Geneva Community Unit School District 304

Educational Support Service Working Agreement
July 1, 2026 - June 30, 2028

District 304 Board/Administration/Educational Support Personnel Working Agreement

The purpose of the Educational Support Service Working Agreement is to contribute to the overall effectiveness and efficiency of Educational Support Personnel through clearly communicated working conditions arrangements. This handbook should not be construed as a binding contract.

Table of Contents

I. Administrative Organization 1
II. Employing New Personnel 1
III. Purpose and Functions of Support Service Personnel 2
IV. Educational Support Service Personnel Job Grades 2
V. Classes of Educational Support Service Employees 4
VI. Working Hours/Summer Hours 4
VII. Vacation 6
VIII. Holidays 7
IX. Special Convenience Holiday 8
X. Parent Conference Day/School Improvement Day/Teacher Institute Day 8
XI. School Cancellation Procedures 9
XII. Sick Leave, Sick Leave Bank, FMLA, Personal Leave, Bereavement Leave 10
XIII. Evaluation 14
XIV. Compensation 14
XV. Payroll Procedures 15
XVI. Deductions 15
XVII. Retirement-IMRF 16
XVIII. Retirement-Compensation 16
XIX. Direct Deposit and Tax-Sheltered Annuities and Mutual Funds 16
XX. Jury Duty 17
XXI. Insurance 17
XXII. Employment Eligibility 17
XXIII. Use of Alcohol, Drugs, and Tobacco on School Property 18
XXIV. Seniority 18
XXV. Honorable Dismissal 19
XXVI. Discipline Procedures 20
XXVII. Absenteeism 22
XXVIII. Relations with Students, Parents, and Other Employees 22
XXIX. Professional Development 22

I. Administrative Organization

The Geneva District 304 Board of Education is legally responsible for the determination of all policies and actions relating to the operation of the schools. The following rules and regulations amplify and specify Board policies as contained in the Board of Education Policy Manual (Section 5: Personnel/Educational Support Personnel).

The Superintendent of Schools delegates to the Assistant Superintendent-Human Resources authority for supervision of Educational Support Service Personnel throughout the district. Building principals and other administrative personnel are assigned as immediate supervisors of Educational Support Service Personnel, have evaluation responsibilities, and will provide day-to-day oversight of assigned personnel.

Some educational support service employees may be assigned specifically to classrooms and/or students. When this is the case, a teacher may assist the building principal in the evaluation of the employee, but will not be assigned actual supervisory responsibility.

The Assistant Superintendent-Human Resources is delegated authority for the operation of a program for maintaining the efficiency of office work and enhancing the skills and capacities of employees by promoting good procedures and maintaining a program of in-service training.

A meaningful relationship between Educational Support Service Personnel and administrators/supervisors is an important element in the successful operation of a school district. Open dialogue regarding school operations is encouraged throughout the school year. It is the responsibility of each employee to communicate ideas for school improvement or problems/concerns to his/her immediate supervisor. In the event that a problem or concern remains unresolved after consultation with the immediate supervisor, the employee should bring the matter to the attention of the building principal if the immediate supervisor is not the building principal. If the problem/concern is still not resolved at the building level, the matter should be referred to the Assistant Superintendent-Human Resources for resolution.

A group of Educational Support Service personnel will meet with the District administration three to four times during the school year to discuss issues of common interest. Every effort will be made to include a representative from each building and each position category. Team members will be rotated on and off on a prescribed schedule to ensure continuity and to allow new staff members to participate in team deliberations.

II. Employing New Personnel

The Assistant Superintendent-Human Resources will recommend new employees for employment after consultation with the administrator who will serve as the immediate supervisor. Recommendation will be based on reference checks with past employers and other evidence of qualifications of the individual in relationship to work responsibilities.

The Assistant Superintendent-Human Resources will submit recommendations for employment to the Superintendent of Schools. If the position has not been established

through the budget process, a recommendation will be presented to the Board of Education to establish the position.

New employees are hired on a probationary basis for one calendar year to determine continuation of employment with the District. In the event that the new employee is not recommended for continued employment, the Assistant Superintendent-Human Resources will inform the employee in writing prior to the end of the probationary period of employment. The dismissal may be immediate. A copy of any recommendation for dismissal or probationary extension will be submitted by the supervisor to the Assistant Superintendent-Human Resources.

III. Purpose and Functions of Support Service Personnel

It is the purpose of the schools to provide the best education possible to all children in the community. The operation of superior schools requires a constant flow and exchange of information, complete and accurate records on pupils, employees and financial transactions, and constant availability of educational materials. All school employee contact with students must be considered a part of the students' education; therefore, all educational support service personnel must be capable of setting a good example and exerting a wholesome influence.

IV. Educational Support Service Personnel Job Grades

The job grades for the Educational Support Service Employees covered under this working agreement are below.

