

General Personnel

Educational Support Staff – Longevity Pay

Educational Support Staff who are employed by the District on a full-time, 12-month basis as of the date of adoption of this Policy shall receive annual longevity pay as follows, provided the staff member has met or exceeded the performance expectations for the respective position in his/her most recent annual performance evaluation:

- 5-10 Years of Service = \$1,000.00
- 11-15 Years of Service = \$2,000.00
- 16-20 Years of Service = \$3,000.00
- 21+ Years of Service = \$4,000.00

Years of service will be computed by the employee's anniversary date of hire with the District. When calculating the number of years of service, only full years of service will be utilized, partial years will not be utilized. Longevity pay is not added to base salary or base hourly wage, nor is it compounded. Longevity pay will be paid on a prorated basis with each regularly scheduled payroll date between July 1 and June 30 of each applicable fiscal year, and is subject to all applicable withholdings. By way of example, a staff member hired on January 2, 2019, will not complete 5 full years of service until January 2, 2024. This staff member will receive his/her first longevity pay during FY2025.

The Board seeks not to incur an accelerated payment pursuant to the provisions of the Illinois Pension Code and/or the Illinois Municipal Retirement Fund ("IMRF") rules and regulations, as to earnings increases paid during an IMRF member's applicable final rate of earnings ("FRE") period. If, as a result of receiving longevity pay, a staff member's IMRF earnings could increase by more than the maximum percentage/amount set by statute or regulation for earnings increases without an accelerated payment during the FRE period, the Board reserves the right to reduce or withhold the amount of longevity pay accordingly for the sole purpose of avoiding the potential for an accelerated payment being assessed on the District for that IMRF member. This provision applies regardless of whether the staff member is actually retiring or has submitted a notice of retirement.

Educational Support Staff hired on or after the adoption of this Policy are not eligible to receive longevity pay.

Adopted:

April 18, 2019