

BOARD POLICY: VOLUNTARY TERMINATION BENEFITS FOR CERTIFIED 6100
ADMINISTRATORS AND SUPERVISORS

Section A – Introduction

It shall be the policy of the Board of Education of District #225 to recognize the services of its regularly employed certified administrators and supervisors who have provided long and effective service to the youth of our community through a program of voluntary termination benefits.

Section B - Eligibility

~~Certified A~~ administrators and supervisors who satisfy the following requirements, may apply for voluntary termination benefits under this policy as “Eligible Former Employees”:

- ~~1. have been full time employees of District #225 for a minimum of ten years immediately preceding their voluntary termination or for an aggregate minimum of fifteen years of which a minimum of five years are immediately preceding their voluntary termination, may apply for termination benefits under his policy as “Eligible Former Employees.”.~~
- ~~2. will be at least 55 years of age by June 30 of the last year of employment and eligible to retire under the Teachers’ Retirement System (TRS) or under the Illinois Municipal Retirement Fund (IMRF).~~

~~Note: An~~ For the purposes of this Policy, an administrator or supervisor who is eligible to receive a TRS retirement pension, of at least 74.6% of average salary and 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 1.

Section C – Benefits Available to Eligible Former Employees Who Satisfy the Eligibility Requirements of Section B of this Policy

- ~~1. Eligible Former Employees shall be allowed to maintain their individual health coverage, family health coverage, individual dental coverage, or family dental coverage under the district plans for which they are eligible, until the Eligible Former Employee reaches age 65 or the age of Medicare eligibility, whichever shall occur first. Eligible Former Employees shall be responsible for the full premiums for these plans less the amount of the Board allowance referred to in paragraph 2 of this Section C.~~
- ~~2. The Board of Education shall provide Eligible Former Employees with an insurance allowance equal to 100% of the TRS single managed care plan (HMO) premium and 60% of the TRS single dependent managed care plan (HMO) premium, until the Eligible Former Employee reaches age 65, or the age of Medicare eligibility, whichever shall occur first.~~

In lieu of insurance access or coverage provided in Section D, below, the Board of Education shall provide the Eligible Former Employees with an annual cash severance payment of \$2,500 for each of five years following retirement. Such payments shall be made on or before September 30 of each school year following the school year of retirement under TRS. It is the intent of the Board that such payments shall not be considered creditable earnings for purposes of the Illinois Teachers' Retirement System, and no such payment shall be made to the extent it subjects the Board to any additional payment or penalty to TRS. Eligible Former Employees may, at their sole discretion, waive entitlement to this benefit and elect those insurance allowance benefits contained in Section D.

Section D - Benefits Available to Eligible Former Employees Until Age 65 or the Age of Medicare or Medicaid Eligibility, Whichever Shall Occur First

The Eligible Former Employee may select the benefits contained in this Section D in lieu of the benefits provided for in Section C, above.

1. The Board of Education shall provide Eligible Former Employees individual medical insurance coverage under the District's High Deductible Health Care Plan, Blue Advantage HMO or TRIP HMO Plan, as selected by the Eligible Former Employee. The Board shall pay an amount equal to 95% of the premium therefor. In the event that the plan selected by the Eligible Former Employee is no longer an option for District employees or no longer available, the Eligible Former Employee may select coverage under one of the aforementioned remaining plans, if any, or under a plan that may be designated by the District, in its discretion. Under no circumstances will the premium contributed toward the TRIP HMO Plan be greater than that contributed toward the district's plans.
2. Eligible Former Employees shall be allowed to maintain family medical insurance coverage under a plan referred to in Paragraph 1 of this Section D, or designated by the District, in its discretion; provided they had family coverage on the effective date of their retirement. Eligible Former Employees shall be responsible for the full premium, less the Board's contribution, referred to in Paragraph 1 of this Section D.
3. Eligible Former Employees shall be allowed to maintain individual or family dental coverage as then available to employees of the District provided they had such coverage on the effective date of their retirement. Eligible Former Employees shall be responsible for the full premiums for these plans.

Section E – Special Provisions for Certified Administrators and Supervisors

- 3-1. In addition to the benefits provided in paragraphs 1 and 2 of this Section D, the Board of Education shall contribute \$2,500, annually, to the Glenbrook Health Savings Plan (America's VEBA Solution or the plan then in effect for District employees), on behalf of the Eligible Former Employee, for a period of five years after the effective date of retirement.

