criminal action. Use of this procedure does not extend deadlines for filing external claims, and the District may continue its investigation concurrently with any outside process.

To learn more, refer to the [Board Policy 2:260](#).

G. Reasonable Accommodations for Individuals with Disabilities

The District complies with the Americans with Disabilities Act and applicable state and local laws prohibiting discrimination in employment against qualified individuals with disabilities.

If you have a disability that limits your ability to fully perform the essential functions of your position, you may initiate the Accommodations process by submitting your request through [this form](#).

SECTION 5 - WORKING CONDITIONS

A. Safe Working Conditions

The Board shall endeavor to provide a work environment that considers employee health and safety. One way that the Board shall be deemed to have met the aforementioned goal is through compliance with applicable standards required by law.

When one or more construction projects are scheduled in a district facility, the Board or its designee will notify the ESP employees impacted by the project prior to the start of construction. ESP employees will be provided with information of any need and the amount of time to relocate their work areas. The administration will review and communicate relevant safety and security procedures.

ESP employees shall promptly report unsafe or hazardous conditions to an appropriate authority, or in the absence of an appropriate school authority, to appropriate non-school authorities (e.g., fire department, police department).

B. Equipment and Materials

An ESP employee will not be requested to provide any equipment or materials necessary to perform their responsibilities.

C. Scope of Work

Upon hire and upon modification of a job description, the ESP employee shall be given a copy of their job description.

In the event that an ESP employee's job responsibilities change significantly or the ESP employee cannot reasonably complete all regularly assigned responsibilities during their regularly scheduled work week, the ESP employee shall contact their immediate supervisor.

D. Uniforms

All employees filling positions that require the wearing of uniforms are required to wear the apparel provided by the school district while on duty.

The Board will furnish uniforms at the school district's expense to employees filling positions that require the wearing of uniforms. Employees will be provided a minimum of five (5) uniforms per fiscal year.

Employees required to wear protective footwear will be provided an allowance for one (1) pair per fiscal year.

SECTION 6 - ASSIGNMENTS / INVOLUNTARY TRANSFERS

A. Definition of Assignment

An assignment shall be defined as the position to which an ESP employee is assigned for employment.

B. Involuntary Change of Assignment

An ESP employee shall be given written notice of a change in their assignment with a minimum of a two (2) week notice except when the change is required to provide immediate support to students. The notice shall include:

1. Location(s);
2. Name(s) of supervisor(s) (if known); and
3. Job description.

If an involuntary reassignment involves moving to a position at a different school or building, the Superintendent or their designee will first seek volunteers for the reassignment, unless the change is necessary to provide support for an individual student. The Superintendent or designee shall make the final determination as to the employee whose assignment will be changed.

C. Temporary Assignments

There may be a need for an ESP employee to be temporarily assigned to another position. The following conditions will apply to temporary assignments:

1. In the event of exigent circumstances, an ESP employee may be required to report to a different building, location, or assignment to meet an operational need of the District.
2. If an ESP employee is temporarily assigned to another position on a full-time basis for more than fifteen (15) workdays and which pays a higher rate of pay, the ESP employee will be compensated at a comparable placement based on seniority in the temporary assignment.
3. An ESP employee without licensure shall not be required to cover a position that requires licensure.
4. If an ESP employee is licensed and requested to work as a substitute teacher, that ESP employee will be paid the internal Instructional Assistant subbing for a teacher rate as specified on the Miscellaneous Wage Schedule for Substitution.

SECTION 7 - VACANCIES

A. Vacancy Notice

1. Unless there are exigent circumstances, a notice of vacancy for an ESP position will be posted on the District website for at least ten (10) calendar days prior to filling the position.
2. ESP employees shall be notified of the vacancy by email on the date of posting. The notice of vacancy shall include the:
 - a. Job title;
 - b. Location;
 - c. Hours of work;
 - d. Work calendar;
 - e. Category;
 - f. Salary;
 - g. Start date; and
 - h. If the position is available for internal and/or external candidates.
3. Vacancy notices will reflect that job descriptions are subject to change.

SECTION 8 - JOB DESCRIPTIONS

A. Maintenance

A job description for each position shall be maintained by the Human Resources department. A copy of any job description that is revised shall be given to the ESP employee.

B. Content and Distribution of Job Descriptions

Job descriptions shall be distributed to all current employees upon request, when changes made, and to all new employees when hired by the District.

The descriptions will include:

1. Job title and description;
2. Number of hours per day;
3. Work Calendar;
4. Category;
5. Minimum requirements; and
6. A statement of required tasks and responsibilities.

C. Job Descriptions for New Positions/Job Description Modification

In the event that a new position is posted as a vacancy or an existing vacated position is modified, a job description shall be developed.

SECTION 9 - WORKDAY/WORK WEEK/WORK YEAR

A. Work Day/Work Week

The standard workday and work week for full-time ESP employees is determined as follows:

Standard Workday	Standard Work Week
7.5 or 8 hours per day as specified by the job description	37.5 or 40 hours per week

The ESP employee's supervisor will set the starting and ending times upon hire or based upon the previous year's work schedule. In the event that a change in starting or ending times does not exceed one (1) hour (e.g., the ESP employee will start and/or end their day one (1) hour earlier or later), the ESP employee will be given at least two (2) weeks written notice of the change, unless the change is necessary to provide support for students, particularly 1:1 student.

In the event that the ESP employee's supervisor changes the starting or ending time(s) by more than one (1) hour on a permanent basis, the ESP employee will be given three (3) weeks' notice and given the opportunity to meet with their supervisor and the building administrator (or department supervisor, if the ESP employee works in the central office), to discuss the change unless the change is necessary to provide support for students, particularly 1:1 student.

If a change in the school or building's schedule affects an ESP employee's workday schedule (but not the schedule of licensed staff), the ESP employee will be given three (3) weeks notice of the change. When

licensed staff are also subject to a building schedule change, affected ESP employees will be notified of the change at the same time that notice is provided to licensed staff.

B. Work Year

The Standard work year for full-time ESP employees is determined as follows:

Standard Work Year
260 Days, 239 Days, 203 Days, or 186.5 Days

C. Published Calendar

The Human Resources department annually publishes work calendars listing the days for which ESP employees are paid and/or granted time off (e.g., granted/legal holidays, non-work days, etc.).

In the event that the supervisor and ESP employee determine that work is best completed on a workday that is otherwise unassigned, the supervisor may alter the work calendar in order to complete the work and must maintain the employee's total contractual paid days. Such adjustments may be made when feasible and must not conflict with the services required to be provided to students.

D. Break Periods

1. Each ESP employee is entitled to an unpaid thirty (30) minute duty-free lunch break.
2. ESP employees working more than four (4) hours but less than eight (8) hours per day are entitled to a fifteen (15) minute break in addition to their lunch period.
3. ESP employees working eight (8) hours per day are entitled to two (2) fifteen (15) minute breaks in addition to their lunch period.
4. ESP employees may request to combine one (1) or both breaks with their lunch break. The ESP employee's supervisor must approve the combining of break(s) and lunch, prior to being implemented.
5. Breaks may not be taken at the beginning or end of the day.

E. Emergency Situations

ESP employees who are asked to return to work for emergency situations after the ESP employees' normal workday shall be guaranteed a minimum payment for two (2) hours worked at the appropriate rate as defined in Section 17, Subsection D.

SECTION 10 - EMERGENCY AND E-LEARNING DAYS

A. Emergency Days

In the event that the Superintendent declares an emergency day:

1. An ESP employee on a calendar less than 239 days will not report to work, but will make up the day per the employee calendar.
 - a. Custodial/Maintenance will be expected to report unless notified differently by supervisors.
 - b. A non-GESEA clerical or non-GESEA specialist employee on a calendar less than 239 days will not report to work, but will make up the day per the employee calendar.

