

ESP Policy Manual Changes for 2023-24 School Year

Cover	Update Dates: June 8, 2023 & July 1, 2023	
Page 10 Complaint Managers	Update Contact Info: Nathan O’Dell GMS Principal 333 E Ogden Ave Geneseo, IL 61254 309-945-0599 nodell@geneseoschools.org	Brian Hofer Southwest Principal 715 S Center St Geneseo, IL 61254 309-945-0699 bhofer@geneseoschools.org
Page 17 Holidays	Add: “Employee Access calendar each school year” Delete: “the Benefit/Holiday Chart in this section”	
Page 18 Holidays	Add: “The Holiday Chart indicates the minimum number of paid holidays per school year for that ESP category. The actual holidays for current school year are adjusted according to the approved district calendar. Check Employee Access calendar to view holidays.”	
Page 18 Benefit/Holiday Chart	Add: “180 workdays + 8 paid holidays” and “12 month work schedule + 13 paid holidays” Delete: Paid holiday list since it varies each school year and ESPs have access to correct holiday schedule in Employee Access	
Page 20 Tuition Reimbursement	Add: “Educational Support Personnel are required to seek prior approval for education-related courses that would qualify for tuition reimbursement by submitting the “ESP Degree Tuition Pre-Approval Form” in the staff portal to the Chief School Business Official. The District will place \$4,000 per year in a tuition reimbursement account towards approved education-related Bachelor degrees or MAT (\$200 max per credit hour) for Educational Support Personnel. In the case where \$4,000 does not cover 100% of the requests submitted, the \$4,000 would be divided by the total number of hours of all applicants; that would be the reimbursable amount. Once the pre-approved course is successfully completed, submit the “ESP Degree Tuition Reimbursement Request Form” and related documents. Qualified tuition reimbursements would be paid through Accounts Payable in June of the school year requests are submitted. An ESP (non-certified employee) who receives tuition reimbursement for said approved Bachelor degree or MAT and leaves within 2 years of said reimbursement, the ESP must repay the district. Such an amount will be held from the employee’s final paycheck. If the final paycheck is not sufficient to allow for the full amount to be withheld, the employee must repay the balance within two weeks after the effective date of his/her resignation.”	
Page 21 Sick Leave	Add: “mental or behavioral health complications”	