Grade 1
Assessment Center Assistant
Classroom Assistant
Classroom Assistant – Bilingual
Classroom Assistant – EL
Hallway Supervisor
Study Hall Supervisor

Grade 2
Administrative Assistant – Dean's Office
Administrative Assistant – Front Office
Administrative Assistant – Receptionist
Reading Lab Assistant
Tutor – Math Center
Tutor – Reading

Grade 3
Administrative Assistant – Business Services
Administrative Assistant – Counseling & Advising Office
Administrative Assistant – Learning & Teaching
Administrative Assistant – Operations
Administrative Assistant – Principal

Administrative Assistant – Registrar/SIS
Administrative Assistant – Special Education High School
Administrative Assistant – Student Services
Administrative Assistant – Substitutes
Administrative Assistant – Technology
Administrative Assistant – Transportation
Paraprofessional – Bilingual

Grade 4
Administrative Assistant – Registrar
Receptionist/Registrar
Technology Support Technician

Grade 5
Administrative Assistant – Athletics
Administrative Assistant – Financial
Administrative Assistant – Substitute Services

Grade 6
Executive Assistant – Superintendent

Grade 7
Student Services Specialist
Technology Support Specialist

Grade 8
Network Technician

Grade 9
Accounts Payable Specialist
Human Resources Benefits & Leave Specialist
Human Resources Specialist
Payroll Specialist
Student Information Systems Specialist

Grade 10
Registered Nurse (RN)

Grade 11
Identity & Systems Administrator
Information Systems Analyst

Grade 12
Client Services Manager
Human Resources Manager
Physical Therapist

Grade 13
Network Specialist

V. Classes of Educational Support Service Employees

There are six classes of employees:

Class I	Full-time 12-month (fiscal year) employees (8 hours per day/40 hours a week).
Class II	Part-time 12-month (fiscal year) employees (at least 4 hours per day/20 hours a week).
Class III	10-month employees, (at least 35 hours a week).
Class IV	9-month (school year) employees (less than 40 but at least 30 hours a week).
Class V	9-month (school year) employees (less than 30 but at least 17.5 hours per week).
Class VI	9-month (school year) employees (less than 17.5 hours per week).

VI. Working Hours/Summer Hours

The Assistant Superintendent-Human Resources and building principals will determine annually the work week for instructional employees. Hours are not to exceed 40 per week. The work week for this purpose shall be Sunday through Saturday.

The Assistant Superintendent-Human Resources and building principals will establish annually the work week of all office employee classifications. In the event that hours are required beyond the established schedule, approval must be obtained, in advance, from the Assistant Superintendent-Human Resources. Overtime compensation will then be paid on the basis noted below for Class I employees if the hours exceed 40 per week.

The work week of Class I employees will be forty hours. Work beyond forty hours may be required when tasks to be performed are related to the routine duties of the employee. When required, work beyond forty hours will be compensated, and compensation will be computed at 1 and 1/2 times the employee's established rate. If the work must be done on a Sunday or a holiday, the employee will be compensated at the rate of 2 times the employee's established rate. The work week for this purpose shall be Sunday through Saturday.

Summer working hours for 10-month and 12-month office employees will be established by the Assistant Superintendent-Human Resources. Summer overtime may be approved only when the hours exceed 40 per week. The work week for this purpose shall be Sunday through Saturday.

Employees who are scheduled to work 5 hours or more per day are entitled to an unpaid 30-minute lunch break to be designated by their supervisor. In addition, supervisors will make provision for one (1) paid convenience break in the morning and one (1) paid convenience break in the afternoon, with each break not exceeding fifteen (15) minutes in length.

A request for a day without pay must be approved, in advance, by the immediate supervisor and the Assistant Superintendent-Human Resources using the personal leave system supplied

by the Office of Human Resources. Ordinarily, all available vacation, sick, and/or personal leave must be exhausted before a workday without pay will be granted.

Spring Break/Winter Break/Summer Hours: 12-month staff

The first week of summer hours will be determined by the last day of school and the last week of summer hours is typically the first week that 10-month staff return to work.

Staff members that choose to take a lunch break away from their desk during the summer will be expected to extend their workday by half an hour.

12-month administrative assistants who have been approved for hybrid remote work may work remotely one day per week during winter break, spring break, and summer break.

Option 1 - 40 hour week - 10 hour days

Monday - Thursday	7:00 a.m. - 5:00 p.m. (lunch at desk)	10 hour days

Option 2 - 40 hour week - 9 hour days

Monday - Thursday	7:00 a.m. - 4:00 p.m. (lunch at desk)	9 hour days
Friday	7:00 a.m. - 11:00 a.m.	4 hour day

Option 3 - 36 hour week - 9 hour days - Timesheets are required for this option.

Monday - Thursday	7:00 a.m. - 4:00 p.m. (lunch at desk)	9 hour days
Friday	No Work Day	0 hour day

Option 4 - 36 hour week - 8 hour days - Timesheets are required for this option.

Monday - Thursday	7:30 a.m. - 3:30 p.m. (lunch at desk)	8 hour days
Friday	7:30 a.m. - 11:30 a.m.	4 hour day

Staff must enter their "scheduled" workday hours in Skyward if they take a day off. If staff work less than 40 hours per week, then they will need to complete a timesheet. Any questions regarding summer work options should be directed to the Office of Human Resources.

Summer Hours: 10-month staff

The first week of summer hours will be determined by the last day of school, and the last week of summer hours is typically the first week that 10-month staff return to work.

Staff members that choose to take a lunch break away from their desk during the summer will be expected to extend their workday by half an hour.

Monday - Thursday	7:00 a.m. - 4:00 p.m. (lunch at desk)	9 hour days	40 hours
Friday	7:00 a.m. - 11:00 a.m.	4 hour day	

Monday - Thursday	7:30 a.m. - 4:00 p.m. (lunch at desk)	8 1/2 hour days	37.5 hours
Friday	7:30 a.m. - 11:00 a.m.	3 1/2 hour day	

Monday - Thursday	7:00 a.m. - 3:00 p.m. (lunch at desk)	8 hour days	35 hours
Friday	7:00 a.m. - 10:00 a.m.	3 hour day	

VII. Vacation

Annual paid vacations to Class I employees are granted as follows:

Completed Years of Service	Vacation
1 - 3	15 days (120 hours)
4 - 9	20 days (160 hours)
10 - 15	22 days (176 hours)
16 - 19	25 days (200 hours)
20+	27 days (216 hours)

Unused vacation time does not accumulate from year to year, but supervisors may apply some flexibility to allow vacation days to carry over if there is a plan to take those vacation days during the month of July after the beginning of the new fiscal year. The use of unused vacation time after July 31 must be approved by the Assistant Superintendent-Human Resources.

Vacation dates are subject to the approval of the immediate supervisor and the Assistant Superintendent-Human Resources. Vacation dates must allow for keeping offices open and maintaining normal services when schools are in session. Vacation days may be taken as single days or in combination upon approval. The days immediately preceding and following school vacation periods may be approved as vacation days for Educational Support Service Personnel only if there is a special circumstance as approved by the Assistant Superintendent-Human Resources. Vacation periods that exceed 10 consecutive working days will also require special approval from the Assistant Superintendent-Human Resources. Support service personnel will not be required to take vacation days congruent with vacation days taken by their supervisor.

Vacation days are accounted for on a fiscal year basis and are reported to employees in hours via the bi-weekly online pay summary. Employees who are hired during the fiscal year will be granted vacation days prorated through June 30th and then on an annual basis beginning July 1st. Although the accounting of vacation days assumes a certain number for the fiscal year, the actual days are earned as the employee works from month to month. Employees may not take vacation days in advance of being earned unless there is a special circumstance approved by the Assistant Superintendent-Human Resources. In the event that an employee takes approved vacation days in advance of being earned and the employee subsequently leaves the school district prior to earning the days, a compensating adjustment will be made to the final paycheck for the employee.

Class II vacation days are equal to the hours of daily employment. In the event that a Class II office employee is scheduled for variable hours on different days of the week, a vacation day will be equal to the average hours scheduled per day as calculated on a weekly basis.

9-month and 10-month support staff will be given credit for "Completed Years of Service" when moving from a 9-month or 10-month position to a 12-month position for vacation day allotment. Each one year of full-time work will count for one year of credit for the purpose of vacation day allocation. For example, a 10-month employee who has worked for the district for 4 years will be given credit for 4 years when moving to a 12-month position. For a year to count, staff must have worked full-time (at least 30 hours per week). Additionally, for a year to count, staff must have switched from a 9/10-month position to a 12-month position prior to January 1st of the first year.

VIII. Holidays

Educational Support Service Employees receive paid holidays in accordance with the classes below.

Class I and II Employees receive 14 paid holidays as listed below:

Fourth of July	Christmas Day
Labor Day	New Year's Eve or Friday before
Columbus Day	New Year's Day
Wednesday before Thanksgiving	Martin Luther King Day
Thanksgiving Day	President's Day
Friday after Thanksgiving	Memorial Day
Christmas Eve or Friday before	Juneteenth

Class III Employees receive 9 paid holidays as listed below:

Labor Day	New Year's Day
Columbus Day	Martin Luther King's Birthday
Wednesday before Thanksgiving	President's Day
Thanksgiving Day	Memorial Day
Christmas Day	Juneteenth*

*Class III support staff will receive a paid holiday for the Juneteenth holiday only during years in which the school calendar is such that Class III support staff are still working at least through June 19th.

Class IV Employees receive 7 holidays as listed below:

Labor Day	Martin Luther King's Birthday
Columbus Day	President's Day
Wednesday before Thanksgiving	Memorial Day
Thanksgiving Day	

Class V Employees receive 7 holidays as listed below, but any paid time will be prorated based on the average daily hours worked per week.

Labor Day	Martin Luther King's Birthday
Columbus Day	President's Day
Wednesday before Thanksgiving	Memorial Day
Thanksgiving Day	

Class VI Employees are not eligible for paid holidays.

In the event that school is in session on a holiday listed above, employees will be entitled to a "floating holiday" to be taken within a specified time period on a day mutually agreeable to the employee and the immediate supervisor.

An employee will not be compensated for a paid holiday if the paid holiday is the last day of service in the school district. When a holiday falls on a Saturday or Sunday either the Friday before or the following Monday will be designated as the holiday by the Assistant Superintendent-Human Resources. In the event that school is in session the Friday before or the following Monday, the Assistant Superintendent-Human Resources will designate when the holiday will be observed.

If the school year is scheduled to end before Memorial Day, the day after Thanksgiving will be substituted for Memorial Day for Class IV and V employees so that those employees still receive a consistent number of paid holidays.

IX. Special Convenience Holiday

When Christmas Day and New Year's Day fall on Wednesday (previous Monday would be a single work day) or on Thursday (following Friday would be a single work day) an additional paid holiday will be granted as a convenience to Class I and Class II employees assuming they are scheduled to work during this period. This avoids the requirement to work an isolated day between the weekend and the holiday.