- c. Instructional Assistants are directed not to report but should be “on call and locally available” and may be included in an E-Learning plan or called into the district for job-related duties.
 - d. If the administration requires an ESP employee to work on an emergency day and on the make up day, the ESP employee will submit a timesheet for the additional hours, which will be processed in accordance with Section 17, Subsection D.
2. An ESP employee on a 239 or 260 day calendar will:
- a. Utilize paid time off; or
 - b. The ESP employee shall be on call and locally available throughout the duration of their workday.
 - i. If it is necessary for the ESP employee to work on site, the supervisor may adjust the employee’s work schedule as necessary.
 - 1. Custodial/Maintenance will be expected to report unless notified differently by supervisors.
 - ii. The ESP employee commits to working remotely during their regularly scheduled hours and will be accessible by e-mail, telephone, and video conferencing (e.g., Zoom).
 - iii. If requested, the ESP employee will submit a summary of the work performed on a daily basis to their supervisor, prior to the conclusion of their scheduled day. This may include completion of mandated training (e.g., GCN).
 - iv. The days in which an ESP employee works remotely will not be charged against the leave allocations accessible to the ESP employee, as long as the criteria above have been met.

B. E-Learning Days

- a. In the event that the Superintendent declares the need for an “e-Learning Day” pursuant to the District E-Learning Plan, ESP employees may be allowed to work remotely from home as shown below:
 - i. Custodial/Maintenance will be expected to report unless notified differently by supervisors.
 - ii. Non-GESSA Clerical/Specialist employees are directed *not* to report but should be “on call”, locally available and perform regularly assigned duties as specified by their supervisor.
 - iii. Instructional Assistants are directed not to report but should be “on call and locally available” and may be included in an E-Learning plan or called into the district for job-related duties.

To work remotely, the employee must:

- 1. Work the entire, regularly scheduled shift; and

2. Be accessible by telephone and other electronic means; and
3. Remain "on call" and locally available for job-related duties; and
4. If assigned a computer, bring the computer home in order to perform regular or assigned duties to the greatest extent possible.

District supervisory staff will be available to provide necessary support.

If an ESP employee is unavailable for remote work, the ESP employee must notify the supervisor prior to the scheduled start time. The unavailable employee may use paid leave time, if available.

SECTION 11 - PROBATIONARY PERIOD AND SEMI-PROBATIONARY PERIOD

A. New Employee Probationary Period

1. A new ESP employee shall be considered a probationary employee.
2. An ESP employee's probationary period shall begin on their first day of work and shall end one hundred and eighty (180) workdays following their first workday.
 - a. An ESP employee's probationary period may be extended for up to an additional one hundred and eighty (180) workdays at the discretion of the Administration.
 - b. Time not worked during the summer or due to an unpaid leave of absence shall not count toward the completion of the probationary period.
 - c. A probationary employee may be disciplined or discharged without recourse.
3. If the ESP employee does not successfully complete the probationary period, they shall be provided with a written notice of their dismissal or the probationary period extension.
4. If a probationary ESP employee voluntarily assumes another ESP position during their probationary period, the probationary period will begin anew.

B. Existing Employee Semi-Probationary Period

1. If a non-probationary ESP employee voluntarily or via a RIF assumes another ESP position, they will be designated a semi-probationary employee.
2. An ESP employee's semi-probationary period shall begin on their first day of work in the new position and shall end sixty (60) workdays following their first workday in the new position. During this time, the semi-probationary ESP employee shall not lose any current benefits, seniority or accumulated leave days.
 - a. The semi-probationary period may be waived by the supervisor after consultation with the Superintendent or designee, if the position is at the same level.
 - b. An ESP employee's semi-probationary period may be extended for an additional one hundred and eighty (180) workdays at the discretion of the Administration.

If the ESP employee does not successfully complete the semi-probationary period or the extension of the semi-probationary period, the ESP employee, if available, will be offered another position for which they are qualified based on a qualifications interview. In the event that such positions are unavailable, they

shall be provided with a written notice of their dismissal before the expiration of the probationary period or extension.

SECTION 12 - SENIORITY FOR BUILDINGS AND GROUNDS AND INSTRUCTIONAL ASSISTANTS

A. Types of Seniority/Definition

1. Seniority shall be defined as length of continuing service within the category and, when applicable, subcategory.
 - a. Category of positions include the following: Buildings and Grounds, Instructional Assistants.
 - b. Each category of position has one or more subcategories as outlined in the tables following this subsection. For example, Buildings and Grounds has three (3) subcategories: Custodial, Groundskeeper, and Maintenance.
2. Seniority will be listed for each employee and category of position using the methods listed above.

Buildings and Grounds Seniority List Composition	
Custodial	Length of Service within Category 1 and 2 - Custodial
Groundskeeper	Length of Service within Category 1 - Groundskeeper
Maintenance	Length of Service within Category 2 - Maintenance

Instructional Assistants Seniority List Composition	
Category 1 Supervision	Length of Service within Category 1 - Supervision
Category 2 General Instruction	Length of Service within the corresponding Sub-Category • English • Interdisciplinary • Math • Multilingual Learners • Multi-Tiered Systems of Support (MTSS) • Physical Education, Health, and Driver Education • Science • Special Education • World Languages
Category 3 Advanced Support	Length of Service within the corresponding Sub-Category • Job Coach • Language and Family Liaison • Permanent Substitute • Personal Care

	• Preschool Coordinator • Glenbrook Transition Services
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B. Seniority Accumulation

1. Employees will accrue seniority based upon days of service for the individual's contract and annual calendar. For example, if a 186.5-calendar employee works 186.5 days, 7.5 hours per day during that school calendar year, they are considered a 1.0 full time equivalent (FTE) employee. However, if an employee works less than the standard 7.5 hour day, their seniority will be prorated to reflect the reduction in hours.
2. Seniority will be prorated for less than 1.0 FTE if an individual works less than the annual position calendar.
3. Seniority shall not accrue during unpaid leaves with the exception of unpaid FMLA leave.
4. An employee who shifts from a full-time to a part-time position, or vice versa, without any interruption in service within the employee category, will have their seniority transferred with them.
5. An employee who shifts from one subcategory of position within the category of position, without any interruption in service within the employee category of position, will have their seniority transferred with them. For example, if an Instructional Assistant moves from Category 2 to Category 3 position, they will have their seniority transferred with them.
6. A newly employed probationary employee will not accrue seniority until the completion of the probationary period. At the completion of the probationary period, the employee's seniority will revert to the start date of District employment.

C. Loss of Seniority

Loss of seniority will occur with:

1. Resignation from the position;
2. Separation from the District;
3. Dismissal without reinstatement per recall process;
4. Failure to respond according to timelines in the recall process; or
5. Retirement.

D. Tiebreaker

In the event of a tie at the same seniority level, the District employment start date will break the tie. If the tie continues, seniority shall be resolved by lottery. This lottery will take place if a RIF scenario is applicable. Should a lottery need to take place it will involve and be witnessed by both the Administration and impacted staff members.

E. Preparation and Maintenance of Seniority List

1. Each year, by February 1st, the District will produce and post on the Intranet a Seniority List, as outlined in Section 12, Subsection B of this handbook, showing the length of continuing service of each ESP employee.
2. The Seniority List will contain the following information:

- a. List of all employees with seniority;
 - b. Category of position start date;
 - c. Probationary employees maintained on the list with a designation of 0 for seniority;
 - d. Employees working less than 8 or 7.5 hours per day or a partial year calendar (for example a mid-year start) will be maintained on the list with a designation of "P" for Prorated and the number of hours or days used for the prorated calculation; and
 - e. An indication if unpaid leave was taken during this school calendar year.
3. The seniority list will be posted on the school district's Intranet via the Human Resources section. Historical lists will remain posted online for reference.
 4. The Board of Education shall prepare, maintain, and provide the updated individual seniority letter via electronic access and retrieval by each member. An updated individual seniority letter will be made available electronically by the Superintendent or designee prior to March 1st.
 5. Each employee's Skyward account will archive past individual seniority letters. The letter will contain the following information:
 - a. Number of years of service within their position and District employment;
 - b. List placement within Category, Subcategory (as applicable) and Category of position start date; and
 - c. If there is a tie.
 6. If an employee disagrees with their seniority placement after the Seniority List is published, within thirty (30) days they must notify, in writing, the Superintendent or designee. The Superintendent or designee will be responsible for reconciling the dispute.

SECTION 13 - REDUCTION IN FORCE FOR BUILDINGS AND GROUNDS AND INSTRUCTIONAL ASSISTANTS

A. Definition

A Reduction in Force (RIF) is defined as a decision of the Board of Education to decrease the number of employees or to discontinue some particular type of educational support service.

B. RIF Procedure

1. The employee with the shortest length of continuing service within the respective category and subcategory of position will be dismissed first.
2. Options can be discussed between the staff member and the Administration prior to a RIF scenario taking place to see if solutions such as an early retirement package or other option is viable given the situation. This scenario would also require Board approval.
3. Every year, the district will honorably dismiss (RIF) instructional assistants with hybrid employment status, with the exception of instructional assistants who were hired as a 1.0 FTE IA, but accepted a Long-Term Substitute position within the given school year, to support the staffing

plan and ensure the district is not over-staffed.

4. An employee who has lost employment due to a RIF process will be eligible for full pay for any accrued but unused vacation days at the maximum amount allowed to roll-over and yearly accrual as per Section 19 Leaves, Vacation Leaves.

C. Notice

1. An employee dismissed as a result of a RIF will receive notice of an honorable dismissal as provided by law.
2. Written notice must be given to the employee at least thirty (30) calendar days before the effective date of the RIF. This notice shall also be sent by certified mail, return receipt. The notice must state that the employee is being honorably dismissed, the reason for the dismissal, and a copy of the recall process.
3. However, if a reduction in hours is due to an unforeseen reduction in the student population, the written notice must be mailed and given to the employee at least 5 days before the hours are reduced.

E. Recall

1. The District will create and maintain a RIF recall list in order of seniority of those ESP employees who are laid off by a RIF (defined as loss of employment or reduction of hours).
2. RIF'd employees may be recalled for a period of one (1) calendar year from the date the Board approved the reduction in force. For example, if a RIF scenario occurs on March 17, 2027, the employee is eligible for recall up until March 17, 2028. If the employee is not recalled during this time, their name will be removed from the recall list.
3. If the board has any vacancies within one calendar year from the RIF, the positions thereby becoming available within a specific category of position shall be tendered to the employees so removed or dismissed from that category or any other category of position, so far as they are qualified to hold such positions. If the individual fails to respond to the recall within seven (7) calendar days from receipt of the offer (if the offer was hand-delivered), or fourteen (14) calendar days from receipt of the offer via certified mail tracking, whichever comes first, they will be removed from the recall list. An employee's employment resignation while on the recall list or failure to timely respond to a recall notice will extinguish all rights to recall and future employment.
 - a. The position the honorably dismissed IAs would be recalled into would be based upon the vacant position available that the IA is qualified to hold. (i.e. .5 IA who was honorably dismissed may be recalled into a 1.0 FTE position should a 1.0 FTE position be available. Similarly, a 1.0 FTE IA honorably dismissed would be recalled into a .5 FTE position if that is all we have available).
4. All rates of accrual and seniority rights such as, but not limited to, seniority, vacation time accrual, sick, and personal days, which accrued up to the effective date of dismissal, will be retained by a recalled employee if the recall takes place during the recall time period as stated in paragraph two (2).
5. IMRF reporting or revision of sick/personal days will take place when the employee is removed from the recall list.

6. Recall notice will be sent by certified mail to the last known address on file with the District, as well as, the last known email address with read receipt setting.
7. An employee will be required to report to work no later than ten (10) working days from acceptance of the position.

F. RIF Severance Benefits

An employee who is actually laid off due to a RIF will receive the following severance benefits:

1. The employee will be compensated for unused, accumulated personal days (not to exceed four (4) days) at the employee's then-current rate of pay. Any such days will not be reported to IMRF for additional service credit.
2. For the first full month following the RIF, the District will pay the employee's COBRA premium for either single or family coverage, if elected. Such payment will not extend the COBRA coverage period.

SECTION 14 - RESIGNATIONS

A. Procedures

1. When resigning, the ESP employee must notify the district in writing at least two (2) weeks prior to the resignation date.
2. An ESP employee who has followed this procedure will be paid for up to twenty (20) unused, accrued vacation days. Payment for these days will be processed on the first payroll date after their last regular scheduled payroll date.
3. Failure to report to work for five (5) workdays without notifying their supervisor or refusing to report as directed by administration shall be considered position abandonment, and their employment will be considered terminated. No pay for accrued vacation will be provided to the former bargaining unit member in this situation.

SECTION 15 - PERFORMANCE EVALUATION

A. Initial Employment

Upon initial employment, ESP employees shall be advised of the district's evaluation procedures by their supervisor. No formal evaluation shall take place until this has been done.

B. Non-Probationary Employee

Each non-probationary ESP employee shall have a summative evaluation conference with their supervisor, as referenced in the tables below, and will be provided with a written evaluation of their job performance. The ESP employee's supervisor retains the right to evaluate an employee on an annual basis, should it be deemed appropriate by the Superintendent or designee.

Absent extenuating circumstances, the formal summative evaluation conference for a non-probationary ESP employee will be held by May 1st during the evaluation year. The ESP employee and their supervisor may also agree that the evaluation conference shall be held after May 1st.

Instructional Assistant (3-Year Cycle)		
Year	Activities	Deadline
1	- Review of Job Description Meeting - Goal Setting Meeting	December 1
2	- Review of Goals Progress Meeting - Informal Observation	May 1
3	- Formal Observation - Summative Conference	May 1

Buildings and Grounds (2-Year Cycle)		
Year	Activities	Deadline
1	Conference as needed	May 1
2	Summative Conference	May 1

A non-probationary ESP employee may request a conference with their supervisor to discuss the employee's performance during any year; such a conference will be held at the discretion of the supervisor.

C. Semi-Probationary Employee

If a non-probationary ESP employee voluntarily or via a RIF assumes another ESP position, they will be designated a semi-probationary employee.

A semi-probationary ESP employee shall be evaluated at least one (1) time prior to the end of the semi-probationary period as follows:

1. The evaluation shall occur prior to the 60th workday of the semi-probationary period.
2. In the event that the semi-probationary period is extended, an additional summative evaluation will occur prior to the 60th workday of the extension.

D. Probationary Employee

A probationary ESP employee shall be evaluated at least three (3) times prior to the end of the probationary period as follows:

1. The first evaluation shall occur prior to the 90th workday of the probationary period; and
2. The second and final summative evaluation shall occur prior to the 180th workday of the probationary period.

In the event that the probationary period is extended, an additional summative evaluation will occur prior to the 180th workday of the extension.

E. Documentation

An ESP employee shall be given a copy of any evaluation prepared by their evaluator. Each evaluation will become part of the ESP employee's personnel file.

F. Rebuttal

An ESP employee shall have the opportunity to respond in writing to the evaluation. In the event that an employee disagrees with the evaluation, they may, within ten (10) calendar days of receiving the evaluation, file a written rebuttal statement.

A copy of the rebuttal shall be provided to the evaluator, attached to the evaluation, and placed in the ESP employee's personnel file.

SECTION 16 - EMPLOYEE DISCIPLINE

A. Warnings

1. An ESP employee will receive a written warning for a work infraction that could result in a recommendation for remediation or dismissal.
2. A copy of the written warning shall be submitted to the Superintendent or designee after the ESP employee has had the opportunity to review and sign the document (electronic or otherwise). The ESP employee's signature indicates that they have received the document, not that they are in agreement with the substance of the document.
3. If an ESP employee is not in agreement, the ESP employee may submit to the Superintendent or designee a written rebuttal to the document within ten (10) working days.
4. An ESP employee may request a meeting with their supervisor to discuss a written warning. Such a meeting shall be scheduled to occur within ten (10) working days of the ESP employee's request for a meeting.

B. Suspension with or without Pay / Dismissal

If the severity of an infraction is such that a recommendation for suspension with or without pay or dismissal is indicated, the Superintendent or designee reserves the right to:

1. Alter the ESP employee's work location with pay during the investigatory process;
2. Suspend the ESP employee without pay for up to five (5) days, without additional action of the Board of Education; or
3. Recommend the ESP employee's dismissal to the Board of Education.

