



# **BENEFITS SUMMARY**

## **Administrative Employees**

**Welcome to  
ROCKFORD PUBLIC SCHOOLS  
DISTRICT 205**

As an administrative employee of the Rockford Public Schools, you are eligible to receive a comprehensive and competitive benefits package that seeks to meet every phase of life for you and your family.

Our benefits package is reviewed annually to ensure that all employees receive quality and comparable benefit options. We ask that you become an active and informed participant so that you may gain the most from what is offered.

If you have questions regarding any of the benefits listed, feel free to either call or visit the Human Resources Department.

**IMPORTANT NUMBERS TO REMEMBER**

- Human Resources Dept.                    966.3145
- Benefits:
  - Insurance Questions                    966.3067
  - Retirement Questions                966.3084
- IMRF - Enrollment/Disability            800.275.4673  
*(Illinois Municipal Retirement Fund)*
- TRS – Enrollment/Disability            800.877.7896  
*(Teachers Retirement System)*

*This booklet is intended to provide a summary of benefits for administrative employees and should not be construed as a contract. Benefits described herein do not apply to all Rockford Public School District employees. This document may be changed from time to time to reflect changes in benefits, benefit eligibility and requirements.*

*Contact the Human Resources Department for further information*

**ROCKFORD PUBLIC SCHOOLS  
DISTRICT 205**

***WORK YEAR***

The work year is determined by the position held. Positions are assigned as either a ten (10) month, eleven (11) month or a twelve (12) month position. Workdays beyond the assigned work year including meetings or workshops are pre-authorized by the Superintendent or designee.

**Ten (10) month Assignment:** Total compensation is based on 200 days. A ten-month administrator has a work schedule specified by the School Calendar in addition to ten (10) days prior to the first Institute Day and ten (10) days after the last day of the school year. At the discretion of the Superintendent, ten-month administrators may be required to work up to five (5) days beyond the contract year when school is not in session. Compensation for those additional workdays will be calculated on a per diem basis.

**Eleven (11) month Assignment:** Total compensation is based on 220 days. Eleven month administrators have a work schedule specified by the School Calendar in addition to twenty (20) days prior to the first Institute Day and twenty (20) days after the last day of school.

**Twelve (12) month Assignment:** Twelve (12) month administrative staff have a work schedule which includes paid absences such as sick time, vacation time, personal business leave and Holiday Leave. All such employees are required to work whenever District offices are open.

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***VACATION SCHEDULE***

10 month & 11 month staff	0 days
12 month staff	20 days

At the beginning of each contract year, administrative staff shall be credited with vacation leave as specified above. However, vacation will be earned ratably throughout the year (e.g. if you are eligible for 20 days of vacation during the year, you earn the vacation days at a rate of 1.67 days each month.) Although vacation days may be used before they are earned, when an employee separates from District employment, such used vacation days will be deducted from the employee's final paycheck. Available vacation days for new employees will be prorated during year hired.

Vacation leave is non-cumulative, however, a maximum of five (5) days may be carried over to the following year, and any carryover must be used by December 31<sup>st</sup> of the following school year. Any carryover exceeding five (5) days must be pre-approved by the Superintendent. Vacation must be requested in advance and approved by the employee's supervisor.

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***HOLIDAYS***

Paid holidays for administrative employees are as follows:

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| <b>JAN</b> New Year’s Day                | <b>NOV</b> Veterans Day                  |
| <b>JAN</b> Martin Luther King’s Birthday | <b>NOV</b> Thanksgiving Day              |
| <b>FEB</b> Lincoln’s Birthday            | <b>NOV</b> Day after Thanksgiving        |
| <b>MAR</b> Casimir Pulaski’s Birthday    | <b>DEC</b> Christmas Eve (1/2 day – PM)  |
| <b>APR</b> Good Friday                   | <b>DEC</b> Christmas Day                 |
| <b>MAY</b> Memorial Day                  | <b>DEC</b> New Year’s Eve (1/2 day – PM) |
| <b>JUL</b> July 4 <sup>th</sup>          |  |
| <b>SEP</b> Labor Day                     |  |
| <b>OCT</b> Columbus Day                  |  |

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***SICK LEAVE***

Sick days are earned on a prorated basis throughout the school year as follows:

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|----------------|---------|
| 10 month staff | 14 days |
| 11 month staff | 16 days |
| 12 month staff | 18 days |

Sick leave days are cumulative without limit. However, they are forfeited upon termination of employment. (See “Pension” section for benefits available at retirement for certified employees.) Sick days for new employees are prorated during the year hired. At retirement, unused sick days not utilized are compensated.

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***PERSONAL BUSINESS LEAVE***

Paid Personal Leave is granted at two (2) days per year and can accumulate up to a maximum of six (6) days. Unused personal leave in excess of six (6) days is converted to and accumulates as sick leave days.

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***SABBATICAL LEAVE***

Sabbatical leave is available to pursue full-time coursework relevant to your position. Coursework must be approved and taken at an accredited learning institution of higher education. Specific term and conditions of this benefit are applicable to this benefit such as having served seven (7) consecutive years of employment. Approval must be granted from the Superintendent of Schools. Further information is available from the Human Resources Department.