X. Parent Conference Day/School Improvement Day/Teacher Institute Day

Instructional employees and some office employees do not work on Teacher Institute Days or during that part of the workday designated for Parent Conferences or School Improvement. If it is necessary for an instructional employee or those office employees listed above to work on a Teacher Institute Day or during that part of the workday designated for Parent Conferences or School Improvement, approval must be obtained, in advance, from the Assistant Superintendent-Human Resources or building supervisor.

In the event that professional development activities (e.g., workshops, conferences) are offered to instructional employees before the school year begins or on a Teacher Institute Day, attendance will be voluntary and not required. Instructional employees will be compensated for attendance at approved professional development activities.

Office employees (Class III) are expected to work a regular workday on Teacher Institute Days, Teacher Workdays, Parent Conference Days, and School Improvement Days. If the building principal agrees that attendance is not required for an office employee (Class III) for all or part of a Teacher Institute Day, a Teacher Workday, a Parent Conference Day, or a School Improvement Day, an office employee may be excused, with no pay, without using a personal day.

The Work Day Calendar can be found on the 304 Hub.

XI. School Cancellation, Late Start, & E-Learning Day Procedures

School Cancellation Procedures

In the event that school is canceled due to an "act of God" such as a snow day, power outage, flood, etc., all instructional employees and Class III, IV, V, and VI office employees will be excused from work, as they will work an extra day as scheduled at the end of the year.

In the event that weather conditions force the cancellation of school, Class I and II office employees whose job responsibilities can be fulfilled with fidelity through remote work have the option to work from home.

Class I and II office employees who prefer to work in-district and Class I and II office employees whose job responsibilities cannot be fulfilled with fidelity through remote work will make a good faith effort to come to work and arrive at their regularly-scheduled start time. Employees who arrive late to work (within two hours of their regularly-scheduled start time) due to weather conditions will be paid for the full day. Employees must work a minimum of six hours and must work until their regular end time to qualify for a full day of pay.

When a Class I and Class II office employee is unable to attend work remotely and/or is unable to attend due to an "act of God" day, the employee may choose to use a vacation day or a personal day, or choose not to be paid for that day.

Class I and Class II office employees will not be allowed to use sick leave in the event of an "act of God" day unless the employee has notified his/her supervisor of their condition prior to the cancellation of school.

At the discretion of the Superintendent or designee, the Superintendent or designee may grant Class I and II office employees a paid day off when school has been cancelled.

In the event that school is cancelled due to weather conditions after students have arrived in the morning, all instructional employees and Class III, IV, V, and VI office employees will be excused from work. Class I and Class II office employees may choose to either stay at work until their regularly-scheduled end time or complete the remainder of their workday remotely from home if their job responsibilities can be fulfilled with fidelity through remote work.

Late Start Procedures

In the event that school starts two hours later on a school day, it is expected that Class I, Class II, and Class III office employees will report to work at their regularly-scheduled start time. Employees who arrive late to work (within one hour of their regularly-scheduled start time) due to weather conditions will be paid for the full day.

In the event of a "late start" schedule, all instructional employees and Class IV, V, and VI office employees will report to work two hours later than their regularly-scheduled start time, assuming that the regularly-scheduled start time is at the beginning of the school day. These two hours will not be made up. Employees who start work after 10:00 a.m. should report to work at their regularly-scheduled start time.

E-Learning Day Procedures

In the event that an E-learning Day is called, students are expected to learn remotely by logging into their 1:1 devices and following their typical daily schedule. An E-Learning Day counts as a regular day of school; therefore, no additional day of school is added to the students' school calendar.

On an E-Learning Day, Class I, II *and* III office employees should follow the work expectations listed under "School Cancellation Procedures" for Class I and II office employees. Class III, IV, V and VI instructional employees should participate in the student's electronic learning program. Class III, IV, V and VI employees who are unable to participate in the students' electronic learning program should contact their supervisor regarding making up these hours by performing alternative work or by completing required training. If hours are not made up, compensation for these hours will be forfeited.

XII. Sick Leave, Sick Leave Bank, Family Medical Leave, Personal Leave, Bereavement Leave

Sick Leave: A sick day is equal to the amount of time an employee would have worked on the day they are sick. Sick leave shall include absence by reason of personal illness or injury, including temporary disability due to pregnancy, childbirth, or related medical conditions, or serious illness or death in the immediate family of the employee. Immediate members of the family shall include parents, spouse, brothers, sisters, children, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, and legal guardians.

Sick leave will be allotted at completed years of service, in accordance with the following schedule:

Years of Completed Service	Sick Leave Allotment (12-month, full-time and part-time) (reported to employee in hours)	Sick Leave Allotment (All other ESPs who are eligible for IMRF under the 600-Hour Standard) (reported to employee in hours)
1-10	12 days	10 days
11-15	14 days	12 days
16-20	16 days	14 days

21-24	18 days	16 days
25+	20 days	18 days

In the event that an absence will be for more than five (5) consecutive days, employees should contact the Office of Human Resources to determine whether or not a return to work authorization from a physician is required and whether the employee is eligibility for Family Medical Leave.