Dismissal of employees during a probationary period will follow the procedures set forth in [Section 11](#) of this handbook.

SECTION 17 - COMPENSATION/BENEFITS

A. General Policy

1. Newly hired and/or newly promoted ESP employees will be paid the appropriate salary based on their skills and experience as referenced in Exhibit A.1 - Exhibit A.8 in alignment with similarly positioned individuals to avoid overstepping. The Superintendent or designee will determine initial salary.
2. Newly hired ESP employees are eligible for an annual salary increase on July 1st, provided they were hired and began work on or before the first workday in January of the same year.
3. All ESP employees are required to electronically submit to their immediate supervisor(s) all regular and exception time worked. "Exception time" includes hours worked in addition to those

work hours outlined in the employee's salary letter. Timesheets are due to the payroll office by the published cut-off date.

B. Salary

1. ESP employees will progress one (1) step for each year of service on the appropriate salary schedule until they reach the final step, at which point they will only receive the base salary increase.
2. Instructional Assistants "No Degree" salary lane to the "Degree" salary lane upon attainment of a Bachelor's Degree. Documentation and implementation of such lane change will be pursuant to the timelines and requirements found in Article XIII, Section D of the Negotiated Agreement between the Board of Education and the Glenbrook Education Association (GEA).
3. ESP employees newly hired into an ESP position on or after January 1 will receive the base salary increase in July, but will not advance a step on the applicable salary schedule. This provision does not apply to current ESP employees who transfer from one ESP position to another ESP position within the same category.
4. The base salary schedule for ESP employees will be increased annually at a rate determined by the Board of Education.
5. A probationary employee must have completed his/her probationary period prior to the first day of the next subsequent school year in order to be eligible for step advancement on the respective salary schedule.

C. Salary Payments

1. ESP employees shall be paid via direct deposit.
2. 260 Day and 239 Day work calendar ESP employees shall be paid over twenty-four (24) semi-monthly installments beginning July 15th.

203 Day work calendar ESP employees shall be paid over twenty-one (21) semi-monthly installments beginning August 15th through June 15th. However, beginning with the 2026-27 school year, employees will have the ability to be paid over twenty (20), twenty-one (21) , or twenty-four (24) semi-monthly installments.

186.5 Day work calendar ESP employees shall be paid over twenty (20) semi-monthly installments beginning August 31st through June 15th. However, beginning with the 2026-27 school year, employees will have the ability to be paid over twenty (20), twenty-one (21) , or twenty-four (24) semi-monthly installments.

Since this is an annual election, shall the online form not be received by the business office by the end of the school year each year, the ESP employee will be placed on their default pay schedule as shown below:

- 20-Pay Schedule for 186.5-Day Calendar ESP Employees
 - 21-Pay Schedule for 203-Day Calendar ESP Employees
3. Payments shall be on the 15th and last day of the month, or on the last school day prior to the 15th or the last day of the month if it should fall on a weekend or holiday.

D. Overtime

1. With respect to working overtime, the District will follow the requirements of the applicable state and federal laws.

All overtime work by an ESP employee must be pre-approved by their supervisor.

It shall be the responsibility of the ESP employee's supervisor to seek any additional authority necessary from building or district leadership prior to the approval of overtime.

2. In computing overtime pay, no work shall be considered that is performed by an ESP employee for which a Professional Educators License or Substitute License is required.
3. Where an employee does not work and receives paid sick leave, vacation, jury duty, or emergency/personal leave, or other paid leave, except for approved professional development, this time shall not count in the forty (40) hours calculation.

Paid legal and/or granted holidays will count in the forty (40) hours calculation.

The overtime calculated will be paid out as incurred per the payroll schedule issued annually by the Business Office.

4. When overtime is granted, an ESP employee will be paid at time and one-half (1.5) their normal rate of pay for hours worked over forty (40) hours in a given work week (Sunday through Saturday).
5. No compensatory time shall be given in lieu of overtime pay.

E. Employee Benefits

1. ESP employees who regularly work at least thirty (30) hours per week on any work calendar shall be considered full-time ESP employees and are eligible for benefits.

ESP employees on unpaid leave shall not be eligible for board paid benefits.

a. Life Insurance Coverage

- i. An amount equal to \$50,000, or the maximum amount allowable by the school district's life insurance provider, shall be provided by the Board for ESP employees. Optional additional group term life insurance shall be made available by the Board if approved by the insurance carrier. ESP employees who elect to purchase optional additional amounts shall be responsible for the full premium of the additional coverage.

b. Individual Disability Insurance Coverage

- i. The Board shall provide each full-time ESP employee with individual disability insurance coverage under the District's Group Long Term Disability Plan at no cost to the employee.

c. Individual Medical Insurance Coverage

- i. The Board shall provide individual medical insurance coverage under the District's Medical Benefits Plans to full-time employees. ESP employees are responsible for paying the "employee portion" of any premiums.

d. Family Medical Insurance Coverage

- i. The Board shall provide family medical insurance coverage under the District's Medical Benefits Plans to full-time employees. ESP employees are responsible for paying the "employee portion" of any premiums.

e. Dental Insurance Coverage

- i. The board shall provide ESP employees with the opportunity to purchase either individual or family dental insurance.
- ii. An ESP who elects single medical coverage (or waives medical coverage) and elects Single Dental PPO, will receive a 90% Board contribution toward their dental coverage.

F. Voluntary Termination

Voluntary termination benefits for ESP employees retiring under IMRF are contained in Exhibit B of this agreement.

SECTION 18 - LEGAL AND GRANTED HOLIDAYS

A. Eligibility

ESP employees assigned a 260 Day or 239 Day calendar who regularly work at least thirty (30) hours per week are eligible to be paid for those legal and granted holidays indicated on the district's official work calendar with full pay.

In order to be paid for a legal or granted holiday, an ESP employee must be present for work on the last scheduled work day prior to the holiday and the first scheduled business day after the holiday when school is in session. However, the Superintendent may make exceptions to this rule.

B. ESP Employees Assigned a 260 Day Calendar

A full-time ESP employee assigned a 260 Day calendar shall be paid for:

- No fewer than eight (8) granted holidays; and
- Legal holidays that fall within the ESP employee's designated work year.

A legal holiday that falls on a Saturday or Sunday will either be observed on another day (e.g., a legal holiday that falls on Saturday will be observed on Friday; a legal holiday that falls on Sunday will be observed on Monday) or be added to the ESP employee's accrued vacation time.

C. ESP Employees Assigned a 239 Day Calendar

A full-time ESP employee, assigned a 239 Day calendar, shall be paid for:

- All granted holidays that fall within the ESP employee's designated work year; and
- All legal holidays that fall on a business day within the ESP employee's designated calendar established by the district each year.

Any holiday that falls on a weekend or during winter or spring recess is unpaid.

D. ESP Employees Assigned a 203 Day or 186.5 Day Calendar

A full-time educational support personnel employee, assigned a 203-day and a 186.5 calendar, shall be paid for:

- All legal holidays that fall on a business day within the employee's designated calendar established by the district each year.
- Any holiday that falls on a weekend or within winter or spring recess is unpaid.

SECTION 19 - LEAVES

A. Sick Leave

Full-time ESP employees shall be allocated paid sick leave per school year as follows:

260 Day Calendar	239 Day Calendar	203 Day Calendar	186.5 Day Calendar
15	15	13	12

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

1. Sick leave shall be interpreted to mean personal illness, mental or behavioral health complications, quarantine at home, or serious illness or death in the immediate family or household. Sick leave shall also be interpreted to mean birth, adoptions, placement for adoption, and the acceptance of a child in need of foster care.
2. Sick leave days shall be credited to the individual ESP employee's sick leave account at the beginning of the ESP employee's work year.

Sick leave may be accumulated up to a maximum of 240 days at the end of the fiscal year.

3. An ESP employee may be required to provide the Superintendent or designee with a physician's certificate. If there is a suspected abuse of the sick leave, the Superintendent or designee may require an examination by a physician selected by the Board of Education ("Board").

An examination by a physician selected by the Board shall be at the Board's expense.

4. Sick leave may only be taken in increments of no less than 0.25 of the ESP employee's regular workday. An ESP employee, when ill, must contact their supervisor prior to their start time each day, or prior to the start of an extended leave.
5. Failure of an ESP employee to notify their supervisor or designee of their illness may result in a pay deduction.
6. An ESP employee who is absent without using available sick leave shall lose per diem pay for each day of an absence. For example, an ESP employee who has exhausted all available sick leave.

Per diem pay for an ESP employee shall be interpreted as an amount equal to the ESP employee's annual salary divided by the required number of days in the ESP employee's work calendar.

7. Upon termination/retirement, all unused accumulated sick days will be reported to the Illinois Municipal Retirement Fund or Teacher Retirement System.

B. Sick Bank

All ESP employees shall participate in the Sick Bank. The purpose of the Sick Bank is to afford ESP employees extended sick leave coverage for the employee's own serious and prolonged health condition that makes them unable to work.

1. **ESP's Contribution to the Sick Bank**

ESP employees are allocated an amount of Sick Days each fiscal year, recorded in the administrator's personnel record as "Sick Days".

ESP employees will contribute two (2) Sick Days to the Sick Bank each fiscal year until they have contributed twenty (20) days.

All contributions to the Sick Bank will be recorded in the ESP employee's personnel record as "Sick Bank".

2. **Access to the Sick Bank**

A probationary ESP employee is not eligible to access the sick bank.

An ESP employee who receives compensation under Workers' Compensation may not use the sick bank.

Prior to accessing the Sick Bank, the ESP employee must exhaust all Accumulated Sick Days. For the purposes of this section, "Accumulated Sick Days" shall be defined as:

- The total number of available days recorded in the ESP employee's personnel record as "Sick Days" as of July 1, including those days allotted to each ESP employee for the current fiscal year.
- This number does not include the ESP employee's yearly contribution to the Sick Bank.
- This number does not include those days that are scheduled to be paid back to the Sick Bank for the current fiscal year.
- This number does not include those days recorded in the ESP employee's personnel record as "Sick Bank".

ESP employees who have been employed less than two years will be allowed to withdraw up to three (3) times their accumulated Sick Days from the Sick Bank, not to exceed 40 total days during their tenure in the district.

ESP employees who have been employed more than two years will be allowed to withdraw up to two (2) times their accumulated Sick Days from the Sick Bank, not to exceed 100 total days during their tenure in the district.

If prolonged illness spans more than one school year, the ESP employee may continue to draw days from the Sick Bank in the ensuing school year, in accordance with the maximum number of days for which the ESP employee was previously determined to be eligible.

All days utilized from the Sick Bank will be recorded in the ESP employee's personnel record as "Sick Bank Days Borrowed" on a per-day basis, and not in the aggregate. The "Sick Bank Days Borrowed" record will appear as a negative number until all days borrowed have been repaid.

ESP employees may apply for use of the sick bank by:

- Submitting a written request accompanied by written verification of illness by a licensed physician to the Superintendent or designee. If the treatment is by prayer or spiritual means, a statement from the spiritual advisor or practitioner of the person's faith must be provided verifying the illness before a request to borrow days from the Sick Bank is considered.
- The Superintendent or designee will review the request for use of the ESP Sick Bank and determine the number of days the requesting ESP employee is eligible to borrow from the Sick Bank.
- The Superintendent or designee will then inform the requesting ESP employee in writing of the number of days that may be borrowed, and of the requesting ESP's obligation to

repay the Sick Bank.

3. Repaying the Sick Bank

ESP employees using Sick Days from the Sick Bank must repay the Sick Bank from their yearly granted Sick Days at the rate of three (3) days repaid each fiscal year until such time as their indebtedness is repaid.

All repayments to the Sick Bank will be recorded in the ESP's personnel record as:

- A decrease of days from the ESP employee's "Sick Days" record; and
- An increase of days from the ESP employee's "Sick Bank Days Borrowed" record (note: days borrowed from the Sick Bank are originally recorded with a negative value).

4. Reporting of Unused Sick Days to TRS or IMRF

ESP employees may apply unused Sick Days that they have personally contributed to the Sick Bank for purposes of accumulating service credit in the Illinois Municipal Retirement System (IMRF) for retirement purposes.

If the ESP employee still owes days to the Sick Bank when ending in employment with the district, the amount of accumulated Sick Days reported for service credit in IMRF will be reduced by that amount. For example:

- If an ESP employee has 30 days recorded in their "Sick Days" record and 20 days recorded in their "Sick Bank Contribution" record, and owes the Sick Bank 10 days, a total of 40 days will be reported to IMRF (30 Sick Days + 20 Sick Bank Contribution = 50 days; 50 available Sick Days - 10 days owed = 40 reportable Sick Days).
- If an ESP employee has 30 days recorded in their "Sick Days" record and 20 days recorded in their "Sick Bank Contribution" record, and owes the Sick Bank 100 days, a total of 0 days will be reported to IMRF (30 Sick Days + 20 Sick Bank Contribution = 50 days; 50 Sick Days - 100 days owed = 0 reportable days). The school district will not seek additional compensation for Sick Bank days owed.

Days withdrawn from the sick bank shall not be used in calculating the ESP employee's service recognition payment with respect to pension service credit.

C. Personal Leave

Full-time ESP employees shall be allocated paid personal leave per school year as follows:

260 Day Calendar	239 Day Calendar	203 Day Calendar	186.5 Day Calendar
2	2	2	2

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

1. Personal leave shall be used for urgent personal or family matters that require the ESP employee's presence during the school day and are of such nature that they are impossible to transact at a later time, such as on weekends, after school hours, or during vacation periods.
2. Personal leave may be accumulated from year to year up to a maximum of 4 days. At no time may an ESP employee be credited with more than 4 personal leave days. Any day, in excess of 4 will be transferred to sick leave.

3. Application for personal leave with pay shall be submitted by the ESP employee to their supervisor. The application shall be made at least one week before taking said leave, if possible.
4. Personal leave may not be taken in the first or last five (5) days of the school year, on the day before or following any legal or granted school holiday, nor may it be taken in conjunction with an ESP employee's vacation or leave without pay. The Principal or designee, for school-based positions, or the Superintendent or designee for district-based positions may make exceptions to this stipulation in unusual circumstances. To request an exception, fill out the [Time Off Exception Request form \(glenbrook225.link/time-off-exception-request\)](https://glenbrook225.link/time-off-exception-request).
5. Personal time may be taken in increments of no less than 0.25 of the ESP employee's regular workday. The application shall be made at least forty-eight (48) hours before taking said leave. In the event of an emergency, the ESP employee shall provide notice as soon as possible to the ESP employee's supervisor.
6. Personal Days cannot be borrowed from future years.
7. Upon termination/retirement, all unused accumulated personal days will be reported to the Illinois Municipal Retirement Fund as sick leave.

D. Unpaid Leave Requests

Unpaid leave requests are subject to review and approval by the Most Senior Human Resources Administrator, and cannot be requested until all eligible, accumulated time off has been utilized.

1. An ESP employee who does not report to work after exhaustion of all paid leave shall be docked pay for each day of absence.
2. ESP employees must submit an "Unpaid" time-off request in Skyward as soon as they are aware of their upcoming absence.
3. If such absence is not part of an FMLA or other approved leave of absence, in addition to docking the employee's pay for each day of absence, the District shall also proceed with progressive discipline for non-probationary employees and may proceed immediately to dismissal for probationary employees.
4. In specific circumstances, such as when unpaid leave is related to FMLA, prolonged illness, extended absences, or other reasons as determined by the Most Senior Human Resources Administrator, the request will be included on the Personnel Report for final review and consideration at the next scheduled Board of Education meeting.

E. Vacation Leave

1. Full-time ESP employees will accrue paid vacation days in accordance with the following schedule:

Years of Experience in the District	Vacation Days per Year	
	260 Day Calendar	239 Day Calendar
1st year through 4th year	10 Days 0.83 Accrued per Month	5 Days 0.41 Accrued per Month
5th year through 9th year	15 Days 1.25 Accrued per Month	10 Days 0.83 Accrued per Month

10th year and beyond	20 Days 1.66 Accrued per Month	15 Days 1.25 Accrued per Month
Vacation is earned and accrued on a monthly basis.		

