



THE EXCITING WORLD OF HUMAN RESOURCES

Presenters:

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AGENDA

- General Insurance and Benefits
- Family Medical Leave Act
- ELIS and Professional Development
- Retirement
- 403 B
- Sub Finder
- Tuition Reimbursement



FAMILY MEDICAL LEAVE ACT

- What is the Family Medical Leave Act (FMLA)?
 - FMLA requires covered employers to provide up to 12 weeks (60 working days) of unpaid leave to eligible employees over 12 months.
 - FMLA provides up to 26 weeks of unpaid leave for qualified employees caring for a military service member or veteran over 12 months.
- Who is a covered employer?
 - All public employers are covered regardless of size.
- Who is a covered employee?
 - Must have worked at least 12 months for employer and worked 1,250 hours during the 12 months preceding the start of the leave.



FAMILY MEDICAL LEAVE ACT

○ Reasons for Utilizing FMLA?

- The birth of a child or placement of a child with the employee for adoption or foster care.
- To care for a spouse, son, daughter or parent with a serious health condition.
- The employee's own serious health condition.
- Any qualifying need or demand arising out of the fact the employee's spouse, son, daughter or parent is a military member on covered active duty, or has been called to covered active duty status.



FAMILY MEDICAL LEAVE ACT

○ General Guidelines/Process

- Documents required: Medical Certification, Notice of Eligibility and Rights and Designation notice.
- Letter to the Board of Education Requesting FMLA.
- Doctors note taking employee off work and Doctors note to return to work.
- Sick days only applicable during period of disability.
- Under FMLA the district continues to pay insurance premiums.
- FMLA is unpaid and your pay will be recalculated by: Annual salary divided by 180 days (daily rate); daily rate multiplied by working days remaining in school year divided by pay cycles remaining. (will not receive a pay check during this period)



FAMILY MEDICAL LEAVE ACT

- General Guidelines/Process Continued
 - For the birth of a child the employee has 30 days to enroll the baby into district insurance.
 - FMLA is based on a rolling 12 month calendar.
- How can the employee prepare for conversation?
 - How many sick days does employee have available?
 - How much time off do you intend to take?
 - For the birth of a child, the due date and how many weeks off you are requesting.
 - Do you have a substitute for your position?



ELIS AND PROFESSIONAL DEVELOPMENT

- Professional Development
- Renewal Process
- Helpful Links



ELIS

- ELIS contains 3 types of licenses.
 - Professional Educator License (PEL)
 - Educator License with Stipulations (ELS)
 - Substitute License



PROFESSIONAL DEVELOPMENT

- Professional development activities that will take place beginning on 1/1/2025, must have to be entered within 60 days.
- The hours or CPDU's entered by the educator can be seen by clicking on the edit button next to the activity.
- If an educator lets a license lapse, it will cost \$500 to reinstate or the educator will have to complete 9 semester hours of coursework.



PROFESSIONAL DEVELOPMENT

- Licensees working 50% or more in any particular year must complete 120 hours of PD each 5 year renewal cycle.
- 1 CPDU = 1 Clock Hour of PD.
- 1 Semester Hour of College Coursework = 15 PD Hours.
- Beginning with the first full 5 year cycle in which a licensee holds an administrative endorsement and is NOT working as an administrator, must complete 1 administrator academy within each 5 year renewal cycle.
- <http://www.isbe.net/licensure/html/license-renewal.htm>





Illinois State Board of Education

Gery J. Chico, Chairman
Dr. Christopher Koch, State Superintendent

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Home Page



Welcome, Sarah A. Fantasticteacher!

Click on "View Your Credentials"



View Your Credentials

Your credentials are available online. You will be able to see all your current and previous credentials, documents received, and degrees on file. You will also be able to update professional development information.



Reinstate Your License

Click here to reinstate your license before the credential expires.



Apply for an Illinois License, Endorsement, or Approval

You can now apply for licenses online. All Illinois online applications require a credit card payment.



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Credentials

Credentials (4)

Degrees (2)

Testing (6)

Images

Fees

Document History

Highly Qualified

Assignments (4)

Professional Development (5)

Historical Data

teacher

Contact Information

Address: 123 Any St
City State, Zip: Any Town IL, 60657
Email: dheckenk@isbe.net, sfantastic@nowhere.com
Primary Phone: (555) 555-5555
Secondary Phone: (777) 777-7777

[Click Here to Edit Educator](#)

Licenses

Show All

Click on "Educator" on the menu bar, then select "Professional Development" from the drop down menu.

Educator Development

Primary Information

Full Name: Sarah A. FantasticTeacher
 IEM: 729988
 DOB: 12/13/1971
 Gender: Female
 Maiden: Board

Contact Information

Address: 123 Any St
 City/State/Zip: Any Town IL, 60657
 Email: dheckenk@sibb.net, sfantastic@nowhere.com
 Primary Phone: (555) 555-5555
 Secondary Phone: (777) 777-7777

[Click Here to Edit Educator](#)

Select "Click Here to Add Professional Development Hours".

Educator Professional Development Education

Edit	Name	Description	Provider	Purp
Edit	CPD	Workshop Title: Math for the Early Child. This workshop discussed differentiated math instruction methods for young children.		A1
Edit	CPD	Workshop Title: Workshop on Math strategies.		A
Edit	CPD	Completed additional college course work at the following institution: Western Illinois University in Illinois. The course number and title was: What Great Teacher's Do ED 501		
Edit	Coursework	Completed additional college course work at the following institution: Eastern Illinois University in Illinois. The course title was: The course number was:		
Edit	CPD	Workshop Title: Differentiated Instruction Grades K-2		

[Click Here to Add Professional Development Hours](#)

Professional Educator Development Hours

Please enter the Professional Development information below.