In certain situations involving repeated or excessive absences, employees may be required to submit a doctor's certificate of illness to the Office of Human Resources if requested by the Assistant Superintendent-Human Resources.

Sick days are accounted for on a fiscal year basis and are reported to employees in hours. Employees who are hired during the fiscal year will be granted sick days prorated through June 30th and then on an annual basis beginning July 1st. Although the accounting of sick days assumes a certain number for the fiscal year, the actual days are earned as the employee works from month to month. In the event that an employee takes sick leave in advance of being earned and the employee subsequently leaves the school district prior to earning the days, a compensating adjustment will be made to the final paycheck for the employee. For example, if a new 12 month employee, who has used eight sick leave days during the first four months of the school year, leaves the school district at the end of December, the employee, who has earned four sick leave days, will have four days of pay (eight days minus four days) deducted from the paycheck in January.

For employees working less than 7.5 hours day, a day of absence refers to the amount of time an employee would have worked on that day. For example, an employee who takes sick leave on a half-day of instruction for students will be charged the number of hours that he/she would have worked on that half-day.

Sick leave may accumulate, if unused, up to two hundred forty (240) days for in-district use. For IMRF retirement purposes, a maximum of two hundred forty (240) days may be accumulated.

Sick Leave Bank: A Sick Leave Bank consists of accumulated sick leave days contributed by Educational Support Service staff members. All Educational Support Service personnel earning sick leave days are eligible to participate in the Sick Leave Bank.

The Sick Leave Bank will be funded as follows:

- Participation in the Sick Leave Bank is voluntary. After one academic year of service, a staff member is eligible to contribute one day of sick leave to the Sick Bank and to make a request for sick leave from the Sick Leave Bank.

- Each sick day donated will be commensurate with the staff member’s contracted work day. For example, a staff member who works six hours a day will donate a sick day equivalent to six hours.

- Unused days in the Sick Leave Bank as of June 30th of each year will roll over to the following school year.

- If necessary, an additional sick day will be assessed whenever the total number of days in the bank is less than one fifth (1/5) the number of participating members. No more than two days per year will be assessed. For example, if 100 Educational Support Service personnel are participating in the Sick Leave Bank, each eligible staff member will contribute the appropriate number of sick leave hours to the Sick Leave Bank when the number of sick days falls below 20 days (160 hours).

Administration of the Sick Leave Bank plan will be managed by Assistant Superintendent of Human Resources and two representatives of the Educational Support Service staff.

The committee will grant days from the Sick Leave Bank based on the following:

- The Sick Leave Bank is intended to cover individuals who have experienced a catastrophic illness or accident.

- Medical reports from licensed medical doctors will be required and must be provided to receive sick leave hours from the Sick Leave Bank. These reports will be submitted to the Assistant Superintendent-Human Resources on a form developed for this purpose.

- The staff member must have an illness or accident requiring an absence of more than five consecutive work days.

- The staff member must have used all their sick days, personal days, and, if applicable, vacation days, before they are eligible to use any sick days from the Sick Leave Bank.

- The staff member may only request sick leave days from the Sick Leave Bank for their own illness or injury. Staff members may not request sick leave days from the Sick Leave Bank because of the illness or injury of immediate family members.

- The maximum number of days granted for an illness or accident will be 20 days per illness/accident. Days awarded will be retroactive to the first day of eligibility. A staff member may make a maximum of two separate requests for sick leave from the Sick Leave Bank in any school year if the reasons for the requests are not related.

More information regarding the Educational Support Service sick leave bank can be found on the 304 Hub.

Family Medical Leave: The Family Medical Leave Act provides for up to 12 weeks of unpaid leave for eligible employees on an annual basis. Additional information about Family Medical Leave (Board Policy 5:185) and eligibility for this type of leave is available upon request from the Office of Human Resources.

Personal Leave: Class I, II, III, IV, and V employees are eligible for personal leave. Personal leave is to be used to attend to personal matters that cannot be attended to any time other than during work hours. Personal leave will be allocated as follows:

Completed Years of Service	Personal Leave (reported to the employee in hours)
1 - 4	2 days
5 - 9	3 days
10 +	4 days

Personal leave shall not be used for the purpose of secondary employment, recreational (extended) weekends or for recreational purposes in general, or for the purpose of extending vacation or holiday periods. Personal leave can be used to conduct legal business, observe religious holidays, attend funerals not covered by sick leave, or attend to family matters (e.g., weddings, graduations, taking a child to college, accompanying a child on a field trip). Personal leave need not be used when an employee is called to jury duty.

Educational Support Service Personnel should request personal leave by using the appropriate system supplied by the Office of Human Resources. When possible, the personal leave request should be submitted no less than two days in advance of the absence.

Employees are not required to disclose the reason for requesting personal leave except in the following situations: when the request is for two (2) consecutive days or more; is adjacent to a holiday (e.g., the Friday before the Labor Day weekend, the Tuesday after President's Day) or vacation period (e.g. summer, Thanksgiving, winter or spring break); is the Friday before parent conference week in November; is during any parent/teacher conference day (10 or 12 month employees); is during a teacher institute day (10 or 12 month employees), before or during a school day with a half day of instruction, or is during the months of May and June. The reason should be submitted in writing through the appropriate system.