2. Part-time ESP employees will receive prorated vacation leave based upon full-time equivalence (e.g., a part time ESP employee working 50% time will receive vacation leave equivalent to their actual workdays).
3. Vacation time may be taken in increments of no less than 0.25 of the employee's regular workday. Prior to using vacation, the ESP employee will obtain the pre-approval of their immediate supervisor. Should the ESP employee's supervisor deem that it is not in the best interest of the school district to approve a vacation time request, a rationale for the denial will be provided. An ESP employee eligible for vacation time must use such time prior to being granted leave without pay.
4. Once an ESP employee accumulates twenty (20) days of vacation time, any vacation days in excess of twenty (20) days will be added to the ESP employee's accumulated sick leave, subject to the provisions of Section 19 - Leaves of this handbook.
5. An ESP employee changing from a non-vacation leave eligible position to a vacation leave eligible position will receive vacation credit equal to their months of service within the district.
6. An ESP employee changing from a 239 Day calendar to a 260 Day calendar will receive vacation credit equal to their months of service within the district.
7. An ESP employee changing from a vacation eligible position or calendar to a non-vacation eligible position or calendar will be paid out for up to twenty (20) accrued vacation days.
8. Upon resignation/termination up to twenty (20) accrued and unused vacation days will be paid to the ESP employee as post-employment earnings as per Section 14 - Resignations. This provision does not apply to ESP employees retiring from the District and receiving benefits under Exhibit B of this handbook.

F. Jury Duty

An ESP employee who is required to be absent from work for jury duty shall receive their normal pay for each day of absence. However, any income received from jury duty service, excluding expenses incurred by the ESP employee, must be paid to the district in accordance with [Board Policy 5:80](#).

G. Guidelines for Staff Absence Requests for Funeral Attendance

The following guidelines apply to ESP employees who wish to request an absence during the school day to attend the funeral or memorial service of a current or retired staff member or a current or former student.

1. Requesting an Absence

ESP employees requiring a substitute must submit the absence in RedRover, selecting "School Business" as the reason. ESP employees not requiring a substitute must notify their supervisor directly, but should not enter the absence into Skyward.

Staff should request only the blocks necessary to attend the service. If more than 1–2 blocks are needed, additional time must be taken using personal sick time.

Requests must be submitted at least two school days in advance.

2. **Connection Requirement**

To be eligible, the ESP employee must have a direct connection to the deceased, which supervisors will verify, such as:

- Being a current or former teacher of the student,
- Being a colleague of the staff member, or
- Another direct, meaningful connection.

3. **Approval Process**

Supervisors will review each request to ensure the reason for the absence is eligible, and the staff member meets the connection requirement.

Building administrators will coordinate substitute coverage for approved absences.

4. **Support Resources**

ESP employees who have questions or require additional assistance should contact their building principal. For last-minute or emergency funeral attendance needs, ESP employees should contact their supervisor directly so the request and coverage can be expedited.

H. FMLA Leaves

Family & Medical Leave of Absence (FMLA) shall be in accordance with [Board Policy 5:185](#) of the same name.

I. Military Leaves

Military leaves shall be in accordance with [Board Policy 5:185](#).

SECTION 20 - PROFESSIONAL DEVELOPMENT

A. State Mandated Trainings

All ESP employees are required to complete all state-mandated training on an annual basis. These trainings, as required by State law, help ensure that employees maintain the current knowledge and skills necessary to effectively fulfill their responsibilities.

Each year, the Human Resources Department will communicate all required mandated training to employees. ESP employees are responsible for completing all required trainings by January 15 of each year, either during time identified by their supervisor or by setting aside sufficient time within their work schedule in consultation with their supervisor.

B. Conferences and Workshops

1. Professional development outside of the district must be pre-approved by the appropriate supervisor and will be reimbursed in accordance with Board policy.
2. ESP employees will be reimbursed by the Board for expenses incurred at conferences or workshops as per current Board policy.
3. ESP employees will not be paid for attendance outside of the regularly scheduled work week at professional development activities unless they are mandated by the Superintendent or designee. ESP employees will not receive additional pay for professional development occurring during their regular work hours or for travel time.
4. With the approval of their supervisor and for good cause, an ESP employee may be excused from a mandated professional development activity that is scheduled for a non-workday, provided the

activity may be rescheduled within sixty (60) calendar days of the activity that the ESP employee cannot attend.

C. Tuition Reimbursement

1. A non-probationary ESP employee may be reimbursed for courses successfully completed, subject to the following provisions:
 - a. Employees may be reimbursed for tuition expenses at the rate up to \$220 per semester hour, up to a maximum of eighteen semester hours per fiscal year.
 - b. Tuition reimbursement is limited to four (4) semester hours per non-summer term and no more than eighteen (18) semester hours per year.
2. In order to receive reimbursement, the ESP employee shall obtain, in advance of starting courses, the approval of their supervisor and the approval of the Superintendent or designee, as follows:
 - a. Application forms for tuition reimbursement shall be completed by the ESP employee and provided to their supervisor for approval. The supervisor may approve or reject the application. If the application is rejected, the supervisor will provide the employee with an explanation.
 - b. If the supervisor approves the application, the application shall be forwarded to the Superintendent or designee for consideration. The Superintendent or designee may approve or reject the application. If the application is rejected, the Superintendent or designee will provide the employee with an explanation.
 - c. A copy of the application form specifying the action taken by the Superintendent or designee will be returned to the supervisor and the ESP employee. The original application form will be placed in the ESP employee's personnel file.
3. In order to receive the tuition reimbursement, the ESP employee shall present the Human Resources department with a paid receipt showing the amount of tuition paid by the employee and a university transcript indicating successful completion of the course. Successful completion shall be defined as receiving a grade of "A" or "B" in the course.

D. Licensure Costs

The Board will reimburse ESP employees for the cost of annual licensure costs applicable to the employee's position, excluding any late fees.

E. Joint Steering Committee

The Joint Steering Committee will participate in conversations regarding general operations and long-term strategic planning of the district, including professional development. The committee will meet at least quarterly, unless otherwise agreed. The goal for this committee is to serve as a resource for both the educational support Personnel and the administration/Board.

The Committee will operate under a consensus decision-making model and will be comprised of:

1. Nine (9) representatives of the administration appointed by the Superintendent or designee;
2. Three (3) representatives from each of the following groups:
 - a. Buildings and Grounds,
 - b. Instructional Assistants
 - c. Non-GESEA Clerical and Specialists; and
3. The Committee may utilize additional district employees as a resource to provide the Committee with information it needs to accomplish its mission.

The Committee will be charged with the following:

1. By July 1st of each year, the committee will agree to a minimum of four (4) meeting dates to be scheduled during the upcoming school year.
2. The Committee agrees that its spirit is to foster ongoing communication.
3. The Superintendent or designee and an ESP representative from each of the three (3) groups will be responsible for the meeting agenda.

