

Glenbrook High School District #225

**BOARD POLICY: ADMINISTRATIVE PERSONNEL**

**3020**

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Section A - Assignments

The Board of Education of District #225 directs the superintendent to prescribe assignments for all administrators 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 administrators.

Section C - Working Conditions

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

Section D - Fringe Benefits

The Board of Education directs the superintendent to recommend to the Board fringe benefit compensation provisions for administrative personnel.

Section E - Vacations

All twelve-month administrators shall be granted vacation in accordance with the procedures attached hereto. ~~Administrators may not be reimbursed for any unused vacation days at the time of their resignation from the district. Rather, vacation not converted to sick days under this Policy, earned and accrued, must be taken.~~

Section F - Professional Development Opportunities

The Board of Education recognizes that administrators should make every effort to stay abreast of current theories and methods in education. Administrators shall be 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: March 5, 1973 (Item #4719)  
Revised: January 28, 1985 (Item #8654)  
Revised: February 28, 2000  
Revised: January 9, 2006  
Revised:

Section A - Fringe Benefits

1. All administrators and supervisors, during the term of their employment, shall be accorded the following fringe benefits at district expense:
  - 1) Family health insurance.
  - 2) Family dental insurance.
  - 3) Term life insurance equal to twice the individual's annual salary, rounded to the next highest thousand dollars.
  - 4) Income protection insurance.
  - 5) Reimbursement for membership in professional organizations ~~for those employees not referred to in Section A, paragraph 20~~, up to \$150 per individual per year, with the exception of the principals and assistant superintendents who shall be allocated approximately \$750 each to be used for professional, civic, or social memberships at the discretion and approval of the superintendent.
  - 6) Professional leave at full reimbursement when approved in advance by the superintendent or designee, except for meals, subject to substantiation of such expenses and approval by the Board.
  - 7) ~~Emergency leave up to two days per year, non-cumulative.~~

Each administrator shall be eligible for two (2) days of personal leave pay per school year for urgent personal or family matters that require the administrator's presence during the school day, and are of such nature that they are impossible to transact at a later time, such as on the weekend, after school hours, or during vacation periods. Annually all unused personal days will be transferred to the personal leave bank. Any days in excess of three, in an administrator's personal leave bank shall be transferred to sick leave. Upon termination/retirement, all unused accumulated personal days will be reported to the Teacher Retirement System for service credit upon the administrator's retirement.

Application for personal leave with pay shall be submitted by the administrator to their supervisor. The application shall be made at least one week before taking said leave, if possible.

In the event of an emergency, notice shall be provided as soon as possible. A statement setting forth the nature of the emergency shall be submitted in writing immediately upon return to school.

It shall be standard practice that no leaves be taken under this section on the day before or day following any school holiday or vacation. However, the superintendent can make exceptions to this rule in unusual circumstances.

Personal leave in excess of two (2) days per year may be approved by the superintendent in unusual circumstances. However, no more than five (5) personal leave days shall be approved during any school year. Personal leave days used in excess of the two (2) days allotted each year shall be: a) deducted from accumulated personal leave, or b) paid back at the rate of one (1) day per year from the two (2) days allotted.

Unless approved by the superintendent, an administrator who owes personal leave days from the previous school years cannot borrow additional personal leave days in the following school years until all borrowed days have been repaid.

Personal leave may be accumulated from year to year up to a maximum of three (3) days.

- 8) Sick leave of 15 days per year.

~~In addition, any earned and unused vacation days in excess of 25 at the end of any fiscal year shall be converted to sick leave.~~

- 9) Participation in the administrator-supervisor sick leave bank as provided in Board policy 6280.
- 10) Sabbatical leave as approved by the Board of Education.
- 11) Auto mileage reimbursement, in accordance with current Internal Revenue Service regulations, as approved by the superintendent or designee.
- 12) Tuition reimbursement in full when courses are approved in advance by the superintendent or designee.

13) Vacation for 12-month personnel only; as indicated below:

<b>Number of Years</b> of Administrative Experience in the District	<b>Number of Days</b> of Vacation per Year
1st year through 5th year	20 days
6th year through 10th year	21 days
11th year through 15th year	22 days
16th year through 20th year	23 days
21st year through 25th year	24 days
26th year and beyond	25 days

In addition, any earned and unused vacation days at the end of any fiscal year up to a maximum of 15 unused days may be carried over for use in the next year. The time for such vacations being subject to the approval of the Superintendent. At no time may an administrator be credited with more than 40 vacation days (inclusive of the current year's allotment) and the Board reserves the right to require any employee to use accumulated vacation days in lieu of being present for work.

- 14) District-recognized legal and granted holidays.
- 15) 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.
- 16) An additional \$600 IRS Code Section 125 reimbursement benefit allocation to be used as authorized by appropriate Board of Education policies and procedures.
- 17) Voluntary termination benefits as provided in Board Policy 6100.
- 18) Annual registration of state ~~certificates~~ licensure at Board expense.
- 19) Attendance as required for state ~~certification~~ licensure at administrative academies.