All personal leave requests are subject to review by the building principal and subject to review and final approval by the Assistant Superintendent-Human Resources. Educational support service personnel should not assume approval of a personal leave request if it involves one of the situations outlined in the preceding paragraph. These requests will be reviewed on a case-by-case basis.

In the event that an employee has exhausted all personal leave and/or requests a day off without pay for a reason that would not allow for the use of a paid personal day, the personal leave request should be completed and submitted through appropriate system. Educational support service personnel should not assume approval of day off without pay. These requests will be reviewed on a case-by-case basis.

Unused days will rollover into accumulated sick leave at the end of the fiscal year. Class VI employees are not entitled to personal leave. For employees working less than a 7.5 hours day, a day of absence refers to the amount of time an employee would have worked on that day. For example, an employee who takes personal leave on a half-day of instruction for

students will be charged the number of hours that he/she would have worked on that half-day.

In the event that a new employee leaves the District before the end of the school year, a compensating adjustment will be made to the final paycheck for the employee if more personal leave days have been taken than have been earned (similar to the process used with sick leave).

Bereavement Leave: All Educational Support Personnel under the Working Agreement shall be entitled to use up to (3) paid days of bereavement leave for each death of any family member with evidence provided to Human Resources of the reason for the leave. Bereavement days are not allotted, nor do they accrue. This provision shall be applied in accordance with the Illinois Family Bereavement Leave Act (Board Policy 5:250).

XIII. Evaluation

The Educational Support Service evaluation plan, including all relevant forms, is available on the 304Hub.

All educational support staff employed with the District as of December 31st in a given school year will receive a formal evaluation at least once in that school year during their first four years of employment. After the first four evaluations, educational support personnel will be evaluated every other year, so long as their rating is satisfactory or better. A support staff member who receives a rating less than satisfactory in a given school year will be evaluated again in the following school year. If the District Administration has any concern regarding the job performance of a specific support staff member who is not scheduled for evaluation in a given year, or if it is the Building Principal's first year in the support staff member's building, the support staff member may be moved up for evaluation in that year. If a support staff member is scheduled for evaluation in a given year but that evaluation is not completed, the rating for that support staff member shall be deemed to be satisfactory.

Upon the completion of the evaluation process, the employee will sign the evaluation form to acknowledge that they have had a conference with their immediate supervisor and that the information contained on the evaluation form has been discussed with the employee. Signing the evaluation form does not constitute agreement with the supervisor's evaluation.

If an employee desires to establish a conference with the Assistant Superintendent-Human Resources and their immediate supervisor to discuss the evaluation, a letter of request should be given to the immediate supervisor requesting a conference within fifteen (15) days of the original evaluation conference with the supervisor.

XIV. Compensation

The Assistant Superintendent-Business, the Assistant Superintendent-Human Resources, members of the Board of Education, and representatives from the Educational Support Service employee group meet before the expiration of this Working Agreement to discuss a variety of issues, including compensation rates and benefits. Every effort is made to enact new compensation rates prior to the end of the fiscal year.

New compensation rates are effective at the beginning of the new school year and increases are listed below.

2026-27	5.00% base pay increase Adjustment to range minimum (as needed) 1.50% compression/time in position adjustment (as needed)
2027-28	4.75% base pay increase

Substituting for a Teacher: In the event that an Educational Support Service employee who is a certificated teacher, accepts a request to substitute for a District 304 teacher, the employee will be paid either a half day or full day rate as determined for substitute teachers. If the substitution is not for the full time for which substitute pay is paid, the employee may be assigned to complete their substitute duties in their original position at the substitute rate of pay. There will be no hourly pay during the time an employee is serving out the half or full substitute commitment. An employee who substitutes a half-day at the elementary level will reduce their daily work hours by three (3) hours.

Educational Support Service Personnel who desire to substitute must register to substitute at the District Office.

XV. Payroll Procedures

Employees required to submit timesheets are required to accurately submit their timesheet, with approval, by the payroll deadline set for each pay date.

It is the responsibility of all educational support service employees to submit time sheets in a timely and accurate manner. Failure to submit time sheets in a timely manner will delay receiving a paycheck until the next pay period. Failure to submit timesheets in an accurate manner may result in suspension or termination.

Time sheets should record pay period dates, hours worked, sick days, personal days, and vacation days as approved. When additional time is required by an employee's supervisor for meetings, training, or additional workload and those hours do not exceed 40 hours per week, employees should report that time on their time sheet. Partial hours will be reported in increments no less than ¼ hour. If an employee works 5 minutes into a ¼ hour, the whole ¼ hour will be compensated. Sick, vacation, and personal leave absences should be reported in half hour increments.

XVI. Deductions

Deductions in pay will be in accordance with the Illinois Municipal Retirement Act, Social Security (F.I.C.A.), Federal and State Income laws. All deductions will be based upon current legal regulations as prescribed by law.

XVII. Retirement-IMRF

Persons employed in positions that require 600 or more hours per school year (Class I, II, III, IV, and V employees) are required to participate in the Illinois Municipal Retirement Fund (IMRF). The current rate of deduction is equal to 4.5% of wages and is established by IMRF.

The Board of Education contributes an additional amount for each employee as determined by IMRF yearly by actuarial analysis of current employees.

Persons employed in positions that require less than 600 hours per year are not eligible to participate in IMRF.