4. ~~2.~~ The insurance allowance specified in paragraph ~~2 1~~ of ~~this~~ Section ~~C E~~ may be used toward the purchase of health insurance provided by TRS or ~~IMRF~~ or health or dental insurance ~~then~~ provided by the district, provided participation by retirees in the district's plan is allowed by the provisions of the then-current policy. No cash payment shall be made to any Eligible Former Employer.
- ~~5.~~ ~~3.~~ The Board of Education shall provide Eligible Former Employees with \$50,000 of term life insurance until the Eligible Former Employee reaches age 65 or the age of Medicare or Medicaid eligibility whichever shall occur first. The term life insurance shall be provided by the Board at no cost to the Eligible Former Employee.
- ~~6.~~ ~~4.~~ The Board of Education shall pay both the employer's and the employee's contribution to TRS for Eligible Former Employees who elect to participate in the State's Early Retirement Option. In no case shall the Board's total payment, for any Eligible Former Employee, exceed 135% of the contribution required of the Board of 40 ILCS 5/17-130-I.
- ~~7.~~ ~~5.~~ The Eligible Former Employees shall be allowed to convert any term life insurance, bought or provided for by the district, and carried, 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.
- ~~8.~~ ~~6.~~ Eligible Former Employees shall be allowed to continue to participate in the Employee Assistance Program provided by the Board for regularly employed certified administrators and supervisors.

Section ~~D~~ ~~F~~ -Benefits Available to Eligible Former Employees Who Have Not Given Written Notice to Retire Prior to June 1, 2005, in addition to benefits under Section C, above

1. All requests for participation under Section ~~D~~ ~~E~~ must be submitted in writing to the ~~Director~~ of Assistant Superintendent of Human Resources prior to April 1 of the certified administrator or supervisor's final four years of employment. The request shall include a copy of the administrator or supervisor's latest Personal Statement of Benefits from TRS. ~~or IMRF~~
2. Participation in the benefits under Section ~~D~~ ~~E~~ plan is dependent on unconditional and irrevocable resignation of the certified administrator or supervisor who enters into a four year employment contract with the Board of Education. Any employee who does not fulfill their contract, under Section ~~D~~ ~~E~~, for whatever reason, shall be ineligible for any of the benefits contained in Sections ~~C~~ ~~D~~ & E of this Policy.

3. Participants, in benefits under Section ~~D~~ **E** plan, shall have each of their last four years annual salary increased by an amount equal to 6% of their previous year's annual salary.
4. The 6% increase described in Paragraph 3 of this Section ~~D~~ **E** shall be in lieu of any salary increases which the administrator or supervisor would otherwise receive.
5. Salary payments described in Paragraph 3 of this Section ~~D~~ **E** shall be defined as contractual salaries paid for performance of duties as an administrator or supervisor. The salaries shall not include any stipends or any other payment of any type whatsoever.
6. During the administrator's or supervisor's last four years of employment, they shall not receive any stipends or other payments, of any type, that they are not currently receiving ~~at immediately prior to~~ the start of the contract. Any stipends or payments removed during the last four years of employment shall not be reinstated.

~~Section E – Special Provisions for Administrators and Supervisors Who are Members of the Illinois Municipal Retirement Fund (IMRF)~~

- ~~1. The district shall make available, from time to time, by resolution, the IMRF Early Retirement Incentive program as provided by statute, to all administrators and supervisors who qualify thereunder.~~
- ~~2. Employees who participate in any special incentive program such as IMRF's Early Retirement Incentive program or any other retirement enhancement program not contained in this policy, shall be ineligible for the benefits contained in Section D.~~

Section ~~F~~ **G** – Miscellaneous Provisions

1. For purposes of this Policy, the school year shall begin on July 1 and end on June 30.
2. The terms "administrator" or supervisor", when used in this Policy, shall mean all full-time regularly-employed personnel who have been issued an **certified** administrative employment contract by the district.

3. If an employee, who has been approved for participation in one of the plans in this Policy, 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 Policy 6100.
4. An eligible administrator or supervisor who applies for retirement benefits in their last year of employment, (i.e., after April 1st of their next to last year of employment but prior to April 1st of their last year of employment, shall have their last year's annual salary increased by 6% of their previous year's annual salary. Eligible individuals shall also have access to the benefits listed in Sections ~~C~~ **D & E** of this Policy.
5. If changes occur in the operation of TRS, ~~or IMRF~~ which result in an increase in the cost of this Policy to the Board, the Board shall have the authority to revise this Policy in such a manner that the revision shall result in no additional cost to the Board relative to the current Policy.
6. This Policy shall be effective from and after ~~April 2, 2006~~ **July 13, 2009**.

Approved: June 7, 1978
Revised: October 22, 1979
Revised: November 5, 1979
Revised: November 19, 1984
Revised: December 16, 1985
Revised: August 21, 2000
Revised: April 23, 2001
Revised: January 9, 2006
Revised: _____

BOARD POLICY: ESP MANAGERS

6430

Page 1 of 2 pages

Section A - Assignments

The Board of Education of District #225 directs the superintendent to prescribe assignments for all Educational Support Personnel (ESP) Managers subject to compliance with relevant legal requirements and the provisions of the contract between each administrator and the Board.

Section B - In-service

The Board of Education directs the superintendent to develop in-service programs for ESP Managers.

