

## **Educational Support Personnel**

### **Employment At-Will, Compensation, and Assignment**

#### Employment At-Will

Unless otherwise specifically provided, District employment is at-will, meaning that an employee may be terminated by the District at any time for any reason or no reason at all. A dismissal for reduction in force requires 30 days notice before the employee is removed or dismissed. For the purposes of reduction in force, educational support personnel are granted seniority and recall rights within their respective categories of position. Nothing in Board policy is intended or should be construed as altering the employment-at-will relationship.

#### Compensation and Assignment

The Board of Education will determine salary and wages for educational support personnel. Increments are dependent on evidence of continuing satisfactory performance. Educational support personnel are paid twice monthly. The Superintendent is authorized to make assignments and transfers of educational support personnel.

#### Payroll Installments

Effective January 1, 2008, those education support personnel employees who work less than twelve (12) months annually and have executed a pre-existing election to be paid over twelve (12) months during the 2007-2008 school year, shall continue to be paid for the remainder of the school year on the basis of twenty-four (24) equal installments over twelve (12) months.

Effective for the 2008-2009 school year, and all subsequent school years, education support personnel employees who work less than twelve (12) months annually shall be paid on the basis of twenty-four (24) equal installments over twelve (12) months starting with the beginning of the school year.

LEGAL REF.: 105 ILCS 5/10-22.34 and 5/10-23.5.

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

ADOPTED: December 15, 2015