Beginning with the 2027-2028 school year, the Board will pick up support staff members' IMRF contribution after fifteen (15) years of service. The total raise of any staff member in their initial year of receiving IMRF pickup may not exceed 6% of their creditable earnings.

Staff members who are planning to retire should schedule a meeting with the Assistant Superintendent-Human Resources three to five months before the actual retirement date. Staff members should submit their letter of intent to retire to the Assistant Superintendent – Human Resources, and the retirement notification will be included on a Personnel Report for the Board of Education to approve. While there is no set deadline for submitting a letter of intent to retire, submitting the letter of intent to retire at least three months prior to the retirement's effective date will better ensure an appropriate amount of time for the position to be filled with a quality candidate.

XVIII. Retirement-Compensation

Retiring Class I, II, and III office employees who have reached the age of fifty-five will receive a retirement bonus as follows:

10-19 years of service	10% of last annual salary
20-24 years of service	15% of last annual salary
25+ years of service	20% of last annual salary

XIX. Direct Deposit and Tax-Sheltered Annuities and Mutual Funds

For direct deposit, Educational Support Service Personnel must authorize direct deposit of their entire paycheck to an account in a banking institution. Direct deposit authorization forms are available in the Business Office.

Geneva District 304 sponsors a 403(b) plan for employees. A 403(b) refers to a family of tax-sheltered annuities and mutual funds available to public sector employees that can be used in retirement to provide an additional source of income beyond the monthly pension

offered through the Illinois Municipal Retirement Fund. Contributing to a 403(b) is a voluntary choice.

The District maintains a list of approved 403(b) investment providers that can offer annuities and mutual funds to employees. Contact the Office of Human Resources or log onto the Staff Connections website (www.geneva304.org/staffconnections) for the list of approved 403(b) providers.

Educational Support Service Personnel who wish to authorize a fixed bi-weekly amount to be deducted throughout the year for a tax-sheltered annuity or mutual fund may do so during any pay period.

XX. Jury Duty

Employees will be compensated for a regular day of pay during those day(s) devoted to jury duty. In order to receive compensation, employees are requested to attach the jury summons and any compensation received for jury service to their time sheets. Employees may keep any compensation earned for jury duty during a vacation/holiday period.

XXI. Insurance

Employees with working assignments of 30 hours or more each week are eligible for medical/dental insurance and/or life insurance benefits. Summer insurance premiums will be deducted during the school year for those employees not employed on a 12-month basis.

District medical/dental/life insurance plans and contribution rates for medical and dental insurance premiums for eligible Educational Support Service Personnel are subject to change per the Agreement between the Board of Education and the Geneva Education Association.

The District will provide group term life insurance equal to $50,000. An employee, subject to the limits of the policy, may purchase additional coverage.

Employees electing not to participate in the health/dental benefit program offered by the district may be reimbursed for costs incurred for vision/eye care and dental. Reimbursements will be limited to an amount not to exceed $500 per calendar year and are available for an eligible spouse, all dependent children, and other dependents as defined by the District's family insurance plan. The $500 reimbursement account will be prorated for new employees hired after January 1 and for those employees who leave the District at any time during the school year.

XXII. Employment Eligibility

State and Federal Statutes require the completion of certain employment eligibility forms. Typically an educational support service employee is required to successfully complete these forms prior to the first day of employment. In the event that employment begins prior to the

successful completion of any required form and the employee is determined ineligible for employment upon the completion of that form, the employee will be dismissed immediately.

XXIII. Use of Alcohol, Drugs, and Tobacco on School Property

School Board policies and Illinois Statutes prohibit the use of alcohol, drugs, and tobacco on school property. Any violation of these policies may be cause for immediate dismissal.

XXIV. Seniority

Effective with the 2011/2012 school year, the definition of seniority changed. Prior to the 2011/2012 school year, seniority was defined as the length of service in the District within a specific position category. Beginning in the 2011/2012 school year, seniority shall be defined as the length of service in the District in a support staff position, no matter what the support staff position category (the exception would be elementary lunchroom supervisors). For the purpose of establishing seniority, the first day of work in District will be used to place an employee correctly on the appropriate seniority list. Furthermore, when an employee moves from one position category to another category, the employee will retain their seniority date (first day of work in the District) in their new position category.

When two or more educational support service personnel in the same position category possess the first day of work, seniority shall be determined using the following tiebreakers:

1. The date of the final interview with the Assistant Superintendent-Human Resources
2. Any remaining ties will be broken by a toss of a coin

The Assistant Superintendent-Human Resources will prepare and maintain a seniority list, using the new guidelines described above, for all Educational Support Service position categories. Each employee will receive a copy of the seniority list in his/her respective position category by February 15. It is the responsibility of each employee to review the seniority list and to advise the Assistant Superintendent-Human Resources in writing by March 15 of an objection (e.g. an error with a date) to the seniority list. The Assistant Superintendent-Human Resources will review and consider any such objection and inform the employee of a decision following the March 15 deadline.

XXV. Honorable Dismissal

In some cases an educational support service position(s) may not be required in the next school year. The Board of Education will first dismiss, within the respective position category, the employee with the least seniority. In that event, an employee(s) will receive a notice of honorable dismissal at least thirty (30) days before the employee is removed or dismissed. Employees will receive a written notice of honorable dismissal by certified mail, return receipt requested, in accordance with the Illinois School Code.