Section C - Working Conditions

The Board of Education directs the superintendent to develop policies and procedures for ESP Managers, including but not limited to, health examinations, work load, travel expenses, non-school employment, professional leaves, emergency personal leaves, absences, and vacations, subject to compliance with relevant legal requirements and the provisions of the contract between each ESP Manager and the Board.

Section D - Fringe Benefits

The Board of Education directs the superintendent to recommend to the Board fringe benefit compensation provisions for ESP Managers.

Section E - Vacations

All twelve-month ESP Managers shall be granted vacation in accordance with the procedures attached hereto. ESP Managers may not be reimbursed for any unused vacation days at the time of their resignation from the district. Rather, at the completion of the respective ESP Manager's last year of employment with the district, any unused vacation days will be converted to sick days.

Section F - Professional Development Opportunities

The Board of Education recognizes that ESP Managers should make every effort to stay abreast of current theories and methods in education. ESP Managers are expected to attend professional meetings and periodic in-service workshops to improve skills in personnel management, supervision, instructional development, public relations and other aspects of school management as prescribed and approved by the superintendent.

Approved: _____

PROCEDURES FOR IMPLEMENTING BOARD POLICY: ESP MANAGERS

6430

Page 1 of 3 pages

Section A - Fringe Benefits

1. All Educational Support Personnel (ESP) Managers, during the term of their employment, shall be accorded the following fringe benefits:

- 1) **95% of single health insurance or 88%** of family health insurance.
- 2) **\$75,000 of term life insurance**
- 3) Income protection insurance **based on the prevailing policy available to all District employees.**
- 4) Reimbursement for membership in professional organizations up to \$100 per individual per year.
- 5) **Personal** leave up to two days per year. **Annually, all unused personal leave days will be transferred to the employee's personal leave bank. Any days, in excess of three, in the employee's personal leave bank will be transferred to sick leave, subject to the limitations provided in Board Policy 6330. Personal leave days that cannot be transferred to sick leave are forfeited.**
- 6) Sick leave of 15 days per year. In addition, any earned and unused vacation days in excess of **15** at the end of any fiscal year shall be converted to sick leave, **subject to the limitations provided in Board Policy 6330.**
- 7) Participation in the sick leave bank as provided in Board policy **6330** .
- 8) Auto mileage reimbursement, in accordance with **prevailing** Internal Revenue Service regulations.
- 9) Vacation for 12-month personnel only; as indicated below:

<u>Number of Years of Experience in the District</u>	<u>Number of Days of Vacation per Year</u>
<u>1st year through 4th year</u>	<u>10 days</u>
<u>5th year through 9th year</u>	<u>15 days</u>
<u>10th year and beyond</u>	<u>20 days</u>

Vacation is earned and accrued on a monthly basis

10) District-recognized legal and granted holidays.

Section A - Fringe Benefits (continued)

- 11) In lieu of the family health and dental insurance, individuals may select the then current individual health and dental insurance plan plus receive a \$700 tax-sheltered annuity.
- 12) Tuition reimbursement in accordance with Board Policy 6070.
- 13) An additional \$600 IRS Code Section 125 reimbursement benefit allocation to be used as authorized by appropriate Board of Education policies and procedures.
- 14) Voluntary termination benefits as provided in Board Policy 6432, except as follows: in lieu of Section D, Paragraph 7 of Board Policy 6432, participants shall have their last four year's annual salary increased by an amount equal to 6% of their previous year's annual base salary. The 6% increase shall be in lieu of any salary increase, which the Retiree would otherwise receive. Salary shall be defined as base salary, paid for the performance of regular duties as an educational support staff member. The salary shall not include any stipends or compensation for any extra-curricular activities. Salary payments shall be paid as follows: For the first year, payments will be made over the employee's remaining paychecks. For the second year, payments will be added to the employee's base salary and paid throughout the year.

Section B - Vacations

1. ESP Managers may make application for vacations by:
 - 1) Submitting a written request at least 10 days prior to the requested vacation time to their immediate supervisor.
 - 2) The immediate supervisor will approve or disapprove the request and, if approved, will submit the request to the assistant superintendent for human resources for final approval.
 - 3) The assistant superintendent for human resources will return the vacation request, with appropriate action stated, to the supervisor and to the administrator requesting the vacation.

Section C - Employees to be Covered Under ESP Managers Policy

Executive Assistant to the Director of Business Affairs
HR Specialists
Executive Assistant to the Assistant Superintendent of Ed Services
Executive Assistants to the Principals
Executive Assistant to the Assistant Superintendent for Business Affairs
Executive Assistant to the Superintendent
Head Trainers

Section C – Employees to be Covered Under ESP Managers Policy (continued)

Plant Operators

Assistant Plant Operators

Security Supervisors

Chief Technology Officer

Public Relations Coordinator

Auditorium Supervisors

All Level V Technology Positions

All Level IV Exempt Technology Positions

Adopted: _____