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***FAMILY MEDICAL LEAVE***

Family Medical Leave under provisions of the Family Medical Leave Act of 1996 is available for up to twelve (12) weeks for employees unable to work due to a serious health condition or serious health condition of a family member. Family Medical Leave is also available to care for a newborn or newly adopted child. This leave is available on an intermittent basis as well. For eligibility an employee must have been employed for at least twelve (12) months and have worked a minimum of 1,250 hours in previous 12 months. Further restrictions may apply. Information is available from the Human Resources Department.

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***403(b) TAX SHELTERED ANNUITIES (TSA)***

You are eligible to participate in a tax-deferred retirement program by entering into a salary reduction agreement. This agreement allows you to have your salary directed to companies who are eligible to offer Tax Sheltered Annuities. The amount you decide to defer, up to an annual maximum, is deducted from your pay *before* income taxes are taken. You may also choose to defer additional money (called “catch-up” contributions) if you are age 50 or over. You choose where the money is invested. For more information on tax-deferred plans (commonly known as 403B plans), check with your financial advisor or visit the IRS website ([irs.gov](http://irs.gov)).

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***FLEXIBLE SPENDING ACCOUNT (FSA)***

Flexible Spending Accounts: Section 125, is a benefit option which allows you to set aside dollars on a pre-tax basis for reimbursement of eligible Medical and Dependent Care expenses generally not covered in the Health Insurance Plan. This can include deductibles, copays or other out-of-pocket expenses. The maximum contribution allowed during a Plan Year for the Medical Account is \$5,000 and for the Dependent Care Account is \$5,000.

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***DISABILITY INSURANCE***

The District provides supplemental disability benefits for certified administrators and non-certified employees at Director level and above, to a maximum 80% of your salary. Such benefits are coordinated with the Teacher’s Retirement System (TRS) or Illinois Municipal Retirement Fund (IMRF), whichever is applicable. Disability benefits are available at 50% of salary from IMRF for other non-certified staff.

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***LIFE INSURANCE***

Group Life and Accidental Death/Dismemberment Insurance is provided to full-time administrative staff at a \$100,000 benefit level. Benefits are subject to IRS rules.

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***HEALTH AND DENTAL INSURANCE***

As a full-time employee of District 205, you are eligible to receive major medical Health Insurance and Dental Insurance for you and your family. The Health Insurance plan includes coverage of two Preferred Provider Organizations (BlueCross BlueShield of Illinois PPO and UnitedHealthcare ChoicePlus PPO and Definity HRA ). Preventive and Wellness benefits are also available. Included with your Health Insurance Plan is a Prescription Drug Program affiliated with nationwide retail pharmacies. In accordance to your plan selection, a mail-order program for maintenance prescription drugs is also available. See your Benefits Package from the Human Resources Department for specific details. Eligibility of Health and Dental Insurance Benefits are available thirty (30) days from the date of hire. It is the responsibility of the employee to complete enrollment forms within thirty (30) days of the date of hire.

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***PENSION  
CERTIFIED ADMINISTRATIVE STAFF***

Certified staff may be eligible for pension benefits under Teacher Retirement System. Refer to your TRS Member Service Guide which details your pension benefits. Employees who retire at age 55 with at least ten (10) years of service to the District are paid \$50.00 per day by the District for any unused sick days not applied to TRS service credit.

Your pay is subject to the Medicare payroll tax which is payable by both the employee and employer.

If you retire before age 65, and have at least ten (10) years of service to the District, the District will extend medical, dental and life insurance benefits for you and your dependents, until 65 years of age. Contact Human Resources for insurance premium rates.

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***PENSION***

***NON-CERTIFIED ADMINISTRATIVE STAFF***

Non-certified staff members may be eligible for retirement benefits from the Illinois Municipal Retirement Fund. Refer to your IMRF Member Service Guide that details your pension benefits. Employees who retire at age 55 with at least ten (10) years of service to the District are paid \$50.00 per day for any residual unused sick days not applied to IMRF service credit.

If you retire before age 65, and have at least ten (10) years of service to the District, the District will extend medical, dental and life insurance benefits for you and your dependents, until 65 years of age. Contact Human Resources for insurance premium rates.

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***TRAVEL EXPENSES***

Administrative staff who use personal vehicles for approved in-district travel or out-of-district business travel, receive reimbursement at the IRS allowable rate upon submission of a detailed log.

In-district travel reimbursement will not apply to those grandfathered administrators who receive a travel supplement.

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***OTHER BENEFITS***

Other benefits and opportunities available to all employees are:

- Employee Assistance Program (EAP)
- Direct Deposit of your payroll check
- Membership in the Winnebago County Schools Credit Union
- U.S. Savings Bond through payroll deduction
- Wellness/Fitness Programs
- Training Opportunities



**The mission of the Rockford Public Schools, as an educational system committed to excellence, is to serve the community by equipping all of its diverse students with the tools necessary to: ■ compete in a global marketplace, ■ succeed in future education pursuits, and ■ contribute to society; this is accomplished by creating integrated learning environments that respond to the needs and aspirations of the individual student in partnership with family and community.**

*Rockford Public Schools District 205 is an Equal Opportunity Employer  
Human Resources Dept., 201 S. Madison St., Rockford, IL 61104*