If a vacancy occurs in that job category the following school term or within one (1) year from the beginning of that school term the employee will be offered the position on the basis of seniority. If an offer is made and refused, there is no further requirement for the District to offer employment if additional positions become available at a later time.

For the purpose of the potential for honorable dismissal, the following position categories have been designated under this working conditions agreement:

Instructional Employees

Employees who are assigned to specific students or to classrooms:

- Classroom Assistants:
  - Elementary Classroom Assistants
  - Middle School Classroom Assistants
- Elementary/Middle School Reading Tutors
- High School Math Tutors
- Bilingual Paraprofessional

Office Employees

Employees who are assigned to clerical or other support positions:

- Building Support Positions:
  - Lunchroom Supervisor (elementary)
  - Hallway/Study Hall Supervisor (high school)
  - In School Suspension Supervisor
  - Assessment Center Assistants (high school)
- 12-month Administrative Assistants
- 9- and 10-month Administrative Assistants
- Registered Nurses
- Technology Support Positions:
  - Building Technicians-10 month
  - Building Technicians-12 month
  - District Client Services Manager
  - District Data Integration Specialist
  - District Network Technician
  - District Technician
  - District Technology Specialist

Identity and Systems Administrator
Information Systems Analyst

The following positions, due to the requirements of the job, are exempt from the honorable dismissal process:

- Accounts Payable Specialist
- Executive Assistant – Superintendent
- Benefits & Leave Specialist
- Human Resources Manager
- Human Resources Specialist
- Payroll Specialist

XXVI. Discipline Procedures

Educational Support Service employees are required to follow all Board of Education policies and administrative guidelines. Employee discipline shall, except for gross conduct as defined below, be progressive and corrective in nature using the following disciplinary steps:

1. Verbal warning
2. Written reprimand
3. Suspension without pay
4. Dismissal

When, in the judgment of the administration, the circumstances of a particular case and/or the seriousness of a particular offense make the application of progressive and corrective discipline inappropriate, the appropriate disciplinary step to be used will be determined by the administration.

Before an employee is disciplined, the administration shall conduct an investigation to determine the facts in the matter. The employee shall be given the opportunity, in a pre-disciplinary conference, to provide his or her explanation of his/her conduct. The Assistant Superintendent-Human Resources, or designee, may suspend an employee with pay while the matter is being investigated.

An employee shall be entitled to invite another staff member to attend any conference with an administrator to discuss the disciplinary action. Copies of all disciplinary action will be provided to the employee within five (5) working days of the disciplinary conference. Disciplinary action shall not be made public except where expressly required by statue.

Employees may be subject to immediate dismissal for gross misconduct. Gross misconduct is defined as:

1. Gross insubordination (e.g. willful disregard for a supervisor's directive, inappropriate language, disrespectful conduct directed at a supervisor).

2. Engaging in inappropriate behavior with students, other staff, parents, and visitors of the District, including, but not limited to, harassment and threatening behavior (Board Policy 5:20).

3. Possession and/or consumption of any controlled substance, including alcohol, on District property, as defined in Board Policy 5:50. Coming to work under the influence of any controlled substance, including alcohol, as defined in Board Policy 5:50. An employee may be subject to an immediate drug test.

4. Possession of any firearm or explosive on District property.

5. Revealing any District confidential information, including but not limited to, student records, staff personnel file information, and confidential correspondence to any unauthorized individual.

6. Misconduct outside the District which affects the employee's ability to work effectively in the District.

7. Falsification of District records.

8. Leaving the assigned building/work area without permission of a supervisor.

9. Theft of District money, materials, or equipment.

10. Misuse of the District computer network including unauthorized use outside the regular workday.

Within five (5) days of disciplinary action, an employee may appeal the disciplinary decision using the following chain of command:

1. Assistant Superintendent-Human Resources
2. Superintendent of Schools
3. Board of Education

Upon receipt of the notice to appeal, the appropriate administrator will meet with the employee and render a decision within five (5) workdays after the meeting.

When an employee is required to appear before the Board of Education concerning any matter which is disciplinary in nature, including dismissal, the employee shall be given 72 (seventy-two) hours written notice of the reasons for the meeting and shall be entitled to invite another staff member and/or legal counsel to the meeting with the Board.

XXVII. Absenteeism

Maintaining good attendance is a condition of employment and an essential function of the job. To minimize hardships that may result from illness or injury, the District provides paid sick leave benefits. However, sick leave taken on a repeated basis may be viewed as abuse of the system. Unexcused absences and excessive excused absences are cause for progressive corrective action and may result in dismissal for cause. Repeated occurrences will result in verbal warnings, written warnings, and/or termination of employment.

XXVIII. Relations with Students, Parents, and Other Employees

Educational support service employees have many contacts with students, parents, and other employees. Information pertaining to these individuals must always be treated as confidential. Violation of confidentiality may result in immediate dismissal.

XXIX. Professional Development

District 304 values the continued professional growth of support staff and endeavors to provide the time, the opportunity, and the financial support for the professional development of support staff. In addition to any professional development opportunities provided by the District, support staff members, who identify potential professional development opportunities online or outside of the District may make a request to their supervisor for time and financial support to participate in online or out-of-district professional development.