EXHIBIT A.1
2026-27 CUSTODIAL POSITIONS HOURLY RATES

STEP	CATEGORY	
	1	2
1	21.31	21.52
2	21.73	21.95
3	22.17	22.39
4	22.61	22.84
5	23.06	23.30
6	23.52	23.76
7	23.99	24.24
8	24.47	24.72
9	24.96	25.22
10	25.46	25.72
11	25.97	26.24
12	26.49	26.76
13	27.02	27.30
14	27.56	27.84
15	28.11	28.40
16	28.68	28.97
17	29.25	29.55
18	29.83	30.14
19	30.43	30.74
20	31.04	31.36
21	31.66	31.98
22	32.29	32.62
23	32.94	33.28
24	33.60	33.94
25	34.27	34.62
26	34.96	35.31
27	35.65	36.02
28	36.37	36.74
29	37.10	37.47
30	37.84	38.22

Category 1: Custodial Day Shift

Category 2: Custodial Evening Shift

EXHIBIT A.2
2026-27 MAINTENANCE POSITIONS HOURLY RATES

STEP	CATEGORY	
	1	2
1	25.46	31.03
2	25.97	31.65
3	26.49	32.29
4	27.02	32.93
5	27.56	33.59
6	28.11	34.26
7	28.67	34.95
8	29.24	35.65
9	29.83	36.36
10	30.42	37.09
11	31.03	37.83
12	31.65	38.59
13	32.29	39.36
14	32.93	40.14
15	33.59	40.95
16	34.26	41.77
17	34.95	42.60
18	35.65	43.45
19	36.36	44.32
20	37.09	45.21
21	37.83	46.11
22	38.59	47.04
23	39.36	47.98
24	40.14	48.94
25	40.95	49.92
26	41.77	50.91
27	42.60	51.93
28	43.45	52.97
29	44.32	54.03
30	45.21	55.11

Category 1: Groundskeeper

Category 2: Maintenance

EXHIBIT A.3
2026-27 EXEMPT CLERICAL POSITIONS HOURLY RATES

STEP	CATEGORY		
	1	2	3
1	31.59	34.75	38.22
2	32.22	35.44	38.99
3	32.87	36.15	39.77
4	33.52	36.88	40.56
5	34.19	37.61	41.37
6	34.88	38.37	42.20
7	35.58	39.13	43.05
8	36.29	39.92	43.91
9	37.01	40.71	44.79
10	37.75	41.53	45.68
11	38.51	42.36	46.59
12	39.28	43.21	47.53
13	40.06	44.07	48.48
14	40.87	44.95	49.45
15	41.68	45.85	50.44
16	42.52	46.77	51.44
17	43.37	47.70	52.47
18	44.23	48.66	53.52
19	45.12	49.63	54.59
20	46.02	50.62	55.69
21	46.94	51.64	56.80
22	47.88	52.67	57.93
23	48.84	53.72	59.09
24	49.81	54.80	60.28
25	50.81	55.89	61.48
26	51.83	57.01	62.71
27	52.86	58.15	63.96
28	53.92	59.31	65.24
29	55.00	60.50	66.55
30	56.10	61.71	67.88

Category 1: Executive Assistant / Principal

Category 2: Executive Assistant / Deputy Superintendent
Executive Assistant / Associate Superintendent
Executive Assistant / Assistant Superintendent
Executive Assistant / Executive Director

Category 3: Executive Assistant / Supt & BOE Record Secretary

EXHIBIT A.4
2026-27 EXEMPT SPECIALIST POSITIONS HOURLY RATES

STEP	CATEGORY			
	1	2	3	4
1	21.31	28.53	34.53	50.46
2	21.73	29.10	35.22	51.47
3	22.17	29.69	35.92	52.50
4	22.61	30.28	36.64	53.55
5	23.06	30.89	37.37	54.62
6	23.52	31.50	38.12	55.71
7	23.99	32.13	38.88	56.83
8	24.47	32.78	39.66	57.96
9	24.96	33.43	40.45	59.12
10	25.46	34.10	41.26	60.31
11	25.97	34.78	42.09	61.51
12	26.49	35.48	42.93	62.74
13	27.02	36.19	43.79	64.00
14	27.56	36.91	44.66	65.28
15	28.11	37.65	45.56	66.58
16	28.68	38.40	46.47	67.91
17	29.25	39.17	47.40	69.27
18	29.83	39.95	48.35	70.66
19	30.43	40.75	49.31	72.07
20	31.04	41.57	50.30	73.51
21	31.66	42.40	51.31	74.98
22	32.29	43.25	52.33	76.48
23	32.94	44.11	53.38	78.01
24	33.60	44.99	54.45	79.57
25	34.27	45.89	55.54	81.16
26	34.96	46.81	56.65	
27	35.65	47.75	57.78	
28	36.37	48.70	58.93	
29	37.10	49.68	60.11	
30	37.84	50.67	61.32	

Category 1: Locker Room Attendant

Category 3: Human Resources Specialist
Network Technician

Category 2: Assistant Athletic Trainer
Auditorium Supervisor
Strength and Conditioning Coach

Category 4: Sr. Database Analyst / Programmer
Vocational Coordinator

EXHIBIT A.5
2026-27 INSTRUCTIONAL ASSISTANT POSITIONS HOURLY RATES

STEP	CATEGORY					
	1a	1b	2a	2b	3a	3b
1	20.71	21.71	21.74	22.74	23.81	24.81
2	21.12	22.12	22.18	23.18	24.29	25.29
3	21.54	22.54	22.62	23.62	24.77	25.77
4	21.97	22.97	23.07	24.07	25.27	26.27
5	22.41	23.41	23.53	24.53	25.77	26.77
6	22.86	23.86	24.00	25.00	26.29	27.29
7	23.32	24.32	24.48	25.48	26.82	27.82
8	23.78	24.78	24.97	25.97	27.35	28.35
9	24.26	25.26	25.47	26.47	27.90	28.90
10	24.75	25.75	25.98	26.98	28.46	29.46
11	25.24	26.24	26.50	27.50	29.03	30.03
12	25.75	26.75	27.03	28.03	29.61	30.61
13	26.26	27.26	27.57	28.57	30.20	31.20
14	26.79	27.79	28.12	29.12	30.80	31.80
15	27.32	28.32	28.69	29.69	31.42	32.42
16	27.87	28.87	29.26	30.26	32.05	33.05
17	28.43	29.43	29.85	30.85	32.69	33.69
18	28.99	29.99	30.44	31.44	33.34	34.34
19	29.57	30.57	31.05	32.05	34.01	35.01
20	30.16	31.16	31.67	32.67	34.69	35.69
21	30.77	31.77	32.31	33.31	35.38	36.38
22	31.38	32.38	32.95	33.95	36.09	37.09
23	32.01	33.01	33.61	34.61	36.81	37.81
24	32.65	33.65	34.28	35.28	37.55	38.55
25	33.30	34.30	34.97	35.97	38.30	39.30
26	33.97	34.97	35.67	36.67	39.07	40.07
27	34.65	35.65	36.38	37.38	39.85	40.85
28	35.34	36.34	37.11	38.11	40.64	41.64
29	36.05	37.05	37.85	38.85	41.46	42.46
30	36.77	37.77	38.61	39.61	42.29	43.29

Category 1 <i>Supervision</i>	Library Supervision	Category 2 <i>General Instruction</i>	English Interdisciplinary Math Multilingual Learners Multi-Tiered Systems of Support (MTSS) PE, Health, and Driver Education Science Special Education World Languages Test Center
Category 3 <i>Advanced Support</i>	Job Coach Language and Family Liaison Permanent Substitute Personal Care Preschool Coordinator		

IAs will receive the following hourly differentials:

- Bachelor Degree - \$1.00 per hour (already included in the "b" salary schedule).
- Professional Educator License - \$0.50 per hour
- Registered Behavior Technician Certification - \$0.50 per hour
- 5-10 Years of Continuous Services (completed) as an IA - \$0.50 per hour or for 11(completed) or More Years - \$1.00 per hour

EXHIBIT B

VOLUNTARY TERMINATION BENEFITS FOR ESP EMPLOYEES

Section A - Introduction

It shall be the practice of the Board of Education to recognize services of its full-time ESP employees, who have provided long and effective service to the youth of our community through a program of voluntary termination benefits.

