

# Herscher CUSD #2 Non-Certified Staff FAQ Handout

**HCUSD #2 2023-2028 Contract**  
Key answers with contract references

 [View the Full Contract here:](#)  
**23 - 28 Non Certified Staff Contract**

## GENERAL EMPLOYMENT

### Q: Who is covered under this contract?

A: All full- and part-time support staff including secretaries, paraprofessionals, clerks, food service workers, custodians, and maintenance.

*Contract Reference: Article I – Recognition, Section 1.1*

### Q: What is the probationary period?

A: New employees are on probation for 3 months. During this time, employment can be terminated without access to the grievance process.

*Contract Reference: Article V – Seniority, Section 5.1*

### Q: How is seniority determined?

A: From your original hire date. Full seniority credit is given if you start before November 1.

*Contract Reference: Article V – Seniority, Section 5.2*

### Q: Can I transfer between buildings or positions?

A: Yes. Vacancies are posted for at least 5 working days. Requests can be submitted and must be considered before the role is filled.

*Contract Reference: Article XI – Vacancies, Section 11.1*

## WORK HOURS & BREAKS

### Q: What is considered full-time?

A: Working 30+ hours/week.

*Contract Reference: Article VIII – Hours and Work Load, Section 8.7*

### Q: Do I get breaks?

A: 7+ hour shifts: Two 15-minute paid breaks + 30-minute unpaid lunch

- 4-6 hour shifts: Either one 15-minute paid break or 30-minute unpaid lunch

*Contract Reference: Article VIII – Hours and Work Load, Section 8.3 and 8.4*

### Q: When is overtime paid?

A: - Over 40 hours/week = 1.5x pay

- Work on a Sunday = 1.5x pay

- Work on a holiday = 2x pay

Must be preapproved by your supervisor.

*Contract Reference: Article VIII – Hours and Work Load, Section 8.5 and 8.6*

## LEAVES & ABSENCES

### Q: How many sick days do I receive?

A: Based on months worked:

- 9-10 months = 10 sick days

- 11 months = 11 sick days

- 12 months = 12 sick days

*Contract Reference: Article X – Leaves, Section 10.1*

### Q: Who qualifies for sick leave?

A: Employees working 600+ hours/year.

*Contract Reference: Article VII – Leaves, Section 7.1*

### Q: What counts as sick leave?

A: Personal illness, family illness/death, pregnancy-related disability, and quarantine.

*Contract Reference: Article VII – Leaves, Section 7.1*

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**Q: Can I take personal leave?**

A: Yes. Full-time employees receive 2 personal days/year. Cannot be used before/after breaks or during first/last 2 weeks of school year (except for emergencies).

*Contract Reference: Article VII – Leaves, Section 7.7*

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**Q: What is the Perfect Attendance Incentive?**

A: - No sick/personal days used = \$100  
- Only 1 day used = \$50

*Contract Reference: Article X – Leaves, Section 10.10*

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**Q: Is bereavement leave available?**

A: Yes, 2 paid days per occurrence for immediate family, with option to use additional sick days.

*Contract Reference: Article X – Leaves, Section 10.6*

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**Q: Can I borrow sick days if I run out?**

A: Yes, if you've been with the district 5+ years, you may borrow up to 2 years worth of sick leave.

*Contract Reference: Article VII – Leaves, Section 7.11*

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**PAY & BENEFITS**

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**Q: When are paychecks issued?**

A: 24 pay periods/year, paid on the 10th and 25th of each month.

*Contract Reference: Article XIII – Wages, Section 13.3*

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**Q: How are raises determined?**

A: - Must work 75% of the year to receive full annual raise.  
- Raise percentages vary by year

*Contract Reference: Article IX – Compensation Schedules, Section 9.3*

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**Q: Do I qualify for insurance?**

A: If you work 30+ hours/week, the district contributes up to \$750/month toward health insurance.

*Contract Reference: Article XII – Insurance, Section 12.1*

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**Q: Is life insurance provided?**

A: Yes, a \$50,000 term life policy is included for full-time staff.

*Contract Reference: Article XII – Insurance, Section 12.3*

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**Q: Do I participate in IMRF?**

A: Yes, if you work 600+ hours/year, you are automatically enrolled in the Illinois Municipal Retirement Fund.

*Contract Reference: Article XIV – Retirement, Section 14.2*

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**OTHER COMMON QUESTIONS**

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**Q: What if I'm called for jury duty?**

A: You will be paid your regular wage but must reimburse the district for any jury compensation (excluding travel/lunch).

*Contract Reference: Article X – Leaves, Section 10.8*

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**Q: Can I take leave without pay?**

A: Yes, leave without pay may be granted (for health or other reasons) at the Board's discretion, typically for up to 1 year.

*Contract Reference: Article X – Leaves, Section 10.11*

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**Q: Are uniforms or clothing reimbursed?**

A: Yes. Maintenance employees receive a \$250 annual allowance for protective clothing.

*Contract Reference: Article XIII – Wages, Section 13.4*

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**Q: What happens on snow/eLearning days?**

A: - Paraprofessionals, clerks, secretaries, food service: May work/train from home.  
- Custodians/maintenance: Report to work as scheduled.

*Contract Reference: Article VIII – Hours and Work Load, Section 8.*