Activity Name: *

Provider: *

Purpose: *

Hours: *

Description:

Begin Date: MM/DD/YYYY *

End Date: MM/DD/YYYY *

Once you have entered the required data, click on the "Next" button.

- ☒ Save - I want to save this professional development information
- ☐ Cancel - Please cancel the wizard

1. Enter the activity name, e.g. workshop, conference, college course, supervision of a student teacher, etc.

2. IL providers must be on the ISBE approval list available online at

<http://webprod1.isbe.net/PDP/Provider/ListApproved.asp>. Out-of-state providers do not require approval. Enter "out-of-state" as the provider name.

3. Enter the appropriate alpha or numeric codes in the tables on the next page.

4. Must be whole hours, i.e. 2, 13, 26, etc. For 1/2 hour round up, e.g. round 2.5 up to 3.

5. See Example

6. Must be on or after 7/1/2009

7. Must be on or before 6/14/2014

8. Click **Finish** or the 



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Educator

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Educator Development

Primary Information

Full Name: Marie A. Member
IEIN: 779861
DOB: 10/18/1963
Gender: Female
Maiden: Chairperson

Contact Information

Address: 1234 Any St
City State, Zip: Any Town IL, 62269
Email: lrhoades@isbe.net
Primary Phone: (222) 222-2222
Secondary Phone: (444) 444-4444

Miscellaneous Information

Status: Active

[Click Here to Edit Educator](#)

Educator Professional Development Education

Edit	Name	Description	Provider	Purpose	Hours	Begin Date	End Date	Create Info
Edit	Peer Mentoring	I served as a mentor teacher	IL School for the Blind	E	11	01/01/2013	04/30/2013	MarieMem
Edit	Coursework	Completed 3 semester hour course at the U of I Urbana/Champaign. The course number and title were MAT 501 Advanced Calc.	Univ of IL	A, B, C, D, E	45	06/01/2013	07/31/2013	MarieMem

[Click Here to Add Professional Development Hours](#)

[Submit your Professional Development](#)

RETIREMENT

- How do I notify the district of my intent to retire?
 - Inform your Principal of your intent to retire and when your last school year will be.
 - Submit a retirement letter to the Director of Human Resources. The letter will be added to the personnel report for the Board meeting.
 - The letter should be directed to the board of education; indicate your position, your intent to retire, when your last school year will be and requesting the 6% salary increase per contract if eligible. You may write any thing additional if you choose to.



RETIREMENT

○ Benefits

- District will increase a teachers salary by 6% a year for up to the last four years of career **IF** fully vested with 35 years of service and age 55-59 or 60+ years of age at the end of their last year.
- Board provided single, medical and dental coverage once teacher has provided a non-rescindable notice of retirement.
- Annual amount of \$1,800 for health insurance until the age of 65 under the health plan provided by the Teacher's Retirement System of the State of Illinois.
- Up to a maximum annual amount of \$100 for term life insurance provided by the D15 group plan. The amount will be the same amount retiree was eligible for in last year employed and will continue to age 65.



RETIREMENT

○ Early Retirement Benefits

- Age 55, but not older than 59 effective date of August 31 in the year teacher retires.
- 20 or more, but less than 35 years of service.
- Must notify the Board of Education not later than February 1 of final year of teaching.
- There is a limit on the number of early retirees.
- Not eligible for 6% increase.
- District 15 will pay for their portion of TRS.
- Option to have district buy back accrued sick days exceeding 170 days with a maximum of 60 days at the rate of 70% of the current base substitute rate.



RETIREMENT

○ TRS

- Tier I (enrolled prior to Jan. 1, 2011)
 - Can retire at age 55 with full benefits if they have 35 years of service.
 - Can retire at age 55 with 20 years of service but at a reduced pension.
- Tier II (enrolled after Jan. 1, 2011)
 - Can retire at age 67 with full benefits if completed minimum of 10 years of service.
 - Can retire at age 62 with 10 years of service with reduced benefits.
- If contemplating retirement please contact TRS to set up a meeting to plan your retirement. TRS can be contacted at 800-877-7896.



403B

- What is a 403B?
 - Self Funded – Employee Contributions.
 - Not a savings account, but a tax deferred retirement plan.
 - Can be an excellent way to save money for retirement.
 - Serves as a supplement to other savings and pension options.
 - Portable – can take it with you if you change employers.



403B

○ Traditional and Roth 403B

- Traditional plans are pre-tax funded.
 - No taxes on contributions, pay taxes on withdrawals.
- Roth plans are post-tax funded.
 - Pay taxes on contributions, earnings are tax exempt.

Per Pay Period	5 Years	10 Years	15 Years	20 Years	25 Years	30 Years
\$25	\$3,794	\$8,913	\$15,821	\$25,143	\$37,721	\$54,695
\$50	\$7,588	\$16,456	\$31,642	\$50,286	\$75,443	\$109,389
\$75	\$11,381	\$24,684	\$47,464	\$75,428	\$113,164	\$164,084
\$100	\$15,175	\$32,912	\$63,285	\$100,571	\$150,885	\$218,779
\$200	\$30,351	\$65,825	\$126,569	\$201,142	\$301,771	\$437,557
\$500	\$75,876	\$178,263	\$316,424	\$502,856	\$754,426	\$1,093,893