Section B - Eligibility

ESP employees who satisfy the following requirements may apply for voluntary termination benefits under this exhibit as "Eligible Former Employees":

1. Have been full-time employees of District 225 for a minimum of ten (10) years of continuous employment immediately preceding their voluntary termination or for an aggregate minimum of fifteen (15) years, of which a minimum of five (5) consecutive years are immediately preceding their voluntary termination; and
 - a. A "year" is considered to be the employee's regularly scheduled work year. A newly hired employee must have worked no less than 50% of their scheduled workdays from July 1 to the following June 30 in their first year of employment in order for that work year to count toward the requirement in this Section 1.
2. Will meet one of the following eligibility criteria:
 - a. If classified as "Tier 1" under the IMRF system, must be at least 55 years of age on the effective date of voluntary termination and eligible to retire in the IMRF system (note: a Tier 1 staff member who will attain age 55 on or before December 31 during the calendar year of retirement, shall be deemed to attain age 55 on the preceding June 30th); or
 - b. If classified as "Tier 2" under the IMRF system, must be at least 62 years of age on the effective date of voluntary termination and eligible to retire in the IMRF system (note: a Tier 2 staff member who will attain age 62 on or before December 31 during the calendar year of retirement, shall be deemed to attain age 62 on the preceding June 30th).
 - c. The retirement cannot expose the Board to an excess salary payment or other penalty imposed by IMRF.
3. For a Tier 2 staff member whose IMRF and District 225 10-year eligibility align within the same school year, the Tier 2 staff member may work a maximum of 15 additional days the following school year as a district substitute (role to be determined by the district, which must be an IMRF position) in order to complete the 10-year IMRF eligibility requirement.
4. Are not represented by GESSA or any other bargaining unit; and
5. Have not retired, nor are receiving retirement benefits, under any other District 225 retirement plan; and
6. Have requested to retire on either June 30 or December 31 of any given year; and
7. During the employee's last four years of employment, they shall not receive any new stipends or other extra duty payments, of any type, (not previously performed in prior years) that would result in exceeding the State maximum salary increase of 6%. Any employee who incurs a State maximum salary penalty shall be ineligible for any benefits contained in this exhibit.

Section C - Health Benefits Available to Eligible Former Employees

1. The Board of Education shall provide the Eligible Former Employees with individual medical insurance coverage under the district retiree health plan(s), as selected by the Eligible Former Employee, for up to five (5) years after retirement or age 65, whichever occurs first. The Board shall pay an amount equal to 95% of the single premium amount; the Eligible Former Employee shall be responsible for the remaining premium. In the event that the plan selected by the Eligible Former Employee is no longer an option, the Eligible Former Employee may select coverage under one of the remaining plans.
2. Eligible Former Employees, who elect to waive continued participation in the district insurance plan upon voluntary termination will receive an annual employer-funded health reimbursement arrangement (HRA) contribution for a period of ten (10) years following voluntary termination or until age 65, whichever is sooner. The amount of the HRA contribution will be equal to 95% of the average retiree HMO and PPO single premium amount at the time of voluntary termination. Eligible Former Employees receiving these contributions will be subject to premium costs increases or decreases which may occur as a result of future changes in the cost of the noted premiums in the district plan used as the basis for calculating this benefit. Such payment shall be made as follows:
 - a. For an employee assigned a 239 or 260-day work calendar employee retiring in June, they will receive a prorated contribution for the months of July through December, on or before July 31 of their first year as a retiree. Eligible Former Employees will subsequently receive their annual contribution on or before January 31, deposited into their district-established HRA account.
 - b. For an employee assigned a 203-day or less work calendar retiring in June, they will receive a prorated contribution for the months of September through December, on or before September 30 of their first year as a retiree. (Participation in the district's health plan(s) will continue through August 31, as the premiums for these months would be prepaid during their final year). Eligible Former Employees will subsequently receive their annual contribution on or before January 31, deposited into their district-established HRA account.
 - c. Those employees retiring in December, will receive their first annual contribution, and subsequent annual contributions on or before January 31, deposited into their district-established HRA account.
 - d. In the year that the retiree reaches age 65, they will receive a prorated contribution for the months they are under 65 (e.g., if an Eligible Former Employee turns 65 on April 15, they will receive a prorated contribution for the months of January through April), deposited into their district-established HRA account.
3. Eligible Former Employees, who elect those insurance allowance benefits contained in paragraph 1 of this Section C, shall be allowed to maintain family medical insurance coverage under one of the district health care plans accessible to retirees as selected by the Eligible Former Employee, (provided they had family coverage on the effective date of their retirement). Eligible Former Employees shall be responsible for the full premium, therefore, less the Board's contribution referred to in paragraph 1 of this section.

Section D - Additional Health and Insurance Benefits Available to Eligible Former Employees

1. Eligible Former Employees who elect to continue coverage, past Medicare eligibility must enroll in a health insurance policy coordinated with Medicare if one exists. Such policy may also provide for a reduction in benefits and premiums. Eligible Former Employees shall be responsible for the

full premium of these plans.

2. The Board of Education shall allow Eligible Former Employees to maintain the dental and vision coverage they had in effect at the time of retirement, or as such plan may be amended from time to time for current district employees, until age 65 or until the Eligible Former Employee is eligible for Medicare, whichever occurs first. Eligible Former Employees shall be responsible for the full premium of these plans.
3. The Board of Education shall provide Eligible Former Employees with \$10,000 of term life insurance until the Eligible Former Employees reach age 65 or the age of Medicare eligibility, whichever shall occur first. The term life insurance shall be provided by the Board at no cost to the Eligible Former Employee.
4. The Eligible Former Employees shall be allowed to convert any term life insurance, bought or provided for by the Board of Education and in effect on their last date of employment, to any alternative policy approved by the insurance carrier. After such conversion, Eligible Former Employees shall be responsible for full payment of any premium.
5. Eligible Former Employees shall be allowed to continue to participate, at no cost, in the Employee Assistance Program provided by the Board for regularly employed employees.

Section E - Salary Benefits Available to Eligible Former Employees

1. ESP employees submitting their notice of intent to retire will be entitled up to a maximum of four (4) salary increases of six percent (6%) for each year prior to the effective date of retirement.
2. The 6% increase described in Paragraph 1 of this section shall be in lieu of any salary increase, which the employee would otherwise receive.
3. Salary payments described in paragraph 1 of this section shall be defined as contractual salaries paid for the performance of duties as an employee. The salaries shall not include any stipends or any other payment of any type whatsoever.
4. During the employee's last four years of employment, they shall not receive any new stipends or other extra duty payments, of any type, (not previously performed in prior years) that would result in exceeding the State maximum salary increase of 6%.
5. All requests for participation under this section must be submitted in writing to the most Senior Human Resources administrator no earlier than September 1 and no later than April 1 during the school year in advance of the first year for which the employee is seeking the salary enhancement described in paragraph 1 of this section. The request shall include a copy of the employee's latest statement from the IMRF system indicating the employee's service credit information if that information is necessary to qualify the employee for this plan.
6. Participation in the benefits of this exhibit is dependent upon unconditional and irrevocable resignation from employment, effective at the end of the school year identified in the employee's notice. Any employee who does not fulfill their agreement's timeline, for whatever reason, shall be ineligible for any of the benefits contained in this exhibit, unless otherwise determined by the superintendent to be in the best interest of the district and is subject to Board approval.

Section F - Unused Vacation Benefits

In addition to those benefits contained in Section D, Eligible Former Employees who were employed by the district on a full-time, twelve-month basis, will have the Board of Education directly contribute to an employer-funded HRA account, the value of up to ten (10) days of unused vacation days, at their then-current annual base salary per diem rate for the first year of retirement. Any other vacation days

accrued and earned, must be used or forfeited. Such deposit shall be made within 60 days of retirement, into their district-established HRA account.

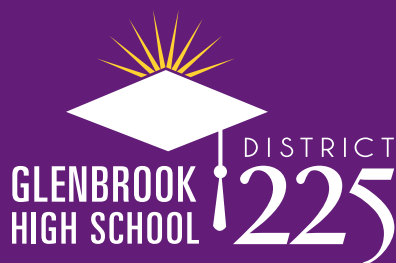
Section G - Miscellaneous Provisions

1. For purposes of this exhibit, the school year shall begin on July 1 and end on June 30.
2. If an ESP employee, who has been approved for participation in one of the plans in this exhibit, dies prior to their declared retirement date, the employee's prorated salary shall be calculated utilizing the 106% salary rates, in lieu of any benefits otherwise provided under this exhibit.
3. If an ESP employee retires from the District but does not begin receiving IMRF retirement benefits within 60 days of separation from employment, any accumulated unused sick leave will not be eligible for IMRF service credit and will therefore be forfeited, in accordance with IMRF regulations.
4. If changes occur in the operation of IMRF or for any other reason the Board determines appropriate, the Board may revise this exhibit.

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GLENBROOK HIGH SCHOOL DISTRICT 225

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