- ~~20) The principals and assistant superintendents shall be allocated approximately \$750 each to be used for professional, civic, or social memberships at the discretion and approval of the superintendent.~~

Section B - Vacations

1. Administrative personnel 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, 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 the administrator requesting the vacation.~~

Section C - Special Provisions for Administrators and Supervisors Who Have Given Written Notice to Retire Prior to June 1, 2005

1. ~~In lieu of those benefits referred to in paragraph 9 of Section A above, sick leave shall accrue at the rate of fifteen (15) days per year without the conversion of excess vacation leave to sick leave.~~
2. ~~Administrators and supervisors may "sell back" up to 25 days of unused vacation days at the time of their resignation from the district. Payment shall be at the per diem rate for the individual and shall be paid during the last month of employment prior to or concurrent with the individual's final paycheck for regular earnings.~~
3. ~~All earned and unused vacation days, in excess of 25 days, must be taken prior to the effective date of termination of employment.~~

Revised: January 28, 1985 (Item #8654)

Revised: April 14, 1997

Revised: December 15, 1997

Revised: August 30, 1999

Revised: February 28, 2000

Revised: July 23, 2001

Revised: January 9, 2006

Revised: April 27, 2009

Revised:

**BOARD POLICY: ~~EDUCATIONAL SUPPORT PERSONNEL~~ EMERGENCY/PERSONAL LEAVE FOR EDUCATIONAL SUPPORT PERSONNEL** **6380**

Section A

Non-probationary, full-time, educational support personnel are eligible for 2 days of emergency/personal leave each fiscal year. Probationary full-time educational support personnel who successfully complete their probationary period ~~by January 1~~ shall be entitled to ~~1~~ 2 emergency/personal days at the completion of their probationary period for the current school year. The employee shall receive the employee's daily compensation for emergency/personal leave.

Section B

Emergency/personal leave shall be used for urgent personal or family matters that require the support staff 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 the weekend, after school hours, or during vacation periods.

Section C

Emergency/personal leave may not be taken on the day before or following any legal or granted school holiday, nor may it be taken in conjunction with an employee's vacation or leave without pay. The ~~director of~~ assistant superintendent for human resources may make exceptions to this rule in unusual circumstances.

Section D

All requests for emergency/personal leave shall conform to the procedures established by the ~~director of~~ assistant superintendent for human resources.

Section E

~~Any unused emergency days at the end of a fiscal year shall be added to the individual employee's accumulated sick leave.~~ Emergency/personal days may be accumulated from year to year up to a maximum of 4 days. Emergency/personal days in excess of 4 days after the roll over in the fiscal year are added to accumulated sick leave.

Approved: December 18, 1972  
Revised: October 7, 1974  
Revised: January 23, 1995  
Revised: May 20, 1996  
Revised: August 25, 1997  
Revised: September 25, 2000  
Revised:

PROCEDURES FOR IMPLEMENTING BOARD POLICY: ~~EDUCATIONAL SUPPORT~~ 6380  
~~PERSONNEL EMERGENCY/PERSONAL LEAVE FOR EDUCATIONAL SUPPORT~~  
~~PERSONNEL~~

1. Educational support personnel may make application for emergency/personal leave by ~~submitting an electronic request to their supervisor.~~
  - 1) ~~Obtaining a personal leave request form from the human resources office, associate principal—administrative services, or plant manager.~~
  - 2) ~~Completing the request form five (5) working days prior to requested leave date and submitting the form to his/her immediate supervisor.~~
2. The supervisor will take action on the electronic Approval of application for emergency/personal leave. ~~shall be made in the following manner: Approved requests will be added to the employee emergency/personal leave record. In the event that requests for emergency/personal leave cannot be submitted electronically, the employee should personally contact their immediate supervisor.~~
  - 1) ~~The supervisor will submit the request to the assistant principal—administrative services in cases of secretarial/clerical and support personnel, to the supervisor of buildings and grounds in cases of custodial/maintenance staff, or to the director of human resources for cases of district office personnel.~~
  - 2) ~~All request forms submitted to the assistant principal—administrative services and to the supervisor of buildings and grounds must be forwarded to the director of human resources. Copies of the personal leave request form, with the appropriate action taken, will be returned to all concerned parties.~~

**NOTE:** ~~In the event that requests for personal leave cannot, because of emergency reasons, be processed via the aforementioned steps, the employee should personally contact the director of human resources.~~

Adopted: November 7, 1974  
Revised: September 25, 2000  
Revised:



BOARD POLICY: ESP MANAGERS

6430

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, 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; the time for such vacations being subject to the approval of the Superintendent or designee. 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 subject to the provisions of Policy 6330. At no time may an ESP Manager be credited with more than 35 vacation days (inclusive of the current year's allotment) and the Board reserves the right to require any employee to use accumulated vacation days in lieu of being present for work.

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: August 31, 2009

Reviewed: April 26, 2010

Revised:

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 s~~ Single health insurance or 88% of family health insurance consistent with insurance benefits provided to all educational support personnel of the district.
  - 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) ~~Emergency/P~~ personal leave up to two days per year. Annually, all unused personal leave days will be transferred to the employee's emergency/personal leave bank. Any days, in excess of ~~three~~ four, 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. Earned and unused vacation days up to 15 at the end of any fiscal year may be carried over for use during the following year. In addition, after August 1 any earned and unused vacation days in excess of 15 shall be converted to sick leave and added to the employee's accumulated sick leave after August 1, subject to the limitations provided in Board Policy 6330. ~~Accumulated vacation days in excess of 15 days will be added to the employee's accumulated 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.

Section A - Fringe Benefits (continued)

- 9) Vacation for 12-month personnel only; as indicated below:

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

Vacation is earned and accrued on a monthly basis

- 10) District-recognized legal and granted holidays.
- 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 request at least 10 days prior to the requested vacation time to their immediate supervisor through the process outlined by the Human Resources Department.
  - 2) The immediate supervisor will approve or disapprove the request.

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 Athletic Trainers  
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: August 31, 2009

Revised: April 26, 2010

Revised: